

**CITY OF MERCED  
2020-2021 CITY COUNCIL APPROVED BUDGET**

**TAB 6**

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**CITY COUNCIL**  
**FUND NO. 001**  
**ACCOUNT NO. 0101**

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***MISSION***

The Mayor and Council Members will continue to work together as a team to represent all Merced residents, in order to make Merced a city which:

- ◇ Maintains a high-quality of life for its citizens;
- ◇ Demonstrates a positive attitude and approach in dealing with all districts of the community;
- ◇ Shows sensitivity and awareness of community needs and issues;
- ◇ Respects the diversity of its community;
- ◇ Develops creative and affordable solutions and alternatives to meet community needs;
- ◇ Is service-oriented, efficient, and progressive in its approach to problem resolution and use of resources;
- ◇ Offers economic development opportunities beneficial to its citizens;
- ◇ Maximizes teamwork and encourages individual involvement and personal growth, so that the community achieves its goals and contributes to society as a whole; and
- ◇ Creates and maintains an enjoyable atmosphere in which to live and work.

***2020-2021 BUDGET HIGHLIGHTS***

Approved budget includes video production services, MCAG dues, fees for LAFCO review of annexations, League of California Cities dues, a membership with the United States Conference of Mayors, and the annual State of the City.



City Council

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2019-20	Dept. Head Request 2020-21	City Mgr. Recom. 2020-21	Council Approval
Mayor and Council Executive Assistant	7.00 .40	7.00 .40	7.00 .40	7.00 .40
TOTAL	7.40	7.40	7.40	7.40

## BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
511.01-00	Regular Salaries	25,171	16,936	22,914	25,421	24,786	24,786
511.04-01	Regular Overtime	105	0	108	113	108	108
511.10-05	Retirement PERS Classic	1,626	1,228	1,800	2,151	2,093	2,093
511.10-06	Social Security-OASDI	1,339	1,015	1,442	1,530	1,490	1,490
511.10-07	Social Security-Medicare	313	237	337	357	348	348
511.10-12	Workers Compensation	36	37	46	56	47	47
511.10-20	Earned Benefit	459	482	0	0	0	0
511.10-21	Bilingual Pay Program	0	65	240	240	240	240
511.10-33	Core Allowance	8,167	6,706	8,707	8,958	8,768	8,768
511.10-73	Retirement UAL Misc	2,293	3,040	2,915	3,494	3,772	3,772
	Personnel Services	39,509	29,746	38,509	42,320	41,652	41,652
512.12-00	Telephone	0	6,695	5,342	5,753	5,753	5,753
512.13-00	Postage	82	2	250	250	250	250
512.14-00	Advertising	0	2,875	0	1,550	1,550	1,550
512.15-00	Office Supplies	462	201	500	750	750	750
512.16-00	Printing	433	922	2,210	2,000	2,000	2,000
512.17-00	Professional Services	62,857	72,928	82,216	81,787	80,287	80,287
512.18-00	Travel and Meetings	16,066	12,913	23,850	23,850	19,080	19,080
512.20-00	Training Expense	7,135	2,410	7,000	7,000	5,600	5,600
512.24-00	Memberships, Subscription	68,061	66,740	73,476	74,118	74,118	74,118
512.29-00	Other Materials Supplies	4,684	1,599	3,500	3,500	2,500	2,500
512.30-01	Dept Share of Insurance	791	775	725	1,038	1,189	1,189
512.38-00	Support Services	10,430	15,680	19,967	19,398	18,155	18,155
512.45-00	Facilities Maint Charge	8,302	8,198	8,451	10,370	9,373	9,373
	Supplies and Services	179,303	191,938	227,487	231,364	220,605	220,605
**	City Council	218,812	221,684	265,996	273,684	262,257	262,257

## **CITY COUNCIL**

- 13-00 Postage for legislative letters and general Council correspondence
- 16-00 Business cards and other printing expenses as needed
- 17-00 LAFCO services and translation services for PD and Council
- 18-00 League of California Cities (LCC) Annual Conference; LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, One Voice, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 League of California Cities, MCAG One Voice, Greater and Hispanic Chambers of Commerce, and US Conference of Mayors
- 29-00 Nameplates, badges, gavel plaques, cards and flowers



BUDGET DETAIL EXPENSES

001-0103 Youth Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
512.15-00	Office Supplies	470	467	545	555	355	355
512.17-00	Professional Services	2,765	1,420	2,184	2,228	2,228	2,228
512.18-00	Travel and Meetings	3,308	3,024	7,650	7,803	5,842	5,842
512.21-00	Rents/Leases	0	0	0	400	400	400
512.29-00	Other Materials Supplies	5,043	5,580	3,001	3,331	2,931	2,931
	Supplies and Services	11,586	10,491	13,380	14,317	11,756	11,756
**	Youth Council	11,586	10,491	13,380	14,317	11,756	11,756



