

**PERSONNEL  
FUND NO. 672  
ACCOUNT NO. 0402**

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**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**

Conduct federal and state compliance training for all supervisors and managers throughout the next fiscal year.

2. Continue imaging of terminated personnel files.

Complete imaging a minimum of 15% of terminated files during 2009-10 fiscal year.

3. Continue community outreach in assisting local agencies (e.g. ROP, Merced Adult School, Merced College, UC Merced) in developing Employment skills for potential job Candidates with their organizations And the City of Merced.

Attend at least three (3) community events to assist agencies with their recruitment, selection and hiring process.

4. In collaboration with Risk Management, continue the development of the City Wellness Program for City employees.

Continue to hold monthly wellness meetings with City employees, develop at least two (2) additional ancillary wellness programs and meet with staff in the Fall of 2009 to discuss the viability of the Wellness program.

### ***2009-2010 BUDGET HIGHLIGHTS***

Significant reduction in proposed budget for recruitments and new hires. Also we are embracing the "Going Green" initiative through a reduction in paper usage.





BUDGET DETAIL EXPENSES

672-0402 Personnel						
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	222,534	233,533	244,694	251,296	251,296
511.03-00	Extra Help	757-	0	0	0	0
511.04-01	Regular Overtime	4,570	1,817	0	0	0
511.10-05	Retirement PERS	31,430	40,613	41,692	42,941	42,941
511.10-06	Social Security-OASDI	13,911	14,511	14,557	14,866	14,866
511.10-07	Social Security-Medicare	3,384	3,551	3,582	3,678	3,678
511.10-08	State Unemployment	563	563	563	563	563
511.10-09	Long Term Disability	527	0	0	0	0
511.10-10	Group Health Insurance	39,341	0	0	0	0
511.10-11	Group Life Insurance	403	0	0	0	0
511.10-12	Workers Compensation	653	882	733	746	746
511.10-15	Vision Plan	1,205	0	0	0	0
511.10-16	Dental Plan	5,286	0	0	0	0
511.10-18	Management Physicals	0	0	546	546	546
511.10-20	Earned Benefit	5,473	8,276	0	0	0
511.10-21	Bilingual Pay Program	42	0	0	0	0
511.10-24	Vehicle Allowance	4,054	4,360	4,536	4,752	4,752
511.10-27	PTS Plan FICA Alternative	7-	0	0	0	0
511.10-32	Cash Back-Biweekly Allow	9	546	987	1,813	1,813
511.10-33	Core Allowance	0	40,093	44,219	43,218	43,218
511.10-35	Post Employment Benefits	0	0	7,399	9,862	9,862
Personnel Services		332,621	348,745	363,508	374,281	374,281
512.12-00	Telephone	1,952	1,794	1,560	300	300
512.13-00	Postage	3,002	3,543	5,408	2,000	2,000
512.14-00	Advertising	62,227	57,017	66,950	15,000	15,000
512.15-00	Office Supplies	3,387	3,427	3,745	3,745	3,745
512.16-00	Printing	2,301	1,344	2,000	1,000	1,000
512.17-00	Professional Services	87,547	58,991	179,200	165,000	105,358
512.18-00	Travel and Meetings	2,600	1,479	7,227	3,900	3,900
512.19-00	Mileage	121-	292	175	100	100
512.20-00	Training Expense	791	4,382	5,125	3,400	3,400
512.21-00	Rents/Leases	2,151	0	0	0	0
512.22-00	Office Equipment O & M	0	0	70	70	70
512.24-00	Memberships, Subscription	2,089	1,145	2,540	2,470	2,470
512.29-00	Other Materials Supplies	35,845	42,980	50,060	13,000	13,000
512.30-01	Dept Share of Insurance	4,304	5,952	9,167	11,617	11,617
512.45-00	Facilities Maint Charge	41,424	41,490	38,913	25,975	25,975
512.46-00	Computer Replacement Chrg	3,852	5,855	4,912	0	0
Supplies and Services		253,351	229,691	377,052	247,577	187,935
513.43-00	Machinery/Equipment	353	0	0	0	0
Property		353	0	0	0	0
514.91-01	Adm Exp-City Manager	1,369	5,796	7,237	5,103	5,103
514.91-02	Adm Exp-City Attorney	1,131	2,729	2,983	855	855
514.91-09	Adm Exp-Finance	17,794	16,548	16,857	13,044	13,044
514.91-10	Adm Exp-Purchasing	600	1,968	2,660	2,016	2,016
514.91-16	Adm Exp-City Council	452	1,840	2,328	2,258	2,258
Administrative		21,346	28,881	32,065	23,276	23,276
613.64-00	Depreciation Expense	1,415	1,415	0	0	0
Property		1,415	1,415	0	0	0
**	Personnel	609,086	608,732	772,625	645,134	585,492

