

BUDGET SUMMARY

City Manager Department

	Actual Cost 1960	Actual Cost 1961	Original Approved Budget 1962	Adjusted Budget 1962	Department Budget Request 1963	City Manager Budget Recommendation 1963	Council Approved 1963
Personal Service	\$42,792	\$43,470	\$45,910	\$48,160	\$60,291	\$60,291	
Contractual	2,277	1,486	2,400	6,050	4,105	4,105	
Supplies	2,005	1,884	1,370	1,970	1,800	1,800	
Capital	<u>563</u>	<u>517</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
TOTAL COST	\$47,637	\$47,357	\$49,680	\$56,180	\$66,196	\$66,196	
Less Charges to Other Departments and Funds	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	
GENERAL FUND NET	\$37,637	\$37,357	\$39,680	\$46,180	\$56,196	\$56,196	

City Manager Department

APPROPRIATION DETAIL

Account #1201

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Personal Services</u>			\$41,330			
.11	City Manager	\$18,000		\$20,500	\$20,500	
	Assistant to City Manager	9,910		10,248	10,248	
	Secretary to the City Manager	7,200		7,200	7,200	
	Clerk Stenographer II	5,670		5,923	5,923	
	Management Analyst			10,000	10,000	
	Less Charges to Leave Reserve	<u>(1,700)</u>	<u> </u>	<u>(2,155)</u>	<u>(2,155)</u>	
	TOTAL SALARIES	\$39,080	\$41,330	\$51,716	\$51,716	
.12	Overtime	\$ 300	\$ 300	\$ 300	\$ 300	500
.13	Accrued Leave	<u>6,530</u>	<u>6,530</u>	<u>8,275</u>	<u>8,275</u>	
	TOTAL PERSONAL SERVICES	\$45,910	\$48,160	\$60,291	\$60,291	
<u>Contractual</u>						
.22	Contracted Labor & Equipment		\$ 2,750			
	Employee Handbooks			\$ 375	\$ 375	
	Service Awards			200	200	
	Radio Rental			120	120	
.25	Vehicle Rental		350	960	960	
.26	Other Rentals		50			
.27	Repairs	\$ 100	200	100	100	
.28	Telephone, Telegraph & Tolls	1,600	1,400	1,600	1,600	
.29	Travel, Dues, & Publications	<u>700</u>	<u>1,300</u>	<u>750</u>	<u>750</u>	
	TOTAL CONTRACTUAL	\$ 2,400	\$ 6,050	\$ 4,105	\$ 4,105	

City Manager Department

APPROPRIATION DETAIL

Account #1201

<u>Code</u>	<u>Description</u>	<u>Original Approved Budget 1962</u>	<u>Adjusted Budget 1962</u>	<u>Department Budget Request 1963</u>	<u>City Manager Budget Recommendation 1963</u>	<u>Council Approved Budget 1963</u>
<u>Supplies</u>						
.36	Office Supplies	\$ 500	\$ 1,100	\$ 900	\$ 900	
.37	Postage	670	670	700	700	
.38	Printed	200	200	200	200	
	TOTAL SUPPLIES	\$ 1,370	\$ 1,970	\$ 1,800	\$ 1,800	
	TOTAL COST	\$49,680	\$56,180	\$66,196	\$66,196	
	Less Charges to Utilities	(10,000)	(10,000)			
	Telephone Utility			(3,334)	(3,334)	- 5000
	Electric Utility			(3,333)	(3,333)	- 5000
	Water Utility			(3,333)	(3,333)	- 5000
	GENERAL FUND NET	\$39,680	\$46,180	\$56,196	\$56,196	

CITY MANAGER DEPARTMENT INFORMATION

Under the Charter, the City Manager is appointed by the Council to serve as the chief administrative officer of the municipal government. His basic duties are prescribed in the Charter and in the Code of Ordinances; these are supplemented from time to time by Council policies and special instructions. In addition, in keeping with the normal functions of his profession, the Manager plans, organizes, and directs a variety of management studies and tasks aimed at achieving increasing efficiency and effectiveness in the conduct of the City's business and the performance of its services.

The Manager is responsible for coordinating the efforts of all City departments, and is in charge of personnel administration. Preparation of the annual City budget for the Council's consideration is a principal undertaking; administration of the approved budget is a continuing responsibility.

The Manager is expected to keep the Council advised of the financial condition and needs of the City; provide reports on specific subjects as the Council may require; see that all laws and ordinances are enforced; and keep the public informed, by issuance of special reports, announcements, and releases, of the operations of the municipal government. He represents the administrative branch of the municipal government in dealings with the public and other government agencies.

During 1963 the Manager will employ and direct the activities of a Management Analyst, assigning him to special problems and research tasks as the needs of the service require. A review of the City's systems and procedures is contemplated as this staff assistant's initial project, in line with the management consultant's recommendations and Council's thinking of recent months.

The Manager will continue to attend meetings of the several Boards and Commissions in the interest of ensuring proper coordination of activities among these citizen groups and between the groups and the City departments concerned. The Manager will participate in meetings of the Military-Community Council, which agency provides an excellent medium of cooperation and mutual understanding between the civilian and military communities.

In his capacity as personnel administrator, the City Manager will arrange in 1963 for the periodic personnel survey to be performed by a select team of personnel consultants. He will observe their conduct of a local-area salary and wage review and their audit of employee job performances against position descriptions. The consultants will be asked to review and comment on the Personnel Regulations which were revised by the Manager and adopted by the Council early in 1962.

The Manager's office will administer the sale of bonds necessary for street improvements of the new season, directing the preparation of an appropriate bond prospectus and its distribution to a broad list of investment houses. In performing its public information responsibility, this office will publish a Monthly Bulletin, an Annual Report, and such other informational material as is found essential to keep the public advised of the tasks performed and services provided by its government.

The amount of paperwork in the Manager's office increased in 1961 over 1960 by 28 percent in the quantity of correspondence and memos handled, and 86 percent in the number of reports prepared. A tally of items processed during the first eight months of 1962 shows additional slight increases. Although this office has been able, through adoption of various procedural improvements, to carry the gradually increasing workload without increase in clerical staff during the past eight years, the situation now calls for either additional part-time help or a greater margin of overtime authorization. Although certain clerical tasks relating to Civil Defense which heretofore were performed in the Manager's office have been moved to the CD Director's office, it is expected that this decline will be more than offset by new business generated by the Management Analyst. Because of office space limitations, however, the Manager has elected to raise the overtime allowance for 1963 rather than propose the hire of another employee. In the event the amount of overtime service available from existing personnel becomes insufficient to meet the needs of the office, these funds may be used to obtain other part-time assistance.