

**CITY OF MERCED
2022-2023 CITY MANAGER APPROVED BUDGET**

TAB 6

ADMINISTRATION

City Council

Youth Council

City Manager

City Clerk

City Attorney

Finance/Purchasing

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MISSION

The Mayor and Council Members will continue to work collaboratively as a team to represent all Merced residents, and their respective Districts, 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 2022-23:

- 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.

2022-2023 BUDGET HIGHLIGHTS

Approved budget highlights include implementation of the Merced Unity Project (Merced UP), widespread public outreach 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 2021-22	Dept. Head Request 2022-23	City Mgr. Recom. 2022-23	Council Approval
Mayor and Council	7.00	7.00	7.00	7.00
Management Analyst	.40	.40	.40	.40
Records Clerk 1/II	.40	.40	.40	.40
TOTAL	7.80	7.80	7.80	7.80

BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.01-00	Regular Salaries	23,271	38,642	59,789	82,755	82,755	82,755
511.10-05	Retirement PERS Classic	1,832	2,102	2,212	0	0	0
511.10-06	Social Security-OASDI	1,394	2,333	3,629	5,132	5,132	5,132
511.10-07	Social Security-Medicare	326	546	849	1,201	1,201	1,201
511.10-10	Retirement-PERS New Membr	0	0	0	4,123	4,123	4,123
511.10-12	Workers Compensation	46	47	40	88	88	88
511.10-20	Earned Benefit	0	0	302	0	0	0
511.10-21	Bilingual Pay Program	241	241	240	0	0	0
511.10-33	Core Allowance	8,373	8,614	9,246	18,383	18,207	18,207
511.10-73	Retirement UAL Misc	2,915	3,772	4,148	8,009	8,036	8,036
Personnel Services		38,398	56,297	80,455	119,691	119,542	119,542
512.11-00	Utilities	0	1,140	0	0	0	0
512.12-00	Telephone	4,611	3,193	4,756	4,756	4,756	4,756
512.13-00	Postage	137	142	250	275	275	275
512.14-00	Advertising	1,100	3,985	6,769	8,000	8,000	8,000
512.15-00	Office Supplies	452	409	750	750	750	750
512.16-00	Printing	1,062	4,935	8,900	9,000	9,000	9,000
512.17-00	Professional Services	46,614	64,196	114,787	51,533	51,533	101,533
512.18-00	Travel and Meetings	9,111	4,277	23,850	25,850	25,850	25,850
512.20-00	Training Expense	1,975	350	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	71,487	65,926	70,961	99,530	99,530	157,581
512.29-00	Other Materials Supplies	2,639	9,967	4,831	5,150	5,150	31,150
512.30-01	Dept Share of Insurance	725	1,189	1,559	3,249	2,973	2,973
512.35-84	Retro Fee Expense	0	20	0	0	0	0
512.38-00	Support Services	19,967	18,155	20,697	26,648	25,896	25,896
512.45-00	Facilities Maint Charge	8,451	9,373	10,692	9,072	9,503	9,503
Supplies and Services		168,331	187,257	275,802	250,813	250,216	384,267
617.65-00	Capital Imp. Projects	0	0	0	13,178	3,674	3,674
Capital Outlay		0	0	0	13,178	3,674	3,674
**	City Council	206,729	243,554	356,257	383,682	373,432	507,483

CITY COUNCIL

- 12-00 Monthly billing for cell phones and i-pads
- 13-00 Postage for legislative letters and general Council correspondence
- 14-00 Newspaper and Radio advertising for Town Halls
- 16-00 Business cards and other printing expenses as needed
- 17-00 Support for video production, translation services, Council professional photos
- 18-00 League of California Cities (LCC) Annual Conference; LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, One Voice, LCC Central Valley Division, and snacks/drinks for City Council meetings
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 LAFCo operations, League of California Cities, MCAG One Voice, Greater and Hispanic Chambers of Commerce, and PC licensing
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

