

**CITY COUNCIL
FUND NO. 001
ACCOUNT NO. 0101**

MISSION

The Mayor and Council Members will continue working together as a team, representing all Merced constituents, in order to make Merced a city which:

- ◇ Maintains a high quality of life for its citizens;
- ◇ Demonstrates a positive attitude and approach in dealing with all segments of the community;
- ◇ Shows sensitivity and awareness of community needs and issues;
- ◇ Respects the diversity of its community;
- ◇ Develops creative and affordable solutions and alternatives to meet community needs;
- ◇ Is service-oriented, efficient, and progressive in its approach to problem resolution and use of resources;
- ◇ Offers economic development opportunities beneficial to its citizens;
- ◇ Maximizes teamwork and encourages individual involvement and personal growth, so that the community achieves its goals and contributes to society as a whole; and
- ◇ Creates and maintains an enjoyable atmosphere in which to live and work.

2009-2010 BUDGET HIGHLIGHTS

Approved budget includes legislative advocacy, video production services, Council goal setting workshop, MCAG dues, support for LAFCO operations, and League of California Cities dues.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
Mayor and Council Members	7.00	7.00	7.00
Executive Secretary	.40	.40	.40
TOTAL	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101 City Council						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00	Regular Salaries	23,492	21,862	21,219	22,541	22,541
511.03-00	Extra Help	0	30,778	0	0	0
511.04-01	Regular Overtime	0	1,836	91	97	97
511.10-05	Retirement PERS	2,985	3,376	3,213	3,450	3,450
511.10-06	Social Security-OASDI	1,472	2,029	1,327	1,396	1,396
511.10-07	Social Security-Medicare	344	948	310	326	326
511.10-08	State Unemployment	60	95	60	60	60
511.10-09	Long Term Disability	58	0	0	0	0
511.10-10	Group Health Insurance	4,447	0	0	0	0
511.10-11	Group Life Insurance	44	0	0	0	0
511.10-12	Workers Compensation	59	44	36	35	35
511.10-15	Vision Plan	129	0	0	0	0
511.10-16	Dental Plan	435	0	0	0	0
511.10-18	Management Physicals	0	0	56	56	56
511.10-20	Earned Benefit	0	9,522	0	0	0
511.10-27	PTS Plan FICA Alternative	0	424	0	0	0
511.10-32	Cash Back-Biweekly Allow	0	45	91	0	0
511.10-33	Core Allowance	0	4,222	6,651	6,637	6,637
511.10-35	Post Employment Benefits	0	0	642	885	885
Personnel Services		33,525	75,181	33,696	35,483	35,483
512.12-00	Telephone	1,003	1,193	275	275	275
512.13-00	Postage	304	865	425	425	425
512.14-00	Advertising	953	0	4,000	4,000	4,000
512.15-00	Office Supplies	687	1,991	650	650	650
512.16-00	Printing	2,542	3,000	3,450	3,450	3,450
512.17-00	Professional Services	280,247	253,547	167,742	169,885	197,790
512.18-00	Travel and Meetings	17,958	25,896	17,875	15,390	15,390
512.20-00	Training Expense	4,950	7,680	7,000	5,950	5,950
512.24-00	Memberships, Subscription	40,277	41,524	47,125	47,031	47,031
512.29-00	Other Materials Supplies	4,769	6,732	6,500	5,500	5,500
512.30-01	Dept Share of Insurance	165	761	1,146	1,335	1,335
512.38-00	Support Services	17,767	15,497	15,460	13,856	13,856
512.45-00	Facilities Maint Charge	13,750	13,772	12,917	8,622	8,622
Supplies and Services		385,372	372,458	284,565	276,369	304,274
**	City Council	418,897	447,639	318,261	311,852	339,757

CITY COUNCIL

- 13-00 Postage includes monthly Sister Cities newsletter
- 16-00 Business cards and other printing expenses as needed
- 17-00 Legislative advocacy, UC planning support , LAFCO services, and video production services
- 18-00 League of California Cities (LCC) Annual Conference, LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 League of California Cities, MCAG, Sister Cities International and Chambers of Commerce
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

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

DESCRIPTION

The City Manager is the Chief Administrative Officer of the City. This office is responsible for coordinating and directing the resources of the City government to carry out the programs established by the City's elected officials.

