

**CITY OF MERCED
2011-2012 ADOPTED BUDGET**

TAB 6

ADMINISTRATION & AIRPORT

City Council
City Manager
City Attorney
Finance/Purchasing
Airport

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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.

2011-2012 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. Commitment to continue evaluating organizational sustainability.

City Council

PERSONNEL

Number of Positions

Classification	Funded In Budget 2010-11	City Mgr. Recom. 2011-12	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 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	21,819	22,601	23,047	23,047	23,047
511.04-01	Regular Overtime	44	0	97	97	97
511.10-05	Retirement PERS	3,316	3,460	3,586	4,155	4,155
511.10-06	Social Security-OASDI	1,376	1,383	1,415	1,402	1,402
511.10-07	Social Security-Medicare	322	324	330	327	327
511.10-08	State Unemployment	63	57	654	0	0
511.10-12	Workers Compensation	5	13	54	58	56
511.10-18	Management Physicals	0	0	56	0	0
511.10-32	Cash Back-Biweekly Allow	42	0	0	0	0
511.10-33	Core Allowance	6,648	6,227	6,484	7,108	7,108
511.10-35	Post Employment Benefits	157	885	0	0	0
	Personnel Services	33,792	34,950	35,723	36,194	36,192
512.12-00	Telephone	316	7	100	100	100
512.13-00	Postage	262	306	425	375	375
512.14-00	Advertising	796	349	1,200	600	600
512.15-00	Office Supplies	538	497	650	650	650
512.16-00	Printing	942	1,181	1,550	1,550	1,550
512.17-00	Professional Services	124,637	118,638	182,017	106,610	84,743
512.18-00	Travel and Meetings	13,627	12,456	15,390	14,900	14,900
512.20-00	Training Expense	1,100	4,260	5,950	5,250	5,250
512.24-00	Memberships, Subscription	47,241	46,451	47,031	47,206	37,206
512.29-00	Other Materials Supplies	1,348	1,372	4,200	4,200	4,200
512.30-01	Dept Share of Insurance	1,076	1,057	933	1,266	1,266
512.38-00	Support Services	11,500	13,856	13,429	12,056	12,056
512.45-00	Facilities Maint Charge	11,533	8,622	10,418	11,430	11,430
	Supplies and Services	214,284	209,052	283,293	206,193	174,326
**	City Council	248,076	244,002	319,016	242,387	210,518

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 One Voice, 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.

SERVICES TO BE PROVIDED

- High Speed Rail coordination.
- Conduct Administrative Hearing Review of Code Enforcement and parking violations.
- Direct implementation of organizational sustainability.
- GIS assistance for other departments.

SERVICES THAT DO NOT FIT INTO THE BUDGET

None.

2011-2012 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 removed for fiscal year 2011-2012. The Assistant City Manager is split between the City Manager's Office, Enterprise Funds and Development Services to reflect the oversight of Public Works, Development Services and Information Technology. 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 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	451,179	454,077	449,358	352,834	352,834
511.03-00	Extra Help	60,326	0	0	0	0
511.04-01	Regular Overtime	66	0	193	193	193
511.10-02	Unused Sick Leave	2,230	2,315	4,177	0	0
511.10-05	Retirement PERS	77,132	77,855	78,137	71,002	71,002
511.10-06	Social Security-OASDI	26,411	23,173	21,905	17,097	17,097
511.10-07	Social Security-Medicare	7,490	6,970	6,562	5,031	5,031
511.10-08	State Unemployment	820	630	0	0	0
511.10-12	Workers Compensation	181	340	1,140	1,264	1,225
511.10-18	Management Physicals	0	0	732	0	0
511.10-20	Earned Benefit	3,439	26,435	2,820	750	750
511.10-24	Vehicle Allowance	2,846	2,625	2,520	0	0
511.10-32	Cash Back-Biweekly Allow	1,060	569	5	0	0
511.10-33	Core Allowance	72,649	55,022	58,844	45,914	45,914
511.10-35	Post Employment Benefits	3,651	17,898	35,098	39,865	39,865
Personnel Services		709,480	667,909	661,491	533,950	533,911
512.12-00	Telephone	927	1,211	1,500	1,500	1,500
512.13-00	Postage	262	482	600	600	600
512.15-00	Office Supplies	4,243	2,916	4,065	4,065	4,065
512.16-00	Printing	18,444	18,444	20,000	20,000	14,444
512.17-00	Professional Services	28,354	11,300	11,360	11,360	11,360
512.18-00	Travel and Meetings	12,689	9,897	11,108	10,345	10,345
512.19-00	Mileage	126	0	250	250	250
512.20-00	Training Expense	1,863	2,020	4,900	3,995	3,995
512.22-00	Office Equipment O & M	1,448	5,133	5,100	5,100	5,100
512.24-00	Memberships, Subscription	5,346	5,865	6,581	6,885	6,885
512.29-00	Other Materials Supplies	2,090	244	300	300	300
512.30-01	Dept Share of Insurance	11,753	10,731	8,037	8,903	8,903
512.34-00	Contingency Reserve	0	0	7,500	7,500	7,500
512.38-00	Support Services	28,020	32,824	26,077	24,340	24,340
512.45-00	Facilities Maint Charge	28,566	21,358	25,805	28,312	28,312
512.46-00	Computer Replacement Chrg	2,719	0	0	0	0
Supplies and Services		146,850	122,425	133,183	133,455	127,899
**	City Manager	856,330	790,334	794,674	667,405	661,810

