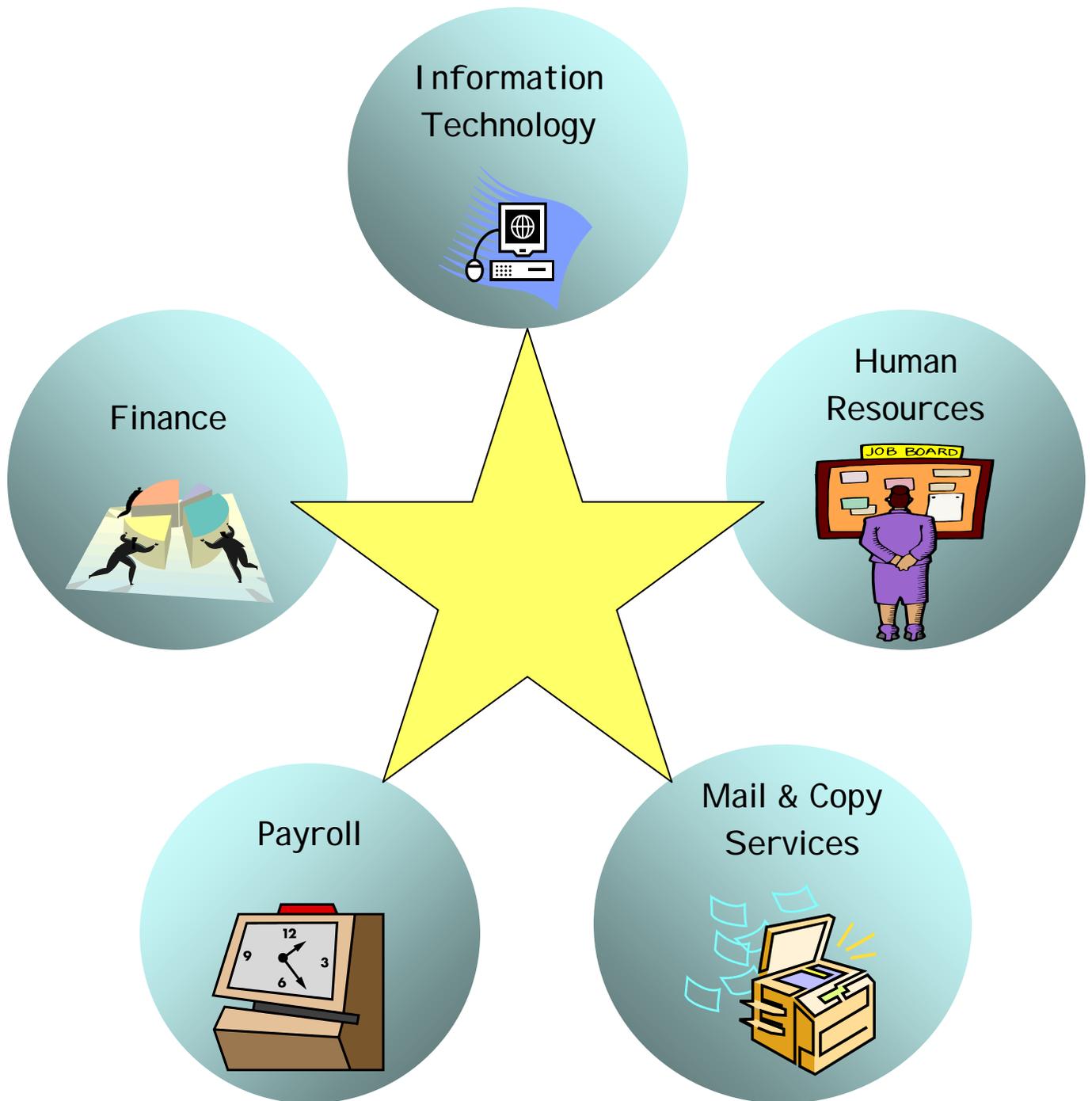


# Administrative Services



## DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Administrative Services		

### Overview

The Administrative Services Department administers a variety of functions and programs. Preparation of the Annual Budget document is one of the support services provided by Department personnel. The Department also advises the City Manager and City Council on issues related to investment policy. Other finance-related programs include payroll, business licensing, fixed assets, accounts receivable and accounts payable. The Department's Personnel Program is directly responsible for conducting recruitments, testing job applicants, administering federal and state laws related to personnel practices, employee training, risk management, and labor negotiations. The agency's technological advancement is directly related to services provided by the Information Technology Services Division; and a wide range of support services are offered through the Central Services program, including telecommunications, mail services, and duplication services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,061,032	1,081,820	1,081,820	1,081,820
Services and Supplies	726,445	802,212	755,283	755,283
Capital Outlay	309,575	275,950	207,950	207,950
<b>Total</b>	<b>2,097,052</b>	<b>2,159,982</b>	<b>2,045,053</b>	<b>2,045,053</b>

<b>Personnel Authorized</b>	14.22 (FT) 5.00 (PT)	14.22 (FT) 5.00 (PT)	14.22 (FT) 5.00 (PT)	14.22 (FT) 5.00 (PT)
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### Department Distribution

Administration	140,305	142,203	142,203	142,203
Financial Services	567,767	569,579	569,579	569,579
Personnel/Risk Mgmt.	380,289	430,783	379,783	379,783
Information Tech. Services	421,451	547,030	485,780	485,780
Central Services	587,240	470,387	467,708	467,708
<b>Total</b>	<b>2,097,052</b>	<b>2,159,982</b>	<b>2,045,053</b>	<b>2,045,053</b>