BUDGET DETAIL EXPENSES

087-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
512.29-00	Other Materials Supplies	0	0	0	2,000,000	2,000,000	2,000,000
	Supplies and Services	0	0	0	2,000,000	2,000,000	2,000,000
617.65-00	Capital Imp. Projects	0	0	0	800,000	800,000	800,000
	Capital Outlay	0	0	0	800,000	800,000	800,000
**	City Council	0	0	0	2,800,000	2,800,000	2,800,000

BUDGET DETAIL EXPENSES

001-0103 Youth Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
512.15-00	Office Supplies	170	81	355	365	365	365
512.17-00	Professional Services	271	360	2,272	2,340	2,340	2,340
512.18-00	Travel and Meetings	1,384	621	5,958	6,136	6,136	6,136
512.21-00	Rents/Leases	0	0	400	412	412	412
512.24-00	Memberships, Subscription	0	0	0	278	278	278
512.29-00	Other Materials Supplies	5,318	9,161	3,142	3,236	3,236	3,236
	Supplies and Services	7,143	10,223	12,127	12,767	12,767	12,767
**	Youth Council	7,143	10,223	12,127	12,767	12,767	12,767

**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 use public resources of the organization to meet Council's goals and priorities.

CITY MANAGER

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| 2. Develop and maintain positive labor relations, including the implementation of retention, recruitment, and succession plans to provide future opportunities for the City's labor force. | Provide ongoing training opportunities and seek out additional online training options for staff to ensure the growth of employee skills to meet the future demands for quality City services. Work in partnership with Human Resources and other departments to develop a positive working relationship with all bargaining units, 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. Continue working with the consultant on Measure C Renewal targeting a November 2022 ballot initiative
- b. Develop a Reserve Force to provide enhanced services – resources included in the FY 2022/23 Budget (July 2022)
- 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 – Parade Office by Fall 2022
 - ii. Evaluation of the Police Central Station by December 2022
 - iii. Fire Station – Will need to hire a consultant to design – begin Winter 2022

7. Economic Development & Downtown

- a. Downtown
 - i. Continue the formation and adoption of a Downtown Property Based Improvement District – June 2023
 - ii. City Investment – timing dependent on design and studies
 - 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 – Continue working with stakeholders to form a Tourism Business Improvement District.

8. Parks & Recreation

- a. Recreation
 - i. Youth Investment – lead by youth input (funding)
 - ii. Provide greater access to alternative recreation options
 - iii. Improved Community Facility Coordination (non-city facilities)
 - iv. Encourage Community-wide tournaments
 - v. Offer scholarships for all recreational opportunities
 - vi. Expand Youth Council role with the City Council
- b. Parks (timing dependent on funding)
 - i. Design and Commence Applegate Zoo Improvements
 - ii. Continue Regional Playground Upgrades
 - iii. Continue Park Restroom Restorations
 - iv. Continue equipment repairs and upgrades
 - v. Commence Ada Givens Pool Restoration
 - vi. Complete Design and start construction of CP #42

CITY MANAGER

9. Housing & Homelessness

- a) Homelessness
 - i. Continue coordinated approach to offering housing and supportive services
 - ii. Enhance public space management to ensure clean, safe access to public facilities
 - iii. Evaluate alternative housing options to increase available beds
- b. Housing
 - i. Continue to financially support all Affordable Housing projects through RFQ process
 - ii. Continue exploring Housing Trust configuration, i.e., regional, or local, and funding options
 - iii. Begin General Plan Update to incorporate Council direction on Housing polices, new State programs, SB 244, and South Merced Plan

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. Water Conservation Programs
April 2023
 - ii. Explore Broadband partnerships
- c. Beautification
 - i. Continue Tree Trimming and replacement program
 - ii. Continue bike path maintenance
 - iii. Continue litter abatement programs
 - iv. Explore the creation of citywide CFD to increase resources for all
- d. Public Art
 - i. CalTrans Murals Clean California Grant
 - ii. Provide results of Open Calls for Projects
 - iii. Provide report on Graffiti Abatement services

