

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

**TAB 9**

**DEVELOPMENT SERVICES/HOUSING**

Engineering

Planning and Permitting

Inspection Services

Housing Program

**PAGE NO.**

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**ENGINEERING DEPARTMENT**  
**FUND NO. 017**  
**ACCOUNT NO. 0803**

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***DESCRIPTION***

The Engineering Division is responsible for management of the Capital Improvement Program (CIP) construction, as well as contract management functions to ensure that contracts are meeting City CIP needs. The Engineering Division manages the centralized advertising and award of CIP-related construction contracts and professional services in conformance with the City's Charter and Municipal Code.

In addition, Engineering's design activities include work on various public infrastructure assets to rehabilitate, restore, improve, and add to the City of Merced's capital facilities. This Division provides a full range of engineering services for the City's capital investments in its various types of infrastructure. Engineering is responsible for planning, designing, project and construction management of public improvement projects; quality assurance and inspection of public and private work permitted in the right-of-way; and surveying, construction, and delivery of the City's capital projects.

The Engineering Division provides the following services: fee-supported permits; pre-development and engineering services that are primarily related to infrastructure improvements within the public right-of-way; chair and oversee the Traffic Committee; maintain ownership records of real property within the City; maintain and reproduce maps in support of various City services; check and record subdivision survey maps; and conduct environmental assessments, real estate acquisitions, investigations and research in support of City's operations and capital improvement projects.

***MISSION***

The Engineering Division strives to support its clients (public and private agencies, other City departments, and the general public) with prompt, quality technical assistance in capital improvements and holds paramount the safety, health, and welfare of the public.

***GOALS***

**Goal 1: Provide quality, safe, reliable infrastructure and related services**

- Provide high quality customer service.
- Manage the Capital Improvement Program.
- Manage the Pavement Management System.
- Apply for, obtain, and manage various infrastructure grants.

**Goal 2: Provide timely and efficient delivery of projects**

- Deliver capital projects on time.
- Deliver capital projects within budget.
- Produce high quality capital projects.

## ENGINEERING DEPARTMENT

### **Goal 3: Effect change and promote innovation**

- Establish common goals with other City departments.
- Partner with City departments to improve organizational effectiveness.
- Engage regularly with industries that support City infrastructure.
- Explore and utilize new technology in information management.

### **Goal 4: Increase departmental effectiveness, resiliency, and expand individual employee expertise**

- Provide training opportunities for staff.
- Retain the workforce.
- Actively recruit.
- Support a positive culture/organization.

### ***OBJECTIVES***

1. Manage infrastructure development through Capital Improvement Program (CIP).
2. Effectively coordinate and manage the project lifecycles of all projects within the City.

### ***PERFORMANCE MEASUREMENTS/INDICATORS***

Monitor, prioritize, and coordinate the CIP Program with other Department Heads and City Manager throughout the fiscal year using various funding sources [Local, Measure V, SB1, Community Development Block Grant (CDBG), Congestion Mitigation and Air Quality (CMAQ), Active Transportation Program (ATP), etc.] and programs (Pavement Management System), holding paramount the public health, safety and welfare.

Manage the Pavement Management System to objectively and optimally select street maintenance treatments and locations. Ensure compliance with Disadvantaged Business Enterprise Program.

Determine local business bidding opportunities in developing bid packages for capital improvement projects.

Deliver high quality projects, from design through construction, on time

## ENGINEERING DEPARTMENT

3. Assist various departments for capital improvements, operations, and maintenance of the City's infrastructure.

and under budget in the most efficient manner to serve the public.

Work with other City Departments to create a team environment to improve overall effectiveness, efficiencies, and complete common goals for the public good. Collaborate with outside industries and utilize new technology and information systems in support of the City's infrastructure.
4. Increase overall efficiency and effectiveness of the Department  

Actively recruit and retain staff through effective training. Create a positive and supportive environment that encourages professional growth for all employees. Create a culture where the City is the employer of choice for all employees.
5. Assist with the Wastewater Collection System (Sewer) Master Plan.  

Manage and coordinate consultant work on the Wastewater Collection System Master Plan.
7. Monitor Chapter 927 Statute of 1987 (AB1600) Impact Fees.  

Review the estimated cost of public improvements identified in the Capital Improvement Program budget and the Public Facilities Financing Plan. Needs and impact determination for said improvements for which the fees are charged to be completed by November 2021. Conduct annual Public Hearing, presenting updated resolution to the City Council.



## ENGINEERING DEPARTMENT

### **2021-2022 BUDGET HIGHLIGHTS**

As part of the FY 2021-2022 Proposed Budget, Engineering will work with appropriate agencies in managing water, wastewater, and storm drainage master planned activities; keeping apprised of regional, state and federal issues regarding regulation and permitting of water, wastewater, and storm drainage facilities. Engineering will participate with the continued implementation of the Storm Water Management Programs as dictated by new State mandates and NPDES Permit.

Engineering will work with other departments to develop the Capital Improvement Program Projects identified in the annual budget, and to carefully plan for future projects in the 5-year plan. Engineering will also work with regional agencies to plan and develop projects that will provide regional infrastructure and financing thereof.

Infrastructure projects planned for construction in FY 2021-2022 include: Reconstruction of V Street (16<sup>th</sup> to 18<sup>th</sup> Streets); Traffic Signal Installation at the Intersection of Highway 59/16<sup>th</sup> Street; Sidewalk Infill at Various Locations; Well Site Modifications; Backyard Easement Water Main Relocation; G Street (Childs to 13<sup>th</sup> Street) Roadway Rehabilitation; R Street (16<sup>th</sup> to 18<sup>th</sup> Streets) water main replacement and Roadway reconstruction. Canal Street (19<sup>th</sup> Street to the Railroad) water main replacement and roadway reconstruction, Orchard Avenue Sewer replacement, and Yosemite Avenue (Parsons to Mansionette) roadway resurfacing. It should be noted that sidewalks and access ramps are upgraded to comply with current ADA requirements on most roadway rehabilitation projects.

In addition to these projects, other projects will continue to be developed and prioritized with the use of the completed Pavement Management System (PMS). The PMS is providing vital pavement condition data to support current and future decision-making regarding roadway improvements, including selection of Measure V and SB1 funded projects.

Engineering Projects/StdS

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	1,195,428	1,251,286	1,569,969	1,610,545	1,646,831	1,646,831
Supplies and Services	528,462	436,110	468,823	508,161	589,309	589,309
Debt Service	0	0	0	0	0	0
Acquisitions	13,653	32,996	0	89,000	89,000	89,000
Capital Improvements	0	0	0	0	0	0
* Undefined *	13,591	23,557	12,685	12,685	12,685	12,685
<b>TOTAL</b>	<b>1,751,134</b>	<b>1,743,949</b>	<b>2,051,477</b>	<b>2,220,391</b>	<b>2,337,825</b>	<b>2,337,825</b>

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Construction Permits	128	26,716	0	45,000
Encroachment Permits	380,967	363,738	500,000	500,000
Engineering Inspect Fees	11,777	80,170	150,000	150,000
Plan Checking Fees-Plans	12,821	17,900	22,000	22,000
Personnel Time ChargedCIP	622,290	556,192	825,000	825,000
Sale of Plans	2,921	1,765	3,000	3,000
Unclassified	192	107	0	0
Sale of Equipment	0	11	0	0
Adm Reimb-Facils Roadways	4,221	0	12,481	0
Adm Reimb-Facili Traffic	289	0	818	0
Adm Reimb-Facilities Fire	648	0	1,830	0
Adm Reimb-Faciliti Police	867	0	2,448	0
Adm Reimb-Facilitie Parks	677	0	1,820	0
Interdept DSR-Develop Svc	0	50,525	81,460	111,796
Interdept DSR-Streets	108,601	83,912	92,734	101,386
Interdept DSR-Pub Wrks Ad	3,453	2,602	3,155	3,404
Interdept DSR-Wastewater	259,689	211,793	231,944	204,234
Interdept DSR-Water Sys	310,513	260,801	288,656	237,865
Interdept DSR-Refuse	28,821	10,730	14,180	15,539
Interdept DSR-Airport Ind	3,380	2,932	3,278	3,516
Interdept DSR-Liability	39,148	3,734	41,270	0
Other Revenues	40,269-	70,321	224,597-	115,085
<b>TOTAL</b>	<b>1,751,134</b>	<b>1,743,949</b>	<b>2,051,477</b>	<b>2,337,825</b>

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Engineering Projects/Std

PERSONNEL

Number of Positions

Classification	Funded In Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval
City Engineer	1.00	1.00	1.00	1.00
Sr/Assoc/Asst. Engineer	3.00	3.00	3.00	3.00
Engineer Tech. I/II/III/IV	5.00	5.00	5.00	5.00
Admin. Assistant I/II/III	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00
Environment Projects Manager	1.00	1.00		
Engineering Project Manager			1.00	1.00
<b>TOTAL</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

