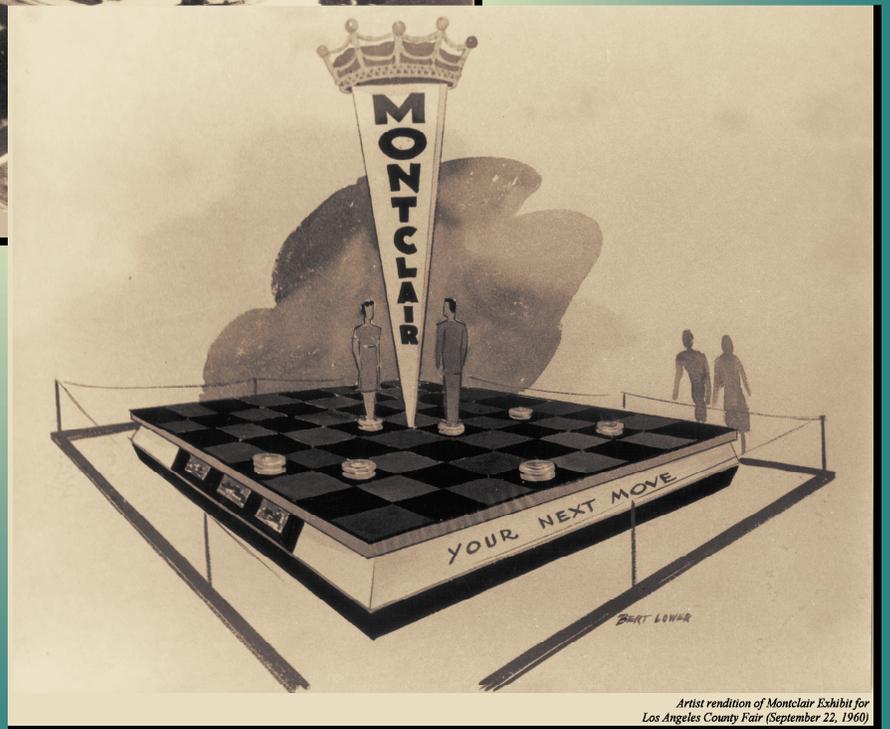


ADMINISTRATIVE SERVICES

Administrative Support Services
City Clerk
Finance
Information Technology
Mail & Copy Services
Personnel



Artist rendition of Montclair Exhibit for
Los Angeles County Fair (September 22, 1960)

DEPARTMENT BUDGET SUMMARY

Department	Division	Program
Administrative Services		

Overview

The Administrative Services Department administers a variety of functions and programs. Preparation of Annual Budget documents 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, utility collection, refuse administration, 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. A wide range of support services are offered through the Central Services program, including telecommunications, mail services, and duplication services. The City Clerk Program prepares City Council agendas and administers election and records retention services.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	1,290,362	1,707,772	1,624,127	1,624,127
Services and Supplies	2,746,200	2,828,278	2,819,048	2,819,048
Capital Outlay	226,828	380,014	343,514	343,514
Total	4,263,390	4,916,064	4,786,689	4,786,689

Personnel Authorized	15.22 (FT) 4.00 (PT)	23.12 (FT) 5.00 (PT)	22.12 (FT) 5.00 (PT)	22.12 (FT) 5.00 (PT)
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Department Distribution

Administration	142,203	201,815	179,795	179,795
Financial Services	594,079	574,458	571,223	571,223
Solid Waste	2,024,090	2,133,998	2,133,668	2,133,668
City Clerk	97,625	169,860	131,434	131,434
Personnel/Risk Mgmt.	379,783	513,921	484,990	484,990
Information Tech. Services	504,658	775,686	764,986	764,986
Central Services	474,978	456,602	446,577	446,577
Records Retention	45,974	89,724	74,016	74,016
Total	4,263,390	4,916,064	4,786,689	4,786,689

Source of Funds

General Fund	4,028,239	4,526,714	4,430,339	4,430,339
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,000	1,300	1,300	1,300
RDA-Indirect Staff Charges	64,827	59,093	59,093	59,093
Sewer Maint.-Indirect Staff Chgs.	60,504	63,472	63,472	63,472
Air Quality Improvement Fund	0	33,000	0	0
Sewer Maint. Fund	54,841	104,465	104,465	104,465
Refuse Impound Fund	42,544	104,465	104,465	104,465
Used Oil/Recycling Grant Fund	10,435	22,555	22,555	22,555
Total	4,263,390	4,916,064	4,786,689	4,786,689

