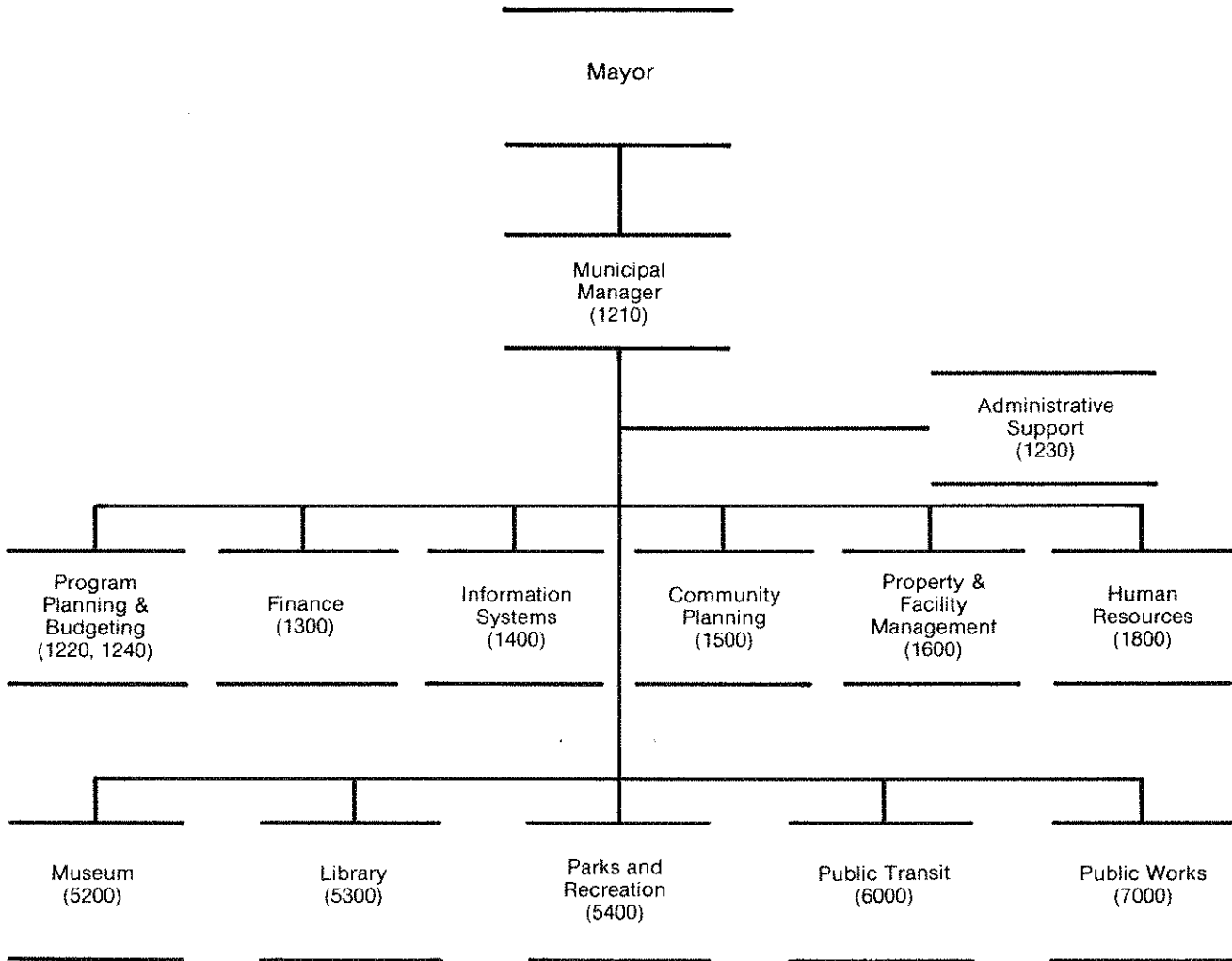


**MUNICIPAL MANAGER/
OPP/ADMINISTRATIVE
SUPPORT**

MUNICIPAL MANAGER



DEPARTMENT SUMMARY



Department

MUNICIPAL MANAGER/OFFICE OF
PROGRAM PLANNING AND BUDGETING/
ADMINISTRATIVE SUPPORT

Mission

To provide administration and supervision, fiscal policy, program planning, budget systems, resource allocation/utilization support, administrative/clerical support and coordination of Assembly agenda to municipal departments.

