

PERSONNEL
FUND NO. 672
ACCOUNT NO. 0402

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 maintains affirmative action guidelines; processes employment applications, oversees selection procedures and monitors oral interview boards to ensure compliance with applicable laws and regulations. In addition, Department staff assists individual employees and other City departments in employment-related activities, such as coordination and scheduling training sessions and workshops.

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

- ◇ 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.

OBJECTIVES

1. Monitor all state and federal case law and legislation that could impact personnel administration in the City of Merced and keep all departments aware of pertinent information through as-needed reports.

***PERFORMANCE
MEASUREMENTS/INDICATORS***

Continued distribution of legislative reports and new state and federal laws to appropriate departments. Examples of indicators are number of labor-related issues, and discrimination, harassment, and family medical leave issues.

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| 2. Continue defined cycle for classification review. | Complete review of 5 identified classifications or class series during 2007-08 fiscal year. |
| 3. Continue imaging of terminated personnel files. | Complete imaging a minimum of 25% of terminated files during 2007-08 fiscal year. |
| 4. Review Administrative Policies and Procedures for updates as needed. | Complete review and begin redrafting applicable policies during 2007-08 fiscal year. |

2007-2008 BUDGET HIGHLIGHTS

No significant changes are anticipated during the fiscal year.

Personnel

EXPENSES	Actual	Actual	Final	Dept. Head	City Mgr.	Council
	2004-05	2005-06	Budget	Request	Recom.	Approval
			2006-07	2007-08	2007-08	2007-08
Personnel Expenses	240,022	289,985	306,444	358,829	350,728	350,728
Supplies and Services	210,659	322,377	412,765	477,141	459,451	459,451
Debt Service	0	0	0	0	0	0
Acquisitions	22,990-	7,077	5,987	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	427,691	619,439	725,196	835,970	810,179	810,179

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FINANCING SOURCES	Actual	Actual	Final	Estimated
	2004-05	2005-06	Budget	2007-08
			2006-07	
PERS-EE Share 2.5% @ 55	0	0	0	6,833
Support Svcs-Charges	481,892	648,372	871,943	633,575
Unclassified	30	12	0	0
Interdept DSR-General Fnd	262	457	243	330
Interdept DSR-Street Tree	157	243	183	198
Interdept DSR-Streets	366	457	365	462
Interdept DSR-Pub Wrks Ad	26	30	0	0
Interdept DSR-Wastewater	262	365	396	462
Interdept DSR-Water Sys	392	639	578	627
Interdept DSR-Refuse	758	974	974	1,156
Interdept DSR-Fleet	157	335	183	231
Interdept DSR-Facilities	0	0	30	33
Support Svcs-Int Srv Fund	56,611-	32,445-	149,699-	166,272
TOTAL	427,691	619,439	725,196	810,179

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PERSONNEL	Number of Positions			
	Funded In	Dept. Head	City Mgr.	Council
Classification	Budget	Request	Recom.	Approval
	2006-07	2007-08	2007-08	
Dir. of Support Services	.60	.60	.60	.60
Personnel Analyst	1.00	1.00	1.00	1.00
Personnel Technician I/II/III	2.00	2.00	2.00	2.00
Insurance Coordinator	.15	.15	.15	.15
TOTAL	3.75	3.75	3.75	3.75

BUDGET DETAIL EXPENSES

672-0402 Personnel				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	REQUEST 2007-08	RECOM. 2007-08	APPROVAL 2007-08
511.01-00	Regular Salaries	155,391	169,862	205,068	231,611	231,611	231,611
511.03-00	Extra Help	2,295	9,868	0	0	0	0
511.04-01	Regular Overtime	60	2,127	1,360	5,858	5,858	5,858
511.10-05	Retirement PERS	10,802	20,772	28,122	40,283	40,283	40,283
511.10-06	Social Security-OASDI	10,504	11,609	12,940	14,575	14,575	14,575
511.10-07	Social Security-Medicare	2,597	2,858	3,104	3,640	3,640	3,640
511.10-08	State Unemployment	41	56	563	563	563	563
511.10-09	Long Term Disability	1,166	1,537	527	0	0	0
511.10-10	Group Health Insurance	28,494	49,171	39,341	0	0	0
511.10-11	Group Life Insurance	375	540	403	0	0	0
511.10-12	Workers Compensation	2,796	381	653	868	882	882
511.10-15	Vision Plan	733	1,096	1,205	0	0	0
511.10-16	Dental Plan	3,351	4,720	5,286	0	0	0
511.10-18	Management Physicals	0	0	525	546	546	546
511.10-20	Earned Benefit	19,877	12,597	3,412	8,470	8,470	8,470
511.10-21	Bilingual Pay Program	72	90	90	0	0	0
511.10-24	Vehicle Allowance	1,438	2,573	3,845	4,190	4,190	4,190
511.10-27	PTS Plan FICA Alternative	30	128	0	0	0	0
511.10-32	Cash Back-Biweekly Allow	0	0	0	17	17	17
511.10-33	Core Allowance	0	0	0	48,208	40,093	40,093
Personnel Services		240,022	289,985	306,444	358,829	350,728	350,728
512.12-00	Telephone	838	2,920	3,069	2,769	2,769	2,769
512.13-00	Postage	2,760	2,651	5,000	5,150	5,150	5,150
512.14-00	Advertising	48,652	51,766	45,320	65,000	65,000	65,000
512.15-00	Office Supplies	960	2,530	3,735	4,345	4,345	4,345
512.16-00	Printing	1,050	3,391	3,500	3,650	3,650	3,650
512.17-00	Professional Services	29,655	102,319	225,000	233,200	233,200	233,200
512.18-00	Travel and Meetings	1,031	714	6,695	14,315	4,315	4,315
512.19-00	Mileage	0	263	165	170	170	170
512.20-00	Training Expense	1,227	3,439	4,750	8,350	6,500	6,500
512.21-00	Rents/Leases	0	964	200	200	200	200
512.22-00	Office Equipment O & M	3,324	218	70	70	70	70
512.24-00	Memberships, Subscription	1,380	1,519	3,120	3,215	3,215	3,215
512.29-00	Other Materials Supplies	32,097	40,251	41,215	49,500	49,500	49,500
512.30-01	Dept Share of Insurance	5,773	10,169	4,304	5,952	5,952	5,952
512.45-00	Facilities Maint Charge	41,453	52,402	41,424	45,296	41,490	41,490
512.46-00	Computer Replacement Chrg	4,076	3,829	3,852	5,855	5,855	5,855
Supplies and Services		167,628	279,345	391,419	447,037	431,381	431,381
513.43-00	Machinery/Equipment	22,990	7,077	5,987	0	0	0
Property		22,990	7,077	5,987	0	0	0
514.91-01	Adm Exp-City Manager	7,755	14,326	1,369	5,298	4,985	4,985
514.91-02	Adm Exp-City Attorney	1,742	5,503	1,131	2,957	2,729	2,729
514.91-09	Adm Exp-Finance	26,586	16,870	17,794	17,694	16,548	16,548
514.91-10	Adm Exp-Purchasing	3,062	5,200	600	2,042	1,968	1,968
514.91-16	Adm Exp-City Council	3,886	1,133	452	2,113	1,840	1,840
Administrative		43,031	43,032	21,346	30,104	28,070	28,070
**	Personnel	427,691	619,439	725,196	835,970	810,179	810,179