CITY MANAGER

11. Merced Unity Project

- i. Create Stimulus Program - \$500 payments to families
- ii. Develop a Residential Utility Bill Relief program for bill relief for 300 past due accounts
- iii. Coordinate with partners a Youth Job Training Program – Summer training and job placement
- iv. Partner and prepare CERF – Regional Economic Development Study
- v. Bring a Community Violence Prevention – Advanced Peace program to Merced
- vi. Start design and construction of Community Park 42 – Regional Sports Complex
- vii. Investigate Community Broadband Access – Regional partnership on citywide network and access
- viii. Design and start Applegate Zoo Renovation
- ix. Provide a Non-Profit Support through a Request for Proposal Process
- x. Invest in Community Art Projects
- xi. Provide Community Programs, Events, and Messaging

CITY MANAGER

2022-2023 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2022-2023. In lieu of an Executive Assistant, a Records Clerk will join the City Manager's Office (salary is split 60% in the City Manager's budget and 40% in the City Council's budget.) The Deputy City Manager will provide direct support to the City Manager to further the City Council's goals and objectives, and is involved in the management of City operations, and the City Council priority projects. Also supporting the City Manager's Office are a Senior Management Analyst whose primary function is to serve as the Public Information and a Management Analyst. Both positions will focus on legislative advocacy grant coordination and responding to citizen inquiries.

City Manager

PERSONNEL

Number of Positions

Classification	Funded In Budget 2021-22	Dept.Head Request 2022-23	City Mgr. Recom. 2022-23	Council Approval
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	.90	.90	.90
Senior Management Analyst	1.00	1.00	1.00	1.00
Management Analyst	.60	.60	.60	.60
Records Clerk I/II	.60	.60	.60	.60
TOTAL	4.20	4.10	4.10	4.10

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.01-00	Regular Salaries	536.135	323.827	514.722	580.094	580.094	580.094
511.10-02	Unused Sick Leave	0	0	0	1.781	3.671	3.671
511.10-05	Retirement PERS Classic	10.842	8.791	3.317	15.098	15.098	15.098
511.10-06	Social Security-OASDI	24.616	15.724	26.909	29.159	29.503	29.503
511.10-07	Social Security-Medicare	8.055	7.369	7.812	8.767	8.848	8.848
511.10-08	State Unemployment	0	0	0	4.868	4.868	4.868
511.10-09	Retirement PERS Lateral	34.117	20.539	19.262	19.864	19.864	19.864
511.10-10	Retirement-PERS New Membr	0	0	19.360	14.616	14.616	14.616
511.10-12	Workers Compensation	927	976	812	451	451	451
511.10-20	Earned Benefit	17.656	189.361	18.307	16.874	20.532	20.532
511.10-21	Bilingual Pay Program	362	362	360	0	0	0
511.10-24	Vehicle Allowance	16.632	8.154	16.128	16.006	16.006	16.006
511.10-33	Core Allowance	75.355	69.929	83.214	71.741	71.041	71.041
511.10-35	Post Employment Benefits	38.106	33.824	30.489	30.334	30.178	30.178
511.10-73	Retirement UAL Misc	72.420	82.364	70.557	96.304	96.634	96.634
Personnel Services		835.223	761.220	811.249	905.957	911.404	911.404
512.12-00	Telephone	5.033	3.581	4.371	4.371	4.371	4.371
512.13-00	Postage	92	71	500	500	500	500
512.14-00	Advertising	0	18,744	2,500	2,500	2,500	2,500
512.15-00	Office Supplies	3,452	3,971	4,500	4,500	4,500	4,500
512.16-00	Printing	15,413	14,969	17,307	21,500	21,500	21,500
512.17-00	Professional Services	63,000	77,443	129,504	69,504	129,504	229,504
512.18-00	Travel and Meetings	3,367	1,111	11,350	12,805	12,805	12,805
512.19-00	Mileage	0	0	272	544	544	544
512.20-00	Training Expense	2,190	6,235	7,028	5,208	5,208	5,208
512.22-00	Office Equipment O & M	1,771	0	1,000	1,000	1,000	1,000
512.24-00	Memberships, Subscription	5,155	5,442	9,474	10,379	10,379	10,379
512.29-00	Other Materials Supplies	4,402	876	1,000	1,000	1,000	1,000
512.30-01	Dept Share of Insurance	5,185	8,243	9,699	15,744	14,413	14,413
512.34-00	Contingency Reserve	0	0	30,000	0	0	0
512.35-84	Retro Fee Expense	50	30	0	0	0	0
512.38-00	Support Services	46,979	41,166	43,109	56,508	54,620	54,620
512.45-00	Facilities Maint Charge	37,210	41,272	47,080	39,944	41,841	41,841
Supplies and Services		193.299	223.154	318.694	246.007	304.685	404.685
513.43-00	Machinery/Equipment	0	2,149	0	4,000	0	0
Property		0	2,149	0	4,000	0	0
617.65-00	Capital Imp. Projects	852	0	2,148	2,148	2,148	2,148
Capital Outlay		852	0	2,148	2,148	2,148	2,148
**	City Manager	1,029.374	986.523	1,132.091	1,158.112	1,218.237	1,318.237

