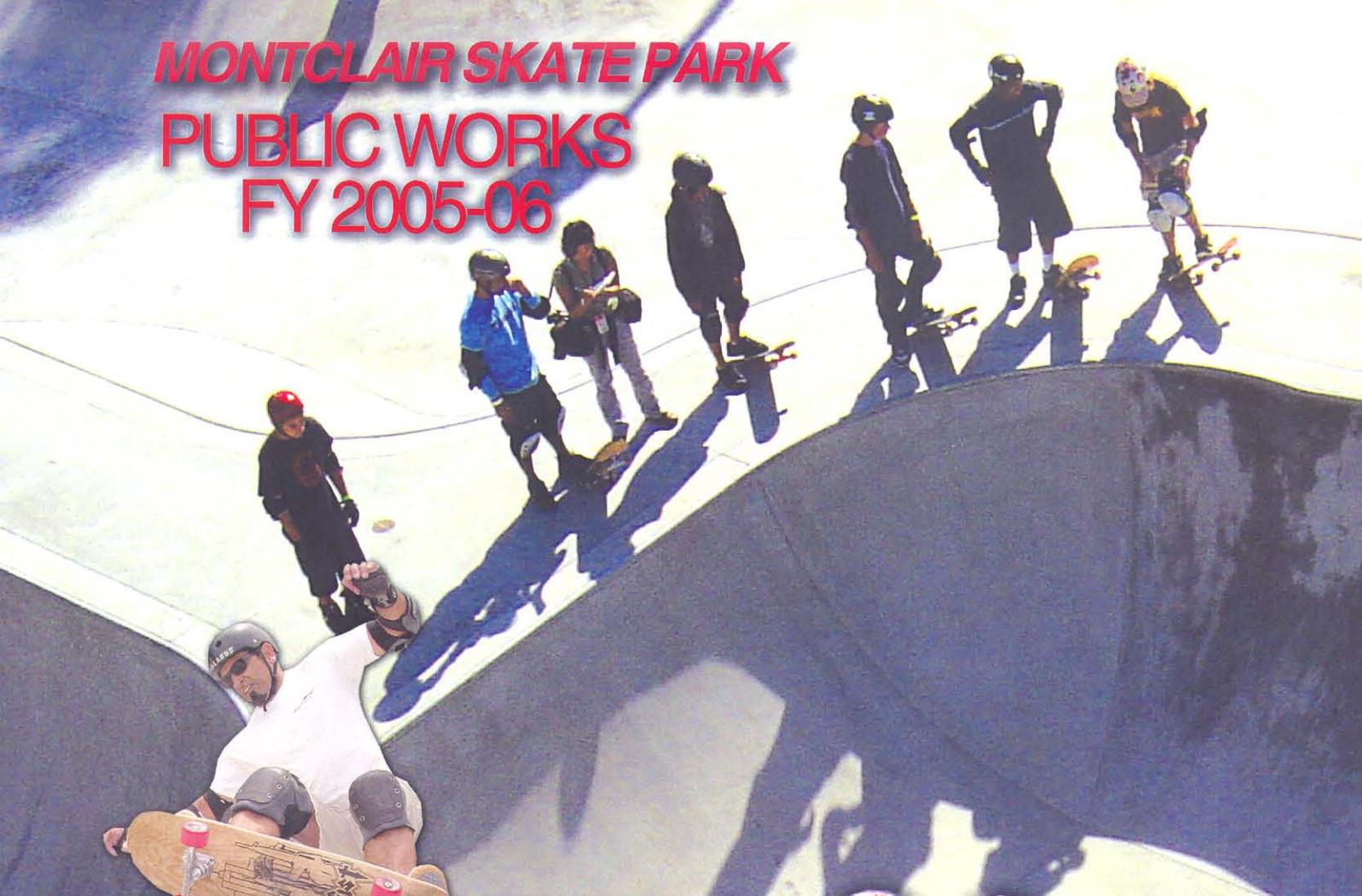


MONTCLAIR SKATE PARK PUBLIC WORKS FY 2005-06



DEPARTMENT BUDGET SUMMARY

Department

Public Works

Overview

Coordinate, manage, and control the activities and resources of the Public Works Department in an effective and efficient manner in the performance of the stated goals and objectives of the Engineering, Street Maintenance, Park Maintenance, Building Maintenance, Vehicle Maintenance, and Sewer Maintenance Divisions.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	2,356,771	2,525,235	2,525,235	2,525,235
Services and Supplies	3,623,814	3,673,299	3,585,140	3,585,140
Capital Outlay	417,800	178,500	172,700	172,700
Total	6,398,385	6,377,034	6,283,075	6,283,075

