

**CITY OF MERCED  
2013-2014 ADOPTED BUDGET**

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# **PUBLIC WORKS DEPARTMENT**

**“CUSTOMER SERVICE WITH QUALITY CARE”**

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## ***DESCRIPTION***

Through a continuing process of employee involvement, the Public Works Department has adopted the following mission and value statements as a foundation for all of the Department's activities.

## ***OUR VISION***

To be known as an exceptional organization providing a wide variety of essential services to the communities of Merced and one another with the highest level of integrity, selflessness, professionalism, and efficiency.

## ***MISSION***

In order to accomplish our vision we are committed to ...

- Provide exceptional customer service through a unified team of dedicated, professional and selfless employees.
- Enhance our quality workforce through training, development and advancement opportunities.
- Provide a safe and healthy working, living and growing environment for all.
- Build collaborative partnerships with those we serve.

# **PUBLIC WORKS ADMINISTRATION**

# **PUBLIC WORKS - ADMINISTRATION**

**FUND NO. 029**

**ACCOUNT NO. 1102**

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## ***DESCRIPTION***

The Public Works Administration Division provides administrative support to the Fleet, Facilities, Solid Waste, Streets, Parks, Trees, Water, Storm Drains, Sewer, Environmental Control and the Wastewater Treatment Divisions, while providing responsive quality service to the general public.

## ***MISSION***

Provide and maintain excellent customer service through strategic planning, budgeting, administrative management, and service support for the Public Works Department. Ensure employee health and safety is maintained, while providing quality customer service to both internal and external customers.

## ***GOALS***

- Establish a culture and reputation of superior customer service for both internal and external customers.
- Continue to promote and conduct trainings for a safe working environment for Public Works employees.
- Promote Geographical Information Systems (GIS) technology to enhance internal and external customer service needs.
- Pursue "Green" opportunities and improve cost efficiency to ensure customers receive the highest level of energy efficient environmental friendly service at the lowest cost when compared to other agencies, both public and private.

## ***OBJECTIVES***

1. Enhance customer relations.

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

Continue the use of mass media in publicizing various Public Works programs, highlighting major programs at least once per year.

Continue to upgrade the Public Works web pages quarterly; providing up-to-date information regarding operations, services, and activities.

## ADMINISTRATION

- Send 10 customer survey's per month to measure Public Works customer service effectiveness. Customers chosen to represent different areas of service provided and different city representatives.
2. Aggressively promote safety in the work place.
- Conduct general and OSHA required safety training programs for new hires and annually for all Public Works personnel, including annual refresher course of the Injury and Illness Prevention Program.
- Monitor and review both vehicle and personnel accidents with Safety Committee and Risk Control Committee monthly to identify causes and implement loss prevention methods.
- Hold "all hands" safety training meetings once per month.
- Promote workplace safety through coordination with the Risk Management Authority by hosting and/or attending risk management training events. Host one RMA event per year.
3. Collaborate with Engineering to identify areas where Public Works Standards need revision.
- Review standards which apply to Public Works twice per year, and coordinate needed revisions with Engineering Department.
4. Provide appropriate training opportunities consistent with the needs of the Administration staff.
- Average 16 hours training per employee annually.
- Maintain Standard Operating Procedures Manual to aid in training Administrative staff. Revise and add procedures as needed.
5. Collaborate with Engineering
- Work with the Water Division to obtain

Department to develop and implement a citywide GIS program.

and map GPS coordinates for 25% of water valves, to include all pertinent information about the valves for each type of property coordinates obtained.

Work with Wastewater Collection Division to obtain and map coordinates for 25% of collection system manholes, including pertinent information.

### **2013/2014 Budget Highlights**

Continue to incorporate technology-driven cost accounting, customer service and management systems to decrease costs, identify weaknesses to improve service, and meet customer demands. Budget constraints on the Department's general fund operations will likely result in increased contact from affected customers with the Administration Division.

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	1,109,933	1,197,241	1,372,856	1,432,334	1,432,334
Supplies and Services	271,085	320,119	359,312	379,768	379,768
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
* Undefined *	220	0	3,072	3,182	3,182
<b>TOTAL</b>	<b>1,381,238</b>	<b>1,517,360</b>	<b>1,735,240</b>	<b>1,815,284</b>	<b>1,815,284</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
PERS-EE Share 2.5% @ 55	22,739	34,613	61,224	79,526
Investment Earnings	1,582	1,601	1,200	1,500
Unclassified	0	1,587	0	0
Snack Machine Revenue	36	0	0	0
Sale of Equipment	300	0	150	100
Adm Reimb-General Fund	29,790	32,779	34,098	26,970
Adm Reimb-Maint. District	7,652	7,751	7,960	8,095
Adm Reimb-Street Trees	13,474	18,756	21,370	16,598
Adm Reimb-Street Maint.	32,323	43,438	42,268	35,617
Adm Reimb-Wastewater Sys	104,616	202,041	224,930	181,690
Adm Reimb-Water System	77,865	146,184	162,529	138,863
Adm Reimb-Refuse System	98,881	191,708	213,962	181,834
Adm Reimb-Fleet Managemnt	29,998	59,543	63,972	54,280
Interdept DSR-General Fnd	25,040	26,166	60,314	53,397
Interdept DSR-Maint Dist	34,959	30,498	33,698	31,408
Interdept DSR-Street Tree	23,429	24,504	39,874	43,195
Interdept DSR-Streets	45,349	47,530	65,067	55,726
Interdept DSR-CFD's	0	0	560	616
Interdept DSR-Wastewater	197,962	206,184	150,408	174,068
Interdept DSR-Water Sys	200,337	209,408	167,794	180,913
Interdept DSR-Refuse	306,856	319,286	327,118	315,359
Interdept DSR-Fleet	9,827	10,342	42,187	36,828
Interdept DSR-Facilities	12,180	12,701	21,748	20,772
Other Revenues	106,043	109,260	7,191	177,929
<b>TOTAL</b>	<b>1,381,238</b>	<b>1,517,360</b>	<b>1,735,240</b>	<b>1,815,284</b>

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
Dir. of Pub. Works Operations	1.90	1.90	1.90
Safety Specialist/Trainee	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Secretary I/II	3.50	3.50	3.50
GIS Coordinator	1.00	1.00	1.00
Systems Technician I/II/III	1.00	1.00	1.00



PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
Acctg. Technician	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00
Account Clerk I/II/III	3.00	3.00	3.00
TOTAL	14.40	14.40	14.40

**BUDGET DETAIL EXPENSES**

029-1102	Public Works Oper. Admin					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	726,025	751,453	859,980	871,184	871,184
531.03-00	Extra Help	946	0	0	12,489	12,489
531.04-01	Regular Overtime	3,805	6,372	8,467	8,467	8,467
531.10-02	Unused Sick Leave	2,248	1,288	2,838	2,838	2,838
531.10-05	Retirement PERS Classic	125,788	150,661	178,733	190,232	190,232
531.10-06	Social Security-OASDI	44,299	45,825	54,553	53,307	53,307
531.10-07	Social Security-Medicare	10,551	10,992	12,758	12,863	12,863
531.10-12	Workers Compensation	7,940	7,352	2,788	3,343	3,343
531.10-20	Earned Benefit	6,379	10,433	26,598	15,393	15,393
531.10-21	Bilingual Pay Program	609	1,204	1,200	1,200	1,200
531.10-23	Uniform Cleaning	128	83	230	217	217
531.10-27	PTS Plan FICA Alternative	12	0	0	162	162
531.10-33	Core Allowance	164,628	192,750	206,040	236,092	236,092
531.10-35	Post Employment Benefits	16,575	18,828	18,671	24,547	24,547
Personnel Services		1,109,933	1,197,241	1,372,856	1,432,334	1,432,334
532.11-00	Utilities	16,315	15,506	13,165	16,120	16,120
532.12-00	Telephone	5,756	5,101	6,828	5,541	5,541
532.13-00	Postage	223	818	704	729	729
532.15-00	Office Supplies	25,983	20,811	37,412	38,782	38,782
532.17-00	Professional Services	50	120	22,520	16,470	16,470
532.18-00	Travel and Meetings	4,010	2,807	5,462	5,482	5,482
532.20-00	Training Expense	4,422	1,324	4,725	6,625	6,625
532.21-00	Rents/Leases	2,049	2,372	3,680	3,680	3,680
532.23-00	Vehicle Operations/Maint	6,915	9,993	10,551	6,955	6,955
532.24-00	Memberships, Subscription	1,926	27,633	13,006	13,889	13,889
532.25-00	Maintenance Mats & Svcs	2,812	3,242	3,500	25,532	25,532
532.28-00	Safety Supplies	4,619	3,850	8,800	8,800	8,800
532.30-01	Dept Share of Insurance	25,263	29,542	21,300	16,237	16,237
532.32-00	Vehicle Replacement Fee	13,980	13,908	14,521	15,240	15,240
532.38-00	Support Services	95,523	115,635	123,595	114,746	114,746
532.45-00	Facilities Maint Charge	29,590	26,567	30,497	42,428	42,428
532.46-00	Computer Replacement Chrg	23,833	33,489	31,552	36,194	36,194
Supplies and Services		263,269	312,718	351,818	373,450	373,450
534.91-01	Adm Exp-City Manager	0	0	0	17	17
Administrative		0	0	0	17	17
535.92-17	Interdept DSC-Develop Svc	7,743	7,363	7,456	6,301	6,301
535.92-72	Interdept DSC-Supprt Sr	73	38	38	0	0
Interdepartmental		7,816	7,401	7,494	6,301	6,301
968.93-71	Trsf-Facilities Main(671)	0	0	3,072	3,182	3,182
Other		0	0	3,072	3,182	3,182
998.93-10	Trsf-PFEDA Area2 CIP(910)	220	0	0	0	0
Other		220	0	0	0	0
**	Public Works Oper. Admin	1,381,238	1,517,360	1,735,240	1,815,284	1,815,284

**PUBLIC WORKS OPERATIONS – ADMINISTRATION**

- 12-00 Office & cellular phones, telephone listing, and two-way radio circuits
- 18-00 Geographical Information System & OSHA Training, as well as Public Works Officers Institute
- 24-00 California Water Environment Association, CAL-OSHA Reporter, and American Public Works Association membership
- 28-00 Department Recognition Safety Awards, video rentals, Public Works Safety Awareness Week, and CPR cards and First Aid supplies.

FOOTNOTE: A portion of administrative costs are recovered through Direct Service Charges to divisions, with remaining general administration expenses spread based on number of employees and operating budget.

# **STREETS AND STREETLIGHTS**

**STREET AND STREETLIGHT MAINTENANCE**  
**FUND NO. 022**  
**ACCOUNT NO. 1104**

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***DESCRIPTION***

The Street and Streetlight Maintenance Division performs all necessary maintenance and repairs to all city infrastructure located within the City's public right-of-ways, to include city streets, sidewalks, curb and gutters, street lights, traffic signals, signs, and pavement markings.

***MISSION***

Perform all maintenance with a high level of professionalism and quality, ensuring the City's infrastructure is maintained in a safe and reliable manner.

***GOALS***

- ◇ Ensure our comprehensive street and sidewalk inspection, repair, and preventive maintenance program is maintained in accordance with program objectives.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service and minimize costs.
- ◇ Continue management of the annual leaf collection program.

***OBJECTIVES***

1. Continue ongoing Street Maintenance Program to maintain street integrity through an aggressive inspection and replacement program.

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

As prioritized by our inspection program, replace 20,000-sq. ft. of asphalt at strategic locations by June 2014, contingent on availability of funding.

Work closely with the Engineering department on capital projects to ensure all aspects of projects are covered prior to construction.

## **STREET AND STREETLIGHT MAINTENANCE**

2. Continue Sidewalk Maintenance Program to remove tripping hazards, and install ADA ramps as prioritized by inspection program.

Shave/Saw cut 250 trip hazards by June 2014.

Replace temporary patches, due to utility cuts in sidewalks, with permanent concrete repairs within 30-days of work performed by the Utilities Division.

Work with the Engineering department on the South Merced Sidewalk Serviceability Project to ensure the most critical sidewalk repairs are given priority. Provide annual report to Council.

Install ADA ramps at strategic locations with emphasis on schools, hospitals, and businesses with curbs restricting ADA access. Provide annual report to Council.

3. Continue Traffic Signal and Streetlight Maintenance Program.

Continue 2 hour maximum response to reported traffic signal problems and 48-hour maximum response time to reported streetlight outages. Tracking accomplished through current work order system.

Continue to research technological improvements to determine how they may benefit the city's traffic signal and streetlight maintenance program.

## **STREET AND STREETLIGHT MAINTENANCE**

4. Continue Street Signs and Traffic Pavement Markings Maintenance Program with focus on meeting MUTCD regulatory retro-reflectivity standards.

Complete annual repainting of all center-line, bike lane, and fog line striping by June 2014. Ongoing program.

Conduct annual sign survey to identify necessary repairs or replacements in Area 2 (between BNSF tracks and Yosemite Avenue, east of G Street) of our retro-reflectivity program. Annual report to Council detailing program and efforts to date. (City is divided into 6 areas)

Coordinate with Traffic Committee and Engineering Department to ensure completion of all street sign ordinance changes and requests within one week of allowed installation date.

## **2013-2014 BUDGET HIGHLIGHTS**

There are no significant changes in program direction, expenditures or revenues contingent upon fiscal stability.