CITY MANAGER

- 12-00 Monthly billing for cell phones, i-pads, and fax machine.
- 13-00 Postage for general and legislative correspondence
- 14-00 Newspaper and radio advertising
- 15-00 Stationary, pens, pencils, filing supplies, toner, budget book supplies, various office supplies
- 16-00 Print monthly newsletter, business cards, budget books
- 17-00 High Speed Rail Consultant, Townsend Legislative Services, and employee recognition 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; CAPIO annual conference, and City/County meetings
- 19-00 Mileage reimbursement
- 20-00 Training for City Manager and staff, registration for LCC Annual Conference, Manager's Department and Executive meeting, and CAPIO conference.
- 22-00 Maintenance of copiers, fax machine, and paper shredder
- 24-00 International City Management Association; Sun-Star, County Times, miscellaneous publications, and PC licensing.
- 29-00 Community events and awards, employee recognition awards, water, miscellaneous supplies for office.
- 34-00 Contingency reserve for total City operations

BUDGET DETAIL EXPENSES

087-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.03-00	Extra Help	0	0	0	18,960	18,960	18,960
511.10-07	Social Security-Medicare	0	0	0	275	275	275
511.10-27	PTS Plan FICA Alternative	0	0	0	246	246	246
	Personnel Services	0	0	0	19,481	19,481	19,481
512.29-00	Other Materials Supplies	0	0	0	0	1,500,000	1,500,000
	Supplies and Services	0	0	0	0	1,500,000	1,500,000
**	City Manager	0	0	0	19,481	1,519,481	1,519,481

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

1. Research software solutions to manage growing Public Records Act yearly requests

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- Set money aside in the 2022-23 budget.

CITY CLERK

2. Continue to implement the Agenda Management system to streamline the agenda creation process.
 - Added Building and Housing Board of Appeals in 2021-22. Continue by adding Personnel Board, Traffic Committee, and Airport Authority in 2022-23. Increase Public ease of access.
3. Assist Council and Admin Staff with placing measures on 2022 ballots
4. Prepare for the November 2022 elections
 - Potential Measure C extension
 - Districts 2, 4, and 6 will be up for election.