BUDGET DETAIL EXPENSES

017-0803	Engineering Projects/Std						
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
531.01-00	Regular Salaries	652,018	725,934	973,901	976,977	1,011,802	1,011,802
531.03-00	Extra Help	42,462	42,130	0	0	0	0
531.04-01	Regular Overtime	2,798	1,702	3,000	3,000	3,090	3,090
531.10-05	Retirement PERS Classic	20,804	19,733	26,732	16,481	17,044	17,044
531.10-06	Social Security-OASDI	41,135	43,879	59,294	59,068	61,249	61,249
531.10-07	Social Security-Medicare	10,236	10,873	13,867	13,814	14,325	14,325
531.10-08	State Unemployment	0	7,194	396	102	102	102
531.10-09	Retirement-PERS Lateral	16,430	12,418	13,722	13,694	14,241	14,241
531.10-10	Retirement-PERS New Membr	14,977	28,880	47,313	55,525	57,144	57,144
531.10-12	Workers Compensation	15,124	14,682	10,572	5,587	5,587	5,587
531.10-20	Earned Benefit	29,300	5,497	8,829	8,829	11,360	11,360
531.10-21	Bilingual Pay Program	992	1,207	1,200	1,200	1,200	1,200
531.10-24	Vehicle Allowance	3,966	7,755	8,352	8,064	8,064	8,064
531.10-27	PTS Plan FICA Alternative	552	548	0	0	0	0
531.10-33	Core Allowance	195,490	166,466	225,074	244,889	244,889	244,889
531.10-35	Post Employment Benefits	36,415	30,967	29,516	28,779	28,779	28,779
531.10-73	Retirement UAL Misc	112,729	131,421	148,201	174,536	167,955	167,955
Personnel Services		1,195,428	1,251,286	1,569,969	1,610,545	1,646,831	1,646,831
532.12-00	Telephone	4,202	4,426	3,703	3,703	3,703	3,703
532.13-00	Postage	326	359	500	500	500	500
532.14-00	Advertising	0	0	75	76	76	76
532.15-00	Office Supplies	7,121	7,469	13,000	13,000	13,000	13,000
532.16-00	Printing	0	0	1,220	1,500	1,500	1,500
532.17-00	Professional Services	182,476	17,520	33,800	34,800	111,800	111,800
532.18-00	Travel and Meetings	1,047	1,661	5,600	7,000	7,000	7,000
532.19-00	Mileage	25	0	150	150	150	150
532.20-00	Training Expense	1,634	2,849	7,600	9,500	9,500	9,500
532.21-00	Rents/Leases	4,334	1,760	6,500	6,500	6,500	6,500
532.22-00	Office Equipment O & M	1,358	1,357	1,500	1,500	1,500	1,500
532.23-00	Vehicle Operations/Maint	7,165	5,293	7,968	7,761	7,761	7,761
532.24-00	Memberships, Subscription	15,508	23,169	29,967	51,145	51,145	51,145
532.26-00	Other Equipment O & M	0	0	1,680	1,713	1,713	1,713
532.27-00	Small Tools	1,601	794	2,500	2,550	2,550	2,550
532.28-00	Safety Supplies	356	272	2,250	2,295	2,295	2,295
532.30-01	Dept Share of Insurance	18,424	15,903	22,905	23,898	23,898	23,898
532.32-00	Vehicle Replacement Fee	0	0	8,366	9,282	9,282	9,282
532.35-84	Retro Fee Expense	350	100	0	200	200	200
532.38-00	Support Services	112,523	122,857	115,846	117,218	119,512	119,512
532.45-00	Facilities Maint Charge	39,941	41,172	45,666	51,696	52,092	52,092
532.46-00	Computer Replacement Chrg	0	13,462	0	0	0	0
Supplies and Services		398,391	260,423	310,796	345,987	425,677	425,677
533.43-00	Machinery/Equipment	13,653	32,996	0	89,000	89,000	89,000
Property		13,653	32,996	0	89,000	89,000	89,000
534.91-01	Adm Exp-City Manager	28,105	36,430	28,903	27,783	27,320	27,320
534.91-02	Adm Exp-City Attorney	5,951	11,229	6,722	8,136	8,270	8,270
534.91-03	Adm Exp-City Clerk	11,539	15,465	13,618	12,531	12,918	12,918
534.91-09	Adm Exp-Finance	70,180	93,728	79,957	85,414	86,496	86,496
534.91-10	Adm Exp-Purchasing	7,513	10,036	8,627	8,604	8,766	8,766
534.91-16	Adm Exp-City Council	6,783	8,799	7,310	8,776	8,732	8,732
Administrative		130,071	175,687	145,137	151,244	152,502	152,502
535.92-01	Interdept DSC-General Fnd	0	0	12,890	0	0	0

BUDGET DETAIL EXPENSES

017-0803 Engineering Projects/Stds							
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
535.92-17	Interdept DSC-Develop Svc	0	0	0	10,930	11,130	11,130
	Interdepartmental	0	0	12,890	10,930	11,130	11,130
968.93-72	Trsf-Support Service(672)	13,591	23,557	12,685	12,685	12,685	12,685
	Other	13,591	23,557	12,685	12,685	12,685	12,685
**	Engineering Projects/Stds	1,751,134	1,743,949	2,051,477	2,220,391	2,337,825	2,337,825

## ENGINEERING

- 12-00 Telephone** - department office phones and cellular phones.
- 13-00 Postage** - for general correspondence, including responses to Traffic Committee requests.
- 14-00 Advertising** - includes costs for miscellaneous, for publishing items such as legal notices and calls for bids (except capital improvement projects, which are billed to each project).
- 15-00 Office supplies** - includes all paper, ink cartridges, pens, paper, fasteners, envelopes, adding machine tape, ribbons, printer supplies, pens, pencils, and other miscellaneous supplies necessary for operation of an office up to \$4,999. Request for computers and computer-related items should be entered here. All computer purchases need to be approved by the Information Technology Department.
- 17-00 Professional Services** - as needed includes geotechnical, survey, and traffic engineering.
- 18-00 Travel and Meetings** - associated with the following meetings, as well as training in Line 20-00: American Public Works Association (APWA); American Society of Civil Engineers; Institute of Transportation Engineers (ITE); California Water Pollution Control Association; American Water Works Association (AWWA); Air Pollution Control District; computer training; AutoCAD updating; City-County cooperation; and other staff training as needed.

Includes employee expenses such as room, meals and transportation and expenses incurred in the performance of official duties. List all meetings you plan to attend, who will be attending, and how they relate to enhancing your contribution to your department. Note that this line item includes all transportation, mileage, lodging and meals associated with training. Where individual items require several lines of description on the Miscellaneous Budget Information Entry screen, number each item and insert a divider line between items. See Example 9 (Travel).

The assumption for meals is \$54 per day

- 19-00 Mileage (formerly Car Allowance)** - reimbursement for employee use of personal vehicle (i.e. travel to or from work-required training courses).



Mileage reimbursement is at 58 cents per each mile of approved use of personal vehicle. Department head vehicle allowances are included in the personnel services portion of the budget and are not to be included in this line item.

**20-00 Training Expense** - Includes in-service training course expenses, classroom instruction, registration fees, and training supplies. Again, list all training, who will be trained, and how this training assists the City of Merced. Note: Training expenses are defined as those expenses related to maintaining or improving skills required by the employee in his/her occupation and that meet the express requirements of the City, or the requirements of law or regulations imposed as a condition to the retention of the employee. Where individual items require several lines of descriptions on the Miscellaneous Budget Information Entry screen, number each item and insert a divider line between items. See Example 10 (Training). See Object 18-00, Travel and Meetings, for meal allowances, lodging, mileage, and transportation associated with training.

Various technical workshops, computer assisted drafting and registration for workshops and conferences listed in Line 18-00 above.

**21-00 Rents/Leases** - Includes rents or leases of land, buildings, machinery and equipment (large format plotter).

**22-00 Office Equipment Maintenance** - Includes all parts, materials and services required to maintain office furniture and machines such as maintenance agreements for routine preventive maintenance and emergency repairs of office equipment performed by the manufacturer or other outside firms. Does not include copier machines. (Department printers, large-format plotters, and PC hardware and equipment)

**23-00 Vehicle Operation and Maintenance** - This item will be entered centrally.

**24-00 Membership/Subscriptions** - Includes membership dues to professional organizations and associations, books, reference materials, tapes, periodicals, journals and newspaper subscriptions.

Institute of Transportation Engineers; American Public Works Association (APWA); Cadence; Catalyst; American Society of Civil Engineers; California Water Pollution Control Association; Water Environment Federation (WEF); Groundwater Resources Association; American Water Works Association (AWWA); and professional registrations and subscriptions.