Street/Light Maintenance

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	1,111,143	880,946	926,431	893,929	893,929
Supplies and Services	1,637,758	1,587,091	1,248,887	1,350,869	1,350,869
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
* Undefined *	10,350	0	272,068	581,850	581,850
<b>TOTAL</b>	<b>2,759,251</b>	<b>2,468,037</b>	<b>2,447,386</b>	<b>2,826,648</b>	<b>2,826,648</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Utility-Cut Costs Recvory	77,370	44,611	75,000	78,000
PERS-EE Share 2.5% @ 55	17,921	23,840	35,388	31,348
PERS-EE Share 2% @ 60	0	0	0	3,323
PERS-EE Share 2% @ 62	0	0	0	3,435
Investment Earnings	219	0	0	0
Rent & Maintenance	0	0	0	18,900
Unclassified	2,338	209,225	100	100
Damage Claims	28,699	0	0	0
Sale of Equipment	513	616	0	0
Interdept DSR-Maint Dist	0	2,433	3,016	2,571
Interdept DSR-Refuse	248,709	210,814	179,648	139,446
Trsf-Local Transport(007)	17,296	10,397	0	0
Trsf-2105 Gas Tax Fu(009)	448,921	391,164	391,438	378,613
Trsf-2106 Gas Tax Fu(010)	236,406	194,435	317,662	255,758
Trsf-2107 Gas Tax Fu(011)	655,215	565,095	561,767	563,722
Trsf-Traffic Cong. (016)	160,944	0	0	0
Trsf-Proposition 1B (064)	178,351	1,944	3,804	0
Trsf-2103 Gas Tax Fu(065)	755,455	905,385	879,563	1,344,709
Trsf-Emp Benefit Fun(669)	0	10,790	0	0
Other Revenues	69,106-	102,712-	0	6,723
<b>TOTAL</b>	<b>2,759,251</b>	<b>2,468,037</b>	<b>2,447,386</b>	<b>2,826,648</b>

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
P.W. Manager - Tax Service	.20	.20	.20
Public Works Spvr. - Streets	.80	.80	.80
Maintenance Worker I/II/III	5.00	5.00	5.00
Traffic Signal/Ltg Tech	2.00	2.00	2.00
<b>TOTAL</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>



BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	564,893	430,563	433,887	420,205	420,205
531.03-00	Extra Help	29,113	0	0	0	0
531.04-01	Regular Overtime	71,660	60,209	66,946	66,963	66,963
531.04-04	Call Back Time Worked	8,516	4,182	6,649	6,649	6,649
531.10-02	Unused Sick Leave	1,187	891	2,375	2,375	2,375
531.10-05	Retirement PERS Classic	97,971	85,330	90,328	74,140	74,140
531.10-06	Social Security-OASDI	41,368	31,469	32,612	32,340	32,340
531.10-07	Social Security-Medicare	10,107	7,360	7,627	7,563	7,563
531.10-08	State Unemployment	0	10,790	0	0	0
531.10-09	Retirement-PERS Lateral	0	0	0	7,964	7,964
531.10-10	Retirement-PERS New Membr	0	0	0	8,641	8,641
531.10-12	Workers Compensation	58,506	52,462	84,166	60,465	60,465
531.10-17	Stand By Pay	29,285	28,292	29,328	29,328	29,328
531.10-20	Earned Benefit	5,550	3,162	4,566	4,566	4,566
531.10-21	Bilingual Pay Program	1,203	1,204	1,200	1,200	1,200
531.10-23	Uniform Cleaning	2,947	2,054	1,642	1,508	1,508
531.10-27	PTS Plan FICA Alternative	388	0	0	0	0
531.10-33	Core Allowance	138,778	106,494	111,238	113,811	113,811
531.10-35	Post Employment Benefits	49,671	56,484	53,867	56,211	56,211
Personnel Services		1,111,143	880,946	926,431	893,929	893,929
532.11-00	Utilities	524,701	544,686	340,768	350,991	350,991
532.12-00	Telephone	3,150	3,367	3,181	3,181	3,181
532.13-00	Postage	128	99	725	725	725
532.17-00	Professional Services	86,537	73,299	113,041	123,841	123,841
532.18-00	Travel and Meetings	1,475	3,053	5,456	5,803	5,803
532.20-00	Training Expense	3,430	2,714	4,150	4,150	4,150
532.21-00	Rents/Leases	479	239	1,889	1,945	1,945
532.23-00	Vehicle Operations/Maint	101,274	124,132	121,637	109,133	109,133
532.24-00	Memberships, Subscription	400	4,367	2,039	1,387	1,387
532.25-00	Maintenance Matls & Svcs	407,358	333,122	185,055	332,438	332,438
532.26-00	Other Equipment O & M	5,744	2,306	3,580	3,687	3,687
532.27-00	Small Tools	2,697	2,704	2,750	2,832	2,832
532.28-00	Safety Supplies	4,576	2,511	3,611	3,719	3,719
532.30-01	Dept Share of Insurance	29,519	51,522	37,219	26,965	26,965
532.38-00	Support Services	68,280	52,356	46,202	37,976	37,976
532.45-00	Facilities Maint Charge	2,542	2,789	2,865	3,577	3,577
Supplies and Services		1,242,290	1,203,266	874,168	1,012,350	1,012,350
534.91-01	Adm Exp-City Manager	28,147	22,523	16,477	20,806	20,806
534.91-02	Adm Exp-City Attorney	2,531	52	1,773	6,557	6,557
534.91-09	Adm Exp-Finance	87,348	84,507	64,893	50,247	50,247
534.91-10	Adm Exp-Purchasing	12,403	9,742	8,173	6,917	6,917
534.91-11	Adm Exp-Public Works	32,323	43,438	42,268	35,617	35,617
534.91-16	Adm Exp-City Council	13,999	10,952	6,421	4,785	4,785
Administrative		176,751	171,214	140,005	124,929	124,929
535.92-17	Interdept DSC-Develop Svc	172,860	164,667	169,305	157,634	157,634
535.92-29	Interdept DSC-Pub Works	45,349	47,530	65,067	55,726	55,726
535.92-72	Interdept DSC-Supprt Sr	508	414	342	230	230
Interdepartmental		218,717	212,611	234,714	213,590	213,590
948.93-50	Trsf-Streets/Signals(450)	0	0	0	300,000	300,000
Other		0	0	0	300,000	300,000

BUDGET DETAIL EXPENSES

022-1104 Street/Light Maintenance					
ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
968.93-71 Trsf-Facilities Main(671)	0	0	272,068	281,850	281,850
Other	0	0	272,068	281,850	281,850
998.93-10 Trsf-PFEDA Area2 CIP(910)	10,350	0	0	0	0
Other	10,350	0	0	0	0
** Street/Light Maintenance	2,759,251	2,468,037	2,447,386	2,826,648	2,826,648

## **STREET AND STREETLIGHT MAINTENANCE**

- 11-00 Includes electrical services for streetlights/traffic signals, and share of Corporation Yard utilities
  
- 17-00 DMV drivers' license upgrades and renewals. Cal Trans traffic signal controller maintenance, State Controllers Report, hazardous material disposal, contract landscape maintenance for street center-medians, and "G" Street undercrossing
  
- 21-00 Rental of compact asphalt roller and air gas torches, security alarm service at traffic/signal light warehouse, and shared copier machine maintenance
  
- 24-00 Underground Service Alert (USA), International Municipal Signal Association (IMSA), and Traffic Signal Association
  
- 26-00 Replacement of concrete grinder blades, and miscellaneous tools

**MEASURE "C" FUND-PUBLIC WORKS**

**FUND NO. 061**

**ACCOUNT NO. 1126**

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***PROGRAM***

Measure C Fund accounts for one-half cent new transactions and use taxes effective April 1, 2006. The Measure was approved by area voters. Account Number 1126 is used for the public works related expenditures from the revenues.

Measure "C" - Public Works

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	0	0	0	0	0
Supplies and Services	8,945	4,273	3,857	3,172	3,172
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	83,672	0	0	475,000	475,000
TOTAL	92,617	4,273	3,857	478,172	478,172

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Other Revenues	92,617	4,273	3,857	478,172
TOTAL	92,617	4,273	3,857	478,172

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BUDGET DETAIL EXPENSES

061-1126 Measure "C"- Public Works						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
532.38-00	Support Services	0	59	58	0	0
	Supplies and Services	0	59	58	0	0
534.91-01	Adm Exp-City Manager	1,763	743	640	739	739
534.91-02	Adm Exp-City Attorney	159	2	69	233	233
534.91-09	Adm Exp-Finance	5,369	2,787	2,522	1,784	1,784
534.91-10	Adm Exp-Purchasing	777	321	318	246	246
534.91-16	Adm Exp-City Council	877	361	250	170	170
	Administrative	8,945	4,214	3,799	3,172	3,172
637.65-00	Capital Imp. Projects	83,672	0	0	475,000	475,000
	Capital Outlay	83,672	0	0	475,000	475,000
**	Measure "C"- Public Works	92,617	4,273	3,857	478,172	478,172

**STREETS AND SIGNALS  
CAPITAL IMPROVEMENT PROJECT FUND  
FUND NO. 450  
ACCOUNT NO. 1104**

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***PROGRAM***

Funds received from State and Federal services are held in separate fund accounts until projects are awarded, necessitating their expenditure. Project funds are then transferred to the Streets and Signals CIP Fund for project tracking and expenditure.

The revenues are accounted for in separate fund accounts to meet the subventing agencies' auditing and accounting requirements.





BUDGET DETAIL EXPENSES

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
450-1104	Street/Light CIP					
637.65-00	Capital Imp. Projects	10,201,714	11,281,725	9,849,225	6,677,874	6,677,874
	Capital Outlay	10,201,714	11,281,725	9,849,225	6,677,874	6,677,874
908.93-25	Trsf-STP Fund (025)	0	266,041	15,727	9,257	9,257
908.93-44	Traf-Facilities Road(044)	0	0	0	53,327	53,327
908.93-45	Trsf-Facilities-Traf(045)	0	29,809	0	0	0
	Other	0	295,850	15,727	62,584	62,584
**	Street/Light CIP	10,201,714	11,577,575	9,864,952	6,740,458	6,740,458

**PARKS  
MAINTENANCE  
AND  
STREET TREES**

**PARKS MAINTENANCE**  
**FUND NO. 001 & 158**  
**ACCOUNT NO. 1120 & 1137**

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***DESCRIPTION***

The Parks division is responsible for the landscape maintenance of approximately 342 acres of municipal parks, landscaped areas, traffic medians, athletic fields, and open land areas, while maintaining approximately 19 miles of associated bikeways.

***MISSION***

Parks mission is to enrich the quality of life for the Merced communities. This will be achieved by providing exceptional parks and diverse recreational experiences for all patrons, building community image and sense of place, while preserving and protecting our City's natural resources.

***GOALS***

- ◇ Continue providing support to the Parks and Community Services Department and to the public for recreational needs. Maintain the health and condition of all public landscape areas throughout the City.
- ◇ Maintain a comprehensive herbicide and pesticide application program to sustain the health and condition of landscape areas, parks, and urban forest, while enhancing the usefulness of public facilities and open space.
- ◇ Promote health and encourage exercise among residents and visitors by maintaining and upgrading the bicycle and footpath system throughout the City.
- ◇ Assist Street Division in the management of the annual leaf collection program.
- ◇ Ensure maintenance districts and community facilities are maintained by private landscape contractor(s) as specified by the contract.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

1. Upgrade or replace parks playground equipment identified in the playground audit, in accordance with Assembly Bill 1055.

Continue weekly playground inspections to ensure all playground sites are in compliance.

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|---|---|
| 2. In collaboration with Merced Garden Club, continue Rose-Garden upgrades.   | Replace 10% - 15% of the 200 roses in Rose Garden annually.   |
| 3. Vegetation and fire reduction management within the city utility right-of-ways.  | Apply herbicide applications quarterly or in response to a customer service request.  |
| 4. Ensure maintenance district landscape areas are maintained by private landscape contractor(s) as specified by contract language. | Inspect maintenance district and CFD landscaping monthly. Document findings in monthly reports to contractor and Department Head, as well as ensuring deficiencies are corrected when identified. |

**2013/2014 Budget Highlights**

There are no anticipated significant changes in program direction, expenditures or revenues contingent upon fiscal stability.