MISSION

The City Manager must ensure that the organizational values of the City are foundational as budgets are prepared and business conducted. 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 wisdom of maintaining the investment; decision-making at the most appropriate level; and accountability and reward for excellent performance.

GOALS

- ◇ Serve the citizens of Merced by delivering superior service, which exceeds expectations in cost, quality and safety.
- ◇ Assist the City Council in their role as policy-makers by providing clear, concise, accurate, unbiased professional staff work.
- ◇ Serve City employees by establishing goals, objectives, and measurable standards for performance, and compensate them accordingly.

OBJECTIVES

1. Continue to provide leadership to City staff.
2. Develop leadership training opportunities for employees to create succession opportunities

**PERFORMANCE
MEASUREMENTS/INDICATORS**

Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values

Provide ongoing training opportunities and seek out additional training to insure succession capacity and growth opportunities in the work force.

CITY MANAGER

3. Support Council Members serving on League Policy Committees

Timely responses to requests for information, analysis and correspondence

4. Continue in a leadership role with the Merced County Association of Governments Technical Review Board in reviewing alternative service delivery systems for local governments and developing financing programs for regional needs, including oversight of the Regional Transportation Implementation Fee.

Continue to provide leadership to new TRB members.

5. Actively monitor and participate in Ad Hoc Council Committees for utility rate review, UC Merced-UC Community Development, and Public Facility Financing Program, tax sharing negotiations with County, and State Budget Impact Committee

Reports and recommendations on priority areas identified by City Council ad hoc committees.

6. Continue review and refinement of current City service delivery programs.

Ongoing data collection and analysis

7. Implement employee benefit options

Recommendations to City Council and employee bargaining units through reassessment of cafeteria plan

8. Continue public information function as part of City Manager's office

Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and possible PEG cable TV programming

9. Implement and monitor Community Facilities Districts for services.

Balance of cash flow and service delivery

10. Complete Phase V pre-engineering and design studies for Wastewater Treatment Plant and identify funding sources for expansion.

Detail plans and funding schemes for solids handling grant and project.

CITY MANAGER

11. Administer ½-cent sales tax—
Measure C

Develop plans and programs for review
by Measure C Citizens Oversight
Committee

GIS Program:

12. Continue process of building a City
of Merced geodatabase to allow GIS
users to create, modify, and analyze
City spatial data with more flexibility
and functionality.

Draft geodatabase ready for review by
GIS Standards Committee by
December 2008.

13. Provide hands-on training for City
staff with ArcGIS 9 software

Complete 1-2 classes each for all
users

Public Information Officer:

14. Provide on-going public outreach
through the news media using press
releases, TV interviews, guest
editorials and letters, press
conferences and providing talking
points and advice for interview
subjects.

Monitor the number of news stories
and articles in the various media.

15. Use the City Web site to improve
communications by making it easier for
residents to find online information on
major City projects and by posting
news releases and other material
online.

Regularly review the Web site,
participate in the Web Committee and
the Tech Committee.

16. Provide support to City staff for
media campaigns and suggest ways to
improve public communication through
the news media.

Meet with senior management and
staff to determine communication
needs.

17. Provide the city's viewpoint on
breaking news through live interviews,
media advisories and news releases.

Maintain on-going relationships with
local news media.

18. Continue publication of a City
newsletter that is mailed to residents,
keeping them informed of City issues,
activities and programs.

Council will receive copies of
newsletter and it will be posted on City
Website and copies will be distributed
at City offices.

CITY MANAGER

19. Explore programming on the PEG channels to provide residents with an in-depth look at issues facing the City.

Original programming will be available on cable TV channels and repeated regularly.

20. Increase awareness of City's 'Green' efforts

Create "Green Tips" in City newsletter, maintain an updated list for use in speeches, news releases and other venues.

2009-2010 BUDGET HIGHLIGHTS

The direction of the City Manager's office operations for 2009-10 will continue to be guided by Council-established priorities. The Assistant City Manager's position is allocated to the City Manager budget at 70 percent to reflect efforts to be devoted to citywide issues. The balance of the Assistant City Manager's position is budgeted in Redevelopment (20 percent) and the Airport (10 percent). The Executive Secretary's time is split between City Council (40 percent) and City Manager (60 percent) budgets. The GIS Coordinator position is provided by interdepartmental direct service charges to various operating divisions including Development Services, Redevelopment/ Economic Development, and Public Works. The balance of the City Manager budgeted costs are spread to other operating budgets via Administrative Expenses based on staffing, operating budgets, and level of effort.