**SUPPORT SERVICES – PERSONNEL**

- 14-00 Advertising for recruitments; participation in Job Fairs
- 16-00 Printing of formal recruitment announcements, brochures, employee handbooks, job interest cards and other forms/documents.
- 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.
- 24-00 CALPELRA; IPMA; COBRA Compliance Update; Jobs Available; Personnel Testings 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**

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## ***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***

- ◇ Plan for projects in an enterprise manner.
- ◇ Focusing on services to the community with technology improvements including online services and field operations improvements.
- ◇ 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/Intranet, e-mail system, AS/400 and computer 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 printers and hardware on the City's midrange computer system.
- ◇ Coordinate with the City's business system vendors to maintain applications and improve reporting capabilities on the City's PC and midrange iSeries systems.

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

#### **Application Projects**

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|---|---|
| A1. Maintain the City's website.  | Continue to work with the Web Committees to complete Internet related tactical items to maintain the City's website.          |
| A2. Assist in implementation of automated mapping system (GIS)                          | Support GIS coordinator in carrying out GIS work plan.  |
| A3. 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. |
| A4. Maintain the City's Intranet site.  | Continue to work with the departments to maintain the City's Intranet.  |
| A5. Improve planning and tracking processes related to information technology projects. | Finalize project management handbook and develop ongoing training class curriculum.   |



## **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. Complete revision of Administrative Policy A-23 and Security policy. |
| S2. Provide online training courses. | Provide online training for Microsoft standard desktop applications, and City business systems, i.e. Sungard HTE.  |

### **Technology Infrastructure Projects**

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|--|--|
| T1. Expand on our Disaster recovery efforts. | Complete the design and implement the process for Public Safety disaster recovery purposes.  |
| T2. Install Video Policing equipment         | Per the City Council's goal setting priority, the IT Department will work with various departments to expand the City's video footprint to include graffiti abatement. |

### ***2009-2010 BUDGET HIGHLIGHTS***

The IT Department will coordinate Closed Circuit Television (CCTV) efforts to include mobile surveillance to improve public safety and graffiti abatement.

Complete the enterprise upgrade to Microsoft's 2007 Office suite applications i.e. Word and Excel to take advantage of new capabilities related to this technology, maintain licensing compliance and compatibility with outside agencies working with the City of Merced.