Parks Maintenance

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	1,169,031	747,884	663,204	685,152	685,152
Supplies and Services	775,982	976,622	942,294	860,390	860,390
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
<b>TOTAL</b>	<b>1,945,013</b>	<b>1,724,506</b>	<b>1,605,498</b>	<b>1,545,542</b>	<b>1,545,542</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
PERS-EE Share 2.5% @ 55	18,726	16,930	23,746	28,664
Unclassified	500	1,746	500	520
Sale of Equipment	128	0	0	0
Interdept DSR-Maint Dist	11,162	7,001	6,186	5,046
Interdept DSR-Rec & Park	24,000	0	0	0
Interdept DSR-Wastewater	3,238	0	0	0
Interdept DSR-Water Sys	3,238	0	0	0
Interdept DSR-Refuse	13,348	34,775	26,016	22,685
Other Revenues	1,870,673	1,664,054	1,549,050	1,488,627
<b>TOTAL</b>	<b>1,945,013</b>	<b>1,724,506</b>	<b>1,605,498</b>	<b>1,545,542</b>

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
P.W. Manager - Tax Services	.15	.15	.15
Public Works Sup-Parks/Trees	.40	.40	.40
Park Worker I/II/III	5.50	6.00	6.00
<b>TOTAL</b>	<b>6.05</b>	<b>6.55</b>	<b>6.55</b>

## BUDGET DETAIL EXPENSES

001-1120	Parks Maintenance					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	629,047	319,537	288,893	311,267	311,267
531.04-01	Regular Overtime	9,223	9,512	15,854	15,869	15,869
531.04-04	Call Back Time Worked	1,690	1,584	2,099	1,680	1,680
531.10-05	Retirement PERS Classic	103,213	62,302	60,078	67,971	67,971
531.10-06	Social Security-OASDI	37,100	19,539	18,816	20,247	20,247
531.10-07	Social Security-Medicare	8,677	4,569	4,400	4,735	4,735
531.10-08	State Unemployment	20,700	25,162	16,329	0	0
531.10-12	Workers Compensation	88,907	109,813	61,386	63,756	63,756
531.10-17	Stand By Pay	3,359	3,635	3,400	2,415	2,415
531.10-20	Earned Benefit	6,705	1,889	5,172	5,172	5,172
531.10-21	Bilingual Pay Program	301	300	240	240	240
531.10-23	Uniform Cleaning	2,606	1,600	1,609	1,500	1,500
531.10-33	Core Allowance	182,193	103,173	100,238	101,149	101,149
531.10-35	Post Employment Benefits	75,310	85,269	84,690	89,151	89,151
	Personnel Services	1,169,031	747,884	663,204	685,152	685,152
532.11-00	Utilities	310,157	349,086	295,935	304,813	304,813
532.12-00	Telephone	854	938	878	904	904
532.17-00	Professional Services	6,046	192,325	185,452	191,016	191,016
532.18-00	Travel and Meetings	1,410	12	584	584	584
532.19-00	Mileage	0	0	50	51	51
532.20-00	Training Expense	485	102	500	500	500
532.21-00	Rents/Leases	1,741	1,393	2,251	2,251	2,251
532.23-00	Vehicle Operations/Maint	87,895	96,895	103,350	60,004	60,004
532.24-00	Memberships, Subscription	485	965	1,990	1,300	1,300
532.25-00	Maintenance Matls & Svcs	35,091	37,468	41,025	42,255	42,255
532.26-00	Other Equipment O & M	695	0	1,950	1,957	1,957
532.27-00	Small Tools	1,079	2,157	3,020	3,020	3,020
532.28-00	Safety Supplies	3,627	2,398	1,800	1,800	1,800
532.29-00	Other Materials Supplies	21,602	18,173	21,700	21,700	21,700
532.30-01	Dept Share of Insurance	35,239	22,590	15,462	11,255	11,255
532.38-00	Support Services	58,472	38,704	36,989	28,201	28,201
532.45-00	Facilities Maint Charge	138,673	138,655	146,214	130,118	130,118
	Supplies and Services	703,551	901,861	859,150	801,729	801,729
534.91-11	Adm Exp-Public Works	29,790	32,779	34,098	26,970	26,970
	Administrative	29,790	32,779	34,098	26,970	26,970
535.92-01	Interdept DSC-General Fnd	1,434	1,434	1,084	1,121	1,121
535.92-17	Interdept DSC-Develop Svc	15,268	13,754	12,335	2,358	2,358
535.92-29	Interdept DSC-Pub Works	25,040	26,166	35,070	28,135	28,135
535.92-53	Interdept DSC-Wastewater	681	402	405	0	0
535.92-72	Interdept DSC-Supprt Sr	218	226	152	77	77
	Interdepartmental	42,641	41,982	49,046	31,691	31,691
**	Parks Maintenance	1,945,013	1,724,506	1,605,498	1,545,542	1,545,542

**COMMUNITY FACILITIES DISTRICT**  
**FUND NOS. 150, 155, 156, 157, 158 & 164-194**  
**ACCOUNT NOS. 1164, 0911, 1024, 1137, & 1166**

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***PROGRAM***

In January 2004, the City Council adopted Resolution No. 2004-3, establishing Community Facilities District (CFD) 2003-2 (Services) and authorized levy of a Special Tax.

Fund 150 is used to account for the cost of annexing developments into the CFD, and Fund 155 is used to account for the costs to administer the districts. Funding comes from developers upon request to annex.

Funds 156, 157, 158 and 164-194 are used to account for certain authorized public services, including fire and police protection, parks maintenance, and landscape, storm drain, and flood control, that are likely to benefit the property. Funding comes from the annual special tax apportioned among the lots or parcels within the district.

Staffing details directly associated with Funds 156, 157 and 158 are displayed with Fire, Police and Parks Maintenance--the primary funding sources for those departments--elsewhere in the budget document.





PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
PWM - Tax Services	.05	.05	.05
PWS - Parks/Trees	.10	.10	.10
<b>TOTAL</b>	<b>1.15</b>	<b>.65</b>	<b>.65</b>

## BUDGET DETAIL EXPENSES

158-1137	CFD-PW-Parks Maintenance					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	20,910	22,452	55,121	32,747	32,747
531.04-01	Regular Overtime	894	830	0	357	357
531.04-04	Call Back Time Worked	0	0	0	420	420
531.10-05	Retirement PERS Classic	3,620	4,503	11,463	7,155	7,155
531.10-06	Social Security-OASDI	1,322	1,383	3,265	2,063	2,063
531.10-07	Social Security-Medicare	309	324	763	483	483
531.10-12	Workers Compensation	772	989	943	1,646	1,646
531.10-17	Stand By Pay	0	0	0	603	603
531.10-20	Earned Benefit	0	0	431	431	431
531.10-21	Bilingual Pay Program	0	1	60	60	60
531.10-23	Uniform Cleaning	86	148	230	215	215
531.10-33	Core Allowance	2,811	5,390	14,004	8,872	8,872
	Personnel Services	30,724	36,020	86,280	55,052	55,052
532.11-00	Utilities	37,472	31,455	52,050	50,845	50,845
532.17-00	Professional Services	0	0	18,595	21,919	21,919
532.23-00	Vehicle Operations/Maint	3,897	3,847	4,084	2,563	2,563
532.30-01	Dept Share of Insurance	1,451	1,147	748	720	720
532.32-00	Vehicle Replacement Fee	1,785	1,785	1,785	1,785	1,785
532.34-00	Contingency Reserve	0	0	1,554	10,119	10,119
532.38-00	Support Services	2,092	2,134	1,919	2,749	2,749
	Supplies and Services	46,697	40,368	80,735	90,700	90,700
535.92-01	Interdept DSC-General Fnd	2,506	2,710	2,961	2,920	2,920
	Interdepartmental	2,506	2,710	2,961	2,920	2,920
968.93-71	Trsf-Facilities Main(671)	0	0	3,530	3,657	3,657
	Other	0	0	3,530	3,657	3,657
**	CFD-PW-Parks Maintenance	79,927	79,098	173,506	152,329	152,329

## **PARKS MAINTENANCE**

- 11-00 Includes electrical, sewer, water, and refuse services at all parks facilities, with the exception of identified parks located within Community Facilities Districts, and share of Corporation Yard utilities
- 17-00 Reimbursement of services performed by CDF Mt. Bullion crew and Merced Irrigation District maintenance standby fees
- 21-00 Rental of specialized tools and equipment for construction and repair, and copier machine maintenance agreement
- 24-00 Membership in California Parks and Recreation Society, structural pest control training, and reference materials
- 25-00 Graffiti abatement materials, turf maintenance program, plant materials, landfill fees, sprinkler system parts, weed control, systemic injections, and insect/rodent control
- 26-00 Maintenance of mowers, edgers, blowers, and calibration of equipment
- 28-00 Includes specialized clothing and equipment for pesticide application, first aid kits, rubber boots, rain gear, safety glasses, and ear protection
- 29-00 Irrigation maintenance-Rose Garden at Applegate park, playground equipment replacement parts, and fiber for playground surface areas

**STREET AND SUBDIVISION TREES**  
**FUND NO. 021**  
**ACCOUNT NO. 1122**

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**DESCRIPTION**

The Street Tree Division provides a full range of tree care services throughout the City, including scheduled tree pruning, dead wood, mistletoe, and stump removal, reforestation, hazard elimination, special tree treatments, and corrective measures, as identified by our tree program objectives or by customer requests.

**MISSION**

To maintain the health and vitality of the urban forest through a comprehensive inspection, maintenance, and reforestation program that is designed to ensure public safety, and provide excellent customer service, while beautifying the City of Merced.

**GOALS**

- ◇ Continue scheduled area pruning, mistletoe removal, and tree plant/removal programs to properly maintain the City's urban forest.
- ◇ Respond to emergency tree/limb incidents in a timely manner while maintaining the health and condition of our urban forest.
- ◇ Coordinate with developers, PG&E and MID for proper species and placement of street trees throughout the city.
- ◇ Promote participation in Arbor Day event involving more schools and public agencies through education and promotion of a healthy urban forest and maintain the Tree City USA designation.
- ◇ Assist Street division in the management of the annual leaf collection program.

**OBJECTIVES**

1. Maintain the health and condition of the urban forest while responding to emergency tree/limb incidents in a timely manner.

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

Monitor tree trimming, stump removal, mistletoe abatement, reforestation, and emergency tree/limb removal throughout the City, and provide monthly maintenance reports to the department.

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|--|---|
|  | Inspect all trees for health and condition during pruning when they are pruned, and immediately correct all tree hazards when found. When notified of hazards by citizens, make correction within one business day. Ongoing.                              |
| 2. Continue Mistletoe Abatement Program in conjunction with the Area Prune Program.        | Continue aggressive preventive maintenance work on eradicating mistletoe on all city trees, as well as customer service/emergency requests throughout the City. To be completed annually.<br><br>Manager to provide monthly progress report.              |
| 3. Continue the 8 year Area Prune Program cycle.   | Continue area-pruning program. Areas will be evaluated and modified as appropriate during the fiscal year. Provide semi-annual report detailing area and progress.<br><br>Ensure the annual park pruning cycle is completed by completion of fiscal year. |
| 4. Promote the benefits of a healthy urban forest, and maintain Tree City USA designation. | Continue participation in Arbor Day event by involving more schools and public agencies.  |

**2013-2014 BUDGET HIGHLIGHTS**

There are no anticipated significant changes in program direction, expenditures or revenues contingent upon fiscal stability.

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	669,627	468,711	623,860	520,591	520,591
Supplies and Services	207,065	231,330	286,774	232,865	232,865
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	0	0
<b>TOTAL</b>	<b>876,692</b>	<b>700,041</b>	<b>910,634</b>	<b>753,456</b>	<b>753,456</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
PERS-EE Share 2.5% @ 55	11,217	15,007	19,899	24,898
Investment Earnings	17	0	0	0
Interdept DSR-Maint Dist	9,813	18,651	6,186	5,331
Interdept DSR-Refuse	13,997	11,996	14,358	20,101
Trsf-General Fund (001)	141,971	0	0	0
Trsf-CFD PW-Streets (159)	34,948	29,792	31,369	31,479
Trsf-Refuse Fund (558)	656,305	634,162	838,822	662,337
Other Revenues	8,424	9,567	0	9,310
<b>TOTAL</b>	<b>876,692</b>	<b>700,041</b>	<b>910,634</b>	<b>753,456</b>

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PERSONNEL	Number of Positions		
	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
P.W. Manager - Tax Service	.20	.20	.20
Public Works Sup-Parks/Trees	.50	.50	.50
Tree Trimmer	4.00	4.00	4.00
<b>TOTAL</b>	<b>4.70</b>	<b>4.70</b>	<b>4.70</b>

## BUDGET DETAIL EXPENSES

021-1122	Street & Sub Div. Trees					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	360,700	270,090	269,140	269,140	269,140
531.04-01	Regular Overtime	12,958	21,466	19,005	20,722	20,722
531.04-04	Call Back Time Worked	1,862	1,584	2,419	2,000	2,000
531.10-05	Retirement PERS Classic	62,612	54,283	56,055	58,874	58,874
531.10-06	Social Security-OASDI	23,143	17,923	17,745	18,020	18,020
531.10-07	Social Security-Medicare	5,413	4,192	4,150	4,214	4,214
531.10-12	Workers Compensation	83,893	9,298	157,997	44,416	44,416
531.10-17	Stand By Pay	3,358	3,633	5,454	4,467	4,467
531.10-20	Earned Benefit	5,542	1,865	2,770	2,770	2,770
531.10-21	Bilingual Pay Program	301	301	300	300	300
531.10-23	Uniform Cleaning	1,329	1,068	788	762	762
531.10-33	Core Allowance	103,640	77,468	82,195	88,786	88,786
531.10-35	Post Employment Benefits	4,876	5,540	5,842	6,120	6,120
Personnel Services		669,627	468,711	623,860	520,591	520,591
532.11-00	Utilities	5,393	4,199	5,844	5,844	5,844
532.12-00	Telephone	1,073	734	1,272	708	708
532.17-00	Professional Services	150	0	890	890	890
532.18-00	Travel and Meetings	0	0	0	1,314	1,314
532.19-00	Mileage	0	0	100	100	100
532.20-00	Training Expense	0	0	0	800	800
532.21-00	Rents/Leases	845	920	1,310	1,310	1,310
532.23-00	Vehicle Operations/Maint	61,369	99,858	106,510	70,245	70,245
532.24-00	Memberships, Subscription	274	1,539	666	658	658
532.25-00	Maintenance Matls & Svcs	15,765	16,952	42,405	31,371	31,371
532.26-00	Other Equipment O & M	601	448	1,150	1,150	1,150
532.27-00	Small Tools	3,029	1,252	4,775	4,775	4,775
532.28-00	Safety Supplies	1,625	1,480	3,660	3,660	3,660
532.30-01	Dept Share of Insurance	16,277	14,599	9,903	7,178	7,178
532.38-00	Support Services	26,136	20,345	21,893	16,621	16,621
532.45-00	Facilities Maint Charge	252	271	1,626	2,758	2,758
Supplies and Services		132,789	162,597	202,004	149,382	149,382
534.91-01	Adm Exp-City Manager	7,294	4,457	3,934	5,474	5,474
534.91-02	Adm Exp-City Attorney	656	10	423	1,725	1,725
534.91-09	Adm Exp-Finance	22,363	16,723	15,494	13,220	13,220
534.91-10	Adm Exp-Purchasing	3,214	1,928	1,952	1,820	1,820
534.91-11	Adm Exp-Public Works	13,474	18,756	21,370	16,598	16,598
534.91-16	Adm Exp-City Council	3,628	2,167	1,533	1,259	1,259
Administrative		50,629	44,041	44,706	40,096	40,096
535.92-29	Interdept DSC-Pub Works	23,429	24,504	39,874	43,195	43,195
535.92-72	Interdept DSC-Supprt Sr	218	188	190	192	192
Interdepartmental		23,647	24,692	40,064	43,387	43,387
**	Street & Sub Div. Trees	876,692	700,041	910,634	753,456	753,456

## **STREET AND SUBDIVISION TREES**

- 11-00 Share of cost for green waste roll off container
- 17-00 Department of Motor Vehicle drivers' license renewals/upgrades, and MID standby fees
- 24-00 International Society of Arboriculture, National Arbor Day Society, and Western Chapter Membership
- 25-00 Miscellaneous trees, stakes, ties, cables, and landfill disposal fees
- 27-00 Replacement of saws, pruners, rope, rakes, shovels, and blower



# **WATER**

**RESTRICTED WATER SYSTEM**

**FUND NO. 556**

**ACCOUNT NO. 1118**

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***PROGRAM***

The Restricted Water System Fund is used to finance all growth-related system improvements funded through water facility charges.

