

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

TAB 6

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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 2023-24:

- 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.

2023-2024 BUDGET HIGHLIGHTS

Approved budget highlights include continuation 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 2022-23	Dept. Head Request 2023-24	City Mgr. Recom. 2023-24	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 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
511.01-00	Regular Salaries	38,642	49,960	82,755	84,993	84,993	84,993
511.10-05	Retirement PERS Classic	2,102	1,365	0	3,071	3,071	3,071
511.10-06	Social Security-OASDI	2,333	3,320	5,132	5,269	5,269	5,269
511.10-07	Social Security-Medicare	546	776	1,201	1,233	1,233	1,233
511.10-10	Retirement-PERS New Membr	0	0	4,123	1,620	1,620	1,620
511.10-12	Workers Compensation	47	40	88	94	94	94
511.10-20	Earned Benefit	0	4,260	0	852	852	852
511.10-21	Bilingual Pay Program	241	108	0	0	0	0
511.10-33	Core Allowance	8,614	5,056	18,207	12,860	12,641	12,641
511.10-73	Retirement UAL Misc	3,772	4,148	8,036	8,087	8,135	8,135
Personnel Services		56,297	69,033	119,542	118,079	117,908	117,908
512.11-00	Utilities	1,140	0	0	0	0	0
512.12-00	Telephone	3,193	3,193	4,756	4,293	4,293	4,293
512.13-00	Postage	142	171	275	286	286	286
512.14-00	Advertising	3,985	171	8,000	8,320	8,320	8,320
512.15-00	Office Supplies	409	249	750	780	780	780
512.16-00	Printing	4,935	2,580	9,000	9,360	9,360	9,360
512.17-00	Professional Services	64,196	89,114	101,533	53,770	183,770	183,770
512.18-00	Travel and Meetings	4,277	6,288	25,850	26,884	36,884	36,884
512.20-00	Training Expense	350	775	7,000	7,280	7,280	7,280
512.24-00	Memberships, Subscription	65,926	73,081	157,581	179,789	179,789	179,789
512.29-00	Other Materials Supplies	9,967	1,042	31,150	5,356	5,356	5,356
512.30-01	Dept Share of Insurance	1,189	2,236	2,973	3,385	3,385	3,385
512.35-84	Retro Fee Expense	20	0	0	0	0	0
512.38-00	Support Services	18,155	20,697	25,896	25,482	31,424	31,424
512.45-00	Facilities Maint Charge	9,373	10,692	9,503	10,598	10,598	10,598
512.46-00	Computer Replacement Chrg	0	0	0	5,500	5,500	5,500
Supplies and Services		187,257	210,289	384,267	341,083	487,025	487,025
617.65-00	Capital Imp. Projects	0	29,825	3,674	3,675	353,675	353,675
Capital Outlay		0	29,825	3,674	3,675	353,675	353,675
**	City Council	243,554	309,147	507,483	462,837	958,608	958,608

CITY COUNCIL

- 12-00 Monthly billing for cell phones and i-pads
- 13-00 Postage for legislative letters, general Council correspondence, and community funding contracts
- 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, 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 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
512.29-00	Other Materials Supplies	0	14,500	2,000,000	847,111	847,111	695,611
	Supplies and Services	0	14,500	2,000,000	847,111	847,111	695,611
617.65-00	Capital Imp. Projects	0	8,576	800,000	732,533	732,533	732,533
	Capital Outlay	0	8,576	800,000	732,533	732,533	732,533
**	City Council	0	23,076	2,800,000	1,579,644	1,579,644	1,428,144

BUDGET DETAIL EXPENSES

001-0103 Youth Council							
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
512.15-00	Office Supplies	81	270	365	379	379	379
512.17-00	Professional Services	360	0	2,340	2,433	2,433	2,433
512.18-00	Travel and Meetings	621	2,163	6,136	6,381	6,381	6,381
512.20-00	Training Expense	0	1,025	0	0	0	0
512.21-00	Rents/Leases	0	0	412	428	428	428
512.24-00	Memberships, Subscription	0	630	278	289	289	289
512.29-00	Other Materials Supplies	9,161	5,588	3,236	3,365	3,365	3,365
	Supplies and Services	10,223	9,676	12,767	13,275	13,275	13,275
**	Youth Council	10,223	9,676	12,767	13,275	13,275	13,275

**CITY MANAGER
FUND NO. 001 / 1000
ACCOUNT NO. 0201 /1000**

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

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--|---|
| 1. Continue to provide leadership to City staff. | Encourage departments to effectively use public resources of the organization to meet Council's goals and priorities. |
|--|---|

CITY MANAGER

2. Develop and maintain positive labor relations, including the implementation of retention, recruitment, and succession plans to provide future opportunities for the City's labor force.

