

**CITY OF MERCED  
2010-2011 ADOPTED BUDGET**

**TAB 6**

**ADMINISTRATION & AIRPORT**

City Council  
City Manager  
City Attorney  
Finance/Purchasing  
Airport

**PAGE NO.**

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***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.

***2010-2011 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.



City Council

PERSONNEL

Number of Positions

Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval
Mayor and Council Members	7.00	7.00	7.00
Executive Secretary	.40	.40	.40
<b>TOTAL</b>	<b>7.40</b>	<b>7.40</b>	<b>7.40</b>

BUDGET DETAIL EXPENSES

001-0101 City Council						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
511.01-00	Regular Salaries	21,862	21,819	22,541	23,047	23,047
511.03-00	Extra Help	30,778	0	0	0	0
511.04-01	Regular Overtime	1,836	44	97	97	97
511.10-05	Retirement PERS	3,376	3,316	3,450	3,586	3,586
511.10-06	Social Security-OASDI	2,029	1,376	1,396	1,415	1,415
511.10-07	Social Security-Medicare	948	322	326	330	330
511.10-08	State Unemployment	95	63	60	654	654
511.10-12	Workers Compensation	44	5	35	54	54
511.10-18	Management Physicals	0	0	56	56	56
511.10-20	Earned Benefit	9,522	0	0	0	0
511.10-27	PTS Plan FICA Alternative	424	0	0	0	0
511.10-32	Cash Back-Biweekly Allow	45	42	0	0	0
511.10-33	Core Allowance	4,222	6,648	6,637	6,484	6,484
511.10-35	Post Employment Benefits	0	157	885	0	0
Personnel Services		75,181	33,792	35,483	35,723	35,723
512.12-00	Telephone	1,193	316	275	100	100
512.13-00	Postage	865	262	425	425	425
512.14-00	Advertising	0	796	4,000	1,200	1,200
512.15-00	Office Supplies	1,991	538	650	650	650
512.16-00	Printing	3,000	942	3,450	1,550	1,550
512.17-00	Professional Services	253,547	124,637	197,790	188,517	182,017
512.18-00	Travel and Meetings	25,896	13,627	15,390	15,390	15,390
512.20-00	Training Expense	7,680	1,100	5,950	5,950	5,950
512.24-00	Memberships, Subscription	41,524	47,241	47,031	47,031	47,031
512.29-00	Other Materials Supplies	6,732	1,348	5,500	4,200	4,200
512.30-01	Dept Share of Insurance	761	1,076	1,335	933	933
512.38-00	Support Services	15,497	11,500	13,856	13,429	13,429
512.45-00	Facilities Maint Charge	13,772	11,533	8,622	10,418	10,418
Supplies and Services		372,458	214,284	304,274	289,793	283,293
**	City Council	447,639	248,076	339,757	325,516	319,016

**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**

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***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***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

1. Continue to provide leadership to City staff.

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

2. Develop leadership training opportunities for employees to create succession opportunities

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

## **CITY MANAGER**

- |  |   |
|--|---|
| 3. Coordinate, research and assist the Greater Merced County High Speed Rail Committee to attract a station and heavy maintenance facility to the City.  | Participate in meetings of Committee and California High Speed Rail Authority; coordinate reports for the City  |
| 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  | 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 User Group.

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

Conduct classes and tutorials for all  
users.

14. Provide GIS technical support for  
all City Departments.

Assist with GIS-related software and  
projects in the City.

### *Public Information Officer:*

15. 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.

16. 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.

17. 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.

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

Maintain on-going relationships with  
local news media.

19. Continue publication of a City  
newsletter that is mailed to residents,

Council will receive copies of  
newsletter and it will be posted on City

## **CITY MANAGER**

keeping them informed of City issues, activities and programs.

Website and copies will be distributed at City offices.

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.

### ***2010-2011 BUDGET HIGHLIGHTS***

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for 2010-2011. The Assistant City Manager position is split between the City Manager's Office 70% to reflect his role in capital improvement planning, High Speed Rail and other general policy issues requested for research. The balance of the Assistant City Manager position is budgeted in Redevelopment (20%) and Airport (10%). The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The GIS Coordinator position provides direct services to all operational departments including all three Enterprise funds.