Personnel Authorized	35.97 (FT) 2.00 (PT)	35.97 (FT) 3.00 (PT)	35.97 (FT) 3.00 (PT)	35.97 (FT) 3.00 (PT)
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Divisional Distribution				
Engineering	907,206	934,566	931,341	931,341
Street Maintenance	1,062,818	1,019,653	1,015,043	1,015,043
Park Maintenance	926,294	1,005,462	995,562	995,562
Vehicle Maintenance	606,371	574,099	557,849	557,849
Sewer Maintenance	2,289,773	2,062,487	2,084,913	2,084,913
Building Maintenance	605,923	780,767	698,367	698,367
Total	6,398,385	6,377,034	6,283,075	6,283,075

Source of Funds

General Fund	3,911,412	4,276,147	4,159,762	4,159,762
Sewer Maintenance	2,289,773	2,062,487	2,084,913	2,084,913
Equipment Replacement Fund	158,800	0	0	0
Community Block Grant Fund	30,000	30,000	30,000	30,000
Quimby Fund	8,400	8,400	8,400	8,400
Total	6,398,385	6,377,034	6,283,075	6,283,075

DETAIL OF SALARIES AND WAGES

Department: Public Works

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Director of Red./Public Works	.20	.20	.20	.20	24,990	24,990	24,990
City Engineer	.87	.87	.87	.87	91,026	91,026	91,026
Project Manager	1.00	1.00	1.00	1.00	54,936	54,936	54,936
Public Works Supt.	1.00	1.00	1.00	1.00	85,890	85,890	85,890
Asst. Public Works Supt.	1.00	1.00	1.00	1.00	63,197	63,197	63,197
Public Works Inspector	1.00	1.00	1.00	1.00	52,961	52,961	52,961
Environmental Control Spec.	2.00	2.00	2.00	2.00	99,375	99,375	99,375
Bldg. Maint. Supervisor	1.00	1.00	1.00	1.00	74,939	74,939	74,939
Lead Worker/Maint.	2.00	2.00	2.00	2.00	89,264	89,264	89,264
Motor Sweeper Operator	2.00	2.00	2.00	2.00	83,652	83,652	83,652
Administrative Specialist	.70	.70	.70	.70	30,074	30,074	30,074
Lead Mechanic	1.00	1.00	1.00	1.00	45,240	45,240	45,240
Equipment Mechanic	1.00	1.00	1.00	1.00	41,771	41,771	41,771
Maintenance Worker	12.00	12.00	12.00	12.00	434,643	434,643	434,643
Graffiti Abatement Worker	2.00	2.00	2.00	2.00	77,448	77,448	77,448
Redevelopment Technician	.20	.20	.20	.20	10,073	10,073	10,073
Lead Custodian	1.00	1.00	1.00	1.00	41,826	41,826	41,826
Custodian	3.00	3.00	3.00	3.00	93,550	93,550	93,550
Secretary	1.00	1.00	1.00	1.00	37,051	37,051	37,051
NPDES Coordinator	1.00	1.00	1.00	1.00	42,924	42,924	42,924
Bldg. Maint. Technician	1.00	1.00	1.00	1.00	43,020	43,020	43,020
<u>PART-TIME</u>							
Mechanic Aide	1.00	1.00	1.00	1.00	19,292	19,292	19,292
Project Director	1.00						
Senior Intern		1.00	1.00	1.00	10,712	10,712	10,712
Junior Intern		1.00	1.00	1.00	8,827	8,827	8,827
Full Time	35.97	35.97	35.97	35.97	1,617,850	1,617,850	1,617,850
Part Time	2.00	3.00	3.00	3.00	38,831	38,831	38,831
Overtime					52,950	52,950	52,950
Additional Pay					720	720	720
Total Salaries & Wages					1,710,351	1,710,351	1,710,351
Benefit Costs					814,884	814,884	814,884
TOTAL					2,525,235	2,525,235	2,525,235

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; assist in development activities and provide inspection for their improvements within the public right-of-way; 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	300,393	306,827	306,827	306,827
Services and Supplies	606,813	627,739	624,514	624,514
Capital Outlay	0	0	0	0
Total	907,206	934,566	931,341	931,341

Personnel Authorized	3.07 (FT) 1.00 (PT)	3.07 (FT) 1.00 (PT)	3.07 (FT) 1.00 (PT)	3.07 (FT) 1.00 (PT)
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Divisional Distribution				
Management & Construction	295,331	316,196	308,746	308,746
Public Works Inspection	120,160	130,185	130,185	130,185
Traffic Safety Engineering	491,715	488,185	492,410	492,410
Total	907,206	934,566	931,341	931,341