BUDGET DETAIL EXPENSES

001-0201 City Manager						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00	Regular Salaries	494,299	463,878	492,723	456,075	456,075
511.03-00	Extra Help	0	57,729	54,476	0	0
511.04-01	Regular Overtime	0	23	182	193	193
511.10-02	Unused Sick Leave	3,009	3,035	6,767	4,177	4,177
511.10-05	Retirement PERS	70,036	80,844	84,239	78,123	78,123
511.10-06	Social Security-OASDI	25,953	26,682	29,385	24,145	24,145
511.10-07	Social Security-Medicare	7,496	9,717	8,713	7,121	7,121
511.10-08	State Unemployment	795	795	945	657	657
511.10-09	Long Term Disability	919	0	0	0	0
511.10-10	Group Health Insurance	65,387	0	0	0	0
511.10-11	Group Life Insurance	706	0	0	0	0
511.10-12	Workers Compensation	2,770	1,466	1,217	899	899
511.10-15	Vision Plan	1,703	0	0	0	0
511.10-16	Dental Plan	7,166	0	0	0	0
511.10-18	Management Physicals	0	0	907	748	748
511.10-20	Earned Benefit	21,408	148,159	46,954	30,836	30,836
511.10-24	Vehicle Allowance	2,365	2,544	2,646	2,772	2,772
511.10-27	PTS Plan FICA Alternative	0	27	708	0	0
511.10-32	Cash Back-Biweekly Allow	0	575	1,069	840	840
511.10-33	Core Allowance	0	62,554	72,993	61,817	61,817
511.10-35	Post Employment Benefits	0	0	14,899	17,898	17,898
Personnel Services		704,012	858,028	818,823	686,301	686,301
512.12-00	Telephone	3,050	3,065	1,900	2,200	2,200
512.13-00	Postage	343	334	600	600	600
512.15-00	Office Supplies	3,657	4,802	5,075	4,265	4,265
512.16-00	Printing	19,881	12,115	29,300	29,300	29,300
512.17-00	Professional Services	9,860	71,023	11,300	21,300	21,300
512.18-00	Travel and Meetings	14,184	10,810	15,615	11,978	11,978
512.19-00	Mileage	0	25	1,150	700	700
512.20-00	Training Expense	5,496	4,944	9,505	5,575	5,575
512.22-00	Office Equipment O & M	0	0	5,069	5,069	5,069
512.24-00	Memberships, Subscription	4,960	5,559	6,231	6,710	6,710
512.29-00	Other Materials Supplies	6,210	218	990	990	990
512.30-01	Dept Share of Insurance	8,023	8,082	12,513	13,559	13,559
512.34-00	Contingency Reserve	0	0	10,000	10,000	10,000
512.38-00	Support Services	48,036	37,872	37,668	32,824	32,824
512.45-00	Facilities Maint Charge	34,059	34,114	31,995	21,358	21,358
512.46-00	Computer Replacement Chrg	3,640	4,123	2,719	0	0
Supplies and Services		161,399	197,086	181,630	166,428	166,428
**	City Manager	865,411	1,055,114	1,000,453	852,729	852,729

CITY MANAGER

- 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; and City/County meetings**
- 20-0 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meeting**
- 21-0 Maintenance of typewriter**
- 24-0 International City Management Association; Sun-Star, Modesto Bee, County Times and other publications**
- 29-0 Community events and awards; GIS software**
- 34-0 Contingency reserve for total City operations**

**CITY ATTORNEY
FUND NO. 001
ACCOUNT NO. 0301**

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving City, Redevelopment Agency, and Public Financing Authority matters. The City Attorney represents the City Council, City Manager, City administrative staff, Redevelopment Agency, and others as required to represent the City in litigation and to direct the City's legal service.

MISSION

The City Attorney's office provides expert legal advice and advocacy to and on behalf of the City Council, the Redevelopment Agency, Public Financing Authority, and their committees and commissions, as well as to the City Manager and all city departments, so that policies are established and programs administered within the guidelines established by city, state, and federal laws.

GOALS

- A. Continue to implement City Charter Amendments.
- B. Protect Neighborhoods, Community and Residents.
- C. Look to the Future.

