



CITY OF MONTCLAIR

PRELIMINARY BUDGET

FISCAL YEAR 2023-24

PRELIMINARY BUDGET

Fiscal Year 2023-24

City of Montclair

CITY OF MONTCLAIR
FY 2023-24 PRELIMINARY BUDGET
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June 7, 2023

Subject: CITY MANAGER'S FISCAL YEAR 2023-24 BUDGET MESSAGE

To: Honorable Mayor and City Council

**Presented for your consideration: CITY OF MONTCLAIR
FISCAL YEAR 2023-24 BUDGET AND CITY MANAGER'S BUDGET
MESSAGE**

I. INTRODUCTION

Fiscal Year 2023-24 Appropriations/Transfers:

➤ **Appropriations Budget.**

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

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

	<u>Current Year</u>	<u>Prior Year</u>	<u>Change</u>
Appropriations:			
All Funds	\$ 57,776,276	\$ 52,700,072	\$ 5,076,204
General Operating Fund	\$ 35,641,007	\$ 32,591,823	\$ 3,049,184

Table 1, above, demonstrates that for Fiscal Year 2023-24, the proposed General Operating Fund Budget projects robust growth, driven largely with revenue generated by *Measure L*, Montclair's transactions and use tax ballot measure approved by voters in November 2020.

➤ **Factors Influencing Appropriations Budget.**

COVID-19 Pandemic.

The City's economic growth is also attributed to ongoing improvements in local, regional, state and national economic activity as these sectors continue their emergence from the economic fallout related to the COVID-19 (novel coronavirus)

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pandemic—a global pandemic caused by the SARS-CoV-2 virus, first identified in an outbreak in the Chinese City of Wuhan in December 2019.

Within two months after the virus was first detected in China it spread worldwide, causing the World Health Organization (WHO) to declare a public health emergency of international concern on January 30, 2020. WHO elevated the public health emergency to a worldwide pandemic on March 11, 2020. Following this latter declaration by WHO, the U.S. government and most state, county and municipal governments each issued public health emergencies that temporarily closed or slowed down many sectors of the U.S. economy.

As of June 5, 2023, worldwide the virus infected more than 767 million people, resulting in more than 6.940 million deaths. In the United States, an estimated 103.5 million people contracted the virus, and nearly 1.128 million died. The coronavirus pandemic is considered to be one of the deadliest in world history.

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:

- **California COVID Data.** As of June 5, 2023, California recorded more than 12.276 million COVID-19 cases and 104,958 deaths. California is among the top 12 states in administering the COVID-19 vaccination—approximately 75% of all Californians have been fully vaccinated, including 93% of residents 65 and up; and an estimated 42% of Californians received at least one booster shot, including 73% of residents 65 and up.

Of the four largest states, California, Texas, Florida and New York, statistically California, with a population of 39,512,223, had the best outcome record with 310,689 cases per million of population and 2,606 deaths per million of population. In contrast, Florida, with a population of 21,477,737, had the worst outcome record with 353,292 cases per million of population and 4,121 deaths per million of population.

As of May 11, 2023, the COVID-19 California Dashboard is no longer reporting aggregate cases; however, the California Department of Public Health (CDPH) will continue to report sustainable and meaningful data that allow for timely monitoring of COVID-19 in the state.

- **COVID-19 Public Health Emergency Terminated.** On February 28, 2023, California Governor Gavin Newsom issued a proclamation terminating the State's COVID-19 public health emergency. The state's [SMARTER Plan](#) will maintain California's operational preparedness to address the next phase of the COVID-19 pandemic, and will continue to guide the state's work to support communities across California. Additionally, California public health officials state that COVID-19 vaccines, testing, and treatment will continue to be available at sites within local communities across the state.

On April 10, 2023, the U.S. national emergency response to the COVID-19 pandemic ended after President Joseph Biden signed a Congressional resolution to bring it to a close after approximately three years. The national emergency allowed the U.S. government to take sweeping steps

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to respond to the virus and support the country's economic, health and welfare systems.

A major national tool to combat and overcome the novel coronavirus was Operation Warp Speed (OWS), launched by the administration of former President Donald Trump. OWS was a public-private partnership launched in May 2020 to facilitate and accelerate the development, manufacturing and distribution of COVID-19 vaccines, therapeutics, and diagnostics. Primary focus was directed at the mass production of multiple vaccines, and allowing for faster distribution if clinical trials confirmed vaccine efficacy. Effective vaccines produced by Pfizer and Moderna were given emergency use authorization by the Food and Drug Administration (FDA) in early December 2020, with the first COVID-19 vaccines administered to health care workers on December 14, 2020.

While COVID-19, like the annual flu, will remain a public health concern for the indefinite future, its prevalence as a major public health threat has receded. COVID-19 will, however, continue to influence some aspects of the nation's economy, at least through 2024, as various economic sectors continue to cope with a rebuilding effort that restores manufacturing capability, reduces supply chain shortages, copes with employee retention, and controls inflation-related adjustments in goods, services and commodities.

➤ **Proposed General Operating Fund Transfers.**

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

**Table 2
Proposed General Operating Fund Transfers**

To	From	Purpose	Transfer Amount
General Operating Fund	Traffic Safety Fund	Program Costs	\$ 100,000
Gold Line Betterment Reserve Fund	General Operating Fund	Establish Fund	\$ 1,250,000
Street Maint Reserve Fund	General Operating Fund	Establish Fund	\$ 1,250,000
Homelessness Advocacy/ Housing/Outreach Assistance Reserve Fund	General Operating Fund	Establish Fund	\$ 500,000
Economic Development Assets Fund	General Operating Fund	Provide Funding	\$ 785,229
		Total Transfers	<u>\$ 3,885,229</u>

As indicated in Table 2, above, the Fiscal Year 2023–24 Budget proposes the following annual transfer into the General Fund Operating Fund for program-related costs, as well as transfers out of the General Operating Fund to three newly established Special Reserve Funds and to the Economic Development Assets Fund for operational purposes—approval of the Fiscal Year 2023–24 Proposed Budget secures, for transfer and use, the funds as provided for in Table 2:

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- **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.
- **Gold Line Betterment Reserve Fund.** \$1,250,000 to a Gold Line Betterment Reserve Fund to achieve City Council directed infrastructure betterments to the Gold Line light rail corridor at Monte Vista Avenue and/or the Montclair Transcenter. The City Council will be requested to allocate additional funds to the Gold Line Betterment Reserve Fund in additional years so that adequate funding will be available when construction of the Gold Line from Pomona to Montclair commences. Betterments may include, but are not limited to, the following:
 - Pedestrian bridge crossing from the west to east side of Monte Vista Avenue. City staff is working with the Gold Line Construction Authority to obtain Public Utility Commission (PUC) approval and construction requirements and costs.
 - “*Welcome to Montclair*” signage and City logo affixed to deck support girders on the north side of the proposed Gold Line light rail bridge/pedestrian bridge and the south side of the existing Metrolink bridge.
 - Montclair Transcenter facility improvements—see following discussion.

In addition to the Gold Line Betterment Reserve Fund, and in support of Montclair Transcenter facility improvements, City staff has applied, through the offices of Senators Diane Feinstein and Alex Padilla and Congresswoman Norma Torres, for \$5.6 million in Community Project Funds for the Montclair Transcenter Facilities Enhancement Project. Montclair has had good fortune in securing funds through the Community Project Funds program: In 2002, Montclair’s Congressional representatives obtained for Montclair \$2 million in Community Project Funds for improvements at Saratoga Park—L.D. King, Inc./Surveyors and Engineers is currently working on design plans for Saratoga Park improvements.

The Montclair Transcenter Facilities Enhancement Project, if approved by Congress, would include a number of enhancements to existing Transcenter facilities that would complement the City’s Gold Line Betterment program. Improvements may include new Transcenter furniture, shade structures, perimeter fencing, landscaping, bike storage facility, EV-charging stations, solar power shade structures, and a kiosk that would accommodate security personnel, ticket sales and vendor space for refreshments.

City Staff recommends the City Council consider and approve the proposed allocation of \$1.25 million for Fiscal Year 2023–24 to the newly established Gold Line Betterment Reserve Fund as an appropriate use of General Fund Revenue.

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For additional information on planned development of the Montclair Transcenter, refer to “**Montclair Transcenter–related projects: Montclair Transcenter – Property Acquisition.**” on [pages liii and liv](#) of this Budget Message.

- **Street Maintenance Reserve Fund.** \$1,250,000 to a Street Maintenance Reserve Fund to provide for preventive maintenance of street assets before replacement or major rehabilitation becomes necessary. The City Council will be requested to allocate annual funds to the Street Maintenance Reserve Fund to provide for ongoing preventive maintenance of street assets.

Following City Council approval of the 2014 and 2021 series of lease revenue bonds, Montclair committed to a track of spending an estimated \$60+ million in combined Lease Revenue Bonds and Redevelopment Agency Tax Revenue Bonds for street rehabilitation projects. A Street Maintenance Program will provide for the long-term protection of these ongoing investments.

Other available funds for local road and highway projects include State Gas Tax allocations, including funds from Senate Bill 1:

- *SB 1 Funds.* Senate Bill 1 (SB 1), authorized as a voter approved initiative known as the Road Repair and Accountability Act of 2017— is the largest transportation investment in California history. SB 1 also represented the first per-gallon increase in the state excise tax on gasoline since 1994, and provides for inflationary adjustment on the fuel tax in future years.

Upon full implementation, SB 1 is projected to generate over \$5 billion annually. Funds are deposited in the Road Maintenance and Repair Account (RMRA), with approximately \$1.5 billion annually dedicated, by formula, to local governments for use outside of normal maintenance of effort requirements. For Fiscal Year 2023–24, Montclair is projected to receive approximately \$943,000 from the RMRA account.

SB 1 funds submitted to local governments can be used to address local street and road maintenance and rehabilitation, transit operations and capital, local partnership programs, active transportation programs, local planning grants and critical transportation–related safety projects. Montclair receives an annual allocation of SB 1 funds, assigned with other Gas Tax revenues. Gas Tax and SB 1 funds are restricted for qualifying projects and, if available for use, will be applied to projects that could otherwise be funded through the Street Maintenance Reserve Fund.

SB 1 funds are also used to support transportation-related grant programs through the State’s Transportation Improvement Program (TIP); e.g., Montclair has in reserve \$15 million in TIP funds for construction of the Central Avenue Bridge at the Union Pacific Railroad Tracks.

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The City's expansive Bond program for street rehabilitation includes the following recent and planned improvements:

- Repaving of nearly every street in the City.
- Reconstruction of many of the City's alleyways, including alleyways reconstructed with Community Development Block Grants (CDBG).
- Rehabilitation of medians, including:
 - ✓ Central Avenue, north of the Interstate-10 Freeway to the City's north border with Upland, including new signalization and redesign of street sections;
 - ✓ Mills Avenue, between Holt Boulevard and Arrow Highway;
 - ✓ Benson Avenue, north of the Interstate-10 Freeway;
 - ✓ Monte Vista Avenue, at Palo Verde Street and north of the Interstate-10 Freeway;
 - ✓ Holt Boulevard median landscape improvements;
 - ✓ Mission Boulevard median landscape improvements;
 - ✓ Palo Verde Street median landscape improvements; and
 - ✓ San Jose Street (immediately west of Monte Vista Avenue) median landscape improvements.
- Bicycle lanes on thoroughfares throughout the City, including:
 - ✓ Orchard Street, from Benson Avenue to Mills Avenue;
 - ✓ Benson Avenue, from Holt Boulevard to Arrow Highway—Montclair and Ontario are in discussions to evaluate conversion of Benson Avenue to one lane, either direction, with north and south bicycle lanes;
 - ✓ San Bernardino Street, from Mills Avenue to Central Avenue;
 - ✓ Mills Avenue, from Holt Boulevard to San Jose Street; and

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- ✓ Streets throughout the North Montclair Downtown and Montclair Place Specific Plan areas.
- Complete Streets Program Throughout the North Montclair Downtown and Montclair Place Specific Plan Areas. The complete streets program takes into consideration a holistic approach to planning, designing and constructing or rehabilitating streets to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

A complete street may include sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crosswalks, medians, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, green/open spaces, landscaping and other design and traffic calming features.

Why a complete streets program? Statistics bear out that nationally, and locally, the U.S. is in the midst of a historic and alarming increase in the numbers of pedestrians struck and killed while walking—an increase in pedestrian traffic fatalities that has been on a steady rise since 2009, as announced by the Governors Highway Safety Administration (GHSA).

In 2009, 4,109 pedestrians lost their lives in vehicle-related accidents. In the interceding years between 2009 and 2022, the number of pedestrian deaths climbed annually, reaching 7,485 deaths in 2021. During the first half of 2022, pedestrian deaths appeared to be on track to exceed the 2021 total by 5 percent—the Governor’s Highway Safety Association states that 3,434 pedestrians were killed from January to June 2022.

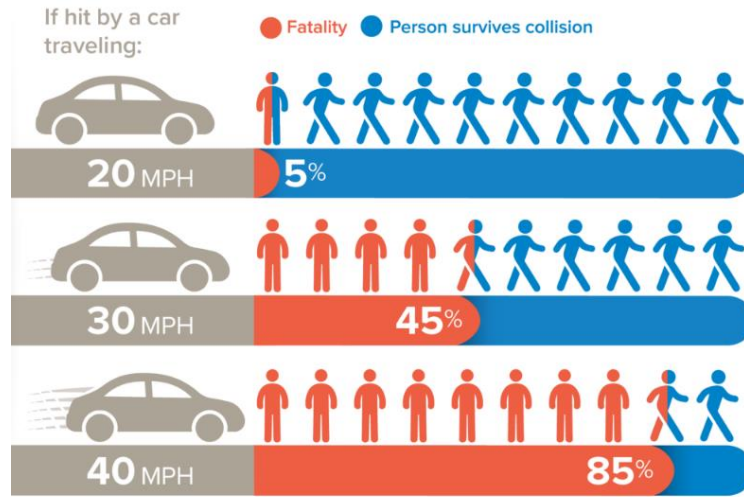
The three largest states, California, Texas and Florida experienced nearly 40 percent of the 2022 six-month national total, with California reporting 504 pedestrian deaths, Florida reporting 443 deaths, and Texas reporting 368 deaths. Florida tops the list as the deadliest state for pedestrians in terms of deaths per 100,000 of population, at a rate that is more than 1.8 times that of California. The GHSA opines that the only way to reverse the trend is to “do more of everything that works—more and better designed infrastructure to keep people walking safe....”

In March 2022, the National Highway Traffic Safety Administration (NHTSA) released its [Overview of Motor Vehicle Crashes in 2020 \(dot.gov\)](#). In the report, the NHTSA focused on three major behavioral factors related to crashes and determined that speeding, alcohol-impaired driving and seat belt non-use were the leading causes of accidents. Of

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these three behavioral factors, and as it relates to vehicle–pedestrian accidents, vehicle speed is a primary factor in pedestrian–related fatalities; speed is also the best predictor as to whether or not vehicle–pedestrian accidents will result in injury or death, as indicated in **Chart 1**, below.

Chart 1
Speed as a Determining Factor in Pedestrian Injuries or Deaths



National Traffic Safety Board (2017) Reducing Speeding-Related Crashes Involving Passenger Vehicles. Available from: <https://www.nts.gov/safety/safety-studies/Documents/SS1701.pdf>

One of the best ways to reduce speeds and speeding is through a different approach to street design that prioritizes safety above all else, but especially over vehicle speed. Montclair’s pursuit of complete street designs in North Montclair—a planned, pedestrian-heavy-environment—is central to the City’s prioritization of traffic safety.

Montclair’s Complete Streets Program, or elements thereof, will focus on the redesign of the following streets, or segments thereof:

- ✓ Central Avenue, from the north side of the Interstate-10 Freeway to Montclair’s northern border;
- ✓ Arrow Highway, between Mills Avenue and Central Avenue;
- ✓ Fremont Avenue, between the Montclair Transcenter and Moreno Street;
- ✓ Moreno Street, between Monte Vista Avenue and Central Avenue;

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- ✓ Monte Vista Avenue, from the north side of the Interstate-10 Freeway to the Pacific Electric Trail;
- ✓ Richton Street, between Monte Vista Avenue and Central Avenue;
- ✓ Huntington Drive, to be constructed by Trammel Crow Residential as part of the Vulcan property site development, roughly between Claremont Boulevard and Monte Vista Avenue; and
- ✓ Streets within the Montclair Place District.

Based on the above, ongoing monetary investments to rehabilitate and re-imagine Montclair's streets, including through a Complete Streets Program, it is recommended that the City Council consider initiating the process of setting aside funds to develop a street maintenance program directed towards preventive maintenance and corrective maintenance activities, as follows:

- ✓ [Preventive Maintenance](#) represents services completed before street failures occur. Related tasks can be directed at preventing failure, minimizing the consequences of failure, or assessing the risk of failure occurring. This defined strategy may involve condition/predictive assessment of street assets; followed by treatments or repairs to, or restoration of, street assets while they remain in serviceable condition, and at regular intervals before replacement or major rehabilitation becomes necessary.
- ✓ The larger objective of a Preventive Maintenance program is to reduce the need for [Corrective Maintenance](#), which represents services completed after a failure has occurred, either as Deferred Corrective Maintenance or as emergency maintenance. Deferred Corrective Maintenance is based on the assumption that preventing failure is either not economical, not possible, or unavoidable through preventive maintenance. Emergency corrective maintenance represents unanticipated corrective maintenance that may not be avoidable, but the occurrence of which should be minimized through an active preventive maintenance program.

Staff recommends the City Council consider and recognize that the proposed allocation of \$1.25 million for Fiscal Year 2023–24 to a Street Maintenance Reserve Fund is an appropriate use of General Fund Revenue. Furthermore, the Public Works Department shall be directed to develop a City of Montclair Street Maintenance Program that will provide for

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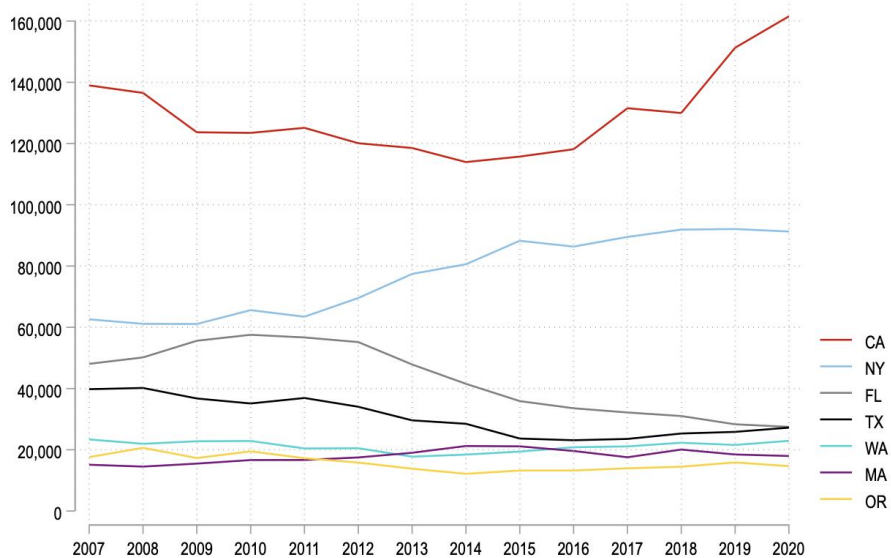
preventive maintenance solutions in support of the City Council's historic investment in City streets.

- **Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund.** \$500,000 to a Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund to provide funding for homelessness advocacy/housing/outreach assistance. Funds would be administered by the Economic Development Agency, in cooperation with the Community Development Department/Code Enforcement Special Operations Unit.

For decades, California has had one of the country's largest populations of unhoused people. In recent years, however, the challenges related to homelessness have increased. Homeless counts in California rose by 42 percent between 2014 and 2020, while the rest of the country experienced an overall 9 percent increase—the effects of the pandemic years on California's homeless population have yet to be fully tabulated. On any given night, California has more than 160,000 homeless persons.

Chart 2, below, shows, from 2007 to 2020, the comparative rise versus decline and/or flattening out in homeless persons in the seven U.S. states with significant homeless populations. California's homeless population appears to be on a significant rise since 2016, followed with a less dramatic rise in New York from 2011 to 2015, followed by a flattening out starting in 2015. Other states grouped in the survey show (i) a decline and flattening out for Florida; (ii) a decline followed by slight rise for Texas; and (iii) generally level conditions over the same 13-year period for Washington, Massachusetts and Oregon.

Chart 2
State Homelessness Point-in-Time Counts
Comparative Analysis—2007 to 2020



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An estimated 70 percent of California’s homeless live outside a shelter system; i.e., they sleep in tents, public open spaces, or vehicles. By contrast, in New York only 5 percent of the homeless population are unsheltered. Opinions diverge on how to reduce California’s unsheltered homeless population, with disputes centering around whether to focus on building permanent housing versus shelters and interim housing.

- *California’s Commitment to Addressing Homelessness.* California’s homeless population has, thus far, been immune to the billions of dollars spent on trying to combat California’s chronic homelessness. Between 2018 and 2020, California spent \$13 billion on homelessness across nine state agencies, and through 41 different programs; and, in 2021, Governor Gavin Newsom signed a \$12 billion funding package of bills to tackle the homelessness crisis.

In 2022, Governor Newsom authorized an additional \$7.2 billion over three years to 20 major housing and homelessness programs. Most of the funding—\$5.4 billion—is primarily for housing-related proposals, while \$1.9 billion is allocated primarily towards homelessness-related programs.

In March 2023, Governor Newsom announced the release of \$1 billion in Homeless Housing, Assistance and Prevention (HHAP) funding to support communities across the state stepping up their work to reduce homelessness. The Governor paused this funding in 2022, demanding that local governments pursue greater target commitments to achieve a reduction in homelessness statewide by 2025.

Governor Newsom has also announced the state’s largest mobilization of small homes (1,200) to serve people experiencing homelessness, with delivery scheduled to the cities of Los Angeles, San Jose and Sacramento, and San Diego County. The homes are provided free of charge and are occupant ready. Locations for placement of small homes is the responsibility of the local jurisdictions. Participating local governments will own the units, recruit tenants, provide all necessary wraparound services, and be responsible for securing any other, required funding.

- *Housing Crisis.* California is also tackling homelessness by addressing the need to create more housing in the state. California has one of the most expensive and fastest-growing housing markets in the nation. Between 2000 and 2021, home values more than tripled in most California metro areas. In June 2020, the median price of an existing single-family home shot up from \$626,170 to a peak of \$900,170 in May 2022, according to data compiled by the California Association of Realtors. That’s an increase of 44% in less than two years. Since then, high interest rates have brought California’s housing inflation back down—the median price in March 2023 was [\\$791,490](#), still more than twice the [national median of \\$375,700](#).

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High housing costs and a low stock of affordable housing combine to create a precarious situation, especially for lower-income families and individuals who are at high risk of becoming homeless.

High housing costs are rooted in both demand- and supply-side factors. On the demand side, California boasts robust jobs and household income growth. Between 1990 and 2017, high-paying industries in the state embraced the most vigorous job growth in the nation, including in the growth industries of information technology (up 127 percent), education and health services (up 107 percent), and professional and business services (up 84 percent). In 2021, California accounted for 44 percent of the nation's new jobs that year, and the trend continues to this day.

California's economic prowess has greatly increased the demand for housing; however, the supply of available housing units has fallen short of the state's growing requirement, and has also fallen below the national average for new housing starts since 1991.

According to state officials, one key factor exacerbating the housing supply shortage is the tendency for local governments to restrict development to single-family zoning, coupled with local opposition to new housing, whether it be against affordable or market-rate housing. The California Legislative Analyst's Office reports that [each additional growth control policy a community adds is associated with a 3 to 5 percent increase in home prices.](#)

Other factors related to high housing costs include costs associated with zoning changes, uncertainties in housing development related to lengthy entitlement processes, permit application fees, site plan reviews, design reviews, and environmental impact reviews (EIR) required by the California Environmental Quality Act (CEQA).

For projects that require an EIR under CEQA, the timelines for approvals vary from city to city and can range from 12 months to as long as 77 months. In recent years, CEQA lawsuits have also been used to try to block infill housing. CEQA lawsuits can be filed anonymously, and by parties attempting to advance an economic rather than environmental agenda.

Legislative efforts have been made in recent years to accelerate housing production, subdivide lots, and relax certain zoning restrictions to allow for more home construction. Senate Bill 35 was signed into law in 2017, aiming to streamline the approval processes for multifamily housing development. Senate Bill 9 was ratified four years later, allowing many homeowners to build additional dwelling units (ADUs) on their property or subdivide their land into two lots. The construction of ADUs could help create more than 700,000 new homes across the state that would otherwise not be market feasible; however, certain requirements such as owner-occupancy may limit the potential for ADU development.

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- *Mental Illnesses and Addictions.* The lack of available housing is only one of several contributing causes to homelessness. Another major challenge affecting homelessness relates to the interactions between mental illness and drug addictions—both common to persons who are homeless.

Drug addiction and mental illness are consistent risk factors for homelessness. In 2020, an estimated 25 percent of all homeless adults in Los Angeles County were considered to have severe mental illnesses such as a psychotic disorder and schizophrenia, while 27 percent had a long-term substance use disorder. Moreover, a higher percentage of the chronically homeless have a drug addiction, a severe mental illness, or both. A similar case can be made of homeless populations in neighboring California counties.

Additional studies establish the connection between substance use, mental illness and homelessness. In 2019, the Los Angeles Homeless Services Authority released [a report](#) showing 25 percent of the unsheltered homeless had a severe mental illness and 14 percent had a substance use disorder. Using the same survey data, the *Los Angeles Times* [showed](#) a much higher prevalence level: about 51 percent with mental illness and 46 percent with substance use disorder. The critical difference between the two reports is in their definition of mental health and drug addiction. The state government's estimates are lower because they only count people with a *permanent or long-term severe* condition. In any event, the prevalence for both mental illness and substance addiction is particularly high (75 percent) among the chronically homeless.

The nationwide deinstitutionalization of mental health patients also remains as a critical contributor to homelessness—in 1955 the number of mentally ill patients in public psychiatric hospitals was 558,239, and by 2016 the number had declined to 37,209. Governor Newsom's recent Cares Court Initiative may see a reversal of this decline in California, with the Care Court empowered to mandate mental health care for patients with severe mental health illnesses.

Montclair Special Operations Code Enforcement Unit will work with San Bernardino County officials to facilitate the placement of eligible individuals within the jurisdiction of the Cares Court. However, City staff's primary effort will be the continued pursuit of funding for the development of affordable housing and seeking state, county and private funds for the development of homeless housing/assistance programs. This effort will include a focus on securing state, county and/or federal funds for renovation of an existing facility (for example, a motel) for conversion to a shelter/navigation center that would offer temporary housing coupled with medical, mental, substance abuse and permanent housing search assistance.

Based on the above discussion, staff recommends the City Council consider and recognize that the proposed allocation of \$500,000 for Fiscal Year 2023–24 to a Homelessness Advocacy/Housing/Outreach Assistance

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Special Reserve Fund is an appropriate use of General Fund Revenue. Additionally, City staff will continue to pursue grants and apply for federal, state and private funding for development of housing development and assistance programs for members of Montclair's homeless population.

- **Economic Development Agency and the Economic Development Assets Fund.** \$785,229 to the Economic Development Assets Fund (EDAF) to provide funding within the Economic Development Agency (EDA) for real property acquisition in the community to assist with, and encourage affordable housing development and economic development activity and to facilitate development of housing targeting members of Montclair's Homeless population.

When establishing the EDAF at the beginning of Fiscal Year 2022–23, the City Council transferred \$4.98 million from the former Economic Development Fund to the EDAF, plus an additional \$1.5 million for affordable housing acquisition. In addition, in 2021, the City received approximately \$3.4 million from Augusta Homes—assets also allocated to the EDAF for acquisition of affordable housing.

Together, assets of the EDAF, including the proposed \$500,000 allocation to the Homelessness Advocacy/Housing/Outreach Assistance Special Reserve Fund, can be used to facilitate not only the acquisition of affordable housing and economic development, but also for development of housing targeting members of Montclair's Homeless population.

- *Real Property Acquisition.* During Fiscal Year 2022–23, the EDA acquired the following properties, which have been re-assigned to the Montclair Housing Corporation for administration as affordable housing units:
 - 5072 Moreno Street – Purchase Price, \$440,000;
 - 9814 Monte Vista Avenue – Purchase Price, \$617,500
 - 9875 Monte Vista Avenue – Purchase Price, \$615,000
 - 9878 Monte Vista Avenue – Purchase Price, \$614,500
 - 10053 Central Avenue – Purchase Price, \$655,000

During Fiscal Year 2022–23, the EDA acquired the following property held by the EDA for future development, potentially in relation to an affordable housing project, or in exchange for an alternative site that could be used for an affordable housing project:

- Richton Street vacant lot (north of the Hasco Outlet at 8710 Central Avenue – Purchase Price \$1.553 million

During Fiscal Year 2022–23, the EDA acquired the following property, held by the EDA for assemblage with other adjoining properties for future commercial development:

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- 9617 Central Avenue – Purchase Price \$649,000

The EDA is currently in negotiations to acquire three additional properties on Central Avenue, including two properties for assemblage with other, adjoining properties for future commercial development.

The EDA is also critical to the development of funds designed to achieve development of affordable housing. To that end, the EDA is currently in the process of redrafting the City's Inclusionary Housing Ordinance.

- *Inclusionary Housing Ordinance.* The EDA has oversight responsibility for the City's Inclusionary Housing Ordinance (IHO). A successor IHO is currently under development—the revised ordinance will mandate inclusion of affordable housing units within each project covered under provisions of the IHO, the transfer of real property to the EDA for affordable housing development or, alternatively an in IHO revised in lieu fee paid to the EDA and tied to a project's unit count/square footage—in lieu fees would be used for development of affordable housing.

Excluding housing-related real property (104 housing units) assigned to the Montclair Housing Corporation, real property purchased through the EDAF is held by the EDA for future development, either through public-private-partnerships (PPP), in partnership with non-profit agencies, or by sale to private entities for development purposes. Receipts from the sale of real property held by the EDA would be retained by the EDAF for additional real property acquisition, economic development activities, or for affordable housing projects sponsored by the EDA.

- **Mobile Home Park Revenue Refunding Bonds.** Montclair's capacity to promote affordable housing was further enhanced by the April 2022 deposit with the Housing Authority of approximately \$3.172 million in RDA residual receipt loans, including interest, related to the City's settlement terms with Augusta Communities.

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 association with the provision of loans, and 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 properties managed by Augusta Communities—a 501(c)(3) mobile home park 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).

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In April 2022, Augusta Communities refunded their *2012 Issue of Mobile Home Park Revenue Refunding Bonds* and, under terms of the refinancing package agreed to by Montclair, 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, for a total of \$3.172 million, to the Montclair Housing Authority.

Montclair's achievements related to the refinancing of Augusta Communities *2012 Issue of Mobile Home Park Revenue Refunding Bonds* served to (i) ensure availability of affordable housing at the three mobile home parks; and (ii) provide funding for the Housing Authority to pursue affordable housing development. The latter achievement has significant value to the Housing Authority because it follows elimination of community redevelopment agencies in 2012 and the requirement under Division 24, Part 1 of the Health and Safety Code, to set aside 20 percent of RDA property tax increment for affordable housing development. Statewide loss of the 20 percent set aside has created a funding void in California for development of affordable housing units.

- **EDA's Economic Role.** With the lack of affordable housing continuing as a significant, statewide concern, Montclair's EDA has evolved into a tool that will emphasize economic development and housing in equal parts. A primary objective of the EDA remains, however, the stimulation of economic activity in the community.

The EDA's economic role requires a variety of interfaces including, but limited to, the acquisition of real property for development, representation of the City at economic development/commercial trade events, interaction with representatives from the business community, economic assistance to attract or maintain commercial interests, securing state federal funding and public-private partnerships, and promotion of legal opportunities for advancement of the Montclair community's economic interests and development.

The EDA assumed the role of the former Montclair Redevelopment Agency (the "RDA") for the promotion of economic development activity in Montclair. As indicated in the discussion above under "*Real Property Acquisition*," the EDA is tasked with assembling properties to assist with commercial development in the City. The EDA also explores and evaluates state and federal initiatives that may allow the City to promote economic activity. For example, the EDA will, where practicable facilitate the use of designated Opportunity Zones.

- *Opportunity Zones.* The Opportunity Zone program was created through the 2017 Tax Cuts and Jobs Act. 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.

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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 would be to generate economic development activity in targeted and distressed geographical areas of Montclair or its Sphere of Influence (SOI).

As demonstrated on the [California Community Economic Development Portal](#), significant areas of Montclair are Opportunity Zone designated. With the second highest amount of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.

Each state nominated eligible census tracts, which were then certified by the Secretary of the U.S. Treasury as Opportunity Zones. 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 the following significant tax benefits:

- Once invested, capital gains on the original investment are 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.

The EDA has approached San Bernardino County officials to inquire about the likelihood of promoting the formation of additional opportunity zones in Montclair's Sphere of Influence, post annexation of SOI areas into the City, as a means to attract economic development to the area. Success in this regard, however, would require an extension and expansion of the federal Opportunity Zone legislation, or a similar program directed toward promoting economic development.

Fiscal Year 2023–24 Estimated Revenue:

➤ Estimated Revenue, All Funds and General Operating Fund.

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

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

	Current Year	Revised Prior Year	Change
Estimated Revenue:			
All Funds	\$ 69,175,985	\$ 73,613,172	\$ (4,437,187)
General Operating Fund	\$ 39,369,327	\$ 40,059,369	\$ (690,042)

➤ **H.R. 1319, the American Rescue Plan Act (ARPA) of 2021.**

The *Coronavirus State and Local Fiscal Recovery Funds* (SLFRF) program, authorized by the *American Rescue Plan Act (ARPA) of 2021*, delivered \$350 billion to state, territorial, local and Tribal governments across the country to support their response to, and recovery from, the COVID-19 public health emergency. Over 30,000 recipient governments nationwide used the funds to address their unique needs and facilitate recovery by using the funds to (i) cope with the pandemic and support families and businesses struggling with public health and economic impacts; (ii) maintain vital public services, even amid declines in revenue resulting from the crisis; and (iii) build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

SLRF provided substantial flexibility for each jurisdiction to meet local needs within the three separate eligible use categories. All [counties](#) and [small](#) and [metropolitan](#) cities in California—the latter two based on population estimates, with small cities categorized with populations less than 50,000, and metropolitan cities categorized with populations of 50,000 or higher—received approximately \$14.7 billion directly from the DOT. Allocations were distributed in two payments, with 50 percent of the funds provided in May to August 2021, and the balance provided approximately 12 months later.

Montclair’s allocation, based on a population estimate of 40,083, was \$9,588,706. In August 2021 Montclair received its first tranche (\$4.794 million) of ARPA funding, with the second tranche (\$4.794 million) received during the third quarter of 2022. As stated above, ARPA funds are restricted in use by the DOT 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; and the Fiscal Year 2022–23 Operational Budget again used ARPA funds to offset eligible General Fund Operations in full compliance with DOT requirements.

➤ **Debt Service.**

The Proposed Fiscal Year 2023–24 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 annual debt service payment on the *2014 Issue of*

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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.** \$2,397,413 million in General Fund Revenue allocated for annual debt service payment on the *2021 Issue of Lease Revenue Bonds*. Approximately \$47.563 million in funds derived from the 2021 Issue are to be used for a variety of infrastructure projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.
- **2021 Issue of Pension Obligation Bonds.** \$4,437,327 million in General Fund Revenue allocated for annual 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.

Fiscal Year 2023–24 General Operating Fund Position:

➤ **Producing a Balanced Budget.**

Based on General Operating Fund Revenue Estimates of \$39,369,327 and proposed General Operating Fund Appropriations of \$35,641,007, the Proposed Fiscal Year 2023–24 Budget is balanced and operates with an assignment of earnings that exceed General Fund Operating Expenditures. Funds above Operating Fund Appropriations are being allocated to General Fund Reserves including Unassigned and Special Reserve Funds.

➤ **Measure L.**

Voter approval of *Measure L* on November 3, 2020, is projected to produce approximately \$11.07 million in new transactions and use tax revenue in Fiscal Year 2023–24 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 proposed General Plan Update, and the proposed Arrow Highway Mixed-Use District Specific Plan (AHMUD);
- Promote development within the City's Transit Oriented District (TOD);

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- Promote integration of expanded transit services in the community;
- Achieve infrastructure improvements throughout the community, including improvements to streets, alleyways and bridges;
- Promote community-oriented improvements to public safety programs;
- Achieve a safer community;
- Promote safe routes to schools;
- Achieve improvements to existing parklands;
- Promote expansion of parklands, green spaces and open spaces;
- Promote competitive wages and benefits;
- Restore employee positions;
- Meet ongoing pension obligations;
- Produce balanced budgets;
- Facilitate annexation to the City of properties in the City's Sphere of Influence;
- Promote economic development;
- Develop Special Funds to achieve reserves that target defined interests of the City;
- Address affordable housing and homelessness; and
- Promote improvements to the General Operating Fund Reserve.

➤ **State Auditor's Report.**

Based largely on transactions and use tax revenue generated by *Measure L*, as of June 30, 2024, the Fiscal Year 2023–24 General Operating Fund's Unassigned Reserve Fund Balance estimate of \$8,000,000 is projected to be approximately 22.45 percent of proposed General Fund Operating Appropriations—\$35,641,007. The year-end estimate remains shy of achieving the City Council's minimum Operating Fund Unassigned Reserve Ratio of not 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

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operational integrity and stability; elevate an agency's municipal credit rating; provide liquidity; address local emergencies; and provide for other unanticipated local fiscal requirements.

Both the GFOA and the California State Auditor’s Office, however, encourage a 50 percent General Fund Reserve threshold target, vis-a-vis the General Operating Fund Budget. A 50 percent reserve target ratio provides for six months of funds to meet expenditure obligations. City staff continues to work toward this larger 50 percent reserve target within the Unassigned Reserve Fund. It is noted, however, that Montclair has exceeded the 50 percent target within total combined reserves (\$38,688,706), including Unassigned (\$8,000,000) and Special Reserve Funds (\$30,688,706). Together, total combined reserves equal 109 percent of General Fund Operating Appropriations—\$35,641,007.

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

In the State Auditor's most recent evaluation, from Fiscal Year 2020–21, Montclair ranked 78 out of 471 municipal agencies.

Table 4, below, demonstrates the State Auditor's fiscal risk ranking for Montclair, with Low demonstrating low risk (the agency has a low risk of experiencing fiscal distress), Moderate demonstrating moderate risk (the agency has some risk of experiencing fiscal distress), and High demonstrating high risk (the agency has significant risk of experiencing fiscal distress):

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

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

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

Over the last two fiscal years, Montclair’s deliberative approach in (i) developing a healthy General Fund Unassigned Reserve Fund and Special Reserve Funds, (ii) enhancing tax revenues through the passage of *Measure L*, and (iii) regulating

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pension and OPEB obligations has effectively addressed the State Auditor's position that Montclair should increase revenue and otherwise control expenses in order to deal with any major economic event.

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 a lower risk for each of **Table 4's** risk categories will also greatly improve the City's credit rating and ability to borrow at lower interest rates, as was the case when the City received favorable interest rates upon issuance of its *2021 Issue of Lease Revenue Bonds* and *2021 Issue of Pension Obligation Bonds*.

Based on available financial data, the tax revenue performance of *Measure L* and the annual expenditure controls related to issuance of the *2021 Issue of Pension Obligation Bonds* have combined to enhance the City's ability to improve its California State Auditor risk ranking, particularly in Debt Burden, Pension Funding and Future Pension Costs. Montclair must, however, continue to judiciously and conservatively allocate its revenue stream.

A remaining risk category of concern is other post-employment benefits (OPEBs). Directing funding toward OPEB requirements is necessary to promote a lower risk rating in this **Table 4** risk category. The Fiscal Year 2023–24 Operating Budget does incorporate \$2 million into an OPEB Special Purpose Reserve Fund.

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 risk rating. City staff does not, however, recommend depositing OPEB-related funds into a Trust as it would restrict access to the funds exclusively for OPEB payments.

Ongoing improvement to the City's fiscal profile, as reflected in the Fiscal Year 2023–24 Proposed Operating Budget, is expected to demonstrate improved fiscal risk category rankings in the State Auditor's next assessment for Fiscal Year 2021–22, similar to improvements between Fiscal Years 2019–20 and 2020–21.

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.

The Unassigned Reserve also serves as a self-insured retention (SIR) fund. The SIR is a pre-determined maximum obligation limit the City is responsible for covering on each settled claim approved or ordered for payment by the City's insurance provider. Under current policy provisions with the California Insurance Pool Authority (CIPA), the City is liable for the first \$500,000 in liability coverage per claim.

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II. DEBT SERVICE ON BONDS

Debt Service Funds.

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

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

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

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

The Fiscal Year 2023–24 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 2023–24.

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

Annually allocating General Fund Revenue to a separate Debt Service Fund, as outlined herein, effectively removes debt service for the *2014 Issue of Lease Revenue Bonds* as an obligation of the General Fund Operating Budget. It is important to realize, however, that annual debt payment on the *2014 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

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

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

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

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

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

The Fiscal Year 2023–24 proposed allocation to the *2021 Lease Revenue Bond Debt Service* Fund is \$2,397,413. Annualized payments on the *2021 Issue of Lease Revenue Bonds* will be similar to the Fiscal Year 2023–24 payment, and will continue thru maturity in June 2051.

As indicated in **Table 5**, below, proposed *2021 Issue of Lease Revenue Bond* 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*.

Project costs identified 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 and, thus, will not be funded; and other projects will be subject to revision to accommodate scheduling, or their respective costs may be offset by other, 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.

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**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	\$28,675,000	\$400,000	\$1,900,000	\$1,050,000
- Mission Boulevard				
- 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:

- Available interest rates at the time of refinancing would produce a lower annual repayment and there is no net increase to the debt service; and
- 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 its debt service obligations. Meeting debt service obligations with a commitment of funding is essential to maintaining and improving the City's bond rating, which in turn improves the City's creditworthiness, facilitates access to lower interest rates on future bond issues, and helps achieve a lower fiscal risk rating by the California State Auditor's Office.

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 *2021 Issue of Lease Revenue Bonds* continues to remain an obligation of the Total Operating Budget.

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

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

The Fiscal Year 2023–24 proposed allocation to the *2021 Issue of Pension Obligation Bonds Debt Service Fund* is \$4,437,327. Annualized payments on the *2021 Pension Obligation Bonds* will be similar to the Fiscal Year 2023–24 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. City staff recommends that refinancing be considered only under the following circumstances:

- Available interest rates at the time of refinancing would produce a lower annual repayment and there is no net increase to the debt service; and
- The City Council intends to refinance the *2021 Issue of Lease Revenue Bonds* to finance any unanticipated, significant increase in the UAL.

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

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

Through the issuance of POBs, Montclair achieved the following:

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

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- Expanded the City's capacity to maintain and improve services, programs, working conditions, and the City's fiscal profile.

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

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

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

III. GENERAL OPERATING FUND RESERVE BALANCE

➤ Unassigned Reserve Funds

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

As discussed above under "***Fiscal Year 2023–24 General Operating Fund Position***," on [pages xix to xxii](#), City staff recognizes that the California State Auditor/GFOA ideal reserve target is a 50 percent General Fund Reserve threshold vis-a-vis the General Operating Fund Budget. City staff will continue to work toward this larger 50 percent reserve target for the Unassigned Reserves Fund.

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 Unassigned Reserve Fund Balance with that of the previous seven fiscal years.

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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. These fluctuations are generally the result of the following:

- A difference in Operating Appropriations between consecutive years—this general category reflects all expenditure categories including, but not limited to, personnel expenditures, services and supplies, capital outlay, and citywide costs;
- Adjustments to the City’s revenue profile;
- The creation of three new debt service funds that require adequate funding for annual payments:
 - *2021 Issue of Lease Revenue Bonds Debt Service Fund* — funded with a transfer of monies from the General Fund Revenue Budget;
 - *2021 Issue of Pension Obligation Bonds Debt Service Fund*— funded with a reallocation of General Fund Revenue previously committed to annual UAL payments; and
 - *UAL/POB Amortization Fund* — funded with General Fund Revenue to address any new UAL growth in pension obligations.
- Adjustments to balances in Special Purpose Reserve Funds to address a variety of issues including (i) new equipment purchases; (ii) commitments to other post–employment benefits (OPEBs); (iii) unanticipated personnel costs; (iv) unanticipated pension–related costs; and (v) self–insurance retention liabilities stemming from a number of projected litigation–related liabilities.
- Establishing additional Special Purpose Reserve Funds to reflect changing requirements related to City operations, including inclusion in the Fiscal Year 2023–24 General Fund Operating Budget of three proposed Special Purpose Funds:
 - **Gold Line Betterment Reserve Fund**—see “**Gold Line Betterment Reserve Fund**” discussion on [pages iv to v](#);
 - **Street Maintenance Reserve Fund**—see “**Street Maintenance Reserve Fund**” discussion on [pages v to x](#); and
 - **Homeless Advocacy/Housing/Outreach Assistance Reserve Fund**—see “**Homeless Advocacy/Housing/Outreach Assistance Reserve Fund**” discussion on [pages x to xiv](#).
- Funding assigned to the Economic Development Agency for real property acquisition.

Table 6, below, demonstrates that as of June 30, 2024, the Fiscal Year 2023–24 General Operating Fund’s Unassigned Reserve Fund Balance estimate of

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\$8,000,000 is projected to be approximately 22.45 percent of proposed General Fund Operating Appropriations—\$35,641,007.

**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 2023-24	\$8,000,000	\$35,641,007	22.45%
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.**

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

- **Fiscal restraint achieved by implementation of sound economic policies and practices.** The City Council and management team continue maintaining vigilance over all aspects of the budget process, carefully considering each expenditure request for personnel, services and supplies, capital outlay, equipment replacement, facility and infrastructure maintenance, and travel.
- **Evaluating the distribution of personnel-related costs between the General Operating Fund, other City entities (Successor Agency and 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 capable of supporting re-assigned expenditure demands.
- **Reductions in personnel.** Over the past sixteen years the City experienced significant fluctuations in the numbers of personnel—fluctuations due primarily to fiscal decline related to the Mortgage Crisis and Great Recession of 2006 to 2009, and more recently due to the economic downturn related to the COVID-19 pandemic. During this period personnel totals gradually declined from a high of 231 full-time employees in Fiscal Year 2007-08 to 172 full-time employees in 2017-18. In the past several years, however, as the City’s fiscal profile has improved, the number of full-time personnel has increased, climbing up to a recommended 208 full-time funded positions for the Fiscal Year 2023–24 Proposed Operating Budget. The Fiscal year 2023–24 increase reflects full restoration of positions frozen or eliminated due to the fiscal impacts of the COVID-19

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pandemic, restoration of a full-time Fire Chief classification, reactivation of Medic Squad 151 and the hiring of personnel to staff the Medic Squad, and additional staffing at the City Yard and in the Public Works Engineering Division to facilitate the City's extensive infrastructure improvement program.

- *Personnel Adjustments.* As discussed under "**VII. PERSONNEL SERVICES**," on pages [xlxiii to xlxvi](#), the proposed Fiscal Year 2023–24 Operating Budget incorporates (i) staff reclassifications/position additions to ensure the effective and efficient operation of City Departments; and (ii) appointment of qualified and appropriate personnel to positions requiring specialized talent—actions designed to promote personnel retention, depth of experience, and provide for potential lines of migration and succession to supervisory and managerial positions.
- *Part-Time Benefitted Positions.* The proposed Fiscal Year 2023–24 Budget continues incorporating two part-time benefitted positions.

Part-time benefitted, entry-level positions were integrated into Montclair in 2012 as a means to exercise some forward control over long-term, CalPERS pension-related costs—employees in part-time benefitted positions are provided prorated benefits and are enrolled in Social Security as opposed to CalPERS. However, ongoing analysis of cost savings related to part-time benefitted positions 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. In recent years, therefore, the City has decreased deployment of part-time benefitted positions. Accordingly, the Fiscal Year 2023–24 Proposed Budget continues to reflect a deemphasizing of 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 hired before January 1, 2013) or a post-classic member covered under the Public Employee Pension Reform Act (PEPRA) of 2012 (a CalPERS member hired on or after January 1, 2013). PEPRA mandates

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employee contribution rate requirements for all members hired on and after January 1, 2013—currently, the PEPRAs member contribution rate is 12 percent.

- **Implementation of revenue enhancement measures.** In recent years, the City Council enacted a number of revenue-raising measures (including *Measure L*, approved by voters in November 2020) designed to increase the General Fund revenue stream. Each 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.

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 available for eligible expenditures.

In preparing the proposed Fiscal Year 2023–24 Budget, City staff continued its work on the following:

- Fully recover from the shutdown of the economy due to the COVID-19 pandemic and its adverse effects on the business community and Montclair's General Fund Revenue streams;
- Increase the General Fund Unassigned Reserve Fund Balance;
- Restore employee positions and service programs;
- Address ongoing and unanticipated liabilities;
- Provide for a viable economic development program;
- Provide for annual payment on debt service;
- Enhance program funds and conduct required Proposition 218 hearings;
- Address and eliminate new, unfunded CalPERS pension liabilities on an annual basis; and
- Maintain and establish special reserve funds to (i) address specific funding categories; (ii) address specified liabilities; and (iii) achieve long-term objectives.

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The Fiscal Year 2023–24 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 2023–24, 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;
- Establish an economic means to address extraordinary liabilities;
- Plan for projected capital projects;
- Meet extraordinary expenses for long-term programs and projects;
- Provide a source of funds for emergencies; and
- Ensure liquidity over extended periods.

Special Purpose Reserve Funds also contribute to the City's interest-earning investment portfolio—interest earnings on Special Purpose Reserve Fund investments are allocated to the City's General Fund for General Government operations.

For Fiscal Year 2023–24, the estimated portion of the General Revenue Fund Reserve Fund Equity representing reserves for Special Purposes is \$30,688,706.

Included in the estimate, and discussed in detail on [pages iii to xiv](#) under “**Proposed General Operating Fund Transfers**”, are proposed General Operating Fund transfers to the following Special Purpose Reserve Funds:

- Gold Line Betterment Reserve Fund - \$1,250,000;
- Street Maintenance Reserve Fund - \$1,250,000; and
- Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund - \$500,000;

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

- **Equipment Replacement Reserve—\$3 million.** 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 derived from two sources:
 - *General Fund Transfer.* A General Fund transfer to bring net assets to the net funding requirement; and
 - *Proposition 172 Transfer.* Transfers from the City's annual Proposition 172/SB 509 allocation to partially fund eligible heavy rolling stock for public safety—Proposition 172 allocations to the Equipment Replacement Reserve have not occurred for over the past seven budget years. Instead, this funding source has been used to support services and capital purchases within the respective Public Safety programs, leaving the General Fund as the primary source for sustaining the Equipment Replacement Reserve.

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

The proposed Fiscal Year 2023–24 General Operating Fund Budget contains a number of *Equipment Replacement Reserve* withdrawals for designated Departments, and incorporates a transfer of General Fund Revenue into the *Equipment Replacement Reserve* to replenish the fund for future and ongoing purchases.

- **Self-Insurance Retentions—\$1.6 million.** 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 ongoing and projected litigation-related liabilities, including several potential high-value worker's compensation related claims in the Police Department and potentially significant litigation exposure related to personnel claims.
- **Technology Enhancements—\$700,000.** This Special Purpose Reserve is used to fund unanticipated and planned major technology upgrades including building and cybersecurity upgrades. Cybersecurity has become a central issue for businesses and governments as recently evidenced by

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the major security breach into the San Bernardino County Sheriff's Department—this breach disrupted the Sheriff Department's operations for approximately four weeks and required the payment of a multi-million-dollar ransom to release data. Cybersecurity is also essential to the evaluation process for bonds and credit ratings. Credit rating firms, such as Fitch Ratings, require comprehensive cybersecurity policies and coverage before issuing bond and credit ratings.

- **CalPERS' Unanticipated Normal Costs—\$3.5 million.** The 2021 Issue of Pension Obligation Bonds has greatly assisted the City in controlling unfunded pension liabilities; however, normal cost increases and new unfunded liabilities continue to accrue on an annual basis—increases that are projected to continue over the next fifteen to twenty years when lower pension costs related to PEPRAs reduced pension formulas (2.7% @ 57 for public safety members and 2% @ 62 for miscellaneous members, both at three-year final compensation for calculating retiree annuities) for employees hired on or after January 1, 2013, fully dominate CalPERS' membership. Strategic budget planning for known (and unknown) cost increases related to CalPERS' normal and unfunded cost rates is essential to the City's long-term fiscal health and avoidance of penalties related to any inability to meet payment obligations.

While changes made to public employee pension formulas under PEPRAs are considered important long-term pension reform features, an [analysis of PEPRAs impacts](#) indicates that PEPRAs has created shortfalls in CalPERS' unfunded pension liabilities—in part because of diminished normal rate employer contributions under reduced formulas. Current actuaries estimate unfunded pension liabilities between \$130 billion to \$583 billion. Compared to those liabilities, the \$20 billion in estimated present value savings from PEPRAs over 30 years is considered less than impactful.

Other PEPRAs-related forms, including caps on retirement earnings and averaging final compensation over three years will reduce long-term costs and future unfunded liabilities over the next twenty years, but will have little impact on current unfunded liabilities for the near future. The City Council's decision, then, to issue the *2021 Issue of Pension Obligation Bonds*, was the correct decision because it provides the City the ability to control the interest on new, unfunded liabilities, and pay off those accruing liabilities on an annual basis without the accumulation of interest. Annual payments on the *2021 Issue of Lease Revenue Bonds* are capped, at a lower interest rate, allowing the City the ability to pay down the accrued unfunded liability over twenty years, while paying off new unfunded liabilities, without accumulating interest, on an annual basis.

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

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

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

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

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

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

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

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

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

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

It is the City's long-term intent to fully fund OPEB liabilities based on the actuarial estimate of \$13 million. City staff does not, however, recommend a qualified OPEB Trust at this time—funds deposited in a qualified OPEB trust are restricted for that purpose. Note, however, that for purposes of lowering risk related to OPEBs, the California State Auditor's Office only recognizes those funds that are deposited into a qualifying OPEB Trust—see **Table 4** on [page xxi](#) and the discussion regarding the lowering of the City's fiscal risk ranking for OPEBs.

- **Unanticipated Personnel Adjustments—\$1 million.** 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 2023–24 General Operating Fund Budget and other, unanticipated personnel costs.

Included in available funding are source dollars for a potential signing bonus plan to facilitate recruitments to fill specified vacant positions. In the current labor market, certain positions are difficult to fill due to a variety of reasons including, but not limited to, competition for employees in a tight labor market, wage and benefit packages, and changing cultural and societal norms related to certain employment positions and failure to adjust recruitment practices and position requirements related to those cultural and societal changes. A signing bonus program may serve to attract seasoned candidates for positions with extended vacancies. A separate recommendation on any signing bonus program will be provided to the City Council under a separate communication.

- **Building Maintenance—\$2 million.** This Special Purpose Reserve is established to facilitate required improvements to all City-owned facilities

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and related infrastructure that are not incorporated into the annual budget, or are not eligible for other available funding sources including lease revenue bonds.

- **Contingency Reserve—\$200,000.** 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)—\$3.1 million.** 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 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/or
- Further reduce accruing interest that adds to the base UAL.

The \$3.1 million allocated to the UAL/POBAF represents current funding status pursuant to the UAL/POBAF Pension Policy.

- **Public Parking Facility Development—\$9,588,706.** 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, planned 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 project cost is \$11 million, based on the following components:
 - Purchase the land - approximately \$1.7 to \$2 million;
 - Design and project management - \$1 million
 - Construction costs - \$7.8 million to \$8 million, based on a construction cost of \$26,000 per parking space.

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City staff also plans to submit a federal grant request for \$2 million for public parking facility construction costs. City staff anticipates that costs related to construction of the Transcenter-adjacent public parking facility will be fully funded in time for construction to begin in 2025–26.

- **Inflation/Recession Control Expenditure Fund (ICEF)—\$1 million.** Despite factors pointing to strong national, state and local economies many economists predict that the economy’s “heated state”, inflation, and successive quarterly interest rate increases resulting from the Federal Reserve’s tighter monetary policy will trigger a mild recession. To guard against any recession outcome, the proposed Fiscal Year 2023–24 Budget demonstrates significant reserve capacity and various controls on expenditures.

The proposed budget also includes an Inflation/Recession Control Expenditure Fund (ICEF) as a “shock absorber” in case of an economic slowdown—the City Council authorized ICEF in Fiscal Year 2022–23 to address potential inflationary impacts. The ICEF Special Reserve Fund is designed to control the impacts of recession and/or address higher inflation that translates into services that may cost more than estimated in Montclair’s proposed Fiscal Year 2023–24 Budget.

The ICEF shock absorber incorporates an allocation of \$1 million to address any impacts related to unanticipated cost increases directly tied to inflation or a recession. ICEF does not address labor and benefit cost increases or un-programmed expenditures. ICEF is only to be used to address unanticipated cost increases that are directly tied to inflationary factors/recession. All other allocations exceeding budgeted authority will continue to require City Council consideration for additional funding at the Fiscal Year 2023–24 Midyear Budget Review, or by authorization through agenda requests asking City Council consideration for additional funding.

- **Gold Line Betterment Fund—\$1.250 million.** As discussed on [pages iv to vi](#) under “**Bold Line Betterment Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$1,250,000 toward establishing a Gold Line Betterment Reserve Fund to achieve City Council directed infrastructure betterments to the Gold Line light rail corridor at Monte Vista Avenue and/or the Montclair Transcenter. The City Council will be requested to allocate additional funds to the Gold Line Betterment Reserve Fund in additional years so that adequate funding will be available when construction of the Gold Line from Pomona to Montclair commences.

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

- Pedestrian bridge crossing from the west to east side of Monte Vista Avenue. City staff is working with the Gold Line Construction Authority to obtain Public Utility Commission (PUC) approval and construction requirements and costs.
- “Welcome to Montclair” and City logo affixed to deck support girders on the north side of the Gold Line light rail bridge and the south side of the Metrolink bridge.

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- Montclair Transcenter facility improvements—see following discussion.
- **Street Maintenance Fund—\$1.250 million.** As discussed on [pages v to x](#) under “**Street Maintenance Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$1,250,000 toward establishing a Street Maintenance Reserve Fund to provide for preventive maintenance of street assets before replacement or major rehabilitation becomes necessary. Following City Council approval of the 2014 and 2021 series of lease revenue bonds, Montclair committed to a track of spending an estimated \$60 million in combined Lease Revenue Bonds and Redevelopment Agency Tax Revenue Bonds for street rehabilitation projects. A Street Maintenance Program will provide for the long-term protection of this investment.
- **Homeless Advocacy/Housing/Outreach Assistance Fund—\$500,000.** As discussed on [pages x to xiv](#) under “**Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund**”, the Fiscal Year 2023–24 Proposed Budget calls for allocating \$500,000 toward establishing a Homelessness Advocacy/Housing/Outreach Assistance Reserve Fund to provide funding for homelessness advocacy/housing/outreach assistance. Funds would be administered by the Economic Development Agency in cooperation with the Community Development Department/Code Enforcement Special Operations Unit.

Table 7, below, summarizes Estimated Balances at year-end for Special Purpose Reserve Funds for Fiscal Year 2023–24, including the proposed Gold Line Betterment, Street Maintenance and Homelessness Advocacy/Housing/Outreach Assistance Special Purpose Reserve Funds:

Table 7
Special Purpose Reserve Funds
Estimated Balances - June 30, 2024

Special Purpose Reserves:		
Equipment Replacement	\$	3,000,000
Self-Insurance Retentions		1,600,000
Technology Enhancements		700,000
CalPERS Unanticipated Normal Costs		3,500,000
OPEB/Retiree Medical Liability		2,000,000
Unanticipated Personnel Adjustment		1,000,000
Building Maintenance		2,000,000
Contingency		200,000
POB/UAL Ammortization		3,100,000
Parking Facility Development		9,588,706
Inflation/Recession Control Expenditure Fund		1,000,000
Goldline Betterment		1,250,000
Street Maintenance		1,250,000
Homelessness Advocacy		500,000
Total	\$	30,688,706

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V. ESTIMATED REVENUE CHANGES

General Operating Fund

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	\$ 69,175,985	\$ 73,613,172	\$ (4,437,187)
General Operating Fund	\$ 39,369,327	\$ 40,059,369	\$ (690,042)

➤ **General Fund**

\$33,227,793 in Property, Sales and Use, and Transactions and Use taxes. This amount includes the following estimates:

- \$15,980,793 in Bradley Burns Sales Tax revenue;
- \$11,074,000 in Transactions and Use Tax revenue related to voter approval of Measure L;
- \$2,773,000 in Transactions and Use Tax revenue related to Measure F; and
- \$3,400,000 in Property Tax revenue.

The above amounts constitute a total decrease of \$979,745 from Fiscal Year 2022–23, due primarily to a projected decline in sales tax receipts due to consumer concerns related to inflation and the potential for a mild recession.

Of the \$33,227,793 total, the following are set aside in the Fiscal Year 2023–24 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 projects throughout the City. Annual payments on the 2014 Issue will continue until maturity in 2045.
- \$2,397,413 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-related projects throughout the City. Annual payments on the 2021 Issue will continue until maturity in June 2051.

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- \$4,437,327 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.
- \$3,000,000 to create three new proposed Special Purpose Reserve Funds:
 - Gold Line Betterment Special Purpose Reserve Fund;
 - Street Maintenance Special Purpose Reserve Fund; and
 - Homelessness Advocacy/Housing/Outreach Assistance Special Purpose Reserve Fund.
- \$785,229 to the Economic Development Assets Fund (EDAF) to provide funding within the Economic Development Agency (EDA) for real property acquisition.

The year-to-year differences between budget years identified in **Table 8** are attributed to the following, significant adjustments:

- **General Fund:**

- \$431,103 increase in taxes other than property, sales and use, and transaction and use taxes;
- \$150,100 reduction in licenses and permits – due primarily to an expected decrease in the issuance of building permits;
- \$55,000 reduction in fines and forfeiture – due primarily to a decrease in parking citations;
- \$95,000 increase in charges for services – due primarily to an increase in rubbish collection fees; and
- \$20,300 reduction in miscellaneous revenue – due primarily to the end of the lot rental agreement with Pulice Construction.

- **All Other Fund Accounts**

- \$96,000 increase in the Measure I Fund – due primarily to an increase in retail sales in San Bernardino County;
- \$762,381 increase in the After-School Program Fund – due primarily to a new contract with Ontario–Montclair School District to allow the City to assist additional children during after school hours;

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- \$450,000 increase in the Economic Development Asset Fund – due primarily to an increase in RPTTF Property Taxes;
- \$4,794,353 reduction in the American Rescue Plan – due primarily to the end of the program; and
- \$503,000 increase in the Sewer Operating Fund – due primarily to an increase in sewer fees.

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	\$ 57,776,276	\$ 52,700,072	\$ 5,076,204
General Operating Fund	\$ 35,641,007	\$ 32,591,823	\$ 3,049,184

➤ **Processing Appropriations Requests.**

Consistent with Fiscal Year 2022–23, Departments were provided greater flexibility in developing budget requests for Fiscal Year 2023–24. Each department was directed to submit expenditure requests demonstrating required growth for services, supplies and capital outlay. Department requests were then adjusted, as required, based on provided justification, historic expenditure data, program requirements, documented evidence, contractual requirements, and funding availability.

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

➤ **Fiscal Year 2023–24 Budget Objectives:**

Operating expenditures in the Fiscal Year 2023–24 Proposed Operating Budget reflect the following:

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

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

Total Department submitted appropriation requests and City Manager Approved Appropriations are depicted in **Table 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)	\$ 51,187,330	\$ 48,353,773	\$ 2,833,557
Total - General Operating Fund	\$ 39,470,019	\$ 35,641,007	\$ 3,829,012

VII. PERSONNEL SERVICES

➤ **Full-Time Employment Positions.**

The City's Fiscal Year 2023–24 Proposed Operating Budget includes funding for a total of 208 full-time positions, including the following:

- 207.66 full-time General City positions—many of these positions are funded through a variety of funds and revenue sources, including the following funds:
 - General Fund
 - Sewer Fund, and
 - Grants

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

➤ **Reclassifications/Additions of Full-Time Employment Positions.**

The City's Fiscal Year 2023–24 Proposed Operating Budget incorporates the following personnel-related additions:

- **Fire Chief.** The Fire Chief position has remained vacant since 2012 when the City Council created the Public Safety Director position, placing the incumbent Chief of Police over both the Police and Fire Departments. Due to the recent personnel change in the Chief of Police position, restoring the Fire Chief classification will provide the Acting Chief of Police the opportunity to focus exclusively on matters related to the Police Department. An appointed Fire Chief, in turn, will be able to focus not only on matters related to Fire Department operations, but also on the emerging likelihood that cities in the Valley Subregion of San Bernardino County will be involved in a Joint Powers Authority (JPA) related to the delivery of ambulance transport services by the Spring of 2024.

Based on Deputy Fire Chief David Pohl's current level of experience with Fire Department operations and the upcoming JPA program, the City Manager proposes restoration of the Fire Chief classification and the appointment of Deputy Fire Chief Pohl to Step A of the position, at \$15,047 per month in wages (\$180,564 annually), plus benefit-related costs, for a total annual cost of approximately \$267,321 annually at Step A wage and benefit costs. The current annual wage and benefit cost for Deputy Fire Chief Pohl at Step E of the salary range is \$253,435. A personnel Committee action will be prepared for appointment of Deputy Fire Chief Pohl to the Fire Chief classification.

- **Medic Squad Reactivation.** Parallel with restoration of the Fire Chief classification, the Fiscal Year 2023–24 Proposed Budget incorporates funding in the Fire Department to add additional personnel for reactivation of Medic Squad 151, at an annual wage and benefit cost of approximately \$609,310 at Step E of the salary range.

The City's Equipment Maintenance Manager evaluated Medic Squad 151 and determined that it remains in operable condition and does not require replacement at this time. The Fire Department's Fiscal Year 2023–24 capital budget includes funding for improvements to, and equipment for, Medic Squad 151. Deputy Fire Chief Pohl has been directed to acquire costing information related to replacement of Medic Squad 151 as part of a future acquisition.

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

The City's proposed Fiscal Year 2023–24 Operating Budget includes funding for two 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 2023–24 Budget includes the following appropriations for Personnel Services for all funds, and separately for the General Operating Fund:

- *All Funds.* The Proposed Fiscal Year 2023–24 Budget includes \$29,731,619 for Total Personnel Services, All Funds. Based on 208 full-time City positions and 2 part-time benefitted positions, Personnel Services represent approximately 61.5 percent of the Proposed Fiscal Year 2023–24 Budget, Total Operating Appropriations (exclusive of debt service) (\$48,353,773).
- *General Fund.* The Proposed Fiscal Year 2023–24 Budget includes \$24,762,507 for Personnel Services, General Fund appropriations. Based on full-time/part-time benefitted General Fund positions, Personnel Services represents approximately 69.5 percent of the Proposed Fiscal Year 2023–24 General Fund Operating Appropriations Budget (\$35,641,007).

➤ **Budget Allocations by Department.**

As indicated in **Table 11**, below, the Proposed Fiscal Year 2023–24 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 2023–24 Budget.

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**Table 11
Budget Allocations, By Department**

	Personnel Services	Services Supplies	Capital Outlay	Total
City Council	\$ 162,744	\$ 300,855	\$ -	\$ 463,599
City Manager	2,298,375	3,936,528	453,000	6,687,903
Administrative Services	605,848	735,940	-	1,341,788
Human Services	3,457,769	922,000	49,150	4,428,919
Police	10,710,657	1,428,055	218,400	12,357,112
Fire	4,815,622	729,745	196,319	5,741,686
Public Works	3,846,175	6,656,876	210,600	10,713,651
Community Development	1,599,403	269,605	5,000	1,874,008
Economic Development	557,516	362,560	-	920,076
City Attorney	133,833	250,000	-	383,833
Citywide	1,467,757	1,754,000	-	3,221,757
Community Facility Districts	75,920	143,521	-	219,441
Total Operating Expenditures	\$ 29,731,619	\$ 17,489,685	\$ 1,132,469	\$ 48,353,773
Debt Service	-	-	-	9,422,503
Total Expenditures	\$ 29,731,619	\$ 17,489,685	\$ 1,132,469	\$ 57,776,276

VIII. BUILDING A BETTER MONTCLAIR

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

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

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- Address long-term issues requiring dedicated funding for specific purposes—e.g., pension liabilities, bond obligations, infrastructure improvements and capital requirements;
- Promote and enhance community service and public safety programs;
- Produce revenue for employee working condition enhancements;
- Address state and federal legislative priorities that affect organizational operations;
- Strengthen and harden Montclair against adverse fiscal conditions; and
- Address City Council-directed priorities and objectives.

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

➤ **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 \$11.07 million in transactions and use tax revenue for Fiscal Year 2023–24. Earnings from *Measure L* have been incorporated into the Fiscal Year 2023–24 Proposed General Fund Revenue and General Fund Operating Budgets. As a general tax, *Measure L* tax revenues are co-mingled with other General Fund revenues and must be used for a variety of governmental purposes. Voter approval of *Measure L* has enabled Montclair to achieve the following objectives while, at the same time elevate the level of the City's commitment to funding to a variety of Special Purpose Reserve programs as discussed under section "IV. **GENERAL FUND RESERVES – SPECIAL PURPOSE RESERVE FUNDS,**" on [pages xxxi to xxxix](#):

- Elevate the General Operating Fund Unassigned Reserve Balance Ratio to a minimum target of 25 percent of the General Operating Fund Expenditure Budget, and an overall target of 50 percent, as discussed under section "III. **GENERAL OPERATING FUND RESERVE BALANCE – Unassigned Reserve Funds,**" on [pages xxvii to xxix](#). The Unassigned Reserve Balance Ratio is currently 22.45 percent—see [Table 6, General Operating Fund's Unassigned Reserve Fund Balance](#) on [page xxix](#).
- Commit funding for annual payments on the 2014 Issue of Lease Revenue Bonds, as discussed under section "II. **DEBT SERVICE ON BONDS—Debt Service Fund – 2014 Issue of Lease Revenue Bonds,**" on [pages xxiii to xxiv](#).

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- Commit funding for annual payments on the 2021 Issue of Lease Revenue Bonds, as discussed under section "**II. DEBT SERVICE ON BONDS—*Debt Service Fund – 2021 Issue of Lease Revenue Bonds***, on [pages xxiv to xxv](#).
- Commit funding for annual payments on the 2021 Issue of Pension Obligation Bonds, as discussed under section "**II. DEBT SERVICE ON BONDS—*Debt Service Fund – 2021 Issue of Pension Obligation Bonds***, on [pages xxvi to xxvii](#).
- Improve employee working conditions, establish comparable pay equity, and promote succession planning. This objective is achieved through the labor negotiation process, and by continued improvement to the City's fiscal health.
- Maintain and improve standards of service to the public and community. This objective is achieved by establishing budget priorities; accomplishing fiscal actions taken by the City Council, including through approval of bonded indebtedness for infrastructure improvements; promoting development activity, including commercial, residential and industrial development; achieving quality-of-life improvements throughout the community; deliver on a range of public services and programs; and other deliberative governmental actions designed to improve the community.
- Create fiscal stability in all sectors of the City's operational budget and reduce fiscal risk. This objective is largely achieved through adoption of a balanced, annual budget and promoting actions that reduce fiscal risk as identified by the California State Auditor's Office—see discussion under "**State Auditor's Report**" on [pages xx to xxii](#) and **Table 4, California State Auditor – City of Montclair Comparison of Fiscal Risk Ranking for Fiscal Year 2019–20 to Fiscal Year 2020–21** on [page xxi](#).
- Satisfy the need for personnel growth and development within the organization, as required to meet the needs of the organization and service needs of the community. This objective is achieved through budgetary and Personnel Committee actions, and through reorganization elements that promote structural change to the organization as necessary to meet the evolving needs of the organization and the community. Personnel changes for Fiscal Year 2023–24 are discussed in Section "**VII. PERSONNEL SERVICES**," on [pages xliii to xlvi](#).
- Achieve appropriate budget expenditures for services, supplies, and capital outlay, as required to meet the service needs of the organization and community. This objective is achieved through adoption of the annual budget.
- Achieve City Council directed priorities. This objective is achieved by adoption of the annual budget, by majority agreement of City

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Council Members agenda action items, and through strategic initiatives endorsed by majority agreement of the City Council. Directed priorities may require a commitment of funds through the appropriations process by adoption of the annual budget or by allocation of funding through agenda action reports.

➤ **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. Following extensive review, the Planning Commission recommended City Council adoption 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. The City Council also directed staff to poll residents regarding the legalization of commercial cannabis businesses in the Montclair community.

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

- Measure "R" (Ordinance 22-999) would enact a general business license tax on cannabis businesses in an amount not to exceed seven percent (7%) of gross receipts of cannabis businesses licensed to operate in the City of Montclair. On August 1, 2022, the City Council voted to place Measure "R" on the November 8, 2022 general municipal election ballot. Measure "R" passed by 70.22 percent of the vote.

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- Advisory Measure “II” was for advisory purposes only and did not, in any manner, amend City law or permit cannabis businesses to operate within the City. Measure “II” established that Cannabis business may only be permitted by future City Council ordinance, state or federal law requirements, or by a future binding measure approved by Montclair voters. If enacted by a majority (50% plus 1) vote, the Advisory Measure served to inform the City Council on whether or not the voters desire to amend the Montclair Municipal Code to allow legalizing and licensing medical and adult-use cannabis businesses to operate within the City. A “yes” vote on Advisory Measure “II” would recommend that cannabis businesses be allowed to operate within the City; a “no” vote on Advisory Measure “II” would recommend that cannabis businesses not be allowed to operate within the City. Measure “II” passed by 51.91 percent of the vote.

City staff are now in the process of redrafting the “*Medicinal and Adult-Use Cannabis Regulation and Safety Law of the City of Montclair*” (MAUCRSL) for presentation to the City Council in Fiscal Year 2023–24. City staff projects that a regulatory system for commercial 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. A redrafted ordinance will provide for a recommended contribution of approximately one percent of annual gross receipts by licensed cannabis vendors for a community benefits program with funding to be received by City-approved benefactors.

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

- Public safety and enforcement programs;
 - Code Enforcement services;
 - Proposition 64–related programs;
 - Homeless assistance programs;
 - 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).

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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 regularly work with the Foothill Gold Line Extension Construction Authority and State legislative representatives to secure the required state funding, presently estimated to be approximately \$750 million, to extend Gold Line light rail service from Pomona 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.

Other NMDSP projects awaiting a construction-start-date or nearing entitlement include the following:

- **Montclair Kendry Expansion.** This entitled high-density residential project is to be developed in association with the existing Alexan-Kendry development, and will utilize shared amenities and office leasing space. The four-story podium buildings will incorporate 137 units configured in a mix of studio units and one- and two-bedroom apartment townhomes.
- **Marlowe.** This entitled residential project is awaiting a construction start date 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.
- **Montclair Place.** CIM Group has submitted plans for a 606 residential unit, mixed-use development that includes 41,290 square feet of commercial space, 623,550 square feet of residential space, and 352,460 square feet of podium parking service (941 parking spaces provided). The project consists of two main buildings, configured to represent 6 different architectural styles, with a pedestrian-paseos dividing the two main buildings—the two main buildings would be connected by a pedestrian bridge. The project will also feature a Rambla—a tree-lined pedestrian, bicycle and vehicular street used for outdoor events and commercial activities. The project is in final stages of review with presentation to the City Council on or about August 2023.

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- **Main Event Entertainment.** CIM Group and Main Event Entertainment have entered into a lease for the entire ground floor space under the AMC Theater. Main Event Entertainment operates family entertainment centers featuring billiards, bowling, arcade games, virtual reality games, laser tag, mini-golf, gravity rope courses and karaoke. Main Event Entertainment offers facilities and services for birthday parties, event facility rental services, and meeting and event space with accommodations for corporate meetings or group gatherings. Main Event Entertainment also provides full restaurant services offering appetizers, pizza, hamburgers, salads and desserts, and a full-service bar serving beer, wine, mixed drinks and a bar menu. Main Event is currently in plan check.
- **Panera Bread.** Negotiations between Target, CIM Group, 99¢ Only Store and the site developer continue, and the City anticipates the parties will reach final agreement in 2023, with construction to follow in 2024–25.
- **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 is in final construction and engineering design and anticipates that roadway improvements will move forward in parallel with, or following completion of major street work at the *Village at Montclair* development on Arrow Highway.
- **NMDSP/Montclair Place District Street Design and Engineering.** In June 2022, the City Council approved a contract with Moule & Polyzoides (M&P) to design and engineer roadway improvements for the following NMDSP/Montclair Place District streets:
 - Moreno Street, between Central and Monte Vista Avenues;
 - Central Avenue, from the Interstate 10 Freeway, north to Richton Street;
 - Monte Vista Avenue from the Interstate 10 Freeway, north to Arrow Highway;
 - La Rambla, an internal commercial and pedestrian/vehicle roadway that will interconnect internal streets at Montclair Place to a central downtown hub of mixed-use properties.
 - Richton Street, between Central and Monte Vista Avenues;
 - Huntington Drive, from Claremont Boulevard to Monte Vista Avenue; and
 - Arrow Highway, between Monte Vista and Mills Avenues.

As discussed under “**Street Maintenance Reserve Fund** - Complete Streets Program Throughout the North Montclair Downtown and Montclair Place

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Specific Plan Areas,” on [pages vii to ix](#), proposed roadway improvements will create complete street designs (vehicle, pedestrian and bicycle friendly corridors) for targeted streets, create open spaces, build safe bike paths, and promote project development within the NMDSP area and Montclair Place District Specific Plan area.

- **Montclair Transcenter–related projects:**

- *Montclair Transcenter – Property Acquisition.* City staff continue to advocate for transfer of the Caltrans–owned parcels at the Montclair Transcenter to the City for development through a public–private partnership. A 2022 appraisal ordered by the City 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 an estimated \$5 million negative property value—the Gold Line Extension project’s environmental review for the Montclair Transcenter presupposes that vehicle parking at the Montclair Transcenter will be maintained at approximately 1,600 spaces, and was studied and environmentally cleared for that estimate.

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

In January 2023, City staff submitted to the office of Assemblymember Freddie Rodriguez a request to author a bill that would declare the Montclair Transcenter as surplus property, and authorize its transfer to Montclair. Assemblymember Rodriguez indicated that he would author a bill achieving City staff’s objective either in the current or 2024 Legislative year. A similar request was submitted by Mayor John Dutrey to Senator Rubio—Senator Rubio indicated she would co–sponsor a bill with Assemblymember Rodriguez that would transfer ownership of the Montclair Transcenter to Montclair.

In July–August 2023 City staff will present to the City Council an agreement to engage Moule & Polyzoides (M&P) to develop a Master Site Plan for the Montclair Transcenter. The Master Site Plan would incorporate the following:

- Market–rate and affordable housing developments on the north side of Richton Street and the southwest parking field south of Richton Street.

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- A 1,600-space parking structure to be constructed on the southeast parking field, south of Richton Street—the ground floor would include a relocated bus terminal, creating space for additional housing development.
 - A station platform for the Gold Line—Gold Line track will be located north of the existing Metrolink platform, and the Gold Line Platform will be north of the Gold Line tracks.
 - A transit-service center that is standalone or integrated into the parking structure. The facility would incorporate covered waiting space, food service, bicycle storage, ticket/information center, restrooms, child care services and commercial spaces. The facility would be standalone or constructed to integrate with the parking structure.
- *Montclair Transcenter – Gold Line Extension.* Mayor John Dutrey, Council Member Bill Ruh and City Manager Starr continue to advocate for extension of the Gold Line from Pomona to Montclair. The Gold Line Foothill Extension Construction Authority (Construction Authority) estimates the additional funds needed to construct the Gold Line extension from Pomona to Claremont and Montclair at \$750 million.

In June 2023 the 9.1-mile, four-station project segment from Glendora to Pomona (Glendora, San Dimas, La Verne and Pomona) is projected to achieve track construction completion. Construction on the extension out of Azusa started in July 2020, is expected to be fully completed in late 2024, and will enter service in early 2025.

To complete the Gold Line extension to Claremont and Montclair, the Construction Authority requires approximately \$750 million in state funding. The Los Angeles Metropolitan Authority (LA Metro), Construction Authority, state Legislative leaders, and the cities of Claremont and Montclair are working to secure the necessary funding to complete the extension of Gold Line light rail to the Montclair Transcenter.

Once funding is established, the Construction Authority will begin a procurement process to either retain the existing contractor or request new bids for a design-build team to construct the 3.1-mile, two-station (Claremont and Montclair) project segment. Construction on the Pomona to Montclair segment is expected to take an estimated four to five years to complete.

➤ **Redevelopment of Montclair Place.**

The ongoing redevelopment of Montclair Place is intended to address the changing nature of the retail industry, particularly as those changing dynamics affect major retail shopping centers throughout the nation. The initial step toward redevelopment of Montclair Place included completion of a specific plan for the

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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:

- **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. The entire ground floor space of the AMC Theater building was recently leased by Main Event Entertainment. Main Event Entertainment operates family-friendly entertainment centers that feature billiards, bowling, arcade games, virtual reality games, laser tag, mini-golf, gravity rope courses and karaoke. Main Event Entertainment also provides full restaurant services offering appetizers, pizza, hamburgers, salads and desserts, and a full-service bar serving beer, wine, mixed drinks and a bar menu. The Main Event project is currently in plan check.
 - **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 606 residential units above podium parking, in six- to eight-story building configurations designed to reflect six architectural styles. Upon receiving entitlement (projected for August 2023), the development will be constructed on the northeast quadrant of the Montclair Place District. Construction is expected to begin in 2024.
- **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.**

In the Fiscal Year 2023–24 Proposed Operating Budget, the Economic Development Assets Fund (EDAF) retains a balance of \$5,623,917.49. The purpose of the EDAF is to provide and enhance funding within the Economic Development Agency (EDA) for real property acquisition, affordable housing development, homeless assistance, and economic development activities. The re-transitioning of the Economic Development Department into the Economic

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Development Agency (EDA) in Fiscal Year 2022–23 emphasized the EDA's evolving role as an extension of the former Montclair Redevelopment Agency (RDA).

Excluding housing-related real property that is assigned to the Montclair Housing Corporation, real property purchased through the 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.

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

- **Opportunity Zones.** To achieve its economic development objectives, the EDA will, in part, consider opportunities to take advantage of tax code provisions related to the operation of Opportunity Zones which 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](https://opzones.ca.gov/find-opportunity-zones/)<https://opzones.ca.gov/find-opportunity-zones/>, significant areas of Montclair are Opportunity Zone designated. With the second highest amount of Opportunity Zones in the state, the Inland Empire is in a prime position to take advantage of Opportunity Zone benefits.
- **Sphere of Influence.** The EDA will also work with San Bernardino County 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. City staff does recognize the hurdles related to passing new federal legislation to expand Opportunity Zones in the state, and will work with federal legislators to achieve this objective.

The City Manager and Economic Development Agency Director have engaged with San Bernardino County's Chief Executive Officer to discuss cooperative objectives related to economic development in the SOI and working toward transitioning the SOI to the City's administrative management through annexation, and received a commitment for that purpose. 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 Montclair 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 annual allocation to the EDAF for future project development. As part of this joint effort, the EDA is

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working with the consultant for the General Plan Update to incorporate an SOI element that will evaluate development patterns for the SOI and consider infrastructure improvement costs for the SOI. An expansion of the consultant's agreement will be presented to the City Council for consideration.

- **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 2023. 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 EDA and the Montclair Housing Authority (the "MHA") became the beneficiary of approximately \$3.2 million in repaid residual receipt loans, plus interest, that had been provided to Augusta Communities, an IRS 501(c)(3) Corporation established by the City in 1998 to provide affordable housing (through rent control) at mobile home parks in the City managed by Augusta Communities.

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

In addition to the 104 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 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.

- **San Bernardino Council of Governments Housing Trust Fund.** In 2022, the San Bernardino County Council of Governments (COG) initiated the process of exploring opportunities for establishing a County administered Housing Trust Fund. To date, the COG has prepared a Strategic Plan and a White Paper outlining the operational aspects of the Trust Fund. The COG projects that it will take approximately four to five years for the Trust Fund to secure sufficient grant dollars to achieve administrative benefit for member agencies. Membership in the Trust Fund will be based on population. The COG projects that annual administrative costs will be

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approximately \$250,000. Eleven San Bernardino County cities, including Montclair, have indicated interest in joining the Trust—Montclair's cost is projected to be approximately \$30,000 annually.

- **Addressing Homelessness.** Homelessness remains a serious issue in Montclair, the region and throughout California. The EDA, along with the Montclair Code Enforcement Special Operations Team, has been tasked to develop grant funding to facilitate development of temporary housing. Working collaboratively with the EDA, the City's Code Enforcement Special Operations Unit is engaging with local organizations to promote programs designed to address Montclair's homeless problem.

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.

- *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 Governor's 2022 May Budget Revision.

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 Care 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, and who lack medical decision-making capacity-- , many of these individuals are unhoused.

The State Legislature approved \$65 million in CARE Court funding as part of the state's 2022–23 budget. Each of California's 58 counties would be required to participate in the CARES Court program. Counties failing to provide requisite services would face penalties.

➤ **Promote Housing, Commercial and Industrial Development, and Healthy Montclair Projects Throughout the Community.**

Promoting development throughout the Montclair community pursuant, in part, with guidelines proposed through an updated General Plan, would improve the overall quality of life throughout the community, and improve the City's sales and

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property tax base. A number of projects currently underway in Montclair include the following:

- **Citywide development.** A number of housing, commercial and logistics projects have already been completed in the City's southern sector. Other projects are under development and/or are in planning.
- **Tiki Drive-In/Mission Project.** Development in the City's southern sphere includes the site of the former Montclair Tiki Drive-In Theater. The site is currently being graded to accommodate a mix of light industrial/manufacturing and logistics support in a "campus" environment. The Mission Project consists of eight buildings on 27.4 acres located at the northwest corner of Mission Boulevard and Ramona Avenue. The project is bounded by State Street to the north, Ramona Avenue to the east, Mission Boulevard to the south and a mix of residential and industrial improvements to the west.

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

- **Holt and Mission Boulevard Corridors.** The City Manager and Economic Development Agency Director have worked with Congresswoman Norma Torres to develop federal assistance to enhance the Holt and Mission Boulevard corridors through Pomona, Montclair and Ontario. The effort is designed to improve 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. Discussions have included activating the Holt Boulevard corridor by focusing on transit-related development.

The opportunity for transit-related development along Holt Boulevard may be a byproduct of the West Valley Connector (WVC) Project and the possible selection of Holt Boulevard as the alternative extension of the Gold Line to ONT. This project is currently stagnant; however, City staff will re-engage with Congresswoman Torres to determine future potential through the use of Community Project Funds.

- **San Antonio Creek Trail.** The vision for Montclair's future San Antonio Creek Trail consists of a vibrant, connected, and safe multi-use greenway

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path that will run north–south through the entire City from its northern limits at the Pacific Electric Trail near Monte Vista Avenue and Richton Street, and continuing three miles south to Montclair’s city limits at Mission Boulevard.

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

In March 2022, Montclair was notified by the California Department of Transportation that it was awarded approximately \$4.2 million from the nearly \$300 million available in Clean California Grants for improvements to Sunset Park, including for a pilot segment of the San Antonio Creek Trail adjacent to Sunset Park. Construction on the pilot segment and other improvements to Sunset Park are expected to begin in 2023.

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.

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

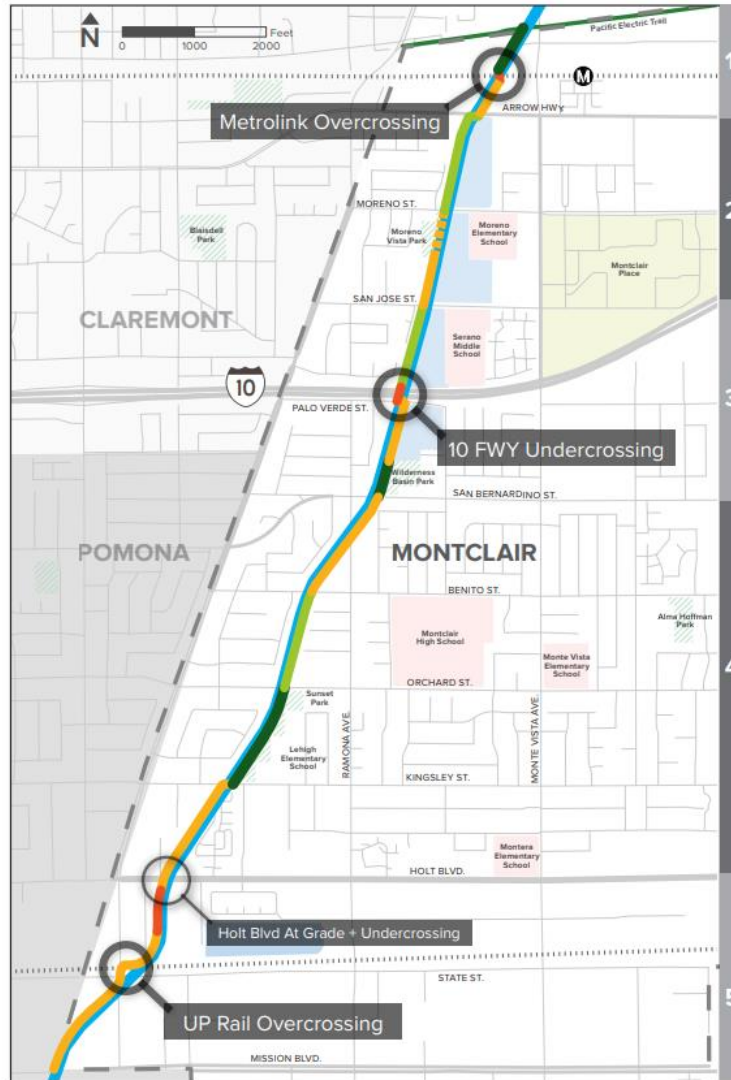
The trail provides opportunities for residents making trips across the region to get to work or school, run errands, or visit friends and family through an active transportation network. Proximity of the trail to the Montclair Transcenter, a major transit hub with connections to rail and bus service,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

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

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

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Illustration 1 San Antonio Creek Trail Segments



➤ **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 xxv](#) are already under design or have been approved by the City Council for completion. Projects currently underway include the following:

- **Parks Master Plan.** In April 2022, the City Council approved the award of a contract for development of a Parks Master Plan. The plan has been received by the City Council. L.D. King Engineering is currently completing design for improving the facilities at Saratoga Park—the City’s premier sports park. Improvements to Saratoga Park will be facilitated by a \$2 million Community Project Funding Grant provided through the office of

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Congresswoman Norma Torres in conjunction with 2021 Lease Revenue Bonds.

- **Reeder Ranch Park.** Construction on the Reeder Ranch Park, on Holt Boulevard, adjacent to the historic Reeder Heritage Ranch, is currently under way. In 2020, the City was awarded a \$5.137 million grant from the Proposition 68 Statewide Park Program (Round 3) Grant Awards—the total cost of the project is estimated at \$5.5 million. Project design calls for a new 2,500 square 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. A portion of Reeder Ranch Park construction (approximately \$400,000) will be offset by use of 2021 Lease Revenue Bonds.
- **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. 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.