Source of Funds

General Fund	907,206	934,566	931,341	931,341
Total	907,206	934,566	931,341	931,341

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 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	167,650	162,629	162,629	162,629
Services and Supplies	127,681	153,567	146,117	146,117
Capital Outlay	0	0	0	0
Total	295,331	316,196	308,746	308,746
Personnel Authorized	1.70 (FT) 1.00 (PT)	1.70 (FT) 1.00 (PT)	1.70 (FT) 1.00 (PT)	1.70 (FT) 1.00 (PT)

Source of Funds

General Fund	295,331	316,196	308,746	308,746
Total	295,331	316,196	308,746	308,746

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	Management and Construction/4641

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 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. Respond to comments and complaints regarding the City's red light camera enforcement program.

Units of Measure

	<u>2003-2004</u>	<u>1st. 6 Mos. 2004-2005</u>	<u>Estimate 2005-2006</u>
Public Works Improvements	12	6	15
Citizen Requests	400	250	450
Studies	2	1	2
Plan Check Capital Improvements	12	6	15
Plan Check Private Development	8	10	20
Plan Check Tract Maps	4	3	6
Plan Check Parcel Maps	2	4	5
Plan Check Lot Merger/Line Adjustment	2	2	4

Personnel Services

Funding requested is as follows:

Public Works Director (5%)
 City Engineer (25%)
 Project Manager (100%)
 Administrative Specialist (40%)

Cost Allocations are as follows:

Full time salaries \$104,526
 Part time salaries \$8,827
 Overtime \$1,000
 Benefits \$48,276
 Total \$162,629

Services and Supplies

Service Awards	\$500	Sewer Processing	\$4,500
Books and Periodicals	\$500	Telephone Service	\$428
Office Supplies-Direct	\$250	Electrical Service	\$832
Photo Supplies	\$100	Natural Gas Service	\$59
Uniforms	\$8,000	Special Contract Services	\$1,500
Maintenance of Equipment and Furniture	\$3,000	Educational Grants	\$2,600
Miscellaneous Construction	\$10,000	Vocational Training	\$4,000
Dues and Memberships	\$1,100	General Liability Insurance	\$2,536
Travel and Meetings	\$1,500	Other Insurance	\$962
Special Consulting Services	\$13,000	Cellular phone expense	\$11,700
Architectural and Engineering Services	\$10,000	American with Disabilities Act Compliance	\$25,000
Plan checking services	\$50,000	Miscellaneous Expenditures	\$1,500

Capital Outlay

None

PROGRAM BUDGET SUMMARY - 1

Program Number/4642

Department	Division	Program
Public Work	Engineering	Inspection

Program Description

Issue Public Works construction permits; provide for inspection of Public Works capital improvement projects, public improvements within subdivisions, and improvements completed by private developments 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	115,935	126,051	126,051	126,051
Services and Supplies	4,225	4,134	4,134	4,134
Capital Outlay	0	0	0	0
Total	120,160	130,185	130,185	130,185
Personnel Authorized	1.25 (FT)	1.25 (FT)	1.25 (FT)	1.25 (FT)

Source of Funds

General Fund	120,160	130,185	130,185	130,185
Total	120,160	130,185	130,185	130,185

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	Inspection/4642

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>2003-2004</u>	<u>1st. 6 mos. 2004-2005</u>	<u>Estimate 2005-2006</u>
Subdivision improvement inspections performed.	200	150	300
Private development improvement inspections performed.	20	10	20
Public works improvement inspections performed.	300	150	350
Public Utilities inspections performed.	80	40	80

Personnel Services

Funding requested is as follows:

City Engineer (25%)
Public Works Inspector (100%)

Cost allocations are as follows:

Full time salaries	\$79,118
Overtime	\$12,300
Benefits	<u>\$34,633</u>
Total	\$126,051

Services and Supplies

Funding requested is for:

Telephone Service	\$332	General Liability Insurance	\$1,965
Electric Service	\$646	Other Insurance	\$745
Natural Gas Service	\$46	Miscellaneous Expenditures	\$400

Capital Outlay

None

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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	16,808	18,147	18,147	18,147
Services and Supplies	474,907	470,038	474,263	474,263
Capital Outlay	0	0	0	0
Total	491,715	488,185	492,410	492,410

Personnel Authorized	0.12 (FT)	0.12 (FT)	0.12 (FT)	0.12 (FT)
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Source of Funds

General Fund	491,715	488,185	492,410	492,410
Total	491,715	488,185	492,410	492,410

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Engineering	Traffic Safety Engineering/4644

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. Review Traffic Impact Analysis studies.
8. Participation in SANBAG and Caltrans transportation issues.