**27-00 Small Tools/Shop and Field** - Includes tools and equipment that have an expected life of less than one year, such as hand tools and small

equipment used by carpenters, painters, plumbers, electricians, janitors, mechanics, laborers, surveyors, draftsmen, engineers, gardeners, policemen, and fire fighters. Survey supplies; survey markers, paint, nails, ribbon, etc.

**28-00 Safety Clothing and Equipment** - Includes rain gear, safety shoes, safety glasses, fire fighter turnout gear, helmets, gloves, fire extinguishers, flashlights, batteries, and first aid supplies. (Hard hats, safety vests, and safety boots for employees in the field)

**PLANNING AND PERMITTING**  
**FUND NO. 017**  
**ACCOUNT NO. 0804**

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***DESCRIPTION***

The Planning and Permitting Division of the City's Development Services Department is primarily responsible for developing and maintaining the City's General Plan (the City's long-term vision for growth and development), processing applications for new development, and ensuring compliance with the City's zoning code and other regulations. In addition, the Division provides customer assistance, maintains a "one-stop" permit process for new commercial, industrial, and residential projects, assists new businesses in meeting City regulations and State environmental requirements, and prepares neighborhood plans and other special projects. The Division provides a professional level of development services support to the general public, applicants for new development projects, new and current business owners, City departments, Bicycle Advisory Commission, Planning Commission, and the City Council.

***MISSION***

The Planning and Permitting Division guides the community as it grows in meeting its long-range vision, land use, circulation, and public facilities and infrastructure needs, and maintaining its high quality of life.

***GOALS***

- ◇ Implementation of the General Plan that is used by citizens, local officials, and agencies as the primary policy framework for City growth and development.
- ◇ Complete Annexation Application to LAFCO for UC Merced per AB 3312.
- ◇ Complete the Update of the Public Facilities Financing Plan and Public Facilities Impact Fee program as well as continuing to monitor its implementation.
- ◇ Complete Comprehensive Sign Ordinance Update.
- ◇ Continued Implementation/Monitoring of Commercial Cannabis Business Ordinance/Permits and Ordinance Updates.
- ◇ Completion of Zoning Ordinance revisions to address changes to State law regarding various Housing issues, and others to streamline development.
- ◇ Begin Housing Element Update.
- ◇ Process development applications with a commitment to efficiency, problem solving, flexibility, and balancing of competing interests. Efficiently manage the City's development review process.

## PLANNING AND PERMITTING

### OBJECTIVES

### PERFORMANCE MEASUREMENTS/INDICATORS

- |   |   |
|---|---|
| 1. UC Merced Annexation Application   | Completion of the Application to the Local Agency Formation Commission (LAFCO) for Annexation of the UC Merced Campus, including required environmental documentation, per AB 3312 by Spring 2022.  |
| 2. Comprehensive Sign Ordinance Update  | Completion of Comprehensive Sign Ordinance Update, including stakeholder outreach and public hearings for adoption, by end of 2021.   |
| 3. Implementation of Commercial Cannabis Business Ordinance and Ordinance Revisions.  | Consider Ordinance revisions regarding the number of retail permits, clean-up, and local preference as directed by Council by end of 2021. Annual renewals for existing permit holders by January 2022. Monthly check-ins with approved permit holders to monitor progress on getting open. Regular inspections (with consultant assistance) of open businesses. Additional cannabis applications on an ongoing basis.                          |
| 4. Update of Public Facilities Financing Plan & Impact Fee Program  | Completion by December 2021 of the Update of the Public Facilities Financing Plan and Impact Fee Program including stakeholder outreach and hearings for adoption.  |
| 5. Zoning Ordinance revisions to address changes in State law for various Housing issues, and development streamlining efforts. | Various amendments to the Zoning Code and Subdivision Ordinance were identified in the City's 2020 Consolidated Plan, including inclusionary zoning, objective standards for housing, by-right duplexes in single-family zones, mixed use residential standards, tiny homes, etc., which will be prioritized by the Council. Some amendments should be completed by June 2022, but many are likely to continue into the FY 2022-23 budget year. |
| 6. Housing Element Update   | The City's Housing Element will need to be updated per the State's schedule by March 15, 2024. In order to complete the revisions in time, work should begin on hiring a consultant by May 2022.  |

## PLANNING AND PERMITTING

### OBJECTIVES

### PERFORMANCE MEASUREMENTS/INDICATORS

- |   |   |
|---|---|
| 7. Complete Improvements to Street Closure, Community Facilities Districts, Public Convenience & Necessity, Environmental Review, and other City Procedures   | Complete improvements to procedures, (in some cases, including evaluation of where in the City organization these tasks fit best), by Spring 2022.                        |
| 8. Continue to process major development applications (such as general plan amendments, zone changes, subdivision maps, conditional use permits, annexations, environmental reviews, etc.)  | Ongoing. Continue to bring the projects before the decision makers (City Council, Planning Commission, etc.) in a timely manner (generally 8-12 weeks after application). |
| 9. Continue to process minor development applications, such as Administrative Conditional Use Permits for Signs, Site Plan Approval applications, Minor Subdivisions, etc., as well as building permits and new business licenses.      | Ongoing. Continue to process such applications within a 2-4 week time frame. Continue to explore streamlining opportunities to make all processes more efficient.         |
| 10. Continue to provide staff support to the City Council, Planning Commission, the Pedestrian and Bicycle Advisory Commission (PBAC), the ATP Citizens Focus Group, Public Facilities Financing Plan Task Force, and others as needed. | Agenda packets for meetings are made available at least 3 days prior to meetings. City Council and Planning Commission meet twice a month. PBAC meets 6 times per year.   |

### **2021-2022 BUDGET HIGHLIGHTS**

- ◆ Complete LAFCO Application for UC Merced Annexation
- ◆ Complete the Sign Ordinance Update
- ◆ Continued Implementation of the Commercial Cannabis Business Ordinance and Ordinance Revisions
- ◆ Update the Public Facilities Financing Plan
- ◆ Streamlined development process and improvements to procedures, including Zoning Ordinance revisions







BUDGET DETAIL EXPENSES

017-0804	Planning & Permitting						
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	487,689	541,964	549,839	658,649	680,156	680,156
511.03-00	Extra Help	24,716	1,644	17,000	85,788	88,362	88,362
511.04-01	Regular Overtime	1,745	761	9,819	10,167	10,472	10,472
511.10-02	Unused Sick Leave	2,556	2,620	2,617	2,696	2,777	2,777
511.10-05	Retirement PERS Classic	16,987	18,322	19,685	28,903	29,794	29,794
511.10-06	Social Security-OASDI	30,722	33,827	35,492	41,932	43,243	43,243
511.10-07	Social Security-Medicare	7,698	8,095	8,658	11,094	11,461	11,461
511.10-08	State Unemployment	60	0	0	2,037	2,037	2,037
511.10-09	Retirement PERS Lateral	4,219	4,551	4,889	4,549	4,686	4,686
511.10-10	Retirement-PERS New Membr	17,837	22,575	25,236	24,839	25,715	25,715
511.10-12	Workers Compensation	2,820	3,020	3,205	3,203	3,203	3,203
511.10-20	Earned Benefit	13,764	12,050	25,284	26,524	32,041	32,041
511.10-21	Bilingual Pay Program	600	603	600	600	600	600
511.10-24	Vehicle Allowance	2,850	2,911	2,923	2,822	2,822	2,822
511.10-27	PTS Plan FICA Alternative	322	21	221	1,115	1,149	1,149
511.10-33	Core Allowance	78,669	77,345	76,096	110,933	110,933	110,933
511.10-35	Post Employment Benefits	30,843	30,532	28,819	28,410	28,410	28,410
511.10-73	Retirement UAL Misc	66,940	73,069	83,671	117,667	112,903	112,903
Personnel Services		791,037	833,910	894,054	1,161,928	1,190,764	1,190,764
512.12-00	Telephone	478	2,728	1,156	1,191	1,191	1,191
512.13-00	Postage	1,125	2,604	7,389	7,698	7,698	7,698
512.14-00	Advertising	2,303	1,936	7,714	7,738	7,738	7,738
512.15-00	Office Supplies	11,875	11,190	13,367	13,768	13,768	13,768
512.16-00	Printing	922	1,536	5,566	5,657	5,657	5,657
512.17-00	Professional Services	115,811	38,328	50,017	150,830	150,830	150,830
512.18-00	Travel and Meetings	7,540	5,462	19,345	24,181	24,181	24,181
512.19-00	Mileage	0	28	102	105	105	105
512.20-00	Training Expense	8,617	4,353	20,077	25,096	25,096	25,096
512.21-00	Rents/Leases	607	677	1,625	1,674	1,674	1,674
512.22-00	Office Equipment O & M	0	974	86	88	88	88
512.24-00	Memberships, Subscription	6,211	6,448	8,638	12,867	12,867	12,867
512.29-00	Other Materials Supplies	0	0	3,205	3,011	3,011	3,011
512.30-01	Dept Share of Insurance	11,784	9,596	15,192	19,129	19,129	19,129
512.34-00	Contingency Reserve	0	0	25,000	25,000	25,000	25,000
512.35-84	Retro Fee Expense	100	50	0	0	0	0
512.38-00	Support Services	47,840	49,540	49,788	61,304	62,536	62,536
512.45-00	Facilities Maint Charge	61,129	63,012	69,891	79,118	79,726	79,726
512.46-00	Computer Replacement Chrg	0	4,276	0	0	0	0
Supplies and Services		276,342	202,738	298,158	438,455	440,295	440,295
513.43-00	Machinery/Equipment	5,251	0	0	0	0	0
Property		5,251	0	0	0	0	0
514.91-01	Adm Exp-City Manager	25,881	35,101	30,551	30,813	30,181	30,181
514.91-02	Adm Exp-City Attorney	5,480	10,819	7,105	9,023	9,136	9,136
514.91-03	Adm Exp-City Clerk	13,737	18,290	17,291	20,806	21,186	21,186
514.91-09	Adm Exp-Finance	64,626	90,308	84,517	94,731	95,556	95,556
514.91-10	Adm Exp-Purchasing	6,918	9,670	9,119	9,542	9,684	9,684
514.91-16	Adm Exp-City Council	6,246	8,478	7,727	9,733	9,646	9,646
Administrative		122,888	172,666	156,310	174,648	175,389	175,389
515.92-01	Interdept DSC-General Fnd	0	106,353	92,543	78,252	55,055	55,055
515.92-17	Interdept DSC-Develop Svc	0	21,585	44,434	70,396	71,540	71,540