In the Fiscal Year 2022–23 Budget, the City Council allocated \$550,000 from the *2021 Issue of Lease Revenue Bonds* for the installation of flashing stop signs at designated intersections throughout the City. An analysis of GIS mapping data indicated that an estimated 433 stop signs are installed throughout the City, and that approximately 250 stop sign locations warrant upgrade to the flashing stop sign configuration at a cost of approximately \$450,000. Contracting for installation of the flashing stop signs was estimated at approximately \$100,000. Installation of the flashing stop signs is now in progress.

IX. CONCLUSION

As presented to the City Council for consideration, the Proposed Fiscal Year 2023–24 Budget can be termed a successful budget that utilizes a number of funds and strategies to achieve balance and respond to a number of community and organizational needs.

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

- The 2014 Issue of Lease Revenue Bonds Debt Service Fund — \$2,587,763;
- The 2021 Issue of Lease Revenue Bonds Debt Service Fund — \$2,397,413;
- The 2021 Issue of Pension Obligation Bonds Debt Service Fund — \$4,437,327.

The Fiscal Year 2023–24 Budget, as proposed, also incorporates the allocation of funds for Special Purposes, including the following three funds introduced for consideration in the proposed Fiscal Year 2023–24 Budget:

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- Gold Line Betterment Reserve Fund — \$1,250,000.
- Street Maintenance Reserve Fund — \$1,250,000;
- Homeless Advocacy Assistance Reserve Fund — \$500,000;

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.

For Fiscal Year 2023–24, each City Department was provided greater flexibility in the preparation of their respective budget programs. Minimal adjustments were, however, made based on historical data, expenditure details, actual and projected needs, and available funding.

In relation to the General Operating Fund Unassigned Reserve's Operating Reserve Ratio, I am pleased to report that at 22.45 percent, or \$8 million, City staff is nearing the City Council's objective to maintain a minimum fund balance of approximately 25 percent of the General Operating Fund Appropriations Budget. Going forward, City staff will work toward the GFOA and California State Auditor's Office recommendation for an optimum fund balance ratio of 50 percent. Based on total reserve assets, including \$30,688,706 in Special Purpose Reserve Funds and \$8 million in Unassigned General Fund Reserves, the total Operating Reserve Ratio (Unassigned and Assigned) is approximately 109 percent of the General Fund Proposed Operating Budget.

Each year, City staff seeks to improve upon, or achieve new revenue enhancements. In November 2020, *Measure L* received 68.84 percent voter support, and is expected to generate an estimated \$11.074 million in Fiscal Year 2023–24, with \$2,397,413 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 employee working conditions.

During Fiscal Year 2022–23, the City Council agreed to place on the November 8, 2022 ballot two measures (Measure "R" and Measure "II") asking voters to consider (i) the legalization of commercial cannabis businesses in the City, and (ii) a maximum 7 percent cannabis sales tax on licensed commercial cannabis businesses. Each measure was approved by the voters, and City staff is currently redrafting a commercial cannabis ordinance for presentation to the City Council in Fiscal Year 2023–24.

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

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effectively putting the economic crisis brought on by the COVID-19 pandemic behind us—the passage of *Measure L* has been instrumental to this effort. *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;
- 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
- Work with legislators and the City Council to move Montclair forward.

Based on discussions in the *City Manager's Fiscal Year 2023–24 Budget Message*, it is clear the City Council continues to develop its role as a responsive governing body that is focused on prudent fiscal management practices—practices that allow the City Council to function as architects of Montclair's fiscal destiny.

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

As the Montclair organization moves into the new fiscal year, its leaders continue confronting the challenges offered by the economic paradigm confronting municipalities—a paradigm requiring a conservative stewardship over fiduciary responsibilities. Concurrent with its need to proactively address this economic reality, the Montclair organization is committed to maintaining a balance between its commitment to the organization and its people, and its commitment to provide a superior level of services for the community.

On behalf of the Montclair City Council and the City's management team, I continue to thank each City of Montclair employee for providing exceptional service to the Montclair community. Your individual service to the City has been instrumental in making Montclair a community residents are proud to live in, businesses are honored to operate out of, children can safely play in, and employees are proud to work for.

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I also thank the Finance Department and management team for their efforts in putting together the proposed Fiscal Year 2023-24 Budget, and helping to keep Montclair on a forward footing.

Honorable Mayor and City Council, the management team is at your disposal to answer any questions each of you may have regarding the proposed Fiscal Year 2023-24 Budget and the City's program of services.

ECS:JK/MF

Sincerely,

A handwritten signature in black ink, appearing to read "Edward C. Starr". The signature is fluid and cursive, with a large initial "E" and "S".

Edward C. Starr
City Manager

Budget Summaries

	SOURCES				USES			Estimated Fund Balance/ Retained Earnings June 30, 2024
	Estimated Fund Balance/ Retained Earnings July 1, 2023	Estimated Revenue	Transfers In (Descriptions Follow)	TOTAL SOURCES	Operating Appropriations	Transfers Out (Descriptions Follow)	TOTAL USES	
1001 General Operating Fund	7,956,909 (1)	39,369,327	100,000	47,426,236	35,641,007	3,785,229	39,426,236	8,000,000
Special Revenue Funds								
1102 Gas Tax Fund	-	1,090,496	-	1,090,496	976,815	-	976,815	113,681
1103 Road Maintenance Rehabilitation Fund	1,960,279	942,426	-	2,902,705	-	-	-	2,902,705
1104 Measure I Fund	6,004,459	1,006,000	-	7,010,459	-	-	-	7,010,459
1110 Traffic Safety Fund	106,269	90,000	-	196,269	-	100,000	100,000	96,269
1112 Disability Access Fee	55,108	9,000	-	64,108	-	-	-	64,108
1130 Park Maintenance Fund	23,138	37,000	-	60,138	60,150	-	60,150	(12)
1131 Park Development Fund	1,156,207	383,600	-	1,539,807	-	-	-	1,539,807
1132 CDBG Fund	-	271,698	-	271,698	121,698	-	121,698	150,000
1135 Air Quality Improvement Fund	117,343	110,500	-	227,843	-	-	-	227,843
1138 Senior Nutrition Fund	-	199,666	-	199,666	199,666	-	199,666	-
1140 Asset Forfeiture Fund- State	101,244	10,150	-	111,394	-	-	-	111,394
1141 Prop 30/SB 109 Fund	86,897	100	-	86,997	-	-	-	86,997
1143 Public Safety Fund	304,748	580,685	-	885,433	930,864	-	930,864	(45,431)
1144 Federal Asset Forfeiture Fund- DOJ	570,224	30,400	-	600,624	1,000	-	1,000	599,624
1146 State Asset Forfeiture 15% Set-aside Fund	-	35,992	-	35,992	-	-	-	37,592
1147 Federal Asset Forfeit. Fund- Treasury	125,830	30,150	-	155,980	-	-	-	155,980
1148 School District Grant Fund	71,496	124,230	-	195,726	124,230	-	124,230	71,496
1149 Citizens Option for Public Safety (COPS) Grant	288,576	200,500	-	489,076	400,000	-	400,000	89,076
1150 Local Law Enforcement Block Grant	19	78,162	-	78,181	-	-	-	78,181
1151 Crime Prevention Fund	2,378	210	-	2,588	-	-	-	2,588
1152 Recycling Block Grant Fund	124,226	12,100	-	136,326	10,000	-	10,000	126,326
1155 Statewide Park Development Grant Fund	2,000	4,762,553	-	4,764,553	-	-	-	4,764,553
1156 Homeless Housing Assistance & Prevention Fund	10,824	23,800	-	34,624	23,800	-	23,800	10,824
1160 After-School Program Grant Fund	-	2,265,588	-	2,265,588	2,265,588	-	2,265,588	-
1162 City of Hope	1,291	1,000	-	2,291	1,000	-	1,000	1,291
1163 Safety Department Grant Funds	-	18,000	-	18,000	-	-	-	18,000
1164 OMSD Immunization Grant	1,371	-	-	1,371	-	-	-	1,371
1166 Kaiser Permanente Grant	2,684	-	-	2,684	3,000	-	3,000	(316)
1167 Resource Center Grant - OMSD	21,865	-	-	21,865	-	-	-	21,865
1168 Title IIIB Sr Support Services	-	40,000	-	40,000	40,000	-	40,000	-
1169 Healthy Communities Strategic Plan	7,823	15,701	-	23,524	15,701	-	15,701	7,823
1171 ASES Supplemental Grant Fund	155,617	-	-	155,617	-	-	-	155,617
1180 EMS- Paramedic Fund	17,704	46,850	-	64,554	49,995	-	49,995	14,559
1181 Contributions & Donations	500	500	-	1,000	-	-	-	1,000
1704 Sewer Expansion Fee Fund	870,019	51,000	-	921,019	-	-	-	921,019
1740 Developer Impact Fees - Local	1,282,267	100,000	-	1,382,267	-	-	-	1,382,267
1741 Developer Impact Fees - Regional	-	100,000	-	100,000	-	-	-	100,000
1742 Burrtec Pavement Impact Fees	242,122	75,000	-	317,122	-	-	-	317,122
1744 Utility Undergrounding In Lieu	383,397	-	-	383,397	-	-	-	383,397
1745 General Plan Update Fees	111,068	12,000	-	123,068	55,000	-	55,000	68,068
1746 Housing Trust Fund	555,708	-	-	555,708	-	-	-	555,708
1748 Public-Education-Gov't Fees (PEG)	122,059	35,000	-	157,059	-	-	-	157,059
Total	14,922,752	12,755,665	-	27,678,417	5,278,507	100,000	5,378,507	22,299,910
Capital Project Funds								
1206 Economic Development Agency	4,841,338	1,500,000	785,229	7,126,567	232,560	-	232,560	6,894,007
1250 & 51 Successor Agency Bond Proceeds	12,746,325	125,000	-	12,871,325	75,000	-	75,000	12,796,325
1252 2014 Lease Revenue Refunding Bond Proceeds	651	-	-	651	-	-	-	651
1253 2021 Lease Revenue Refunding Bond Proceeds	42,596,237	50,000	-	42,646,237	973,945	-	973,945	41,672,292
1743 PUC CalTrans Reimbursement Fund	262,502	-	-	262,502	-	-	-	262,502
Total	60,447,053	1,675,000	785,229	62,907,282	1,281,505	-	1,281,505	61,625,777
Special Assessment Funds								
1601 Community Facilities District 2011-1	247,068	170,592	-	417,660	170,092	-	170,092	247,568
1602 Community Facilities District 2011-2	117,961	49,599	-	167,560	49,349	-	49,349	118,211
Total	365,029	220,191	-	585,220	219,441	-	219,441	365,779
Debt Service Funds								
1302 2014 Refunding Bonds	-	2,587,763	-	2,587,763	2,587,763	-	2,587,763	-
1303 2021 Lease Revenue Bonds	-	2,397,413	-	2,397,413	2,397,413	-	2,397,413	-
1304 Pension Obligation Bonds	-	4,437,327	-	4,437,327	4,437,327	-	4,437,327	-
Total	-	9,422,503	-	9,422,503	9,422,503	-	9,422,503	-
Enterprise Funds								
1501 & 03 Sewer Operating Fund	2,885,596	5,515,000	-	8,400,596	5,311,858	-	5,311,858	3,088,738
1502 Sewer Replacement Fund	2,439,667	234,000	-	2,673,667	1,000	-	1,000	2,672,667
Total	5,325,263	5,749,000	-	11,074,263	5,312,858	-	5,312,858	5,761,405
Reserve Funds								
Reserve Funds	27,688,706 (1)	-	3,000,000	30,688,706	620,455	-	620,455	30,068,251
Total	27,688,706	-	3,000,000	30,688,706	620,455	-	620,455	30,068,251
TOTAL - ALL FUNDS	116,705,712	69,191,686	3,885,229	189,782,627	57,776,276	3,885,229	61,661,505	128,121,122

Notes:

(1) Fund Balance has been estimated utilizing the fiscal year 2021-22 midyear general fund approved amounts.

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

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Traffic Safety	General Operating Fund	\$ 100,000	Reimbursement for traffic safety enforcement costs. State law provides that CVC fines and forfeitures be initially recorded in a "Traffic Safety Fund". Since costs associated with these activities exceed this amount, annual allocations are transferred to the General Operating Fund.
General Fund	Gold Line Betterment Special Reserve Fund	\$1,250,000	Establishment of the Gold Line Betterment Special Reserve Fund.
General Fund	Street Maintenance Special Reserve Fund	\$1,250,000	Establishment of the Street Maintenance Special Reserve Fund.
General Fund	Homelessness Advocacy Special Reserve Fund	\$ 500,000	Establishment of the Homelessness Advocacy Special Reserve Fund.
General Fund	Economic Development Asset Fund	\$ 785,229	Provide funding for real property acquisition.
	TOTAL	<u>\$3,885,229</u>	

CITY OF MONTCLAIR FISCAL YEAR 2023-24 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 (1162; 1166 – 1169; & 1171) These are smaller grant funds used to augment operation of various programs and projects undertaken by the Human Services Department. Current funding entities include: Healthy Communities Strategic Plan, Resource Center Grant-OMSD, Title IIIB Senior Support Services, and ASES Supplemental Grant.

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

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

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

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

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

Utility Undergrounding In-Lieu (1744) In lieu of performing undergrounding projects, developers can provide monies to the City for use in accomplishing future utility undergrounding projects. This fund accounts for the collection and utilizations of those monies.

General Plan Update Fees (1745) A portion of fees collected from developers are utilized to provide funding for updating the City's general plan and this fund accounts for those fees and the cost of these services.

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

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

CAPITAL PROJECT FUNDS

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

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

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

2021 Lease Revenue Bond Proceeds – (1253) Proceeds from the issuance of the 2021 Lease Revenue Bonds are held pending utilization for infrastructure projects. These monies are on deposit with a separate trustee. Major capital outlay for these projects will be budgeted separately in the City's Capital Improvement Program Budget.

SPECIAL ASSESSMENT FUNDS

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

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

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

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City has three active debt service funds established for the Montclair Financing Authority Lease Revenue Refunding Bonds (Public Facilities Projects) Issue of 2014, Montclair Financing Authority Lease Revenue Bonds Issue of 2021, and Pension Obligation Bond Issue of 2021.

2014 Lease Revenue Refunding Bonds Debt Service Fund (1302) In November 2014, the City, through the Montclair Financing Authority, refunded the \$31,300,000 in Lease Revenue Bonds which were used for the construction of a new police station, senior center, and youth center by issuing \$45,000,000 Refunding Bonds. The additional proceeds received through this issuance were budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until October 2045.

For Fiscal Year 2023-24, the annual principal and interest lease payment is \$2,587,763, payable from General Fund resources. Internally, in prior fiscal years, the City had committed up to \$750,000 of taxes (RPTTF) it receives from the elimination of its redevelopment agency and the remainder from its transaction and use tax revenues for this debt service payment. Therefore, effective Fiscal Year 2015-16, the City had budgeted only transaction and use taxes and RPTTF taxes in excess of the annual debt service requirement in the General Operating and Economic Development Agency Funds and has budgeted the remainder of these taxes in the 2014 Lease Revenue Refunding Bonds Debt Service Fund. Beginning with Fiscal Year 2021-22 the City began to utilize only Measure F transaction and use tax revenues for debt service and in turn allocated the entire RPTTF revenue to the Economic Development Agency Fund. The annual principal and interest lease payments will continue to be approximately \$2.6 million dollars annually for the remaining life of this bond issue.

2021 Lease Revenue Bonds Debt Service Fund (1303) In October 2021, the City, through the Montclair Financing Authority, issued \$45,000,000 in Lease Revenue Bonds. The proceeds received through this issuance are budgeted in the City's Capital Improvement Program budget. This action committed the City to make annual lease payments until April 2051.

For Fiscal Year 2023-24, the annual principal and interest lease payment is \$2,397,413, 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 2023-24, the annual principal and interest lease payment is \$4,437,327, 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 2021-20212 THROUGH 2023-2024

		2021-2022	2022-2023	2022-2023	Revised	2023-2024	Increase
		Audited	Revised Budget Thru 3/2023	Actual Thru 3/2023	Budget or Annualization of Actual	Estimate	(Decrease)
<u>GENERAL FUND</u>							
1001	GENERAL FUND	43,455,846	40,059,369	20,757,703	39,732,869	39,369,327	(690,042)
<u>SPECIAL REVENUE FUNDS</u>							
1102	GAS TAX FUND	941,551	1,160,813	673,970	1,160,813	1,090,496	(70,317)
1103	ROAD MAINT REHAB FUND - SECT 2032	856,424	1,023,795	546,609	1,023,795	942,426	(81,369)
1104	MEASURE I FUND	1,004,727	910,000	517,497	910,000	1,006,000	96,000
1110	TRAFFIC SAFETY FUND	109,456	90,000	39,442	59,164	90,000	-
1112	DISABILITY ACCESS FEE FUND	9,335	9,000	6,142	9,213	9,000	-
1130	PARK MAINTENANCE FUND	33,534	37,000	28,344	37,792	37,000	-
1131	PARK DEVELOPMENT FUND	5,600	385,000	1,400	385,000	383,600	(1,400)
1132	C.D.B.G. FUND	165,242	449,407	940,841	449,407	271,698	(177,709)
1134	SB2 PLANNING GRANT FUND	17,625	40,000	55,425	40,000	-	(40,000)
1135	AIR QUALITY IMPROVEMENT FUND	51,038	111,000	24,416	109,832	110,500	(500)
1137	SB COUNTY CARES ACT INFRASTRUCTURE FUND	411,874	-	434,661	-	-	-
1138	SENIOR NUTRITION FUND	225,938	200,542	96,291	144,437	199,666	(876)
1139	AMERICAN RESCUE PLAN FUND	4,794,353	4,794,353	4,794,353	4,794,353	-	(4,794,353)
1140	ASSET FORFEITURE FUND - STATE	6,920	10,300	1,913	10,300	10,150	(150)
1141	PROP 30/SB 109	124	379	-	379	100	(279)
1143	SB 509 PUBLIC SAFETY FUND	541,931	576,788	406,685	542,247	580,685	3,897
1144	FEDERAL ASSET FORFEITURE FUND - DOJ	15,990	30,000	288,574	33,000	30,400	400
1146	STATE FORFEITURE - 15% SETASIDE	1,247	1,650	338	1,650	1,600	(50)
1147	ASSET FORFEITURE - TREASURY	40,326	30,040	11,718	30,040	30,150	110
1148	SCHOOL DISTRICT GRANT FUND	98,315	109,512	55,458	110,916	124,230	14,718
1149	COPS ELEAS GRANT	161,840	155,700	165,306	155,700	200,500	44,800
1150	LLE BLOCK GRANT FUND	15,024	58,833	-	58,833	78,162	19,329
1151	P.C. 1202.5 CRIME PREVENTION FUND	183	210	45	78	210	-
1152	RECYCLING BLOCK GRANT FUND	5,324	20,200	53,909	73,142	12,100	(8,100)
1154	BUREAU OF JUSTICE ASSISTANCE FUND	12,909	-	-	-	-	-
1155	STATEWIDE PARK DEVELOPMENT GRANT	355,610	4,781,390	18,837	4,781,390	4,762,553	(18,837)
1156	HOMELESS HOUSING ASSISTANCE PREVEN FUND	75,000	109,879	45,879	109,879	23,800	(86,079)
1157	LEAP GRANT FUND	50,210	125,000	-	125,000	-	(125,000)
1160	AFTER-SCHOOL PROGRAM GRANT FUND	1,487,665	1,503,207	1,114,519	1,503,207	2,265,588	762,381
1162	CITY OF HOPE	-	-	-	-	1,000	1,000
1163	SAFETY DEPARTMENT GRANT FUND	61,229	17,275	32,048	17,275	18,000	725
1167	RESOURCE CENTER GRANT (OMSD)	28,500	28,500	28,500	28,500	-	(28,500)
1168	TITLE IIIB SR SUPPORT SERVICES	31,555	40,000	17,283	40,000	40,000	-
1169	HEALTHY COMMUNITIES STRATEGIC PLAN	-	16,451	-	16,451	15,701	(750)
1171	ASES SUPPLEMENTAL GRANT FUND	141,105	125,000	98,739	125,000	-	(125,000)

**CITY OF MONTCLAIR
SUMMARY SCHEDULE OF REVENUE BY FUND
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	<u>2021-2022 Audited</u>	<u>2022-2023 Revised Budget Thru 3/2023</u>	<u>2022-2023 Actual Thru 3/2023</u>	<u>Revised Budget or Annualization of Actual</u>	<u>2023-2024 Estimate</u>	<u>Increase (Decrease)</u>
1180 E.M.S. - PARAMEDIC FUND	45,642	47,850	27,408	36,982	46,850	(1,000)
1181 CONTRIBUTIONS/DONATIONS FUND	-	500	-	500	500	-
1704 SEWER EXPANSION FEE FUND	253,101	52,500	16,687	24,749	51,000	(1,500)
1740 DEVELOPER IMPACT FEES - LOCAL	26,896	100,000	109,802	100,000	100,000	-
1741 DEVELOPER IMPACT FEES - REGION	60,978	200,000	247,899	200,000	100,000	(100,000)
1742 BURRTEC PAVEMENT IMPACT FEES	76,393	75,000	38,799	77,598	75,000	-
1744 UTILITY UNDERGROUNDING IN-LEIU	-	-	42,880	-	-	-
1745 GENERAL PLAN UPDATE FEES	11,501	12,000	9,939	13,252	12,000	-
1746 HOUSING TRUST FUND	-	-	-	-	-	-
1748 PUBLIC-EDUCATION-GOV'T FEES (PEG)	37,054	30,000	26,654	35,539	35,000	5,000
<u>CAPITAL PROJECTS FUNDS</u>						
1206 ECONOMIC DEVELOPMENT FUND	1,813,484	1,050,000	914,011	1,050,000	1,500,000	450,000
1250/51 SA BOND PROCEEDS	49,634	75,000	110,864	75,000	125,000	50,000
1253 2021 LEASE REVENUE BOND PROCEEDS	13,520	90,000	-	90,000	50,000	(40,000)
<u>SPECIAL ASSESSMENT FUNDS</u>						
1601 CFD 2011-1 (Maint-PubSafety) FUND	140,780	155,129	77,313	155,129	170,592	15,463
1602 CFD 2011-2 (Maint-PubSafety) FUND	41,116	45,111	24,713	45,111	49,599	4,488
<u>DEBT SERVICE FUND</u>						
1302 2014 REFUNDING BONDS	2,564,967	2,587,763	1,687,813	2,587,473	2,587,763	-
1303 2021 LEASE REVENUE BONDS	871,244	2,394,413	2,394,413	2,394,413	2,397,413	3,000
1304 PENSION OBLIGATION BONDS	914,144	4,437,813	4,437,813	4,437,813	4,437,327	(486)
<u>ENTERPRISE FUND</u>						
1501 SEWER OPERATING FUND	5,487,630	5,012,000	3,581,465	4,781,287	5,515,000	503,000
1502 SEWER REPLACEMENT FUND	220,786	237,500	-	237,500	234,000	(3,500)
<u>RESERVE FUNDS</u>						
GENERAL FUND RESERVES	9,000	-	8,608	-	-	-
TOTAL REVENUE - ALL FUNDS	<u>67,851,420</u>	<u>73,613,172</u>	<u>45,013,926</u>	<u>72,962,008</u>	<u>69,191,686</u>	<u>(4,421,486)</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
GENERAL FUND - 1001							
Taxes							
Property - Secured	3,167,630	3,500,000	1,840,162		3,200,000	3,200,000	(300,000)
Property - Unsecured	107,650	225,000	202,940		225,000	200,000	(25,000)
Property Tax in Lieu of VLF (HdL)	4,379,049	4,641,474	2,320,737		4,641,474	4,892,577	251,103
Sales & Use (HdL)	15,672,459	12,183,114	4,790,063		12,183,114	11,543,466	(639,648)
Transaction & Use Tax Measure "F" (HdL)	275,253	208,891	-		208,891	185,237	(23,654)
Transaction & Use Tax Measure "L" (HdL)	10,179,900	8,668,030	4,303,324		8,668,030	8,676,587	8,557
Prop Tax Pass Thru from SRED	413,825	400,000	181,956		400,000	400,000	-
Transient Occupancy	80,059	75,000	36,134		75,000	75,000	-
Document Transfer	162,354	180,000	109,298		180,000	185,000	5,000
Franchise	857,255	800,000	213,569		800,000	850,000	50,000
Business License	864,987	850,000	677,344		850,000	875,000	25,000
Utility Users	1,941,213	1,900,000	1,563,783		1,900,000	2,000,000	100,000
Total Taxes	38,101,634	33,631,509	16,239,310		33,331,509	33,082,867	(548,642)
Licenses and Permits							
Alarm Permits	1,000	1,100	500		1,100	1,000	(100)
Building Permits	389,329	600,000	442,456		600,000	450,000	(150,000)
Moving Permits	10,600	10,000	5,750		10,000	10,000	-
Yard Sale Permits	-	-	20		-	-	-
Construction Permits	114,475	105,000	94,388		105,000	105,000	-
Encroachment Permits	385	300	70		300	300	-
Gun Dealer Permits	-	25	25		25	25	-
Total Licenses and Permits	515,789	716,425	543,209		716,425	566,325	(150,100)
Intergovernmental Revenues							
Motor Vehicle In-Lieu Tax	45,746	46,000	39,015		40,000	40,000	(6,000)
Property Tax Loss Relief	23,293	25,000	10,737		25,000	25,000	-
Police Officer Training Reimbursement	29,346	25,000	35,538		25,000	25,000	-
SB 90 Claim Reimbursement	35,784	40,000	22,091		40,000	35,000	(5,000)
OES Reimbursements	1,184	130,000	127,839		130,000	130,000	-
Greyhound Transcenter Lease	32,200	21,600	16,200		21,600	21,600	-
Total Intergovernmental Revenues	167,553	287,600	251,420		281,600	276,600	(11,000)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
Fines and Forfeitures							
Court Fines	42,616	40,000	17,856		40,000	40,000	-
Parking Citations	227,653	225,000	109,386		225,000	175,000	(50,000)
False Alarms	15,000	16,000	11,950		16,000	16,000	-
Restitution	1,973	2,000	480		2,000	2,000	-
Evidence Forfeitures	-	500	-		500	500	-
Auto Repo Fees	1,665	1,700	1,320		1,700	1,700	-
Vehicle Release Fees	52,350	60,000	41,850		60,000	60,000	-
Administrative Citations	3,970	900	-		900	900	-
OPTS Vehicle Impound Fees	43,968	55,000	32,910		55,000	50,000	(5,000)
PD Citations	-	900	-		900	900	-
PW/CD Citations	-	200	-		200	200	-
Total Fines and Forfeits	389,195	402,200	215,752		402,200	347,200	(55,000)
Charges for Services							
Sale of Printed Materials	652	1,000	607		1,000	1,000	-
Special Police Services	9,807	10,000	5,075		10,000	10,000	-
Fingerprints	(3,184)	-	(1,499)		-	-	-
Fire Department Service Fees	18,250	25,000	14,728		25,000	20,000	(5,000)
Credit Card Convenience Fee	5,024	5,000	3,922		5,000	5,000	-
Rubbish Collection Fees	3,094,203	3,000,000	2,226,346		3,000,000	3,100,000	100,000
General Sanitation Fee	-	400,000	197,397		400,000	400,000	-
Burrtec Contract Maintenance Fee	145,833	250,000	(93,750)		250,000	250,000	-
Zoning/Subdivision Fees	128,173	50,000	37,000		50,000	50,000	-
Plan Checking Fees	303,708	400,000	557,871		400,000	400,000	-
Recreation Fees	5	1,000	500		1,000	1,000	-
Service Center Fees	225	225	-		225	225	-
Program Costs - Reimbursed	1,300	20,000	14,850		20,000	20,000	-
Country Fair Jamboree	21,623	13,000	-		13,000	13,000	-
Human Services Classes	-	1,500	900		1,500	1,500	-
Total Charges for Services	3,725,619	4,176,725	2,963,947		4,176,725	4,271,725	95,000

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
Miscellaneous Revenue							
Interest Income	47,805	350,000	185,832		350,000	350,000	-
Library Rentals	67,026	68,000	50,823		68,000	68,000	-
Cash Over/Short	(32)	10	(67)		10	10	-
Police Auction	-	5,000	-		5,000	5,000	-
Reimbursed Expenditures	52,247	50,000	41,803		50,000	50,000	-
Special Event Reimbursement	-	-	-		-	500	500
Emergency Response Reimb	25,308	25,000	20,599		25,000	25,000	-
Donations & Contributions	-	500	-		500	500	-
Senior Birthday Donations	1,250	500	-		500	500	-
Subpoena Witness Reimbursement	-	400	-		400	400	-
Pulice Lot Rent Agreement	36,000	36,000	3,000		-	-	(36,000)
Cell Tower Rental	122,086	140,000	101,516		140,000	140,000	-
Other Miscellaneous Revenue	195,219	160,000	134,056		175,000	175,000	15,000
Police Range Revenue	8,175	7,500	5,325		7,500	7,500	-
Youth Center Snacks	972	500	524		1,000	1,000	500
Basketball Snacks	-	1,500	654		1,500	1,200	(300)
	<u>556,056</u>	<u>844,910</u>	<u>544,065</u>		<u>824,410</u>	<u>824,610</u>	<u>(20,300)</u>
Total Miscellaneous Revenue							
TOTAL - 1001	<u>43,455,846</u>	<u>40,059,369</u>	<u>20,757,703</u>		<u>39,732,869</u>	<u>39,369,327</u>	<u>(690,042)</u>

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

	2021-2022 Audited	2022-2023 Revised Budget Thru 3/2023	2022-2023 Actual Thru 3/2023	Months In Current Actual	Revised Budget or Annualization of Actual	2023-2024 Estimate	Increase (Decrease) over Revised Budget
GAS TAX FUND - 1102							
Section 2106	142,647	158,806	95,992		158,806	156,042	(2,764)
Section 2107	261,689	349,027	199,484		349,027	300,006	(49,021)
Section 2107.5	6,000	6,000	6,000		6,000	6,000	-
Section 2103 - Fuel Tax Swap	312,234	390,000	224,885		390,000	377,179	(12,821)
Section 2105	218,981	255,480	147,609		255,480	249,769	(5,711)
Interest Income	-	1,500	-		1,500	1,500	-
TOTAL - 1102	941,551	1,160,813	673,970		1,160,813	1,090,496	(70,317)
ROAD MAINT REHABILITATION - 1103							
Section 2032 Road Maint Rehab	789,569	902,623	489,256		902,623	940,926	38,303
SB1 - San Antonio Creek Trail	65,360	116,172	57,353		116,172	-	(116,172)
Interest Income	1,495	5,000	-		5,000	1,500	(3,500)
TOTAL - 1103	856,424	1,023,795	546,609		1,023,795	942,426	(81,369)
MEASURE I FUND - 1104							
Measure I Sales - Local	998,942	900,000	517,497		900,000	1,000,000	100,000
Interest Income	5,785	10,000	-		10,000	6,000	(4,000)
TOTAL - 1104	1,004,727	910,000	517,497		910,000	1,006,000	96,000
TRAFFIC SAFETY FUND - 1110							
C.V.C. Parking Citations	74,062	60,000	26,565	8.0	39,848	60,000	-
Other C.V.C. Fines	35,394	30,000	12,877	8.0	19,316	30,000	-
TOTAL - 1110	109,456	90,000	39,442		59,164	90,000	-
DISABILITY ACCESS FEE FUND - 1112							
Disability Access Fee	9,335	9,000	6,142	8.0	9,213	9,000	-
TOTAL - 1112	9,335	9,000	6,142		9,213	9,000	-
PARK MAINTENANCE FUND - 1130							
Cellular Antenna Site Rental	33,534	37,000	28,344	9.0	37,792	37,000	-
TOTAL - 1130	33,534	37,000	28,344		37,792	37,000	-

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FOR FISCAL YEARS 2021-20212 THROUGH 2023-2024**

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PARK DEVELOPMENT FUND - 1131							
"Quimby Act" Fees	5,600	385,000	1,400		385,000	383,600	(1,400)
TOTAL - 1131	5,600	385,000	1,400		385,000	383,600	(1,400)
C.D.B.G. FUND - 1132							
CDBG Revenue	165,242	423,164	940,841		423,164	271,698	(151,466)
CDBG-CV Revenue	-	26,243	-		26,243	-	(26,243)
CDBG-CV3 Revenue	-	-	-		-	-	-
TOTAL - 1132	165,242	449,407	940,841		449,407	271,698	(177,709)
SB2 PLANNING GRANT FUND - 1134							
SB2 Planning Grant	17,625	40,000	55,425		40,000	-	(40,000)
TOTAL - 1134	17,625	40,000	55,425		40,000	-	(40,000)
AIR QUALITY IMPROVEMENT FUND - 1135							
AB 2766 Motor Vehicle Fees	50,875	50,000	24,416	6.0	48,832	50,000	-
AB 2766 Discretionary Fund	-	60,000	-		60,000	60,000	-
Interest Income	163	1,000	-		1,000	500	(500)
TOTAL - 1135	51,038	111,000	24,416		109,832	110,500	(500)
SB COUNTY CARES ACT INFRASTRUCTURE FUND - 1137							
SB County Cares Act Infrastructure	411,874	-	434,661		-	-	-
TOTAL - 1137	411,874	-	434,661		-	-	-
SENIOR NUTRITION FUND - 1138							
Nutritional Meals IIC1/NSIP	177,591	161,542	72,642	8.0	108,963	160,666	(876)
Contributions/Donations	48,347	39,000	23,649	8.0	35,474	39,000	-
TOTAL - 1138	225,938	200,542	96,291		144,437	199,666	(876)
AMERICAN RESCUE PLAN FUND - 1139							
American Rescue Plan	4,794,353	4,794,353	4,794,353		4,794,353	-	(4,794,353)
TOTAL - 1139	4,794,353	4,794,353	4,794,353		4,794,353	-	(4,794,353)

**CITY OF MONTCLAIR
STATEMENT OF ACTUAL AND ESTIMATED REVENUES
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FORFEITURE FUND - STATE - 1140							
Forfeited Money/Property	6,773	10,000	1,913		10,000	10,000	-
Interest Income	147	300	-		300	150	(150)
TOTAL - 1140	6,920	10,300	1,913		10,300	10,150	(150)
PROP 30/AB 109 FUND - 1141							
Prop 30/AB 109	-	-	-		-	-	-
Interest Income	124	379	-		379	100	(279)
TOTAL - 1141	124	379	-		379	100	(279)
PUBLIC SAFETY FUND - 1143							
Proposition 172 Sales Tax	541,931	576,788	406,685	9.0	542,247	580,685	3,897
TOTAL - 1143	541,931	576,788	406,685		542,247	580,685	3,897
FEDERAL ASSET FORFEITURE FUND - DOJ - 1144							
Forfeited Money/Property	15,605	30,000	288,574		30,000	30,000	-
Interest Income	385	-	-		3,000	400	400
TOTAL - 1144	15,990	30,000	288,574		33,000	30,400	400
STATE FORFEITURE - 15% SETASIDE - 1146							
Forfeited Money	1,195	1,500	338		1,500	1,500	-
Interest Income	52	150	-		150	100	(50)
TOTAL - 1146	1,247	1,650	338		1,650	1,600	(50)
FED ASSET FORFEITURE-TREASURY - 1147							
Treasury-Fed Forfeitures	40,162	30,000	11,718		30,000	30,000	-
Interest Income	164	40	-		40	150	110
TOTAL - 1147	40,326	30,040	11,718		30,040	30,150	110
SCHOOL DISTRICT GRANT FUND - 1148							
ChaffeyHSD Reimb. - Safe Schools	98,315	109,512	55,458	6.0	110,916	124,230	14,718
TOTAL - 1148	98,315	109,512	55,458		110,916	124,230	14,718

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STATE SUPPLEMENTAL LAW ENFORCEMENT FUND - 1149							
Citizens Option for Public Safety	161,330	155,000	165,306		155,000	200,000	45,000
Interest Income	510	700	-		700	500	(200)
TOTAL - 1149	161,840	155,700	165,306		155,700	200,500	44,800
LOCAL LAW ENFORCEMENT BLOCK GRANT FUND - 1150							
Law Enforcement Block Grant	15,005	58,733	-		58,733	78,062	19,329
Interest Income	19	100	-		100	100	-
TOTAL - 1150	15,024	58,833	-		58,833	78,162	19,329
P.C. 1202.5 CRIME PREVENTION FUND - 1151							
P.C. 1202.5 Fines	180	200	45	8.0	68	200	-
Interest Income	3	10	-		10	10	-
TOTAL - 1151	183	210	45		78	210	-
RECYCLING BLOCK GRANT FUND - 1152							
Used Oil Block Grant	(4,870)	10,000	967		10,000	6,000	(4,000)
SB 1383 Recycling Grant	-	-	52,942		52,942	-	-
Beverage Recycling Grant	10,099	10,000	-		10,000	6,000	(4,000)
Interest Income	95	200	-		200	100	(100)
TOTAL - 1152	5,324	20,200	53,909		73,142	12,100	(8,100)
BUREAU OF JUSTICE ASSISTANCE FUND - 1154							
Bureau of Justice Assistance Grant	12,909	-	-		-	-	-
TOTAL - 1154	12,909	-	-		-	-	-
STATEWIDE PARK DEVELOPMENT GRANT - 1155							
Statewide Park Development Grant	355,610	4,781,390	18,837		4,781,390	4,762,553	(18,837)
TOTAL - 1155	355,610	4,781,390	18,837		4,781,390	4,762,553	(18,837)

**CITY OF MONTCLAIR
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HOMELESS HOUSING ASSISTANCE PREVEN - 1156							
Homeless Housing Assist Preven Grant	75,000	109,879	45,879		109,879	23,800	(86,079)
TOTAL - 1156	75,000	109,879	45,879		109,879	23,800	(86,079)
LEAP GRANT FUND - 1157							
LEAP Grant	50,210	125,000	-		125,000	-	(125,000)
TOTAL - 1157	50,210	125,000	-		125,000	-	(125,000)
AFTER-SCHOOL PROGRAM GRANT FUND - 1160							
After School Program	1,487,665	1,503,207	1,114,519		1,503,207	2,265,588	762,381
TOTAL - 1160	1,487,665	1,503,207	1,114,519		1,503,207	2,265,588	762,381
CITY OF HOPE GRANT - 1162							
City of Hope Grant	-	-	-		-	1,000	1,000
TOTAL - 1162	-	-	-		-	1,000	1,000
SAFETY DEPARTMENT GRANTS - 1163							
OTS Grant Programs	8,301	-	-		-	-	-
Homeland Security Grant Programs	14,577	17,275	32,048		17,275	18,000	725
COP Grant Programs	-	-	-		-	-	-
DOT Grant Programs	38,351	-	-		-	-	-
AFG Grant Programs	-	-	-		-	-	-
TOTAL - 1163	61,229	17,275	32,048		17,275	18,000	725
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	31,555	40,000	17,283		40,000	40,000	-
TOTAL - 1168	31,555	40,000	17,283		40,000	40,000	-

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HEALTHY COMMUNITIES STRATEGIC PLAN - 1169							
Healthy Communities Plan	-	16,451	-		16,451	15,701	(750)
TOTAL - 1169	-	16,451	-		16,451	15,701	(750)
ASES SUPPLEMENTAL GRANT FUND - 1171							
Supplemental Grant	141,105	125,000	98,739		125,000	-	(125,000)
TOTAL - 1171	141,105	125,000	98,739		125,000	-	(125,000)
E.M.S. - PARAMEDIC FUND - 1180							
Subscription Fees	15,240	15,000	7,540	9.0	10,053	15,000	-
Wittman Collections	28,928	30,000	19,338	9.0	25,784	30,000	-
Vehicle Fluid Recovery Program	-	350	-		350	350	-
ARS Collections	1,474	2,500	530	8.0	795	1,500	(1,000)
TOTAL - 1180	45,642	47,850	27,408		36,982	46,850	(1,000)
CITY CONTRIBUTIONS/DONATIONS - 1181							
Contributions/Donations	-	500	-		500	500	-
TOTAL - 1181	-	500	-		500	500	-
ECONOMIC DEVELOPMENT FUND - 1206							
RPTTF Property Taxes	1,813,484	1,050,000	914,011		1,050,000	1,500,000	450,000
TOTAL - 1206	1,813,484	1,050,000	914,011		1,050,000	1,500,000	450,000
SABOND PROCEEDS - TAXABLE - 1250							
Interest Income	18,453	25,000	41,593		25,000	50,000	25,000
TOTAL - 1250	18,453	25,000	41,593		25,000	50,000	25,000
SABOND PROCEEDS - TAX EXEMPT - 1251							
Interest Income	31,181	50,000	69,271		50,000	75,000	25,000
TOTAL - 1251	31,181	50,000	69,271		50,000	75,000	25,000
2021 LEASE REVENUE BOND PROCEEDS - 1253							
Interest Income	13,520	90,000	-		90,000	50,000	(40,000)
TOTAL - 1253	13,520	90,000	-		90,000	50,000	(40,000)

**CITY OF MONTCLAIR
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2014 REFUNDING BONDS DEBT SERVICE - 1302							
Transfer from Bond Proceeds/Interest Income	8	300	10		10	-	(300)
Transaction & Use Tax "F"/Debt Service	<u>2,564,959</u>	<u>2,587,463</u>	<u>1,687,803</u>		<u>2,587,463</u>	<u>2,587,763</u>	<u>300</u>
TOTAL - 1302	<u>2,564,967</u>	<u>2,587,763</u>	<u>1,687,813</u>		<u>2,587,473</u>	<u>2,587,763</u>	<u>-</u>
2021 LEASE REVENUE BONDS DEBT SERVICE - 1303							
Interest Income	-	-	-		-	-	-
Transaction & Use Tax "L"/Debt Service	<u>871,244</u>	<u>2,394,413</u>	<u>2,394,413</u>		<u>2,394,413</u>	<u>2,397,413</u>	<u>3,000</u>
TOTAL - 1303	<u>871,244</u>	<u>2,394,413</u>	<u>2,394,413</u>		<u>2,394,413</u>	<u>2,397,413</u>	<u>3,000</u>
PENSION OBLIGATION BONDS - 1304							
Sales & Use Tax/Debt Service	<u>914,144</u>	<u>4,437,813</u>	<u>4,437,813</u>		<u>4,437,813</u>	<u>4,437,327</u>	<u>(486)</u>
TOTAL - 1304	<u>914,144</u>	<u>4,437,813</u>	<u>4,437,813</u>		<u>4,437,813</u>	<u>4,437,327</u>	<u>(486)</u>
SEWER OPERATING FUND - 1501							
Sewer Maint. Fees less Expansion Fees	5,469,790	5,000,000	3,578,430	9.0	4,771,240	5,500,000	500,000
Sewer Availability Fees	4,073	6,000	3,035	9.0	4,047	5,000	(1,000)
Interest Income/Misc Revenue	<u>13,767</u>	<u>6,000</u>	<u>-</u>		<u>6,000</u>	<u>10,000</u>	<u>4,000</u>
TOTAL - 1501	<u>5,487,630</u>	<u>5,012,000</u>	<u>3,581,465</u>		<u>4,781,287</u>	<u>5,515,000</u>	<u>503,000</u>
SEWER REPLACEMENT FUND - 1502							
Sewer Expansion Fees	217,993	231,000	-		231,000	231,000	-
Interest Income	<u>2,793</u>	<u>6,500</u>	<u>-</u>		<u>6,500</u>	<u>3,000</u>	<u>(3,500)</u>
TOTAL - 1502	<u>220,786</u>	<u>237,500</u>	<u>-</u>		<u>237,500</u>	<u>234,000</u>	<u>(3,500)</u>
CFD 2011-1 (Maint-Pub Safety) FUND - 1601							
CFD 2011-1 Property Tax	140,573	154,629	77,313		154,629	170,092	15,463
Interest Income	<u>207</u>	<u>500</u>	<u>-</u>		<u>500</u>	<u>500</u>	<u>-</u>
TOTAL - 1601	<u>140,780</u>	<u>155,129</u>	<u>77,313</u>		<u>155,129</u>	<u>170,592</u>	<u>15,463</u>

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CFD 2011-2 (Maint-Pub Safety) FUND - 1602							
CFD 2011-2 Property Tax	41,004	44,861	24,713		44,861	49,349	4,488
Interest Income	112	250	-		250	250	-
TOTAL - 1602	41,116	45,111	24,713		45,111	49,599	4,488
SEWER EXPANSION FEE FUND - 1704							
Sewer Expansion Fees	252,041	50,000	16,687	9.0	22,249	50,000	-
Interest Income	1,060	2,500	-		2,500	1,000	(1,500)
TOTAL - 1704	253,101	52,500	16,687		24,749	51,000	(1,500)
DEVELOPER IMPACT FEES - LOCAL - 1740							
Developer Impact Fees - Local	26,896	100,000	109,802		100,000	100,000	-
TOTAL - 1740	26,896	100,000	109,802		100,000	100,000	-
DEVELOPER IMPACT FEES - REGIONAL - 1741							
Developer Impact Fees - Regional	60,978	200,000	247,899		200,000	100,000	(100,000)
TOTAL - 1741	60,978	200,000	247,899		200,000	100,000	(100,000)
BURRTEC PAVEMENT IMPACT FEES - 1742							
Pavement Impact Fees	76,393	75,000	38,799	6.0	77,598	75,000	-
TOTAL - 1742	76,393	75,000	38,799		77,598	75,000	-
UTILITY UNDERGROUNDING IN LIEU - 1744							
Undergrounding in Lieu Fees	-	-	42,880		-	-	-
TOTAL - 1744	-	-	42,880		-	-	-
GENERAL PLAN UPDATE FEES (LP) - 1745							
General Plan Update Fees	11,501	12,000	9,939	9.0	13,252	12,000	-
TOTAL - 1745	11,501	12,000	9,939		13,252	12,000	-

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HOUSING FUND - 1746							
Inclusionary Housing Fees	-	-	-		-	-	-
TOTAL - 1746	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
PUBLIC-EDUCATION-GOV'T FEES (PEG) - 1748							
PEG fees	37,054	30,000	26,654	9.0	35,539	35,000	5,000
TOTAL - 1748	<u>37,054</u>	<u>30,000</u>	<u>26,654</u>		<u>35,539</u>	<u>35,000</u>	<u>5,000</u>
EQUIPMENT REPLACEMENT FUND - 1750							
Sale of City Property	9,000	-	8,608		-	-	-
TOTAL - 1750	<u>9,000</u>	<u>-</u>	<u>8,608</u>		<u>-</u>	<u>-</u>	<u>-</u>
TOTAL - ALL FUNDS	<u>67,851,420</u>	<u>73,613,172</u>	<u>45,013,926</u>		<u>72,962,008</u>	<u>69,191,686</u>	<u>(4,421,486)</u>

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

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

GENERAL FUND

Property Taxes - Secured

Description: The secured property tax is imposed on real property and personal property which is secured by real property of the same owner. Pursuant to Article 13-A of the California Constitution, the tax is imposed at a rate of \$1 per \$100 of assessed value.

Basis for Estimate: Estimate is based on information received from our property tax consultants.

Property Taxes - Unsecured

Description: The unsecured property tax is imposed on personal property which is not secured by the real property of the owner. Pursuant to Article 13-A of the California Constitution, the unsecured property tax rate is \$1 per \$100 of assessed value.

Basis for Estimate: Estimate is based upon City's share of \$1 unsecured property tax levy received in prior fiscal year.

Sales and Use Tax

Description: In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, the State of California imposes a 7.75% sales and use tax on taxable sales in the City. The City's General Fund receives 1% of the 7.75% levy. Of the remainder 75% is allocated to SCBTA for transportation purposes, .5% is allocated to cities and counties for public safety purposes, and the remaining 5.50% is retained by the State. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Pension Obligation Bonds, is designated for this purpose.

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

Transaction and Use Tax Measure F

Description: On November 2, 2004, the electorate of the City approved Measure F, authorizing a 0.25 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in the City by retailers located within the City, sold by retailers located outside the City for use in the City, retailers located outside the City but considered to be engaged in business in the City (ex: have any type of business location in City, deliver into the City using their own vehicles, or have an agent or representative in the City for the purpose of taking orders, selling, delivering, installing, or assembling) must collect the City use tax from the purchaser, sales of vehicles, vessels, or aircraft to customers who register them to an address located in the City, and lease payments received for leased property used by the lessee in the district. This tax became operative on April 1, 2005. This use tax, while not pledged specifically for use in repaying interest and principal on the 2014 Public Facilities Bonds, is designated for this purpose.

Basis for Estimate: Estimate is based upon projections received from our use tax consultants and represents the excess over debt service due on the 2014 Lease Revenue Bonds for the fiscal year.

Transaction and Use Tax Measure L

Description: On November 3, 2020, the electorate of the City approved Measure L, authorizing a 1 percent transactions and use tax on all retail purchases in the City. This tax applies to merchandise sold and delivered in the City by retailers located within the City, sold by retailers located outside the City for use in the City, retailers located outside the City but considered to be engaged in business in the City (ex: have any type of business location in the City, deliver into the City using their own vehicles, or have an agent or representative in the City for the purpose of taking orders, selling, delivering, installing, or assembling) must collect the City use tax from the purchaser, sales of vehicles, vessels, or aircraft to customers who register them to an address located in the City, and lease payments received for leased property used by the lessee in the district. This tax became operative on April 1, 2021. This use tax, while not pledged specifically for use in repaying interest and principal on the 2021 Public Facilities Bonds, is designated for this purpose.

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

Transient Occupancy Tax

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.</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.

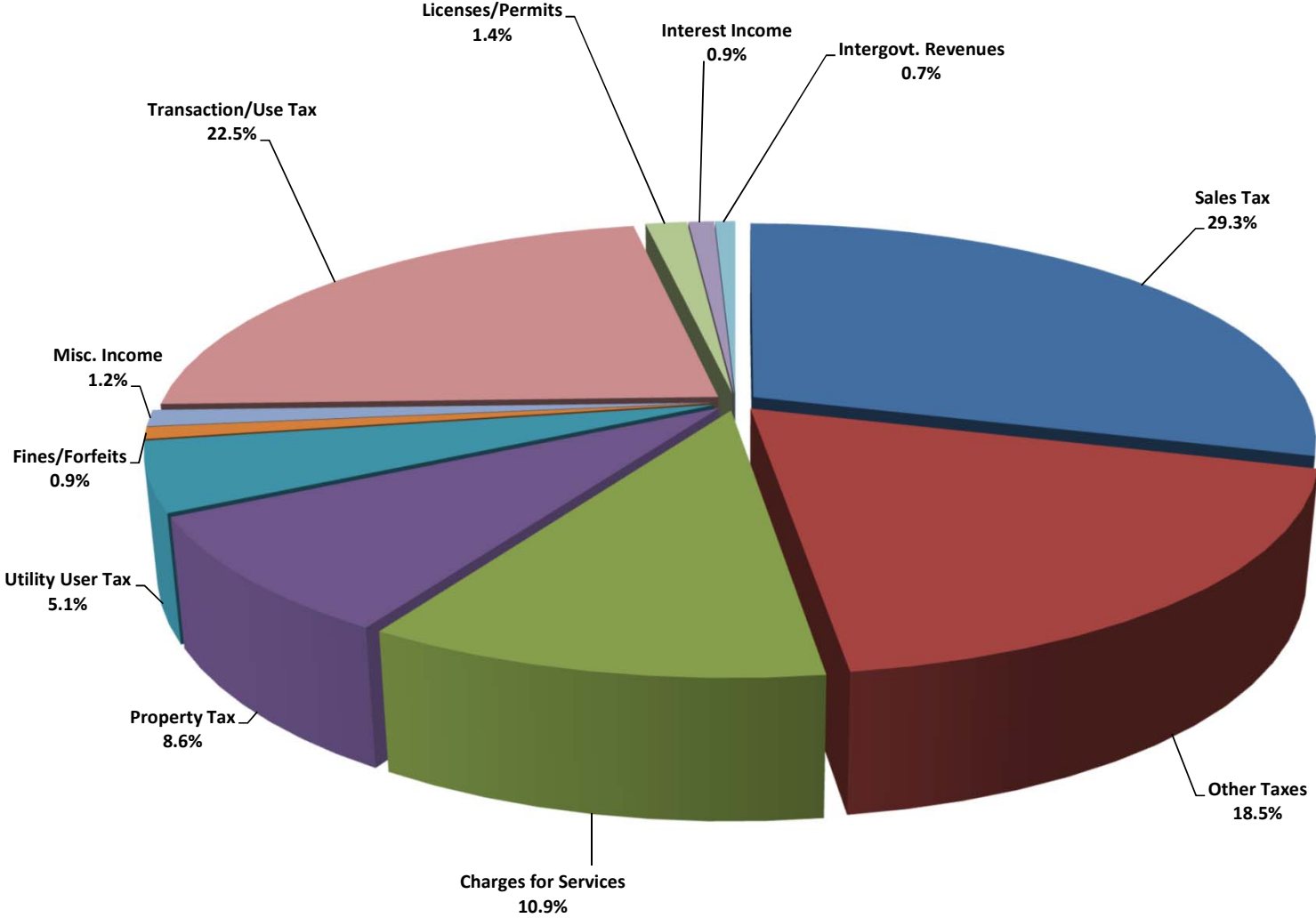
Sewer Availability Fees

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
2023-24 General Fund Revenues
By Source**

Total Budget - \$39,369,327



Operating Expenditures Budgets

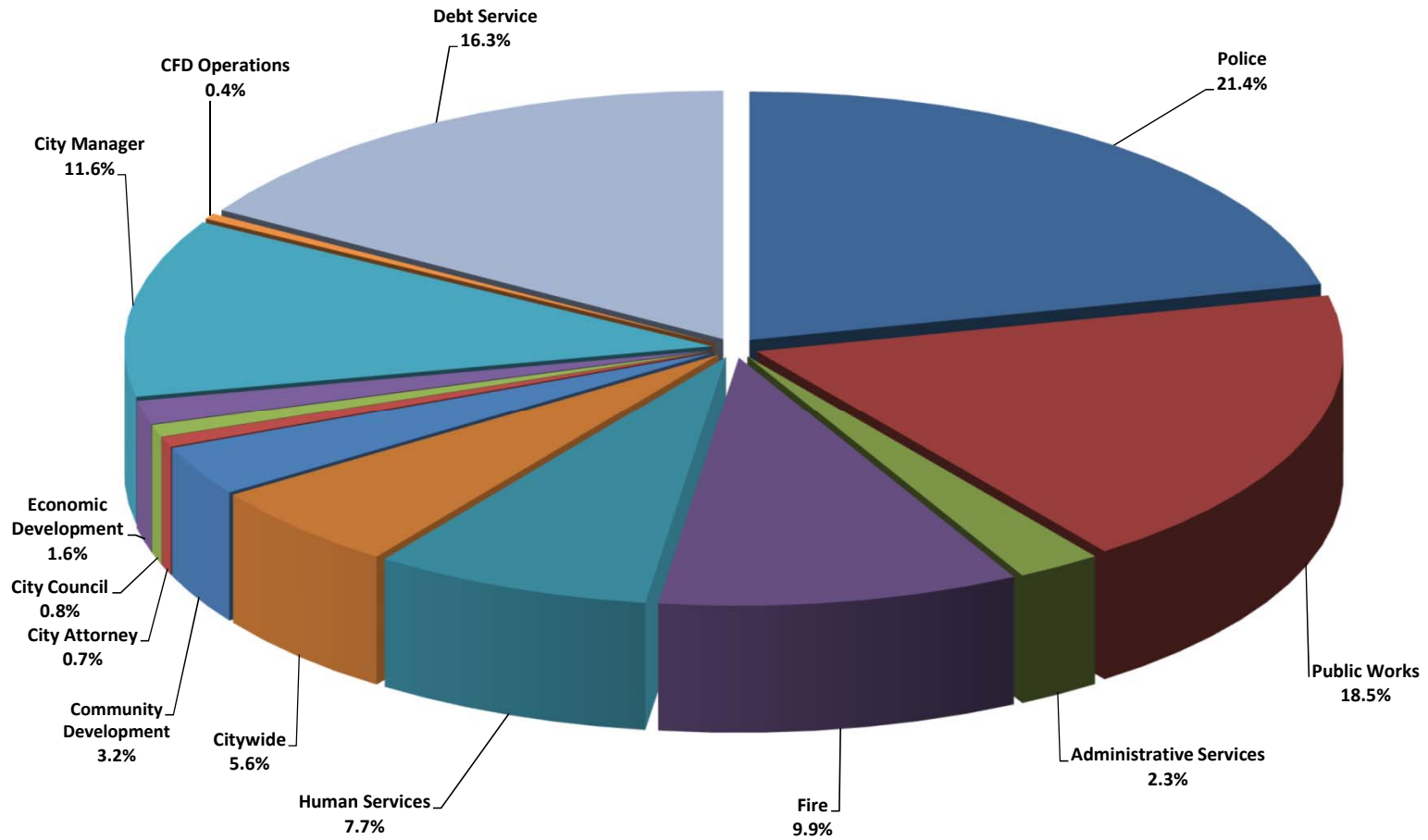
**CITY OF MONTCLAIR
COMPARATIVE OPERATING APPROPRIATIONS BUDGETS
FISCAL YEARS 2019-20 THROUGH 2023-24**

	Budgeted 2019-20	Budgeted 2020-21	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24
City Council	\$ 479,648	\$ 305,313	\$ 403,516	\$ 464,715	\$ 463,599
City Manager	4,598,414	5,271,237	4,900,500	6,181,104	6,687,903
Administrative Services	1,310,381	1,149,424	1,326,737	1,609,405	1,341,788
Human Services	3,108,290	2,656,982	3,715,040	3,690,355	4,428,919
Police	9,675,799	9,444,399	11,743,427	12,583,998	12,357,112
Fire	4,429,878	4,433,939	4,331,827	5,830,496	5,741,686
Public Works	8,168,855	7,891,939	9,916,710	10,362,386	10,713,651
Community Development	1,565,667	1,437,040	1,607,898	1,973,715	1,874,008
Economic Development	1,902,142	1,809,906	1,418,638	1,452,574	920,076
City Attorney	321,114	283,053	304,937	376,236	383,833
Citywide	7,339,889	7,438,915	8,247,481	4,720,071	3,221,757
CFD Operations	168,854	153,854	153,854	199,490	219,441
TOTAL OPERATING BUDGET	\$ 43,068,931	\$ 42,276,001	\$ 48,070,565	\$ 49,444,545	48,353,773
Debt Service	2,594,587	2,590,762	5,190,387	9,419,989	9,422,503
TOTAL BUDGET w/DEBT SERVICE	\$ 45,663,518	\$ 44,866,763	\$ 53,260,952	\$ 58,864,534	57,776,276

NOTE: FY 2022-23 Budget includes all appropriations and capital projects authorized through May 30, 2023.
Appropriations for FY 2019-20 through 2021-22 represent final recorded budgets.

**City of Montclair
2023-24 Operating Budget
By Department**

Total Budget - \$57,776,276

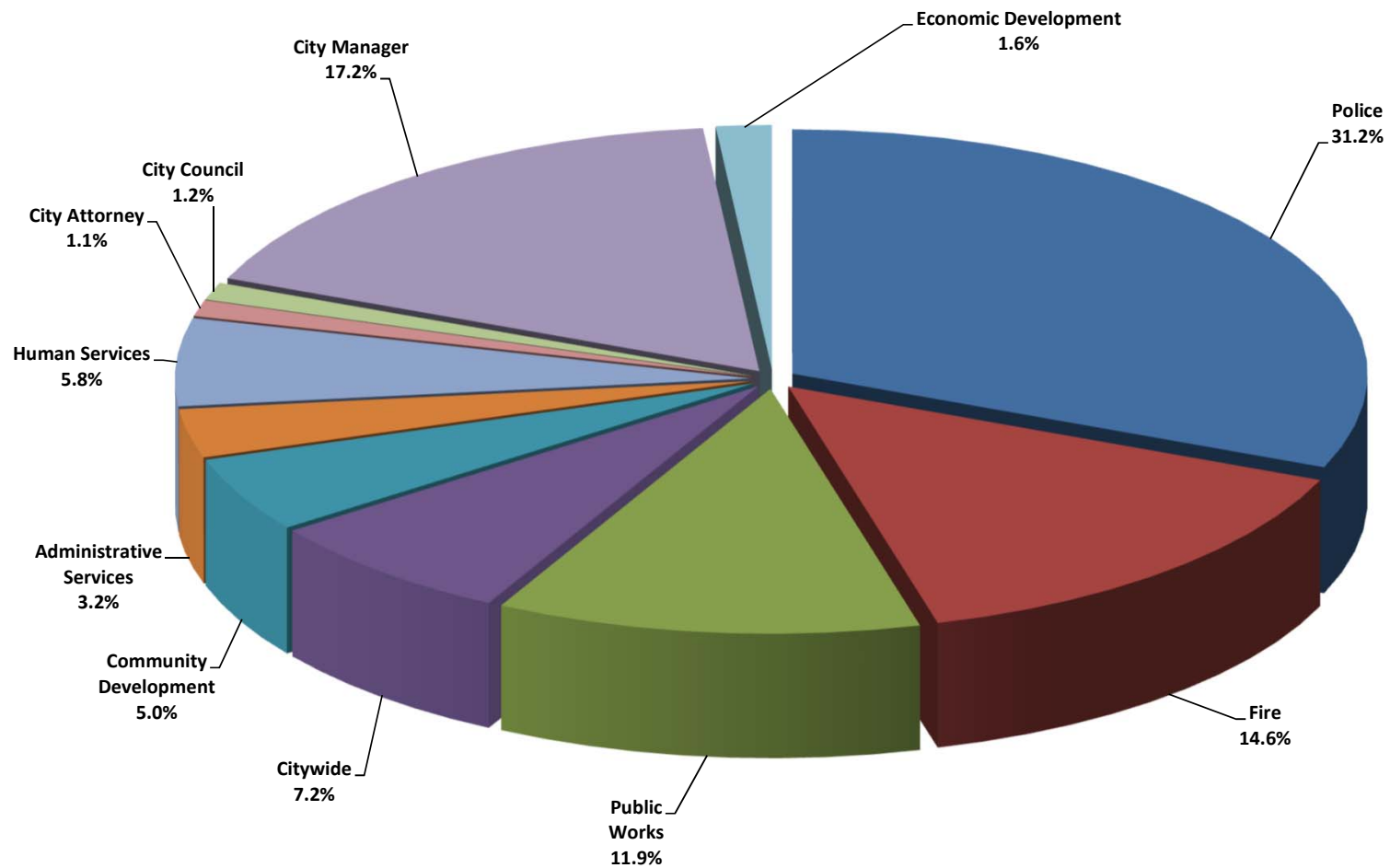


**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY FUND
FISCAL YEAR 2023-24**

	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	413,457	6,135,773	1,147,039	2,064,927	11,150,808	5,190,901	4,246,463	1,769,238	557,516	383,833	2,581,052	-	35,641,007
Gas Tax	-	3,000	-	-	-	-	780,815	-	-	-	193,000	-	976,815
Park Maintenance	-	-	-	-	-	-	60,150	-	-	-	-	-	60,150
Park Development	-	-	-	-	-	-	-	-	-	-	-	-	0
CDBG	-	-	-	10,000	-	-	30,728	80,970	-	-	-	-	121,698
Air Quality Improvement Trust	-	-	-	-	-	-	-	-	-	-	-	-	0
Senior Nutrition Fund	-	-	-	199,666	-	-	-	-	-	-	-	-	199,666
State Asset Forfeiture	-	-	-	-	-	-	-	-	-	-	-	-	0
OCJP Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
SB 509 Public Safety	-	-	-	-	544,074	386,790	-	-	-	-	-	-	930,864
Fed Asset Forfeiture-DOJ	-	1,000	-	-	-	-	-	-	-	-	-	-	1,000
OMSD Grant Fund	-	-	-	-	124,230	-	-	-	-	-	-	-	124,230
State Supplemental	-	-	-	-	400,000	-	-	-	-	-	-	-	400,000
Used Oil Grant	-	10,000	-	-	-	-	-	-	-	-	-	-	10,000
Homeless Emergency Aid Program	-	-	-	-	-	-	-	-	-	-	-	-	0
Homeless Assist Preven	-	-	-	-	-	-	-	23,800	-	-	-	-	23,800
After-School Program Fund	-	79,424	52,664	2,094,625	-	-	-	-	-	-	38,875	-	2,265,588
OTS Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
City of Hope	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Safety Department Grants	-	-	-	-	-	-	-	-	-	-	-	-	0
OMSD Immunization Grant	-	-	-	-	-	-	-	-	-	-	-	-	0
Inland Empire United Way	-	-	-	-	-	-	-	-	-	-	-	-	0
Kaiser Permanente Grant	-	-	-	3,000	-	-	-	-	-	-	-	-	3,000
OMSD Resource Center	-	-	-	-	-	-	-	-	-	-	-	-	0
Sr Support Services Gran	-	-	-	40,000	-	-	-	-	-	-	-	-	40,000
Healthy Comm Strategic Plan	-	-	-	15,701	-	-	-	-	-	-	-	-	15,701
ASES Supplemental Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
Hope through Housing	-	-	-	-	-	-	-	-	-	-	-	-	0
EMS-Paramedic	-	-	-	-	-	49,995	-	-	-	-	-	-	49,995
Economic Development	-	-	-	-	-	-	-	-	232,560	-	-	-	232,560
Successor Agency Bond Proceeds	-	-	-	-	-	-	-	-	75,000	-	-	-	75,000
2021 Lease Revenue Bond Proceeds	-	-	-	-	-	-	973,945	-	-	-	-	-	973,945
Sewer Operating	50,142	458,706	142,085	-	-	-	4,470,964	-	-	-	120,375	-	5,242,272
Sewer Replacement	-	-	-	-	-	-	1,000	-	-	-	-	-	1,000
Sewer Capital Asset	-	-	-	-	-	-	69,586	-	-	-	-	-	69,586
CFD 2011-1 - Paseos	-	-	-	-	-	-	-	-	-	-	-	170,092	170,092
CFD 2011-2 - Arrow Station	-	-	-	-	-	-	-	-	-	-	-	49,349	49,349
Pavement Impact Fee Fund	-	-	-	-	-	-	-	-	-	-	-	-	0
General Plan Update Fee	-	-	-	-	-	-	-	55,000	-	-	-	-	55,000
Equipment Replacement	-	-	-	-	138,000	114,000	80,000	-	-	-	-	-	332,000
UAL/POB Amortization Fund	-	-	-	-	-	-	-	-	-	-	288,455	-	288,455
Total	463,599	6,687,903	1,341,788	4,428,919	12,357,112	5,741,686	10,713,651	1,874,008	920,076	383,833	3,221,757	219,441	48,353,773

**City of Montclair
2023-24 General Fund Operating Budget
By Department**

Total Budget - \$35,641,007



Fiscal Year 2023-24
Budget Allocations by Department

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>City Council</u>	\$ 162,744	\$ 300,855	\$ -	\$ 463,599
<u>City Manager</u>				
City Manager	383,660	98,469	0	482,129
Information Technology	855,103	418,100	453,000	1,726,203
Finance	915,005	179,900	0	1,094,905
Solid Waste	144,607	3,240,059	0	3,384,666
Total	2,298,375	3,936,528	453,000	6,687,903
<u>Administrative Services Department</u>				
Administration	18,215	37,180	0	55,395
City Clerk	321,247	68,100	0	389,347
Personnel	256,785	180,120	0	436,905
Central Services	9,601	450,540	0	460,141
Total	605,848	735,940	0	1,341,788
<u>Human Services</u>				
Recreation	1,336,857	394,928	49,150	1,780,935
Clinic	68,157	58,786	0	126,943
Senior Citizens	181,332	22,600	0	203,932
Nutritional Meals	64,033	141,650	0	205,683
Family and Health Education	0	28,201	0	28,201
Expanded Learning Program	1,807,390	275,835	0	2,083,225
Total	3,457,769	922,000	49,150	4,428,919
<u>Police Department</u>				
Administration	267,009	273,085	0	540,094
Support	874,963	11,185	0	886,148
Technical Services	210,227	238,400	0	448,627
Records	674,207	12,000	0	686,207
Investigations	1,285,086	226,645	0	1,511,731
Uniform Patrol	6,250,908	636,440	218,400	7,105,748
Communications	996,176	10,350	0	1,006,526
Volunteer Services	52,418	16,150	0	68,568
Emergency Preparedness	99,663	3,800	0	103,463
Total	10,710,657	1,428,055	218,400	12,357,112
<u>Fire Department</u>				
Administration	649,621	16,213	0	665,834
Emergency Services	4,166,001	599,130	133,000	4,898,131
Personnel Development	0	45,107	0	45,107
Buildings/Grounds	0	19,300	25,000	44,300
EMS-Paramedics	0	49,995	38,319	88,314
Total	4,815,622	729,745	196,319	5,741,686

Fiscal Year 2023-24
Budget Allocations by Department

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>Public Works</u>				
Engineering				
Management	620,782	259,299	0	880,081
Inspection	123,885	0	0	123,885
Traffic Safety	12,428	276,000	0	288,428
Subtotal	757,095	535,299	0	1,292,394
Street Maintenance				
Graffiti	73,621	20,700	0	94,321
Street Maintenance	316,698	928,790	88,000	1,333,488
Signing/Painting	88,460	60,800	0	149,260
Street Sweeping	169,754	11,200	0	180,954
Subtotal	648,533	1,021,490	88,000	1,758,023
Park Maintenance				
Park Maintenance	376,634	145,200	0	521,834
Tree Maintenance	8,239	14,580	0	22,819
Subtotal	384,873	159,780	0	544,653
Irrigation	85,283	40,775	0	126,058
Vehicle Maintenance	181,883	319,472	0	501,355
Sewer Maintenance	1,167,150	3,351,300	23,100	4,541,550
Building Maintenance				
Building Maintenance	201,448	1,050,410	75,000	1,326,858
Heating & A/C	131,566	38,150	20,000	189,716
Janitorial	288,344	140,200	4,500	433,044
Subtotal	621,358	1,228,760	99,500	1,949,618
Total	3,846,175	6,656,876	210,600	10,713,651
<u>Community Development</u>				
Planning Commission	8,075	0	0	8,075
Administration	80,462	19,605	5,000	105,067
Current Planning	356,450	1,800	0	358,250
Advance Planning	118,599	8,000	0	126,599
Field Inspection	95,497	1,450	0	96,947
Plan Check	116,179	550	0	116,729
Operations	146,298	400	0	146,698
Fire Prevention	0	124,000	0	124,000
General Code Enforcement	386,332	14,200	0	400,532
Special Ops Code Enforcement	291,511	99,600	0	391,111
Total	1,599,403	269,605	5,000	1,874,008

**Fiscal Year 2023-24
Budget Allocations by Department**

	<u>Personnel</u>	<u>Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>Economic Development</u>				
Administration	557,516	362,560	0	920,076
<u>City Attorney</u>	133,833	250,000	0	383,833
<u>Citywide Department</u>	1,467,757	1,754,000	0	3,221,757
<u>Community Facility Districts</u>	75,920	143,521	0	219,441
Total Departmental	<u>\$ 29,731,619</u>	<u>\$ 17,489,685</u>	<u>\$ 1,132,469</u>	<u>\$ 48,353,773</u>
<u>Debt Service Costs</u>				<u>\$ 9,422,503</u>
Total Appropriations				<u>\$ 57,776,276</u>

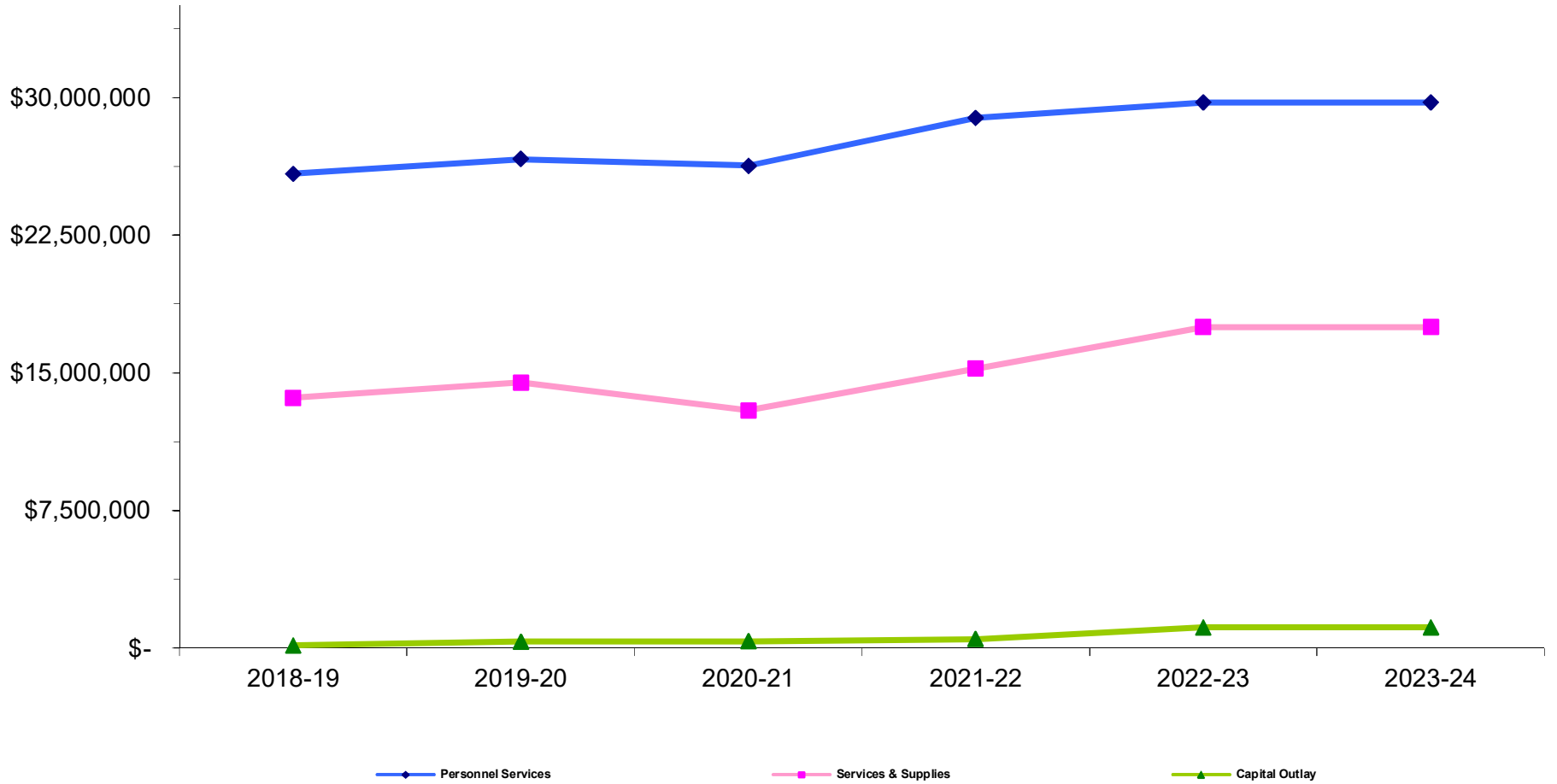
**CITY OF MONTCLAIR
OPERATING APPROPRIATIONS BUDGET
BY OBJECT CLASS
FISCAL YEAR 2023-24**

	<u>Full-Time Employees</u>	<u>Personnel Services</u>	<u>Services Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	0.00	\$ 162,744	\$ 300,855	\$ -	\$ 463,599
City Manager	18.83	2,298,375	3,936,528	453,000	6,687,903
Administrative Services	7.13	605,848	735,940	-	1,341,788
Human Services	15.90	3,457,769	922,000	49,150	4,428,919
Police	79.00	10,710,657	1,428,055	218,400	12,357,112
Fire	28.00	4,815,622	729,745	196,319	5,741,686
Public Works	42.00	3,846,175	6,656,876	210,600	10,713,651
Community Development	14.00	1,599,403	269,605	5,000	1,874,008
Economic Development	2.80	557,516	362,560	-	920,076
City Attorney	0.00	133,833	250,000	-	383,833
Citywide	0.00	1,467,757	1,754,000	-	3,221,757
Community Facility Districts	0.00	75,920	143,521	-	219,441
Total Operating Expenditures	207.66 *	\$ 29,731,619	\$ 17,489,685	\$ 1,132,469	\$ 48,353,773
Debt Service		-	-	-	9,422,503
Total Expenditures		<u>\$ 29,731,619</u>	<u>\$ 17,489,685</u>	<u>\$ 1,132,469</u>	<u>\$ 57,776,276</u>

* Full-Time Employees by Entity:

City	207.66
SRDA	0.34
MHC	<u>0.00</u>
	208.00

CITY OF MONTCLAIR Operating Budgets 2018-19 to 2023-24 Annual Increase (Decrease) By Object Class



Article 13-B Disclosures

**CITY OF MONTCLAIR
ARTICLE 13-B DISCLOSURES
FISCAL YEAR 2023-24**

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 2023-24 is \$525,656,351.

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 2023-24 is \$28,407,121 and is supported by the analysis below.

General Fund Appropriations Budget		\$ 35,643,581
Less: Estimated Non-Proceeds of Taxes		
Franchises	\$ 850,000	
Licenses & Permits	566,325	
Fines & Forfeits	347,200	
POST Reimbursements	25,000	
Other Intergovernmental Reimbursements	251,600	
Charges for Services	4,271,725	
Miscellaneous		
Rental Income	208,000	
Other	616,610	
Transfers-In - Traffic Safety	100,000	
		\$ 7,236,460
Appropriations Budget Financed by Taxes		\$ 28,407,121

NOTE: Legislation governing implementation of Article 13-B defines subventions from the State (e.g. Motor Vehicle In-Lieu Taxes, Homeowner's Property Tax Relief) and interest earned on taxes and subventions as "proceeds of taxes." Additionally, charges for services are not proceeds from taxes unless they exceed the cost of providing those services.

*Departmental
Operating Budgets*

City Council

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
City Council		4101 City Council

Overview

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	162,715	162,744	162,744	
Services and Supplies	302,000	298,855	300,855	
Capital Outlay	0	0	0	
Total	464,715	461,599	463,599	

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

General Fund	422,967	411,457	413,457
Sewer Operating Fund	8,135	8,137	8,137
Sewer Operating Fund – Indirect Staff Charges	33,613	42,005	42,005
Total	464,715	461,599	463,599

**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					86,889	86,889	
PERS Benefit Costs					5,751	5,751	
Total Benefit Costs					92,640	92,640	
TOTAL					162,744	162,744	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Council		4101 City Council

Work Program

1. Direct fiscal policy and infrastructure improvements through adoption of strategically planned budget and capital improvement programs.
2. Hold public meetings to consider agenda issues presented before the governing board; take appropriate actions that effectively respond to such issues; and comply with open meeting requirements.
3. Provide liaison interaction between the City and other local, regional, state, and national bodies; and represent the City on local, regional, state, and national policy committees.
4. Review and revise, as necessary, all goals, objectives, and strategic plans established for the City.
5. Adopt local laws through ordinance action and provide for the enforcement of such laws.
6. Periodically review the performance of the City Manager.
7. Respond to legislative initiatives impacting local government operations.
8. Consider alternative funding mechanisms for programs, services, and projects.
9. Facilitate public input into the local political process.
10. Report to the community on the state of the City.
11. Oversee the performance of the City Attorney.
12. Oversee advisory bodies including the Planning Commission, Community Activities Commission, and other Council-established oversight committees.
13. Reorganize City Council standing committees after each biannual election.
14. Perform as the Board of Directors for the Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, Financing Authority, and Montclair Community Foundation.
15. Support goals related to historical preservation.
16. As required, serve as final authority on labor negotiations and personnel/disciplinary actions.
17. As assigned, serve on City Council subcommittees.
18. Address evolving issues related to public employee pension-related costs.
19. Address fiscal-related priorities.
20. Evaluate/consider outsourcing of various City services, as appropriate.
21. Actively engage Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
22. Coordinate duties of the Disaster Preparedness Council during local emergencies.

Personnel Services – \$162,744

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 – \$92,640.

Services and Supplies – \$298,855

Funding requested is for: books and publications – \$500; publication and advertising – \$5,000; community benefits – \$30,000; dues and memberships – \$59,355; travel and meetings – \$23,100; mileage/auto allowance – \$42,000; special consulting services – \$85,000; vocational training – \$4,000; small equipment – \$900; cellular phone expense – \$2,000; Reeder Ranch expenses – \$15,000; miscellaneous expenditures – \$32,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Printed: 05/29/2023 - 4:18PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4101	City Council					
				E10	Personnel Services					
61,442	59,588	66,599.00	0.00	42020-400-0000	Part Time Wages	0.00	66,599.00	66,599.00	0.00	0.00
0	0	79,800.00	0.00	45220-400-0000	Benefit Plan	0.00	79,800.00	79,800.00	0.00	0.00
5,055	5,239	5,460.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,463.00	5,463.00	0.00	0.00
441	543	589.00	0.00	45290-400-0000	Life Insurance	0.00	613.00	613.00	0.00	0.00
1,256	1,223	965.00	0.00	45330-400-0000	Medicare	0.00	965.00	965.00	0.00	0.00
1,894	1,351	1,167.00	0.00	45340-400-0000	Social Security	0.00	1,167.00	1,167.00	0.00	0.00
70,089	67,945	154,580	0		Personnel Services Totals:	0.00	154,607	154,607	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
28,454	0	32,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,000.00	5,000.00	0.00	0.00
3,477	18,190	30,000.00	0.00	52110-400-0000	Community Benefits	0.00	30,000.00	30,000.00	0.00	0.00
28,455	34,792	61,000.00	0.00	52120-400-0000	Dues & Memberships	0.00	59,355.00	59,355.00	0.00	0.00
1,433	21,493	23,100.00	0.00	52130-400-0000	Travel & Meetings	0.00	23,100.00	23,100.00	0.00	0.00
25,193	24,780	25,000.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	42,000.00	42,000.00	0.00	0.00
90,250	60,000	85,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	85,000.00	85,000.00	0.00	0.00
0	0	2,500.00	0.00	52540-400-0000	Vocational Training	0.00	4,000.00	4,000.00	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
1,091	938	2,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	2,000.00	2,000.00	0.00	0.00
3,214	6,608	10,000.00	0.00	52900-400-0000	Reeder Ranch Expenses	0.00	15,000.00	10,000.00	0.00	0.00
15,016	18,264	30,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	32,000.00	39,000.00	0.00	0.00
196,582	185,065	302,000	0		Services & Supplies Totals:	0.00	298,855	300,855	0	0
				E40	Other Financing Uses					

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(30,504)	(24,730)	-33,613.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-42,005.00	-42,005.00	0.00	0.00
(30,504)	(24,730)	(33,613)	0		Other Financing Uses Totals:	0.00	(42,005)	(42,005)	0	0
236,167	228,279	422,967	0		EXPENDITURES TOTALS:	0.00	411,457	413,457	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
236,167	228,279	422,967	0		DEPT EXPENSES	0.00	411,457	413,457	0	0
(236,167)	(228,279)	(422,967)	0		City Council Totals:	0.00	(411,457)	(413,457)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
236,167	228,279	422,967	0		FUND EXPENSES	0.00	411,457	413,457	0	0
(236,167)	(228,279)	(422,967)	0		General Fund Totals:	0.00	(411,457)	(413,457)	0	0
				1206	Economic Development					
				4101	City Council					
				E10	Personnel Services					
7,052	7,083	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
584	614	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
35	46	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
102	103	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
157	124	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
7,932	7,970	0	0		Personnel Services Totals:	0.00	0	0	0	0
7,932	7,970	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,932	7,970	0	0		DEPT EXPENSES	0.00	0	0	0	0
(7,932)	(7,970)	0	0		City Council Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,932	7,970	0	0		FUND EXPENSES	0.00	0	0	0	0
(7,932)	(7,970)	0	0		Economic Development Totals:	0.00	0	0	0	0
				1501	Sewer Operating Fund					
				4101	City Council					
				E10	Personnel Services					
3,526	3,542	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	4,200.00	0.00	45220-400-0000	Benefit Plan	0.00	4,200.00	4,200.00	0.00	0.00
292	307	287.00	0.00	45250-400-0000	P.E.R.S.	0.00	288.00	288.00	0.00	0.00
18	23	31.00	0.00	45290-400-0000	Life Insurance	0.00	32.00	32.00	0.00	0.00
51	51	51.00	0.00	45330-400-0000	Medicare	0.00	51.00	51.00	0.00	0.00
79	62	61.00	0.00	45340-400-0000	Social Security	0.00	61.00	61.00	0.00	0.00
3,965	3,984	8,135	0		Personnel Services Totals:	0.00	8,137	8,137	0	0
				E40	Other Financing Uses					
30,504	24,730	33,613.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	42,005.00	42,005.00	0.00	0.00
30,504	24,730	33,613	0		Other Financing Uses Totals:	0.00	42,005	42,005	0	0
34,469	28,714	41,748	0		EXPENDITURES TOTALS:	0.00	50,142	50,142	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
34,469	28,714	41,748	0		DEPT EXPENSES	0.00	50,142	50,142	0	0
(34,469)	(28,714)	(41,748)	0		City Council Totals:	0.00	(50,142)	(50,142)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
34,469	28,714	41,748	0		FUND EXPENSES	0.00	50,142	50,142	0	0
(34,469)	(28,714)	(41,748)	0		Sewer Operating Fund Totals:	0.00	(50,142)	(50,142)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
278,568	264,964	464,715	0		REPORT EXPENSES	0.00	461,599	463,599	0	0
(278,568)	(264,964)	(464,715)	0		REPORT TOTALS:	0.00	(461,599)	(463,599)	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 2023	
		Legislative Action Days (\$800 each x 2 = \$1,600)	Sacramento, CA	April 2024	
		<u>National League of Cities</u>			
		Annual Congressional City Conference (\$2,900 each x 3 = \$8,700)	Washington, DC	March 2024	
		<u>San Bernardino County</u>			
		City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2024	
	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 Tenice Johnson, Mayor Pro Tem Bill Ruh, City Council Member Corysa Martinez, City Council Member Benjamin Lopez, City Council Member All managers and supervisory employees, and members of City commissions, committees, and boards.	Ethics Training (AB 1234) Harassment Prevention Training (AB 1825)	Montclair	Fall 2024	\$4,000
				Total:	\$4,000

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

Department: City Council

Program: 4101 City Council

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500

Inland Valley Daily Bulletin, \$350

Miscellaneous expenditures for books and periodicals, \$150

52090 PUBLICATION AND ADVERTISING – \$5,000

Miscellaneous advertising related to City Council programs

52110 COMMUNITY BENEFITS – \$30,000

Contributions to community groups, \$15,000

Contribution for community events, \$13,000

Emergency relief/assistance, \$2,000

52120 DUES AND MEMBERSHIPS – \$59,355

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

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

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

Southern California Association of Governments, \$3,250

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

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

National League of Cities, \$3,500

Costco/Sam's Club memberships, \$400

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

Provision for increases, \$2,000

52130 TRAVEL AND MEETINGS – \$23,100

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

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

Department: City Council

Program: 4101 City Council

Object
Number

- 52190 SPECIAL CONSULTING SERVICES – \$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 – \$4,000
 Attendance at vocational training classes – For detail see "Worksheet Justification of Conference and In-Service Training Request
 Schedule B–Vocational Training."
- 52690 SMALL EQUIPMENT – \$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 – \$32,000 ***(\$39,000 approved in City Manager's Budget)***
 Special awards and certificates, \$3,000
 City Hall household-fund contribution, \$5,000
 City Council meeting refreshments, \$3,000
 State of the City facility rental (The Canyon), service package, and incidental expenditures, \$10,000 ***(\$17,000 approved in City Manager's
 Budget)***
 Holiday Flag Program, \$4,000
 Yard Signs, \$7,000

City Manager

DEPARTMENT BUDGET SUMMARY

Department

City Manager

Overview

The City Manager is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation budgets and capital improvement program; ensures the effective and efficient operation of the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager monitors the performance of the City Attorney and directly supervises heads of each City department. The City Manager also supervises the following programs included in this department: Information Technology which provides for technological needs including research/assessment/development, multimedia services, and hardware/software/network maintenance; Finance which addresses the organization's fiduciary obligations, provides appropriate fiscal management, offers traditional finance-related services, and produces budget-related documents—including annual budgets, capital improvement plans, and investment policies for the City, Redevelopment Agency, and Housing Corporation; and Solid Waste which administers utility billing services, recycling programs, and refuse-related services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,231,248	2,589,185	2,298,375	
Services and Supplies	3,606,958	3,957,066	3,936,528	
Capital Outlay	301,500	533,000	453,000	
Total	6,139,706	7,079,251	6,687,903	

Personnel Authorized	17.68 (FT)	18.83 (FT)	18.83 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	4.00 (PT)	4.00 (PT)	4.00 (PT)

Department Distribution

City Manager	597,228	617,511	482,129
Information Technology Services	1,506,429	1,934,600	1,726,203
Financial Services	871,722	1,142,581	1,094,905
Solid Waste Disposal	3,164,277	3,384,559	3,384,666
Total	6,139,706	7,079,251	6,687,903

Source of Funds

General Fund	5,654,256	6,527,130	6,135,773
Gas Tax Fund	3,000	3,000	3,000
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000
Recycling Grant Fund	3,800	10,000	10,000
After-School Program – Indirect Staff Charges	65,617	79,424	79,424
Sewer Operating Fund	240,857	189,470	189,479
Sewer Operating Fund – Indirect Staff Charges	171,176	269,227	269,227
Total	6,139,706	7,079,251	6,687,903

**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 Total Salary Next Year	% Increase (if any) Recommended by Administration Next Year	
			First Rate Months	Second Rate Rate	Second Rate Months	Second Rate Rate			
<u>Full Time:</u>									
<u>Administration from other Departments/Entities</u>									
Mikey Fuentes (4790)	.20	B	07/05/22	0.2	13,371	11.8	14,040	33,669	33,669
<u>City Manager/Executive Director</u>									
<u>Office of Administrative Services</u>									
Edward Starr		E		12.0	21,505			258,060	258,060
<u>Director of Finance</u>									
Janet Kulbeck		A	07/18/22	0.6	12,735	11.4	13,371	160,070	160,070
<u>Finance Supervisor</u>									
Claudia Ramirez		A		6.0	7,450	6.0	7,823	91,638	91,638
<u>Assistant to the City Manager/Director of Economic Development Agency</u>									
Vacant (Unfunded)		A		12.0				0	0
<u>Director of Information Technology</u>									
John Nguyen		B		0.2	13,371	11.8	14,040	168,346	168,346
<u>Information Technology Supervisor</u>									
Edmund Garcia, Jr.		A		6.0	8,151	6.0	8,559	103,268	103,268
<u>Information Technology Analyst</u>									
Robert Castillo		D	07/19/22	0.7	8,559	11.3	8,987	110,770	110,770
Vacant (Unfunded)		A		12.0				0	0

**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>Sr. Information Technology Specialist</u>								
Omar Naranjo	A		6.0	6,251	6.0	6,563	79,191	79,191
<u>Information Technology Specialist</u>								
Jacob Marsh	A		6.0	5,573	6.0	5,852	70,607	70,607
Vacant	A		6.0	5,573	6.0	5,852	70,607	70,607
<u>Senior Accountant</u>								
Raquel Badawi	B	06/01/23	11.0	6,038	1.0	6,340	74,941	74,941
Victor Flores	B	04/24/23	9.2	6,038	2.8	6,340	75,501	75,501
<u>Junior Accountant</u>								
Angela Vong	B	05/07/23	10.8	4,732	1.2	4,969	58,780	58,780
<u>Accounting Specialist</u>								
April Brady	B	05/21/23	10.3	4,232	1.7	4,444	52,678	52,678
Randall Burwell	E		12.0	4,899			60,552	60,552
Elizabeth Escalante	A		6.0	4,030	6.0	4,232	51,059	51,059
<u>Customer Service Rep./Office Specialist</u>								
Julio Guzman	A	03/13/23	2.4	3,469	9.6	3,643	44,597	44,597
Vacant	A		6.0	3,469	6.0	3,643	43,952	43,952
<u>Administration to other Departments/Entities</u>								
Edward Starr (AS 5%, SRDA 2%)							-18,064	-18,064
Janet Kulbeck (SRDA 20%)							-32,014	-32,014
Angela Vong (SRDA 10%)							-5,878	-5,878
CFD Admin Costs - Finance							-6,807	-6,807

**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)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Part-Time Benefitted:</u>									
<u>Information Tech Systems Technician</u>									
Vacant (Unfunded) (38 hrs week)	A		12.0	0.00 hr.			0	0	
<u>Part-Time:</u>									
<u>Accounting Specialist</u>									
Cathy Graves (29 hrs week)				28.26 hr.			43,894	43,894	
Vacant (Unfunded) (32 hrs week)				0.00 hr.			0	0	
<u>Payroll Analyst</u>									
Elizabeth Lew (960 hrs year)	E			38.41 hr.			37,980	37,980	
<u>Senior Intern</u>									
Vacant (36 hrs week)				16.26 hr.			31,352	31,352	
Vacant (Unfunded) (36 hrs week)				0.00 hr.					
Salary Requirements:									
							(FT)	1,545,523	1,545,523
							(PTB)	0	0
							(PT)	113,226	113,226
							TOTAL	1,658,749	1,658,749

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		33,669	33,669	
City Mgr./Executive Director	1.00	1.00	1.00		258,060	258,060	
Office of Administrative Services							
Director of Finance	1.00	1.00	1.00		160,070	160,070	
Finance Supervisor	0.00	1.00	1.00		91,638	91,638	
Director of Information Tech	1.00	1.00	1.00		168,346	168,346	
Information Technology Supervis	0.00	1.00	1.00		103,268	103,268	
Information Technology Analyst	2.00	2.00	2.00		204,440	110,770	
Sr. Info Tech Specialist	1.00	1.00	1.00		79,191	79,191	
Information Tech Specialist	2.00	2.00	2.00		141,214	141,214	
Assistant to the City Manager	1.00	1.00	1.00		94,422	0	
Senior Accountant	2.00	2.00	2.00		150,442	150,442	
Payroll Analyst	1.00	0.00	0.00		0	0	
Junior Accountant	1.00	1.00	1.00		58,780	58,780	
Accounting Specialist	3.00	3.00	3.00		164,289	164,289	
Customer Svc. Rep./Office	2.00	2.00	2.00		90,648	88,549	
CFD Admin Costs					-6,807	-6,807	
Part-Time Benefitted							
Information Tech Specialist	1.00	1.00	1.00		0	0	
Part-Time							
Accounting Specialist	2.00	2.00	2.00		83,743	43,894	
Payroll Analyst	1.00	1.00	1.00		37,980	37,980	
Senior Intern	1.00	1.00	1.00		31,352	31,352	
Full Time	18.20	19.20	19.20		1,798,477	1,608,286	
Admin other Departments	-0.52	-0.37	-0.37		-62,763	-62,763	
Total FT Positions/Salaries	17.68	18.83	18.83		1,735,714	1,545,523	
Part Time Benefitted	1.00	1.00	1.00		0	0	
Part Time	4.00	4.00	4.00		153,075	113,226	
Additional Pay					2,700	2,700	
Overtime					12,100	12,100	
Total Salaries & Wages					1,903,589	1,673,549	
Benefit Costs					446,021	401,361	
PERS Benefit Costs					263,054	246,944	
Benefit Costs other Depts					-23,479	-23,479	
Total Benefit Costs					685,596	624,826	
TOTAL					2,589,185	2,298,375	

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	504,559	506,542	383,660	
Services and Supplies	92,669	110,969	98,469	
Capital Outlay	0	0	0	
Total	597,228	617,511	482,129	

Personnel Authorized	2.13 (FT)	2.13 (FT)	2.13 (FT)	
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Source of Funds

General Fund	500,637	562,566	427,184	
Sewer Operating Fund	71,039	0	0	
Sewer Operating Fund – Indirect Staff Charges	25,552	54,945	54,945	
Total	597,228	617,511	482,129	

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4202 City Manager

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts							
Director of Economic Develc	0.20	0.20	0.20		33,669	33,669	
City Mgr./Executive Director							
Office of Administrative Ser	1.00	1.00	1.00		258,060	258,060	
Admin other Depts	-0.07	-0.07	-0.07		-18,064	-18,064	
	<u>0.93</u>	<u>0.93</u>	<u>0.93</u>		<u>239,996</u>	<u>239,996</u>	
Assistant to the City Manager	1.00	1.00	1.00		94,422	0	
Director of Economic Development Agency							
Full Time	2.20	2.20	2.20		386,151	291,729	
Admin other Departments	-0.07	-0.07	-0.07		-18,064	-18,064	
Total FT Positions/Salaries	2.13	2.13	2.13		368,087	273,665	
Benefit Costs					78,547	58,085	
PERS Benefit Costs					67,343	59,345	
Benefit Costs other Depts					-7,435	-7,435	
Total Benefit Costs					138,455	109,995	
TOTAL					506,542	383,660	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Serve as the City, Successor Redevelopment Agency, Successor Housing Authority, Housing Corporation, and Finance Authority Chief Executive Officer.
2. Coordinate the City's strategic planning process.
3. Lead City departments to achieve common and uncommon goals and objectives for the community.
4. Respond to policy directives established by the City Council.
5. Manage and coordinate programs directly supervised by the City Manager/Executive Director.
6. Develop timely and analytical approaches for resolving issues facing the community.
7. Develop procedures that effectively deal with mandates imposed by the state and federal governments.
8. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
9. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
10. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
11. Where possible establish proactive, not reactive, approaches to community and organizational issues.
12. Prepare and submit to the City Council annual budgets for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation; effectively address downturns in revenues.
13. Coordinate disaster recovery efforts during episodes that may require such attention.
14. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
15. Administer the City's day-to-day business operations.
16. Oversee the legislative advocacy program.
17. Direct completion of specified Capital Improvement Plan (CIP) projects.
18. Address and resolve fiscal issues related to any economic downturn; and implement strategic planning policy recommendations approved by the City Council.
19. Address ongoing issues related to pension-related costs, policies, and practices.
20. Work with Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, San Bernardino County Transportation Authority, and local Legislators regarding the Gold Line Extension to Montclair.
21. Work with CIM Group to redevelop Montclair Place.
22. Initiate changes to the City's sign ordinance.
23. Promote development within North Montclair and its vision for a transit district and high-density housing.
24. Develop alternative plans for Fire/emergency medical service delivery.
25. Oversee development of the General Plan Update.
26. Develop a plan for acquiring the Montclair Transcenter from Caltrans for development-related purposes.