### Source of Funds

General Fund	1,991,025	2,043,796	1,928,867	1,928,867
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,000	1,000	1,000	1,000
RDA	55,600	59,062	59,062	59,062
Sewer Maintenance Fund	48,427	55,124	55,124	55,124
<b>Total</b>	<b>2,097,052</b>	<b>2,159,982</b>	<b>2,045,053</b>	<b>2,045,053</b>

## DETAIL OF SALARIES AND WAGES

Department: **Administrative Services**

Program: Department Summary

Classification	POSITION QUOTA				APPROPRIATIONS		
	Current	Dept. Request	Mgr. Recom.	Final	Dept. Request	Recom. by Mgr.	Adopted Budget
Director	1.00	1.00	1.00	1.00	120,461	120,461	120,461
Asst. Finance Director	.57	.57	.57	.57	47,082	47,082	47,082
Personnel Officer	1.00	1.00	1.00	1.00	89,870	89,870	89,870
Senior Accountant	.40	.40	.40	.40	22,677	22,677	22,677
Administrative Analyst	1.00	1.00	1.00	1.00	49,572	49,572	49,572
Personnel Aide	1.00	1.00	1.00	1.00	48,177	48,177	48,177
Benefits Coordinator	1.00	1.00	1.00	1.00	48,177	48,177	48,177
Junior Accountant	.70	.70	.70	.70	30,407	30,407	30,407
Accounting Specialist	3.75	3.75	3.75	3.75	145,504	145,504	145,504
Information Systems Supervisor	.90	.90	.90	.90	56,705	56,705	56,705
Information Tech. Specialist	.90	.90	.90	.90	48,202	48,202	48,202
Office Specialist	1.00	1.00	1.00	1.00	34,675	34,675	34,675
Receptionist/Off. Specialist	1.00	1.00	1.00	1.00	30,412	30,412	30,412
<b>PART-TIME</b>							
Administrative Secretary	1.00	1.00	1.00	1.00	18,810	18,810	18,810
Junior Accountant	1.00	1.00	1.00	1.00	19,984	19,984	19,984
Accounting Specialist	1.00	1.00	1.00	1.00	24,911	24,911	24,911
Senior Intern	2.00	2.00	2.00	2.00	33,148	33,148	33,148
Temporary Secretary					1,200	1,200	1,200
Full Time	14.22	14.22	14.22	14.22	771,921	771,921	771,921
Part Time	5.00	5.00	5.00	5.00	98,053	98,053	98,053
Additional Pay					600	600	600
Overtime					4,250	4,250	4,250
Total Salaries & Wages					874,824	874,824	874,824
Benefit Costs					206,996	206,996	206,996
<b>TOTAL</b>					<b>1,081,820</b>	<b>1,081,820</b>	<b>1,081,820</b>