2022-2023 BUDGET HIGHLIGHTS

The continued training focus for 2022-23 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 2021-22	Dept. Head Request 2022-23	City Mgr. Recom. 2022-23	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 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.01-00	Regular Salaries	173,939	139,939	171,321	187,819	186,471	186,471
511.03-00	Extra Help	0	295	8,093	0	0	0
511.04-01	Regular Overtime	0	583	0	0	0	0
511.10-05	Retirement PERS Classic	3,693	1,031	0	0	0	0
511.10-06	Social Security-QASDI	11,437	8,717	10,490	11,686	11,602	11,602
511.10-07	Social Security-Medicare	2,675	2,042	2,570	2,733	2,713	2,713
511.10-10	Retirement-PERS New Membr	10,861	11,172	15,162	16,206	16,089	16,089
511.10-12	Workers Compensation	345	354	300	330	330	330
511.10-20	Earned Benefit	15,582	4,873	4,673	4,813	4,813	4,813
511.10-27	PTS Plan FICA Alternative	0	4	105	0	0	0
511.10-33	Core Allowance	41,491	39,693	44,861	52,722	52,208	52,208
511.10-35	Post Employment Benefits	15,873	16,641	15,613	15,526	15,410	15,410
511.10-73	Retirement UAL Misc	24,676	27,661	28,439	31,480	31,359	31,359
	Personnel Services	300,572	253,005	301,627	323,315	320,995	320,995
512.12-00	Telephone	50	40	306	306	506	506
512.13-00	Postage	188	222	276	276	276	276
512.14-00	Advertising	1,455	779	2,626	2,626	2,626	2,626
512.15-00	Office Supplies	3,627	3,912	4,216	4,216	4,216	4,216
512.16-00	Printing	0	0	218	218	218	218
512.17-00	Professional Services	59,931	91,227	118,000	117,000	97,000	97,000
512.18-00	Travel and Meetings	771	0	4,016	4,016	4,016	4,016
512.19-00	Mileage	0	0	546	546	546	546
512.20-00	Training Expense	1,860	0	7,009	7,009	7,009	7,009
512.21-00	Rents/Leases	2,777	3,873	4,500	4,500	4,500	4,500
512.22-00	Office Equipment O & M	9,196	10,415	41,315	11,315	11,315	11,315
512.23-00	Vehicle Operations/Maint	2,411	3,659	1,347	5,830	5,830	5,830
512.24-00	Memberships, Subscription	1,670	1,276	2,879	3,070	3,070	3,070
512.30-01	Dept Share of Insurance	4,069	6,388	7,108	10,757	9,856	9,856
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	29,800	29,245	32,316	76,051	74,731	74,731
512.45-00	Facilities Maint Charge	19,860	22,028	25,127	21,319	22,331	22,331
	Supplies and Services	137,665	173,114	251,805	269,055	248,046	248,046
**	City Clerk	438,237	426,119	553,432	592,370	569,041	569,041

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 22/23 goals and priorities.
- G. 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. Encourage attorney and support staff participation in professional and education programs and organizations.

2022-2023 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.

City Attorney

PERSONNEL	Number of Positions			
	Classification	Funded In Budget 2021-22	Dept. Head Request 2022-23	City Mgr. Recom. 2022-23
City Attorney	1.00	1.00	1.00	1.00
Dep/Senior Deputy City Atty	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Legal Administrative Assistant	1.00	1.00	1.00	1.00
Paralegal Office Administrator	1.00	1.00	1.00	1.00
TOTAL	5.00	5.00	5.00	5.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.01-00	Regular Salaries	470,113	529,117	566,069	612,114	612,114	612,114
511.04-01	Regular Overtime	21	0	0	0	0	0
511.10-05	Retirement PERS Classic	11,218	11,828	12,055	12,935	12,935	12,935
511.10-06	Social Security-OASDI	25,300	27,351	31,022	33,807	33,807	33,807
511.10-07	Social Security-Medicare	7,192	7,789	8,309	9,055	9,055	9,055
511.10-09	Retirement PERS Lateral	17,465	18,989	18,792	0	0	0
511.10-10	Retirement-PERS New Membr	10,742	16,956	19,250	32,436	32,436	32,436
511.10-12	Workers Compensation	1,601	1,141	952	968	968	968
511.10-20	Earned Benefit	29,503	16,368	20,710	18,516	18,516	18,516
511.10-24	Vehicle Allowance	8,316	8,091	8,064	8,424	8,424	8,424
511.10-33	Core Allowance	69,378	78,414	83,544	75,043	74,300	74,300
511.10-35	Post Employment Benefits	5,291	5,547	5,204	5,176	5,137	5,137
511.10-73	Retirement UAL Misc	76,532	83,840	93,965	101,534	101,881	101,881
Personnel Services		732,672	805,431	867,936	910,008	909,573	909,573
512.12-00	Telephone	806	596	667	687	687	687
512.13-00	Postage	200	138	306	315	315	315
512.15-00	Office Supplies	4,858	4,402	4,563	4,699	4,699	4,699
512.17-00	Professional Services	26,708	98,741	207,171	147,171	605,554	671,554
512.18-00	Travel and Meetings	3,251	750	8,853	9,118	9,118	9,118
512.20-00	Training Expense	4,590	1,615	8,172	8,417	8,417	8,417
512.22-00	Office Equipment O & M	5,849	4,502	500	515	515	515
512.24-00	Memberships, Subscription	22,957	18,897	24,199	25,228	55,228	55,228
512.29-00	Other Materials Supplies	690	0	200	206	206	206
512.30-01	Dept Share of Insurance	6,905	10,906	12,515	18,861	17,270	17,270
512.38-00	Support Services	34,675	42,536	35,502	41,731	39,970	39,970
512.45-00	Facilities Maint Charge	43,100	47,804	54,532	46,266	48,463	48,463
Supplies and Services		154,589	230,887	357,180	303,214	790,442	856,442
**	City Attorney	887,261	1,036,318	1,225,116	1,213,222	1,700,015	1,766,015