Personnel Services – \$506,542

Salary requests are for: City Manager/Executive Director Office of Administrative Services (0.93) – \$239,996; Director of Economic Development Agency (0.20) – \$33,669; Assistant to the City Manager/Director of Economic Development Agency (1.00) – \$94,422. Cost allocations are as follows: full-time salaries – \$368,087; benefit costs – \$138,455.

Services and Supplies – \$110,969

Funding requested is for: books and publications – \$519; community benefits – \$10,000; dues and memberships – \$1,900; travel and meetings – \$10,650; mileage/auto allowance – \$11,400; special consulting services – \$52,500; special contract services – \$15,000; small equipment – \$1,000; cellular phone expense \$4,000; miscellaneous expenditures – \$4,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/29/2023 - 5:18PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4202	City Manager					
				E10	Personnel Services					
252,619	181,835	323,744.00	0.00	41010-400-0000	Regular Earnings	0.00	368,087.00	273,665.00	0.00	0.00
1,439	674	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
4,629	2,978	4,452.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	6,279.00	6,279.00	0.00	0.00
0	0	32,424.00	0.00	45220-400-0000	Benefit Plan	0.00	38,340.00	20,340.00	0.00	0.00
30,474	3,213	19,413.00	0.00	45240-400-0000	Deferred Compensation	0.00	24,468.00	24,468.00	0.00	0.00
34,075	25,784	48,206.00	0.00	45250-400-0000	P.E.R.S.	0.00	63,513.00	55,515.00	0.00	0.00
973	704	1,198.00	0.00	45270-400-0000	LTD Insurance	0.00	1,485.00	1,088.00	0.00	0.00
1,603	1,138	2,120.00	0.00	45290-400-0000	Life Insurance	0.00	2,513.00	1,817.00	0.00	0.00
1,117	502	1,963.00	0.00	45330-400-0000	Medicare	0.00	1,857.00	488.00	0.00	0.00
326,930	216,827	433,520	0		Personnel Services Totals:	0.00	506,542	383,660	0	0
				E20	Services & Supplies					
239	208	519.00	0.00	51020-400-0000	Books and Publications	0.00	519.00	519.00	0.00	0.00
161,870	95,152	0.00	0.00	52080-400-0000	COVID 19	0.00	0.00	0.00	0.00	0.00
0	1,273	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	1,900.00	1,900.00	0.00	0.00
4,755	13,823	10,850.00	0.00	52130-400-0000	Travel & Meetings	0.00	10,650.00	10,650.00	0.00	0.00
6,669	8,229	11,400.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	11,400.00	11,400.00	0.00	0.00
37,325	33,763	52,500.00	0.00	52190-400-0000	Special Consulting Services	0.00	52,500.00	52,500.00	0.00	0.00
0	15,227	46,398.00	0.00	52450-400-0000	Special Contract Services	0.00	15,000.00	5,000.00	0.00	0.00
0	486	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	4,000.00	4,000.00	0.00	0.00
853	5,747	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	4,000.00	4,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
211,710	173,908	134,067	0		Services & Supplies Totals:	0.00	110,969	98,469	0	0
(22,609)	(23,479)	-25,552.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	-54,945.00	-54,945.00	0.00	0.00
(22,609)	(23,479)	(25,552)	0		Other Financing Uses Totals:	0.00	(54,945)	(54,945)	0	0
516,032	367,256	542,035	0		EXPENDITURES TOTALS:	0.00	562,566	427,184	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
516,032	367,256	542,035	0		DEPT EXPENSES	0.00	562,566	427,184	0	0
(516,032)	(367,256)	(542,035)	0		City Manager Totals:	0.00	(562,566)	(427,184)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
516,032	367,256	542,035	0		FUND EXPENSES	0.00	562,566	427,184	0	0
(516,032)	(367,256)	(542,035)	0		General Fund Totals:	0.00	(562,566)	(427,184)	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	0.00	0.00	0.00	0.00
0	0	1,036.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	3,360.00	0.00	45220-400-0000	Benefit Plan	0.00	0.00	0.00	0.00	0.00
0	0	4,900.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
0	0	9,549.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
0	0	217.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
0	0	365.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
0	0	71,039	0		Personnel Services Totals:	0.00	0	0	0	0
22,609	23,479	25,552.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	54,945.00	54,945.00	0.00	0.00
22,609	23,479	25,552	0		Other Financing Uses Totals:	0.00	54,945	54,945	0	0
22,609	23,479	96,591	0		EXPENDITURES TOTALS:	0.00	54,945	54,945	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
22,609	23,479	96,591	0		DEPT EXPENSES	0.00	54,945	54,945	0	0
(22,609)	(23,479)	(96,591)	0		City Manager Totals:	0.00	(54,945)	(54,945)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
22,609	23,479	96,591	0		FUND EXPENSES	0.00	54,945	54,945	0	0
(22,609)	(23,479)	(96,591)	0		Sewer Operating Fund Totals:	0.00	(54,945)	(54,945)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
538,641	390,735	638,626	0		REPORT EXPENSES	0.00	617,511	482,129	0	0
(538,641)	(390,735)	(638,626)	0		REPORT TOTALS:	0.00	(617,511)	(482,129)	0	0

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

Department: City Manager

Program: 4202 City Manager

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<u>California Public Employee Labor</u> Relations Association Annual Conference (\$2,200 each x 2 = \$4,400)	Monterey, CA	November 2023	\$4,400
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Marcia Richter Assistant City Manager/Director HS	<u>San Bernardino County</u> City/County Conference (\$500 each x 3 = \$1,500)	Lake Arrowhead, CA	May 2024	\$1,500
52130	Janet Kulbeck, Director of Finance Accounting Specialists Customer Service Representatives	<u>Finance Miscellaneous Meetings</u> CMTA Quarterly and CSMFO Bimonthly Meetings	TBA	TBA	\$750
52130	John Nguyen, Director of Information Technology IT Staff	IT Service/Training Skill Development	TBA	TBA	\$1,000
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development	<u>Miscellaneous</u> Healthy Cities and Communities; local conferences and meetings; legislative hearings; meetings with legislative advocates; and consultant meetings			\$3,000
				Total:	\$10,650

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

Department: City Manager

Program: 4202 City Manager

Object
Number

51020 BOOKS AND PUBLICATIONS – \$519

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

52110 COMMUNITY BENEFITS – \$10,000

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

52120 DUES AND MEMBERSHIPS – \$1,900

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

52130 TRAVEL AND MEETINGS – \$10,650

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

52190 SPECIAL CONSULTING SERVICES – \$52,500

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.
- 52690 SMALL EQUIPMENT – \$1,000
Replacement cellular phones.
- 52850 CELLULAR PHONE EXPENSE – \$4,000
Cellular phone service for Department personnel.
- 52990 MISCELLANEOUS EXPENDITURES – \$4,000
Special awards, \$500
Programs supporting organizational activities, \$2,000
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	874,905	975,462	855,103	
Services and Supplies	330,024	426,138	418,100	
Capital Outlay	301,500	533,000	453,000	
Total	1,506,429	1,934,600	1,726,203	

Personnel Authorized			
	6.00 (FT)	7.00 (FT)	7.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	1.00 (PT)

Source of Funds

General Fund	1,382,396	1,750,824	1,542,427
After-School Program – Indirect Staff Charges	38,528	49,697	49,697
Sewer Operating Fund – Indirect Staff Charges	85,505	134,079	134,079
Total	1,506,429	1,934,600	1,726,203

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		168,346	168,346	
Information Technology Super	0.00	1.00	1.00		103,268	103,268	
Information Technology Analyst	2.00	2.00	2.00		204,440	110,770	
Sr. Info Tech Specialist	1.00	1.00	1.00		79,191	79,191	
Information Tech Specialist	2.00	2.00	2.00		141,214	141,214	
<u>Part-Time Benefitted</u>							
IT Systems Technician	1.00	1.00	1.00		0	0	
<u>Part-Time</u>							
Senior Intern	1.00	1.00	1.00		31,352	31,352	
Full Time	6.00	7.00	7.00		696,459	602,789	
Part Time Benefitted	1.00	1.00	1.00		0	0	
Part Time	1.00	1.00	1.00		31,352	31,352	
Overtime					6,000	6,000	
Total Salaries & Wages					733,811	640,141	
Benefit Costs					152,270	133,515	
PERS Benefit Costs					89,381	81,447	
Total Benefit Costs					241,651	214,962	
TOTAL					975,462	855,103	

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 – \$975,462

Salary requests are for: Director of Information Technology (1.00) – \$168,346; Information Technology Supervisor (1.00) – \$103,268; Information Technology Analyst (2.00) – \$204,440; Senior Information Technology Specialist (1.00) – \$79,191; Information Technology Specialist (2.00) – \$141,214; Senior Intern (1.00/part-time) – \$31,352. Cost allocations are as follows: full-time salaries – \$696,459; part-time salaries – \$31,352; overtime – \$6,000; benefit costs – \$241,651.

Services and Supplies – \$426,138

Funding requested is for: office supplies – indirect – \$38,000; uniforms – \$900; maintenance – office equipment and furniture – \$24,000; mileage/auto allowance – \$8,400; special contract services – \$332,638; small equipment – \$22,200.

Capital Outlay – \$533,000

Funding requested is for: LCD monitors – \$8,000; Desktop Computers – \$40,000; Fiber Upgrade at Civic Center – \$20,000; Conference/Presentation Capabilities in Community Development – \$10,000; Additional Card Reader at Civic Center – \$50,000; 4k Security Camera – Indoor and Outdoor – \$30,000; Fire Station Classroom – \$35,000; Community Center Stage Lighting – \$45,000; Community Center Video Wall – \$75,000; Core Network Switch Upgrade – \$30,000; Civic Center Network Router Upgrade – \$25,000; Microsoft Office 365 – \$65,000; Civic Center and City Yard Alarm System – \$100,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/29/2023 - 5:18PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4203	Information Technology Svcs					
				E10	Personnel Services					
361,648	481,825	547,330.00	0.00	41010-400-0000	Regular Earnings	0.00	696,459.00	602,789.00	0.00	0.00
36,552	1,150	0.00	0.00	42020-400-0000	Part Time Wages	0.00	31,352.00	31,352.00	0.00	0.00
0	51,718	92,853.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
22	5,455	5,000.00	0.00	43010-400-0000	Overtime	0.00	6,000.00	6,000.00	0.00	0.00
0	125	0.00	0.00	44170-400-4202	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,178	4,688	4,944.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	7,141.00	7,141.00	0.00	0.00
0	0	124,200.00	0.00	45220-400-0000	Benefit Plan	0.00	118,800.00	102,000.00	0.00	0.00
4,802	6,412	7,641.00	0.00	45240-400-0000	Deferred Compensation	0.00	8,417.00	8,417.00	0.00	0.00
47,573	61,549	72,811.00	0.00	45250-400-0000	P.E.R.S.	0.00	89,381.00	81,447.00	0.00	0.00
1,477	2,162	2,765.00	0.00	45270-400-0000	LTD Insurance	0.00	3,069.00	2,656.00	0.00	0.00
1,384	1,917	2,322.00	0.00	45290-400-0000	Life Insurance	0.00	2,346.00	2,162.00	0.00	0.00
5,796	8,030	9,282.00	0.00	45330-400-0000	Medicare	0.00	10,553.00	9,195.00	0.00	0.00
2,243	3,324	5,757.00	0.00	45340-400-0000	Social Security	0.00	1,944.00	1,944.00	0.00	0.00
462,673	628,354	874,905	0		Personnel Services Totals:	0.00	975,462	855,103	0	0
				E20	Services & Supplies					
29,554	45,156	38,000.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	38,000.00	38,000.00	0.00	0.00
0	0	500.00	0.00	51100-400-0000	Uniforms	0.00	900.00	500.00	0.00	0.00
10,448	16,522	25,000.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	24,000.00	24,000.00	0.00	0.00
0	7,800	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
202,969	366,945	238,024.00	0.00	52450-400-0000	Special Contract Services	0.00	332,638.00	325,000.00	0.00	0.00
16,239	11,404	20,700.00	0.00	52690-400-0000	Small Equipment	0.00	22,200.00	22,200.00	0.00	0.00
79	0	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
259,289	447,827	330,024	0		Services & Supplies Totals:	0.00	426,138	418,100	0	0
38,888	200,551	301,500.00	0.00	E30 62010-400-0000	Capital Outlay Office Equipment/Furniture	0.00	533,000.00	453,000.00	0.00	0.00
38,888	200,551	301,500	0		Capital Outlay Totals:	0.00	533,000	453,000	0	0
(69,445)	(72,116)	-85,505.00	0.00	E40 82010-400-0000	Other Financing Uses Indirect Staff Charges - Sewer	0.00	-134,079.00	-134,079.00	0.00	0.00
0	(26,443)	-38,528.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-49,697.00	-49,697.00	0.00	0.00
(69,445)	(98,559)	(124,033)	0		Other Financing Uses Totals:	0.00	(183,776)	(183,776)	0	0
691,405	1,178,173	1,382,396	0		EXPENDITURES TOTALS:	0.00	1,750,824	1,542,427	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
691,405	1,178,173	1,382,396	0		DEPT EXPENSES	0.00	1,750,824	1,542,427	0	0
(691,405)	(1,178,173)	(1,382,396)	0		Information Technology Svcs Total:	0.00	(1,750,824)	(1,542,427)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
691,405	1,178,173	1,382,396	0		FUND EXPENSES	0.00	1,750,824	1,542,427	0	0
(691,405)	(1,178,173)	(1,382,396)	0		General Fund Totals:	0.00	(1,750,824)	(1,542,427)	0	0
737,027	1,567	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
737,027	1,567	0	0		Capital Outlay Totals:	0.00	0	0	0	0
737,027	1,567	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
737,027	1,567	0	0		DEPT EXPENSES	0.00	0	0	0	0
(737,027)	(1,567)	0	0		Information Technology Svcs Total:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
737,027	1,567	0	0		FUND EXPENSES	0.00	0	0	0	0
(737,027)	(1,567)	0	0		SBCty Cares Act Infrastructure Tot:	0.00	0	0	0	0
0	26,443	38,528.00	0.00	1160 4203 E40 82030-400-0000	After-School Program Grant Information Technology Svcs Other Financing Uses Indirect Staff Charges - ASP	0.00	49,697.00	49,697.00	0.00	0.00
0	26,443	38,528	0		Other Financing Uses Totals:	0.00	49,697	49,697	0	0
0	26,443	38,528	0		EXPENDITURES TOTALS:	0.00	49,697	49,697	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	26,443	38,528	0		DEPT EXPENSES	0.00	49,697	49,697	0	0
0	(26,443)	(38,528)	0		Information Technology Svcs Total:	0.00	(49,697)	(49,697)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	26,443	38,528	0		FUND EXPENSES	0.00	49,697	49,697	0	0
0	(26,443)	(38,528)	0		After-School Program Grant Totals:	0.00	(49,697)	(49,697)	0	0
69,445	72,116	85,505.00	0.00	1501 4203 E40 82010-400-0000	Sewer Operating Fund Information Technology Svcs Other Financing Uses Indirect Staff Charges - Sewer	0.00	134,079.00	134,079.00	0.00	0.00
69,445	72,116	85,505	0		Other Financing Uses Totals:	0.00	134,079	134,079	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
69,445	72,116	85,505	0		EXPENDITURES TOTALS:	0.00	134,079	134,079	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
69,445	72,116	85,505	0		DEPT EXPENSES	0.00	134,079	134,079	0	0
(69,445)	(72,116)	(85,505)	0		Information Technology Svcs Total:	0.00	(134,079)	(134,079)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
69,445	72,116	85,505	0		FUND EXPENSES	0.00	134,079	134,079	0	0
(69,445)	(72,116)	(85,505)	0		Sewer Operating Fund Totals:	0.00	(134,079)	(134,079)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,497,877	1,278,299	1,506,429	0		REPORT EXPENSES	0.00	1,934,600	1,726,203	0	0
(1,497,877)	(1,278,299)	(1,506,429)	0		REPORT TOTALS:	0.00	(1,934,600)	(1,726,203)	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

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 – \$24,000

Local Area Network (LAN) maintenance, \$8,000
P.C. components/printer maintenance, \$6,000
A/V Equipment Maintenance, \$10,000

52450 SPECIAL CONTRACT SERVICES – \$332,638 **(Only \$325,000 approved in City Manager’s Budget)**

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

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

Verizon Wireless data cards special contract service support (20 cards @ \$40 each per month), \$9,600 annually
ASSI Security system MPD support and maintenance, \$11,000 annually
Verizon wireless service for MPD MDCs (24 @ \$50 per month per unit), \$14,400 annually
MPD/San Bernardino County support/maintenance/access for CLETS, JAIL, WARRANTS, IDENTIC, CALPHOTO, JUSTICE, CALGANG, SUPER NAME SEARCH (\$367 per quarter), \$1,468 annually
SourceOne email archiving maintenance and support, \$2,429 annually
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, \$24,000 annually
Davenport Group LAMA Building Permits, Code Enforcement, Plans Review maintenance, \$14,000 annually
Laserfiche maintenance support/City Hall - Additional Licenses for Records Retention policy, \$13,000 annually
Laserfiche maintenance support/MPD – Additional Licenses for Records Retention policy, \$8,500 annually
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, \$96,000 annually
Telepacific Analog Lines for PD EOC (3 lines @ \$50 each per month), \$1,800 annually
Netmotion MDC Software Maintenance, \$6,362 annually
2FA authentication MDC Maintenance, \$966 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
- Mitel Phone Controller Annual Maintenance, \$8,000 annually
 - Cisco Firepower Amp Endpoint for Desktop Security, \$7,000
 - Davenport LAMA Building Permits and Online Portal, \$15,000
 - Barracuda Annual Maintenance, \$8,500
 - Jamf BYOB Management for Smart Devices, \$5,000
 - BackBlaze Cloud Backup for Server and Z Drive, \$2,400
 - VEEAM Backup for Desktop, \$9,000
 - ArchiveSocial, \$6,500
 - KnowBe4 Phishing Training Annual, \$12,500
- 52690 SMALL EQUIPMENT – \$22,200
- Printer rollers and replacement parts, \$1,500
 - Printer replacement kits, \$1,500
 - UPS battery backup units (15 @ \$100 each), \$1,500
 - Laserjet printers to replace Laserjet legacy printers (5 @ \$300 each), \$1,500
 - Cat 6 cables (6 boxes @ \$200 each), \$1,200
 - ID Card Program cards and special equipment needs, \$1,500
 - Computer component upgrades, \$1,500
 - Computer and network toolset, \$500
 - Server component upgrades, \$1,500
 - Computer Network Switch Module upgrades, \$2,500
 - Network Cabling Termination, \$5,000
 - Smart Device Tablets and Smartphones Replacement, \$2,500

**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 forty (40) 24-inch LCD monitors at \$200 each.	\$8,000
62010	Desktop Computers	Represents an ongoing annual program of replacing/upgrading computer desktop hardware as required. Newer desktop computers offer improved performance in all data processing-related categories. New desktop systems would facilitate the transition to Microsoft's current Windows operating and office systems; more modern desktops are also more energy-efficient. The recommendation is for 40 desktop computers at \$1,000 each.	\$40,000
<i>(Only \$30,000 approved in City Manager's Budget)</i>			
62010	Fiber Upgrade at Civic Center	Currently, the facilities at the Civic Center are connected via outdated CAT 6 cables. Upgrading to fiber cables is necessary for the Civic Center to improve its network infrastructure and provide faster, more reliable connectivity between facilities. Compared to traditional network CAT 6 cables, fiber cables can transmit data at much higher speeds and over longer distances without signal degradation. This means that the Civic Center can support more devices and applications, such as video conferencing, streaming, and cloud-based services, with less latency and downtime. Fiber cables are more secure than CAT 6 network cables, as they are immune to electromagnetic interference and difficult to tap, providing additional protection against data breaches and cyberattacks.	\$20,000
62010	Conference/Presentation Capabilities in Community Development	The Community Development Department does not have a conference room equipped with an A/V system to allow for video conferencing. Installing an A/V system will provide state-of-the-art audio and video output, ensuring that staff can communicate clearly with others and receive information without interruption or distortion. An A/V conference system provides greater flexibility regarding the types of meetings and calls that staff can participate in, such as video calls with multiple participants or webinars with live meeting interaction.	\$10,000

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

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
62010	Additional Card Reader at Civic Center	Card reader and door access are needed for the Youth Center Supervisor’s office, Senior Center staff doors, Community Center, Theatre Room, and Recreational Facility offices. Card reader access provides a more secure and reliable access control method than traditional methods such as keys and locks, which can be easily lost or duplicated. Only authorized individuals with the appropriate credentials can gain entry with card reader access, reducing the risk of unauthorized access or intrusions. Additionally, card reader access can allow for greater flexibility in granting access permissions, enabling building managers to restrict access to certain areas or times of day as needed. The card reader access can provide a detailed record of who enters and exits the building and when, which can be useful for monitoring and investigating security incidents.	\$50,000
62010	4k Security Camera – Indoor and Outdoor	Installing 4K cameras outside and inside the Civic Center provides a significant deterrent against theft, vandalism, and other security risks. 4k cameras provide clear and detailed footage, making it easier to identify and apprehend perpetrators of criminal activity. The cameras will be strategically placed to cover blind spots and high-risk areas, such as entry points and over valuable equipment. Installing 4k cameras is a deterrent, as potential offenders are less likely to commit a crime if they know they are being watched and recorded. In addition, the cameras can be linked to a remote monitoring system, enabling security personnel and Montclair police officers to respond to suspicious activity and take appropriate action quickly.	\$30,000
62010	Fire Station Classroom	The classroom area at Fire Station 1 needs to be updated with audio and video equipment for training, presentation, conferencing, and collaboration. The room has an older projector and projection screen that produces poorly washed-out videos and images. The ceiling speakers are rusted without any microphone or calling features. The room will benefit by upgrading to two TV displays, a microphone for conferencing and dialing out, and newer speakers for audio clarity and presentation.	\$35,000
62010	Community Center Stage Lighting	Human Services is requesting to have the stage lighting in the Community Center be replaced with a modern stage lighting system. Newer lighting systems offer more control and flexibility, enabling City Staff to adjust the lighting to suit different events and performances. The new lighting system will provide more vibrant and dynamic colors, enhancing the overall aesthetic of the Community Center and create a more immersive experience for performers and spectators. Switching to a newer	\$45,000

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

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
		lighting system often requires less maintenance and replacement of bulbs, resulting in lower long-term costs with the added benefit of increasing the overall value of the Community Center, making it more attractive to potential users and renters for various events and performances.	
		<i>(Not approved in City Manager's Budget)</i>	
62010	Community Center Video Wall	<p>The two scoreboards in the Community Center no longer work to keep scores for Montclair sporting events. Instead of replacing the scoreboards with another similar system, this budget request is to replace them with a modern video wall system with more functionality.</p> <p>Moving away from traditional scoreboards and installing a video wall display in the Community Center does have several benefits. Video wall displays provide a much larger and more immersive viewing experience compared to traditional scoreboards, enabling spectators and audiences to better follow the action and engage with the event. Video wall displays support a wide range of multimedia content, including live video feeds, video presentations for various activities, and sponsor messages, enhancing the overall entertainment value and revenue potential of the event. Another benefit of video wall displays is that they can be remotely controlled and managed, enabling City Staff to quickly and easily make adjustments to the content and display settings.</p> <p>Finally, video wall displays can enhance the overall aesthetic of the gymnasium, creating a more modern and visually impressive environment for players and spectators alike. Overall, moving away from traditional scoreboards and installing a video wall display will improve the overall entertainment value and audience engagement and adds to the overall attractive potential of the Community Center.</p>	\$75,000
		<i>(Only \$50,000 approved in City Manager's Budget)</i>	
62010	Core Network Switch Upgrade	<p>The current network switches reached their end of life several years ago and need to be retired. The current switches provide a 1GB throughput for each of its ports but are slow for modern computing processing speed. Newer network switches increase the overall speed and performance of the network, allowing data to be transferred faster and more efficiently. This helps reduce latency and improves user experience, particularly for high-bandwidth applications such as video streaming or large file transfers.</p>	\$30,000

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

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
		<p>In addition, faster core switches improve network reliability and availability. With higher throughput, the network can better handle peak traffic periods and avoid the congestion that can lead to bottlenecks or even network downtime. This will improve overall network uptime and reduce the risk of business disruption.</p> <p>Upgrading the core switches also provides greater scalability and future-proofing. As more devices and applications are added to the network, a faster switch can handle the increased traffic and demand without requiring frequent upgrades or replacements.</p>	
62010	Civic Center Network Router Upgrade	<p>Newer routers increase network performance and speed with faster processing capabilities and more advanced features. This helps reduce network congestion and improves overall efficiency. Additionally, newer routers have enhanced security features, such as more robust firewalls and improved threat detection capabilities, which can help protect the network from cyberattacks. Upgrading the core router also provides greater scalability and flexibility, allowing for future expansion and the ability to adapt to changing network needs. Upgrading the core network routers is critical for a more reliable and secure network that can better support the needs of Montclair users and critical applications.</p>	\$25,000
62010	Microsoft Office 365	<p>Microsoft has stopped providing traditional upgrade paths to its suite of office products. They have transitioned to a subscription-based model, which provides access to the latest versions of Microsoft's popular productivity applications, such as Word, Excel, PowerPoint, etc. These products are essential in the modern workplace to enhance collaboration and productivity.</p> <p>Office 365 is a cloud-based platform for accessing and sharing documents, which can improve accessibility and flexibility for employees working remotely or on the go. Office 365 offers advanced security features, such as multifactor authentication and encryption, helping to protect against cyber threats and data breaches.</p> <p>Office 365 provides additional services and tools, such as Teams for collaboration and communication and SharePoint for document management, which can further improve productivity and efficiency.</p>	\$65,000
62010	Civic Center and City Yard Alarm System	<p>The alarm systems at the Civic Center and City Yard are no longer functional and require immediate replacement. Having a working alarm system at the Civic Center and City Yard is a mission-critical necessity to ensure the safety and security of the people who use the</p>	\$100,000

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

Department: Administrative Services

Program: 4203 Information Technology Services

Object Code	Item	Justification	Cost
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facilities. With the increasing number of security threats, theft, vandalism, crimes related to mental health and homelessness, it is essential to have a reliable alarm system in place to alert the authorities in case of an emergency. A working alarm system will deter potential criminals and provide the staff and public visitors peace of mind. Upgrading the alarm system and arming the facilities is a proactive approach toward safeguarding the Civic Center and its users.

Modern alarm systems are designed to integrate seamlessly with other security systems, providing a comprehensive security solution for buildings and facilities. One of the key integrations is with video surveillance systems. This integration allows the alarm system to trigger video recording and display live video feeds when an alarm is triggered, providing visual confirmation of the event and enabling quick response by the authorities.

Another integration is with panic buttons, which can be installed in strategic locations throughout the facility. When pressed, the panic button can trigger an alarm and alert the authorities immediately, providing a fast response to potential security threats. Card door access systems can also be integrated with the alarm system, allowing access control and monitoring of who enters and exits the building. This integration can provide additional security measures by ensuring that only authorized city personnel can enter the facility. Intrusion alerting and monitoring is another key integration, allowing the alarm system to detect and alert the authorities of any attempts to breach the building's security. This can include motion sensors, glass break detectors, and door and window contacts.

Overall, integrating modern alarm systems with video, panic buttons, card door access, intrusion alerting, and monitoring can provide a comprehensive and sophisticated security solution for buildings and facilities, ensuring the safety and security of the people and assets.

Total: \$533,000

(Only \$453,000 approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4204

Department	Division	Program
City Manager		Financial Services

Program Description

Responsibilities of the Finance Department include: the investment and safeguarding of City funds; preparation of the annual City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation operating budgets and capital improvement plan; administration of the accounts payable, accounts receivable, fixed assets, payroll, business licensing, and utility billing functions; maintenance of the general ledger; preparation and dissemination of financial statements and reports; administration of revenue funds; administration of bond proceeds; City agent to finance and tax authorities; fiduciary oversight and responsibilities including development of the annual investment policy; and treasury agent.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	708,472	962,681	915,005	
Services and Supplies	163,300	179,900	179,900	
Capital Outlay	0	0	0	
Total	871,772	1,142,581	1,094,905	

Personnel Authorized	8.15 (FT) 2.00 (PT)	8.30 (FT) 2.00 (PT)	8.30 (FT) 2.00 (PT)	
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Source of Funds

General Fund	770,568	1,006,013	958,337	
Gas Tax Fund	3,000	3,000	3,000	
Federal Asset Forfeiture – DOJ	1,000	1,000	1,000	
After-School Program – Indirect Staff Charges	27,089	29,727	29,727	
Sewer Operating Fund	9,996	22,638	22,638	
Sewer Operating Fund – Indirect Staff Charges	60,119	80,203	80,203	
Total	871,772	1,142,581	1,094,905	

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		160,070	160,070	
Admin other Depts	-0.35	-0.20	-0.20		-32,014	-32,014	
	<u>0.65</u>	<u>0.80</u>	<u>0.80</u>		<u>128,056</u>	<u>128,056</u>	
Finance Supervisor	0.00	1.00	1.00		91,638	91,638	
Senior Accountant	2.00	2.00	2.00		150,442	150,442	
Payroll Analyst	1.00	0.00	0.00		0	0	
Junior Accountant	1.00	1.00	1.00		58,780	58,780	
Admin other Depts	-0.10	-0.10	-0.10		-5,878	-5,878	
	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>		<u>52,902</u>	<u>52,902</u>	
Accounting Specialist	2.80	2.80	2.80		152,179	152,179	
Customer Svc. Rep./Office	0.80	0.80	0.80		37,357	35,162	
CFD Admin Costs					-6,807	-6,807	
<u>Part-Time</u>							
Accounting Specialist	1.00	1.00	1.00		39,849	0	
Payroll Analyst	1.00	1.00	1.00		37,980	37,980	
Full Time	<u>8.60</u>	<u>8.60</u>	<u>8.60</u>		<u>650,466</u>	<u>648,271</u>	
Admin other Departments	-0.45	-0.30	-0.30		-44,699	-44,699	
Total FT Positions/Salaries	<u>8.15</u>	<u>8.30</u>	<u>8.30</u>		<u>605,767</u>	<u>603,572</u>	
Part Time	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>		<u>77,829</u>	<u>37,980</u>	
Additional Pay					2,700	2,700	
Overtime					6,000	6,000	
Total Salaries & Wages					692,296	650,252	
Benefit Costs					186,618	181,172	
PERS Benefit Costs					99,811	99,625	
Benefit Costs other Depts					-16,044	-16,044	
Total Benefit Costs					270,385	264,753	
TOTAL					962,681	915,005	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
City Manager		4204 Financial Services

Work Program

1. Continue with development of annual investment policies, giving consideration to proper levels of risk, liquidity, and return; invest moneys in accordance with investment policy guidelines.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by the City Council, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation Board of Directors. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Oversee preparation of annual operating budgets and the capital improvement program.
4. Maintain the general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
5. Process biweekly payrolls and warrant registers.
6. Conduct an effective, revenue-based business license program.
7. Work with auditors and consultants as required to maintain accuracy of records and operational effectiveness of programs.
8. Assist the Information Technology Department with maintaining modules of the Springbrook Finance software suite.
9. Review and periodically revise the City Purchasing Manual. Ensure compliance with 2014 adopted version.
10. Serve as City Treasurer and tax agent; provide fiduciary services as required by law; administer all Finance-related services; provide Finance-related support services for the City, Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
11. Follow generally accepted accounting standards and principles; provide for implementation of GASB 45 OPEB audit requirements.
12. Coordinate and cooperate with the City's auditor.
13. Provide assistance to the Successor Redevelopment Agency, Successor Housing Authority, and Housing Corporation.
14. Work with and assist the San Bernardino County Oversight Board relating to Successor Redevelopment Agency transactions.
15. Interact with the state Department of Finance on Successor Redevelopment Agency-related matters.
16. Assist the City Manager in addressing CalPERS-related cost increases.
17. Comply with GASB 68 Pension Funding reporting requirements.

Personnel Services – \$962,681

Salary requests are for: Director of Finance (0.80) – \$128,056; Finance Supervisor (1.00) – \$91,638; Senior Accountant (2.00) – \$150,442; Junior Accountant (0.90) – \$52,902; Accounting Specialist (2.80) – \$152,179; Customer Service Representative/Office Specialist (0.80) – \$37,357; Accounting Specialist (1.00/part-time) – \$39,849; Payroll Analyst (1.00/part-time) – \$37,980; Admin other departments – <\$6,807>. Cost allocations are as follows: full-time salaries – \$605,767; part-time salaries – \$77,829; additional pay – \$2,700; overtime – \$6,000; benefit costs – \$270,385.

Services and Supplies – \$179,900

Funding requested is for: books and publications – \$300; maintenance-office equipment – \$100; mileage/auto allowance – \$8,400; special consulting services – \$11,000; audit fees – \$66,800; collection agency fees – \$500; bank fees and charges – \$27,000; CalCard reward program – <\$8,000>; special contract services – \$70,000; miscellaneous expenditures – \$3,800.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2023 - 10:57AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4204	Financial Services					
				E10	Personnel Services					
316,518	343,811	471,515.00	0.00	41010-400-0000	Regular Earnings	0.00	596,567.00	594,372.00	0.00	0.00
(5,625)	(5,625)	-6,188.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-6,807.00	-6,807.00	0.00	0.00
12,505	23,351	32,508.00	0.00	42020-400-0000	Part Time Wages	0.00	77,829.00	37,980.00	0.00	0.00
2,260	9,666	6,000.00	0.00	43010-400-0000	Overtime	0.00	6,000.00	6,000.00	0.00	0.00
4,215	3,254	5,815.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	6,605.00	6,605.00	0.00	0.00
2,261	2,441	2,700.00	0.00	44250-400-0000	Bilingual Pay	0.00	2,700.00	2,700.00	0.00	0.00
0	0	107,580.00	0.00	45220-400-0000	Benefit Plan	0.00	139,800.00	139,800.00	0.00	0.00
423	1,111	3,493.00	0.00	45240-400-0000	Deferred Compensation	0.00	8,352.00	8,352.00	0.00	0.00
39,056	43,818	61,976.00	0.00	45250-400-0000	P.E.R.S.	0.00	89,066.00	88,880.00	0.00	0.00
1,333	1,442	1,985.00	0.00	45270-400-0000	LTD Insurance	0.00	2,630.00	2,620.00	0.00	0.00
1,038	1,109	1,769.00	0.00	45290-400-0000	Life Insurance	0.00	2,695.00	2,695.00	0.00	0.00
4,898	5,550	7,308.00	0.00	45330-400-0000	Medicare	0.00	9,780.00	9,170.00	0.00	0.00
895	1,448	2,015.00	0.00	45340-400-0000	Social Security	0.00	4,826.00	0.00	0.00	0.00
379,778	431,376	698,476	0		Personnel Services Totals:	0.00	940,043	892,367	0	0
				E20	Services & Supplies					
299	299	300.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	300.00	0.00	0.00
0	0	100.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	100.00	100.00	0.00	0.00
0	0	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
7,250	6,750	8,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	8,000.00	8,000.00	0.00	0.00
31,135	79,114	53,800.00	0.00	52220-400-0000	Audit Fees	0.00	65,800.00	65,800.00	0.00	0.00
60	0	500.00	0.00	52240-400-0000	Collection Agency Fees	0.00	500.00	500.00	0.00	0.00
26,489	27,828	26,100.00	0.00	52280-400-0000	Bank Fees and Charges	0.00	27,000.00	27,000.00	0.00	0.00
(10,032)	(6,834)	-7,000.00	0.00	52281-400-0000	CalCard Incentive Payments	0.00	-8,000.00	-8,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
54,150	70,087	65,000.00	0.00	52450-400-0000	Special Contract Services	0.00	70,000.00	70,000.00	0.00	0.00
2,680	5,115	4,700.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,800.00	3,800.00	0.00	0.00
112,031	182,358	159,300	0		Services & Supplies Totals:	0.00	175,900	175,900	0	0
0	4,194	0.00	0.00	E30	Capital Outlay					
				62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	4,194	0	0		Capital Outlay Totals:	0.00	0	0	0	0
(56,345)	(58,512)	-60,119.00	0.00	E40	Other Financing Uses					
				82010-400-0000	Indirect Staff Charges - Sewer	0.00	-80,203.00	-80,203.00	0.00	0.00
0	(21,454)	-27,089.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-29,727.00	-29,727.00	0.00	0.00
(56,345)	(79,966)	(87,208)	0		Other Financing Uses Totals:	0.00	(109,930)	(109,930)	0	0
435,465	537,963	770,568	0		EXPENDITURES TOTALS:	0.00	1,006,013	958,337	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
435,465	537,963	770,568	0		DEPT EXPENSES	0.00	1,006,013	958,337	0	0
(435,465)	(537,963)	(770,568)	0		Financial Services Totals:	0.00	(1,006,013)	(958,337)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
435,465	537,963	770,568	0		FUND EXPENSES	0.00	1,006,013	958,337	0	0
(435,465)	(537,963)	(770,568)	0		General Fund Totals:	0.00	(1,006,013)	(958,337)	0	0
				1102	Gas Tax Fund					
				4204	Financial Services					
				E20	Services & Supplies					
3,000	3,000	3,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	3,000.00	3,000.00	0.00	0.00
3,000	3,000	3,000	0		Services & Supplies Totals:	0.00	3,000	3,000	0	0
3,000	3,000	3,000	0		EXPENDITURES TOTALS:	0.00	3,000	3,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,000	3,000	3,000	0		DEPT EXPENSES	0.00	3,000	3,000	0	0
(3,000)	(3,000)	(3,000)	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	3,000	0		FUND EXPENSES	0.00	3,000	3,000	0	0
(3,000)	(3,000)	(3,000)	0		Gas Tax Fund Totals:	0.00	(3,000)	(3,000)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4204	Financial Services					
				E20	Services & Supplies					
1,000	0	1,000.00	0.00	52220-400-0000	Audit Fees	0.00	1,000.00	1,000.00	0.00	0.00
1,000	0	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
1,000	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
1,000	0	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
(1,000)	0	(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
1,000	0	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
(1,000)	0	(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					
0	21,454	27,089.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	29,727.00	29,727.00	0.00	0.00
0	21,454	27,089	0		Other Financing Uses Totals:	0.00	29,727	29,727	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	21,454	27,089	0		EXPENDITURES TOTALS:	0.00	29,727	29,727	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	21,454	27,089	0		DEPT EXPENSES	0.00	29,727	29,727	0	0
0	(21,454)	(27,089)	0		Financial Services Totals:	0.00	(29,727)	(29,727)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	21,454	27,089	0		FUND EXPENSES	0.00	29,727	29,727	0	0
0	(21,454)	(27,089)	0		After-School Program Grant Totals:	0.00	(29,727)	(29,727)	0	0
				1501	Sewer Operating Fund					
				4204	Financial Services					
				E10	Personnel Services					
0	0	7,277.00	0.00	41010-400-0000	Regular Earnings	0.00	16,007.00	16,007.00	0.00	0.00
0	0	130.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	353.00	353.00	0.00	0.00
0	0	840.00	0.00	45220-400-0000	Benefit Plan	0.00	1,800.00	1,800.00	0.00	0.00
0	0	291.00	0.00	45240-400-0000	Deferred Compensation	0.00	800.00	800.00	0.00	0.00
0	0	1,271.00	0.00	45250-400-0000	P.E.R.S.	0.00	3,257.00	3,257.00	0.00	0.00
0	0	31.00	0.00	45270-400-0000	LTD Insurance	0.00	71.00	71.00	0.00	0.00
0	0	51.00	0.00	45290-400-0000	Life Insurance	0.00	118.00	118.00	0.00	0.00
0	0	105.00	0.00	45330-400-0000	Medicare	0.00	232.00	232.00	0.00	0.00
0	0	9,996	0		Personnel Services Totals:	0.00	22,638	22,638	0	0
				E40	Other Financing Uses					
56,345	58,512	60,119.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	80,203.00	80,203.00	0.00	0.00
56,345	58,512	60,119	0		Other Financing Uses Totals:	0.00	80,203	80,203	0	0
56,345	58,512	70,115	0		EXPENDITURES TOTALS:	0.00	102,841	102,841	0	0

2021	2022	2023	2023	Account	Description	FTE	2024	2024	2024	2024
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
56,345	58,512	70,115	0		DEPT EXPENSES	0.00	102,841	102,841	0	0
(56,345)	(58,512)	(70,115)	0		Financial Services Totals:	0.00	(102,841)	(102,841)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
56,345	58,512	70,115	0		FUND EXPENSES	0.00	102,841	102,841	0	0
(56,345)	(58,512)	(70,115)	0		Sewer Operating Fund Totals:	0.00	(102,841)	(102,841)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
495,810	620,929	871,772	0		REPORT EXPENSES	0.00	1,142,581	1,094,905	0	0
(495,810)	(620,929)	(871,772)	0		REPORT TOTALS:	0.00	(1,142,581)	(1,094,905)	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 – \$66,800
Annual audit service fees (City) (General Fund – \$47,600; DOJ Fund – \$1,000), \$48,600
Annual actuarial service fees, \$15,000
GASB 68 Reporting Fee, \$3,200
- 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 – <\$8,000>
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> – \$70,000 Merchant Services (credit card processing), \$58,000 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	143,312	144,500	144,607	
Services and Supplies	3,020,965	3,240,059	3,240,059	
Capital Outlay	0	0	0	
Total	3,164,277	3,384,559	3,384,666	
Personnel Authorized	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	1.40 (FT) 1.00 (PT)	

Source of Funds

General Fund	3,000,655	3,207,727	3,207,825
Recycling Grant Fund	3,800	10,000	10,000
Sewer Operating Fund	159,822	166,832	166,841
Total	3,164,277	3,384,559	3,384,666

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4205 Solid Waste Disposal

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Accounting Specialist	0.20	0.20	0.20		12,110	12,110	
Customer Service Rep.	1.20	1.20	1.20		53,291	53,387	
<u>Part-Time</u>							
Accounting Specialist	1.00	1.00	1.00		43,894	43,894	
Full Time	1.40	1.40	1.40		65,401	65,497	
Part Time	1.00	1.00	1.00		43,894	43,894	
Overtime					100	100	
Total Salaries & Wages					109,395	109,491	
Benefit Costs					28,586	28,589	
PERS Benefit Costs					6,519	6,527	
Total Benefit Costs					35,105	35,116	
TOTAL					144,500	144,607	

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 – \$144,500

Salary requests are for: Accounting Specialist (0.20) – \$12,110; Customer Service Representatives (1.20) – \$53,291; Accounting Specialist (1.00/part-time) – \$43,894. Cost allocations are as follows: full-time salaries – \$65,401; part-time salaries – \$43,894; overtime – \$100; benefit costs – \$35,105.

Services and Supplies – \$3,240,059

Funding requested is for: publication and advertising – \$10,000; residential refuse collection – \$3,100,000; special contract services – \$60,159; bad-debt expenses – \$1,500; special billing services – \$68,000; miscellaneous expenditures – \$400.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2023 - 10:57AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
6,281	19,985	19,695.00	0.00	41010-400-0000	Regular Earnings	0.00	20,746.00	20,835.00	0.00	0.00
8,701	10,765	12,181.00	0.00	42020-400-0000	Part Time Wages	0.00	10,973.00	10,973.00	0.00	0.00
7	4	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
89	58	102.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	54.00	54.00	0.00	0.00
0	0	6,750.00	0.00	45220-400-0000	Benefit Plan	0.00	7,560.00	7,560.00	0.00	0.00
745	2,097	1,915.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,002.00	2,009.00	0.00	0.00
26	87	83.00	0.00	45270-400-0000	LTD Insurance	0.00	91.00	92.00	0.00	0.00
22	86	80.00	0.00	45290-400-0000	Life Insurance	0.00	82.00	82.00	0.00	0.00
219	447	462.00	0.00	45330-400-0000	Medicare	0.00	460.00	461.00	0.00	0.00
547	667	755.00	0.00	45340-400-0000	Social Security	0.00	680.00	680.00	0.00	0.00
16,638	34,196	42,073	0		Personnel Services Totals:	0.00	42,698	42,796	0	0
				E20	Services & Supplies					
2,809,215	2,813,552	2,900,000.00	0.00	52390-400-0000	Residential Refuse Collection	0.00	3,100,000.00	3,100,000.00	0.00	0.00
28,044	28,382	29,132.00	0.00	52450-400-0000	Special Contract Services	0.00	30,079.00	30,079.00	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
27,608	33,556	28,500.00	0.00	52930-400-0000	Special Billing Services	0.00	34,000.00	34,000.00	0.00	0.00
0	0	200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
2,864,867	2,875,489	2,958,582	0		Services & Supplies Totals:	0.00	3,165,029	3,165,029	0	0
2,881,505	2,909,685	3,000,655	0		EXPENDITURES TOTALS:	0.00	3,207,727	3,207,825	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,881,505	2,909,685	3,000,655	0		DEPT EXPENSES	0.00	3,207,727	3,207,825	0	0
(2,881,505)	(2,909,685)	(3,000,655)	0		Solid Waste Disposal Totals:	0.00	(3,207,727)	(3,207,825)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,881,505	2,909,685	3,000,655	0		FUND EXPENSES	0.00	3,207,727	3,207,825	0	0
(2,881,505)	(2,909,685)	(3,000,655)	0		General Fund Totals:	0.00	(3,207,727)	(3,207,825)	0	0
				1152	Recycling Grant Fund					
				4205	Solid Waste Disposal					
				E20	Services & Supplies					
9,994	10,121	3,800.00	0.00	52090-400-0000	Publication & Advertising	0.00	10,000.00	10,000.00	0.00	0.00
9,994	10,121	3,800	0		Services & Supplies Totals:	0.00	10,000	10,000	0	0
9,994	10,121	3,800	0		EXPENDITURES TOTALS:	0.00	10,000	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
9,994	10,121	3,800	0		DEPT EXPENSES	0.00	10,000	10,000	0	0
(9,994)	(10,121)	(3,800)	0		Solid Waste Disposal Totals:	0.00	(10,000)	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
9,994	10,121	3,800	0		FUND EXPENSES	0.00	10,000	10,000	0	0
(9,994)	(10,121)	(3,800)	0		Recycling Grant Fund Totals:	0.00	(10,000)	(10,000)	0	0
				1501	Sewer Operating Fund					
				4205	Solid Waste Disposal					
				E10	Personnel Services					
34,999	62,496	42,124.00	0.00	41010-400-0000	Regular Earnings	0.00	44,655.00	44,662.00	0.00	0.00
26,100	32,291	36,541.00	0.00	42020-400-0000	Part Time Wages	0.00	32,921.00	32,921.00	0.00	0.00

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
22	11	50.00	0.00	43010-400-0000	Overtime	0.00	50.00	50.00	0.00	0.00
(2,034)	801	310.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	161.00	161.00	0.00	0.00
0	0	14,250.00	0.00	45220-400-0000	Benefit Plan	0.00	15,960.00	15,960.00	0.00	0.00
615	668	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
4,777	7,348	4,213.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,517.00	4,518.00	0.00	0.00
145	251	177.00	0.00	45270-400-0000	LTD Insurance	0.00	197.00	197.00	0.00	0.00
178	293	167.00	0.00	45290-400-0000	Life Insurance	0.00	176.00	176.00	0.00	0.00
857	1,383	1,141.00	0.00	45330-400-0000	Medicare	0.00	1,124.00	1,125.00	0.00	0.00
1,641	2,002	2,266.00	0.00	45340-400-0000	Social Security	0.00	2,041.00	2,041.00	0.00	0.00
67,300	107,545	101,239	0		Personnel Services Totals:	0.00	101,802	101,811	0	0
				E20	Services & Supplies					
27,549	28,339	29,133.00	0.00	52450-400-0000	Special Contract Services	0.00	30,080.00	30,080.00	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
27,608	33,556	28,500.00	0.00	52930-400-0000	Special Billing Services	0.00	34,000.00	34,000.00	0.00	0.00
0	0	200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	200.00	200.00	0.00	0.00
55,158	61,895	58,583	0		Services & Supplies Totals:	0.00	65,030	65,030	0	0
122,457	169,440	159,822	0		EXPENDITURES TOTALS:	0.00	166,832	166,841	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
122,457	169,440	159,822	0		DEPT EXPENSES	0.00	166,832	166,841	0	0
(122,457)	(169,440)	(159,822)	0		Solid Waste Disposal Totals:	0.00	(166,832)	(166,841)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
122,457	169,440	159,822	0		FUND EXPENSES	0.00	166,832	166,841	0	0
(122,457)	(169,440)	(159,822)	0		Sewer Operating Fund Totals:	0.00	(166,832)	(166,841)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,013,957	3,089,246	3,164,277	0		REPORT EXPENSES	0.00	3,384,559	3,384,666	0	0
(3,013,957)	(3,089,246)	(3,164,277)	0		REPORT TOTALS:	0.00	(3,384,559)	(3,384,666)	0	0

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

Department: City Manager

Program: 4205 Solid Waste Disposal

Object
Number

52090 PUBLICATION AND ADVERTISING – \$10,000

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

52390 RESIDENTIAL REFUSE COLLECTION – \$3,100,000

Contract costs for collection and disposal of residential refuse and for collection and transport of residential recyclables—refuse collection costs fully reimbursed to the General Fund by assessing residential refuse collection fees.

52391 RESIDENTIAL REFUSE COLLECTION REIMBURSEMENT – <\$3,100,000>

Reimbursement from residents for refuse collection.

52450 SPECIAL CONTRACT SERVICES – \$60,159

Hazardous household waste disposal service—service agreement with San Bernardino County (Sewer Operating Fund – \$30,079; General Fund – \$30,080).

52810 BAD-DEBT EXPENSES – \$1,500

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

52930 SPECIAL BILLING SERVICES – \$68,000

Utility billing service with DataProse (Sewer Operating Fund – \$34,000; General Fund – \$34,000).

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	858,032	678,985	605,848	
Services and Supplies	751,373	758,090	735,940	
Capital Outlay	0	0	0	
Total	1,609,405	1,437,075	1,341,788	

Personnel Authorized	7.03 (FT) 2.00 (PT)	7.13 (FT) 2.00 (PT)	7.13 (FT) 2.00 (PT)
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Department Distribution

Administration	75,741	56,195	55,395
City Clerk	484,784	439,132	389,347
Personnel/Risk Management	563,474	443,627	436,905
Central Services	485,406	498,121	460,141
Total	1,609,405	1,437,075	1,341,788

Source of Funds

General Fund	1,450,873	1,242,326	1,147,039
After-School Program – Indirect Staff Charges	49,245	52,664	52,664
Sewer Operating Fund – Indirect Staff Charges	109,287	142,085	142,085
Total	1,609,405	1,437,075	1,341,788

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

DEPARTMENT: ADMINISTRATIVE SERVICES

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes Total Salary Next Year	% Increase (if any) Recommended by Administration Next Year
			First Rate		Second Rate			
			Months	Rate	Months	Rate		
Full Time:								
<u>Administration from other Departments/Entities</u>								
Edward Starr (4200)	.05		12.0	21,505			12,903	12,903
Marcia Richter (4380)	.10		12.0	16,989			20,387	20,387
<u>Director of Administrative Services/Human Resources</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>City Clerk/Human Resources Manager</u>								
Andrea Myrick	B	03/13/23	8.4	10,288	3.6	10,803	125,310	125,310
<u>Deputy City Clerk</u>								
Alison Walker	A	01/30/23	1.0	5,568	11.0	5,846	71,970	71,970
<u>Employment & Personnel Coordinator</u>								
Tanya Kresback	B	08/16/21	1.5	5,356	10.5	5,624	69,099	69,099
<u>Benefits Specialist</u>								
Christian Donimquez	A	01/02/23	6.0	4,507	6.0	4,732	57,097	57,097
<u>Administrative Specialist</u>								
Vacant (Unfunded)	A		12.0				0	0
<u>Office Specialist</u>								
Vacant	A		6.0	3,436	6.0	3,608	43,532	43,532
<u>Administration to other Departments/Entities</u>								
Andrea Myrick (SRDA)							-2,506	-2,506
Part-Time:								
<u>Benefits Coordinator</u>								
Leslie Phillips (960 hrs year)				37.56 hr.			37,140	37,140
<u>Senior Intern</u>								
Vacant (20 hrs week)				16.26 hr.			16,910	16,910
Salary Requirements:								
					(FT)		397,792	397,792
					(PT)		16,910	16,910
					TOTAL		414,702	414,702

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept. Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Starr	0.05	0.05	0.05		12,903	12,903	
Admin from other Depts - Richter	0.00	0.10	0.10		20,387	20,387	
Director of Administrative Services/ Human Resources	1.00	1.00	1.00		0	0	
City Clerk/Human Resources Mg	1.00	1.00	1.00		117,576	125,310	
Deputy City Clerk	1.00	1.00	1.00		71,970	71,970	
Employment & Personnel Coor	1.00	1.00	1.00		69,099	69,099	
Benefits Specialist	1.00	1.00	1.00		57,097	57,097	
Administrative Specialist	1.00	1.00	1.00		55,992	0	
Office Specialist	1.00	1.00	1.00		43,532	43,532	
<u>Part-Time</u>							
Benefits Coordinator	1.00	1.00	1.00		37,140	37,140	
Senior Intern	1.00	1.00	1.00		16,910	16,910	
Full Time	7.05	7.15	7.15		448,556	400,298	
Admin other Departments	-0.02	-0.02	-0.02		-2,352	-2,506	
Total FT Positions/Salaries	7.03	7.13	7.13		446,204	397,792	
Part Time	2.00	2.00	2.00		54,050	54,050	
Overtime					2,000	2,000	
Total Salaries & Wages					502,254	453,842	
Benefit Costs					129,160	108,144	
PERS Benefit Costs					48,462	44,785	
Benefit Costs other Depts					-891	-923	
Total Benefit Costs					176,731	152,006	
TOTAL					678,985	605,848	

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	45,491	18,215	18,215	
Services and Supplies	30,250	37,980	37,180	
Capital Outlay	0	0	0	
Total	75,741	56,195	55,395	
Personnel Authorized	0.15 (FT)	0.15 (FT)	0.15 (FT)	

Source of Funds

General Fund	66,782	46,644	45,844
After-School Program – Indirect Staff Charges	2,783	2,583	2,583
Sewer Operating Fund – Indirect Staff Charges	6,176	6,968	6,968
Total	75,741	56,195	55,395

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		0	0	
Full Time	0.15	0.15	0.15		12,903	12,903	
Total Salaries & Wages					12,903	12,903	
Benefit Costs					2,576	2,576	
PERS Benefit Costs					2,736	2,736	
Total Benefit Costs					5,312	5,312	
TOTAL					18,215	18,215	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

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

Personnel Services – \$18,215

Salary requests are for: City Manager (0.05) – \$12,903. Cost allocations are as follows: full-time salaries – \$12,903; benefit costs – \$5,312.

Services and Supplies – \$37,980

Funding requested is for: books and publications – \$500; office supplies – direct – \$250; dues and memberships – \$2,780; travel and meetings – \$17,600; educational grants – \$5,000; vocational training – \$5,000; small equipment – \$350; cellular phone expense – \$1,000; miscellaneous expenditures – \$5,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4311	Administration					
				E10	Personnel Services					
34,160	33,504	30,593.00	0.00	41010-400-0000	Regular Earnings	0.00	12,903.00	12,903.00	0.00	0.00
124	67	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
676	687	667.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	298.00	298.00	0.00	0.00
0	0	2,520.00	0.00	45220-400-0000	Benefit Plan	0.00	900.00	900.00	0.00	0.00
3,391	1,332	7,010.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,225.00	1,225.00	0.00	0.00
4,009	3,817	4,185.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,736.00	2,736.00	0.00	0.00
192	183	129.00	0.00	45270-400-0000	LTD Insurance	0.00	57.00	57.00	0.00	0.00
320	304	130.00	0.00	45290-400-0000	Life Insurance	0.00	96.00	96.00	0.00	0.00
388	392	257.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
43,261	40,288	45,491	0		Personnel Services Totals:	0.00	18,215	18,215	0	0
				E20	Services & Supplies					
0	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	250.00	0.00	0.00
0	0	250.00	0.00	51060-400-0000	Office Supplies	0.00	250.00	250.00	0.00	0.00
921	1,240	1,200.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,780.00	2,780.00	0.00	0.00
675	2,749	8,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	17,600.00	18,050.00	0.00	0.00
7,858	7,851	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
31	0	5,000.00	0.00	52530-400-0000	Educational Grants	0.00	5,000.00	5,000.00	0.00	0.00
0	2,119	1,000.00	0.00	52540-400-0000	Vocational Training	0.00	5,000.00	4,000.00	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
3,035	2,879	1,000.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,000.00	1,000.00	0.00	0.00
0	0	5,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,500.00	5,500.00	0.00	0.00
12,519	16,837	30,250	0		Services & Supplies Totals:	0.00	37,980	37,180	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(19,513)	(20,264)	-6,176.00	0.00	E40	Other Financing Uses					
				82010-400-0000	Indirect Staff Charges - Sewer	0.00	-6,968.00	-6,968.00	0.00	0.00
0	(7,430)	-2,783.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-2,583.00	-2,583.00	0.00	0.00
(19,513)	(27,694)	(8,959)	0		Other Financing Uses Totals:	0.00	(9,551)	(9,551)	0	0
36,267	29,430	66,782	0		EXPENDITURES TOTALS:	0.00	46,644	45,844	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
36,267	29,430	66,782	0		DEPT EXPENSES	0.00	46,644	45,844	0	0
(36,267)	(29,430)	(66,782)	0		Administration Totals:	0.00	(46,644)	(45,844)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
36,267	29,430	66,782	0		FUND EXPENSES	0.00	46,644	45,844	0	0
(36,267)	(29,430)	(66,782)	0		General Fund Totals:	0.00	(46,644)	(45,844)	0	0
				1160	After-School Program Grant					
				4311	Administration					
0	7,430	2,783.00	0.00	E40	Other Financing Uses					
				82030-400-0000	Indirect Staff Charges - ASP	0.00	2,583.00	2,583.00	0.00	0.00
0	7,430	2,783	0		Other Financing Uses Totals:	0.00	2,583	2,583	0	0
0	7,430	2,783	0		EXPENDITURES TOTALS:	0.00	2,583	2,583	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	7,430	2,783	0		DEPT EXPENSES	0.00	2,583	2,583	0	0
0	(7,430)	(2,783)	0		Administration Totals:	0.00	(2,583)	(2,583)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	7,430	2,783	0		FUND EXPENSES	0.00	2,583	2,583	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	(7,430)	(2,783)	0		After-School Program Grant Totals:	0.00	(2,583)	(2,583)	0	0
				1501	Sewer Operating Fund					
				4311	Administration					
				E40	Other Financing Uses					
19,513	20,264	6,176.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	6,968.00	6,968.00	0.00	0.00
19,513	20,264	6,176	0		Other Financing Uses Totals:	0.00	6,968	6,968	0	0
19,513	20,264	6,176	0		EXPENDITURES TOTALS:	0.00	6,968	6,968	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
19,513	20,264	6,176	0		DEPT EXPENSES	0.00	6,968	6,968	0	0
(19,513)	(20,264)	(6,176)	0		Administration Totals:	0.00	(6,968)	(6,968)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
19,513	20,264	6,176	0		FUND EXPENSES	0.00	6,968	6,968	0	0
(19,513)	(20,264)	(6,176)	0		Sewer Operating Fund Totals:	0.00	(6,968)	(6,968)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
55,780	57,124	75,741	0		REPORT EXPENSES	0.00	56,195	55,395	0	0
(55,780)	(57,124)	(75,741)	0		REPORT TOTALS:	0.00	(56,195)	(55,395)	0	0

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Marcia Richter, Assistant City Manager/Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager	<u>CalPELRA Educational Forum</u> Annual Conference (\$2,400 each x 2 = \$4,800)	Southern CA	November 2023	\$4,800 <i>(Only \$3,000 approved in City Manager's Budget)</i>
52130	Marcia Richter, Assistant City Manager/Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager	<u>Liebert Cassidy Whitmore</u> LCW Public Sector Employment Law Annual Conference (\$2,100 each x 2 = \$4,200)	San Francisco, CA	February 2024	\$4,200
52130	Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk	<u>League of California Cities</u> City Clerks New Law and Elections Seminar (\$1,300 each x 2 = \$2,600)	San Diego, CA	December 2023	\$2,600
52130	Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk	<u>City Clerks Association of California</u> Annual Conference (\$1,750 each x 2 = \$3,500)	TBA	April 2024	\$3,500
52130	City of Montclair Attendees	<u>City of Montclair</u> 2024 State of the City Address	Montclair, CA	October 2023	\$1,500 <i>(\$3,750 approved in City Manager's Budget)</i>

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

(\$18,050 approved in City Manager's Budget)

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

Department: Administrative Services

Program: 4311 Administration/All Department Programs

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	All City Personnel	<u>Special Training/Miscellaneous Training</u> Educational materials promoting employee safety and compliance with new regulations (e.g., ADA, OSHA, FLSA, HIPAA, FMLA, etc.). Includes related costs for videos, outside consultants and facilitators, workshop materials, and seminar registration fees.	TBA	TBA	\$1,500
52540	Andrea Myrick, City Clerk/Human Resources Manager Tanya Kresback, Employment & Personnel Coordinator	<u>DOT Certified Drug Testing Program Training</u> Training for Human Resources staff provided by Mobile Screening Solutions, Inc. (\$1,000 x 2 = \$2,000)	TBA	TBA	\$2,000
52540	Marcia Richter, Assistant City Manager/ Director of Human Services & Human Resources Andrea Myrick, City Clerk/Human Resources Manager Alison Walker, Deputy City Clerk Tanya Kresback, Employment & Personnel Coordinator Christian Dominguez, Benefits Specialist Sharon Giang, Administrative Specialist	<u>Miscellaneous Training</u> Vocational training for Administrative Services Department staff.	TBA	TBA	\$1,500 <i>(Only \$500 approved in City Manager's Budget)</i>
Total:					\$5,000
<i>(Only \$4,000 approved in City Manager's Budget)</i>					

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

Department: Administrative Services

Program: 4311 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$500 **(Only \$250 approved in City Manager’s Budget)**

Miscellaneous Publications and Leadership Titles.

51060 OFFICE SUPPLIES – DIRECT – \$250

All Department Programs/Divisions: Miscellaneous Expenditures.

52120 DUES AND MEMBERSHIPS – \$2,780

City Clerk

City Clerks Association of California, \$130 x 2 = \$260

International Institute of Municipal Clerks, \$195 x 2 = \$390

Provision for increase, \$200

Personnel

Cal Chamber, \$420

PERS Public Agency Coalition, \$500

Society for HR Managers, \$250

CalPELRA, \$380 x 2 = \$760

52130 TRAVEL AND MEETINGS – \$17,600 **(\$18,050 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 – \$5,000 **(Only \$4,000 approved in City Manager’s Budget)**

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

**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.

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	355,184	353,032	321,247	
Services and Supplies	129,600	86,100	68,100	
Capital Outlay	0	0	0	
Total	484,784	439,132	389,347	

Personnel Authorized	3.48 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)	3.38 (FT) 0.50 (PT)	
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Source of Funds

General Fund	451,742	378,001	328,216	
After-School Program – Indirect Staff Charges	10,264	16,531	16,531	
Sewer Operating Fund – Indirect Staff Charges	22,778	44,600	44,600	
Total	484,784	439,132	389,347	

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4314 City Clerk

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
City Clerk/Human Resources M	1.00	0.90	0.90		105,818	112,779	
Admin other Depts	-0.02	-0.02	-0.02		-2,352	-2,506	
	<u>0.98</u>	<u>0.88</u>	<u>0.88</u>		<u>103,466</u>	<u>110,273</u>	
Deputy City Clerk	1.00	1.00	1.00		71,970	71,970	
Administrative Specialist	0.50	0.50	0.50		27,996	0	
Office Specialist	1.00	1.00	1.00		43,532	43,532	
<u>Part-Time</u>							
Senior Intern	0.50	0.50	0.50		8,455	8,455	
Full Time	3.50	3.40	3.40		249,316	228,281	
Admin other Departments	-0.02	-0.02	-0.02		-2,352	-2,506	
Total FT Positions/Salaries	<u>3.48</u>	<u>3.38</u>	<u>3.38</u>		<u>246,964</u>	<u>225,775</u>	
Part Time	0.50	0.50	0.50		8,455	8,455	
Overtime					1,000	1,000	
Total Salaries & Wages					<u>256,419</u>	<u>235,230</u>	
Benefit Costs					70,779	63,428	
PERS Benefit Costs					26,725	23,512	
Benefit Costs other Depts					-891	-923	
Total Benefit Costs					<u>96,613</u>	<u>86,017</u>	
TOTAL					353,032	321,247	

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 – \$353,032

Salary requests are for: City Clerk/Human Resources Manager (0.88) – \$103,466; Deputy City Clerk (1.00) – \$71,970; Administrative Specialist (0.50) – \$27,996; Office Specialist (1.00) – \$43,532; Senior Intern (0.50/part-time) – \$8,455. Cost allocations are as follows: full-time salaries – \$246,964; part-time salaries – \$8,455; overtime – \$1,000; benefit costs – \$96,613.

Services and Supplies – \$86,100

Funding requested is for: books and publications – \$7,500; election expenses – \$20,000; publication and advertising – \$8,000; mileage/auto allowance – \$100; special contract services – \$48,500; miscellaneous expenditures – \$2,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4314	City Clerk					
				E10	Personnel Services					
165,634	178,127	237,829.00	0.00	41010-400-0000	Regular Earnings	0.00	246,964.00	225,775.00	0.00	0.00
11,416	10,109	22,630.00	0.00	42020-400-0000	Part Time Wages	0.00	8,455.00	8,455.00	0.00	0.00
18,206	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
0	1,221	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
1,994	1,911	2,439.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,892.00	2,300.00	0.00	0.00
0	0	54,264.00	0.00	45220-400-0000	Benefit Plan	0.00	56,640.00	48,240.00	0.00	0.00
3,781	4,118	4,228.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,139.00	4,411.00	0.00	0.00
18,856	18,929	25,368.00	0.00	45250-400-0000	P.E.R.S.	0.00	26,401.00	24,967.00	0.00	0.00
742	729	1,051.00	0.00	45270-400-0000	LTD Insurance	0.00	1,090.00	996.00	0.00	0.00
987	954	1,193.00	0.00	45290-400-0000	Life Insurance	0.00	1,222.00	1,182.00	0.00	0.00
2,862	2,778	3,779.00	0.00	45330-400-0000	Medicare	0.00	3,705.00	3,397.00	0.00	0.00
1,836	627	1,403.00	0.00	45340-400-0000	Social Security	0.00	524.00	524.00	0.00	0.00
226,314	219,504	355,184	0		Personnel Services Totals:	0.00	353,032	321,247	0	0
				E20	Services & Supplies					
0	1,818	7,500.00	0.00	51020-400-0000	Books and Publications	0.00	7,500.00	5,000.00	0.00	0.00
3,434	0	50,000.00	0.00	51070-400-0000	Election Expenses	0.00	20,000.00	10,000.00	0.00	0.00
1,201	1,951	8,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	8,000.00	6,000.00	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
5,598	10,725	62,000.00	0.00	52450-400-0000	Special Contract Services	0.00	48,500.00	45,000.00	0.00	0.00
56	298	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,000.00	2,000.00	0.00	0.00
10,289	14,792	129,600	0		Services & Supplies Totals:	0.00	86,100	68,100	0	0
				E40	Other Financing Uses					

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(19,941)	(20,708)	-22,778.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-44,600.00	-44,600.00	0.00	0.00
0	(7,593)	-10,264.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-16,531.00	-16,531.00	0.00	0.00
(19,941)	(28,301)	(33,042)	0		Other Financing Uses Totals:	0.00	(61,131)	(61,131)	0	0
216,662	205,995	451,742	0		EXPENDITURES TOTALS:	0.00	378,001	328,216	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
216,662	205,995	451,742	0		DEPT EXPENSES	0.00	378,001	328,216	0	0
(216,662)	(205,995)	(451,742)	0		City Clerk Totals:	0.00	(378,001)	(328,216)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
216,662	205,995	451,742	0		FUND EXPENSES	0.00	378,001	328,216	0	0
(216,662)	(205,995)	(451,742)	0		General Fund Totals:	0.00	(378,001)	(328,216)	0	0
0	7,593	10,264.00	0.00	1160 4314 E40 82030-400-0000	After-School Program Grant City Clerk Other Financing Uses Indirect Staff Charges - ASP	0.00	16,531.00	16,531.00	0.00	0.00
0	7,593	10,264	0		Other Financing Uses Totals:	0.00	16,531	16,531	0	0
0	7,593	10,264	0		EXPENDITURES TOTALS:	0.00	16,531	16,531	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	7,593	10,264	0		DEPT EXPENSES	0.00	16,531	16,531	0	0
0	(7,593)	(10,264)	0		City Clerk Totals:	0.00	(16,531)	(16,531)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	7,593	10,264	0		FUND EXPENSES	0.00	16,531	16,531	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	(7,593)	(10,264)	0		After-School Program Grant Totals:	0.00	(16,531)	(16,531)	0	0
				1501	Sewer Operating Fund					
				4314	City Clerk					
				E40	Other Financing Uses					
19,941	20,708	22,778.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	44,600.00	44,600.00	0.00	0.00
19,941	20,708	22,778	0		Other Financing Uses Totals:	0.00	44,600	44,600	0	0
19,941	20,708	22,778	0		EXPENDITURES TOTALS:	0.00	44,600	44,600	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
19,941	20,708	22,778	0		DEPT EXPENSES	0.00	44,600	44,600	0	0
(19,941)	(20,708)	(22,778)	0		City Clerk Totals:	0.00	(44,600)	(44,600)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
19,941	20,708	22,778	0		FUND EXPENSES	0.00	44,600	44,600	0	0
(19,941)	(20,708)	(22,778)	0		Sewer Operating Fund Totals:	0.00	(44,600)	(44,600)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
236,603	234,296	484,784	0		REPORT EXPENSES	0.00	439,132	389,347	0	0
(236,603)	(234,296)	(484,784)	0		REPORT TOTALS:	0.00	(439,132)	(389,347)	0	0

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

Department: Administrative Services

Program: 4314 City Clerk

Object
Number

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

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

51070 ELECTION EXPENSES – \$20,000 ***(Only \$10,000 approved in City Manager’s Budget)***

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

52090 PUBLICATION AND ADVERTISING – \$8,000 ***(Only \$6,000 approved in City Manager’s Budget)***

Publication of legal notices:
 Public Hearings, \$6,500
 Elections, \$1,500

52140 MILEAGE/AUTO ALLOWANCE – \$100

Miscellaneous expenditures for business use of personal vehicle for City Clerk and Deputy City Clerk.

52450 SPECIAL CONTRACT SERVICES – \$48,500 ***(Only \$45,000 approved in City Manager’s Budget)***

Contract services for off-site records storage all departments (Corodata), \$5,000
Online Public Records Portal, \$3,500
Electronic Records Management System Consultant, \$35,000
Netfile FPPC Electronic Filing System annual fee, \$5,000

52990 MISCELLANEOUS EXPENDITURES – \$2,000

Miscellaneous supplies for City archives and records.

PROGRAM BUDGET SUMMARY – 1

Program Number 4315

Department	Division	Program
Administrative Services		Personnel/Risk Management

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	374,636	258,157	256,785	
Services and Supplies	188,838	185,470	180,120	
Capital Outlay	0	0	0	
Total	563,474	443,627	436,905	

Personnel Authorized	2.80 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	3.00 (FT) 1.00 (PT)	
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Source of Funds

General Fund	503,467	378,878	372,156	
After-School Program – Indirect Staff Charges	18,640	17,509	17,509	
Sewer Operating Fund – Indirect Staff Charges	41,367	47,240	47,240	
Total	563,474	443,627	436,905	

DETAIL OF SALARIES AND WAGES

Department: Administrative Services

Program: 4315 Personnel & Risk Management

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Admin from other Depts - Richt	0.00	0.10	0.10		20,387	20,387	
Director of Administrative Services/ Human Resources	0.80	0.80	0.80		0	0	
City Clerk/Human Resources Mç	0.00	0.10	0.10		11,758	12,531	
Benefits Specialist	1.00	1.00	1.00		57,097	57,097	
Employment & Personnel Coor	1.00	1.00	1.00		69,099	69,099	
<u>Part-Time</u>							
Benefits Coordinator	1.00	1.00	1.00		37,140	37,140	
Full Time	2.80	3.00	3.00		158,341	159,114	
Part Time	1.00	1.00	1.00		37,140	37,140	
Overtime					500	500	
Total Salaries & Wages					195,981	196,754	
Benefit Costs					45,546	43,294	
PERS Benefit Costs					16,630	16,737	
Total Benefit Costs					62,176	60,031	
TOTAL					258,157	256,785	

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).
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Personnel Services – \$258,157

Salary requests are for: Assistant City Manager/Director of Human Services & Human Resources (0.10) – \$20,387; City Clerk/Human Resources Manager (0.10) – \$11,758; Benefits Specialist (1.00) – \$57,097; Employment and Personnel Coordinator (1.00) – \$69,099; Benefits Coordinator (1.00/part-time) – \$37,140. Cost allocations are as follows: full-time salaries – \$158,341; part-time salaries – \$37,140; overtime – \$500; benefit costs – \$62,176.

Services and Supplies – \$185,470

Funding requested is for: books and publications – \$565; publication and advertising – \$15,000; mileage/auto allowance – \$150; labor relations – \$250; special consulting services – \$29,655; special contract services – \$85,350; psychological assistance – \$15,000; medical examinations – \$20,000; personnel testing – \$5,000; fingerprints and credit bureau fees – \$5,000; psychological exams – \$8,000; ADA expenditures – \$1,000; miscellaneous expenditures – \$500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2023 - 12:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4315	Personnel/Risk Management					
				E10	Personnel Services					
269,900	231,328	281,401.00	0.00	41010-400-0000	Regular Earnings	0.00	158,341.00	159,114.00	0.00	0.00
0	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	37,140.00	37,140.00	0.00	0.00
0	0	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
4,497	3,113	4,983.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	710.00	710.00	0.00	0.00
0	0	43,440.00	0.00	45220-400-0000	Benefit Plan	0.00	37,200.00	37,200.00	0.00	0.00
6,535	6,820	7,076.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,489.00	1,520.00	0.00	0.00
28,769	23,217	30,615.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,630.00	16,737.00	0.00	0.00
1,062	887	1,185.00	0.00	45270-400-0000	LTD Insurance	0.00	699.00	702.00	0.00	0.00
1,238	1,126	1,356.00	0.00	45290-400-0000	Life Insurance	0.00	606.00	611.00	0.00	0.00
3,989	3,411	4,080.00	0.00	45330-400-0000	Medicare	0.00	2,539.00	2,551.00	0.00	0.00
0	0	0.00	0.00	45340-400-0000	Social Security	0.00	2,303.00	0.00	0.00	0.00
315,990	269,902	374,636	0		Personnel Services Totals:	0.00	258,157	256,785	0	0
				E20	Services & Supplies					
139	335	1,525.00	0.00	51020-400-0000	Books and Publications	0.00	565.00	565.00	0.00	0.00
1,000	5,407	13,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	15,000.00	12,000.00	0.00	0.00
0	0	150.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	150.00	150.00	0.00	0.00
0	0	250.00	0.00	52150-400-0000	Labor Relations	0.00	250.00	250.00	0.00	0.00
7,310	7,450	54,345.00	0.00	52190-400-0000	Special Consulting Services	0.00	29,655.00	29,655.00	0.00	0.00
48,252	74,061	65,568.00	0.00	52450-400-0000	Special Contract Services	0.00	85,350.00	80,000.00	0.00	0.00
14,600	9,500	15,000.00	0.00	52490-400-0000	Psychological Assistance	0.00	15,000.00	15,000.00	0.00	0.00
15,042	37,637	18,000.00	0.00	52510-400-0000	Medical Examinations	0.00	20,000.00	20,000.00	0.00	0.00
5,692	10,105	6,000.00	0.00	52520-400-0000	Personnel Testing	0.00	5,000.00	5,000.00	0.00	0.00
1,265	4,232	5,000.00	0.00	52560-400-0000	Fingerprints/Credit Bureau	0.00	5,000.00	6,000.00	0.00	0.00

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
8,000	8,475	8,000.00	0.00	52590-400-0000	Psychological Exams	0.00	8,000.00	10,000.00	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
0	645	500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	500.00	500.00	0.00	0.00
101,300	157,847	188,838	0		Services & Supplies Totals:	0.00	185,470	180,120	0	0
				E40	Other Financing Uses					
(32,043)	(33,276)	-41,367.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-47,240.00	-47,240.00	0.00	0.00
0	(12,201)	-18,640.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-17,509.00	-17,509.00	0.00	0.00
(32,043)	(45,477)	(60,007)	0		Other Financing Uses Totals:	0.00	(64,749)	(64,749)	0	0
385,247	382,271	503,467	0		EXPENDITURES TOTALS:	0.00	378,878	372,156	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
385,247	382,271	503,467	0		DEPT EXPENSES	0.00	378,878	372,156	0	0
(385,247)	(382,271)	(503,467)	0		Personnel/Risk Management Totals	0.00	(378,878)	(372,156)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
385,247	382,271	503,467	0		FUND EXPENSES	0.00	378,878	372,156	0	0
(385,247)	(382,271)	(503,467)	0		General Fund Totals:	0.00	(378,878)	(372,156)	0	0
				1160	After-School Program Grant					
				4315	Personnel/Risk Management					
				E40	Other Financing Uses					
0	12,201	18,640.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	17,509.00	17,509.00	0.00	0.00
0	12,201	18,640	0		Other Financing Uses Totals:	0.00	17,509	17,509	0	0
0	12,201	18,640	0		EXPENDITURES TOTALS:	0.00	17,509	17,509	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	12,201	18,640	0		DEPT EXPENSES	0.00	17,509	17,509	0	0
0	(12,201)	(18,640)	0		Personnel/Risk Management Totals	0.00	(17,509)	(17,509)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	12,201	18,640	0		FUND EXPENSES	0.00	17,509	17,509	0	0
0	(12,201)	(18,640)	0		After-School Program Grant Totals:	0.00	(17,509)	(17,509)	0	0
				1501	Sewer Operating Fund					
				4315	Personnel/Risk Management					
				E40	Other Financing Uses					
32,043	33,276	41,367.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	47,240.00	47,240.00	0.00	0.00
32,043	33,276	41,367	0		Other Financing Uses Totals:	0.00	47,240	47,240	0	0
32,043	33,276	41,367	0		EXPENDITURES TOTALS:	0.00	47,240	47,240	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
32,043	33,276	41,367	0		DEPT EXPENSES	0.00	47,240	47,240	0	0
(32,043)	(33,276)	(41,367)	0		Personnel/Risk Management Totals	0.00	(47,240)	(47,240)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
32,043	33,276	41,367	0		FUND EXPENSES	0.00	47,240	47,240	0	0
(32,043)	(33,276)	(41,367)	0		Sewer Operating Fund Totals:	0.00	(47,240)	(47,240)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
417,290	427,748	563,474	0		REPORT EXPENSES	0.00	443,627	436,905	0	0
(417,290)	(427,748)	(563,474)	0		REPORT TOTALS:	0.00	(443,627)	(436,905)	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 – \$565
 Top Safety & Top Health, \$235
 University of California, Berkeley, Wellness Letter, \$30
 Miscellaneous (e.g., risk management, ADA, safety, hazardous materials, benefits, ergonomics, drugs/alcohol, FLSA, FMLA, HIPAA), \$300
- 52090 PUBLICATION AND ADVERTISING – \$15,000 (***Only \$12,000 approved in City Manager’s Budget***)
 Personnel recruitment advertisements, \$13,200
 Annual subscription for posting recruitments to GovernmentJobs.com, \$1,800
- 52140 MILEAGE/AUTO ALLOWANCE – \$150
 Mileage reimbursement for Assistant City Manager/Director of Human Services & Human Resources, City Clerk/Human Resources Manager, Employment & Personnel Coordinator, and Benefits Specialist.
- 52150 LABOR RELATIONS – \$250
 Expenditures related to labor negotiations and disciplinary/grievances.
- 52190 SPECIAL CONSULTING SERVICES – \$29,655
 Human Resources Consultant — \$25,000
 LCW East Inland Empire Employment Relations Consortium, \$3,355
 Hearing officers for grievance/disciplinary hearings, \$1,000
 Miscellaneous (i.e., Workers' Compensation/accident reporting procedures studies, and performance appraisal/personnel studies), \$300
- 52450 SPECIAL CONTRACT SERVICES – \$85,350 (***Only \$80,000 approved in City Manager’s Budget***)
 Annual retainer fee for George Hills (City's third-party administrator for liability claims), \$11,700
 Annual retainer fee for AdminSure (City's third-party administrator for Workers' Compensation claims), \$52,600
 NEOGOV Insight, \$7,500
 NEOGOV Onboard, \$6,550
 NEOGOV Forms, \$5,000
 Transcription services, \$2,000

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

Department: Administrative Services

Program: 4315 Personnel/Risk Management

Object
Number

- 52490 PSYCHOLOGICAL ASSISTANCE – \$15,000
Employee Assistance Services (EAP) provided by "The Counseling Team" and other professionals.
- 52510 MEDICAL EXAMINATIONS – \$20,000
Physical examinations for prospective employees, drug/alcohol tests, employee annual/biannual physicals, and driver's license physicals.
- 52520 PERSONNEL TESTING – \$5,000
Preemployment expenditures for written/aptitude/oral/and physical agility exams (e.g., purchase/rental of testing materials provided by Police Officers Standards and Testing, California State Personnel Board, Public Administration Services, and International Personnel Management Association); background checks; and oral board/proctor services.
- 52560 FINGERPRINTS AND CREDIT BUREAU FEES – \$5,000 **(\$6,000 approved in City Manager's Budget)**
Fingerprint checks related to employment recruitments in compliance with state/federal requirements.
- 52590 PSYCHOLOGICAL EXAMS – \$8,000 **(\$10,000 approved in City Manager's Budget)**
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	82,721	49,581	9,601	
Services and Supplies	402,685	448,540	450,540	
Capital Outlay	0	0	0	
Total	485,406	498,121	460,141	
Personnel Authorized	0.60 (FT) 0.50 (PT)	0.60 (FT) 0.50 (PT)	0.60 (FT) 0.50 (PT)	

Source of Funds

General Fund	428,882	438,803	400,823
After-School Program – Indirect Staff Charges	17,558	16,041	16,041
Sewer Operating Fund – Indirect Staff Charges	38,966	43,277	43,277
Total	485,406	498,121	460,141

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		0	0	
Administrative Specialist	0.50	0.50	0.50		27,996	0	
<u>Part-Time</u>							
Senior Intern	0.50	0.50	0.50		8,455	8,455	
Full Time	0.60	0.60	0.60		27,996	0	
Part Time	0.50	0.50	0.50		8,455	8,455	
Overtime					500	500	
Total Salaries & Wages					36,951	8,955	
Benefit Costs					10,259	646	
PERS Benefit Costs					2,371	0	
Total Benefit Costs					12,630	12,630	
TOTAL					49,581	9,601	

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 – \$49,581

Salary requests are for: Administrative Specialist (0.50) – \$27,996; Office Specialist (0.50/part-time) – \$8,455. Cost allocations are as follows: full-time salaries – \$27,996; part-time salaries – \$8,455; overtime – \$500; benefit costs – \$12,630.

