

DRIVE-IN THEATRE

NOW FEATURING

*Administrative Services*

STARRING

*Administration*

*City Clerk*

*Finance*

*Information Technology*

*Mail & Copy Services*

*Personnel*

*Solid Waste*

*Records Management*

*Contract Services*



## 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 a Finance-related support service. 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 payment 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, Fair Labor Standards Act, 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	1,627,864	1,793,641	1,793,641	1,793,641
Services and Supplies	2,831,548	2,963,755	2,850,645	2,850,645
Capital Outlay	351,183	560,720	383,220	383,220
<b>Total</b>	<b>4,810,595</b>	<b>5,318,116</b>	<b>5,027,506</b>	<b>5,027,506</b>

<b>Personnel Authorized</b>	21.12 (FT) 6.00 (PT)	21.02 (FT) 7.00 (PT)	21.02 (FT) 7.00 (PT)	21.02 (FT) 7.00 (PT)
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### Department Distribution

Administration	179,795	218,196	170,351	170,351
Financial Services	577,960	645,586	645,586	645,586
Solid Waste	2,133,668	2,163,353	2,163,353	2,163,353
City Clerk	137,434	167,829	167,829	167,829
Personnel/Risk Mgmt.	488,490	489,673	459,673	459,673
Information Tech. Services	769,955	1,089,394	911,894	911,894
Central Services	449,277	452,019	416,754	416,754
Records Retention	74,016	92,066	92,066	92,066
<b>Total</b>	<b>4,810,595</b>	<b>5,318,116</b>	<b>5,027,506</b>	<b>5,027,506</b>

### Source of Funds

General Fund	4,450,508	4,674,090	4,530,980	4,530,980
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,300	1,300	1,300	1,300
RDA-Indirect Staff Charges	59,093	76,938	76,938	76,938
Sewer Maint.-Indirect Staff Chgs.	63,472	98,161	98,161	98,161
Sewer Maint. Fund	104,465	171,184	171,184	171,184
Refuse Impound Fund	104,465	125,688	125,688	125,688
Recycling Grant Fund	22,555	22,255	22,255	22,255
Human Svcs. Special Revenue	3,737	0	0	0
State Supplemental Law Enforcement Grant	0	147,500	0	0
<b>Total</b>	<b>4,810,595</b>	<b>5,318,116</b>	<b>5,027,506</b>	<b>5,027,506</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	126,554	126,554	126,554
Asst. Finance Director	.57	.57	.57	.57	50,359	50,359	50,359
Personnel Officer	1.00	1.00	1.00	1.00	79,623	79,623	79,623
City Clerk	1.00	1.00	1.00	1.00	71,997	71,997	71,997
Accounting Supervisor	1.00	1.00	1.00	1.00	65,284	65,284	65,284
Senior Accountant	.40	.40	.40	.40	24,522	24,522	24,522
Administrative Analyst	1.00	1.00	1.00	1.00	57,414	57,414	57,414
Personnel Aide	1.00	1.00	1.00	1.00	50,614	50,614	50,614
Benefits Coordinator	1.00	1.00	1.00	1.00	50,614	50,614	50,614
Junior Accountant	.65	.65	.65	.65	27,118	27,118	27,118
Accounting Specialist	4.70	4.70	4.70	4.70	191,399	191,399	191,399
Information Tech. Supervisor	.90	.90	.90	.90	65,257	65,257	65,257
GIS Specialist	1.00	.90	.90	.90	50,786	50,786	50,786
Information Tech. Specialist	.90	.90	.90	.90	52,260	52,260	52,260
Departmental Secretary	1.00	1.00	1.00	1.00	45,856	45,856	45,856
Administrative Specialist	1.00	1.00	1.00	1.00	42,946	42,946	42,946
Office Specialist	1.00	1.00	1.00	1.00	33,161	33,161	33,161
Customer Svc. Rep.	1.00	1.00	1.00	1.00	36,437	36,437	36,437
Receptionist/Off. Specialist	1.00	1.00	1.00	1.00	35,053	35,053	35,053
<b>PART-TIME</b>							
Junior Accountant	1.00	1.00	1.00	1.00	20,982	20,982	20,982
Accounting Specialist	1.00	2.00	2.00	2.00	43,571	43,571	43,571
Senior Intern	3.00	1.00	1.00	1.00	13,390	13,390	13,390
Systems Specialist		1.00	1.00	1.00	31,124	31,124	31,124
Junior Intern	1.00	2.00	2.00	2.00	12,901	12,901	12,901
Temporary Secretary					1,200	1,200	1,200
<b>Full Time</b>	<b>21.12</b>	<b>21.02</b>	<b>21.02</b>	<b>21.02</b>	<b>1,157,254</b>	<b>1,157,254</b>	<b>1,157,254</b>
<b>Part Time</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>123,168</b>	<b>123,168</b>	<b>123,168</b>
<b>Additional Pay</b>					<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Overtime</b>					<b>5,950</b>	<b>5,950</b>	<b>5,950</b>
<b>Total Salaries &amp; Wages</b>					<b>1,287,572</b>	<b>1,287,572</b>	<b>1,287,572</b>
<b>Benefit Costs</b>					<b>506,069</b>	<b>506,069</b>	<b>506,069</b>
<b>TOTAL</b>					<b>1,793,641</b>	<b>1,793,641</b>	<b>1,793,641</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 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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	127,166	120,479	120,479	120,479
Services and Supplies	48,829	97,717	49,872	49,872
Capital Outlay	3,800	0	0	0
<b>Total</b>	<b>179,795</b>	<b>218,196</b>	<b>170,351</b>	<b>170,351</b>