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

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.

SERVICES TO BE PROVIDED

- Continue to provide transactional services related to City priorities.
- Continue to assist with Organizational Sustainability and downsizing.
- Continue to provide litigation services as required.

SERVICES THAT DO NOT FIT INTO THE BUDGET

- Because training and subscriptions (legal library) line items are substantially reduced, the City Attorney's Office will no longer provide assistance with landlord/tenant issues for City/Agency/Authority owned properties.
- Because the overtime budget line item is eliminated, Departments with projects or litigation requiring overtime by hourly employees in the City Attorney's Office will need to fund the overtime if overtime is required.
- Elimination of the Business License and Animal Control enforcement reports.
- Response time to requests for service will be longer as resources are strained.
- Reduction in criminal filings to only the most critical and severe.
- All other criminal filings referred to Administrative Citation Program.
- City Attorney's Office provided training to staff (e.g., AB 1234, updates on Conflicts of Interest and Brown Act, and contracting procedures [Champions Training]) will be eliminated as the training budget line item is severely reduced and the resources unavailable.¹

¹ Attorney staff have agreed to pay for their legally required continuing education in order to preserve a support staff position in the office.

CITY ATTORNEY

- Elimination of outside professional services
- Departments with projects or litigation requiring outside professional services will need to fund the same.
- Projects that are supply intensive will need to have supplies provided by requesting Department as the office supplies line item was reduced by three-fourths.
- Turn-around time on projects will be slower as resources are restricted and staff using administrative time.²
- Access to specialized publications reduced as the law library budget limited to State Codes, LEXIS electronic research services, and the Daily Journal.³

2011-2012 BUDGET HIGHLIGHTS

- Preserves core staffing.
 - First year since staffing reductions have occurred City-wide that the City Attorney's Office is not losing an employee.
- Maintains the ability to provide core, critical services.
- Professional staff taking on responsibilities and costs to preserve critical support staffing.
- Significant reductions in the law library, training, and supplies.
- Budget focuses on supporting key priorities and assisting with Organizational Sustainability and the need to downsize.

² Attorney staff have agreed to use their administrative time in order to preserve a support staff position in the office.

³ Attorney staff will be purchasing certain books and publications on their own, traveling to the law library, and paying bar dues on their own in order to preserve a support staff position in the office.