**CITY MANAGER**  
**FUND NO. 001**  
**ACCOUNT NO. 0201**

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***DESCRIPTION***

The City Manager serves as the Chief Administrative Officer of the City of Merced. The City Manager's Office is responsible for coordinating and allocating public resources through all City departments, carrying out programs, implementing policies established by the City Council, and ensuring that City Council's goals and priorities are met. The City Manager also serves as the Executive Director of the Public Finance & Economic Development Authority and Parking Authority thereby overseeing the goals and projects of these two entities.

***MISSION***

The City Manager ensures that the organizational values of the City are the foundation of which City business is conducted and how the budget is formulated. These values include an outlook directed to the future; an entrepreneurial, competitive approach to city services; recognition of the value of public investment and the importance of maintaining City assets; decision-making at the most appropriate level; and a system of accountability and efficiency through service delivery.

***GOALS***

- Serve the citizens of Merced by delivering core services, which exceeds expectations in efficiency, quality, and safety.
- Assist the City Council in their role as policy-makers by providing clear, concise, accurate, and unbiased professional staff work.
- Lead City employees by establishing goals, objectives, and measurable standards for performance, and compensate them accordingly.

***OBJECTIVES***

1. Continue to provide leadership to City staff.

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

Encourage departments to effectively utilize public resources of the organization to meet Council's goals and priorities.

## CITY MANAGER

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| 2. Develop and maintain positive labor relations, including the implementation of retention, recruitment and succession plans to provide future opportunities for the City's labor force. | Provide ongoing training opportunities and seek out additional online training options for staff to ensure the growth of employee skills to meet the future demands for quality City services. Work in partnership with Human Resources and other departments to develop a positive working relationship with all bargaining units, including the completion of the Compensation Study and the conclusion of labor negotiations for new compensation plans. |
| 3. Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally.                                                                 | Lead the California High Speed Rail Station Study. Coordinate the efforts of local, state, and federal officials, advocates and residents in the development of a station plan.                                                                                                                                                                                                                                                                             |
| 4. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board.                                                                               | Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning.                                                                                                                                                                                                                                                                                                                                     |
| 5. Continue public information and legislative advocacy functions as part of the City Manager's Office                                                                                    | Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach. Develop a legislative platform to advocate for resources to support City functions and operations.                                                                                                                                                                         |
| 6. Contribute to Government operational and infrastructure investments.                                                                                                                   | Provide leadership and coordination in the development of the Enterprise Resource System project and the development of the reinstatement of a vehicle and computer replacement program.                                                                                                                                                                                                                                                                    |

CITY MANAGER

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| 7. Continued investment in Youth Programs                   | The City Council remains committed to providing youth and recreation services that meet the need of the community. In order to further this priority, the City Manager's Office will work directly with the Parks and Recreation department to enhance existing programs, engage with community programs to mobilize volunteers and explore new opportunities to provide programs through grants and partnerships.                                                                                                                |
| 8. Preserve and invest in City Beautification               | Oversee City Council investments in neighborhood and regional parks, continuation of the Substandard Properties program; coordinate the efforts of Refuse and community clean up groups to address bike paths and other public areas to ensure a clean, safe community for residents. Continue to work with the newly established Arts and Culture Advisory Commission to advance projects throughout the City and continue efforts on completing Welcome Sign projects throughout designated locations around City entry points. |
| 9. Coordination of City and Regional Transportation efforts | Provide leadership to City departments in the oversight of local Measure V and SB 1 funding, the implementation of the Pavement Management System and the development of a funding plan to maximize state and federal resources aimed at maintaining and improving streets and pedestrian safety.                                                                                                                                                                                                                                 |

CITY MANAGER

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|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Future Planning                                                                            | Coordinate the efforts of City departments in the completion of the Sewer Master Plan, Downtown revitalization, Industrial Park development, and future annexations. Work to plan the financing of a new Police Stations, Fire Stations, Corporation Yard Expansion, and park upgrades. Work with private business owners and other government agencies to address issues and concerns. |
| 11. Downtown Improvements                                                                      | Continue efforts with the Downtown Sub-Committee and community stakeholders to increase housing, improve public spaces, evaluate safety and security and enhance the overall appearance of the downtown core. Explore all possible infrastructure-financing options to assist with development needs and increased parking.                                                             |
| 12. Sustainability, Partnership, and development of water plan for treatment and future growth | Coordinate efforts with regional partners through IRWM and SGMA participation. Evaluate flood risk and prevention options throughout the City. Identify key areas for recharge and work to implement the long-term plan of surface water treatment to support responsible growth for the future, WWTP expansion, and water quality control.                                             |
| 13. Prioritize affordable housing for all residents                                            | Continue existing efforts to address housing needs of the community by prioritizing affordable housing projects. Implement a “First-time Home Buyer” education program that assists the community with understanding the value of homeownership.                                                                                                                                        |

CITY MANAGER

14. Community Wellness

Work with the Police Department to address quality of life concerns in specific neighborhoods. Coordinate with existing Neighborhood Watch groups and work to expand the Citizens Academy.

