

**CITY OF MERCED
2023-2024 CITY COUNCIL APPROVED BUDGET**

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PERSONNEL

FUND NO. 672 / 7008

ACCOUNT NO. 0402 / 4500

DESCRIPTION

The Personnel Department is responsible for ensuring that the City's system of recruitment, selection, hiring, labor negotiations, and employee relations is kept up-to-date and relevant to the organizational structure and purposes, and that it operates in compliance with personnel rules, regulations, and procedures. This involves studies and analysis of occupational data, job observation and employee and supervisor interviews to determine physical, mental, and training requirements of jobs. This information assists the Department to develop and maintain job descriptions and specifications, and lines of career movement. Department staff processes employment applications, payroll status changes, administers Federal and State Leave Laws, oversees selection procedures and monitors oral interview boards to ensure compliance with applicable laws and regulations.

MISSION

The mission of the Personnel Department is to ensure fair and impartial professional and technical support services in the overall administration of the City's personnel program.

GOALS

- Establish a culture and reputation of superior customer service
- Develop and maintain a program that affords staff development and retention
- Disseminate information to all City departments relating to statewide litigation, federal litigation, and legislation concerning personnel administration in the City of Merced
- Fill position vacancies created through various forms of turnover
- Conduct a review of current City policies and update as needed
- Evaluate City employee retention statistics and review options for potential compensation
- HR staff will attend trainings whenever available to learn the latest tools in recruitment to foster an environment that promotes diversity and inclusion

PERSONNEL

- Begin labor negotiations with the various employee labor groups.

OBJECTIVES

**PERFORMANCE
MEASUREMENTS/INDICATORS**

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|---|--|
| 1. Monitor all state and federal case law and legislation that could impact personnel administration in the City of Merced. | Distribution of Annual Labor Law Posters, legislative reports and new state and federal laws to appropriate departments. |
| 2. Update Policies and Personnel Rules and Procedures | Complete the update to the City policies to ensure they incorporate all labor law updates and continuing to update the Personnel Rules and Procedures. |
| 3. Employee Recognition | Continue to provide employee recognition with the annual Employee Service Awards and to seek opportunities for additional employee appreciation. |
| 4. Work closely with departments to fill the position vacancies created through turnover and new positions added in the midyear budget. | Continue to fill vacancies as they open up. Meet with departments to plan for any upcoming retirements. |

2023/2024 Budget Highlights

Recruitments are expected to remain steady during the 2023-24 fiscal year. The use of Neogov is continuing to provide benefits in terms of saving staff time, decreased postage costs, etc. Staff will continue to receive training that will ensure the City is complying with the changes in laws and regulations. Labor negotiations will be during the 23/24 budget year. Staff will devote a considerable amount of time to serving on the negotiating team. As time allow, the department will continue to update City-wide polices and continue updating the Personnel Rules and Procedures.

Personnel

E X P E N S E S	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval 2023-24
Personnel Expenses	361,548	238,529	437,543	454,602	453,717	453,717
Supplies and Services	217,827	192,608	374,012	437,589	402,842	402,842
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	3,071	3,071	0	0	0	0
* Undefined *	218,000	0	0	0	0	0
TOTAL	800,446	434,208	811,555	892,191	856,559	856,559

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F I N A N C I N G S O U R C E S	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Estimated 2023-24
Cost Recovery	1,814-	557	500	300
Support Servcs-Charges	773,623	749,961	778,991	787,082
Unclassified	0	664	0	0
Sale of Equipment	0	17	0	0
Interdept DSR-General Fnd	49	49	49	49
Interdept DSR-Streets	296	296	395	395
Interdept DSR-Wastewater	1,382	1,382	1,333	1,431
Interdept DSR-Water Sys	987	1,037	1,185	1,185
Interdept DSR-Refuse	2,172	2,271	2,320	2,320
Interdept DSR-Fleet	197	197	197	197
Other Revenues	23,554	322,223-	26,585	63,600
TOTAL	800,446	434,208	811,555	856,559

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P E R S O N N E L Number of Positions

Classification	Funded In Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval
Human Resources Manager	.70	.70	.70	.70
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Tech I/II/III	2.00	2.00	2.00	2.00
Risk Analyst	.10	.10	.10	.10
TOTAL	3.80	3.80	3.80	3.80