OBJECTIVES

**PERFORMANCE
MEASUREMENTS/INDICATORS**

A. Continue to Implement City Charter Amendments

- | | |
|---|---|
| 1. Update Municipal Code and related documents to implement any adopted Charter amendments. | Prepare Municipal Code amendments and revisions to related documents. |
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B. Protect Neighborhoods, Community and Residents

- | | |
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| 1. Support the Police Department and Code Enforcement efforts to keep neighborhoods safe and visually aesthetic. | Prosecute criminal violations of the Municipal Code and file civil actions or nuisance abatement actions as appropriate. |
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CITY ATTORNEY

2. Implement Effective Enforcement Measures.

If adopted in FY 09/10 – Train Code Enforcement and other staff on the Administrative Citation Process.

3. Hold Developers Accountable.

- Work with the Planning Dept. to ensure that developers are in compliance with existing obligations to the City
- Enforce obligations owed under Developer Agreements through administrative and civil proceedings as necessary.

C. Look to the Future

1. Ensure legal adequacy of major planning documents.

Review General Plan Update and associated environmental document for legal adequacy.

2. Ensure new development continues to pay for its costs and City remains an attractive location for employment and revenue generating businesses.

- Review of infrastructure and development.
- Support review of City fee structure to ensure it is legal, appropriate, and competitive.

3. Storm Water Management.

Develop Draft Joint Powers Agreement.

City Attorney

FINANCING SOURCES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10
Interdebt DSR-Insurance	109,643	102,211	149,530	121,963
Interdebt DSR-Liability	242,101	302,437	411,682	520,441
General Fund	83,153	59,402	155,526	99,176
TOTAL	960,788	1,001,411	1,138,486	954,188

PERSONNEL

Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
City Attorney	1.00	1.00	1.00
Chief Dep. City Attorney	1.00	1.00	1.00
Dep. City Attorney I/II/III/IV	2.00	1.00	1.00
Legal Secretary/Paralegal	2.00	2.00	2.00
Secretary I	1.00	1.00	1.00
TOTAL	7.00	6.00	6.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00	Regular Salaries	519,901	591,600	634,973	561,410	561,410
511.04-01	Regular Overtime	2,017	3	3,000	0	0
511.10-05	Retirement PERS	73,836	101,496	108,537	96,144	96,144
511.10-06	Social Security-OASDI	27,132	30,394	34,081	30,153	30,153
511.10-07	Social Security-Medicare	7,559	8,540	9,402	8,237	8,237
511.10-08	State Unemployment	1,200	1,050	1,050	906	906
511.10-09	Long Term Disability	1,102	0	0	0	0
511.10-10	Group Health Insurance	89,149	0	0	0	0
511.10-11	Group Life Insurance	844	0	0	0	0
511.10-12	Workers Compensation	1,699	1,420	883	789	789
511.10-15	Vision Plan	2,250	0	0	0	0
511.10-16	Dental Plan	10,138	0	0	0	0
511.10-18	Management Physicals	0	0	980	812	812
511.10-20	Earned Benefit	8,177	17,617	15,171	16,014	16,014
511.10-32	Cash Back-Biweekly Allow	0	501	936	1,758	1,758
511.10-33	Core Allowance	0	89,550	96,254	84,287	84,287
511.10-35	Post Employment Benefits	0	0	19,201	22,032	22,032
Personnel Services		745,004	842,171	924,468	822,542	822,542
512.12-00	Telephone	3,129	2,161	2,310	1,910	1,910
512.13-00	Postage	765	624	1,000	600	600
512.15-00	Office Supplies	3,406	3,865	4,467	4,467	4,467
512.17-00	Professional Services	21,977	20,000	40,000	0	0
512.18-00	Travel and Meetings	11,343	3,398	17,902	10,902	10,902
512.19-00	Mileage	25	0	475	175	175
512.20-00	Training Expense	6,983	3,843	9,725	5,545	5,545
512.22-00	Office Equipment O & M	95	54	435	435	435
512.24-00	Memberships, Subscription	19,969	18,490	20,866	19,985	19,985
512.29-00	Other Materials Supplies	319	84	8,000	0	0
512.30-01	Dept Share of Insurance	6,955	10,754	16,633	18,944	18,944
512.38-00	Support Services	52,390	39,830	41,266	36,791	36,791
512.45-00	Facilities Maint Charge	50,859	50,941	47,777	31,892	31,892
512.46-00	Computer Replacement Chrg	3,593	5,000	3,162	0	0
Supplies and Services		181,808	159,044	214,018	131,646	131,646
513.43-00	Machinery/Equipment	33,976	196	0	0	0
Property		33,976	196	0	0	0
**	City Attorney	960,788	1,001,411	1,138,486	954,188	954,188