BUDGET DETAIL EXPENSES

672-0403	Information Tech - Admin					
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	684,120	741,016	797,932	805,340	805,340
511.03-00	Extra Help	16,952	27,981	13,104	13,114	13,114
511.04-01	Regular Overtime	11,086	8,976	15,000	13,500	13,500
511.04-04	Call Back Time Worked	15	0	0	0	0
511.10-02	Unused Sick Leave	1,997	2,047	2,107	2,088	2,088
511.10-05	Retirement PERS	96,696	128,995	136,112	137,742	137,742
511.10-06	Social Security-OASDI	44,222	47,389	51,939	51,708	51,708
511.10-07	Social Security-Medicare	10,843	11,889	12,651	12,629	12,629
511.10-08	State Unemployment	1,800	1,800	1,800	1,800	1,800
511.10-09	Long Term Disability	1,828	0	0	0	0
511.10-10	Group Health Insurance	133,963	0	0	0	0
511.10-11	Group Life Insurance	1,414	0	0	0	0
511.10-12	Workers Compensation	2,932	2,975	2,960	3,049	3,049
511.10-15	Vision Plan	3,536	0	0	0	0
511.10-16	Dental Plan	14,267	0	0	0	0
511.10-17	Stand By Pay	25,598	27,111	30,288	20,389	20,389
511.10-18	Management Physicals	0	0	1,225	1,225	1,225
511.10-20	Earned Benefit	5,775	9,076	7,874	8,009	8,009
511.10-24	Vehicle Allowance	6,756	7,267	7,560	7,920	7,920
511.10-26	Call Back - Non Worked	46	0	0	0	0
511.10-27	PTS Plan FICA Alternative	227	364	170	171	171
511.10-32	Cash Back-Biweekly Allow	0	498	915	2,480	2,480
511.10-33	Core Allowance	0	131,676	157,756	156,190	156,190
511.10-35	Post Employment Benefits	0	0	24,128	31,605	31,605
Personnel Services		1,064,073	1,149,060	1,263,521	1,268,959	1,268,959
512.12-00	Telephone	22,484	49,562	51,332	47,216	47,216
512.13-00	Postage	396	488	700	700	700
512.15-00	Office Supplies	4,815	4,847	5,229	5,229	5,229
512.17-00	Professional Services	40,739	59,099	94,000	76,000	76,000
512.18-00	Travel and Meetings	18,795	11,356	37,130	13,186	13,186
512.20-00	Training Expense	41,085	40,434	86,620	12,400	12,400
512.21-00	Rents/Leases	21,044	38,688	50,730	50,730	50,730
512.22-00	Office Equipment O & M	188,563	283,504	343,794	353,629	353,629
512.23-00	Vehicle Operations/Maint	5,600	3,144	3,218	1,621	1,621
512.24-00	Memberships, Subscription	900	880	1,990	1,725	1,725
512.29-00	Other Materials Supplies	8,279	10,155	11,815	7,806	7,806
512.30-01	Dept Share of Insurance	13,787	18,881	27,724	36,265	36,265
512.32-00	Vehicle Replacement Fee	8,204	7,639	9,320	0	0
512.45-00	Facilities Maint Charge	79,931	64,701	61,271	32,534	32,534
512.46-00	Computer Replacement Chrg	210,993	243,036	199,723	0	0
Supplies and Services		665,615	836,414	984,596	639,041	639,041
513.43-00	Machinery/Equipment	174,971	270,415	90,000	0	0
Property		174,971	270,415	90,000	0	0
514.91-01	Adm Exp-City Manager	4,996	9,141	12,819	9,601	9,601
514.91-02	Adm Exp-City Attorney	4,128	4,303	5,285	1,608	1,608
514.91-09	Adm Exp-Finance	15,280	26,095	29,860	24,540	24,540
514.91-10	Adm Exp-Purchasing	2,189	3,103	4,712	3,792	3,792
514.91-16	Adm Exp-City Council	1,649	2,902	4,125	4,248	4,248
Administrative		28,242	45,544	56,801	43,789	43,789
515.92-01	Interdept DSC-General Fnd	971	9,262	6,276	6,167	6,167
Interdepartmental		971	9,262	6,276	6,167	6,167

BUDGET DETAIL EXPENSES

672-0403 Information Tech - Admin						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
613.64-00	Depreciation Expense	161,833	241,328	0	0	0
	Property	161,833	241,328	0	0	0
617.65-00	Capital Imp. Projects	56,252	306,389	88,143	0	0
	Capital Outlay	56,252	306,389	88,143	0	0
**	Information Tech - Admin	2,151,957	2,858,412	2,489,337	1,957,956	1,957,956

## **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, Sungard/HTE, and New World Systems conferences, and training
- 20-00 Travel associated with conferences and training in line 18
- 21-00 Lease of pagers, computer room alarm monitoring, high speed internet connection, and offsite data storage
- 22-00 Maintenance and support of printers, Uninterruptible Power Supply, AS/400 and attached devices, Sungard HTE software support, imaging system support, disaster recovery 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, print heads, toner, and other computer related supplies



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

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***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.





BUDGET DETAIL EXPENSES

673-0403 PC Maintenance & Repair						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
512.22-00	Office Equipment O & M	0	0	0	25,000	25,000
512.24-00	Memberships, Subscription	0	0	0	122,000	122,000
	Supplies and Services	0	0	0	147,000	147,000
513.43-00	Machinery/Equipment	295,309	289,733	2,504,171	277,440	277,440
	Property	295,309	289,733	2,504,171	277,440	277,440
613.64-00	Depreciation Expense	156,982	218,581	0	0	0
	Property	156,982	218,581	0	0	0
908.93-01	Trsf-General Fund (001)	0	0	0	248,575	248,575
	Other	0	0	0	248,575	248,575
958.93-61	Trsf-Airport Fund (561)	0	0	0	1,425	1,425
	Other	0	0	0	1,425	1,425
**	PC Maintenance & Repair	452,291	508,314	2,504,171	674,440	674,440



**PEG ACCESS FEE**  
**FUND NO. 051**  
**ACCOUNT NO. 0416**

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***PROGRAM***

Used to account for funds received for Public, Education and Governmental (PEG) access paid as part of the franchise agreements with local cable providers.