<b>Personnel Authorized</b>	1.45 (FT)	1.30 (FT) 1.00 (PT)	1.30 (FT) 1.00 (PT)	1.30 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	171,832	204,030	156,185	156,185
RDA - Indirect Staff Charges	3,839	5,214	5,214	5,214
Sewer Maint. Fund - Indirect Staff Charges	4,124	6,652	6,652	6,652
Recycling Grant Fund	0	2,300	2,300	2,300
<b>Total</b>	<b>179,795</b>	<b>218,196</b>	<b>170,351</b>	<b>170,351</b>

## PROGRAM BUDGET SUMMARY - 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4311 Administration

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### **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 Treasury 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.

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### **Personnel Services**

Salary requests are for: Administrative Services Director (.15) - \$18,983; Administrative Analyst (1.00) - \$57,414; Administrative Specialist (.15) - \$6,442; Junior Intern (1.00/part-time) - \$4,074. Cost allocations are as follows: full-time salaries - \$82,839; part time salaries - \$4,074; overtime - \$100; benefit costs - \$33,466. Total: \$120,479.

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### **Services and Supplies**

Funding requested is for: books and periodicals - \$378; office supplies (direct) - \$200; dues and memberships - \$615; travel and meetings - \$19,145; mileage/auto allowance - \$8,000; financial consulting service - \$45,000; telephone service - \$317; electric service - \$482; natural gas service - \$34; vocational training - \$15,105; general liability insurance - \$1,878; other insurance - \$713; cellular phone - \$4,800; miscellaneous - \$1,050. Total: \$97,717.

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### **Capital Outlay**

No funding requested.

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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 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; (6) preparation and dissemination of financial statements and reports; (7) administration of revenue funds; (8) administration of bond proceeds; and (9) City agent to finance and tax authorities.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	489,339	523,263	523,263	523,263
Services and Supplies	88,621	122,323	122,323	122,323
Capital Outlay	0	0	0	0
<b>Total</b>	<b>577,960</b>	<b>645,586</b>	<b>645,586</b>	<b>645,586</b>

<b>Personnel Authorized</b>	6.57 (FT) 3.00 (PT)	6.37 (FT) 3.00 (PT)	6.37 (FT) 3.00 (PT)	6.37 (FT) 3.00 (PT)
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**Source of Funds**

General Fund	540,026	605,586	605,586	605,586
Federal Asset Forfeiture-DOJ	1,000	1,000	1,000	1,000
Gas Tax Fund	1,300	1,300	1,300	1,300
RDA - Indirect Staff Charges	15,379	16,565	16,565	16,565
Sewer Maint. Fund - Indirect Staff Charges	16,518	21,135	21,135	21,135
Human Services Special Revenue	3,737	0	0	0
<b>Total</b>	<b>577,960</b>	<b>645,586</b>	<b>645,586</b>	<b>645,586</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 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.
11. Serve as "City Treasurer."
12. Facilitate utility billing program.
13. Administer all Finance-related services.