BUDGET DETAIL EXPENSES

672-0402	Personnel			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24
511.01-00	Regular Salaries	228,727	128,348	267,323	275,406	275,406	275,406
511.03-00	Extra Help	458	0	0	0	0	0
511.10-02	Unused Sick Leave	1,191	0	0	0	0	0
511.10-05	Retirement PERS Classic	15,583	8,776	7,291	7,529	7,529	7,529
511.10-06	Social Security-OASDI	13,559	8,174	16,695	17,057	17,057	17,057
511.10-07	Social Security-Medicare	3,336	1,916	3,904	3,989	3,989	3,989
511.10-10	Retirement-PERS New Membr	5,087	2,528	15,537	17,953	17,953	17,953
511.10-12	Workers Compensation	840	601	710	445	445	445
511.10-20	Earned Benefit	2,392	7,805	6,507	7,131	7,131	7,131
511.10-21	Bilingual Pay Program	0	168	600	600	600	600
511.10-24	Vehicle Allowance	5,708	580	0	0	0	0
511.10-27	PTS Plan FICA Alternative	6	0	0	0	0	0
511.10-33	Core Allowance	43,634	33,845	62,607	68,474	67,332	67,332
511.10-35	Post Employment Benefits	5,438	5,204	11,875	12,090	12,090	12,090
511.10-73	Retirement UAL Misc	35,589	40,584	44,494	43,928	44,185	44,185
Personnel Services		361,548	238,529	437,543	454,602	453,717	453,717
512.12-00	Telephone	1,042	1,091	1,318	1,763	1,763	1,763
512.13-00	Postage	1,061	649	1,050	1,092	1,092	1,092
512.14-00	Advertising	4,263	2,473	10,132	10,132	10,132	10,132
512.15-00	Office Supplies	8,441	9,012	10,800	11,232	11,232	11,232
512.17-00	Professional Services	88,283	65,628	210,676	222,676	222,676	222,676
512.18-00	Travel and Meetings	0	593	3,410	3,528	3,528	3,528
512.20-00	Training Expense	2,886	125	9,050	9,427	9,427	9,427
512.21-00	Rents/Leases	12,639	0	11,924	14,500	14,500	14,500
512.22-00	Office Equipment O & M	5,192	0	0	0	0	0
512.24-00	Memberships, Subscription	5,335	4,901	2,812	2,733	2,733	2,733
512.29-00	Other Materials Supplies	15,355	16,959	26,265	27,315	27,315	27,315
512.30-01	Dept Share of Insurance	6,507	10,258	12,641	14,753	14,753	14,753
512.34-00	Contingency Reserve	0	0	0	47,591	5,949	5,949
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.45-00	Facilities Maint Charge	32,338	36,889	32,784	36,564	36,564	36,564
Supplies and Services		183,342	148,628	332,862	403,306	361,664	361,664
514.91-01	Adm Exp-City Manager	6,681	7,567	7,295	6,495	7,483	7,483
514.91-02	Adm Exp-City Attorney	1,554	2,291	4,346	1,062	3,142	3,142
514.91-03	Adm Exp-City Clerk	4,084	5,316	3,787	3,118	3,499	3,499
514.91-09	Adm Exp-Finance	18,482	23,959	21,047	18,940	21,770	21,770
514.91-10	Adm Exp-Purchasing	1,994	2,428	2,235	2,091	2,378	2,378
514.91-16	Adm Exp-City Council	1,690	2,419	2,440	2,577	2,906	2,906
Administrative		34,485	43,980	41,150	34,283	41,178	41,178
613.64-00	Depreciation Expense	3,071	3,071	0	0	0	0
Property		3,071	3,071	0	0	0	0
908.93-01	Trsf-General Fund (001)	218,000	0	0	0	0	0
Other		218,000	0	0	0	0	0
**	Personnel	800,446	434,208	811,555	892,191	856,559	856,559

SUPPORT SERVICES – PERSONNEL

- 14-00 Advertising for recruitments
- 17-00 Physical exams for new employees, public safety pre-employment physical exams, lease of exam materials for recruitments, disability hearing charges (administrative law judge), Assessment Centers
- 18-00 League of California Cities Employee Relations Institute, California Public Employees Labor Relations Conference (CALPELRA), International Personnel Managers Association (IPMA), Employee Risk Management Authority meetings, CalPERS Educational Forum, Western Regional and Central California meetings, and travel associated with training in Line 20-00 below
- 20-00 Registration fees for conferences and meetings listed in Line 18-00 above
- 24-00 CALPELRA; IPMA; Jobs Available; Personnel Testing Council; and related publications and updates
- 29-00 Recruitment oral board and Personnel Board miscellaneous expenses, workplace posters and Employee Service Awards

INFORMATION TECHNOLOGY
FUND NO. 672 / 7008
ACCOUNT NO. 0403-0406 / 4700-4740

DESCRIPTION

The function of the Information Technology Department is to provide the City with technological support to enhance its mission and to support the City's strategic goals. The department strives to improve City services through the use of technology to bring as many governmental services to the community as possible while making internal staff more effective and productive.

MISSION

To serve our community by exploring, implementing and supporting effective and innovative use of technology through teamwork, collaboration, innovation, and accountability to our departmental partners and to improve the quality of life for the residents of Merced.

Our service delivery objective is to provide the leadership and vision necessary to carry out the City's strategic goals by utilizing sound project management practices to plan, implement, secure and support the IT systems and networks throughout the City of Merced while providing high quality service to our customers.

GOALS

- ◇ Focus on services to the community with technology improvements including online services and field operations improvements.
- ◇ Plan and implement projects in an enterprise manner.
- ◇ Maintain the city's network and aging business systems at a satisfactory level, within budgetary levels, and support our customers' ability to serve the community effectively.
- ◇ Maintain strong vendor relationships to ensure the City's business systems are stable, secure, compliant, supported and cost effective.
- ◇ Bring government services to the community through the use of Internet, smartphone apps, and phone services.

INFORMATION TECHNOLOGY

OBJECTIVES

**PERFORMANCE
MEASUREMENTS/INDICATORS**

Application Projects

A1: Phase 1a (Socrata) of new Enterprise Resource Planning (ERP) software. Phase 1a includes Data and Insights for citizen engagement and performance optimization.

Phase 1a of the new ERP system is anticipated to go live in 2nd Half of FY23/24

A2: Phase 3 of the new Enterprise Resource Planning (ERP) software. Phase 3 includes Community Development, and Code Enforcement.

Phase 3 is scheduled to start in May/June of 2023 and complete at end of FY23/24.