Services and Supplies – \$448,540

Funding requested is for: books and publications – \$185; office supplies – indirect – \$75,000; license/permits/certificates – \$2,305; maintenance – office equipment and furniture – \$27,050; publication and advertising – \$30,500; animal control services – \$285,000; special contract services – \$3,500; rent – land/buildings – \$12,000; rent – equipment – \$1,500; small equipment – \$1,500; miscellaneous expenditures – \$10,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 05/31/2023 - 12:52PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4317	Central Services					
				E10	Personnel Services					
28,008	49,981	42,341.00	0.00	41010-400-0000	Regular Earnings	0.00	27,996.00	0.00	0.00	0.00
11,415	10,110	22,629.00	0.00	42020-400-0000	Part Time Wages	0.00	8,455.00	8,455.00	0.00	0.00
0	360	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
378	389	408.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	592.00	0.00	0.00	0.00
0	0	9,180.00	0.00	45220-400-0000	Benefit Plan	0.00	8,400.00	0.00	0.00	0.00
831	853	884.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
2,827	4,718	4,025.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,371.00	0.00	0.00	0.00
109	203	196.00	0.00	45270-400-0000	LTD Insurance	0.00	123.00	0.00	0.00	0.00
147	226	214.00	0.00	45290-400-0000	Life Insurance	0.00	92.00	0.00	0.00	0.00
578	884	941.00	0.00	45330-400-0000	Medicare	0.00	528.00	122.00	0.00	0.00
708	627	1,403.00	0.00	45340-400-0000	Social Security	0.00	524.00	524.00	0.00	0.00
45,001	68,350	82,721	0		Personnel Services Totals:	0.00	49,581	9,601	0	0
				E20	Services & Supplies					
643	0	185.00	0.00	51020-400-0000	Books and Publications	0.00	185.00	185.00	0.00	0.00
48,388	68,648	58,000.00	0.00	51050-400-0000	Office Supplies-Indirect	0.00	75,000.00	75,000.00	0.00	0.00
978	475	2,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,305.00	2,305.00	0.00	0.00
29,267	67,060	25,000.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	27,050.00	27,050.00	0.00	0.00
0	28,951	5,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	30,500.00	30,500.00	0.00	0.00
156,964	270,000	285,000.00	0.00	52430-400-0000	Animal Control Services	0.00	285,000.00	285,000.00	0.00	0.00
17,750	2,189	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	11,000	12,000.00	0.00	52630-400-0000	Rent - Land or Buildings	0.00	12,000.00	12,000.00	0.00	0.00
0	0	1,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,500.00	1,500.00	0.00	0.00
226	0	0.00	0.00	52670-400-0000	Postage	0.00	0.00	0.00	0.00	0.00

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	1,500.00	0.00	52690-400-0000	Small Equipment	0.00	1,500.00	1,500.00	0.00	0.00
9,344	11,613	9,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	10,000.00	12,000.00	0.00	0.00
275,562	459,936	402,685	0		Services & Supplies Totals:	0.00	448,540	450,540	0	0
				E40	Other Financing Uses					
(30,712)	(31,893)	-38,966.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	-43,277.00	-43,277.00	0.00	0.00
0	(11,694)	-17,558.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	-16,041.00	-16,041.00	0.00	0.00
(30,712)	(43,587)	(56,524)	0		Other Financing Uses Totals:	0.00	(59,318)	(59,318)	0	0
289,851	484,699	428,882	0		EXPENDITURES TOTALS:	0.00	438,803	400,823	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
289,851	484,699	428,882	0		DEPT EXPENSES	0.00	438,803	400,823	0	0
(289,851)	(484,699)	(428,882)	0		Central Services Totals:	0.00	(438,803)	(400,823)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
289,851	484,699	428,882	0		FUND EXPENSES	0.00	438,803	400,823	0	0
(289,851)	(484,699)	(428,882)	0		General Fund Totals:	0.00	(438,803)	(400,823)	0	0
				1160	After-School Program Grant					
				4317	Central Services					
				E40	Other Financing Uses					
0	11,694	17,558.00	0.00	82030-400-0000	Indirect Staff Charges - ASP	0.00	16,041.00	16,041.00	0.00	0.00
0	11,694	17,558	0		Other Financing Uses Totals:	0.00	16,041	16,041	0	0
0	11,694	17,558	0		EXPENDITURES TOTALS:	0.00	16,041	16,041	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	11,694	17,558	0		DEPT EXPENSES	0.00	16,041	16,041	0	0
0	(11,694)	(17,558)	0		Central Services Totals:	0.00	(16,041)	(16,041)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	11,694	17,558	0		FUND EXPENSES	0.00	16,041	16,041	0	0
0	(11,694)	(17,558)	0		After-School Program Grant Totals:	0.00	(16,041)	(16,041)	0	0
				1501	Sewer Operating Fund					
				4317	Central Services					
				E40	Other Financing Uses					
30,712	31,893	38,966.00	0.00	82010-400-0000	Indirect Staff Charges - Sewer	0.00	43,277.00	43,277.00	0.00	0.00
30,712	31,893	38,966	0		Other Financing Uses Totals:	0.00	43,277	43,277	0	0
30,712	31,893	38,966	0		EXPENDITURES TOTALS:	0.00	43,277	43,277	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
30,712	31,893	38,966	0		DEPT EXPENSES	0.00	43,277	43,277	0	0
(30,712)	(31,893)	(38,966)	0		Central Services Totals:	0.00	(43,277)	(43,277)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
30,712	31,893	38,966	0		FUND EXPENSES	0.00	43,277	43,277	0	0
(30,712)	(31,893)	(38,966)	0		Sewer Operating Fund Totals:	0.00	(43,277)	(43,277)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
320,563	528,286	485,406	0		REPORT EXPENSES	0.00	498,121	460,141	0	0
(320,563)	(528,286)	(485,406)	0		REPORT TOTALS:	0.00	(498,121)	(460,141)	0	0

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

Department: Administrative Services

Program: 4317 Central Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$185

Electronic Internet Publications (Various)

51050 OFFICE SUPPLIES – INDIRECT – \$75,000

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 – \$2,305

Funding for ASCAP license, \$325

BMI license, \$320

MPLC license, \$555

SESAC license, \$980

Provision for increases, \$125

52010 MAINTENANCE – OFFICE EQUIPMENT AND FURNITURE – \$27,050

Ricoh/Aficio 8320S digital copier system (main City Hall copier system), \$5,000

SHARP digital copier system maintenance (City Hall Main Lobby), \$7,500

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

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

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

Audio/visual equipment maintenance (Citywide), \$5,000

Lexmark Copier, \$3,000

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
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 (City Hall & Police Department), \$2,000
Mijac alarm (Hurst property, Resource Center, and Kids' Station), \$1,500
- 52630 RENT – LAND/BUILDINGS – \$12,000
Annual rent payment for United Methodist Church parking lot (calculated @ 12 X \$1,000 = \$12,000).
- 52640 RENT – EQUIPMENT – \$1,500
Audio/video equipment rental for special events.
- 52690 SMALL EQUIPMENT – \$1,500
Replacement phones, all departments.
- 52990 MISCELLANEOUS EXPENDITURES – \$10,000 **(\$12,000 approved in City Manager's Budget)**
Parking permit decals, \$500
U.S. and California State flags, \$1,500
Promotional merchandise, \$1,000
City Hall household miscellaneous, \$7,000 **(\$9,000 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) osteopathic manipulative medicine and case management services; (8) develop, implement, and coordinate educational, social, and recreational programs to meet the diverse and changing needs of the senior citizen population at the City's Senior Center and other community sites; (9) advocate for the needs of seniors and offer well-balanced nutritional meal service five days a week for seniors; (10) promote a health education program to encourage health and well-being through the training and sharing of information; (11) and offer Healthy Montclair programs and activities for the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,733,655	3,609,329	3,457,769	
Services and Supplies	951,800	974,140	922,000	
Capital Outlay	4,900	143,585	49,150	
Total	3,690,355	4,727,054	4,428,919	

Personnel Authorized	16.00 (FT)	15.90 (FT)	15.90 (FT)
	119.00 (PT)	218.00 (PT)	218.00 (PT)

Department Distribution

Recreation	1,658,391	2,007,506	1,780,935
Clinic	77,274	130,519	126,943
Senior Citizens	198,444	208,844	203,932
Nutritional Meals	206,559	205,683	205,683
Family and Health Education	82,117	91,277	28,201
After-School Program	1,467,570	2,083,225	2,083,225
Total	3,690,355	4,727,054	4,428,919

Source of Funds

General Fund	1,914,317	2,242,477	2,064,927
Community Dev Block Grant Fund	15,000	10,000	10,000
DAAS Grant/Donations	200,542	199,666	199,666
After-School Program Grant Fund	1,349,845	2,094,625	2,094,625
City of Hope	700	1,000	1,000
Kaiser Permanente Foundation	0	3,000	3,000
OMSD Resource Center Grant	28,500	0	0
Senior Support Services Grant	40,000	40,000	40,000
Healthy Comm. Strategic Plan	16,451	15,701	15,701
ASES Supplemental Grant Fund	125,000	0	0
Equipment Replacement Fund	0	120,585	0
Total	3,690,355	4,727,054	4,428,919

**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>Assistant City Manager/Director of Human Services & Human Resources</u>								
Marcia Richter	D		12.0	16,989			203,868	203,868
<u>Asst. Director of Human Services & Grants Manager</u>								
Alyssa Colunga	B	01/19/23	6.6	10,288	5.4	10,803	126,237	126,237
<u>Recreation Manager</u>								
Fernando Saltos	A	07/18/22	0.5	6,356	11.5	6,674	82,327	82,327
<u>Community Services Supervisor</u>								
Vacant	A		6.0	4,991	6.0	5,241	63,234	63,234
<u>Montclair After-School Program Supervisor</u>								
Darrell Hickey	B	05/23/23	10.7	5,695	1.3	5,980	70,772	70,772
<u>Asst Sr. Learning Coordinator</u>								
Emmanuel Gutierrez	D	05/23/23	10.7	5,118	1.3	5,374	63,601	63,601
Jean-Marcel Sio	D	05/23/23	10.7	5,118	1.3	5,374	63,601	63,601
<u>Senior Citizens Supervisor</u>								
Vacant	A		6.0	4,356	6.0	4,574	55,187	55,187
<u>Health Education Specialist</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Administrative Specialist</u>								
Krystal Rabino	B	02/13/23	7.5	4,275	4.5	4,489	53,831	53,831

**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>Medical Clinic Specialist</u> Vacant	A		6.0	3,746	6.0	3,933	47,456	47,456
<u>Administrative Analyst</u> Adriana Navarrete	B		6.6	5,846	5.4	6,139.00	73,886	73,886
<u>Recreation Coordinator</u> Angela Franco	A	12/05/22	5.2	3,775	6.8	3,963	47,975	47,975
Emily Gomez-Medina	B	05/09/23	10.3	3,963	1.7	4,161	49,330	49,330
Deondra Gutierrez	A	10/18/22	3.6	3,775	8.4	3,963	48,285	48,285
Ramon Ramirez	A	11/21/22	4.7	3,775	7.3	3,963	48,072	48,072
<u>Administration to other Departments/Entities</u>								
Marcia Richter (4315)							-20,387	-20,387
<u>Part Time:</u>								
<u>Nutrition Site Manager</u> Vacant (29 hrs week)				15.50 hr.		16.00 hr.	23,751	23,751
<u>Kitchen Assistant</u> Patricia Pennington (20 hrs week)				16.28 hr.		16.78 hr.	17,192	17,192
<u>Customer Service Rep/Office Specialist</u> Josue Barrios (29 hrs week)				20.01 hr.			31,080	31,080
Abigail Perales (29 hrs week)				20.01 hr.			31,080	31,080
Vacant (29 hrs week)				20.01 hr.			31,080	31,080
<u>Junior Intern</u> Vacant (28 hrs week)				15.50 hr.		16.00 hr.	22,932	22,932
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>						250,000	250,000	
Sr. Recreation Leader								
Recreation Leader								
Park Leader (Splash Pad)								
<u>Learning Leader/Substitute Learning Leader</u>						969,650	969,650	
<u>Transportation Coordinator</u>								
Patricia Serna (17 hrs week)						19.60 hr.	17,326	
Vacant (17 hrs week)						17.78 hr.	15,718	
<u>Health Education Intern</u>								
Vacant (20 hrs week)						16.35 hr.	16.85 hr.	
<u>Senior Learning Leader</u>								
Julianna Aceituno (29 hrs week)						23.69 hr.	35,725	
Carla Becerra (29 hrs week)						23.69 hr.	35,725	
Taylor Brown (29 hrs week)						23.69 hr.	35,725	
Jennifer Castillo (29 hrs week)						23.69 hr.	35,725	
Isabella De La Rosa (29 hrs week)						23.69 hr.	35,725	
Angela Garcia (29 hrs week)						23.69 hr.	35,725	
James Martin (29 hrs week)						23.69 hr.	35,725	
Andrea Monzon (29 hrs week)						23.69 hr.	35,725	
Destiny Santacruz (29 hrs week)						23.69 hr.	35,725	
Jessie Solis (29 hrs week)						23.69 hr.	35,725	
Rhiannah Villanueva (29 hrs week)						23.69 hr.	35,725	
Salary Requirements:						(FT)	1,077,275	
						(PT)	1,820,048	
						TOTAL	2,897,323	

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst CM/Director of Human Services & Human Resources	1.00	1.00	1.00		203,868	203,868	
	0.00	-0.10	-0.10		-20,387	-20,387	
	1.00	0.90	0.90		183,481	183,481	
Asst. Director of Human Svcs	1.00	1.00	1.00		126,237	126,237	
Recreation Manager	1.00	1.00	1.00		82,327	82,327	
Community Services Supervisor	1.00	1.00	1.00		63,234	63,234	
MAP Supervisor	1.00	1.00	1.00		70,772	70,772	
MAP Coordinator	2.00	2.00	2.00		127,202	127,202	
Senior Citizens Coordinator	1.00	1.00	1.00		59,637	55,187	
Health Education Specialist	1.00	1.00	1.00		52,048	0	
Administrative Analyst	1.00	1.00	1.00		73,886	73,886	
Administrative Specialist	1.00	1.00	1.00		53,831	53,831	
Medical Clinic Specialist	1.00	1.00	1.00		47,456	47,456	
Recreation Coordinator	4.00	4.00	4.00		193,662	193,662	
Part-Time							
Customer Svc Rep/Office Spec	3.00	3.00	3.00		93,240	93,240	
Summer/Winter Personnel	43.00	43.00	43.00		328,956	250,000	
Health Education Intern	1.00	1.00	1.00		17,264	17,264	
Nutrition Site Manager	1.00	1.00	1.00		23,751	23,751	
Kitchen Assistant	1.00	1.00	1.00		17,192	17,192	
Senior Learning Leader	11.00	15.00	15.00		392,975	392,975	
Learning Leader	55.00	150.00	150.00		969,650	969,650	
Junior Intern	2.00	2.00	2.00		22,932	22,932	
Transportation Coordinator	2.00	2.00	2.00		33,044	33,044	
Full Time	16.00	16.00	16.00		1,154,160	1,097,662	
Admin other Departments	0.00	-0.10	-0.10		-20,387	-20,387	
Total FT Positions/Salaries	16.00	15.90	15.90		1,133,773	1,077,275	
Part Time	119.00	218.00	218.00		1,899,004	1,820,048	
Total Salaries & Wages					3,032,777	2,897,323	
Benefit Costs					441,053	433,943	
PERS Benefit Costs					143,329	134,333	
Benefit Costs other Depts					-7,830	-7,830	
Total Benefit Costs					538,436	538,436	
TOTAL					3,609,329	3,457,769	

PROGRAM BUDGET SUMMARY – 1

Program Number 4381

Department	Division	Program
Human Services		Recreation

Program Description

Provide recreational programs for all ages to meet social, physical, leisure, and educational needs through youth and adult sports leagues, community education and leisure classes, physical education activities and programs, and special event programming.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,254,493	1,421,853	1,336,857	
Services and Supplies	398,998	442,068	394,928	
Capital Outlay	4,900	143,585	49,150	
Total	1,658,391	2,007,506	1,780,935	
Personnel Authorized	8.25 (FT) 48.00 (PT)	8.35 (FT) 48.00 (PT)	8.35 (FT) 48.00 (PT)	

Source of Funds

General Fund	1,621,633	1,874,538	1,768,552
DAAS Grant/Donations	983	983	983
After-School Program Grant Fund	7,275	11,400	11,400
OMSD Resource Center Grant	28,500	0	0
Equipment Replacement Fund	0	120,585	0
Total	1,658,391	2,007,506	1,780,935

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4381 Recreation

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Asst. CM/Director of Human Ser	1.00	1.00	1.00		203,868	203,868	
Admin other Depts	0.00	-0.10	-0.10		-20,387	-20,387	
	<u>1.00</u>	<u>0.90</u>	<u>0.90</u>		<u>183,481</u>	<u>183,481</u>	
Asst. Director of Human Services:	1.00	1.00	1.00		126,237	126,237	
Recreation Manager	0.55	0.75	0.75		61,745	61,745	
Community Services Supervisor	1.00	1.00	1.00		63,234	63,234	
Administrative Analyst	0.70	0.70	0.70		51,720	51,720	
Administrative Specialist	1.00	1.00	1.00		53,831	53,831	
Recreation Coordinator	3.00	3.00	3.00		145,377	145,377	
<u>Part-Time</u>							
Customer Svc Rep/Office Specia	3.00	3.00	3.00		93,240	93,240	
Summer/Winter Personnel	43.00	43.00	43.00		328,956	250,000	
Junior Intern	2.00	2.00	2.00		22,932	22,932	
Full Time	8.25	8.45	8.45		706,012	706,012	
Admin other Departments	0.00	-0.10	-0.10		-20,387	-20,387	
Total FT Positions/Salaries	8.25	8.35	8.35		685,625	685,625	
Part Time	48.00	48.00	48.00		445,128	366,172	
Total Salaries & Wages					1,130,753	1,051,797	
Benefit Costs					213,179	207,139	
PERS Benefit Costs					85,751	85,751	
Benefit Costs other Depts					-7,830	-7,830	
Total Benefit Costs					291,100	285,060	
TOTAL					1,421,853	1,336,857	

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 – \$1,421,853

Salary requests are for: Assistant City Manager/Director of Human Services & Human Resources (0.90) – \$183,481; Assistant Director of Human Services & Grants Manager (1.00) – \$126,237; Recreation Manager (1.00) – \$61,745; Community Services Supervisor (1.00) – \$63,234; Administrative Analyst (1.00) – \$51,720; Administrative Specialist (1.00) – \$53,831; Recreation Coordinator (3.00) – \$145,377; Customer Service Rep/Office Specialist (3.00/part-time) – \$93,240; Summer/Winter Personnel (43.00/part-time) – \$328,956; Junior Intern (2.00/part-time) – \$22,932. Cost allocations are as follows: full-time salaries – \$685,625; part-time salaries – \$445,128; benefit costs – \$291,100.

Services and Supplies – \$442,068

Funding requested is for: program supplies – \$85,500; maintenance – other equipment – \$4,600; publication and advertising – \$32,500; community benefits – \$45,000; dues and memberships – \$3,080; travel and meetings – \$17,390; mileage/auto allowance – \$8,400; Community Activities Commission – \$33,750; performing art services – \$12,000; special contract services – \$115,040; vocational training – \$7,983; cellular phone expense – \$1,125; reimbursed program costs – \$61,700; CAC stipends – \$3,500; miscellaneous expenditures – \$10,500.

Capital Outlay – \$143,585

Funding requested is for: office furniture – \$10,000; three 2023 Ford Explorers – \$120,585; performance stage – \$13,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 8:20AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4381	Recreation					
				E10	Personnel Services					
279,489	286,145	641,622.00	0.00	41010-400-0000	Regular Earnings	0.00	685,625.00	685,625.00	0.00	0.00
31	0	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
138,479	120,540	348,794.00	0.00	42020-400-0000	Part Time Wages	0.00	445,128.00	366,172.00	0.00	0.00
0	1,002	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
0	73	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
3,672	4,529	6,725.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	8,211.00	8,211.00	0.00	0.00
0	0	129,540.00	0.00	45220-400-0000	Benefit Plan	0.00	138,660.00	138,660.00	0.00	0.00
6,473	7,419	13,668.00	0.00	45240-400-0000	Deferred Compensation	0.00	14,814.00	14,814.00	0.00	0.00
37,729	37,014	74,739.00	0.00	45250-400-0000	P.E.R.S.	0.00	81,429.00	81,429.00	0.00	0.00
3,487	1,165	2,584.00	0.00	45270-400-0000	LTD Insurance	0.00	2,864.00	2,864.00	0.00	0.00
1,297	1,694	3,400.00	0.00	45290-400-0000	Life Insurance	0.00	3,786.00	3,786.00	0.00	0.00
3,843	3,440	11,796.00	0.00	45330-400-0000	Medicare	0.00	13,738.00	12,593.00	0.00	0.00
7,041	6,930	21,625.00	0.00	45340-400-0000	Social Security	0.00	27,598.00	22,703.00	0.00	0.00
481,541	469,951	1,254,493	0		Personnel Services Totals:	0.00	1,421,853	1,336,857	0	0
				E20	Services & Supplies					
10,924	44,041	70,000.00	0.00	51130-400-0000	Program Supplies	0.00	85,500.00	85,500.00	0.00	0.00
0	915	1,400.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	4,600.00	3,000.00	0.00	0.00
5,506	9,296	22,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	32,500.00	22,000.00	0.00	0.00
20,000	25,000	45,000.00	0.00	52110-400-0000	Community Benefits	0.00	45,000.00	45,000.00	0.00	0.00
2,230	1,955	2,500.00	0.00	52120-400-0000	Dues & Memberships	0.00	3,080.00	3,080.00	0.00	0.00
0	0	6,000.00	0.00	52130-400-0000	Travel & Meetings	0.00	13,790.00	13,790.00	0.00	0.00
7,881	7,881	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
5,118	14,449	15,750.00	0.00	52170-400-0000	Community Activities Commision	0.00	33,750.00	21,250.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
775	9,500	10,000.00	0.00	52310-400-0000	Performing Art Services	0.00	12,000.00	12,000.00	0.00	0.00
30,359	75,287	103,478.00	0.00	52450-400-0000	Special Contract Services	0.00	115,040.00	100,000.00	0.00	0.00
0	0	910.00	0.00	52540-400-0000	Vocational Training	0.00	1,700.00	1,700.00	0.00	0.00
0	71	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
369	366	775.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,125.00	1,125.00	0.00	0.00
2,880	0	59,125.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	59,200.00	59,200.00	0.00	0.00
2,950	2,800	3,500.00	0.00	52920-400-0000	Stipends - CAC	0.00	3,500.00	3,500.00	0.00	0.00
952	567	7,700.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	10,500.00	3,000.00	0.00	0.00
89,945	192,129	355,938	0		Services & Supplies Totals:	0.00	429,685	382,545	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	10,000.00	5,000.00	0.00	0.00
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	31,150.00	0.00	0.00
0	0	16,002.00	0.00	62050-400-0000	Other Equipment	0.00	13,000.00	13,000.00	0.00	0.00
0	0	16,002	0		Capital Outlay Totals:	0.00	23,000	49,150	0	0
571,486	662,080	1,626,433	0		EXPENDITURES TOTALS:	0.00	1,874,538	1,768,552	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
571,486	662,080	1,626,433	0		DEPT EXPENSES	0.00	1,874,538	1,768,552	0	0
(571,486)	(662,080)	(1,626,433)	0		Recreation Totals:	0.00	(1,874,538)	(1,768,552)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
571,486	662,080	1,626,433	0		FUND EXPENSES	0.00	1,874,538	1,768,552	0	0
(571,486)	(662,080)	(1,626,433)	0		General Fund Totals:	0.00	(1,874,538)	(1,768,552)	0	0
				1138	Senior Nutrition Fund					
				4381	Recreation					
				E20	Services & Supplies					
274	589	983.00	0.00	52540-400-0000	Staff Training	0.00	983.00	983.00	0.00	0.00
274	589	983	0		Services & Supplies Totals:	0.00	983	983	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
274	589	983	0		EXPENDITURES TOTALS:	0.00	983	983	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
274	589	983	0		DEPT EXPENSES	0.00	983	983	0	0
(274)	(589)	(983)	0		Recreation Totals:	0.00	(983)	(983)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
274	589	983	0		FUND EXPENSES	0.00	983	983	0	0
(274)	(589)	(983)	0		Senior Nutrition Fund Totals:	0.00	(983)	(983)	0	0
				1160	After-School Program Grant					
				4381	Recreation					
				E20	Services & Supplies					
0	0	1,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	3,600.00	3,600.00	0.00	0.00
0	0	3,275.00	0.00	52540-400-0000	Staff Training	0.00	5,300.00	5,300.00	0.00	0.00
0	0	2,500.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	2,500.00	2,500.00	0.00	0.00
0	0	7,275	0		Services & Supplies Totals:	0.00	11,400	11,400	0	0
0	0	7,275	0		EXPENDITURES TOTALS:	0.00	11,400	11,400	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	7,275	0		DEPT EXPENSES	0.00	11,400	11,400	0	0
0	0	(7,275)	0		Recreation Totals:	0.00	(11,400)	(11,400)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	7,275	0		FUND EXPENSES	0.00	11,400	11,400	0	0
0	0	(7,275)	0	1167	After-School Program Grant Totals: Resource Center Grant - OMSD	0.00	(11,400)	(11,400)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
22,479	26,739	28,500.00	0.00	4381 E20 52990-400-0000	Recreation Services & Supplies Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
22,479	26,739	28,500	0		Services & Supplies Totals:	0.00	0	0	0	0
22,479	26,739	28,500	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
22,479	26,739	28,500	0		DEPT EXPENSES	0.00	0	0	0	0
(22,479)	(26,739)	(28,500)	0		Recreation Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
22,479	26,739	28,500	0		FUND EXPENSES	0.00	0	0	0	0
(22,479)	(26,739)	(28,500)	0		Resource Center Grant - OMSD To	0.00	0	0	0	0
				1750 4381 E30	Equipment Replacement Fund Recreation Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	120,585.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	120,585	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	120,585	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	120,585	0	0	0
0	0	0	0		Recreation Totals:	0.00	(120,585)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	120,585	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		Equipment Replacement Fund Total	0.00	(120,585)	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
594,238	689,408	1,663,191	0		REPORT EXPENSES	0.00	2,007,506	1,780,935	0	0
(594,238)	(689,408)	(1,663,191)	0		REPORT TOTALS:	0.00	(2,007,506)	(1,780,935)	0	0

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

Department: Human Services

Program: 4381 Recreation

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Marcia Richter, Assistant City Manager/Director of HS Alyssa Colunga, Assistant Director of HS & Grant Manager Fernando Saltos, Recreation Manager Angela Franco, Recreation Coordinator Emily Gomez-Medina, Recreation Coordinator Deondra Gutierrez, Recreation Coordinator Ramon Ramirez, Recreation Coordinator	CPRS Annual Conference	Sacramento, CA	Spring 2024	\$13,790
<i>(General Fund sub-total: \$13,790)</i>					
52130	Darrell Hickey, Montclair ASP Supervisor Emmanuel Gutierrez, Asst. Sr. Learning Coordinator Jean-Marcel Sio, Asst. Sr. Learning Coordinator	California Expanded Learning Symposium	Fresno, CA	Spring 2024	\$3,600
<i>(After-School Program Grant sub-total: \$3,600)</i>					
Total:					\$17,390

**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	28 Human Services Part-Time Staff	CPR and First Aid Training	Montclair, CA	2023-2024	\$1,700
(General Fund sub-total: \$1,700)					
52540	Patricia Pennington, Kitchen Assistant	Food Managers Certification	Montclair, CA	Fall 2023	\$169
52540	Senior Recreation Leader	Food Handlers Certification	Montclair, CA	Fall 2023	\$22
52540	36 Nutrition Volunteers	Food Handlers Certification	Montclair, CA	Spring 2024	\$792
(DAAS Grant sub-total: \$983)					
52540	70 Part-Time MAP Staff	CPR and First Aid Training	Montclair, CA	2023-2024	\$4,550
52540	Darrell Hickey Montclair ASP Supervisor Emmanuel Gutierrez Asst. Sr. Learning Coordinator Jean-Marcel Sio Asst. Sr. Learning Coordinator 12 Part-time Map Staff	Inland Empire Expanded Learning	TBA	Spring 2024	\$750
(After-School Program Grant sub-total: \$5,300)					
				Total:	\$7,983

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

Department: Human Services

Program: 4381 Recreation

Object
Number

51130 PROGRAM SUPPLIES – \$85,500

Special event supplies, \$20,000
Dashing through Montclair, \$1,200
Part-time staff shirts, sweaters/jackets, \$5,800
Full-time staff shirts, sweaters/jackets, \$2,400
Teen and youth programs, \$10,500
Country Fair Jamboree, \$45,000
Summer kick-off, \$600

52050 MAINTENANCE – OTHER EQUIPMENT – \$4,600 *(Only \$3,000 approved in City Manager’s Budget)*

Tune and repair two pianos, \$600
Weight room equipment maintenance, \$4,000

52090 PUBLICATION AND ADVERTISING – \$32,500 *(Only \$22,000 approved in City Manager’s Budget)*

Costs for production of the Human Services Department brochures (3) (Printing, design, and layout), \$29,000
Special event post-cards, \$3,000
Printing costs for youth programs, \$500

52110 COMMUNITY BENEFITS – \$45,000

Contributions to local service agencies.

52120 DUES AND MEMBERSHIPS – \$3,080

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 – \$17,390

Attendance at conferences and meetings – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule A – Travel & Meetings. (General Fund – \$13,790, After-School Program Grant – \$3,600)

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

Holiday events, \$20,000

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

Veterans Day banners, \$7,000

Shirts, \$250

52310 PERFORMING ART SERVICES – \$12,000

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

52450 SPECIAL CONTRACT SERVICES – \$115,040 ***(Only \$100,000 approved in City Manager's Budget)***

Cost of grant writing services, \$100,000

Cost of services to be provided by outside contractors for recreation services, including referees for Youth Basketball League and Youth Volleyball League, \$13,000

Weight room cable television service, \$1,200

Internet hot spot service, \$840

52540 VOCATIONAL TRAINING – \$7,983

Attendance at vocational training classes – for details see "Worksheet – Justification of Conference and In-Service Training Request Schedule B" – Vocational Training. (General Fund – \$1,700; DAAS Grant – \$983; After-School Program Grant – \$5,300)

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

Department: Human Services

Program: 4381 Recreation

Object
Number

52850 CELLULAR PHONE EXPENSE – \$1,125

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

52870 REIMBURSED PROGRAM COSTS – \$61,700

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), \$12,000

Summer and Winter Youth Basketball (awards, pictures, uniforms, coaching shirts, sport balls, and tournaments), \$16,000

Spring and Fall Youth Volleyball (shirts, awards, uniforms, pictures, awards, program materials), \$12,000

Adult basketball (shirts, awards), \$2,100

Adult volleyball (shirts, awards), \$2,100

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

52871 REIMBURSED PROGRAM COSTS – <\$61,700>

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

52920 CAC STIPENDS – \$3,500

52990 MISCELLANEOUS EXPENDITURES – \$10,500 (**Only \$3,000 approved in City Manager's Budget**)

Volunteer expenses, \$1,000

Miscellaneous program expenses, \$2,000

Family Resource Center miscellaneous expenses, \$7,500 – (**Not approved in City Manager's Budget**)

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

Department: Human Services

Program: 4381 Recreation

Object Code	Item	Justification	Cost
62010	Office Furniture	The current desk for the Assistant City Manager/Director of Human Services is over forty years old and does not have the functionality of a modern desk. In addition, the office was expanded and requires the purchase of new furniture such as chairs, cabinets and shelving. The Recreation Coordinator-Sports, currently does not have any office furniture, temporary tables were placed in his office. The office requires a desk, cabinets and shelving. <i>(Only \$5,000 approved in City Manager's Budget)</i>	\$10,000
62020	Three 2023 Ford Explorers	The Human Services Department has three vehicles that are in need of replacement. 1) 1999 Chevrolet Blazer Unit 112 has numerous engine and transmission oil leaks that would require costly removal and repair. The interior is deteriorated, dash is cracked, rear compartment is missing panels that are no longer available for purchase and the exterior paint has sun damage. 2) 1999 Chevrolet S-10 Truck Unit 108 has interior damage due to the sun, the dashboard is severely cracked, exterior paint is very faded and there are oil leaks on the engine that would require removal. Certain parts for this vehicle are difficult to find due to its age, even through aftermarket vendors and manufacturers. 3) 2006 Ford Escape Hybrid Unit 200 has a hybrid battery that only lasts 6-10 years, which will not be much longer. The battery costs \$3,000. The interior head liner is falling down and in need of repair. The Human Services Department is requesting to purchase three new Ford Explorer vehicles at \$40,195 each. (Equipment Replacement Fund) <i>(Moved to General Fund)</i> <i>(Only \$31,150 approved in City Manager's Budget)</i>	\$120,585
62050	Performance Stage	The performance stage currently in use has ongoing maintenance issues and requires new parts annually. The time required to set-up the stage is hindering logistics of the Human Services programming and the set-up is so complex it requires the Recreations Manager's close supervision. A new performance stage is requested that will be more portable and user friendly.	\$13,000
<i>(Only \$49,150 approved in City Manager's Budget)</i>			Total: \$143,585

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	18,488	71,733	68,157	
Services and Supplies	58,786	58,786	58,786	
Capital Outlay	0	0	0	
Total	77,274	130,519	126,943	

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

General Fund	77,274	130,519	126,943	
Total	77,274	130,519	126,943	

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		13,012	0	
Medical Clinic Specialist	1.00	1.00	1.00		47,456	47,456	
Full Time	1.25	1.25	1.25		60,468	47,456	
Total Salaries & Wages					60,468	47,456	
Benefit Costs					5,090	16,681	
PERS Benefit Costs					6,175	4,020	
Total Benefit Costs					11,265	20,701	
TOTAL					71,733	68,157	

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

Personnel Services – \$71,733

Salary requests are for: Health Education Specialist (0.25) – \$13,012, Medical Clinic Specialist (1.00) – \$47,456. Cost allocations are as follows: full-time salaries – \$60,468; benefit costs – \$11,265.

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

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4382	Clinic					
				E10	Personnel Services					
0	5,423	12,632.00	0.00	41010-400-0000	Regular Earnings	0.00	60,468.00	47,456.00	0.00	0.00
0	0	3,825.00	0.00	45220-400-0000	Benefit Plan	0.00	3,900.00	15,600.00	0.00	0.00
0	776	1,751.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,175.00	4,020.00	0.00	0.00
0	513	53.00	0.00	45270-400-0000	LTD Insurance	0.00	267.00	209.00	0.00	0.00
0	36	44.00	0.00	45290-400-0000	Life Insurance	0.00	46.00	184.00	0.00	0.00
0	86	183.00	0.00	45330-400-0000	Medicare	0.00	877.00	688.00	0.00	0.00
0	6,833	18,488	0		Personnel Services Totals:	0.00	71,733	68,157	0	0
				E20	Services & Supplies					
0	11	1,750.00	0.00	51130-400-0000	Program Supplies	0.00	1,750.00	1,750.00	0.00	0.00
1,091	1,717	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
0	0	0.00	0.00	52920-400-0000	Stipends	0.00	2,800.00	2,800.00	0.00	0.00
628	44	600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	600.00	600.00	0.00	0.00
51,856	51,908	55,986	0		Services & Supplies Totals:	0.00	58,786	58,786	0	0
51,856	58,742	74,474	0		EXPENDITURES TOTALS:	0.00	130,519	126,943	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
51,856	58,742	74,474	0		DEPT EXPENSES	0.00	130,519	126,943	0	0
(51,856)	(58,742)	(74,474)	0		Clinic Totals:	0.00	(130,519)	(126,943)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
51,856	58,742	74,474	0		FUND EXPENSES	0.00	130,519	126,943	0	0
(51,856)	(58,742)	(74,474)	0		General Fund Totals:	0.00	(130,519)	(126,943)	0	0
				1164	Immunization Grant - OMSD					
				4382	Clinic					
				E10	Personnel Services					
8,445	39	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
67	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
1,070	5	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
38	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
35	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
2,704	26	0.00	0.00	45300-400-0000	Medical Insurance	0.00	0.00	0.00	0.00	0.00
123	1	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
12,483	72	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	(1,444)	0.00	0.00	51130-400-0000	Program Supplies - OMSD Immune	0.00	0.00	0.00	0.00	0.00
0	(1,444)	0	0		Services & Supplies Totals:	0.00	0	0	0	0
12,483	(1,372)	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
12,483	(1,372)	0	0		DEPT EXPENSES	0.00	0	0	0	0
(12,483)	1,372	0	0		Clinic Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
12,483	(1,372)	0	0		FUND EXPENSES	0.00	0	0	0	0
(12,483)	1,372	0	0		Immunization Grant - OMSD Total:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
64,338	57,369	74,474	0		REPORT EXPENSES	0.00	130,519	126,943	0	0
(64,338)	(57,369)	(74,474)	0		REPORT TOTALS:	0.00	(130,519)	(126,943)	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	187,444	186,244	181,332	
Services and Supplies	11,000	22,600	22,600	
Capital Outlay	0	0	0	
Total	198,444	208,844	203,932	

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

General Fund	143,444	158,844	153,932
Community Dev Block Grant Fund	15,000	10,000	10,000
Senior Support Services Grant	40,000	40,000	40,000
Total	198,444	208,844	203,932

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		59,637	55,187	
Recreation Coordinator	1.00	1.00	1.00		48,285	48,285	
<u>Part-Time</u>							
Transportation Coordinator	2.00	2.00	2.00		33,044	33,044	
Full Time	2.00	2.00	2.00		107,922	103,472	
Part Time	2.00	2.00	2.00		33,044	33,044	
Total Salaries & Wages					140,966	136,516	
Benefit Costs					36,137	36,052	
PERS Benefit Costs					9,141	8,764	
Total Benefit Costs					45,278	44,816	
TOTAL					186,244	181,332	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4383 Senior Citizens

Work Program

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

Units of Measure

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

Personnel Services – \$186,244

Salary requests are for: – Senior Citizens Supervisor (1.00) – \$59,637; Recreation Coordinator (1.00) – \$48,285; Transportation Coordinators (2.00/part-time) – \$33,044. Cost allocations are as follows: full-time salaries – \$107,922; part-time salaries – \$33,044; benefit costs – \$45,278.

Services and Supplies – \$22,600

Funding requested is for: program supplies – \$6,000; special contract services – \$10,000; miscellaneous expenditures – \$6,600.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4383	Senior Citizens					
				E10	Personnel Services					
1,027	16,753	101,566.00	0.00	41010-400-0000	Regular Earnings	0.00	107,922.00	103,472.00	0.00	0.00
15,668	6,559	31,436.00	0.00	42020-400-0000	Part Time Wages	0.00	33,044.00	33,044.00	0.00	0.00
(19,044)	0	-30,000.00	0.00	42021-400-1600	PT Wage Reimb from Fund 1168	0.00	-30,000.00	-30,000.00	0.00	0.00
3,115	(191)	-15,000.00	0.00	42024-400-0000	PT Wage Reimb - CDBG	0.00	-10,000.00	-10,000.00	0.00	0.00
0	0	30,600.00	0.00	45220-400-0000	Benefit Plan	0.00	31,200.00	31,200.00	0.00	0.00
17	1,654	9,182.00	0.00	45250-400-0000	P.E.R.S.	0.00	9,141.00	8,764.00	0.00	0.00
0	90	427.00	0.00	45270-400-0000	LTD Insurance	0.00	476.00	456.00	0.00	0.00
0	74	354.00	0.00	45290-400-0000	Life Insurance	0.00	368.00	368.00	0.00	0.00
800	374	1,929.00	0.00	45330-400-0000	Medicare	0.00	2,044.00	1,979.00	0.00	0.00
3,371	560	1,950.00	0.00	45340-400-0000	Social Security	0.00	2,049.00	2,049.00	0.00	0.00
4,955	25,872	132,444	0		Personnel Services Totals:	0.00	146,244	141,332	0	0
				E20	Services & Supplies					
647	48	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	3,000.00	3,000.00	0.00	0.00
0	2,006	3,000.00	0.00	52450-400-0000	Special Contract Services	0.00	3,000.00	3,000.00	0.00	0.00
0	918	5,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	6,600.00	6,600.00	0.00	0.00
647	2,972	11,000	0		Services & Supplies Totals:	0.00	12,600	12,600	0	0
5,602	28,844	143,444	0		EXPENDITURES TOTALS:	0.00	158,844	153,932	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,602	28,844	143,444	0		DEPT EXPENSES	0.00	158,844	153,932	0	0
(5,602)	(28,844)	(143,444)	0		Senior Citizens Totals:	0.00	(158,844)	(153,932)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,602	28,844	143,444	0		FUND EXPENSES	0.00	158,844	153,932	0	0
(5,602)	(28,844)	(143,444)	0		General Fund Totals:	0.00	(158,844)	(153,932)	0	0
				1132	Community Development Block Gr					
				4383	Senior Citizens					
				E10	Personnel Services					
1,271	0	15,000.00	0.00	42020-400-0000	Golden Express-Part Time Wages	0.00	10,000.00	10,000.00	0.00	0.00
8,729	2,662	0.00	0.00	42024-400-0000	PT Wages Reimb-Golden Express	0.00	0.00	0.00	0.00	0.00
10,000	2,662	15,000	0		Personnel Services Totals:	0.00	10,000	10,000	0	0
10,000	2,662	15,000	0		EXPENDITURES TOTALS:	0.00	10,000	10,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
10,000	2,662	15,000	0		DEPT EXPENSES	0.00	10,000	10,000	0	0
(10,000)	(2,662)	(15,000)	0		Senior Citizens Totals:	0.00	(10,000)	(10,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
10,000	2,662	15,000	0		FUND EXPENSES	0.00	10,000	10,000	0	0
(10,000)	(2,662)	(15,000)	0		Community Development Block Gr	0.00	(10,000)	(10,000)	0	0
				1168	Title IIIB Sr Support Services					
				4383	Senior Citizens					
				E10	Personnel Services					
40,925	26,340	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
19,044	0	30,000.00	0.00	42021-400-0000	Salary/Benefit Reimbursement	0.00	30,000.00	30,000.00	0.00	0.00
593	418	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
2,537	1,721	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
63,100	28,480	30,000	0		Personnel Services Totals:	0.00	30,000	30,000	0	0
				E20	Services & Supplies					
0	3,676	3,000.00	0.00	51130-400-0000	Program Supplies	0.00	3,000.00	3,000.00	0.00	0.00
0	1,853	7,000.00	0.00	52450-400-0000	Special Contract Services	0.00	7,000.00	7,000.00	0.00	0.00
0	5,529	10,000	0		Services & Supplies Totals:	0.00	10,000	10,000	0	0
63,100	34,009	40,000	0		EXPENDITURES TOTALS:	0.00	40,000	40,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
63,100	34,009	40,000	0		DEPT EXPENSES	0.00	40,000	40,000	0	0
(63,100)	(34,009)	(40,000)	0		Senior Citizens Totals:	0.00	(40,000)	(40,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
63,100	34,009	40,000	0		FUND EXPENSES	0.00	40,000	40,000	0	0
(63,100)	(34,009)	(40,000)	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
78,702	65,514	198,444	0		REPORT EXPENSES	0.00	208,844	203,932	0	0
(78,702)	(65,514)	(198,444)	0		REPORT TOTALS:	0.00	(208,844)	(203,932)	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> – \$6,600 Annual Volunteer Recognition Dinner, \$3,300 Volunteer expenses, \$700 Montclair Walkers program expenses, \$700 Community Health fair, \$700 Intergenerational program, \$500 Miscellaneous program expenses, \$700

PROGRAM BUDGET SUMMARY – 1

Program Number 4384

Department	Division	Program
Human Services		Nutritional Meals

Program Description

Provide a well-balanced nutritional meal service to senior citizens in the community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	64,909	64,033	64,033	
Services and Supplies	141,650	141,650	141,650	
Capital Outlay	0	0	0	
Total	206,559	205,683	205,683	
Personnel Authorized	3.00 (PT)	3.00 (PT)	3.00 (PT)	

Source of Funds

General Fund	7,000	7,000	7,000
DAAS Grant/Donations	199,559	198,683	198,683
Total	206,559	205,683	205,683

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		23,751	23,751	
Kitchen Assistant	1.00	1.00	1.00		17,192	17,192	
Health Education Intern	1.00	1.00	1.00		17,264	17,264	
Part Time	3.00	3.00	3.00		58,207	58,207	
Total Salaries & Wages					58,207	58,207	
Benefit Costs					2,979	2,979	
PERS Benefit Costs					2,847	2,847	
Total Benefit Costs					5,826	5,826	
TOTAL					64,033	64,033	

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 – \$64,033

Salary requests are for: Nutrition Site Manager (1.00/part-time) – \$23,751; Kitchen Assistant (1.00/part-time) – \$17,192; Health Education Intern (0.50/part-time) – \$17,264. Cost allocations are as follows: part-time salaries – \$58,207; benefit costs – \$5,826.

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

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4384	Nutritional Meals					
				E10	Personnel Services					
68,111	60,470	0.00	0.00	41010-400-1600	Regular Earnings	0.00	0.00	0.00	0.00	0.00
6,217	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
4,834	(878)	0.00	0.00	42025-400-0000	PT Wage Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
1,426	1,338	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
617	441	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
385	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
81,589	61,371	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	0	7,000.00	0.00	52870-400-0000	Program Costs - Reimbursement	0.00	7,000.00	7,000.00	0.00	0.00
0	0	7,000	0		Services & Supplies Totals:	0.00	7,000	7,000	0	0
81,589	61,371	7,000	0		EXPENDITURES TOTALS:	0.00	7,000	7,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
81,589	61,371	7,000	0		DEPT EXPENSES	0.00	7,000	7,000	0	0
(81,589)	(61,371)	(7,000)	0		Nutritional Meals Totals:	0.00	(7,000)	(7,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
81,589	61,371	7,000	0		FUND EXPENSES	0.00	7,000	7,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(81,589)	(61,371)	(7,000)	0		General Fund Totals:	0.00	(7,000)	(7,000)	0	0
				1132	Community Development Block Gr					
				4384	Nutritional Meals					
				E10	Personnel Services					
3,324	20,407	0.00	0.00	42025-400-0000	PT Wage Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
48	283	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
206	1,082	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
3,578	21,772	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
1,668	3,955	0.00	0.00	51130-400-0000	Program Supplies - CDBG-CV	0.00	0.00	0.00	0.00	0.00
32,983	37,290	0.00	0.00	52450-400-0000	Special Contract Svcs-CDBG-CV	0.00	0.00	0.00	0.00	0.00
34,652	41,245	0	0		Services & Supplies Totals:	0.00	0	0	0	0
38,230	63,017	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
38,230	63,017	0	0		DEPT EXPENSES	0.00	0	0	0	0
(38,230)	(63,017)	0	0		Nutritional Meals Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
38,230	63,017	0	0		FUND EXPENSES	0.00	0	0	0	0
(38,230)	(63,017)	0	0		Community Development Block Gr	0.00	0	0	0	0
				1138	Senior Nutrition Fund					
				4384	Nutritional Meals					
				E10	Personnel Services					
258	2,933	0.00	0.00	41010-400-1600	Regular Earnings COVID-19	0.00	0.00	0.00	0.00	0.00
29,227	15,740	51,800.00	0.00	42020-400-0000	Part Time Wages	0.00	58,207.00	58,207.00	0.00	0.00
83,146	81,239	0.00	0.00	42020-400-1600	PT Wages COVID-19	0.00	0.00	0.00	0.00	0.00
1,297	2,488	2,342.00	0.00	45250-400-0000	P.E.R.S.	0.00	2,847.00	2,847.00	0.00	0.00
24	77	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
23	68	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
1,633	1,608	865.00	0.00	45330-400-0000	Medicare	0.00	843.00	843.00	0.00	0.00
6,347	5,492	2,102.00	0.00	45340-400-0000	Social Security	0.00	2,136.00	2,136.00	0.00	0.00
121,955	109,644	57,109	0		Personnel Services Totals:	0.00	64,033	64,033	0	0
				E20	Services & Supplies					
15,806	9,456	7,500.00	0.00	51130-400-0000	Consumable Supplies	0.00	7,500.00	7,500.00	0.00	0.00
1,890	2,080	3,100.00	0.00	52190-400-0000	Consultants	0.00	3,100.00	3,100.00	0.00	0.00
129,746	103,281	115,350.00	0.00	52450-400-0000	Catered Food	0.00	115,350.00	115,350.00	0.00	0.00
1,319	1,044	6,500.00	0.00	52451-400-0000	Raw Food	0.00	6,500.00	6,500.00	0.00	0.00
(1,693)	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,871	1,938	2,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,200.00	2,200.00	0.00	0.00
148,939	117,798	134,650	0		Services & Supplies Totals:	0.00	134,650	134,650	0	0
				E30	Capital Outlay					
0	0	7,800.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	7,800	0		Capital Outlay Totals:	0.00	0	0	0	0
270,894	227,443	199,559	0		EXPENDITURES TOTALS:	0.00	198,683	198,683	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
270,894	227,443	199,559	0		DEPT EXPENSES	0.00	198,683	198,683	0	0
(270,894)	(227,443)	(199,559)	0		Nutritional Meals Totals:	0.00	(198,683)	(198,683)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
270,894	227,443	199,559	0		FUND EXPENSES	0.00	198,683	198,683	0	0
(270,894)	(227,443)	(199,559)	0		Senior Nutrition Fund Totals:	0.00	(198,683)	(198,683)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
390,714	351,830	206,559	0		REPORT EXPENSES	0.00	205,683	205,683	0	0
(390,714)	(351,830)	(206,559)	0		REPORT TOTALS:	0.00	(205,683)	(205,683)	0	0

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

Department: Human Services

Program: 4384 Nutritional Meals

Object
Number

51130	<u>PROGRAM SUPPLIES</u> – \$7,500 Non–food consumable supplies. (DAAS Grant)
52190	<u>SPECIAL CONSULTING SERVICES</u> – \$3,100 Consultant fees for Dietitian. (DAAS Grant)
52450	<u>SPECIAL CONTRACTING SERVICES</u> – \$115,350 Catered food costs. (DAAS Grant)
52451	<u>RAW FOOD</u> – \$6,500 All other food item costs (i.e. not catered food) to support the Senior Nutrition program. (DAAS Grant)
52870	<u>REIMBURSED PROGRAM COSTS</u> – \$7,000 Senior birthday party expenses.
52871	<u>REIMBURSED PROGRAM COSTS</u> – <\$7,000> Reimbursement to the City from residents for the costs related to senior programs.
52990	<u>MISCELLANEOUS EXPENDITURES</u> – \$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	55,466	58,076	0	
Services and Supplies	26,651	33,201	28,201	
Capital Outlay	0	0	0	
Total	82,117	91,277	28,201	

Personnel Authorized	0.75 (FT)	0.75 (FT)	0.75 (FT)
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Source of Funds

General Fund	64,966	71,576	8,500
City of Hope	700	1,000	1,000
Kaiser Permanente Foundation	0	3,000	3,000
Healthy Comm. Strategic Plan	16,451	15,701	15,701
Total	82,117	91,277	28,201

DETAIL OF SALARIES AND WAGES

Department: Human Services

Program: 4385 Family and Health Education

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Health Education Specialist	0.75	0.75	0.75		39,036	0	
Full Time	0.75	0.75	0.75		39,036	0	
Benefit Costs					12,576	0	
PERS Benefit Costs					6,464	0	
Total Benefit Costs					19,040	0	
TOTAL					58,076	0	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4385 Family and Health Education

Work Program

Family and Health Education is comprised of the Healthy Montclair Initiative which strives to improve the health of all who live, work and play in Montclair. The Healthy Montclair initiative addresses the social determinants of health, including education, healthcare, food, neighborhood/community environment, poverty and safety, through community outreach and engagement. A key program of the initiative is Montclair Por La Vida. Por La Vida trains and educates community members to become *consejeras* or community health workers. These *consejeras* are trained to become leaders in the community promoting health leading many of our community programs.

Units of Measure

1. An increased knowledge of healthy lifestyle choices by Montclair Por La Vida *consejeras*, community health workers, and participants.
 2. Improve access to health-related resources for primary care, healthy food, physical activities and community resources.
 3. Promote health through community engagement, outreach, and educational activities.
-

Personnel Services – \$58,076

Salary requests are for: Health Education Specialist (0.75) – \$39,036. Cost allocations are as follows: full-time salaries – \$39,036; benefit costs – \$19,040.

Services and Supplies – \$33,201

Funding requested is for: program supplies – \$25,701; publication and advertising – \$500; stipend/classroom assistance – \$6,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4385	Family and Health Education					
				E10	Personnel Services					
25,337	16,390	37,896.00	0.00	41010-400-0000	Regular Earnings	0.00	39,036.00	0.00	0.00	0.00
1,128	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
202	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	11,475.00	0.00	45220-400-0000	Benefit Plan	0.00	11,700.00	0.00	0.00	0.00
3,212	2,343	5,252.00	0.00	45250-400-0000	P.E.R.S.	0.00	6,464.00	0.00	0.00	0.00
115	1,541	160.00	0.00	45270-400-0000	LTD Insurance	0.00	172.00	0.00	0.00	0.00
104	108	133.00	0.00	45290-400-0000	Life Insurance	0.00	138.00	0.00	0.00	0.00
387	258	550.00	0.00	45330-400-0000	Medicare	0.00	566.00	0.00	0.00	0.00
70	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
30,554	20,640	55,466	0		Personnel Services Totals:	0.00	58,076	0	0	0
				E20	Services & Supplies					
3,031	1,897	7,000.00	0.00	51130-400-0000	Program Supplies	0.00	12,000.00	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
678	9	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
3,709	1,906	7,500	0		Services & Supplies Totals:	0.00	13,500	8,500	0	0
34,263	22,545	62,966	0		EXPENDITURES TOTALS:	0.00	71,576	8,500	0	0

2021	2022	2023	2023	Account	Description	FTE	2024	2024	2024	2024
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
34,263	22,545	62,966	0		DEPT EXPENSES	0.00	71,576	8,500	0	0
(34,263)	(22,545)	(62,966)	0		Family and Health Education Totals	0.00	(71,576)	(8,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
34,263	22,545	62,966	0		FUND EXPENSES	0.00	71,576	8,500	0	0
(34,263)	(22,545)	(62,966)	0		General Fund Totals:	0.00	(71,576)	(8,500)	0	0
				1161	OTS Grant					
				4385	Family and Health Education					
				E10	Personnel Services					
48	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
3	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
52	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
172	0	0.00	0.00	51060-400-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
1,327	0	0.00	0.00	52090-400-0000	Publication & Advertising	0.00	0.00	0.00	0.00	0.00
5,850	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
7,349	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
7,401	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,401	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(7,401)	0	0	0		Family and Health Education Totals	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,401	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(7,401)	0	0	0		OTS Grant Totals:	0.00	0	0	0	0
				1162	City of Hope					
				4385	Family and Health Education					
				E20	Services & Supplies					
299	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	1,000.00	1,000.00	0.00	0.00
0	0	700.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	0.00	0.00	0.00	0.00
299	0	700	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
299	0	700	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
299	0	700	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
(299)	0	(700)	0		Family and Health Education Totals	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
299	0	700	0		FUND EXPENSES	0.00	1,000	1,000	0	0
(299)	0	(700)	0		City of Hope Totals:	0.00	(1,000)	(1,000)	0	0
				1166	Kaiser Permanente Grant					
				4385	Family and Health Education					
				E20	Services & Supplies					
0	33	0.00	0.00	51130-400-0000	Program Supplies	0.00	3,000.00	3,000.00	0.00	0.00
901	765	0.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
901	798	0	0		Services & Supplies Totals:	0.00	3,000	3,000	0	0
901	798	0	0		EXPENDITURES TOTALS:	0.00	3,000	3,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
901	798	0	0		DEPT EXPENSES	0.00	3,000	3,000	0	0
(901)	(798)	0	0		Family and Health Education Totals	0.00	(3,000)	(3,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
901	798	0	0		FUND EXPENSES	0.00	3,000	3,000	0	0
(901)	(798)	0	0		Kaiser Permanente Grant Totals:	0.00	(3,000)	(3,000)	0	0
				1169	Healthy Comm Strategic Plan					
				4385	Family and Health Education					
				E20	Services & Supplies					
0	0	0.00	0.00	51060-400-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00
1,019	1,829	9,340.00	0.00	51130-400-0000	Program Supplies	0.00	9,701.00	9,701.00	0.00	0.00
180	0	7,111.00	0.00	52921-400-0000	Stipends-Classroom Assistance	0.00	6,000.00	6,000.00	0.00	0.00
1,199	1,829	16,451	0		Services & Supplies Totals:	0.00	15,701	15,701	0	0
1,199	1,829	16,451	0		EXPENDITURES TOTALS:	0.00	15,701	15,701	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,199	1,829	16,451	0		DEPT EXPENSES	0.00	15,701	15,701	0	0
(1,199)	(1,829)	(16,451)	0		Family and Health Education Totals	0.00	(15,701)	(15,701)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,199	1,829	16,451	0		FUND EXPENSES	0.00	15,701	15,701	0	0
(1,199)	(1,829)	(16,451)	0		Healthy Comm Strategic Plan Total	0.00	(15,701)	(15,701)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
44,063	25,172	80,117	0		REPORT EXPENSES	0.00	91,277	28,201	0	0
(44,063)	(25,172)	(80,117)	0		REPORT TOTALS:	0.00	(91,277)	(28,201)	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 – \$25,701 (***Only \$20,701 approved in City Manager’s Budget***)
Community health, \$13,701 (Healthy Community Strategic Plan – \$9,701; Kaiser Permanente – \$3,000; City of Hope – \$1,000)
Community Garden and Fruit Park materials, \$12,000 (***Only \$7,000 approved in City Manager’s Budget***)
- 52090 PUBLICATION AND ADVERTISING – \$500
Community health programming.
- 52921 STIPEND – CLASSROOM ASSISTANCE – \$6,000
Consejeras, \$6,000 (Healthy Community Strategic Plan)
- 52990 MISCELLANEOUS EXPENDITURES – \$1,000
Healthy Montclair activity supplies and refreshments.

PROGRAM BUDGET SUMMARY – 1

Program Number 4387

Department	Division	Program
Human Services		After-School Program

Program Description

The Montclair After-School Program (MAP) provides expanded learning opportunities through academic assistance, enrichment and recreation activities to over 1,000 students in kindergarten through eighth grade at 11 sites.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,152,855	1,807,390	1,807,390	
Services and Supplies	314,715	275,835	275,835	
Capital Outlay	0	0	0	
Total	1,467,570	2,083,225	2,083,225	
Personnel Authorized	3.75 (FT) 66.00 (PT)	3.55 (FT) 165.00 (PT)	3.55 (FT) 165.00 (PT)	

Source of Funds

After-School Program Grant Fund	1,342,570	2,083,225	2,083,225
ASES Supplemental Grant Fund	125,000	0	0
Total	1,467,570	2,083,225	2,083,225

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	0.45	0.25	0.25		20,582	20,582	
MAP Supervisor	1.00	1.00	1.00		70,772	70,772	
MAP Coordinator	2.00	2.00	2.00		127,202	127,202	
Administrative Analyst	0.30	0.30	0.30		22,166	22,166	
<u>Part-Time</u>							
Senior Learning Leader	11.00	15.00	15.00		392,975	392,975	
Learning Leaders	55.00	150.00	150.00		969,650	969,650	
Full Time	3.75	3.55	3.55		240,722	240,722	
Part Time	66.00	165.00	165.00		1,362,625	1,362,625	
Benefit Costs					171,092	171,092	
PERS Benefit Costs					32,951	32,951	
Total Benefit Costs					204,043	204,043	
TOTAL					1,807,390	1,807,390	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Human Services		4387 After-School Program

Work Program

The Montclair After School Program (MAP), provided in partnership with the Ontario-Montclair School District through After School Education and Safety (ASES) Expanded Learning Program funds, ASES Supplemental funds and the Expanded Learning Opportunity (ELOP) funds offers enrichment programs, homework assistance, physical education, and recreation activities.

Units of Measure

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

Personnel Services – \$1,807,390

Salary requests are for: Recreation Manager (0.25) – \$20,582; MAP Supervisor (1.00) – \$70,772; MAP Coordinator (2.00) – \$127,202; Administrative Analyst (0.30) – \$22,166; Senior Learning Leader (11.00/part-time) – \$392,975; Learning Leaders/Substitute Learning Leader (55.00/part-time) – \$969,650. Cost allocations are as follows: full-time salaries – \$240,722; part-time salaries – \$1,362,625; benefit costs – \$204,043.

Services and Supplies – \$225,835

Funding requested is for: uniforms – \$8,000; program supplies – \$125,000; publication and advertising – \$10,000; special contract services – \$125,000; cellular phone expense – \$7,835.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1160	After-School Program Grant					
				4387	After-School Program					
				E10	Personnel Services					
207,147	244,084	237,079.00	0.00	41010-400-0000	Regular Earnings - ASP	0.00	240,722.00	240,722.00	0.00	0.00
221,680	666,377	761,845.00	0.00	42020-400-0000	Part Time Wages - ASP	0.00	1,362,625.00	1,362,625.00	0.00	0.00
34,534	11,691	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
(101,000)	(109,846)	-115,000.00	0.00	42022-400-0000	PT Wages - ASES Supplemental	0.00	0.00	0.00	0.00	0.00
0	171	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
2,449	5,529	3,372.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,585.00	4,585.00	0.00	0.00
0	0	57,960.00	0.00	45220-400-0000	Benefit Plan	0.00	56,340.00	56,340.00	0.00	0.00
0	0	1,061.00	0.00	45240-400-0000	Deferred Compensation	0.00	617.00	617.00	0.00	0.00
23,645	27,796	27,984.00	0.00	45250-400-0000	P.E.R.S.	0.00	32,951.00	32,951.00	0.00	0.00
991	1,064	998.00	0.00	45270-400-0000	LTD Insurance	0.00	1,061.00	1,061.00	0.00	0.00
798	802	834.00	0.00	45290-400-0000	Life Insurance	0.00	759.00	759.00	0.00	0.00
6,755	13,470	14,487.00	0.00	45330-400-0000	Medicare	0.00	23,247.00	23,247.00	0.00	0.00
15,887	41,921	47,235.00	0.00	45340-400-0000	Social Security	0.00	84,483.00	84,483.00	0.00	0.00
412,886	903,059	1,037,855	0		Personnel Services Totals:	0.00	1,807,390	1,807,390	0	0
				E20	Services & Supplies					
2,380	7,958	8,000.00	0.00	51100-400-0000	Uniforms	0.00	8,000.00	8,000.00	0.00	0.00
23,363	68,197	75,000.00	0.00	51130-400-0000	Program Supplies	0.00	125,000.00	125,000.00	0.00	0.00
1,020	7,346	10,000.00	0.00	52090-400-0000	Publication & Advertising	0.00	10,000.00	10,000.00	0.00	0.00
24,000	63,850	205,000.00	0.00	52450-400-0000	Special Contract Services	0.00	125,000.00	125,000.00	0.00	0.00
6,290	7,752	6,715.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	7,835.00	7,835.00	0.00	0.00
57,054	155,103	304,715	0		Services & Supplies Totals:	0.00	275,835	275,835	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
469,939	1,058,162	1,342,570	0		EXPENDITURES TOTALS:	0.00	2,083,225	2,083,225	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
469,939	1,058,162	1,342,570	0		DEPT EXPENSES	0.00	2,083,225	2,083,225	0	0
(469,939)	(1,058,162)	(1,342,570)	0		After-School Program Totals:	0.00	(2,083,225)	(2,083,225)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
469,939	1,058,162	1,342,570	0		FUND EXPENSES	0.00	2,083,225	2,083,225	0	0
(469,939)	(1,058,162)	(1,342,570)	0		After-School Program Grant Totals:	0.00	(2,083,225)	(2,083,225)	0	0
101,000	109,846	115,000.00	0.00	1171 4387 E10 42022-400-0000	ASES Supplemental Grant After-School Program Personnel Services Part Time Wages - ASP	0.00	0.00	0.00	0.00	0.00
101,000	109,846	115,000	0		Personnel Services Totals:	0.00	0	0	0	0
2,399	0	0.00	0.00	E20 51100-400-0000	Services & Supplies Uniforms	0.00	0.00	0.00	0.00	0.00
2,995	9,867	10,000.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
5,393	9,867	10,000	0		Services & Supplies Totals:	0.00	0	0	0	0
106,393	119,713	125,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
106,393	119,713	125,000	0		DEPT EXPENSES	0.00	0	0	0	0
(106,393)	(119,713)	(125,000)	0		After-School Program Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
106,393	119,713	125,000	0		FUND EXPENSES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(106,393)	(119,713)	(125,000)	0		ASES Supplemental Grant Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
576,333	1,177,875	1,467,570	0		REPORT EXPENSES	0.00	2,083,225	2,083,225	0	0
(576,333)	(1,177,875)	(1,467,570)	0		REPORT TOTALS:	0.00	(2,083,225)	(2,083,225)	0	0

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

Department: Human Services

Program: 4387 After School Program

Object
Number

51100	<u>UNIFORMS</u> – \$8,000 Staff uniforms. (After-School Program Grant)
51130	<u>PROGRAM SUPPLIES</u> – \$125,000 Expanded Learning Program supplies. (After-School Program Grant)
52090	<u>PUBLICATION AND ADVERTISING</u> – \$10,000 Expanded Learning Program advertising materials. (After-School Program Grant)
52450	<u>SPECIAL CONTRACT SERVICES</u> – \$125,000 Staffing services, \$20,000 (After-School Program Grant) MAP Presenters/Speakers/Instructors, \$75,000 (After-School Program Grant) Expanded Learning Program assistance, \$30,000 (After-School Program Grant)
52850	<u>CELLULAR PHONE EXPENSE</u> – \$7,835 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	9,645,527	11,301,118	10,710,657	
Services and Supplies	1,604,988	1,512,969	1,428,055	
Capital Outlay	1,321,478	260,100	218,400	
Total	12,571,993	13,074,187	12,357,112	

Personnel Authorized	76.50 (FT) 26.00 (PT)	78.50 (FT) 26.00 (PT)	79.00 (FT) 26.00 (PT)
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Department Distribution

Administration	596,096	541,130	540,094
Support Services	756,008	893,148	886,148
Technical Services	430,811	475,711	448,627
Records	678,217	713,308	686,207
Investigations	1,559,999	1,573,431	1,511,731
Uniform Patrol	7,337,486	7,641,883	7,105,748
Communications	1,017,792	1,061,980	1,006,526
Volunteer Services	61,918	68,568	68,568
Emergency Preparedness	133,666	105,028	103,463
Total	12,571,993	13,074,187	12,357,112

Source of Funds

General Fund	10,280,571	12,026,789	11,150,808
Forfeiture Fund – State	26,995	0	0
Prop 30 / AB 109	50,900	0	0
SB 509 Public Safety Fund	555,988	463,068	544,074
Forfeiture Fund – Federal	143,800	0	0
State Forfeiture – 15% Set Aside	7,200	0	0
Forfeiture Fund – Treasury	19,960	0	0
School District Grant Fund	109,512	124,230	124,230
COPS ELEAS Grant Fund	349,997	200,000	400,000
Safety Department Grants	704,766	0	0
Equipment Replacement Fund	322,304	260,100	138,000
Total	12,571,993	13,074,187	12,357,112

**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		
Full Time:								
<u>Executive Director of Public Safety</u>								
Robert Avels	E		6.0	19,463			116,778	116,778
<u>Police Captain</u>								
Jason Reed	E		12.0	15,672			188,064	188,064
<u>Police Lieutenant</u>								
Brandon Kumanski	E		12.0	13,703			164,436	164,436
James Michel	E		12.0	13,703			164,436	164,436
Brian Ventura	E		12.0	13,703			164,436	164,436
<u>Police Sergeant</u>								
Javier Aguilar	C	05/20/23	10.8	10,080	1.2	10,584	126,428	126,428
Rodelino Godoy	B	01/18/23	6.7	9,600	5.3	10,080	122,454	122,454
Andrew Graziano	E		12.0	11,113			138,690	138,690
Miguel Huerta	B	07/17/22	0.5	9,600	11.5	10,080	125,549	125,549
Michael Pena	A	09/12/22	2.4	9,143	9.6	9,600	118,667	118,667
Jacob Riedell	C	08/15/22	1.5	10,080	10.5	10,584	131,302	131,302
Michael Zerr	E		12.0	11,113			138,690	138,690
Vacant	A		6.0	9,143	6.0	9,600	116,956	116,956
<u>Police Officer</u>								
Alyssa Barrera	C	03/29/23	8.9	7,583	3.1	7,962	95,858	95,858
Brian Blyther	E		12.0	8,360			104,333	104,333
Jerad Burns	E		12.0	8,360			104,333	104,333
Josafhat Cardenas Borboa	A	09/12/22	2.4	6,878	9.6	7,222	89,272	89,272

**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>								
Anthony del Rio	E		12.0	8,360			104,333	104,333
Ricci Desist	E		12.0	8,360			104,333	104,333
George Fonseca	A	09/12/22	2.4	6,878	9.6	7,222	89,272	89,272
Joshua Garabedian	E		12.0	8,360			104,333	104,333
Sigifredo Gonzalez	A		12.0	6,878			85,837	85,837
Alma Hernandez	D	04/27/23	9.9	7,962	2.1	8,360	100,235	100,235
Salvador Herrera	C	01/25/23	6.8	7,583	5.2	7,962	96,686	96,686
Miguel Hidalgo	C	06/21/23	11.7	7,583	.3	7,962	94,754	94,754
Jesse James	D	09/16/22	2.5	7,962	9.5	8,360	103,298	103,298
Jorge Lopez	C	07/06/22	0.2	7,583	11.8	7,962	99,287	99,287
Sean Mackey	E		12.0	8,360			104,333	104,333
Natalia Magana	A	12/19/22	5.7	6,878	6.3	7,222	88,091	88,091
Destinee Mireles	C	06/21/23	11.7	7,583	.3	7,962	94,754	94,754
Travis Mondrala	B	12/21/22	5.8	7,222	6.2	7,583	92,458	92,458
Ivan Oseguera	A	12/19/22	5.7	6,878	6.3	7,222	88,091	88,091
Amanda Riedell	E		12.0	8,360			104,333	104,333
Danielle Rodriguez	C	09/08/22	2.3	7,583	9.7	7,962	98,459	98,459
Jimmy Rodriguez-Ballesteros	B	12/19/22	11.8	7,222	0.2	7,583	90,205	90,205
Maria Ruby Rubalcava-Delgadillo	A	01/02/23	0.1	6,878	11.9	7,222	90,095	90,095
Nicholas Sanchez	C	09/14/22	2.5	7,583	9.5	7,962	98,381	98,381
Dailynn Santoro	B	12/20/22	2.5	7,222	9.5	7,583	93,698	93,698
Michael Searing	E		12.0	8,360			104,333	104,333
Angelo St. John	E		12.0	8,360			104,333	104,333
Allison Stevens	B	12/20/22	5.7	7,222	6.3	7,583	92,496	92,496
Kyle Taylor	A	07/25/22	0.8	6,878	11.2	7,222	89,845	89,845
Christopher Vera	C	09/14/22	2.5	7,583	9.5	7,962	98,381	98,381
Jaime Yoteco	B	12/20/22	2.5	7,222	9.5	7,583	93,698	93,698

**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>								
Eric Zamora	C	04/19/23	9.8	7,583	2.2	7,962	95,503	95,503
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant	A		12.0	6,878			85,837	85,837
Vacant in lieu (Unfunded)	A		12.0	0			0	0
Vacant in lieu (Unfunded)	A		12.0	0			0	0
<u>Police Services Supervisor</u>								
Vacant	A		6.0	5,793	6.0	6,083	73,394	73,394
<u>Administrative Aide</u>								
Marci Butler	E		12.0	5,577			68,932	68,932
Deborah Maldonado	E		12.0	5,577			68,932	68,932
<u>Administrative Specialist</u>								
Jennifer Noritake	E		12.0	4,949			61,170	61,170
<u>Crime Analyst</u>								
Vacant	A		6.0	5,303	6.0	5,568	67,183	67,183

**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> Brenda Saravia	E		12.0	8,137			100,573	100,573
<u>Police Dispatcher</u> Rayza Virgen-Estrada	A		12.0	4,626			57,177	57,177
Vacant	A		12.0	4,626			57,177	57,177
<u>Senior Police Dispatcher</u> Angie Alvarez	A	06/27/23	11.9	4,991	0.1	5,241	61,715	61,715
Nicole Cabadas	D	08/15/22	1.5	5,778	10.5	6,067	74,542	74,542
Efrain Hernandez	E		12.0	6,067			74,988	74,988
Nadine Portillo	A	06/27/23	11.9	4,991	0.1	5,241	61,715	61,715
Laura Rico	E		12.0	6,067			74,988	74,988
Vacant	A		6.0	4,991	6.0	5,241	63,234	63,234
Vacant	A		6.0	4,991	6.0	5,241	63,234	63,234
<u>Police Services Specialist</u> Silvia Carlos	E		12.0	4,328			53,494	53,494
Regina Davis	E		12.0	4,328			53,494	53,494
Stacey LaBeau	B	10/10/22	9.5	3,739	2.5	3,926	46,696	46,696
Eliana Lopez	E		12.0	4,328			53,494	53,494
Elizabeth Ramirez	D	10/10/22	3.4	4,122	8.6	4,328	52,773	52,773
Melisa Schneider	E		12.0	4,328			53,494	53,494
<u>Property Custody Clerk</u> Alyssa Slaughter	E		12.0	4,122			50,948	50,948

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

DEPARTMENT: POLICE

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Receptionist/Office Specialist</u> Cristina Arizpe	B	11/07/22	10.4	3,524	1.6	3,701	43,848	43,848
<u>Administration to other Departments/Entities</u>								
Avels (Fire)							-58,389	-58,389
Police Services (CFD - Paseos/Alexan)							-13,807	-13,807
Police Services (CFD - Arrow Station)							-3,650	-3,650
Public Safety Admin (CFD - Paseos/Alexan)							-4,538	-4,538
Public Safety Admin (CFD - Arrow Station)							-2,269	-2,269
<u>Part Time:</u>								
<u>Police Officer</u> David Taylor (20 hrs week)						48.23 hr.	52,166	52,166
<u>Police Background Investigator</u> Ronald Foss (20 hrs week)						35.69 hr.	37,118	37,118
<u>Reserve Police Officer</u> David Conrad			12.0	300			3,600	3,600
Keith Dow			12.0	300			3,600	3,600
Ronald Foss - Captain			12.0	600			7,200	7,200
Randolph Ortiz - Sergeant			12.0	400			4,800	4,800
Vacant			12.0	300			3,600	3,600
Vacant			12.0	300			3,600	3,600
Vacant - Sergeant - (Unfunded)			12.0				0	0
Vacant - Sergeant - (Unfunded)			12.0				0	0
Vacant - (Unfunded)			12.0				0	0

**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>Reserve Police Officer (continued)</u>									
Vacant - (Unfunded)			12.0				0	0	
Vacant - (Unfunded)			12.0				0	0	
<u>Police Cadet</u>									
Adrian Anguiano (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
Desiree Mercado (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
Vacant (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
Vacant (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
Vacant (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
Vacant (20 hrs week)				16.06 hr.		16.86 hr	17,118	17,118	
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>									
Nguyet Trinh Khac Ly (18 hrs week)				16.46 hr.		17.28 hr	15,790	15,790	
Vacant (18 hrs week)				16.46 hr.		17.28 hr	15,790	15,790	
<u>Senior Police Dispatcher (Relief)</u>									
Samantha Julien-Rohman							30,000	30,000	
Krista Ortiz									
Salary Requirements:							(FT)	7,041,612	7,041,612
							(PT)	279,972	279,972
							TOTAL	7,321,584	7,321,584

DETAIL OF SALARIES AND WAGES

Department: Police

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
<u>Sworn</u>							
Executive Dir Public Safety	1.00	1.00	1.00		233,556	116,778	
Admin from other Depts	-0.50	-0.50	0.00		-116,778	0	
	0.50	0.50	1.00		116,778	116,778	
Captain	1.00	1.00	1.00		188,064	188,064	
Lieutenant	3.00	3.00	3.00		493,308	493,308	
Sergeant	8.00	8.00	8.00		1,018,736	1,018,736	
Officer	41.00	43.00	43.00		4,043,897	3,870,184	
Admin other Depts - CFDs					-17,457	-17,457	
<u>Civilian</u>							
Police Services Supervisor	1.00	1.00	1.00		87,039	73,394	
Administrative Aide	2.00	2.00	2.00		137,864	137,864	
Administrative Specialist	1.00	1.00	1.00		61,170	61,170	
Crime Analyst	1.00	1.00	1.00		67,183	67,183	
Police Dispatch Supervisor	1.00	1.00	1.00		100,573	100,573	
Police Services Specialist	6.00	6.00	6.00		313,445	313,445	
Police Dispatcher	4.00	2.00	2.00		114,354	114,354	
Senior Police Dispatchers	5.00	7.00	7.00		486,608	474,416	
Property Custody Clerk	1.00	1.00	1.00		50,948	50,948	
Receptionist/Office Specialist	1.00	1.00	1.00		43,848	43,848	
Admin other Depts - CFDs					-6,807	-6,807	
<u>Part-Time</u>							
Police Officer	1.00	1.00	1.00		52,166	52,166	
Police Background Investigator	1.00	1.00	1.00		37,118	37,118	
Reserve Officer	11.00	11.00	11.00		26,400	26,400	
Police Cadet	9.00	9.00	9.00		102,708	102,708	
Data Entry Clerk	2.00	2.00	2.00		31,580	31,580	
Senior Police Dispatcher (Relief)	2.00	2.00	2.00		30,000	30,000	
Full Time	77.00	79.00	79.00		7,440,593	7,124,265	
Admin other Departments	-0.50	-0.50	0.00		-141,042	-24,264	
Total FT Positions/Salaries	76.50	78.50	79.00		7,299,551	7,100,001	
Part Time	26.00	26.00	26.00		279,972	279,972	
Additional Pay					165,592	162,984	
Overtime					819,000	500,000	
Total Salaries & Wages					8,564,115	8,042,957	
Benefit Costs					1,605,084	1,549,623	
PERS Benefit Costs					1,182,487	1,118,077	
Benefit Costs other Depts					-50,568	0	
Total Benefit Costs					2,737,003	2,667,700	
TOTAL					11,301,118	10,710,657	

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	243,283	266,005	267,009	
Services and Supplies	352,813	275,125	273,085	
Capital Outlay	0	0	0	
Total	596,096	541,130	540,094	
Personnel Authorized	1.50 (FT)	1.50 (FT)	2.00 (FT)	

Source of Funds

General Fund	284,649	317,176	317,190
Forfeiture Fund – State	15,000	0	0
SB 509 Public Safety Fund	225,913	223,954	222,904
State Forfeiture – 15% Set Aside	7,200	0	0
Forfeiture Fund – Treasury	10,724	0	0
COPS ELEAS Grant Fund	49,550	0	0
Safety Department Grants	3,060	0	0
Total	596,096	541,130	540,094

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		233,556	116,778	
Admin to other Depts	-0.50	-0.50	0.00		-116,778	0	
	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>		<u>116,778</u>	<u>116,778</u>	
Administrative Aide	1.00	1.00	1.00		68,932	68,932	
Admin other Depts - CFDs					-6,807	-6,807	
Full Time	2.00	2.00	2.00		302,488	185,710	
Admin other Departments	-0.50	-0.50	0.00		-123,585	-6,807	
Total FT Positions/Salaries	<u>1.50</u>	<u>1.50</u>	<u>2.00</u>		<u>178,903</u>	<u>178,903</u>	
Additional Pay					900	900	
Overtime					1,000	1,000	
Total Salaries & Wages					<u>180,803</u>	<u>180,803</u>	
Benefit Costs					61,038	43,132	
PERS Benefit Costs					74,732	43,074	
Benefit Costs to other Depts					-50,568	0	
Total Benefit Costs					<u>85,202</u>	<u>86,206</u>	
TOTAL					266,005	267,009	

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 – \$266,005

Salary requests are for: Executive Director of Public Safety (0.50) – \$116,778; Administrative Aide (1.00) – \$68,932; Admin Other Departments – CFDs – <\$6,807>. Cost allocations are as follows: full-time salaries – \$178,903; additional pay – \$900; overtime – \$1,000; benefit costs – \$85,202.

Services and Supplies – \$275,125

Funding requested is for: books and publications – \$100; dues and memberships – \$2,655; travel and meetings – \$6,490; special contract services – \$225,918; educational grants – \$2,500; small equipment – \$700; cellular phone expenses – \$33,762; miscellaneous expenditures – \$3,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 1:20PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4421	Administration					
				E10	Personnel Services					
157,731	179,958	174,948.00	0.00	41010-400-0000	Regular Earnings	0.00	185,710.00	185,710.00	0.00	0.00
(5,625)	(5,625)	-6,188.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-6,807.00	-6,807.00	0.00	0.00
0	0	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
2,350	2,567	2,566.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,240.00	6,935.00	0.00	0.00
593	904	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	900.00	900.00	0.00	0.00
0	0	23,400.00	0.00	45220-400-0000	Benefit Plan	0.00	25,800.00	25,800.00	0.00	0.00
5,173	5,529	5,561.00	0.00	45240-400-0000	Deferred Compensation	0.00	5,839.00	5,839.00	0.00	0.00
31,095	34,941	35,247.00	0.00	45250-400-0000	P.E.R.S.	0.00	43,073.00	43,074.00	0.00	0.00
3,133	744	736.00	0.00	45270-400-0000	LTD Insurance	0.00	819.00	819.00	0.00	0.00
901	902	964.00	0.00	45290-400-0000	Life Insurance	0.00	1,044.00	1,046.00	0.00	0.00
2,371	2,667	4,149.00	0.00	45330-400-0000	Medicare	0.00	4,387.00	2,693.00	0.00	0.00
197,722	222,587	243,283	0		Personnel Services Totals:	0.00	266,005	267,009	0	0
				E20	Services & Supplies					
100	0	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
2,251	2,753	2,825.00	0.00	52120-400-0000	Dues & Memberships	0.00	2,655.00	2,655.00	0.00	0.00
0	1,402	4,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	6,490.00	5,500.00	0.00	0.00
1,964	1,964	1,964.00	0.00	52450-400-0000	Special Contract Services	0.00	1,964.00	1,964.00	0.00	0.00
0	2,400	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	2,500.00	0.00	0.00
0	2,947	12,490.00	0.00	52690-400-0000	Small Equipment	0.00	700.00	700.00	0.00	0.00
12,661	10,715	13,687.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	33,762.00	33,762.00	0.00	0.00
600	1,346	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	3,000.00	0.00	0.00
17,575	23,526	41,066	0		Services & Supplies Totals:	0.00	51,171	50,181	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
215,298	246,113	284,349	0		EXPENDITURES TOTALS:	0.00	317,176	317,190	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
215,298	246,113	284,349	0		DEPT EXPENSES	0.00	317,176	317,190	0	0
(215,298)	(246,113)	(284,349)	0		Administration Totals:	0.00	(317,176)	(317,190)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
215,298	246,113	284,349	0		FUND EXPENSES	0.00	317,176	317,190	0	0
(215,298)	(246,113)	(284,349)	0		General Fund Totals:	0.00	(317,176)	(317,190)	0	0
				1140	Forfeiture Fund - State					
				4421	Administration					
				E20	Services & Supplies					
0	0	15,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
0	0	15,000	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	15,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	15,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(15,000)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	15,000	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(15,000)	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4421	Administration					
				E20	Services & Supplies					
190,961	200,281	225,913.00	0.00	52450-400-0000	Special Contract Services	0.00	223,954.00	222,904.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
190,961	200,281	225,913	0		Services & Supplies Totals:	0.00	223,954	222,904	0	0
190,961	200,281	225,913	0		EXPENDITURES TOTALS:	0.00	223,954	222,904	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
190,961	200,281	225,913	0		DEPT EXPENSES	0.00	223,954	222,904	0	0
(190,961)	(200,281)	(225,913)	0		Administration Totals:	0.00	(223,954)	(222,904)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
190,961	200,281	225,913	0		FUND EXPENSES	0.00	223,954	222,904	0	0
(190,961)	(200,281)	(225,913)	0		SB 509 Public Safety Fund Totals:	0.00	(223,954)	(222,904)	0	0
				1146	State Forfeiture -15% Setaside					
				4421	Administration					
				E20	Services & Supplies					
0	4,224	7,200.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
0	4,224	7,200	0		Services & Supplies Totals:	0.00	0	0	0	0
0	4,224	7,200	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	4,224	7,200	0		DEPT EXPENSES	0.00	0	0	0	0
0	(4,224)	(7,200)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	4,224	7,200	0		FUND EXPENSES	0.00	0	0	0	0
0	(4,224)	(7,200)	0		State Forfeiture -15% Setaside Totals:	0.00	0	0	0	0
				1147	Fed Asset Forfeiture-Treasury					
				4421	Administration					

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	6,456	10,724.00	0.00	E20 51100-400-0000	Services & Supplies Uniforms	0.00	0.00	0.00	0.00	0.00
0	6,456	10,724	0		Services & Supplies Totals:	0.00	0	0	0	0
0	6,456	10,724	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	6,456	10,724	0		DEPT EXPENSES	0.00	0	0	0	0
0	(6,456)	(10,724)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	6,456	10,724	0		FUND EXPENSES	0.00	0	0	0	0
0	(6,456)	(10,724)	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
0	0	42,800.00	0.00	1149 4421 E30 62020-400-0000	COPS ELEAS Grant Administration Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	6,750.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	49,550	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	49,550	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	49,550	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(49,550)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	49,550	0		FUND EXPENSES	0.00	0	0	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	(49,550)	0		COPS ELEAS Grant Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4421	Administration					
				E30	Capital Outlay					
0	5,927	3,060.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	5,927	3,060	0		Capital Outlay Totals:	0.00	0	0	0	0
0	5,927	3,060	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	5,927	3,060	0		DEPT EXPENSES	0.00	0	0	0	0
0	(5,927)	(3,060)	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	5,927	3,060	0		FUND EXPENSES	0.00	0	0	0	0
0	(5,927)	(3,060)	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
406,258	463,000	595,796	0		REPORT EXPENSES	0.00	541,130	540,094	0	0
(406,258)	(463,000)	(595,796)	0		REPORT TOTALS:	0.00	(541,130)	(540,094)	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	\$440
52130	Executive Director of Public Safety	San Bernardino County Chiefs Annual Training Conference	Indian Wells, CA	October 2023	\$1,100
52130	Executive Director of Public Safety	CPCA Training Symposium	TBA	April 2024	\$2,640
52130	Executive Director of Public Safety	Legislative Day	Sacramento, CA	March 2024	\$1,430
52130	Police Department Staff	Attendance at Awards Banquets	TBA	TBA	\$440
52130	Police Department Staff	Montclair Chamber Breakfasts	TBA	TBA	\$440
Total:					\$6,490

(Only \$5,500 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 – \$2,655

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), \$75

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), \$150

52130 TRAVEL AND MEETING EXPENSES – \$6,490 ***(Only \$5,500 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 – \$225,918 ***(Only \$224,868 approved in City Manager's Budget)***

Agreement with San Bernardino County Radio Communication System for radio access and maintenance for all City radios, \$85,300 (SB 509 Fund)

West Covina Service Group (WCSG) software support (includes Computer-Aided Dispatch [CAD], Records Management System [RMS], and all connections, customer service, maintenance, and data lake), \$117,454 (SB 509 Fund)

Annual contract for policy and procedural manual update and Daily Training Bulletins, \$11,300 (SB 509 Fund)

Annual contract for Daily Training Bulletin management services, \$3,300 (SB 509 Fund)

WeTip Annual Membership, \$1,964

Annual subscription for specialized comprehensive law enforcement application software with LEFTA Systems, \$6,600 (SB 509 Fund)

(Only \$5,550 approved in City Manager's Budget)

**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 – \$700

Shredder for the Administration workroom.

52850 CELLULAR PHONE EXPENSES – \$33,762

Cellular phone service (65 phones) for supervisory, investigatory, and administrative police communications, including School Resource Officers and a social media team, (General Fund – \$5,142; Forfeiture Fund – Federal – \$28,620)

52990 MISCELLANEOUS EXPENDITURES – \$3,000

Department award presentation items.

PROGRAM BUDGET SUMMARY – 1

Program Number 4422

Department	Division	Program
Police		Support Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	745,603	881,963	874,963	
Services and Supplies	10,405	11,185	11,185	
Capital Outlay	0	0	0	
Total	756,008	893,148	886,148	
Personnel Authorized	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	4.00 (FT) 2.00 (PT)	

Source of Funds

General Fund	748,458	885,248	878,248
SB 509 Public Safety Fund	7,550	7,900	7,900
Total	756,008	893,148	886,148

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		188,064	188,064	
Lieutenant	1.00	1.00	1.00		164,436	164,436	
Police Officer	1.00	1.00	1.00		104,333	104,333	
Administrative Aide	1.00	1.00	1.00		68,932	68,932	
<u>Part-Time</u>							
Police Officer	1.00	1.00	1.00		52,166	52,166	
Police Background Investigator	1.00	1.00	1.00		37,118	37,118	
Full Time	4.00	4.00	4.00		525,765	525,765	
Part Time	2.00	2.00	2.00		89,284	89,284	
Additional Pay					4,348	4,348	
Overtime					12,000	5,000	
Total Salaries & Wages					631,397	624,397	
Benefit Costs					118,392	118,392	
PERS Benefit Costs					132,174	132,174	
Total Benefit Costs					250,566	250,566	
TOTAL					881,963	874,963	

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 – \$881,963

Salary requests are for: Captain (1.00) – \$188,064; Lieutenant (1.00) – \$164,436; Police Officer (1.00) – \$104,333; Administrative Aide (1.00) – \$68,932; Police Officer (1.00/part-time) – \$52,166; Police Background Investigator (1.00/part-time) – \$37,118. Cost allocations are as follows: full-time salaries – \$525,765; part-time salaries – \$89,284; additional pay – \$4,348; overtime – \$12,000; benefit costs – \$250,566.