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### Personnel Services

Salary requests are for: Administrative Services Director (.20) - \$25,311; Assistant Finance Director (.57) - \$50,359; Senior Accountant (.40) - \$24,522; Junior Accountant (.65) - \$27,118; Benefits Coordinator (.15) - \$7,592; Accounting Specialists (3.60) - \$146,810; Receptionist/Office Specialist (.80) - \$28,042; Junior Accountant (1.00/part-time) - \$20,982; Accounting Specialist (2.00/part-time) - \$43,571. Cost allocations are as follows: full-time salaries - \$309,754; part-time salaries - \$64,553; additional pay - \$1,080; overtime - \$1,500; and benefits - \$146,376. Total: \$523,263.

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### Services and Supplies

Funding requested is for: service awards - \$500; books and periodicals - \$3,055; office supplies (direct) - \$750; maintenance (office equipment) - \$825; dues and memberships - \$875; mileage/auto allowance - \$100; special consulting services - \$9,050; auditing services - \$35,500; collection agency fees - \$500; data processing/service bureau - \$3,800; telephone service - \$1,378; electric service - \$2,092; natural gas - \$148; special contract services - \$36,150; educational grant - \$1,300; general liability - \$8,158; other insurance - \$8,092; small equipment - \$750; bad-debt expense - \$5,000; miscellaneous - \$4,300. Total: \$122,323.

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### Capital Outlay

No funding requested.

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## 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; 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	183,370	217,881	217,881	217,881
Services and Supplies	1,950,298	1,945,472	1,945,472	1,945,472
Capital Outlay	0	0	0	0
<b>Total</b>	<b>2,133,668</b>	<b>2,163,353</b>	<b>2,163,353</b>	<b>2,163,353</b>
<b>Personnel Authorized</b>	3.00 (FT)	3.15 (FT)	3.15 (FT)	3.15 (FT)

### Source of Funds

General Fund	1,902,183	1,921,030	1,921,030	1,921,030
Sewer Maint. Fund	104,465	111,184	111,184	111,184
Refuse Impound Fund	104,465	111,184	111,184	111,184
Recycling Grant Fund	22,555	19,955	19,955	19,955
<b>Total</b>	<b>2,133,668</b>	<b>2,163,353</b>	<b>2,163,353</b>	<b>2,163,353</b>

## PROGRAM BUDGET SUMMARY - 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4313 Solid Waste

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### **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; coordinate with American Computer Systems (ACS).
  5. Evaluate replacement software systems to ACS.
  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.
  9. Administer applicable grant programs.
  10. Evaluate retention of Edison/Gas Company payment center.
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### **Personnel Services**

Salary requests are for: Administrative Services Director (.05) - \$6,328; Accounting Supervisor (1.00) - \$65,284; Customer Services Representative (1.00) - \$36,437; Accounting Specialist (1.10) - \$44,589. Cost allocations are as follows: full-time salaries - \$152,638; overtime - \$900; benefit costs - \$64,343. Total: \$217,881.

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### **Services and Supplies**

Funding requested is for: service awards - \$125; books and periodicals - \$100; office supplies (direct) - \$100; materials-recycle/cleanup - \$9,520; publication and advertising - \$10,435; mileage/auto allowance - \$100; telephone service - \$1,974; electric service - \$871; natural gas service - \$62; residential refuse collection - \$1,850,000; special contract services - \$30,000; educational grants - \$1,300; general liability insurance - \$3,397; other insurance - \$1,288; special billing services - \$36,000; miscellaneous expenditures - \$200. Total: \$1,945,472.