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.

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.

<i>OBJECTIVES</i>	<i>PERFORMANCE MEASUREMENTS/INDICATORS</i>
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.	On going
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.

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| 5. Assist in the implementation of a citywide Enterprise Resource Planning system. | Finance will work in partnership with the Information Technology Department to continue to implement the approved Tyler Technology citywide Enterprise Resource Planning system over the next three to 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. Provide support of potential ballot Measure for Measure C. | Finance will work with the City Manager's office, City Council, and outside consultants to coordinate strategy and provide financial guidance. |
| 8. 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. |
| 9. Assist in the administration of the American Rescue Plan Act based on the plan approved by City Council in correlation with COVID-19 impacts. | Finance will work with the City Manager's office and all Departments to administer, track, and report on funding provided to the City from the American Rescue Plan Act. |

2022-2023 BUDGET HIGHLIGHTS

The Finance Department began the implementation of the new Tyler Technology software for financials in November of 2020 with a new expected go live of September 2022. The project is utilizing more resources than originally anticipated therefore requiring the continued use of extra help positions and the delay of proposing a biennial budget to the City Council. During the next fiscal year due to continued implementation, Finance has determined it needs three extra help positions to assist in backfilling during the year. The costs are included in the Finance budget.

The American Rescue Plan Act budget also includes one part-time Administrative Analyst to assist in the administration of the American Rescue Plan Act and Water and Wastewater Arrearages funding and programs approved by the City Council.