BUDGET DETAIL EXPENSES

017-0804 Planning & Permitting							
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
515.92-29	Interdept DSC-Pub Works	0	0	0	0	9,225	9,225
515.92-70	Interdept DSC-Hsng Admin	0	0	24,350	0	0	0
	Interdepartmental	0	127,938	161,327	148,648	135,820	135,820
908.93-01	Trsf-General Fund (001)	35,643	509,831	428,071	28,255	28,255	28,255
	Other	35,643	509,831	428,071	28,255	28,255	28,255
968.93-72	Trsf-Support Service(672)	9,489	16,447	8,856	8,856	8,656	8,656
	Other	9,489	16,447	8,856	8,856	8,656	8,656
**	Planning & Permitting	1,240,650	1,863,530	1,946,776	1,960,790	1,979,179	1,979,179

## PLANNING AND PERMITTING

- 14-00 Public hearing notices and display ads.
- 17-00 Miscellaneous recording fees and Zoning Map updates; ariel imagery, Notary Public expenses, prior year encumbrance for contract for consultants related to, consultants for environmental assessment (paid by Developer), and consultants for Cannabis Business Inspections and the Housing Element Update.
- 18-00 American Planning Association section meetings and state and national conferences; League of California Cities Planning Commissioner Academy; ESRI conference; staff trainings and conferences; meetings with consultants; and meetings in other Central Valley cities.
- 20-00 Staff technical training and conferences; Planning Commission field trips and workshops related to planning law, Subdivision Map Act, environment and development, and registration fees associated with conferences outlined in Line 18-00 above.
- 24-00 Memberships (i.e. American Planning Association); Subscriptions (i.e. State Office of Planning and Research Reports; ITE Trip Generation Handbooks; Merced Sun-Star; Merced County Times; Zoning News); Planning, CEQA related publications; Computer software licenses; Notary Public Memberships and Insurance.

**INSPECTION SERVICES**  
**FUND NO. 017**  
**ACCOUNT NO. 0805**

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***DESCRIPTION***

The Inspection Services Division is responsible for the review of plans, issuance of building permits, and inspection of all private/public building construction projects, for new construction, additions and alterations within the City of Merced. The Inspection Services Division ensures compliance with federal, state, and local laws, as well as the municipal codes regulating the design, construction, material standards, intended use and occupancy, locations, and maintenance of structures. The objective is to provide our citizens with standards to safeguard life, health, property, and the public welfare, while providing the highest level of customer service possible. The Division investigates violations of these laws and codes as requested by other agencies, other City departments, or the general public through an inquiry. Inspection Services is also responsible for compliance with special architectural, landscaping, capital improvement plan review and inspection, or sign conditions required by the City Council, state, local law or various City Commissions. Inspection Services is a member of the Development Services One-Stop Shop Permit Processing Center enhancing the City's ability to provide customer service.

***MISSION***

Inspection Services is responsible for the administration and enforcement of the California Building Standards Codes and related federal, state, and City adopted laws and ordinances. This responsibility is for the purpose of life safety as it relates to building construction, fire sprinkler and alarm design and specialized systems, thereby assuring all structures meet or exceed the minimum life safety standards of the aforementioned codes, laws, and ordinances. This Division assures these standards by providing organized procedures for the review of plans and specifications and field inspections of construction projects.

***GOALS***

- ◇ Strive for a higher level of customer service which meets or exceeds expectations without compromising public safety.
- ◇ Perfecting the use of electronic capabilities to aid in information exchange, plan review, building permits, and inspection, incorporating GIS tools.
- ◇ Maintain active involvement in technical and interpersonal training that will enhance Inspection Services staff's expertise.
- ◇ Encourage a creative and productive environment.

## INSPECTION SERVICES

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- |   |   |
|---|---|
| <p>1. Continued active involvement with the Code Enforcement Task Force.</p>  | <p>The Code Enforcement Task Force is evolving and has developed a procedures manual for the task force. There have been several successful abatements, greatly benefiting the citizens and the City as a whole.</p>  |
| <p>2. Perfecting the electronic permitting, plan review, and permit issuance process. Adding Electron permit issuance during COVID-19</p> | <p>Having existing full electronic submittals, issuing of plans and electronic storage of plans, which greatly reduces staff time in the permitting and archiving of plans. Having this already in place during COVID-19 made a seamless transition for processes. Electronic permit issuance was added to meet demands and requirements for permit issuance.</p>   |
| <p>3. Maintain active involvement in technical training to enhance Inspection Services staff's expertise.</p>                             | <p>Evaluate employee certifications yearly. Provide access to all staff, for at least one CALBO, ICC, or CBOAC event per year, for each employee, to ensure state mandated, continuing education requirements are met.</p>  |
| <p>4. Perform the highest level of customer service, consistent building plan review and inspections.</p>                                 | <p>Continue with Builders forums and round tables, keeping the stakeholders informed. Offering customer service academy training for soft skills enhancing the customer service experience Utilize consultants on an as needed basis for plan review, front counter duties and inspections. Continue to add full time staff to meet demands, which also helps in building relationships with inspection services customers.</p> |
| <p>5. Maintain 2 to 3 week plan review turnaround times for first check, 1 to 2 weeks for back check.</p>                                 | <p>Monitor, prioritize, and coordinate plan reviews. Continue to coordinate certain projects with Development Services and those members involved from other Departments.</p>   |



## INSPECTION SERVICES

### **BUDGET HIGHLIGHTS AND LOOKING FORWARD TO 2021-2022**

Inspection Services is looking forward to keeping up with the demand of increased residential and commercial construction as the City of Merced continues to grow towards the future. Given the continuing growth in the construction industry over recent past years, the Inspection Services Division has achieved a balanced budget and is expecting an even healthier budget this year.

This past fiscal year we have experienced continued growth in the construction of single family dwellings (SDU). New Single-family dwelling units issued since July 2020 total 529, up from the previous year. Months ahead not expected to slow with 380 single family dwelling permits in various stages of review, or waiting to be issued. There was a significant record breaking number of Single family dwelling permits issued for in 2020 totaling 723, the most in over a decade.

There was a total number of Multi-family units added through permit issuance totaling 389, another record breaking statistic for the year. Multi-family units added; Childs and B, (5) Apartment buildings with a total of 119 units, and Merced Station, (15) Apartment buildings with 270 units.

Since July 2020 through January 2021, the Inspection Services Division saw the (3) Downtown Historic projects completed or partial occupancy granted: El Capitan hotel, which consists of the addition of the 52,436 square feet and renovation of 16,880 square feet; Tioga Hotel, renovation to apartments and future Tenant Spaces; Mainzer Theatre, a completed renovation with full occupancy granted.

The Merced Mall Tenant improvement projects in review or under construction have been granted extensions to March 2022, due to COVID-19 restrictions placed on these types of businesses. We are expecting them to move forward with their projects seeing better days ahead.

The beginning of development around the Gateway Market Place Development brings the first project completed, an ARCO AM/PM, gas, mini-mart, and carwash saw Certificate of Occupancy issued December 1, 2020. The 1<sup>st</sup> Project in the Santa Fe/HWY 59 Development project is close to having permits issued, this will also be an ARCO/AMPM, gas, minimart/fast food shell, and car wash.