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### **Capital Outlay**

No funding requested.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4314**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	108,271	137,895	137,895	137,895
Services and Supplies	29,163	29,934	29,934	29,934
Capital Outlay	0	0	0	0
<b>Total</b>	<b>137,434</b>	<b>167,829</b>	<b>167,829</b>	<b>167,829</b>

<b>Personnel Authorized</b>	1.40 (FT)	1.50 (FT)	1.50 (FT)	1.50 (FT)
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**Source of Funds**

General Fund	131,967	159,154	159,154	159,154
RDA-Indirect Staff Charges	2,636	3,812	3,812	3,812
Sewer Maint. Fund-Indirect Staff Charges	2,831	4,863	4,863	4,863
<b>Total</b>	<b>137,434</b>	<b>167,829</b>	<b>167,829</b>	<b>167,829</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		4314 City Clerk

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### **Work Program**

1. Coordinate development and distribution of City Council agendas, minutes, ordinances, resolutions, agreements, and related documents.
  2. Facilitate local elections; maintain guides for City Council candidates.
  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.
  7. Maintain standards for development of contracts, reports, and official documents.
  8. Maintain records of City Council meetings.
  9. Oversee Laserfiche Document Imaging program.
  10. Serve as Secretary at meetings of the City Council, Redevelopment Agency, Housing Corporation, and Finance Authority.
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### **Personnel Services**

Salary requested is for: Administrative Services Director (.10) - \$12,655; City Clerk (.70) - \$50,398; Departmental Secretary (.70) - \$32,099. Cost allocations are as follows: full-time salaries - \$95,152; overtime - \$1,250; benefits - \$41,493. Total - \$137,895.

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### **Services and Supplies**

Funding requested is for: service awards - \$625; books and periodicals - \$4,300; office supplies - \$100; publication and advertising - \$9,000; dues and memberships - \$560; mileage/auto allowance - \$8,000; telephone service- \$363; electricity - \$551; natural gas - \$39; general liability insurance - \$2,150; other insurance - \$1,246; miscellaneous - \$3,000. Total - \$29,934.

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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	324,763	340,816	340,816	340,816
Services and Supplies	163,727	148,857	118,857	118,857
Capital Outlay	0	0	0	0
<b>Total</b>	<b>488,490</b>	<b>489,673</b>	<b>459,673</b>	<b>459,673</b>

<b>Personnel Authorized</b>	3.90 (FT)	4.00 (FT)	4.00 (FT)	4.00 (FT)
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**Source of Funds**

General Fund	467,222	457,663	427,663	427,663
RDA - Indirect Staff Charges	10,254	14,065	14,065	14,065
Sewer Maint. Fund - Indirect Staff Charges	11,014	17,945	17,945	17,945
<b>Total</b>	<b>488,490</b>	<b>489,673</b>	<b>459,673</b>	<b>459,673</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		4315 Personnel/Risk Management

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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. Facilitate Safety Committee meetings and projects.
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) - \$25,311; Personnel Officer (1.00) - \$79,623; Benefits Coordinator (.85) - \$43,022; Personnel Aide (1.00) - \$50,614; Administrative Specialist (.85) - \$36,504; Receptionist/Office Specialist (.10) - \$3,505; Temporary Secretary - \$1,200. Cost allocations are as follows: full-time salaries - \$238,579; part-time salaries - \$1,200; additional pay - \$60; overtime - \$800; and benefits - \$100,177. Total: \$340,816.

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### Services and Supplies

Funding requested is for: service awards - \$250; books and periodicals - \$2,269; office supplies (direct) - \$150; publication and advertising - \$10,500; dues and memberships - \$1,719; mileage/auto allowance - \$150; labor relations - \$500; special consulting services - \$36,335; telephone service - \$898; electric service - \$1,362; natural gas service - \$96; special contract services - \$43,000; psychological assistance - \$16,000; medical examinations - \$8,000; personnel testing - \$8,000; educational grants - \$1,300; psychological exams - \$4,000; general liability insurance - \$5,314; other insurance - \$2,014; ADA expenditures - \$5,000; and miscellaneous - \$2,000. Total: \$148,857.