Services and Supplies – \$11,185

Funding requested is for: books and publications – \$2,085; special contract services – \$7,900; miscellaneous expenditures – \$1,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4422	Support Services					
				E10	Personnel Services					
488,104	535,587	476,352.00	0.00	41010-400-0000	Regular Earnings	0.00	525,765.00	525,765.00	0.00	0.00
10,881	12,621	46,676.00	0.00	42020-400-0000	Part Time Wages	0.00	89,284.00	89,284.00	0.00	0.00
6,223	8,927	12,000.00	0.00	43010-400-0000	Overtime	0.00	12,000.00	5,000.00	0.00	0.00
2,222	2,333	2,322.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	5,217.00	5,217.00	0.00	0.00
6,082	6,811	9,876.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	11,055.00	11,055.00	0.00	0.00
0	0	0.00	0.00	44200-400-0000	FTO Incentive	0.00	2,608.00	2,608.00	0.00	0.00
0	323	0.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
2,110	2,110	1,200.00	0.00	44240-400-0000	POST Certificate Pay	0.00	1,200.00	1,200.00	0.00	0.00
904	4	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
543	3	0.00	0.00	44370-400-0000	Uniform Maintenance	0.00	540.00	540.00	0.00	0.00
0	0	61,800.00	0.00	45220-400-0000	Benefit Plan	0.00	68,400.00	68,400.00	0.00	0.00
12,051	12,732	12,789.00	0.00	45240-400-0000	Deferred Compensation	0.00	14,100.00	14,100.00	0.00	0.00
103,857	107,141	106,831.00	0.00	45250-400-0000	P.E.R.S.	0.00	132,174.00	132,174.00	0.00	0.00
1,901	2,022	1,993.00	0.00	45270-400-0000	LTD Insurance	0.00	2,220.00	2,220.00	0.00	0.00
2,475	2,502	2,598.00	0.00	45290-400-0000	Life Insurance	0.00	2,947.00	2,947.00	0.00	0.00
7,508	6,209	7,714.00	0.00	45330-400-0000	Medicare	0.00	8,918.00	8,918.00	0.00	0.00
675	783	3,452.00	0.00	45340-400-0000	Social Security	0.00	5,535.00	5,535.00	0.00	0.00
645,535	700,108	745,603	0		Personnel Services Totals:	0.00	881,963	874,963	0	0
				E20	Services & Supplies					
1,375	1,672	2,155.00	0.00	51020-400-0000	Books and Publications	0.00	2,085.00	2,085.00	0.00	0.00
412	966	1,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,200.00	1,200.00	0.00	0.00
1,787	2,638	3,155	0		Services & Supplies Totals:	0.00	3,285	3,285	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
647,323	702,746	748,758	0		EXPENDITURES TOTALS:	0.00	885,248	878,248	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
647,323	702,746	748,758	0		DEPT EXPENSES	0.00	885,248	878,248	0	0
(647,323)	(702,746)	(748,758)	0		Support Services Totals:	0.00	(885,248)	(878,248)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
647,323	702,746	748,758	0		FUND EXPENSES	0.00	885,248	878,248	0	0
(647,323)	(702,746)	(748,758)	0		General Fund Totals:	0.00	(885,248)	(878,248)	0	0
				1143	SB 509 Public Safety Fund					
				4422	Support Services					
				E20	Services & Supplies					
6,166	6,939	7,550.00	0.00	52450-400-0000	Special Contract Services	0.00	7,900.00	7,900.00	0.00	0.00
6,166	6,939	7,550	0		Services & Supplies Totals:	0.00	7,900	7,900	0	0
6,166	6,939	7,550	0		EXPENDITURES TOTALS:	0.00	7,900	7,900	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,166	6,939	7,550	0		DEPT EXPENSES	0.00	7,900	7,900	0	0
(6,166)	(6,939)	(7,550)	0		Support Services Totals:	0.00	(7,900)	(7,900)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,166	6,939	7,550	0		FUND EXPENSES	0.00	7,900	7,900	0	0
(6,166)	(6,939)	(7,550)	0		SB 509 Public Safety Fund Totals:	0.00	(7,900)	(7,900)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
653,489	709,685	756,308	0		REPORT EXPENSES	0.00	893,148	886,148	0	0
(653,489)	(709,685)	(756,308)	0		REPORT TOTALS:	0.00	(893,148)	(886,148)	0	0

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

Department: Police

Program: 4422 Support Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,085

Annual electronic version of penal code, vehicle code, and peace officers' legal sourcebook, \$1,270
Penal code books (7 @ \$85 each), \$595
Vehicle code books (2 @ \$110 each), \$220

52450 SPECIAL CONTRACT SERVICES – \$7,900

Training Management System annual software maintenance, \$800 (SB 509 Fund)
PUMA software maintenance, \$4,500 (SB 509 Fund)
Transcription services, \$2,600 (SB 509 Fund)

52990 MISCELLANEOUS EXPENDITURES – \$1,200

Expenditures for miscellaneous services and supplies including health department inspection of detention facility, special mailings, and refreshments for Department hosted meetings.

PROGRAM BUDGET SUMMARY – 1

Program Number 4423

Department	Division	Program
Police		Technical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	201,276	210,227	210,227	
Services and Supplies	229,535	265,484	238,400	
Capital Outlay	0	0	0	
Total	430,811	475,711	448,627	

Personnel Authorized	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)	0.50 (FT) 9.00 (PT)
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Source of Funds

General Fund	401,676	438,217	416,627
SB 509 Public Safety Fund	29,135	37,494	32,000
Total	430,811	475,711	448,627

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		65,651	65,651	
<u>Part-Time</u>							
Police Cadet	9.00	9.00	9.00		102,708	102,708	
Full Time	0.50	0.50	0.50		65,651	65,651	
Part Time	9.00	9.00	9.00		102,708	102,708	
Additional Pay					1,393	1,393	
Overtime					3,000	3,000	
Total Salaries & Wages					172,752	172,752	
Benefit Costs					21,620	21,620	
PERS Benefit Costs					15,855	15,855	
Total Benefit Costs					37,475	37,475	
TOTAL					210,227	210,227	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Police		4423 Technical Services

Work Program

1. Provide maintenance and repair for all Department equipment.
 2. Provide support to Field Services Division in vehicle parking enforcement throughout the City.
 3. Perform Live Scan fingerprinting services for the public.
 4. Provide cadets for special Department functions.
 5. Provide support and supervision of cadet's daily activities.
-

Units of Measure

1. Availability of serviceable Department equipment.
 2. Issue between 8,000 – 10,000 parking enforcement citations.
 3. Process weekly Live Scan fingerprint applicants.
 4. Take 16 vehicles for service monthly.
 5. Take 20 vehicles for cleaning weekly.
 6. Schedule and direct daily activities of nine cadets.
 7. Wash Police and City vehicles.
-

Personnel Services – \$210,227

Salary requests are for: Sergeant (0.50) – \$65,651; Police Cadet (9.00/part-time) – \$102,708. Cost allocations are as follows: full-time salaries – \$65,651; part-time salaries – \$102,708; additional pay – \$1,393; overtime - \$3,000; benefit costs – \$37,475.

Services and Supplies – \$265,484

Funding requested is for: program supplies – \$26,590; special contract services – \$200,000; postage – \$200; small equipment – \$37,494; miscellaneous expenditures – \$1,200.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4423	Technical Services					
				E10	Personnel Services					
55,687	29,111	61,740.00	0.00	41010-400-0000	Regular Earnings	0.00	65,651.00	65,651.00	0.00	0.00
106,590	104,503	103,420.00	0.00	42020-400-0000	Part Time Wages	0.00	102,708.00	102,708.00	0.00	0.00
335	82	0.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	3,000.00	0.00	0.00
0	0	3,087.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	3,283.00	3,283.00	0.00	0.00
545	0	868.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,396.00	1,396.00	0.00	0.00
0	0	0.00	0.00	44230-400-0000	Educational Incentive	0.00	73.00	73.00	0.00	0.00
0	0	1,500.00	0.00	44240-400-0000	POST Certificate Pay	0.00	1,050.00	1,050.00	0.00	0.00
0	0	270.00	0.00	44370-400-0000	Uniform Maintenance	0.00	270.00	270.00	0.00	0.00
0	0	6,600.00	0.00	45220-400-0000	Benefit Plan	0.00	7,800.00	7,800.00	0.00	0.00
7,060	1,977	14,664.00	0.00	45250-400-0000	P.E.R.S.	0.00	15,855.00	15,855.00	0.00	0.00
185	49	240.00	0.00	45270-400-0000	LTD Insurance	0.00	252.00	252.00	0.00	0.00
86	23	80.00	0.00	45290-400-0000	Life Insurance	0.00	83.00	83.00	0.00	0.00
1,548	1,515	2,395.00	0.00	45330-400-0000	Medicare	0.00	2,440.00	2,440.00	0.00	0.00
6,618	6,479	6,412.00	0.00	45340-400-0000	Social Security	0.00	6,366.00	6,366.00	0.00	0.00
178,654	143,739	201,276	0		Personnel Services Totals:	0.00	210,227	210,227	0	0
				E20	Services & Supplies					
8,145	10,487	14,000.00	0.00	51130-400-0000	Program Supplies	0.00	26,590.00	20,000.00	0.00	0.00
19,666	178,248	185,000.00	0.00	52450-400-0000	Special Contract Services	0.00	200,000.00	185,000.00	0.00	0.00
97	133	400.00	0.00	52670-400-0000	Postage	0.00	200.00	200.00	0.00	0.00
5,525	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,755	1,213	1,200.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,200.00	1,200.00	0.00	0.00
35,188	190,082	200,600	0		Services & Supplies Totals:	0.00	227,990	206,400	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0.00	0.00	E30 62030-400-0000	Capital Outlay Machinery & Tools	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
213,842	333,821	401,876	0		EXPENDITURES TOTALS:	0.00	438,217	416,627	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
213,842	333,821	401,876	0		DEPT EXPENSES	0.00	438,217	416,627	0	0
(213,842)	(333,821)	(401,876)	0		Technical Services Totals:	0.00	(438,217)	(416,627)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
213,842	333,821	401,876	0		FUND EXPENSES	0.00	438,217	416,627	0	0
(213,842)	(333,821)	(401,876)	0		General Fund Totals:	0.00	(438,217)	(416,627)	0	0
3,500	0	0.00	0.00	1143 4423 E20 52450-400-0000	SB 509 Public Safety Fund Technical Services Services & Supplies Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	24,500	29,135.00	0.00	52690-400-0000	Small Equipment	0.00	37,494.00	32,000.00	0.00	0.00
3,500	24,500	29,135	0		Services & Supplies Totals:	0.00	37,494	32,000	0	0
0	0	0.00	0.00	E30 62050-400-0000	Capital Outlay Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
3,500	24,500	29,135	0		EXPENDITURES TOTALS:	0.00	37,494	32,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,500	24,500	29,135	0		DEPT EXPENSES	0.00	37,494	32,000	0	0
(3,500)	(24,500)	(29,135)	0		Technical Services Totals:	0.00	(37,494)	(32,000)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,500	24,500	29,135	0		FUND EXPENSES	0.00	37,494	32,000	0	0
(3,500)	(24,500)	(29,135)	0		SB 509 Public Safety Fund Totals:	0.00	(37,494)	(32,000)	0	0
				1750	Equipment Replacement Fund					
				4423	Technical Services					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	0.00	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
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		Technical Services 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		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
217,342	358,321	431,011	0		REPORT EXPENSES	0.00	475,711	448,627	0	0
(217,342)	(358,321)	(431,011)	0		REPORT TOTALS:	0.00	(475,711)	(448,627)	0	0

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

Department: Police

Program: 4423 Technical Services

Object
Number

51130 PROGRAM SUPPLIES – \$26,590 (*Only \$20,000 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, facemasks 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 radars (2 @ \$180 each), \$360

Replacement batteries for lidars (4 @ \$160 each), \$640

Electrodes for automated external defibrillators (15 infant @ \$120 each and 20 adult @ \$35 each), \$2,500

Bag valve masks (25 adult @ \$20 each), \$500

Chest seals (20 @ \$20 each), \$400

Gas mask filters (84 @ \$80 each), \$6,720

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 – \$37,494 (SB 509 Fund) (*Only \$32,000 approved in City Manager’s Budget*)

TASER holsters (10 @ \$71 each), \$710

TASER devices (10 @ \$1,400 each), \$14,000

TASER cartridges (100 @ \$40 each), \$4,000

TASER batteries (10 @ \$80 each), \$800

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

Cell phone holders, mounts, and repair parts, \$500

Ballistic helmet repair parts, \$200

Motorola antennas and parts, \$500

Preliminary alcohol screening device (1 @ \$725 each), \$725

Spike strips (4 @ \$600 each), \$2,400

Tint meter, \$185

Mobile Field Force powered air-purifying respirators (C420 – PAPR) (2 @ \$1,812 each), \$3,624

Defibrillator, \$3,700

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	666,217	701,308	674,207	
Services and Supplies	12,000	12,000	12,000	
Capital Outlay	0	0	0	
Total	678,217	713,308	686,207	

Personnel Authorized	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	8.00 (FT) 2.00 (PT)	
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Source of Funds

General Fund	678,217	713,308	686,207
Total	678,217	713,308	686,207

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		87,039	73,394	
Police Services Specialist	6.00	6.00	6.00		313,445	313,445	
Receptionist/Office Specialist	1.00	1.00	1.00		43,848	43,848	
<u>Part-Time</u>							
Data Entry Clerk	2.00	2.00	2.00		31,580	31,580	
Full Time	8.00	8.00	8.00		444,332	430,687	
Part Time	2.00	2.00	2.00		31,580	31,580	
Additional Pay					3,480	3,480	
Overtime					20,000	15,000	
Total Salaries & Wages					499,392	480,747	
Benefit Costs					142,851	142,593	
PERS Benefit Costs					59,065	50,867	
Total Benefit Costs					201,916	193,460	
TOTAL					701,308	674,207	

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 5,370 police reports involving 1,665 arrests and 1,170 FI cards processed annually.
 3. Process citations and parking citation administrative review documents within one week of receipt. Approximately 2,220 notice to appear citations; 8,000 – 10,000 parking citations; and 165 administrative review documents processed annually.
 4. Process false alarm activation notices daily. Approximately 1,230 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 – \$701,308

Salary requests are for: Police Services Supervisor (1.00) – \$87,039; Police Services Specialist (6.00) – \$313,445; Receptionist/Office Specialist (1.00) – \$43,848; Data Entry Clerk (2.00/part-time) – \$31,580. Cost allocations are as follows: full-time salaries – \$444,332; part-time salaries – \$31,580; additional pay – \$3,480; overtime – \$20,000; benefit costs – \$201,916.

Services and Supplies – \$12,000

Funding requested is for: office supplies – direct – \$12,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 4:02PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4424	Records					
				E10	Personnel Services					
302,411	321,453	424,143.00	0.00	41010-400-0000	Regular Earnings	0.00	444,332.00	430,687.00	0.00	0.00
44,040	41,281	31,562.00	0.00	42020-400-0000	Part Time Wages	0.00	31,580.00	31,580.00	0.00	0.00
20,950	19,600	20,000.00	0.00	43010-400-0000	Overtime	0.00	20,000.00	15,000.00	0.00	0.00
1,847	1,964	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
237	1,568	3,298.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,559.00	4,559.00	0.00	0.00
1,809	1,809	1,800.00	0.00	44250-400-0000	Bilingual Pay	0.00	1,800.00	1,800.00	0.00	0.00
1,193	1,207	1,680.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,680.00	1,680.00	0.00	0.00
0	0	122,100.00	0.00	45220-400-0000	Benefit Plan	0.00	126,000.00	126,000.00	0.00	0.00
37,210	40,166	50,222.00	0.00	45250-400-0000	P.E.R.S.	0.00	59,065.00	50,867.00	0.00	0.00
1,254	1,390	1,786.00	0.00	45270-400-0000	LTD Insurance	0.00	1,960.00	1,900.00	0.00	0.00
1,022	1,077	1,062.00	0.00	45290-400-0000	Life Insurance	0.00	1,472.00	1,472.00	0.00	0.00
5,401	5,639	6,607.00	0.00	45330-400-0000	Medicare	0.00	6,902.00	6,704.00	0.00	0.00
2,731	2,559	1,957.00	0.00	45340-400-0000	Social Security	0.00	1,958.00	1,958.00	0.00	0.00
420,105	439,713	666,217	0		Personnel Services Totals:	0.00	701,308	674,207	0	0
				E20	Services & Supplies					
11,238	8,903	9,500.00	0.00	51060-400-0000	Office Supplies	0.00	12,000.00	12,000.00	0.00	0.00
1,651	2,230	0.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
12,889	11,132	9,500	0		Services & Supplies Totals:	0.00	12,000	12,000	0	0
432,994	450,845	675,717	0		EXPENDITURES TOTALS:	0.00	713,308	686,207	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
432,994	450,845	675,717	0		DEPT EXPENSES	0.00	713,308	686,207	0	0
(432,994)	(450,845)	(675,717)	0		Records Totals:	0.00	(713,308)	(686,207)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
432,994	450,845	675,717	0		FUND EXPENSES	0.00	713,308	686,207	0	0
(432,994)	(450,845)	(675,717)	0		General Fund Totals:	0.00	(713,308)	(686,207)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
432,994	450,845	675,717	0		REPORT EXPENSES	0.00	713,308	686,207	0	0
(432,994)	(450,845)	(675,717)	0		REPORT TOTALS:	0.00	(713,308)	(686,207)	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

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	1,202,012	1,305,086	1,285,086	
Services and Supplies	221,440	226,645	226,645	
Capital Outlay	136,547	41,700	0	
Total	1,559,999	1,573,431	1,511,731	
Personnel Authorized	9.00 (FT)	9.00 (FT)	9.00 (FT)	

Source of Funds

General Fund	1,245,712	1,362,736	1,260,586
Forfeiture Fund – State	7,500	0	0
SB 509 Public Safety Fund	170,240	168,995	176,145
COPS ELEAS Grant Fund	100,447	0	75,000
Equipment Replacement Fund	36,100	41,700	0
Total	1,559,999	1,573,431	1,511,731

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		138,690	138,690	
Police Officer	5.00	5.00	5.00		521,665	521,665	
Administrative Specialist	1.00	1.00	1.00		61,170	61,170	
Crime Analyst	1.00	1.00	1.00		67,183	67,183	
Property Custody Clerk	1.00	1.00	1.00		50,948	50,948	
Full Time	9.00	9.00	9.00		839,656	839,656	
Additional Pay					35,713	35,713	
Overtime					100,000	80,000	
Total Salaries & Wages					975,369	955,369	
Benefit Costs					192,139	192,139	
PERS Benefit Costs					137,578	137,578	
Total Benefit Costs					329,717	329,717	
TOTAL					1,305,086	1,285,086	

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 5,370 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 – \$1,305,086

Salary requests are for: Sergeant (1.00) – \$138,690; Police Officer (5.00) – \$521,665; Administrative Specialist (1.00) – \$61,170; Crime Analyst (1.00) – \$67,183; Property Custody Clerk (1.00) – \$50,948. Cost allocations are as follows: full-time salaries – \$839,656; additional pay – \$35,713; overtime – \$100,000; benefit costs – \$329,717.

Services and Supplies – \$226,645

Funding requested is for: range supplies – \$20,500; program supplies – \$5,500; data processing – \$3,000; special investigations – \$8,000; special contract services – \$176,145; medical services – \$5,000; small equipment – \$5,400; miscellaneous expenditures – \$3,100.

Capital Outlay – \$41,700

Funding is requested for: one investigations vehicle – \$34,200; emergency equipment for one investigations vehicle – \$7,500.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 4:09PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4425	Investigations					
				E10	Personnel Services					
697,242	664,242	759,187.00	0.00	41010-400-0000	Regular Earnings	0.00	839,656.00	839,656.00	0.00	0.00
91,115	122,775	130,000.00	0.00	43010-400-0000	Overtime	0.00	100,000.00	80,000.00	0.00	0.00
0	0	0.00	0.00	43012-400-0000	O/T Reimbursement	0.00	0.00	-75,000.00	0.00	0.00
13,759	13,215	13,140.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	17,367.00	17,367.00	0.00	0.00
12,701	10,813	13,819.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	14,969.00	14,969.00	0.00	0.00
9,218	8,451	6,300.00	0.00	44210-400-0000	Detective Incentive	0.00	26,413.00	26,413.00	0.00	0.00
1,749	1,749	1,740.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
8,696	7,796	9,000.00	0.00	44240-400-0000	POST Certificate Pay	0.00	7,500.00	7,500.00	0.00	0.00
1,025	1,025	1,020.00	0.00	44370-400-0000	Uniform Maintenance	0.00	1,800.00	1,800.00	0.00	0.00
0	0	137,700.00	0.00	45220-400-0000	Benefit Plan	0.00	142,800.00	142,800.00	0.00	0.00
130,690	108,701	114,358.00	0.00	45250-400-0000	P.E.R.S.	0.00	137,578.00	137,578.00	0.00	0.00
2,834	2,693	3,096.00	0.00	45270-400-0000	LTD Insurance	0.00	3,279.00	3,279.00	0.00	0.00
1,275	1,204	1,644.00	0.00	45290-400-0000	Life Insurance	0.00	1,548.00	1,548.00	0.00	0.00
10,617	12,120	11,008.00	0.00	45330-400-0000	Medicare	0.00	12,176.00	12,176.00	0.00	0.00
980,923	954,784	1,202,012	0		Personnel Services Totals:	0.00	1,305,086	1,210,086	0	0
				E20	Services & Supplies					
16,376	20,981	20,500.00	0.00	51040-400-0000	Range Supplies	0.00	20,500.00	20,500.00	0.00	0.00
3,118	6,296	6,000.00	0.00	51130-400-0000	Program Supplies	0.00	5,500.00	5,500.00	0.00	0.00
36	597	0.00	0.00	52010-400-0000	Maintenance - Office Equipment	0.00	0.00	0.00	0.00	0.00
2,680	3,207	4,100.00	0.00	52250-400-0000	Data Process/Service Bureau	0.00	3,000.00	3,000.00	0.00	0.00
2,026	9,705	14,000.00	0.00	52440-400-0000	Special Investigations	0.00	8,000.00	8,000.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	7,150.00	0.00	0.00	0.00
6,500	5,000	5,000.00	0.00	52460-400-0000	Medical Services	0.00	5,000.00	5,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	5,400.00	5,400.00	0.00	0.00
976	3,245	5,600.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,100.00	3,100.00	0.00	0.00
31,712	49,031	55,200	0		Services & Supplies Totals:	0.00	57,650	50,500	0	0
1,012,635	1,003,815	1,257,212	0		EXPENDITURES TOTALS:	0.00	1,362,736	1,260,586	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,012,635	1,003,815	1,257,212	0		DEPT EXPENSES	0.00	1,362,736	1,260,586	0	0
(1,012,635)	(1,003,815)	(1,257,212)	0		Investigations Totals:	0.00	(1,362,736)	(1,260,586)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,012,635	1,003,815	1,257,212	0		FUND EXPENSES	0.00	1,362,736	1,260,586	0	0
(1,012,635)	(1,003,815)	(1,257,212)	0		General Fund Totals:	0.00	(1,362,736)	(1,260,586)	0	0
				1140	Forfeiture Fund - State					
				4425	Investigations					
				E20	Services & Supplies					
0	0	7,500.00	0.00	51040-400-0000	Range Supplies	0.00	0.00	0.00	0.00	0.00
0	0	7,500	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	7,500	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	7,500	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(7,500)	0		Investigations Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	7,500	0		FUND EXPENSES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	(7,500)	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0
				1143	SB 509 Public Safety Fund					
				4425	Investigations					
				E20	Services & Supplies					
58,744	66,568	170,240.00	0.00	52450-400-0000	Special Contract Services	0.00	168,995.00	176,145.00	0.00	0.00
58,744	66,568	170,240	0		Services & Supplies Totals:	0.00	168,995	176,145	0	0
58,744	66,568	170,240	0		EXPENDITURES TOTALS:	0.00	168,995	176,145	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
58,744	66,568	170,240	0		DEPT EXPENSES	0.00	168,995	176,145	0	0
(58,744)	(66,568)	(170,240)	0		Investigations Totals:	0.00	(168,995)	(176,145)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
58,744	66,568	170,240	0		FUND EXPENSES	0.00	168,995	176,145	0	0
(58,744)	(66,568)	(170,240)	0		SB 509 Public Safety Fund Totals:	0.00	(168,995)	(176,145)	0	0
				1149	COPS ELEAS Grant					
				4425	Investigations					
				E10	Personnel Services					
0	0	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	75,000.00	0.00	0.00
0	0	0	0		Personnel Services Totals:	0.00	0	75,000	0	0
				E30	Capital Outlay					
0	0	86,947.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	13,500.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	100,447	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	100,447	0		EXPENDITURES TOTALS:	0.00	0	75,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	100,447	0		DEPT EXPENSES	0.00	0	75,000	0	0
0	0	(100,447)	0		Investigations Totals:	0.00	0	(75,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	100,447	0		FUND EXPENSES	0.00	0	75,000	0	0
0	0	(100,447)	0		COPS ELEAS Grant Totals:	0.00	0	(75,000)	0	0
				1750	Equipment Replacement Fund					
				4425	Investigations					
				E30	Capital Outlay					
0	0	30,600.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	34,200.00	0.00	0.00	0.00
0	0	5,500.00	0.00	62050-400-0000	Other Equipment	0.00	7,500.00	0.00	0.00	0.00
0	0	36,100	0		Capital Outlay Totals:	0.00	41,700	0	0	0
0	0	36,100	0		EXPENDITURES TOTALS:	0.00	41,700	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	36,100	0		DEPT EXPENSES	0.00	41,700	0	0	0
0	0	(36,100)	0		Investigations Totals:	0.00	(41,700)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	36,100	0		FUND EXPENSES	0.00	41,700	0	0	0
0	0	(36,100)	0		Equipment Replacement Fund Total	0.00	(41,700)	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,071,379	1,070,383	1,571,499	0		REPORT EXPENSES	0.00	1,573,431	1,511,731	0	0
(1,071,379)	(1,070,383)	(1,571,499)	0		REPORT TOTALS:	0.00	(1,573,431)	(1,511,731)	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 (10 @ \$450), \$4,500

51130 PROGRAM SUPPLIES – \$5,500

Miscellaneous investigation supplies used during crime scene investigations and in-house evidence processing including, but not limited to, bulk storage barrels; various fingerprint brushes, powders, and lifting tapes; evidence tags; security seals; evidence box sealing tape; drying locker carbon and pre-filters; drying locker cabinet tags; downflow latent print dusting station HEPA and pre-filters; Kraft evidence bags; Kraft paper roll; heat sealer poly tubing roll; shoe covers; gunshot residue kits; backing cards; knife and gun boxes; marking items; and syringe collection tubes.

52250 DATA PROCESSING – \$3,000

Accurint – Service fee for information and data search services for investigators.

52440 SPECIAL INVESTIGATIONS – \$8,000

Confidential informant funds, \$6,000
Extraditions from other law enforcement jurisdictions, \$1,000
Expenditures to include travel, DNA testing, and other investigative follow-up techniques, \$1,000

52450 SPECIAL CONTRACT SERVICES – \$176,145

Annual Cal-ID contract, \$45,000 (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, \$8,715 (SB 509 Fund)
Annual subscription for facial recognition software platform access with AFR Engine, \$5,000 (SB 509 Fund)
Annual subscription to monitor two mobile GPS tracking units with LiveView GPS Inc., \$1,010 (SB 509 Fund)

(continued on next page)

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

Department: Police

Program: 4425 Investigations

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

Annual tracking service fee for two electronic stakeout tracker systems with 3SI Security Systems, Inc., \$720 (SB 509 Fund)

Yearly lease of 40 automated license plate reader cameras with Flock Group, Inc., \$100,000 (SB 509 Fund)

Annual subscription for cellular phone data mapping and analysis software (TRAX) with LexisNexis, \$7,150 (***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.

52690 SMALL EQUIPMENT – \$5,400

Chairs for the Detective Bureau (9 @ \$600 each)

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	Unit #433, currently assigned to Investigations, is in need of replacement. This 2006 Chevrolet Malibu has high mileage and is currently in need of a computer module, which would cost more than the value of the vehicle. Many parts are no longer available for this 17-year-old vehicle, and junkyard parts were used for recent repairs. The City mechanic reviewed and approved this replacement recommendation. The Department is requesting to purchase one 2024 Honda Accord LX. (Equipment Replacement Fund)	\$34,200
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one investigations vehicle. (Equipment Replacement Fund)	\$7,500
Total:			\$41,700

(Not approved in City Manager's Budget)

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	5,446,756	6,734,818	6,250,908	
Services and Supplies	753,630	688,665	636,440	
Capital Outlay	1,137,100	218,400	218,400	
Total	7,337,486	7,641,883	7,105,748	

Personnel Authorized	43.00 (FT)	45.00 (FT)	45.00 (FT)
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Source of Funds

General Fund	5,764,914	7,081,028	6,419,893
Forfeiture Fund – State	4,495	0	0
Prop 30 / AB 109	50,900	0	0
SB 509 Public Safety Fund	114,550	18,225	98,625
Forfeiture Fund – Federal	143,800	0	0
Forfeiture Fund – Treasury	9,236	0	0
School District Grant Fund	109,512	124,230	124,230
COPS ELEAS Grant Fund	200,000	200,000	325,000
Safety Department Grants	653,875	0	0
Equipment Replacement Fund	286,204	218,400	138,000
Total	7,337,486	7,641,883	7,105,748

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		328,872	328,872	
Sergeant	6.00	6.00	6.00		748,744	748,744	
Police Officer	35.00	37.00	37.00		3,417,899	3,244,186	
Admin other Depts - CFDs					-17,457	-17,457	
					<u>3,400,442</u>	<u>3,226,729</u>	
Full Time	43.00	45.00	45.00		4,495,515	4,321,802	
Admin other Departments					-17,457	-17,457	
Total FT Positions/Salaries					4,478,058	4,304,345	
Additional Pay					91,965	89,357	
Overtime					600,000	353,000	
Total Salaries & Wages					5,170,023	4,746,702	
Benefit Costs					879,660	842,593	
PERS Benefit Costs					685,135	661,613	
Total Benefit Costs					1,564,795	1,504,206	
TOTAL					6,734,818	6,250,908	

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 (539) through increased enforcement and education.
 3. Increase the number of graffiti related arrests by 2% through proactive and reactive investigative techniques.
 4. Decrease overall part one crime rate (1,951) by 2% through proactive community oriented policing tactics, including parole and probation sweeps.
 5. Increase self-initiated narcotic investigations by 2%.
-

Personnel Services – \$6,734,818

Salary requests are for: Lieutenant (2.00) – \$328,872; Sergeant (6.00) – \$748,744; Police Officer (37.00) – \$3,417,899; Admin Other Departments – CFDs – <\$17,457>. Cost allocations are as follows: full-time salaries – \$4,478,058; additional pay – \$91,965; overtime – \$600,000; benefit costs – \$1,564,795.

Services and Supplies – \$688,665

Funding requested is for: books and publications – \$300; prisoner meals – \$300; uniforms – \$41,425; ballistic vest reimbursement – <\$8,500>; program supplies – \$1,625; personnel protective equipment – \$21,200; gasoline – \$170,000; diesel fuel – \$17,500; maintenance – transportation and work equipment – \$7,500; maintenance – other equipment – \$9,000; special contract services – \$243,225; medical services – \$70,000; vocational training – \$47,000; personnel training – \$58,800; small equipment – \$5,290; recruitment expense – \$4,000.

Capital Outlay – \$218,400

Funding is requested for: three patrol vehicles – \$138,000; emergency equipment for three patrol vehicles – \$80,400.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 4:14PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4426	Uniform Patrol					
				E10	Personnel Services					
3,005,037	3,423,584	3,492,991.00	0.00	41010-400-0000	Regular Earnings	0.00	4,495,515.00	4,321,802.00	0.00	0.00
(502,015)	(112,742)	-125,382.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-141,687.00	-141,687.00	0.00	0.00
640,760	717,471	582,000.00	0.00	43010-400-0000	Overtime	0.00	600,000.00	353,000.00	0.00	0.00
(100,000)	(100,000)	-200,000.00	0.00	43011-400-0000	O/T Reimbursement	0.00	-200,000.00	-325,000.00	0.00	0.00
81,565	102,622	30,000.00	0.00	44170-400-0000	Holiday Pay	0.00	30,000.00	30,000.00	0.00	0.00
29,493	40,427	38,472.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	30,149.00	30,149.00	0.00	0.00
26,784	22,482	34,106.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	35,946.00	33,631.00	0.00	0.00
0	0	0.00	0.00	44200-400-0000	FTO Incentive	0.00	20,325.00	17,717.00	0.00	0.00
4,087	5,587	2,580.00	0.00	44230-400-0000	Educational Incentive	0.00	0.00	0.00	0.00	0.00
21,297	23,223	17,100.00	0.00	44240-400-0000	POST Certificate Pay	0.00	19,500.00	19,500.00	0.00	0.00
15,145	16,735	21,060.00	0.00	44370-400-0000	Uniform Maintenance	0.00	22,140.00	22,140.00	0.00	0.00
0	0	561,600.00	0.00	45220-400-0000	Benefit Plan	0.00	706,800.00	675,600.00	0.00	0.00
11,613	11,952	11,932.00	0.00	45240-400-0000	Deferred Compensation	0.00	13,154.00	13,154.00	0.00	0.00
506,848	555,627	589,939.00	0.00	45250-400-0000	P.E.R.S.	0.00	685,135.00	661,613.00	0.00	0.00
12,484	18,742	16,159.00	0.00	45270-400-0000	LTD Insurance	0.00	18,861.00	18,158.00	0.00	0.00
6,925	7,904	8,470.00	0.00	45290-400-0000	Life Insurance	0.00	9,562.00	9,230.00	0.00	0.00
55,417	63,180	56,217.00	0.00	45330-400-0000	Medicare	0.00	65,188.00	62,671.00	0.00	0.00
3,815,439	4,796,794	5,137,244	0		Personnel Services Totals:	0.00	6,410,588	5,801,678	0	0
				E20	Services & Supplies					
454	39	230.00	0.00	51020-400-0000	Books and Publications	0.00	300.00	300.00	0.00	0.00
0	0	300.00	0.00	51030-400-0000	Prisoner Meals	0.00	300.00	300.00	0.00	0.00
39,093	26,697	33,000.00	0.00	51100-400-0000	Uniforms	0.00	41,425.00	35,000.00	0.00	0.00
(6,037)	(6,097)	-8,250.00	0.00	51101-400-0000	Ballistic Vest Reimbursement	0.00	-8,500.00	-8,500.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
2,065	831	5,600.00	0.00	51130-400-0000	Program Supplies	0.00	1,625.00	1,625.00	0.00	0.00
13,317	19,227	21,000.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	21,200.00	21,200.00	0.00	0.00
105,930	185,605	193,000.00	0.00	51500-400-0000	Gasoline	0.00	170,000.00	155,000.00	0.00	0.00
7,506	15,719	29,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	17,500.00	17,500.00	0.00	0.00
1,886	3,024	3,000.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	7,500.00	7,500.00	0.00	0.00
6,396	9,128	13,550.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	9,000.00	9,000.00	0.00	0.00
177,342	191,952	207,750.00	0.00	52450-400-0000	Special Contract Services	0.00	225,000.00	225,000.00	0.00	0.00
80,522	69,769	60,000.00	0.00	52460-400-0000	Medical Services	0.00	70,000.00	60,000.00	0.00	0.00
0	44,189	20,800.00	0.00	52540-400-0000	Vocational Training	0.00	47,000.00	40,000.00	0.00	0.00
23,314	27,628	32,000.00	0.00	52570-400-0000	Personnel Training	0.00	58,800.00	45,000.00	0.00	0.00
5,878	5,518	5,290.00	0.00	52690-400-0000	Small Equipment	0.00	5,290.00	5,290.00	0.00	0.00
418	1,088	2,200.00	0.00	54941-400-0000	PD Recruitment Expense	0.00	4,000.00	4,000.00	0.00	0.00
458,083	594,317	618,470	0		Services & Supplies Totals:	0.00	670,440	618,215	0	0
0	0	0.00	0.00	E30	Capital Outlay					
				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
4,273,523	5,391,111	5,755,714	0		EXPENDITURES TOTALS:	0.00	7,081,028	6,419,893	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,273,523	5,391,111	5,755,714	0		DEPT EXPENSES	0.00	7,081,028	6,419,893	0	0
(4,273,523)	(5,391,111)	(5,755,714)	0		Uniform Patrol Totals:	0.00	(7,081,028)	(6,419,893)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,273,523	5,391,111	5,755,714	0		FUND EXPENSES	0.00	7,081,028	6,419,893	0	0
(4,273,523)	(5,391,111)	(5,755,714)	0		General Fund Totals:	0.00	(7,081,028)	(6,419,893)	0	0
				1133	May Bdgt Revise Cares Act Dist					
				4426	Uniform Patrol					
				E10	Personnel Services					
487,588	0	0.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
487,588	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
487,588	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
487,588	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(487,588)	0	0	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
487,588	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(487,588)	0	0	0		May Bdgt Revise Cares Act Dist To	0.00	0	0	0	0
				1140	Forfeiture Fund - State					
				4426	Uniform Patrol					
				E30	Capital Outlay					
6,600	0	3,105.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	0	1,390.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
6,600	0	4,495	0		Capital Outlay Totals:	0.00	0	0	0	0
6,600	0	4,495	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,600	0	4,495	0		DEPT EXPENSES	0.00	0	0	0	0
(6,600)	0	(4,495)	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,600	0	4,495	0		FUND EXPENSES	0.00	0	0	0	0
(6,600)	0	(4,495)	0		Forfeiture Fund - State Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1141	Prop 30/AB 109					
				4426	Uniform Patrol					
				E20	Services & Supplies					
1,658	8,584	38,790.00	0.00	51130-400-0000	Police Explorer Program	0.00	0.00	0.00	0.00	0.00
14,178	14,200	12,110.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
1,321	1,091	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
17,158	23,875	50,900	0		Services & Supplies Totals:	0.00	0	0	0	0
17,158	23,875	50,900	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
17,158	23,875	50,900	0		DEPT EXPENSES	0.00	0	0	0	0
(17,158)	(23,875)	(50,900)	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
17,158	23,875	50,900	0		FUND EXPENSES	0.00	0	0	0	0
(17,158)	(23,875)	(50,900)	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	3,350	17,250.00	0.00	52450-400-0000	Special Contract Services	0.00	18,225.00	18,225.00	0.00	0.00
0	3,350	17,250	0		Services & Supplies Totals:	0.00	18,225	18,225	0	0
				E30	Capital Outlay					
0	0	97,300.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	80,400.00	0.00	0.00
0	0	97,300	0		Capital Outlay Totals:	0.00	0	80,400	0	0
0	3,350	114,550	0		EXPENDITURES TOTALS:	0.00	18,225	98,625	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	3,350	114,550	0		DEPT EXPENSES	0.00	18,225	98,625	0	0
0	(3,350)	(114,550)	0		Uniform Patrol Totals:	0.00	(18,225)	(98,625)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	3,350	114,550	0		FUND EXPENSES	0.00	18,225	98,625	0	0
0	(3,350)	(114,550)	0		SB 509 Public Safety Fund Totals:	0.00	(18,225)	(98,625)	0	0
				1144	Forfeiture Fund-Federal/DOJ					
				4426	Uniform Patrol					
				E20	Services & Supplies					
78	0	0.00	0.00	51100-400-0000	Uniforms	0.00	0.00	0.00	0.00	0.00
0	110,000	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	0	53,000.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
78	110,000	53,000	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
4,314	0	90,800.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
4,314	0	90,800	0		Capital Outlay Totals:	0.00	0	0	0	0
4,392	110,000	143,800	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,392	110,000	143,800	0		DEPT EXPENSES	0.00	0	0	0	0
(4,392)	(110,000)	(143,800)	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,392	110,000	143,800	0		FUND EXPENSES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(4,392)	(110,000)	(143,800)	0		Forfeiture Fund-Federal/DOJ Totals	0.00	0	0	0	0
				1147	Fed Asset Forfeiture-Treasury					
				4426	Uniform Patrol					
				E20	Services & Supplies					
0	890	4,810.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
0	890	4,810	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	0	4,426.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	4,426	0		Capital Outlay Totals:	0.00	0	0	0	0
0	890	9,236	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	890	9,236	0		DEPT EXPENSES	0.00	0	0	0	0
0	(890)	(9,236)	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	890	9,236	0		FUND EXPENSES	0.00	0	0	0	0
0	(890)	(9,236)	0		Fed Asset Forfeiture-Treasury Total	0.00	0	0	0	0
				1148	School District Grant Fund					
				4426	Uniform Patrol					
				E10	Personnel Services					
0	98,315	109,512.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	124,230.00	124,230.00	0.00	0.00
0	98,315	109,512	0		Personnel Services Totals:	0.00	124,230	124,230	0	0
0	98,315	109,512	0		EXPENDITURES TOTALS:	0.00	124,230	124,230	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	98,315	109,512	0		DEPT EXPENSES	0.00	124,230	124,230	0	0
0	(98,315)	(109,512)	0		Uniform Patrol Totals:	0.00	(124,230)	(124,230)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	98,315	109,512	0		FUND EXPENSES	0.00	124,230	124,230	0	0
0	(98,315)	(109,512)	0		School District Grant Fund Totals:	0.00	(124,230)	(124,230)	0	0
				1149	COPS ELEAS Grant					
				4426	Uniform Patrol					
				E10	Personnel Services					
100,000	100,000	200,000.00	0.00	43010-400-0000	Overtime	0.00	200,000.00	325,000.00	0.00	0.00
100,000	100,000	200,000	0		Personnel Services Totals:	0.00	200,000	325,000	0	0
100,000	100,000	200,000	0		EXPENDITURES TOTALS:	0.00	200,000	325,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
100,000	100,000	200,000	0		DEPT EXPENSES	0.00	200,000	325,000	0	0
(100,000)	(100,000)	(200,000)	0		Uniform Patrol Totals:	0.00	(200,000)	(325,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
100,000	100,000	200,000	0		FUND EXPENSES	0.00	200,000	325,000	0	0
(100,000)	(100,000)	(200,000)	0		COPS ELEAS Grant Totals:	0.00	(200,000)	(325,000)	0	0
				1163	Safety/PW Dept Grants					
				4426	Uniform Patrol					
				E10	Personnel Services					
16,295	8,182	0.00	0.00	43010-400-1650	Overtime - STEP/OTS Grant	0.00	0.00	0.00	0.00	0.00
222	111	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
16,517	8,293	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
500	0	0.00	0.00	51130-400-1650	Program Materials - STEP Grant	0.00	0.00	0.00	0.00	0.00
275	0	0.00	0.00	52460-400-1650	Phlebotomist - STEP/OTS Grant	0.00	0.00	0.00	0.00	0.00
275	0	0.00	0.00	52570-400-1650	Personnel Training STEP/OTS	0.00	0.00	0.00	0.00	0.00
1,278	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
2,328	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
				E30	Capital Outlay					
0	0	336,600.00	0.00	62020-400-1652	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
16,500	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
4,000	0	0.00	0.00	62050-400-1650	Other Equipment STEP/OTS	0.00	0.00	0.00	0.00	0.00
0	0	17,275.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	0	300,000.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
20,500	0	653,875	0		Capital Outlay Totals:	0.00	0	0	0	0
39,345	8,293	653,875	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
39,345	8,293	653,875	0		DEPT EXPENSES	0.00	0	0	0	0
(39,345)	(8,293)	(653,875)	0		Uniform Patrol Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
39,345	8,293	653,875	0		FUND EXPENSES	0.00	0	0	0	0
(39,345)	(8,293)	(653,875)	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4426	Uniform Patrol					
				E30	Capital Outlay					
0	0	283,995.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	138,000.00	138,000.00	0.00	0.00
0	49,867	14,214.00	0.00	62050-400-0000	Other Equipment	0.00	80,400.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	49,867	298,209	0		Capital Outlay Totals:	0.00	218,400	138,000	0	0
0	49,867	298,209	0		EXPENDITURES TOTALS:	0.00	218,400	138,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	49,867	298,209	0		DEPT EXPENSES	0.00	218,400	138,000	0	0
0	(49,867)	(298,209)	0		Uniform Patrol Totals:	0.00	(218,400)	(138,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	49,867	298,209	0		FUND EXPENSES	0.00	218,400	138,000	0	0
0	(49,867)	(298,209)	0		Equipment Replacement Fund Total	0.00	(218,400)	(138,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
4,928,605	5,785,701	7,340,291	0		REPORT EXPENSES	0.00	7,641,883	7,105,748	0	0
(4,928,605)	(5,785,701)	(7,340,291)	0		REPORT TOTALS:	0.00	(7,641,883)	(7,105,748)	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	\$4,000
52540	TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee TBA, Police Officer Trainee	Basic Police Academy (Tuition/EVOC, uniform, range ammunition)	San Bernardino, CA	TBA	\$43,000
				Total:	\$47,000

(Only \$40,000 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 2023	\$1,700
52570	TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer TBA, Police Officer	Adv. Interview & Interrogation	TBA	TBA	\$3,250
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, Performa Use of Force PSP Strategic Communi- cations, and Implicit Bias and Community Policing	TBA	TBA	\$15,000
52570	J. Aguilar, Sergeant R. Godoy, Sergeant	Officer Involved Shooting Supervisor Course	TBA	TBA	\$700
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New Field Training Officer (FTO) (Mandated)	Riverside, CA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO TBA, Police Officer FTO	New FTO Crisis Intervention (Mandated-hours)	Riverside, CA	TBA	\$600

**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	G. Fonseca, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Cardenas-Borboa, 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 M. Rubalcava-Delgadillo, Police Officer I. Mendez, Police Officer	Pursuit Intervention Technique (PIT)	San Bernardino, CA	TBA	\$4,500
52570	TBA, Detective TBA, Detective	Advanced Homicide Investigation	TBA	TBA	\$1,000
52570	TBA, Police Officer FTO TBA, Police Officer FTO	FTO Re-Certification	Riverside, CA	TBA	\$400
52570	J. Riedell, Sergeant (8 sessions)	Supervisory Leadership Institute	TBA	TBA	\$4,500
52570	TBA, Sergeant	POST Supervisory Course	Riverside, CA	TBA	\$2,000
52570	TBA, Police Officer TBA, Police Officer	CDR Technician and Analyst Certifications	TBA	TBA	\$2,200
552570	TBA, Lieutenant	Management Training	San Diego, CA	TBA	\$2,500

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

Department: Police

Program: 4426 Uniform Patrol

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52570	TBA, Lieutenant B. Saravia, Dispatch Supervisor	Budget School	San Clemente, CA	TBA	\$2,500
52570	TBA, Captain	Executive Development	TBA	TBA	\$3,750
52570	J. Lopez, Police Officer E. Zamora, Police Officer	Intermediate Collision Training	San Bernardino, CA	TBA	\$600
52570	TBA, Lieutenant TBA, Sergeant TBA, Sergeant	Internal Investigations Training	TBA	TBA	\$2,850
52570	G. Fonseca, Police Officer D. Rodriguez, Police Officer A. Hernandez, Police Officer J. Cardenas-Borboa, 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 M. Rubalcava-Delgadillo, Police Officer I. Mendez, Police Officer	DUI Training	TBA	TBA	\$5,250
Total:					\$58,800

(Only \$45,000 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 – \$41,425 *(Only \$35,000 approved in City Manager's Budget)*

Administrative Services uniforms, \$400

Support Services uniforms, \$1,000

Technical Services uniforms, including cadet uniforms, \$1,000

Records Bureau uniforms, \$3,000

Investigations Bureau uniforms, \$800

Communication Services uniforms, \$3,500

Volunteer Services uniforms, including volunteer and reserve officer uniforms, \$1,000

Uniform Patrol uniforms and patches, \$24,000

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

Uniform work boots for Records and Communication personnel (5 @ \$75 each), \$375

Class A uniform hats, \$1,100

51101 BALLISTIC VEST REIMBURSEMENT – <\$8,500>

Reimbursement through grants for a portion of the ballistic body armor.

51130 PROGRAM SUPPLIES – \$1,625

Inert Pepperball rounds for less lethal training, \$675

Bean bags for less lethal training, \$950

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$21,200

Concealable ballistic body armor (20 @ \$850 each), \$17,000
Tactical vest carriers (7 @ \$600 each), \$4,200

51500 GASOLINE – \$170,000 (*Only \$155,000 approved in City Manager’s Budget*)

Gasoline used in the operation of patrol and fire vehicles.

51510 DIESEL FUEL – \$17,500

Diesel fuel used in the operation of fire vehicles and the police generator.

52030 MAINTENANCE – TRANSPORTATION AND WORK EQUIPMENT – \$7,500

Routine maintenance of two police motorcycles, \$3,000
Power supplies, LED strobe lights, light bar modules, miscellaneous police vehicle emergency equipment repair parts and labor, \$4,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$9,000

Maintenance of mobile video recorders, radar/lidar guns, preliminary alcohol screening devices, Live Scan machine, fire suppression equipment, blood alcohol level intoximeters, mobile data computers, tasers, and digital voice recorders; pepperball gun repairs, \$3,550
Less lethal shotgun foregrip and stock repairs, \$1,000
General maintenance of range ventilation system, \$4,450

52450 SPECIAL CONTRACT SERVICES – \$243,225

Contract security for Montclair Transcenter, \$225,000
Watchguard annual redactive software maintenance, \$1,800 (SB 509 Fund)
Watchguard annual evidence library software maintenance, \$2,755 (SB 509 Fund)
Annual fee for LexisNexis Desk Officer Online Reporting System (DORS), \$13,670 (SB 509 Fund)

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

Department: Police

Program: 4426 Uniform Patrol

Object
Number

52460 MEDICAL SERVICES – \$70,000 ***(Only \$60,000 approved in City Manager’s Budget)***

Prisoner blood withdrawals, blood alcohol kits, and drug screens.

52540 VOCATIONAL TRAINING – \$47,000 ***(Only \$40,000 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 – \$58,800 ***(Only \$45,000 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 – \$4,000

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	The Department currently has three patrol vehicles that are in need of replacement: three 2016 Ford Interceptor Utility vehicles (Units #417, #419, and #420). Unit #417 has high mileage, torn seats and floor, several dents and scratches, and faded door wraps and graphics. It has had numerous issues with its emission system, charging system, A/C system, and its seatbelts. The motor mounts and PTU have been replaced, and the powertrain is out of warranty. Unit #419 has high mileage, torn seats and floor, several dents and scratches, and faded door wraps and graphics. The motor mounts, ignition coils, and water pump have been replaced, and the A/C has been repaired two times. It has had issues with its charging system, and the powertrain is out of warranty. Unit #420 was approved for replacement in the FY 2022-23 Budget; however, it was kept in service one additional year due to another patrol vehicle (Unit #412) that was totaled during a traffic collision and taken out of service. Unit #420 has also been involved in several traffic collisions, it has high mileage, the interior is significantly worn, and it has several dents and scratches, including faded door wraps and graphics. It has had continued electrical and charging issues; the motor, trans mounts, torque strut, and A/C compressor have all been replaced; and the powertrain is out of warranty. The City mechanic reviewed and approved these three replacement recommendations. The Department is requesting to purchase three new 2024 Ford Interceptor Utility vehicles (3 @ \$46,000 each). (Equipment Replacement Fund)	\$138,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for three new patrol vehicles (3 @ \$26,800 each). (Equipment Replacement Fund) <i>(Moved to SB509 Fund)</i>	\$80,400
Total:			\$218,400

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	998,020	1,049,630	996,176	
Services and Supplies	10,370	12,350	10,350	
Capital Outlay	9,402	0	0	
Total	1,017,792	1,061,980	1,006,526	

Personnel Authorized	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)	10.00 (FT) 2.00 (PT)
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Source of Funds

General Fund	999,790	1,055,480	1,000,026
SB 509 Public Safety Fund	8,600	6,500	6,500
Safety Department Grants	9,402	0	0
Total	1,017,792	1,061,980	1,006,526

DETAIL OF SALARIES AND WAGES

Department: Police

Program: 4427 Communications

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Police Dispatch Supervisor	1.00	1.00	1.00		100,573	100,573	
Police Dispatcher	4.00	2.00	2.00		114,354	114,354	
Senior Police Dispatcher	5.00	7.00	7.00		486,608	474,416	
<u>Part-Time</u>							
Sr Police Dispatcher (Relief)	2.00	2.00	2.00		30,000	30,000	
Full Time	10.00	10.00	10.00		701,535	689,343	
Part Time	2.00	2.00	2.00		30,000	30,000	
Additional Pay					2,400	2,400	
Overtime					80,000	40,000	
Total Salaries & Wages					813,935	761,743	
Benefit Costs					173,601	173,371	
PERS Benefit Costs					62,094	61,062	
Total Benefit Costs					235,695	234,433	
TOTAL					1,049,630	996,176	

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 64,837 calls for service. Of those calls, approximately 16,553 are 9-1-1; 40,254 are non-emergency calls; and 8,030 are officer initiated.
 2. Provide radio and telephone support to Patrol and the Detective Bureau during calls for service, resulting in approximately 21,671 outbound calls initiated by dispatch personnel annually.
 3. Of the total calls received into the dispatch center 36,545 resulted in a documented entry into the CAD system.
 4. Exchange information with outside agencies to help facilitate approximately 364 warrant arrests annually.
 5. Monitoring and continuous use of 12 technical computer systems and multiple radio channels in the Communication Center and at each dispatch console. Monitor Text to 9-1-1 and GPS tracking systems.
 6. Dispatch Priority One calls for service within 2.5 minutes and Priority Two calls for service within 15 minutes.
 7. Complete all CLETS transactions within State and Federal mandated time frames.
-

Personnel Services – \$1,049,630

Salary requests are for: Police Dispatch Supervisor (1.00) – \$100,573; Police Dispatcher (2.00) – \$114,354; Senior Police Dispatcher (7.00) – \$486,608; Sr. Police Dispatcher (2.00/part-time) – \$30,000. Cost allocations are as follows: full-time salaries – \$701,535; part-time salaries – \$30,000; additional pay – \$2,400; overtime – \$80,000; benefit costs – \$235,695.

Services and Supplies – \$12,350

Funding requested is for: special contract services – \$8,580; small equipment – \$3,770.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4427	Communications					
				E10	Personnel Services					
390,576	396,633	645,524.00	0.00	41010-400-0000	Regular Earnings	0.00	701,535.00	689,343.00	0.00	0.00
219	0	25,000.00	0.00	42020-400-0000	Part Time Wages	0.00	30,000.00	30,000.00	0.00	0.00
118,261	93,830	90,000.00	0.00	43010-400-0000	Overtime	0.00	80,000.00	40,000.00	0.00	0.00
3,491	6,959	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
2,315	1,655	1,440.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,342.00	1,342.00	0.00	0.00
904	247	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
1,586	1,505	2,400.00	0.00	44370-400-0000	Uniform Maintenance	0.00	2,400.00	2,400.00	0.00	0.00
0	0	152,400.00	0.00	45220-400-0000	Benefit Plan	0.00	157,200.00	157,200.00	0.00	0.00
46,373	39,961	66,506.00	0.00	45250-400-0000	P.E.R.S.	0.00	62,094.00	61,062.00	0.00	0.00
3,362	4,230	2,720.00	0.00	45270-400-0000	LTD Insurance	0.00	3,048.00	2,994.00	0.00	0.00
1,189	1,151	1,770.00	0.00	45290-400-0000	Life Insurance	0.00	1,840.00	1,840.00	0.00	0.00
7,526	7,299	9,360.00	0.00	45330-400-0000	Medicare	0.00	10,171.00	9,995.00	0.00	0.00
14	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
575,815	553,469	998,020	0		Personnel Services Totals:	0.00	1,049,630	996,176	0	0
				E20	Services & Supplies					
3,203	0	0.00	0.00	52020-400-0000	Maintenance - Communication Eq	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	2,080.00	2,080.00	0.00	0.00
777	442	1,770.00	0.00	52690-400-0000	Small Equipment	0.00	3,770.00	1,770.00	0.00	0.00
3,980	442	1,770	0		Services & Supplies Totals:	0.00	5,850	3,850	0	0
579,795	553,911	999,790	0		EXPENDITURES TOTALS:	0.00	1,055,480	1,000,026	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
579,795	553,911	999,790	0		DEPT EXPENSES	0.00	1,055,480	1,000,026	0	0
(579,795)	(553,911)	(999,790)	0		Communications Totals:	0.00	(1,055,480)	(1,000,026)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
579,795	553,911	999,790	0		FUND EXPENSES	0.00	1,055,480	1,000,026	0	0
(579,795)	(553,911)	(999,790)	0		General Fund Totals:	0.00	(1,055,480)	(1,000,026)	0	0
				1143	SB 509 Public Safety Fund					
				4427	Communications					
				E20	Services & Supplies					
4,363	6,439	8,600.00	0.00	52450-400-0000	Special Contract Services	0.00	6,500.00	6,500.00	0.00	0.00
4,363	6,439	8,600	0		Services & Supplies Totals:	0.00	6,500	6,500	0	0
4,363	6,439	8,600	0		EXPENDITURES TOTALS:	0.00	6,500	6,500	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,363	6,439	8,600	0		DEPT EXPENSES	0.00	6,500	6,500	0	0
(4,363)	(6,439)	(8,600)	0		Communications Totals:	0.00	(6,500)	(6,500)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,363	6,439	8,600	0		FUND EXPENSES	0.00	6,500	6,500	0	0
(4,363)	(6,439)	(8,600)	0		SB 509 Public Safety Fund Totals:	0.00	(6,500)	(6,500)	0	0
				1163	Safety/PW Dept Grants					
				4427	Communications					
				E30	Capital Outlay					
0	1,083	9,402.00	0.00	62040-400-1651	Communications Equipment	0.00	0.00	0.00	0.00	0.00
0	1,083	9,402	0		Capital Outlay Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	1,083	9,402	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	1,083	9,402	0		DEPT EXPENSES	0.00	0	0	0	0
0	(1,083)	(9,402)	0		Communications Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	1,083	9,402	0		FUND EXPENSES	0.00	0	0	0	0
0	(1,083)	(9,402)	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
584,158	561,433	1,017,792	0		REPORT EXPENSES	0.00	1,061,980	1,006,526	0	0
(584,158)	(561,433)	(1,017,792)	0		REPORT TOTALS:	0.00	(1,061,980)	(1,006,526)	0	0

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

Department: Police

Program: 4427 Communications

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$8,580

Contract with Language Line Services, Inc. for foreign language translation, \$6,500 (SB 509 Fund)

Contract with Corelogic Solutions, LLC for GIS mapping data access for use in CAD/RMS and Next Generation 9-1-1 services, \$2,080

52690 SMALL EQUIPMENT – \$3,770 (***Only \$1,770 approved in City Manager's Budget***)

Refrigerator, \$2,000 (***Not approved in City Manager's Budget***)

Replacement of worn communications console headsets, \$400

Wireless and wired headset adaptors, \$460

Wireless adaptor base, \$425

In-line mute switches, \$85

Disinfectant wipes, \$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	9,500	16,150	16,150	
Capital Outlay	0	0	0	
Total	61,918	68,568	68,568	

Personnel Authorized	11.00 (PT)	11.00 (PT)	11.00 (PT)
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Source of Funds

General Fund	61,918	68,568	68,568
Total	61,918	68,568	68,568

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	11.00		26,400	26,400	
Part Time	11.00	11.00	11.00		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 – \$16,150

Funding requested is for: vocational training – \$11,150; miscellaneous expenditures – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4428	Volunteer Services					
				E10	Personnel Services					
28,112	20,300	26,400.00	0.00	42020-400-0000	Part Time Wages	0.00	26,400.00	26,400.00	0.00	0.00
15,229	20,409	24,000.00	0.00	44220-400-0000	Spec. Police & Fire Services	0.00	24,000.00	24,000.00	0.00	0.00
601	590	382.00	0.00	45330-400-0000	Medicare	0.00	382.00	382.00	0.00	0.00
2,571	2,524	1,636.00	0.00	45340-400-0000	Social Security	0.00	1,636.00	1,636.00	0.00	0.00
46,513	43,823	52,418	0		Personnel Services Totals:	0.00	52,418	52,418	0	0
				E20	Services & Supplies					
0	5,165	5,500.00	0.00	52540-400-0000	Vocational Training	0.00	11,150.00	11,150.00	0.00	0.00
453	0	4,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,000.00	5,000.00	0.00	0.00
453	5,165	9,500	0		Services & Supplies Totals:	0.00	16,150	16,150	0	0
46,965	48,988	61,918	0		EXPENDITURES TOTALS:	0.00	68,568	68,568	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
46,965	48,988	61,918	0		DEPT EXPENSES	0.00	68,568	68,568	0	0
(46,965)	(48,988)	(61,918)	0		Volunteer Services Totals:	0.00	(68,568)	(68,568)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
46,965	48,988	61,918	0		FUND EXPENSES	0.00	68,568	68,568	0	0
(46,965)	(48,988)	(61,918)	0		General Fund Totals:	0.00	(68,568)	(68,568)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
46,965	48,988	61,918	0		REPORT EXPENSES	0.00	68,568	68,568	0	0
(46,965)	(48,988)	(61,918)	0		REPORT TOTALS:	0.00	(68,568)	(68,568)	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	South Lake Tahoe, CA	August 2023	\$6,000
52540	Police Chaplains (3)	Law Enforcement Chaplain Advanced Academy POST certified course (40 hours)	Sacramento, CA	March 2024	\$5,150
Total:					\$11,150

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

Department: Police

Program: 4428 Volunteer Services

Object
Number

52540 VOCATIONAL TRAINING – \$11,150

Attendance at vocational training classes for Reserve Police Officers and Police Chaplains – for detail see "Worksheet – Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

52990 MISCELLANEOUS EXPENDITURES – \$5,000

Award presentation items and refreshments for Reserve/Volunteer Appreciation Luncheon, \$3,000
Materials and refreshments for meetings and workshops for the Chaplain Program, \$2,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4429

Department	Division	Program
Police		Emergency Preparedness

Program Description

Coordinate the City response to major emergencies through adequate preplanning, training, and simulations by all departments and personnel. Educate the general public and business population in emergency preparedness and self-help principles.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	89,942	99,663	99,663	
Services and Supplies	5,295	5,365	3,800	
Capital Outlay	38,429	0	0	
Total	133,666	105,028	103,463	

Personnel Authorized	0.50 (FT)	0.50 (FT)	0.50 (FT)
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Source of Funds

General Fund	95,237	105,028	103,463
Safety Department Grants	38,429	0	0
Total	133,666	105,028	103,463

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		65,651	65,651	
Full Time	0.50	0.50	0.50		65,651	65,651	
Additional Pay					1,393	1,393	
Overtime					3,000	3,000	
Benefit Costs					13,765	13,765	
PERS Benefit Costs					15,854	15,854	
Total Benefit Costs					29,619	29,619	
TOTAL					99,663	99,663	

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 – \$99,663

Salary requests are for: Sergeant (0.50) – \$65,651. Cost allocations are as follows: full-time salaries – \$65,651; additional pay – \$1,393; overtime – \$3,000; benefit costs – \$29,619.

Services and Supplies – \$5,365

Funding requested is for: program supplies – \$1,800; miscellaneous expenditures – \$3,565.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4429	Emergency Preparedness					
				E10	Personnel Services					
55,685	29,111	61,740.00	0.00	41010-400-0000	Regular Earnings	0.00	65,651.00	65,651.00	0.00	0.00
184	82	0.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	3,000.00	0.00	0.00
0	0	3,087.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	3,283.00	3,283.00	0.00	0.00
545	0	868.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,396.00	1,396.00	0.00	0.00
0	0	0.00	0.00	44230-400-0000	Educational Incentive	0.00	73.00	73.00	0.00	0.00
0	0	1,500.00	0.00	44240-400-0000	POST Certificate Pay	0.00	1,050.00	1,050.00	0.00	0.00
0	0	270.00	0.00	44370-400-0000	Uniform Maintenance	0.00	270.00	270.00	0.00	0.00
0	0	6,600.00	0.00	45220-400-0000	Benefit Plan	0.00	7,800.00	7,800.00	0.00	0.00
7,059	1,977	14,663.00	0.00	45250-400-0000	P.E.R.S.	0.00	15,854.00	15,854.00	0.00	0.00
185	49	240.00	0.00	45270-400-0000	LTD Insurance	0.00	251.00	251.00	0.00	0.00
86	23	79.00	0.00	45290-400-0000	Life Insurance	0.00	83.00	83.00	0.00	0.00
0	0	895.00	0.00	45330-400-0000	Medicare	0.00	952.00	952.00	0.00	0.00
63,744	31,242	89,942	0		Personnel Services Totals:	0.00	99,663	99,663	0	0
				E20	Services & Supplies					
1,000	2,320	1,800.00	0.00	51130-400-0000	Program Supplies	0.00	1,800.00	1,800.00	0.00	0.00
494	494	3,495.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,565.00	2,000.00	0.00	0.00
1,494	2,814	5,295	0		Services & Supplies Totals:	0.00	5,365	3,800	0	0
65,238	34,055	95,237	0		EXPENDITURES TOTALS:	0.00	105,028	103,463	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
65,238	34,055	95,237	0		DEPT EXPENSES	0.00	105,028	103,463	0	0
(65,238)	(34,055)	(95,237)	0		Emergency Preparedness Totals:	0.00	(105,028)	(103,463)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
65,238	34,055	95,237	0		FUND EXPENSES	0.00	105,028	103,463	0	0
(65,238)	(34,055)	(95,237)	0		General Fund Totals:	0.00	(105,028)	(103,463)	0	0
				1154	Bureau of Justice Assistance					
				4429	Emergency Preparedness					
				E20	Services & Supplies					
13,020	13,020	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
17,254	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
30,274	13,020	0	0		Services & Supplies Totals:	0.00	0	0	0	0
30,274	13,020	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
30,274	13,020	0	0		DEPT EXPENSES	0.00	0	0	0	0
(30,274)	(13,020)	0	0		Emergency Preparedness Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
30,274	13,020	0	0		FUND EXPENSES	0.00	0	0	0	0
(30,274)	(13,020)	0	0		Bureau of Justice Assistance Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4429	Emergency Preparedness					
				E30	Capital Outlay					
0	0	38,429.00	0.00	62010-400-1651	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	38,429	0		Capital Outlay Totals:	0.00	0	0	0	0
0	0	38,429	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	38,429	0		DEPT EXPENSES	0.00	0	0	0	0
0	0	(38,429)	0		Emergency Preparedness Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	38,429	0		FUND EXPENSES	0.00	0	0	0	0
0	0	(38,429)	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
95,512	47,075	133,666	0		REPORT EXPENSES	0.00	105,028	103,463	0	0
(95,512)	(47,075)	(133,666)	0		REPORT TOTALS:	0.00	(105,028)	(103,463)	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 – \$3,565 *(Only \$2,000 approved in City Manager's Budget)*

Satellite phone subscription (This satellite phone was issued to the Montclair EOC by the San Bernardino County Office of Emergency Services as part of a Homeland Security Grant. The phone is restricted for limited use during emergency situations. Four other satellite phones would be activated during emergency situations.), \$570

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	4,097,390	4,795,593	4,815,622	
Services and Supplies	738,592	818,369	729,745	
Capital Outlay	994,514	252,319	196,319	
Total	5,830,496	5,866,281	5,741,686	

Personnel Authorized	24.50 (FT)	24.50 (FT)	28.00 (FT)
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)
	1.00 (PT)	1.00 (PT)	0.00 (PT)

Department Distribution

Administration	490,507	541,063	665,834
Emergency Services	5,101,812	5,135,073	4,898,131
Personnel Development	36,392	50,191	45,107
Buildings and Grounds	50,330	44,300	44,300
Emergency Medical Services	151,455	95,654	88,314
Total	5,830,496	5,866,281	5,741,686

Source of Funds

General Fund	4,697,452	5,390,401	5,190,901
SB 509 Public Safety Fund	236,459	248,545	386,790
EMS - Paramedic Fund	58,515	57,335	49,995
Equipment Replacement Fund	838,070	170,000	114,000
Total	5,830,496	5,866,281	5,741,686

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

DEPARTMENT: FIRE							DEPARTMENT SUMMARY	
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total	% Increase (if any)
			First Rate		Second Rate		Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Fire Chief</u>								
David Pohl	A		12.0	15,167			182,004	182,004
<u>Assistant Fire Chief</u>								
Vacant	A		12.0	13,795			165,540	165,540
<u>Fire Battalion Chief</u>								
Ryon Dierck	D	09/28/22	2.9	12,818	9.1	13,459	159,649	159,649
Thomas Dowser	D	07/06/22	0.2	12,818	11.8	13,459	161,380	161,380
Thomas Nicoll	C	09/27/22	2.9	12,208	9.1	12,808	151,956	151,956
<u>Fire Captain</u>								
Stanley Boehm	D	08/17/22	1.6	9,587	10.4	10,066	124,827	124,827
Brian Brambila	E		12.0	10,066			125,624	125,624
Ian Duewell	C	11/08/22	4.3	9,130	7.7	9,587	117,602	117,602
Benjamin Garcia	E		12.0	10,066			125,624	125,624
Michael Matheson	E		12.0	10,066			125,624	125,624
Dominic Mistretta	B	10/25/22	3.9	8,695	8.1	9,130	112,179	112,179
<u>Fire Engineer</u>								
Zachary Granzow	E		12.0	8,260			103,085	103,085
Derek Plant	E		12.0	8,260			103,085	103,085
Michael Sanchez	D	02/28/23	8.0	7,867	4.0	8,260	99,815	99,815
Anthony Vasquez	A	02/28/22	8.0	6,796	4.0	7,135	86,224	86,224
Orestes Vidal	E		12.0	8,260			103,085	103,085
Vacant	A		12.0	6,796			84,814	84,814

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

DEPARTMENT: FIRE							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Total	% Increase (if any)	
			First Rate		Second Rate		Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Firefighter/Paramedic</u>									
Kyle Bumanlag	A	10/11/21	3.4	6,534	8.6	6,861	84,469	84,469	
Jared Gross	C	06/07/23	11.4	7,204	0.6	7,564	90,131	90,131	
Israel Jaquez	A	07/05/21	0.2	6,534	11.8	6,861	85,558	85,558	
Joseph Metzco	C	09/14/22	2.5	7,204	9.5	7,564	93,463	93,463	
Joseph O'Neil	A	09/26/22	2.9	6,534	9.1	6,861	84,639	84,639	
Leonardo Perez Jr	A	09/26/22	2.9	6,534	9.1	6,861	84,639	84,639	
Vacant	A		12.0	6,534			81,544	81,544	
Vacant	A		12.0	6,534			81,544	81,544	
Vacant	A		12.0	6,534			81,544	81,544	
Vacant	A		12.0	6,534			81,544	81,544	
<u>Receptionist/Office Specialist</u>									
Amanda Romano	B	4/11/22	9.5	3,524	2.5	3,701	44,013	44,013	
<u>Administration to other Departments/Entities</u>									
Fire Services (CFD - Paseos)							-13,807	-13,807	
Fire Services (CFD - Arrow Station)							-3,650	-3,650	
Public Safety Admin (CFD - Paseos)							-4,537	-4,537	
Public Safety Admin (CFD - Arrow Station)							-2,269	-2,269	
<u>Part Time Benefitted:</u>									
<u>Administrative Technician</u>									
Nancy Jennings (38 hrs week)	E		12.0	28.55 hr.			58,107	58,107	
Salary Requirements:									
							(FT)	3,000,942	3,000,942
							(PTB)	58,107	58,107
							TOTAL	3,059,049	3,059,049

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Chief	0.50	0.50	1.00		116,778	182,004	
Assistant Fire Chief	1.00	1.00	1.00		163,760	165,540	
Fire Battalion Chief	3.00	3.00	3.00		414,583	472,985	
Fire Captain	6.00	6.00	6.00		731,480	731,480	
Fire Engineer	6.00	6.00	6.00		580,108	580,108	
Firefighter	8.00	8.00	10.00		685,987	849,075	
Receptionist/Office Specialist	0.00	0.00	1.00		0	44,013	
Admin other Depts - CFDs					-17,457	-17,457	
Admin other Depts - CFDs					-6,806	-6,806	
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00		58,107	58,107	
<u>Part-Time</u>							
Receptionist/Office Specialist	1.00	1.00	0.00		35,207	0	
Full Time	24.50	24.50	28.00		2,692,696	3,025,205	
Admin other Departments					-24,263	-24,263	
Total FT Positions/Salaries					2,668,433	3,000,942	
Part Time Benefitted	1.00	1.00	1.00		58,107	58,107	
Part Time	1.00	1.00	0.00		35,207	0	
Additional Pay					67,098	67,098	
Overtime					900,000	500,000	
Total Salaries & Wages					3,728,845	3,626,147	
Benefit Costs					465,257	521,793	
PERS Benefit Costs					601,491	667,682	
Total Benefit Costs					1,066,748	1,189,475	
TOTAL					4,795,593	4,815,622	

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	476,338	522,410	649,621	
Services and Supplies	14,169	18,653	16,213	
Capital Outlay	0	0	0	
Total	490,507	541,063	665,834	

Personnel Authorized	1.50 (FT)	1.50 (FT)	3.00 (FT)	
	1.00 (PTB)	1.00 (PTB)	1.00 (PTB)	
	1.00 (PT)	1.00 (PT)	0.00 (PT)	

Source of Funds

General Fund	490,507	541,063	665,834	
Total	490,507	541,063	665,834	

DETAIL OF SALARIES AND WAGES

Department: Fire

Program: 4531 Administration

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Fire Chief	0.50	0.50	1.00		116,778	182,004	
Assistant Fire Chief	1.00	1.00	1.00		163,760	165,540	
Receptionist/Office Specialist	0.00	0.00	1.00		0	44,013	
Admin other Depts - CFDs					-6,806	-6,806	
<u>Part-Time Benefitted</u>							
Administrative Technician	1.00	1.00	1.00		58,107	58,107	
<u>Part-Time</u>							
Receptionist/Office Specialist	1.00	1.00	0.00		35,207	0	
<hr/>							
Full Time	1.50	1.50	3.00		280,538	391,557	
Admin other Departments					-6,806	-6,806	
<hr/>							
Total FT Positions/Salaries					273,732	384,751	
<hr/>							
Part Time Benefitted	1.00	1.00	1.00		58,107	58,107	
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Part Time	1.00	1.00	0.00		35,207	0	
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Overtime					0	0	
<hr/>							
Total Salaries & Wages					367,046	442,858	
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Benefit Costs					77,235	101,934	
<hr/>							
PERS Benefit Costs					78,129	104,829	
<hr/>							
Total Benefit Costs					155,364	206,763	
<hr/>							
TOTAL					522,410	649,621	

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 – \$522,410

Salary requests are for: Executive Director of Public Safety (0.50) – \$116,778; Deputy Fire Chief (1.00) – \$163,760; Administrative Technician (1.00/part-time benefitted) – \$58,107; Receptionist/Office Specialist (1.00/part-time) – \$35,207. Cost allocations are as follows: full-time salaries – \$280,538; part-time benefitted salaries – \$58,107; part-time salaries – \$35,207; admin other departments – <\$6,806>; benefit costs – \$155,364.

Services and Supplies – \$18,653

Funding requested is for: dues and memberships – \$1,140; travel and meetings – \$5,550; special contract services – \$1,000; cellular phone expense – \$6,463; miscellaneous expenditures – \$4,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 8:21AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4531	Administration					
				E10	Personnel Services					
245,126	269,025	259,756.00	0.00	41010-400-0000	Regular Earnings	0.00	280,538.00	391,557.00	0.00	0.00
(5,625)	(5,625)	-6,187.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-6,806.00	-6,806.00	0.00	0.00
22,579	4,221	37,149.00	0.00	42020-400-0000	Part Time Wages	0.00	35,207.00	0.00	0.00	0.00
45,328	44,983	49,238.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	58,107.00	58,107.00	0.00	0.00
315	7,041	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
6,266	0	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
5,969	5,818	5,432.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	6,093.00	3,398.00	0.00	0.00
0	0	41,400.00	0.00	45220-400-0000	Benefit Plan	0.00	43,800.00	69,600.00	0.00	0.00
9,105	11,106	11,503.00	0.00	45240-400-0000	Deferred Compensation	0.00	12,389.00	13,902.00	0.00	0.00
51,578	62,528	64,355.00	0.00	45250-400-0000	P.E.R.S.	0.00	78,129.00	104,829.00	0.00	0.00
991	1,279	1,300.00	0.00	45270-400-0000	LTD Insurance	0.00	1,493.00	1,983.00	0.00	0.00
1,524	1,911	2,016.00	0.00	45290-400-0000	Life Insurance	0.00	2,252.00	2,928.00	0.00	0.00
4,740	4,844	5,020.00	0.00	45330-400-0000	Medicare	0.00	5,422.00	6,520.00	0.00	0.00
2,810	3,222	5,356.00	0.00	45340-400-0000	Social Security	0.00	5,786.00	3,603.00	0.00	0.00
390,707	410,351	476,338	0		Personnel Services Totals:	0.00	522,410	649,621	0	0
				E20	Services & Supplies					
235	165	1,075.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,140.00	750.00	0.00	0.00
0	1,069	4,325.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,550.00	4,000.00	0.00	0.00
0	534	1,000.00	0.00	52450-400-0000	Special Contract Services	0.00	1,000.00	500.00	0.00	0.00
3,083	4,087	5,769.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	6,463.00	6,463.00	0.00	0.00
471	3,585	2,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	4,500.00	4,500.00	0.00	0.00
3,789	9,439	14,169	0		Services & Supplies Totals:	0.00	18,653	16,213	0	0

2021	2022	2023	2023	Account	Description	FTE	2024	2024	2024	2024
Actual	Actual	Adopted	Estimated				Requested	Proposed	Approved	Adopted
394,496	419,790	490,507	0		EXPENDITURES TOTALS:	0.00	541,063	665,834	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
394,496	419,790	490,507	0		DEPT EXPENSES	0.00	541,063	665,834	0	0
(394,496)	(419,790)	(490,507)	0		Administration Totals:	0.00	(541,063)	(665,834)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
394,496	419,790	490,507	0		FUND EXPENSES	0.00	541,063	665,834	0	0
(394,496)	(419,790)	(490,507)	0		General Fund Totals:	0.00	(541,063)	(665,834)	0	0
				1143	SB 509 Public Safety Fund					
				4531	Administration					
				E20	Services & Supplies					
0	7,482	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	7,482	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	7,482	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	7,482	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(7,482)	0	0		Administration Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	7,482	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(7,482)	0	0		SB 509 Public Safety Fund Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
394,496	427,272	490,507	0		REPORT EXPENSES	0.00	541,063	665,834	0	0
(394,496)	(427,272)	(490,507)	0		REPORT TOTALS:	0.00	(541,063)	(665,834)	0	0

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

Department: Fire

Program: 4531 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52130	Battalion Chief	San Bernardino County Training Officers Association	San Bernardino County	Monthly	\$200
52130	Deputy Fire Chief	San Bernardino County Fire Chiefs Association	San Bernardino County	Monthly	\$200
52130	Deputy Fire Chief	West End Fire Chiefs Meetings	Local	Monthly	\$200
52130	Deputy Fire Chief	California Fire Chiefs Association	Southern California	Quarterly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Installation of Officers	Local	June 2024	\$200
52130	Battalion Chief	San Bernardino County Operations Officers Association	Local	Monthly	\$200
52130	Deputy Fire Chief	Chamber of Commerce Breakfast	Local	Monthly	\$150
52130	Fire Department Employees (4)	Chamber of Commerce Police Recognition Luncheon	Local	May 2024	\$200
52130	Fire Department Employees (2)	California Fire Education and Disaster Conference West & Expo (CFED)	Palm Springs, CA	May 2024	\$4,000
Total:					\$5,550

(Only \$4,000 approved in City Manager's Budget)

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

Department: Fire

Program: 4531 Administration

Object
Number

52120 DUES AND MEMBERSHIPS – \$1,140 ***(Only \$750 approved in City Manager’s Budget)***

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

California Emergency Services Association (CESA)	\$100
California Fire Chiefs Association	\$400
National Fire Protection Association (NFPA)	\$200
San Bernardino County EMS Officers Association	\$ 90
San Bernardino County Fire Chiefs Association	\$125
San Bernardino County HazMat Responders Association	\$ 75
San Bernardino County Training Officers Association	\$ 75
West End Quality Improvement Committee	\$ 75

52130 TRAVEL AND MEETINGS – \$5,550 ***(Only \$4,000 approved in City Manager’s Budget)***

Attendance at conferences and meetings – for details see "Worksheets – Justification of Conference and In–Service Training Request Schedule A – Travel and Meetings."

52450 SPECIAL CONTRACT SERVICES – \$1,000 ***(Only \$500 approved in City Manager’s Budget)***

Transcription services and other related expenses for administrative investigations.

52850 CELLULAR PHONE EXPENSE – \$6,463

Funds for cellular telephones and smart phones:

Command Vehicle 1715	\$ 6	Battalion Chief Dierck	\$575	iPad Laptop 1	\$460
Medic Engine 151	\$505	Deputy Fire Chief Pohl	\$205	iPad Laptop 2	\$460
Medic Engine 152	\$505	Battalion Chief Nicoll	\$415	EPCR Laptop 3	\$470
Medic Squad 151	\$ 6	Battalion Chief Dowser	\$470	EPCR Laptop 4	\$470
OES 331	\$335	Amanda Media	\$820	Fire Department	\$285
Engine 151A	\$ 6	Nancy Media	\$470		

52990 MISCELLANEOUS EXPENDITURES – \$4,500

Fire Department Open House, \$1,500

Promotional items, \$1,000

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	3,621,052	4,273,183	4,166,001	
Services and Supplies	582,854	672,890	599,130	
Capital Outlay	897,906	189,000	133,000	
Total	5,101,812	5,135,073	4,898,131	

Personnel Authorized	23.00 (FT)	23.00 (FT)	25.00 (FT)	
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Source of Funds

General Fund	4,027,283	4,716,528	4,397,341	
SB 509 Public Safety Fund	236,459	248,545	386,790	
Equipment Replacement Fund	838,070	170,000	114,000	
Total	5,101,812	5,135,073	4,898,131	

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		414,583	472,985	
Fire Captain	6.00	6.00	6.00		731,480	731,480	
Fire Engineer	6.00	6.00	6.00		580,108	580,108	
Firefighter	8.00	8.00	10.00		685,987	849,075	
Admin other Depts - CFDs					-17,457	-17,457	
					<u>668,530</u>	<u>831,618</u>	
Full Time	23.00	23.00	25.00		2,412,158	2,633,648	
Admin other Departments					-17,457	-17,457	
Total FT Positions/Salaries					2,394,701	2,616,191	
Additional Pay					67,098	67,098	
Overtime					900,000	500,000	
Total Salaries & Wages					3,361,799	3,183,289	
Benefit Costs					388,022	419,859	
PERS Benefit Costs					523,362	562,853	
Total Benefit Costs					911,384	982,712	
TOTAL					4,273,183	4,166,001	

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>2021</u>	<u>2022</u>	Estimate <u>2023</u>
Total number of calls for service	4,667	4,800	5,096
Arrival within 8 minutes of call	84%	87%	85%
Average EMS response time	6 min 31 sec	6 min 30 sec	6 min 28 sec
Average Fire response time	7 min 12 sec	7 min 00 sec	7 min 05 sec

Personnel Services – \$4,273,183

Salary requests are for: Fire Battalion Chief (3.00) – \$414,583 Fire Captain (6.00) – \$731,480; Fire Engineer (6.00) \$580,108; Firefighter (8.00) – \$685,987. Cost allocations are as follows: full-time salaries – \$2,412,158; admin other departments – <\$17,457>; additional pay – \$67,098; overtime – \$900,000; benefit costs – \$911,384.

Services and Supplies – \$672,890

Funding requested is for: books and publications – \$1,000; office supplies – direct – \$1,500; uniforms – \$28,860; personnel protective equipment \$139,000; materials – communications – \$5,800; materials – misc. maintenance and repair – \$24,000; maintenance – communication equipment – \$4,000; maintenance – other equipment – \$36,000; emergency communication services – \$276,490; special contract services – \$126,300; medical examinations – 8,600; small equipment – \$14,140; miscellaneous expenditures – \$7,200.

Capital Outlay – \$189,000

Funding requested is for: one Deputy Fire Chief Vehicle – \$86,000; utility support truck – \$56,000; SCBA bottles – \$13,000; ventilation fan – \$6,000; emergency vehicle light package for Medic Squad 151 – \$14,500; emergency vehicle light package for Medic Engine 151A – \$13,500.

General Ledger

Budget Analysis

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 Printed: 06/01/2023 - 9:17AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4533	Emergency Services					
				E10	Personnel Services					
1,645,314	1,704,345	2,004,773.00	0.00	41010-400-0000	Regular Earnings	0.00	2,412,158.00	2,633,648.00	0.00	0.00
(502,015)	(14,427)	-15,870.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-17,457.00	-17,457.00	0.00	0.00
824,361	886,432	820,000.00	0.00	43010-400-0000	Overtime	0.00	900,000.00	500,000.00	0.00	0.00
37,299	68,507	40,000.00	0.00	44170-400-0000	Holiday Pay	0.00	40,000.00	40,000.00	0.00	0.00
0	14,792	13,565.00	0.00	44180-400-0000	Longevity Conduct Pay	0.00	27,098.00	27,098.00	0.00	0.00
7,805	0	19,224.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	21,537.00	21,537.00	0.00	0.00
406	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	271,800.00	0.00	45220-400-0000	Benefit Plan	0.00	300,000.00	324,600.00	0.00	0.00
4,897	8,043	10,207.00	0.00	45240-400-0000	Deferred Compensation	0.00	16,583.00	18,919.00	0.00	0.00
338,585	351,030	415,395.00	0.00	45250-400-0000	P.E.R.S.	0.00	523,362.00	562,853.00	0.00	0.00
5,334	5,795	7,037.00	0.00	45270-400-0000	LTD Insurance	0.00	8,189.00	9,082.00	0.00	0.00
4,836	5,107	5,852.00	0.00	45290-400-0000	Life Insurance	0.00	6,735.00	7,533.00	0.00	0.00
36,482	38,678	29,069.00	0.00	45330-400-0000	Medicare	0.00	34,978.00	38,188.00	0.00	0.00
2,403,303	3,068,302	3,621,052	0		Personnel Services Totals:	0.00	4,273,183	4,166,001	0	0
				E20	Services & Supplies					
75	0	0.00	0.00	51020-400-0000	Books and Publications	0.00	1,000.00	1,000.00	0.00	0.00
498	697	1,000.00	0.00	51060-400-0000	Office Supplies	0.00	1,500.00	1,500.00	0.00	0.00
20,847	21,288	25,000.00	0.00	51100-400-0000	Uniforms	0.00	28,860.00	25,000.00	0.00	0.00
47,465	82,903	115,000.00	0.00	51140-400-0000	Personnel Protective Equipment	0.00	139,000.00	95,000.00	0.00	0.00
4,137	3,396	9,600.00	0.00	51310-400-0000	Materials - Communications	0.00	5,800.00	4,500.00	0.00	0.00
8,575	10,183	13,842.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	24,000.00	20,000.00	0.00	0.00
717	904	613.00	0.00	52020-400-0000	Maintenance - Communication Eq	0.00	4,000.00	3,000.00	0.00	0.00
5,052	8,850	12,579.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	36,000.00	22,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
206,700	108,383	122,459.00	0.00	52330-400-0000	Emergency Communication Servic	0.00	138,245.00	0.00	0.00	0.00
839	1,690	13,800.00	0.00	52450-400-0000	Special Contract Services	0.00	16,000.00	16,000.00	0.00	0.00
560	0	0.00	0.00	52510-400-0000	Medical Examinations	0.00	8,600.00	5,000.00	0.00	0.00
5,697	12,722	38,002.00	0.00	52690-400-0000	Small Equipment	0.00	14,140.00	14,140.00	0.00	0.00
1,270	917	3,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	7,200.00	5,200.00	0.00	0.00
302,433	251,932	355,395	0		Services & Supplies Totals:	0.00	424,345	212,340	0	0
0	0	30,511.00	0.00	E30 62030-400-0000	Capital Outlay Machinery & Tools	0.00	19,000.00	19,000.00	0.00	0.00
0	0	29,325.00	0.00	62040-400-0000	Communications Equipment	0.00	0.00	0.00	0.00	0.00
0	2,746	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	2,746	59,836	0		Capital Outlay Totals:	0.00	19,000	19,000	0	0
2,705,736	3,322,980	4,036,283	0		EXPENDITURES TOTALS:	0.00	4,716,528	4,397,341	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,705,736	3,322,980	4,036,283	0		DEPT EXPENSES	0.00	4,716,528	4,397,341	0	0
(2,705,736)	(3,322,980)	(4,036,283)	0		Emergency Services Totals:	0.00	(4,716,528)	(4,397,341)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,705,736	3,322,980	4,036,283	0		FUND EXPENSES	0.00	4,716,528	4,397,341	0	0
(2,705,736)	(3,322,980)	(4,036,283)	0		General Fund Totals:	0.00	(4,716,528)	(4,397,341)	0	0
487,588	0	0.00	0.00	1136 4533 E10 41011-400-0000	SBCounty Cares Act Relief Fund Emergency Services Personnel Services Regular Earnings Reimbursement	0.00	0.00	0.00	0.00	0.00
487,588	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
487,588	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
487,588	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(487,588)	0	0	0		Emergency Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
487,588	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(487,588)	0	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					
5,000	108,383	122,459.00	0.00	52330-400-0000	Emergency Communication Servic	0.00	138,245.00	276,490.00	0.00	0.00
103,966	105,051	114,000.00	0.00	52450-400-0000	Special Contract Services	0.00	110,300.00	110,300.00	0.00	0.00
108,966	213,433	236,459	0		Services & Supplies Totals:	0.00	248,545	386,790	0	0
108,966	213,433	236,459	0		EXPENDITURES TOTALS:	0.00	248,545	386,790	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
108,966	213,433	236,459	0		DEPT EXPENSES	0.00	248,545	386,790	0	0
(108,966)	(213,433)	(236,459)	0		Emergency Services Totals:	0.00	(248,545)	(386,790)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
108,966	213,433	236,459	0		FUND EXPENSES	0.00	248,545	386,790	0	0
(108,966)	(213,433)	(236,459)	0		SB 509 Public Safety Fund Totals:	0.00	(248,545)	(386,790)	0	0
				1163	Safety/PW Dept Grants					
				4533	Emergency Services					
				E30	Capital Outlay					
0	0	0.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
116,456	0	0.00	0.00	62050-400-1651	Other Equipment	0.00	0.00	0.00	0.00	0.00
116,456	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
116,456	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
116,456	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(116,456)	0	0	0		Emergency Services Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
116,456	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(116,456)	0	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4533	Emergency Services					
				E30	Capital Outlay					
279	0	838,070.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	125,000.00	77,000.00	0.00	0.00
0	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	45,000.00	37,000.00	0.00	0.00
279	0	838,070	0		Capital Outlay Totals:	0.00	170,000	114,000	0	0
279	0	838,070	0		EXPENDITURES TOTALS:	0.00	170,000	114,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
279	0	838,070	0		DEPT EXPENSES	0.00	170,000	114,000	0	0
(279)	0	(838,070)	0		Emergency Services Totals:	0.00	(170,000)	(114,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
279	0	838,070	0		FUND EXPENSES	0.00	170,000	114,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(279)	0	(838,070)	0		Equipment Replacement Fund Total	0.00	(170,000)	(114,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
3,419,025	3,536,413	5,110,812	0		REPORT EXPENSES	0.00	5,135,073	4,898,131	0	0
(3,419,025)	(3,536,413)	(5,110,812)	0		REPORT TOTALS:	0.00	(5,135,073)	(4,898,131)	0	0

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51020 BOOKS AND PUBLICATIONS – \$1,000

Technical reference materials.

51060 OFFICE SUPPLIES – DIRECT – \$1,500

Shift calendars.

51100 UNIFORMS – \$28,860 ***(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 (4 @ \$565 each), \$2,260

Badge repair and replacement (current employees), \$500

Class B uniforms (new hires), (9 @ \$1,500) \$13,500

51140 PERSONNEL PROTECTIVE EQUIPMENT – \$139,000 ***(Only \$95,000 approved in City Manager’s Budget)***

Wildland PPE (new hires and current employees), \$25,000

Structural firefighting PPE (new hires), \$90,000

Structural firefighting turnout replacement (3 @ \$5,000 each), \$15,000

PPE repair, cleaning and replacement, \$5,000

Miscellaneous items (flashlights, hose straps, suspenders, goggles, Nomex hoods, helmets, gloves, gear bags, etc.), \$4,000

51310 MATERIALS – COMMUNICATIONS – \$5,800 ***(Only \$4,500 approved in City Manager’s Budget)***

Radio headset replacement (2 @ \$400 each), \$800

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

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

51410 MATERIALS – MISC. MAINTENANCE AND REPAIR – \$24,000 *(Only \$20,000 approved in City Manager’s Budget)*

Class A Firefighting Foam, \$9,000
Class B Firefighting Foam, \$3,000
Tools, fittings, adapters, and expendable supplies used on emergency apparatus, \$3,000
Urban Search and Rescue equipment maintenance and repair, \$2,000
Miscellaneous equipment parts and maintenance, \$3,000
Fire hose repair and replacement for fire engines, \$4,000

52020 MAINTENANCE – COMMUNICATIONS EQUIPMENT – \$4,000 *(Only \$3,000 approved in City Manager’s Budget)*

Parts and labor costs for radio equipment maintenance.