Units of Measure

	<u>2003-2004</u>	1st. 6 mos. <u>2004-2005</u>	Estimate <u>2005-2006</u>
Developments reviewed	15	8	20
Signals maintained	38	38	38
Reports, studies, investigations	4	2	4
Citizen requests	60	40	80

Personnel Services

Funding requested is as follows:
City Engineer (12%)

Cost allocations are as follows:

Full time salaries	\$12,555
Benefits	<u>\$ 5,592</u>
Total	\$18,147

Services and Supplies

Funding requested is for:

Routine Traffic Signal Maintenance	\$30,000	Electric Service	\$28,093
Extraordinary Traffic Signal Maintenance	\$70,000	Natural Gas Service	\$7
Maintenance-Other Equipment	\$1,000	General Liability Insurance	\$283
Architectural and Engineering Services	\$40,000	Other Insurance	\$107
Street Lighting	\$287,000	Miscellaneous Expenditures	\$12,000
Telephone Service	\$1,548		

Capital Outlay

None

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Street Maintenance

Overview

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	694,924	729,450	729,450	729,450
Services and Supplies	244,094	254,203	249,593	249,593
Capital Outlay	123,800	36,000	36,000	36,000
Total	1,062,818	1,019,653	1,015,043	1,015,043

Personnel Authorized	11.70 (FT)	11.50 (FT)	11.50 (FT)	11.50 (FT)
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Department Distribution

1. Graffiti Abatement	170,873	181,493	181,493	181,493
2. Street Maintenance	582,425	509,167	507,557	507,557
3. Signing & Painting	146,010	151,275	148,275	148,275
4. Street Sweeping	163,510	177,718	177,718	177,718
Total	1,062,818	1,019,653	1,015,043	1,015,043

Source of Funds

General Fund	909,018	989,653	985,043	985,043
Equipment Replacement Fund	123,800	0	0	0
Community Development Block Grant Fund	30,000	30,000	30,000	30,000
Total	1,062,818	1,019,653	1,015,043	1,015,043

PROGRAM BUDGET SUMMARY - 1

Program Number/4645

Department	Division	Program
Public Works	Street Maintenance	Graffiti Abatement

Program Description

Remove graffiti from public property and selected locations on residential and commercial buildings within the City.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	128,806	139,091	139,091	139,091
Services and Supplies	42,067	42,402	42,402	42,402
Capital Outlay	0	0	0	0
Total	170,873	181,493	181,493	181,493
Personnel Authorized	2.20 (FT)	2.20 (FT)	2.20 (FT)	2.20 (FT)

Source of Funds

General Fund	140,873	151,493	151,493	151,493
Community Development Block Grant Fund	30,000	30,000	30,000	30,000
Total	170,873	181,493	181,493	181,493

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street Maintenance	Graffiti Abatement/4645

Work Program

1. Remove graffiti from public property.
 2. Remove graffiti from selected locations on residential and commercial buildings.
-

Units of Measure

	<u>2003-04</u>	1st 6 mos. <u>2004-05</u>	Estimated <u>2005-06</u>
1. Respond to requests for graffiti removal.	10,308	6,164	12,300

Personnel Services

Funding of \$139,091 is requested for the two Graffiti Abatement Workers, Public Works Superintendent (10%) and Assistant Public Works Superintendent (10%). Cost allocations are as follows:
Full time salaries - \$92,357, overtime - \$750, and benefits \$45,984.

Services and Supplies

The funds requested are for office supplies - \$50, photo supplies - \$50, materials - \$30,000, publication and advertising - \$300, special contract services - \$1,825, telephone - \$366, electric - \$385, gas - \$62, insurance - \$9,164, and miscellaneous - \$200.

Capital Outlay

None

PROGRAM BUDGET SUMMARY - 1

Program Number/4646

Department	Division	Program
Public Works	Street Maintenance	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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	355,810	361,864	361,864	361,864
Services and Supplies	102,815	111,303	109,693	109,693
Capital Outlay	123,800	36,000	36,000	36,000
Total	582,425	509,167	507,557	507,557
Personnel Authorized	6.15 (FT)	5.95 (FT)	5.95 (FT)	5.95 (FT)

Source of Funds

General Fund	458,625	509,167	507,557	507,557
Equipment Replacement Fund	123,800	0	0	0
Total	582,425	509,167	507,557	507,557

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street Maintenance	Street Maintenance/4646

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.
 6. Enforce compliance of laws regulating the National Pollution Discharge Elimination System.
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Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
1. Tons of asphaltic concrete removed and replaced.	28.57	68.07	200
2. Miles of street crack sealed.	0	7.86	20
3. Square footage of sidewalk removed and replaced.	430	248	500
4. Remove and replace curb and gutter (lin.ft.).	0	0	100
5. Flood control facilities maintained (lin.ft.).	18,747	18,747	21,269
6. N. P. D. E. S. inspections.	116	31	200

Personnel Services

Funding of \$361,864 requested is for the Public Works Superintendent (5%), Assistant Public Works Superintendent (10%), one Leadworker, four Maintenance Workers, NPDES Coordinator (50%), and one Secretary (30%). Cost allocations are as follows: Full-time salaries - \$229,815, Overtime - \$16,500, and benefits - \$115,549.