Provide ongoing training opportunities and seek out additional online training options for staff to ensure the growth of employee skills to meet the future demands for quality City services. Work in partnership with Human Resources and other departments to develop a positive working relationship with all bargaining units, and negotiations for new compensation plans.
3. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board and serve as a delegate in the One Voice Program.

Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning. Serve as a delegate in the One Voice Program to develop a shared platform of projects and issues of regional significance, and advocate for legislation or policy changes that will benefit the region.
4. Continue public information and legislative advocacy functions as part of the City Manager's Office

Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach. Develop a legislative platform to advocate for resources to support City functions and operations.
5. Contribute to Government operational and infrastructure investments.

Provide leadership and coordination in the development of the Enterprise Resource System project and the development of the reinstatement of a vehicle and computer replacement program.
6. Public Safety
 - a. Enhance Community Engagement – Continue working with the consultant Policy Advisory Committee continued efforts (ongoing)

CITY MANAGER

Public Safety continued

- b. Continue working with the consultant on Measure C Renewal targeting a November 2024 ballot initiative
- c. Enhance Community Engagement – Policy Advisory Committee continued efforts (ongoing)
- d. Community Violence Prevention – CaVIP program
- e. Facility Planning
- f. Evaluation of the Police Central Station
- g. Fire Station – Will need to hire a consultant to design
- h. Support the hiring and retention of qualified staff

7. Economic Development & Downtown

- a. Downtown
 - i. Continue the formation and adoption of a Downtown Property Based Improvement District
 - ii. City Investment – timing dependent on design and studies
 - 1. Bob Hart Square Extension (*one-time funding*)
 - 2. One Way Traffic Flow (*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
 - 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.

CITY MANAGER

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. Finalize Ada Givens Pool Restoration
 - vi. Complete Design and start construction of CP #42

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

CITY MANAGER

Housing & Homelessness continued

- iii. Begin General Plan Update to incorporate Council direction on Housing polices, new State programs, SB 244, and South Merced Plan

10. Public Works & City Beautification

- a. Streets (Measure V, SB1, Measure C)
 - i. Repaving
 - ii. Sidewalks
 - iii. Quiet Zones
 - iv. Streetlights
- b. Sustainability
 - i. 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

11. Merced Unity Project

- a. Create Stimulus Program - \$500 payments to families
- b. Develop a Residential Utility Bill Relief program for bill relief for 300 past due accounts
- c. Coordinate with partners a Youth Job Training Program – Summer training and job placement
- d. Bring a Community Violence Prevention – CalVIP
- e. Start construction of Community Park 42 – Regional Sports Complex
- f. Investigate Community Broadband Access – Regional partnership on citywide network and access.
- g. Design and start Applegate Zoo renovation

CITY MANAGER

Merced Unity Project continued

- h. Provide a Non-Profit Support through a Request for Proposal Process.
- i. Invest in Community Art Projects
- j. Provide Community Programs, Events, and Messaging.

12. Natural Disaster / Flood Response

- a. Explore an urgency ordinance
Temporary stay of rent hike after natural disaster
Tenant Right of First Refusal for housing
- b. Continued Evaluation of FEMA reimbursement
- c. Create pathway for coordinated services to residents
- d. Evaluate regional prevention efforts with federal, state, and local partners
- e. Evaluate local issues and system capacity enhancements

2023-2024 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2023-2024. 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. A Records Clerk I/II will provide lower-level administrative support to the City Manager's office.

City Manager

PERSONNEL

Number of Positions

Classification	Funded In Budget 2022-23	Dept. Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	.90	.90	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Management Analyst	.60	.60	.60	.60
Records Clerk 1/II	.60	.60	.60	.60
TOTAL	4.10	4.10	4.20	4.20