**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4311**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		Administration

**Program Description**

The Administrative Services Director and supervisory staff administer, manage, and supervise a variety of functions including telecommunications, information technology, personnel services, labor relations, finance services, administrative support, and contract services. The Department also provides extensive support services to each City department, the City Manager, and City Council.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	109,409	108,438	108,438	108,438
Services and Supplies	27,296	30,165	30,165	30,165
Capital Outlay	3,600	3,600	3,600	3,600
<b>Total</b>	<b>140,305</b>	<b>142,203</b>	<b>142,203</b>	<b>142,203</b>

<b>Personnel Authorized</b>	1.30 (FT) .15 (PT)	1.30 (FT) .15 (PT)	1.30 (FT) .15 (PT)	1.30 (FT) .15 (PT)
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**Source of Funds**

General Fund	131,410	134,506	134,506	134,506
RDA - Indirect Staff Charges	4,754	3,981	3,981	3,981
Sewer Maint. Fund - Indirect Staff Charges	4,141	3,716	3,716	3,716
<b>Total</b>	<b>140,305</b>	<b>142,203</b>	<b>142,203</b>	<b>142,203</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		Administration 4311

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### Work Program

1. Coordinate preparation of various finance related documents, including the following:
    - a. Annual Budget;
    - b. Capital Improvement Program Document; and
    - c. Investment Policy.
  2. Oversee management of the Personnel, Finance, Information Technology, and Central Service Programs.
  3. Assist the City Manager in development of the annual Reorganization Report.
  4. Assist the City Manager in tracking legislation.
  5. Assist the City Manager in achieving annual goals and objectives as established by the City Council.
  6. Assist the City Manager with administration of the organization.
  7. Assist the City Manager with the preparation of reports and other administrative assignments.
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### Personnel Services

Salary requests are for: Administrative Services Director (30%) - \$36,138; Administrative Analyst (100%) - \$49,572; Administrative Secretary (15%) - \$2,822. Cost allocations are as follows: Full-time salaries - \$85,710; Part-time salaries - \$2,822; benefit costs - \$19,906. Total: \$108,438.

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### Services and Supplies

Funding requested is for books and periodicals - \$304; office supplies (direct) - \$400; dues and memberships - \$545; travel and meetings - \$12,950; mileage/auto allowance - \$8,000; telephone service - \$393; electric service - \$920; natural gas service - \$48; vocational training - \$1,600; general liability insurance - \$1,995; other insurance - \$355; small equipment - \$1,025; cellular phone - \$1,380; miscellaneous - \$250. Total: \$30,165.

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### Capital Outlay

Funding requested is for: computer system - \$1,600; desk and cabinet - \$2,000. Total: \$3,600.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4312**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		Financial Services

**Program Description**

The Financial Services program’s responsibilities include: (1) the investment and safeguarding of City funds; (2) preparation of the annual operating budget and capital improvement plan; (3) accounts payable, accounts receivable, fixed assets, and payroll functions; (4) business licensing; (5) maintenance of the general ledger; and (6) preparation and dissemination of financial statements and reports.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	453,455	479,286	479,286	479,286
Services and Supplies	99,312	90,293	90,293	90,293
Capital Outlay	15,000	0	0	0
<b>Total</b>	<b>567,767</b>	<b>569,579</b>	<b>569,579</b>	<b>569,579</b>

<b>Personnel Authorized</b>	6.97 (FT) 3.00 (PT)	6.97 (FT) 3.00 (PT)	6.97 (FT) 3.00 (PT)	6.97 (FT) 3.00 (PT)
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**Source of Funds**