City Attorney

FINANCING SOURCES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	Estimated 2011-12
Interdept DSR-Dev Traffic	0	0	0	7,409
Interdept DSR-Dev Fire	0	0	0	2,470
Interdept DSR-Insurance	149,530	121,963	111,822	78,894
Interdept DSR-Liability	411,682	520,441	300,208	281,544
Interdept DSR-Dev Police	0	0	0	2,470
Interdept DSR-PFEDA #2CIP	0	0	0	147,908
Interdept DSR-RDA #2 CIP	0	0	15,800	0
Interdept-DSR Restrct Wtr	0	0	0	2,470
Other Revenues	48,603	29,279	104,432	43,583
TOTAL	1,036,371	1,047,575	1,013,458	851,221

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2010-11	City Mgr. Recom. 2011-12	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	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
TOTAL	5.00	5.00	5.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
511.01-00	Regular Salaries	629,326	559,411	525,483	517,730	517,730
511.03-00	Extra Help	0	493	12,325	0	0
511.10-05	Retirement PERS	107,574	95,900	91,251	104,222	104,222
511.10-06	Social Security-OASDI	33,226	27,893	27,024	25,344	25,344
511.10-07	Social Security-Medicare	9,203	8,046	7,968	7,335	7,335
511.10-08	State Unemployment	1,086	887	24,011	0	0
511.10-12	Workers Compensation	131	298	951	1,095	1,061
511.10-18	Management Physicals	0	0	945	0	0
511.10-20	Earned Benefit	12,762	4,697	16,014	0	0
511.10-27	PTS Plan FICA Alternative	0	6	160	0	0
511.10-32	Cash Back-Biweekly Allow	1,499	1,220	10	0	0
511.10-33	Core Allowance	96,107	78,649	72,435	76,952	76,952
511.10-35	Post Employment Benefits	4,705	22,032	6,823	7,749	7,749
Personnel Services		895,619	799,532	785,400	740,427	740,393
512.12-00	Telephone	254	235	1,010	510	510
512.13-00	Postage	940	640	700	350	350
512.15-00	Office Supplies	4,465	4,625	6,000	4,000	4,000
512.17-00	Professional Services	13,228	132,380	102,400	0	0
512.18-00	Travel and Meetings	3,797	2,073	10,902	3,000	3,000
512.19-00	Mileage	0	0	175	0	0
512.20-00	Training Expense	3,515	4,237	6,000	2,000	2,000
512.22-00	Office Equipment O & M	467	606	435	0	0
512.24-00	Memberships, Subscription	21,839	19,180	21,000	16,440	16,440
512.29-00	Other Materials Supplies	109	392	0	0	0
512.30-01	Dept Share of Insurance	15,623	14,992	9,543	12,464	12,464
512.38-00	Support Services	30,697	36,791	31,360	29,787	29,787
512.45-00	Facilities Maint Charge	42,656	31,892	38,533	42,277	42,277
512.46-00	Computer Replacement Chrg	3,162	0	0	0	0
Supplies and Services		140,752	248,043	228,058	110,828	110,828
**	City Attorney	1,036,371	1,047,575	1,013,458	851,255	851,221

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

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.

SERVICES TO BE PROVIDED

The Finance Department will provide financial planning, budgeting, accounting, treasury management, central purchasing, and billing and collection of utilities, licenses and other receivables.

SERVICES THAT DO NOT FIT INTO THE BUDGET

Due to the funding reduction for the Finance/Purchasing Department the following changes will be required:

1. A Basic Financial Statement will be prepared and audited instead of a Comprehensive Annual Financial Report (CAFR). The Basic Financial Statement will meet the requirements of the City Charter, bondholders and grants.
2. Since a CAFR will not be prepared, the City will not be eligible for the Government Finance Officers Association Certification of Achievement for Excellence in Financial Reporting. This award has been received by the City for fourteen consecutive years.
3. Annual audit reports have generally been available no later than six months after the year end. With the reduction in personnel and extra help these will more than likely not be available until nine months after the end of the fiscal year.

4. Accounts payable checks are currently issued weekly. Accounts payable checks will be issued on a less frequent schedule, yet to be determined. More than likely it will be a schedule of once or twice a month. This will allow staff to complete tasks once done by positions that are eliminated.
5. All filing and some utility account maintenance is currently performed by temporary help. In order to keep this work current, personnel staffing the counter and phones will need to perform these functions. A schedule will be developed that shortens the counter hours and sends the phones to voice mail so this work can be kept current.
6. The Purchasing Division is currently staffed with a Purchasing Supervisor, Accounting Technician and Storekeeper. Because of vacation and sick leave there will be times when Purchasing will not be open because there will not be any staff available.
7. Currently the Finance Department attempts to respond to information requests, other than Public Information requests, received from inside and outside the organization within three business days. With the elimination of personnel, the Finance Department will work on information requests in the order received and attempt to respond within ten business days.