The City Manager's Office will be involved in other public policy issues that arise during the year requiring research and coordination by the City.





## BUDGET DETAIL EXPENSES

001-0201 City Manager						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
511.01-00	Regular Salaries	463,878	451,179	456,075	449,358	449,358
511.03-00	Extra Help	57,729	60,326	0	0	0
511.04-01	Regular Overtime	23	66	193	193	193
511.10-02	Unused Sick Leave	3,035	2,230	4,177	4,177	4,177
511.10-05	Retirement PERS	80,844	77,132	78,123	78,137	78,137
511.10-06	Social Security-OASDI	26,682	26,411	24,145	21,905	21,905
511.10-07	Social Security-Medicare	9,717	7,490	7,121	6,562	6,562
511.10-08	State Unemployment	795	820	657	0	0
511.10-12	Workers Compensation	1,466	181	899	1,140	1,140
511.10-18	Management Physicals	0	0	748	732	732
511.10-20	Earned Benefit	148,159	3,439	30,836	2,820	2,820
511.10-24	Vehicle Allowance	2,544	2,846	2,772	2,520	2,520
511.10-27	PTS Plan FICA Alternative	27	0	0	0	0
511.10-32	Cash Back-Biweekly Allow	575	1,060	840	5	5
511.10-33	Core Allowance	62,554	72,649	61,817	58,844	58,844
511.10-35	Post Employment Benefits	0	3,651	17,898	35,098	35,098
Personnel Services		858,028	709,480	686,301	661,491	661,491
512.12-00	Telephone	3,065	927	2,200	1,500	1,500
512.13-00	Postage	334	262	600	600	600
512.15-00	Office Supplies	4,802	4,243	4,265	4,065	4,065
512.16-00	Printing	12,115	18,444	29,300	20,000	20,000
512.17-00	Professional Services	71,023	28,354	21,300	11,360	11,360
512.18-00	Travel and Meetings	10,810	12,689	11,978	11,108	11,108
512.19-00	Mileage	25	126	700	250	250
512.20-00	Training Expense	4,944	1,863	5,575	4,900	4,900
512.22-00	Office Equipment O & M	0	1,448	5,069	5,100	5,100
512.24-00	Memberships, Subscription	5,559	5,346	6,710	6,581	6,581
512.29-00	Other Materials Supplies	218	2,090	990	300	300
512.30-01	Dept Share of Insurance	8,082	11,753	13,559	8,037	8,037
512.34-00	Contingency Reserve	0	0	10,000	7,500	7,500
512.38-00	Support Services	37,872	28,020	32,824	26,077	26,077
512.45-00	Facilities Maint Charge	34,114	28,566	21,358	25,805	25,805
512.46-00	Computer Replacement Chrg	4,123	2,719	0	0	0
Supplies and Services		197,086	146,850	166,428	133,183	133,183
**	City Manager	1,055,114	856,330	852,729	794,674	794,674

## **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
- 24-00 International City Management Association; Sun-Star, Modesto Bee, County Times and other publications
- 29-00 Community events and awards; GIS software
- 34-00 Contingency reserve for total City operations

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

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***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. |
|---|---|

**B. Protect Neighborhoods, Community and Residents**

- |  |  |
|--|--|
| 1. Support the Police Department and Code Enforcement efforts to keep neighborhoods safe and visually aesthetic. | Prosecute criminal violations of the Municipal Code and support and train Departments in use of the Administrative Citation process. |
|--|--|

## **CITY ATTORNEY**

### **2. Implement Effective Enforcement Measures.**

- Train Code Enforcement and other staff on the Administrative Citation Process.

- Develop in cooperation with Code Enforcement rolling top 10 list of violators for focused enforcement.

### **3. Hold Developers Accountable.**

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. Storm Water Management.**

Develop Draft Joint Powers Agreement.







