

**CITY OF MERCED
2021-2022 CITY COUNCIL APPROVED BUDGET**

TAB 6

ADMINISTRATION	PAGE NO.
City Council	6-1
Youth Council	6-7
City Manager	6-9
City Clerk	6-18
City Attorney	6-24
Finance/Purchasing	6-30

MISSION

The Mayor and Council Members will continue to work collaboratively as a team to represent all Merced residents, and their respective Districts, in order to create an atmosphere which:

- ◇ Encourages and fosters public input and involvement in the decision making process;
- ◇ Embraces diversity in the community;
- ◇ Exhibits tolerance of different opinions;
- ◇ Displays respect and concern on all issues;
- ◇ Demonstrates leadership by its actions;
- ◇ Pledges support or disagreement without being disagreeable in their best effort to keep Merced a city where good things happen;
- ◇ Ensures that all persons appearing before the City Council are treated fairly and equally;
- ◇ Complies with both the letter and spirit of the laws and policies affecting the operations of government;
- ◇ Are independent, impartial, and fair in their judgment and actions;
- ◇ Uses their public office for the public good, not for personal gain;
- ◇ Conducts public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

GUIDING PRINCIPLES

In addition to the adopted Mission, the City Council also adopted Guiding Principles for the Fiscal Year 2021-22:

- Building community is essential in supporting the health and wellness of residents within the City of Merced – an effort that the City Council is committed to across all service areas.

- In every way possible, the City of Merced strives to provide equal access to all its residents and supports services and programs that promote inclusivity.
- Serving the residents of the City of Merced is paramount, with a goal of providing excellent customer service across all functions.
- Maintaining City property enhances the quality of life for all residents, the City will elevate the standard of maintenance across all public resources.

2021-2022 BUDGET HIGHLIGHTS

Approved budget highlights include video production services for various campaigns and events, MCAG annual membership dues, fees for LAFCO review of annexations, League of California Cities annual membership dues, advertisement of Town Hall meetings, travel and training allocations for the Mayor and each Council Member.

City Council

P E R S O N N E L		Number of Positions		
Classification	Funded In Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval
Mayor and Council	7.00	7.00	7.00	7.00
Executive Assistant	.40	.40	.40	.40
TOTAL	7.40	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	FINAL BUDGET 2020-21	DEPT. HEAD REQUEST 2021-22	CITY MGR. RECOM. 2021-22	COUNCIL APPROVAL 2021-22
511.01-00	Regular Salaries	16,936	23,271	24,786	59,061	59,789	59,789
511.04-01	Regular Overtime	0	0	108	0	0	0
511.10-05	Retirement PERS Classic	1,228	1,832	2,093	2,147	2,212	2,212
511.10-06	Social Security-OASDI	1,015	1,394	1,490	3,584	3,629	3,629
511.10-07	Social Security-Medicare	237	326	348	839	849	849
511.10-12	Workers Compensation	37	46	47	40	40	40
511.10-20	Earned Benefit	482	0	0	0	302	302
511.10-21	Bilingual Pay Program	65	241	240	240	240	240
511.10-33	Core Allowance	6,706	8,373	8,768	9,246	9,246	9,246
511.10-73	Retirement UAL Misc	3,040	2,915	3,772	4,334	4,148	4,148
Personnel Services		29,746	38,398	41,652	79,491	80,455	80,455
512.11-00	Utilities	0	0	0	2,000	0	0
512.12-00	Telephone	6,695	4,611	5,753	4,756	4,756	4,756
512.13-00	Postage	2	137	250	250	250	250
512.14-00	Advertising	2,875	1,100	1,550	6,769	6,769	6,769
512.15-00	Office Supplies	201	452	750	750	750	750
512.16-00	Printing	922	1,062	2,000	8,900	8,900	8,900
512.17-00	Professional Services	72,928	46,614	80,287	74,087	74,787	114,787
512.18-00	Travel and Meetings	12,913	9,111	19,080	23,850	23,850	23,850
512.20-00	Training Expense	2,410	1,975	5,600	7,000	7,000	7,000
512.24-00	Memberships, Subscription	66,740	71,487	74,118	70,961	70,961	70,961
512.29-00	Other Materials Supplies	1,599	2,639	2,500	4,831	4,831	4,831
512.30-01	Dept Share of Insurance	775	725	1,189	1,559	1,559	1,559
512.38-00	Support Services	15,680	19,967	18,155	20,326	20,697	20,697
512.45-00	Facilities Maint Charge	8,198	8,451	9,373	10,611	10,692	10,692
Supplies and Services		191,938	168,331	220,605	236,650	235,802	275,802
**	City Council	221,684	206,729	262,257	316,141	316,257	356,257