BUDGET DETAIL EXPENSES

001-0201 City Manager				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	323,827	382,275	580,094	604,164	624,634	624,634
511.03-00	Extra Help	0	0	0	0	0	27,385
511.10-02	Unused Sick Leave	0	1,178	3,671	3,817	4,241	4,241
511.10-05	Retirement PERS Classic	8,791	6,989	15,098	21,652	23,546	23,546
511.10-06	Social Security-OASDI	15,724	19,058	29,503	31,603	32,679	32,679
511.10-07	Social Security-Medicare	7,369	5,847	8,848	9,184	9,505	9,902
511.10-08	State Unemployment	0	0	4,868	2,250	2,250	2,250
511.10-09	Retirement PERS Lateral	20,539	19,484	19,864	22,386	22,386	22,386
511.10-10	Retirement-PERS New Membr	0	7,053	14,616	11,933	11,933	11,933
511.10-12	Workers Compensation	976	812	451	479	479	479
511.10-20	Earned Benefit	189,361	21,282	20,532	21,708	22,237	22,237
511.10-21	Bilingual Pay Program	362	162	0	0	0	0
511.10-24	Vehicle Allowance	8,154	11,177	16,006	17,921	18,864	18,864
511.10-27	PTS Plan FICA Alternative	0	0	0	0	0	356
511.10-33	Core Allowance	69,929	49,314	71,041	67,041	66,599	66,599
511.10-35	Post Employment Benefits	33,824	30,489	30,178	25,671	25,671	25,671
511.10-73	Retirement UAL Misc	82,364	70,557	96,634	96,487	100,337	100,337
Personnel Services		761,220	625,677	911,404	936,296	965,361	993,499
512.12-00	Telephone	3,581	5,027	4,371	4,203	4,203	4,203
512.13-00	Postage	71	226	500	520	520	520
512.14-00	Advertising	18,744	0	2,500	2,600	2,600	2,600
512.15-00	Office Supplies	3,971	4,864	4,500	4,680	4,680	4,680
512.16-00	Printing	14,969	16,417	21,500	22,360	22,360	22,360
512.17-00	Professional Services	77,443	60,144	229,504	146,648	146,648	146,648
512.18-00	Travel and Meetings	1,111	4,280	12,805	13,455	13,455	13,455
512.19-00	Mileage	0	0	544	544	544	544
512.20-00	Training Expense	6,235	1,125	5,208	5,513	5,513	5,513
512.22-00	Office Equipment O & M	0	0	1,000	1,000	1,000	1,000
512.24-00	Memberships, Subscription	5,442	6,929	10,379	11,394	11,394	11,823
512.29-00	Other Materials Supplies	876	791	1,000	1,120	1,120	1,120
512.30-01	Dept Share of Insurance	8,243	12,981	14,413	16,613	16,613	16,613
512.35-84	Retro Fee Expense	30	0	0	0	0	0
512.38-00	Support Services	41,166	43,109	54,620	55,914	66,669	66,669
512.45-00	Facilities Maint Charge	41,272	47,080	41,841	46,666	46,666	46,666
512.46-00	Computer Replacement Chrg	0	0	0	3,037	3,037	3,037
Supplies and Services		223,154	202,973	404,685	336,267	347,022	347,451
513.43-00	Machinery/Equipment	2,149	1,894	0	0	0	0
Property		2,149	1,894	0	0	0	0
617.65-00	Capital Imp. Projects	0	0	2,148	2,148	2,148	2,148
Capital Outlay		0	0	2,148	2,148	2,148	2,148
**	City Manager	986,523	830,544	1,318,237	1,274,711	1,314,531	1,343,098

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, Legislative Advocacy Services, employee recognition services, and alarm monitoring
- 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
- 24-00 International City Management Association; Sun-Star, Zoom, 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

001-0205 Off of Neighborhood Safet							
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
511.01-00	Regular Salaries	0	0	0	164,322	164,322	164,322
511.10-06	Social Security-OASDI	0	0	0	10,188	10,188	10,188
511.10-07	Social Security-Medicare	0	0	0	2,383	2,383	2,383
511.10-10	Retirement-PERS New Membr	0	0	0	15,660	15,660	15,660
511.10-12	Workers Compensation	0	0	0	468	468	468
511.10-33	Core Allowance	0	0	0	100,044	98,470	98,470
511.10-73	Retirement UAL Misc	0	0	0	26,996	27,154	27,154
	Personnel Services	0	0	0	320,061	318,645	318,645
512.12-00	Telephone	0	0	0	3,984	3,984	3,984
512.15-00	Office Supplies	0	0	0	10,000	10,000	10,000
512.17-00	Professional Services	0	0	0	12,500	12,500	12,500
512.18-00	Travel and Meetings	0	0	0	17,500	17,500	17,500
512.20-00	Training Expense	0	0	0	17,500	17,500	17,500
512.30-01	Dept Share of Insurance	0	0	0	11,824	11,824	11,824
512.36-00	Community Support	0	0	0	84,000	84,000	84,000
512.38-00	Support Services	0	0	0	11,640	11,688	11,688
	Supplies and Services	0	0	0	168,948	168,996	168,996
**	Off of Neighborhood Safet	0	0	0	489,009	487,641	487,641

BUDGET DETAIL EXPENSES

087-0201 City Manager							
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
511.03-00	Extra Help	0	8,304	18,960	27,385	27,385	0
511.10-07	Social Security-Medicare	0	120	275	397	397	0
511.10-27	PTS Plan FICA Alternative	0	108	246	356	356	0
Personnel Services		0	8,532	19,481	28,138	28,138	0
512.14-00	Advertising	0	33,916	0	0	0	0
512.24-00	Memberships, Subscription	0	0	0	429	429	0
512.29-00	Other Materials Supplies	0	0	1,500,000	0	0	0
Supplies and Services		0	33,916	1,500,000	429	429	0
**	City Manager	0	42,448	1,519,481	28,567	28,567	0

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. Continue to implement the PRA Management Software to streamline PRA processes

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- Set money aside in the 2023-24 budget.