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	BUDGET 2021-22	REQUEST 2022-23	RECOM. 2022-23	APPROVAL 2022-23
511.01-00	Regular Salaries	1,356,827	1,273,257	1,569,702	1,668,440	1,668,745	1,668,745
511.03-00	Extra Help	75,734	134,292	145,715	155,539	148,557	148,557
511.04-01	Regular Overtime	0	11,406	6,180	6,000	2,000	2,000
511.10-02	Unused Sick Leave	2,111	0	0	0	0	0
511.10-05	Retirement PERS Classic	64,558	59,821	57,577	59,876	59,876	59,876
511.10-06	Social Security-OASDI	81,273	76,489	95,036	101,677	101,427	101,427
511.10-07	Social Security-Medicare	20,638	20,601	24,723	26,537	26,378	26,378
511.10-08	State Unemployment	0	0	12,215	19,246	19,246	19,246
511.10-09	Retirement PERS Lateral	8,512	6,036	6,346	6,755	6,755	6,755
511.10-10	Retirement-PERS New Membr	39,673	48,759	74,995	78,272	78,089	78,089
511.10-12	Workers Compensation	36,138	30,061	34,810	37,759	37,759	37,759
511.10-20	Earned Benefit	38,268	47,505	38,455	37,388	37,388	37,388
511.10-21	Bilingual Pay Program	1,395	1,412	4,800	1,200	1,200	1,200
511.10-24	Vehicle Allowance	8,316	8,154	8,064	8,424	8,424	8,424
511.10-27	PTS Plan FICA Alternative	985	1,763	1,895	2,022	1,932	1,932
511.10-31	Education Incentive Pay	0	0	0	12,000	9,600	9,600
511.10-32	Cash Back-Biweekly Allow	0	0	0	1,829	1,829	1,829
511.10-33	Core Allowance	310,243	304,648	390,918	317,521	346,489	346,489
511.10-35	Post Employment Benefits	51,261	65,818	77,859	77,509	77,346	77,346
511.10-73	Retirement UAL Misc	200,077	225,560	260,564	279,445	280,452	280,452
Personnel Services		2,296,009	2,315,582	2,809,854	2,897,439	2,913,492	2,913,492
512.11-00	Utilities	5,114	4,774	5,610	5,267	5,267	5,267
512.12-00	Telephone	3,170	3,480	3,703	3,800	3,800	3,800
512.13-00	Postage	17,427	15,795	18,607	19,646	18,646	18,646
512.14-00	Advertising	209	182	250	250	250	250
512.15-00	Office Supplies	17,396	16,807	15,043	15,453	15,453	15,453
512.16-00	Printing	8,132	7,282	8,608	9,175	8,015	8,015
512.17-00	Professional Services	223,283	227,610	299,074	353,142	361,392	361,392
512.18-00	Travel and Meetings	3,814	280	8,788	11,194	5,194	5,194
512.20-00	Training Expense	3,523	5,037	4,539	5,189	3,689	3,689
512.21-00	Rents/Leases	300	348	348	363	363	363
512.22-00	Office Equipment O & M	3,470	1,553	2,312	2,451	2,451	2,451
512.23-00	Vehicle Operations/Maint	3,941	1,345	659	2,565	2,565	2,565
512.24-00	Memberships, Subscription	16,123	12,882	17,233	17,538	16,638	16,638
512.28-00	Safety Supplies	198	14	250	250	250	250
512.29-00	Other Materials Supplies	12,134	39,037	369	380	380	380
512.30-01	Dept Share of Insurance	30,786	49,987	55,514	84,209	77,186	77,186
512.35-84	Retro Fee Expense	300	650	0	0	0	0
512.38-00	Support Services	353,827	385,617	428,549	517,883	502,051	502,051
512.45-00	Facilities Maint Charge	152,903	172,596	195,943	169,513	176,739	176,739
Supplies and Services		856,050	945,276	1,065,399	1,218,268	1,200,329	1,200,329
516.62-00	Stores Inventory Adjust	1,442	365	0	0	0	0
Other		1,442	365	0	0	0	0
617.65-00	Capital Imp. Projects	0	3,837	90,000	27,122	27,122	27,122
Capital Outlay		0	3,837	90,000	27,122	27,122	27,122
706.71-01	Principal-Bond Payment	610,000	680,000	755,000	840,000	840,000	840,000
706.71-02	Principal-City Loans	0	0	73,095	76,520	76,520	76,520
706.71-06	Principal Loans	2,000,000	2,000,000	1,250,000	1,250,000	1,250,000	1,250,000
706.72-01	Interest Bond Payment	224,638	188,672	148,580	104,065	104,065	104,065

BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
706.72-02	Interest-City Loans	3,030	35,206	62,079	61,915	61,915	61,915
706.73-01	Agent Fees-Bond Payment	2,500	3,500	3,570	3,570	3,570	3,570
	Debt Services	2,840,168	2,907,378	2,292,324	2,336,070	2,336,070	2,336,070
**	Finance	5,993,669	6,172,438	6,257,577	6,478,899	6,477,013	6,477,013

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; National Association of Purchasing Managers, and Microsoft users licensing

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.

BUDGET DETAIL EXPENSES

087-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	DEPT. HEAD REQUEST 2022-23	CITY MGR. RECOM. 2022-23	COUNCIL APPROVAL 2022-23
511.03-00	Extra Help	0	0	0	18,960	18,960	18,960
511.10-07	Social Security-Medicare	0	0	0	275	275	275
511.10-27	PTS Plan FICA Alternative	0	0	0	246	246	246
	Personnel Services	0	0	0	19,481	19,481	19,481
512.34-00	Contingency Reserve	0	0	0	100,000	100,000	100,000
	Supplies and Services	0	0	0	100,000	100,000	100,000
**	Finance	0	0	0	119,481	119,481	119,481