BUDGET DETAIL EXPENSES

001-0301 City Attorney						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
511.01-00	Regular Salaries	591,600	629,326	561,410	517,730	525,483
511.03-00	Extra Help	0	0	0	12,325	12,325
511.04-01	Regular Overtime	3	0	0	0	0
511.10-05	Retirement PERS	101,496	107,574	96,144	90,020	91,251
511.10-06	Social Security-OASDI	30,394	33,226	30,153	26,543	27,024
511.10-07	Social Security-Medicare	8,540	9,203	8,237	7,856	7,968
511.10-08	State Unemployment	1,050	1,086	906	24,011	24,011
511.10-12	Workers Compensation	1,420	131	789	951	951
511.10-18	Management Physicals	0	0	812	805	945
511.10-20	Earned Benefit	17,617	12,762	16,014	16,014	16,014
511.10-27	PTS Plan FICA Alternative	0	0	0	160	160
511.10-32	Cash Back-Biweekly Allow	501	1,499	1,758	10	10
511.10-33	Core Allowance	89,550	96,107	84,287	70,346	72,435
511.10-35	Post Employment Benefits	0	4,705	22,032	6,823	6,823
Personnel Services		842,171	895,619	822,542	773,594	785,400
512.12-00	Telephone	2,161	254	1,910	1,010	1,010
512.13-00	Postage	624	940	600	700	700
512.15-00	Office Supplies	3,865	4,465	4,467	6,000	6,000
512.17-00	Professional Services	20,000	13,228	0	102,400	102,400
512.18-00	Travel and Meetings	3,398	3,797	10,902	10,902	10,902
512.19-00	Mileage	0	0	175	175	175
512.20-00	Training Expense	3,843	3,515	5,545	6,000	6,000
512.22-00	Office Equipment O & M	54	467	435	435	435
512.24-00	Memberships, Subscription	18,490	21,839	19,985	21,000	21,000
512.29-00	Other Materials Supplies	84	109	0	0	0
512.30-01	Dept Share of Insurance	10,754	15,623	18,944	9,543	9,543
512.38-00	Support Services	39,830	30,697	36,791	31,360	31,360
512.45-00	Facilities Maint Charge	50,941	42,656	31,892	38,533	38,533
512.46-00	Computer Replacement Chrg	5,000	3,162	0	0	0
Supplies and Services		159,044	140,752	131,646	228,058	228,058
513.43-00	Machinery/Equipment	196	0	0	0	0
Property		196	0	0	0	0
**	City Attorney	1,001,411	1,036,371	954,188	1,001,652	1,013,458

## 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 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; CALPELRA Conference
- 22-0 Maintenance of one typewriter and five Lanier voicewriter/dictators
- 24-00 Memberships:  
State Bar of California; 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; 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**

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***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 2011. |
| 2. Provide financial analysis and support as appropriate to assist other departments in meeting the City Council's goals. | Complete by June 2011. |