SUPPORT SERVICES – PERSONNEL

- 14-00 Advertising for recruitments; participation in Job Fairs
- 16-00 Reprinting of flyers for position openings, brochures, applications, job interest cards, personnel action forms, evaluation forms, and employee handbooks
- 17-00 Physical exams for all new employees, public safety pre-employment physical exams, lease of exam materials for recruitments, disability hearing charges (administrative law judge), Personnel Board outside legal costs, Supervisory Training Consortium, Assessment Centers, compensation package study, and labor negotiation services.
- 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, HTE training, 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, and citywide management team building workshop.
- 22-00 Maintenance of Police B-PAD Testing Program, and maintenance of typewriter.
- 24-00 CALPELRA; IPMA; COBRA Compliance Update; Jobs Available; Personnel Testing Council; and related publications and updates
- 29-00 Recruitment oral board and Personnel Board miscellaneous expenses, workplace posters, employee recognition program and employee picnic.

INFORMATION TECHNOLOGY

FUND NO. 672

ACCOUNT NO. 0403

DESCRIPTION

The function of the Information Technology Department is to direct the City's information technology strategic plan to provide current and future development of computer technology for the City, to provide desktop computer, network and telecommunication services to all departments in the City, to support the City's phone related needs, and to perform activities that coordinate computer generated information to other agencies and the general public.

MISSION

The Information Technology Department provides leadership and vision to carry out the City's Information Technology Strategic Plan and guidance and coordination necessary to ensure technology related efforts are planned from an enterprise point of view in conjunction with the City's Technology Committee. The Department will remain technologically current so as to advise, recommend, and assist in the selection, implementation, and maintenance of information systems; and to assist with planning and managing information technology projects. Information Technology provides assistance and trains employees on their information systems as necessary; provides desktop computer, network and application support; maintains information and network security and integrity; provides phone system support, coordinates with external agencies to improve service to the community; and provides quality and timely customer service to City staff.

GOALS

- ◇ As appropriate, implement information technology application, service delivery, technology infrastructure, and decision making strategic plan projects taking into account enterprise needs.
- ◇ Focusing on services to the community with technology improvements including online services and field operations improvements.
- ◇ Continue to improve planning and tracking processes related to information technology projects.
- ◇ Plan for projects in an enterprise manner.
- ◇ Improve customer service to the Information Technology Department's customers.
- ◇ Refine and expand formal policies and procedures governing information technology.
- ◇ Actively participate in and support the citywide Technology Committee and the technology investment decision-making process contained in the Strategic Plan.

INFORMATION TECHNOLOGY

GOALS (continued)

- ◇ Improve documentation and management of the City's applications and network infrastructure.
- ◇ Maintain and ensure operation of the city's network, Internet, e-mail servers, personal computers and printers as stand-alone devices or as part of personal computer networks.
- ◇ Maintain, support, and upgrade application and system software on network servers and personal computer systems.
- ◇ Maintain and ensure operation of terminals, printers, and mainframe hardware on AS/400 midrange computer systems.
- ◇ Coordinate with the City's business system vendors to maintain applications and improve reporting capabilities on the City's PC and midrange AS/400 systems.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

Application Projects

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| A1. Develop mechanisms to provide staff with improved reporting capabilities on their business systems. | Complete the installation and training of an enhanced business reporting system i.e. data mart or data warehouse per the updated strategic plan. |
| A2. Improve the City's website. | Continue to work with the Web Committees to complete Internet related tactical and strategic plan items to improve the City's website. |
| A3. Assist in implementation of automated mapping system (GIS) | Support GIS coordinator in carrying out GIS work plan. |
| A.4 Dependent on Microsoft's timelines to market, upgrade the City's Microsoft Office suite to the latest version. | Select upgrade option, develop implementation plan, test new software, train staff and install software on a City-wide basis. |

INFORMATION TECHNOLOGY

Service Delivery Projects

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| S1. Institute policies & procedures. | Continually refine existing and evaluate the need for new IT policies and procedures. |
| S2. Provide basic instructor led and online training courses. | Continue training on new equipment, standard desktop applications and City business systems i.e. HTE. |

Technology Infrastructure Projects

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| T1. Expand on the City's VOIP system | Procure, train and install VOIP systems for 2 departments by June 2008 |
| T2. Expand on the City's information storage system (SAN) implementation. | Procure and install addition SAN equipment for our growing infrastructure including the City's databases and imaging system. |

INFORMATION TECHNOLOGY

2007-2008 BUDGET HIGHLIGHTS

A major milestone for the City in 2007-2008 will be completing business process studies leading to an enhanced understanding of the City's business systems and improving the reporting capabilities of the City's applications per the updated strategic plan.