Services and Supplies

Funding requested is for books - \$100, service awards - \$750, office supplies - \$100, photo supplies - \$50, asphalt - \$7,000, cement - \$2,000, weed chemicals - \$1,500, miscellaneous repair materials - \$11,500, dues and memberships - \$90, telephone - \$953, electric - \$1,002, gas - \$160, refuse disposal - \$500, special contract services - \$43,996, educational grants - \$1,300, vocational training - \$8,960, rental of private equipment - \$500, insurance - \$27,627, and miscellaneous - \$3,200.

Capital Outlay

Funding requested is for one crack sealing machine (\$36,000).

PROGRAM BUDGET SUMMARY – 1

Program Number/4650

Department	Division	Program
Public Works	Street Maintenance	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	74,764	80,771	80,771	80,771
Services and Supplies	71,246	70,504	67,504	67,504
Capital Outlay	0	0	0	0
Total	146,010	151,275	148,275	148,275

Personnel Authorized	1.20 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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Source of Funds

General Fund	146,010	151,275	148,275	148,275
Total	146,010	151,275	148,275	148,275

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street Maintenance	Signing & Painting/4650

Work Program

1. Maintain all regulatory, street name and informational signs in the public right-of-way.
 2. Paint striping annually.
 3. Paint on an annual or as-needed basis, traffic legends throughout the City.
 4. Patrol, inventory and log all street name, regulatory information signs, etc., legends and striping.
-

Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
1. Maintain signs.	710	395	800
2. Fabricate signs.	340	130	260
3. Stripe miles of street.	81	40	81
4. Stencil traffic legends.	720	360	720

Personnel Services

Funding of \$80,771 requested is for the Public Works Superintendent (10%), Assistant Public Works Superintendent (10%), and one Maintenance Worker. Cost allocations are as follows: Full-time salaries - \$53,633, benefits - \$26,638, and overtime \$500.

Services and Supplies

The funds requested are for traffic paint - \$16,000, traffic signs - \$42,000, repair materials - \$4,000, electric - \$224 telephone - \$213, gas - \$36, insurance - \$6,231, special contract services - \$1,200, and miscellaneous - \$600.

Capital Outlay

None

PROGRAM BUDGET SUMMARY – 1

Program Number/4651

Department	Division	Program
Public Works	Street Maintenance	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	135,544	147,724	147,724	147,724
Services and Supplies	27,966	29,994	29,994	29,994
Capital Outlay	0	0	0	0
Total	163,510	177,718	177,718	177,718

Personnel Authorized	2.15 (FT)	2.15 (FT)	2.15 (FT)	2.15 (FT)
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Source of Funds

General Fund	163,510	177,718	177,718	177,718
Total	163,510	177,718	177,718	177,718

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Street Maintenance	Street Sweeping/4651

Work Program

1. Sweep main roadways, residential streets, alleys, and the Transcenter weekly.
2. Respond to requests for special sweeping after traffic accidents, spills, etc.

Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
1. Curb miles swept.	12,000	6,100	12,200
2. Respond to after-hour sweeping requests.	1	0	2

Personnel Services

Funding of \$147,724 requested is for the Public Works Superintendent (5%), Assistant Public Works Superintendent (10%), and two Street Sweeper Operators. Cost allocations are as follows: Full-time salaries - \$94,267, overtime - \$5,500, and benefits - \$47,957.

Services and Supplies

The funds requested are for sweeper brooms - \$9,000, telephone - \$389, gas - \$65, electric - \$409, insurance - \$19,881, miscellaneous - \$250.