CITY ATTORNEY

- 17-00 Outside consultants if required on legal matters, and payment of court costs for filing and copy fees. (Costs directly related to Worker's Compensation, liability, and ongoing PCE and water-related litigation have been budgeted directly into those accounts.)
- 18-00 Central Valley City Attorney's Association; League of California Cities (LCC) Annual Conference and Committee meetings; monthly Merced County Bar Association meetings; LCC Attorneys Spring Conference; and California Association of Public Employees Labor Relations Conference (CALPELRA); as well as travel associated with training outlined in Line 20-00 below
- 20-00 League of California Cities Municipal Attorney seminars; quarterly Merced County Legal Professionals Association Conferences; and Continuing Education of the Bar training programs for Deputy City Attorneys; Continuing Education training programs for Paralegal; CRA Conference; CALPELRA Conference
- 22-0 Maintenance of one typewriter and five Lanier voicewriter/dictators
- 24-00 Memberships:
National Public Employees Labor Relations Association; State Bar of California; and Merced County Bar Association; Merced County Legal Professionals Association
Subscriptions:
LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service, Workers' Comp); Solano Press; Continuing Education for the Bar (CEB) Supplements; CEB-Fair Political Practices Commission Opinion; Legal Secretary's Handbooks; Longtin's Local Government Publications; West Group (Legal Secretary's Law Office Procedures Manual, California Civil Practice Statutes and Rules, Federal Civil Judicial Procedure & Rules); Land Use Regulations; Mechanics Lien Law; Legal Assistant Today; California Legal Directory; California Courtroom Evidence; The Rutter Group (Civil Procedure Before Trial, Federal Civil Procedure Before Trial, Civil Writs & Appeals, Federal Civil Trials & Evidence); and Daily Legal Journal
- 29-00 Special litigation costs and services not otherwise classified

FINANCE
FUND NO. 001
ACCOUNT NO. 0701-0702

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.
- ◇ Retain Government Finance Officers Association (GFOA) award for financial reporting.
- ◇ Assist other departments in developing financing plans as needed.

OBJECTIVES

**PERFORMANCE
MEASUREMENTS/INDICATORS**

- | | |
|---|------------------------|
| 1. Assist other departments in developing financing plans as needed. | Complete by June 2010. |
| 2. Provide financial analysis and support as appropriate to assist other departments in meeting the City Council's goals. | Complete by June 2010. |

2009-2010 BUDGET HIGHLIGHTS

Two Account Clerk positions in the Customer Service area and 1240 hours of extra help have been eliminated. Overtime payout has been eliminated and training has been reduced to a minimum. Three professional service agreements for consulting and revenue enhancement have been eliminated. Reductions of personnel will certainly impact the department's ability to service its customers in a timely and efficient manner.