2011-2012 BUDGET HIGHLIGHTS

1. One Accounting Technician position eliminated in Finance.
2. One Accounting Technician position eliminated in Purchasing.
3. Extra help funding for one Temporary Accountant II in Finance has been eliminated.
4. Extra help funding for two Temporary Account Clerk I's-Utilities in Finance has been eliminated.
5. Extra help funding for one Temporary Account Clerk I-Accounting in Finance has been eliminated.
6. In anticipation of the outcome of the court case in the California Supreme Court, the budget does not include the Merced County Administrative Fee for the Triple Flip and Vehicle in lieu Backfill. This amount is estimated to be \$212,000. If a favorable decision does not come from the court a supplemental appropriation will be needed during the year to cover this item.

Finance

EXPENSES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	City Mgr. Recom. 2011-12	Council Approval 2011-12
Personnel Expenses	2,087,843	2,061,172	2,125,733	1,930,047	1,927,891
Supplies and Services	894,947	923,148	870,268	754,738	754,738
Debt Service	525,750	545,563	568,816	595,282	595,282
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
TOTAL	3,508,540	3,529,883	3,564,817	3,280,067	3,277,911

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FINANCING SOURCES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	Estimated 2011-12
Photocopies	561	453	700	500
Violation Reproduction Fe	219	265	275	100
PERS-EE Share 2.5% @ 55	39,325	39,541	39,494	53,350
Adm Reimb-Downtown Parkng	368	1,002	1,177	2,074
Adm Reimb-Downtown Fund	770	958	1,430	1,136
Adm Reimb-Devel. Services	258,367	205,218	178,282	138,902
Adm Reimb-Housing	39,244	30,784	35,057	31,881
Adm Reimb-Maint. District	26,657	26,657	27,244	27,599
Adm Reimb-Street Trees	30,823	21,364	25,114	18,651
Adm Reimb-Street Maint.	91,651	93,221	96,915	94,249
Adm Reimb-Recr. and Parks	64,181	45,851	39,844	30,792
Adm Reimb-NMS Refunding	621	416	853	651
Adm Reimb-Fahrens Park	1,209	935	1,549	4,346
Adm Reimb- HOME Grant	7,367	6,696	6,918	0
Adm Reimb-Child Develop	5,692	11,511	11,476	11,398
Adm Reimb-Liberty Park	87	67	103	89
Adm Reimb-Airport Debt Se	0	367	107	88
Adm Reimb-16th Street	95	67	103	94
Adm Reimb-Bellevue West	9,572	908	1,010	812
Adm Reimb-Bellevue East	3,734	2,964	1,726	1,082
Adm Reimb-BeGIN Program	106	128	9	14
Adm Reimb-State HOME 92	160	0	0	0
Adm Reimb-State HOME 93	225	162	0	0
Adm Reimb-Wastewater Sys	299,819	305,456	405,556	394,185
Adm Reimb-Water System	302,515	228,264	299,232	259,394
Adm Reimb-Refuse System	188,252	232,126	266,807	245,617
Adm Reimb-Neighborhood St	0	32,973	31,494	0
Adm Reimb-Airport	33,484	21,842	22,095	20,705
Adm Reimb-Measure C P.W.	7,785	9,286	6,071	3,108
Adm Reimb-Bell Station	1,072	565	521	915
Adm Reimb-Moraga DevlpCFD	7,004	954	788	618
Adm Reimb-Workers Comp	25,465	20,744	18,810	13,619
Adm Reimb-Liability Ins	26,468	31,060	32,744	30,003
Adm Reimb-Unemployment Ins	683	630	1,697	8,094
Adm Reimb-Emp Benefit	100,738	88,956	92,273	72,448
Adm Reimb-Fleet Managemnt	63,323	53,914	56,918	55,503
Adm Reimb-Facil Maint	39,816	33,039	31,227	25,036
Adm Reimb-Support Service	71,335	58,979	55,158	26,095
Adm Reimb Measure C-Fire	43,330	49,130	56,959	42,860
Adm Reimb-Measure C- PD	61,569	65,572	74,870	58,419
Adm Reimb-PFEDA Admin	0	0	0	94,885
Adm Reimb-RDA General Fnd	125,194	100,672	127,802	0
Interdept DSR-General Fnd	1,434	1,434	1,434	1,434
Interdept DSR-Develop Svc	33,493	34,751	33,170	35,870
Interdept DSR-Rec & Park	1,433	1,433	1,433	1,433