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 2018-19	ACTUAL 2019-20	FINAL BUDGET 2020-21	DEPT. HEAD REQUEST 2021-22	CITY MGR. RECOM. 2021-22	COUNCIL APPROVAL 2021-22
512.15-00	Office Supplies	467	170	355	355	355	355
512.17-00	Professional Services	1,420	271	2,228	2,272	2,272	2,272
512.18-00	Travel and Meetings	3,024	1,384	5,842	5,958	5,958	5,958
512.21-00	Rents/Leases	0	0	400	400	400	400
512.29-00	Other Materials Supplies	5,580	5,318	2,931	2,997	2,997	3,142
	Supplies and Services	10,491	7,143	11,756	11,982	11,982	12,127
**	Youth Council	10,491	7,143	11,756	11,982	11,982	12,127

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

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 in 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 policymakers by providing clear, concise, accurate, and unbiased professional staff work.
- Lead the organization by establishing goals, objectives, and measurable standards for performance, and compensate employees 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

- | | |
|--|--|
| 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, and negotiations for new compensation plans. |
| 3. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board and serve as a delegate in the One Voice Program. | Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning. Serve as a delegate in the One Voice Program to develop a shared platform of projects and issues of regional significance, and advocate for legislation or policy changes that will benefit the region. |
| 4. 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. |
| 5. 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

6. Public Safety

- a. Measure C Renewal – hire a consultant to target a November 2022 ballot initiative
- b. Develop a Reserve Force to provide enhanced services – resources included in the FY 2021/22 Budget (July 2021)
- c. Enhance Community Engagement – Policy Advisory Committee continued efforts (ongoing)
- d. Community Violence Prevention – evaluate programs in partnership with Parks & Recreation (ongoing)
- e. Facility Planning
 - i. Police Station – Fall 2021
 - ii. Fire Station – Will need to hire a consultant to design – begin Fall 2021

7. Economic Development & Downtown

- a. Downtown
 - i. Adoption of a Downtown Property Based Improvement District – June 2022
 - ii. City Investment – timing dependent on funding
 - 1. Bob Hart Square Extension (*one-time funding*)
 - 2. Entry Ways Improvement (*one-time funding*)
 - 3. Traffic Flow Pilot & Study (*one-time funding*)
- b. Economic Development – (*ongoing*)
 - i. Business Friendly Culture – accommodating to new business development
 - ii. Community Engagement – inform community on process and new businesses
 - iii. Industrial/Tech Park – focused efforts on good-paying job creation

CITY MANAGER

Economic Development & Downtown
(continued from previous page)

- iv. Workforce Development – work with local partners to ensure local work force is trained and available for new jobs
- v. Tourism – marketing that focuses on the benefit staying in and traveling to Yosemite through Merced (TBID or marketing funding)

8. Parks & Recreation

- a. Recreation (timing dependent on COVID Restrictions)
 - i. Youth Investment – lead by youth input (funding)
 - ii. Improved Community Facility Coordination (non-city facilities)
 - iii. RFQ for Services – Spring 2021
 - iv. Enhanced Community Partnerships
- b. Parks (timing dependent on funding)
 - i. Applegate Zoo Maintenance (one-time funding)
 - ii. Regional Playground Upgrades (one-time funding)
 - iii. Park Restroom Upgrades – 7 need funding (one-time funding)
 - iv. Continued Enhanced Maintenance
 - v. Evaluate Pool Restoration Costs