BUDGET DETAIL EXPENSES

001-0701 Finance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00	Regular Salaries	1,080,670	1,262,049	1,342,318	1,312,301	1,312,301
511.03-00	Extra Help	57,001	50,311	58,319	27,871	27,871
511.04-01	Regular Overtime	11,767	4,661	5,000	0	0
511.10-02	Unused Sick Leave	682	1,017	1,621	1,621	1,621
511.10-05	Retirement PERS	153,823	219,147	228,277	223,903	223,903
511.10-06	Social Security-OASDI	67,057	77,713	83,763	80,059	80,059
511.10-07	Social Security-Medicare	17,045	19,469	20,914	19,619	19,619
511.10-08	State Unemployment	3,450	3,750	3,750	3,456	3,456
511.10-09	Long Term Disability	3,038	0	0	0	0
511.10-10	Group Health Insurance	270,898	0	0	0	0
511.10-11	Group Life Insurance	2,341	0	0	0	0
511.10-12	Workers Compensation	3,172	3,893	3,305	3,174	3,174
511.10-15	Vision Plan	7,069	0	0	0	0
511.10-16	Dental Plan	29,900	0	0	0	0
511.10-18	Management Physicals	0	0	910	910	910
511.10-20	Earned Benefit	33,074	27,715	33,000	7,194	7,194
511.10-21	Bilingual Pay Program	1,618	1,765	1,800	1,800	1,800
511.10-24	Vehicle Allowance	251-	0	0	0	0
511.10-27	PTS Plan FICA Alternative	770	654	758	362	362
511.10-32	Cash Back-Biweekly Allow	240	2,615	4,123	5,610	5,610
511.10-33	Core Allowance	0	296,216	308,158	291,408	291,408
511.10-35	Post Employment Benefits	0	0	40,590	51,500	51,500
Personnel Services		1,743,364	1,970,975	2,136,606	2,030,788	2,030,788
512.11-00	Utilities	7,843	7,826	8,487	8,487	8,487
512.12-00	Telephone	11,408	12,697	4,324	4,021	4,021
512.13-00	Postage	21,331	24,804	26,750	27,030	27,030
512.15-00	Office Supplies	18,905	21,426	17,880	17,413	17,413
512.16-00	Printing	14,631	12,117	16,260	12,870	12,870
512.17-00	Professional Services	439,511	481,847	349,420	428,815	443,815
512.18-00	Travel and Meetings	11,239	9,106	12,718	3,623	3,623
512.20-00	Training Expense	12,545	10,128	6,905	3,445	3,445
512.21-00	Rents/Leases	1,428	1,433	1,588	1,188	1,188
512.22-00	Office Equipment O & M	2,223	1,978	4,597	3,140	3,140
512.23-00	Vehicle Operations/Maint	1,275	819	1,550	333	333
512.24-00	Memberships, Subscription	5,599	5,679	8,415	5,940	5,940
512.29-00	Other Materials Supplies	3,010	2,196	1,900	800	800
512.30-01	Dept Share of Insurance	28,086	37,648	56,322	70,201	70,201
512.32-00	Vehicle Replacement Fee	1,056	948	2,806	0	0
512.38-00	Support Services	231,492	184,121	212,006	212,167	212,167
512.45-00	Facilities Maint Charge	102,427	99,503	92,698	58,245	58,245
512.46-00	Computer Replacement Chrg	15,469	16,114	10,934	0	0
Supplies and Services		929,478	930,390	835,560	857,718	872,718
513.43-00	Machinery/Equipment	46,024	36,916	0	0	0
Property		46,024	36,916	0	0	0
706.71-01	Principal-Bond Payment	65,000	85,000	115,000	140,000	140,000
706.72-01	Interest Bond Payment	414,193	411,769	408,250	403,064	403,064
706.73-01	Agent Fees-Bond Payment	0	2,500	2,500	2,500	2,500
Debt Services		479,193	499,269	525,750	545,564	545,564
**	Finance	3,198,059	3,437,550	3,497,916	3,434,070	3,449,070

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 tapes; credit information services; Merced County administration fees (\$268,000); General Fund portion of audit; process service and court filing fees; collection service; State Controller Report preparation; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; and Electronic Consumer Collection fees
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); Legislative Briefing Seminar; Central Valley Chapter of California Society of Municipal Finance Officers; 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; tuition reimbursement; and registration costs associated with meetings outlined in Line 18-00 above
- 21-00 Annual burglar alarm service for Finance and Purchasing
- 22-00 Maintenance for check protector, document perforator, copiers, encoder/endorser, currency counter, laser printers and fax machines

FINANCE/PURCHASING (continued)

24-00 Memberships:

Government Finance Officers Association; CSMFO; California Municipal Treasurers Association; American Institute of Certified Public Accountants; California State Society of Certified Public Accountants; CPA license renewals, and HTE User Group; CAPPO; City Wide Costco Executive Membership and National Association of Purchasing Managers

Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; Public Investor; Wall Street Journal; State Tax Guides, GFOA Financial Reporting Series; and Guidance for Government Engagements

29-00 Customer service and promotion expenses; and miscellaneous repairs to equipment and building.

FOOTNOTE: Figures represent combined total of Finance and Purchasing divisions.

AIRPORT
FUND NOS. 561 & 461
ACCOUNT NO. 1303

DESCRIPTION

The Merced Regional Airport is a FAA certificated air carrier and general aviation airport. The City maintains the airport's runway, taxiways, terminal building, aircraft parking and hangar areas in accordance with local and FAA safety and security directives to ensure the safe and efficient movement of aircraft and airport customers.