Finance

FINANCING SOURCES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	Estimated 2011-12
Interdept DSR-Bellevue Ea	1,317	1,366	1,337	1,446
Interdept DSR-Fac Roadway	3,349	3,475	3,318	3,587
Interdept DSR-Fac Traffic	3,349	3,475	3,318	3,587
Interdept DSR-Fac Fire	3,349	3,475	3,318	3,587
Interdept DSR-Fac Police	3,349	3,475	3,318	3,587
Interdept DSR-Fac Parks	3,349	3,475	3,318	3,587
Interdept DSR-BellevueDS	1,726	1,791	1,752	1,895
Interdept DSR-CFDs	29,916	30,758	29,535	31,942
Interdept DSR-MorageDeDS	536	556	544	588
Interdept DSR-Wastewater	43,532	66,823	84,955	110,567
Interdept DSR-Water Sys	44,965	68,255	86,388	112,000
Interdept DSR-Refuse	43,532	66,822	84,955	110,567
Interdept DSR-Dev Roadway	3,349	3,475	3,318	3,587
Interdept DSR-Dev Traffic	3,349	3,475	3,318	3,587
Interdept DSR-Dev Police	3,349	3,475	3,318	3,587
Interdept DSR-Dev Fire	3,349	3,475	3,318	3,587
Interdept DSR-Dev Parks	3,349	3,475	3,318	3,587
Other Revenues	1,294,280	1,397,447	1,155,726	1,064,987
TOTAL	3,508,540	3,529,883	3,564,817	3,277,911

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2010-11	City Mgr. Recom. 2011-12	Council Approval
Finance Officer	1.00	1.00	1.00
Deputy Finance Officer	1.00	1.00	1.00
Accountant III	3.00	3.00	3.00
Accountant I/II	2.00	2.00	2.00
Payroll Accountant	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Accounting Technician	5.00	3.00	3.00
Account Clerk I/II/III	7.00	7.00	7.00
Storekeeper	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00
TOTAL	23.00	21.00	21.00