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	122,865	122,865	122,865
Asst. Finance Director	.57	.57	.57	.57	48,894	48,894	48,894
Personnel Officer	1.00	2.00	1.00	1.00	109,932	91,665	91,665
City Clerk		1.00	1.00	1.00	66,567	66,567	66,567
Accounting Supervisor		1.00	1.00	1.00	60,366	60,366	60,366
Senior Accountant	.40	.40	.40	.40	23,809	23,809	23,809
Administrative Analyst	1.00	1.00	1.00	1.00	53,088	53,088	53,088
Personnel Aide	1.00	1.00	1.00	1.00	49,144	49,144	49,144
Benefits Coordinator	1.00	1.00	1.00	1.00	49,144	49,144	49,144
Junior Accountant	.70	.65	.65	.65	25,075	25,075	25,075
Accounting Specialist	3.75	4.70	4.70	4.70	181,285	181,285	181,285
Information Tech. Supervisor	.90	.90	.90	.90	60,342	60,342	60,342
GIS Specialist		1.00	1.00	1.00	52,183	52,183	52,183
Information Tech. Specialist	.90	.90	.90	.90	50,740	50,740	50,740
Deputy City Clerk (<i>unfunded</i>)		1.00	1.00	1.00	38,501	0	0
Departmental Secretary		1.00	1.00	1.00	44,517	44,517	44,517
Administrative Specialist	1.00	1.00	1.00	1.00	39,716	39,716	39,716
Office Specialist	1.00	1.00	1.00	1.00	30,653	30,653	30,653
Customer Svc. Rep.		1.00	1.00	1.00	35,374	35,374	35,374
Receptionist/Off. Specialist	1.00	1.00	1.00	1.00	32,401	32,401	32,401
PART-TIME							
Junior Accountant	1.00	1.00	1.00	1.00	20,378	20,378	20,378
Accounting Specialist	1.00	1.00	1.00	1.00	26,669	26,669	26,669
Senior Intern	2.00	3.00	3.00	3.00	44,720	44,720	44,720
Temporary Secretary					1,200	1,200	1,200
Full Time	15.22	23.12	22.12	22.12	1,174,596	1,117,828	1,117,828
Part Time	4.00	5.00	5.00	5.00	92,967	92,967	92,967
Additional Pay					1,200	1,200	1,200
Overtime					6,600	5,000	5,000
Total Salaries & Wages					1,275,363	1,216,995	1,216,995
Benefit Costs					432,409	407,132	407,132
TOTAL					1,707,772	1,624,127	1,624,127

PROGRAM BUDGET SUMMARY - 1

Program Number/4311

Department	Division	Program
Administrative Services		Administration

Program Description

The Administrative Services Director and managerial/supervisory staff administer, manage, and supervise a variety of functions including telecommunications and information technology support; personnel services and financial services; legislative analysis; history reference services; labor negotiations; utility billing; business license administration; administrative support services; election and records management; animal control, cable and refuse contract administration; recycling programs; and city clerk, mail and duplication services. Extensive support services are provided to the City Council, City Manager, and each City department.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	108,438	127,166	127,166	127,166
Services and Supplies	30,165	37,849	48,829	48,829
Capital Outlay	3,600	36,800	3,800	3,800
Total	142,203	201,815	179,795	179,795

Personnel Authorized	1.45 (FT)	1.45 (FT)	1.45 (FT)	1.45 (FT)
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Source of Funds

General Fund	134,506	160,852	171,832	171,832
AB 2766 (Air Quality Improvement Trust Fund)	0	33,000	0	0
RDA - Indirect Staff Charges	3,981	3,839	3,839	3,839
Sewer Maint. Fund - Indirect Staff Charges	3,716	4,124	4,124	4,124
Total	142,203	201,815	179,795	179,795