MISSION

The Regional Airport supports the economic and physical development of the City of Merced by providing resources for general aviation and scheduled commercial airline services.

GOALS

- Sustain high quality aviation services and facilities by maintaining and operating the Merced Regional Airport in a safe, secure, cost-effective and financially self-sufficient manner.
- Increase the utilization of Airport assets by entering into new leases and agreements to generate operating revenues.

OBJECTIVES

1. Enhance airport revenues and reduce operational costs at the Merced Regional Airport.
2. Maintain and grow scheduled airline service at Merced Regional Airport.
3. Maintain safe operation of the Merced Airport.

**PERFORMANCE
MEASUREMENTS/INDICATORS**

Reduce the amount of City General Fund subsidy for operations by at least 10% compared to the previous fiscal year.

Airline service continues and expands; EAS program participation continues.

Achieve "Excellent" inspection/performance reports provided by the FAA, National Weather Service, and State of California.

Proactive efforts to achieve no lost time or

employee reportable medical injuries, aircraft incursions or accidents.

4. Implement Passenger Facility Charges (PFCs) as a revenue source.

FAA approves PFCs and airline begins collection.

5. Continuous Improvement of Airport facilities.

Complete all capital improvement items for 2009 as described in the Merced Municipal Airport Master Plan.

6. Maintain excellent Tenant and City relationships.

Create transparency of airport operations and policies through the quarterly newsletter and updates to the Airport website.

7. Re-open Merced control tower.

Merced's tower is added to the Federal Contract Tower program, or a private operator is active in the tower.

2009-2010 BUDGET HIGHLIGHTS

The primary highlights are the continued physical improvement of the Airport, adding new hangars and facilities, and adding PFCs as a new funding source. Staffing levels and operating expenses remain similar to the past, with the exception of cutting two part-time positions due to budget constraints.

BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
561.01-00	Regular Salaries	158,846	148,273	190,815	191,857	191,857
561.03-00	Extra Help	28,493	52,472	29,184	6,265	6,265
561.04-01	Regular Overtime	2,232	2,031	2,681	2,681	2,681
561.10-01	Holiday Pay	0	0	536	536	536
561.10-02	Unused Sick Leave	247	309	588	588	588
561.10-05	Retirement PERS	22,429	25,752	32,539	32,754	32,754
561.10-06	Social Security-OASDI	9,869	9,852	11,911	11,970	11,970
561.10-07	Social Security-Medicare	2,781	3,147	3,265	2,949	2,949
561.10-08	State Unemployment	615	615	615	615	615
561.10-09	Long Term Disability	374	0	0	0	0
561.10-10	Group Health Insurance	38,525	0	0	0	0
561.10-11	Group Life Insurance	343	0	0	0	0
561.10-12	Workers Compensation	4,145	3,988	3,225	4,346	4,346
561.10-15	Vision Plan	996	0	0	0	0
561.10-16	Dental Plan	4,824	0	0	0	0
561.10-18	Management Physicals	0	0	193	193	193
561.10-20	Earned Benefit	2,599	14,336	913	913	913
561.10-24	Vehicle Allowance	338	363	378	396	396
561.10-27	PTS Plan FICA Alternative	377	707	379	81	81
561.10-32	Cash Back-Biweekly Allow	0	169	311	804	804
561.10-33	Core Allowance	0	40,888	41,533	40,302	40,302
561.10-35	Post Employment Benefits	0	0	5,770	7,529	7,529
Personnel Services		278,033	302,902	324,836	304,779	304,779
562.11-00	Utilities	35,192	42,336	44,726	51,108	51,108
562.12-00	Telephone	3,439	4,417	5,080	5,200	5,200
562.13-00	Postage	472	436	590	520	520
562.14-00	Advertising	1,532	3,368	7,000	1,000	1,000
562.15-00	Office Supplies	1,209	1,887	1,100	1,000	1,000
562.16-00	Printing	261	319	200	176	176
562.17-00	Professional Services	10,064	22,014	10,184	8,496	8,496
562.18-00	Travel and Meetings	3,127	7,822	2,972	3,660	3,660
562.20-00	Training Expense	1,926	4,654	1,807	1,775	1,775
562.21-00	Rents/Leases	7,217	6,975	7,020	7,020	7,020
562.22-00	Office Equipment O & M	0	305	572	500	500
562.23-00	Vehicle Operations/Maint	10,781	11,495	9,437	4,756	4,756
562.24-00	Memberships, Subscription	310	530	400	360	360
562.25-00	Maintenance Matls & Svcs	56,199	39,869	39,450	20,577	20,577
562.26-00	Other Equipment O & M	276	39	475	420	420
562.27-00	Small Tools	32	44	100	100	100
562.28-00	Safety Supplies	45	99	100	100	100
562.29-00	Other Materials Supplies	11,379	13,482	9,013	8,067	8,067
562.30-01	Dept Share of Insurance	20,201	22,990	29,077	40,366	40,366
562.32-00	Vehicle Replacement Fee	13,996	12,895	16,722	0	0
562.38-00	Support Services	25,900	19,749	18,857	17,694	17,694
562.45-00	Facilities Maint Charge	34,402	32,285	30,496	18,702	18,702
562.46-00	Computer Replacement Chrg	1,343	1,359	906	0	0
Supplies And Services		239,303	249,369	236,284	191,597	191,597
563.43-00	Machinery/Equipment	0	1,980	14,000	4,000	4,000
Property		0	1,980	14,000	4,000	4,000
564.91-01	Adm Exp-City Manager	5,938	9,252	12,416	7,401	7,401
564.91-02	Adm Exp-City Attorney	4,906	4,356	5,118	1,240	1,240
564.91-09	Adm Exp-Finance	21,883	26,413	28,920	18,919	18,919

BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
564.91-10	Adm Exp-Purchasing	2,602	3,141	4,564	2,923	2,923
564.91-16	Adm Exp-City Council	1,959	2,937	3,995	3,275	3,275
Other		37,288	46,099	55,013	33,758	33,758
565.92-01	Interdept DSC-General Fnd	1,457	0	0	0	0
565.92-17	Interdept DSR-Develop Svc	0	33,512	0	0	0
Interdepartmental		1,457	33,512	0	0	0
633.64-00	Depreciation Expense	108,040	89,559	0	0	0
Property		108,040	89,559	0	0	0
667.65-00	Capital Imp. Projects	330,465	0	0	0	0
Capital Outlay		330,465	0	0	0	0
**	Airport	994,586	723,421	630,133	534,134	534,134

BUDGET DETAIL EXPENSES

461-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
633.64-00	Depreciation Expense	0	1	0	0	0
	Property	0	1	0	0	0
667.65-00	Capital Imp. Projects	0	869,859	1,402,927	63,518	63,518
	Capital Outlay	0	869,859	1,402,927	63,518	63,518
908.93-01	Trsf-General Fund (001)	0	0	0	219	219
	Other	0	0	0	219	219
**	Airport	0	869,860	1,402,927	63,737	63,737

BUDGET DETAIL EXPENSES

361-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
532.38-00	Support Services	0	0	0	8	8
	Supplies and Services	0	0	0	8	8
534.91-01	Adm Exp-City Manager	0	0	0	125	125
534.91-02	Adm Exp-City Attorney	0	0	0	21	21
534.91-09	Adm Exp-Finance	0	0	0	318	318
534.91-10	Adm Exp-Purchasing	0	0	0	49	49
534.91-16	Adm Exp-City Council	0	0	0	55	55
	Administrative	0	0	0	568	568
706.71-02	Principal-City Loans	0	0	0	30,659	30,659
706.72-02	Interest-City Loans	0	0	0	23,286	23,286
	Debt Services	0	0	0	53,945	53,945
**	Airport	0	0	0	54,521	54,521

AIRPORT

- 14-00 Advertising and marketing of airport services
- 16-00 Special color copy needs for required manuals
- 17-00 Airport maintenance and other professional services
- 18-00 FAA and state agency meetings and travel associated with training in Line 20-00, including meals and mileage reimbursements
- 20-00 Annual Fire training, registrations for airport management seminars and conferences, and staff training as required
- 22-00 Lease/maintenance of copier
- 24-00 Annual membership fees for Association of California Airports; American Association of Airport Executives; and California Association of Airport Executives
- 25-00 Airport Improvements and upkeep of airport facilities and property
- 26-00 Maintenance of radios and altimeters
- 29-00 Federal, State and County required certifications and inspections for various equipment pertaining to the airport

FOOTNOTE:

Fund 561 represents the operating costs of the Airport. Fund 461 reflects capital improvements. Fund 361 is the Airport's debt service.