

City Manager

Police Department

Fire Department

Administrative Services Department

Community Development Department

Redevelopment/Public Works Department



DEPARTMENT BUDGET SUMMARY

Department

City Manager

Overview

The City Manager/Public Safety Director has administrative and supervisory authority over the programs and services provided by the City. Primary among these duties is the annual submission of a budget for consideration by the City Council. The annual City budget details programs, services, and personnel costs incurred during the course of each fiscal year. Departments under the authority of the City Manager/Public Safety Director include Police, Fire, Community Development, Redevelopment/Public Works, and Administrative Services. The City Manager/Public Safety Director also has responsibility for redevelopment activities of the City's Redevelopment Agency and Housing Authority. As the chief executive officer, the City Manager/Public Safety Director has responsibility for day-to-day operation of the City and implementation of City Council policies.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	458,057	376,044	376,044	376,044
Services and Supplies	1,974,437	2,179,306	2,024,401	2,024,401
Capital Outlay	24,000	5,000	5,000	5,000
Total	2,456,494	2,560,350	2,405,445	2,405,445

Personnel Authorized	5.50 (FT) 1.00 (PT)	5.50 (FT) 1.00 (PT)	5.50 (FT) 1.00 (PT)	5.50 (FT) 1.00 (PT)
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Department Distribution				
City Manager	252,442	255,161	237,756	237,756
City Clerk	160,617	97,625	97,625	97,625
Solid Waste Mgmt.	2,001,021	2,161,590	2,024,090	2,024,090
Records Division	42,414	45,974	45,974	45,974
Total	2,456,494	2,560,350	2,405,445	2,405,445

Source of Funds

General Fund	2,317,665	2,428,660	2,273,755	2,273,755
Refuse Impound Fund	52,306	42,544	42,544	42,544
Used Oil Recycling Fund	10,618	10,435	10,435	10,435
Sewer Maintenance Fund	53,288	54,841	54,841	54,841
RDA - Indirect Staff Charges	12,814	12,347	12,347	12,347
Sewer Maint. Fund - Indirect Staff Charges	9,803	11,523	11,523	11,523
Total	2,456,494	2,560,350	2,405,445	2,405,445

DETAIL OF SALARIES AND WAGES

Department: Office of the **City Manager**

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
City Mgr./Public Safety Dir.	.50	.50	.50	.50	81,731	81,731	81,731
Secretary to the City Mgr.	1.00	1.00	1.00	1.00	48,541	48,541	48,541
Deputy City Clerk	1.00	1.00	1.00	1.00	44,759	44,759	44,759
Departmental Secretary	1.00	1.00	1.00	1.00	43,644	43,644	43,644
Customer Svc. Rep.	1.00	1.00	1.00	1.00	34,249	34,249	34,249
Office Specialist	1.00	1.00	1.00	1.00	34,675	34,675	34,675
<u>Part Time</u>							
City Clerk/Admin. Asst.	1.00	1.00	1.00	1.00	3,465	3,465	3,465
Full Time	5.50	5.50	5.50	5.50	287,599	287,599	287,599
Part Time	1.00	1.00	1.00	1.00	3,465	3,465	3,465
Overtime					3,350	3,350	3,350
Total Salaries & Wages					294,414	294,414	294,414
Benefit Costs					81,630	81,630	81,630
TOTAL					376,044	376,044	376,044

PROGRAM BUDGET SUMMARY - 1

Program Number/4202

Department	Division	Program
City Manager		4202 City Manager

Overview

The City Manager/Public Safety Director is the agency's chief administrative officer, with day-to-day responsibility for the organization and operating programs. Reporting directly to the City Council, the City Manager/Public Safety Director implements the policies, goals, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual budget and capital improvement program; ensures the effective and efficient operation of the City, Redevelopment Agency, and Housing Corporation; and coordinates local issues with regional, state, and federal policy-making bodies. The City Manager/Public Safety Director monitors the performance of the City Attorney, directly supervises each department head, and oversees the City Clerk, Records/Imaging, and Solid Waste Management programs.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	163,256	167,502	167,502	167,502
Services and Supplies	75,186	82,659	65,254	65,254
Capital Outlay	14,000	5,000	5,000	5,000
Total	252,442	255,161	237,756	237,756

Personnel Authorized	1.50 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)
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Source of Funds