Capital Outlay

None

DIVISION BUDGET SUMMARY

Department	Division
Public Works	Parks

Overview

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	371,376	388,026	388,026	388,026
Services and Supplies	554,918	604,936	600,836	600,836
Capital Outlay	0	12,500	6,700	6,700
Total	926,294	1,005,462	995,562	995,562

Personnel Authorized	6.65 (FT)	6.60 (FT)	6.60 (FT)	6.60 (FT)
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Department Distribution

1. Park Maintenance	821,397	899,446	889,546	889,546
2. Tree Maintenance	104,897	106,016	106,016	106,016
Total	926,294	1,005,462	995,562	995,562

Source of Funds

General Fund	917,894	997,062	987,162	987,162
Quimby Fund	8,400	8,400	8,400	8,400
Total	926,294	1,005,462	995,562	995,562

PROGRAM BUDGET SUMMARY - 1

Program Number/4652

Department	Division	Program
Public Works	Parks	Park Maintenance

Program Description

Maintain all City parks, median islands, parkways, fire stations, and other facilities in a well groomed and aesthetically pleasing appearance to the citizens of Montclair.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	355,384	370,585	370,585	370,585
Services and Supplies	466,013	516,361	512,261	512,261
Capital Outlay	0	12,500	6,700	6,700
Total	821,397	899,446	889,546	889,546

Personnel Authorized	6.50 (FT)	6.45 (FT)	6.45 (FT)	6.45 (FT)
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Source of Funds

General Fund	812,997	891,046	881,146	881,146
Quimby Fund	8,400	8,400	8,400	8,400
Total	821,397	899,446	889,546	889,546

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Parks	Park Maintenance/4652

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 make necessary repairs.
 2. Maintain landscaped median islands, parkways and other rights-of-way by maintenance contract.
-

Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
1. Acres of parks maintained.	76.40	76.40	76.40
2. Acres of parks mowed.	40.38	40.38	40.38
3. Hours expended in the repair of irrigation systems citywide.	1,560	780	1,600
4. Acres of median islands, parkways and bike trails maintained by maintenance contract.	11.17	11.17	12.26

Personnel Services

Funding of \$370,585 requested is for Public Works Superintendent (5%), Assistant Public Works Superintendent (10%), one leadworker, five maintenance workers, and Secretary (30%). Cost allocations are as follows: Full time salaries - \$243,333, overtime - \$3,500 and benefits - \$123,752.

Services and Supplies

Funding requested is for books - \$50, service awards - \$125, office supplies - \$50, dues and membership - \$515, sprinkler parts - \$16,000, fertilizers - \$2,000, weed chemicals - \$1,500, repair materials - \$20,000, telephone - \$976, electric service - \$46,027, gas - \$165, water - \$156,000, contract services - \$231,964, educational grants - \$1,300, private equipment rentals - \$1,100, insurance - \$27,289, rental property upkeep - \$5,500, and miscellaneous - \$5,800.

Capital Outlay

Funding requested is for one walk behind aerator (\$2,800), one walk behind trencher (\$3,000), and one walk behind mower (\$6,700).

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	15,992	17,441	17,441	17,441
Services and Supplies	88,905	88,575	88,575	88,575
Capital Outlay	0	0	0	0
Total	104,897	106,016	106,016	106,016

Personnel Authorized	.15 (FT)	.15 (FT)	.15 (FT)	.15 (FT)
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Source of Funds

General Fund	104,897	106,016	106,016	106,016
Total	104,897	106,016	106,016	106,016

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Parks	Tree Maintenance/4653

Work Program

1. Maintain trees in streets and 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>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
1. Trees trimmed.	1,028	24	1,100
2. Trees removed.	155	45	100
3. Trees replaced.	58	26	60
4. Tree roots pruned.	5	3	6

Personnel Services

Funding of \$17,441 requested is for the Public Works Superintendent (5%), and the Asst. Public Works Superintendent -(10%), Cost allocations are as follows: Full time salaries - \$10,615, Overtime - \$1,200, and Benefits - \$5,626.

Services and Supplies

The funds requested are for memberships - \$75, materials - \$1,000, telephone service - \$46, electric service - \$48, gas - \$8, refuse disposal - \$250, insurance - \$5,348, miscellaneous - \$300 and special contract services - \$81,500.

Capital Outlay

None

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, Police and Fire Staff 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	205,670	186,125	186,125	186,125
Services and Supplies	365,701	376,974	360,724	360,724
Capital Outlay	35,000	11,000	11,000	11,000
Total	606,371	574,099	557,849	557,849
Personnel Authorized	2.05 (FT) 1.00 (PT)	2.30 (FT) 1.00 (PT)	2.30 (FT) 1.00 (PT)	2.30 (FT) 1.00 (PT)

Source of Funds

General Fund	571,371	574,099	557,849	557,849
Equipment Replacement Fund	35,000	0	0	0
Total	606,371	574,099	557,849	557,849

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Vehicle Maintenance	Vehicle Maintenance/4656

Work Program

1. Perform preventive maintenance on all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment on a scheduled basis. (Excluding Fire Pumper trucks).
 2. Make emergency repairs to all Public Works, Administration, Community Development, Fire, and Police vehicles and equipment in the most efficient manner possible. (Excluding Fire Pumper trucks).
-