52050 MAINTENANCE – OTHER EQUIPMENT – \$36,000 *(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, \$2,000
Quarterly calibration of three air monitors as required by OSHA, \$2,000
Pressure cylinder parts, \$1,500
Nozzle repairs and parts, \$2,500
Maintenance and filters for breathing air refill station, \$3,000
Repair of small tools and testing equipment, \$1,500
Annual NFPA required fire hose testing, \$4,500
Annual OSHA required fit testing for personnel SCBA face masks and P100 respirators, \$3,500
Annual OSHA required testing/service for SCBA filling machine, \$3,000
Annual OSHA required fire ladder testing (apparatus ladders and aerial), \$4,000
Annual apparatus pump tests (5 @ \$700 each), \$3,500
Annual required apparatus fire extinguisher inspection/servicing/replacement, \$3,000
Repair ground ladders, \$2,000

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52330 EMERGENCY COMMUNICATION SERVICES – \$276,490

Agreement with CONFIRE for dispatch and IT support, (General Fund \$138,245 SB 509 Fund – \$138,245) ***(All Moved to SB 509 Fund)***

52450 SPECIAL CONTRACT SERVICES – \$126,300

Agreement with San Bernardino County Radio Communication System for radio access/maintenance for all City radios, \$85,300 (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, \$2,500
Vector Solutions Crewsense (Department staffing software), \$3,000
Vector Solutions Check-It (inventory management, ICEMA, and OSHA compliance improvement software), \$2,000
Lexipol Policy Manual contract service, \$8,500

52510 MEDICAL EXAMINATIONS – \$8,600 ***(Only \$5,000 approved in City Manager's Budget)***

State mandated Hazardous Materials Team member physicals, \$3,000
Maintain annual wellness and fitness evaluations with Mt. San Antonio College (28 @ \$200 each), \$5,600

52690 SMALL EQUIPMENT – \$14,140

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
Various specialized US&R tools and equipment, \$3,000
Various wildland appliances and adapters, \$1,500
Various SCBA parts, equipment, and bottles, \$3,000
Replace ground ladders, \$1,500
Repair ground ladders, \$1,500

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

Department: Fire

Program: 4533 Emergency Services

Object
Number

52990 MISCELLANEOUS EXPENDITURES – \$7,200 *(Only \$5,200 approved in City Manager's Budget)*

Emergency scene food and rehabilitation provisions, \$2,000

Strike team food and lodging, \$2,000 *(Not approved in City Manager's Budget)*

Engine cleaning supplies, \$500

Waxes, polishes, etc., \$300

Diamond plate cleaner for fire engines, \$400

Absorbent, \$2,000

**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	The current Deputy Fire Chief vehicle (Unit #76-06) is a 2006 Ford Crown Victoria sedan and is in need of replacement. This vehicle is 17 years old and does not meet the needs of the position. The current vehicle does not have the space or equipment needed to assist an incident commander on a large scale incident, nor does it provide adequate room to store the proper personal protective equipment required. Furthermore, the vehicle has various mechanical problems due to mechanical component age. The department is requesting to purchase one 2023 Ford F-150 4x4 Super Crew Cab with corresponding emergency lights and siren including necessary radio communication equipment. This replacement vehicle will be capable of carrying all necessary equipment to run a secondary incident within the City, or if the magnitude of the incident requires additional overhead. The purchase of a pickup will provide the needs to properly serve the community in this role. (Equipment Replacement Fund)	\$77,000
62020	Utility Support Truck	The current Department support vehicles (Unit #78-07) 2007 Chevrolet Impala, and (Unit #73-05) 2005 Ford Crown Victoria are recommend to be replaced. Both are administrative sedans redesignated from the previously established fire prevention division. These vehicles do not provide proper support function, which includes transporting supply bottles, tools, and other support needs to fire scenes as well as to neighboring jurisdictions. The current vehicles are also unreliable, with a history of not starting as well as other mechanical failures, and are in need of replacement. The Department is requesting the purchase of a 2023 Chevrolet Silverado 1500 Crew Cab, which would adequately meet the needs of this Department. (Equipment Replacement Fund) (Not approved in City Manager's Budget)	\$48,000
62030	SCBA Bottles	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 support and logistical functions. 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. In the last fiscal year, 10 bottles were purchased to provide half the needed quantity. Ten additional bottles will fill the remainder of the needed inventory.	\$13,000

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

Department: Fire

Program: 4533 Emergency Services

Object Code	Item	Justification	Cost
62030	Ventilation Fan	The current gas-powered fan utilized on ME152 is too large for the reserve fire engines. When the frontline apparatus goes out of service for repairs, the reserve engines are forced to run without a ventilation fan, limiting the capabilities on a fire scene. Upgrading the fan from an older generation gas-powered fan to a newer style electric ventilation fan will allow for a smaller fan profile, providing all apparatus the ability to carry the proper compliment when placed in service.	\$6,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one new Deputy Fire Chief vehicle. (Equipment Replacement Fund)	\$9,000
62050	Emergency Vehicle Conversion	Emergency equipment and installation for one new utility support truck. (Equipment Replacement Fund) <i>(Not approved in City Manager's Budget)</i>	\$8,000
62050	Emergency Vehicle Light Package	The current emergency light package on Medic Squad 151 is outdated with older halogen bulb technology. The wiring of the light system is currently overdrawing power from the vehicle's electrical system thus causing the battery to lose power when parked, and its ability to start. The department is requesting new emergency lighting with LED technology, and new installation that reduces power usage, repairs the wiring problems, and improves visibility when responding to incidents. (Equipment Replacement Fund)	\$14,500
62050	Emergency Vehicle Light Package	The current emergency light package on ME151A is outdated and no longer functional. The light bar has only two functioning lights out of 20 and the remainder of the emergency lights are consistently malfunctioning. A new updated light package is needed to improve reliability and visibility of responding fire equipment. (Equipment Replacement Fund)	\$13,500
Total:			\$189,000

(Only \$133,000 approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4534

Department	Division	Program
Fire		Personnel Development

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	
Services and Supplies	36,392	50,191	45,107	
Capital Outlay	0	0	0	
Total	36,392	50,191	45,107	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	36,392	50,191	45,107	
Total	36,392	50,191	45,107	

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 – \$50,191

Funding requested is for: books and publications – \$2,000; program supplies – \$5,100; special contract services – \$3,007; vocational training – \$40,084.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 10:11AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4534	Personnel Development					
				E20	Services & Supplies					
1,144	343	1,000.00	0.00	51020-400-0000	Books and Publications	0.00	2,000.00	2,000.00	0.00	0.00
3,405	3,051	9,800.00	0.00	51130-400-0000	Program Supplies	0.00	5,100.00	5,100.00	0.00	0.00
2,715	5,361	3,448.00	0.00	52450-400-0000	Special Contract Services	0.00	3,007.00	3,007.00	0.00	0.00
0	12,461	13,144.00	0.00	52540-400-0000	Vocational Training	0.00	40,084.00	35,000.00	0.00	0.00
7,264	21,215	27,392	0		Services & Supplies Totals:	0.00	50,191	45,107	0	0
				E30	Capital Outlay					
0	42,988	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	42,988	0	0		Capital Outlay Totals:	0.00	0	0	0	0
7,264	64,204	27,392	0		EXPENDITURES TOTALS:	0.00	50,191	45,107	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
7,264	64,204	27,392	0		DEPT EXPENSES	0.00	50,191	45,107	0	0
(7,264)	(64,204)	(27,392)	0		Personnel Development Totals:	0.00	(50,191)	(45,107)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
7,264	64,204	27,392	0		FUND EXPENSES	0.00	50,191	45,107	0	0
(7,264)	(64,204)	(27,392)	0		General Fund Totals:	0.00	(50,191)	(45,107)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
7,264	64,204	27,392	0		REPORT EXPENSES	0.00	50,191	45,107	0	0
(7,264)	(64,204)	(27,392)	0		REPORT TOTALS:	0.00	(50,191)	(45,107)	0	0

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	K. Bumanlag, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer	Specific US&R training for San Bernardino County certification (mandatory)	San Bernardino County FD North Net Fire Training Center	October 2023	\$2,250
52540	All suppression personnel	CICCS wildland safety classes (mandatory)	San Bernardino County	April 2024	\$3,500
52540	S. Boehm, Fire Captain J. Gross, Firefighter/Paramedic A. Vasquez, Fire Engineer M. Sanchez, Fire Engineer J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic	Structure Collapse Specialist 1 (Replacing RS1 Training)	North Net Fire Training Center	March 2024	\$6,000
52540	D. Mistretta, Fire Captain I. Duewell, Fire Captain J. Gross, Firefighter/Paramedic J. O'Neil, Firefighter/Paramedic L. Perez, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic TBA, Firefighter/Paramedic	Emergency Vehicle Operator Course (EVOC)	Devore, CA	November 2023	\$2,100
52540	A. Vasquez, Fire Engineer	Structure Collapse Specialist 2	North Net Fire Training Center	April 2024	\$1,000
52540	TBA, HazMat Team members (3)	Hazardous materials courses needed for members to meet annual requirements	San Bernardino County FD	April 2024	\$6,400

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

Department: Fire

Program: 4534 Personnel Development

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	TBA, Fire Engineer	California State Fire Marshal certified course required for promoted personnel or outside hires; class outlined in the State Fire Training Certification Tracks Matrix	Red Helmet Training	September 2023	\$600
52540	R. Vidal, Fire Engineer D. Plant, Fire Engineer M. Sanchez, Fire Engineer A. Vasquez, Fire Engineer	Certified Fire Officer Courses California State Fire Marshal certified courses required for promoted personnel or those preparing to promote; classes outlined in the State Fire Training Certification Tracks Matrix	Red Helmet Training	October 2024	\$2,000
52540	Fire Department Employees	Fresno Training Symposium	Fresno, CA	April 2024	\$2,300
52540	T. Dowser, Battalion Chief	Executive Fire Chief Officer Courses	Red Helmet Training	November 2023	\$2,250
52540	A. Vazquez, Fire Engineer I. Duewell, Fire Captain	Rio Hondo Truck Academy	Rio Hondo College	October 2023	\$3,374
52540	Fire Department Employees (6)	Rope Rescue Technician The SFM retired LARRO and Replaced it with Rope Rescue Technician	North Net Training	TBA	\$4,410
52540	I. Duewell, Fire Captain S. Boehm, Fire Captain D. Mistretta, Fire Captain	Chief Fire Officer Courses	Red Helmet Training North Net Training Center	TBA	\$3,900
				Total:	\$40,084

(Only \$35,000 approved in City Manager's Budget)

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

Department: Fire

Program: 4534 Personnel Development

Object
Number

51020 BOOKS AND PUBLICATIONS – \$2,000

Update International Fire Service Training Association (IFSTA) manuals to current edition; hazardous material, reference, and US&R manuals; wildland handbooks and other training and operational guideline manuals; training and safety videos.

51130 PROGRAM SUPPLIES – \$5,100

Purchase of materials for effective and realistic training exercises (various sized lumber for shoring, trench rescue, and entrapment props; liquid smoke, nails, screws, and roofing materials), \$1,900
OSB plywood (1/2") for roof-training prop (100 @ \$32 each), \$3,200

52450 SPECIAL CONTRACT SERVICES – \$3,007

Agreement with Target Solutions for on-line OSHA mandated training.

52540 VOCATIONAL TRAINING – \$40,084 (***Only \$35,000 approved in City Manager's Budget***)

Attendance at vocational training classes – For details see "Worksheet Justification of Conference and In-Service Training Request Schedule B – Vocational Training."

PROGRAM BUDGET SUMMARY – 1

Program Number 4536

Department	Division	Program
Fire		Buildings & 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	46,662	19,300	19,300	
Capital Outlay	3,668	25,000	25,000	
Total	50,330	44,300	44,300	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	50,330	44,300	44,300	
Total	50,330	44,300	44,300	

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 – \$19,300

Funding requested is for: household expenses – \$6,500; license/permits/certificates – \$2,800; maintenance – other equipment – \$7,000; small equipment – \$2,000; miscellaneous expenditures – \$1,000.

Capital Outlay – \$25,000

Funding is requested for: Exercise equipment – \$15,000; classroom table and chairs – \$10,000.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 10:41AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4536	Buildings & Grounds					
				E20	Services & Supplies					
857	13,367	42,196.00	0.00	51110-400-0000	Household Expense	0.00	6,500.00	6,500.00	0.00	0.00
0	1,967	2,800.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,800.00	2,800.00	0.00	0.00
0	568	1,297.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	7,000.00	7,000.00	0.00	0.00
223	600	0.00	0.00	52690-400-0000	Small Equipment	0.00	2,000.00	2,000.00	0.00	0.00
668	326	500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	1,000.00	1,000.00	0.00	0.00
1,748	16,827	46,793	0		Services & Supplies Totals:	0.00	19,300	19,300	0	0
				E30	Capital Outlay					
0	0	3,537.00	0.00	62050-400-0000	Other Equipment	0.00	25,000.00	25,000.00	0.00	0.00
0	0	3,537	0		Capital Outlay Totals:	0.00	25,000	25,000	0	0
1,748	16,827	50,330	0		EXPENDITURES TOTALS:	0.00	44,300	44,300	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,748	16,827	50,330	0		DEPT EXPENSES	0.00	44,300	44,300	0	0
(1,748)	(16,827)	(50,330)	0		Buildings & Grounds Totals:	0.00	(44,300)	(44,300)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,748	16,827	50,330	0		FUND EXPENSES	0.00	44,300	44,300	0	0
(1,748)	(16,827)	(50,330)	0		General Fund Totals:	0.00	(44,300)	(44,300)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,748	16,827	50,330	0		REPORT EXPENSES	0.00	44,300	44,300	0	0
(1,748)	(16,827)	(50,330)	0		REPORT TOTALS:	0.00	(44,300)	(44,300)	0	0

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

Department: Fire

Program: 4536 Buildings & Grounds

Object
Number

51110 HOUSEHOLD EXPENSES – \$6,500

Dry cleaning (strike team sleeping bags), \$500
Kitchen appliances, dishes, utensils, plumbing supplies, etc., \$2,000
Bed/mattress parts/cleaning, \$2,000
Service/replacement of washer dryer units, \$2,000

51150 LICENSE/PERMITS/CERTIFICATES – \$2,800

Annual licenses, permits, and certificate fees as mandated by the County of San Bernardino and the State of California, \$1,800
County CERS Annual Inspection, \$1,000

52050 MAINTENANCE – OTHER EQUIPMENT – \$7,000

Plymovent annual maintenance, inspection, and service, \$5,000
Maintenance for fire hose dryers, garbage disposals, dishwashers, ovens, etc., \$2,000

52690 SMALL EQUIPMENT – \$2,000

Tools for stations, woodworking shop, and drill tower repairs (wrenches, pliers, hammers, cordless drill, saw blades, screwdrivers, clamps, brooms, etc.).

52990 MISCELLANEOUS EXPENDITURES – \$1,000

Emergency station generator fuel and other miscellaneous expenses.

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

Department: Fire

Program: 4536 Buildings and Grounds

Object Code	Item	Justification	Cost
62010	Classroom Tables And Chairs	The tables and chairs within the Fire Department classroom are over 20 years old and are in need of replacement. Several of the tables have broken hardware, and the chairs' fabric are dated and stained. New chairs and tables would remedy the broken tables and improve the appearance of the room (24 chairs @ \$200 each; 13 tables @ \$400 each).	\$10,000
62050	Gym Equipment	Stations 151 and 152 both have 20-year-old treadmills and gym equipment. Due to the physical nature of firefighting it is important that our firefighters maintain adequate physical conditioning. Safe and operational gym equipment is required at both stations for employees to exercise safely. Current treadmills at both stations are out of service due to belt slippage and overworn conditions. Both machines have belts which are slipping, providing an inconsistent walking surface, and the motor is struggling to start upon powerup. In addition to replacing both treadmills the Department is requesting to purchase two assault bikes, two rowing machines, and two sets of bumper plates. (2 treadmills @ \$5,000 each; 2 assault bikes @ \$1,000 each; 2 rowing machines @ \$1,000 each; 2 sets of bumper plates @ \$500 each).	\$15,000
Total:			\$25,000

PROGRAM BUDGET SUMMARY – 1

Program Number 4539

Department	Division	Program
Fire		Emergency Medical Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	0	0	0	
Services and Supplies	58,515	57,335	49,995	
Capital Outlay	92,940	38,319	38,319	
Total	151,455	95,654	88,314	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	92,940	38,319	38,319	
EMS Paramedic Fund	58,515	57,335	49,995	
Total	151,455	95,654	88,314	

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>2020</u>	<u>2021</u>	<u>2022</u>	Estimate <u>2023</u>
Total number of ALS calls	2,003	2,003	1,948	2,050
Continuous Education Hours for Nine Paramedic	216	216	216	216
Current and Accurate Medical Records on file	2,279	2,279	2,279	2,279

Personnel Services

No funding requested.

Services and Supplies – \$57,335

Funding requested is for: books and publications – \$500; office supplies – direct – \$200; program supplies – \$15,000; license/permits/certificates – \$8,200; maintenance – other equipment – \$2,000; special contract services – \$20,140; small equipment – \$11,295.

Capital Outlay – \$38,319

Funding requested is for: LifePak 15 Version 4 cardiac monitor and defibrillator – \$38,319.

General Ledger

Budget Analysis

User: cramirez
 Printed: 06/01/2023 - 11:29AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4539	Emergency Medical Services					
				E30	Capital Outlay					
0	0	92,940.00	0.00	62050-400-0000	Other Equipment	0.00	38,319.00	38,319.00	0.00	0.00
<hr/>										
0	0	92,940	0		Capital Outlay Totals:	0.00	38,319	38,319	0	0
<hr/>										
0	0	92,940	0		EXPENDITURES TOTALS:	0.00	38,319	38,319	0	0
<hr/>										
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
<hr/>										
0	0	92,940	0		DEPT EXPENSES	0.00	38,319	38,319	0	0
<hr/>										
0	0	(92,940)	0		Emergency Medical Services Totals	0.00	(38,319)	(38,319)	0	0
<hr/>										
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
<hr/>										
0	0	92,940	0		FUND EXPENSES	0.00	38,319	38,319	0	0
<hr/>										
0	0	(92,940)	0		General Fund Totals:	0.00	(38,319)	(38,319)	0	0
<hr/>										
				1180	E.M.S. - Paramedic Fund					
				4539	Emergency Medical Services					
				E10	Personnel Services					
34,681	161	0.00	0.00	44380-400-0000	Paramedic Stipend	0.00	0.00	0.00	0.00	0.00
4,816	22	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
82	1	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
57	1	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
503	2	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
40,139	187	0	0		Personnel Services Totals:	0.00	0	0	0	0
97	0	500.00	0.00	E20	Services & Supplies					
0	0	200.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
				51060-400-0000	Office Supplies	0.00	200.00	200.00	0.00	0.00
16,201	8,715	15,000.00	0.00	51130-400-0000	Program Supplies	0.00	15,000.00	15,000.00	0.00	0.00
5,672	6,448	8,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	8,200.00	7,000.00	0.00	0.00
0	549	2,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	2,000.00	1,000.00	0.00	0.00
1,613	630	0.00	0.00	52240-400-0000	Collection Agency Fees	0.00	0.00	0.00	0.00	0.00
13,032	13,068	20,175.00	0.00	52450-400-0000	Special Contract Services	0.00	20,140.00	15,000.00	0.00	0.00
1,792	6,513	12,640.00	0.00	52690-400-0000	Small Equipment	0.00	11,295.00	11,295.00	0.00	0.00
38,408	35,923	58,515	0		Services & Supplies Totals:	0.00	57,335	49,995	0	0
78,547	36,110	58,515	0		EXPENDITURES TOTALS:	0.00	57,335	49,995	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
78,547	36,110	58,515	0		DEPT EXPENSES	0.00	57,335	49,995	0	0
(78,547)	(36,110)	(58,515)	0		Emergency Medical Services Totals	0.00	(57,335)	(49,995)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
78,547	36,110	58,515	0		FUND EXPENSES	0.00	57,335	49,995	0	0
(78,547)	(36,110)	(58,515)	0		E.M.S. - Paramedic Fund Totals:	0.00	(57,335)	(49,995)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
78,547	36,110	151,455	0		REPORT EXPENSES	0.00	95,654	88,314	0	0
(78,547)	(36,110)	(151,455)	0		REPORT TOTALS:	0.00	(95,654)	(88,314)	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 – \$8,200 ***(Only \$7,000 approved in City Manager's Budget)***

ICEMA annual authorization application fee, \$2,500
ALS unit annual inspection fees (4 @ \$500 each), \$2,000
ICEMA EMT–P certification fees (8 @ \$100 each), \$800
State EMT–P certification fees (8 @ \$300 each), \$2,400
ICEMA EMT Re–cert (4 EMT's @ \$125 each), \$500

52050 MAINTENANCE – OTHER EQUIPMENT – \$2,000 ***(Only \$1,000 approved in City Manager's Budget)***

Maintenance of EMS tools and equipment.

52450 SPECIAL CONTRACT SERVICES – \$20,140 ***(Only \$15,000 approved in City Manager's Budget)***

Billing service for the collection of Paramedic Service Fees, \$7,680

Continued on next page

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

Department: Fire

Program: 4539 Emergency Medical Services

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

Service Agreements for inspection and maintenance of one (1) Life–Pak 15 Version 4 cardiac monitor/defibrillators, two (2) LifePak 15 Version 1 cardiac monitor/defibrillators and four (4) Life–Pak 1000 automated external defibrillators (AED) assigned to City facilities, \$7,475
Service agreements for two (2) Lucas 3 Chest Compression Systems, \$3,005
Service agreement for Lifenet modems, \$310
Annual access fee for Handtevy Mobile, medication management software, \$1,670

52690 SMALL EQUIPMENT – \$11,295

First–aid supplies for all City departments, \$500
Pulse oximeter sensors (20 @ \$90 each), \$1,800
Intraosseous infusion needle, \$1,500
Lucas 3 Suction Cups (48 @ \$48 each), \$2,304
Replacement McGrath Laryngoscope blades, \$365
McGrath Laryngoscope Batteries (2 @ \$78), \$156
Mechanical Suctions Units (2 @ \$852), \$1,704
Replacement 4 lead EKG Cables (2 @ \$643), \$1,286
Replacement 12 lead EKG Cables (2 @ \$185), \$370
“Airway Larry” Airway Management Trainer, \$1,310

CITY OF MONTCLAIR

JUSTIFICATION OF CAPITAL OUTLAY EXPENDITURE REQUESTS

Department: Fire

Program: 4539 Emergency Medical Services

Object Code	Item	Justification	Cost
62050	LifePak 15 Version 4 Cardiac	The Fire Department currently has three (3) LifePak 15 Version 1 Cardiac Monitor/Defibrillators. They are reaching the end of their rated service life and are in need of replacement. Last fiscal year, the Department purchased one LifePak 15 Version 4 Cardiac Monitor/Defibrillator, and the Department is requesting to purchase one this fiscal year. The manufacturer of cardiac monitors will apply \$6,500 toward the purchase of a new Version 4 if one of the Departments' older monitors is traded in. The purchase of a new cardiac monitor/defibrillator allows for a new monitor on each of the front line apparatus. The remaining Version 1 monitor will be placed in back up service.	\$38,319
Total:			\$38,319

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	3,616,586	3,922,338	3,846,175	
Services and Supplies	6,055,000	6,990,055	6,587,290	
Capital Outlay	554,301	731,128	210,600	
Sewer Depreciation	73,556	69,586	69,586	
Total	10,299,443	11,713,107	10,713,651	

Personnel Authorized	41.00 (FT) 3.00 (PT)	41.00 (FT) 3.00 (PT)	42.00 (FT) 4.00 (PT)
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Divisional Distribution

Engineering	845,814	1,521,093	1,292,394
Street Maintenance	1,788,471	2,516,212	1,758,023
Park Maintenance	674,406	616,946	544,653
Irrigation Maintenance	104,319	137,358	126,058
Vehicle Maintenance	533,223	542,855	501,355
Sewer Maintenance	4,877,596	4,183,044	4,541,550
Building Maintenance	1,475,614	2,195,599	1,949,618
Total	10,299,443	11,713,107	10,713,651

Source of Funds

General Fund	4,518,865	6,155,869	4,246,463
Gas Tax Fund	709,137	903,936	780,815
Park Maintenance Fund	60,140	46,640	60,150
Community Dev Block Grant Fund	28,724	30,728	30,728
2021 Lease Revenue Bonds	86,981	150,945	973,945
Sewer Operating Fund	4,803,040	4,112,458	4,470,964
Sewer Replacement Fund	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	69,586	69,586
Equipment Replacement Fund	18,000	241,945	80,000
Total	10,299,443	11,713,107	10,713,651

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

DEPARTMENT: PUBLIC WORKS

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
Full Time:								
<u>Executive Director of Engineering & Major Projects Manager</u>								
Rosemary Hoerning	E		12.0	20,833			249,996	249,996
<u>Director of Public Works/City Engineer</u>								
Monica Heredia	D	03/13/23	8.4	15,480	3.6	16,254	188,546	188,546
<u>Public Works Facilities/Maintenance Assistant Manager</u>								
Mathew Paradis	C	03/20/23	8.7	8,158	3.3	8,566	99,242	99,242
<u>Public Works Operations Assistant Manager</u>								
Alex Cardona	C	09/20/22	2.7	8,158	9.3	8,566	101,690	101,690
<u>Engineering Division Manager</u>								
Steven Stanton	C	03/01/23	1.0	10,356			10,356	10,356
<u>Associate Engineer</u>								
Vacant	A		6.0	7,272	6.0	7,635	92,125	92,125
<u>Project Manager</u>								
Roberto Ortega, Jr.	A	01/17/23	6.5	5,841	5.5	6,133	73,849	73,849
<u>Senior Public Works Inspector</u>								
James Diaz	E		12.0	7,726			92,712	92,712
<u>Building Maintenance Technician</u>								
Sergio Sahagun	B	02/15/23	7.5	4,347	4.5	4,564	54,735	54,735

**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)	Recommended by Administration Next Year
			First Rate		Second Rate		Total Salary Next Year	
			Months	Rate	Months	Rate		
<u>Field Groundskeeper</u> Vacant	A		6.0	4,192	6.0	4,401	53,105	53,105
<u>Leadworker - Maintenance</u> Manuel Blackbucket	B	02/27/23	8.0	4,401	4.0	4,621	55,303	55,303
Richard Herrera	D	02/14/23	7.5	4,852	4.5	5,095	61,098	61,098
Alex Perez	C	01/16/23	6.5	4,621	5.5	4,852	58,425	58,425
<u>Irrigation Specialist</u> Albert Ruiz	E		12.0	5,095			62,974	62,974
<u>Motor Sweeper Operator</u> Sergio Martinez	E		12.0	4,793			59,241	59,241
Andrew Venegas	E		12.0	4,793			59,241	59,241
<u>Equipment Maintenance Manager</u> Michael Lawrence	D	08/01/22	1.7	8,005	10.3	8,405	103,185	103,185
<u>Equipment Mechanic</u> Javier Robles	E		12.0	5,002			61,825	61,825
<u>Facilities Specialist</u> Jesus Escalante	E		12.0	6,141			75,903	75,903
<u>Maintenance Worker</u> Michael Braun	B	09/26/22	2.9	3,815	9.1	4,005	48,934	48,934
Aaron Eadie	A	11/22/22	4.7	3,633	7.3	3,815	46,273	46,273
Aaron Fierro	B	02/16/23	7.6	3,815	4.4	4,005	48,014	48,014
Rayden Garcia	B	03/27/23	8.9	3,815	3.1	4,005	47,760	47,760

**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 (continued)</u>								
Adam McCray	C	10/11/22	3.4	4,005	8.6	4,206	51,283	51,283
Phillip Mendez	E		12.0	4,416			54,582	54,582
Benjamin Ochoa	A	12/05/22	5.2	3,633	6.8	3,815	46,179	46,179
Joseph Puckett	A	09/06/22	2.2	3,633	9.8	3,815	46,741	46,741
Jose Rodriguez	B	03/01/23	8.0	3,815	4.0	4,005	47,936	47,936
Daniel Venadero	A	11/22/22	4.7	3,633	7.3	3,815	46,273	46,273
Vacant	A		6.0	3,633	6.0	3,815	46,029	46,029
Vacant	A		6.0	3,633	6.0	3,815	46,029	46,029
Vacant	A		6.0	3,633	6.0	3,815	46,029	46,029
Vacant	A		6.0	3,633	6.0	3,815	46,029	46,029
<u>Graffiti Abatement Worker</u>								
Vacant	A		6.0	3,633	6.0	3,815	46,029	46,029
Vacant (Unfunded)	A		12.0	0			0	0
<u>NPDES Inspector</u>								
Samantha Contreras	D	12/22/22	5.7	5,412	6.3	5,683	68,651	68,651
<u>Administrative Specialist</u>								
Nadia Paz	C	01/03/22	6.1	4,489	5.9	4,713	56,846	56,846
<u>Customer Service Representative/Office Specialist</u>								
Leticia Huazano	A	04/03/23	3.0	3,469	9.0	3,643	44,490	44,490
<u>Custodian</u>								
Nikolas Carbajal	B	03/26/23	8.8	3,546	3.2	3,723	44,412	44,412
Joel Flores	C	05/22/23	10.7	3,723	1.3	3,910	46,267	46,267
Cristopher Gonzalez	C	07/05/22	0.2	3,723	11.8	3,910	48,289	48,289
Steven Rabino	C	10/24/22	3.8	3,723	8.2	3,910	47,595	47,595

**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)							-9,680	-9,680			
CFD Personnel Costs							-10,906	-10,906			
<u>Part Time:</u>											
<u>Engineering Division Manager</u>											
Steve Stanton (960 hrs year)						56.90 hr.	54,624	54,624			
<u>Senior Intern</u>											
Vacant (20 hrs week)						6.0	16.26 hr.	6.0	16.76 hr.	17,170	17,170
<u>Graffiti Abatement Aide</u>											
Vacant - Unfunded (29 hrs week)							0.00 hr.		0	0	
<u>Senior Leadworker</u>											
Jeff Flanders (480 hrs year)						35.43 hr.	17,006	17,006			
Salary Requirements:						(FT)	2,663,635	2,663,635			
						(PT)	88,800	88,800			
						TOTAL	2,752,435	2,752,435			

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
	Executive Director of Engineeri	1.00	1.00	1.00		249,996	249,996
Director of Public Works	1.00	1.00	1.00		188,546	188,546	
Project Manager	1.00	1.00	1.00		73,849	73,849	
PW Facilities/Maint Asst Mgr	1.00	1.00	1.00		99,242	99,242	
PW Operations Asst Manager	1.00	1.00	1.00		101,690	101,690	
Engineering Division Manager	1.00	1.00	1.00		120,328	10,356	
Associate Engineer	1.00	1.00	1.00		92,125	92,125	
Sr. Public Works Inspector	1.00	1.00	1.00		92,712	92,712	
Facilities Specialist	1.00	1.00	1.00		75,903	75,903	
Field Groundskeeper	0.00	0.00	1.00		0	53,105	
Leadworker Maintenance	3.00	3.00	3.00		174,826	174,826	
Irrigation Specialist	1.00	1.00	1.00		62,974	62,974	
Motor Sweeper Operator	2.00	2.00	2.00		118,482	118,482	
Admin from other Depts					-2,700	-2,700	
Equipment Maint Manager	1.00	1.00	1.00		103,185	103,185	
Equipment Mechanic	1.00	1.00	1.00		61,825	61,825	
Maintenance Worker	14.00	14.00	14.00		668,091	668,091	
Admin from other Depts					-9,680	-9,680	
Graffiti Abatement Worker	2.00	2.00	2.00		46,029	46,029	
Admin from other Depts					-1,400	-1,400	
NPDES Inspector	1.00	1.00	1.00		68,651	68,651	
Building Maint Technician	1.00	1.00	1.00		54,735	54,735	
Administrative Specialist	1.00	1.00	1.00		56,846	56,846	
Customer Svc Rep/Office Spec	1.00	1.00	1.00		44,490	44,490	
Custodian	4.00	4.00	4.00		186,563	186,563	
Public Works Admin CFD Reimb					-6,806	-6,806	
Part-Time							
Engineering Division Manager	0.00	0.00	1.00		0	54,624	
Senior Intern	1.00	1.00	1.00		17,170	17,170	
Graffiti Abatement Worker	1.00	1.00	1.00		0	0	
Senior Leadworker	1.00	1.00	1.00		17,006	17,006	
Full Time	41.00	41.00	42.00		2,741,088	2,684,221	
Admin other Departments					-20,586	-20,586	
Total FT Positions/Salaries	41.00	41.00	42.00		2,720,502	2,663,635	
Part Time	3.00	3.00	4.00		34,176	88,800	
Overtime					121,400	75,000	
Total Salaries & Wages					2,876,078	2,827,435	
Benefit Costs					761,357	752,655	
PERS Benefit Costs					284,903	266,085	
Total Benefit Costs					1,046,260	1,018,740	
TOTAL					3,922,338	3,846,175	

+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	574,229	829,264	757,095	
Services and Supplies	269,585	691,829	535,299	
Capital Outlay	2,000	0	0	
Total	845,814	1,521,093	1,292,394	

Personnel Authorized	5.00 (FT) 0.00 (PT)	5.00 (FT) 0.00 (PT)	5.00 (FT) 0.70 (PT)
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Department Distribution

Management & Construction	546,665	1,055,780	880,081
Public Works Inspection	111,691	123,885	123,885
Traffic Safety Engineering	187,458	341,428	288,428
Total	845,814	1,521,093	1,292,394

Source of Funds

General Fund	582,833	1,041,148	865,449
Gas Tax Fund	176,000	329,000	276,000
2021 Lease Revenue Bonds	86,981	150,945	150,945
Total	845,814	1,521,093	1,292,394

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	451,080	692,951	620,782	
Services and Supplies	93,585	362,829	259,299	
Capital Outlay	2,000	0	0	
Total	546,665	1,055,780	880,081	

Personnel Authorized	4.15 (FT) 0.00 (PT)	4.15 (FT) 0.00 (PT)	4.15 (FT) 0.70 (PT)
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Source of Funds

General Fund	459,684	904,835	729,136
2021 Lease Revenue Bonds	86,981	150,945	150,945
Total	546,665	1,055,780	880,081

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
Executive Director of Engineering	1.00	1.00	1.00		249,996	249,996	
Director of Public Works	0.20	0.20	0.20		37,709	37,709	
Engineering Division Manager	0.70	0.70	0.70		84,230	7,249	
Associate Engineer	0.70	0.70	0.70		64,488	64,488	
Project Manager	0.70	0.70	0.70		51,694	51,694	
NPDES Inspector	0.25	0.25	0.25		17,163	17,163	
Administrative Specialist	0.60	0.60	0.60		34,108	34,108	
Public Works Admin CFD Reimb					-6,806	-6,806	
<u>Part-Time</u>							
Engineering Division Manager	0.00	0.00	0.70		0	38,237	
Full Time	4.15	4.15	4.15		539,388	462,407	
Admin Other Depts					-6,806	-6,806	
Part Time	0.00	0.00	0.70		0	38,237	
Overtime					2,200	2,200	
Total Salaries & Wages					534,782	496,038	
Benefit Costs					103,018	85,913	
PERS Benefit Costs					55,151	38,831	
Total Benefit Costs					158,169	124,744	
TOTAL					692,951	620,782	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Public Works	Engineering	4641 Management and Construction

Work Program

1. Manage and administer the programs and activities of the division.
2. Pursue State and Federal grants and other funding for capital improvements.
3. Represent the department at City Council, Planning Commission and various committee meetings.
4. Provide plan checking of tract maps, parcel maps, Water Quality Management Plans, lot line adjustments, parcel mergers, erosion control plans, stormwater pollution prevention plans, and public improvement plans.
5. Design and administer Public Works capital improvement projects.
6. Prepare feasibility studies and respond to citizen requests.
7. Maintain records and record drawings for Public Works Improvements.
8. Represent City at various meetings with other cities and regional agencies.
9. Monitor erosion and sediment issues associated with construction activities.
10. Perform restaurant inspections related to sanitary sewers/administer sewage pretreatment program.

Units of Measure

	<u>2021-2022</u>	<u>1st 6 Mos. 2022-2023</u>	<u>Estimate 2023-2024</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 – \$692,951

Salary requests are for: Executive Director Engineering & Major Projects Manager (1.00) – \$249,996; Director of Public Works/City Engineer (0.20) – \$37,709; Engineering Division Manager (0.70) – \$84,230; Associate Engineer (0.70) – \$64,488; Project Manager (0.70) – \$51,694; NPDES Inspector (0.25) – \$17,163; Administrative Specialist (0.60) – \$34,108. Cost allocations are as follows: full-time salaries – \$539,388; admin other departments – <\$6,806>; overtime – \$2,200; benefit costs – \$158,169.

Services and Supplies – \$362,829

Funding requested is for: books and publications – \$200; uniforms – \$1,500; program supplies – \$2,500; license/permits/certificates – \$4,010; dues and memberships – \$1,425; travel and meetings – \$5,795; mileage/auto allowance – \$11,340; special consulting services – \$207,000; plan check service – \$100,000; plan check service – reimbursement – <\$100,000>; special lab testing – \$1,000; special contract services – \$118,464; vocational training – \$2,400; cellular phone expense – \$4,695; miscellaneous expenditures – \$2,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:50PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4641	Management & Construction					
				E10	Personnel Services					
140,111	135,139	270,310.00	0.00	41010-400-0000	Regular Earnings	0.00	414,390.00	337,409.00	0.00	0.00
1,374	0	0.00	0.00	41010-400-1600	Regular Wages - SRTS	0.00	0.00	0.00	0.00	0.00
147	0	0.00	0.00	41010-400-1600	Regular Wages - ATP	0.00	0.00	0.00	0.00	0.00
1,073	9,982	0.00	0.00	41010-400-1702	Regular Earnings	0.00	0.00	0.00	0.00	0.00
(5,625)	(5,625)	-6,187.00	0.00	41017-400-0000	CFD Admin Reimbursement	0.00	-6,806.00	-6,806.00	0.00	0.00
8,576	20,141	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	38,237.00	0.00	0.00
0	2,054	0.00	0.00	42020-400-1702	Part Time Wages	0.00	0.00	0.00	0.00	0.00
236	1,760	2,200.00	0.00	43010-400-0000	Overtime	0.00	2,200.00	2,200.00	0.00	0.00
1,461	508	2,621.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,893.00	888.00	0.00	0.00
0	0	49,365.00	0.00	45220-400-0000	Benefit Plan	0.00	61,020.00	49,470.00	0.00	0.00
2,405	2,466	4,810.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,504.00	8,425.00	0.00	0.00
17,388	19,644	34,736.00	0.00	45250-400-0000	P.E.R.S.	0.00	47,739.00	31,419.00	0.00	0.00
541	627	1,137.00	0.00	45270-400-0000	LTD Insurance	0.00	1,822.00	1,482.00	0.00	0.00
752	891	1,187.00	0.00	45290-400-0000	Life Insurance	0.00	2,235.00	1,667.00	0.00	0.00
2,284	2,572	3,920.00	0.00	45330-400-0000	Medicare	0.00	6,009.00	5,446.00	0.00	0.00
170,723	190,160	364,099	0		Personnel Services Totals:	0.00	542,006	469,837	0	0
				E20	Services & Supplies					
0	0	200.00	0.00	51020-400-0000	Books and Publications	0.00	200.00	200.00	0.00	0.00
362	550	800.00	0.00	51100-400-0000	Uniforms	0.00	1,500.00	1,000.00	0.00	0.00
0	319	750.00	0.00	51130-400-0000	Program Supplies	0.00	2,500.00	2,000.00	0.00	0.00
0	0	3,710.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	4,010.00	3,000.00	0.00	0.00
0	824	1,000.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,425.00	1,200.00	0.00	0.00
285	1,270	4,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	5,795.00	4,500.00	0.00	0.00

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
4,108	5,200	2,730.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	11,340.00	11,340.00	0.00	0.00
3,300	0	5,000.00	0.00	52190-400-0000	Special Consulting Services	0.00	207,000.00	207,000.00	0.00	0.00
0	0	0.00	0.00	52191-400-0000	Special Consulting Svcs Reimb	0.00	0.00	-100,000.00	0.00	0.00
93,024	82,417	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	1,000.00	0.00	52420-400-0000	Special Lab Testing	0.00	1,000.00	1,000.00	0.00	0.00
38,098	24,127	65,000.00	0.00	52450-400-0000	Special Contract Services	0.00	118,464.00	118,464.00	0.00	0.00
121	198	1,700.00	0.00	52540-400-0000	Vocational Training	0.00	2,400.00	2,400.00	0.00	0.00
5,487	12,932	4,695.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	4,695.00	4,695.00	0.00	0.00
1,073	569	2,500.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	2,500.00	2,500.00	0.00	0.00
145,857	128,406	93,585	0		Services & Supplies Totals:	0.00	362,829	259,299	0	0
0	0	2,000.00	0.00	E30	Capital Outlay					
				62010-400-0000	Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	0	2,000	0		Capital Outlay Totals:	0.00	0	0	0	0
316,581	318,565	459,684	0		EXPENDITURES TOTALS:	0.00	904,835	729,136	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
316,581	318,565	459,684	0		DEPT EXPENSES	0.00	904,835	729,136	0	0
(316,581)	(318,565)	(459,684)	0		Management & Construction Totals	0.00	(904,835)	(729,136)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
316,581	318,565	459,684	0		FUND EXPENSES	0.00	904,835	729,136	0	0
(316,581)	(318,565)	(459,684)	0		General Fund Totals:	0.00	(904,835)	(729,136)	0	0
				1103	Road Maint Rehab - Sect 2032					
				4641	Management & Construction					
				E20	Services & Supplies					
52,948	127,915	0.00	0.00	52260-400-1702	Design/Engineering Services	0.00	0.00	0.00	0.00	0.00
52,948	127,915	0	0		Services & Supplies Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
52,948	127,915	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
52,948	127,915	0	0		DEPT EXPENSES	0.00	0	0	0	0
(52,948)	(127,915)	0	0		Management & Construction Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
52,948	127,915	0	0		FUND EXPENSES	0.00	0	0	0	0
(52,948)	(127,915)	0	0		Road Maint Rehab - Sect 2032 Total	0.00	0	0	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4641	Management & Construction					
				E10	Personnel Services					
0	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	124,998.00	124,998.00	0.00	0.00
0	76,539	85,738.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	45220-400-0000	Benefit Plan	0.00	9,000.00	9,000.00	0.00	0.00
0	0	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,250.00	6,250.00	0.00	0.00
0	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,412.00	7,412.00	0.00	0.00
0	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	551.00	551.00	0.00	0.00
0	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	921.00	921.00	0.00	0.00
0	1,110	1,243.00	0.00	45330-400-0000	Medicare	0.00	1,813.00	1,813.00	0.00	0.00
0	77,649	86,981	0		Personnel Services Totals:	0.00	150,945	150,945	0	0
0	77,649	86,981	0		EXPENDITURES TOTALS:	0.00	150,945	150,945	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	77,649	86,981	0		DEPT EXPENSES	0.00	150,945	150,945	0	0
0	(77,649)	(86,981)	0		Management & Construction Totals	0.00	(150,945)	(150,945)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	77,649	86,981	0		FUND EXPENSES	0.00	150,945	150,945	0	0
0	(77,649)	(86,981)	0		2021 Lease Rev Bond Proceeds Tot	0.00	(150,945)	(150,945)	0	0
				1751	Infrastructure Fund					
				4641	Management & Construction					
				E20	Services & Supplies					
180,634	191,813	0.00	0.00	52260-400-1702	Design/Engineering Svcs	0.00	0.00	0.00	0.00	0.00
180,634	191,813	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	0	6,011,413.00	0.00	E36	Project Improvement Costs					
				60020-400-1702	Construction Cost	0.00	0.00	0.00	0.00	0.00
0	0	6,011,413	0		Project Improvement Costs Totals:	0.00	0	0	0	0
180,634	191,813	6,011,413	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
180,634	191,813	6,011,413	0		DEPT EXPENSES	0.00	0	0	0	0
(180,634)	(191,813)	(6,011,413)	0		Management & Construction Totals	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
180,634	191,813	6,011,413	0		FUND EXPENSES	0.00	0	0	0	0
(180,634)	(191,813)	(6,011,413)	0		Infrastructure Fund Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
550,163	715,942	6,558,078	0		REPORT EXPENSES	0.00	1,055,780	880,081	0	0
(550,163)	(715,942)	(6,558,078)	0		REPORT TOTALS:	0.00	(1,055,780)	(880,081)	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	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 2023	\$1,200
52130	Samantha Contreras, NPDES Inspector	Annual California Water Environment Association Tristate Conference. This conference provides continuing education units and the most current information on storm water discharge requirements. The CEUs are required to maintain employees' certifications.	Las Vegas, NV	Summer 2023	\$1,200
52130	Monica Heredia, Director of Public Works/City Engineer	American Public Works Association (APWA) PWX 2023 offers educational sessions that address current public works issues as well as ongoing challenges.	San Diego, CA	August 27-30, 2023	\$2,500
52130	Rosemary Hoerning, Executive Director of Engineering	Infrastructure Improvements and the Historic Preservation Act Seminar.	On-line	July 11, 2023	\$895
Total					\$5,795

(Only \$4,500 approved in City Manager's Budget)

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

Department: Public Works

Program: 4641 Management and Construction

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est Expense
52540	Monica Heredia, Director of Public Works/City Engineer	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Rosemary Hoerning, Executive Director of Engineering	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Steve Stanton, Engineering Division Manager	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County Locations	Periodically	\$300
52540	Roberto Ortega, Project Manager	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County and Southern California locations	Periodically	\$300
52540	James Diaz, Senior Public Works Inspector	Seminars, classes and training sessions available to assist staff in developing additional performance skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Seminars, classes, and training sessions available to assist staff in developing additional storm water inspection skills.	Various San Bernardino County locations	Periodically	\$300
52540	Samantha Contreras, NPDES Inspector	Grease Interceptor Training.	Various San Bernardino County locations	Periodically	\$300
52540	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:	\$2,400

**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” (2) copies

51100 UNIFORMS – \$1,500 ***(Only \$1,000 approved in City Manager’s Budget)***

Rental and cleaning of uniforms and purchase of work boots for Division Personnel.

51130 PROGRAM SUPPLIES – \$2,500 ***(Only \$2,000 approved in City Manager’s Budget)***

Printing costs to replenish inspection forms for industrial, commercial, and construction inspections, \$500

Gloves, paper towels, wipes, \$250

Replacement of equipment and tools, \$1,250

Adjustable height ergonomic desk platform, \$500

51150 LICENSE/PERMITS/CERTIFICATES – \$4,010 ***(Only \$3,000 approved in City Manager’s Budget)***

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	Professional License Renewal	\$ 250
Rosemary Hoerning, Executive Director of Engineering	Professional License Renewal	\$ 250
Samantha Contreras, NPDES Inspector	CWEA Environmental Compliance Inspector Grade 1 Renewal	\$ 360
Annual Permit	SWRCB WDR Annual Permit	\$3,150

52120 DUES AND MEMBERSHIPS – \$1,425 ***(Only \$1,200 approved in City Manager’s Budget)***

<u>Personnel</u>	<u>Description</u>	<u>Cost</u>
Monica Heredia, Director of Public Works/City Engineer	City & County Engineers Association Membership	\$ 250
Rosemary Hoerning, Executive Director of Engineering	APWA & County Engineers Association Membership	\$ 250
Steve Stanton, Engineering Division Manager	APWA & MSA Annual Membership	\$ 250
Roberto Ortega, Engineering Division Manager	APWA Membership	\$ 225
James Diaz, Public Works Inspector	APWA Membership	\$ 225
Samantha Contreras, NPDES Inspector	CWEA Annual Membership	\$ 225

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52130 TRAVEL AND MEETINGS – \$5,795 *(Only \$4,500 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."

52190 SPECIAL CONSULTING SERVICES – \$207,000

DBE Goal Setting – \$2,000

Assist the City in establishing goals for Disadvantaged Business Enterprise participation in federally funded projects. Goals must be established and approved by Caltrans prior to the beginning of the federal fiscal year, October 1, 2023, or federal funds cannot be obligated for project costs. Current and anticipated federally funded projects include the Central Avenue/Union Pacific Grade Separation Project and Highway Safety Improvements Program (HSIP projects).

Miscellaneous Consultant Services – \$5,000

Consulting services such as writing legal descriptions, preparing plans, minor design work and plan preparation, and special studies, \$5,000.

NPDES Program Management – \$200,000

CASC Engineering, Inc. will manage this program. The consultant will assign a Project Manager supported by a team of staff spanning the experiences needed to effectively implement the MS4 NPDES program. That means CASC will “staff up” and “staff down” to match the ebb and flow of program implementation for the City of Montclair. In essence, Montclair will have NPDES program managers, NPDES permit specialists, inspectors, QSDs, QSPs, designers, engineers (trash device implementation), biologists, and monitoring specialists available to assist the city on-call and only when needed. The consultant will attend monthly County NPDES meetings, implement the public Outreach Program, provide staff training, review WQMP documents and provide conditions of approvals for new development. The City will enter into the 2nd year of a five year agreement, Agreement 22-62, with CASC Engineering for consultant services. The annual contract is on an as needed basis with an annual cap of \$60,000. Agreement 22-62 would be amended to add the additional services with a new cap of approximately \$200,000 annually, \$200,000.

52191 SPECIAL CONSULTING SERVICES REIMBURSEMENT – <\$100,000>

Reimbursement to the City for NPDES Program Permit Services.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52270 PLAN CHECK SERVICE – \$100,000

Plan checking services performed by private architectural and engineering (A/E) firms. Fees are collected from developers for these plan checking services. Bills from the A/E firms are charged against the fees. Included in this program are plan check services to verify compliance with Water Quality Management Plan goals (\$50,000) and development conditions of approval (\$50,000)

52271 PLAN CHECK SERVICE REIMBURSEMENT – <\$100,000>

Reimbursement to the City for Plan Check Service.

52420 SPECIAL LAB TESTING – \$1,000

Sewer testing, special testing, and compliance monitoring testing: This account is budgeted to finance the monthly, bi-monthly, and semi-annual chemical analysis of the City's wastewaters as required by the Regional Water Quality Control Board. Testing includes (1) sewer testing: analysis of monthly, bi-monthly, and semi-annual samples taken from three connection points, as required by Exhibit A of the Inland Empire Utilities Agency (IEUA) service contract, (2) special testing: includes special testing of Exhibit A violations and Monte Vista Water District (MVWD) background well testing to help develop local limits, and (3) compliance monitoring: City must periodically sample permitted businesses as required by the Environmental Protection Agency and the California Regional Water Quality Control Board.

52450 SPECIAL CONTRACT SERVICES – \$118,464

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 – \$66,846

The City is a co-permittee with other cities and the San Bernardino County Flood Control District under an NPDES permit for the regulation of stormwater runoff. The permit is issued by the California Regional Water Quality Control Board, Santa Ana Region, and is required for compliance with Federal Environmental Protection Agency regulations as mandated by the Federal Clean Water Act. The purpose of the permit is to implement programs to reduce pollution into the receiving waters of the United States. The co-permittees entered into an agreement to share the costs of implementing NPDES requirements. The City's share is approximately 2.41 percent of the overall \$2,777,492 budget (San Bernardino Flood had some existing revenues which are being credited to the City this year). The program pays for monitoring and reconnaissance, administration, a Drainage Area Management Plan, and a Geographic Information Management System. Payment is made quarterly to the Flood Control District.

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

Department: Public Works

Program: 4641 Management and Construction

Object
Number

52450 SPECIAL CONTRACT SERVICES – continued

STATE FEE FOR WASTE DISCHARGE REQUIREMENTS – \$26,977

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

*The state does not establish the fee for the fiscal year until September of each year. Estimates are provided earlier in the year for budgeting purposes, but the estimates are sometimes low. The budget amount requested is based on the state's estimate plus an additional 5%.

SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT – \$4,000

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.

SSMP – \$10,000

Sewer System Management Plan (SSMP)/Master Plan annual update.

FOG (Fats, Oil & Grease) MONITORING PROGRAM – \$2,500

Aquatics software annual administration fees.

52540 VOCATIONAL TRAINING – \$2,400

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: Public Works

Program: 4641 Management and Construction

Object
Number

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.

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	111,691	123,885	123,885	
Services and Supplies	0	0	0	
Capital Outlay	0	0	0	
Total	111,691	123,885	123,885	

Personnel Authorized	0.80 (FT)	0.80 (FT)	0.80 (FT)
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Source of Funds

General Fund	111,691	123,885	123,885
Total	111,691	123,885	123,885

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		18,855	18,855	
Sr. Public Works Inspector	0.70	0.70	0.70		64,898	64,898	
Full Time	0.80	0.80	0.80		83,753	83,753	
Overtime					3,000	3,000	
Total Salaries & Wages					86,753	86,753	
Benefit Costs					20,610	20,610	
PERS Benefit Costs					16,522	16,522	
Total Benefit Costs					37,132	37,132	
TOTAL					123,885	123,885	

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>2021-2022</u>	<u>1st 6 mos. 2022-2023</u>	<u>Estimate 2023-2024</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 – \$123,885

Salary requests are for: Director of Public Works/City Engineer (0.10) – \$18,855; Senior Public Works Inspector (0.70) – \$64,898. Cost allocations are as follows: full-time salaries – \$83,753; overtime – \$3,000; benefit costs – \$37,132.

Services and Supplies

No funding requested.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:50PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4642	Inspection					
				E10	Personnel Services					
58,509	89,508	75,773.00	0.00	41010-400-0000	Regular Earnings	0.00	83,753.00	83,753.00	0.00	0.00
5,460	1,537	3,600.00	0.00	43010-400-0000	Overtime	0.00	3,000.00	3,000.00	0.00	0.00
412	1,196	1,159.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,129.00	1,129.00	0.00	0.00
0	0	13,440.00	0.00	45220-400-0000	Benefit Plan	0.00	14,400.00	14,400.00	0.00	0.00
757	1,038	2,624.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,890.00	2,890.00	0.00	0.00
6,357	11,565	13,142.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,522.00	16,522.00	0.00	0.00
232	372	319.00	0.00	45270-400-0000	LTD Insurance	0.00	361.00	361.00	0.00	0.00
223	493	536.00	0.00	45290-400-0000	Life Insurance	0.00	616.00	616.00	0.00	0.00
934	1,330	1,098.00	0.00	45330-400-0000	Medicare	0.00	1,214.00	1,214.00	0.00	0.00
72,885	107,039	111,691	0		Personnel Services Totals:	0.00	123,885	123,885	0	0
72,885	107,039	111,691	0		EXPENDITURES TOTALS:	0.00	123,885	123,885	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
72,885	107,039	111,691	0		DEPT EXPENSES	0.00	123,885	123,885	0	0
(72,885)	(107,039)	(111,691)	0		Inspection Totals:	0.00	(123,885)	(123,885)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
72,885	107,039	111,691	0		FUND EXPENSES	0.00	123,885	123,885	0	0
(72,885)	(107,039)	(111,691)	0		General Fund Totals:	0.00	(123,885)	(123,885)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
72,885	107,039	111,691	0		REPORT EXPENSES	0.00	123,885	123,885	0	0
(72,885)	(107,039)	(111,691)	0		REPORT TOTALS:	0.00	(123,885)	(123,885)	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	11,458	12,428	12,428	
Services and Supplies	176,000	329,000	276,000	
Capital Outlay	0	0	0	
Total	187,458	341,428	288,428	

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	11,458	12,428	12,428
Gas Tax Fund	176,000	329,000	276,000
Total	187,458	341,428	288,428

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		9,427	9,427	
Full Time	0.05	0.05	0.05		9,427	9,427	
Benefit Costs					1,619	1,619	
PERS Benefit Costs					1,382	1,382	
Total Benefit Costs					3,001	3,001	
TOTAL					12,428	12,428	

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>2021-2022</u>	<u>1st 6 mos. 2022-2023</u>	<u>Estimate 2023-2024</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 – \$12,428

Salary requests are for: Director of Public Works/City Engineer (0.05) – \$9,427. Cost allocations are as follows: full-time salaries – \$9,427; benefit costs – \$3,001.

Services and Supplies – \$329,000

Funding requested is for: maintenance – traffic signals – \$100,000; extraordinary signal maintenance – \$180,000; architecture/engineering services – \$48,000; miscellaneous expenditures – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Printed: 06/01/2023 - 3:50PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4644	Traffic Safety Engineering					
				E10	Personnel Services					
8,728	6,751	8,769.00	0.00	41010-400-0000	Regular Earnings	0.00	9,427.00	9,427.00	0.00	0.00
206	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	840.00	0.00	45220-400-0000	Benefit Plan	0.00	900.00	900.00	0.00	0.00
378	0	438.00	0.00	45240-400-0000	Deferred Compensation	0.00	471.00	471.00	0.00	0.00
952	789	1,185.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,382.00	1,382.00	0.00	0.00
29	29	37.00	0.00	45270-400-0000	LTD Insurance	0.00	42.00	42.00	0.00	0.00
49	44	62.00	0.00	45290-400-0000	Life Insurance	0.00	69.00	69.00	0.00	0.00
130	97	127.00	0.00	45330-400-0000	Medicare	0.00	137.00	137.00	0.00	0.00
10,472	7,711	11,458	0		Personnel Services Totals:	0.00	12,428	12,428	0	0
				E20	Services & Supplies					
47,032	70,916	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
36,000	47,952	0.00	0.00	52260-400-0000	Architecture/Engineering Svcs	0.00	0.00	0.00	0.00	0.00
83,032	118,868	0	0		Services & Supplies Totals:	0.00	0	0	0	0
93,504	126,579	11,458	0		EXPENDITURES TOTALS:	0.00	12,428	12,428	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
93,504	126,579	11,458	0		DEPT EXPENSES	0.00	12,428	12,428	0	0
(93,504)	(126,579)	(11,458)	0		Traffic Safety Engineering Totals:	0.00	(12,428)	(12,428)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
93,504	126,579	11,458	0		FUND EXPENSES	0.00	12,428	12,428	0	0
(93,504)	(126,579)	(11,458)	0		General Fund Totals:	0.00	(12,428)	(12,428)	0	0
				1102	Gas Tax Fund					
				4644	Traffic Safety Engineering					
				E20	Services & Supplies					
(47,032)	(70,916)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
29,697	93,338	50,000.00	0.00	52040-400-0000	Maintenance - Traffic Signals	0.00	100,000.00	60,000.00	0.00	0.00
81,747	58,806	90,000.00	0.00	52060-400-0000	Extraordinary Signal Maintenan	0.00	180,000.00	180,000.00	0.00	0.00
0	29,924	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
64,413	111,153	176,000	0		Services & Supplies Totals:	0.00	329,000	276,000	0	0
64,413	111,153	176,000	0		EXPENDITURES TOTALS:	0.00	329,000	276,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
64,413	111,153	176,000	0		DEPT EXPENSES	0.00	329,000	276,000	0	0
(64,413)	(111,153)	(176,000)	0		Traffic Safety Engineering Totals:	0.00	(329,000)	(276,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
64,413	111,153	176,000	0		FUND EXPENSES	0.00	329,000	276,000	0	0
(64,413)	(111,153)	(176,000)	0		Gas Tax Fund Totals:	0.00	(329,000)	(276,000)	0	0
				1104	Measure I Fund					
				4644	Traffic Safety Engineering					
				E20	Services & Supplies					
1,062	0	0.00	0.00	52190-400-1651	Safety Analysis-SSARP	0.00	0.00	0.00	0.00	0.00
1,062	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
1,062	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
1,062	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(1,062)	0	0	0		Traffic Safety Engineering Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
1,062	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(1,062)	0	0	0		Measure I Fund Totals:	0.00	0	0	0	0
				1163	Safety/PW Dept Grants					
				4644	Traffic Safety Engineering					
				E20	Services & Supplies					
5,771	31,380	0.00	0.00	52190-400-1651	Safety Analysis-SSARP	0.00	0.00	0.00	0.00	0.00
5,771	31,380	0	0		Services & Supplies Totals:	0.00	0	0	0	0
5,771	31,380	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
5,771	31,380	0	0		DEPT EXPENSES	0.00	0	0	0	0
(5,771)	(31,380)	0	0		Traffic Safety Engineering Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
5,771	31,380	0	0		FUND EXPENSES	0.00	0	0	0	0
(5,771)	(31,380)	0	0		Safety/PW Dept Grants Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
164,749	269,111	187,458	0		REPORT EXPENSES	0.00	341,428	288,428	0	0
(164,749)	(269,111)	(187,458)	0		REPORT TOTALS:	0.00	(341,428)	(288,428)	0	0

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

Department: Public Works

Program: 4644 Traffic Safety Engineering

Object
Number

52040 MAINTENANCE – TRAFFIC SIGNALS – \$100,000 ***(Only \$60,000 approved in City Manager’s Budget)***

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 – \$180,000

Extraordinary maintenance for the City's traffic signal system. The maintenance work includes replacement of traffic signal loops, video detection, LED signal lamps, safety lighting, load switches, amplifiers, and other electronic components, and repair of damage from traffic accidents and vandalism. When possible, the City attempts to recover costs due to damage from traffic accidents and vandalism. Monthly extraordinary maintenance costs average approximately \$7,000 or \$85,000 per year. Extraordinary maintenance cost associated with the three County-owned signals shared with Montclair averages approximately \$6,000 per year. The City's traffic signal controllers are outdated and need replacement at a cost of \$75,000. (Gas Tax Fund)

52260 ARCHITECTURE/ENGINEERING SERVICES – \$48,000 ***(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	720,789	998,073	648,533	
Services and Supplies	1,033,082	1,114,611	1,021,490	
Capital Outlay	34,600	403,528	88,000	
Total	1,788,471	2,516,212	1,758,023	

Personnel Authorized	9.15 (FT) 1.15 (PT)	14.05 (FT) 1.15 (PT)	8.97 (FT) 1.15 (PT)
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Department Distribution

Graffiti Abatement	94,521	94,321	94,321
Street Maintenance	1,365,559	1,936,240	1,333,488
Signing & Painting	144,950	144,514	149,260
Street Sweeping	183,441	341,137	180,954
Total	1,788,471	2,516,212	1,758,023

Source of Funds

General Fund	1,226,610	1,668,603	1,142,480
Gas Tax Fund	533,137	574,936	504,815
Community Dev Block Grant Fund	28,724	30,728	30,728
Equipment Replacement Fund	0	241,945	80,000
Total	1,788,471	2,516,212	1,758,023

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	80,321	73,621	73,621	
Services and Supplies	14,200	20,700	20,700	
Capital Outlay	0	0	0	
Total	94,521	94,321	94,321	

Personnel Authorized	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)	1.55 (FT) 1.00 (PT)
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Source of Funds

General Fund	65,797	63,593	63,593
Community Dev Block Grant Fund	28,724	30,728	30,728
Total	94,521	94,321	94,321

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4645 Graffiti Abatement

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Graffiti Abatement Worker	1.50	1.50	1.50		46,029	46,029	
Graffiti Abatement CFD Reimb					-1,400	-1,400	
<u>Part-Time</u>							
Graffiti Abatement Worker	1.00	1.00	1.00		0	0	
Full Time	1.55	1.55	1.55		51,114	51,114	
Admin other Departments					-1,400	-1,400	
Part Time	1.00	1.00	1.00		0	0	
Overtime					1,000	1,000	
Total Salaries & Wages					50,714	50,714	
Benefit Costs					17,930	17,930	
PERS Benefit Costs					4,977	4,977	
Total Benefit Costs					22,907	22,907	
TOTAL					73,621	73,621	

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>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimated <u>2023-24</u>
Locations graffiti abated	1,165	2,000	4,000

Personnel Services – \$73,621

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Graffiti Abatement Worker (1.50) – \$46,029. Cost allocations are as follows: full-time salaries – \$51,114; admin other departments – <\$1,400>; overtime – \$1,000; benefit costs – \$22,907.

Services and Supplies – \$20,700

Funding requested is for: uniforms – \$2,200; program supplies – \$2,500; materials – miscellaneous maintenance and repair – \$15,000; small equipment – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4645	Graffiti Abatement					
				E10	Personnel Services					
8,982	19,119	56,144.00	0.00	41010-400-0000	Regular Earnings	0.00	51,114.00	51,114.00	0.00	0.00
(9,196)	(11,305)	-17,774.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-14,928.00	-14,928.00	0.00	0.00
573	542	700.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
0	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
138	0	144.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	92.00	92.00	0.00	0.00
9	0	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	17,670.00	0.00	45220-400-0000	Benefit Plan	0.00	16,500.00	16,500.00	0.00	0.00
139	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
1,036	2,216	5,501.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,977.00	4,977.00	0.00	0.00
75	87	236.00	0.00	45270-400-0000	LTD Insurance	0.00	223.00	223.00	0.00	0.00
34	91	227.00	0.00	45290-400-0000	Life Insurance	0.00	221.00	221.00	0.00	0.00
142	287	814.00	0.00	45330-400-0000	Medicare	0.00	741.00	741.00	0.00	0.00
1,931	11,151	63,797	0		Personnel Services Totals:	0.00	60,093	60,093	0	0
				E20	Services & Supplies					
865	813	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	2,500.00	2,500.00	0.00	0.00
(500)	(500)	0.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	0.00	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
365	313	2,000	0		Services & Supplies Totals:	0.00	3,500	3,500	0	0
2,295	11,463	65,797	0		EXPENDITURES TOTALS:	0.00	63,593	63,593	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,295	11,463	65,797	0		DEPT EXPENSES	0.00	63,593	63,593	0	0
(2,295)	(11,463)	(65,797)	0		Graffiti Abatement Totals:	0.00	(63,593)	(63,593)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
2,295	11,463	65,797	0		FUND EXPENSES	0.00	63,593	63,593	0	0
(2,295)	(11,463)	(65,797)	0		General Fund Totals:	0.00	(63,593)	(63,593)	0	0
				1132	Community Development Block Gr					
				4645	Graffiti Abatement					
				E10	Personnel Services					
8,196	10,305	16,524.00	0.00	41011-400-0000	Reg Wages Reimb-Graffiti	0.00	13,528.00	13,528.00	0.00	0.00
8,196	10,305	16,524	0		Personnel Services Totals:	0.00	13,528	13,528	0	0
				E20	Services & Supplies					
550	273	2,200.00	0.00	51100-400-0000	Graffiti - Uniforms	0.00	2,200.00	2,200.00	0.00	0.00
9,668	9,851	10,000.00	0.00	51410-400-0000	Graffiti -Mtrls Maint & Repair	0.00	15,000.00	15,000.00	0.00	0.00
10,218	10,124	12,200	0		Services & Supplies Totals:	0.00	17,200	17,200	0	0
				E30	Capital Outlay					
15,445	0	0.00	0.00	62020-400-0000	Graffiti - Trans & Work Equip	0.00	0.00	0.00	0.00	0.00
15,445	0	0	0		Capital Outlay Totals:	0.00	0	0	0	0
33,859	20,429	28,724	0		EXPENDITURES TOTALS:	0.00	30,728	30,728	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
33,859	20,429	28,724	0		DEPT EXPENSES	0.00	30,728	30,728	0	0
(33,859)	(20,429)	(28,724)	0		Graffiti Abatement Totals:	0.00	(30,728)	(30,728)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
33,859	20,429	28,724	0		FUND EXPENSES	0.00	30,728	30,728	0	0
(33,859)	(20,429)	(28,724)	0		Community Development Block Gr	0.00	(30,728)	(30,728)	0	0
				1750	Equipment Replacement Fund					
				4645	Graffiti Abatement					
				E30	Capital Outlay					
0	48,788	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	48,788	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	48,788	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	48,788	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(48,788)	0	0		Graffiti Abatement Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	48,788	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(48,788)	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
36,154	80,680	94,521	0		REPORT EXPENSES	0.00	94,321	94,321	0	0
(36,154)	(80,680)	(94,521)	0		REPORT TOTALS:	0.00	(94,321)	(94,321)	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 – \$2,500
Work gloves, safety goggles, rain gear, etc., used by personnel in this division.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$15,000
Paint, brushes, rollers, rags, etc., that would be used in removing graffiti throughout the City. (CDBG Fund)
- 52690 SMALL EQUIPMENT – \$1,000
Airless paint sprayer.

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	377,177	679,484	316,698	
Services and Supplies	953,782	1,006,811	928,790	
Capital Outlay	34,600	249,945	88,000	
Total	1,365,559	1,936,240	1,333,488	

Personnel Authorized	4.50 (FT) 0.15 (PT)	9.50 (FT) 0.15 (PT)	4.32 (FT) 0.15 (PT)	
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Source of Funds

General Fund	891,012	1,197,749	814,763	
Gas Tax Fund	474,547	496,546	438,725	
Equipment Replacement Fund	0	241,945	80,000	
Total	1,365,559	1,936,240	1,333,488	

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4646 Street Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Leadworker Maintenance	0.75	1.15	0.90		64,379	49,773	
Maintenance Worker	3.30	7.90	2.97		375,439	140,836	
Graffiti Abatement Worker	0.25	0.25	0.25		0	0	
Customer Svc Rep/Office Spec	0.15	0.15	0.15		6,674	6,674	
<u>Part-Time</u>							
Senior Leadworker	0.15	0.15	0.15		2,551	2,551	
Full Time	4.50	9.50	4.32		451,577	202,368	
Part Time	0.15	0.15	0.15		2,551	2,551	
Overtime					30,000	20,000	
Total Salaries & Wages					484,128	224,919	
Benefit Costs					156,460	73,989	
PERS Benefit Costs					38,896	17,790	
Total Benefit Costs					195,356	91,779	
TOTAL					679,484	316,698	

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>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Tons of asphaltic concrete placed	12	16	60
Pounds of crack seal placed	2,800	0	10,000
Square footage of sidewalk removed And replaced	150	1,380	6,400
Remove and replace curb and gutter (lin. ft.)	0	0	40
Flood control facilities maintained (lin. ft.)	24,000	12,000	24,000

Personnel Services – \$679,484

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Leadworker Maintenance (1.15) – \$64,379; Maintenance Worker (7.90) – \$375,439; Customer Service Representative/Office Specialist (0.15) – \$6,674; Senior Leadworker (0.15/part-time) – \$2,551; Cost allocations are as follows: full-time salaries – \$451,577; part-time salaries – \$2,551; overtime – \$30,000; benefit costs – \$195,356.

Services and Supplies – \$1,006,811

Funding requested is for: uniforms – \$7,250; program supplies – \$3,000; license/permits/certificates – \$2,300; materials – asphalt mix – \$22,500; materials – cement/sand/gravel – \$13,300; materials – weed chemicals – \$3,000; materials – miscellaneous maintenance and repair – \$18,400; dues and memberships – \$1,460; street lighting – \$400,000; special contract services – \$489,201; educational grants – \$3,000; vocational training – \$40,900; rent – equipment – \$2,500.

Capital Outlay – \$249,945

Funding requested is for: one KM800T 4-Ton Asphalt Hotbox Trailer – \$60,000; one PJ Low-Pro High Side Dump Trailer – \$20,000; one 2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model – \$161,945; one Multi-quip tow behind cement mixer – \$8,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4646	Street Maintenance					
				E10	Personnel Services					
22,093	29,319	237,642.00	0.00	41010-400-0000	Regular Earnings	0.00	451,577.00	202,368.00	0.00	0.00
0	1,496	2,477.00	0.00	42020-400-0000	Part Time Wages	0.00	2,551.00	2,551.00	0.00	0.00
17,943	37,723	30,000.00	0.00	43010-400-0000	Overtime	0.00	30,000.00	20,000.00	0.00	0.00
0	304	0.00	0.00	43010-400-4202	Overtime	0.00	0.00	0.00	0.00	0.00
0	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
138	0	144.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	92.00	92.00	0.00	0.00
0	0	79,023.00	0.00	45220-400-0000	Benefit Plan	0.00	145,668.00	68,760.00	0.00	0.00
139	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
2,472	4,780	21,909.00	0.00	45250-400-0000	P.E.R.S.	0.00	38,896.00	17,790.00	0.00	0.00
188	277	1,000.00	0.00	45270-400-0000	LTD Insurance	0.00	1,990.00	891.00	0.00	0.00
134	254	933.00	0.00	45290-400-0000	Life Insurance	0.00	1,746.00	841.00	0.00	0.00
948	1,358	3,760.00	0.00	45330-400-0000	Medicare	0.00	6,653.00	3,252.00	0.00	0.00
1,573	621	154.00	0.00	45340-400-0000	Social Security	0.00	158.00	0.00	0.00	0.00
45,627	76,247	377,177	0		Personnel Services Totals:	0.00	679,484	316,698	0	0
				E20	Services & Supplies					
5,256	5,504	3,625.00	0.00	51100-400-0000	Uniforms	0.00	3,625.00	3,625.00	0.00	0.00
400	424	400.00	0.00	51130-400-0000	Program Supplies	0.00	400.00	400.00	0.00	0.00
480	800	2,300.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,300.00	1,000.00	0.00	0.00
205,070	189,109	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	0	1,500.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	2,250.00	2,250.00	0.00	0.00
0	0	700.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	1,330.00	1,330.00	0.00	0.00
(136)	0	500.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	500.00	500.00	0.00	0.00
838	300	1,500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	2,000.00	2,000.00	0.00	0.00

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
150	330	1,460.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,460.00	1,460.00	0.00	0.00
393,285	334,217	390,000.00	0.00	52340-400-0000	Street Lighting	0.00	400,000.00	400,000.00	0.00	0.00
2,525	16,582	50,000.00	0.00	52450-400-0000	Special Contract Services	0.00	50,000.00	40,000.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	3,000.00	3,000.00	0.00	0.00
268	19,654	22,250.00	0.00	52540-400-0000	Vocational Training	0.00	40,900.00	32,000.00	0.00	0.00
0	3,247	2,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	2,500.00	2,500.00	0.00	0.00
0	400	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
608,135	570,566	479,235	0		Services & Supplies Totals:	0.00	510,265	490,065	0	0
				E30	Capital Outlay					
0	0	34,600.00	0.00	62050-400-0000	Other Equipment	0.00	8,000.00	8,000.00	0.00	0.00
0	0	34,600	0		Capital Outlay Totals:	0.00	8,000	8,000	0	0
653,762	646,812	891,012	0		EXPENDITURES TOTALS:	0.00	1,197,749	814,763	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
653,762	646,812	891,012	0		DEPT EXPENSES	0.00	1,197,749	814,763	0	0
(653,762)	(646,812)	(891,012)	0		Street Maintenance Totals:	0.00	(1,197,749)	(814,763)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
653,762	646,812	891,012	0		FUND EXPENSES	0.00	1,197,749	814,763	0	0
(653,762)	(646,812)	(891,012)	0		General Fund Totals:	0.00	(1,197,749)	(814,763)	0	0
				1102	Gas Tax Fund					
				4646	Street Maintenance					
				E10	Personnel Services					
38,632	74,629	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
61,724	51,316	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
1,304	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
4,428	7,227	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
175	290	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
138	229	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
1,525	1,833	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
3,847	3,243	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
111,773	138,767	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
3,000	3,625	3,625.00	0.00	51100-400-0000	Uniforms	0.00	3,625.00	3,625.00	0.00	0.00
1,644	2,100	2,100.00	0.00	51130-400-0000	Program Supplies	0.00	2,600.00	2,600.00	0.00	0.00
(205,070)	(189,109)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
2,019	6,902	13,500.00	0.00	51350-400-0000	Materials - Asphalt Mix	0.00	20,250.00	12,000.00	0.00	0.00
344	2,334	6,300.00	0.00	51360-400-0000	Materials - Cement/Sand/Gravel	0.00	11,970.00	6,500.00	0.00	0.00
(307)	0	2,500.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,500.00	2,500.00	0.00	0.00
10,558	9,938	11,500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	16,400.00	11,500.00	0.00	0.00
256,898	332,812	435,022.00	0.00	52450-400-0000	Special Contract Services	0.00	439,201.00	400,000.00	0.00	0.00
69,086	168,602	474,547	0		Services & Supplies Totals:	0.00	496,546	438,725	0	0
				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
180,859	307,369	474,547	0		EXPENDITURES TOTALS:	0.00	496,546	438,725	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
180,859	307,369	474,547	0		DEPT EXPENSES	0.00	496,546	438,725	0	0
(180,859)	(307,369)	(474,547)	0		Street Maintenance Totals:	0.00	(496,546)	(438,725)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
180,859	307,369	474,547	0		FUND EXPENSES	0.00	496,546	438,725	0	0
(180,859)	(307,369)	(474,547)	0		Gas Tax Fund Totals:	0.00	(496,546)	(438,725)	0	0
				1750	Equipment Replacement Fund					
				4646	Street Maintenance					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	241,945.00	80,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		Capital Outlay Totals:	0.00	241,945	80,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	241,945	80,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	241,945	80,000	0	0
0	0	0	0		Street Maintenance Totals:	0.00	(241,945)	(80,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	241,945	80,000	0	0
0	0	0	0		Equipment Replacement Fund Total	0.00	(241,945)	(80,000)	0	0
				1751	Infrastructure Fund					
				4646	Street Maintenance					
				E20	Services & Supplies					
1,855	0	0.00	0.00	52190-400-1700	Central/UPRR Feasibility Study	0.00	0.00	0.00	0.00	0.00
768,959	393,941	0.00	0.00	52260-400-1700	Central Ave/UPRR Arch/Eng	0.00	0.00	0.00	0.00	0.00
770,813	393,941	0	0		Services & Supplies Totals:	0.00	0	0	0	0
770,813	393,941	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
770,813	393,941	0	0		DEPT EXPENSES	0.00	0	0	0	0
(770,813)	(393,941)	0	0		Street Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
770,813	393,941	0	0		FUND EXPENSES	0.00	0	0	0	0
(770,813)	(393,941)	0	0		Infrastructure Fund Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
1,605,434	1,348,122	1,365,559	0		REPORT EXPENSES	0.00	1,936,240	1,333,488	0	0
(1,605,434)	(1,348,122)	(1,365,559)	0		REPORT TOTALS:	0.00	(1,936,240)	(1,333,488)	0	0

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

Department: Public Works

Program: 4646 Street Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Provide training in CPR, First Aid and Bloodborne Pathogens	City Yard	Varies	\$1,500
52540	Division Personnel	Attendance of miscellaneous courses and seminars on Pesticides. 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. (Seven employees @ \$5,200)	City Yard	Varies	\$36,400
52540	Division Personnel	PAPA classes for continuing education hours to maintain certificates	Southern California	Varies	\$1,500
				Total:	\$40,900

(Only \$32,000 approved in City Manager's Budget)

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

Department: Public Works

Program: 4646 Street Maintenance

Object
Number

51100 UNIFORMS – \$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 – \$3,000

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
(General Fund – \$400; Gas Tax Fund – \$2,600)

51150 LICENSE/PERMITS/CERTIFICATES – \$2,300 ***(Only \$1,000 approved in City Manager’s Budget)***

Qualified Applicators Certificates testing fees for four employees. License fees for Pesticide certifications.

51350 MATERIALS – ASPHALT MIX – \$22,500 ***(Only \$14,250 approved in City Manager’s Budget)***

Asphalt and crack sealing material to make street repairs as needed throughout the City, \$12,900
Pothole Mix, \$4,200
Romasol – (2) 55 gallon drums, \$5,400
(General Fund – \$2,250; Gas Tax Fund – \$20,250) ***(General Fund – \$2,250; Gas Tax Fund – \$12,000)***

51360 MATERIALS – CEMENT/SAND/GRAVEL – \$13,300 ***(Only \$7,830 approved in City Manager’s Budget)***

Cement (bagged), sand and gravel, \$1,300
Eight truckloads of cement @ 9.5 yards each truckload, \$12,000
(General Fund – \$1,330; Gas Tax Fund – \$11,970) ***(General Fund – \$1,330; Gas Tax Fund – \$6,500)***

51400 MATERIALS – WEED CHEMICALS – \$3,000

Chemicals to control weeds in streets and rights-of-way throughout the City. Increase is due to the purchase of additional Krovar, which is a soil sterilent to help keep weeds down longer.
(General Fund – \$500; Gas Tax Fund – \$2,500)

**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)*
 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
 (General Fund – \$2,000; Gas Tax Fund – \$16,400) **(General Fund – \$1,500; Gas Tax Fund – \$11,500)**
- 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
 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 – \$489,201 *(Only \$440,000 approved in City Manager’s Budget)*
 Irrigation, plant and turf repair in median islands and parkways as a result of traffic accidents and vandalism, \$30,000
 Landscaping for the existing median islands and parkways, \$335,097
 Contract with West Coast Arborists for tree maintenance services in Grid 4 (913 trees @ \$70.65/tree), \$64,504
 Miscellaneous tree trimming, removal of 78 dead trees and 74 stumps, \$50,000
 Annual Palm tree trimming, \$9,600
 (General Fund – \$50,000; Gas Tax Fund – \$439,201) **(General Fund – \$40,000; Gas Tax Fund – \$400,000)**
- 52530 EDUCATIONAL GRANTS – \$3,000
 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 – \$40,900 *(Only \$32,000 approved in City Manager’s Budget)*

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
62020	KM8000T 4-Ton Asphalt Hotbox Trailer	The Streets Division is seeking to purchase a KM8000T 4-Ton Asphalt Hotbox Trailer. The current asphalt patcher, a 1997 GMC Asphalt Truck, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. This Hotbox Trailer will be sufficient to replace the Asphalt Truck. (Equipment Replacement Fund)	\$60,000
62020	PJ Low-Pro High Side Dump Trailer	The Streets Division is seeking to purchase a PJ Low-Pro High Side Dump Trailer. The current dump truck, a 2002 International Dump Truck, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. This dump trailer will be sufficient to replace the dump truck at this time. (Equipment Replacement Fund)	\$20,000
62020	2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model	The Streets Division is seeking to purchase a new 2023 or 2024 XT Pro 56 Forestry Aerial Ford F750 XL Gasoline Model. The current aerial truck, a 1993 GMC Aerial Truck with Chipper Box, is not compliant with the AQMD and after January 1, 2021 can no longer be driven on any California roadway. (Equipment Replacement Fund)	\$161,945
<i>(Not approved in City Manager's Budget)</i>			
62050	Multi-Quip Tow Behind Cement Mixer	The current cement mixer, manufactured in 1972, no longer reliably works. The drum does not turn under load and does not mix the cement. A new cement mixer is needed for multiple yearly concrete repairs.	\$8,000
Total:			\$249,945

(Only \$88,000 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	91,150	72,714	88,460	
Services and Supplies	53,800	71,800	60,800	
Capital Outlay	0	0	0	
Total	144,950	144,514	149,260	

Personnel Authorized	1.05 (FT)	0.95 (FT)	1.05 (FT)
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Source of Funds

General Fund	96,530	79,894	93,340
Gas Tax Fund	48,420	64,620	55,920
Total	144,950	144,514	149,260

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		5,085	5,085	
Maintenance Worker	1.00	0.90	1.00		41,744	54,582	
Full Time	1.05	0.95	1.05		46,829	59,667	
Overtime					5,000	5,000	
Total Salaries & Wages					51,829	64,667	
Benefit Costs					16,271	18,092	
PERS Benefit Costs					4,614	5,701	
Total Benefit Costs					20,885	23,793	
TOTAL					72,714	88,460	

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>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Maintain signs	1,700	187	2,500
Fabricate signs	90	115	250
Stripe miles of street	0	0	10
Stencil traffic legends	0	0	250
Raised Pavement Markers	0	0	2,000

Personnel Services – \$72,714

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Maintenance Worker (0.90) – \$41,744. Cost allocations are as follows: full-time salaries – \$46,829; overtime – \$5,000; benefit costs – \$20,885.

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: 06/01/2023 - 3:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4650	Signing/Painting					
				E10	Personnel Services					
12,807	13,551	62,076.00	0.00	41010-400-0000	Regular Earnings	0.00	46,829.00	59,667.00	0.00	0.00
1,514	227	3,700.00	0.00	43010-400-0000	Overtime	0.00	5,000.00	5,000.00	0.00	0.00
0	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
138	0	144.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	92.00	92.00	0.00	0.00
0	0	17,670.00	0.00	45220-400-0000	Benefit Plan	0.00	14,940.00	16,500.00	0.00	0.00
138	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
1,463	1,698	6,037.00	0.00	45250-400-0000	P.E.R.S.	0.00	4,614.00	5,701.00	0.00	0.00
95	56	261.00	0.00	45270-400-0000	LTD Insurance	0.00	204.00	261.00	0.00	0.00
53	63	227.00	0.00	45290-400-0000	Life Insurance	0.00	202.00	221.00	0.00	0.00
211	201	900.00	0.00	45330-400-0000	Medicare	0.00	680.00	865.00	0.00	0.00
16,419	15,909	91,150	0		Personnel Services Totals:	0.00	72,714	88,460	0	0
				E20	Services & Supplies					
40	0	80.00	0.00	51130-400-0000	Program Supplies	0.00	80.00	80.00	0.00	0.00
28,650	35,458	0.00	0.00	51170-400-0000	Expenses Reimb to Gas Tax	0.00	0.00	0.00	0.00	0.00
0	0	400.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	1,200.00	1,200.00	0.00	0.00
(1,500)	221	4,000.00	0.00	51340-400-0000	Materials - Street Signs	0.00	4,800.00	2,500.00	0.00	0.00
400	(9)	500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	600.00	600.00	0.00	0.00
0	0	400.00	0.00	52450-400-0000	Special Contract Services	0.00	500.00	500.00	0.00	0.00
27,590	35,670	5,380	0		Services & Supplies Totals:	0.00	7,180	4,880	0	0
44,009	51,579	96,530	0		EXPENDITURES TOTALS:	0.00	79,894	93,340	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
44,009	51,579	96,530	0		DEPT EXPENSES	0.00	79,894	93,340	0	0
(44,009)	(51,579)	(96,530)	0		Signing/Painting Totals:	0.00	(79,894)	(93,340)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
44,009	51,579	96,530	0		FUND EXPENSES	0.00	79,894	93,340	0	0
(44,009)	(51,579)	(96,530)	0		General Fund Totals:	0.00	(79,894)	(93,340)	0	0
				1102	Gas Tax Fund					
				4650	Signing/Painting					
				E10	Personnel Services					
37,720	42,460	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
4,081	4,170	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
145	165	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
144	151	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
607	619	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
42,698	47,565	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
360	291	720.00	0.00	51130-400-0000	Program Supplies	0.00	720.00	720.00	0.00	0.00
(28,650)	(35,458)	0.00	0.00	51170-400-0000	Expenses Reimb from GenFund	0.00	0.00	0.00	0.00	0.00
0	4,022	3,600.00	0.00	51330-400-0000	Materials - Traffic Striping	0.00	10,800.00	10,800.00	0.00	0.00
17,047	27,253	36,000.00	0.00	51340-400-0000	Materials - Street Signs	0.00	43,200.00	36,000.00	0.00	0.00
1,836	2,417	4,500.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	5,400.00	5,400.00	0.00	0.00
0	0	3,600.00	0.00	52450-400-0000	Special Contract Services	0.00	4,500.00	3,000.00	0.00	0.00
430	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
(8,977)	(1,474)	48,420	0		Services & Supplies Totals:	0.00	64,620	55,920	0	0
33,721	46,091	48,420	0		EXPENDITURES TOTALS:	0.00	64,620	55,920	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
33,721	46,091	48,420	0		DEPT EXPENSES	0.00	64,620	55,920	0	0
(33,721)	(46,091)	(48,420)	0		Signing/Painting Totals:	0.00	(64,620)	(55,920)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
33,721	46,091	48,420	0		FUND EXPENSES	0.00	64,620	55,920	0	0
(33,721)	(46,091)	(48,420)	0		Gas Tax Fund Totals:	0.00	(64,620)	(55,920)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
77,730	97,669	144,950	0		REPORT EXPENSES	0.00	144,514	149,260	0	0
(77,730)	(97,669)	(144,950)	0		REPORT TOTALS:	0.00	(144,514)	(149,260)	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

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)

51340 MATERIALS – STREET SIGNS – \$48,000 – ***(Only \$38,500 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 – \$2,500; Gas Tax Fund – \$36,000)***

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIRS – \$6,000

Wood (to repair barricades), paint, paint thinner, nails, plywood and cement. (General Fund – \$600; Gas Tax Fund – \$5,400)

52450 SPECIAL CONTRACT SERVICES – \$5,000 ***(Only \$3,500 approved in City Manager's Budget)***

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

(General Fund – \$500; Gas Tax Fund – \$4,500) ***(General Fund – \$500; Gas Tax Fund – \$3,000)***

PROGRAM BUDGET SUMMARY – 1

Program Number 4651

Department	Division	Program
Public Works	Streets	Street Sweeping

Program Description

Provide clean streets free of dirt and debris by sweeping all City streets on a scheduled basis and responding to requests for street sweeping after traffic accidents and/or spills, etc.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	172,141	172,254	169,754	
Services and Supplies	11,300	15,300	11,200	
Capital Outlay	0	153,583	0	
Total	183,441	341,137	180,954	

Personnel Authorized	2.05 (FT)	2.05 (FT)	2.05 (FT)
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Source of Funds

General Fund	173,271	327,367	170,784
Gas Tax Fund	10,170	13,770	10,170
Total	183,441	341,137	180,954

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4651 Street Sweeping

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Motor Sweeper Operator	2.00	2.00	2.00		118,482	118,482	
Street Sweeping CFD Reimb					-2,700	-2,700	
Full Time	2.05	2.05	2.05		123,567	123,567	
Admin Other Depts					-2,700	-2,700	
Overtime					4,000	1,500	
Total Salaries & Wages					124,867	122,367	
Benefit Costs					36,273	36,273	
PERS Benefit Costs					11,114	11,114	
Total Benefit Costs					47,387	47,387	
TOTAL					172,254	169,754	

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>2021–22</u>	1st 6 mos. <u>20221–23</u>	Estimate <u>2023–24</u>
Curb miles swept	13,500	6,750	13,500
Respond to after-hour sweeping requests	1	4	8

Personnel Services – \$172,254

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Motor Sweeper Operator (2.00) – \$118,482. Cost allocations are as follows: full-time salaries – \$123,567; admin other departments – <\$2,700>; overtime – \$4,000; benefit costs – \$47,387.

Services and Supplies – \$15,300

Funding requested is for: program supplies – \$300; materials – street sweeping – \$15,000.