9. Housing & Homelessness

- a. Continued Focus on Affordable Housing Projection
 - i. Establish Qualified List of Public/Non-Profit Developers
 - ii. Policy Direction on the following:
 - 1. Inclusionary Zoning – April 2021
 - 2. Development Fee – Summer 2021
 - 3. Alternative Housing Programs (i.e. tiny & prefab homes) – April 2021
 - iii. Encampment Support – April 2021
 - 1. Interim Services – Behavior Health, Youth Services, Refuse, Health
 - 2. Location Direction

CITY MANAGER

10. Public Works & City Beautification

- a. Streets (Measure V, SB1, Measure C)
 - i. Repaving
 - ii. Sidewalks
 - iii. Quiet Zones
 - iv. Streetlights
- b. Sustainability
 - i. Drought-Tolerant Incentives/Policy – April 2021
 - ii. Citywide WiFi or Broadband – feasibility study to begin Fall 2021
- c. Beautification
 - i. Tree Trimming – one-time funding for enhancement
 - ii. Bear Creek Clearance – timing dependent on permit approval
 - iii. Litter Abatement – coordination with Community Service Program
- d. Public Art
 - i. CalTrans Murals – dialog in progress
 - ii. District Formation – Summer 2021
 - iii. Grant for Projects – on-going

2021-2022 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2021-2022. The Executive Assistant's salary is split 60% in the City Manager's budget and 40% in the City Council's budget. The Deputy City Manager 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

PERSONNEL

Number of Positions

Classification	Funded In Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval
City Manager	1.00	1.00	1.00	1.00
Deputy 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
TOTAL	3.60	3.60	3.60	3.60

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	FINAL BUDGET 2020-21	DEPT. HEAD REQUEST 2021-22	CITY MGR. RECOM. 2021-22	COUNCIL APPROVAL 2021-22
511.01-00	Regular Salaries	511,936	536,135	541,249	506,070	514,722	514,722
511.04-01	Regular Overtime	267	0	215	0	0	0
511.10-05	Retirement PERS Classic	9,345	10,842	11,835	3,221	3,317	3,317
511.10-06	Social Security-OASDI	23,436	24,616	26,295	26,647	26,909	26,909
511.10-07	Social Security-Medicare	7,628	8,055	8,162	7,679	7,812	7,812
511.10-09	Retirement PERS Lateral	31,636	34,117	37,197	19,262	19,262	19,262
511.10-10	Retirement-PERS New Membr	0	0	0	19,129	19,360	19,360
511.10-12	Workers Compensation	1,244	927	976	812	812	812
511.10-20	Earned Benefit	11,968	17,656	19,814	17,334	18,307	18,307
511.10-21	Bilingual Pay Program	97	362	360	360	360	360
511.10-24	Vehicle Allowance	16,284	16,632	16,704	16,128	16,128	16,128
511.10-33	Core Allowance	70,507	75,355	78,916	83,214	83,214	83,214
511.10-35	Post Employment Benefits	39,525	38,106	33,824	30,489	30,489	30,489
511.10-73	Retirement UAL Misc	63,530	72,420	82,364	90,409	70,557	70,557
Personnel Services		787,403	835,223	857,911	820,754	811,249	811,249
512.12-00	Telephone	4,723	5,033	4,301	4,371	4,371	4,371
512.13-00	Postage	35	92	200	500	500	500
512.14-00	Advertising	0	0	0	2,500	2,500	2,500
512.15-00	Office Supplies	1,717	3,452	4,000	4,500	4,500	4,500
512.16-00	Printing	13,705	15,413	15,250	15,500	17,307	17,307
512.17-00	Professional Services	60,000	63,000	126,504	129,504	129,504	129,504
512.18-00	Travel and Meetings	10,740	3,367	10,648	11,350	11,350	11,350
512.19-00	Mileage	146	0	272	272	272	272
512.20-00	Training Expense	1,105	2,190	5,622	7,028	7,028	7,028
512.22-00	Office Equipment O & M	0	1,771	500	1,000	1,000	1,000
512.24-00	Memberships, Subscription	4,423	5,155	7,226	9,474	9,474	9,474
512.29-00	Other Materials Supplies	463	4,402	750	1,000	1,000	1,000
512.30-01	Dept Share of Insurance	7,065	5,185	8,243	9,699	9,699	9,699
512.34-00	Contingency Reserve	0	0	7,000	7,000	30,000	30,000
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	45,028	46,979	41,166	45,098	43,109	43,109
512.45-00	Facilities Maint Charge	36,098	37,210	41,272	46,722	47,080	47,080
Supplies and Services		185,248	193,299	272,954	295,518	318,694	318,694
513.43-00	Machinery/Equipment	3,186	0	0	0	0	0
Property		3,186	0	0	0	0	0
617.65-00	Capital Imp. Projects	1,242	852	2,148	2,148	2,148	2,148
Capital Outlay		1,242	852	2,148	2,148	2,148	2,148
**	City Manager	977,079	1,029,374	1,133,013	1,118,420	1,132,091	1,132,091