There are other multiple commercial projects with issued permits this fiscal year, including (2) Dutch Brothers, Best Buy, Bitwise, Bag O' Crabs, Cannabis Cultivation, Cannabis dispensary, Dollar Tree, and a new 35,280 square foot Industrial shell building.

This fiscal year continues to be less financially challenging for the fifth time in a row for the Inspection Services Division. The Division's plan review team continues to provide a 2 to 3 week turnaround time on average for the first

## **INSPECTION SERVICES**

review. Due to continued work-load increases, and with current staffing levels, the Inspection Services Division has supplemental contracts in place to assist with plan review. Mid-year budget has added 2 full time inspectors and 1 full time Development Services Tech.



Inspection Services

PERSONNEL

Number of Positions

Classification	Funded In Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval
Dir of Devel. Svc	.50	.50	.50	.50
Chief Building Official	1.00	1.00	1.00	1.00
Building Inspector III	1.00	1.00	1.00	1.00
Building Inspector I/II	4.00	4.00	4.00	4.00
Development Services Tech I/II	3.00	3.00	3.00	3.00
Plan Examiner I/II	3.00	3.00	3.00	3.00
Admin Assistant I/II/III	.50	.50	.50	.50
<b>TOTAL</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

BUDGET DETAIL EXPENSES

017-0805	Inspection Services						
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	622,883	733,601	748,746	909,630	945,327	945,327
511.03-00	Extra Help	9,089	0	0	21,885	22,541	22,541
511.04-01	Regular Overtime	23,427	28,760	40,000	40,800	42,024	42,024
511.04-04	Call Back Time Worked	593	629	5,355	5,462	5,626	5,626
511.10-05	Retirement PERS Classic	19,177	18,679	15,310	14,957	15,555	15,555
511.10-06	Social Security-OASDI	40,278	47,058	49,469	60,055	62,288	62,288
511.10-07	Social Security-Medicare	9,772	11,235	11,728	14,426	14,990	14,990
511.10-08	State Unemployment	122	1,696	0	7,641	7,641	7,641
511.10-09	Retirement PERS Lateral	11,456	12,432	13,380	6,499	6,694	6,694
511.10-10	Retirement-PERS New Membr	19,421	30,407	37,727	58,337	60,352	60,352
511.10-12	Workers Compensation	2,673	6,047	3,659	4,238	4,238	4,238
511.10-17	Stand By Pay	20,847	18,051	23,845	24,560	25,297	25,297
511.10-20	Earned Benefit	8,062	12,170	11,113	12,979	16,578	16,578
511.10-24	Vehicle Allowance	4,071	4,158	4,176	4,032	4,032	4,032
511.10-27	PTS Plan FICA Alternative	118	0	0	284	293	293
511.10-33	Core Allowance	115,792	122,293	134,898	202,098	202,098	202,098
511.10-35	Post Employment Benefits	58,514	57,621	58,335	62,025	62,025	62,025
511.10-73	Retirement UAL Misc	76,408	100,712	113,939	162,504	156,921	156,921
Personnel Services		1,042,703	1,205,549	1,271,680	1,612,412	1,654,520	1,654,520
512.12-00	Telephone	6,694	6,943	10,728	11,024	11,024	11,024
512.13-00	Postage	92	98	816	832	832	832
512.15-00	Office Supplies	3,494	6,073	4,774	4,917	4,917	4,917
512.16-00	Printing	15	100	932	960	960	960
512.17-00	Professional Services	240,887	361,747	303,100	43,410	43,410	43,410
512.18-00	Travel and Meetings	2,158	416	11,384	16,858	16,858	16,858
512.20-00	Training Expense	5,383	1,424	9,059	13,934	13,934	13,934
512.21-00	Rents/Leases	607	271	650	650	650	650
512.22-00	Office Equipment O & M	56	7,612	9,788	13,388	13,388	13,388
512.23-00	Vehicle Operations/Maint	10,117	10,594	8,226	7,702	7,702	7,702
512.24-00	Memberships, Subscription	9,757	6,140	10,265	12,902	12,902	12,902
512.26-00	Other Equipment O & M	0	0	1,275	1,275	1,275	1,275
512.27-00	Small Tools	0	0	1,485	1,529	1,529	1,529
512.28-00	Safety Supplies	531	94	1,192	1,662	1,662	1,662
512.29-00	Other Materials Supplies	0	0	5,850	2,750	2,750	2,750
512.30-01	Dept Share of Insurance	14,345	12,389	21,143	28,162	28,162	28,162
512.32-00	Vehicle Replacement Fee	0	0	11,379	12,410	12,410	12,410
512.35-84	Retro Fee Expense	50	0	0	0	0	0
512.38-00	Support Services	78,832	84,980	82,541	93,895	95,665	95,665
512.45-00	Facilities Maint Charge	64,792	66,788	74,079	83,860	84,504	84,504
Supplies and Services		437,810	565,669	568,666	352,120	354,534	354,534
513.43-00	Machinery/Equipment	2,100	0	0	0	80,000	80,000
Property		2,100	0	0	0	80,000	80,000
514.91-01	Adm Exp-City Manager	19,574	18,961	19,758	21,568	21,238	21,238
514.91-02	Adm Exp-City Attorney	4,144	5,844	4,595	6,316	6,429	6,429
514.91-03	Adm Exp-City Clerk	7,273	7,296	8,469	9,022	9,335	9,335
514.91-09	Adm Exp-Finance	48,877	48,783	54,660	66,308	67,240	67,240
514.91-10	Adm Exp-Purchasing	5,232	5,224	5,898	6,679	6,814	6,814
514.91-16	Adm Exp-City Council	4,724	4,580	4,997	6,813	6,788	6,788
Administrative		89,824	90,688	98,377	116,706	117,844	117,844
515.92-01	Interdept DSC-General Fnd	39,460	160,346	220,591	208,079	208,308	208,308

BUDGET DETAIL EXPENSES

017-0805	Inspection Services						
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
515.92-17	Interdept DSC-Develop Svc	0	28,940	37,026	39,396	40,256	40,256
515.92-29	Interdept DSC-Pub Works	0	0	0	9,225	0	0
	Interdepartmental	39,460	189,286	257,617	256,700	248,564	248,564
968.93-72	Trsf-Support Service(672)	11,524	19,976	10,756	10,756	10,756	10,756
	Other	11,524	19,976	10,756	10,756	10,756	10,756
**	Inspection Services	1,623,421	2,071,168	2,207,096	2,348,694	2,466,218	2,466,218



## INSPECTION SERVICES

- 13-00 Regular postage includes mailing for construction code update education mailers.
- 16-00 Business cards and permit forms.
- 17-00 Imaging of permits and plan check services and fire plan review services, Ariel pictometry, ESRI share.
- 18-00 California Building Officials annual and monthly meetings, CALBO Education Week, International Code Conference (ICC) seminars and annual business meeting, local builders meeting, HTE update training and travel associated with training in Line 20-00 below.
- 20-00 International Code Conference (ICC) and California Building Officials Plumbing, Mechanical and Structural certificate programs; code inspection, and registration fees for meetings outlined in Line 18-00 above.
- 22-00 Maintenance for microfiche equipment, printers, scanners, copiers, and facsimile machine; Monitors, chairs, ipad installations, software user fees.
- 24-00 Memberships for International Code Conference (ICC); California Building Officials; International Association of Electrical Inspectors; Yosemite Chapter of ICC; California State Administrative Code, Titles 19, 24, and 25; national and state fire codes; construction data publications; code books for plumbing, mechanical, and building code; and ICBO/ICC research reports.
- 26-00 Maintenance for cellular phones, batteries for digital cameras, additional accessories necessary for upgrading process to digital plan review
- 27-00 Testing equipment, measuring devices, tools such as levels, screwdriver sets, telescoping mirrors, fire hydrant flow pressure checker, misc. other tools.
- 28-00 Gloves, safety glasses, vests, ear plugs, hard hats, boots; other safety equipment; fire extinguisher service
- 29-00 Front door equipped for badge entry and panic button installation.

Inspection Services

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	7,695	150	50,605	46,048	46,556	46,556
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	7,695	150	50,605	46,048	46,556	46,556

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Other Revenues	7,695	150	50,605	46,556
TOTAL	7,695	150	50,605	46,556

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BUDGET DETAIL EXPENSES

082-0805	Inspection Services						
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
512.18-00	Travel and Meetings	3,498	0	10,000	10,000	10,000	10,000
512.20-00	Training Expense	4,197	150	10,000	10,000	10,000	10,000
512.29-00	Other Materials Supplies	0	0	30,605	26,048	26,556	26,556
	Supplies and Services	7,695	150	50,605	46,048	46,556	46,556
**	Inspection Services	7,695	150	50,605	46,048	46,556	46,556

## HOUSING DIVISION

**FUND No's. 018, 031, 033, 034, 041, 042, 052, 053, 059, 066, 069 070, 071, 079, 380, & 471**

**ACCOUNT No's. 0701, 1301, 1340, 1343, 1344, 1346, 1349, 1350, 1351, 1352, 1354, 1356, 1357, & 1363**

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### **DESCRIPTION**

The City of Merced Housing Division receives federal Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) on a formula basis. The amount is dependent upon the allocation level established by Congress. The Housing Division administers CDBG and HOME funds in order to increase the supply of safe, decent, and affordable housing. The program focuses on owner-occupied rehabilitation or reconstruction, affordable rental housing, and first time homebuyer programs.