**RESTRICTED WATER MAINS**

Restricted Water System

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	0	0	0	0	0
Supplies and Services	0	0	0	0	0
Debt Service	2,839	1,930	25,001	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	1,460,697	927,005	25,427,174	25,755,626	25,755,626
<b>TOTAL</b>	<b>1,463,536</b>	<b>928,935</b>	<b>25,452,175</b>	<b>25,755,626</b>	<b>25,755,626</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Other Revenues	1,463,536	928,935	25,452,175	25,755,626
<b>TOTAL</b>	<b>1,463,536</b>	<b>928,935</b>	<b>25,452,175</b>	<b>25,755,626</b>

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BUDGET DETAIL EXPENSES

556-1118 Restricted Water System					
ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
633.64-00 Depreciation Expense	382.651	391.810	0	0	0
Property	382.651	391.810	0	0	0
637.65-00 Capital Imp. Projects	1,078.046	535.195	25,427,174	25,755,626	25,755,626
Capital Outlay	1,078.046	535.195	25,427,174	25,755,626	25,755,626
706.71-01 Principal-Bond Payment	0	0	24,016	0	0
706.72-01 Interest Bond Payment	2,839	1,930	985	0	0
Debt Services	2,839	1,930	25,001	0	0
** Restricted Water System	1,463,536	928,935	25,452,175	25,755,626	25,755,626

***PROGRAM***

The Restricted Water Mains Fund is used for collection of over sizing components of Water Facility Charges. Refunds are made to the original contributor at such time additional development occurs.



BUDGET DETAIL EXPENSES

566-1118	Restricted Water Mains					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
535.92-01	Interdept DSC-General Fnd	0	2,470	0	0	0
535.92-67	Interdept DSC-Liability	0	500	0	0	0
	Interdepartmental	0	2,970	0	0	0
633.64-00	Depreciation Expense	103,756	103,756	0	0	0
	Property	103,756	103,756	0	0	0
637.65-00	Capital Imp. Projects	347,782	121,957	4,667,175	4,765,260	4,765,260
	Capital Outlay	347,782	121,957	4,667,175	4,765,260	4,765,260
**	Restricted Water Mains	451,538	228,683	4,667,175	4,765,260	4,765,260

***DESCRIPTION***

The Water System Division is responsible for the maintenance and operation of The City's water supply. The system consists of 17 active well sites, 23 deep-well pumps, and approximately 500 miles of distribution pipeline. The last well to be built, Well 19, was completed in March, 2012. The division also maintains all fire hydrants, water meters, valves, fluoridation and chlorination injection systems, pump motors, electrical systems, SCADA and two-300,000, one-400,000, and one-500,000 gallon above ground water storage tanks, while supplying approximately eight billion gallons of water to our customers annually.

***MISSION***

Provide the City of Merced with a continuous supply of clean and safe drinking water, while promoting water and energy conservation.

***GOALS***

- ◇ Inspect, maintain and repair wells, pumps, tanks, distribution lines, control systems and security features to ensure compliance with the City's comprehensive water system maintenance program.
- ◇ Monitor the drinking water system through a comprehensive sampling, testing and reporting program to meet Federal, State, and Local regulatory requirements for contaminant levels and disinfection byproduct requirements.
- ◇ Inspect water meters; repair, replace, or calibrate as needed. Install water meter boxes and idler arms for eventual conversion of flat rate services to metered services.
- ◇ Replace obsolete low-flow, dry-barrel fire hydrants with high-flow, wet-barrel hydrants. Continue maintenance program for fire hydrants.
- ◇ Inspect and install water services backflow devices to protect residents, the water supply, and the water system.
- ◇ Explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division, while providing the highest level of customer service and water system security.
- ◇ Promote and enforce water and energy conservation measures through conservation projects, public education, notifications, and water metering advantages. Reevaluate electrical services provided at our well sites for cost savings.



- ◇ Collaborate with other water supply agencies to manage regional water resources and advance climate action planning for sustainability through the Merced Area Groundwater Pool Interests (MAGPI) and Integrated Regional Water Management Plan (IRWMP).
- ◇ Continue annually testing of the cathodic protection for the above ground tanks to ensure prevention of corrosion. Cleaning tanks on an annual basis to ensure water quality.
- ◇ Annually testing of all production water meters.

**Objectives**

**Performance Measurement Indicators**

- |   |   |
|---|---|
| 1. Backflow testing                                 | Require installation of backflows according to level of risk by 2017 and test backflows annually throughout the City.   |
| 2. Source water protection                          | Install cameras at well sites that have fiber optic availability by 2015. Continuously monitor alarms on tanks and well sites through SCADA.  |
| 3. Service Replacements and meter box installations | Continue this ongoing program to replace and upgrade all water services, and install meter boxes with idler arms by 2017 in preparation for installation of meters by 2025.   |
| 4. Meter reading system                             | Convert Orion meter reading system to the fixed base network by 2018. This will generate instant meter reads for finance and customers eliminating the need to drive throughout the city for meter reading monthly. |
| 5. Safety and Training                              | Continue in house safety and training program to ensure personnel have the  |

proper safety training thru weekly  
tailgate meetings and monthly all-hand  
meetings.



BUDGET DETAIL EXPENSES

557-1106 Water System						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
516.62-00	Stores Inventory Adjust	3,592-	1,014	0	0	0
	Other	3,592-	1,014	0	0	0
531.01-00	Regular Salaries	1,523,326	1,608,172	1,645,749	1,638,513	1,638,513
531.03-00	Extra Help	0	0	0	9,910	9,910
531.04-01	Regular Overtime	29,334	46,422	40,000	40,000	40,000
531.04-04	Call Back Time Worked	4,633	5,183	5,090	5,090	5,090
531.10-02	Unused Sick Leave	2,097	2,534	3,298	3,298	3,298
531.10-05	Retirement PERS Classic	263,430	323,355	342,684	350,803	350,803
531.10-06	Social Security-OASDI	97,145	102,682	104,132	104,793	104,793
531.10-07	Social Security-Medicare	22,719	24,014	24,354	24,651	24,651
531.10-08	State Unemployment	0	0	11,848	0	0
531.10-10	Retirement-PERS New Membr	0	0	0	7,021	7,021
531.10-12	Workers Compensation	49,332	53,748	56,794	99,000	99,000
531.10-17	Stand By Pay	40,379	46,103	54,468	54,468	54,468
531.10-20	Earned Benefit	12,637	15,501	13,490	13,490	13,490
531.10-23	Uniform Cleaning	4,740	5,156	5,340	5,340	5,340
531.10-26	Call Back - Non Worked	0	0	75	75	75
531.10-27	PTS Plan FICA Alternative	0	0	0	129	129
531.10-32	Cash Back-Biweekly Allow	8	0	0	0	0
531.10-33	Core Allowance	352,537	393,954	420,678	472,228	472,228
531.10-35	Post Employment Benefits	33,123	37,656	36,339	25,611	25,611
	Personnel Services	2,435,440	2,664,480	2,764,339	2,854,420	2,854,420
532.11-00	Utilities	1,277,875	1,308,163	1,483,838	1,485,131	1,485,131
532.12-00	Telephone	9,080	10,487	8,882	8,882	8,882
532.13-00	Postage	35,103	29,330	49,747	50,036	50,036
532.14-00	Advertising	6,416	40,815	15,000	15,000	15,000
532.16-00	Printing	21,499	21,880	29,895	30,510	30,510
532.17-00	Professional Services	400,946	338,357	615,650	661,509	661,509
532.18-00	Travel and Meetings	2,365	2,111	7,900	7,900	7,900
532.19-00	Mileage	7	1,352	1,000	1,000	1,000
532.20-00	Training Expense	14,095	15,434	10,400	10,400	10,400
532.21-00	Rents/Leases	3,298	3,525	3,588	3,588	3,588
532.23-00	Vehicle Operations/Maint	197,466	224,771	237,994	278,602	278,602
532.24-00	Memberships, Subscription	7,917	22,767	11,573	14,553	14,553
532.25-00	Maintenance Matls & Svcs	658,250	510,859	698,693	698,693	698,693
532.26-00	Other Equipment O & M	3,918	4,354	11,870	11,870	11,870
532.27-00	Small Tools	3,899	2,761	4,214	4,214	4,214
532.28-00	Safety Supplies	8,758	11,121	10,771	10,771	10,771
532.29-00	Other Materials Supplies	35,284	77,102	148,000	296,000	296,000
532.30-01	Dept Share of Insurance	79,118	124,139	88,919	65,957	65,957
532.32-00	Vehicle Replacement Fee	215,180	212,487	224,168	221,080	221,080
532.38-00	Support Services	22,401	24,067	201,750	169,949	169,949
532.45-00	Facilities Maint Charge	20,340	16,731	15,949	34,643	34,643
532.46-00	Computer Replacement Chrg	18,517	19,042	22,262	27,219	27,219
	Supplies and Services	3,041,732	3,021,655	3,902,063	4,107,507	4,107,507
533.43-00	Machinery/Equipment	71,423	187,411	245,250	395,250	395,250
	Property	71,423	187,411	245,250	395,250	395,250
534.91-01	Adm Exp-City Manager	84,002	61,987	54,270	92,419	92,419
534.91-02	Adm Exp-City Attorney	7,554	142	5,840	29,053	29,053

BUDGET DETAIL EXPENSES

557-1106 Water System						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
534.91-09	Adm Exp-Finance	267,445	232,582	213,740	222,621	222,621
534.91-10	Adm Exp-Purchasing	37,017	26,812	26,920	30,646	30,646
534.91-11	Adm Exp-Public Works	77,865	146,184	162,529	138,863	138,863
534.91-16	Adm Exp-City Council	41,779	30,142	21,150	21,199	21,199
Administrative		515,662	497,849	484,449	534,801	534,801
535.92-01	Interdept DSC-General Fnd	322,586	455,057	608,133	620,496	620,496
535.92-17	Interdept DSC-Develop Svc	354,749	399,838	457,781	477,743	477,743
535.92-29	Interdept DSC-Pub Works	200,337	209,408	161,184	180,913	180,913
535.92-67	Interdept DSC-Liability	42,500	61,723	114,477	75,093	75,093
535.92-72	Interdept DSC-Supprt Sr	834	941	950	69,549	69,549
Interdepartmental		921,006	1,126,967	1,342,525	1,423,794	1,423,794
633.64-00	Depreciation Expense	1,278,512	1,261,719	0	0	0
Property		1,278,512	1,261,719	0	0	0
637.65-00	Capital Imp. Projects	89,217	1,600,497	1,125,139	6,776,551	6,776,551
Capital Outlay		89,217	1,600,497	1,125,139	6,776,551	6,776,551
706.71-01	Principal-Bond Payment	0	0	370,000	355,000	355,000
706.72-01	Interest Bond Payment	359,912	575,419	329,813	175,463	175,463
706.73-01	Agent Fees-Bond Payment	3,030	2,965	4,000	4,000	4,000
Debt Services		362,942	578,384	703,813	534,463	534,463
908.93-17	Trsf-Development Svc(017)	17,983	0	0	0	0
Other		17,983	0	0	0	0
918.93-20	Trsf-Downtown Maint (120)	37	37	37	37	37
918.93-43	Trsf-Davenport Ranch(143)	0	0	1,463	1,506	1,506
Other		37	37	1,500	1,543	1,543
948.93-50	Trsf-Streets/Signals(450)	0	215,319	0	0	0
948.93-63	Trsf-PCE CleanUp Cip(463)	250,000	250,000	250,000	250,000	250,000
Other		250,000	465,319	250,000	250,000	250,000
958.93-66	Trsf-Restricted Wate(566)	94,066	0	0	0	0
Other		94,066	0	0	0	0
968.93-69	Trsf-Employee Benefi(669)	263,359	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	16,111	0	0	0	0
Other		279,470	0	0	0	0
998.93-10	Trsf-PFEDA Area2 CIP(910)	10,710	0	0	0	0
Other		10,710	0	0	0	0
**	Water System	9,364,608	11,405,332	10,819,078	16,878,329	16,878,329

## **WATER SYSTEM**

- 11-00 Electrical service at water well sites and share of Corporation Yard utilities
- 12-00 Includes cellular telephones and computer circuit lines
- 14-00 Water Conservation advertising, and publishing mandated Water Quality Notification.
- 16-00 Public notification of water quality violations, share of utility billings, water conservation citations, and translation services
- 17-00 Share of annual financial audit, self-contained breathing apparatus physicals, DMV physicals; state fees, telemetry service agreement, contract testing, and State Department of Health Services ELAP certification
- 21-00 Copier machine maintenance agreement
- 24-00 Underground Service Alert membership (USA), Mid-Valley Water Association, certifications/accreditations, and Northern California Backflow Association
- 25-00 Maintenance supplies such as PVC pipe, paint, fuses, grease, fire hydrant supplies, couplings, stops (meter, corporation and curb), displacement meters, meter boxes, chlorination supplies, excavation and backfill materials, and parts for automated meter equipment.
- 26-00 Replacement of tools, gas powered saws, and motor bearings
- 29-00 Miscellaneous laboratory supplies for various water tests in accordance with State Department of Health Services

**PCE CLEAN UP WATER CIPs**  
**FUND NO. 463**  
**ACCOUNT NO. 1154**

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***PROGRAM***

Accounts for capital projects related to PCE remediation.