BUDGET DETAIL EXPENSES

051-0416 PEG Access						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
512.29-00	Other Materials Supplies	0	0	0	18,500	18,500
	Supplies and Services	0	0	0	18,500	18,500
617.65-00	Capital Imp. Projects	0	0	122,000	155,023	155,023
	Capital Outlay	0	0	122,000	155,023	155,023
968.93-72	Trsf-Support Service(672)	0	0	10,000	10,000	10,000
	Other	0	0	10,000	10,000	10,000
**	PEG Access	0	0	132,000	183,523	183,523



**RECORDS  
FUND NO. 672  
ACCOUNT NO. 0407**

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**DESCRIPTION**

The Records Division is responsible for preparation of City Council/ Redevelopment Agency and Citizens' Oversight Committee-Measure C 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, processed, distributed, and maintained accordingly; 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 election campaigns 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 scanning program for recording official City Council and Redevelopment Agency documents.
- ◇ Administer program for retrieval of records and information.
- ◇ Support citywide computer scanning program for department historical and official records.

**OBJECTIVES**

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

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|--|---|
| 1. Implement citywide electronic agenda software.                              | Implement and train staff on new electronic agenda software no later than June 2010.                          |
| 2. Accurate indexing and processing of official documents and Council actions. | Electronic scanning process and information retrievable within one-month of any given Council/Agency meeting. |

## **RECORDS**

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| 3. Promptly provide public information to community members upon request in support of Council goal to increase community information and education. | Electronic scanning of City Council agenda packet. Post City Council/Redevelopment Agency and Citizens' Oversight Committee-Measure C agendas and backup material on the City's website prior to each meeting. |
| 4. 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.  |

### ***2009-2010 BUDGET HIGHLIGHTS***

A significant reduction in budget reduced personal within the Division, therefore decreased response time to customer requests. An additional reduction in postage and paper is reflected in an effort to "Go Green".







BUDGET DETAIL EXPENSES

672-0407	Records					
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	141,611	191,236	208,295	192,444	192,444
511.03-00	Extra Help	26,275	24,226	0	0	0
511.04-01	Regular Overtime	3,021	0	0	0	0
511.10-05	Retirement PERS	19,970	33,117	35,363	32,766	32,766
511.10-06	Social Security-OASDI	8,895	11,801	13,135	11,604	11,604
511.10-07	Social Security-Medicare	2,518	3,164	3,131	2,781	2,781
511.10-08	State Unemployment	630	780	630	570	570
511.10-09	Long Term Disability	389	0	0	0	0
511.10-10	Group Health Insurance	46,718	0	0	0	0
511.10-11	Group Life Insurance	299	0	0	0	0
511.10-12	Workers Compensation	416	813	676	647	647
511.10-15	Vision Plan	1,028	0	0	0	0
511.10-16	Dental Plan	5,461	0	0	0	0
511.10-18	Management Physicals	0	0	315	259	259
511.10-20	Earned Benefit	3,140	2,730	6,750	0	0
511.10-24	Vehicle Allowance	1,351	1,453	1,512	1,584	1,584
511.10-27	PTS Plan FICA Alternative	351	315	0	0	0
511.10-32	Cash Back-Biweekly Allow	3	529	878	175	175
511.10-33	Core Allowance	0	48,188	53,816	51,534	51,534
511.10-35	Post Employment Benefits	0	0	6,299	7,552	7,552
Personnel Services		262,076	318,352	330,800	301,916	301,916
512.12-00	Telephone	2,124	2,652	500	300	300
512.13-00	Postage	1,166	1,282	1,625	1,000	1,000
512.14-00	Advertising	11,448	5,902	7,053	8,500	8,500
512.15-00	Office Supplies	6,058	6,684	5,895	3,000	3,000
512.17-00	Professional Services	9,643	51,533	31,000	54,000	54,000
512.18-00	Travel and Meetings	1,146	4,370	7,851	1,961	1,961
512.19-00	Mileage	261	507	775	775	775
512.20-00	Training Expense	4,878	8,191	10,840	2,400	2,400
512.21-00	Rents/Leases	6,568	792	2,580	1,300	1,300
512.22-00	Office Equipment O & M	45	139	50,325	56,551	56,551
512.23-00	Vehicle Operations/Maint	9,362	14,066	6,235	3,142	3,142
512.24-00	Memberships, Subscription	1,143	1,859	2,000	900	900
512.30-01	Dept Share of Insurance	6,089	7,386	11,794	13,960	13,960
512.32-00	Vehicle Replacement Fee	6,861	6,516	5,474	0	0
512.38-00	Support Services	45,868	46,539	0	0	0
512.45-00	Facilities Maint Charge	41,424	41,490	38,913	25,975	25,975
512.46-00	Computer Replacement Chrg	7,610	11,781	6,558	0	0
Supplies and Services		161,694	211,689	189,418	173,764	173,764
513.43-00	Machinery/Equipment	3,702	0	0	0	0
Property		3,702	0	0	0	0
514.91-01	Adm Exp-City Manager	872	2,843	4,022	3,542	3,542
514.91-02	Adm Exp-City Attorney	720	1,338	1,658	593	593
514.91-09	Adm Exp-Finance	10,192	8,115	9,368	9,054	9,054
514.91-10	Adm Exp-Purchasing	382	965	1,478	1,399	1,399
514.91-16	Adm Exp-City Council	288	902	1,294	1,567	1,567
Administrative		12,454	14,163	17,820	16,155	16,155
515.92-01	Interdept DSC-General Fnd	3,885	1,389	0	0	0
Interdepartmental		3,885	1,389	0	0	0
613.64-00	Depreciation Expense	2,018	2,477	0	0	0
Property		2,018	2,477	0	0	0
**	Records	445,829	548,070	538,038	491,835	491,835