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4311 Administration

Work Program

1. Coordinate preparation of various finance-related documents, including the following:
 - a. Annual Budgets for the City, RDA, and Housing Corporation
 - b. Capital Improvement Program document
 - c. Investment Policy
 - d. Monthly Treasurer and Warrant Reports for City, RDA, and Housing Corporation
2. Oversee management of the Administration, Finance, Solid Waste, City Clerk, Personnel/Risk Management, Information Technology, Central Services, and Records Retention programs.
3. Assist the City Manager in development of the annual Business Plan and Reorganization Report; support the City Manager's goals and objectives as established by the City Council.
4. Track legislation.
5. Oversee development of the City's history-related programs.
6. Oversee the City's E-government services and Internet services.
7. Assist the City Manager with management of the organization.
8. Assist the City Manager with preparation of reports and other administrative assignments.

Personnel Services

Salary requests are for: Administrative Services Director (.30) - \$36,860; Administrative Analyst (1.00) - \$53,088; Administrative Specialist (.15) - \$5,957. Cost allocations are as follows: full-time salaries - \$95,905; overtime - \$100; benefit costs - \$31,161. Total: \$127,166.

Services and Supplies

Funding requested is for: service awards - \$625; books and periodicals - \$328; office supplies (direct) - \$400; dues and memberships - \$585; travel and meetings - \$17,420; mileage/auto allowance - \$8,000; telephone service - \$396; electric service - \$652; natural gas service - \$38; vocational training - \$1,600; general liability insurance - \$2,114; other insurance - \$816; small equipment - \$1,025; cellular phone - \$3,600; miscellaneous - \$250. Total: \$37,849.

Capital Outlay

Funding requested is for: historic preservation - \$2,800; desk and cabinet - \$1,000; Ford Escape - \$33,000. Total: \$36,800.

PROGRAM BUDGET SUMMARY - 1

Program Number/4312

Department	Division	Program
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 City, RDA, and Housing Corporation operating budgets 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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	479,286	486,352	485,602	485,602
Services and Supplies	114,793	88,106	85,621	85,621
Capital Outlay	0	0	0	0
Total	594,079	574,458	571,223	571,223

Personnel Authorized	6.97 (FT) 3.00 (PT)	6.57 (FT) 3.00 (PT)	6.57 (FT) 3.00 (PT)	6.57 (FT) 3.00 (PT)
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Source of Funds

General Fund	561,720	540,261	537,026	537,026
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,000	1,300	1,300	1,300
RDA - Indirect Staff Charges	15,703	15,379	15,379	15,379
Sewer Maint. Fund - Indirect Staff Charges	14,656	16,518	16,518	16,518
Total	594,079	574,458	571,223	571,223

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4312 Financial Services

Work Program

1. Develop annual investment policies, giving consideration to proper levels of risk, liquidity, and return.
2. Issue monthly "Treasurer's" and "Warrant Reports" for review by City Council. Reports are to disclose degree of compliance with the investment policy and expenditures.
3. Invest monies not required for daily operations in accordance with the investment policy.
4. Oversee preparation of annual operating budgets 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 integration of the Finance payroll software module.
10. Review and revise the City Purchasing Manual, increasing the minimum base requiring preparation of purchase orders.

Personnel Services

Salary requests are for: Administrative Services Director (.20) - \$24,573; Assistant Finance Director (.57) - \$48,894; Senior Accountant (.40) - \$23,809; Junior Accountant (.65) - \$25,075; Benefits Coordinator (.25) - \$12,286; Accounting Specialists (3.70) - \$143,253; Receptionist/Office Specialist (.80) - \$25,921; Junior Accountant (1.00/part-time) - \$20,378; Accounting Specialist (1.00/part-time) - \$26,669; Senior Intern (1.00/part-time) - \$10,406. Cost allocations are as follows: full-time salaries - \$303,811; part-time salaries - \$57,453; additional pay - \$1,080; overtime - \$2,000; and benefits - \$122,008. Total: \$486,352.