BUDGET DETAIL EXPENSES

001-0701 Finance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
511.01-00	Regular Salaries	1,262,049	1,337,210	1,312,301	1,338,784	1,338,784
511.03-00	Extra Help	50,311	57,754	27,871	71,351	71,351
511.04-01	Regular Overtime	4,661	3,183	0	0	0
511.10-02	Unused Sick Leave	1,017	1,427	1,621	5,046	5,046
511.10-05	Retirement PERS	219,147	227,440	223,903	231,377	231,377
511.10-06	Social Security-OASDI	77,713	82,779	80,059	81,170	81,170
511.10-07	Social Security-Medicare	19,469	20,736	19,619	20,506	20,506
511.10-08	State Unemployment	3,750	4,231	3,456	56,376	56,376
511.10-12	Workers Compensation	3,893	490	3,174	5,410	5,410
511.10-18	Management Physicals	0	0	910	1,190	1,190
511.10-20	Earned Benefit	27,715	26,753	7,194	6,266	6,266
511.10-21	Bilingual Pay Program	1,765	1,768	1,800	1,200	1,200
511.10-27	PTS Plan FICA Alternative	654	751	362	928	928
511.10-32	Cash Back-Biweekly Allow	2,615	5,450	5,610	10	10
511.10-33	Core Allowance	296,216	307,925	291,408	279,791	279,791
511.10-35	Post Employment Benefits	0	9,946	51,500	26,328	26,328
Personnel Services		1,970,975	2,087,843	2,030,788	2,125,733	2,125,733
512.11-00	Utilities	7,826	8,016	8,487	8,487	8,487
512.12-00	Telephone	12,697	3,302	4,021	3,010	3,010
512.13-00	Postage	24,804	25,223	27,030	28,000	28,000
512.15-00	Office Supplies	21,426	19,911	17,413	17,413	17,413
512.16-00	Printing	12,117	15,796	12,870	12,120	12,120
512.17-00	Professional Services	481,847	488,473	443,815	494,660	494,660
512.18-00	Travel and Meetings	9,106	6,638	3,623	4,199	4,199
512.20-00	Training Expense	10,128	6,205	3,445	2,890	2,890
512.21-00	Rents/Leases	1,433	1,484	1,188	1,080	1,080
512.22-00	Office Equipment O & M	1,978	2,732	3,140	4,374	4,374
512.23-00	Vehicle Operations/Maint	819	1,550	333	427	427
512.24-00	Memberships, Subscription	5,679	6,226	5,940	6,428	6,428
512.29-00	Other Materials Supplies	2,196	2,279	800	500	500
512.30-01	Dept Share of Insurance	37,648	52,902	70,201	42,265	42,265
512.32-00	Vehicle Replacement Fee	948	2,806	0	0	0
512.38-00	Support Services	184,121	157,707	212,167	173,884	173,884
512.45-00	Facilities Maint Charge	99,503	82,763	58,245	70,531	70,531
512.46-00	Computer Replacement Chrg	16,114	10,934	0	0	0
Supplies and Services		930,390	894,947	872,718	870,268	870,268
513.43-00	Machinery/Equipment	36,916	0	0	0	0
Property		36,916	0	0	0	0
706.71-01	Principal-Bond Payment	85,000	115,000	140,000	170,000	170,000
706.72-01	Interest Bond Payment	411,769	408,250	403,064	396,316	396,316
706.73-01	Agent Fees-Bond Payment	2,500	2,500	2,500	2,500	2,500
Debt Services		499,269	525,750	545,564	568,816	568,816
**	Finance	3,437,550	3,508,540	3,449,070	3,564,817	3,564,817



## **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 (\$292,145); 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; Electronic Consumer Collection fees; parking citation payment processing
- 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; 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 Sungard User Group; California Public Parking Association; 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; Merced Sun Star; State Tax Guides, GFOA Financial Reporting Series; and Guidance for Government Engagements

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

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

**AIRPORT**  
**FUND NOS. 561 & 461**  
**ACCOUNT NO. 1303**

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**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.

Stay on schedule with all capital improvement items as described in the Merced 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. Expand Pilot and Aircraft services.

Expand and Increase the types of services provided to based and visiting pilots and aircraft.

### **2010-2011 BUDGET HIGHLIGHTS**

The primary highlights are the continued physical improvement of the Airport, adding and or updating facilities and airport operating areas as private and Federal funding sources allow. Staffing levels will remain the same and operating expenses will remain similar to last year.



BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
561.01-00	Regular Salaries	148,273	185,234	191,857	195,998	195,998
561.03-00	Extra Help	52,472	18,548	6,265	6,265	6,265
561.04-01	Regular Overtime	2,031	291	2,681	2,681	2,681
561.10-01	Holiday Pay	0	0	536	536	536
561.10-02	Unused Sick Leave	309	319	588	588	588
561.10-05	Retirement PERS	25,752	31,528	32,754	33,926	33,926
561.10-06	Social Security-OASDI	9,852	11,333	11,970	12,119	12,119
561.10-07	Social Security-Medicare	3,147	2,984	2,949	2,983	2,983
561.10-08	State Unemployment	615	775	615	8,420	8,420
561.10-12	Workers Compensation	3,988	478	4,346	6,904	6,904
561.10-18	Management Physicals	0	0	193	193	193
561.10-20	Earned Benefit	14,336	897	913	913	913
561.10-24	Vehicle Allowance	363	407	396	360	360
561.10-27	PTS Plan FICA Alternative	707	243	81	81	81
561.10-32	Cash Back-Biweekly Allow	169	640	804	10	10
561.10-33	Core Allowance	40,888	41,452	40,302	39,549	39,549
561.10-35	Post Employment Benefits	0	1,414	7,529	16,575	16,575
Personnel Services		302,902	296,543	304,779	328,101	328,101
562.11-00	Utilities	42,336	42,448	51,108	50,640	50,640
562.12-00	Telephone	4,417	3,834	5,200	4,400	4,400
562.13-00	Postage	436	191	520	120	120
562.14-00	Advertising	3,368	6,232	1,000	500	500
562.15-00	Office Supplies	1,887	1,074	1,000	900	900
562.16-00	Printing	319	160	176	75	75
562.17-00	Professional Services	22,014	29,466	8,496	6,915	6,915
562.18-00	Travel and Meetings	7,822	4,512	3,660	0	0
562.19-00	Mileage	0	0	0	1,200	1,200
562.20-00	Training Expense	4,654	2,637	1,775	0	0
562.21-00	Rents/Leases	6,975	6,975	7,020	0	0
562.22-00	Office Equipment O & M	305	390	500	225	225
562.23-00	Vehicle Operations/Maint	11,495	9,437	4,756	5,580	5,580
562.24-00	Memberships, Subscription	530	335	360	620	620
562.25-00	Maintenance Matls & Svcs	39,869	23,504	20,577	10,200	10,200
562.26-00	Other Equipment O & M	39	446	420	420	420
562.27-00	Small Tools	44	100	100	50	50
562.28-00	Safety Supplies	99	100	100	50	50
562.29-00	Other Materials Supplies	13,482	7,935	8,067	7,650	7,650
562.30-01	Dept Share of Insurance	22,990	27,311	40,366	24,003	24,003
562.32-00	Vehicle Replacement Fee	12,895	16,722	0	0	0
562.34-00	Contingency Reserve	0	0	0	10,000	10,000
562.38-00	Support Services	19,749	14,027	17,694	19,990	19,990
562.45-00	Facilities Maint Charge	32,285	27,228	18,702	18,985	18,985
562.46-00	Computer Replacement Chrg	1,359	906	0	0	0
Supplies And Services		249,369	225,970	191,597	162,523	162,523
563.43-00	Machinery/Equipment	1,980	14,540	4,000	0	0
Property		1,980	14,540	4,000	0	0
564.91-01	Adm Exp-City Manager	9,252	12,416	7,401	6,417	6,417
564.91-02	Adm Exp-City Attorney	4,356	5,118	1,240	577	577
564.91-09	Adm Exp-Finance	26,413	28,920	18,919	19,267	19,267
564.91-10	Adm Exp-Purchasing	3,141	4,564	2,923	2,828	2,828
564.91-16	Adm Exp-City Council	2,937	3,995	3,275	3,191	3,191
Other		46,099	55,013	33,758	32,280	32,280

BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
565.92-17	Interdept DSR-Develop Svc	33,512	0	0	0	0
	Interdepartmental	33,512	0	0	0	0
633.64-00	Depreciation Expense	89,559	165,000	0	0	0
	Property	89,559	165,000	0	0	0
**	Airport	723,421	757,066	534,134	522,904	522,904





BUDGET DETAIL EXPENSES

461-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
563.43-00	Machinery/Equipment	0	43,047	0	0	0
	Property	0	43,047	0	0	0
633.64-00	Depreciation Expense	1	12,739	0	0	0
	Property	1	12,739	0	0	0
667.65-00	Capital Imp. Projects	869,859	2,754,383	63,518	31,285	31,285
	Capital Outlay	869,859	2,754,383	63,518	31,285	31,285
908.93-01	Trsf-General Fund (001)	0	0	219	337	337
	Other	0	0	219	337	337
**	Airport	869,860	2,810,169	63,737	31,622	31,622



BUDGET DETAIL EXPENSES

361-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
532.38-00	Support Services	0	0	8	2	2
	Supplies and Services	0	0	8	2	2
534.91-01	Adm Exp-City Manager	0	0	125	31	31
534.91-02	Adm Exp-City Attorney	0	0	21	3	3
534.91-09	Adm Exp-Finance	0	0	318	93	93
534.91-10	Adm Exp-Purchasing	0	0	49	14	14
534.91-16	Adm Exp-City Council	0	0	55	15	15
	Administrative	0	0	568	156	156
706.71-02	Principal-City Loans	0	0	30,659	32,618	32,618
706.72-02	Interest-City Loans	0	11,341	23,286	21,327	21,327
	Debt Services	0	11,341	53,945	53,945	53,945
948.93-61	Trsf-Airport Capital(461)	0	400,000	0	0	0
	Other	0	400,000	0	0	0
**	Airport	0	411,341	54,521	54,103	54,103

## 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.