In addition to this, the City expects to continue to expand its mobile field support to improve field personnel's ability to provide quality service while in the field without having to return to the office.

Dependent on Microsoft's timeliness to market on its new Office suite applications i.e. Word, Excel, and Outlook, upgrade the City's desktop applications to take advantage of new capabilities related to this technology.

Successful completion of objectives is dependent on continuing commitment to implement the IT Strategic Plan including staff and budgetary recommendations.

The Department Head Request for 2007-08 includes a new position Secretary 1/2 to improve administrative support for the department and provide flexibility with the helpdesk staff location.

Information Tech - Admin

E X P E N S E S	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Dept.Head Request 2007-08	City Mgr. Recom. 2007-08	Council Approval 2007-08
Personnel Expenses	789,335	919,693	1,129,079	1,273,820	1,179,538	1,179,538
Supplies and Services	543,009	676,715	1,130,408	1,410,973	1,138,658	1,138,658
Debt Service	0	0	0	0	0	0
Acquisitions	213,753	125,871	513,743	919,009	438,984	438,984
Capital Improvements	338,284	118	257,532	257,465	257,465	257,465
TOTAL	1,884,381	1,722,397	3,030,762	3,861,267	3,014,645	3,014,645

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F I N A N C I N G S O U R C E S	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Estimated 2007-08
PERS-EE Share 2.5% @ 55	0	0	0	23,942
Support Svcs-Charges	1,791,037	2,036,240	2,924,480	2,293,713
Unclassified	844	0	0	0
Telephone Commission	1,034	519	1,200	100
Sale of Equipment	2,383	1,241	0	0
Support Svcs-Int Srv Fund	89,083	315,603-	105,082	696,890
TOTAL	1,884,381	1,722,397	3,030,762	3,014,645

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Classification	Number of Positions			
	Funded In Budget 2006-07	Dept.Head Request 2007-08	City Mgr. Recom. 2007-08	Council Approval
Dir. of Information Technology	1.00	1.00	1.00	1.00
Information Technology Manager	2.00	2.00	2.00	2.00
Software Analyst I/II/III	3.00	3.00	3.00	3.00
Systems Tech I/II/III OR Systems Engineer I/II	5.00	5.00	5.00	5.00
Secretary I/II		1.00		
TOTAL	11.00	12.00	11.00	11.00

BUDGET DETAIL EXPENSES

672-0403	Information Tech - Admin			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	REQUEST 2007-08	RECOM. 2007-08	APPROVAL 2007-08
511.01-00	Regular Salaries	487,053	582,451	722,738	811,588	771,571	771,571
511.03-00	Extra Help	17,592	11,092	37,395	12,432	12,432	12,432
511.04-01	Regular Overtime	17,129	11,031	15,000	15,000	15,000	15,000
511.10-02	Unused Sick Leave	1,822	1,913	1,912	2,055	2,055	2,055
511.10-05	Retirement PERS	34,112	72,243	99,349	141,301	134,386	134,386
511.10-06	Social Security-OASDI	34,929	38,647	47,085	52,763	50,282	50,282
511.10-07	Social Security-Medicare	8,195	9,432	11,759	12,849	12,269	12,269
511.10-08	State Unemployment	135	151	1,800	1,950	1,800	1,800
511.10-09	Long Term Disability	3,216	3,449	1,828	0	0	0
511.10-10	Group Health Insurance	101,593	126,333	133,963	0	0	0
511.10-11	Group Life Insurance	1,237	1,440	1,414	0	0	0
511.10-12	Workers Compensation	8,531	1,923	2,932	3,035	2,975	2,975
511.10-15	Vision Plan	2,399	2,922	3,536	0	0	0
511.10-16	Dental Plan	12,211	11,768	14,267	0	0	0
511.10-17	Stand By Pay	46,535	32,866	20,844	29,039	29,039	29,039
511.10-18	Management Physicals	0	0	945	1,225	1,225	1,225
511.10-20	Earned Benefit	6,950	5,305	5,218	7,682	7,682	7,682
511.10-24	Vehicle Allowance	5,696	6,589	6,408	6,984	6,984	6,984
511.10-26	Call Back - Non Worked	0	0	200	0	0	0
511.10-27	PTS Plan FICA Alternative	0	138	486	162	162	162
511.10-33	Core Allowance	0	0	0	175,755	131,676	131,676
	Personnel Services	789,335	919,693	1,129,079	1,273,820	1,179,538	1,179,538
512.12-00	Telephone	18,516	20,434	25,822	54,080	54,080	54,080
512.13-00	Postage	953	252	350	400	400	400
512.15-00	Office Supplies	4,292	6,073	6,557	5,257	5,257	5,257
512.17-00	Professional Services	44,244	66,066	194,687	242,300	174,000	174,000
512.17-12	Legal	0	0	30,000	0	0	0
512.18-00	Travel and Meetings	8,650	12,028	29,051	36,890	31,890	31,890
512.20-00	Training Expense	35,769	46,847	201,655	177,865	95,865	95,865
512.21-00	Rents/Leases	2,641	1,692	62,922	69,401	69,401	69,401
512.22-00	Office Equipment O & M	167,727	179,142	219,244	401,132	302,108	302,108
512.23-00	Vehicle Operations/Maint	4,823	18,983	5,600	3,144	3,144	3,144
512.24-00	Memberships, Subscription	764	759	1,260	1,915	1,915	1,915
512.29-00	Other Materials Supplies	7,234	12,793	11,132	12,815	12,815	12,815
512.30-01	Dept Share of Insurance	19,655	26,581	13,787	18,881	18,881	18,881
512.32-00	Vehicle Replacement Fee	7,122	6,147	8,204	7,639	7,639	7,639
512.45-00	Facilities Maint Charge	50,258	78,479	79,931	70,732	64,701	64,701
512.46-00	Computer Replacement Chrg	107,698	137,776	210,993	243,036	243,036	243,036
	Supplies and Services	480,346	614,052	1,101,195	1,345,487	1,085,132	1,085,132
513.43-00	Machinery/Equipment	213,753	125,871	513,743	919,009	438,984	438,984
	Property	213,753	125,871	513,743	919,009	438,984	438,984
514.91-01	Adm Exp-City Manager	11,294	20,862	4,996	9,896	7,861	7,861
514.91-02	Adm Exp-City Attorney	2,537	8,013	4,128	5,522	4,303	4,303
514.91-09	Adm Exp-Finance	38,715	24,566	15,280	33,046	26,095	26,095
514.91-10	Adm Exp-Purchasing	4,458	7,572	2,189	3,813	3,103	3,103
514.91-16	Adm Exp-City Council	5,659	1,650	1,649	3,947	2,902	2,902
	Administrative	62,663	62,663	28,242	56,224	44,264	44,264
515.92-01	Interdept DSC-General Fnd	0	0	971	9,262	9,262	9,262
	Interdepartmental	0	0	971	9,262	9,262	9,262
617.65-00	Capital Imp. Projects	338,284	118	257,532	257,465	257,465	257,465
	Capital Outlay	338,284	118	257,532	257,465	257,465	257,465
**	Information Tech - Admin	1,884,381	1,722,397	3,030,762	3,861,267	3,014,645	3,014,645