Units of Measure

	<u>2003-04</u>	<u>1st. 6 mos.</u> <u>2004-05</u>	<u>Estimate</u> <u>2005-06</u>
1. Number of vehicle services performed.	440	270	540
2. Number of vehicle repairs performed.	900	120	240
3. Number of equipment services performed.	140	90	180
4. Number of equipment repairs performed.	110	100	200

Personnel Services

Funding of \$186,125 requested is for the Public Works Superintendent (10%), Assistant Public Works Superintendent (10%), Secretary (10%), Lead Mechanic, Equipment Mechanic Aide and Mechanic Aide. Cost allocations are as follows: Full time salaries - \$105,625, Part-time salaries - \$19,292, Overtime - \$1,500, and Benefits - \$59,708.

Services and Supplies

Funding requested is for books and periodicals - \$3,368, office supplies - \$50, repair materials - \$97,500, gasoline - \$163,000, diesel fuel - \$22,000, oil and lubricants - \$6,000, propane - \$2,250, compressed natural gas - \$2,500, work equipment maintenance - \$42,000, other equipment maintenance - \$9,950, telephone - \$490, electric service - \$5,515, gas - \$882, educational grants - \$1,300, insurance - \$12,264, shop towel service - \$750, small equipment - \$3,325, miscellaneous - \$3,080, and special contract services - \$750.

Capital Outlay

Funding is requested to purchase on R-134 air conditioning recharging machine (\$4,000) and one commercial 2-hose unleaded suction pump (\$7,000) .

PROGRAM BUDGET SUMMARY - 1

Program Number/4669

Department	Division	Program
Public Works	Sewer Maintenance	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. Also, enforce compliance of laws regulating usage of the sewer collection system.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	449,710	502,043	502,043	502,043
Services and Supplies	1,615,063	1,451,444	1,473,870	1,473,870
Capital Outlay	225,000	109,000	109,000	109,000
Total	2,289,773	2,062,487	2,084,913	2,084,913

Personnel Authorized	6.35 (FT)	6.35 (FT) 1.00 (PT)	6.35 (FT) 1.00 (PT)	6.35 (FT) 1.00 (PT)
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Source of Funds

Sewer Maintenance Fund	2,289,773	2,062,487	2,084,913	2,084,913
Total	2,289,773	2,062,487	2,084,913	2,084,913

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Sewer Maintenance	Sewer Maintenance/4669

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

	2003-04	1st 6 mos. 2004-05	Estimate 2005-06
1. Sewer main maintained (feet).	860,000	440,000	880,000
2. Sewer main televised and inspected (feet).	3,400	2,200	4,400
3. Manholes inspected and maintained (each).	2,500	1,300	2,500
4. Repair of sewer main (feet).	0	0	100
5. Blockage requests (each).	2	1	2
6. Inspect nondomestic waste discharges (each).	5	0	20
7. Industrial discharge permits issued.	0	0	5

Personnel Services

Funding of \$502,043 requested is for the Director (15%), City Engineer (25%), Public Works Superintendent (35%), Assistant Public Works Superintendent (30%), Secretary (30%), one Redevelopment Technician (20%), two Environmental Control Specialists, two Maintenance Workers, one NPDES Coordinator (50%), one Administrative Specialist (30%), and one Part-time Intern. Cost allocations are as follows: Full-time salaries - \$325,786; Part-time salaries - \$10,712; overtime - \$3,200; additional pay - \$720 and benefits \$161,625.

Services and Supplies

Funding requested is for books - \$500, office supplies - \$800, uniform rental - \$1,424, chemicals - \$2,000, repair materials - \$2,500, dues and memberships - \$705, travel and meetings - \$2,760, mileage - \$150, special consulting services - \$8,000, telephone - \$1,323, electric - \$1,390, gas - \$222, sewer processing - \$1,219,790, sewer testing - \$17,800, special contract services - \$6,000, medical examinations - \$200, educational grants - \$2,600, vocational training - \$3,220, rent of private equipment - \$12,500, insurance - \$87,610, postage - \$2,000, small equipment - \$950, other equipment maintenance - \$2,500, depreciation expense - \$69,000 and miscellaneous - \$5,500.

Capital Outlay

Funding of \$109,000 is requested to purchase on trailer mounted six inch water pump (\$26,000), one gas/oxygen detector (\$3,000), one wide format scanner/printer (\$30,000), and one 3/4-ton service truck (\$50,000).