General Fund	535,676	537,220	537,220	537,220
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,000	1,000	1,000	1,000
RDA - Indirect Staff Charges	16,083	15,703	15,703	15,703
Sewer Maint. Fund - Indirect Staff Charges	14,008	14,656	14,656	14,656
<b>Total</b>	<b>567,767</b>	<b>569,579</b>	<b>569,579</b>	<b>569,579</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		4312 Financial Services

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### Work Program

1. Develop an investment policy for Calendar Year 2004, giving consideration to proper levels of risk, liquidity, and return.
  2. Issue monthly "Treasurer's Reports" for review by City Council. Reports are to disclose degree of compliance with the investment policy.
  3. Invest monies not required for daily operations in accordance with the investment policy.
  4. Oversee preparation of the annual operating budget and capital improvement program.
  5. Maintain general ledger and prepare all account analyses and reconciliations necessary for the annual audit.
  6. Process biweekly payrolls and warrant registers.
  7. Conduct business license program.
  8. Work with consultants as required.
  9. Assist Knowles-McNiff with development of the Finance payroll software module.
  10. Review and revise the City Purchasing Manual, increasing the minimum base requiring preparation of purchase orders.
  11. Assist with developing a process to accept credit card transactions at cashier points and on the City's website.
  12. Assist the Department Head with assimilating the utility billing program into the Finance Division during Fiscal Year 2003-04.
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### Personnel Services

Salary requests are for: Administrative Services Director (20%) - \$24,092; Assistant Finance Director (57%) - \$47,082; Senior Accountant (40%) - \$22,677; Junior Accountant (70%) - \$30,407; Benefits Coordinator (45%) - \$21,680; three Accounting Specialists (100%) and one Accounting Specialist (75%) - \$145,504; Receptionist/Office Specialist (90%) - \$27,371; one Junior Accountant (100% part-time) - \$19,984; one Accounting Specialist (100% part-time) - \$24,911; Senior Intern (100% part-time) - \$15,299. Cost allocations are as follows: Full-time salaries - \$318,813; part-time salaries - \$60,194; additional pay - \$540; overtime - \$2,000; and benefits - \$97,739. Total: \$479,286.

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### Services and Supplies

Funding requested is for books and periodicals - \$2,415; office supplies (direct) - \$750; maintenance (office equipment) - \$825; dues and memberships - \$825; mileage/auto allowance - \$100; special consulting services - \$8,500; auditing services - \$38,200; collection agency fees - \$750; service bureau - \$3,500; telephone service - \$1,739; electric service - \$4,066; natural gas - \$213; special contract services - \$2,550; educational grant - \$1,300; vocational training - \$1,980; general liability - \$8,817; other insurance - \$5,883; small equipment - \$1,380; bad-debt expense - \$5,000; miscellaneous - \$1,500. Total: \$90,293.

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### Capital Outlay

No funding requested.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4315**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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. The Risk Management program identifies potential risks to employee safety, and develops methods of reducing the City's exposure to, and potential liability from, losses.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	273,681	252,784	252,784	252,784
Services and Supplies	106,608	177,999	126,999	126,999
Capital Outlay	0	0	0	0
<b>Total</b>	<b>380,289</b>	<b>430,783</b>	<b>379,783</b>	<b>379,783</b>

<b>Personnel Authorized</b>	3.60 (FT)	3.60 (FT)	3.60 (FT)	3.60 (FT)
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**Source of Funds**

General Fund	358,754	410,335	359,335	359,335
RDA - Indirect Staff Charges	11,510	10,577	10,577	10,577
Sewer Maint. Fund - Indirect Staff Charges	10,025	9,871	9,871	9,871
<b>Total</b>	<b>380,289</b>	<b>430,783</b>	<b>379,783</b>	<b>379,783</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		Personnel/Risk Management 4315