General Fund	238,719	242,436	225,031	225,031
RDA - Indirect Staff Charges	7,335	6,582	6,582	6,582
Sewer Maint. Fund - Indirect Staff Charges	6,388	6,143	6,143	6,143
Total	252,442	255,161	237,756	237,756

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Manager		4202 City Manager

Work Program

1. Lead City Departments to achieve common and uncommon objectives for the community.
2. Respond to policy directives established by the City Council.
3. Manage and coordinate programs directly supervised by the City Manager/Public Safety Director.
4. Develop timely and analytical approaches for resolving issues facing the community.
5. Develop procedures that effectively deal with mandates imposed by the state government.
6. Ensure proper staff coordination and interaction with various federal, state, and local agencies.
7. Focus limited municipal resources and energies on issues that have the greatest relevancy for the City.
8. Ensure appropriate manpower levels to provide a comprehensive program of municipal services.
9. Oversee the "Team Montclair" effort.
10. Where possible establish proactive, not reactive, procedures citywide.
11. Prepare and submit to the City Council annual budgets for the City, Redevelopment Agency, and Housing Authority; consider development of biannual budgets.
12. Coordinate disaster recovery efforts during episodes that may require such attention.
13. Develop funding priorities and revenue sources that promote the City's fiscal integrity.
14. Administer the City's day-to-day business.
15. Continue developing strategies for constructing a new police facility and senior center.

Personnel Services

Salary requests are for: City Manager/Public Safety Director (50%) - \$81,731; Secretary to the City Manager (100%) - \$48,541. Cost allocations are as follows: full-time salaries - \$130,272; overtime - \$100; and benefits - \$37,130. Total: \$167,502.

Services and Supplies

Funding requested is for: service pins - \$250; books and periodicals - \$560; office supplies - \$500; dues and memberships - \$820; travel and meetings - \$15,495; mileage/auto allowance - \$6,300; special consulting services - \$25,500; telephone service - \$1,758; electric service - \$1,421; natural gas service - \$75; special contract services - \$17,000; vocational training - \$350; general liability - \$3,081; other insurance - \$1,989; small equipment - \$3,150; cellular phone - \$910; miscellaneous - \$3,500. Total: \$82,659.

Capital Outlay

Funding is requested for computer system - \$5,000. Total: \$5,000.

PROGRAM BUDGET SUMMARY - 1

Program Number/4203

Department	Division	Program
City Manager		City Clerk

Program Description

Coordinate City Council agendas, minutes and related documents; ensure that Fair Political Practices Commission filing requirements are met; administer Utility Tax collection and the low-income exemption program; coordinate updates of the Montclair Municipal Code; develop and analyze various surveys; provide information and support to City Council, City Manager, Department Heads, staff, and the public.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	113,347	82,713	82,713	82,713
Services and Supplies	47,270	14,912	14,912	14,912
Capital Outlay	0	0	0	0
Total	160,617	97,625	97,625	97,625

Personnel Authorized	1.40 (FT) .40 (PT)	1.50 (FT) .40 (PT)	1.50 (FT) .40 (PT)	1.50 (FT) .40 (PT)
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Source of Funds

General Fund	153,281	88,860	88,860	88,860
Indirect RDA	3,921	4,534	4,534	4,534
Indirect Sewer	3,415	4,231	4,231	4,231
Total	160,617	97,625	97,625	97,625

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Manager		4203/City Clerk

Work Program

1. Coordinate City Council agendas, minutes, ordinances, resolutions, agreements, and related documents.
2. Administer Utility Tax collection and related low-income exemption program.
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.

Personnel Services

Funding requested is for the City Clerk/Administrative Assistant (.40); the Deputy City Clerk (.50); one Departmental Secretary (.70); and one Office Specialist (.30). Cost allocations are as follows: Full-time salaries - \$63,334; part-time salaries - \$1,386; overtime - \$750; benefits - \$17,243. Total - \$82,713.

Services and Supplies

Funding requested is for books and periodicals - \$5,000; office supplies - \$400; publication and advertising - \$3,500; dues and memberships - \$300; chair for Departmental Secretary - \$350; mileage - \$100; telephone - \$300; electricity - \$702; natural gas - \$37; general liability insurance - \$1,522; other insurance - \$701; miscellaneous - \$2,000. Total - \$14,912.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number/4207