A3: Phase 4 of the new Enterprise Resource Planning (ERP) software. Phase 4 includes Human Capital Management.

Phase 4 is scheduled to start in FY23/24 and Complete in FY24/25.

A4: Upgrade the Police Department Records Management system to Enterprise Software Suite

This project is anticipated to be complete by end of the FY23/24.

A5: Upgrade the Parks and Rec software management system.

This project is anticipated to be complete by Q2 of FY23/24.

GIS Projects

G1: Enhanced addressing data down to the Apartment unit number.

This project is anticipated to be complete by Q3 of FY23/24.

Service Projects

S1: Turn on additional features and services as part of Office 365 strategy to allow greater collaboration and sharing of information between departments and external business partners.

This project is anticipated to be complete the end of Q4 of FY23/24.

Technology Infrastructure Project

T1: Enhanced Cyber Security Posture with continuous 24 x7 Security Operations Center.

This project is anticipated to be complete the end of Q4 of FY23/24.

Community Technology Project

C1: Community Broadband partnership program with the County of Merced (ARPA funding)

This project will be on-going through all of FY23/24.

2023-2024 BUDGET HIGHLIGHTS

In fiscal year 23/24 we will see the ERP system phases 1, 1A, 1B, 2, and 3 be live and usable by City staff.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval
Dir. of Information Technology	1.00	1.00	1.00	1.00
Inform.Tech Mgr/Sys Eng III	1.00	1.00	1.00	1.00
Software Analyst I/II/III	3.00	3.00	3.00	3.00
Systems Engineer I/II or Systems Technician I/II/III	5.00	5.00	5.00	5.00
GIS Coordinator		1.00	1.00	1.00
GIS Coordinator		1.00	1.00	1.00
TOTAL	10.00	12.00	12.00	12.00

672-0403	Information Tech - Admin			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24
511.01-00	Regular Salaries	715,016	796,825	1,089,232	1,129,174	1,129,174	1,129,174
511.03-00	Extra Help	24,792	19,533	24,538	24,538	24,538	24,538
511.04-01	Regular Overtime	17,990	22,007	22,216	23,216	23,216	23,216
511.10-05	Retirement PERS Classic	41,664	42,515	43,647	49,256	49,256	49,256
511.10-06	Social Security-OASDI	46,049	52,123	70,846	73,720	73,794	73,794
511.10-07	Social Security-Medicare	11,286	12,491	16,989	17,597	17,614	17,614
511.10-08	State Unemployment	6,173	2,881	0	623	623	623
511.10-10	Retirement-PERS New Membr	22,098	27,098	49,819	55,903	55,903	55,903
511.10-12	Workers Compensation	21,364	17,017	13,860	9,897	9,897	9,897
511.10-17	Stand By Pay	34,643	37,175	36,164	37,610	37,610	37,610
511.10-20	Earned Benefit	13,026	9,820	18,504	19,244	19,244	19,244
511.10-21	Bilingual Pay Program	0	0	0	0	1,200	1,200
511.10-24	Vehicle Allowance	8,154	8,274	8,424	9,432	9,432	9,432
511.10-27	PTS Plan FICA Alternative	322	253	319	319	319	319
511.10-31	Education Incentive Pay	0	798	1,200	1,200	1,200	1,200
511.10-33	Core Allowance	131,905	130,464	177,149	175,508	172,450	172,450
511.10-35	Post Employment Benefits	15,944	15,245	15,089	15,506	15,506	15,506
511.10-73	Retirement UAL Misc	132,105	148,503	181,973	181,086	182,148	182,148
Personnel Services		1,242,531	1,343,022	1,769,969	1,823,829	1,823,124	1,823,124
512.11-00	Utilities	17,533	22,248	30,408	31,624	31,624	31,624
512.12-00	Telephone	25,142	18,015	19,658	26,032	26,032	26,032
512.13-00	Postage	90	450	412	400	400	400
512.14-00	Advertising	0	0	300	300	300	300
512.15-00	Office Supplies	4,284	3,004	4,532	4,400	4,400	4,400
512.17-00	Professional Services	258,157	175,140	136,438	77,919	302,919	302,919
512.18-00	Travel and Meetings	0	2,417	13,215	13,215	13,215	13,215
512.20-00	Training Expense	5,390	7,718	16,356	16,219	16,219	16,219
512.21-00	Rents/Leases	0	0	767	797	797	797
512.22-00	Office Equipment O & M	309,415	283,781	252,330	234,163	234,163	234,163
512.23-00	Vehicle Operations/Maint	2,490	3,695	4,443	3,977	3,977	3,977
512.24-00	Memberships, Subscription	211,085	396,428	483,288	656,051	656,051	656,051
512.29-00	Other Materials Supplies	20,939	9,392	35,660	12,760	12,760	12,760
512.30-01	Dept Share of Insurance	20,043	29,061	35,191	42,303	42,303	42,303
512.35-84	Retro Fee Expense	200	0	0	0	0	0
512.45-00	Facilities Maint Charge	61,943	70,591	62,885	70,184	70,184	70,184
512.46-00	Computer Replacement Chrg	0	71,600	60,000	93,794	93,794	93,794
Supplies and Services		936,711	1,093,540	1,155,883	1,284,138	1,509,138	1,509,138
513.43-00	Machinery/Equipment	103,952	131,249	276,785	168,020	253,020	253,020
Property		103,952	131,249	276,785	168,020	253,020	253,020
514.91-01	Adm Exp-City Manager	11,753	11,558	14,864	14,215	17,593	17,593
514.91-02	Adm Exp-City Attorney	2,733	3,499	8,856	2,324	7,387	7,387
514.91-03	Adm Exp-City Clerk	4,803	4,820	6,771	6,553	7,933	7,933
514.91-09	Adm Exp-Finance	32,515	36,593	42,886	41,449	51,181	51,181
514.91-10	Adm Exp-Purchasing	3,508	3,708	4,554	4,577	5,590	5,590
514.91-16	Adm Exp-City Council	2,973	3,694	4,971	5,640	6,832	6,832
Administrative		58,285	63,872	82,902	74,758	96,516	96,516
613.64-00	Depreciation Expense	131,431	122,105	0	0	0	0
Property		131,431	122,105	0	0	0	0
617.65-00	Capital Imp. Projects	263,142	868,175	2,159,590	1,601,006	1,858,291	1,858,291
Capital Outlay		263,142	868,175	2,159,590	1,601,006	1,858,291	1,858,291
**	Information Tech - Admin	2,736,052	3,621,963	5,445,129	4,951,751	5,540,089	5,540,089