***2020-2021 BUDGET HIGHLIGHTS***

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2020-2021. The Executive Assistant's salary is split 60% in the City Manager's budget and 40% in the City Council's budget. The Assistant City Manager, Senior Management Analyst, and Executive Assistant will provide direct support to the City Manager to further the City Council's goals and objectives, and are involved in the management of City operations, City Council priority projects, legislative advocacy and grant coordination, and responding to citizen inquiries.



City Manager

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2019-20	Dept.Head Request 2020-21	City Mgr. Recom. 2020-21	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst City Manager	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Executive Assistant	.60	.60	.60	.60
<b>TOTAL</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
511.01-00	Regular Salaries	496,875	511,936	533,492	550,147	541,249	541,249
511.04-01	Regular Overtime	8,667	267	215	221	215	215
511.10-05	Retirement PERS Classic	9,551	9,345	10,745	12,161	11,835	11,835
511.10-06	Social Security-OASDI	24,348	23,436	25,196	26,552	26,295	26,295
511.10-07	Social Security-Medicare	7,399	7,628	7,975	8,299	8,162	8,162
511.10-09	Retirement PERS Lateral	28,512	31,636	33,972	37,678	37,197	37,197
511.10-12	Workers Compensation	1,356	1,244	927	1,146	976	976
511.10-20	Earned Benefit	11,636	11,968	12,582	20,359	19,814	19,814
511.10-21	Bilingual Pay Program	0	97	360	360	360	360
511.10-24	Vehicle Allowance	15,576	16,284	16,704	16,704	16,704	16,704
511.10-33	Core Allowance	73,350	70,507	78,359	80,619	78,916	78,916
511.10-35	Post Employment Benefits	37,069	39,525	38,106	33,824	33,824	33,824
511.10-73	Retirement UAL Misc	52,355	63,530	72,420	80,957	82,364	82,364
Personnel Services		766,694	787,403	831,053	869,027	857,911	857,911
512.12-00	Telephone	3,679	4,723	4,300	4,401	4,301	4,301
512.13-00	Postage	92	35	500	500	200	200
512.14-00	Advertising	1,844	0	0	0	0	0
512.15-00	Office Supplies	3,815	1,717	4,000	4,500	4,000	4,000
512.16-00	Printing	20,114	13,705	15,500	15,500	15,250	15,250
512.17-00	Professional Services	40,075	60,000	129,504	129,504	126,504	126,504
512.18-00	Travel and Meetings	8,720	10,740	11,350	13,310	10,648	10,648
512.19-00	Mileage	156	146	272	272	272	272
512.20-00	Training Expense	2,663	1,105	4,488	7,028	5,622	5,622
512.22-00	Office Equipment O & M	0	0	1,092	1,000	500	500
512.24-00	Memberships, Subscription	4,755	4,423	6,688	7,426	7,226	7,226
512.29-00	Other Materials Supplies	1,002	463	1,676	1,000	750	750
512.30-01	Dept Share of Insurance	6,032	7,065	5,185	7,100	8,243	8,243
512.34-00	Contingency Reserve	0	0	7,000	7,000	7,000	7,000
512.35-84	Retro Fee Expense	100	0	0	0	0	0
512.38-00	Support Services	31,780	45,028	46,979	44,291	41,166	41,166
512.45-00	Facilities Maint Charge	36,553	36,098	37,210	45,662	41,272	41,272
Supplies and Services		161,380	185,248	275,744	288,494	272,954	272,954
513.43-00	Machinery/Equipment	0	3,186	0	0	0	0
Property		0	3,186	0	0	0	0
617.65-00	Capital Imp. Projects	10,195	1,242	4,304	17,717	2,148	2,148
Capital Outlay		10,195	1,242	4,304	17,717	2,148	2,148
**	City Manager	938,269	977,079	1,111,101	1,175,238	1,133,013	1,133,013



