

CITY MANAGER

Montclair

1956

Estimated
Start-up Costs

2005-06

Adopted
Budget

Monte Vista's Income And Cost Of Operation

Estimated Income

From state refunds on taxes already paid by our own people. **\$185,000**
(includes sales tax, in lien tax, license plates, etc.)

Estimated Cost To Operate City

(A) One police car and an officer on each shift. This car will patrol Monte Vista only) **\$25,000**

(B) Cost of salaries of 3 city employees, rental of office, and miscellaneous office expenses. **\$25,000**

(C) Street maintenance and repair. **\$30,000**

Total Estimated Cost of City. **\$80,000**

Remaining funds on hand at end of first year **\$105,000***

* This can be used for parks, playgrounds, and other benefits to Monte Vistans.

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Did you know that Monte Vista will receive approximately \$50,000 of the estimated income annually which is the sales tax refund collected by Sears, Roebuck & Co. alone?

Montclair's 2005-06 General Fund Budget

Estimated Income

General Fund Revenue **\$27,652,725**

Estimated Cost to Operate City

| | |
|-------------------------|--------------------|
| City Council | \$923,911 |
| City Manager | \$266,403 |
| Police | \$9,158,914 |
| City Attorney | \$192,194 |
| Administrative Services | \$4,530,980 |
| Community Development | \$2,158,467 |
| Public Works | \$4,159,762 |
| Fire | \$5,346,703 |
| Contingency | \$300,000 |

Total Estimated Cost of City **\$27,037,334**

Revenues Exceeding Expenditures: **\$615,391**

DEPARTMENT BUDGET SUMMARY

| Department | Division | Program |
|--------------|----------|-------------------|
| City Manager | | 4202 City Manager |

Overview

The City Manager/Public Safety Director is the agency's chief administrative officer responsible for day-to-day operations of the organization, departments, and programs. Reporting directly to the City Council, the City Manager/Public Safety Director implements the policies, goals, strategic plans, and objectives of the elected body; develops funding sources and executes sound fiscal practices; presents the annual City, RDA, and Housing Corporation budgets 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 and directly supervises heads of each City department.

| Budget Distribution | Current Authorization | Department Request | City Manager Recommended | Council Approved |
|-----------------------|-----------------------|--------------------|--------------------------|------------------|
| Personnel Services | 186,583 | 205,289 | 205,289 | 205,289 |
| Services and Supplies | 90,769 | 73,957 | 73,957 | 73,957 |
| Capital Outlay | 0 | 5,000 | 5,000 | 5,000 |
| Total | 277,352 | 284,246 | 284,246 | 284,246 |

| | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|
| Personnel Authorized | 1.50 (FT) | 1.50 (FT) | 1.50 (FT) | 1.50 (FT) |
|-----------------------------|-----------|-----------|-----------|-----------|

Source of Funds

| | | | | |
|--------------------------------------------|----------------|----------------|----------------|----------------|
| General Fund | 264,038 | 266,403 | 266,403 | 266,403 |
| RDA - Indirect Staff Charges | 6,419 | 7,840 | 7,840 | 7,840 |
| Sewer Maint. Fund - Indirect Staff Charges | 6,895 | 10,003 | 10,003 | 10,003 |
| Total | 277,352 | 284,246 | 284,246 | 284,246 |

DETAIL OF SALARIES AND WAGES

Department: Office of the City Manager

Program: 4202 City Manager

| 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 | 90,617 | 90,617 | 90,617 |
| Secretary to City Mgr. | 1.00 | 1.00 | 1.00 | 1.00 | 50,997 | 50,997 | 50,997 |
| Full Time | 1.50 | 1.50 | 1.50 | 1.50 | 141,614 | 141,614 | 141,614 |
| Overtime | | | | | 100 | 100 | 100 |
| Total Salaries & Wages | | | | | 141,714 | 141,714 | 141,714 |
| Benefit Costs | | | | | 63,575 | 63,575 | 63,575 |
| TOTAL | | | | | 205,289 | 205,289 | 205,289 |

PROGRAM BUDGET SUMMARY - 2

| Department | Division | Program |
|-------------------|-----------------|-------------------|
| City Manager | | 4202 City Manager |

Work Program

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

Personnel Services

Salary requests are for: City Manager/Public Safety Director (.50) - \$90,617; Secretary to the City Manager (1.00) - \$50,997. Cost allocations are as follows: full-time salaries - \$141,614; overtime - \$100; and benefits - \$63,575. Total: \$205,289.

Services and Supplies

Funding requested is for: books and periodicals - \$460; office supplies - \$200; dues and memberships - \$1,100; travel and meetings - \$14,250; mileage/auto allowance - \$6,300; special consulting services - \$7,500; telephone service - \$6,941; electric service - \$821; natural gas service - \$58; special contract services - \$25,000; vocational training - \$200; general liability - \$3,201; other insurance - \$2,626; small equipment - \$500; cellular phone - \$1,000; miscellaneous - \$3,800. Total: \$73,957.

Capital Outlay

Computer system and peripheral equipment. Total: \$5,000.