*The Housing Division is also involved in community development and neighborhood reinvestment. CDBG funds are used for broader community development purposes within established guidelines. Examples of such activities are sewer and water infrastructure improvements, public facility improvements, inter-agency partnerships, public services, and the financing of large multi-family Affordable Housing developments. An Annual Action Plan outlines projects in these areas, funding required and projected outcomes.*

### **MISSION**

The City of Merced Housing Division strives to provide and maintain affordable housing, public services, infrastructure improvements, and public facilities for low to moderate-income residents by using federal and state funds.

### **GOALS**

- Provide public service grants to local non-profit organizations and government agencies. This includes continuance of the City's partnership with the County of Merced to provide Continuum of Care administrative services in the community.
- Partner with affordable housing developers and non-profit organizations to construct and provide permanent supportive housing and the necessary 'wrap-around' services necessary to serve Merced's homeless population.
- Continue to seek grant opportunities and establish partnerships with local organizations.
- Partner with organizations to provide first time homebuyer education to low-income households.
- Provide owner occupied rehabilitation grants for low-income households.
- Provide first time homebuyer loans to qualified low-income households.
- Improve fair housing services to area residents.

## HOUSING DIVISION

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENTS/INDICATORS</b>
1. Grant Opportunities	Continually seek grant opportunities and partnerships with local organizations for the development of the City's affordable housing stock.
2. Rehabilitation of properties either vacant or occupied by Low to Moderate Income households	Partner with community based organizations and homeowners to rehabilitate properties needing health and safety repairs.
3. Provide First Time Homebuyer Loans to Low and Moderate Income Households	Work from ongoing FTHB Waiting List to provide approximately 10 loans to qualified first time homebuyers.
4. NSP3 Program (HUD)	Work with HUD to close out the NSP3 Grant and transfer residual income to Community Development Block Grant program.
5. Monitoring	Continue monitoring of multi-family facilities, first time homebuyer program loans, non-owner occupied rentals, and program sub-recipients. Assist sub-recipients with the implementation of programs.
6. Fair Housing	Continue our partnership with a vendor to provide fair housing services including providing classes to educate property managers and renters regarding rights, rules and regulations.
7. Grant Administration	Continue to administer each grant received based on grant specific policies and procedures.
8. Housing Assets (Fund 071/471)	Facilitate a partnership with local non-profit and affordable housing organizations to develop the currently vacant parcels.

## HOUSING DIVISION

### **2021-2022 BUDGET HIGHLIGHTS**

- CDBG, HOME  
Community Housing Development Organization (CHDO)'s. Work with a community based housing development organizations to rehabilitate or construct low-moderate income housing. Assist developers with obtaining grants and establishing partnerships with community service providers.
- CDBG, HOME Rehabilitation and/or reconstruction of owner-occupied housing units Rehabilitate and/or reconstruct approximately 5 low-moderate income units. Partnering with Habitat for Humanity for owner-occupied rehabilitation and the construction of 1 new housing unit.
- CalHome 06 & 12 Utilize program income received to re-activate this program and solicit eligible applicants to apply for financial assistance through this program. Work with First Time Homebuyers to provide down-payment assistance and closing costs to qualified applicants.
- Multi-Family Development Projects  
Gateway Terrace II (50 units)  
Childs & B Street (119 Units) Work with our development partners and divisions to ensure these projects are moving forward.
- CDBG  
Programs and Services Use funds for eligible HUD allowable programs such as public service, continuum of care, FTHB education and fair housing services.
- CDBG  
Permanent Supportive Housing Partner with community non-profit organizations with the acquisition, rehabilitation and/or construction of permanent supportive housing units (1 – 4 unit projects).
- CDBG  
Infrastructure improvements in eligible census tracts. Continue to work with engineering staff with improvements to sewer and water mains, regional storm water basin, sidewalks, bicycle facilities, and ADA ramps.



## HOUSING DIVISION

- SB2 Implementation Plan Coordinate with other Development Services Department staff to implement SB2 Planning Grant projects, to include development of a 20-year plan for the expenditure of Permanent Local Housing Allocation (PLHA) “year two and beyond” State funding.

### ***FUNDS AND ACCOUNTS***

The various program-funding sources described above are handled through the following funds and accounts in the City’s financial system:

FUND	ACCOUNT	PROGRAM
018	1301	CDBG Program
031	1340	Unrestricted Program Income
033	1349	HOME Program
034	1346	BEGIN 94 Program
041	1343	State HOME Funds, 1992
042	1344	State HOME Funds, 1993
052	1350	CalHome 06 Program
053	1351	BEGIN 06 Program
059	1352	Neighborhood Stabilization (NSP1)
066	1354	Neighborhood Stabilization (NSP3)
069	1357	CalHome 12 Program
070	1301	Housing Admin
071	1363	LMI Housing
079	1301	Affordable Housing Sustainable Communities
380	0701	Housing Debt Service (HUD 108 Loan)
471	1363	LMI Housing Capital Improvement Projects



Housing

ACCOUNT NO. 1301

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	1,031,122	965,422	1,475,055	2,838,887	4,644,350	4,653,140
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	427,130	21,745	35,992	35,992	0	0
TOTAL	1,458,252	987,167	1,511,047	2,874,879	4,644,350	4,653,140

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Federal Grant-CDBG	1,609,972	878,172	1,210,625	1,586,749
Fed Grt/Cares Act/CDBG-CV	0	0	0	1,032,327
Investment Earnings	1,345	1,484	0	800
CDBG Loan Repayment	251,946	202,101	96,000	96,000
Other Revenues	405,011-	94,590-	204,422	1,937,264
TOTAL	1,458,252	987,167	1,511,047	4,653,140

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BUDGET DETAIL EXPENSES

018-1301 Housing							
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
552.13-00	Postage	263	252	300	300	300	300
552.14-00	Advertising	2,322	4,161	5,000	5,000	5,000	5,000
552.17-00	Professional Services	38,000	63,000	38,000	63,000	63,000	63,000
552.18-00	Travel and Meetings	290	0	2,000	1,000	1,000	1,000
552.29-00	Other Materials Supplies	636,932	686,170	1,121,692	2,428,069	4,024,491	4,033,281
	Supplies and Services	677,807	753,583	1,166,992	2,497,369	4,093,791	4,102,581
555.92-70	Interdept DSC-Hsng Admin	353,315	211,839	308,063	341,518	550,559	550,559
	Interdepartmental	353,315	211,839	308,063	341,518	550,559	550,559
948.93-50	Trsf-Streets/Signals(450)	427,130	21,745	35,992	35,992	0	0
	Other	427,130	21,745	35,992	35,992	0	0
**	Housing	1,458,252	987,167	1,511,047	2,874,879	4,644,350	4,653,140

## **CDBG FUNDS**

- 13-00 Postage expenses associated with implementing and maintaining the CDBG program.
- 14-00 Advertisement of CDBG grant application process, legal and public hearing notices, and program promotion.
- 17-00 Continuum of Care, Fair Housing, and other miscellaneous professional services.
- 18-00 U.S. Dept. of HUD workshops, trainings, and meetings.
- 20-00 Registration for Housing conferences, seminars, and other training programs
- 29-00 Funds available for rehabilitation/reconstruction assistance, first time home buyers assistance and other miscellaneous expenses.

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	330,377	39,412	1,967,228	2,371,675	2,772,596	2,778,690
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>330,377</b>	<b>39,412</b>	<b>1,967,228</b>	<b>2,371,675</b>	<b>2,772,596</b>	<b>2,778,690</b>

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Federal Grants-HOME	419,952	26,740	1,401,623	1,480,288
Investment Earnings	7,771	9,245	6,290	10,230
Home Funds Loans	62,509	251,681	208,600	210,486
Other Revenues	159,855-	248,254-	350,715	1,077,686
<b>TOTAL</b>	<b>330,377</b>	<b>39,412</b>	<b>1,967,228</b>	<b>2,778,690</b>

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BUDGET DETAIL EXPENSES

033-1349 HOME Funds							
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
552.17-00	Professional Services	0	0	30,000	30,000	30,000	30,000
552.29-00	Other Materials Supplies	215,000	0	1,511,899	1,935,435	2,292,870	2,298,964
	Supplies and Services	215,000	0	1,541,899	1,965,435	2,322,870	2,328,964
555.92-70	Interdept DSC-Hsng Admin	115,377	39,412	425,329	406,240	449,726	449,726
	Interdepartmental	115,377	39,412	425,329	406,240	449,726	449,726
**	HOME Funds	330,377	39,412	1,967,228	2,371,675	2,772,596	2,778,690

## HOME FUNDS

17-00 Funds for miscellaneous professional services.