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

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 Studious Management of Records and Archives
- ◇ Maintain Compliance with Legal Mandates
- ◇ Foster Leadership and Professionalism

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|---|--|
| <p>1. Explore new storage solutions for records center.</p> | <ul style="list-style-type: none">● RFP for storage center revamp/reorganization by November 2021 to prepare for 2022-23 budget. |
|---|--|

CITY CLERK

- | | |
|--|--|
| 2. Research software solutions to manage growing Public Records Act yearly requests | RFP for software solutions by November 2021 to prepare for 2022-23 budget. |
| 3. Continue to implement the Agenda Management system to streamline the agenda creation process. | Added Planning Commission, Recreation and Parks Commission, and Bicycle Commission in 2020-21. Continue by adding Personnel Board, Building and Housing Board of Appeals, Traffic Committee, and Airport Authority in 2021-22. Increase Public ease of access. |
| 4. Assist Council and Admin Staff with placing measures on 2022 ballots | Potential Measure C extension |
| 5. Redistricting | Put together a community committee and consultant. |

2021-2022 BUDGET HIGHLIGHTS

The continued training focus for 2021-22 will be on the Assistant City Clerk achieving the designation of Certified Municipal Clerk and the Deputy 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 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	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
TOTAL	3.00	3.00	3.00	3.00

BUDGET DETAIL EXPENSES

001-0204 City Clerk							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	FINAL BUDGET 2020-21	DEPT. HEAD REQUEST 2021-22	CITY MGR. RECOM. 2021-22	COUNCIL APPROVAL 2021-22
511.01-00	Regular Salaries	173,247	173,939	181,776	164,664	171,321	171,321
511.03-00	Extra Help	0	0	0	0	8,093	8,093
511.10-05	Retirement PERS Classic	3,263	3,693	3,968	0	0	0
511.10-06	Social Security-OASDI	10,740	11,437	11,258	10,069	10,490	10,490
511.10-07	Social Security-Medicare	2,512	2,675	2,633	2,355	2,570	2,570
511.10-10	Retirement-PERS New Membr	10,605	10,861	12,499	14,573	15,162	15,162
511.10-12	Workers Compensation	1,347	345	354	300	300	300
511.10-20	Earned Benefit	4,538	15,582	5,243	4,537	4,673	4,673
511.10-27	PTS Plan FICA Alternative	0	0	0	0	105	105
511.10-33	Core Allowance	42,143	41,491	42,807	44,861	44,861	44,861
511.10-35	Post Employment Benefits	16,716	15,873	16,641	15,613	15,613	15,613
511.10-73	Retirement UAL Misc	20,545	24,676	27,661	29,417	28,439	28,439
Personnel Services		285,656	300,572	304,840	286,389	301,627	301,627
512.12-00	Telephone	37	50	306	306	306	306
512.13-00	Postage	152	188	271	276	276	276
512.14-00	Advertising	1,828	1,455	2,626	2,626	2,626	2,626
512.15-00	Office Supplies	4,075	3,627	4,216	4,216	4,216	4,216
512.16-00	Printing	0	0	218	218	218	218
512.17-00	Professional Services	79,130	59,931	118,000	118,000	118,000	118,000
512.18-00	Travel and Meetings	1,336	771	3,213	4,016	4,016	4,016
512.19-00	Mileage	0	0	546	546	546	546
512.20-00	Training Expense	2,189	1,860	5,310	7,009	7,009	7,009
512.21-00	Rents/Leases	3,726	2,777	4,500	4,500	4,500	4,500
512.22-00	Office Equipment O & M	12,140	9,196	24,815	41,315	41,315	41,315
512.23-00	Vehicle Operations/Maint	2,524	2,411	3,659	1,347	1,347	1,347
512.24-00	Memberships, Subscription	1,570	1,670	2,572	2,879	2,879	2,879
512.30-01	Dept Share of Insurance	4,644	4,069	6,388	7,108	7,108	7,108
512.38-00	Support Services	29,162	29,800	29,245	31,758	32,316	32,316
512.45-00	Facilities Maint Charge	19,266	19,860	22,028	24,936	25,127	25,127
Supplies and Services		161,779	137,665	227,913	251,056	251,805	251,805
513.43-00	Machinery/Equipment	4,861	0	0	0	0	0
Property		4,861	0	0	0	0	0
617.65-00	Capital Imp. Projects	1,271	0	0	0	0	0
Capital Outlay		1,271	0	0	0	0	0
**	City Clerk	453,567	438,237	532,753	537,445	553,432	553,432