Capital Outlay – \$153,583

Funding is requested for: one Osprey II – 2023 Chevy 2500HD truck mounted street sweeper.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4651	Street Sweeping					
				E10	Personnel Services					
18,799	19,853	123,698.00	0.00	41010-400-0000	Regular Earnings	0.00	123,567.00	123,567.00	0.00	0.00
(2,250)	(2,250)	-2,300.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-2,700.00	-2,700.00	0.00	0.00
696	299	2,000.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	1,500.00	0.00	0.00
0	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
138	123	1,313.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,281.00	1,281.00	0.00	0.00
0	0	32,970.00	0.00	45220-400-0000	Benefit Plan	0.00	32,100.00	32,100.00	0.00	0.00
139	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
2,114	2,311	11,608.00	0.00	45250-400-0000	P.E.R.S.	0.00	11,114.00	11,114.00	0.00	0.00
118	81	520.00	0.00	45270-400-0000	LTD Insurance	0.00	542.00	542.00	0.00	0.00
69	81	404.00	0.00	45290-400-0000	Life Insurance	0.00	405.00	405.00	0.00	0.00
286	295	1,793.00	0.00	45330-400-0000	Medicare	0.00	1,792.00	1,792.00	0.00	0.00
20,109	20,906	172,141	0		Personnel Services Totals:	0.00	172,254	169,754	0	0
				E20	Services & Supplies					
0	30	30.00	0.00	51130-400-0000	Program Supplies	0.00	30.00	30.00	0.00	0.00
500	188	1,100.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	1,500.00	1,000.00	0.00	0.00
500	218	1,130	0		Services & Supplies Totals:	0.00	1,530	1,030	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	153,583.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	153,583	0	0	0
20,609	21,124	173,271	0		EXPENDITURES TOTALS:	0.00	327,367	170,784	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
20,609	21,124	173,271	0		DEPT EXPENSES	0.00	327,367	170,784	0	0
(20,609)	(21,124)	(173,271)	0		Street Sweeping Totals:	0.00	(327,367)	(170,784)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
20,609	21,124	173,271	0		FUND EXPENSES	0.00	327,367	170,784	0	0
(20,609)	(21,124)	(173,271)	0		General Fund Totals:	0.00	(327,367)	(170,784)	0	0
				1102	Gas Tax Fund					
				4651	Street Sweeping					
				E10	Personnel Services					
91,652	99,175	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
0	1,104	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
9,941	9,694	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
382	396	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
317	313	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
1,345	1,470	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
103,638	112,153	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	270	270.00	0.00	51130-400-0000	Program Supplies	0.00	270.00	270.00	0.00	0.00
5,000	8,716	9,900.00	0.00	51370-400-0000	Materials - Street Sweeping	0.00	13,500.00	9,900.00	0.00	0.00
5,000	8,986	10,170	0		Services & Supplies Totals:	0.00	13,770	10,170	0	0
108,638	121,139	10,170	0		EXPENDITURES TOTALS:	0.00	13,770	10,170	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
108,638	121,139	10,170	0		DEPT EXPENSES	0.00	13,770	10,170	0	0
(108,638)	(121,139)	(10,170)	0		Street Sweeping Totals:	0.00	(13,770)	(10,170)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
108,638	121,139	10,170	0		FUND EXPENSES	0.00	13,770	10,170	0	0
(108,638)	(121,139)	(10,170)	0		Gas Tax Fund Totals:	0.00	(13,770)	(10,170)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
129,247	142,263	183,441	0		REPORT EXPENSES	0.00	341,137	180,954	0	0
(129,247)	(142,263)	(183,441)	0		REPORT TOTALS:	0.00	(341,137)	(180,954)	0	0

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

Department: Public Works

Program: 4651 Street Sweeping

Object
Number

51130 PROGRAM SUPPLIES – \$300

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

51370 MATERIALS – STREET SWEEPING – \$15,000 (**Only \$10,900 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 – \$1,000; Gas Tax Fund – \$9,900**)

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

Department: Public Works

Program: 4651 Street Sweeping

Object Code	Item	Justification	Cost
62050	Osprey II – 2023 Chevy 2500HD Truck Mounted Street Sweeper	A small sized truck mounted street sweeper is requested for use during weekend and after hours emergencies. This sweeper does not require a Class B commercial driver license and can be operated by any Public Works staff.	\$153,583
			\$153,583

(Not approved in City Manager's Budget)

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Park Maintenance

Overview

Maintain all City trees, parks, facilities and other landscaped areas in a safe and aesthetically pleasing appearance.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	441,981	405,755	384,873	
Services and Supplies	232,425	211,191	159,780	
Capital Outlay	0	0	0	
Total	674,406	616,946	544,653	

Personnel Authorized	4.40 (FT)	5.05 (FT)	5.07 (FT)
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Department Distribution

Park Maintenance	579,533	594,227	521,834
Tree Maintenance	94,873	22,719	22,819
Total	674,406	616,946	544,653

Source of Funds

General Fund	633,266	570,306	509,503
Park Maintenance Fund	41,140	46,640	35,150
Total	674,406	616,946	544,653

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	425,343	397,616	376,634	
Services and Supplies	154,190	196,611	145,200	
Capital Outlay	0	0	0	
Total	579,533	594,227	521,834	
Personnel Authorized	4.35 (FT)	5.00 (FT)	5.02 (FT)	

Source of Funds

General Fund	538,393	547,587	486,684
Park Maintenance Fund	41,140	46,640	35,150
Total	579,533	594,227	521,834

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4652 Park Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Field Groundskeeper	0.00	0.00	1.00		0	53,105	
Leadworker Maintenance	0.90	0.90	0.90		54,988	54,988	
Maintenance Worker	3.30	3.95	2.97		190,589	140,836	
Admin other Depts					-9,680	-9,680	
					<u>180,909</u>	<u>131,156</u>	
Customer Svc Rep/Office Spe	0.10	0.10	0.10		4,449	4,449	
Full Time	4.35	5.00	5.02		255,111	258,463	
Admin other Departments					-9,680	-9,680	
Total FT Positions/Salaries					245,431	248,783	
Overtime					45,000	20,000	
Total Salaries & Wages					290,431	268,783	
Benefit Costs					84,928	85,309	
PERS Benefit Costs					22,257	22,542	
Total Benefit Costs					107,185	107,851	
TOTAL					397,616	376,634	

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>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</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 – \$397,616

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Leadworker Maintenance (0.90) – \$54,988; Maintenance Worker (3.95) – \$190,589; Customer Service Representative/Office Specialist (0.10) – \$4,449; Cost allocations are as follows: full-time salaries – \$255,111; admin other departments – <\$9,680>; overtime – \$45,000; benefit costs – \$107,185.

Services and Supplies – \$196,611

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 – \$123,302; rent – equipment – \$850; small equipment – \$15,769; miscellaneous expenditures – \$5,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:51PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4652	Park Maintenance					
				E10	Personnel Services					
135,386	159,760	283,440.00	0.00	41010-400-0000	Regular Earnings	0.00	255,111.00	258,463.00	0.00	0.00
(8,000)	(8,000)	-8,800.00	0.00	41011-400-0000	Regular Earnings Reimbursement	0.00	-9,680.00	-9,680.00	0.00	0.00
61,724	51,443	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
11,737	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
29,187	38,106	30,000.00	0.00	43010-400-0000	Overtime	0.00	45,000.00	20,000.00	0.00	0.00
138	545	1,212.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	884.00	884.00	0.00	0.00
0	0	86,979.00	0.00	45220-400-0000	Benefit Plan	0.00	78,120.00	78,432.00	0.00	0.00
136	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
14,821	16,060	26,049.00	0.00	45250-400-0000	P.E.R.S.	0.00	22,257.00	22,542.00	0.00	0.00
673	767	1,193.00	0.00	45270-400-0000	LTD Insurance	0.00	1,123.00	1,138.00	0.00	0.00
572	653	1,024.00	0.00	45290-400-0000	Life Insurance	0.00	948.00	954.00	0.00	0.00
3,453	3,654	4,111.00	0.00	45330-400-0000	Medicare	0.00	3,700.00	3,748.00	0.00	0.00
4,571	3,416	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
254,397	266,486	425,343	0		Personnel Services Totals:	0.00	397,616	376,634	0	0
				E20	Services & Supplies					
1,168	2,297	1,350.00	0.00	51100-400-0000	Uniforms	0.00	1,350.00	1,350.00	0.00	0.00
2,007	2,904	2,700.00	0.00	51130-400-0000	Program Supplies	0.00	2,700.00	2,700.00	0.00	0.00
939	3,988	0.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	0.00	0.00	0.00	0.00
0	0	4,000.00	0.00	51390-400-0000	Materials - Fertilizer	0.00	4,000.00	2,000.00	0.00	0.00
(2,000)	170	725.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,000.00	1,000.00	0.00	0.00
247	0	0.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	0.00	0.00	0.00
30,348	51,726	101,275.00	0.00	52450-400-0000	Special Contract Services	0.00	123,302.00	100,000.00	0.00	0.00
409	500	850.00	0.00	52640-400-0000	Rent - Equipment	0.00	850.00	850.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	2,150.00	0.00	52690-400-0000	Small Equipment	0.00	15,769.00	2,150.00	0.00	0.00
33,118	61,585	113,050	0		Services & Supplies Totals:	0.00	149,971	110,050	0	0
287,515	328,072	538,393	0		EXPENDITURES TOTALS:	0.00	547,587	486,684	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
287,515	328,072	538,393	0		DEPT EXPENSES	0.00	547,587	486,684	0	0
(287,515)	(328,072)	(538,393)	0		Park Maintenance Totals:	0.00	(547,587)	(486,684)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
287,515	328,072	538,393	0		FUND EXPENSES	0.00	547,587	486,684	0	0
(287,515)	(328,072)	(538,393)	0		General Fund Totals:	0.00	(547,587)	(486,684)	0	0
				1130	Park Maintenance Fund					
				4652	Park Maintenance					
				E20	Services & Supplies					
1,227	1,309	3,650.00	0.00	51100-400-0000	Uniforms	0.00	3,650.00	3,650.00	0.00	0.00
12,354	16,000	0.00	0.00	51380-400-0000	Materials - Sprinkler Parts	0.00	0.00	0.00	0.00	0.00
750	0	0.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	0.00	0.00	0.00	0.00
17,482	19,940	30,990.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	36,490.00	25,000.00	0.00	0.00
0	1,410	1,500.00	0.00	52130-400-0000	Travel & Meetings	0.00	1,500.00	1,500.00	0.00	0.00
3,518	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,350	1,240	0.00	0.00	52890-400-0000	Rental Property Upkeep	0.00	0.00	0.00	0.00	0.00
4,093	4,166	5,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	5,000.00	5,000.00	0.00	0.00
40,775	44,065	41,140	0		Services & Supplies Totals:	0.00	46,640	35,150	0	0
0	40,000	0.00	0.00	E30	Capital Outlay					
0	40,000	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	40,000	0	0		Capital Outlay Totals:	0.00	0	0	0	0
40,775	84,065	41,140	0		EXPENDITURES TOTALS:	0.00	46,640	35,150	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
40,775	84,065	41,140	0		DEPT EXPENSES	0.00	46,640	35,150	0	0
(40,775)	(84,065)	(41,140)	0		Park Maintenance Totals:	0.00	(46,640)	(35,150)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
40,775	84,065	41,140	0		FUND EXPENSES	0.00	46,640	35,150	0	0
(40,775)	(84,065)	(41,140)	0		Park Maintenance Fund Totals:	0.00	(46,640)	(35,150)	0	0
				1750	Equipment Replacement Fund					
				4652	Park Maintenance					
				E30	Capital Outlay					
0	31,801	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	31,801	0	0		Capital Outlay Totals:	0.00	0	0	0	0
0	31,801	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	31,801	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(31,801)	0	0		Park Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	31,801	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(31,801)	0	0		Equipment Replacement Fund Total	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
328,290	443,938	579,533	0		REPORT EXPENSES	0.00	594,227	521,834	0	0
(328,290)	(443,938)	(579,533)	0		REPORT TOTALS:	0.00	(594,227)	(521,834)	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 2023 CPRS Playground Safety Inspector class certification. This is a California requirement for inspecting playground equipment. (Park Maintenance Fund)	TBA	November 2023	\$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 ***(Only \$2,000 approved in City Manager’s Budget)***
Fertilizer for City parks and facilities. Increase cost due to using fertilizer with weed killer to control weeds.
- 51400 MATERIALS – WEED CHEMICALS – \$2,000 ***(Only \$1,000 approved in City Manager’s Budget)***
Chemicals to control weeds at City parks and facilities.
- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$36,490 (Park Maintenance Fund) ***(Only \$25,000 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

**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 – \$123,302 ***(Only \$100,000 approved in City Manager's Budget)***

Police Department Facility landscape, Transcenter landscape and Montclair Family Resource Center house, \$107,502
Gopher control at City Facilities, \$10,300
Lawnscape Systems, Inc. for quarterly herbicide spraying at Civic Center, \$5,500
- 52640 RENT – EQUIPMENT – \$850

Rental of private equipment from local vendors such as walk behind aerators, sod cutters and dethatches.
- 52690 SMALL EQUIPMENT – \$15,769 ***(Only \$2,150 approved in City Manager's Budget)***

Replacement of two backpack blowers, \$1,200
Replacement of one chain saw 25", \$600
Replacement of one chain saw 18", \$350
Enclosed cargo trailer for securing and transporting equipment to prevent theft, \$4,839 ***(Not approved in City Manager's Budget)***
Sod Cutter for preparing baseball and softball fields, \$4,901 ***(Not approved in City Manager's Budget)***
Walk-Behind Aerator, \$3,879 ***(Not approved in City Manager's Budget)***
- 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	16,638	8,139	8,239	
Services and Supplies	78,235	14,580	14,580	
Capital Outlay	0	0	0	
Total	94,873	22,719	22,819	

Personnel Authorized	0.05 (FT)	0.05 (FT)	0.05 (FT)
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Source of Funds

General Fund	94,873	22,719	22,819
Total	94,873	22,719	22,819

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4653 Tree Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Full Time	0.05	0.05	0.05		5,085	5,085	
Overtime					700	800	
Total Salaries & Wages					5,785	5,885	
Benefit Costs					1,276	1,276	
PERS Benefit Costs					1,078	1,078	
Total Benefit Costs					2,354	2,354	
TOTAL					8,139	8,239	

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>2021-22</u>	<u>1st 6 mos. 2022-23</u>	<u>Estimate 2023-24</u>
Trees trimmed	1,023	53	91
Trees removed	22	33	10
Trees replaced	0	6	20
Tree roots pruned	0	0	0
Trees sprayed	0	0	0

Personnel Services – \$8,139

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085. Cost allocations are as follows: full-time salaries – \$5,085; overtime – \$700; benefit costs – \$2,354.

Services and Supplies – \$14,580

Funding requested is for: program supplies – \$250; materials – miscellaneous maintenance and repair – \$400; special contract services – \$12,930; rent – equipment – \$1,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4653	Tree Maintenance					
				E10	Personnel Services					
8,616	8,834	11,463.00	0.00	41010-400-0000	Regular Earnings	0.00	5,085.00	5,085.00	0.00	0.00
650	177	800.00	0.00	43010-400-0000	Overtime	0.00	700.00	800.00	0.00	0.00
0	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
138	0	144.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	92.00	92.00	0.00	0.00
0	0	2,370.00	0.00	45220-400-0000	Benefit Plan	0.00	900.00	900.00	0.00	0.00
139	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	153.00	153.00	0.00	0.00
1,010	1,234	1,462.00	0.00	45250-400-0000	P.E.R.S.	0.00	1,078.00	1,078.00	0.00	0.00
76	37	48.00	0.00	45270-400-0000	LTD Insurance	0.00	20.00	20.00	0.00	0.00
34	46	50.00	0.00	45290-400-0000	Life Insurance	0.00	37.00	37.00	0.00	0.00
137	131	166.00	0.00	45330-400-0000	Medicare	0.00	74.00	74.00	0.00	0.00
10,799	10,573	16,638	0		Personnel Services Totals:	0.00	8,139	8,239	0	0
				E20	Services & Supplies					
0	95	250.00	0.00	51130-400-0000	Program Supplies	0.00	250.00	250.00	0.00	0.00
123	0	400.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	400.00	400.00	0.00	0.00
4,000	60,692	76,585.00	0.00	52450-400-0000	Special Contract Services	0.00	12,930.00	12,930.00	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
4,123	60,787	78,235	0		Services & Supplies Totals:	0.00	14,580	14,580	0	0
14,922	71,360	94,873	0		EXPENDITURES TOTALS:	0.00	22,719	22,819	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
14,922	71,360	94,873	0		DEPT EXPENSES	0.00	22,719	22,819	0	0
(14,922)	(71,360)	(94,873)	0		Tree Maintenance Totals:	0.00	(22,719)	(22,819)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
14,922	71,360	94,873	0		FUND EXPENSES	0.00	22,719	22,819	0	0
(14,922)	(71,360)	(94,873)	0		General Fund Totals:	0.00	(22,719)	(22,819)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
14,922	71,360	94,873	0		REPORT EXPENSES	0.00	22,719	22,819	0	0
(14,922)	(71,360)	(94,873)	0		REPORT TOTALS:	0.00	(22,719)	(22,819)	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 – \$12,930

Contract with West Coast Arborist for tree maintenance services to Parks located in Grid 4, which includes 91 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 Maintenance

Program Description

Maintain the irrigation systems for all City parks and other City-owned facilities.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	72,663	85,283	85,283	
Services and Supplies	31,656	52,075	40,775	
Capital Outlay	0	0	0	
Total	104,319	137,358	126,058	

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

General Fund	85,319	137,358	101,058
Park Maintenance Fund	19,000	0	25,000
Total	104,319	137,358	126,058

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4654 Irrigation Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Irrigation Specialist	1.00	1.00	1.00		62,974	62,974	
Full Time	1.00	1.00	1.00		62,974	62,974	
Overtime					0	0	
Total Salaries & Wages					62,974	62,974	
Benefit Costs					16,975	16,975	
PERS Benefit Costs					5,334	5,334	
Total Benefit Costs					22,309	22,309	
TOTAL					85,283	85,283	

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>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</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 – \$85,283

Funding requested if for: Irrigation Specialist (1.00) – \$62,974. Cost allocations are as follows: full-time salaries – \$62,974; benefit costs – \$22,309.

Services and Supplies – \$52,075

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$41,300; special contract services – \$8,775; rent – equipment – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4654	Irrigation Maintenance					
				E10	Personnel Services					
0	0	51,560.00	0.00	41010-400-0000	Regular Earnings	0.00	62,974.00	62,974.00	0.00	0.00
0	0	0.00	0.00	43010-400-0000	Overtime	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	0.00	0.00	0.00
0	0	15,300.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	15,600.00	0.00	0.00
0	0	4,661.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,334.00	5,334.00	0.00	0.00
0	0	217.00	0.00	45270-400-0000	LTD Insurance	0.00	278.00	278.00	0.00	0.00
0	0	177.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
0	0	748.00	0.00	45330-400-0000	Medicare	0.00	913.00	913.00	0.00	0.00
0	0	72,663	0		Personnel Services Totals:	0.00	85,283	85,283	0	0
				E20	Services & Supplies					
0	0	250.00	0.00	51130-400-0000	Program Supplies	0.00	500.00	500.00	0.00	0.00
0	0	2,130.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	41,300.00	5,000.00	0.00	0.00
0	0	8,776.00	0.00	52450-400-0000	Special Contract Services	0.00	8,775.00	8,775.00	0.00	0.00
0	0	1,500.00	0.00	52640-400-0000	Rent - Equipment	0.00	1,500.00	1,500.00	0.00	0.00
0	0	12,656	0		Services & Supplies Totals:	0.00	52,075	15,775	0	0
0	0	85,319	0		EXPENDITURES TOTALS:	0.00	137,358	101,058	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	85,319	0		DEPT EXPENSES	0.00	137,358	101,058	0	0
0	0	(85,319)	0		Irrigation Maintenance Totals:	0.00	(137,358)	(101,058)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	85,319	0		FUND EXPENSES	0.00	137,358	101,058	0	0
0	0	(85,319)	0		General Fund Totals:	0.00	(137,358)	(101,058)	0	0
				1130	Park Maintenance Fund					
				4654	Irrigation Maintenance					
				E20	Services & Supplies					
0	0	19,000.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	0.00	25,000.00	0.00	0.00
0	0	19,000	0		Services & Supplies Totals:	0.00	0	25,000	0	0
0	0	19,000	0		EXPENDITURES TOTALS:	0.00	0	25,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	19,000	0		DEPT EXPENSES	0.00	0	25,000	0	0
0	0	(19,000)	0		Irrigation Maintenance Totals:	0.00	0	(25,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	19,000	0		FUND EXPENSES	0.00	0	25,000	0	0
0	0	(19,000)	0		Park Maintenance Fund Totals:	0.00	0	(25,000)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	0	104,319	0		REPORT EXPENSES	0.00	137,358	126,058	0	0
0	0	(104,319)	0		REPORT TOTALS:	0.00	(137,358)	(126,058)	0	0

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

Department: Public Works

Program: 4654 Irrigation Maintenance

Object
Number

51130 PROGRAM SUPPLIES – \$500

Pumps, hand tools, saws, shovels, etc.

51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$41,300 *(Only \$30,000 approved in City Manager's Budget)*

Sprinklers, solenoids, valve wire, valve boxes, batteries, irrigation pipe, glue, shutoff valves, copper pipe, wye strainers, \$20,000

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

(General Fund – \$5,000; Park Maintenance Fund – \$25,000)

52450 SPECIAL CONTRACT SERVICES – \$8,775

Basic Backflow to test 150 backflow devices throughout the City for 2023/2024.

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	175,098	181,383	181,883	
Services and Supplies	340,125	361,472	319,472	
Capital Outlay	18,000	0	0	
Total	533,223	542,855	501,355	
Personnel Authorized	1.65 (FT)	1.65 (FT)	1.65 (FT)	

Source of Funds

General Fund	515,223	542,855	501,355
Equipment Replacement Fund	18,000	0	0
Total	533,223	542,855	501,355

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: 4656 Vehicle Maintenance

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
PW Operations Asst Manager	0.05	0.05	0.05		5,085	5,085	
Equipment Maint Manager	0.75	0.75	0.75		77,389	77,389	
Equipment Mechanic	0.75	0.75	0.75		46,369	46,369	
Customer Svc Rep/Office Spec	0.10	0.10	0.10		4,449	4,449	
Full Time	1.65	1.65	1.65		133,292	133,292	
Overtime					1,000	1,500	
Total Salaries & Wages					134,292	134,792	
Benefit Costs					33,095	33,095	
PERS Benefit Costs					13,996	13,996	
Total Benefit Costs					47,091	47,091	
TOTAL					181,383	181,883	

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>2021–22</u>	1st 6 mos. <u>2022–23</u>	Estimate <u>2023–24</u>
Number of vehicle services performed	330	222	444
Number of vehicle repairs performed	205	148	296
Number of equipment services performed	96	48	96
Number of equipment repairs performed	62	18	62

Personnel Services – \$181,383

Salary requests are for: Public Works Operations Assistant Manager (0.05) – \$5,085; Equipment Maintenance Manager (0.75) – \$77,389; Equipment Mechanic (0.75) – \$46,369; Customer Service Representative/Office Specialist (0.10) – \$4,449. Cost allocations are as follows: full-time salaries – \$133,292; overtime – \$1,000; benefit costs – \$47,091.

Services and Supplies – \$361,472

Funding requested is for: books and publications – \$2,000; program supplies – \$3,200; license/permits/certificates – \$2,375; materials – transportation/work equipment – \$110,000; gasoline – \$75,000; diesel fuel – \$30,000; oil and lubricants – \$7,000; propane – \$15,000; compressed natural gas – \$40,000; maintenance – transportation/work equipment – \$62,447; maintenance – other equipment – \$6,800; special contract services – \$2,000; vocational training – \$2,700; shop towel services – \$1,000; small equipment – \$1,950.

Capital Outlay

No funding is requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4656	Vehicle Maintenance					
				E10	Personnel Services					
81,958	120,694	129,808.00	0.00	41010-400-0000	Regular Earnings	0.00	133,292.00	133,292.00	0.00	0.00
35,481	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
1,103	451	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,500.00	0.00	0.00
190	31	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,177	1,994	1,685.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,953.00	1,953.00	0.00	0.00
55	0	0.00	0.00	44190-400-4202	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	26,850.00	0.00	45220-400-0000	Benefit Plan	0.00	25,860.00	25,860.00	0.00	0.00
141	82	135.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,475.00	2,475.00	0.00	0.00
9,197	12,733	12,863.00	0.00	45250-400-0000	P.E.R.S.	0.00	13,996.00	13,996.00	0.00	0.00
536	515	541.00	0.00	45270-400-0000	LTD Insurance	0.00	543.00	543.00	0.00	0.00
320	325	334.00	0.00	45290-400-0000	Life Insurance	0.00	331.00	331.00	0.00	0.00
1,740	1,787	1,882.00	0.00	45330-400-0000	Medicare	0.00	1,933.00	1,933.00	0.00	0.00
2,203	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
134,101	138,612	175,098	0		Personnel Services Totals:	0.00	181,383	181,883	0	0
				E20	Services & Supplies					
1,500	3,663	3,000.00	0.00	51020-400-0000	Books and Publications	0.00	2,000.00	2,000.00	0.00	0.00
1,617	1,398	3,200.00	0.00	51130-400-0000	Program Supplies	0.00	3,200.00	3,200.00	0.00	0.00
4,000	7,832	2,375.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	2,375.00	2,375.00	0.00	0.00
63,443	83,387	115,000.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	110,000.00	80,000.00	0.00	0.00
57,133	73,803	73,000.00	0.00	51500-400-0000	Gasoline	0.00	75,000.00	70,000.00	0.00	0.00
16,767	27,716	25,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	30,000.00	28,000.00	0.00	0.00
1,158	5,524	8,000.00	0.00	51520-400-0000	Oil & Lubricants	0.00	7,000.00	7,000.00	0.00	0.00
16,007	12,091	16,000.00	0.00	51530-400-0000	Propane	0.00	15,000.00	15,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
16,199	15,609	32,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	40,000.00	35,000.00	0.00	0.00
41,708	57,707	89,660.00	0.00	52030-400-0000	Maintenance - Transportation/W	0.00	62,447.00	62,447.00	0.00	0.00
1,615	6,957	6,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,800.00	6,800.00	0.00	0.00
1,515	14,035	2,000.00	0.00	52450-400-0000	Special Contract Services	0.00	2,000.00	2,000.00	0.00	0.00
0	0	2,700.00	0.00	52540-400-0000	Vocational Training	0.00	2,700.00	2,700.00	0.00	0.00
900	1,428	1,000.00	0.00	52680-400-0000	Shop Towel Services	0.00	1,000.00	1,000.00	0.00	0.00
(250)	0	850.00	0.00	52690-400-0000	Small Equipment	0.00	1,950.00	1,950.00	0.00	0.00
223,312	311,150	379,785	0		Services & Supplies Totals:	0.00	361,472	319,472	0	0
357,413	449,762	554,883	0		EXPENDITURES TOTALS:	0.00	542,855	501,355	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
357,413	449,762	554,883	0		DEPT EXPENSES	0.00	542,855	501,355	0	0
(357,413)	(449,762)	(554,883)	0		Vehicle Maintenance Totals:	0.00	(542,855)	(501,355)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
357,413	449,762	554,883	0		FUND EXPENSES	0.00	542,855	501,355	0	0
(357,413)	(449,762)	(554,883)	0		General Fund Totals:	0.00	(542,855)	(501,355)	0	0
				1135	Air Quality Improvement Trust					
				4656	Vehicle Maintenance					
				E20	Services & Supplies					
0	10,000	0.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	0.00	0.00	0.00	0.00
0	10,000	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	10,000	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	10,000	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(10,000)	0	0		Vehicle Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	10,000	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(10,000)	0	0		Air Quality Improvement Trust Tot	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4656	Vehicle Maintenance					
				E30	Capital Outlay					
0	43,044	0.00	0.00	62030-400-0000	Machinery & Tools	0.00	0.00	0.00	0.00	0.00
0	0	18,000.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
0	43,044	18,000	0		Capital Outlay Totals:	0.00	0	0	0	0
0	43,044	18,000	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	43,044	18,000	0		DEPT EXPENSES	0.00	0	0	0	0
0	(43,044)	(18,000)	0		Vehicle Maintenance Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	43,044	18,000	0		FUND EXPENSES	0.00	0	0	0	0
0	(43,044)	(18,000)	0		Equipment Replacement Fund Total	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
357,413	502,806	572,883	0		REPORT EXPENSES	0.00	542,855	501,355	0	0
(357,413)	(502,806)	(572,883)	0		REPORT TOTALS:	0.00	(542,855)	(501,355)	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 – \$2,000

Annual update of the 'AllData' Vehicle Maintenance Program. This is an internet service that provides current updates on all model vehicles for such items as services, repairs, wiring, etc., \$1,500
Shop manuals, \$500

51130 PROGRAM SUPPLIES – \$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 – \$2,375

EPA ID Verification fee, \$450
S.C.A.Q.M.D. Emissions fee, \$375
San Bernardino County Fire CUPA Annual Permit, \$1,250
San Bernardino County Above Ground Fuel System Fee, \$300

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$110,000 ***(Only \$80,000 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.

51500 GASOLINE – \$75,000 ***(Only \$70,000 approved in City Manager's Budget)***

Unleaded fuel for vehicles used in Administration, Community Development, Fire and Public Works.

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

51510 DIESEL FUEL – \$30,000 ***(Only \$28,000 approved in City Manager’s Budget)***
Diesel fuel for equipment used in the Public Works and Fire Department, \$27,500
Diesel Tax Return Fee, \$2,500

51520 OIL AND LUBRICANTS – \$7,000
Oil and lubricants to service the City fleet, including fire apparatus.

51530 PROPANE – \$15,000
Propane for equipment used in the Public Works Department, \$1,000
Propane for LPG Sweeper, \$14,000

51540 COMPRESSED NATURAL GAS – \$40,000 ***(Only \$35,000 approved in City Manager’s Budget)***
Compressed natural gas for two Sweeper Trucks, two passenger vans, one Toyota Camry and one fleet truck.

52030 MAINTENANCE – TRANSPORTATION/WORK EQUIPMENT – \$62,447
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, \$50,000
Paint Units 202 and 210, \$7,510
Safety lighting for Unit 216, \$1,450
Safety lighting for Unit 232, \$3,487

52050 MAINTENANCE – OTHER EQUIPMENT – \$6,800
Annual certification of the overhead crane in the City Garage, \$400
Annual safety inspection of the two aerial tree trucks Units 206 and 308, \$800

continued on next page

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

Department: Public Works

Program: 4656 Vehicle Maintenance

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – continued

Annual inspection and certification of the above ground fuel tank vapor leak test for City Yard and Police Facility Fuel Islands (2 @ \$600), \$1,200
Miscellaneous repair to fuel dispensers, \$2,500
Annual Safety Inspection of the Genie Scissor Lift for the City Yard, \$300
Annual 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 – \$1,950

Stand-up Rolling Tool Box, \$600
Amp Meter, \$150
Battery Jumper Park, \$300
Hose Reel, \$900

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	1,030,288	792,324	1,167,150	
Services and Supplies	3,205,530	3,298,034	3,281,714	
Capital Outlay	568,222	23,100	23,100	
Sewer Depreciation	73,556	69,586	69,586	
Total	4,877,596	4,183,044	4,541,550	

Personnel Authorized	12.55 (FT) 1.00 (PT)	7.00 (FT) 1.00 (PT)	13.06 (FT) 1.30 (PT)
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Source of Funds

Sewer Operating Fund	4,803,040	4,112,458	4,470,964
Sewer Replacement Fund	1,000	1,000	1,000
Sewer Capital Asset Fund	73,556	69,586	69,586
Total	4,877,596	4,183,044	4,541,550

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		122,555	122,555	
PW Operations Asst Manager	0.65	0.65	0.65		66,095	66,095	
Engineering Division Manager	0.30	0.30	0.30		36,098	3,107	
Associate Engineer	0.30	0.30	0.30		27,637	27,637	
Sr. Public Works Inspector	0.30	0.30	0.30		27,814	27,814	
Leadworker Maintenance	1.35	0.95	1.20		55,459	70,065	
Maintenance Worker	6.40	1.25	7.06		60,319	331,837	
Equipment Maint Manager	0.25	0.25	0.25		25,796	25,796	
Equipment Mechanic	0.25	0.25	0.25		15,456	15,456	
Project Manager	0.30	0.30	0.30		22,155	22,155	
Graffiti Abatement Worker	0.25	0.25	0.25		0	0	
NPDES Inspector	0.75	0.75	0.75		51,488	51,488	
Administrative Specialist	0.40	0.40	0.40		22,738	22,738	
Customer Svc Rep/Office Special	0.40	0.40	0.40		17,795	17,795	
<u>Part-Time</u>							
Engineering Division Manager	0.00	0.00	0.30		0	16,387	
Senior Intern	1.00	1.00	1.00		17,170	17,170	
Full Time	12.55	7.00	13.06		551,405	804,538	
Part Time	1.00	1.00	1.30		17,170	33,557	
Overtime					11,500	10,000	
Total Salaries & Wages					580,075	848,095	
Benefit Costs					138,884	228,452	
PERS Benefit Costs					73,365	90,603	
Total Benefit Costs					212,249	319,055	
TOTAL					792,324	1,167,150	

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>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</u>
Sewer main maintained (feet)	100,000	51,460	540,000
Sewer main televised and inspected (feet)	2,500	7,200	14,400
Manholes inspected and maintained (each)	100	720	14,040
Repair of sewer main (feet)	0	25	100
Blockage requests (each)	10	5	10
Facility Pretreatment Inspections	150	75	150

Personnel Services – \$792,324

Salary requests are for: Director of Public Works/City Engineer (0.65) – \$122,555; Public Works Operations Assistant Manager (0.65) – \$66,095; Engineering Division Manager (0.30) – \$36,098; Assistant Engineer (0.30) – \$27,637; Senior Public Works Inspector (0.30) – \$27,814; Leadworker Maintenance (0.95) – \$55,196; Maintenance Worker (1.25) – \$60,638; Equipment Maintenance Manager (0.25) – \$25,796; Equipment Mechanic (0.25) – \$15,456; Project Manager (0.30) - \$22,155; NPDES Inspector (0.75) – \$51,488; Administrative Specialist (0.40) – \$22,738; Customer Service Representative/Office Specialist (0.40) – \$17,795; Senior Intern (1.00/part-time) – \$17,170. Cost allocations are as follows: full-time salaries – \$551,406; part-time salaries – \$17,170; overtime – \$11,500; benefit costs – \$212,249.

Services and Supplies – \$3,367,620

Funding requested is for: books and publications – \$400; uniforms – \$3,000; program supplies – \$3,200; license/permits/certificates – \$6,340; 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 – \$2,000; compressed natural gas – \$7,500; maintenance – other equipment – \$6,000; dues and memberships – \$1,980; travel and meetings – \$3,000; mileage/auto allowance – \$5,460; sewer processing – \$3,213,420; 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 – \$69,586; cellular phone expense – \$1,284.

Capital Outlay – \$23,100

Funding is requested for: new computer in the camera truck – \$6,500; software upgrade for the camera truck – \$16,600.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:52PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1501	Sewer Operating Fund					
				4669	Sewer Maintenance					
				E10	Personnel Services					
458,190	473,999	722,919.00	0.00	41010-400-0000	Regular Earnings	0.00	551,405.00	804,538.00	0.00	0.00
63,596	52,884	16,910.00	0.00	42020-400-0000	Part Time Wages	0.00	17,170.00	33,557.00	0.00	0.00
11,826	0	0.00	0.00	42020-400-4202	Part Time Benefitted Wages	0.00	0.00	0.00	0.00	0.00
23,795	14,061	11,500.00	0.00	43010-400-0000	Overtime	0.00	11,500.00	10,000.00	0.00	0.00
108	109	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
(32,429)	1,596	4,768.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	4,280.00	3,849.00	0.00	0.00
18	0	0.00	0.00	44190-400-4202	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
0	0	164,298.00	0.00	45220-400-0000	Benefit Plan	0.00	109,092.00	194,778.00	0.00	0.00
7,401	2,528	9,515.00	0.00	45240-400-0000	Deferred Compensation	0.00	11,160.00	9,840.00	0.00	0.00
52,223	55,677	82,670.00	0.00	45250-400-0000	P.E.R.S.	0.00	73,365.00	90,603.00	0.00	0.00
2,377	1,910	3,044.00	0.00	45270-400-0000	LTD Insurance	0.00	2,375.00	3,489.00	0.00	0.00
2,015	2,176	3,167.00	0.00	45290-400-0000	Life Insurance	0.00	2,741.00	3,562.00	0.00	0.00
7,676	7,885	10,449.00	0.00	45330-400-0000	Medicare	0.00	8,171.00	11,869.00	0.00	0.00
4,616	3,349	1,048.00	0.00	45340-400-0000	Social Security	0.00	1,065.00	1,065.00	0.00	0.00
601,414	616,173	1,030,288	0		Personnel Services Totals:	0.00	792,324	1,167,150	0	0
				E20	Services & Supplies					
0	0	200.00	0.00	51020-400-0000	Books and Publications	0.00	400.00	200.00	0.00	0.00
1,938	1,767	1,700.00	0.00	51100-400-0000	Uniforms	0.00	3,000.00	1,700.00	0.00	0.00
2,800	2,183	3,200.00	0.00	51130-400-0000	Program Supplies	0.00	3,200.00	3,200.00	0.00	0.00
5,162	0	4,000.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	6,340.00	4,000.00	0.00	0.00
3,565	3,278	3,500.00	0.00	51320-400-0000	Materials - Transportation/Wor	0.00	3,500.00	3,500.00	0.00	0.00
0	619	2,000.00	0.00	51400-400-0000	Materials - Weed Chemicals	0.00	2,000.00	2,000.00	0.00	0.00
1,094	324	1,200.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	1,200.00	1,200.00	0.00	0.00

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
3,000	3,000	500.00	0.00	51500-400-0000	Gasoline	0.00	3,000.00	500.00	0.00	0.00
11,940	7,997	15,000.00	0.00	51510-400-0000	Diesel Fuel	0.00	15,000.00	12,000.00	0.00	0.00
1,069	403	1,500.00	0.00	51520-400-0000	Oil & Lubricants	0.00	2,000.00	2,000.00	0.00	0.00
1,500	1,500	2,000.00	0.00	51540-400-0000	Compressed Natural Gas	0.00	7,500.00	2,000.00	0.00	0.00
736	8,050	5,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	6,000.00	5,000.00	0.00	0.00
342	62	1,300.00	0.00	52120-400-0000	Dues & Memberships	0.00	1,980.00	1,500.00	0.00	0.00
0	507	2,600.00	0.00	52130-400-0000	Travel & Meetings	0.00	3,000.00	3,000.00	0.00	0.00
2,455	650	5,070.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	5,460.00	5,460.00	0.00	0.00
0	0	20,000.00	0.00	52260-400-2101	Design/Engineering Services	0.00	0.00	0.00	0.00	0.00
3,543,053	3,617,264	3,119,340.00	0.00	52410-400-0000	Sewer Processing	0.00	3,213,420.00	3,213,420.00	0.00	0.00
126	1,138	1,000.00	0.00	52420-400-0000	Special Lab Testing	0.00	1,000.00	1,000.00	0.00	0.00
0	34,989	8,286.00	0.00	52450-400-0000	Special Contract Services	0.00	11,000.00	11,000.00	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
(150)	0	3,000.00	0.00	52540-400-0000	Vocational Training	0.00	3,000.00	3,000.00	0.00	0.00
13,167	15,121	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
682	345	100.00	0.00	52690-400-0000	Small Equipment	0.00	1,000.00	1,000.00	0.00	0.00
1,829	598	1,284.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,284.00	1,284.00	0.00	0.00
3,594,308	3,699,796	3,204,530	0		Services & Supplies Totals:	0.00	3,297,034	3,280,714	0	0
				E30	Capital Outlay					
0	0	568,222.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	23,100.00	23,100.00	0.00	0.00
0	0	568,222	0		Capital Outlay Totals:	0.00	23,100	23,100	0	0
4,195,723	4,315,968	4,803,040	0		EXPENDITURES TOTALS:	0.00	4,112,458	4,470,964	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
4,195,723	4,315,968	4,803,040	0		DEPT EXPENSES	0.00	4,112,458	4,470,964	0	0
(4,195,723)	(4,315,968)	(4,803,040)	0		Sewer Maintenance Totals:	0.00	(4,112,458)	(4,470,964)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
4,195,723	4,315,968	4,803,040	0		FUND EXPENSES	0.00	4,112,458	4,470,964	0	0
(4,195,723)	(4,315,968)	(4,803,040)	0		Sewer Operating Fund Totals:	0.00	(4,112,458)	(4,470,964)	0	0
				1502	Sewer Replacement Fund					
				4669	Sewer Maintenance					
				E20	Services & Supplies					
0	0	1,000.00	0.00	52450-400-0000	Special Contract Services	0.00	1,000.00	1,000.00	0.00	0.00
0	0	1,000	0		Services & Supplies Totals:	0.00	1,000	1,000	0	0
0	0	1,000	0		EXPENDITURES TOTALS:	0.00	1,000	1,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	1,000	0		DEPT EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Sewer Maintenance Totals:	0.00	(1,000)	(1,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	1,000	0		FUND EXPENSES	0.00	1,000	1,000	0	0
0	0	(1,000)	0		Sewer Replacement Fund Totals:	0.00	(1,000)	(1,000)	0	0
				1503	Sewer Capital Asset & PERS					
				4669	Sewer Maintenance					
				E20	Services & Supplies					
73,556	73,151	73,556.00	0.00	52760-400-0000	Depreciation Expense	0.00	69,586.00	69,586.00	0.00	0.00
73,556	73,151	73,556	0		Services & Supplies Totals:	0.00	69,586	69,586	0	0
73,556	73,151	73,556	0		EXPENDITURES TOTALS:	0.00	69,586	69,586	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
73,556	73,151	73,556	0		DEPT EXPENSES	0.00	69,586	69,586	0	0
(73,556)	(73,151)	(73,556)	0		Sewer Maintenance Totals:	0.00	(69,586)	(69,586)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
73,556	73,151	73,556	0		FUND EXPENSES	0.00	69,586	69,586	0	0
(73,556)	(73,151)	(73,556)	0		Sewer Capital Asset & PERS Totals	0.00	(69,586)	(69,586)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
4,269,279	4,389,119	4,877,596	0		REPORT EXPENSES	0.00	4,183,044	4,541,550	0	0
(4,269,279)	(4,389,119)	(4,877,596)	0		REPORT TOTALS:	0.00	(4,183,044)	(4,541,550)	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 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 2023	\$3,000
				TOTAL	\$3,000

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
52540	Division Personnel	Required continuing education hours for pesticide application licenses.	Southern California	Varies	\$500
52540	Division Personnel	CWEA training of various required courses related to sewer maintenance, pretreatment, FOG and environmental inspection.	Various	Varies	\$900
52540	Division Personnel	Provide training in CPR, first aid and bloodborne pathogens.	City Yard	Varies	\$600
52540	Leadworker Maintenance	Training to obtain National Association of Sewer Service Companies (NASSCO) certificate for Sewer Master Planning purposes.	Las Vegas, NV	August 2023	\$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 – \$6,340 ***(Only \$4,000 approved in City Manager’s Budget)***

California Water Environmental Association certificates for one lead-worker and two maintenance workers, \$1,770

Qualified Applicators Certificate renewal fees for three leadworkers, \$570

PAPA Membership for five Public Works employees, \$250

PAPA QAL/QAC Test Preparation for three maintenance workers, \$600

Annual Permit fee for Sanitary Sewer Overflow Waste Discharge Requirements (SSOWDR), State Water Resource Control Board (SWRCB), Waste Discharge Requirements for a Sewer Collection System (WDR), \$3,150

51320 MATERIALS – TRANSPORTATION/WORK EQUIPMENT – \$3,500

To maintain sewer fleet with spark plugs, oil filters, air filters, transmission filters, tires, batteries, etc.

51400 MATERIALS – WEED CHEMICALS – \$2,000

Chemicals used to kill roaches and tree roots in sewer lines and control grease buildup.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

- 51410 MATERIALS – MISCELLANEOUS MAINTENANCE AND REPAIR – \$1,200
Clay pipe fittings, latex tubing, and buffing solutions etc.
- 51500 GASOLINE – \$3,000 ***(Only \$500 approved in City Manager’s Budget)***
Unleaded fuel for vehicles used in the Sewer Division of the Public Works Department.
- 51510 DIESEL FUEL – \$15,000 ***(Only \$12,000 approved in City Manager’s Budget)***
Diesel fuel for equipment used in the Sewer Division of the Public Works Department.
- 51520 OIL AND LUBRICANTS – \$2,000
Oil and lubricants used in the Sewer Division of the Public Works Department.
- 51540 COMPRESSED NATURAL GAS – \$7,500 ***(Only \$2,000 approved in City Manager’s Budget)***
Compressed natural gas for various vehicles in the City fleet.
- 52050 MAINTENANCE – OTHER EQUIPMENT – \$6,000 ***(Only \$5,000 approved in City Manager’s Budget)***
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 – \$1,980 ***(Only \$1,500 approved in City Manager’s Budget)***
Membership in the Maintenance Superintendents Association for twenty-two Public Works employees

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52130 TRAVEL AND MEETINGS – \$3,000

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

52410 SEWER PROCESSING – \$3,213,420

Sewage disposal charges paid to Inland Empire Utilities Agency. This is based on 2022/23 fiscal year with 147,000 E.D.U.'s at \$21.86 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.

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

Department: Public Works

Program: 4669 Sewer Maintenance

Object
Number

52450 SPECIAL CONTRACT SERVICES – \$12,000

Special contract services by vendors for sewer mainline incidents, \$1,500

Cost to have the clarifier at the City Yard pumped four times a year and the clarifier at the Police Department one time per year, \$1,500

Sanitary Sewer Management Plan (SSMP) annual update by consultant, \$1,000 (Sewer Replacement Fund)

Software program for FOG and Pretreatment inspection monitoring and data storage, \$8,000

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

Two manhole lifters.

52760 DEPRECIATION EXPENSE – \$69,586

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	Computer for the Sewer Camera Truck	The computer in the Sewer Camera Truck is not able to reliably operate the current software and saved files are lost when the computer crashes. The current software has a required update that the computer is unable to support. All City sewer lines must be televised every five years. Sewer televising was last completed in 2017.	\$6,500
62030	Software for the Sewer Camera Truck	The software in the Sewer Camera Truck is obsolete and requires an upgrade.	\$16,600
			Total: \$23,100

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	601,538	630,256	621,358	
Services and Supplies	869,041	1,260,843	1,228,760	
Capital Outlay	5,035	304,500	99,500	
Total	1,475,614	2,195,599	1,949,618	

Personnel Authorized	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)	7.25 (FT) 0.85 (PT)
-----------------------------	------------------------	------------------------	------------------------

Department Distribution

Bldg. Maint. Services	876,438	1,401,187	1,326,858
Heating and A/C Services	181,278	318,216	189,716
Janitorial Services	417,898	476,196	433,044
Total	1,475,614	2,195,599	1,949,618

Source of Funds

General Fund	1,475,614	2,195,599	1,126,618
2021 Lease Revenue Bond Fund	0	0	823,000
Total	1,475,614	2,195,599	1,949,618

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	200,927	203,344	201,448	
Services and Supplies	675,511	1,037,843	1,050,410	
Capital Outlay	0	160,000	75,000	
Total	876,438	1,401,187	1,326,858	

Personnel Authorized	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	1.75 (FT) 0.85 (PT)	
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Source of Funds

General Fund	876,438	1,401,187	503,858
2021 Lease Revenue Bond Fund	0	0	823,000
Total	876,438	1,401,187	1,326,858

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		54,583	54,583	
Facilities Specialist	0.55	0.55	0.55		41,747	41,747	
Building Maintenance Tech	0.55	0.55	0.55		30,104	30,104	
Customer Svc Rep/Office S	0.10	0.10	0.10		4,449	4,449	
<u>Part-Time</u>							
Senior Leadworker	0.85	0.85	0.85		14,455	14,455	
Full Time	1.75	1.75	1.75		130,883	130,883	
Part Time	0.85	0.85	0.85		14,455	14,455	
Overtime					10,000	9,000	
Total Salaries & Wages					155,338	154,338	
Benefit Costs					36,919	36,023	
PERS Benefit Costs					11,087	11,087	
Total Benefit Costs					48,006	47,110	
TOTAL					203,344	201,448	

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>2021-22</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</u>
General Building Maintenance	19	19	19

Personnel Services – \$203,344

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.55) – \$54,583; Facilities Specialist (0.55) – \$41,747; Building Maintenance Technician (0.55) – \$30,104; Customer Service Representative/Office Specialist (0.10) – \$4,449; Senior Leadworker (0.85/part-time) – \$14,455; Cost allocations are as follows: full-time salaries – \$130,883; part-time salaries – \$14,455; overtime – \$10,000; benefit costs – \$48,006.

Services and Supplies – \$1,037,843

Funding requested is for: uniforms – \$4,440; program supplies – \$2,000; license/permits/certificates – \$5,820; materials buildings – \$955,623; materials transcenter – \$17,800; maintenance – other equipment – \$34,160; special contract services – \$16,000; rent – equipment – \$2,000.

Capital Outlay – \$160,000

Funding requested is for: Fire Alarm Control Panel for the Police Facility – \$75,000; Fire Alarm Control Panel for the Senior Center – \$10,000; Fire Alarm Control Panel for the Server Room/Youth Center – \$10,000; Towable Boom Lift – \$65,000.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 3:52PM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4691	Building Maintenance Services					
				E10	Personnel Services					
79,101	84,923	118,726.00	0.00	41010-400-0000	Regular Earnings	0.00	130,883.00	130,883.00	0.00	0.00
0	8,480	14,035.00	0.00	42020-400-0000	Part Time Wages	0.00	14,455.00	14,455.00	0.00	0.00
12,699	10,483	22,684.00	0.00	43010-400-0000	Overtime	0.00	10,000.00	9,000.00	0.00	0.00
106	432	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,621	1,889	1,897.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,459.00	2,459.00	0.00	0.00
0	0	27,600.00	0.00	45220-400-0000	Benefit Plan	0.00	28,620.00	28,620.00	0.00	0.00
424	1,391	1,414.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,637.00	1,637.00	0.00	0.00
8,409	8,449	10,733.00	0.00	45250-400-0000	P.E.R.S.	0.00	11,087.00	11,087.00	0.00	0.00
328	356	499.00	0.00	45270-400-0000	LTD Insurance	0.00	578.00	578.00	0.00	0.00
292	442	545.00	0.00	45290-400-0000	Life Insurance	0.00	621.00	621.00	0.00	0.00
1,357	1,542	1,924.00	0.00	45330-400-0000	Medicare	0.00	2,108.00	2,108.00	0.00	0.00
0	19	870.00	0.00	45340-400-0000	Social Security	0.00	896.00	0.00	0.00	0.00
104,338	118,404	200,927	0		Personnel Services Totals:	0.00	203,344	201,448	0	0
				E20	Services & Supplies					
2,274	692	2,000.00	0.00	51100-400-0000	Uniforms	0.00	4,440.00	2,500.00	0.00	0.00
1,180	1,129	2,000.00	0.00	51130-400-0000	Program Supplies	0.00	2,000.00	2,500.00	0.00	0.00
2,811	3,278	4,910.00	0.00	51150-400-0000	License/Permits/Certificates	0.00	5,820.00	5,000.00	0.00	0.00
26,058	177,277	603,598.00	0.00	51300-400-0000	Materials - Buildings	0.00	955,623.00	174,410.00	0.00	0.00
0	0	0.00	0.00	51300-400-1799	Transcenter Materials/Building	0.00	17,800.00	0.00	0.00	0.00
22,942	27,115	25,000.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	34,160.00	25,000.00	0.00	0.00
25,217	28,036	59,286.00	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

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
80,482	237,526	698,794	0		Services & Supplies Totals:	0.00	1,037,843	227,410	0	0
0	0	0.00	0.00	E30 62050-400-0000	Capital Outlay Other Equipment	0.00	160,000.00	75,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	160,000	75,000	0	0
184,819	355,930	899,721	0		EXPENDITURES TOTALS:	0.00	1,401,187	503,858	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
184,819	355,930	899,721	0		DEPT EXPENSES	0.00	1,401,187	503,858	0	0
(184,819)	(355,930)	(899,721)	0		Building Maintenance Services Tot	0.00	(1,401,187)	(503,858)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
184,819	355,930	899,721	0		FUND EXPENSES	0.00	1,401,187	503,858	0	0
(184,819)	(355,930)	(899,721)	0		General Fund Totals:	0.00	(1,401,187)	(503,858)	0	0
				1253	2021 Lease Rev Bond Proceeds					
				4691	Building Maintenance Services					
0	0	0.00	0.00	E20	Services & Supplies					
0	0	0.00	0.00	51300-400-2102	Materials - Buildings	0.00	0.00	533,000.00	0.00	0.00
0	0	0.00	0.00	51300-400-2102	Materials - Buildings	0.00	0.00	120,000.00	0.00	0.00
0	0	0.00	0.00	51300-400-2102	Materials - Buildings	0.00	0.00	170,000.00	0.00	0.00
0	0	0	0		Services & Supplies Totals:	0.00	0	823,000	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	0	823,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	0	823,000	0	0
0	0	0	0		Building Maintenance Services Tot	0.00	0	(823,000)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	0	823,000	0	0
0	0	0	0		2021 Lease Rev Bond Proceeds Tot	0.00	0	(823,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
184,819	355,930	899,721	0		REPORT EXPENSES	0.00	1,401,187	1,326,858	0	0
(184,819)	(355,930)	(899,721)	0		REPORT TOTALS:	0.00	(1,401,187)	(1,326,858)	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 \$2,500 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 ***(\$2,500 approved in City Manager’s Budget)***

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 – \$5,820 ***(Only \$5,000 approved in City Manager’s Budget)***

Annual permit fees required by Air Quality Management District (AQMD) to operate two standby emergency generators at the Police Facility, one standby generator for the IT Department Server Room 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
Annual Certified United Program Agency (CUPA) fee for Fire Department 151, \$455
Annual Certified United Program Agency (CUPA) fee for Fire Department 152, \$455

51300 MATERIALS – BUILDINGS – \$955,623 ***(\$997,410 approved in City Manager’s Budget)***

Unforeseen emergencies and repairs to all City facilities, \$30,000

The following items are requested by City Departments:

BUILDING MAINTENANCE DIVISION – \$21,500 *(Only \$16,000 approved in City Manager’s Budget)*

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 – ***(Only \$5,000 approved in City Manager’s Budget)***

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

BUILDING MAINTENANCE DIVISION – continued

3. Painting of the gymnasium, and corridors in the Community Center (annually), \$4,000
4. Refinish gymnasium floor, stage and racquetball courts (annually), \$5,000

CITY HALL – \$170,000 (2021 Lease Revenue Bond Fund)

1. Install new cubicles in City Council Lobby, Finance, Public Works/Community Development Administrative Specialists

CITY YARD – \$38,500

2. Install a new drinking fountain in the breakroom, \$2,500
3. Paint exterior of City Yard, \$36,000

COMMUNITY DEVELOPMENT – NO ITEMS REQUESTED

ADMINISTRATIVE SERVICES – \$79,400

1. Install roller shades, \$21,700
2. Refinish wooden office doors, \$19,700
3. Replace fluorescent light fixtures, \$38,000

ECONOMIC DEVELOPMENT – NO ITEMS REQUESTED

POLICE DEPARTMENT – \$62,000 (**Only \$3,500 approved in City Manager's Budget**)

1. Replace the refrigerator in the Dispatch kitchen, \$2,000
2. Replace the BUNN coffee maker in the breakroom, \$1,000 (**Not approved in City Manager's Budget**)
3. Replace bollard lenses, \$1,500
4. Paint rear parking lot canopies, \$57,500 (**Not approved in City Manager's Budget**)

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

FIRE DEPARTMENT – \$533,000 (*Moved to 2021 Lease Revenue Bond Fund*)

1. Install an automatic gate and fence at Fire Station 151, \$65,000
2. Replace asphalt parking lot with concrete at Fire Station 151, \$175,000
3. Install an automatic gate at Fire Station 152, \$46,000
4. New cabinets and counters in Fire Station 151 kitchen, \$53,000
5. New cabinets and counters in Fire Station 152 kitchen, \$87,000
6. Paint exterior of Fire Station 151, \$17,000
7. Paint exterior of Fire Station 152, \$10,000
8. New 36" range for Fire Stations 151 and 152, \$7,000
9. Seven new refrigerators for both Fire Stations, \$14,000
10. Replace the kitchen floor in Fire Station 151, \$10,000
11. Replace lighting in Fire Station 151, \$31,000
12. Replace lighting in Fire Station 152, \$18,000

HUMAN SERVICES – \$191,223 (*Only \$127,010 approved in City Manager's Budget*)

1. Three new faucets for the Youth Center girls restroom, \$1,750
2. Six new faucets for the Kids Station restrooms, \$1,600 (*Not approved in City Manager's Budget*)
3. Six new lights for the outdoor basketball courts, \$7,500 (*Not approved in City Manager's Budget*)
4. Carpet for the Recreation Center, \$35,000 (*Moved to 2021 Lease Revenue Bond Fund*)
5. VCT flooring in the Recreation Center, \$20,000 (*Moved to 2021 Lease Revenue Bond Fund*)
6. Rubber flooring in the Recreation Center Weight Room, \$25,000 (*Moved to 2021 Lease Revenue Bond Fund*)
7. New freezer for the Community Center, \$7,613 (*Not approved in City Manager's Budget*)
8. Install volleyball sleeves in the Community Center, \$5,260
9. Water fountain for the Recreation Center, \$2,500 (*Moved to 2021 Lease Revenue Bond Fund*)
10. Water fountain for the Community Center, \$2,500 (*Moved to 2021 Lease Revenue Bond Fund*)
11. VCT flooring in the Community Center office, \$10,000 (*Not approved in City Manager's Budget*)

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

HUMAN SERVICES – continued

12. New automatic sliding door for the North entrance of the Recreation Center, \$35,000 **(Not approved in City Manager’s Budget)**
13. Tint the east facing windows and door in the Recreation Center, \$2,500 **(Not approved in City Manager’s Budget)**
14. Paint the interior of Recreation Center, \$35,000 **(Moved to 2021 Lease Revenue Bond Fund)**

51300 MATERIALS – TRANSCENTER – \$17,800 **(Not approved in City Manager’s Budget)**

1. Replace missing and broken tiles around bus shelter pillars, \$3,500
2. Repair and paint five single and seven double broken benches, \$10,800
3. Install electrical circuit for the camera system, \$3,500

52050 MAINTENANCE – OTHER EQUIPMENT – \$34,160 **(Only \$25,000 approved in City Manager’s Budget)**

Annual fire extinguisher service, and recharge of extinguishers as needed, \$3,000

Fire alarm monitoring of the Kids Station, \$800

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

52050 MAINTENANCE – OTHER EQUIPMENT – continued

Annual Fire Door Drop Test – \$1,200
Senior Center, \$600
Community Center, \$600

Biannual Range Hood Inspection – \$1,125
Senior Center, \$375
Community Center, \$375
Kingsley Park Snack Bar, \$375

Overhead Door Maintenance – \$4,200
Routine maintenance of all roll-up overhead doors:

- 11 doors at City Yard
- 1 door at Alma Hofman Park
- 4 doors at Saratoga Park
- 2 doors at Kingsley Park
- 2 doors at Essex Park
- 6 doors at Fire Station 151
- 4 doors at Fire Station 152
- 3 doors at the Police Facility
- 2 Doors at the Youth Center

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

Generator Maintenance Contracts – \$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

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

Department: Public Works

Program: 4691 Building Maintenance Services

Object
Number

52050 MAINTENANCE – OTHER EQUIPMENT – continued

 Automatic Door Maintenance and Repairs – \$3,500

- Police Department (3 doors)
- City Hall (6 doors)
- Youth Center (1 door)
- Senior Center (3 doors)
- Community Center (3 doors)
- Recreation Center (1 door)
- Montclair Library (1 door)

52450 SPECIAL CONTRACT SERVICES – \$16,000

 Monthly pest control service for 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 – Police Department	The fire alarm control panel for the Police Department was installed in 2008. The panel failed and was replaced in 2015. This control panel is four years past its service life. Replacement devices are no longer manufactured and any available replacement devices on the market cost 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
<i>(Not approved in City Manager’s Budget)</i>			
62050	Fire Alarm Control Panel – Senior Center	The fire alarm control panel in the Senior Center was installed in 2010 and is no longer manufactured or supported. It is recommended to replace the panel to prevent replacing it on an emergency basis later. New panels have a lead time of two months.	\$10,000
<i>(Not approved in City Manager’s Budget)</i>			
62050	Fire Alarm Control Panel – Server Room/Youth Center	The fire alarm control panel in the Server Room/Youth Center was installed in 2010 and is no longer manufactured or supported. It is recommended to replace the panel to prevent replacing it on an emergency basis later. New panels have a lead time of two months.	\$10,000
62050	Towable Boom Lift	Facilities Maintenance performs various tasks that require the use of an aerial lift. The tree truck and the sign truck when available have limited access. A towable aerial lift will reach higher than the sign truck and give access to ball field lights and buildings that the tree truck is not able access. Additionally, the tree truck is not AQMD compliant and cannot be used.	\$65,000
<i>(Only \$75,000 approved in City Manager’s Budget)</i>			Total: \$160,000

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	123,448	135,066	131,566	
Services and Supplies	57,830	43,150	38,150	
Capital Outlay	0	140,000	20,000	
Total	181,278	318,216	189,716	

Personnel Authorized	1.30 (FT)	1.30 (FT)	1.30 (FT)	
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Source of Funds

General Fund	181,278	318,216	189,716	
Total	181,278	318,216	189,716	

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		39,697	39,697	
Facilities Specialist	0.40	0.40	0.40		30,361	30,361	
Building Maintenance Techni	0.40	0.40	0.40		21,894	21,894	
Customer Svc Rep/Office Sp	0.10	0.10	0.10		4,449	4,449	
Full Time	1.30	1.30	1.30		96,401	96,401	
Overtime					4,000	500	
Total Salaries & Wages					100,401	96,901	
Benefit Costs					26,500	26,500	
PERS Benefit Costs					8,165	8,165	
Total Benefit Costs					34,665	34,665	
TOTAL					135,066	131,566	

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>2021–22</u>	<u>1st 6 mos. 2022–23</u>	<u>Estimate 2023–24</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 – \$135,066

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.40) – \$39,697; Facilities Specialist (0.40) – \$30,361; Building Maintenance Technician (0.40) – \$21,894; Customer Service Representative/Office Specialist (0.10) – \$4,449. Cost allocations are as follows: full-time salaries – \$96,401; overtime – \$4,000; benefit costs – \$34,665.

Services and Supplies – \$43,150

Funding requested is for: program supplies – \$500; materials – miscellaneous maintenance and repair – \$27,000; maintenance – other equipment – \$15,650.

Capital Outlay – \$140,000

Funding requested is for: one 3-ton backup air conditioner for the City Hall server room – \$20,000; two 25-ton condensing units for Fire Station 151 – \$120,000.

General Ledger

Budget Analysis

User: jkulbeck
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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4692	Heating & Air Conditioning					
				E10	Personnel Services					
58,828	62,509	87,591.00	0.00	41010-400-0000	Regular Earnings	0.00	96,401.00	96,401.00	0.00	0.00
8,348	2,537	3,000.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	500.00	0.00	0.00
77	314	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
1,179	1,374	1,380.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	1,787.00	1,787.00	0.00	0.00
0	0	20,490.00	0.00	45220-400-0000	Benefit Plan	0.00	21,240.00	21,240.00	0.00	0.00
309	1,012	1,029.00	0.00	45240-400-0000	Deferred Compensation	0.00	1,191.00	1,191.00	0.00	0.00
6,257	6,219	7,918.00	0.00	45250-400-0000	P.E.R.S.	0.00	8,165.00	8,165.00	0.00	0.00
239	242	369.00	0.00	45270-400-0000	LTD Insurance	0.00	425.00	425.00	0.00	0.00
213	309	402.00	0.00	45290-400-0000	Life Insurance	0.00	458.00	458.00	0.00	0.00
993	970	1,269.00	0.00	45330-400-0000	Medicare	0.00	1,399.00	1,399.00	0.00	0.00
76,443	75,486	123,448	0		Personnel Services Totals:	0.00	135,066	131,566	0	0
				E20	Services & Supplies					
0	500	500.00	0.00	51130-400-0000	Program Supplies	0.00	500.00	500.00	0.00	0.00
46,652	22,000	45,680.00	0.00	51410-400-0000	Materials-Misc Maint & Repair	0.00	27,000.00	22,000.00	0.00	0.00
8,583	11,650	11,650.00	0.00	52050-400-0000	Maintenance - Other Equipment	0.00	15,650.00	15,650.00	0.00	0.00
55,235	34,150	57,830	0		Services & Supplies Totals:	0.00	43,150	38,150	0	0
				E30	Capital Outlay					
0	0	0.00	0.00	62050-400-0000	Other Equipment	0.00	140,000.00	20,000.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	140,000	20,000	0	0
131,678	109,636	181,278	0		EXPENDITURES TOTALS:	0.00	318,216	189,716	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
131,678	109,636	181,278	0		DEPT EXPENSES	0.00	318,216	189,716	0	0
(131,678)	(109,636)	(181,278)	0		Heating & Air Conditioning Totals:	0.00	(318,216)	(189,716)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
131,678	109,636	181,278	0		FUND EXPENSES	0.00	318,216	189,716	0	0
(131,678)	(109,636)	(181,278)	0		General Fund Totals:	0.00	(318,216)	(189,716)	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
177,870	0	0.00	0.00		Capital Outlay Totals:	0.00	0	0	0	0
177,870	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
177,870	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(177,870)	0	0	0		Heating & Air Conditioning Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
177,870	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(177,870)	0	0	0		SBCty Cares Act Infrastructure Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
309,548	109,636	181,278	0		REPORT EXPENSES	0.00	318,216	189,716	0	0
(309,548)	(109,636)	(181,278)	0		REPORT TOTALS:	0.00	(318,216)	(189,716)	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 – \$27,000 ***(Only \$22,000 approved in City Manager’s Budget)***

Materials to maintain and repair heating and air conditioning equipment, ice machines, refrigerators, and drinking fountains within all City facilities, \$22,000

Preventatively replace the air conditioning compressor for the City Hall server room, \$5,000 ***(Not approved in City Manager’s Budget)***

52050 MAINTENANCE – OTHER EQUIPMENT – \$15,650

Maintenance of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Department (2), by an outside contractor, \$5,000

Nalco water treatment biannual of four hot water boilers located at the Library (1), Fire Station 1 (1), and the Police Facility (2), by an outside contractor, \$2,650

Biannual service of nine ice machines in all City facilities, \$8,000

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

Department: Public Works

Program: 4692 Heating and Air Conditioning

Object Code	Item	Justification	Cost
62030	One 3-ton Backup AC Split System for Server Room	The main server room in City Hall is climate controlled by one dedicated air conditioner. When that air conditioner breaks down the temperature in the room quickly rises to the point that the servers crash. Installing a dedicated back-up air conditioner that will automatically turn on when the temperature rises to a certain point will keep the server room cool while the main air conditioner is repaired.	\$20,000
62030	Two 25-ton Condensing Units on Fire Station 151	The condensing units on Fire Station 151 are in need of replacement. They were manufactured in 2002 with reciprocating R22 compressors. R22 has been banned and is no longer in production. During the Summer both units experience over heating causing the main breaker to trip. The temperature in the fire station dramatically increases, making it difficult for the fire department crew to cool off or to sleep comfortably at night. To fix the situation staff must manually reset the breakers on top of the roof. This occurrence has gone from once a month to once a day during the Summer. Both condensing units should be replaced with 410A scroll compressors and replaced at the same time to share the cost of a crane. <i>(Moved to 2021 Lease Revenue Bond Fund)</i>	\$120,000
Total:			\$140,000

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	277,163	291,846	288,344	
Services and Supplies	135,700	179,850	140,200	
Capital Outlay	5,035	4,500	4,500	
Total	417,898	476,196	433,044	
Personnel Authorized	4.20 (FT)	4.20 (FT)	4.20 (FT)	

Source of Funds

General Fund	417,898	476,196	433,044
Total	417,898	476,196	433,044

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		4,962	4,962	
Facilities Specialist	0.05	0.05	0.05		3,795	3,795	
Building Maintenance Technic	0.05	0.05	0.05		2,737	2,737	
Customer Svc Rep/Office Spe	0.05	0.05	0.05		2,225	2,225	
Custodian	4.00	4.00	4.00		186,563	186,563	
Full Time	4.20	4.20	4.20		200,282	200,282	
Overtime					4,000	500	
Total Salaries & Wages					204,282	200,782	
Benefit Costs					70,599	70,599	
PERS Benefit Costs					16,963	16,963	
Total Benefit Costs					87,562	87,562	
TOTAL					291,844	288,344	

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>2021-20</u>	1st 6 mos. <u>2022-23</u>	Estimate <u>2023-24</u>
City Facilities (buildings)	10	10	10

Personnel Services – \$291,844

Salary requests are for: Public Works Facilities/Maintenance Assistant Manager (0.05) – \$4,962; Facilities Specialist (0.05) – \$3,795; Building Maintenance Technician (0.05) – \$2,737; Custodian (4.00) – \$185,475; Customer Service Representative/Office Specialist (0.05) – \$2,225. Cost allocations are as follows: full-time salaries – \$200,282; overtime – \$4,000; benefit costs – \$87,562.

Services and Supplies – \$179,850

Funding requested is for: custodial supplies – \$66,500; program supplies – \$1,200; special contract services – \$112,150.

Capital Outlay – \$4,500

Funding requested is for: one micro floor scrubber.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4693	Janitorial Services					
				E10	Personnel Services					
85,715	117,659	186,509.00	0.00	41010-400-0000	Regular Earnings	0.00	200,282.00	200,282.00	0.00	0.00
18,861	1,667	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
3,293	8,267	4,500.00	0.00	43010-400-0000	Overtime	0.00	4,000.00	500.00	0.00	0.00
10	238	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
147	172	574.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	223.00	223.00	0.00	0.00
0	0	64,335.00	0.00	45220-400-0000	Benefit Plan	0.00	65,640.00	65,640.00	0.00	0.00
39	127	129.00	0.00	45240-400-0000	Deferred Compensation	0.00	149.00	149.00	0.00	0.00
9,208	11,815	16,860.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,965.00	16,963.00	0.00	0.00
358	509	786.00	0.00	45270-400-0000	LTD Insurance	0.00	884.00	884.00	0.00	0.00
382	528	765.00	0.00	45290-400-0000	Life Insurance	0.00	799.00	799.00	0.00	0.00
1,567	1,856	2,705.00	0.00	45330-400-0000	Medicare	0.00	2,904.00	2,904.00	0.00	0.00
1,169	11	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
120,748	142,848	277,163	0		Personnel Services Totals:	0.00	291,846	288,344	0	0
				E20	Services & Supplies					
32,771	33,459	56,500.00	0.00	51090-400-0000	Custodial Supplies	0.00	66,500.00	58,000.00	0.00	0.00
0	0	1,200.00	0.00	51130-400-0000	Program Supplies	0.00	1,200.00	1,200.00	0.00	0.00
72,854	82,781	78,000.00	0.00	52450-400-0000	Special Contract Services	0.00	112,150.00	81,000.00	0.00	0.00
105,625	116,239	135,700	0		Services & Supplies Totals:	0.00	179,850	140,200	0	0
				E30	Capital Outlay					
0	0	5,035.00	0.00	62030-400-0000	Machinery & Tools	0.00	4,500.00	4,500.00	0.00	0.00
0	0	5,035	0		Capital Outlay Totals:	0.00	4,500	4,500	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
226,372	259,087	417,898	0		EXPENDITURES TOTALS:	0.00	476,196	433,044	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
226,372	259,087	417,898	0		DEPT EXPENSES	0.00	476,196	433,044	0	0
(226,372)	(259,087)	(417,898)	0		Janitorial Services Totals:	0.00	(476,196)	(433,044)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
226,372	259,087	417,898	0		FUND EXPENSES	0.00	476,196	433,044	0	0
(226,372)	(259,087)	(417,898)	0		General Fund Totals:	0.00	(476,196)	(433,044)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
226,372	259,087	417,898	0		REPORT EXPENSES	0.00	476,196	433,044	0	0
(226,372)	(259,087)	(417,898)	0		REPORT TOTALS:	0.00	(476,196)	(433,044)	0	0

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

Department: Public Works

Program: 4693 Janitorial Services

Object
Number

51090 CUSTODIAL SUPPLIES – \$66,500 ***(Only \$58,000 approved in City Manager’s Budget)***

Custodial supplies for all City facilities, Fire Station 1, Fire Station 2, Ballfields (4) and Exeloo restrooms (3), \$60,000
Rags, dust mops, urinal mats, urinal screens, \$6,500

51130 PROGRAM SUPPLIES – \$1,200

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 – \$112,150 ***(Only \$81,000 approved in City Manager’s Budget)***

Linen service for Fire Departments, \$1,000
Janitorial services provided by Anthesis for the Police Department, \$111,150 ***(Only \$80,000 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	Micro Floor Scrubber	A micro floor scrubber was purchased in 2022. It is currently used to clean the restroom floors in City Hall, Community Center, Youth Center, Recreation Center and Senior Center. The floor is covered in ceramic tile and 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. The micro floor scrubber uses stiff bristles to scrub the floor and then vacuum up the water. This micro floor scrubber has proven to save time and money and get the floors cleaner than mopping. A second micro floor scrubber is requested to be used at the Police Department, City Yard, Fire Stations and Civic Center.	\$4,500
Total:			\$4,500

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	1,606,149	1,725,879	1,599,403	
Services and Supplies	352,566	271,505	269,605	
Capital Outlay	15,000	37,430	5,000	
Total	1,973,715	2,034,814	1,874,008	

Personnel Authorized	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)	14.00 (FT) 10.00 (PT)
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Department Distribution

Planning Commission	8,075	8,075	8,075
Administration	105,246	116,446	105,067
Planning	517,386	560,229	484,849
Building	428,018	410,051	360,374
Fire Prevention Bureau	107,100	124,000	124,000
General Code Enforcement Unit	389,241	432,962	400,532
Special Ops Code Enforcement Unit	418,649	383,051	391,111
Total	1,973,715	2,034,814	1,874,008

Source of Funds

General Fund	1,807,593	1,897,614	1,769,238
Community Dev Block Grant Fund	56,243	80,970	80,970
Homeless Housing Assist Prev	109,879	23,800	23,800
Equipment Replacement Fund	0	32,430	0
Total	1,973,715	2,034,814	1,874,008

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

DEPARTMENT: COMMUNITY DEVELOPMENT				DEPARTMENT SUMMARY				
Class Title/ Employee Name	Salary Range	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)	
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year
			Months	Rate	Months	Rate		
<u>Full Time:</u>								
<u>Director of Community Development</u>								
Michael Diaz	E		12.0	15,479			185,748	185,748
<u>Building Official/Code Enforcement Manager</u>								
Merry Westerlin	E		1.0	10,874			10,874	10,874
<u>Building Official</u>								
Michael Dorsey	A		11.0	8,946			98,406	98,406
<u>Senior Planner</u>								
Silvia Gutierrez	C	02/28/23	8.0	7,853	4.0	8,246	98,682	98,682
<u>Associate Planner</u>								
Vacant	A		6.0	5,956	4.0	6,253	62,570	62,570
<u>Assistant Planner</u>								
Vacant (Unfunded)	A		12.0	0			0	0
<u>Plans Examiner</u>								
Michael Dorsey	E		1.0	7,641			7,870	7,870
Vacant	A		6.0	6,286	6.0	6,601	79,642	79,642
<u>Building Inspector</u>								
Rudy Arensdorff	B	07/19/21	0.6	5,410	11.4	5,681	70,049	70,049
<u>Code Enforcement Manager</u>								
Gabe Fondario	C	07/19/22	0.6	8,151	11.4	8,559	102,463	102,463

**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>Code Enforcement Supervisor</u>								
Robert Hargett	E		12.0	7,416			91,662	91,662
<u>Code Enforcement Officer</u>								
Ronald Goodrich	C	07/11/22	0.4	5,433	11.6	5,705	70,402	70,402
Charles Muse	A		6.0	4,928	6.0	5,174	62,430	62,430
Denise Ortiz	E		12.0	5,990			74,036	74,036
Alan Romansky	C	09/12/22	2.4	5,433	9.6	5,705	69,841	69,841
<u>Administrative Specialist</u>								
Sharon Giang	C	04/26/23	9.8	4,489	2.2	4,713	55,992	55,992
<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)	1,140,667	1,140,667
							(PT)	7,500	7,500
							TOTAL	1,148,167	1,148,167

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		185,748	185,748	
Building Official	1.00	1.00	1.00		130,488	109,280	
Senior Planner	1.00	1.00	1.00		98,682	98,682	
Associate Planner	1.00	1.00	1.00		62,570	62,570	
Assistant Planner	1.00	1.00	1.00		54,001	0	
Plans Examiner	1.00	1.00	1.00		94,443	87,512	
Building Inspector	1.00	1.00	1.00		70,049	70,049	
Code Enforcement Manager	1.00	1.00	1.00		102,463	102,463	
Code Enforcement Supervisor	1.00	1.00	1.00		91,662	91,662	
Code Enforcement Officer	4.00	4.00	4.00		276,709	276,709	
Administrative Secretary	1.00	1.00	0.00		61,170	0	
Administrative Specialist	0.00	0.00	1.00		0	55,992	
<u>Part-Time</u>							
Junior Intern	1.00	1.00	1.00		0	0	
Reserve Code Enforcement Officer	4.00	4.00	4.00		0	0	
Planning Commissioner	5.00	5.00	5.00		7,500	7,500	
Full Time	14.00	14.00	14.00		1,227,985	1,140,667	
Part Time	10.00	10.00	10.00		7,500	7,500	
Overtime					27,450	27,450	
Additional Pay					900	900	
Total Salaries & Wages					1,263,835	1,176,517	
Benefit Costs					287,886	273,878	
PERS Benefit Costs					174,158	149,008	
Total Benefit Costs					462,044	422,886	
TOTAL					1,725,879	1,599,403	

PROGRAM BUDGET SUMMARY – 1

Program Number 4760

Department	Division	Program
Community Development	Planning	Planning Commission

Program Description

Planning Commission reviews and makes decisions on various development proposals involving land use and design review entitlement matters. The Planning Commission will also review and make recommendations to the City Council on cases involving proposed subdivision maps, ordinances, and new or amendments to the Montclair General Plan, various Specific Plans, and the Zoning Code.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	8,075	8,075	8,075	
Services and Supplies	0	0	0	
Capital Outlay	0	0	0	
Total	8,075	8,075	8,075	

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

General Fund	8,075	8,075	8,075	
Total	8,075	8,075	8,075	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4760 Planning Commision

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Commissioners	5.00	5.00	5.00		7,500	7,500	
Part Time	5.00	5.00	5.00		7,500	7,500	
Benefit Costs					575	575	
TOTAL					8,075	8,075	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4760 Planning Commission

Work Program

Planning Commission serves as an advisory board to the City Council on planning and development issues within the City. The Commission considers Current and Advance planning proposals, to ensure that the General Plan and applicable planning laws are consistently implemented in their review of development applications on a case-by-case basis. Commissioners are expected to have overall knowledge of the General Plan, Zoning Code, and Specific Plan documents and with Community Development staff assistance, remain up to date with planning laws and practices affecting the Planning Commission's duties.

Units of Measure

Frequency of Commission Meetings (21 potential meetings annually):

Based on Activity for years:

- 2019 – 10 meetings
- 2020 – 14 meetings
- 2021 – 10 meetings
- 2022 – 12 meetings
- 2023 – 3 meetings (as of 04/01/23)

In Fiscal Year 2020-21 the frequency of scheduled Planning Commission meetings was revised to one (1) meeting per month instead of two (2) meetings per month. This adjustment reflects the actual frequency of holding meetings and allows staff the ability to plan for and place more items on a meeting agenda to better utilize the Commissioners' time and enhance their service to the community.

Projects Reviewed by the Commission by Types in 2022:

5 – Precise Plans of Design	2 – General Plan Amendment (recommendation to CC)
5 – Conditional Use Permits	0 – Code Amendments/Ordinance (recommendation to CC)
0 – Sign Program	5 – Tentative Parcel or Tract Maps
0 – Variances	2 – 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 is requested.

Capital Outlay

No funding is requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:28AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4760	Planning Commission					
				E10	Personnel Services					
6,625	6,500	7,500.00	0.00	42020-400-0000	Part Time Wages	0.00	7,500.00	7,500.00	0.00	0.00
96	94	110.00	0.00	45330-400-0000	Medicare	0.00	110.00	110.00	0.00	0.00
333	326	465.00	0.00	45340-400-0000	Social Security	0.00	465.00	465.00	0.00	0.00
<hr/>	<hr/>	<hr/>	<hr/>		Personnel Services Totals:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
7,054	6,920	8,075	0			0.00	8,075	8,075	0	0
<hr/>	<hr/>	<hr/>	<hr/>		EXPENDITURES TOTALS:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
7,054	6,920	8,075	0			0.00	8,075	8,075	0	0
<hr/>	<hr/>	<hr/>	<hr/>		DEPT REVENUES	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
0	0	0	0			0.00	0	0	0	0
<hr/>	<hr/>	<hr/>	<hr/>		DEPT EXPENSES	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
7,054	6,920	8,075	0			0.00	8,075	8,075	0	0
<hr/>	<hr/>	<hr/>	<hr/>		Planning Commission Totals:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(7,054)	(6,920)	(8,075)	0			0.00	(8,075)	(8,075)	0	0
<hr/>	<hr/>	<hr/>	<hr/>		FUND REVENUES	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
0	0	0	0			0.00	0	0	0	0
<hr/>	<hr/>	<hr/>	<hr/>		FUND EXPENSES	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
7,054	6,920	8,075	0			0.00	8,075	8,075	0	0
<hr/>	<hr/>	<hr/>	<hr/>		General Fund Totals:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
(7,054)	(6,920)	(8,075)	0			0.00	(8,075)	(8,075)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
7,054	6,920	8,075	0		REPORT EXPENSES	0.00	8,075	8,075	0	0
(7,054)	(6,920)	(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 the efforts of other departments in achieving the goal of producing a safe, healthy, and attractive City environment. The program includes additional efforts to improve the efficiency of the Department's operations.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	81,430	89,941	80,462	
Services and Supplies	19,816	21,505	19,605	
Capital Outlay	4,000	5,000	5,000	
Total	105,246	116,446	105,067	

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

General Fund	105,246	116,446	105,067	
Total	105,246	116,446	105,067	

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	0.00		61,170	0	
Administrative Specialist	0.00	1.00	0.00		0	55,992	
Full Time	1.00	1.00	0.00		61,170	55,992	
Overtime					500	500	
Benefit Costs					18,141	19,227	
PERS Benefit Costs					10,130	4,743	
Total Benefit Costs					28,271	23,970	
TOTAL					89,941	80,462	

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 acts as the 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, posting of agendas and minutes on the City website, and packet distribution.
 2. Distribute documents and maps as requested annually by the public.
 3. Maintains department files.
-

Personnel Services – \$89,941

Salary request is for: Administrative Secretary (1.00) – \$61,170. Cost allocations are as follows: full-time salaries – \$61,170; overtime – \$500; benefit costs – \$28,271.

Services and Supplies – \$21,505

Funding requested is for: books and publications – \$150; dues and memberships – \$875; mileage/auto allowance – \$8,400; vocational training – \$7,900; cellular phone service – \$3,580; miscellaneous expenditures – \$600.

Capital Outlay – \$5,000

Funding requested is for: conference room construction and furniture.

General Ledger

Budget Analysis

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 Printed: 06/01/2023 - 10:28AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4761	Administration					
				E10	Personnel Services					
54,811	50,818	56,556.00	0.00	41010-400-0000	Regular Earnings	0.00	61,170.00	55,992.00	0.00	0.00
20	122	500.00	0.00	43010-400-0000	Overtime	0.00	500.00	500.00	0.00	0.00
0	0	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	1,184.00	0.00	0.00
0	0	15,300.00	0.00	45220-400-0000	Benefit Plan	0.00	16,800.00	16,800.00	0.00	0.00
6,955	7,085	7,839.00	0.00	45250-400-0000	P.E.R.S.	0.00	10,130.00	4,743.00	0.00	0.00
224	3,145	238.00	0.00	45270-400-0000	LTD Insurance	0.00	270.00	247.00	0.00	0.00
174	179	177.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
795	781	820.00	0.00	45330-400-0000	Medicare	0.00	887.00	812.00	0.00	0.00
62,979	62,131	81,430	0		Personnel Services Totals:	0.00	89,941	80,462	0	0
				E20	Services & Supplies					
138	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
525	620	845.00	0.00	52120-400-0000	Dues & Memberships	0.00	875.00	875.00	0.00	0.00
4,348	1,116	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	8,400.00	8,400.00	0.00	0.00
365	738	5,400.00	0.00	52540-400-0000	Vocational Training	0.00	7,900.00	6,000.00	0.00	0.00
4,706	4,738	5,321.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	3,580.00	3,580.00	0.00	0.00
4	17	300.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	600.00	600.00	0.00	0.00
10,087	7,229	19,816	0		Services & Supplies Totals:	0.00	21,505	19,605	0	0
				E30	Capital Outlay					
0	0	4,000.00	0.00	62010-400-0000	Office Equipment/Furniture	0.00	5,000.00	5,000.00	0.00	0.00
0	0	4,000	0		Capital Outlay Totals:	0.00	5,000	5,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
73,065	69,360	105,246	0		EXPENDITURES TOTALS:	0.00	116,446	105,067	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
73,065	69,360	105,246	0		DEPT EXPENSES	0.00	116,446	105,067	0	0
(73,065)	(69,360)	(105,246)	0		Administration Totals:	0.00	(116,446)	(105,067)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
73,065	69,360	105,246	0		FUND EXPENSES	0.00	116,446	105,067	0	0
(73,065)	(69,360)	(105,246)	0		General Fund Totals:	0.00	(116,446)	(105,067)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
73,065	69,360	105,246	0		REPORT EXPENSES	0.00	116,446	105,067	0	0
(73,065)	(69,360)	(105,246)	0		REPORT TOTALS:	0.00	(116,446)	(105,067)	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	\$500
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, Code Enforcement Manager	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Robert Hargett, Code Enforcement Supervisor	Education and training to maintain certification and field competence	TBA	TBA	\$1,000
52540	Denise Ortiz, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Alan Romansky, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Ronald Goodrich, Code Enforcement Officer	Education and training to maintain certification and field competence	TBA	TBA	\$700
52540	Charles Muse, Code Enforcement Officer	Education and training to maintain certification and field competency	TBA	TBA	\$700

Total: \$7,900

(Only \$6,000 approved in City Manager's Budget)

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

Department: Community Development

Program: 4761 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$150

Miscellaneous publications for staff to keep current on laws and trends related to Community Development.

52120 DUES AND MEMBERSHIPS – \$875

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, \$600 (6 officers @ \$100 each).

52540 VOCATIONAL TRAINING – \$7,900 (**Only \$6,000 approved in City Manager's Budget**)

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

52850 CELLULAR PHONE EXPENSE – \$3,580

Ongoing cellular phone expenses. Cell phones and tablets are used for communication and issuing notices and citations in the field.

52990 MISCELLANEOUS EXPENDITURES – \$600

Small contingency account to cover unexpected expenditures.

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

Department: Community Development

Program: 4761 Administration

Object Code	Item	Justification	Cost
62010	Conference Room	Window wall and door to enclose conference room in Community Development area.	\$5,000
			Total: \$5,000

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	507,586	550,429	475,049	
Services and Supplies	9,800	9,800	9,800	
Capital Outlay	0	0	0	
Total	517,386	560,229	484,849	

Personnel Authorized	4.00 (FT)	4.00 (FT)	4.00 (FT)
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Department Distribution

Current Planning	382,654	414,786	358,250
Advance Planning	134,732	145,443	126,599
Total	517,386	560,229	484,849

Source of Funds

General Fund	517,386	560,229	484,849
Total	517,386	560,229	484,849

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	380,854	412,986	356,450	
Services and Supplies	1,800	1,800	1,800	
Capital Outlay	0	0	0	
Total	382,654	414,786	358,250	

Personnel Authorized	3.00 (FT)	3.00 (FT)	3.00 (FT)	
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Source of Funds

General Fund	382,654	414,786	358,250	
Total	382,654	414,786	358,250	

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		139,311	139,311	
Senior Planner	0.75	0.75	0.75		74,012	74,012	
Associate Planner	0.75	0.75	0.75		46,928	46,928	
Assistant Planner	0.75	0.75	0.75		40,501	0	
Full Time	3.00	3.00	3.00		300,752	260,251	
Overtime					1,250	1,250	
Additional Pay					675	675	
Total Salaries & Wages					302,677	262,176	
Benefit Costs					65,132	52,528	
PERS Benefit Costs					45,177	41,746	
Total Benefit Costs					110,309	94,274	
TOTAL					412,986	356,450	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4762 Current Planning

Work Program

Review all proposed development to ensure compliance and implementation with adopted plans, policies, and ordinances necessary for the physical, economic, aesthetic, and social benefit of proposed community and economic development activities within the City.

Units of Measure

1. Serve as secretary to the Planning Commission.
 2. Provide technical assistance to the City Council and City Manager on matters related to existing and proposed community and economic development activities within the City.
 3. Provide daily public counter service (including email and phone inquiries).
 4. Process annual caseload of current development applications.
 5. Approximately 12-21 Development Review Committee meetings per year.
 6. A minimum of 12 Planning Commission Meetings per year.
 7. Maintains internal coordination between Planning, Building, Code Enforcement Divisions, and the Fire Prevention Bureau.
 8. Coordinate with Public Works Department with respect to subdivision and associated street improvements, Water Quality Management Plans, sewers, etc.
 9. Continue to revise record-keeping and procedural systems for more efficiency and improved public service.
 10. Maintain an adequate level of public information, including reviewing and updating the City's website on a regular basis.
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Personnel Services – \$412,986

Salary requests: Director of Community Development (0.75) – \$139,311; Senior Planner (0.75) – \$74,012; Associate Planner (0.75) – \$46,928; Assistant Planner (0.75) – \$40,501. Cost allocations are as follows: full-time salaries – \$300,752; overtime – \$1,250; additional pay – \$675; benefit costs – \$110,309.

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 is requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:28AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4762	Current Planning					
				E10	Personnel Services					
143,866	111,182	281,940.00	0.00	41010-400-0000	Regular Earnings	0.00	300,752.00	260,251.00	0.00	0.00
482	1,415	1,250.00	0.00	43010-400-0000	Overtime	0.00	1,250.00	1,250.00	0.00	0.00
759	829	3,709.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,488.00	2,488.00	0.00	0.00
588	588	675.00	0.00	44250-400-0000	Bilingual Pay	0.00	675.00	675.00	0.00	0.00
0	0	43,201.00	0.00	45220-400-0000	Benefit Plan	0.00	48,600.00	36,900.00	0.00	0.00
1,453	1,664	5,145.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,965.00	6,965.00	0.00	0.00
17,543	13,862	38,353.00	0.00	45250-400-0000	P.E.R.S.	0.00	45,177.00	41,746.00	0.00	0.00
595	443	1,184.00	0.00	45270-400-0000	LTD Insurance	0.00	1,280.00	1,101.00	0.00	0.00
493	418	1,310.00	0.00	45290-400-0000	Life Insurance	0.00	1,439.00	1,301.00	0.00	0.00
2,147	1,690	4,087.00	0.00	45330-400-0000	Medicare	0.00	4,360.00	3,773.00	0.00	0.00
167,926	132,091	380,854	0		Personnel Services Totals:	0.00	412,986	356,450	0	0
				E20	Services & Supplies					
0	0	150.00	0.00	51020-400-0000	Books and Publications	0.00	150.00	150.00	0.00	0.00
806	1,222	5,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	5,500.00	5,500.00	0.00	0.00
1,808	(4,542)	-4,000.00	0.00	52091-400-0000	Print Ad Reimbursement	0.00	-4,000.00	-4,000.00	0.00	0.00
1,970	1,970	0.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	0.00	0.00	0.00	0.00
0	0	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
4,584	(1,350)	1,800	0		Services & Supplies Totals:	0.00	1,800	1,800	0	0
172,511	130,742	382,654	0		EXPENDITURES TOTALS:	0.00	414,786	358,250	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
172,511	130,742	382,654	0		DEPT EXPENSES	0.00	414,786	358,250	0	0
(172,511)	(130,742)	(382,654)	0		Current Planning Totals:	0.00	(414,786)	(358,250)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
172,511	130,742	382,654	0		FUND EXPENSES	0.00	414,786	358,250	0	0
(172,511)	(130,742)	(382,654)	0		General Fund Totals:	0.00	(414,786)	(358,250)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
172,511	130,742	382,654	0		REPORT EXPENSES	0.00	414,786	358,250	0	0
(172,511)	(130,742)	(382,654)	0		REPORT TOTALS:	0.00	(414,786)	(358,250)	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, and in response to various state legislative mandates.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	126,732	137,443	118,599	
Services and Supplies	8,000	8,000	8,000	
Capital Outlay	0	0	0	
Total	134,732	145,443	126,599	

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

General Fund	134,732	145,443	126,599	
Total	134,732	145,443	126,599	

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		46,437	46,437	
Senior Planner	0.25	0.25	0.25		24,670	24,670	
Associate Planner	0.25	0.25	0.25		15,642	15,642	
Assistant Planner	0.25	0.25	0.25		13,500	0	
Full Time	1.00	1.00	1.00		100,249	86,749	
Overtime					200	200	
Additional Pay					225	225	
Total Salaries & Wages					100,674	87,174	
Benefit Costs					21,710	17,509	
PERS Benefit Costs					15,059	13,916	
Total Benefit Costs					36,769	31,425	
TOTAL					137,443	118,599	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Planning	4763 Advance Planning

Work Program

Anticipate and prepare for the City's future physical, social and economic needs through the systematic collection of relevant statistical data, formulation of goals, and the review, update, and implementation of adopted long-range plans. This program also involves work items in support of initiatives in set in motion in response to legislative mandates from the State and Federal governments.