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### Capital Outlay

No funding requested.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4316**

<b>Department</b>	<b>Division</b>	<b>Program</b>
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, LAN, WAN, wireless, cable, telecommunications, voice/video, technology, GIS, and internet service requirements. The program is also responsible for development and maintenance of the City's WEB/E-government site.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	270,794	306,698	306,698	306,698
Services and Supplies	189,478	221,976	221,976	221,976
Capital Outlay	309,683	560,720	383,220	383,220
<b>Total</b>	<b>769,955</b>	<b>1,089,394</b>	<b>911,894</b>	<b>911,894</b>

<b>Personnel Authorized</b>	3.00 (FT) 1.00 (PT)	2.90 (FT) 1.00 (PT)	2.90 (FT) 1.00 (PT)	2.90 (FT) 1.00 (PT)
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**Source of Funds**

General Fund	742,751	831,405	801,405	801,405
RDA - Indirect Staff Charges	13,116	22,185	22,185	22,185
Sewer Maint. Fund - Indirect Staff Charges	14,088	28,304	28,304	28,304
State Supplemental Law Enforcement Grant	0	147,500	0	0
Sewer Maintenance Fund	0	60,000	60,000	60,000
<b>Total</b>	<b>769,955</b>	<b>1,089,394</b>	<b>911,894</b>	<b>911,894</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		4316 Information Tech. Services

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### Work Program

1. Confer and negotiate with available vendors for hardware and software support.
  2. Implement online citizen complaint tracking system.
  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.
  14. Implement wireless security for skate park.
  15. Oversee technology requirements for all departments.
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### Personnel Services

Salary requests are for: Administrative Services Director (.20) - \$25,311; Information Technology Supervisor (.90) - \$65,257; Information Technology Specialist (.90) - \$52,260; GIS Specialist (.90) - \$50,786; Systems Specialist (1.00/part-time) - \$31,124. Cost allocations are as follows: full-time salaries - \$193,614; part-time salaries - \$31,124; overtime - \$750; benefits - \$81,210. Total: \$306,698.

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### Services and Supplies

Funding requested is for: books and periodicals - \$605; office supplies-indirect - \$22,000; office supplies-direct - \$150; maintenance-office equipment and furniture - \$8,000; dues and memberships - \$350; mileage/auto allowance - \$100; telephone service - \$2,708; electric service - \$1,226; natural gas service - \$87; special contract services - \$167,855; educational grants - \$1,300; general liability insurance - \$4,782; other insurance - \$1,813; small equipment - \$10,500; miscellaneous expenditures - \$500. Total: \$221,976.

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### Capital Outlay

Funding requested is for: scanner upgrades - \$5,000; laser printer - \$2,500; Comcate eFeedback Manager - \$11,000; UPS - \$8,360; electric screen - \$3,760; Microsoft Windows 2003 Standard Server OS - \$2,100; Microsoft Windows 2005 SQL Database Server software - \$28,000; antivirus software server license - \$2,200; GIS printing software - \$4,000; wireless video security system - \$5,000; GIS server - \$8,000; desktop computer systems - \$36,800; wide format scanner/copier - \$30,000; stackable switch - \$5,500; security switch - \$6,000; server rack rewiring - \$12,000; GIS applets - \$3,000; sewer atlas - \$60,000; VOIP phone system - \$180,000; mobile data computers - \$147,500. Total: \$560,720.

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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 services; cable franchise administration; 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	64,429	71,672	71,672	71,672
Services and Supplies	347,148	380,347	345,082	345,082
Capital Outlay	37,700	0	0	0
<b>Total</b>	<b>449,277</b>	<b>452,019</b>	<b>416,754</b>	<b>416,754</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	423,085	422,545	387,280	387,280
RDA - Indirect Staff Charges	12,628	12,951	12,951	12,951
Sewer Maint. Fund - Indirect Staff Charges	13,564	16,523	16,523	16,523
<b>Total</b>	<b>449,277</b>	<b>452,019</b>	<b>416,754</b>	<b>416,754</b>