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 1st, 2nd and 3rd 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), 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 enforcement of the municipal code to improve the public health, safety, and welfare in the City with a specific focus on substandard/dangerous buildings and abandoned properties utilizing the various administrative enforcement tools available.
- B. Focus on providing legal support regarding ballot measure(s), proposed revenue measures, and economic development.
- C. Focus on the criminal citations process to reduce prosecution through the court system.
- D. Focus on review of organization policies and procedures to ensure internal consistency and compliance with city, state, and federal laws.
- E. Provide Boards and Commissions and assigned City staff with support and training on public meeting procedures and conduct.
- F. Provide all City departments with the necessary legal support to accomplish the Mayor and City Council's FY 21/22 goals and priorities.
- G. Provide legal support with current and future COVID-19 protocols and implementation.
- H. 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, improving the housing stock, and reducing blight within the City.

CITY ATTORNEY

- 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. Support the Police Department through the Administrative Citations process to encourage code compliance, reduce criminal prosecution through the court system, and to generate revenue from collection of fines.
- D. Provide legal support and services to all City departments necessary to assist in achieving the City Council's policy goals and priorities for FY 21/22.
- E. Provide ongoing training for all Boards and Commissions and assigned City staff on public hearing procedures and conduct.
- F. Assist with Personnel Rules and personnel related administrative policies update and revision.
- G. Provide legal support and services as needed to assist with current and future COVID-19 protocols and implementation.
- H. Encourage attorney and support staff participation in professional and education programs and organizations.