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	BUDGET 2010-11	RECOM. 2011-12	APPROVAL 2011-12
511.01-00	Regular Salaries	1,337,210	1,348,132	1,338,784	1,237,591	1,245,180
511.03-00	Extra Help	57,754	31,404	71,351	0	0
511.04-01	Regular Overtime	3,183	0	0	0	0
511.10-02	Unused Sick Leave	1,427	3,835	5,046	4,196	4,196
511.10-05	Retirement PERS	227,440	229,599	231,377	247,985	249,522
511.10-06	Social Security-OASDI	82,779	81,423	81,170	74,901	75,372
511.10-07	Social Security-Medicare	20,736	20,090	20,506	18,011	18,121
511.10-08	State Unemployment	4,231	3,410	56,376	11,700	0
511.10-12	Workers Compensation	490	1,201	5,410	7,843	7,680
511.10-18	Management Physicals	0	0	1,190	0	0
511.10-20	Earned Benefit	26,753	6,443	6,266	6,266	6,266
511.10-21	Bilingual Pay Program	1,768	1,535	1,200	2,400	2,400
511.10-27	PTS Plan FICA Alternative	751	412	928	0	0
511.10-32	Cash Back-Biweekly Allow	5,450	3,834	10	0	0
511.10-33	Core Allowance	307,925	278,354	279,791	289,247	289,247
511.10-35	Post Employment Benefits	9,946	51,500	26,328	29,907	29,907
Personnel Services		2,087,843	2,061,172	2,125,733	1,930,047	1,927,891
512.11-00	Utilities	8,016	7,169	8,487	7,150	7,150
512.12-00	Telephone	3,302	2,817	3,010	2,648	2,648
512.13-00	Postage	25,223	25,106	28,000	26,010	26,010
512.15-00	Office Supplies	19,911	19,344	17,413	15,859	15,859
512.16-00	Printing	15,796	11,718	12,120	10,650	10,650
512.17-00	Professional Services	488,473	512,487	494,660	378,990	378,990
512.18-00	Travel and Meetings	6,638	4,321	4,199	2,385	2,385
512.20-00	Training Expense	6,205	2,656	2,890	1,880	1,880
512.21-00	Rents/Leases	1,484	1,103	1,080	1,080	1,080
512.22-00	Office Equipment O & M	2,732	3,798	4,374	3,690	3,690
512.23-00	Vehicle Operations/Maint	1,550	333	427	421	421
512.24-00	Memberships, Subscription	6,226	5,944	6,428	11,691	11,691
512.29-00	Other Materials Supplies	2,279	382	500	300	300
512.30-01	Dept Share of Insurance	52,902	55,558	42,265	49,402	49,402
512.32-00	Vehicle Replacement Fee	2,806	0	0	0	0
512.38-00	Support Services	157,707	212,167	173,884	165,346	165,346
512.45-00	Facilities Maint Charge	82,763	58,245	70,531	77,236	77,236
512.46-00	Computer Replacement Chrg	10,934	0	0	0	0
Supplies and Services		894,947	923,148	870,268	754,738	754,738
706.71-01	Principal-Bond Payment	115,000	140,000	170,000	205,000	205,000
706.72-01	Interest Bond Payment	408,250	403,063	396,316	387,782	387,782
706.73-01	Agent Fees-Bond Payment	2,500	2,500	2,500	2,500	2,500
Debt Services		525,750	545,563	568,816	595,282	595,282
**	Finance	3,508,540	3,529,883	3,564,817	3,280,067	3,277,911

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 (\$143,000); General Fund portion of audit; 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); 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:

CSMFO; American Institute of Certified Public Accountants; California State Society of Certified Public Accountants; CPA license renewals, CAPPO; City Wide Costco Executive Membership and National Association of Purchasing Managers

Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; State Tax Guides, and Guidance for Government Engagements

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

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

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, corporate, and scheduled commercial airline services.

SERVICES TO BE PROVIDED

- Commercial, Corporate, and General Aviation operations guidance and oversight
- Compliance and Certification for all FAA, DHS, Caltrans, and DOT requirements
- Airport facility maintenance, leasing, and Rates and Charges implementation
- Provide staff support to Regional Airport Authority to include monthly meetings

SERVICES THAT DO NOT FIT INTO THE BUDGET

- Unscheduled maintenance of any kind
- No facility up-grade or replacement capability other than mandatory taxiway and runway lighting.

2011-2012 BUDGET HIGHLIGHTS

The primary highlights would be Airport sustainability. Adding and/or updating facilities and airport operating areas could only be accomplished as private, local, City, State, and Federal funding sources allow. Staffing levels will remain the same and operating expenses will remain similar to last year.

Airport

EXPENSES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	City Mgr. Recom. 2011-12	Council Approval 2011-12
Personnel Expenses	296,543	290,937	328,101	340,736	340,603
Supplies and Services	280,983	202,772	194,803	210,116	210,249
Debt Service	0	0	0	0	0
Acquisitions	14,540	1,319	0	0	0
Capital Improvements	165,000	178,434	0	0	0
* Undefined *	0	23,393	0	107	107
TOTAL	757,066	696,855	522,904	550,959	550,959