## PROGRAM BUDGET SUMMARY - 2

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Department	Division	Program
Administrative Services		4317 Central Services

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### 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. Manage "Central" office equipment program.
  5. Review current animal-control services.
  6. Establish PEG access/management services.
  7. Conduct citizen survey.
  8. Develop "Montclair in Review" biannual brochure.
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### Personnel Services

Salary requests are for: Director of Administrative Services (.10) - \$12,655; Office Specialist (1.00) - \$33,161; and Receptionist/Office Specialist (.10) - \$3,506. Cost allocations are as follows: full-time salaries - \$49,322; overtime - \$400; additional pay - \$60; benefits - \$21,890. Total: \$71,672.

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### Services and Supplies

Funding requested is for: books and periodicals - \$565; office supplies (indirect) - \$80,000; office supplies (direct) - \$50; maintenance (office equipment and furniture) - \$46,453; publication and advertising - \$37,000; labor relations - \$250; telephone service - \$189; electric service - \$30,852; natural gas service - \$4,020; animal control services - \$101,057; special contract services - \$9,720; rent (land or buildings) - \$3,900; rent (private equipment) - \$3,250; general liability insurance - \$1,117; other insurance - \$423; postage - \$45,000; small equipment - \$1,265; lease payments - \$6,936; and miscellaneous expenditures - \$8,300. Total: \$380,347.

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### Capital Outlay

No capital outlay requested.

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**PROGRAM BUDGET SUMMARY - 1**

**Program Number/4318**

<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		Records Retention

**Program Description**

Coordinate and maintain records management system, including indexing of City Council minutes, ordinances, resolutions, and agreements; administer Laserfiche Document Imaging system for digital storage and retrieval of documents; respond to requests for research of records; coordinate development of Citywide records retention schedules; administer records archival program; coordinate placement of City Clerk-related information on the City's web page.

<b>Budget Distribution</b>	<b>Current Authorization</b>	<b>Department Request</b>	<b>City Manager Recommended</b>	<b>Council Approved</b>
Personnel Services	59,732	74,937	74,937	74,937
Services and Supplies	14,284	17,129	17,129	17,129
Capital Outlay	0	0	0	0
<b>Total</b>	<b>74,016</b>	<b>92,066</b>	<b>92,066</b>	<b>92,066</b>

<b>Personnel Authorized</b>	.60 (FT) 2.00 (PT)	.60 (FT) 2.00 (PT)	.60 (FT) 2.00 (PT)	.60 (FT) 2.00 (PT)
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**Source of Funds**

General Fund	71,442	72,677	72,677	72,677
RDA-Indirect Staff Charges	1,241	2,146	2,146	2,146
Sewer Maint. Fund-Indirect Staff Charges	1,333	2,739	2,739	2,739
Refue Impound Fund	0	14,504	14,504	14,504
<b>Total</b>	<b>74,016</b>	<b>92,066</b>	<b>92,066</b>	<b>92,066</b>

## PROGRAM BUDGET SUMMARY - 2

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<b>Department</b>	<b>Division</b>	<b>Program</b>
Administrative Services		4318 Records Retention

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### **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/retrieval/archival systems.
  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.
  7. Locally respond to requests filed under the Public Records Act/Freedom of Information Act.
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### **Personnel Services**

Salary request are for: City Clerk (.30) – \$21,599; Departmental Secretary (.30) - \$13,757; Senior Intern (1.00/part-time) - \$13,390; Junior Intern (1.00/part-time) - \$8,827. Cost allocations are as follows: full-time salaries - \$35,356; part-time salaries - \$22,217; overtime - \$250; benefit costs- \$17,114. Total: \$74,937.

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### **Services and Supplies**

Funding requested is for: office supplies—direct - \$250; maintenance-office equipment and furniture - \$4,800; telephone service - \$197; electric service - \$300; natural gas service - \$21; special contract services - \$5,000; general liability insurance - \$1,168; other insurance - \$443; small equipment - \$4,700; miscellaneous expenditures - \$250. Total: \$17,129.

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### **Capital Outlay**

No funding requested.

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