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	334,698	412,764	412,764	412,764
Services and Supplies	237,225	358,003	275,603	275,603
Capital Outlay	34,000	10,000	10,000	10,000
Total	605,923	780,767	698,367	698,367

Personnel Authorized	6.15 (FT)	6.15 (FT)	6.15 (FT)	6.15 (FT)
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Divisional Distribution

Bldg. Maint. Services	268,649	406,872	325,272	325,272
Heating & A/C Services	97,324	106,787	105,987	105,987
Janitorial Services	239,950	267,108	267,108	267,108
Total	605,923	780,767	698,367	698,367

Source of Funds

General Fund	605,923	780,767	698,367	698,367
Total	605,923	780,767	698,367	698,367

PROGRAM BUDGET SUMMARY - 1

Program Number/4691

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maintenance Services

Program Description

Maintain all public facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	85,560	106,977	106,977	106,977
Services and Supplies	183,089	299,895	218,295	218,295
Capital Outlay	0	0	0	0
Total	268,649	406,872	325,272	325,272

Personnel Authorized	1.60 (FT)	1.15 (FT)	1.15 (FT)	1.15 (FT)
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Source of Funds

General Fund	268,649	406,872	325,272	325,272
Total	268,649	406,872	325,272	325,272

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	Bldg. Maint. Services/4691

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.
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Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
General Building Maintenance	14	14	14

Personnel Services

Funding of \$106,977 requested is for Public Works Superintendent (5%) and Building Maintenance Supervisor (55%), Building Maintenance Technician (55%). Cost allocations are as follows: Full-time salaries \$69,172, overtime \$1,500, and benefits \$36,305.

Services and Supplies

Funding of \$299,895 is requested to maintain all public buildings and facilities, materials \$239,700, maintenance other equipment \$7,650, special contract services \$7,000, educational grant \$300, rent private equipment \$400, small equipment \$4,500, lease payments \$36,000, miscellaneous expenditures \$1,050, general overhead \$3,170, and service awards \$125.

Capital Outlay

None

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	48,952	78,801	78,801	78,801
Services and Supplies	18,372	22,986	22,186	22,186
Capital Outlay	30,000	5,000	5,000	5,000
Total	97,324	106,787	105,987	105,987
Personnel Authorized	.45 (FT)	.85 (FT)	.85 (FT)	.85 (FT)

Source of Funds

General Fund	97,324	106,787	105,987	105,987
Total	97,324	106,787	105,987	105,987

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	Heating & Air Conditioning Services/4692

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 & water coolers as needed.
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Units of Measure

	<u>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
Combination Heating & Air Conditioning Units, Air Handlers & Condensing Units	68	68	68
Exhaust Fans	25	25	18
Ice Machines & Refrigerators	0	9	9

Personnel Services

Funding of \$78,801 requested is for Building Maintenance Supervisor (40%) and Public Works Superintendent (5%), Building Maintenance Technician (40%). Cost allocations are as follows: Full-time salaries \$51,479, overtime \$500, and benefits \$26,822.

Services and Supplies

Funding of \$22,986 is requested to provide Heating and Air Conditioning maintenance service for City facilities and includes materials, miscellaneous maintenance and repairs \$15,000, dues and memberships \$200, general overhead \$2,836, educational grants \$200, small equipment \$700, and miscellaneous expenditures \$50, maintenance other equipment \$4,000.

Capital Outlay

Funding of \$5,000 is requested for the original installation contractor, LA Air Conditioning, to rework the existing air conditioning system in the Library Technology Center.

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, Community Center, Recreation, and Library facilities in a safe and attractive manner.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	200,186	226,986	226,986	226,986
Services and Supplies	35,764	35,122	35,122	35,122
Capital Outlay	4,000	5,000	5,000	5,000
Total	239,950	267,108	267,108	267,108

Personnel Authorized	4.10 (FT)	4.15 (FT)	4.15 (FT)	4.15 (FT)
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Source of Funds

General Fund	239,950	267,108	267,108	267,108
Total	239,950	267,108	267,108	267,108

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Public Works	Building Maintenance	Janitorial Services/4693

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>2003-04</u>	1st. 6 mos. <u>2004-05</u>	Estimate <u>2005-06</u>
City Facilities (buildings)	5	5	5

Personnel Services

Funding of \$226,986 requested is for Public Works Superintendent (5%), Building Maintenance Supervisor (5%), Building Maintenance Technician (5%), Lead Custodian (100%), and three Custodians (100%). Cost allocations are as follows: Full-time salaries - \$145,569, overtime - \$5,000, and benefits \$76,417.

Services and Supplies

Funding of \$35,122 is requested to provide janitorial services for City departments including custodial supplies \$25,000, general overhead of \$6,722, special contract services \$2,500, small equipment \$500, miscellaneous expenditures \$400.

Capital Outlay

Funding of \$5,000 is requested for the purchase of walk off mats to be used in all Civic Center Buildings.