Department	Division	Program
City Manager		Solid Waste

Program Description

Administer automated refuse collection and disposal program; administer residential, commercial, school and City facilities recycling programs; administer City Utility Billing System; coordinate receipt of payments for Edison and The Gas Co.; track diversion of refuse to ensure AB 939 compliance; prepare annual diversion reports for the State Integrated Waste Management Board; administer senior citizen discount program; negotiate rates and service level with franchised contractor; develop and prepare for City Council consideration a new agreement with contractor, and accompanying ordinance; develop and implement lien/assessment process for uncollected refuse and sewer charges.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	151,800	83,117	83,117	83,117
Services and Supplies	1,849,221	2,078,473	1,940,973	1,940,973
Capital Outlay	0	0	0	0
Total	2,001,021	2,161,590	2,024,090	2,024,090

Personnel Authorized	2.20 (FT) .50 (PT)	1.70 (FT) .50 (PT)	1.70 (FT) .50 (PT)	1.70 (FT) .50 (PT)
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Source of Funds

General Fund	1,884,809	2,053,770	1,916,270	1,916,270
Sewer Maint. Fund	53,288	54,841	54,841	54,841
Refuse Impound Fund	52,306	42,544	42,544	42,544
Used Oil Grant	10,618	10,435	10,435	10,435
Total	2,001,021	2,161,590	2,024,090	2,024,090

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Manager		4207/Solid Waste

Work Program

1. Continue to implement lien/assessment process for uncollected refuse and sewer charges.
 2. Develop new Agreement and Ordinance to reflect current refuse program.
 3. Administer automated refuse collection and disposal program.
 4. Administer and operate City Utility Billing System.
 5. Coordinate receipt of payments for Edison and The Gas Co.
 6. Develop and administer residential, commercial, school and City facilities recycling programs.
 7. Track diversion of refuse to ensure AB 939 compliance.
 8. Administer senior rate discount program.
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Personnel Services

Funding requested is for the City Clerk/Administrative Assistant (.50); the Deputy City Clerk (.20); one Customer Service Representative (1.00); and one Office Specialist (.50). Cost allocations are as follows: Full-time salaries - \$60,539; part-time salaries - \$1,733; overtime - \$2,500; benefits, \$18,345. Total - \$83,117.

Services and Supplies

Funding requested is for residential refuse collection and disposal - \$1,987,500; special contract services (household hazardous waste) - \$30,000; special billing services - \$36,000; State grant for City and regional used oil recycling activities - \$10,435; State Beverage Container Grant - \$9,544; office supplies - \$100; general liability insurance - \$1,529; telephone - \$1,652; electricity - \$705; publication and advertising - \$100; mileage - \$100; other insurance - \$271; natural gas - \$37; miscellaneous - \$500. Total - \$2,078,473.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number/4209

Department	Division	Program
City Manager		Records/Imaging

Program Description

Coordinate and maintain records management system, including indexing of City Council minutes, ordinances, resolutions, and agreements; administer LaserFiche Imaging System; respond to requests for research of records; coordinate development of Citywide records retention schedules; coordinate 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	29,654	42,712	42,712	42,712
Services and Supplies	2,760	3,262	3,262	3,262
Capital Outlay	10,000	0	0	0
Total	42,414	45,974	45,974	45,974

Personnel Authorized	.40 (FT) .10 (PT)	.80 (FT) .10 (PT)	.80 (FT) .10 (PT)	.80 (FT) .10 (PT)
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Source of Funds

General Fund	40,856	43,594	43,594	43,594
Indirect RDA	833	1,231	1,231	1,231
Indirect Sewer	725	1,149	1,149	1,149
Total	42,414	45,974	45,974	45,974

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
City Manager		4209/Records/Imaging

Work Program

1. Coordinate placement of City Clerk-related information on the City's web page.
 2. Coordinate development of Citywide records retention schedules.
 3. Coordinate and maintain records management system.
 4. Maintain index of City Council minutes, ordinances, resolutions, and agreements.
 5. Provide document research as requested.
 6. Coordinate training for and use of the LaserFiche Document Imaging System.
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Personnel Services

Funding requested is for the City Clerk/Administrative Assistant (.10); the Deputy City Clerk (.30); one Departmental Secretary (.30); and one Office Specialist (.20). Cost allocations are as follows: Full-time salaries - \$33,454; part-time salaries - \$346; benefits - \$8,912. Total - \$42,712.

Services and Supplies

Funding requested is for special contract services - \$1,500; general liability insurance - \$786; - other insurance - \$140; office supplies - \$100; telephone - \$155; electricity - \$362; natural gas - \$19; miscellaneous - \$200. Total - \$3,262.

Capital Outlay

No funding requested.