Services and Supplies

Funding requested is for: books and periodicals - \$3,055; office supplies (direct) - \$750; maintenance (office equipment) - \$925; dues and memberships - \$875; mileage/auto allowance - \$100; special consulting services - \$9,300; auditing services - \$34,800; collection agency fees - \$500; service bureau - \$3,800; telephone service - \$1,513; electric service - \$2,495; natural gas - \$147; special contract services - \$2,550; educational grant - \$1,300; vocational training - \$2,235; general liability - \$8,086; other insurance - \$8,125; small equipment - \$1,050; bad-debt expense - \$5,000; miscellaneous - \$1,500. Total: \$88,106.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number/4313

Department	Division	Program
Administrative Services		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; continue lien/assessment process for uncollected refuse and sewer charges.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	83,117	183,370	183,370	183,370
Services and Supplies	1,940,973	1,950,628	1,950,298	1,950,298
Capital Outlay	0	0	0	0
Total	2,024,090	2,133,998	2,133,668	2,133,668
Personnel Authorized	2.70 (FT)	3.00 (FT)	3.00 (FT)	3.00 (FT)

Source of Funds

General Fund	1,916,270	1,902,513	1,902,183	1,902,183
Sewer Maint. Fund	54,841	104,465	104,465	104,465
Refuse Impound Fund	42,544	104,465	104,465	104,465
Used Oil/Recycling Grant Fund	10,435	22,555	22,555	22,555
Total	2,024,090	2,133,998	2,133,668	2,133,668

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4313 Solid Waste

Work Program

1. Continue lien/assessment process for uncollected refuse and sewer charges.
 2. Negotiate new refuse rates, as required.
 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. 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.
-

Personnel Services

Salary requests are for: Accounting Supervisor (1.00) - \$60,366; Customer Services Representative (1.00) - \$35,374; Accounting Specialist (1.00) - \$38,032. Cost allocations are as follows: full-time salaries - \$133,772; overtime - \$1,250; benefit costs - \$48,348. Total: \$183,370

Services and Supplies

Funding requested is for: books and periodicals - \$150; office supplies/direct - \$200; materials-recycle/cleanup - \$9,520; maintenance-office equipment/furniture - \$300; publication and advertising - \$10,435; mileage/auto allowance - \$200; telephone service - \$1,920; electric service - \$941; natural gas service - \$55; residential refuse collection - \$1,850,000; special contract services - \$30,000; educational grants - \$1,300; vocational training - \$3,700; general liability insurance - \$3,049; other insurance - \$1,608; small equipment - \$750; special billing services - \$36,000; miscellaneous expenditures - \$500. Total: \$1,950,628.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number/4314

Department	Division	Program
Administrative Services		City Clerk

Program Description

Coordinate development and distribution of City Council agendas, minutes and related documents; ensure that Fair Political Practices Commission filing requirements are met; facilitate local elections; 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	82,713	144,927	108,271	108,271
Services and Supplies	14,912	24,933	23,163	23,163
Capital Outlay	0	0	0	0
Total	97,625	169,860	131,434	131,434

Personnel Authorized	1.50 (FT)	2.10 (FT)	2.10 (FT)	2.10 (FT)
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Source of Funds

General Fund	88,860	164,393	125,967	125,967
RDA-Indirect Staff Charges	4,534	2,636	2,636	2,636
Sewer Maint. Fund-Indirect Staff Charges	4,231	2,831	2,831	2,831
Total	97,625	169,860	131,434	131,434

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.
 2. Facilitate local elections.
 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.
 6. Develop, review, and enforce document preparation and retention standards.
-

Personnel Services

Salary requested is for: City Clerk (.70) - \$46,597; Deputy City Clerk (.70) - \$26,951 (**unfunded in City Manager's budget**); Departmental Secretary (.70) - \$31,162. Cost allocations are as follows: full-time salaries - \$104,710; overtime - \$750; benefits - \$39,467. Total - \$144,927.

Services and Supplies

Funding requested is for: service awards - \$375; books and periodicals - \$5,000; office supplies - \$250; publication and advertising - \$3,500; dues and memberships - \$460; mileage/auto allowance - \$8,000; telephone service - \$451; electricity - \$743; natural gas - \$44; vocational training - \$1,270; general liability insurance - \$2,409; other insurance - \$931; small equipment - \$500; miscellaneous - \$1,000. Total - \$24,933.

Capital Outlay

No funding requested.