## **SUPPORT SERVICES – RECORDS**

- 13-00 Public hearing notices, Public Records Requests, 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 (includes Website maintenance), acquisition of contract management software, 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 Secured offsite storage charges.
- 22-00 Maintenance for date/time stamp clock, fax machine, digital 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 1<sup>st</sup> and 2<sup>nd</sup> floors of 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**

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**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. 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 \$2,500 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.
- ◇ Re-establish Citywide Safety Review Committee.

#### **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. | Review methods to improve employee awareness of safety issues (i.e. tail gate meetings; survey/test material; etc.). |
| 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.                                   | Reduction of sick leave use as result of preventative measures.  |
| 3. Provide health education to all City employees during annual Health Fair and Cafeteria Plan Open Enrollment.   | Adequate insurance coverage obtained in all areas of City needs.   |
|   | Continued employee awareness of health issues via annual Health Fair, Open Enrollment, and Wellness program.         |

## **RISK MANAGEMENT AND SAFETY**

- 4. Re-establish Citywide Safety Review Committee.**

**Employee representatives to the Safety Review Committee shall be appointed no later than June 30, 2010. 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 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00	Regular Salaries	118,596	124,933	139,193	130,633	165,074
511.03-00	Extra Help	0	643	0	0	0
511.04-01	Regular Overtime	752	242	0	0	0
511.10-05	Retirement PERS	16,661	21,613	23,600	22,259	28,082
511.10-06	Social Security-OASDI	7,285	7,621	8,356	7,584	9,720
511.10-07	Social Security-Medicare	1,750	1,844	2,014	1,841	2,340
511.10-08	State Unemployment	458	458	458	368	518
511.10-09	Long Term Disability	316	0	0	0	0
511.10-10	Group Health Insurance	40,446	0	0	0	0
511.10-11	Group Life Insurance	243	0	0	0	0
511.10-12	Workers Compensation	401	392	327	268	268
511.10-15	Vision Plan	980	0	0	0	0
511.10-16	Dental Plan	5,194	0	0	0	0
511.10-18	Management Physicals	0	0	154	210	210
511.10-20	Earned Benefit	1,162	1,327	0	0	0
511.10-21	Bilingual Pay Program	237	0	0	0	0
511.10-24	Vehicle Allowance	1,351	1,453	1,512	1,584	1,584
511.10-27	PTS Plan FICA Alternative	0	8	0	0	0
511.10-32	Cash Back-Biweekly Allow	3	389	183	1,344	1,344
511.10-33	Core Allowance	0	31,522	39,587	34,370	50,963
511.10-35	Post Employment Benefits	0	0	4,209	5,127	5,127
Personnel Services		195,835	192,445	219,593	205,588	265,230
512.12-00	Telephone	976	814	1,520	300	300
512.13-00	Postage	884	1,006	945	400	400
512.15-00	Office Supplies	2,080	1,621	2,000	1,000	1,000
512.17-00	Professional Services	10,269	10,292	14,600	12,000	12,000
512.18-00	Travel and Meetings	1,281	1,056	3,000	2,510	2,510
512.20-00	Training Expense	1,322	299	1,675	500	500
512.21-00	Rents/Leases	0	5,580	5,400	5,580	5,580
512.24-00	Memberships, Subscription	6,386	4,195	4,170	3,665	3,665
512.30-01	Dept Share of Insurance	3,035	4,946	7,596	7,590	7,590
512.45-00	Facilities Maint Charge	41,424	41,490	38,913	25,975	25,975
512.46-00	Computer Replacement Chrg	2,990	2,990	594	0	0
Supplies and Services		70,647	74,289	80,413	59,520	59,520
514.91-01	Adm Exp-City Manager	524	2,076	2,373	1,740	1,740
514.91-02	Adm Exp-City Attorney	433	977	978	291	291
514.91-09	Adm Exp-Finance	7,987	5,924	5,528	4,447	4,447
514.91-10	Adm Exp-Purchasing	230	704	872	687	687
514.91-16	Adm Exp-City Council	173	659	764	770	770
Administrative		9,347	10,340	10,515	7,935	7,935
613.64-00	Depreciation Expense	173	173	0	0	0
Property		173	173	0	0	0
**	Risk Management Admin.	276,002	277,247	310,521	273,043	332,685