CITY CLERK

2. Continue to implement the Agenda Management system to streamline the agenda creation process.
 3. Develop a PRA Policy
 4. Hire a Records Clerk
 5. Retention Schedule
- All Boards and Commissions are now using Granicus
 - Work with the CA's Office to establish a solid PRA Policy
 - Working on having a full staff by April
 - Should have an updated Retention Schedule by June

2023-2024 BUDGET HIGHLIGHTS

The continued training focus for 2023-24 will be on the Assistant City Clerk achieving the designation of Certified Municipal Clerk (1 point away) and the Deputy City Clerk to start training to work towards the designation of Certified 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

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
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 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
511.01-00	Regular Salaries	139,939	152,211	186,471	192,605	192,605	192,605
511.03-00	Extra Help	295	0	0	0	0	0
511.04-01	Regular Overtime	583	58	0	0	0	0
511.10-05	Retirement PERS Classic	1,031	0	0	0	0	0
511.10-06	Social Security-OASDI	8,717	9,403	11,602	11,906	11,943	11,943
511.10-07	Social Security-Medicare	2,042	2,214	2,713	2,784	2,793	2,793
511.10-10	Retirement-PERS New Membr	11,172	13,364	16,089	18,088	18,088	18,088
511.10-12	Workers Compensation	354	300	330	351	351	351
511.10-20	Earned Benefit	4,873	6,704	4,813	4,388	4,388	4,388
511.10-21	Bilingual Pay Program	0	0	0	0	600	600
511.10-27	PTS Plan FICA Alternative	4	0	0	0	0	0
511.10-33	Core Allowance	39,693	39,326	52,208	57,161	56,220	56,220
511.10-35	Post Employment Benefits	16,641	15,613	15,410	16,024	16,024	16,024
511.10-73	Retirement UAL Misc	27,661	28,439	31,359	31,182	31,365	31,365
Personnel Services		253,005	267,632	320,995	334,489	334,377	334,377
512.12-00	Telephone	40	277	506	861	861	861
512.13-00	Postage	222	214	276	476	476	476
512.14-00	Advertising	779	1,792	2,626	2,626	2,626	2,626
512.15-00	Office Supplies	3,912	1,496	4,216	4,216	4,216	4,216
512.16-00	Printing	0	0	218	218	218	218
512.17-00	Professional Services	91,227	44,465	97,000	19,000	19,000	19,000
512.18-00	Travel and Meetings	0	932	4,016	4,034	4,034	4,034
512.19-00	Mileage	0	0	546	546	50	50
512.20-00	Training Expense	0	500	7,009	5,684	5,684	5,684
512.21-00	Rents/Leases	3,873	3,860	4,500	4,500	4,500	4,500
512.22-00	Office Equipment O & M	10,415	11,987	11,315	11,780	11,780	11,780
512.23-00	Vehicle Operations/Maint	3,659	1,582	5,830	4,502	4,502	4,502
512.24-00	Memberships, Subscription	1,276	2,166	3,070	12,263	12,263	12,263
512.30-01	Dept Share of Insurance	6,388	9,353	9,856	11,490	11,490	11,490
512.35-84	Retro Fee Expense	50	100	0	0	0	0
512.38-00	Support Services	29,245	32,316	74,731	76,544	83,099	83,099
512.45-00	Facilities Maint Charge	22,028	25,127	22,331	24,906	24,906	24,906
Supplies and Services		173,114	136,167	248,046	183,646	189,705	189,705
**	City Clerk	426,119	403,799	569,041	518,135	524,082	524,082

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, and publication of special hearings, publication of municipal election notices
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), agenda management system maintenance, Public Records software, 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 23/24 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 23/24.
- 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.

2023-2024 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

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	805,431	569,019	909,573	946,205	928,603	928,603
Supplies and Services	230,887	529,239	856,442	326,628	727,901	727,901
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	1,036,318	1,098,258	1,766,015	1,272,833	1,656,504	1,656,504