INFORMATION TECHNOLOGY

- 17-00 Professional assistance with implementation of networking, Internet access, website design, and systems integration/database support
- 18-00 Municipal Information Systems Association of California (MISAC), New ERP, and Tyler conferences, and training
- 20-00 Travel associated with conferences and training in line 18-00
- 21-00 Computer room alarm monitoring, high speed internet connection, and offsite data storage, Cloud based application services rentals.
- 22-00 Maintenance and support of Software, Servers, Uninterruptible Power Supply, business systems software support, imaging system support, disaster recovery support, and on-site service and support for network
- 24-00 Memberships and subscriptions, and cloud based technology solutions
- 29-00 media, print supplies, backup batteries and other computer related supplies

BUDGET DETAIL EXPENSES

087-0403 Information Tech - Admin							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
617.65-00	Capital Imp. Projects	0	0	2,650,000	2,580,970	2,580,970	1,080,970
	Capital Outlay	0	0	2,650,000	2,580,970	2,580,970	1,080,970
**	Information Tech - Admin	0	0	2,650,000	2,580,970	2,580,970	1,080,970

TECHNOLOGY REPLACEMENT AND MAINTENANCE
FUND NO. 673 / 7008
ACCOUNT NO. 0403 / 4700

PROGRAM

This program was not-funded last fiscal year. This year it is proposed to be funded at 25%.

In previous years when the program was funded it supported the replacement of aging, outdate, and not functional technology. As uses for technology has grown over the years the type of items that was covered under this program increases. Examples of technology that are replaced under this program include PC, large printers, servers, storage systems, network infrastructure, Telephones, CCTV, and more.

BUDGET DETAIL EXPENSES

673-0403 PC Maintenance & Repair							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
512.22-00	Office Equipment O & M	14,776	18,877	15,600	15,600	15,600	15,600
512.24-00	Memberships, Subscription	162,035	65,938	255,920	296,308	296,308	296,308
	Supplies and Services	176,811	84,815	271,520	311,908	311,908	311,908
513.43-00	Machinery/Equipment	74,651	54,423	595,394	758,133	758,133	758,133
	Property	74,651	54,423	595,394	758,133	758,133	758,133
613.64-00	Depreciation Expense	30,042	29,137	0	0	0	0
	Property	30,042	29,137	0	0	0	0
**	PC Maintenance & Repair	281,504	168,375	866,914	1,070,041	1,070,041	1,070,041

PEG ACCESS FEE
FUND NO. 051/3004
ACCOUNT NO. 0416/4730

PROGRAM

Used to account for funds received for Public, Education and Governmental (PEG) access paid as part of the state franchise agreements with local cable providers. Provide for funding for capital assets to Audio/Video and video production of events that are broadcast on the P.E.G. Channels.

BUDGET DETAIL EXPENSES

051-0416 PEG Access							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
513.43-00	Machinery/Equipment	17,500	17,500	19,500	20,500	20,500	20,500
	Property	17,500	17,500	19,500	20,500	20,500	20,500
617.65-00	Capital Imp. Projects	32,117	32,382	682,632	727,155	727,155	727,155
	Capital Outlay	32,117	32,382	682,632	727,155	727,155	727,155
**	PEG Access	49,617	49,882	702,132	747,655	747,655	747,655

RISK MANAGEMENT AND SAFETY

RISK MANAGEMENT AND SAFETY

FUND NOS. 666/7002, 667/7001, 668/7003 & 672/7008

ACCOUNT NOS. 0409/4520, 0410/4520, 0411/4520, & 0412/4500

DESCRIPTION

The City of Merced Risk Management and Safety program encompasses two operational divisions.

The Workers' Compensation Division administers the self-insured workers' compensation program, including preparation of reports for management, benefit approval and payment authorization, coordination with a third-party workers' compensation administrator, and coordination with the City Attorney's office in litigated claims. The workers' compensation self-insurance retention is \$350,000.