29-00 Funds available for rehabilitation assistance, first time home buyers assistance, and Community Housing Development Organization (CHDO).





BUDGET DETAIL EXPENSES

034-1346 BEGIN Program							
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
552.29-00	Other Materials Supplies	0	0	97,586	106,307	106,307	106,307
	Supplies and Services	0	0	97,586	106,307	106,307	106,307
**	BEGIN Program	0	0	97,586	106,307	106,307	106,307

FUND NO. 034  
ACCOUNT NO. 1346

## **BEGIN PROGRAM**

29-00 Funds available for first time home buyers assistance.

State Home Funds-92

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	88,706	199,064	205,507	205,507
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>88,706</b>	<b>199,064</b>	<b>205,507</b>	<b>205,507</b>

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Other Revenues	0	0	88,706	205,507
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>88,706</b>	<b>205,507</b>

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BUDGET DETAIL EXPENSES

041-1343	State Home Funds-92						
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
552.29-00	Other Materials Supplies	0	0	88,706	199,064	205,507	205,507
	Supplies and Services	0	0	88,706	199,064	205,507	205,507
**	State Home Funds-92	0	0	88,706	199,064	205,507	205,507

FUND NO. 041  
ACCOUNT NO. 1343

## **STATE HOME (1992) FUNDS**

29-00 Funds available for first time home buyers assistance and housing rehabilitation assistance.



BUDGET DETAIL EXPENSES

042-1344 State Home Funds-93							
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
552.29-00	Other Materials Supplies	0	0	274,063	311,631	311,631	311,631
	Supplies and Services	0	0	274,063	311,631	311,631	311,631
**	State Home Funds-93	0	0	274,063	311,631	311,631	311,631



FUND NO. 042  
ACCOUNT NO. 1344

## **STATE HOME (1993) FUNDS**

29-00 Funds available for first time home buyers assistance and housing rehabilitation assistance.

CAL HOME Grant

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	9,164	0	263,412	285,558	285,558	285,558
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	9,164	0	263,412	285,558	285,558	285,558

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Home Funds Loans	43,409	26,869	1,800	900
Other Revenues	34,245-	26,869-	261,612	284,658
<b>TOTAL</b>	9,164	0	263,412	285,558

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BUDGET DETAIL EXPENSES

052-1350 CAL HOME Grant							
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
552.29-00	Other Materials Supplies	0	0	247,002	268,408	268,408	268,408
	Supplies and Services	0	0	247,002	268,408	268,408	268,408
555.92-70	Interdept DSC-Hsng Admin	9,164	0	16,410	17,150	17,150	17,150
	Interdepartmental	9,164	0	16,410	17,150	17,150	17,150
**	CAL HOME Grant	9,164	0	263,412	285,558	285,558	285,558

FUND NO. 052  
ACCOUNT NO. 1350

## **CALHOME-06 PROGRAM**

29-00 Funds available for first time home buyers assistance.

BEGIN GRANTS

E X P E N S E S	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept. Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	1,566	0	73,479	75,474	75,474	75,474
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,566</b>	<b>0</b>	<b>73,479</b>	<b>75,474</b>	<b>75,474</b>	<b>75,474</b>

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F I N A N C I N G S O U R C E S	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Repayment on Loan	39,577	0	0	0
Other Revenues	38,011-	0	73,479	75,474
<b>TOTAL</b>	<b>1,566</b>	<b>0</b>	<b>73,479</b>	<b>75,474</b>

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BUDGET DETAIL EXPENSES

053-1351 BEGIN GRANTS							
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
552.29-00	Other Materials Supplies	0	0	73,479	75,474	75,474	75,474
	Supplies and Services	0	0	73,479	75,474	75,474	75,474
555.92-70	Interdept DSC-Hsng Admin	1,566	0	0	0	0	0
	Interdepartmental	1,566	0	0	0	0	0
**	BEGIN GRANTS	1,566	0	73,479	75,474	75,474	75,474

FUND NO. 053  
ACCOUNT NO. 1351

## **BEGIN (SILVERLEAF) PROGRAM**

29-00 Funds available for first time home buyers assistance.



Neighborhood Stablization

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	29,394	28,356	65,607	62,547	62,547	62,547
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	29,394	28,356	65,607	62,547	62,547	62,547

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Investment Earnings	744	1,190	380	1,090
Neighborhood Stabliz. Loans	29,235	78,114	7,500	7,200
Other Revenues	585-	50,948-	57,727	54,257
TOTAL	29,394	28,356	65,607	62,547

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BUDGET DETAIL EXPENSES

059-1352	Neighborhood Stablization						
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
552.29-00	Other Materials Supplies	29,394	28,356	65,607	62,547	62,547	62,547
	Supplies and Services	29,394	28,356	65,607	62,547	62,547	62,547
**	Neighborhood Stablization	29,394	28,356	65,607	62,547	62,547	62,547

FUND NO. 059  
ACCOUNT NO. 1352

## **NEIGHBORHOOD STABILIZATION PROGRAM 1 (NSP1)**

29-00 Funds to be returned to the State of California from first-time home buyer loan monthly payments and loan payoffs. Loans were provided to first-time home buyers to purchase foreclosed properties. The NSP1 Program is closed and all program income is to be returned to the State of California.

Neighborhood Program

E X P E N S E S	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	19,895	27,331	27,331	27,331
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>19,895</b>	<b>27,331</b>	<b>27,331</b>	<b>27,331</b>

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F I N A N C I N G S O U R C E S	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Other Revenues	0	0	19,895	27,331
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>19,895</b>	<b>27,331</b>

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BUDGET DETAIL EXPENSES

066-1354 Neighborhood Program							
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
552.29-00	Other Materials Supplies	0	0	19,895	20,888	20,888	20,888
	Supplies and Services	0	0	19,895	20,888	20,888	20,888
555.92-70	Interdept DSC-Hsng Admin	0	0	0	6,443	6,443	6,443
	Interdepartmental	0	0	0	6,443	6,443	6,443
**	Neighborhood Program	0	0	19,895	27,331	27,331	27,331

FUND NO. 066  
ACCOUNT NO. 1354

### **NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP3)**

- 17-00 Professional Service expenses for Realtor Contracts, Landscaping Contracts, and House Cleaning Contracts.
  
- 29-00 Funds available to purchase foreclosed properties, rehabilitate the homes if needed, pay for maintenance and utility fees, and re-sell to low-moderate income qualified persons. Funds also available to provide mortgage assistance loans to qualified first-time home buyers to purchase foreclosed properties.



BUDGET DETAIL EXPENSES

069-1357 CalHOME Grant 2012							
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
552.29-00	Other Materials Supplies	0	0	93,221	154,360	155,278	155,278
	Supplies and Services	0	0	93,221	154,360	155,278	155,278
555.92-70	Interdept DSC-Hsng Admin	45	0	2,309	10,306	10,306	10,306
	Interdepartmental	45	0	2,309	10,306	10,306	10,306
**	CalHOME Grant 2012	45	0	95,530	164,666	165,584	165,584



FUND NO. 069  
ACCOUNT NO. 1357

## **CALHOME-12 PROGRAM**

29-00 Funds available for first time home buyers assistance and owner-occupied housing rehabilitation.