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), Common and Comdex conferences, and training
- 20-00 Travel associated with conference and training in line 18
- 21-00 Lease of pagers, cell phone, computer room alarm monitoring, ISDN lines to Purchasing and Airport
- 22-00 Maintenance and replacement of printers and PC's, burglar alarm system, Uninterruptible Power Supply, disk drives, AS/400 and attached devices, HTE software support, and on-site service and support for network
- 23-00 Maintenance and operation of department vehicles
- 24-00 Memberships and subscriptions
- 29-00 Tapes, tape boxes, print heads, ribbons, and other computer related supplies

PC REPLACEMENT AND MAINTENANCE
FUND NO. 673
ACCOUNT NO. 0403

PROGRAM

User departments contribute to this internal service which supports the replacement of the City's investment in personal computers, printers, plotters, scanners, servers, network infrastructure, and other peripherals.

PC Maintenance & Repair

EXPENSES	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Dept.Head Request 2007-08	City Mgr. Recom. 2007-08	Council Approval 2007-08
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	205,446	319,815	1,786,378	2,345,102	2,345,332	2,345,332
Capital Improvements	0	0	0	0	0	0
TOTAL	205,446	319,815	1,786,378	2,345,102	2,345,332	2,345,332

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FINANCING SOURCES	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Estimated 2007-08
Computer Replacement Chrg	386,157	474,863	625,297	762,045
PCs Maint & Repair-Int Sv	180,711-	155,048-	1,161,081	1,583,287
TOTAL	205,446	319,815	1,786,378	2,345,332

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BUDGET DETAIL EXPENSES

673-0403	PC Maintenance & Repair	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
ACCT. NO.	ACCOUNT DESCRIPTION						
513.43-00	Machinery/Equipment	205,446	319,815	1,786,378	2,345,102	2,345,332	2,345,332
	Property	205,446	319,815	1,786,378	2,345,102	2,345,332	2,345,332
**	PC Maintenance & Repair	205,446	319,815	1,786,378	2,345,102	2,345,332	2,345,332

RECORDS
FUND NO. 672
ACCOUNT NO. 0407

DESCRIPTION

The Records Division is responsible for preparation of City Council/ Redevelopment Agency agendas and minutes; maintenance of vital and historical records; indexing City Council actions and documents; researching records as requested; ensuring that official documents are executed, published, and distributed; and serving as general contact for citizen and business inquiries. In addition, the Division is responsible for ensuring timely filing of all Fair Political Practices Commission forms regarding elections and annual economic interests reports. The Records Division administers the application and appointment process for City Boards and Commissions.

MISSION

The mission of the Records Division is to provide efficient and professional support services to the employees and citizens of Merced by maintaining a complete, accurate, and centralized historical record depository of City business.

GOALS

- ◇ Administer electronic imaging program for recording official City Council and Redevelopment Agency documents.
- ◇ Administer program for retrieval of records and information.
- ◇ Support citywide computer imaging program for department historical and official records.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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| <p>1. Maintain electronic imaging records retention program and provide training as needed of all new users in retrieval of information stored relating to all official and historical City documents.</p> | <p>Semi annual training will be scheduled for all new users. Individual training will be on an "as needed" basis and conducted through June 30, 2008.</p> |
| <p>2. Maintain as a first priority, the accurate indexing and processing of official documents and Council actions.</p> | <p>Electronic imaging process and information retrievable within one week of any given Council/Agency meeting.</p> |

RECORDS

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|--|--|
| 3. Provide imaging services as needed to all City departments for indexing and processing of historical records. | Reduction in time spent in hard-copy filing tasks. Increased efficiency in information retrieval. |
| 4. Promptly provide public information to community members upon request in support of Council goal to increase community information and education. | Electronic imaging of entire City Council Agenda packet. Post City Council/Redevelopment Agency Agenda and backup material on the City's website. Decrease in telephone, written, and personal requests for information. |
| 5. Maintain the records retention schedule for City Council historical records. | Retention schedule allows for destruction of records that become obsolete and are no longer an asset. |

2007-2008 BUDGET HIGHLIGHTS

No significant budgetary changes are anticipated during this fiscal year.