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FINANCING SOURCES	Actual 2008-09	Actual 2009-10	Final Budget 2010-11	Estimated 2011-12
Aircraft Taxes Unsecured	22,129	55,727	27,934	52,941
Utilities Reimbursement	13,088	2,394	2,820	2,640
PERS-EE Share 2.5% @ 55	5,428	5,658	5,782	9,856
Aircraft Tie Downs	2,923	2,632	2,616	1,992
Port. Hangar-Space Rental	22,114	17,820	16,085	18,317
Fuel Flowage Fees	15,091	20,389	19,728	11,664
Landing Fees	10,951	12,384	14,160	12,168
Fixed Base Operations(com)	2,237	3,367	3,348	4,464
Investment Earnings	1,061	1,212	500	300
Hangar Rentals	109,760	105,888	104,115	108,130
Building Rentals	108,075	122,123	120,322	126,120
Vehicle Rental Commission	52,882	47,404	36,000	51,000
Lease of Ground Areas/La	24,950	25,523	25,656	23,705
Unclassified	1,839	4,668	1,300	1,300
Snack Machine Revenue	65	74	100	100
Trsf-General Fund (001)	227,601	72,945	104,159	63,252
Trsf-CFD-Airport-SR (163)	12,659	6,264	15,873	16,429
Trsf-Airport Ind Par(448)	53,299	8,500	0	0
Trsf-Emp Benefit Fun(669)	5,483	8,087	0	0
Trsf-PC Replacement (673)	0	1,425	0	0
Other Revenues	91,607	172,371	22,406	46,581
TOTAL	757,066	696,855	522,904	550,959

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2010-11	City Mgr. Recom. 2011-12	Council Approval
Asst City Manager	.10		
Dir. Economic Devel.		.15	.15
Airport Manager	1.00	1.00	1.00
Airport Operations Technician	1.00	1.00	1.00
Secretary I/II	1.00	1.00	1.00
TOTAL	3.10	3.15	3.15

BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
561.01-00	Regular Salaries	185,234	192,444	195,998	200,265	200,265
561.03-00	Extra Help	18,548	2,212	6,265	6,265	6,265
561.04-01	Regular Overtime	291	197	2,681	1,669	1,669
561.10-01	Holiday Pay	0	0	536	551	551
561.10-02	Unused Sick Leave	319	331	588	588	588
561.10-05	Retirement PERS	31,528	32,859	33,926	40,160	40,160
561.10-06	Social Security-OASDI	11,333	11,676	12,119	12,528	12,528
561.10-07	Social Security-Medicare	2,984	2,828	2,983	3,028	3,028
561.10-08	State Unemployment	775	525	8,420	0	0
561.10-12	Workers Compensation	478	1,644	6,904	12,677	12,544
561.10-18	Management Physicals	0	0	193	0	0
561.10-20	Earned Benefit	897	488	913	913	913
561.10-24	Vehicle Allowance	407	375	360	0	0
561.10-27	PTS Plan FICA Alternative	243	29	81	81	81
561.10-32	Cash Back-Biweekly Allow	640	434	10	0	0
561.10-33	Core Allowance	41,452	37,366	39,549	43,183	43,183
561.10-35	Post Employment Benefits	1,414	7,529	16,575	18,828	18,828
Personnel Services		296,543	290,937	328,101	340,736	340,603
562.11-00	Utilities	42,448	43,598	50,640	47,060	47,060
562.12-00	Telephone	3,834	3,748	4,400	4,380	4,380
562.13-00	Postage	191	148	120	120	120
562.14-00	Advertising	6,232	250	500	200	200
562.15-00	Office Supplies	1,074	964	900	900	900
562.16-00	Printing	160	0	75	75	75
562.17-00	Professional Services	29,466	12,502	6,915	7,406	7,406
562.18-00	Travel and Meetings	4,512	4,194	0	700	700
562.19-00	Mileage	0	0	1,200	700	700
562.20-00	Training Expense	2,637	3,265	0	500	500
562.21-00	Rents/Leases	6,975	7,240	0	0	0
562.22-00	Office Equipment O & M	390	196	225	225	225
562.23-00	Vehicle Operations/Maint	9,437	4,756	5,580	10,114	10,114
562.24-00	Memberships, Subscription	335	705	620	4,416	4,416
562.25-00	Maintenance Matls & Svcs	23,504	12,065	10,200	9,500	9,500
562.26-00	Other Equipment O & M	446	0	420	420	420
562.27-00	Small Tools	100	35	50	50	50
562.28-00	Safety Supplies	100	57	50	50	50
562.29-00	Other Materials Supplies	7,935	6,949	7,650	7,650	7,650
562.30-01	Dept Share of Insurance	27,311	31,946	24,003	37,096	37,096
562.32-00	Vehicle Replacement Fee	16,722	0	0	0	0
562.34-00	Contingency Reserve	0	0	10,000	15,893	16,026
562.38-00	Support Services	14,027	17,694	19,990	22,325	22,325
562.45-00	Facilities Maint Charge	27,228	18,702	18,985	12,266	12,266
562.46-00	Computer Replacement Chrg	906	0	0	0	0
Supplies And Services		225,970	169,014	162,523	182,046	182,179
563.43-00	Machinery/Equipment	14,540	1,319	0	0	0
Property		14,540	1,319	0	0	0
564.91-01	Adm Exp-City Manager	12,416	7,401	6,417	4,948	4,948
564.91-02	Adm Exp-City Attorney	5,118	1,240	577	11	11
564.91-09	Adm Exp-Finance	28,920	18,919	19,267	18,565	18,565
564.91-10	Adm Exp-Purchasing	4,564	2,923	2,828	2,140	2,140
564.91-16	Adm Exp-City Council	3,995	3,275	3,191	2,406	2,406
Other		55,013	33,758	32,280	28,070	28,070