BUDGET DETAIL EXPENSES

463-1154 PCE CIP					
ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
535.92-17 Interdept DSC-Develop Svc	30,402	0	0	0	0
Interdepartmental	30,402	0	0	0	0
637.65-00 Capital Imp. Projects	175,542	176,433	635,157	664,307	664,307
Capital Outlay	175,542	176,433	635,157	664,307	664,307
** PCE CIP	205,944	176,433	635,157	664,307	664,307

**MTBE Settlement**  
**FUND NO. 464**  
**ACCOUNT NO. 1153**

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***PROGRAM***

Accounts fo  
r costs and capital projects related to MTBE remediation.

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	0	0	0	0	0
Supplies and Services	0	0	0	34,419	34,419
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	0	0	0	1,502,326	1,502,326
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,536,745</b>	<b>1,536,745</b>
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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Other Revenues	0	0	0	1,536,745
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,536,745</b>
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464-1153 MTBE - CIP

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
535.92-01	Interdept DSC-General Fnd	0	0	0	19,419	19,419
535.92-67	Interdept DSC-Liability	0	0	0	15,000	15,000
	Interdepartmental	0	0	0	34,419	34,419
637.65-00	Capital Imp. Projects	0	0	0	1,502,326	1,502,326
	Capital Outlay	0	0	0	1,502,326	1,502,326
**	MTBE - CIP	0	0	0	1,536,745	1,536,745

# **SEWER AND WASTEWATER**

**WASTEWATER/SEWER SYSTEM**  
**FUND NO. 553**  
**ACCOUNT NO. 1107**

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***DESCRIPTION***

The Wastewater/Sewer Collection System Division is dedicated to protecting public health and the environment through the cost effective operation and maintenance of the Wastewater Collection System infrastructure consisting of over 260 miles of pipe ranging from 6 to 48 inches. The Wastewater Collection Division conveys wastewater from homes, businesses, institutions, and industry to the City of Merced Wastewater Treatment Facility.

***MISSION***

To provide a high quality and dependable wastewater collection service to ensure the health, safety, and economic vitality of our community.

***GOALS***

- ◇ Ensure completion of our annual comprehensive sewer line inspection, repair, and preventive maintenance program elements.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.
- ◇ Comply with the Sewer System Management Plan (SSMP) to reduce back-ups and have zero reportable overflows, as required by the State of California.
- ◇ Continue development of team members' skills in their respective areas of expertise.
- ◇ Meet all four aforementioned goals while remaining within the budget.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

1. Continue Sewer Main Inspection Program to identify deteriorating conditions.

Video a minimum of 35-miles of mains annually. Closed-circuit video and hydro-flush television inspections to be done on a daily basis ideally.

## **WASTEWATER/SEWER SYSTEM**

2. Ensure new sewer and storm drain line construction meets City design standards and provide a benchmark for future line condition comparison.

Video all new sewer and storm drain line construction. All new construction is video inspected and evaluated for compliance with the city standards immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services.
3. Continue to protect the environment and general public against sewage backups/overflows.

City to implement the state mandated Sewer System Management Plan (SSMP). Continue training in rapid response program with 24-hour response availability as per the Spill Response Program.
4. Support Sewer System Management Plan (SSMP) implementation to meet General Waste Discharge Requirements (GWDR).

Implement and monitor appropriate SSMP maintenance and operation program and reporting procedures. Measureable sanitary sewer overflows (SSOS) to be kept to a minimum.
5. Continue sewer line flushing to include tree root cutting and grease removal; flush all restaurant trunk lines on a regular scheduled comprehensive maintenance rotation.

Hydro-flush city mains daily, and sewer enhanced areas (restaurants) once a month. Grease and root buildup will be kept to a minimum resulting in maximum capacities to be maintained at all times.
6. Identify Capital Improvement Projects necessary to upgrade the City's aging sewer infrastructure.

Continue routine pipe main assessment including video and visual inspection. Observations and documentation to catalog the sewer infrastructure and prioritize areas needing improvement.

## **2013-2014 BUDGET HIGHLIGHTS**

Rates approved in FY 2013-2014 are expected to provide a stable funding source through FY 2015.

Sewer System Management Plan (SSMP) to be adopted by Council will require more stringent legal authority, design provisions, operations and maintenance practices, and over flow response and spill reporting procedures.



Wastewater/Sewers

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	910,116	1,076,455	1,113,008	1,161,958	1,161,958
Supplies and Services	2,507,797	2,288,957	2,049,016	1,611,576	1,611,576
Debt Service	867,976	276,075	3,535,443	3,070,547	3,070,547
Acquisitions	7,542	0	6,000	99,000	99,000
Capital Improvements	1,688,839	1,295,159	958,733	1,234,763	1,234,763
* Undefined *	18,633,333	272,402	0	0	0
<b>TOTAL</b>	<b>24,615,603</b>	<b>5,209,048</b>	<b>7,662,200</b>	<b>7,177,844</b>	<b>7,177,844</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Interdept DSR-Maint Dist	18,298	45,543	69,533	60,456
Interdept DSR-Rec & Park	0	0	0	114
Interdept DSR-CFD's	0	0	3,934	1,854
Interdept DSR-Refuse	27,147	29,612	127,601	163,849
Other Revenues	24,570,158	5,133,893	7,461,132	6,951,571
<b>TOTAL</b>	<b>24,615,603</b>	<b>5,209,048</b>	<b>7,662,200</b>	<b>7,177,844</b>

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
P.W. Supervisor-Sewer/Str Dmn	.75	.75	.75
Collec. Sys Worker II/III or Maint. Worker I/II or			
PW-Sewer Coll Sys/Stm Dr Wrk I	10.00	10.00	10.00
Maintenance Electrician	1.00	1.00	1.00
P.W. Manager-Wastewater	.05	.05	.05
<b>TOTAL</b>	<b>11.80</b>	<b>11.80</b>	<b>11.80</b>

BUDGET DETAIL EXPENSES

553-1107 Wastewater/Sewers						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	485,027	571,038	575,427	578,642	578,642
531.03-00	Extra Help	33,390	0	35,888	45,798	45,798
531.04-01	Regular Overtime	32,689	32,576	39,962	38,377	38,377
531.04-04	Call Back Time Worked	397	96	600	1,782	1,782
531.10-05	Retirement PERS Classic	84,151	114,406	119,688	126,430	126,430
531.10-06	Social Security-OASDI	32,363	37,283	38,208	39,056	39,056
531.10-07	Social Security-Medicare	8,058	8,718	9,457	9,798	9,798
531.10-08	State Unemployment	0	33,390	12,074	0	0
531.10-12	Workers Compensation	19,077	32,682	20,375	42,201	42,201
531.10-17	Stand By Pay	18,780	18,706	25,655	25,655	25,655
531.10-20	Earned Benefit	2,345	3,941	5,700	5,700	5,700
531.10-21	Bilingual Pay Program	0	0	0	1,800	1,800
531.10-23	Uniform Cleaning	2,535	2,445	2,755	3,008	3,008
531.10-27	PTS Plan FICA Alternative	438	0	466	595	595
531.10-33	Core Allowance	151,930	176,891	184,540	199,301	199,301
531.10-35	Post Employment Benefits	38,936	44,283	42,213	43,815	43,815
Personnel Services		910,116	1,076,455	1,113,008	1,161,958	1,161,958
532.11-00	Utilities	6,352	6,447	6,075	6,075	6,075
532.12-00	Telephone	3,302	2,588	2,865	2,865	2,865
532.13-00	Postage	36,258	29,746	40,911	41,400	41,400
532.14-00	Advertising	4,488	333	5,000	5,000	5,000
532.16-00	Printing	1,625	1,850	4,560	5,175	5,175
532.17-00	Professional Services	23,615	12,063	237,222	111,219	111,219
532.18-00	Travel and Meetings	389	803	1,764	2,776	2,776
532.19-00	Mileage	0	6	250	100	100
532.20-00	Training Expense	2,714	3,605	7,875	7,915	7,915
532.23-00	Vehicle Operations/Maint	92,143	106,037	112,149	133,030	133,030
532.24-00	Memberships, Subscription	3,557	6,292	5,185	5,915	5,915
532.25-00	Maintenance Matls & Svcs	48,563	65,921	74,094	70,956	70,956
532.26-00	Other Equipment O & M	4,352	5,828	9,610	7,600	7,600
532.27-00	Small Tools	1,401	2,665	5,180	0	0
532.28-00	Safety Supplies	8,587	9,248	8,708	7,330	7,330
532.30-01	Dept Share of Insurance	23,829	391,072	295,633	151,128	151,128
532.32-00	Vehicle Replacement Fee	97,790	96,757	118,620	117,013	117,013
532.34-00	Contingency Reserve	0	0	10,000	10,000	10,000
532.38-00	Support Services	91,618	99,001	93,008	77,539	77,539
532.45-00	Facilities Maint Charge	20,340	19,520	11,458	24,170	24,170
532.46-00	Computer Replacement Chrg	2,426	1,584	3,564	3,564	3,564
Supplies and Services		473,349	861,366	1,053,731	790,770	790,770
533.43-00	Machinery/Equipment	7,542	0	6,000	99,000	99,000
Property		7,542	0	6,000	99,000	99,000
534.91-01	Adm Exp-City Manager	34,614	24,353	38,254	36,811	36,811
534.91-02	Adm Exp-City Attorney	3,113	56	4,117	11,526	11,526
534.91-09	Adm Exp-Finance	106,096	91,374	150,662	88,323	88,323
534.91-10	Adm Exp-Purchasing	15,253	10,534	18,976	12,159	12,159
534.91-11	Adm Exp-Public Works	30,164	61,186	62,159	49,197	49,197
534.91-16	Adm Exp-City Council	17,215	11,842	14,908	8,411	8,411
Administrative		206,455	199,345	289,076	206,427	206,427
535.92-01	Interdept DSC-General Fnd	271,644	284,343	189,517	122,693	122,693
535.92-17	Interdept DSC-Develop Svc	322,338	358,087	404,376	421,775	421,775

BUDGET DETAIL EXPENSES

553-1107 Wastewater/Sewers						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
535.92-29	Interdept DSC-Pub Works	42,117	44,190	40,648	44,566	44,566
535.92-67	Interdept DSC-Liability	1,191,495	541,250	71,250	25,000	25,000
535.92-72	Interdept DSC-Supprt Sr	399	376	418	345	345
	Interdepartmental	1,827,993	1,228,246	706,209	614,379	614,379
633.64-00	Depreciation Expense	584,255	601,308	0	0	0
	Property	584,255	601,308	0	0	0
637.65-00	Capital Imp. Projects	1,104,584	693,851	958,733	1,234,763	1,234,763
	Capital Outlay	1,104,584	693,851	958,733	1,234,763	1,234,763
706.71-01	Principal-Bond Payment	0	0	1,892,962	2,286,506	2,286,506
706.72-01	Interest Bond Payment	863,213	271,451	1,633,681	775,241	775,241
706.73-01	Agent Fees-Bond Payment	4,763	4,624	8,800	8,800	8,800
	Debt Services	867,976	276,075	3,535,443	3,070,547	3,070,547
908.93-01	Trsf-General Fund (001)	0	100,060	0	0	0
908.93-17	Trsf-Development Svc(017)	17,983	0	0	0	0
	Other	17,983	100,060	0	0	0
948.93-50	Trsf-Streets/Signals(450)	0	22,342	0	0	0
	Other	0	22,342	0	0	0
958.93-51	Trsf-Wastewater Impr(551)	17,199,542	0	0	0	0
958.93-66	Trsf-Restricted Wate(566)	94,066	0	0	0	0
	Other	17,293,608	0	0	0	0
968.93-67	Trsf-Liability Insur(667)	808,078	0	0	0	0
968.93-69	Trsf-Employee Benefi(669)	371,568	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	131,386	0	0	0	0
968.93-74	Trsf-Fleet Replaceme(674)	0	150,000	0	0	0
	Other	1,311,032	150,000	0	0	0
998.93-10	Trsf-PFEDA Area2 CIP(910)	10,710	0	0	0	0
	Other	10,710	0	0	0	0
**	Wastewater/Sewers	24,615,603	5,209,048	7,662,200	7,177,844	7,177,844

## WASTEWATER/SEWER SYSTEM

- 11-00 Share of corp yard electrical usage, water usage, natural gas usage, and refuse service.
- 12-00 Includes office and cellular telephones.
- 13-00 Includes a portion of utility billings postage.
- 14-00 Public education via radio and TV commercials.
- 16-00 Printing of vehicle safety checklists, utility billings, and public information materials.
- 17-00 Department of Motor Vehicles drivers' license physicals, self-contained breathing apparatus (SCBA) physicals, hepatitis shots, GIS infrastructure maintenance, and utility billing mailing service, monthly service for pump stations, share portion of IVR system, share portion of Innoprise conversion, CDF crew for vegetation cleanup, Sewer System Management Plan.
- 20-00 Sewer System Management Plan training, trenching, shoring, and excavation training, and crane and rigging training.
- 24-00 CWEA memberships, share of underground utility locating service (USA), and certification renewals and testing fees.
- 25-00 Batteries, grease, oil, cement powder, landfill disposal charges, concrete, fill and plaster sand, and other street repair materials as required when streets are trenched for sewer-main repairs
- 26-00 Repair and replacement on tools, calibration gas, POSM support, Verizon mobility card-wireless capability, and pole cam backup battery.
- 28-00 Safety boots, rain gear, PPE, tyvek suits, barricades, safety jackets.