## **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
- 20-0 Registration fees for PRIMA/PARMA Annual Conference, CSJVRMA, and various Worker's Compensation and computer training sessions
- 21-0 Pitney-Bowes mail machine/meter rental.
- 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.

## **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**

- |   |   |
|---|---|
| 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, 2010 by effective claims administration and fewer claims.   |
| 2. Review the work product of the third party claims administrator.   | Meet quarterly with the third party administrator to monitor litigated claims and insure there are no violations 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 June 30, 2009. Examples of indicators would be prevention of accidents, reduction of personal injury and occupational illness, and compliance with all safety and health standards. |
| 4. Establish Citywide benchmarking for comparison with other agencies.  | Reduction in workers' compensation claims filings and In lost work days.  |



BUDGET DETAIL EXPENSES

666-0410 Insurance: Workers Comp						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
512.17-00	Professional Services	73,711	54,223	146,672	107,721	107,721
512.30-10	Wrk Cmp-Medical	52,833	54,109	556,900	450,000	450,000
512.30-11	Wrk Cmp-Permanent Disblty	261,442	46,933	309,500	249,000	249,000
512.30-12	Legal	56,995	7,510	90,000	65,885	65,885
512.30-13	Wrk Cmp-Umbrella Coverage	262,134	355,338	435,319	344,041	344,041
512.34-00	Contingency Reserve	0	0	598,330	512,395	512,395
512.35-00	Vocational Rehabilitation	23,709	0	0	0	0
512.38-00	Support Services	86,339	47,277	39,643	32,418	32,418
Supplies and Services		817,163	565,390	2,176,364	1,761,460	1,761,460
514.91-01	Adm Exp-City Manager	9,351	10,671	9,442	7,029	7,029
514.91-02	Adm Exp-City Attorney	7,726	5,024	3,893	1,177	1,177
514.91-09	Adm Exp-Finance	34,462	30,464	21,994	17,968	17,968
514.91-10	Adm Exp-Purchasing	4,098	3,623	3,471	2,776	2,776
514.91-16	Adm Exp-City Council	3,086	3,388	3,038	3,111	3,111
Administrative		58,723	53,170	41,838	32,061	32,061
515.92-01	Interdept DSC-General Fnd	109,643	102,211	149,530	121,963	121,963
Interdepartmental		109,643	102,211	149,530	121,963	121,963
**	Insurance: Workers Comp	985,529	720,771	2,367,732	1,915,484	1,915,484

## **INSURANCE: WORKER'S COMPENSATION**

- 17-00 Administrative contract with Acclimation Insurance Management Services (AIMS) and for review of medical bills.
- 30-10 Medical payments to physicians, surgeons, chiropractors, psychologists, etc., for treatment resulting from a work injury as defined by Labor Code Section 4600.
- 30-11 Permanent disability payments for work injuries that result in a medically documented permanent limitation as defined in Labor Code Sections 4658-4663.
- 30-12 Miscellaneous case costs (records costs, subpoenas, investigation, etc.).
- 30-13 Excess Worker's Compensation policy to cover losses in excess of \$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**

1. Review work product of the third party claims administrator for efficiency and reliable claims administration.
1. Review effectiveness and cost-savings for liability claims filed against the City of Merced.
3. Review effectiveness and cost-reduction efforts for employment practices claims.
4. Review effectiveness and cost savings for property insurance and boiler and machinery coverage.

#### **PERFORMANCE MEASUREMENTS/INDICATORS**

Meet and review claims on a quarterly basis with the third party administrator to monitor effectiveness, and reduction in litigation.

Reduction in liability claims and cost savings through training provided by continued membership and coverage through the Central San Joaquin Valley Risk Management Authority.

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.

Once a year monitor current and new City acquisitions to insure proper coverage and reduce liability exposure.