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FINANCING SOURCES	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Estimated 2023-24
Unclassified	0	2,744	0	0
Adm Reimb-LMI Housing	1,551	1,502	3,456	2,062
Adm Reimb-Veh Abatement F	42	12	22	13
Adm Reimb-Downtown Fund	62	68	177	159
Adm Reimb-Devel. Services	18,422	23,835	64,758	45,749
Adm Reimb-Maint. District	2,057	2,087	2,234	2,373
Adm Reimb-Street Maint.	7,996	9,657	26,372	24,873
Adm Reimb-Recr. and Parks	4,402	5,557	13,099	10,548
Adm Reimb-NMS Refunding	24	29	64	45
Adm Reimb-Fahrens Park	40	48	99	36
Adm Reimb-Liberty Park	16	18	58	42
Adm Reimb-16th Street	9	11	24	17
Adm Reimb-Bellevue West	63	74	148	101
Adm Reimb-Bellevue East	80	95	188	129
Adm Reimb-Wastewater Sys	38,260	47,923	93,499	72,159
Adm Reimb-Water System	28,776	34,605	68,140	51,675
Adm Reimb-Refuse System	26,960	36,610	80,295	61,723
Adm Reimb-Airport	2,151	3,078	7,079	4,764
Adm Reimb-Measure C P.W.	241	279	208	168
Adm Reimb-Bell Station	62	80	161	106
Adm Reimb-Moraga DevlpCFD	51	60	112	77
Adm Reimb-Workers Comp	2,069	2,541	6,187	5,002
Adm Reimb-Liability Ins	1,464	1,865	4,949	3,556
Adm Reimb-Unemploynt Ins	251	339	863	711
Adm Reimb-Emp Benefit	7,620	9,658	21,624	16,011
Adm Reimb-Fleet Managemnt	6,648	7,996	17,744	13,849
Adm Reimb-Facil Maint	3,897	4,895	10,716	8,642
Adm Reimb-Support Service	5,035	6,734	15,587	12,081
Adm Reimb-Housing Admin	1,363	1,363	1,363	1,363
Adm Reimb-Measure C-Fire	4,500	5,579	10,464	7,958
Adm Reimb-Measure C- PD	7,044	8,606	16,721	12,014
Adm Reimb-Parking Auth	1,205	1,334	2,733	2,131
Interdept DSR-Develop Svc	174,969	181,940	191,839	259,897
Interdept DSR-Wastewater	103,171	106,531	109,977	144,991
Interdept DSR-Water Sys	98,341	101,867	106,197	142,248
Interdept DSR-Refuse	44,380	46,835	48,722	69,534
Interdept DSR-Insurance	111,092	113,172	117,673	124,569
Interdept DSR-Liability	160,678	165,410	175,607	215,961
Interdept DSR-Housing Adm	25,000	0	25,000	25,000
Other Revenues	146,326	163,221	521,856	314,167
TOTAL	1,036,318	1,098,258	1,766,015	1,656,504

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City Attorney

PERSONNEL

Number of Positions

Classification	Funded In Budget 2022-23	Dept. Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval
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 2020-21	ACTUAL 2021-22	FINAL BUDGET 2022-23	DEPT. HEAD REQUEST 2023-24	CITY MGR. RECOM. 2023-24	COUNCIL APPROVAL 2023-24
511.01-00	Regular Salaries	529,117	340,269	612,114	614,284	614,284	614,284
511.10-05	Retirement PERS Classic	11,828	12,338	12,935	14,657	14,657	14,657
511.10-06	Social Security-OASDI	27,351	21,225	33,807	34,575	33,628	33,628
511.10-07	Social Security-Medicare	7,789	5,008	9,055	9,167	8,946	8,946
511.10-09	Retirement PERS Lateral	18,989	619	0	0	0	0
511.10-10	Retirement-PERS New Membr	16,956	17,037	32,436	35,185	35,185	35,185
511.10-12	Workers Compensation	1,141	952	968	942	942	942
511.10-20	Earned Benefit	16,368	19,388	18,516	16,980	1,710	1,710
511.10-24	Vehicle Allowance	8,091	413	8,424	9,432	9,432	9,432
511.10-33	Core Allowance	78,414	53,427	74,300	107,663	105,924	105,924
511.10-35	Post Employment Benefits	5,547	5,204	5,137	5,341	5,341	5,341
511.10-73	Retirement UAL Misc	83,840	93,965	101,881	97,979	98,554	98,554
Personnel Services		805,431	569,019	909,573	946,205	928,603	928,603
512.12-00	Telephone	596	723	687	584	584	584
512.13-00	Postage	138	82	315	327	327	327
512.15-00	Office Supplies	4,402	5,040	4,699	4,886	4,886	4,886
512.17-00	Professional Services	98,741	389,682	671,554	149,311	543,992	543,992
512.18-00	Travel and Meetings	750	2,586	9,118	9,482	9,482	9,482
512.20-00	Training Expense	1,615	3,240	8,417	8,753	8,753	8,753
512.22-00	Office Equipment O & M	4,502	0	515	845	845	845
512.24-00	Memberships, Subscription	18,897	21,177	55,228	39,034	39,034	39,034
512.29-00	Other Materials Supplies	0	177	206	325	325	325
512.30-01	Dept Share of Insurance	10,906	16,448	17,270	19,984	19,984	19,984
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	42,536	35,502	39,970	39,045	45,637	45,637
512.45-00	Facilities Maint Charge	47,804	54,532	48,463	54,052	54,052	54,052
Supplies and Services		230,887	529,239	856,442	326,628	727,901	727,901
**	City Attorney	1,036,318	1,098,258	1,766,015	1,272,833	1,656,504	1,656,504

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; Subscriptions: WEST Online Legal Research; LexisNexis Matthew Bender publications; CA Deering Codes; Longtin's Land Use Publication; The Rutter Group publications; Continuing Education of the Bar (CEB); Solano Press publications; Daily Legal Journal newspaper; PACER (online research-Court records)
- 29-00 Special litigation costs and services not otherwise classified.