BUDGET DETAIL EXPENSES

672-0407	Records			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	REQUEST 2007-08	RECOM. 2007-08	APPROVAL 2007-08
511.01-00	Regular Salaries	132,320	136,850	142,595	196,380	196,380	196,380
511.03-00	Extra Help	15,928	22,764	35,520	25,698	25,698	25,698
511.04-01	Regular Overtime	1,849	2,468	1,000	6,174	6,174	6,174
511.10-05	Retirement PERS	9,099	17,196	19,491	34,026	34,026	34,026
511.10-06	Social Security-OASDI	8,604	9,035	8,995	12,771	12,771	12,771
511.10-07	Social Security-Medicare	2,279	2,443	2,653	3,444	3,444	3,444
511.10-08	State Unemployment	50	48	630	780	780	780
511.10-09	Long Term Disability	975	1,026	389	0	0	0
511.10-10	Group Health Insurance	42,542	48,290	46,718	0	0	0
511.10-11	Group Life Insurance	346	407	299	0	0	0
511.10-12	Workers Compensation	1,600	325	416	800	813	813
511.10-15	Vision Plan	879	935	1,028	0	0	0
511.10-16	Dental Plan	5,387	4,875	5,461	0	0	0
511.10-18	Management Physicals	0	0	175	315	315	315
511.10-20	Earned Benefit	6,553	4,220	2,369	7,045	7,045	7,045
511.10-21	Bilingual Pay Program	46	0	0	0	0	0
511.10-24	Vehicle Allowance	479	2,255	1,282	1,397	1,397	1,397
511.10-27	PTS Plan FICA Alternative	207	296	462	334	334	334
511.10-32	Cash Back-Biweekly Allow	0	0	0	6	6	6
511.10-33	Core Allowance	0	0	0	57,942	48,188	48,188
Personnel Services		229,143	253,433	269,483	347,112	337,371	337,371
512.12-00	Telephone	998	3,549	3,956	3,876	3,876	3,876
512.13-00	Postage	1,184	1,437	2,025	2,500	2,500	2,500
512.14-00	Advertising	11,837	14,815	16,000	21,860	21,860	21,860
512.15-00	Office Supplies	5,875	5,731	7,115	7,345	6,745	6,745
512.17-00	Professional Services	1,598	41,653	13,800	48,700	48,700	48,700
512.18-00	Travel and Meetings	1,540	2,601	6,118	8,569	8,569	8,569
512.19-00	Mileage	289	242	600	625	625	625
512.20-00	Training Expense	1,275	3,185	4,425	6,790	6,790	6,790
512.21-00	Rents/Leases	3,459	3,103	5,950	7,980	2,580	2,580
512.22-00	Office Equipment O & M	2,373	1,973	2,570	2,570	2,570	2,570
512.23-00	Vehicle Operations/Maint	6,569	12,969	9,362	14,066	14,066	14,066
512.24-00	Memberships, Subscription	769	1,299	1,765	2,000	2,000	2,000
512.30-01	Dept Share of Insurance	5,942	10,067	6,089	7,386	7,386	7,386
512.32-00	Vehicle Replacement Fee	6,861	6,861	6,861	6,516	6,516	6,516
512.38-00	Support Services	38,935	42,313	42,000	43,930	43,930	43,930
512.45-00	Facilities Maint Charge	14,460	52,402	41,424	45,296	41,490	41,490
512.46-00	Computer Replacement Chrg	2,073	4,759	7,610	11,781	11,781	11,781
Supplies and Services		106,037	208,959	177,670	241,790	231,984	231,984
513.43-00	Machinery/Equipment	8,422	466	27,059	5,837	5,837	5,837
Property		8,422	466	27,059	5,837	5,837	5,837
514.91-01	Adm Exp-City Manager	6,284	11,608	872	2,596	2,445	2,445
514.91-02	Adm Exp-City Attorney	1,412	4,459	720	1,449	1,338	1,338
514.91-09	Adm Exp-Finance	21,541	13,669	10,192	8,670	8,115	8,115
514.91-10	Adm Exp-Purchasing	2,481	4,213	382	1,000	965	965
514.91-16	Adm Exp-City Council	3,149	918	288	1,035	902	902
Administrative		34,867	34,867	12,454	14,750	13,765	13,765
515.92-01	Interdept DSC-General Fnd	0	0	3,885	1,389	1,389	1,389
Interdepartmental		0	0	3,885	1,389	1,389	1,389
**	Records	378,469	497,725	490,551	610,878	590,346	590,346

SUPPORT SERVICES – RECORDS

- 13-00 Public hearing notices, City Council/RDA agendas/minutes, and miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, Commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies
- 17-00 Annual Municipal Code Supplements (Website maintenance, CD copy), study of document management program to support Strategic Information Systems program, and municipal election costs
- 18-00 California City Clerks Association annual meeting, Fair Political Practices Commission, City Clerks Association of California general meetings, League of California Cities City Clerks New Law and Election seminar, annual League of California Cities meeting, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00
- 20-00 California City Clerks Association, Records Management, League of California Cities City Clerks, and City Clerk Technical Track registration fees for meetings in Line 18-00
- 21-00 Pitney Bowes meter rental and off-site storage of microfilm and computer disks.
- 22-00 Maintenance for two typewriters, one mail machine scale (Pitney Bowes), one date/time stamp clock, fax machine, Advocate recorder, and repair and maintenance for telephone lines.
- 24-00 City Clerks Association; Merced County Historical Society; National Notary Association, International Institute of Municipal Clerks, Merced Sun-Star, Merced County Times, and miscellaneous publications.
- 38-00 This line includes the total copier-related costs for the Civic Center. The fund is reimbursed by other user departments through Support Services charges, based on historical actual usage.

RISK MANAGEMENT AND SAFETY
FUND NOS. 666, 667, 668 & 672
ACCOUNT NOS. 0409, 0410, 0411, & 0412

DESCRIPTION

The City of Merced Risk Management and Safety program encompasses three operational divisions. The Worker's Compensation Division administers the self-insured worker's compensation program, including preparation of reports for management, benefit approval and payment authorization, coordination with a third party worker's compensation administrator, and coordination with the City Attorney's office in litigated claims.