BUDGET DETAIL EXPENSES

667-0411 Insurance: Liability						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
512.30-12	Legal	7,027	280,714	590,000	1,140,000	1,140,000
512.30-20	Liab-General Liability	855,660	1,001,915	1,085,226	1,119,592	1,119,592
512.30-22	Liab-Self Ins Admin	1,500	0	0	0	0
512.30-23	Liab-Reserve for Self Ins	236,864	124,254	391,732	346,152	346,152
512.30-24	Subrogation Claims Expens	13,046	4,204	75,000	50,000	50,000
512.38-00	Support Services	41,273	40,762	40,762	40,762	40,762
Supplies and Services		1,155,370	1,451,849	2,182,720	2,696,506	2,696,506
514.91-01	Adm Exp-City Manager	6,240	8,281	9,814	10,525	10,525
514.91-02	Adm Exp-City Attorney	5,156	3,899	4,046	1,763	1,763
514.91-09	Adm Exp-Finance	22,997	23,642	22,860	26,903	26,903
514.91-10	Adm Exp-Purchasing	2,735	2,811	3,608	4,157	4,157
514.91-16	Adm Exp-City Council	2,059	2,629	3,158	4,657	4,657
Administrative		39,187	41,262	43,486	48,005	48,005
515.92-01	Interdept DSC-General Fnd	242,101	302,437	411,682	520,441	520,441
515.92-17	Interdept DSC-Develop Ser	0	33,512	33,108	0	0
Interdepartmental		242,101	335,949	444,790	520,441	520,441
**	Insurance: Liability	1,436,658	1,829,060	2,670,996	3,264,952	3,264,952

**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

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

30-24 Subrogation Claim Expense

## **RISK MANAGEMENT AND SAFETY**

### **UNEMPLOYMENT INSURANCE**

#### **MISSION**

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

#### **GOALS**

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

#### **OBJECTIVES**

#### **PERFORMANCE MEASUREMENTS/INDICATORS**

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

#### **2009-2010 BUDGET HIGHLIGHTS**

Significant changes in program direction are anticipated during the fiscal year. Due to potential reduction in force, staffs' duties and responsibilities may be impacted during the fiscal year. The Insurance Division will utilize electronic communication in place of U.S. mail service whenever possible; in an effort to go green and reduce costs for postage and office supplies. Due to potential reduction in force, there may be an increase in the number of workers' compensation and unemployment insurance claims paid during the fiscal year.



BUDGET DETAIL EXPENSES

668-0412 Insurance: Unemployment						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
512.30-30	Unemp Ins-Unemployment	73,150	79,112	97,138	79,861	79,861
512.38-00	Support Services	3,738	2,140	2,015	1,915	1,915
	Supplies and Services	76,888	81,252	99,153	81,776	81,776
514.91-01	Adm Exp-City Manager	331	457	253	214	214
514.91-02	Adm Exp-City Attorney	274	215	104	36	36
514.91-09	Adm Exp-Finance	1,221	1,304	590	546	546
514.91-10	Adm Exp-Purchasing	145	155	93	84	84
514.91-16	Adm Exp-City Council	109	145	82	94	94
	Administrative	2,080	2,276	1,122	974	974
**	Insurance: Unemployment	78,968	83,528	100,275	82,750	82,750

FUND NO. 668  
ACCOUNT NO. 0412

**INSURANCE: UNEMPLOYMENT**

30-30 Unemployment insurance

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

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***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***

- |   |  |
|---|--|
| <p>1. Continue to provide city-wide cafeteria and Section 125 tax deferred plan for employee benefits.</p> <p>2. Establish and maintain an adequate reserve fund.</p> | <p>Re-evaluate on an ongoing basis the employee benefit cafeteria plan and Section 125 tax deferred plan and make changes/enhancements when indicated.</p> <p>At the end of the fiscal year, June 30, 2010, an adequate reserve fund will be available for year-to-year stability within the self-insured employee benefits program.</p> |
|---|--|

***2009-2010 BUDGET HIGHLIGHTS***

The medical premiums will be renewed mid-fiscal year and there may be need for significant changes in program direction, expenditures or revenues contingent upon fiscal stability.