The Liability Insurance Division provides a mechanism through which the City purchases general liability, property and fire, boiler and machinery, fidelity, Public Official bonds, and airport liability. Expenses are allocated to departmental operating accounts and transferred into the liability insurance fund from which the expenses are paid. The general liability insurance is funded through the Central San Joaquin Valley Risk Management Authority (CSJVRMA). This is a risk sharing pool with a self-insurance retention of \$100,000 for general liability. City staff coordinates efforts with a third-party administrator. Employment practices coverage is also available under the CSJVRMA through the Employment Risk Management Authority (ERMA) with a self-insurance retention of \$100,000. The commercial property, fire, and boiler and machinery coverage is purchased through the Alliant Property Insurance Program. The commercial property and fire carry a \$25,000 deductible, and the boiler and machinery have a \$10,000 deductible. The fidelity coverage (crime/dishonesty employee bond) has a \$1 million limit per loss with a \$20,000 deductible. The City's airport is fully insured for \$25 million combined single limit per aircraft/per occurrence, with no deductible.

RISK MANAGEMENT AND SAFETY

INSURANCE ADMINISTRATION

The City of Merced Insurance Administration Division includes all personnel with assignments in the risk management area, as well as accompanying operational expenses.

MISSION

The mission of the Insurance Administration Division is to provide technical support for the administration of the insurance function.

GOALS

- ◇ Review and evaluate alternate methods of providing adequate insurance coverage in all areas of City needs.
- ◇ Administer a citywide wellness program.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|--|
| 1. Review insurance coverage obtained in all areas of City needs. | Meet with Broker of Record annually in month of May for all lines of coverage to ensure premium are cost effective in the insurance marketplace. |
| 2. Provide health education to all City employees. | Conduct a Health Fair each Fall in conjunction with annual open enrollment of employee benefits in October. |
| 3. Citywide Wellness Program. | Improve overall employee participation to at least 15% in various wellness and fitness related programs with the use of the Corporate Wellness Strategic Plan. |

BUDGET DETAIL EXPENSES

672-0409	Risk Management Admin.			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24
511.01-00	Regular Salaries	119,585	90,621	152,369	164,799	164,799	164,799
511.03-00	Extra Help	4,122	0	0	0	0	0
511.04-01	Regular Overtime	0	97	0	0	0	0
511.10-02	Unused Sick Leave	510	0	0	0	0	0
511.10-05	Retirement PERS Classic	3,736	820	0	3,227	3,227	3,227
511.10-06	Social Security-OASDI	6,883	5,389	9,255	9,741	9,741	9,741
511.10-07	Social Security-Medicare	1,737	1,267	2,165	2,278	2,278	2,278
511.10-08	State Unemployment	0	0	0	308	308	308
511.10-10	Retirement-PERS New Membr	7,094	6,848	13,011	12,021	12,021	12,021
511.10-12	Workers Compensation	420	350	367	258	258	258
511.10-20	Earned Benefit	1,025	3,302	2,932	3,019	3,019	3,019
511.10-24	Vehicle Allowance	2,446	249	0	0	0	0
511.10-27	PTS Plan FICA Alternative	54	0	0	0	0	0
511.10-33	Core Allowance	36,652	30,293	34,001	55,024	54,159	54,159
511.10-35	Post Employment Benefits	4,850	11,603	11,554	11,573	11,573	11,573
511.10-73	Retirement UAL Misc	24,151	27,266	25,361	26,286	26,440	26,440
Personnel Services		213,265	178,105	251,015	288,534	287,823	287,823
512.12-00	Telephone	16	29	371	385	385	385
512.13-00	Postage	452	534	874	908	908	908
512.15-00	Office Supplies	1,834	100	247	256	256	256
512.18-00	Travel and Meetings	69	0	1,091	1,134	1,134	1,134
512.20-00	Training Expense	0	0	41	42	42	42
512.24-00	Memberships, Subscription	618	1,315	1,683	1,583	1,583	1,583
512.29-00	Other Materials Supplies	1,155	0	7,295	7,586	7,586	7,586
512.30-01	Dept Share of Insurance	5,924	9,656	10,166	11,095	11,095	11,095
512.35-84	Retro Fee Expense	50	0	0	0	0	0
512.45-00	Facilities Maint Charge	42,180	48,116	42,761	47,693	47,693	47,693
Supplies and Services		52,298	59,750	64,529	70,682	70,682	70,682
514.91-01	Adm Exp-City Manager	3,215	3,117	4,003	3,317	3,696	3,696
514.91-02	Adm Exp-City Attorney	748	944	2,385	542	1,552	1,552
514.91-03	Adm Exp-City Clerk	1,280	1,294	1,824	1,522	1,660	1,660
514.91-09	Adm Exp-Finance	8,895	9,868	11,551	9,673	10,753	10,753
514.91-10	Adm Exp-Purchasing	960	1,000	1,227	1,068	1,175	1,175
514.91-16	Adm Exp-City Council	813	996	1,339	1,316	1,435	1,435
Administrative		15,911	17,219	22,329	17,438	20,271	20,271
**	Risk Management Admin.	281,474	255,074	337,873	376,654	378,776	378,776

RISK MANAGEMENT ADMINISTRATION

- 17-00 Safety posters, hearing and vision tests, Hepatitis B vaccinating, lumbar corsets, wrist braces, and other ergonomic supplies/equipment
- 18-00 Quarterly claims reviews with Workers' Compensation Administration, Worker's Compensation training sessions, CSJVRMA Annual Retreat, and Annual Conference of Public Agency Risk Managers (PRIMA/PARMA), and miscellaneous meetings
- 20-00 Registration fees for PRIMA/PARMA Annual Conference, CSJVRMA, and various Worker's Compensation and computer training sessions
- 24-00 Public Risk Insurance Managers Association (PRIMA); Public Agencies Management Association (PARMA); Council of Self-Insured Public Agencies; General Industry Safety Order; ADA Monthly & Annual Updates

RISK MANAGEMENT AND SAFETY

WORKERS' COMPENSATION

MISSION

The mission of the Workers' Compensation Division is to provide professional and technical support for the administration of the self-insured workers' compensation program.