# **STORM DRAINS**

**FUND NO. 558**

**ACCOUNT NO. 1114**

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## ***DESCRIPTION***

The Wastewater Collection Department operates and maintains the City's storm drainage collection system. The storm drainage collection system consists of 112 miles of underground storm drain lines, underground storage pipes, and 141 acres of detention ponds. The Storm Drain Collection crew vacuums 2,448 storm drain catch basins per year, maintains 56 storm drain pump stations, and associated basins, storm inlets, and discharge lines. The system is designed to reduce flooding in the community.

## ***MISSION***

The Division ensures that storm drain facilities function properly to protect the community and environment, and meet Phase 2 National Pollutant Discharge Elimination System (NPDES) storm water requirements.

## ***GOALS***

- ◇ Comprehensive storm drain inspection, repair, and the preventative maintenance program are maintained in accordance with NPDES storm water program objectives.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.

## ***OBJECTIVES***

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

- |  |   |
|--|---|
| 1. Hydro-flush and clean storm drain system as identified by the inspection program. | Clean & flush 50% of storm-drain system by November 1, 2013 and the remaining 50% before June 2014. Grit, debris and root buildup will be kept to a minimum resulting in maximum flow capacities to be maintained at all times. |
| 2. Clean all storm drain catch basins.   | Clean and assess storm drain catch basins to prepare for major storm events and to provide proactive maintenance thereby reducing back-up and flooding throughout the city.   |

## STORM DRAINS

3. Ensure weed control is maintained around all storm drain sites, including retention basins, drainage ditches, roads, and pump sites.

Excessive growth to be removed before becoming a fire hazard and inhibiting free flow of storm water. Herbicide applied as needed thereby mitigating weed growth.
4. Maintain storm water system pumps and valves in an appropriate state of readiness.

Implement and monitor preventative maintenance and operation of storm pumps and valves on a daily basis thereby alleviating pump and valve malfunctions.
5. Implement control program for West Nile virus.

Identify, monitor, and control areas that may become breeding sites by eliminating breeding conditions through a variety of methods, i.e. ensuring storm ponds are pumped down. Storm ponds shall be pumped down immediately following a storm even, not allowing for any standing water to settle into storm pond basins.

Coordinate mosquito control and West Nile Virus efforts with Merced Mosquito Abatement District. Mosquito Abatement District shall implement their annual altosid and vecto-lex monthly pellet applications from May through October. Applications coordinated with city's storm drain catch basin cleaning.
6. Support City Engineer in the implementation of Storm Water Management Program (SWMP) to meet Phase 2 NPDES permit requirements.

Track program success through the use of performance indicators such as: public education and outreach; public involvement; Illicit Discharge Detection and Elimination (IDDE); construction site runoff control; post-construction run off control; and pollution prevention/good housekeeping contained within the SWMP.

## STORM DRAINS

7. Ensure new storm drain line construction meets City design standards and provide a benchmark for future line condition comparison.

Video all new storm drain line construction. All new construction is video inspected and evaluated for compliance with city standards immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services.
8. Identify Capital Improvement Projects necessary to upgrade the City's aging storm drain infrastructure.

Continue routine pipe assessment, including video and visual inspection observations and documentation to catalog the storm drain infrastructure and prioritize areas needing improvements.
9. Service for Community Facility Districts (CFD).

Service for CFD's that are not fully built-out continues to be a challenge. Storm drain basin weed control and storm drainage cleaning will not be as frequent in these areas. Pumps will be maintained on schedule. Only excessive growth will be removed as needed to reduce fire hazard and allow free flow of storm water. Herbicide applied before excessive weed growth, occurs and storm drainage cleaning done while rotating through the city's designated areas one through nineteen.
10. Assist Parks Division with 18 miles of creek bank maintenance to Bear Creek, Black Rascal Creek, Fahrens Creek, and Cottonwood Creek.

Excessive growth and debris to be removed to permit free flow of storm water. Work to be coordinated with Parks and California Department of Forestry personnel providing vegetation management assistance primarily from late November to early February and on an as-available basis.

## **STORM DRAINS**

11. Assist the Streets Division with leaf pick-up when needed on an as-available basis.

Insure free flow of storm water at City's storm drain catch basins. One or two employees will provide assistance on a daily basis when needed/ as available throughout the leaf collection season from November through January. Employees shall be extra vigilant to ensure that leaves and/or debris will not be allowed to accumulate at storm drain catch basins which would result in storm water backing up.

### ***2013-2014 BUDGET HIGHLIGHTS***

In the wake of budget reductions over the last two years, the storm drain division will focus on prioritizing critical maintenance for storm drainage facilities, continue to implement the Storm Water Management Plan, and pursue supplemental funding.

The National Pollutant Discharge Elimination System (NPDES) permit and requirements will have a significant impact on expenditures.





BUDGET DETAIL EXPENSES

558-1114	Storm Drains					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	17,862	20,908	21,069	21,308	21,308
531.03-00	Extra Help	0	0	0	35,888	35,888
531.04-01	Regular Overtime	4,219	3,718	2,583	3,874	3,874
531.04-04	Call Back Time Worked	11	0	188	188	188
531.10-02	Unused Sick Leave	0	0	233	233	233
531.10-05	Retirement PERS Classic	3,105	4,207	4,393	4,667	4,667
531.10-06	Social Security-OASDI	1,474	1,623	1,620	1,718	1,718
531.10-07	Social Security-Medicare	345	380	379	922	922
531.10-08	State Unemployment	0	0	0	8,996	8,996
531.10-12	Workers Compensation	458	592	565	5,767	5,767
531.10-17	Stand By Pay	1,340	1,139	1,212	1,212	1,212
531.10-20	Earned Benefit	695	948	1,568	1,568	1,568
531.10-27	PTS Plan FICA Alternative	0	0	0	466	466
531.10-33	Core Allowance	4,343	5,143	5,324	5,750	5,750
Personnel Services		33,852	38,658	39,134	92,557	92,557
532.11-00	Utilities	18,618	28,334	23,649	33,889	33,889
532.12-00	Telephone	840	811	1,085	1,085	1,085
532.14-00	Advertising	0	0	5,000	5,000	5,000
532.17-00	Professional Services	117,905	124,791	257,270	275,260	275,260
532.18-00	Travel and Meetings	0	692	1,359	906	906
532.19-00	Mileage	0	0	300	200	200
532.20-00	Training Expense	0	2,656	2,000	2,000	2,000
532.21-00	Rents/Leases	987	1,076	7,080	6,080	6,080
532.23-00	Vehicle Operations/Maint	34,812	18,211	19,199	46,533	46,533
532.25-00	Maintenance Matls & Svcs	26,592	38,901	76,177	82,692	82,692
532.26-00	Other Equipment O & M	0	0	1,000	5,300	5,300
532.27-00	Small Tools	1,013	1,016	2,000	0	0
532.28-00	Safety Supplies	1,608	2,963	2,990	2,530	2,530
532.30-01	Dept Share of Insurance	3,710	5,536	4,474	3,478	3,478
532.32-00	Vehicle Replacement Fee	26,052	34,281	29,003	32,326	32,326
532.38-00	Support Services	33,459	35,028	11,398	10,743	10,743
Supplies and Services		265,596	294,296	443,984	508,022	508,022
533.43-00	Machinery/Equipment	0	14,533	16,000	53,300	53,300
Property		0	14,533	16,000	53,300	53,300
534.91-01	Adm Exp-City Manager	3,377	1,857	2,601	4,102	4,102
534.91-02	Adm Exp-City Attorney	304	4	280	1,293	1,293
534.91-09	Adm Exp-Finance	10,326	6,966	10,244	9,907	9,907
534.91-10	Adm Exp-Purchasing	1,488	803	1,290	1,364	1,364
534.91-11	Adm Exp-Public Works	2,492	4,725	6,649	6,916	6,916
534.91-16	Adm Exp-City Council	1,680	903	1,014	943	943
Administrative		19,667	15,258	22,078	24,525	24,525
535.92-01	Interdept DSC-General Fnd	13,223	19,687	7,105	0	0
535.92-29	Interdept DSC-Pub Works	15,417	16,210	9,181	10,149	10,149
535.92-53	Interdept DSC-Wastewater	15,961	13,428	84,094	115,892	115,892
Interdepartmental		44,601	49,325	100,380	126,041	126,041
633.64-00	Depreciation Expense	777,208	779,744	0	0	0
Property		777,208	779,744	0	0	0
637.65-00	Capital Imp. Projects	14,806	821,556	606,140	476,910	476,910
Capital Outlay		14,806	821,556	606,140	476,910	476,910
**	Storm Drains	1,155,730	2,013,370	1,227,716	1,281,355	1,281,355

**STORM DRAINS**

- 11-00 Electrical service charges for storm drain pumps
- 12-00 Includes high water/power failure alarm lines (other than maintenance districts) and base radio
- 14-00 Public education via radio and TV commercials.
- 17-00 MID stream clearing and lateral maintenance, mandated metals testing, oil/grease sampling, NPDES permit, and master storm drain agreement with Merced Irrigation District, CDF crews for creek vegetation cleanup, multi-smart monitoring of storm drain pumps, service/notification of G Street Undercrossing, and SJVAPCD permit for air pollution fees.
- 20-00 CEU continuing training.
- 21-00 High water/power failure alarm circuits (outside maintenance districts).
- 25-00 Breakers, portable generator, conduit, contactors and points, fuses, sandbags, hardware, connectors and other parts and supplies, pump repair, and landfill charges.
- 26-00 Multi-smart equipment for various storm pump stations, and tool repairs and replacement.

FOOTNOTE: Costs are recovered through Refuse Enterprise revenue and direct service charges to maintenance district funds.

**WASTEWATER TREATMENT FACILITY**  
**FUND NO. 553**  
**ACCOUNT NO. 1108**

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**DESCRIPTION**

The Wastewater Treatment Facility (WWTF) provides domestic and industrial wastewater treatment to all city customers within the city's sphere of influence. Collection and conveyance of these wastewater flows to the WWTF is accomplished through a city wide grid of over 300 miles of sewer collection mains, and a combination of 21 sewer lift stations and pump stations.

**MISSION**

Provide and maintain the highest level of water quality achievable using newly expanded facilities and qualified and educated staff operating in a safe and professional atmosphere to support Federal and State requirements that permit the City to produce tertiary treated effluent and Class A biosolids.

**GOALS**

- Operate and maintain the WWTF and remote sewer lift stations in a reliable, safe, efficient, and cost effective manner.
- Promote employee skills development using new treatment technologies, vendor resources, and industry organizations to expand learning opportunities.
- Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit, Waste Discharge Requirements (WDR), and Sewer System Management Programs (SSMP).
- Develop strategies to reduce power and chemical usage, and support recycle and reuse opportunities within the WWTF and surrounding community.

**OBJECTIVES**

1. Execute superior process control

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

Continue practical use of daily laboratory data and electronic trending to efficiently control process parameters to achieve discharge limitations and avoid excess power and chemical use.

## Wastewater Treatment Facility

### 2. Staff Enrichment

Continue employee training and updating standard operating procedures (SOP) to ensure a high level of staff competence and maintain proper certifications and licensing.

Recent in-house hires and the WWTF reclassification have resulted in the need for increased operator certification. 5 staff members have recently increased their grade certification.

### 3. Maintain NPDES requirements

Upgrades to the WWTF have resulted in better process control. Tertiary improvements have removed the use of chlorine disinfection byproducts in the receiving waters.

New solids handling facilities will result in improved sludge management and eliminate the potential for groundwater degradation.

### 4. Develop and support reduce, recycle, and reuse efforts.

Reductions in consumption of natural gas will result from using the waste methane gas produced from the digesters to fuel the new hot water boiler.

Currently using recycled wastewater in the plant for landscape irrigation and plant wash down water. Also providing recycled water for land application irrigation and to the wildlife management area to support habitat.

## **Wastewater Treatment Facility**

### **2013/2014 Budget Highlights**

Continue to operate and maintain the WWTF to achieve a high quality recycled water and Class A biosolids for unrestricted use. Incorporate new equipment and technologies from phase IV and V to optimize safety, efficiency, and consistent permit compliance. Provide a professional environment to share information and support training to encourage career growth and internal promotion.