BUDGET DETAIL EXPENSES

669-0413	Employee Benefits			FINAL	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	RECOM.	APPROVAL
		2006-07	2007-08	2008-09	2009-10	2009-10
512.17-00	Professional Services	1,000	5,100	21,980	20,000	20,000
512.30-35	Post Employee Benefits	0	0	1,521,000	0	0
512.30-40	Emp Bnft-Group Health/Acc	4,296,602	5,315,747	6,143,299	5,573,349	5,573,349
512.30-41	Group Health Ins Retirees	1,066,572	1,290,962	1,291,000	1,263,000	1,263,000
512.30-42	Emp Bnft-Group Life	53,123	75,956	52,998	48,591	48,591
512.30-43	Emp Bnft-Sht & Lg Trm Dis	71,207	89,230	116,687	91,552	91,552
512.30-45	Emp Bft-Dentl/Vision Care	798,961	908,242	1,061,369	870,842	870,842
512.30-47	Emp Bnft-Rsrvd For Retent	0	0	1,707,391	1,512,897	1,512,897
512.30-55	Vol-Cancer Insurance	5,685	10,220	12,000	10,920	10,920
512.30-56	Vol-Heart & Stroke Insur	2,845	4,778	5,000	4,628	4,628
512.30-57	Vol-Pet Insurance	1,650	2,849	3,100	3,740	3,740
512.30-58	Vol-Universal Life Ins	27,476	47,796	54,600	41,324	41,324
512.30-59	Vol-Short Term Disability	14,115	16,444	26,000	12,357	12,357
512.30-60	Vol-Benefit Particip Fee	1,550	2,350	3,200	0	0
512.30-61	Flexible Spending-Medical	0	0	0	55,928	55,928
512.30-62	Flexible Spending-DepCare	0	0	0	34,792	34,792
512.38-00	Support Services	247,383	191,508	192,484	155,730	155,730
Supplies and Services		6,588,169	7,961,182	12,212,108	9,699,650	9,699,650
514.91-01	Adm Exp-City Manager	22,246	32,385	37,352	30,143	30,143
514.91-02	Adm Exp-City Attorney	18,382	15,246	15,399	5,048	5,048
514.91-09	Adm Exp-Finance	81,988	92,455	87,007	77,050	77,050
514.91-10	Adm Exp-Purchasing	9,749	10,994	13,731	11,906	11,906
514.91-16	Adm Exp-City Council	7,341	10,282	12,018	13,339	13,339
Administrative		139,706	161,362	165,507	137,486	137,486
908.93-01	Trsf-General Fund (001)	0	0	450,595	942,264	942,264
908.93-17	Trsf-Development Svc(017)	0	0	87,863	134,351	134,351
908.93-18	Trsf-Housing Fund (018)	0	0	5,295	7,933	7,933
908.93-21	Trsf-Street/Subd Tre(021)	0	0	18,543	18,484	18,484
908.93-22	Trsf-Street Maint/Lt(022)	0	0	30,773	32,837	32,837
908.93-24	Trsf-Rec & Park Prog(024)	0	0	24,187	32,678	32,678
908.93-29	Trsf-Public Works Ad(029)	0	0	25,597	36,352	36,352
908.93-35	Trsf-Police OTS Gran(035)	0	0	1,534	0	0
908.93-61	Trsf-Vital City Serv(061)	0	0	56,260	89,699	89,699
Other		0	0	700,647	1,294,598	1,294,598
918.93-20	Trsf-Downtown Maint (120)	0	0	3,729	3,345	3,345
918.93-56	Trsf-CFD-Public Safe(156)	0	0	8,698	16,328	16,328
918.93-57	Trsf-CFD-Public Safe(157)	0	0	8,780	12,586	12,586
918.93-58	Trsf-CFD-PW-Parks Ma(158)	0	0	3,054	3,125	3,125
Other		0	0	24,261	35,384	35,384
958.93-53	Trsf-Wastewater Sys (553)	0	0	66,577	88,713	88,713
958.93-57	Trsf-Water System Fu(557)	0	0	49,914	64,200	64,200
958.93-58	Trsf-Refuse Fund (558)	0	0	64,926	75,415	75,415
958.93-61	Trsf-Airport Fund (561)	0	0	5,483	8,087	8,087
Other		0	0	186,900	236,415	236,415
968.93-70	Trsf-Fleet-Mgmnt (670)	0	0	23,096	27,144	27,144
968.93-71	Trsf-Facilities Main(671)	0	0	17,631	19,372	19,372
968.93-72	Trsf-Support Service(672)	0	0	38,995	58,917	58,917
Other		0	0	79,722	105,433	105,433
988.93-02	Trsf-RDA Proj Area 2(802)	0	0	8,470	11,175	11,175
Other		0	0	8,470	11,175	11,175
**	Employee Benefits	6,727,875	8,122,544	13,377,615	11,520,141	11,520,141

FUND NO. 669  
ACCOUNT NO. 0413

## **EMPLOYEE BENEFITS**

30-40 Group health premiums to Blue Cross of California.

30-42 Group life insurance premiums.

30-43 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.