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### 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 employing 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 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 interests of the City.
  6. Coordinate and conduct training workshops/programs for the enhancement (increased productivity, safety, morale, accuracy, etc.) of the City and its employees.
  7. Assist departments in the handling of harassment and discrimination complaints to ensure proper investigation is undertaken, and appropriate and necessary corrective actions are taken.
  8. Coordinate and manage the City's safety program to ensure compliance with state and federal laws and provide a safe working environment.
  9. Coordinate and manage the City's employee benefits program in compliance with applicable state and federal laws.
  10. Coordinate and participate in the City's labor relations process.
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### Personnel Services

Salary requests are for: Administrative Services Director (20%) - \$24,092; Personnel Officer (100%) - \$89,870; Benefits Coordinator (55%) - \$26,497; Personnel Aide (100%) - \$48,177; Administrative Secretary (85%) - \$15,988; Temporary Secretary - \$1,200. Cost allocations are as follows: Full-time salaries - \$188,636; part-time salaries - \$17,188; overtime - \$500; and benefits - \$46,460. Total: \$252,784.

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### Services and Supplies

Funding requested is for books and periodicals - \$2,269; office supplies (direct) - \$150; publication and advertising - \$9,000; dues and memberships - \$1,719; mileage/auto allowance - \$75; labor relations - \$500; special consulting services - \$66,835; telephone service - \$917; electric service - \$2,144; natural gas service - \$113; special contract services - \$41,500; psychological assistance - \$16,000; medical examinations - \$8,000; personnel testing - \$8,000; educational grants - \$1,300; vocational training - \$8,000; general liability insurance - \$4,650; other insurance - \$827; ADA expenditures - \$5,000; and miscellaneous - \$1,000. Total: \$177,999.

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### Capital Outlay

No funding requested.

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## PROGRAM BUDGET SUMMARY - 1

Program Number/4316

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Department	Division	Program
Administrative Services		Information Technology Services

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### Program Description

The Information Technology Services Program provides full-service support designed to accommodate the organization's computer hardware, software, e-mail, and internet service requirements. The program is also responsible for development and maintenance of the City's WEB/E-government site.

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Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	162,401	178,644	178,644	178,644
Services and Supplies	152,029	162,636	161,386	161,386
Capital Outlay	107,021	205,750	145,750	145,750
<b>Total</b>	<b>421,451</b>	<b>547,030</b>	<b>485,780</b>	<b>485,780</b>

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<b>Personnel Authorized</b>	2.00 (FT) 1.00 (PT)	2.00 (FT) 1.00 (PT)	2.00 (FT) 1.00 (PT)	2.00 (FT) 1.00 (PT)
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### Source of Funds

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General Fund	402,290	524,772	463,522	463,522
RDA - Indirect Staff Charges	10,241	11,513	11,513	11,513
Sewer Maint. Fund - Indirect Staff Charges	8,920	10,745	10,745	10,745
<b>Total</b>	<b>421,451</b>	<b>547,030</b>	<b>485,780</b>	<b>485,780</b>

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## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		Information Tech. Services 4316

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### Work Program

1. Confer and negotiate with available vendors for hardware and software support.
  2. Complete implementation plan for Police Department computer services.
  3. Develop a strategic plan to migrate from the InfoComp payroll application to a Windows-based payroll and human resources application.
  4. Maintain the City's e-mail program.
  5. Continue administration of the Employee Purchase Program for computer systems.
  6. Maintain a comprehensive LAN Network and WAN for all City facilities.
  7. Evaluate user requirements for hardware and software.
  8. Develop and maintain an advanced City WEB page/E-government site.
  9. Establish and maintain a computer hardware/software maintenance program.
  10. Assist in maintaining the ACS utility billing service.
  11. Develop policies and procedures for computer assets and internet/e-mail access.
  12. Assist in maintaining the LaserFiche system.
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### Personnel Services

Salary requests are for: Administrative Services Director (20%) - \$24,092; Information Systems Supervisor (90%) - \$56,705; Information Technology Specialist (90%) - \$48,202; and Senior Intern (100%) - \$17,849. Cost allocations are as follows: full-time salaries - \$128,999; part-time salaries - \$17,849; overtime - \$1,500; and benefits - \$30,296. Total: \$178,644.