Wastewater Treatmnt Plant

EXPENSES	Actual	Actual	Final	City Mgr.	Council
	2010-11	2011-12	Budget	Recom.	Approval
			2012-13	2013-14	2013-14
Personnel Expenses	1,872,586	2,031,864	2,618,412	2,556,937	2,556,937
Supplies and Services	2,820,278	2,897,091	4,479,612	4,531,474	4,531,474
Debt Service	0	0	0	0	0
Acquisitions	6,980	1,098	400,000	100,000	100,000
Capital Improvements	584,934	1,225,409	6,460,531	8,634,854	8,634,854
<b>TOTAL</b>	<b>5,284,778</b>	<b>6,155,462</b>	<b>13,958,555</b>	<b>15,823,265</b>	<b>15,823,265</b>

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FINANCING SOURCES	Actual	Actual	Final	Estimated
	2010-11	2011-12	Budget	2013-14
			2012-13	
Septic Haulers	69,481	64,342	70,000	66,100
PERS-EE Share 2.5% @ 55	35,529	64,316	122,535	125,632
PERS-EE Share 2% @ 62	0	0	0	11,964
Unclassified	2,874	11,637	2,350	2,350
Sale of Equipment	2,711	679	100	100
Other Revenues	5,174,183	6,014,488	13,763,570	15,617,119
<b>TOTAL</b>	<b>5,284,778</b>	<b>6,155,462</b>	<b>13,958,555</b>	<b>15,823,265</b>

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PERSONNEL	Number of Positions		
	Funded In	City Mgr.	Council
Classification	Budget	Recom.	Approval
	2012-13	2013-14	
P.W. Manager - Wastewater	.75	.75	.75
WWTP Operations Supervisor	2.00	2.00	2.00
WWTP Operator I/II/III	10.00	10.00	10.00
Lab/Envir. Ctl. Spvr.	.15	.15	.15
Senior Lab Technician	1.00	1.00	1.00
Laboratory Tech. I/II/III	1.00	1.00	1.00
Maintenance Electrician	1.00	1.00	1.00
WWTP Maintenance Spvr.	1.00	1.00	1.00
WWTP Mechanic I/II	4.00	4.00	4.00
Instrument Electric Tech.	1.00	1.00	1.00
Maintenance Worker I/II	1.50	1.50	1.50
Engineer Tech I/II/III/IV	1.00	1.00	1.00
<b>TOTAL</b>	<b>24.40</b>	<b>24.40</b>	<b>24.40</b>

553-1108	Wastewater Treatmnt Plant					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	1,146,305	1,184,540	1,543,794	1,502,144	1,502,144
531.03-00	Extra Help	17,114	48,466	17,994	17,994	17,994
531.04-01	Regular Overtime	14,966	15,093	25,000	18,081	18,081
531.04-04	Call Back Time Worked	7,625	2,448	8,777	6,436	6,436
531.10-01	Holiday Pay	3,071	3,863	10,937	6,010	6,010
531.10-05	Retirement PERS Classic	199,353	238,915	323,730	297,362	297,362
531.10-06	Social Security-OASDI	75,468	78,287	100,708	97,591	97,591
531.10-07	Social Security-Medicare	17,898	19,030	23,814	23,085	23,085
531.10-08	State Unemployment	0	5,153	25,986	0	0
531.10-10	Retirement-PERS New Membr	0	0	0	30,055	30,055
531.10-12	Workers Compensation	31,435	39,700	43,239	73,423	73,423
531.10-17	Stand By Pay	52,092	60,120	57,075	57,075	57,075
531.10-20	Earned Benefit	39,406	30,435	19,302	19,302	19,302
531.10-23	Uniform Cleaning	4,101	4,558	4,612	4,612	4,612
531.10-26	Call Back - Non Worked	0	0	1,100	1,100	1,100
531.10-27	PTS Plan FICA Alternative	223	646	234	234	234
531.10-32	Cash Back-Biweekly Allow	363	0	0	0	0
531.10-33	Core Allowance	240,635	266,285	380,783	375,194	375,194
531.10-35	Post Employment Benefits	22,531	34,325	31,327	27,239	27,239
Personnel Services		1,872,586	2,031,864	2,618,412	2,556,937	2,556,937
532.11-00	Utilities	757,213	766,712	1,193,984	1,287,620	1,287,620
532.12-00	Telephone	10,792	11,598	14,968	16,150	16,150
532.13-00	Postage	960	2,414	2,565	2,565	2,565
532.14-00	Advertising	0	16,201	25,500	25,500	25,500
532.16-00	Printing	265	1	181	181	181
532.17-00	Professional Services	357,143	327,877	701,236	716,086	716,086
532.18-00	Travel and Meetings	3,093	2,725	25,560	25,560	25,560
532.19-00	Mileage	1,715	1,240	2,521	2,521	2,521
532.20-00	Training Expense	12,589	8,365	17,910	21,910	21,910
532.21-00	Rents/Leases	7,200	17,181	17,577	17,577	17,577
532.23-00	Vehicle Operations/Maint	33,407	60,181	63,840	57,021	57,021
532.24-00	Memberships, Subscription	14,943	43,752	29,343	29,750	29,750
532.25-00	Maintenance Matls & Svcs	58,486	127,207	362,874	387,374	387,374
532.26-00	Other Equipment O & M	264,247	325,712	462,250	425,250	425,250
532.27-00	Small Tools	2,794	895	1,125	0	0
532.28-00	Safety Supplies	10,120	7,140	8,750	8,750	8,750
532.29-00	Other Materials Supplies	418,610	226,970	510,642	456,321	456,321
532.30-01	Dept Share of Insurance	55,747	90,283	67,642	52,585	52,585
532.32-00	Vehicle Replacement Fee	43,741	40,454	55,861	53,364	53,364
532.34-00	Contingency Reserve	0	0	60,000	60,000	60,000
532.38-00	Support Services	162,258	170,146	188,449	154,356	154,356
532.45-00	Facilities Maint Charge	33,146	30,390	36,296	59,996	59,996
532.46-00	Computer Replacement Chrg	20,957	15,255	21,276	20,019	20,019
Supplies and Services		2,269,426	2,292,699	3,870,350	3,880,456	3,880,456
533.43-00	Machinery/Equipment	6,980	1,098	400,000	100,000	100,000
Property		6,980	1,098	400,000	100,000	100,000
534.91-01	Adm Exp-City Manager	70,386	63,837	36,733	60,489	60,489
534.91-02	Adm Exp-City Attorney	6,329	147	3,953	19,064	19,064
534.91-09	Adm Exp-Finance	226,909	239,523	144,672	146,084	146,084
534.91-10	Adm Exp-Purchasing	31,016	27,612	18,221	20,110	20,110
534.91-11	Adm Exp-Public Works	62,817	118,531	137,387	111,174	111,174



ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
534.91-16	Wastewater Treatmnt Plant Adm Exp-City Council	35,007	31,041	14,315	13,911	13,911
	Administrative	432,464	480,691	355,281	370,832	370,832
535.92-01	Interdept DSC-General Fnd	19,335	20,175	183,213	164,658	164,658
535.92-29	Interdept DSC-Pub Works	98,908	103,300	70,502	67,286	67,286
535.92-72	Interdept DSC-Supprrt Sr	145	226	266	48,242	48,242
	Interdepartmental	118,388	123,701	253,981	280,186	280,186
633.64-00	Depreciation Expense	268,129	278,236	0	0	0
	Property	268,129	278,236	0	0	0
637.65-00	Capital Imp. Projects	316,805	947,173	6,460,531	8,634,854	8,634,854
	Capital Outlay	316,805	947,173	6,460,531	8,634,854	8,634,854
**	Wastewater Treatmnt Plant	5,284,778	6,155,462	13,958,555	15,823,265	15,823,265

## WASTEWATER TREATMENT PLANT

- 11-00 Includes electrical service for the WWTP buildings, lift stations, and sewer lift pumps
- 12-00 Includes office telephones, fax machine, cellular phones, radio circuit, telemetry modem, low/high water alarm lines for sewer lift stations, and rental of AT&T telephone poles for fiber optic cable.
- 16-00 Printing of state reports, record charts, laminated signs, labels, business cards, and mandated public information materials.
- 17-00 Analysis & toxicity reduction evaluations, annual calibration of lab scales, annual NPDES permit, Bloss Ranch County taxes, concrete & asphalt grinding, contract lab services, such as bioassay testing, class A sludge analysis, oil & grease sampling, soil analysis, etc., crane inspection, digester cleaning, disposals chemical oxygen demand residue, ELAP certification & accreditation, emergency generator maintenance, electronic infrared thermo inspections, electronic systems maintenance, grounds maintenance, HVAC maintenance, lab DI water service agreement, maintenance mechanical support, MID stand-by fees, multi-smart SCADA monitoring fees, parts washer cleaner, permits (EPA waste generation, Merced County Hazmat & Health Permit To Operate, SJVAPCD air pollution fees), SCADA licensing, programming, and service maintenance, scraping & hauling biosolids, SWRCB Waste Discharge fees and Dewatering fees, and tank inspections.
- 20-00 Tech training for PLC & Pump maintenance, CWEA training and conferences
- 21-00 Alarm service for lift stations, WWTP facilities, and crane rental
- 24-00 Water Environment Federation; CWEA operator, lab and mechanical technical certificate renewals; Central Valley Clean Water Association membership, California Association of Sanitation Agencies membership, agricultural permit renewal, lab and WWTF reference books, and pesticide applicator certificate

**WASTEWATER TREATMENT PLANT** (continued)

- 25-00 Painting and plumbing supplies for treatment plant, pesticide, landfill disposal charges, weed killer, UV lamps, sleeves, and ballasts, solids handling equipment repair, sump pump replacement, and materials such as metal & pvc pipes, racks, oil, surge suppressors, etc.
- 26-00 Laboratory and lift stations equipment, repairing, calibrating, & replacing instruments, diesel fuel, rebuilding of moyo pumps, plant supplies such as drive belts, air filters, nuts & bolts, etc., and share of copier maintenance.
- 28-00 Safety jackets, safety boots, rain gear, PPE.
- 29-00 Miscellaneous laboratory supplies & chemicals.
- 34-00 Contingency reserve for emergency operations.

**ENVIRONMENTAL CONTROL**  
**FUND NO. 553**  
**ACCOUNT NO. 1109**

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***DESCRIPTION***

The Environmental Control Division provides the resources and programs necessary to adequately monitor and protect the quality of our community's water resources and environment, including both public drinking water, aquifer protection, and water discharged to the sanitary sewer or storm drain systems.

***MISSION***

To protect and safeguard human health and the environment, with a focus to coordinate and implement water and environmental pollution control programs as required by federal and state laws through City Ordinance to ensure compliance by both the City of Merced and those dischargers regulated by the City.

***GOALS***

- Control the quality of industrial pretreatment discharges to the wastewater collection and treatment systems through inspections, monitoring, and permitting.
- Ensure compliance with all applicable state and federal water quality discharge requirements for the Wastewater Treatment Plant and its customers by coordinating regulatory sampling and testing.
- Monitor and evaluate drinking water quality by coordinating regulatory sampling and testing, ensuring City compliance with all applicable state and federal regulations governing drinking water quality and municipal well construction and destruction.
- Implement Fats, Oils and Grease (F.O.G.) Program to reduce associated Sanitary Sewer overflows.
- Provide public education and outreach of Pollution Prevention for Wastewater, Stormwater and the F.O.G. Program.

**OBJECTIVES**

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

1. Coordinate Wastewater Treatment Plant toxicity compliance efforts.

Deliver monthly, quarterly and annual reports on time to meet requirements of the Regional Water Quality Control Board Permit.

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| <p>2. Continue implementation of the Fats, Oil and Grease (FOG) Compliance Program to appreciably reduce sewer line clogging and the number of Sanitary Sewer Overflows (SSO's) resulting from it.</p>   | <p>Begin permitting of new businesses by November 30, 2013. Inform all existing Industries and Businesses of the FOG compliance program and begin permitting by June 30, 2014.</p>   |
| <p>3. Oversee sampling of City drinking water for California Code of Regulations (CCR) Title 22 including: Methyl-tert-Butyl-Ether (MtBE), Stage 2 Disinfection Byproduct (ST2DBR), Unregulated Contaminate Monitoring Rule 3 (UCMR3) and Perchloroethylene (PCE).</p> | <p>Sample, review, report, and file results as required by the California Department of Public Health (CDPH). Sampling and reporting frequency based on vulnerability of water supply source and as required by CDPH. Evaluate and report results on time to meet CDPH requirements.</p> |
| <p>4. Support City Engineer in the implementation of Phase II Storm Water Management Program (SWMP) as required to meet the National Pollutant Discharge Elimination System (NPDES) requirements approved in 2013.</p>   | <p>Assure proper SWMP measurement, monitoring, documentation, and reporting procedures comply with the Phase II NPDES requirements and implementation schedule.</p>  |
| <p>5. Support Sewer System Management Program (SSMP) implementation to meet General Waste Discharge Requirements (GWDR).</p>   | <p>Assure proper SSMP measurement, monitoring, documentation, and notification procedures comply with the GWDR's and are implemented by State mandated due dates.</p>  |
| <p>6. Continue groundwater monitoring program, which generates data utilized in Merced Groundwater Management Plan. Program includes the Wastewater Treatment Plant sludge beds, land application, and wildlife areas.</p>   | <p>Ongoing quarterly sampling of groundwater source and monitoring</p>   |

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| <p>7. Inspect and repair all groundwater-monitoring wells, preventing potential contaminant pathways to City drinking water supply sources.</p>  | <p>Ongoing maintenance and repair are accomplished during quarterly sampling of monitoring wells.</p>  |
| <p>8. Determine the level of regulated chemical and/or biological contaminants in the City's drinking water system.</p>  | <p>Obtain samples from specific drinking water sources and verify the level of contaminants by lab analyses, review and compile data, and report on schedule.</p>  |
| <p>9. Annually review fees for services to assure adequate, accurate cost recovery.</p>  | <p>Submit monthly updates and an annual report on review findings.</p>   |
| <p>10. Operate EPA approved Industrial Pretreatment Program by monitoring, sampling, and permitting industrial dischargers. Provide inspection and enforcement of Municipal Code and Federal regulations 40CFR403.</p> | <p>Review annual EPA Pretreatment Program Compliance and report any changes or corrections to the program. Complete weekly, monthly, quarterly, semi-annual and annual industrial pretreatment reports to EPA, State, and Regional Boards on schedule. Ensure industry compliance to code and regulations.</p> |
- wells and reports compilation are on schedule.

### **2013-2014 BUDGET HIGHLIGHTS**

The Industrial Pretreatment Program will be sustained by current rates and is expected to permit new Septic Haulers and industries that operate within City limits.

The National Pollutants Discharge Elimination System (NPDES) new permit requirements will significantly impact future budgets as well as increase sampling and monitoring.

The Fats, Oils and Grease (F.O.G.) Program implementation will significantly impact personnel and budget.

Environmental Control personnel will experience increased workload as a result of the Storm Water Management Program Development, the 2013 adoption of

the new Municipal Separate Storm Sewer System (MS4) Phase II, and the Unregulated Contaminate Monitoring Rule 3 (UCMR3) and Sampling and Reporting.