FINANCE
FUND NO. 001 / 1000
ACCOUNT NO. 0701-0702 / 2000 & 2050

DESCRIPTION

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

MISSION

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

GOAL

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

OBJECTIVES	PERFORMANCE MEASUREMENTS/INDICATORS
1. Provide support for fulfilling the City Council Policy Priorities.	On going
2. Provide support to the City Manager to pursue cost recovery for the flood emergency impacts.	Finance will work FEMA as well all impacted departments to coordinate and submit requests for cost recovery up to 100% reimbursement.
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 three fiscal years.
5. Assist in the implementation of a citywide Enterprise	Finance will work in partnership with the Information Technology

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| Resource Planning system. | 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. |
| 10. Provide support to establish a local Tourism Based Improvement District (TBID) and explore and Enhanced Infrastructure Financing District (EIFD). | Finance will work with the City Manager's office, Economic Development Department, outside consultants to explore and/or implement a plan to establish these districts. |
| 11. Provide support for labor negotiations for all bargaining groups. | Finance will work with the City Council, City Manager, and the labor negotiating to provide financial updates and cost analysis for labor requests. |

2023-2024 BUDGET HIGHLIGHTS

The Finance Department began the implementation of the new Tyler Technology software for financials in November of 2020 and went live on March 1, 2023. There will be several modules implemented over the next few years before we are fully transitioned to the new software. EAM and Energov is scheduled to go live in Fiscal Year 23-24. The project continues to require resources. During the next fiscal year due to continued implementation, Finance has determined it needs four extra help positions to assist in backfilling during the year. The costs are included in the Finance budget.

Finance

EXPENSES	Actual	Actual	Final	Dept. Head	City Mgr.	Council
	2020-21	2021-22	Budget 2022-23	Request 2023-24	Recom. 2023-24	Approval 2023-24
Personnel Expenses	2,315,582	2,620,408	2,913,492	3,110,554	3,107,182	3,135,320
Supplies and Services	945,276	1,036,087	1,200,329	1,277,403	1,386,114	1,386,543
Debt Service	2,907,378	2,204,890	2,336,070	2,408,553	2,408,553	2,408,553
Acquisitions	0	0	0	0	0	0
Capital Improvements	3,837	105,856	27,122	0	0	0
* Undefined *	365	18	0	0	0	0
TOTAL	6,172,438	5,967,259	6,477,013	6,796,510	6,901,849	6,930,416

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FINANCING SOURCES	Actual	Actual	Final	Estimated
	2020-21	2021-22	Budget 2022-23	2023-24
Photocopies	210	245	225	220
Adm Reimb-LMI Housing	20,448	17,300	18,514	15,845
Adm Reimb-Veh Abatement F	557	141	118	98
Adm Reimb-Downtown Fund	812	780	948	1,223
Adm Reimb-Devel. Services	242,778	274,556	346,897	351,567
Adm Reimb-Maint. District	33,892	34,390	36,815	39,114
Adm Reimb-Street Maint.	105,377	111,237	141,267	191,142
Adm Reimb-Recr. and Parks	58,010	64,009	70,168	81,060
Adm Reimb-NMS Refunding	322	329	341	349
Adm Reimb-Fahrens Park	534	558	532	273
Adm Reimb-Liberty Park	207	211	310	324
Adm Reimb-16th Street	119	123	128	131
Adm Reimb-Bellevue West	831	857	791	776
Adm Reimb-Bellevue East	1,051	1,098	1,008	988
Adm Reimb-Wastewater Sys	504,225	552,017	500,848	554,523
Adm Reimb-Water System	379,225	398,614	365,008	397,114
Adm Reimb-Refuse System	355,294	421,701	430,117	474,326
Adm Reimb-Airport	28,348	35,450	37,921	36,608
Adm Reimb-Measure C P.W.	3,171	3,219	1,113	1,292
Adm Reimb-Bell Station	820	921	862	813
Adm Reimb-Moraga DevlpCFD	668	696	597	591
Adm Reimb-Workers Comp	27,264	29,274	33,141	38,440
Adm Reimb-Liability Ins	19,290	21,487	26,509	27,330
Adm Reimb-Unemploymnt Ins	3,309	3,906	4,621	5,462
Adm Reimb-Emp Benefit	100,417	111,253	115,836	123,044
Adm Reimb-Fleet Managemnt	87,609	92,103	95,050	106,424
Adm Reimb-Facil Maint	51,358	56,379	57,404	66,414
Adm Reimb-Support Service	66,354	77,556	83,500	92,847
Adm Reimb-Housing Admin	31,325	31,325	31,325	31,325
Adm Reimb-Measure C-Fire	59,307	64,262	56,055	61,153
Adm Reimb-Measure C- PD	92,834	99,132	89,573	92,327
Adm Reimb-Parking Auth	15,877	15,369	14,639	16,376
Interdept DSR-General Fnd	1,533	1,560	1,452	1,606
Interdept DSR-Fac PWCorpY	0	0	2,419	3,229
Interdept DSR-Dev PWCorpY	0	0	2,419	3,229
Interdept DSR-Fac Inf Tec	0	0	2,419	3,229
Interdept DSR-Dev Inf Tec	0	0	2,419	3,229
Interdept DSR-Fac AdminFe	0	0	16,931	19,440
Interdept DSR-Develop Svc	43,811	47,262	50,793	58,193
Interdept DSR-Bellevue Ea	1,650	1,712	1,850	2,004
Interdept DSR-Fac Roadway	4,381	4,726	2,419	0