GOALS

- ◇ Ensure employees receive the best medical care and treatment while working to get the employee back to work and released to fully duty as soon as possible.
- ◇ Ensure that the City is receiving the most competitive workers' compensation excess insurance coverage and premium levels that can be obtained in the open market.
- ◇ Maintain a high quality of service to employees and ensure that price and service levels are competitive for third party administration.
- ◇ Process all claims in a timely manner. Provide aid and support to City Employees throughout the Workers Compensation process.
- ◇ Prevent accidents/reduce personal injury/occupational injury by maintaining an Injury and Illness Prevention Program.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|--|--|
| 1. In-house administration of claims and employee training. | Reduction in the number of active files by effective claims administration and supervision/manager training. |
| 2. Review the work product of the third-party claim's administrator. | Meet quarterly with the third-party administrator to monitor litigated and non-litigated claims and insure there are no violations of regulations. |

Insurance: Workers Comp

E X P E N S E S	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval 2023-24
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	2,530,857	2,771,924	3,120,879	3,612,019	3,612,019	3,612,019
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	2,530,857	2,771,924	3,120,879	3,612,019	3,612,019	3,612,019
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F I N A N C I N G S O U R C E S	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Estimated 2023-24
Workers' Compensation Rev	2,479,289	2,403,534	3,000,715	3,243,495
Investment Earnings	3,704	270	0	0
Unclassified	0	1,565	0	0
PERS Refund	14,235	1,151	41,267	59,645
Reimb Workers Comp Claims	0	44,150	0	0
Trsf-General Fund (001)	38,932	202,000	0	0
Trsf-Emp Benefit Fun(669)	150,000	0	0	0
Other Revenues	155,303-	119,254	78,897	308,879
TOTAL	2,530,857	2,771,924	3,120,879	3,612,019
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666-0410	Insurance: Workers Comp						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
512.17-00	Professional Services	249,928	224,948	335,329	282,408	282,408	282,408
512.30-10	Wrk Cmp-Medical	809,033	1,097,372	830,922	1,112,760	1,112,760	1,112,760
512.30-11	Wrk Cmp-Permanent Disblty	568,272	507,173	588,952	779,100	779,100	779,100
512.30-12	Legal	180,447	111,126	161,503	182,160	182,160	182,160
512.30-13	Wrk Cmp-Umbrella Coverage	549,227	666,301	718,253	810,347	810,347	810,347
512.34-00	Contingency Reserve	0	0	264,158	194,980	189,021	189,021
512.35-00	Special Dept. Expense	14,235	1,151	41,267	59,645	59,645	59,645
512.38-00	Support Services	3,772	3,730	4,894	5,549	5,638	5,638
	Supplies and Services	2,374,914	2,611,801	2,945,278	3,426,949	3,421,079	3,421,079
514.91-01	Adm Exp-City Manager	8,896	8,395	10,384	11,310	11,912	11,912
514.91-02	Adm Exp-City Attorney	2,069	2,541	6,187	1,849	5,002	5,002
514.91-03	Adm Exp-City Clerk	4,372	4,058	4,743	6,231	6,391	6,391
514.91-09	Adm Exp-Finance	24,609	26,580	29,960	32,981	34,655	34,655
514.91-10	Adm Exp-Purchasing	2,655	2,694	3,181	3,642	3,785	3,785
514.91-16	Adm Exp-City Council	2,250	2,683	3,473	4,488	4,626	4,626
	Administrative	44,851	46,951	57,928	60,501	66,371	66,371
515.92-01	Interdept DSC-General Fnd	111,092	113,172	117,673	124,569	124,569	124,569
	Interdepartmental	111,092	113,172	117,673	124,569	124,569	124,569
**	Insurance: Workers Comp	2,530,857	2,771,924	3,120,879	3,612,019	3,612,019	3,612,019

INSURANCE: WORKERS' COMPENSATION

- 17-00 Administrative contract with Tristar Risk Management and for review of medical bills.
- 30-10 Medical payments to physicians, surgeons, chiropractors, psychologists, etc., for treatment resulting from a work injury as defined by Labor Code Section 4600.
- 30-11 Permanent disability payments for work injuries that result in a medically documented permanent limitation as defined in Labor Code Sections 4658-4663.
- 30-12 Miscellaneous case costs (records costs, subpoenas, investigation, etc.).
- 30-13 Excess Worker's Compensation policy to cover losses in excess of \$350,000 self-insured retention (LAWCX), California user funding assessment and California insurance fraud investigation assessment, injury benefits trust fund, and uninsured employer benefits fund.
- 34-00 Contingency for unanticipated claims and reserve for claims both reported and unreported.
- 35-00 Advance payments to CalPERS for public safety disability retirements.

RISK MANAGEMENT AND SAFETY

LIABILITY

MISSION

The mission of the Liability Insurance Division is to provide adequate insurance coverage and establish risk management practices to reduce liability exposure where possible.