Housing

EXPENSES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	386,299	318,341	357,258	392,715	404,301	404,301
Supplies and Services	92,934	91,744	494,846	497,591	1,375,804	1,375,804
Debt Service	0	0	0	0	0	0
Acquisitions	0	1,080,000	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	29,854	35,281	18,998	18,998	18,998	18,998
TOTAL	509,087	1,525,366	871,102	909,304	1,799,103	1,799,103

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FINANCING SOURCES	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22
Personnel Time Charged CIP	23,876	22,448	0	35,469
Unclassified	1,000	0	0	0
Interdept DSR-Develop Svc	0	0	24,350	0
Interdept DSR-Housing	353,315	211,839	308,063	550,559
Interdept DSR-Federal Home	115,377	39,412	425,329	449,726
Interdept DSR-Begin Grant	1,566	0	0	0
Interdept DSR-CAL HOME	9,164	0	16,410	17,150
Interdept DSR-NSP3	0	0	0	6,443
Interdept DSR-CalHome12	45	0	2,309	10,306
Interdept DRS-LMI Housing	75,359	31,754	94,641	184,651
Other Revenues	70,615-	1,219,913	0	544,799
TOTAL	509,087	1,525,366	871,102	1,799,103

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PERSONNEL	Number of Positions			
	Funded In Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval
Dir of Devel. Svc	.15	.15	.15	.15
Housing Prog Specialist I/II	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Housing Program Supervisor	1.00	1.00	1.00	1.00
TOTAL	3.15	3.15	3.15	3.15

BUDGET DETAIL EXPENSES

070-1301 Housing							
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
551.01-00	Regular Salaries	230,368	170,880	203,327	221,734	230,163	230,163
551.04-01	Regular Overtime	191	2,101	5,000	2,000	2,060	2,060
551.10-05	Retirement PERS Classic	16,633	12,373	11,664	12,845	13,291	13,291
551.10-06	Social Security-OASDI	13,430	10,519	12,432	13,362	13,854	13,854
551.10-07	Social Security-Medicare	3,207	2,529	2,955	3,144	3,269	3,269
551.10-09	Retirement PERS Lateral	1,808	1,950	2,095	1,950	2,008	2,008
551.10-10	Retirement-PERS New Membr	0	0	4,660	4,829	5,070	5,070
551.10-12	Workers Compensation	6,856	6,906	3,902	835	835	835
551.10-20	Earned Benefit	2,844	11,759	5,104	4,045	7,187	7,187
551.10-24	Vehicle Allowance	1,221	1,247	1,253	1,210	1,210	1,210
551.10-33	Core Allowance	62,905	46,821	55,774	70,341	70,341	70,341
551.10-35	Post Employment Benefits	19,178	18,881	18,151	16,807	16,807	16,807
551.10-73	Retirement UAL Misc	27,658	32,375	30,941	39,613	38,206	38,206
Personnel Services		386,299	318,341	357,258	392,715	404,301	404,301
552.12-00	Telephone	22	30	120	75	75	75
552.13-00	Postage	127	108	200	300	300	300
552.14-00	Advertising	0	0	500	500	500	500
552.15-00	Office Supplies	2,781	2,278	3,000	3,000	3,000	3,000
552.17-00	Professional Services	1,400	3,800	6,400	7,100	7,410	7,410
552.18-00	Travel and Meetings	2,287	0	4,000	2,000	2,000	2,000
552.20-00	Training Expense	1,219	0	2,400	1,500	1,500	1,500
552.22-00	Office Equipment O & M	3,220	1,934	0	0	0	0
552.24-00	Memberships, Subscription	2,559	1,200	2,926	2,494	2,494	2,494
552.29-00	Other Materials Supplies	0	480	338,109	338,109	1,215,847	1,215,847
552.30-01	Dept Share of Insurance	4,052	4,052	4,052	4,052	4,052	4,052
552.34-00	Contingency Reserve	0	0	25,000	25,500	25,500	25,500
552.35-84	Retro Fee Expense	50	50	0	0	0	0
552.38-00	Support Services	18,105	17,841	18,154	18,093	18,093	18,093
552.45-00	Facilities Maint Charge	14,757	15,212	18,981	21,487	21,652	21,652
Supplies and Services		50,579	46,985	423,842	424,210	1,302,423	1,302,423
553.43-00	Machinery/Equipment	0	1,080,000	0	0	0	0
Property		0	1,080,000	0	0	0	0
554.91-01	Adm Exp-City Manager	7,906	8,143	8,143	8,143	8,143	8,143
554.91-02	Adm Exp-City Attorney	1,323	1,363	1,363	1,363	1,363	1,363
554.91-03	Adm Exp-City Clerk	2,713	3,928	5,173	7,550	7,550	7,550
554.91-09	Adm Exp-Finance	26,913	27,720	27,720	27,720	27,720	27,720
554.91-10	Adm Exp-Purchasing	3,500	3,605	3,605	3,605	3,605	3,605
Administrative		42,355	44,759	46,004	48,381	48,381	48,381
555.92-01	Interdept DSC-General Fnd	0	0	25,000	25,000	25,000	25,000
Interdepartmental		0	0	25,000	25,000	25,000	25,000
968.93-72	Trsf-Support Service(672)	29,854	35,281	18,998	18,998	18,998	18,998
Other		29,854	35,281	18,998	18,998	18,998	18,998
**	Housing	509,087	1,525,366	871,102	909,304	1,799,103	1,799,103

## HOUSING

- 12-00 Telephone expenses associated with implementing and maintaining Housing programs.
- 13-00 Postage expenses associated with implementing and maintaining Housing programs.
- 14-00 Public hearing notices and other advertising.
- 15-00 Office supplies for implementing and maintaining Housing programs.
- 17-00 Annual audit costs, translation services and other miscellaneous professional services.
- 18-00 Miscellaneous trainings and meetings.
- 20-00 Registration for miscellaneous conferences, seminars, and other training programs.
- 22-00 Office Equipment O & M.
- 24-00 Merced Sun-Star subscription, Merced County Times subscription and PC licensing fees.
- 29-00 Funds available for vacant lot and vacant home upkeep and repairs.

City Housing

E X P E N S E S						
	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Dept.Head Request 2021-22	City Mgr. Recom. 2021-22	Council Approval 2021-22
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	195,103	156,103	1,572,699	2,143,090	2,128,658	2,128,658
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>195,103</b>	<b>156,103</b>	<b>1,572,699</b>	<b>2,143,090</b>	<b>2,128,658</b>	<b>2,128,658</b>
XX						
F I N A N C I N G S O U R C E S						
	Actual 2018-19	Actual 2019-20	Final Budget 2020-21	Estimated 2021-22		
Interest on Loans	106,903	5,777	4,983	3,690		
Investment Earnings	29,403	39,074	32,440	27,350		
City Housing Loan	85,538	369,117	16,553	3,819		
Other Revenues	26,741-	257,865-	1,518,723	2,093,799		
<b>TOTAL</b>	<b>195,103</b>	<b>156,103</b>	<b>1,572,699</b>	<b>2,128,658</b>		
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BUDGET DETAIL EXPENSES

071-1363 City Housing							
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
552.17-00	Professional Services	90,581	90,588	91,000	91,000	91,000	91,000
552.29-00	Other Materials Supplies	0	3,105	1,354,041	1,893,261	1,825,598	1,825,598
	Supplies and Services	90,581	93,693	1,445,041	1,984,261	1,916,598	1,916,598
554.91-01	Adm Exp-City Manager	6,361	6,428	6,672	4,996	4,961	4,961
554.91-02	Adm Exp-City Attorney	1,347	1,981	1,552	1,463	1,502	1,502
554.91-03	Adm Exp-City Clerk	2,337	2,385	2,657	1,970	2,060	2,060
554.91-09	Adm Exp-Finance	15,883	16,538	18,457	15,358	15,708	15,708
554.91-10	Adm Exp-Purchasing	1,700	1,771	1,992	1,547	1,592	1,592
554.91-16	Adm Exp-City Council	1,535	1,553	1,687	1,578	1,586	1,586
	Administrative	29,163	30,656	33,017	26,912	27,409	27,409
555.92-70	Interdept DSC-Hsng Admin	75,359	31,754	94,641	131,917	184,651	184,651
	Interdepartmental	75,359	31,754	94,641	131,917	184,651	184,651
**	City Housing	195,103	156,103	1,572,699	2,143,090	2,128,658	2,128,658

## **LMI HOUSING**

17-00 Vacant Property Maintenance, LMI Housing Consulting Services and other miscellaneous Professional Services.

29-00 Funds available for LMI Housing development, reconstruction, rehabilitation, and other miscellaneous expenses.





BUDGET DETAIL EXPENSES

079-1301 Housing							
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
637.65-00	Capital Imp. Projects	0	0	0	0	2,854,300	2,854,300
	Capital Outlay	0	0	0	0	2,854,300	2,854,300
**	Housing	0	0	0	0	2,854,300	2,854,300

FUND NO. 079  
ACCOUNT NO. 1301

## **AFFORDABLE HOUSING SUSTAINABLE COMMUNITIES**

65-00 Funds available for Childs and B Street Housing Project.



BUDGET DETAIL EXPENSES

471-1363 City Housing							
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
552.29-00	Other Materials Supplies	0	0	6,777	0	0	0
	Supplies and Services	0	0	6,777	0	0	0
617.65-00	Capital Imp. Projects	0	0	255,465	13,954	13,954	13,954
	Capital Outlay	0	0	255,465	13,954	13,954	13,954
948.93-50	Trsf-Streets/Signals(450)	0	0	4,436	4,436	4,436	4,436
	Other	0	0	4,436	4,436	4,436	4,436
**	City Housing	0	0	266,678	18,390	18,390	18,390

FUND NO. 471  
ACCOUNT NO. 1363

## **LMI HOUSING CAPITAL IMPROVEMENTS PROJECTS**

17-00 Supplies and Services / Professional Services – Not actively used.

29-00 Supplies and Services / Other Materials Supplies – Not actively used.

65-00 Capital Outlay / Capital Imp. Projects