2021-2022 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 2018-19	ACTUAL 2019-20	FINAL BUDGET 2020-21	DEPT. HEAD REQUEST 2021-22	CITY MGR. RECOM. 2021-22	COUNCIL APPROVAL 2021-22
511.01-00	Regular Salaries	412,270	470,113	550,952	554,030	566,069	566,069
511.04-01	Regular Overtime	167	21	0	0	0	0
511.10-05	Retirement PERS Classic	21,334	11,218	11,981	11,704	12,055	12,055
511.10-06	Social Security-OASDI	24,481	25,300	30,134	30,243	31,022	31,022
511.10-07	Social Security-Medicare	6,027	7,192	8,189	8,127	8,309	8,309
511.10-09	Retirement PERS Lateral	11,591	17,465	19,236	18,792	18,792	18,792
511.10-10	Retirement-PERS New Membr	249	10,742	18,695	18,536	19,250	19,250
511.10-12	Workers Compensation	1,281	1,601	1,141	952	952	952
511.10-20	Earned Benefit	5,886	29,503	16,660	17,174	20,710	20,710
511.10-24	Vehicle Allowance	6,209	8,316	8,352	8,064	8,064	8,064
511.10-33	Core Allowance	55,755	69,378	79,559	83,544	83,544	83,544
511.10-35	Post Employment Benefits	5,572	5,291	5,547	5,204	5,204	5,204
511.10-73	Retirement UAL Misc	65,970	76,532	83,840	98,977	93,965	93,965
Personnel Services		616,792	732,672	834,286	855,347	867,936	867,936
512.12-00	Telephone	1,226	806	654	667	667	667
512.13-00	Postage	286	200	300	306	306	306
512.15-00	Office Supplies	5,022	4,858	4,474	4,563	4,563	4,563
512.17-00	Professional Services	214,846	26,708	46,247	207,171	207,171	207,171
512.18-00	Travel and Meetings	874	3,251	8,680	8,853	8,853	8,853
512.20-00	Training Expense	845	4,590	8,172	8,172	8,172	8,172
512.22-00	Office Equipment O & M	22,949	5,849	3,300	500	500	500
512.24-00	Memberships, Subscription	24,177	22,957	24,080	24,199	24,199	24,199
512.29-00	Other Materials Supplies	607	690	0	200	200	200
512.30-01	Dept Share of Insurance	7,761	6,905	10,906	12,515	12,515	12,515
512.38-00	Support Services	32,223	34,675	42,536	34,844	35,502	35,502
512.45-00	Facilities Maint Charge	41,811	43,100	47,804	54,116	54,532	54,532
Supplies and Services		352,627	154,589	197,153	356,106	357,180	357,180
**	City Attorney	969,419	887,261	1,031,439	1,211,453	1,225,116	1,225,116

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

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.

OBJECTIVES	PERFORMANCE MEASUREMENTS/INDICATORS
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 and COVID-19 impacts.	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 of on-going expenses from Measure C to the General and CFD Funds.	In partnership with the City Manager's office, the Finance Department will continue to develop a transition plan over the next four 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 four 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 implementing a biennial budget process. | Finance will work with the City Manager's office to provide the City Council with recommendations on how to implement a biennial budget process for the City of Merced. |
| 10. Assist in establishing a plan for the American Rescue Plan funding in correlation to COVID-19 impacts. | Finance will work with the City Manager's office and all Departments to develop and recommend a plan to the City Council for how the American Rescue Plan funding should be used. |

2021-2022 BUDGET HIGHLIGHTS

The Finance Department has begun the implementation of the new Tyler Technology software for financials. Financials is expected to go live in December 2021. During the implementation, Finance has determined it needs four extra help positions to assist in backfilling during the year. The costs are included in the Finance budget.

The Finance budget includes the addition of one full-time Payroll Technician and reduction of one temporary, 960-hour Accountant I. Due to the increased workload in the payroll division the position will assist in payroll processing as well as, tracking of flexible schedules, monitoring FLSA requirements, assisting with labor negotiation requests and reporting requirements. Payroll in past years has used half of an Accounting Technician from the Customer Service area to assist in biweekly payroll processing and employed a temporary Accountant I for 960 hrs. The addition of the full-time payroll position will provide stability in the payroll division.