Major Program Highlights

- Continue the development and phased implementation of a computerized information system that can interface with the mainframe and distributed computers in the departments, to support the preparation and maintenance of the operating and capital budgets.
- Initiate the development and implementation of comprehensive resource management techniques, including a management audit/review program and innovative means of staffing, such as university interns, productivity measures, and public-private partnerships.
- Develop a non-capital state legislative request package.
- Continue analysis and research of revenue sources, both local and intragovernmental, to ensure accurate projections of source of funding. Establish an ongoing revenue monitoring system to maintain existing, and establish new, local fees and charges.
- Develop a computerized capital and operating grants monitoring and tracking system. The system will be designed to provide management with both current and historical grant information by type of grant, funding source, description, and responsible agency.
- Establish a utility budget coordination function in the Office of Program Planning and Budgeting.
- Add a Special Assistant to the Municipal Manager on utility matters.

Resources

	1984	1985
Direct Costs	\$ 1,393,560	\$ 1,724,970
Program Revenues	\$ 0	\$ 0
Personnel	26FT + 1T	30FT + 1T

**PROGRAM PLAN
1985 APPROVED BUDGET**

**DEPARTMENT: MUNICIPAL/MANAGER/OFFICE OF PROGRAM PLANNING AND
BUDGETING/ADMINISTRATIVE SUPPORT**

DIVISION/PROGRAM	DIRECT COSTS	POSITIONS
ADMINISTRATION - MUNICIPAL MANAGER	\$ 339,890	4FT
<ul style="list-style-type: none"> — Direct management support services of six municipal departments, including fiscal management, personnel services, comprehensive planning, budgeting, information systems support, and facility management; and direct five departments providing public services. 		
PROGRAM PLANNING AND BUDGETING	1,146,070	21FT/1T
<ul style="list-style-type: none"> — Coordinate capital and operating budget preparation, for both general government and utilities. — Provide budget maintenance and grant administration. — Provide long-range fiscal planning and technical backup for legislative efforts. — Provide technical management/fiscal support to various municipal departments. 		
ADMINISTRATIVE SUPPORT	239,010	5FT
<ul style="list-style-type: none"> — Coordinate the Assembly agenda and provide administrative and clerical support. 		
	<u>\$ 1,724,970</u>	<u>30FT/1T</u>

**RESOURCE PLAN
1985 APPROVED BUDGET**

DEPARTMENT: MUNICIPAL MANAGER

1984/1985 RESOURCE COMPARISON

Division/Title	FINANCIAL RESOURCES		PERSONNEL RESOURCES							
	1984 REVISED	1985 APPROVED	1984 REVISED				1985 APPROVED			
			FT	PT	TEMP	TOTAL	FT	PT	TEMP	TOTAL
Administration	227,880	339,890	3	0	0	3	4	0	0	4
Program Planning and Budgeting	983,020	1,146,070	19	0	1	20	21	0	1	22
Administrative Support	182,660	239,010	4	0	0	4	5	0	0	5
Direct Organizational Cost	1,393,560	1,724,970	26	0	1	27	30	0	1	31
Add Intragovernmental Charges	410,770	694,190								
Total Department Cost	1,804,330	2,419,160								
Less Intragovernmental Charges	472,540	866,150								
Function Cost	1,331,790	1,553,010								
Less Program Revenues	0	0								
Net Program Cost	1,331,790	1,553,010								

1985 APPROVED RESOURCES BY CATEGORY OF EXPENSE

Division/Title	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	DIRECT COST TOTAL
Administration	313,700	3,700	20,500	0	1,990	339,890
Program Planning and Budgeting	1,091,850	9,810	34,870	0	9,540	1,146,070
Administrative Support	191,020	6,590	37,200	0	4,200	239,010
Department Total	1,596,570	20,100	92,570	0	15,730	1,724,970

RECONCILIATION FROM 1984 REVISED TO 1985 APPROVED BUDGET

DEPARTMENT: MUNICIPAL MANAGER

	DIRECT COSTS	POSITIONS
1984 REVISED BUDGET:	\$1,393,560	26FT/1T
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1985:	92,620	
REDUCTIONS IN EXISTING PROGRAMS:		
— None		
EXPANSIONS IN EXISTING PROGRAMS:		
— Transfer of office associate position from Office of the Mayor to Administrative Support to increase efficiency of support services.	33,960	1FT
— Add a Special Assistant to the Municipal Manager on utility matters.	95,800	1FT
— Establish a utility budget coordination function in the Office of Program Planning and Budgeting.	109,030	2FT
NEW PROGRAMS:		
— None		
OTHER (MISCELLANEOUS INCREASES/DECREASES):		
— None		
1985 APPROVED BUDGET:	<u><u>\$1,724,970</u></u>	<u><u>30FT/1T</u></u>