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. 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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	252,784	354,694	324,763	324,763
Services and Supplies	126,999	159,227	160,227	160,227
Capital Outlay	0	0	0	0
Total	379,783	513,921	484,990	484,990

Personnel Authorized	3.60 (FT)	4.90 (FT)	3.90 (FT)	3.90 (FT)
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Source of Funds

General Fund	359,335	492,653	463,722	463,722
RDA - Indirect Staff Charges	10,577	10,254	10,254	10,254
Sewer Maint. Fund - Indirect Staff Charges	9,871	11,014	11,014	11,014
Total	379,783	513,921	484,990	484,990

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 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) - \$24,573; Personnel Officer (2.00) - \$109,932 (**only (1) Personnel Officer in City Manager's budget**); Benefits Coordinator (.75) - \$36,858; Personnel Aide (1.00) - \$49,144; Administrative Specialist (.85) - \$33,759; Receptionist/Office Specialist (.10) - \$3,240; Temporary Secretary - \$1,200. Cost allocations are as follows: full-time salaries - \$257,506; part-time salaries - \$1,200; additional pay - \$60; overtime - \$750; and benefits - \$95,178. Total: \$354,694.

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 - \$150; labor relations - \$500; special consulting services - \$38,435; telephone service - \$1,103; electric service - \$1,820; natural gas service - \$107; special contract services - \$42,500; psychological assistance - \$16,000; medical examinations - \$8,000; personnel testing - \$8,000; educational grants - \$1,300; vocational training - \$9,000; psychological exams - \$5,000; general liability insurance - \$5,897; other insurance - \$2,277; ADA expenditures - \$5,000; and miscellaneous - \$1,000. Total: \$159,227.

Capital Outlay

No funding requested.

PROGRAM BUDGET SUMMARY - 1

Program Number/4316

Department	Division	Program
Administrative Services		Information Technology Services

Program Description

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

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	178,644	271,044	270,794	270,794
Services and Supplies	161,386	199,928	189,478	189,478
Capital Outlay	164,628	304,714	304,714	304,714
Total	504,658	775,686	764,986	764,986

Personnel Authorized	2.00 (FT) 1.00 (PT)	3.00 (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	482,400	748,482	737,782	737,782
RDA - Indirect Staff Charges	11,513	13,116	13,116	13,116
Sewer Maint. Fund - Indirect Staff Charges	10,745	14,088	14,088	14,088
Total	504,658	775,686	764,986	764,986

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4316 Information Tech. Services

Work Program

1. Confer and negotiate with available vendors for hardware and software support.
 2. Complete implementation plan for Police Department computer services.
 3. Migrate from the InfoComp payroll application to a Windows-based payroll and human resources application developed by Knowles-McNiff.
 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 with GIS mapping.
 9. Establish and maintain a computer hardware/software maintenance program.
 10. Maintain the ACS utility billing service or develop an alternate source vendor.
 11. Enforce policies and procedures for computer assets and internet/e-mail access.
 12. Maintain the LaserFiche system and promote Citywide document imaging.
 13. Implement a Citywide GIS system.
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Personnel Services

Salary requests are for: Administrative Services Director (.20) - \$24,573; Information Technology Supervisor (.90) - \$60,342; Information Technology Specialist (.90) - \$50,740; GIS Specialist (1.00) - \$52,183; Senior Intern (1.00/part-time) - \$21,306. Cost allocations are as follows: full-time salaries - \$187,838; part-time salaries - \$21,306; overtime - \$1,000; benefits - \$60,900. Total: \$271,044.

Services and Supplies

Funding requested is for: service awards - \$125; books and periodicals - \$605; office supplies-indirect - \$20,000; office supplies-direct - \$500; maintenance-office equipment and furniture - \$8,000; dues and memberships - \$200; mileage/auto allowance - \$100; telephone service - \$2,793; electric service - \$1,390; natural gas service - \$82; special contract services - \$142,638; educational grants - \$1,300; vocational training - \$7,750; general liability insurance - \$4,506; other insurance - \$1,739; small equipment - \$7,700; miscellaneous expenditures - \$500. Total: \$199,928.

Capital Outlay

Funding requested is for: volume user software licenses - \$5,610; computer systems (20) - \$20,000; network upgrades - \$5,500; GIS implementation-Citywide/Website - \$19,400; HDL Permit Tracking software - \$45,000; VoIP phone system upgrade - \$110,000; mobile data computers systems (20) - \$99,204. Total: \$304,714.