## **CITY MANAGER**

- 17-00 High Speed Rail Consultant and Townsend Legislative Services
- 18-00 League of California Cities (LCC) Annual Conference; LCC City Managers Department meeting, Executive and Central Valley Division meetings; International City/County Management Association Conference (ICMA); MCAG Technical Review Board; One Voice; CAPIO; High Speed Rail Conference and City/County meetings
- 20-00 Training for City Manager and staff, registration for LCC Annual Conference, Manager's Department and Executive meeting, CAPIO conference, and High Speed Rail
- 22-00 Maintenance of copiers, fax machine, and paper shredder
- 24-00 International City Management Association; Sun-Star, County Times, and miscellaneous publications
- 29-00 Community events and awards
- 34-00 Contingency reserve for total City operations

**CITY CLERK**  
**FUND NO. 001**  
**ACCOUNT NO. 0204**

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***DESCRIPTION***

The City Clerk's Office promotes open government by managing and storing official records and providing citizens with easy access to the City Council decision-making process. In addition to maintaining accurate and complete data of all matters and business pertaining to the City, the Division is responsible for staff support to the City Council, including the preparation and posting of agendas, clerking of all City Council meetings, indexing actions and documents, and preparing a detailed and accurate record of proceedings. The Division also coordinates City boards and commissions, providing consultation to support staff, noticing vacancies, managing citizen appointments, coordinating ethics training and administering oaths. The City Clerk's Office supports all departments with the processing of contracts, agreements and deeds by ensuring they are complete, executed, certified, distributed and properly maintained. The Division processes legal summons and subpoenas, and provides election services including election initiation, responding to candidates, citizen and media enquiries, mandatory campaign statement filing, and follow-up activities. The Clerk's Office receives, tracks, and appropriately responds to Public Records Act requests and maintains all compliance with the act as required by statute.

***MISSION***

To build trust and confidence in local government, foster civic education and participation through effective facilitation of the legislative process, and transparent, accountable stewardship of public information and official records.

***GOALS***

- ◇ Enhance and Promote Openness, Accessibility and Transparency
- ◇ Promote Civic Education and Participation
- ◇ Encourage and Support Studios Management of Records and Archives
- ◇ Maintain Compliance with Legal Mandates
- ◇ Foster Leadership and Professionalism

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |                                                                                                      |                                                                                                                                                |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Explore new storage solutions for records center.</li></ol> | <ul style="list-style-type: none"><li>• RFP for storage center revamp/reorganization by November 2020 to prepare for 2021-22 budget.</li></ul> |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

**CITY CLERK**

- |                                                                                                  |                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Research software solutions to manage growing Public Records Act yearly requests              | RFP for software solutions by November 2020 to prepare for 2021-22 budget.                                                                                                                          |
| 3. Continue to implement the Agenda Management system to streamline the agenda creation process. | Added Arts Commission and Recreation and Parks commissions in 2019-20. Continue by adding Bicycle Commission, Planning Commission and Airport Authority in 2020-21. Increase Public ease of access. |
| 4. Assist Council and Admin Staff with placing measures on 2020 ballots                          | Potential Measure C extension, Police Station bond                                                                                                                                                  |

***2020-2021 BUDGET HIGHLIGHTS***

The continued training focus for 2020-21 will be on the Deputy City Clerk achieving the designation of Certified Municipal Clerk and the Assistant City Clerk achieving the designation of Master Municipal Clerk. The budget also allows for training and travel to various City Clerk’s Association of California meetings and conferences to continually expand the knowledge of the office.



City Clerk

PERSONNEL

Number of Positions

Classification	Funded In Budget 2019-20	Dept.Head Request 2020-21	City Mgr. Recom. 2020-21	Council Approval
Assistant City Clerk	1.00	1.00	1.00	1.00
Rec Clrk I/II or Off Asst I/II	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