Units of Measure

1. Develop, amend, and coordinate the implementation of Specific Plans.
 2. Process Municipal Code amendments for the purpose of improving development standards and the quality of life for Montclair residents and businesses.
 3. Prepare code amendments in response to legislative mandates from State and Federal governments.
 4. Provide technical environmental and design expertise in support of City infrastructure projects and initiatives to obtain improvement grants from private and government sources.
 5. Participate in a comprehensive update of the City's General Plan and Official Zoning Map.
-

Personnel Services – \$137,443

Salary requests: Director of Community Development (0.25) – \$46,437; Senior Planner (0.25) – \$24,670; Associate Planner (0.25) – \$15,642; Assistant Planner (0.25) – \$13,500. Cost allocations are as follows: full-time salaries – \$100,249; overtime – \$200; additional pay – \$225; benefit costs – \$36,769.

Services and Supplies – \$8,000

This funding request is for the City portion of LAFCO's annual funding – \$8,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:29AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4763	Advance Planning					
				E10	Personnel Services					
79,247	69,814	93,979.00	0.00	41010-400-0000	Regular Earnings	0.00	100,249.00	86,749.00	0.00	0.00
186	544	200.00	0.00	43010-400-0000	Overtime	0.00	200.00	200.00	0.00	0.00
759	829	1,237.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	829.00	829.00	0.00	0.00
226	226	225.00	0.00	44250-400-0000	Bilingual Pay	0.00	225.00	225.00	0.00	0.00
0	0	14,399.00	0.00	45220-400-0000	Benefit Plan	0.00	16,200.00	12,300.00	0.00	0.00
1,453	1,664	1,715.00	0.00	45240-400-0000	Deferred Compensation	0.00	2,322.00	2,322.00	0.00	0.00
10,399	9,652	12,785.00	0.00	45250-400-0000	P.E.R.S.	0.00	15,059.00	13,916.00	0.00	0.00
325	273	394.00	0.00	45270-400-0000	LTD Insurance	0.00	425.00	366.00	0.00	0.00
351	333	435.00	0.00	45290-400-0000	Life Insurance	0.00	480.00	434.00	0.00	0.00
1,201	1,072	1,363.00	0.00	45330-400-0000	Medicare	0.00	1,454.00	1,258.00	0.00	0.00
94,148	84,408	126,732	0		Personnel Services Totals:	0.00	137,443	118,599	0	0
				E20	Services & Supplies					
8,294	6,527	8,000.00	0.00	52320-400-0000	Annexations	0.00	8,000.00	8,000.00	0.00	0.00
8,294	6,527	8,000	0		Services & Supplies Totals:	0.00	8,000	8,000	0	0
102,442	90,935	134,732	0		EXPENDITURES TOTALS:	0.00	145,443	126,599	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
102,442	90,935	134,732	0		DEPT EXPENSES	0.00	145,443	126,599	0	0
(102,442)	(90,935)	(134,732)	0		Advance Planning Totals:	0.00	(145,443)	(126,599)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
102,442	90,935	134,732	0		FUND EXPENSES	0.00	145,443	126,599	0	0
(102,442)	(90,935)	(134,732)	0		General Fund Totals:	0.00	(145,443)	(126,599)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
102,442	90,935	134,732	0		REPORT EXPENSES	0.00	145,443	126,599	0	0
(102,442)	(90,935)	(134,732)	0		REPORT TOTALS:	0.00	(145,443)	(126,599)	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	387,568	407,651	357,974	
Services and Supplies	40,450	2,400	2,400	
Capital Outlay	0	0	0	
Total	428,018	410,051	360,374	

Personnel Authorized	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)	3.00 (FT) 0.50 (PT)
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Department Distribution

Field Inspection	94,395	96,947	96,947
Plan Check	157,115	125,158	116,729
Operations	176,508	187,946	146,698
Total	428,018	410,051	360,374

Source of Funds

General Fund	428,018	410,051	360,374
Total	428,018	410,051	360,374

PROGRAM BUDGET SUMMARY – 1

Program Number 4764

Department	Division	Program
Community Development	Building	Field Inspection

Program Description

Provide professional inspection services for all privately owned construction projects within the City. Provide emergency inspections for accidental or catastrophically damaged structures. Revise handouts to reflect current code requirements. Issues building permits and documents inspections. Enforce code regulations to promote safe structures and to further enhance the quality of life in Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	91,845	95,497	95,497	
Services and Supplies	2,550	1,450	1,450	
Capital Outlay	0	0	0	
Total	94,395	96,947	96,947	

Personnel Authorized	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)	1.00 (FT) 0.50 (PT)
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Source of Funds

General Fund	94,395	96,947	96,947
Total	94,395	96,947	96,947

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4764 Field Inspection

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Building Inspector	1.00	1.00	1.00		70,049	70,049	
<u>Part-Time</u>							
Junior Intern	0.50	0.50	0.50		0	0	
Full Time	1.00	1.00	1.00		70,049	70,049	
Part Time	0.50	0.50	0.50		0	0	
Overtime					2,000	2,000	
Total Salaries & Wages					72,049	72,049	
Benefit Costs					17,515	17,515	
PERS Benefit Costs					5,933	5,933	
Total Benefit Costs					23,448	23,448	
TOTAL					95,497	95,497	

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>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
Inspections made	2,949	2,870	3,015	3,308	2,794	2,422

Personnel Services – \$95,497

Salary requests are for: Building Inspector (1.00) – \$70,049. Cost allocations are as follows: full-time salaries – \$70,049; overtime – \$2,000; benefit costs – \$23,448.

Services and Supplies – \$1,450

Funding requested is for: books and publications – \$400; uniforms – \$600; special contract services – \$70,000; special contract services reimbursement – <\$70,000>; small equipment – \$300; miscellaneous expenditures – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:29AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4764	Field Inspection					
				E10	Personnel Services					
82,483	90,708	68,015.00	0.00	41010-400-0000	Regular Earnings	0.00	70,049.00	70,049.00	0.00	0.00
4,647	0	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
1,941	1,639	932.00	0.00	43010-400-0000	Overtime	0.00	2,000.00	2,000.00	0.00	0.00
1,054	535	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	406.00	406.00	0.00	0.00
0	0	15,300.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	15,600.00	0.00	0.00
9,319	8,993	6,149.00	0.00	45250-400-0000	P.E.R.S.	0.00	5,933.00	5,933.00	0.00	0.00
355	381	286.00	0.00	45270-400-0000	LTD Insurance	0.00	309.00	309.00	0.00	0.00
205	224	177.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	184.00	0.00	0.00
1,307	1,347	986.00	0.00	45330-400-0000	Medicare	0.00	1,016.00	1,016.00	0.00	0.00
288	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
101,599	103,827	91,845	0		Personnel Services Totals:	0.00	95,497	95,497	0	0
				E20	Services & Supplies					
0	1,547	1,400.00	0.00	51020-400-0000	Books and Publications	0.00	400.00	400.00	0.00	0.00
566	113	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	70,000.00	70,000.00	0.00	0.00
0	0	-36,000.00	0.00	52451-400-0000	Special Contract Svcs-Reimbur	0.00	-70,000.00	-70,000.00	0.00	0.00
0	37	400.00	0.00	52690-400-0000	Small Equipment	0.00	300.00	300.00	0.00	0.00
0	0	150.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	150.00	150.00	0.00	0.00
566	1,697	2,550	0		Services & Supplies Totals:	0.00	1,450	1,450	0	0
102,165	105,524	94,395	0		EXPENDITURES TOTALS:	0.00	96,947	96,947	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
102,165	105,524	94,395	0		DEPT EXPENSES	0.00	96,947	96,947	0	0
(102,165)	(105,524)	(94,395)	0		Field Inspection Totals:	0.00	(96,947)	(96,947)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
102,165	105,524	94,395	0		FUND EXPENSES	0.00	96,947	96,947	0	0
(102,165)	(105,524)	(94,395)	0		General Fund Totals:	0.00	(96,947)	(96,947)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
102,165	105,524	94,395	0		REPORT EXPENSES	0.00	96,947	96,947	0	0
(102,165)	(105,524)	(94,395)	0		REPORT TOTALS:	0.00	(96,947)	(96,947)	0	0

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

Department: Community Development

Program: 4764 Field Inspection

Object
Number

51020 BOOKS AND PUBLICATIONS – \$400

Update of new code books and training manuals.

51100 UNIFORMS – \$600

Annual replacement of work shirts and boots.

52450 SPECIAL CONTRACT SERVICES – \$70,000

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 – <\$70,000>

Reimbursement from client for above-mentioned special contract services.

52690 SMALL EQUIPMENT – \$300

Funds are requested for safety equipment and small tools.

52990 MISCELLANEOUS EXPENDITURES – \$150

Small contingency account for unexpected expenditures.

PROGRAM BUDGET SUMMARY – 1

Program Number 4765

Department	Division	Program
Community Development	Building	Plan Check

Program Description

Contribute to public safety and welfare by checking plans on all proposed construction for conformance with the California Building Code, Montclair Municipal Code, and Planning Commission/City Council conditions of approval and requirements.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	120,615	124,608	116,179	
Services and Supplies	36,500	550	550	
Capital Outlay	0	0	0	
Total	157,115	125,158	116,729	

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

General Fund	157,115	125,158	116,729	
Total	157,115	125,158	116,729	

DETAIL OF SALARIES AND WAGES

Department: Community Development

Program: 4765 Plan Check

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Plans Examiner	1.00	1.00	1.00		94,443	87,512	
Full Time	1.00	1.00	1.00		94,443	87,512	
Overtime					2,500	2,500	
Total Salaries & Wages					96,943	90,012	
Benefit Costs					19,666	18,754	
PERS Benefit Costs					7,999	7,413	
Total Benefit Costs					27,665	26,167	
TOTAL					124,608	116,179	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Community Development	Building	4765 Plan Check

Work Program

Provide code compliance for the community to improve life, health and building safety by checking proposed construction plans to ensure that minimum standards required by various codes adopted by the City Council are met, and conditions imposed by the Planning Commission and/or City Council are included.

Units of Measure

	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
Plans Checked	383	532	405	547	560	525
Permits Issued	778	689	747	726	731	1,251

Personnel Services – \$124,608

Salary requests are for: Plans Examiner (1.00) – \$94,443. Cost allocations are as follows: full-time salaries – \$94,443; overtime – \$2,500; benefit costs – \$27,665.

Services and Supplies – \$550

Funding requested is for: books and publications – \$400; electronic archiving – \$2,500; electronic archiving reimbursement – <\$2,500>; plan check services – \$70,000; plan check reimbursement – <\$70,000>; small equipment – \$150.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:29AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4765	Plan Check					
				E10	Personnel Services					
45,929	50,564	91,686.00	0.00	41010-400-0000	Regular Earnings	0.00	94,443.00	87,512.00	0.00	0.00
742	933	1,500.00	0.00	43010-400-0000	Overtime	0.00	2,500.00	2,500.00	0.00	0.00
351	428	1,956.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,116.00	0.00	0.00	0.00
0	0	15,300.00	0.00	45220-400-0000	Benefit Plan	0.00	15,600.00	16,900.00	0.00	0.00
5,212	5,013	8,288.00	0.00	45250-400-0000	P.E.R.S.	0.00	7,999.00	7,413.00	0.00	0.00
193	213	379.00	0.00	45270-400-0000	LTD Insurance	0.00	397.00	386.00	0.00	0.00
107	117	177.00	0.00	45290-400-0000	Life Insurance	0.00	184.00	199.00	0.00	0.00
682	752	1,329.00	0.00	45330-400-0000	Medicare	0.00	1,369.00	1,269.00	0.00	0.00
53,217	58,021	120,615	0		Personnel Services Totals:	0.00	124,608	116,179	0	0
				E20	Services & Supplies					
0	39	1,400.00	0.00	51020-400-0000	Books and Publications	0.00	400.00	400.00	0.00	0.00
10,388	4,639	2,500.00	0.00	51160-400-0000	Electronic Archiving	0.00	2,500.00	2,500.00	0.00	0.00
(6,254)	(8,361)	-2,500.00	0.00	51161-400-0000	Electronic Archiving Reimb	0.00	-2,500.00	-2,500.00	0.00	0.00
28,135	32,540	70,000.00	0.00	52270-400-0000	Plan Check Service	0.00	70,000.00	70,000.00	0.00	0.00
0	0	-35,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-70,000.00	-70,000.00	0.00	0.00
0	64	100.00	0.00	52690-400-0000	Small Equipment	0.00	150.00	150.00	0.00	0.00
32,269	28,920	36,500	0		Services & Supplies Totals:	0.00	550	550	0	0
85,486	86,941	157,115	0		EXPENDITURES TOTALS:	0.00	125,158	116,729	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
85,486	86,941	157,115	0		DEPT EXPENSES	0.00	125,158	116,729	0	0
(85,486)	(86,941)	(157,115)	0		Plan Check Totals:	0.00	(125,158)	(116,729)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
85,486	86,941	157,115	0		FUND EXPENSES	0.00	125,158	116,729	0	0
(85,486)	(86,941)	(157,115)	0		General Fund Totals:	0.00	(125,158)	(116,729)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
85,486	86,941	157,115	0		REPORT EXPENSES	0.00	125,158	116,729	0	0
(85,486)	(86,941)	(157,115)	0		REPORT TOTALS:	0.00	(125,158)	(116,729)	0	0

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

Department: Community Development

Program: 4765 Plan Check

Object
Number

51020 BOOKS AND PUBLICATIONS – \$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 – \$70,000

The Building Division does not have the resources necessary to maintain a registered professional engineer on staff. Therefore, it is necessary to procure the services of outside consultants.

52271 PLAN CHECK SERVICE - REIMBURSEMENT – <\$70,000>

Reimbursement to the City from applicants for the actual cost of providing plan check services.

52690 SMALL EQUIPMENT – \$150

Small equipment and supplies for drafting.

PROGRAM BUDGET SUMMARY – 1

Program Number 4766

Department	Division	Program
Community Development	Building	Operations

Program Description

Provide administration of Building Division services. Provide information to the public and other departments. Provide support to the Community Development Director. Maintain up-to-date building codes and standards, and provide training to Building Division personnel. Archive Building records for future use. Provide Administration services for Code Enforcement Services and Fire Prevention Bureau Services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	175,108	187,546	146,298	
Services and Supplies	1,400	400	400	
Capital Outlay	0	0	0	
Total	176,508	187,946	146,698	
Personnel Authorized	1.00 (FT)	1.00 (FT)	1.00 (FT)	

Source of Funds

General Fund	176,508	187,946	146,698
Total	176,508	187,946	146,698

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		130,488	109,280	
Full Time	1.00	1.00	1.00		130,488	109,280	
Benefit Costs					29,394	26,377	
PERS Benefit Costs					27,664	10,641	
Total Benefit Costs					57,058	37,018	
TOTAL					187,546	146,298	

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>	<u>21-22</u>
Permit Valuation	\$50,158,960	\$68,317,503	\$58,583,592	\$27,585,328	\$26,105,269	\$46,560,094

Personnel Services – \$187,546

Salary requests are for: Building Official/Code Enforcement Manager (1.00) – \$130,488; Cost allocations are as follows: full-time salaries – \$130,488; benefit costs – \$57,058.

Services and Supplies – \$400

Funding requested is for: books and publications – \$400.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4766	Building Operations					
				E10	Personnel Services					
113,188	118,322	124,272.00	0.00	41010-400-0000	Regular Earnings	0.00	130,488.00	109,280.00	0.00	0.00
1,706	0	2,868.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	2,745.00	2,116.00	0.00	0.00
0	0	16,800.00	0.00	45220-400-0000	Benefit Plan	0.00	18,000.00	18,000.00	0.00	0.00
4,320	4,475	4,971.00	0.00	45240-400-0000	Deferred Compensation	0.00	5,220.00	3,387.00	0.00	0.00
17,639	18,886	22,991.00	0.00	45250-400-0000	P.E.R.S.	0.00	27,664.00	10,641.00	0.00	0.00
457	476	523.00	0.00	45270-400-0000	LTD Insurance	0.00	575.00	482.00	0.00	0.00
769	801	881.00	0.00	45290-400-0000	Life Insurance	0.00	962.00	807.00	0.00	0.00
1,673	1,726	1,802.00	0.00	45330-400-0000	Medicare	0.00	1,892.00	1,585.00	0.00	0.00
139,753	144,686	175,108	0		Personnel Services Totals:	0.00	187,546	146,298	0	0
0	0	1,400.00	0.00	E20	Services & Supplies					
				51020-400-0000	Books and Publications	0.00	400.00	400.00	0.00	0.00
0	0	1,400	0		Services & Supplies Totals:	0.00	400	400	0	0
139,753	144,686	176,508	0		EXPENDITURES TOTALS:	0.00	187,946	146,698	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
139,753	144,686	176,508	0		DEPT EXPENSES	0.00	187,946	146,698	0	0
(139,753)	(144,686)	(176,508)	0		Building Operations Totals:	0.00	(187,946)	(146,698)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
139,753	144,686	176,508	0		FUND EXPENSES	0.00	187,946	146,698	0	0
(139,753)	(144,686)	(176,508)	0		General Fund Totals:	0.00	(187,946)	(146,698)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
139,753	144,686	176,508	0		REPORT EXPENSES	0.00	187,946	146,698	0	0
(139,753)	(144,686)	(176,508)	0		REPORT TOTALS:	0.00	(187,946)	(146,698)	0	0

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

Department: Community Development

Program: 4766 Operations

Object
Number

51020 BOOKS AND PUBLICATIONS – \$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	107,100	124,000	124,000	
Capital Outlay	0	0	0	
Total	107,100	124,000	124,000	

Personnel Authorized	0	0	0	
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Source of Funds

General Fund	107,100	124,000	124,000	
Total	107,100	124,000	124,000	

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>	<u>2022</u>
Inspections Completed	510	918	676
Plans Reviewed	150	168	147
Fire Investigation Responses	10	5	8

Personnel Services

No funding requested.

Services and Supplies – \$124,000

Funding requested is for: plan check/inspection service – \$65,000; plan check service reimbursement <65,000>; special contract services – \$124,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4767	Fire Prevention Bureau					
				E10	Personnel Services					
7,801	0	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
54	0	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
7,855	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
61,762	97,770	65,000.00	0.00	52270-400-0000	Plan Check Service	0.00	65,000.00	65,000.00	0.00	0.00
(24,333)	(20,040)	-65,000.00	0.00	52271-400-0000	Plan Check Service - Reimb	0.00	-65,000.00	-65,000.00	0.00	0.00
49,397	58,065	106,600.00	0.00	52450-400-0000	Special Contract Services	0.00	124,000.00	124,000.00	0.00	0.00
27	0	200.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
1,348	0	300.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00
88,200	135,795	107,100	0		Services & Supplies Totals:	0.00	124,000	124,000	0	0
96,055	135,795	107,100	0		EXPENDITURES TOTALS:	0.00	124,000	124,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
96,055	135,795	107,100	0		DEPT EXPENSES	0.00	124,000	124,000	0	0
(96,055)	(135,795)	(107,100)	0		Fire Prevention Bureau Totals:	0.00	(124,000)	(124,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
96,055	135,795	107,100	0		FUND EXPENSES	0.00	124,000	124,000	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(96,055)	(135,795)	(107,100)	0		General Fund Totals:	0.00	(124,000)	(124,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
96,055	135,795	107,100	0		REPORT EXPENSES	0.00	124,000	124,000	0	0
(96,055)	(135,795)	(107,100)	0		REPORT TOTALS:	0.00	(124,000)	(124,000)	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 – \$124,000

Inspection services of a Deputy Fire Marshal.

DIVISION BUDGET SUMMARY

Department	Division
Community Development	Code Enforcement

Overview

The Code Enforcement Division identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes, and addresses quality of life issues throughout the community with Homelessness being a top priority.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	621,490	669,783	677,843	
Services and Supplies	175,400	113,800	113,800	
Capital Outlay	11,000	32,430	0	
Total	807,890	816,013	791,643	

Personnel Authorized	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)	6.00 (FT) 4.50 (PT)
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Department Distribution

General Code Enforcement Unit	389,241	432,962	400,532
Special Ops Code Enforcement Unit	418,649	383,051	391,111
Total	807,890	816,013	791,643

Source of Funds

General Fund	641,768	678,813	686,873
Community Dev Block Grant Fund	56,243	80,970	80,970
Homeless Housing Assit Prev.	109,879	23,800	23,800
Equipment Replacement Fund	0	32,430	0
Total	807,980	816,013	791,643

PROGRAM BUDGET SUMMARY – 1

Program Number 4768

Department	Division	Program
Community Development	Code Enforcement	General Code Enforcement Unit

Program Description

The General Code Enforcement Unit identifies and responds to complaints about existing and potential violations of the Montclair Municipal Code and other applicable codes. The violations are abated by the progressive application of educational interaction, owner/tenant notification, involvement, and if needed, citation or court intervention.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	361,741	386,332	386,332	
Services and Supplies	16,500	14,200	14,200	
Capital Outlay	11,000	32,430	0	
Total	389,241	432,962	400,532	

Personnel Authorized	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)	4.00 (FT) 4.50 (PT)
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Source of Funds

General Fund	332,998	319,562	319,562
Community Dev Block Grant Fund	56,243	80,970	80,970
Equipment Replacement Fund	0	32,430	0
Total	389,241	432,962	400,532

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
Code Enforcement Officer	4.00	4.00	4.00		276,709	276,709	
<u>Part-Time</u>							
Junior Intern	0.50	0.50	0.50		0	0	
Res. Code Enforcement Officer	4.00	4.00	4.00		0	0	
Full Time	4.00	4.00	4.00		276,709	276,709	
Part Time	4.50	4.50	4.50		0	0	
Overtime					15,000	15,000	
Total Salaries & Wages					291,709	291,709	
Benefit Costs					69,328	69,328	
PERS Benefit Costs					25,295	25,295	
Total Benefit Costs					94,623	94,623	
TOTAL					386,332	386,332	

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>	<u>2021-22</u>
Abandoned Vehicle Abatement	111	114	149	149
Administrative Citations	143	108	45	56
Love Montclair Cleanups	5	0	1	0
Clean-Up and Secure	28	178	27	28
Complaints	1,037	675	1,474	1,374
Foreclosures	16	69	374	317
Graffiti Abatement	55	105	418	390
Notices to Appear	24	138	22	18
Notices of Violation	887	730	480	475
Violations Abated by Owner	767	557	694	642
Illegal Signs Removed	1,408	310	963	204
Inspections	1,794	1,161	1,815	1,675
5-Star Inspection	478	5	156	152

Personnel Services – \$386,332

Salary requests are for: Code Enforcement Officer (4.00) – \$276,709. Cost allocations are as follows: full-time salaries – \$276,709; overtime – \$15,000; benefit costs – \$94,623.

Services and Supplies – \$14,200

Funding requested is for: books and publications – \$200; uniforms – \$3,000; materials – recycle/cleanup – \$7,000; small equipment – \$1,000; miscellaneous expenditures – \$3,000.

Capital Outlay – \$32,430

Funding requested is for: One 2023 Chevrolet Colorado.

General Ledger

Budget Analysis

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 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4768	General Code Enforcement Unit					
				E10	Personnel Services					
276,596	231,401	258,652.00	0.00	41010-400-0000	Regular Earnings	0.00	276,709.00	276,709.00	0.00	0.00
(6,937)	(3,427)	-30,000.00	0.00	41011-400-0000	Reg Wages Reimb - CDBG	0.00	-80,970.00	-80,970.00	0.00	0.00
0	0	-26,243.00	0.00	41019-400-0000	Reg Wages Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
0	(17,574)	0.00	0.00	41020-400-0000	Reg Wages Reimb - CDBG-CV3	0.00	0.00	0.00	0.00	0.00
7,310	3,338	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
4,478	12,038	12,000.00	0.00	43010-400-0000	Overtime	0.00	15,000.00	15,000.00	0.00	0.00
3,059	3,670	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
724	484	960.00	0.00	44370-400-0000	Uniform Maintenance	0.00	960.00	960.00	0.00	0.00
0	0	61,200.00	0.00	45220-400-0000	Benefit Plan	0.00	62,400.00	62,400.00	0.00	0.00
3,172	3,499	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
34,436	27,972	23,382.00	0.00	45250-400-0000	P.E.R.S.	0.00	25,295.00	25,295.00	0.00	0.00
1,087	886	1,089.00	0.00	45270-400-0000	LTD Insurance	0.00	1,219.00	1,219.00	0.00	0.00
1,029	842	708.00	0.00	45290-400-0000	Life Insurance	0.00	736.00	736.00	0.00	0.00
4,244	3,646	3,750.00	0.00	45330-400-0000	Medicare	0.00	4,013.00	4,013.00	0.00	0.00
453	207	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
329,651	266,981	305,498	0		Personnel Services Totals:	0.00	305,362	305,362	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	200.00	200.00	0.00	0.00
1,649	2,806	5,000.00	0.00	51100-400-0000	Uniforms	0.00	3,000.00	3,000.00	0.00	0.00
0	0	7,000.00	0.00	51430-400-0000	Materials - Recycle/Cleanup	0.00	7,000.00	7,000.00	0.00	0.00
0	3,363	0.00	0.00	52100-400-0000	Street Outreach Supplies	0.00	0.00	0.00	0.00	0.00
399	443	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,000.00	1,000.00	0.00	0.00
2,981	1,685	3,000.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	3,000.00	3,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
5,029	8,298	16,500	0		Services & Supplies Totals:	0.00	14,200	14,200	0	0
0	0	11,000.00	0.00	E30 62010-400-0000	Capital Outlay Office Equipment/Furniture	0.00	0.00	0.00	0.00	0.00
0	0	11,000	0		Capital Outlay Totals:	0.00	0	0	0	0
334,679	275,279	332,998	0		EXPENDITURES TOTALS:	0.00	319,562	319,562	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
334,679	275,279	332,998	0		DEPT EXPENSES	0.00	319,562	319,562	0	0
(334,679)	(275,279)	(332,998)	0		General Code Enforcement Unit To	0.00	(319,562)	(319,562)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
334,679	275,279	332,998	0		FUND EXPENSES	0.00	319,562	319,562	0	0
(334,679)	(275,279)	(332,998)	0		General Fund Totals:	0.00	(319,562)	(319,562)	0	0
				1132 4768 E10	Community Development Block Gr General Code Enforcement Unit Personnel Services					
4,174	6,748	0.00	0.00	41010-400-0000	Code Enf - Reg Wages	0.00	0.00	0.00	0.00	0.00
2,664	3,427	30,000.00	0.00	41011-400-0000	Reg Wages Reimb - Code Enforce	0.00	80,970.00	80,970.00	0.00	0.00
10,758	36,577	26,243.00	0.00	41019-400-0000	Reg Wages Reimb - CDBG-CV	0.00	0.00	0.00	0.00	0.00
4,273	17,574	0.00	0.00	41020-400-0000	Reg Wages Reimb - CDBG-CV3	0.00	0.00	0.00	0.00	0.00
27	0	0.00	0.00	43010-400-0000	Code Enf - Overtime	0.00	0.00	0.00	0.00	0.00
2,029	5,940	0.00	0.00	45250-400-0000	Code Enf - PERS	0.00	0.00	0.00	0.00	0.00
48	158	0.00	0.00	45270-400-0000	Code Enf - LTD Insurance	0.00	0.00	0.00	0.00	0.00
23,973	70,425	56,243	0		Personnel Services Totals:	0.00	80,970	80,970	0	0
23,973	70,425	56,243	0		EXPENDITURES TOTALS:	0.00	80,970	80,970	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
23,973	70,425	56,243	0		DEPT EXPENSES	0.00	80,970	80,970	0	0
(23,973)	(70,425)	(56,243)	0		General Code Enforcement Unit To	0.00	(80,970)	(80,970)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
23,973	70,425	56,243	0		FUND EXPENSES	0.00	80,970	80,970	0	0
(23,973)	(70,425)	(56,243)	0		Community Development Block Gr	0.00	(80,970)	(80,970)	0	0
				1153	Homeless Emergency Aid Program					
				4768	General Code Enforcement Unit					
				E20	Services & Supplies					
28,433	0	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
564	0	0.00	0.00	52090-400-0000	Publication & Advertising	0.00	0.00	0.00	0.00	0.00
25,000	0	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
6,770	0	0.00	0.00	52690-400-0000	Small Equipment	0.00	0.00	0.00	0.00	0.00
19,114	0	0.00	0.00	52880-400-0000	Rental Assistance	0.00	0.00	0.00	0.00	0.00
37,100	0	0.00	0.00	52920-400-0000	Stipends	0.00	0.00	0.00	0.00	0.00
229,534	0	0.00	0.00	52990-400-0000	Other/Motel Vouchers	0.00	0.00	0.00	0.00	0.00
346,515	0	0	0		Services & Supplies Totals:	0.00	0	0	0	0
346,515	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
346,515	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(346,515)	0	0	0		General Code Enforcement Unit To	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
346,515	0	0	0		FUND EXPENSES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(346,515)	0	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	519	0.00	0.00	51130-400-0000	Program Supplies	0.00	0.00	0.00	0.00	0.00
2,000	24,075	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
650	29,581	0.00	0.00	52880-400-0000	Rental Assistance	0.00	0.00	0.00	0.00	0.00
2,650	54,175	0	0		Services & Supplies Totals:	0.00	0	0	0	0
2,650	54,175	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
2,650	54,175	0	0		DEPT EXPENSES	0.00	0	0	0	0
(2,650)	(54,175)	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
2,650	54,175	0	0		FUND EXPENSES	0.00	0	0	0	0
(2,650)	(54,175)	0	0		Homeless Housing Assist Preven To	0.00	0	0	0	0
				1750	Equipment Replacement Fund					
				4768	General Code Enforcement Unit					
				E30	Capital Outlay					
0	0	0.00	0.00	62020-400-0000	Transportation & Work Equipmen	0.00	32,430.00	0.00	0.00	0.00
0	0	0	0		Capital Outlay Totals:	0.00	32,430	0	0	0
0	0	0	0		EXPENDITURES TOTALS:	0.00	32,430	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	0	0		DEPT EXPENSES	0.00	32,430	0	0	0
0	0	0	0		General Code Enforcement Unit To	0.00	(32,430)	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	0	0		FUND EXPENSES	0.00	32,430	0	0	0
0	0	0	0		Equipment Replacement Fund Total	0.00	(32,430)	0	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
707,817	399,878	389,241	0		REPORT EXPENSES	0.00	432,962	400,532	0	0
(707,817)	(399,878)	(389,241)	0		REPORT TOTALS:	0.00	(432,962)	(400,532)	0	0

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

Department: Community Development

Program: 4768 Code Enforcement

Object
Number

51020 BOOKS AND PUBLICATIONS – \$200

Purchase of business code, penal code, civil code, lease and rental code, and vehicle code; maintain reference codes.

51100 UNIFORMS – \$3,000

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
62020	2023 Chevrolet Colorado	Vehicle to replace 2003 Ford Crown Victoria for use by Code Enforcement Officer. (Equipment Replacement Fund)	\$32,430

Total: \$32,430

(Not approved in City Manager's Budget)

PROGRAM BUDGET SUMMARY – 1

Program Number 4769

Department	Division	Program
Community Development	Code Enforcement	Special Ops Code Enforcement Unit

Program Description

The City's "Special Operations Unit" is a specialized unit operating under the auspices of the City's Community Development Department. The unit is tasked to address quality of life issues throughout the community, with an emphasis on high profile public nuisance activities and/or crimes determined to be detrimental to the life, health, property, and/or safety of public. Although Homelessness is top priority for the Unit, the Unit also targets high profile present-day crimes and/or business operations occurring throughout the community, including, but not limited to, illegal marijuana dispensaries and grows, illegal massage establishments, illegal gaming establishments, and other similar and/or illegal operations. The objective of the unit is to take a pro-active/community-based approach to problem solving, including, but not limited to, collaboration between agencies and organizations, community outreach, education, engagement, individual customized care, innovative enforcement remedies, and the use of all restorative actions and/or resources to resolve self-destructive personal behaviors and/or traits amongst our homeless community.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	259,749	283,451	291,511	
Services and Supplies	158,900	99,600	99,600	
Capital Outlay	0	0	0	
Total	418,649	383,051	391,111	

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

General Fund	308,770	359,251	367,311
Homeless Housing Assist Prev.	109,879	23,800	23,800
Total	418,649	383,051	391,111

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
Code Enforcement Mgr	1.00	1.00	1.00		102,463	102,463	
Code Enforcement Supervisor	1.00	1.00	1.00		91,662	91,662	
Full Time	2.00	2.00	2.00		194,125	194,125	
Overtime					6,000	6,000	
Total Salaries & Wages					200,125	200,125	
Benefit Costs					46,425	52,065	
PERS Benefit Costs					36,901	39,321	
Total Benefit Costs					83,326	91,386	
TOTAL					283,451	291,511	

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>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	Estimated <u>2023-24</u>
Homeless Individuals Served	350	390	425	450
Homeless Individuals Housed	34	15	30	25
Homeless Enforcement Hours	2,269	2,300	3,000	3,100

Personnel Services – \$283,451

Salary requests are for: Asst. Code Enforcement Manager (1.00) – \$102,463; Code Enforcement Supervisor (1.00) – \$91,662; Cost allocations are as follows: full-time salaries – \$194,125; overtime – \$6,000; benefit costs – \$83,326.

Services and Supplies – \$99,600

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 – \$65,500; small equipment – \$7,000; rental assistance – \$15,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 10:29AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4769	Special Ops Code Enforcement					
				E10	Personnel Services					
0	0	181,715.00	0.00	41010-400-0000	Regular Earnings	0.00	194,125.00	194,125.00	0.00	0.00
0	0	4,000.00	0.00	43010-400-0000	Overtime	0.00	6,000.00	6,000.00	0.00	0.00
0	0	4,244.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	3,883.00	3,883.00	0.00	0.00
0	0	240.00	0.00	44370-400-0000	Uniform Maintenance	0.00	240.00	240.00	0.00	0.00
0	0	32,100.00	0.00	45220-400-0000	Benefit Plan	0.00	33,600.00	36,000.00	0.00	0.00
0	0	3,717.00	0.00	45240-400-0000	Deferred Compensation	0.00	4,099.00	6,849.00	0.00	0.00
0	0	29,498.00	0.00	45250-400-0000	P.E.R.S.	0.00	36,901.00	39,321.00	0.00	0.00
0	0	765.00	0.00	45270-400-0000	LTD Insurance	0.00	849.00	849.00	0.00	0.00
0	0	835.00	0.00	45290-400-0000	Life Insurance	0.00	939.00	1,429.00	0.00	0.00
0	0	2,635.00	0.00	45330-400-0000	Medicare	0.00	2,815.00	2,815.00	0.00	0.00
0	0	259,749	0		Personnel Services Totals:	0.00	283,451	291,511	0	0
				E20	Services & Supplies					
0	0	500.00	0.00	51020-400-0000	Books and Publications	0.00	500.00	500.00	0.00	0.00
0	0	1,200.00	0.00	51100-400-0000	Uniforms	0.00	1,200.00	1,200.00	0.00	0.00
0	0	200.00	0.00	51340-400-0000	Materials - Street Signs	0.00	200.00	200.00	0.00	0.00
0	0	200.00	0.00	52090-400-0000	Publication & Advertising	0.00	200.00	200.00	0.00	0.00
0	0	10,000.00	0.00	52100-400-0000	Street Outreach Supplies	0.00	10,000.00	10,000.00	0.00	0.00
0	0	33,921.00	0.00	52450-400-0000	Special Contract Services	0.00	56,700.00	56,700.00	0.00	0.00
0	0	3,000.00	0.00	52690-400-0000	Small Equipment	0.00	7,000.00	7,000.00	0.00	0.00
0	0	49,021	0		Services & Supplies Totals:	0.00	75,800	75,800	0	0
0	0	308,770	0		EXPENDITURES TOTALS:	0.00	359,251	367,311	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	308,770	0		DEPT EXPENSES	0.00	359,251	367,311	0	0
0	0	(308,770)	0		Special Ops Code Enforcement Tot	0.00	(359,251)	(367,311)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	308,770	0		FUND EXPENSES	0.00	359,251	367,311	0	0
0	0	(308,770)	0		General Fund Totals:	0.00	(359,251)	(367,311)	0	0
				1156	Homeless Housing Assist Preven					
				4769	Special Ops Code Enforcement					
				E20	Services & Supplies					
0	0	45,879.00	0.00	52450-400-0000	Special Contract Services	0.00	8,800.00	8,800.00	0.00	0.00
0	0	64,000.00	0.00	52880-400-0000	Rental Assistance	0.00	15,000.00	15,000.00	0.00	0.00
0	0	109,879	0		Services & Supplies Totals:	0.00	23,800	23,800	0	0
0	0	109,879	0		EXPENDITURES TOTALS:	0.00	23,800	23,800	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	109,879	0		DEPT EXPENSES	0.00	23,800	23,800	0	0
0	0	(109,879)	0		Special Ops Code Enforcement Tot	0.00	(23,800)	(23,800)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	109,879	0		FUND EXPENSES	0.00	23,800	23,800	0	0
0	0	(109,879)	0		Homeless Housing Assist Preven Tc	0.00	(23,800)	(23,800)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
0	0	418,649	0		REPORT EXPENSES	0.00	383,051	391,111	0	0
0	0	(418,649)	0		REPORT TOTALS:	0.00	(383,051)	(391,111)	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 PUBLICATION AND ADVERTISING – \$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 – \$65,500
Contract with outside organizations to provide homeless services to individuals or families experiencing or at risk of experiencing homelessness, \$60,000. (General Fund – \$56,700; Homeless Housing Assistance Prevention round 2 Fund – \$3,300)
Contract with Odin Intelligence – software used to track and store homeless data, \$5,500 (Homeless Housing Assistance Prevention round 2 Fund)
- 52690 SMALL EQUIPMENT – \$7,000
Latex gloves (12 @ \$20 each), \$240
Patrol gloves (4 @ \$30 each) \$120
Pepper spray (2 @ \$20 each), \$40
TASER devices (2 @ \$1,765 each), \$3,530
TASER holster (2 @ \$90 each), \$180

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

Department: Community Development

Program: 4769 Special Ops Code Enforcement Unit

Object
Number

52690 SMALL EQUIPMENT continued

TASER cartridge (2 @ \$75 each), \$150

TASER batteries (2 @ \$100 each), \$200

Utility vest (2 @ \$450), \$900

Digital camera (1 @ \$800), \$800

Master locks (12 @ \$12), \$140

Heavy duty chain (1 @ 25ft) \$200

Various small tools and equipment as needed for field, vehicles and enforcement activities - \$500

52880 RENTAL ASSISTANCE – \$15,000

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 Round 2 Fund)

Economic Development Agency

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Economic Development Agency		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	451,306	562,371	557,516	
Services and Supplies	917,210	366,560	362,560	
Capital Outlay	84,058	0	0	
Total	1,452,574	928,931	920,076	
Personnel Authorized	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)	2.80 (FT) 1.00 (PT)	

Source of Funds

General Fund	451,306	562,371	557,516
Air Quality Improvement Fund	40,000	0	0
Economic Development Fund	706,268	236,560	232,560
Successor Agency Bond Proceeds	200,000	75,000	75,000
General Plan Update Fee	55,000	55,000	55,000
Total	1,452,574	928,931	920,076

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

DEPARTMENT: ECONOMIC DEVELOPMENT							DEPARTMENT SUMMARY		
Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Includes % Increase (if any)		
			First Rate		Second Rate		Total Salary Next Year	Recommended by Administration Next Year	
			Months	Rate	Months	Rate			
<u>Full Time:</u>									
<u>Director of Montclair Economic Development Agency</u>									
Mikey Fuentes	B	07/05/22	0.2	13,371	11.8	14,040	168,346	168,346	
<u>Economic Services and Housing Manager</u>									
Thailin Martin	C	01/19/23	6.6	8,992	5.4	9,442	110,334	110,334	
<u>Marketing and Promotions Coordinator</u>									
Christine Thomas	A		6.0	5,356	6.0	5,624	67,856	67,856	
<u>Housing Specialist</u>									
Vacant	A		6.0	4,072	6.0	4,275	51,584	51,584	
<u>Administration to other Departments/Entities</u>									
Mikey Fuentes (CM)							-33,669	-33,669	
<u>Part Time:</u>									
<u>Economic Development Consultant</u>									
Christine Caldwell (960 hrs year)				62.93 hr			60,413	60,413	
Salary Requirements:							(FT)	364,451	364,451
							(PT)	60,413	60,413
							TOTAL	424,864	424,864

DETAIL OF SALARIES AND WAGES

Department: Economic Development

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept Request	City Mgr Recom	Final	Dept Request	City Mgr Recom	Adopted Budget
Director of Montclair Economic Development Agency	1.00	1.00	1.00		168,346	168,346	
Admin to other Depts	-0.20	-0.20	-0.20		-33,669	-33,669	
	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>		<u>134,677</u>	<u>134,677</u>	
Economic Services and Housing Manager	1.00	1.00	1.00		110,334	110,334	
Marketing and Promotions Coorc	1.00	1.00	1.00		67,856	67,856	
Housing Specialist	1.00	1.00	1.00		52,588	51,584	
<u>Part-Time</u>							
Economic Development Consultat	1.00	1.00	1.00		60,413	60,413	
Full Time	3.00	3.00	3.00		399,124	398,120	
Admin other Departments	-0.20	-0.20	-0.20		-33,669	-33,669	
Total FT Positions/Salaries	<u>2.80</u>	<u>2.80</u>	<u>2.80</u>		<u>365,455</u>	<u>364,451</u>	
Part Time	1.00	1.00	1.00		60,413	60,413	
Overtime					1,000	1,000	
Total Salaries & Wages					426,868	425,864	
Benefit Costs					98,714	94,948	
PERS Benefit Costs					49,007	48,922	
Benefit Costs other Depts					-12,218	-12,218	
Total Benefit Costs					135,503	131,652	
TOTAL					562,371	557,516	

PROGRAM BUDGET SUMMARY – 2

Department	Division	Program
Economic Development Agency		4791 Administration

Work Program

1. Serve as staff to the Successor Housing Authority, Housing Corporation, and Finance Authority.
2. Coordinate the City's community and infrastructure development with the Community Development and Public Works Departments.
3. Assist the City Manager in the implementation of goals and objectives related to development for the community as established by the City Council.
4. Assist the City Manager in responding to policy directives established by the City Council.
5. Assist the City Manager in developing funding priorities that promote the City's fiscal integrity.
6. Assist in the development of timely and analytical approaches to resolving development and business-related issues facing the community.
7. Assist in the development of procedures dealing with development or infrastructure that effectively deal with mandates imposed by the state and/or federal government.
8. Encourage staff cooperation, coordination, and interaction in dealing with the public, the business community and other federal, state or local agencies.
9. Work toward the implementation of policies and procedures in dealing with development, redevelopment, and maintenance activities that provide the best possible range of information and services to the public and development community.
10. Develop informational brochures and web-based data helpful to the business community.
11. Prepare and submit to the City Council and the Housing Corporation Board of Directors the annual Housing Corporation budget.
12. Serve as liaison to the Chamber of Commerce.
13. Promote resources helpful to the business community.
14. Identify and develop specific economic development tools and activities to encourage growth within the City.
15. Oversee use of tax allocation bond funds from the former redevelopment agency.
16. Continue efforts through the Montclair Housing Corporation and Montclair Housing Authority to maintain and develop affordable housing in the City.
17. Assist in the development and review of Draft Specific Plans.
18. Assist in the administration of the General Plan Update.
19. Initiate and administer Reimbursement Agreements with Developers for projects within various specific plan areas.
20. Implement Community Facilities Districts within Specific Plan areas or as directed by the City Council.
21. Assist the organization on finding and writing grants for specified projects.
22. Assist in the completion of specified Capital Improvement Plan (CIP) projects.
23. Administer an inclusionary Housing ordinance and promote solutions related to homelessness.

Personnel Services – \$562,371

Salary requests are for: Director of Economic Development Agency (0.80) – \$134,677; Economic Services and Housing Manager (1.00) – \$110,334; Marketing and Promotions Coordinator (1.00) – \$67,856; Housing Specialist (1.00) – \$52,588; Economic Development Consultant (1.00/part-time) – \$60,413. Cost allocations are as follows: full-time salaries – \$365,455; part-time salaries – \$60,413; overtime – \$1,000; benefit costs – \$135,503.

Services and Supplies – \$366,560

Funding requested is for: books and publications – \$100; publication and advertising – \$6,000; dues and memberships – \$5,150; travel and meetings – \$26,800; mileage/auto allowance – \$8,400; business development – \$860; special consulting services – \$1,500; general plan legal fees – \$55,000; special legal services – \$75,000; special contract services – \$156,200; educational grants – \$2,500; small equipment – \$1,000; cellular phone expense – \$1,200; miscellaneous expenditures – \$26,850.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 9:14AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4791	Administration					
				E10	Personnel Services					
0	0	287,685.00	0.00	41010-400-0000	Regular Earnings	0.00	365,455.00	364,451.00	0.00	0.00
0	0	60,413.00	0.00	42020-400-0000	Part Time Wages	0.00	60,413.00	60,413.00	0.00	0.00
0	0	1,000.00	0.00	43010-400-0000	Overtime	0.00	1,000.00	1,000.00	0.00	0.00
0	0	2,687.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	5,452.00	5,452.00	0.00	0.00
0	0	900.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
0	0	45,240.00	0.00	45220-400-0000	Benefit Plan	0.00	66,000.00	66,000.00	0.00	0.00
0	0	6,108.00	0.00	45240-400-0000	Deferred Compensation	0.00	6,734.00	6,734.00	0.00	0.00
0	0	35,562.00	0.00	45250-400-0000	P.E.R.S.	0.00	43,697.00	43,612.00	0.00	0.00
0	0	1,169.00	0.00	45270-400-0000	LTD Insurance	0.00	1,522.00	1,517.00	0.00	0.00
0	0	1,749.00	0.00	45290-400-0000	Life Insurance	0.00	2,176.00	2,176.00	0.00	0.00
0	0	5,047.00	0.00	45330-400-0000	Medicare	0.00	6,176.00	6,161.00	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
0	0	451,306	0		Personnel Services Totals:	0.00	562,371	557,516	0	0
0	0	451,306	0		EXPENDITURES TOTALS:	0.00	562,371	557,516	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	451,306	0		DEPT EXPENSES	0.00	562,371	557,516	0	0
0	0	(451,306)	0		Administration Totals:	0.00	(562,371)	(557,516)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	451,306	0		FUND EXPENSES	0.00	562,371	557,516	0	0
0	0	(451,306)	0		General Fund Totals:	0.00	(562,371)	(557,516)	0	0
				1135	Air Quality Improvement Trust					
				4791	Administration					
				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		Administration 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		Air Quality Improvement Trust Tot	0.00	0	0	0	0
				1157	LEAP Grant					
				4791	Administration					
				E20	Services & Supplies					
0	68,427	0.00	0.00	52450-400-0000	Special Contract Services	0.00	0.00	0.00	0.00	0.00
0	68,427	0	0		Services & Supplies Totals:	0.00	0	0	0	0
0	68,427	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	68,427	0	0		DEPT EXPENSES	0.00	0	0	0	0
0	(68,427)	0	0		Administration Totals:	0.00	0	0	0	0

2021	2022	2023	2023				2024	2024	2024	2024
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	68,427	0	0		FUND EXPENSES	0.00	0	0	0	0
0	(68,427)	0	0		LEAP Grant Totals:	0.00	0	0	0	0
				1206	Economic Development					
				4791	Administration					
				E10	Personnel Services					
366,835	474,493	0.00	0.00	41010-400-0000	Regular Earnings	0.00	0.00	0.00	0.00	0.00
4,779	89,958	0.00	0.00	42020-400-0000	Part Time Wages	0.00	0.00	0.00	0.00	0.00
115	808	0.00	0.00	43010-400-0000	Overtime	0.00	0.00	0.00	0.00	0.00
620	445	0.00	0.00	44170-400-0000	Holiday Pay	0.00	0.00	0.00	0.00	0.00
5,819	4,092	0.00	0.00	44190-400-0000	Sick Leave Redemption	0.00	0.00	0.00	0.00	0.00
543	110	0.00	0.00	44250-400-0000	Bilingual Pay	0.00	0.00	0.00	0.00	0.00
18,854	9,605	0.00	0.00	45240-400-0000	Deferred Compensation	0.00	0.00	0.00	0.00	0.00
47,499	60,597	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
1,323	1,897	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
1,923	2,767	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
4,445	6,974	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
452,754	651,746	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	0	100.00	0.00	51020-400-0000	Books and Publications	0.00	100.00	100.00	0.00	0.00
0	4,526	5,500.00	0.00	52090-400-0000	Publication & Advertising	0.00	6,000.00	6,000.00	0.00	0.00
100	1,120	2,650.00	0.00	52120-400-0000	Dues & Memberships	0.00	5,150.00	5,150.00	0.00	0.00
(1,719)	19,233	24,800.00	0.00	52130-400-0000	Travel & Meetings	0.00	26,800.00	27,800.00	0.00	0.00
3,941	11,350	7,800.00	0.00	52140-400-0000	Mileage/Auto Allowance	0.00	8,400.00	8,400.00	0.00	0.00
0	3,012	375,860.00	0.00	52160-400-0000	Business Development	0.00	860.00	860.00	0.00	0.00
0	0	54,400.00	0.00	52190-400-0000	Special Consulting Services	0.00	1,500.00	1,500.00	0.00	0.00
28	24,831	0.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	0.00	0.00	0.00	0.00
16,890	93,440	50,000.00	0.00	52300-400-0000	Special Legal Services	0.00	75,000.00	65,000.00	0.00	0.00
43,000	59,045	109,550.00	0.00	52450-400-0000	Special Contract Services	0.00	81,200.00	86,200.00	0.00	0.00
0	0	2,500.00	0.00	52530-400-0000	Educational Grants	0.00	2,500.00	2,500.00	0.00	0.00
0	0	1,000.00	0.00	52690-400-0000	Small Equipment	0.00	1,000.00	1,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	1,200.00	0.00	52850-400-0000	Cellular Phone Expense	0.00	1,200.00	1,200.00	0.00	0.00
(2,550)	35,815	26,850.00	0.00	52990-400-0000	Miscellaneous Expenditures	0.00	26,850.00	26,850.00	0.00	0.00
59,689	252,372	662,210	0		Services & Supplies Totals:	0.00	236,560	232,560	0	0
0	0	44,058.00	0.00	E30 62020-400-0000	Capital Outlay Transportation & Work Equipmen	0.00	0.00	0.00	0.00	0.00
64,462	2,852	0.00	0.00	62050-400-0000	Other Equipment	0.00	0.00	0.00	0.00	0.00
64,462	2,852	44,058	0		Capital Outlay Totals:	0.00	0	0	0	0
576,905	906,970	706,268	0		EXPENDITURES TOTALS:	0.00	236,560	232,560	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
576,905	906,970	706,268	0		DEPT EXPENSES	0.00	236,560	232,560	0	0
(576,905)	(906,970)	(706,268)	0		Administration Totals:	0.00	(236,560)	(232,560)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
576,905	906,970	706,268	0		FUND EXPENSES	0.00	236,560	232,560	0	0
(576,905)	(906,970)	(706,268)	0		Economic Development Totals:	0.00	(236,560)	(232,560)	0	0
241,273	254,047	200,000.00	0.00	1251 4791 E20 52450-400-1900	SA Bond Proceeds - Tax Exempt Administration Services & Supplies General Plan Update Expense	0.00	75,000.00	75,000.00	0.00	0.00
241,273	254,047	200,000	0		Services & Supplies Totals:	0.00	75,000	75,000	0	0
241,273	254,047	200,000	0		EXPENDITURES TOTALS:	0.00	75,000	75,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
241,273	254,047	200,000	0		DEPT EXPENSES	0.00	75,000	75,000	0	0
(241,273)	(254,047)	(200,000)	0		Administration Totals:	0.00	(75,000)	(75,000)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
241,273	254,047	200,000	0		FUND EXPENSES	0.00	75,000	75,000	0	0
(241,273)	(254,047)	(200,000)	0		SA Bond Proceeds - Tax Exempt Tc	0.00	(75,000)	(75,000)	0	0
				1745	General Plan Update Fee					
				4791	Administration					
				E20	Services & Supplies					
662	0	55,000.00	0.00	52290-400-0000	General Plan Legal Fees	0.00	55,000.00	55,000.00	0.00	0.00
662	0	55,000	0		Services & Supplies Totals:	0.00	55,000	55,000	0	0
662	0	55,000	0		EXPENDITURES TOTALS:	0.00	55,000	55,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
662	0	55,000	0		DEPT EXPENSES	0.00	55,000	55,000	0	0
(662)	0	(55,000)	0		Administration Totals:	0.00	(55,000)	(55,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
662	0	55,000	0		FUND EXPENSES	0.00	55,000	55,000	0	0
(662)	0	(55,000)	0		General Plan Update Fee Totals:	0.00	(55,000)	(55,000)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
818,840	1,229,444	1,452,574	0		REPORT EXPENSES	0.00	928,931	920,076	0	0
(818,840)	(1,229,444)	(1,452,574)	0		REPORT TOTALS:	0.00	(928,931)	(920,076)	0	0

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

Department: Economic Development Agency

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>CONFERENCES/SEMINARS</u>					
52130	Edward Starr, City Manager Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Marketing and Promotion Coordinator	2023 International Council for Shopping Centers (ICSC)	San Diego, CA	September 2023	\$6,000 <i>(\$7,000 approved in City Manager's Budget)</i>
52130	Mikey Fuentes, Director of Economic Development Agency Mike Diaz, Director of Community Development Thailin Martin, Economic Services and Housing Manager Marketing and Promotion Coordinator	2024 International Council for Shopping Centers (ICSC)	Las Vegas, NV	May 2024	\$6,000
52130	Mikey Fuentes, Director of Economic Development Agency Thailin Martin, Economic Services and Housing Manager	California Association for Local Economic Development (CAL ED) Conference	Long Beach, CA	August 2023	\$3,000

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

Department: Economic Development Agency

Program: 4791 Administration

Object Code	Name and Title of Person Requesting Travel Allowance	Reason for Expenditure	Place Where Event will be Held	Date(s) of Event	Total Est. Expense
<u>Miscellaneous</u>					
52130	Thailin Martin, Economic Services and Housing Manager Marketing and 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 Agency	Goldline Advocacy (\$2,900 each x 2 = \$5,800)	Washington, DC	TBA	\$5,800
52130	Thailin Martin, Economic Services and Housing Manager Housing Specialist	Southern California Association; of Non Profit Housing (SCANPH) Conference	Los Angeles, CA	November 2024	\$1,500
52130	Mikey Fuentes, Director of Economic Development Agency Thailin Martin, Economic Services and Housing Manager	2024 SCAG Regional Conference	Palm Desert, CA	May 2024	\$1,500
				Total:	\$26,800

(\$27,800 approved in City Manager's Budget)

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

Department: Economic Development Agency

Program: 4791 Administration

Object
Number

51020 BOOKS AND PUBLICATIONS – \$100

Miscellaneous publications concerning economic development.

52090 PUBLICATION AND ADVERTISING – \$6,000

Printing cost for *Economic Development Growth Opportunities* booklet and other economic development publications.

52120 DUES AND MEMBERSHIPS – \$5,150

California Association for Local Economic Development (CALED), \$2,000
International Council for Shopping Centers–memberships, \$550
Team CA, \$2,500
Unanticipated adjustments, \$100

52130 TRAVEL AND MEETINGS – \$26,800 **(\$27,800 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."

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 Agency

Program: 4791 Administration

Object
Number

52290 GENERAL PLAN LEGAL FEES – \$55,000

Legal fees associated with the General Plan Update (General Plan Update Fee Fund)

52300 SPECIAL LEGAL SERVICES – \$75,000 ***(Only \$65,000 approved in City Manager's Budget)***

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 – \$156,200 ***(\$161,200 approved in City Manager's Budget)***

State of the City video production, \$20,000 ***(\$25,000 approved in City Manager's Budget)***

Contract with Montclair Chamber of Commerce for provision of economic development services to the business community, \$25,000

Graphic materials needed for "City of Montclair" for use at trade show events, \$2,800

E-Homes Real Estate Property Listing Services, \$8,400

Inland Empire Small Business Development Center, \$25,000

Consulting fee for Year 6 Update to the General Plan, \$75,000 (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 Agency

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 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	131,236	133,833	133,833	
Services and Supplies	245,000	275,000	250,000	
Capital Outlay	0	0	0	
Total	376,236	408,833	383,833	
Personnel Authorized	1.00 (PT)	1.00 (PT)	1.00 (PT)	

Source of Funds

General Fund	376,236	408,833	383,833
Total	376,236	408,833	383,833

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

DEPARTMENT: CITY ATTORNEY

DEPARTMENT SUMMARY

Class Title/ Employee Name	Salary Range July 1	Date Last Step Raise	Salary Calculations				Total Salary Next Year	Recommended by Administration Next Year
			First Rate Months	Rate	Second Rate Months	Rate		
<u>City Attorney</u> Diane Robbins			12.0	8,000			96,000	96,000

Salary Requirements:

TOTAL (P/T)

96,000

96,000

DETAIL OF SALARIES AND WAGES

Department: City Attorney

Program: 4801 City Attorney

<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>							
City Attorney	1.00	1.00	1.00		96,000	96,000	
Part Time	1.00	1.00	1.00		96,000	96,000	
Benefit Costs					21,321	21,321	
PERS Benefit Costs					16,512	16,512	
Total Benefit Costs					37,833	37,833	
TOTAL					133,833	133,833	

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 – \$133,833

Salary requests are for: City Attorney (1.00/part-time) – \$96,000. Cost allocations are as follows: part-time wages – \$96,000; benefit costs – \$37,833

Services and Supplies – \$275,000

Funding requested is for: legal services/court costs – \$200,000; special legal services – \$75,000.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 8:56AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4801	City Attorney					
				E10	Personnel Services					
77,600	77,600	96,000.00	0.00	42020-400-0000	Part Time Wages	0.00	96,000.00	96,000.00	0.00	0.00
0	0	16,200.00	0.00	45220-400-0000	Benefit Plan	0.00	16,200.00	16,200.00	0.00	0.00
3,616	3,638	3,600.00	0.00	45240-400-0000	Deferred Compensation	0.00	3,600.00	3,600.00	0.00	0.00
9,852	10,257	13,920.00	0.00	45250-400-0000	P.E.R.S.	0.00	16,512.00	16,512.00	0.00	0.00
125	126	124.00	0.00	45290-400-0000	Life Insurance	0.00	129.00	129.00	0.00	0.00
1,125	1,125	1,392.00	0.00	45330-400-0000	Medicare	0.00	1,392.00	1,392.00	0.00	0.00
92,318	92,745	131,236	0		Personnel Services Totals:	0.00	133,833	133,833	0	0
				E20	Services & Supplies					
120,233	256,480	170,000.00	0.00	52290-400-0000	Legal Services/Court Costs	0.00	200,000.00	175,000.00	0.00	0.00
46,921	91,356	75,000.00	0.00	52300-400-0000	Special Legal Services	0.00	75,000.00	75,000.00	0.00	0.00
167,154	347,836	245,000	0		Services & Supplies Totals:	0.00	275,000	250,000	0	0
259,472	440,581	376,236	0		EXPENDITURES TOTALS:	0.00	408,833	383,833	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
259,472	440,581	376,236	0		DEPT EXPENSES	0.00	408,833	383,833	0	0
(259,472)	(440,581)	(376,236)	0		City Attorney Totals:	0.00	(408,833)	(383,833)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
259,472	440,581	376,236	0		FUND EXPENSES	0.00	408,833	383,833	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(259,472)	(440,581)	(376,236)	0		General Fund Totals:	0.00	(408,833)	(383,833)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
259,472	440,581	376,236	0		REPORT EXPENSES	0.00	408,833	383,833	0	0
(259,472)	(440,581)	(376,236)	0		REPORT TOTALS:	0.00	(408,833)	(383,833)	0	0

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

Department: City Attorney

Program: 4801 City Attorney

Object
Number

52290 LEGAL SERVICES/COURT COSTS – \$200,000 *(Only \$175,000 approved in City Manager's Budget)*

Cost of services performed by outside attorneys and consultants related to a range of services including disciplinary proceedings and elections law.

52300 SPECIAL LEGAL SERVICES – \$75,000

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	2,946,571	1,467,757	1,467,757	
Services and Supplies	1,723,500	1,769,000	1,754,000	
Capital Outlay	0	0	0	
Total	4,670,071	3,236,757	3,221,757	

Personnel Authorized	0	0	0
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Source of Funds

General Fund	3,184,477	2,596,052	2,581,052
Gas Tax Fund	188,000	193,000	193,000
After-School Program Grant Fund	38,500	38,875	38,875
Sewer Operating Fund	900	120,375	120,375
UAL/POB Amortization Fund	1,258,194	288,455	288,455
Total	4,670,071	3,236,757	3,221,757

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 – \$1,467,757

Funding requested is for: Benefit Costs – \$1,467,757.

Services and Supplies – \$1,769,000

Funding requested is for: nuisance abatement – \$5,000; service awards – \$19,500; telephone service – \$25,000; electric service – \$560,000; natural gas service – \$65,000; water service – \$353,000; general city insurance – \$700,000; postage – \$40,000; 5326 San Bernardino upkeep – \$1,500.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 8:51AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1001	General Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
89,903	6,421	20,000.00	0.00	45230-400-0000	Unemployment Insurance	0.00	20,000.00	20,000.00	0.00	0.00
285	331	200.00	0.00	45240-400-0000	Deferred Compensation	0.00	200.00	200.00	0.00	0.00
19,269	26,029	500.00	0.00	45250-400-0000	P.E.R.S.	0.00	500.00	500.00	0.00	0.00
1,459,638	1,664,130	0.00	0.00	45251-400-0000	P.E.R.S. Lump Sum Amounts Fire	0.00	0.00	0.00	0.00	0.00
1,671,153	1,932,673	0.00	0.00	45252-400-0000	P.E.R.S. Lump Sum Amounts PD	0.00	0.00	0.00	0.00	0.00
1,491,416	1,645,594	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
(87,273)	(79,441)	-74,123.00	0.00	45256-400-0000	Safety PERS ER Cost - EE Paid	0.00	68,802.00	68,802.00	0.00	0.00
263,078	635,852	300,000.00	0.00	45261-400-0000	Workers Comp Claims	0.00	300,000.00	300,000.00	0.00	0.00
34,368	69,111	902,000.00	0.00	45262-400-0000	General Liability Claims	0.00	250,000.00	250,000.00	0.00	0.00
425	545	250.00	0.00	45270-400-0000	LTD Insurance	0.00	250.00	250.00	0.00	0.00
236	250	200.00	0.00	45290-400-0000	Life Insurance	0.00	200.00	200.00	0.00	0.00
401,726	371,958	370,000.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	370,000.00	370,000.00	0.00	0.00
1,448	1,116	300.00	0.00	45310-400-0000	Delta HMO	0.00	300.00	300.00	0.00	0.00
269	231	150.00	0.00	45320-400-0000	Optical Insurance	0.00	150.00	150.00	0.00	0.00
254	12,418	300.00	0.00	45330-400-0000	Medicare	0.00	300.00	300.00	0.00	0.00
132	31	100.00	0.00	45340-400-0000	Social Security	0.00	100.00	100.00	0.00	0.00
132,963	136,011	130,000.00	0.00	45350-400-0000	PERS Retirement Benefit Plan	0.00	130,000.00	130,000.00	0.00	0.00
5,479,289	6,423,259	1,649,877	0		Personnel Services Totals:	0.00	1,140,802	1,140,802	0	0
				E20	Services & Supplies					
2,078	10,177	5,000.00	0.00	50090-400-0000	Nuisance Abatement	0.00	5,000.00	5,000.00	0.00	0.00
17,650	15,525	21,100.00	0.00	51010-400-0000	Service Awards	0.00	18,750.00	18,750.00	0.00	0.00
23,146	3,295	22,000.00	0.00	52350-400-0000	Telephone Service	0.00	25,000.00	25,000.00	0.00	0.00
491,904	530,419	510,000.00	0.00	52360-400-0000	Electric Service	0.00	510,000.00	510,000.00	0.00	0.00

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
33,381	49,839	45,000.00	0.00	52370-400-0000	Natural Gas Service	0.00	65,000.00	50,000.00	0.00	0.00
234,888	233,260	210,000.00	0.00	52380-400-0000	Water Service	0.00	210,000.00	210,000.00	0.00	0.00
10,362	9,713	0.00	0.00	52530-400-0000	Educational Grants	0.00	0.00	0.00	0.00	0.00
4,616	0	0.00	0.00	52540-400-0000	Vocational Training	0.00	0.00	0.00	0.00	0.00
674,797	16,321	680,000.00	0.00	52660-400-0000	General City Insurance	0.00	580,000.00	580,000.00	0.00	0.00
25,691	29,567	40,000.00	0.00	52670-400-0000	Postage	0.00	40,000.00	40,000.00	0.00	0.00
1,266	1,204	1,500.00	0.00	56100-400-0000	5326 San Bernardino - Upkeep	0.00	1,500.00	1,500.00	0.00	0.00
1,519,778	899,319	1,534,600	0		Services & Supplies Totals:	0.00	1,455,250	1,440,250	0	0
6,999,067	7,322,578	3,184,477	0		EXPENDITURES TOTALS:	0.00	2,596,052	2,581,052	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,999,067	7,322,578	3,184,477	0		DEPT EXPENSES	0.00	2,596,052	2,581,052	0	0
(6,999,067)	(7,322,578)	(3,184,477)	0		Citywide - Non-Department Totals:	0.00	(2,596,052)	(2,581,052)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,999,067	7,322,578	3,184,477	0		FUND EXPENSES	0.00	2,596,052	2,581,052	0	0
(6,999,067)	(7,322,578)	(3,184,477)	0		General Fund Totals:	0.00	(2,596,052)	(2,581,052)	0	0
				1102	Gas Tax Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
65,581	59,050	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
2	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
1	0	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
81	0	0.00	0.00	45300-400-0000	Medical Insurance	0.00	0.00	0.00	0.00	0.00
10	0	0.00	0.00	45310-400-0000	Dental Insurance	0.00	0.00	0.00	0.00	0.00
2	0	0.00	0.00	45320-400-0000	Optical Insurance	0.00	0.00	0.00	0.00	0.00
5	0	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
65,683	59,050	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
375	0	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
40,030	64,146	45,000.00	0.00	52360-400-0000	Electric Service	0.00	50,000.00	50,000.00	0.00	0.00
149,496	152,172	143,000.00	0.00	52380-400-0000	Water Service - Medians	0.00	143,000.00	143,000.00	0.00	0.00
189,901	216,318	188,000	0		Services & Supplies Totals:	0.00	193,000	193,000	0	0
255,584	275,368	188,000	0		EXPENDITURES TOTALS:	0.00	193,000	193,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
255,584	275,368	188,000	0		DEPT EXPENSES	0.00	193,000	193,000	0	0
(255,584)	(275,368)	(188,000)	0		Citywide - Non-Department Totals:	0.00	(193,000)	(193,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
255,584	275,368	188,000	0		FUND EXPENSES	0.00	193,000	193,000	0	0
(255,584)	(275,368)	(188,000)	0		Gas Tax Fund Totals:	0.00	(193,000)	(193,000)	0	0
				1138	Senior Nutrition Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
6,406	7,442	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
6,406	7,442	0	0		Personnel Services Totals:	0.00	0	0	0	0
6,406	7,442	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
6,406	7,442	0	0		DEPT EXPENSES	0.00	0	0	0	0
(6,406)	(7,442)	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
6,406	7,442	0	0		FUND EXPENSES	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
(6,406)	(7,442)	0	0		Senior Nutrition Fund Totals:	0.00	0	0	0	0
				1160	After-School Program Grant					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
69,528	1,594	36,000.00	0.00	45230-400-0000	Unemployment Insurance	0.00	36,000.00	36,000.00	0.00	0.00
104,980	69,916	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
1,280	3,183	2,500.00	0.00	45261-400-0000	Workers Comp Claims	0.00	2,500.00	2,500.00	0.00	0.00
175,788	74,694	38,500	0		Personnel Services Totals:	0.00	38,500	38,500	0	0
				E20	Services & Supplies					
0	1,500	0.00	0.00	51010-400-0000	Service Awards	0.00	375.00	375.00	0.00	0.00
0	1,500	0	0		Services & Supplies Totals:	0.00	375	375	0	0
175,788	76,194	38,500	0		EXPENDITURES TOTALS:	0.00	38,875	38,875	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
175,788	76,194	38,500	0		DEPT EXPENSES	0.00	38,875	38,875	0	0
(175,788)	(76,194)	(38,500)	0		Citywide - Non-Department Totals:	0.00	(38,875)	(38,875)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
175,788	76,194	38,500	0		FUND EXPENSES	0.00	38,875	38,875	0	0
(175,788)	(76,194)	(38,500)	0		After-School Program Grant Totals:	0.00	(38,875)	(38,875)	0	0
				1164	Immunization Grant - OMSD					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
3,544	0	0.00	0.00	45253-400-0000	P.E.R.S. Lump Sum Amounts Misc	0.00	0.00	0.00	0.00	0.00
3,544	0	0	0		Personnel Services Totals:	0.00	0	0	0	0
3,544	0	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
3,544	0	0	0		DEPT EXPENSES	0.00	0	0	0	0
(3,544)	0	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
3,544	0	0	0		FUND EXPENSES	0.00	0	0	0	0
(3,544)	0	0	0		Immunization Grant - OMSD Total:	0.00	0	0	0	0
				1206	Economic Development					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
83,144	136,422	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
16	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
83,160	136,422	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
350	225	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
350	225	0	0		Services & Supplies Totals:	0.00	0	0	0	0
83,510	136,647	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
83,510	136,647	0	0		DEPT EXPENSES	0.00	0	0	0	0
(83,510)	(136,647)	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
83,510	136,647	0	0		FUND EXPENSES	0.00	0	0	0	0
(83,510)	(136,647)	0	0		Economic Development Totals:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1501	Sewer Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
23	(15)	0.00	0.00	45250-400-0000	P.E.R.S.	0.00	0.00	0.00	0.00	0.00
177,299	192,461	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
211	(181)	0.00	0.00	45261-400-0000	Workers Comp Claims Paid	0.00	0.00	0.00	0.00	0.00
3	0	0.00	0.00	45270-400-0000	LTD Insurance	0.00	0.00	0.00	0.00	0.00
2	1	0.00	0.00	45290-400-0000	Life Insurance	0.00	0.00	0.00	0.00	0.00
218	(79)	0.00	0.00	45300-400-0000	City Paid Retiree Insurance	0.00	0.00	0.00	0.00	0.00
12	(7)	0.00	0.00	45310-400-0000	Dental Insurance	0.00	0.00	0.00	0.00	0.00
3	(2)	0.00	0.00	45320-400-0000	Optical Insurance	0.00	0.00	0.00	0.00	0.00
7	13	0.00	0.00	45330-400-0000	Medicare	0.00	0.00	0.00	0.00	0.00
8	0	0.00	0.00	45340-400-0000	Social Security	0.00	0.00	0.00	0.00	0.00
177,785	192,191	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
250	1,075	900.00	0.00	51010-400-0000	Service Awards	0.00	375.00	375.00	0.00	0.00
170	0	0.00	0.00	52540-400-0000	Vocational Training	0.00	0.00	0.00	0.00	0.00
120,000	0	0.00	0.00	52660-400-0000	General City Insurance	0.00	120,000.00	120,000.00	0.00	0.00
120,420	1,075	900	0		Services & Supplies Totals:	0.00	120,375	120,375	0	0
298,205	193,266	900	0		EXPENDITURES TOTALS:	0.00	120,375	120,375	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
298,205	193,266	900	0		DEPT EXPENSES	0.00	120,375	120,375	0	0
(298,205)	(193,266)	(900)	0		Citywide - Non-Department Totals:	0.00	(120,375)	(120,375)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
298,205	193,266	900	0		FUND EXPENSES	0.00	120,375	120,375	0	0
(298,205)	(193,266)	(900)	0		Sewer Operating Fund Totals:	0.00	(120,375)	(120,375)	0	0
				1758	GF Reserve-UAL/POB Amort Func					
				4901	Citywide - Non-Department					

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				E10	Personnel Services					
0	0	260,407.00	0.00	45251-400-0000	P.E.R.S. Lump Sum Amounts Fire	0.00	0.00	0.00	0.00	0.00
0	0	516,329.00	0.00	45252-400-0000	P.E.R.S. Lump Sum Amounts PD	0.00	288,455.00	288,455.00	0.00	0.00
0	0	481,458.00	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	1,258,194	0		Personnel Services Totals:	0.00	288,455	288,455	0	0
0	0	1,258,194	0		EXPENDITURES TOTALS:	0.00	288,455	288,455	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
0	0	1,258,194	0		DEPT EXPENSES	0.00	288,455	288,455	0	0
0	0	(1,258,194)	0		Citywide - Non-Department Totals:	0.00	(288,455)	(288,455)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
0	0	1,258,194	0		FUND EXPENSES	0.00	288,455	288,455	0	0
0	0	(1,258,194)	0		GF Reserve-UAL/POB Amort Func	0.00	(288,455)	(288,455)	0	0
				2020	SRDA Combined Operating Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
21,588	17,378	0.00	0.00	45254-400-0000	P.E.R.S. Lump Sum Amounts SRD.	0.00	0.00	0.00	0.00	0.00
21,588	17,378	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	525	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
0	525	0	0		Services & Supplies Totals:	0.00	0	0	0	0
21,588	17,903	0	0		EXPENDITURES TOTALS:	0.00	0	0	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
21,588	17,903	0	0		DEPT EXPENSES	0.00	0	0	0	0
(21,588)	(17,903)	0	0		Citywide - Non-Department Totals:	0.00	0	0	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
21,588	17,903	0	0		FUND EXPENSES	0.00	0	0	0	0
(21,588)	(17,903)	0	0		SRDA Combined Operating Fund T	0.00	0	0	0	0
				3001	General Fund					
				4901	Citywide - Non-Department					
				E10	Personnel Services					
48,953	36,118	0.00	0.00	45255-400-0000	P.E.R.S. Lump Sum Amounts MHC	0.00	0.00	0.00	0.00	0.00
48,953	36,118	0	0		Personnel Services Totals:	0.00	0	0	0	0
				E20	Services & Supplies					
0	150	0.00	0.00	51010-400-0000	Service Awards	0.00	0.00	0.00	0.00	0.00
30,914	0	50,000.00	0.00	52660-400-0000	MHC General Insurance	0.00	50,000.00	50,000.00	0.00	0.00
30,914	150	50,000	0		Services & Supplies Totals:	0.00	50,000	50,000	0	0
79,867	36,268	50,000	0		EXPENDITURES TOTALS:	0.00	50,000	50,000	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
79,867	36,268	50,000	0		DEPT EXPENSES	0.00	50,000	50,000	0	0
(79,867)	(36,268)	(50,000)	0		Citywide - Non-Department Totals:	0.00	(50,000)	(50,000)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
79,867	36,268	50,000	0		FUND EXPENSES	0.00	50,000	50,000	0	0
(79,867)	(36,268)	(50,000)	0		General Fund Totals:	0.00	(50,000)	(50,000)	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
7,923,558	8,065,666	4,720,071	0		REPORT EXPENSES	0.00	3,286,757	3,271,757	0	0
(7,923,558)	(8,065,666)	(4,720,071)	0		REPORT TOTALS:	0.00	(3,286,757)	(3,271,757)	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	68,840	75,920	75,920	
Services and Supplies	130,650	143,521	143,521	
Total	199,490	219,441	219,441	

Personnel Authorized	0	0	0	
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Department Distribution

CFD 2011-1 Paseos/Alexan	154,629	170,092	170,092	
CFD 2011-2 Arrow Station	44,861	49,349	49,349	
Total	199,490	219,441	219,441	

Source of Funds

CFD 2011-1 Fund – Paseos	154,629	170,092	170,092	
CFD 2011-2 Fund – Arrow Station	44,861	49,349	49,349	
Total	199,490	219,441	219,441	

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	53,154	58,644	58,644	
Services and Supplies	101,475	111,448	111,448	
Capital Outlay	0	0	0	
Total	154,629	170,092	170,092	
Personnel Authorized	0	0	0	

Source of Funds

CFD 2011-1 Fund – Paseos/Alexan	154,629	170,092	170,092
Total	154,629	170,092	170,092

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>2023–24</u>
Acres of parks and parkways maintained by maintenance contract	1.06

Personnel Services – \$58,644

Salary requests are for: Finance Administration – \$4,538; Public Works Administration – \$4,537; Public Safety Administration – \$9,075; Police Services – \$13,807; Fire Services – \$13,807; Street Sweeping Services – \$2,400; Graffiti Removal Services – \$800; Maintenance Services – \$9,680. Cost allocations are as follows: full-time salaries – \$58,644.

Services and Supplies – \$111,448

Funding requested is for: materials – buildings – \$2,420; materials – street signs – \$1,815; street lighting – \$36,300; special contract services – \$14,520; graffiti abatement – \$1,015; street maintenance – \$2,420; landscape maintenance – \$42,350; tree maintenance – \$3,025; street sweeping – \$2,440; maintenance contingency – \$5,143.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 8:40AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1601	CFD 2011-1 Paseos/Alexan					
				5001	CFD 2011-1 Paseos/Alexan					
				E10	Personnel Services					
3,750	3,750	4,125.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	4,538.00	4,538.00	0.00	0.00
3,750	3,750	4,125.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	4,537.00	4,537.00	0.00	0.00
7,500	7,500	8,250.00	0.00	41013-400-0000	PublicSafety Admin Reimb to GF	0.00	9,075.00	9,075.00	0.00	0.00
11,411	11,411	12,552.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	13,807.00	13,807.00	0.00	0.00
11,411	11,411	12,552.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	13,807.00	13,807.00	0.00	0.00
2,000	2,000	2,000.00	0.00	41016-400-0000	Street Sweeping Reimb to GF	0.00	2,400.00	2,400.00	0.00	0.00
8,000	8,000	8,800.00	0.00	41017-400-0000	Facility Maint Reimb to GF	0.00	9,680.00	9,680.00	0.00	0.00
500	500	750.00	0.00	41018-400-0000	Graffiti Removal Reimb to GF	0.00	800.00	800.00	0.00	0.00
48,322	48,322	53,154	0		Personnel Services Totals:	0.00	58,644	58,644	0	0
				E20	Services & Supplies					
2,000	2,656	2,200.00	0.00	51300-400-0000	Materials - Buildings	0.00	2,420.00	2,420.00	0.00	0.00
1,000	1,000	1,650.00	0.00	51340-400-0000	Materials - Street Signs	0.00	1,815.00	1,815.00	0.00	0.00
20,000	57,546	33,000.00	0.00	52340-400-0000	Street Lighting	0.00	36,300.00	36,300.00	0.00	0.00
12,836	5,210	13,200.00	0.00	52450-400-0000	Special Contract Services	0.00	14,520.00	14,520.00	0.00	0.00
1,005	635	900.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	1,015.00	1,015.00	0.00	0.00
4,476	4,250	2,200.00	0.00	52453-400-0000	Street Maintenance	0.00	2,420.00	2,420.00	0.00	0.00
25,982	26,661	38,500.00	0.00	52454-400-0000	Landscape Maintenance	0.00	42,350.00	42,350.00	0.00	0.00
2,000	923	2,750.00	0.00	52455-400-0000	Tree Maintenance Reimb to GF	0.00	3,025.00	3,025.00	0.00	0.00
1,000	1,000	2,400.00	0.00	52456-400-0000	Street Sweeping	0.00	2,440.00	2,440.00	0.00	0.00
0	0	4,675.00	0.00	81010-400-0000	Maintenance Contingency Acct	0.00	5,143.00	5,143.00	0.00	0.00
70,299	99,881	101,475	0		Services & Supplies Totals:	0.00	111,448	111,448	0	0

2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
118,621	148,203	154,629	0		EXPENDITURES TOTALS:	0.00	170,092	170,092	0	0
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
118,621	148,203	154,629	0		DEPT EXPENSES	0.00	170,092	170,092	0	0
(118,621)	(148,203)	(154,629)	0		CFD 2011-1 Paseos/Alexan Totals:	0.00	(170,092)	(170,092)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
118,621	148,203	154,629	0		FUND EXPENSES	0.00	170,092	170,092	0	0
(118,621)	(148,203)	(154,629)	0		CFD 2011-1 Paseos/Alexan Totals:	0.00	(170,092)	(170,092)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
118,621	148,203	154,629	0		REPORT EXPENSES	0.00	170,092	170,092	0	0
(118,621)	(148,203)	(154,629)	0		REPORT TOTALS:	0.00	(170,092)	(170,092)	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 – \$2,420

Materials used for unforeseen repairs to lighting, electrical, and plumbing systems.

51340 MATERIALS – STREET SIGNS – \$1,815

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 – \$36,300

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$14,520

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$1,015

Services include removal of graffiti by sandblasting, painting or chemical removal.

52453 STREET MAINTENANCE – \$2,420

Services include crack sealing, overlaying; curb, gutter and sidewalk repairs; and cleaning of storm drain catch basins.

52454 LANDSCAPE MAINTENANCE – \$42,350

Contract with Southern California Landscape for maintenance of landscaping and drainage facilities.

52455 TREE MAINTENANCE – \$3,025

Tree maintenance services in Grid 3.

52456 STREET SWEEPING – \$2,440

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	15,686	17,276	17,276	
Services and Supplies	29,175	32,073	32,073	
Capital Outlay	0	0	0	
Total	44,861	49,349	49,349	
Personnel Authorized	0	0	0	

Source of Funds

CFD 2011-2 Fund – Arrow Station	44,861	49,349	49,349
Total	44,861	49,349	49,349

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>2023–24</u>
Linear feet of parkways and retention basins within street right of way.	2,375

Personnel Services – \$17,276

Salary requests are for: Finance Administration – \$2,269; Public Works Administration – \$2,269; Public Safety Administration – \$4,538; Police Services – \$3,650; Fire Services – \$3,650; Street Sweeping Services – \$300; Graffiti Removal Services – \$600. Cost allocations are as follows: full-time salaries – \$15,686.

Services and Supplies – \$32,073

Funding requested is for: materials – street signs – \$605; street lighting – \$16,940; special contract services – \$9,680; graffiti abatement – \$610; street sweeping – \$305; maintenance contingency – \$3,933.

Capital Outlay

No funding requested.

General Ledger

Budget Analysis

User: jkulbeck
 Printed: 06/01/2023 - 8:41AM
 Fiscal Year: 2024



2021 Actual	2022 Actual	2023 Adopted	2023 Estimated	Account	Description	FTE	2024 Requested	2024 Proposed	2024 Approved	2024 Adopted
				1602	CFD 2011-2 Arrow Station					
				5002	CFD 2011-2 Arrow Station					
				E10	Personnel Services					
1,875	1,875	2,063.00	0.00	41011-400-0000	Finance Admin Reimb to GF	0.00	2,269.00	2,269.00	0.00	0.00
1,875	1,875	2,062.00	0.00	41012-400-0000	Public Works Admin Reimb to GF	0.00	2,269.00	2,269.00	0.00	0.00
3,750	3,750	4,125.00	0.00	41013-400-0000	Public Safety Admin Reimb to GF	0.00	4,538.00	4,538.00	0.00	0.00
3,016	3,016	3,318.00	0.00	41014-400-0000	Police Service Reimb to GF	0.00	3,650.00	3,650.00	0.00	0.00
3,016	3,016	3,318.00	0.00	41015-400-0000	Fire Service Reimb to GF	0.00	3,650.00	3,650.00	0.00	0.00
250	250	300.00	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	600.00	600.00	0.00	0.00
14,282	14,282	15,686	0		Personnel Services Totals:	0.00	17,276	17,276	0	0
				E20	Services & Supplies					
500	500	550.00	0.00	51340-400-0000	Materials - Street Signs	0.00	605.00	605.00	0.00	0.00
14,000	15,208	15,400.00	0.00	52340-400-0000	Street Lighting	0.00	16,940.00	16,940.00	0.00	0.00
10,205	3,823	8,800.00	0.00	52450-400-0000	Special Contract Services	0.00	9,680.00	9,680.00	0.00	0.00
997	500	600.00	0.00	52452-400-0000	Graffiti Abatement Reimb to GF	0.00	610.00	610.00	0.00	0.00
3,250	3,250	0.00	0.00	52453-400-0000	Street Maintenance	0.00	0.00	0.00	0.00	0.00
0	0	0.00	0.00	52454-400-0000	Landscape Maintenance	0.00	0.00	0.00	0.00	0.00
250	250	250.00	0.00	52456-400-0000	Street Sweeping	0.00	305.00	305.00	0.00	0.00
0	0	3,575.00	0.00	81010-400-0000	Maintenance Contingency Acct	0.00	3,933.00	3,933.00	0.00	0.00
29,202	23,531	29,175	0		Services & Supplies Totals:	0.00	32,073	32,073	0	0
43,484	37,813	44,861	0		EXPENDITURES TOTALS:	0.00	49,349	49,349	0	0

2021	2022	2023	2023			2024	2024	2024	2024	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0	0	0	0		DEPT REVENUES	0.00	0	0	0	0
43,484	37,813	44,861	0		DEPT EXPENSES	0.00	49,349	49,349	0	0
(43,484)	(37,813)	(44,861)	0		CFD 2011-2 Arrow Station Totals:	0.00	(49,349)	(49,349)	0	0
0	0	0	0		FUND REVENUES	0.00	0	0	0	0
43,484	37,813	44,861	0		FUND EXPENSES	0.00	49,349	49,349	0	0
(43,484)	(37,813)	(44,861)	0		CFD 2011-2 Arrow Station Totals:	0.00	(49,349)	(49,349)	0	0
0	0	0	0		REPORT REVENUES	0.00	0	0	0	0
43,484	37,813	44,861	0		REPORT EXPENSES	0.00	49,349	49,349	0	0
(43,484)	(37,813)	(44,861)	0		REPORT TOTALS:	0.00	(49,349)	(49,349)	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 – \$605

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 – \$16,940

Cost for street lighting usage and repair.

52450 SPECIAL CONTRACT SERVICES – \$9,680

Property tax consulting services.

52452 GRAFFITI ABATEMENT – \$610

Services include removal of graffiti by sandblasting, painting or chemical removal.

52456 STREET SWEEPING – \$305

Services include weekly-motorized street sweeping service.

Supplemental Information

**Equipment Replacement Fund
Analysis Funding Requirement
as of June 1, 2023**

<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 6/1/23</u>
FIRE DEPARTMENT									
2004 American LaFrance Aerial Platform	91424	09/25/19	295,093	50,385	345,478	15	27%	345,000	\$93,150
2004 American LaFrance Aerial Platform	91424	10/02/18	292,818	69,034	361,852	15	33%	362,000	\$119,460
* 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	\$367,610
POLICE DEPARTMENT									
<u>Patrol Vehicles</u>									
2022 Ford Ranger	52115	12/08/22	30,499		30,499	5	20%	30,000	\$6,000
2022 Ford Police Interceptor V-6	74070	12/08/22	37,568		37,568	5	20%	38,000	\$7,600
2022 Ford Police Interceptor V-6	73965	12/08/22	37,568		37,568	5	20%	38,000	\$7,600
2022 Ford Police Interceptor Ecoboost	74018	12/08/22	41,718		41,718	5	20%	42,000	\$8,400
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, 2023**

<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 6/1/23</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								\$933,000	\$814,600
<u>PUBLIC WORKS</u>									
2022 Chevrolet 2500 Dbl Cab	252725	03/31/22	45,542		45,542	5	20%	46,000	\$9,200
2020 Chevrolet Colorado Ext Cab	179712	03/12/20	11,340	300	11,640	12	25%	12,000	\$3,000
2019 Ford F250 Super Duty	34596	09/24/18	36,477	0	36,477	5	100%	36,000	\$36,000
2017 Chevy Silverado 3500	227812	01/29/18	50,244	2,119	52,363	5	100%	52,000	\$52,000
2017 Chevy Silverado 1500	267644	10/13/17	24,831	2,941	27,772	5	100%	28,000	\$28,000
2016 GMC 3500 1-TON Dump Truck	405161	02/23/16	14,998	41,060	56,058	10	70%	56,000	\$39,200
Hydrotek T300 EE Pressure Washer	503414	12/29/15	14,998		14,998	10	80%	15,000	\$12,000
2015 Hydrotek Pressure Washer	00105	01/27/15	2,930	369	3,299	10	80%	3,000	\$2,400
2014 Altec Ford F450 Pickup Truck	82529	07/22/14	37,527		37,527	12	75%	38,000	\$28,500
2012 Ford F450	82169	11/13/12	90,500		90,500	12	92%	91,000	\$83,720
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, 2023**

<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 6/1/23</u>
Public Works Cont.									
** John Deere 1600 Turbo Series III	670127	07/30/22	31,801		31,801	7	14%	32,000	\$4,480
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								\$1,254,000	\$1,143,500
OTHER DEPARTMENTS									
2022 Ford Explorer Interceptor Utility	74784	09/27/22	36,164	13,205	49,369	5	20%	49,000	\$9,800
2022 Ford Explorer Interceptor Utility	79062	09/27/22	36,164	15,275	51,439	5	20%	51,000	\$10,200
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2006 Ford F250 4x2 w/ Lift (CD)	B61975	12/05/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
* 2005 Ford Escape Hybrid (CD)	B36432	11/21/05	20,000	6,500	26,500	5	100%	27,000	\$27,000
2002 Chevy Truck ** (CD)	295199	03/02/02	22,717		22,717	5	100%	23,000	\$23,000
1999 Chevy Truck S-10 (C.D.)	138843	10/01/99	21,970		21,970	5	100%	22,000	\$22,000
1999 Chevy Ex-cabTruck S-10 (C.D.)	8138421	10/01/99	17,983		17,983	5	100%	18,000	\$18,000
TOTAL OTHER DEPARTMENTS								\$244,000	\$164,000
TOTAL ALL DEPARTMENTS			3,044,326	245,669	3,289,995			3,293,000	2,489,710

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

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

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