Finance

FINANCING SOURCES	Actual 2020-21	Actual 2021-22	Final Budget 2022-23	Estimated 2023-24
Interdept DSR-Fac Traffic	4,381	4,726	2,419	0
Interdept DSR-Fac Fire	4,381	4,726	2,419	3,229
Interdept DSR-Fac Police	4,381	4,726	2,419	3,229
Interdept DSR-Fac Parks	4,381	4,726	2,419	3,229
Interdept DSR-BellevueDS	2,163	2,244	2,424	2,626
Interdept DSR-CFDs	39,323	42,611	45,764	52,749
Interdept DSR-MorageDeDS	672	697	753	815
Interdept DSR-Wastewater	123,629	138,328	136,712	159,475
Interdept DSR-Water Sys	123,628	138,328	136,711	159,474
Interdept DSR-Refuse	122,095	136,768	135,259	157,869
Interdept DSR-FacTrnFeeDv	0	0	0	3,229
Interdept DSR-FacTrnFeeCt	0	0	0	3,229
Interdept DSR-Dev Roadway	4,381	4,726	2,419	0
Interdept DSR-Dev Traffic	4,381	4,726	2,419	0
Interdept DSR-Dev Police	4,381	4,726	2,419	3,229
Interdept DSR-Dev Fire	4,381	4,726	2,419	3,229
Interdept DSR-Dev Parks	4,381	4,726	2,419	3,229
Other Revenues	3,378,281	2,889,991	3,352,317	3,467,898
 TOTAL	 6,172,438	 5,967,259	 6,477,013	 6,930,416

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2022-23	Dept.Head Request 2023-24	City Mgr. Recom. 2023-24	Council Approval
Finance Officer	1.00	1.00	1.00	1.00
Deputy Finance Officer	1.00	1.00	1.00	1.00
Senior Accountant	2.00	2.00	2.00	2.00
Accountant I/II	3.00	3.00	3.00	3.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Payroll Technician I/II	2.00	2.00	2.00	2.00
Acct. Technician	5.00	5.00	5.00	5.00
Acct. Clerk I/II/III	6.00	6.00	6.00	6.00
Revenue and Cust Service Supvr	1.00	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00	1.00
 TOTAL	 24.00	 24.00	 24.00	 24.00