GOALS

- ◇ Improve risk management practices to reduce liability exposure when possible.
- ◇ Ensure that the services of the third-party claim's administrator meet the City's needs and the needs and requirements of the liability excess insurance carrier.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|---|
| 1. Review work product of the third-party claim's administrator for efficiency and reliable claims administration. | Meet and review claims on a quarterly basis with the third-party administrator to monitor effectiveness, and reduction in litigation. |
| 2. Review effectiveness and cost-savings for liability claims filed against the City of Merced and improve efforts of cost recovery for property damages and workers' compensation claims, when applicable. | 10% reduction in liability claims and increase in cost savings through training provided by continued membership and coverage through the Central San Joaquin Valley Risk Management Authority. Quarterly review with Insurance Department staff to monitor efficiency and effectiveness of in-house subrogation demands. |
| 3. Review effectiveness and cost-reduction efforts for employment practices claims. | Elimination or reduction in claims for unlawful employment practices through training provided by continued membership and coverage through the Employment Risk Management Authority (ERMA) offered through the CSJVRMA. |
| 4. Review effectiveness and cost savings for property insurance and boiler and machinery coverage. | Monitor current and new City acquisitions annually in March to insure proper coverage. |

667-0411 Insurance: Liability							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
512.30-12	Legal	32,131	0	599,453	599,453	599,453	599,453
512.30-20	Liab-General Liability	1,787,438	2,454,234	3,165,096	3,367,650	3,367,650	3,367,650
512.30-23	Liab-Reserve for Self Ins	0	0	196,334	60,459	58,488	58,488
512.30-24	Subrogation Claims Expens	17,369	28,859	50,000	50,000	50,000	50,000
512.38-00	Support Services	40,762	40,762	40,762	40,762	40,762	40,762
	Supplies and Services	1,877,700	2,523,855	4,051,645	4,118,324	4,116,353	4,116,353
514.91-01	Adm Exp-City Manager	6,294	6,162	8,306	8,443	8,469	8,469
514.91-02	Adm Exp-City Attorney	1,464	1,865	4,949	1,380	3,556	3,556
514.91-03	Adm Exp-City Clerk	2,506	2,558	3,783	3,874	3,804	3,804
514.91-09	Adm Exp-Finance	17,411	19,510	23,964	24,618	24,639	24,639
514.91-10	Adm Exp-Purchasing	1,879	1,977	2,545	2,718	2,691	2,691
514.91-16	Adm Exp-City Council	1,592	1,970	2,778	3,350	3,289	3,289
	Administrative	31,146	34,042	46,325	44,383	46,448	46,448
515.92-01	Interdept DSC-General Fnd	160,678	165,410	175,607	216,055	215,961	215,961
515.92-17	Interdept DSC-Develop Svc	41,270	0	0	0	0	0
	Interdepartmental	201,948	165,410	175,607	216,055	215,961	215,961
613.64-00	Depreciation Expense	11,977	9,502	0	0	0	0
	Property	11,977	9,502	0	0	0	0
908.93-01	Trsf-General Fund (001)	674,749	706,170	738,435	775,515	775,515	775,515
	Other	674,749	706,170	738,435	775,515	775,515	775,515
**	Insurance: Liability	2,797,520	3,438,979	5,012,012	5,154,277	5,154,277	5,154,277

INSURANCE: LIABILITY

30-12 Case-driven costs incurred by City Attorney for litigation related to PCE issues and general liability; Personnel Board outside legal costs

30-20 Insurance Premiums:

- Pooled Excess Liability (CSJVRMA and ERMA)
- Property and Boiler and Machinery
- Fidelity
- Public Officials Bond
- Airport Liability

30-23 Reserves for payment of present and future out-of-court and court-mandated settlements and general liability claims

30-24 Subrogation Claim Expense

RISK MANAGEMENT AND SAFETY

UNEMPLOYMENT INSURANCE

MISSION

The mission of the Unemployment Insurance Division is to provide benefits to employees who have left the City services and qualify for unemployment compensation.

GOALS

- ◇ Maintain adequate financial reserves to protect the City against any unknown and unpredictable monetary demands on this fund in any given fiscal year.
- ◇ Ensure that former employees are qualified to receive benefits.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|---|---|
| 1. Monitor all unemployment claim pay-outs to ensure the accuracy of charges being made against the City's self-funded account by the State of California EDD office. | Payments only made to approved claims. |
| 2. Investigate and challenge unauthorized filings. | No payments to unauthorized past-employees. |

2023-2024 BUDGET HIGHLIGHTS

The Insurance Division continues to review safety and workers' compensation programs as outlined in the Injury and Illness Prevention Program (IIPP) to ensure the organization is in compliance with state and federal regulations.

The Insurance Division will continue to work with our group health insurance carrier (Anthem) to increase employee awareness and participation in the corporate wellness program.