BUDGET DETAIL EXPENSES

561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
633.64-00	Depreciation Expense	165,000	178,434	0	0	0
	Property	165,000	178,434	0	0	0
948.93-61	Trsf-Airport Capital(461)	0	23,393	0	107	107
	Other	0	23,393	0	107	107
**	Airport	757,066	696,855	522,904	550,959	550,959

Airport

<u>EXPENSES</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Final Budget 2010-11</u>	<u>City Mgr. Recom. 2011-12</u>	<u>Council Approval 2011-12</u>
Personnel Expenses	0	0	0	0	0
Supplies and Services	0	0	0	0	0
Debt Service	0	0	0	0	0
Acquisitions	43,047	0	0	0	0
Capital Improvements	2,767,122	367,141	31,285	53,139	53,139
* Undefined *	0	219	337	0	0
TOTAL	2,810,169	367,360	31,622	53,139	53,139

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<u>FINANCING SOURCES</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Final Budget 2010-11</u>	<u>Estimated 2011-12</u>
Federal Funds-AIP Funding	1,066,937	199,823	9,762	7,538
Trsf-Airport Ind Par(448)	1,193,659	43,330	21,523	45,494
Trsf-Wastewater Sys (553)	90,000	0	0	0
Trsf-Airport Fund (561)	0	23,393	0	107
Other Revenues	459,573	100,814	337	0
TOTAL	2,810,169	367,360	31,622	53,139

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BUDGET DETAIL EXPENSES

461-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
563.43-00	Machinery/Equipment	43,047	0	0	0	0
	Property	43,047	0	0	0	0
633.64-00	Depreciation Expense	12,739	100,595	0	0	0
	Property	12,739	100,595	0	0	0
667.65-00	Capital Imp. Projects	2,754,383	266,546	31,285	53,139	53,139
	Capital Outlay	2,754,383	266,546	31,285	53,139	53,139
908.93-01	Trsf-General Fund (001)	0	219	337	0	0
	Other	0	219	337	0	0
**	Airport	2,810,169	367,360	31,622	53,139	53,139

BUDGET DETAIL EXPENSES

361-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2008-09	ACTUAL 2009-10	FINAL BUDGET 2010-11	CITY MGR. RECOM. 2011-12	COUNCIL APPROVAL 2011-12
532.38-00	Support Services	0	8	2	2	2
	Supplies and Services	0	8	2	2	2
534.91-01	Adm Exp-City Manager	0	125	31	21	21
534.91-02	Adm Exp-City Attorney	0	21	3	0	0
534.91-09	Adm Exp-Finance	0	318	93	79	79
534.91-10	Adm Exp-Purchasing	0	49	14	9	9
534.91-16	Adm Exp-City Council	0	55	15	10	10
	Administrative	0	568	156	119	119
706.71-02	Principal-City Loans	0	0	32,618	34,702	34,702
706.72-02	Interest-City Loans	11,341	23,286	21,327	19,243	19,243
	Debt Services	11,341	23,286	53,945	53,945	53,945
948.93-61	Trsf-Airport Capital(461)	400,000	0	0	0	0
	Other	400,000	0	0	0	0
**	Airport	411,341	23,862	54,103	54,066	54,066

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.