The Liability Insurance Division provides a mechanism through which the City purchases general liability, property and fire, boiler and machinery, fidelity, 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. This is a fully insured policy with a self-insurance retention of \$100,000 for general liability and \$500,000 for each occurrence for general automobile 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). The commercial property, fire, and boiler and machinery coverage is purchased through the Public Entity Property Insurance Program. The commercial property and fire carry a \$10,000 deductible, and the boiler and machinery has a \$1,000 deductible. The fidelity coverage (crime/dishonesty employee bond) has a \$1 million limit per loss with a \$5,000 deductible. The City's airport is fully insured for \$20 million combined single limit per aircraft/per occurrence, with no deductible.

Unemployment Insurance is administered through a self-insured fund that provides benefits to employees who have left the City service and qualify under State law for unemployment compensation. The activity in this fund is coordinated with the State of California Employment Development Department.

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. The citywide safety program is also administered through this division.

MISSION

This mission of the Insurance Administration Division is to provide technical support for the administration of the insurance function and to provide a citywide safety program.

GOALS

- ◇ Review and evaluate alternate methods of providing adequate insurance coverage in all areas of City needs.
- ◇ Administer a citywide safety program in conjunction with the Public Works Operations Department.
- ◇ Conduct annual "Health Fair" for all City employees.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|---|
| 1. Provide city-wide safety program by funding a biweekly poster program, drug testing, Hepatitis B inoculations, hearing and vision testing, flu inoculations for all employees, and provision of medical appliances in support of the ergonomics program. | Improvement in employee awareness of safety issues.

Reduction of sick leave use as result of preventative measures. |
| 2. Maintain staff professionalism by attending meetings and training dealing with changes in the insurance field, as well as through membership in professional organizations, and subscription to industry publications. | Adequate insurance coverage obtained in all areas of City needs. |
| 3. Provide health education to all City employees by developing and conducting an annual "Health Fair". | Improvement in employee awareness of health issues and remedies results in healthier employees. First Health Fair to be held in October 2007. |

RISK MANAGEMENT AND SAFETY

4. Re-establish Citywide Safety Review Committee.

Employee representatives to the Safety Review Committee shall be appointed by December 31, 2007. An active Safety Committee can increase City employee safety involvement and help promote safety communication.

BUDGET DETAIL EXPENSES

672-0409	Risk Management Admin.						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
511.01-00	Regular Salaries	81,679	73,052	114,702	134,636	134,636	134,636
511.10-05	Retirement PERS	5,592	8,909	15,628	23,306	23,306	23,306
511.10-06	Social Security-OASDI	5,399	4,671	7,212	8,467	8,467	8,467
511.10-07	Social Security-Medicare	1,310	1,119	1,720	2,058	2,058	2,058
511.10-08	State Unemployment	29	31	458	458	458	458
511.10-09	Long Term Disability	556	587	316	0	0	0
511.10-10	Group Health Insurance	16,892	21,393	40,446	0	0	0
511.10-11	Group Life Insurance	247	295	243	0	0	0
511.10-12	Workers Compensation	480	208	401	386	392	392
511.10-15	Vision Plan	520	599	980	0	0	0
511.10-16	Dental Plan	1,988	2,017	5,194	0	0	0
511.10-18	Management Physicals	0	0	35	154	154	154
511.10-20	Earned Benefit	7,033	331	1,998	5,553	5,553	5,553
511.10-21	Bilingual Pay Program	363	512	510	0	0	0
511.10-24	Vehicle Allowance	479	1,207	1,282	1,397	1,397	1,397
511.10-32	Cash Back-Biweekly Allow	0	0	0	6	6	6
511.10-33	Core Allowance	0	0	0	37,903	31,522	31,522
Personnel Services		122,567	114,931	191,125	214,324	207,949	207,949
512.12-00	Telephone	574	1,041	1,048	1,572	1,572	1,572
512.13-00	Postage	515	1,128	850	900	900	900
512.15-00	Office Supplies	1,576	1,061	2,130	2,195	2,795	2,795
512.17-00	Professional Services	5,705	10,784	23,200	23,900	23,900	23,900
512.18-00	Travel and Meetings	1,476	1,755	2,628	5,006	5,006	5,006
512.20-00	Training Expense	1,322	889	1,515	2,025	2,025	2,025
512.21-00	Rents/Leases	0	0	0	0	5,400	5,400
512.22-00	Office Equipment O & M	0	0	70	70	70	70
512.24-00	Memberships, Subscription	3,966	3,895	5,505	5,670	5,670	5,670
512.30-01	Dept Share of Insurance	4,000	6,090	3,035	4,946	4,946	4,946
512.45-00	Facilities Maint Charge	27,442	52,402	41,424	45,296	41,490	41,490
512.46-00	Computer Replacement Chrg	1,414	1,319	2,990	2,990	2,990	2,990
Supplies and Services		47,990	80,364	84,395	94,570	96,764	96,764
513.43-00	Machinery/Equipment	0	466	0	0	0	0
Property		0	466	0	0	0	0
514.91-01	Adm Exp-City Manager	4,122	7,614	524	1,884	1,785	1,785
514.91-02	Adm Exp-City Attorney	926	2,924	433	1,051	977	977
514.91-09	Adm Exp-Finance	14,130	8,966	7,987	6,291	5,924	5,924
514.91-10	Adm Exp-Purchasing	1,627	2,764	230	726	704	704
514.91-16	Adm Exp-City Council	2,065	602	173	751	659	659
Administrative		22,870	22,870	9,347	10,703	10,049	10,049
**	Risk Management Admin.	193,427	218,631	284,867	319,597	314,762	314,762

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 Worker's 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; Occupational Safety and Health Magazine; General Industry Safety Order; ADA Monthly & Annual Updates; Worker's Compensation Law Bulletin, Top Health Monthly News Letters