BUDGET DETAIL EXPENSES

001-0204 City Clerk							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
511.01-00	Regular Salaries	166,196	173,247	181,776	186,775	181,776	181,776
511.10-05	Retirement PERS Classic	3,245	3,263	3,671	4,077	3,968	3,968
511.10-06	Social Security-OASDI	10,257	10,740	11,287	11,577	11,258	11,258
511.10-07	Social Security-Medicare	2,399	2,512	2,640	2,707	2,633	2,633
511.10-10	Retirement-PERS New Membr	9,680	10,605	11,565	12,843	12,499	12,499
511.10-12	Workers Compensation	1,895	1,347	345	417	354	354
511.10-20	Earned Benefit	3,178	4,538	5,174	5,387	5,243	5,243
511.10-33	Core Allowance	41,145	42,143	42,651	43,753	42,807	42,807
511.10-35	Post Employment Benefits	14,890	16,716	15,873	16,641	16,641	16,641
511.10-73	Retirement UAL Misc	16,792	20,545	24,676	27,485	27,661	27,661
Personnel Services		269,677	285,656	299,658	311,662	304,840	304,840
512.12-00	Telephone	41	37	306	306	306	306
512.13-00	Postage	161	152	271	271	271	271
512.14-00	Advertising	1,446	1,828	2,626	2,626	2,626	2,626
512.15-00	Office Supplies	4,001	4,075	4,216	4,216	4,216	4,216
512.16-00	Printing	68	0	218	218	218	218
512.17-00	Professional Services	18,562	79,130	67,000	123,000	118,000	118,000
512.18-00	Travel and Meetings	2,674	1,336	4,016	4,016	3,213	3,213
512.19-00	Mileage	75	0	546	546	546	546
512.20-00	Training Expense	5,837	2,189	8,138	6,638	5,310	5,310
512.21-00	Rents/Leases	12,856	3,726	2,700	4,500	4,500	4,500
512.22-00	Office Equipment O & M	7,778	12,140	27,315	27,315	24,815	24,815
512.23-00	Vehicle Operations/Maint	1,675	2,524	2,411	3,912	3,659	3,659
512.24-00	Memberships, Subscription	2,669	1,570	2,587	2,572	2,572	2,572
512.30-01	Dept Share of Insurance	4,783	4,644	4,069	5,487	6,388	6,388
512.38-00	Support Services	23,090	29,162	29,800	31,311	29,245	29,245
512.45-00	Facilities Maint Charge	19,509	19,266	19,860	24,370	22,028	22,028
Supplies and Services		105,225	161,779	176,079	241,304	227,913	227,913
513.43-00	Machinery/Equipment	0	4,861	0	0	0	0
Property		0	4,861	0	0	0	0
617.65-00	Capital Imp. Projects	16,363	1,271	2,364	0	0	0
Capital Outlay		16,363	1,271	2,364	0	0	0
**	City Clerk	391,265	453,567	478,101	552,966	532,753	532,753

## CITY CLERK

- 13-00 Public hearing notices, Public Records Request Responses, Fair Political Practices Commission (FPPC) mailings, City Council agendas/minutes, and other miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies.
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), agenda management system maintenance, expenses related to the districting process, acquisition of document management system.
- 18-00 City Clerks Association of California (CCAC) annual meeting, City Clerks Association of California (CCAC) general meetings, League of California Cities (LCC) City Clerks New Law and Election seminar, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00.
- 20-00 City Clerks Association of California (CCAC), Master Municipal Clerk Academy (MMCA), Municipal Management Association of Northern California (MMANC), records management training, League of California Cities (LCC) City Clerks, and City Clerk Technical Track registration fees for meetings and training sessions in Line 18-00.
- 21-00 Postage machine lease.
- 22-00 Total photocopier-related costs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Civic Center.
- 24-00 City Clerks Association (CCAC); International Institute of Municipal Clerks (IIMC) and miscellaneous publications.

***DESCRIPTION***

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving the City, the Public Financing and Economic Development Authority (PFEDA), and the Parking Authority and their committees and commissions. The City Attorney represents the City Council, City Manager, City administrative staff, PFEDA, the Parking Authority, and others as required to represent the City in litigation and to direct the City's legal service so that policies are established and programs are maintained within the guidelines established by city, state, and federal laws.

***MISSION***

The City Attorney's office is committed to providing excellent legal services consistent with the highest professional and ethical standards, with the goal of protecting and advancing the City's interests in serving the people of Merced.

***GOALS***

- A. Focus on code enforcement to improve the public health, safety and welfare in the City with a specific focus on substandard/dangerous buildings, abandoned properties, and downtown storefronts.
- B. Focus on providing legal support regarding ballot measure(s), proposed revenue measures, and economic development.
- C. Provide various departments with the necessary legal support to accomplish the Mayor and City Council's FY 20/21 goals and priorities.
- D. Assist with organizational development and promote professional development to serve the City's needs.

***OBJECTIVES***

- A. Support Code Enforcement and the Code Enforcement Task Force in bringing substandard/dangerous and vacant buildings and dwellings into compliance thus eliminating hazardous conditions and blight within the City.
- B. Support the City Council, the City Manager's Office, and the Finance Officer in developing and enhancing revenue; prepare necessary documents for any proposed ballot measure(s) or revenue measures.
- C. Provide legal support and services to the various departments necessary to assist the various departments in achieving the City Council's policy goals and priorities.
- D. Assist with Personnel Rules and personnel related administrative policies update and revision.
- E. Encourage attorney and support staff participation in professional and education programs and organizations.