Insurance: Unemployment

EXPENSES	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval 2023-24
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	92,758	55,421	388,729	469,939	469,939	469,939
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	92,758	55,421	388,729	469,939	469,939	469,939

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FINANCING SOURCES	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Estimated 2023-24
Other Revenues	92,758	55,421	388,729	469,939
TOTAL	92,758	55,421	388,729	469,939

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BUDGET DETAIL EXPENSES

668-0412	Insurance: Unemployment			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24
512.30-30	Unemp Ins-Unemployment	87,091	48,791	302,354	303,758	303,758	303,758
512.34-00	Contingency Reserve	0	0	77,676	158,423	156,165	156,165
512.38-00	Support Services	324	442	623	479	733	733
	Supplies and Services	87,415	49,233	380,653	462,660	460,656	460,656
514.91-01	Adm Exp-City Manager	1,080	1,120	1,448	1,385	1,693	1,693
514.91-02	Adm Exp-City Attorney	251	339	863	226	711	711
514.91-03	Adm Exp-City Clerk	430	465	660	635	760	760
514.91-09	Adm Exp-Finance	2,987	3,547	4,177	4,038	4,924	4,924
514.91-10	Adm Exp-Purchasing	322	359	444	446	538	538
514.91-16	Adm Exp-City Council	273	358	484	549	657	657
	Administrative	5,343	6,188	8,076	7,279	9,283	9,283
**	Insurance: Unemployment	92,758	55,421	388,729	469,939	469,939	469,939

INSURANCE: UNEMPLOYMENT

30-30 Unemployment insurance

**EMPLOYEE BENEFITS
FUND NO. 669 / 7004
ACCOUNT NO. 0413 / 4500**

DESCRIPTION

The Employee Benefits budget provides the mechanism through which the City pays the cost of health, long-term disability, life, dental and vision insurance for all eligible employees. Monies are budgeted in departmental operating accounts and then transferred during the year into the Employee Benefit fund from which benefit payments are actually made.

The City Council has established an Employee Benefits Committee. The Committee is advisory to the City Council on health and welfare issues and is comprised of representatives from each of the City's bargaining units and unrepresented management.

MISSION

The mission of the Employee Benefits Division is to provide negotiated benefits to City employees while recognizing cost containment needs.

GOAL

- ◇ Review and evaluate employee benefit cafeteria plan and Section 125 tax deferred plan and make changes/enhancements as needed going forward.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|---|--|
| 1. Continue to provide city-wide cafeteria and Section 125 tax deferred plan for employee benefits. | Re-evaluate on an ongoing basis the employee benefit cafeteria plan and Section 125 tax deferred plan and make changes/enhancements when indicated. |
| 2. Establish and maintain an adequate reserve fund. | At the end of the fiscal year, June 30, 2024, an adequate reserve fund will be available for year-to-year stability within the self-insured employee benefits program. |

2023-2024 BUDGET HIGHLIGHTS

There are no anticipated significant changes in program direction, expenditures, or revenues contingent upon fiscal stability. Group medical benefits for active, temporary, and retired employee will meet Affordable Care Act requirements.

BUDGET DETAIL EXPENSES

669-0413	Employee Benefits			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24
511.10-06	Social Security-OASDI	24,072	14,348	18,115	18,162	18,162	18,162
511.10-07	Social Security-Medicare	5,983	3,665	4,237	4,248	4,248	4,248
511.10-20	Earned Benefit	422,667	263,161	292,181	292,931	292,931	292,931
Personnel Services		452,722	281,174	314,533	315,341	315,341	315,341
512.17-00	Professional Services	8,959	23,931	37,200	61,200	61,200	61,200
512.30-40	Emp Bnft-Group Health/Acc	7,720,915	7,722,030	9,141,633	10,098,717	9,973,075	9,973,075
512.30-41	Group Health Ins Retirees	1,458,163	1,469,983	1,499,243	1,465,611	1,465,611	1,465,611
512.30-42	Emp Bnft-Group Life	77,396	80,616	67,908	68,418	68,273	68,273
512.30-43	Emp Bnft-Sht & Lg Trm Dis	96,820	96,721	98,452	99,642	99,302	99,302
512.30-45	Emp Bft-Dentl/Vision Care	632,084	626,098	703,895	858,376	859,494	859,494
512.30-47	Emp Bnft-Rsrvd For Retent	0	0	99,735	218,818	182,813	182,813
512.30-61	Flexible Spending-Medical	51,692	46,152	76,186	80,885	80,885	80,885
512.30-62	Flexible Spending-DepCare	1,481	1,000	12,343	17,273	17,273	17,273
512.38-00	Support Services	32,632	36,392	43,028	43,320	49,388	49,388
Supplies and Services		10,080,142	10,102,923	11,779,623	13,012,260	12,857,314	12,857,314
514.91-01	Adm Exp-City Manager	32,763	31,906	36,293	37,658	38,130	38,130
514.91-02	Adm Exp-City Attorney	7,620	9,658	21,624	6,157	16,011	16,011
514.91-03	Adm Exp-City Clerk	13,046	13,246	16,531	17,279	17,126	17,126
514.91-09	Adm Exp-Finance	90,637	101,016	104,716	109,808	110,927	110,927
514.91-10	Adm Exp-Purchasing	9,780	10,237	11,120	12,125	12,117	12,117
514.91-16	Adm Exp-City Council	8,286	10,197	12,137	14,941	14,808	14,808
Administrative		162,132	176,260	202,421	197,968	209,119	209,119
968.93-66	Trnsf-Workers Comp (666)	150,000	0	0	0	0	0
Other		150,000	0	0	0	0	0
**	Employee Benefits	10,844,996	10,560,357	12,296,577	13,525,569	13,381,774	13,381,774

EMPLOYEE BENEFITS

- 30-40 Group health premiums to Anthem Blue Cross of California.
- 30-42 Group life insurance premiums.
- 30-43 Long-term disability premiums.
- 30-45 Claims payment for self-insured dental and fully-insured vision programs.
- 30-46 Amount held in contingency as reserve for retention.