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### Services and Supplies

Funding requested is for: books and periodicals - \$850; office supplies (indirect) - \$19,000; office supplies (direct) - \$600; maintenance (office equipment and furniture) - \$6,500; dues and memberships - \$350; mileage/auto allowance - \$100; telephone service - \$2,598; electric service - \$1,515; natural gas service - \$80; special contract services - \$108,672; educational grant - \$2,600; vocational training - \$9,250; general liability insurance - \$3,286; other insurance - \$585; small equipment - \$5,900; and miscellaneous expenditures - \$750. Total: \$162,636.

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### Capital Outlay

Funding requested is for: Microsoft volume licenses - \$29,500; non-Microsoft software volume licenses - \$17,250; desktop computers - \$40,000; HP color laser printers - \$4,000; call management hardware/software - \$60,000; category 6 re-cable of Civic Center facilities - \$55,000. Total: \$205,750.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4317**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		Central Services

**Program Description**

The Central Services Program provides a number of general support services for City personnel and the Montclair community, including communication services; audio/visual aids; document duplication; facsimile transmission/receipt; mail processing; office supplies; animal control; and other support/contract services.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	62,086	62,668	62,668	62,668
Services and Supplies	341,200	341,119	346,440	346,440
Capital Outlay	183,954	66,600	58,600	58,600
<b>Total</b>	<b>587,240</b>	<b>470,387</b>	<b>467,708</b>	<b>467,708</b>

<b>Personnel Authorized</b>	1.20 (FT)	1.20 (FT)	1.20 (FT)	1.20 (FT)
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**Source of Funds**

General Fund	562,895	436,963	434,284	434,284
RDA - Indirect Staff Charges	13,012	17,288	17,288	17,288
Sewer Maint. Fund - Indirect Staff Charges	11,333	16,136	16,136	16,136
<b>Total</b>	<b>587,240</b>	<b>470,387</b>	<b>467,708</b>	<b>467,708</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		Central Services 4317

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### Work Program

1. Complete development of Conference Room South into a multimedia meeting room.
  2. Develop P.C.-based central-stores inventory system.
  3. Ensure compliance with the 1992 and 1996 Cable Regulation Acts – negotiate new franchise agreement with cable service provider.
  4. Develop maintenance program for office equipment.
  5. Complete Phase 2 of City Hall remodel project; relocate Central Services to new office space.
  6. Install new key copier system.
  7. Review current animal-control services.
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### Personnel Services

Salary requests are for: Director of Administrative Services (10%) - \$12,047; Office Specialist (100%) - \$34,675; and Receptionist/Office Specialist (10%) - \$3,041. Cost allocations are as follows: full-time salaries - \$49,763; overtime - \$250; additional pay - \$60; benefits - \$12,595. Total: \$62,668.

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### Services and Supplies

Funding requested is for: books and periodicals - \$620; office supplies (indirect) - \$76,000; office supplies (direct) - \$100; photo supplies - \$100; maintenance (office equipment and furniture) - \$36,176; publication and advertising - \$15,000; labor relations - \$250; telephone service - \$226; electric service - \$49,438; natural gas service - \$1,927; animal control services - \$94,579; special contract services - \$720; vocational training - \$1,100; rent (land or buildings) - \$3,900; rent (private equipment) - \$1,200; general liability insurance - \$1,153; other insurance - \$205; postage - \$36,000; small equipment - \$7,845; lease payments - \$4,680; and miscellaneous expenditures - \$9,900. Total: \$341,119.

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### Capital Outlay

Funding requested is for: Fax machine - \$1,800; display case - \$6,500; mail-sorting center - \$4,800; color copier - \$31,500; equipment for Conference Room North/South - \$19,000; video security system - \$3,000. Total: \$66,600.

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