RISK MANAGEMENT AND SAFETY

WORKER'S COMPENSATION

MISSION

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

GOALS

- ◇ Ensure that the City is receiving the most competitive worker's compensation excess insurance coverage and premium levels that can be obtained in the open market.
- ◇ Audit all outstanding open worker's compensation claims.
- ◇ 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.
- ◇ Ensure cost savings in claims expenses through professional medical claim review administrator.
- ◇ Prevent accidents/reduce personal injury/occupational injury by maintaining an Injury and Illness Prevention Program.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|---|
| 1. Review all open worker's compensation active files for adequacy of current payments, adequacy of future reserves, and identification of those claims that can be closed by means of compromise and release. | Reduction in the number of active files by June 30, 2008 by effective claims administration and fewer claims. |
| 2. Review the work product of the third party claims administrator. | Reduction in litigated claims. No violation of regulations. |
| 3. Update Injury and Illness Prevention Program to reflect the City's commitment to maintaining a safe and healthful workplace, and complying with all applicable federal, state, and local laws and regulations. | Partial completion of Program document (50% or better) by December 31, 2007. Examples of indicators would be prevention of accidents, reduction of personal injury and occupational illness, and compliance with all safety and health standards. |

BUDGET DETAIL EXPENSES

666-0410	Insurance: Workers Comp						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
512.17-00	Professional Services	77,661	63,823	178,500	183,856	183,856	183,856
512.30-10	Wrk Cmp-Medical	306,653	175,660	540,750	556,900	556,900	556,900
512.30-11	Wrk Cmp-Permanent Disblty	146,924-	179,106	300,500	309,500	309,500	309,500
512.30-12	Legal	59,203	54,810	50,000	90,000	90,000	90,000
512.30-13	Wrk Cmp-Umbrella Coverage	222,009	277,652	300,000	692,558	692,558	692,558
512.34-00	Contingency Reserve	0	0	970,063	549,231	476,719	476,719
512.35-00	Vocational Rehabilitation	11,738	11,704	64,000	32,000	32,000	32,000
512.38-00	Support Services	62,660	61,085	86,339	80,456	47,277	47,277
	Supplies and Services	593,000	823,840	2,490,152	2,494,501	2,388,810	2,388,810
514.91-01	Adm Exp-City Manager	12,163	15,034	9,351	9,731	9,177	9,177
514.91-02	Adm Exp-City Attorney	2,935	7,720	7,726	5,431	5,024	5,024
514.91-09	Adm Exp-Finance	33,100	39,614	34,462	32,496	30,464	30,464
514.91-10	Adm Exp-Purchasing	4,582	5,093	4,098	3,749	3,623	3,623
514.91-16	Adm Exp-City Council	4,267	4,613	3,086	3,881	3,388	3,388
	Administrative	57,047	72,074	58,723	55,288	51,676	51,676
515.92-01	Interdept DSC-General Fnd	161,597	93,454	109,643	102,211	102,211	102,211
	Interdepartmental	161,597	93,454	109,643	102,211	102,211	102,211
**	Insurance: Workers Comp	811,644	989,368	2,658,518	2,652,000	2,542,697	2,542,697

INSURANCE: WORKER'S COMPENSATION

- 17-00 Administrative contract with Tri-Star Risk Management and contract with Compcore 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 \$250,000 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 Vocational rehabilitation funds necessary to provide benefits to workers who are medically unable to return to work at their pre-injury jobs. Vocational service may include, but is not limited to, evaluation, counseling, job analysis, job modification assistance, retraining, and job placement assistance as defined Labor Code Sections 4635 – 4647; and 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 claims 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 claims administrator. | Efficient and reliable claims administration service provided to the City, and reduction in litigation. |
| 2. Review effectiveness and cost-savings for liability claims filed against the City of Merced. | Reduction in liability claims and cost savings through training provided by continued membership and coverage through the Central San Joaquin Valley Risk Management Authority. |
| 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 offered through the CSJVRMA. |

Insurance: Liability

EXPENSES	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Dept. Head Request 2007-08	City Mgr. Recom. 2007-08	Council Approval 2007-08
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	1,513,880	715,916	1,808,060	1,993,872	1,994,643	1,994,643
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	1,513,880	715,916	1,808,060	1,993,872	1,994,643	1,994,643
XX						
FINANCING SOURCES	Actual 2004-05	Actual 2005-06	Final Budget 2006-07	Estimated 2007-08		
Liability Ins-Int Srv Fnd	1,513,880	715,916	1,808,060	1,994,643		
TOTAL	1,513,880	715,916	1,808,060	1,994,643		
XX						

BUDGET DETAIL EXPENSES

667-0411 Insurance: Liability							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
512.17-00	Professional Services	16,010	0	0	0	0	0
512.30-12	Legal	78,450	22,408	150,000	150,000	150,000	150,000
512.30-20	Liab-General Liability	630,962	737,195	862,719	1,097,905	1,097,905	1,097,905
512.30-22	Liab-Self Ins Admin	2,484	0	5,000	5,000	5,000	5,000
512.30-23	Liab-Reserve for Self Ins	523,490	312,712	392,780	279,339	249,924	249,924
512.30-24	Subrogation Claims Expens	18,625	34,831	75,000	75,000	75,000	75,000
512.38-00	Support Services	37,493	37,493	41,273	40,762	40,762	40,762
	Supplies and Services	1,307,514	519,215	1,526,772	1,648,006	1,618,591	1,618,591
514.91-01	Adm Exp-City Manager	6,706	12,388	6,240	7,644	7,122	7,122
514.91-02	Adm Exp-City Attorney	1,507	4,758	5,156	4,266	3,899	3,899
514.91-09	Adm Exp-Finance	22,990	14,588	22,997	25,526	23,642	23,642
514.91-10	Adm Exp-Purchasing	2,648	4,496	2,735	2,945	2,811	2,811
514.91-16	Adm Exp-City Council	3,360	980	2,059	3,048	2,629	2,629
	Administrative	37,211	37,210	39,187	43,429	40,103	40,103
515.92-01	Interdept DSC-General Fnd	169,155	159,491	242,101	302,437	302,437	302,437
515.92-17	Interdept DSC-Develop Ser	0	0	0	0	33,512	33,512
	Interdepartmental	169,155	159,491	242,101	302,437	335,949	335,949
**	Insurance: Liability	1,513,880	715,916	1,808,060	1,993,872	1,994,643	1,994,643