## **CITY ATTORNEY**

### ***2020-2021 BUDGET HIGHLIGHTS***

- Preserves core staffing.
- Maintains the ability to provide core, critical services.
- Professional staff taking on responsibilities to preserve critical support staffing.
- Budget focuses on supporting key City Council and organizational priorities.





## BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
511.01-00	Regular Salaries	258,691	412,270	563,779	560,264	550,952	550,952
511.04-01	Regular Overtime	0	167	0	0	0	0
511.10-05	Retirement PERS Classic	20,266	21,334	22,951	12,310	11,981	11,981
511.10-06	Social Security-OASDI	14,864	24,481	30,241	30,740	30,134	30,134
511.10-07	Social Security-Medicare	3,702	6,027	8,471	8,331	8,189	8,189
511.10-09	Retirement PERS Lateral	0	11,591	17,364	19,236	19,236	19,236
511.10-10	Retirement-PERS New Membr	0	249	6,941	19,209	18,695	18,695
511.10-12	Workers Compensation	865	1,281	1,601	1,341	1,141	1,141
511.10-20	Earned Benefit	4,744	5,886	21,463	17,118	16,660	16,660
511.10-24	Vehicle Allowance	0	6,209	8,352	8,352	8,352	8,352
511.10-33	Core Allowance	49,290	55,755	78,772	81,311	79,559	79,559
511.10-35	Post Employment Benefits	4,963	5,572	5,291	5,547	5,547	5,547
511.10-73	Retirement UAL Misc	53,995	65,970	76,532	82,445	83,840	83,840
Personnel Services		411,380	616,792	841,758	846,204	834,286	834,286
512.12-00	Telephone	528	1,226	1,100	685	654	654
512.13-00	Postage	365	286	400	408	300	300
512.15-00	Office Supplies	5,160	5,022	5,610	5,722	4,474	4,474
512.17-00	Professional Services	483,801	214,846	53,000	54,060	46,247	46,247
512.18-00	Travel and Meetings	1,844	874	6,500	10,850	8,680	8,680
512.20-00	Training Expense	1,429	845	6,925	10,215	8,172	8,172
512.22-00	Office Equipment O & M	276	22,949	1,800	3,300	3,300	3,300
512.24-00	Memberships, Subscription	20,762	24,177	23,349	25,980	24,080	24,080
512.29-00	Other Materials Supplies	4,481	607	1,500	0	0	0
512.30-01	Dept Share of Insurance	8,137	7,761	6,905	9,366	10,906	10,906
512.38-00	Support Services	26,621	32,223	34,675	45,268	42,536	42,536
512.45-00	Facilities Maint Charge	42,339	41,811	43,100	52,889	47,804	47,804
Supplies and Services		595,743	352,627	184,864	218,743	197,153	197,153
**	City Attorney	1,007,123	969,419	1,026,622	1,064,947	1,031,439	1,031,439

## CITY ATTORNEY

- 17-00 Outside consultants and/or other specialized litigation costs not otherwise classified. Miscellaneous legal costs (court transcripts, legal services not directly related to workers' compensation and insurance legal/liability cases, process service, recorder's office fees). Administrative Citation Program Hearing Officer. (Costs directly related to workers' compensation, liability have been budgeted directly into those accounts.)
- 18-00 League of California Cities (LCC) Annual Conference; LCC City Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Police Liability Issues; Municipal Law Institute; Mandatory Continuing Education training programs for support staff, as well as travel associated with training outlined in Line 20-00 below.
- 20-00 League of California Cities (LCC) Annual Conference and Committee meetings; LCC City Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Municipal Law Institute; State Bar Mandatory Continuing Legal Education for Attorneys; Continuing Education training programs for support staff.
- 22-00 Maintenance and repair of two office printers. Other office equipment operations and maintenance as needed
- 24-00 Memberships:  
State Bar of California; Merced County Bar Association; Merced County Legal Professionals Association Subscriptions: WEST Online Legal Research; LexisNexis Matthew Bender publications; CA Deering Codes, Advance Legislative Service; Longtin's Land Use Publication; The Rutter Group publications; Continuing Education of the Bar (CEB); Solano Press publications; Daily Legal Journal newspaper; PACER (online research-Court records)
- 29-00 Special litigation costs and services not otherwise classified.

**FINANCE**  
**FUND NO. 001**  
**ACCOUNT NO. 0701-0702**

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***DESCRIPTION***

The Finance Department collects and disburses all funds, performs all treasury functions, maintains the general and subsidiary accounting systems, prepares financial and management reports, provides centralized purchasing and central stores, maintains and reviews all internal control policies, and compiles budget revenue and expense estimates.