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	BUDGET 2022-23	REQUEST 2023-24	RECOM. 2023-24	APPROVAL 2023-24
511.01-00	Regular Salaries	1,273,257	1,505,451	1,668,745	1,771,458	1,771,458	1,771,458
511.03-00	Extra Help	134,292	88,190	148,557	160,604	160,604	187,989
511.04-01	Regular Overtime	11,406	9,995	2,000	12,000	12,000	12,000
511.10-02	Unused Sick Leave	0	0	0	790	790	790
511.10-05	Retirement PERS Classic	59,821	58,104	59,876	68,614	68,614	68,614
511.10-06	Social Security-OASDI	76,489	90,854	101,427	109,281	109,355	109,355
511.10-07	Social Security-Medicare	20,601	23,157	26,378	28,279	28,296	28,693
511.10-08	State Unemployment	0	12,215	19,246	12,314	12,314	12,314
511.10-09	Retirement PERS Lateral	6,036	6,325	6,755	8,067	8,067	8,067
511.10-10	Retirement-PERS New Membr	48,759	68,203	78,089	90,521	90,521	90,521
511.10-12	Workers Compensation	30,061	34,810	37,759	36,555	36,555	36,555
511.10-20	Earned Benefit	47,505	44,074	37,388	54,597	54,597	54,597
511.10-21	Bilingual Pay Program	1,412	1,200	1,200	1,200	2,400	2,400
511.10-24	Vehicle Allowance	8,154	8,274	8,424	9,432	9,432	9,432
511.10-27	PTS Plan FICA Alternative	1,763	1,144	1,932	2,088	2,088	2,444
511.10-31	Education Incentive Pay	0	8,044	9,600	9,600	9,600	9,600
511.10-32	Cash Back-Biweekly Allow	0	1,643	1,829	1,829	1,829	1,829
511.10-33	Core Allowance	304,648	320,303	346,489	368,408	362,063	362,063
511.10-35	Post Employment Benefits	65,818	77,858	77,346	78,257	78,257	78,257
511.10-73	Retirement UAL Misc	225,560	260,564	280,452	286,660	288,342	288,342
Personnel Services		2,315,582	2,620,408	2,913,492	3,110,554	3,107,182	3,135,320
512.11-00	Utilities	4,774	4,822	5,267	6,017	6,017	6,017
512.12-00	Telephone	3,480	3,767	3,800	3,495	3,495	3,495
512.13-00	Postage	15,795	17,178	18,646	24,626	24,626	24,626
512.14-00	Advertising	182	233	250	400	400	400
512.15-00	Office Supplies	16,807	18,034	15,453	16,071	16,071	16,071
512.16-00	Printing	7,282	8,730	8,015	10,083	10,083	10,083
512.17-00	Professional Services	227,610	255,844	361,392	371,511	371,511	371,511
512.18-00	Travel and Meetings	280	290	5,194	14,763	14,763	14,763
512.20-00	Training Expense	5,037	642	3,689	8,470	8,470	8,470
512.21-00	Rents/Leases	348	348	363	369	369	369
512.22-00	Office Equipment O & M	1,553	3,297	2,451	2,464	2,464	2,464
512.23-00	Vehicle Operations/Maint	1,345	774	2,565	1,789	1,789	1,789
512.24-00	Memberships, Subscription	12,882	13,878	16,638	16,898	16,898	17,327
512.28-00	Safety Supplies	14	307	250	260	260	260
512.29-00	Other Materials Supplies	39,037	2,477	380	395	395	395
512.30-01	Dept Share of Insurance	49,987	73,091	77,186	91,196	91,196	91,196
512.35-84	Retro Fee Expense	650	650	0	0	0	0
512.38-00	Support Services	385,617	428,549	502,051	489,362	598,073	598,073
512.45-00	Facilities Maint Charge	172,596	195,943	176,739	201,484	201,484	201,484
512.46-00	Computer Replacement Chrg	0	7,233	0	17,750	17,750	17,750
Supplies and Services		945,276	1,036,087	1,200,329	1,277,403	1,386,114	1,386,543
516.62-00	Stores Inventory Adjust	365	18	0	0	0	0
Other		365	18	0	0	0	0
617.65-00	Capital Imp. Projects	3,837	105,856	27,122	0	0	0
Capital Outlay		3,837	105,856	27,122	0	0	0
706.71-01	Principal-Bond Payment	680,000	755,000	840,000	925,000	925,000	925,000
706.71-02	Principal-City Loans	0	0	76,520	99,170	99,170	99,170
706.71-06	Principal Loans	2,000,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000

BUDGET DETAIL EXPENSES

001-0701 Finance		ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2020-21	2021-22	BUDGET	REQUEST	RECOM.	APPROVAL
		2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
706.72-01	Interest Bond Payment	188,672	148,579	104,065	54,538	54,538	54,538
706.72-02	Interest-City Loans	35,206	48,759	61,915	76,345	76,345	76,345
706.73-01	Agent Fees-Bond Payment	3,500	2,552	3,570	3,500	3,500	3,500
Debt Services		2,907,378	2,204,890	2,336,070	2,408,553	2,408,553	2,408,553
**	Finance	6,172,438	5,967,259	6,477,013	6,796,510	6,901,849	6,930,416

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

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	19,481	28,138	28,138	0
Supplies and Services	0	0	100,000	429	429	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	0	0	119,481	28,567	28,567	0

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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
Fed Grant - ARPA	2,610,791	308,874	0	0
Other Revenues	2,610,791-	308,874-	119,481	0
TOTAL	0	0	119,481	0

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BUDGET DETAIL EXPENSES

087-0701 Finance							
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
511.03-00	Extra Help	0	0	18,960	27,385	27,385	0
511.10-07	Social Security-Medicare	0	0	275	397	397	0
511.10-27	PTS Plan FICA Alternative	0	0	246	356	356	0
Personnel Services		0	0	19,481	28,138	28,138	0
512.24-00	Memberships, Subscription	0	0	0	429	429	0
512.34-00	Contingency Reserve	0	0	100,000	0	0	0
Supplies and Services		0	0	100,000	429	429	0
**	Finance	0	0	119,481	28,567	28,567	0

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.