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	BUDGET 2020-21	REQUEST 2021-22	RECOM. 2021-22	APPROVAL 2021-22
511.01-00	Regular Salaries	1,303,594	1,356,827	1,436,105	1,520,502	1,569,702	1,569,702
511.03-00	Extra Help	69,146	75,734	142,006	141,471	145,715	145,715
511.04-01	Regular Overtime	2,412	0	6,000	6,000	6,180	6,180
511.10-02	Unused Sick Leave	2,060	2,111	2,192	0	0	0
511.10-05	Retirement PERS Classic	67,599	64,558	71,473	56,021	57,577	57,577
511.10-06	Social Security-OASDI	79,643	81,273	86,518	91,918	95,036	95,036
511.10-07	Social Security-Medicare	20,033	20,638	22,763	23,932	24,723	24,723
511.10-08	State Unemployment	0	0	0	12,215	12,215	12,215
511.10-09	Retirement PERS Lateral	5,878	8,512	11,601	6,162	6,346	6,346
511.10-10	Retirement-PERS New Membr	30,873	39,673	47,023	72,382	74,995	74,995
511.10-12	Workers Compensation	28,776	36,138	30,061	34,810	34,810	34,810
511.10-20	Earned Benefit	40,316	38,268	27,022	30,442	38,455	38,455
511.10-21	Bilingual Pay Program	762	1,395	1,800	4,800	4,800	4,800
511.10-24	Vehicle Allowance	8,142	8,316	8,352	8,064	8,064	8,064
511.10-27	PTS Plan FICA Alternative	900	985	1,846	1,839	1,895	1,895
511.10-33	Core Allowance	305,583	310,243	313,638	390,918	390,918	390,918
511.10-35	Post Employment Benefits	44,908	51,261	65,818	77,859	77,859	77,859
511.10-73	Retirement UAL Misc	163,102	200,077	225,562	271,636	260,564	260,564
Personnel Services		2,173,727	2,296,009	2,499,780	2,750,971	2,809,854	2,809,854
512.11-00	Utilities	4,922	5,114	5,500	5,610	5,610	5,610
512.12-00	Telephone	2,715	3,170	3,052	3,703	3,703	3,703
512.13-00	Postage	17,954	17,427	17,061	18,607	18,607	18,607
512.14-00	Advertising	355	209	400	250	250	250
512.15-00	Office Supplies	14,045	17,396	14,749	15,043	15,043	15,043
512.16-00	Printing	6,301	8,132	8,633	8,608	8,608	8,608
512.17-00	Professional Services	194,171	223,283	260,260	299,074	299,074	299,074
512.18-00	Travel and Meetings	5,204	3,814	9,816	8,788	8,788	8,788
512.20-00	Training Expense	3,333	3,523	4,527	4,539	4,539	4,539
512.21-00	Rents/Leases	300	300	387	348	348	348
512.22-00	Office Equipment O & M	869	3,470	2,456	2,312	2,312	2,312
512.23-00	Vehicle Operations/Maint	460	3,941	1,345	659	659	659
512.24-00	Memberships, Subscription	14,101	16,123	14,552	17,233	17,233	17,233
512.28-00	Safety Supplies	195	198	255	250	250	250
512.29-00	Other Materials Supplies	253	12,134	362	369	369	369
512.30-01	Dept Share of Insurance	35,027	30,786	49,987	55,514	55,514	55,514
512.35-84	Retro Fee Expense	100	300	0	0	0	0
512.38-00	Support Services	306,079	353,827	385,617	420,485	428,549	428,549
512.45-00	Facilities Maint Charge	147,813	152,903	172,596	194,375	195,943	195,943
Supplies and Services		754,197	856,050	951,555	1,055,767	1,065,399	1,065,399
516.62-00	Stores Inventory Adjust	8,428	1,442	0	0	0	0
Other		8,428	1,442	0	0	0	0
617.65-00	Capital Imp. Projects	0	0	70,000	90,000	90,000	90,000
Capital Outlay		0	0	70,000	90,000	90,000	90,000
706.71-01	Principal-Bond Payment	540,000	610,000	680,000	755,000	755,000	755,000
706.71-02	Principal-City Loans	0	0	52,050	73,095	73,095	73,095
706.71-06	Principal Loans	0	2,000,000	2,000,000	1,250,000	1,250,000	1,250,000
706.72-01	Interest Bond Payment	256,476	224,638	188,672	148,580	148,580	148,580
706.72-02	Interest-City Loans	0	3,030	48,527	62,079	62,079	62,079
706.73-01	Agent Fees-Bond Payment	3,153	2,500	3,500	3,570	3,570	3,570
Debt Services		799,629	2,840,168	2,972,749	2,292,324	2,292,324	2,292,324
**	Finance	3,735,981	5,993,669	6,494,084	6,189,062	6,257,577	6,257,577

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 consultant; 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; 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.