PROGRAM BUDGET SUMMARY - 1

Program Number/4317

Department	Division	Program
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.

Budget Distribution	Current Authorization	Department Request	City Manager Recommended	Council Approved
Personnel Services	62,668	64,779	64,429	64,429
Services and Supplies	353,710	353,323	347,148	347,148
Capital Outlay	58,600	38,500	35,000	35,000
Total	474,978	456,602	446,577	446,577

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

General Fund	441,554	430,410	420,385	420,385
RDA - Indirect Staff Charges	17,288	12,628	12,628	12,628
Sewer Maint. Fund - Indirect Staff Charges	16,136	13,564	13,564	13,564
Total	474,978	456,602	446,577	446,577

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4317 Central Services

Work Program

1. Improve technology services for Council Chambers and Conference Rooms North and South.
 2. Develop P.C.-based central-stores inventory system.
 3. Ensure compliance with the 1992 and 1996 Telecommunication Acts – negotiate new franchise agreement with cable service provider.
 4. Develop maintenance program for office equipment.
 5. Review current animal-control services.
 6. Establish PEG access/management services.
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Personnel Services

Salary requests are for: Director of Administrative Services (.10) - \$12,286; Office Specialist (1.00) - \$30,653; and Receptionist/Office Specialist (.10) - \$3,240. Cost allocations are as follows: full-time salaries - \$46,179; overtime - \$750; additional pay - \$60; benefits - \$17,790. Total: \$64,779.

Services and Supplies

Funding requested is for: books and periodicals - \$620; office supplies-indirect - \$82,500; office supplies-direct - \$100; photo supplies - \$100; maintenance (office equipment and furniture) - \$45,807; publication and advertising - \$19,000; labor relations - \$250; telephone service - \$202; electric service - \$37,082; natural gas service - \$1,520; animal control services - \$97,798; special contract services - \$720; vocational training - \$900; rent (land or buildings) - \$3,900; rent (private equipment) - \$5,450; general liability insurance - \$1,077; other insurance - \$416; postage - \$37,000; small equipment - \$3,145; lease payments - \$6,936; and miscellaneous expenditures - \$8,800. Total: \$353,323.

Capital Outlay

Funding requested is for: teleprompter - \$4,900; lectern with sound - \$4,600; LCD panel - \$3,500; modular furniture system - \$8,500; mobile file storage - \$17,000. Total: \$38,500.

PROGRAM BUDGET SUMMARY - 1

Program Number/4318

Department	Division	Program
Administrative Services		Records Retention

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	42,712	75,440	59,732	59,732
Services and Supplies	3,262	14,284	14,284	14,284
Capital Outlay	0	0	0	0
Total	45,974	89,724	74,016	74,016

Personnel Authorized	.80 (FT)	.90 (FT) 1.00 (PT)	.90 (FT) 1.00 (PT)	.90 (FT) 1.00 (PT)
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Source of Funds

General Fund	43,594	87,150	71,442	71,442
RDA-Indirect Staff Charges	1,231	1,241	1,241	1,241
Sewer Maint. Fund-Indirect Staff Charges	1,149	1,333	1,333	1,333
Total	45,974	89,724	74,016	74,016

PROGRAM BUDGET SUMMARY - 2

Department	Division	Program
Administrative Services		4318 Records Retention

Work Program

1. Coordinate access to public documents 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

Salary request are for: City Clerk (.30) – \$19,970; Deputy City Clerk (.30) - \$11,550 (**unfunded in City Manager's budget**); Departmental Secretary (.30) - \$13,355; Senior Intern (1.00/part-time) - \$13,008. Cost allocations are as follows: full-time salaries - \$44,875; part-time salaries - \$13,008; benefit costs- \$17,557. Total - \$75,440.

Services and Supplies

Funding requested is for: office supplies–direct - \$500; maintenance-office equipment and furniture - \$4,100; telephone service - \$235; electric service - \$387; natural gas service - \$23; special contract services - \$3,500; general liability insurance - \$1,254; other insurance - \$485; small equipment - \$3,500; miscellaneous expenditures - \$300. Total: \$14,284.

Capital Outlay

No funding requested.