INSURANCE: LIABILITY

30-12 Case-driven costs incurred by City Attorney for litigation related to PCE issues and general liability

30-20 Insurance Premiums:
 Pooled Excess Liability (CSJVRMA and ERMA)
 Property and Boiler and Machinery
 Fidelity
 Airport Liability

30-22 Self-Insured General Liability Adjusting Contract with Freese and Gianelli

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. | Reduction in the number of claims paid. |
| 2. Investigate and challenge unauthorized filings. | No payments to unauthorized past-employees. |

2007-2008 BUDGET HIGHLIGHTS

No other significant changes in program direction, expenditures or revenues are anticipated during the fiscal year.

BUDGET DETAIL EXPENSES

668-0412 Insurance: Unemployment							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	FINAL BUDGET 2006-07	DEPT. HEAD REQUEST 2007-08	CITY MGR. RECOM. 2007-08	COUNCIL APPROVAL 2007-08
512.30-30	Unemp Ins-Unemployment	85,610	63,672	84,012	89,007	88,674	88,674
512.38-00	Support Services	2,166	2,091	3,738	3,086	2,140	2,140
	Supplies and Services	87,776	65,763	87,750	92,093	90,814	90,814
514.91-01	Adm Exp-City Manager	306	426	331	416	393	393
514.91-02	Adm Exp-City Attorney	74	219	274	232	215	215
514.91-09	Adm Exp-Finance	831	1,121	1,221	1,390	1,304	1,304
514.91-10	Adm Exp-Purchasing	115	144	145	160	155	155
514.91-16	Adm Exp-City Council	107	131	109	166	145	145
	Administrative	1,433	2,041	2,080	2,364	2,212	2,212
**	Insurance: Unemployment	89,209	67,804	89,830	94,457	93,026	93,026

FUND NO. 668
ACCOUNT NO. 0412

INSURANCE: UNEMPLOYMENT

30-30 Unemployment insurance

**EMPLOYEE BENEFITS
FUND NO. 669
ACCOUNT NO. 0413**

DESCRIPTION

The Employee Benefits budget provides the mechanism through which the City pays the cost of health, long-term disability, life, accident and disability, and dental/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 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. Provide city-wide cafeteria and Section 125 tax deferred plan for employee benefits. | Evaluate 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, 2008, an adequate reserve fund will be available for year-to-year stability within the self-insured employee benefits program. |

2007-2008 BUDGET HIGHLIGHTS

No other significant changes in program direction, expenditures or revenues are anticipated during the fiscal year.

BUDGET DETAIL EXPENSES

669-0413	Employee Benefits			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	REQUEST 2007-08	RECOM. 2007-08	APPROVAL 2007-08
512.17-00	Professional Services	0	32,450	55,000	21,980	21,980	21,980
512.30-40	Emp Bnft-Group Health/Acc	3,741,333	3,888,512	5,789,368	5,914,253	5,774,611	5,774,611
512.30-41	Group Health Ins Retirees	996,552	1,278,049	1,200,000	1,291,000	1,291,000	1,291,000
512.30-42	Emp Bnft-Group Life	57,193	36,091	62,448	84,302	82,933	82,933
512.30-43	Emp Bnft-Sht & Lg Trm Dis	106,908	57,963	70,956	91,499	89,714	89,714
512.30-45	Emp Bft-Dentl/Vision Care	648,975	693,613	1,031,730	1,122,665	1,101,261	1,101,261
512.30-47	Emp Bnft-Rsrvd For Retent	0	0	3,047,025	2,348,991	1,010,858	1,010,858
512.30-55	Vol-Cancer Insurance	0	0	0	12,000	12,000	12,000
512.30-56	Vol-Heat & Stroke Insur	0	0	0	5,000	5,000	5,000
512.30-57	Vol-Pet Insurance	0	0	0	3,100	3,100	3,100
512.30-58	Vol-Universal Life Ins	0	0	0	54,600	54,600	54,600
512.30-59	Vol-Short Term Disability	0	0	0	26,000	26,000	26,000
512.30-60	Vol-Benefit Particip Fee	0	0	0	3,200	3,200	3,200
512.38-00	Support Services	148,351	181,456	247,383	241,944	191,508	191,508
	Supplies and Services	5,699,312	6,168,134	11,503,910	11,220,534	9,667,765	9,667,765
514.91-01	Adm Exp-City Manager	17,011	30,962	22,246	29,456	27,851	27,851
514.91-02	Adm Exp-City Attorney	4,105	15,898	18,382	16,438	15,246	15,246
514.91-09	Adm Exp-Finance	46,295	81,583	81,988	98,366	92,455	92,455
514.91-10	Adm Exp-Purchasing	6,409	10,488	9,749	11,350	10,994	10,994
514.91-16	Adm Exp-City Council	5,968	9,500	7,341	11,748	10,282	10,282
	Administrative	79,788	148,431	139,706	167,358	156,828	156,828
968.93-68	Trnsf-Unemployment Fu(668)	105,151	37,743	0	0	0	0
	Other	105,151	37,743	0	0	0	0
**	Employee Benefits	5,884,251	6,354,308	11,643,616	11,387,892	9,824,593	9,824,593

EMPLOYEE BENEFITS

- 30-40 Group health premiums to Blue Shield of California and chiropractic coverage to Landmark
- 30-42 Group life insurance premiums
- 30-43 Short- and long-term disability premiums
- 30-45 Claims payment for fully-insured dental and vision programs
- 30-47 Amount held in contingency as reserve for retention