***MISSION***

The Finance Department executes the responsibilities and obligations of fiscal administration for the City in the capacity granted in the City Charter. Those essential duties require all departmental staff to serve the public interest with professional standards, which promotes and affirms the public's trust in the performance of the financial affairs of the City and related Agencies.

***GOAL***

- ◇ Effectively and efficiently administer the financial affairs of the City and related Agencies.

<b><i>OBJECTIVES</i></b>	<b><i>PERFORMANCE MEASUREMENTS/INDICATORS</i></b>
1. Provide support for fulfilling the City Council Policy Priorities.	On going
2. Provide support to the City Manager and League of California Cities to pursue solutions to the raising retirement rates.	On going
3. Update and implement the necessary financial policies to insure fiduciary soundness and transparency.	Finance will continue to revise and develop new policies over the next fiscal year for City Council review and adoption.
4. Develop a plan to transition public safety and roads support of on-going expenses from Measure C to the General and Roads Fund.	In partnership with the City Manager's office, the Finance Department will continue to develop a transition plan over the next five fiscal years.

- |                                                                                                          |                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Assist in the implementation of a citywide Enterprise Resource Planning system.                       | Finance will work in partnership with the Information Technology Department to implement the approved Tyler Technology citywide Enterprise Resource Planning system over the next five years.                                                          |
| 6. Assist in establishing a plan and or policy for use of Measure Y (Cannabis Tax) funding.              | Finance in partnership with the City Manager's office will develop and recommend a plan or policy to the City Council for how Measure Y funding should be used.                                                                                        |
| 7. Assist in developing a process and strategy for funding the new Police Headquarters.                  | Finance will work the City Manager's office and the City Council to coordinate a funding strategy.                                                                                                                                                     |
| 8. Provide support of potential ballot Measures, including Measure C, and General Obligation Bond        | Finance will work with the City Manager's office, City Council, and outside consultants to coordinate strategy and provide financial guidance.                                                                                                         |
| 9. Provide a recommendation to the City Council for the use of funding currently in the Cash Basis Fund. | Finance will work with the City Manager's office and the City Attorney's office to provide the City Council with recommendations for the use of funds currently in the Cash Basis Fund. Based on City Council direction Finance will execute the plan. |

**2020-2021 BUDGET HIGHLIGHTS**

The Finance Department will begin implementation of the new Tyler Technology software beginning with financials. During the implementation, Finance has determined it needs three extra help positions to assist in backfilling during this year. The costs are included in the Finance budget but are part of the below the line Enterprise Resource Planning system costs in the General Fund summary.







BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
511.01-00	Regular Salaries	1,199,559	1,303,594	1,473,895	1,526,746	1,436,105	1,436,105
511.03-00	Extra Help	84,773	69,146	56,531	71,579	142,006	142,006
511.04-01	Regular Overtime	6,542	2,412	6,000	6,165	6,000	6,000
511.10-02	Unused Sick Leave	1,999	2,060	2,112	2,252	2,192	2,192
511.10-05	Retirement PERS Classic	70,388	67,599	69,968	73,438	71,473	71,473
511.10-06	Social Security-OASDI	75,019	79,643	89,052	91,713	86,518	86,518
511.10-07	Social Security-Medicare	18,774	20,033	22,125	23,045	22,763	22,763
511.10-09	Retirement PERS Lateral	1,703	5,878	6,545	11,920	11,601	11,601
511.10-10	Retirement-PERS New Membr	22,473	30,873	47,028	52,846	47,023	47,023
511.10-12	Workers Compensation	19,244	28,776	36,138	42,381	30,061	30,061
511.10-20	Earned Benefit	34,920	40,316	26,048	27,072	27,022	27,022
511.10-21	Bilingual Pay Program	600	762	600	1,200	1,800	1,800
511.10-24	Vehicle Allowance	5,467	8,142	8,352	8,352	8,352	8,352
511.10-27	PTS Plan FICA Alternative	1,104	900	735	950	1,846	1,846
511.10-33	Core Allowance	284,374	305,583	349,503	342,960	313,638	313,638
511.10-35	Post Employment Benefits	32,035	44,908	51,261	65,818	65,818	65,818
511.10-73	Retirement UAL Misc	141,235	163,102	200,077	224,667	225,562	225,562
Personnel Services		2,000,209	2,173,727	2,445,970	2,573,104	2,499,780	2,499,780
512.11-00	Utilities	5,025	4,922	5,920	5,500	5,500	5,500
512.12-00	Telephone	2,934	2,715	3,043	3,052	3,052	3,052
512.13-00	Postage	15,839	17,954	14,420	17,061	17,061	17,061
512.14-00	Advertising	52	355	500	400	400	400
512.15-00	Office Supplies	17,366	14,045	14,460	14,749	14,749	14,749
512.16-00	Printing	5,966	6,301	7,360	8,633	8,633	8,633
512.17-00	Professional Services	120,924	194,171	625,530	282,460	260,260	260,260
512.18-00	Travel and Meetings	5,289	5,204	11,812	12,270	9,816	9,816
512.20-00	Training Expense	6,941	3,333	5,030	5,659	4,527	4,527
512.21-00	Rents/Leases	287	300	430	387	387	387
512.22-00	Office Equipment O & M	2,020	869	2,400	2,456	2,456	2,456
512.23-00	Vehicle Operations/Maint	448	460	3,941	1,438	1,345	1,345
512.24-00	Memberships, Subscription	12,696	14,101	14,122	14,552	14,552	14,552
512.28-00	Safety Supplies	248	195	250	255	255	255
512.29-00	Other Materials Supplies	2,133	253	355	362	362	362
512.30-01	Dept Share of Insurance	37,348	35,027	30,786	43,078	49,987	49,987
512.35-84	Retro Fee Expense	150	100	0	0	0	0
512.38-00	Support Services	205,559	306,079	353,827	412,939	385,617	385,617
512.45-00	Facilities Maint Charge	147,835	147,813	152,903	189,638	172,596	172,596
Supplies and Services		589,060	754,197	1,247,089	1,014,889	951,555	951,555
513.43-00	Machinery/Equipment	60,143	0	0	0	0	0
Property		60,143	0	0	0	0	0
516.62-00	Stores Inventory Adjust	3,523-	8,428	0	0	0	0
Other		3,523-	8,428	0	0	0	0
617.65-00	Capital Imp. Projects	0	0	70,000	70,000	70,000	70,000
Capital Outlay		0	0	70,000	70,000	70,000	70,000
706.71-01	Principal-Bond Payment	480,000	540,000	610,000	680,000	680,000	680,000
706.71-02	Principal-City Loans	0	0	0	52,050	52,050	52,050
706.71-06	Principal Loans	0	0	0	2,000,000	2,000,000	2,000,000
706.72-01	Interest Bond Payment	284,777	256,476	224,637	188,672	188,672	188,672

BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	FINAL BUDGET 2019-20	DEPT. HEAD REQUEST 2020-21	CITY MGR. RECOM. 2020-21	COUNCIL APPROVAL 2020-21
706.72-02	Interest-City Loans	0	0	0	48,527	48,527	48,527
706.73-01	Agent Fees-Bond Payment	3,225	3,153	4,000	3,500	3,500	3,500
	Debt Services	768,002	799,629	838,637	2,972,749	2,972,749	2,972,749
**	Finance	3,413,891	3,735,981	4,601,696	6,630,742	6,494,084	6,494,084

## **FINANCE/PURCHASING**

- 11-00 Includes utilities for central warehouse
- 13-00 Mailing of business license information and billings, financial statements, correspondence, vendor payments, annual tax statements (W-2, 1098,1099), accounts receivable invoices, collection notices, and purchase orders
- 16-00 Printing of business licenses and statements, accounts receivable statements, annual financial report, accounts payable checks, payroll checks, annual tax statements (W-2, 1098 &1099), business envelopes and purchase orders
- 17-00 Assessment roll updates; sales tax tapes; credit information services; General Fund portion of audit; collection service; State Controller Report preparation; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; Electronic Consumer Collection fees; investment advisory services
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); Central Valley Chapter of California Society of Municipal Finance Officers; League of California Cities; Sungard Regional Conference; California Municipal Treasurers Association; CalPers; California Association of Public Purchasing Officers (CAPPO); and travel costs associated with training Line 20-00 below
- 20-00 CAPPO seminars; continuing professional education requirements for certified staff; and registration costs associated with meetings outlined in Line 18-00 above
- 21-00 Annual burglar alarm service for Finance and Purchasing
- 22-00 Maintenance for check protector, document perforator, copiers, encoder/endorser, currency counter, laser printers and fax machines

**FINANCE/PURCHASING** (continued)

24-00 Memberships:

CSMFO; State of California Department of Consumer Affairs; American Institute of California Public Accountants; California State Society of Certified Public Accountants; California Public Parking Association; California Municipal Revenue and Tax Association; California Municipal Treasurers Association; CPA license renewals, CAPPO; and National Association of Purchasing Managers

Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; Merced Sun-Star; State Tax Guides, and Guidance for Government Engagements

29-00 Customer service expenses; and miscellaneous repairs to equipment and building.

FOOTNOTE: Figures represent combined total of Finance and Purchasing divisions.