3/1/13

Environmental Control

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	262,951	275,839	306,311	330,866	330,866
Supplies and Services	201,250	200,943	249,255	275,310	275,310
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	5,104	3,276	0	0	0
<b>TOTAL</b>	<b>469,305</b>	<b>480,058</b>	<b>555,566</b>	<b>606,176</b>	<b>606,176</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Industrial Pretreatment	113,100	125,367	116,500	129,000
Industrial Pretrnt Penalt	400	0	150	150
Monitoring Wells Insp Fees	675	675	600	675
Monitor Industrial Users	0	0	100	100
PERS-EE Share 2.5% @ 55	4,970	8,233	14,659	15,944
PERS-EE Share 2% @ 62	0	0	0	1,965
Unclassified	496	4,107	500	1,000
Interdept DSR-Refuse	0	0	0	585
Other Revenues	349,664	341,676	423,057	456,757
<b>TOTAL</b>	<b>469,305</b>	<b>480,058</b>	<b>555,566</b>	<b>606,176</b>

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PERSONNEL Classification	Number of Positions		
	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
P.W. Manager - Water	.10	.10	.10
P.W. Manager - Wastewater	.10	.10	.10
Environmental Control Ofr I/II	3.00	3.00	3.00
Lab/Envir. Ctl. Spvr.	.35	.35	.35
<b>TOTAL</b>	<b>3.55</b>	<b>3.55</b>	<b>3.55</b>



553-1109	Environmental Control			FINAL	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	RECOM.	APPROVAL
		2010-11	2011-12	2012-13	2013-14	2013-14
531.01-00	Regular Salaries	157,730	152,873	177,167	196,925	196,925
531.03-00	Extra Help	0	11,383	0	0	0
531.04-01	Regular Overtime	468	1,756	2,879	2,879	2,879
531.04-04	Call Back Time Worked	93	0	0	0	0
531.10-01	Holiday Pay	0	0	219	219	219
531.10-05	Retirement PERS Classic	27,336	29,862	36,941	37,741	37,741
531.10-06	Social Security-OASDI	10,060	8,969	10,728	12,327	12,327
531.10-07	Social Security-Medicare	2,352	2,263	2,509	2,883	2,883
531.10-10	Retirement-PERS New Membr	0	0	0	4,914	4,914
531.10-12	Workers Compensation	2,097	2,588	1,810	6,014	6,014
531.10-20	Earned Benefit	7,363	8	1,316	1,316	1,316
531.10-23	Uniform Cleaning	773	524	787	787	787
531.10-27	PTS Plan FICA Alternative	0	148	0	0	0
531.10-32	Cash Back-Biweekly Allow	0	0	0	1,398	1,398
531.10-33	Core Allowance	41,033	49,968	56,793	49,771	49,771
531.10-35	Post Employment Benefits	13,646	15,497	15,162	13,692	13,692
Personnel Services		262,951	275,839	306,311	330,866	330,866
532.11-00	Utilities	5,358	5,221	4,248	4,248	4,248
532.12-00	Telephone	1,573	884	2,384	2,984	2,984
532.13-00	Postage	132	340	288	584	584
532.14-00	Advertising	0	0	1,175	3,675	3,675
532.16-00	Printing	0	1,418	2,240	2,240	2,240
532.17-00	Professional Services	27,323	21,395	65,726	65,726	65,726
532.18-00	Travel and Meetings	529	2,138	2,882	6,888	6,888
532.20-00	Training Expense	1,043	2,062	3,960	5,060	5,060
532.21-00	Rents/Leases	239	209	964	964	964
532.23-00	Vehicle Operations/Maint	10,468	5,500	5,832	6,291	6,291
532.24-00	Memberships, Subscription	1,491	4,539	4,010	5,844	5,844
532.26-00	Other Equipment O & M	0	220	3,425	3,425	3,425
532.27-00	Small Tools	0	0	175	300	300
532.28-00	Safety Supplies	378	781	1,100	2,184	2,184
532.29-00	Other Materials Supplies	6,143	6,347	15,035	16,595	16,595
532.30-01	Dept Share of Insurance	9,070	10,584	7,162	5,326	5,326
532.32-00	Vehicle Replacement Fee	10,563	11,824	11,824	13,319	13,319
532.38-00	Support Services	18,987	19,939	19,052	16,942	16,942
532.45-00	Facilities Maint Charge	14,342	15,585	11,553	17,108	17,108
532.46-00	Computer Replacement Chrg	707	457	457	457	457
Supplies and Services		108,346	109,443	163,492	180,160	180,160
534.91-01	Adm Exp-City Manager	6,426	4,046	3,357	5,327	5,327
534.91-02	Adm Exp-City Attorney	578	9	361	1,679	1,679
534.91-09	Adm Exp-Finance	19,695	15,180	13,223	12,865	12,865
534.91-10	Adm Exp-Purchasing	2,832	1,750	1,665	1,771	1,771
534.91-11	Adm Exp-Public Works	7,597	14,409	14,981	12,824	12,824
534.91-16	Adm Exp-City Council	3,196	1,967	1,308	1,225	1,225
Administrative		40,324	37,361	34,895	35,691	35,691
535.92-01	Interdept DSC-General Fnd	0	0	5,000	5,000	5,000
535.92-29	Interdept DSC-Pub Works	52,580	54,139	45,868	54,459	54,459
Interdepartmental		52,580	54,139	50,868	59,459	59,459
633.64-00	Depreciation Expense	5,104	3,276	0	0	0
Property		5,104	3,276	0	0	0
**	Environmental Control	469,305	480,058	555,566	606,176	606,176

## ENVIRONMENTAL CONTROL

- 14-00 Annual public notification notices for significant violators, public education via radio and TV commercials.
- 16-00 Public education brochures, evidence security tape, and labels.
- 17-00 NPDES pretreatment fee, compliance and sludge sampling, UCMR 3 testing, and EC rate study.
- 20-00 CWEA Industrial Hazardous Materials schooling and on-going training required to maintain certifications
- 24-00 CWEA certificate renewals, testing fees, and various memberships
- 26-00 Maintenance of Grundfos controller, operation and maintenance parts and accessories for field analyzers, and operation and maintenance repair and replacement for samplers.
- 27-00 Miscellaneous field supplies.
- 28-00 Safety jackets, safety boots, PPE, traffic cones.
- 29-00 Miscellaneous laboratory supplies.

### ***DESCRIPTION***

The Land Application site provides on-site disposal for wastewater bio-solids. The sale of crops grown for bio-solids nutrient uptake offsets most operating costs of the land application operation.

### ***MISSION***

The Land Application program employs an environmentally acceptable means of bio-solids recycling through the land application as a soil fertilizer, which enables to the City to dispose of its waste in an economical and environmentally friendly manner.

### ***GOALS***

- Ensure wastewater treatment plant bio-solids are properly disposed of in accordance with all applicable federal, state, and local requirements.
- Identify crops that are compatible with bio-solids application that will produce the highest yield of tonnage and profitability to offset operating costs.
- Irrigate 580 acres in the Land Application area and 170 acres of other WWTF property using treated recycled domestic wastewater. Develop systems for year round crop production utilizing crops that will successfully reduce the nitrogen levels in the soil produced from bio-solids application.
- Plant, harvest, and sell crops from the 580 acre Land application area, as well as 170 acres of open fields contained within the wastewater treatment plant property.
- Perform weed abatement activities during the winter months and assist various Public Works Divisions with the same. Collaborate with other Public Works Divisions on maintaining weed abatement.
- Maintain accurate records and procedures to monitor bio-solids loadings. Track nitrogen uptake rates by sampling and testing nitrogen content within the soil.
- Perform soil and groundwater rehabilitation on the site of the former unlined bio-solids drying lagoons by growing fodder crops.

## LAND APPLICATION

### **OBJECTIVES**

1. Recoup the cost of operating the land application program.
2. Disposal of bio-solids in the most cost efficient manner, while maintaining federal, state, and local mandates.
3. Develop and support reduce, recycle, and reuse efforts.
4. Maintain the wildlife mitigation area and improve habitat for native wildlife species.

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- Maximize profitability of the operation by producing high quality crops and increasing the amount of proceeds generated.
- Monitoring soil nitrogen uptake by the plants and reducing fertilizer requirements.
- Currently utilizing the maximum amount of recycled water possible for crop irrigation needs as well as utilizing bio-solids as soil fertilizer.
- Increase efforts to maximize the size of flooded wetlands by installing larger pumps and water control structures.

### **2013-2014 BUDGET HIGHLIGHTS**

Wastewater rates approved in FY 10 are expected to provide a stable funding source through 2015.



553-1115 Land Application				FINAL	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	BUDGET 2012-13	RECOM. 2013-14	APPROVAL 2013-14
531.01-00	Regular Salaries	75,871	84,609	85,976	86,806	86,806
531.04-01	Regular Overtime	592	336	2,201	2,201	2,201
531.10-01	Holiday Pay	0	0	221	221	221
531.10-05	Retirement PERS Classic	13,183	16,999	17,946	19,032	19,032
531.10-06	Social Security-OASDI	4,637	5,073	5,282	5,367	5,367
531.10-07	Social Security-Medicare	1,084	1,186	1,235	1,255	1,255
531.10-12	Workers Compensation	5,873	8,446	7,156	9,090	9,090
531.10-20	Earned Benefit	17	4	600	290	290
531.10-23	Uniform Cleaning	687	462	428	428	428
531.10-33	Core Allowance	10,370	14,882	15,067	16,269	16,269
531.10-35	Post Employment Benefits	4,876	5,540	5,843	6,121	6,121
Personnel Services		117,190	137,537	141,955	147,080	147,080
532.11-00	Utilities	19,692	21,504	35,200	35,200	35,200
532.12-00	Telephone	421	263	914	849	849
532.17-00	Professional Services	54,041	62,135	107,544	107,704	107,704
532.21-00	Rents/Leases	0	1,157	10,180	2,180	2,180
532.23-00	Vehicle Operations/Maint	12,387	32,312	34,270	80,577	80,577
532.25-00	Maintenance Matls & Svcs	43,833	35,476	20,026	17,526	17,526
532.26-00	Other Equipment O & M	371	0	72	72	72
532.27-00	Small Tools	176	30	200	0	0
532.28-00	Safety Supplies	0	88	0	0	0
532.29-00	Other Materials Supplies	42,588	61,709	144,926	155,826	155,826
532.30-01	Dept Share of Insurance	3,268	4,731	3,208	2,656	2,656
532.32-00	Vehicle Replacement Fee	33,068	33,832	47,785	43,916	43,916
532.38-00	Support Services	19,316	19,766	16,248	13,452	13,452
532.45-00	Facilities Maint Charge	212	229	217	235	235
Supplies and Services		229,373	273,232	420,790	460,193	460,193
533.43-00	Machinery/Equipment	0	35,638	70,000	0	0
Property		0	35,638	70,000	0	0
534.91-01	Adm Exp-City Manager	3,156	1,962	1,935	3,523	3,523
534.91-02	Adm Exp-City Attorney	284	5	208	1,110	1,110
534.91-09	Adm Exp-Finance	9,706	7,362	7,619	8,507	8,507
534.91-10	Adm Exp-Purchasing	1,391	849	960	1,171	1,171
534.91-11	Adm Exp-Public Works	4,038	7,915	10,403	8,495	8,495
534.91-16	Adm Exp-City Council	1,570	954	754	810	810
Administrative		20,145	19,047	21,879	23,616	23,616
535.92-29	Interdept DSC-Pub Works	4,357	4,555	0	7,757	7,757
535.92-72	Interdept DSC-Supprt Sr	36	38	38	38	38
Interdepartmental		4,393	4,593	38	7,795	7,795
633.64-00	Depreciation Expense	3,958	4,055	0	0	0
Property		3,958	4,055	0	0	0
**	Land Application	375,059	474,102	654,662	638,684	638,684

## LAND APPLICATION SYSTEM

- 11-00 Includes electrical service for wetlands ponds and recirculation pumps.
- 12-00 Includes high water power failure alarm line for pump station, sewer lift station, and share of office telephone service.
- 17-00 Aerial spraying, biosolids spreading, CDF crews for vegetation cleanup, contract laboratory service, such as groundwater samples, soil/water analyses, plant tissue analysis, etc., County permit fee (Ashby UST), GPS field leveling, permits (SJVAPCD air pollution fees), pest control advisor and applicator, seed spreading, SWRCB Waste Discharge fees.
- 21-00 High water power failure alarm service and irrigation pipe rental.
- 24-00 CWEA Annual membership.
- 25-00 Base rock, drip oil, painting supplies, miscellaneous parts, pump station oil, disc blades, hydraulic hoses, and fence repairs.
- 26-00 Annual rebuilding of lift station pumps, miscellaneous pump and motor parts, and maintenance of mobile radios.
- 28-00 Safety jackets, safety boots, PPE, rain gear.
- 29-00 Seed, various weed killers, herbicides, and fertilizer, and soil amendments.

**WASTEWATER TREATMENT LINES COMPONENT  
IMPROVEMENT FUND  
FUND NO. 550  
ACCOUNT NO. 1156**

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***PROGRAM***

The Wastewater Treatment Lines Component Fund is used to collect fees from new growth. Funds will be used in the future to expand lines, pumps, and force mains required due to growth. Fees to support the system for new growth were adjusted in FY 2010.



EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	0	0	0	0	0
Supplies and Services	0	0	0	0	0
Debt Service	0	0	0	0	0
Acquisitions	0	0	0	0	0
Capital Improvements	5,491	63,862	3,317,690	1,614,987	1,614,987
* Undefined *	75,253	0	0	0	0
<b>TOTAL</b>	<b>80,744</b>	<b>63,862</b>	<b>3,317,690</b>	<b>1,614,987</b>	<b>1,614,987</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Sewer Facility Fee	165,802	101,080	80,849	130,420
Con. NthBCrk O/S NMS Dist	2,593	55,926	0	0
Sewer Fac Fee So of BCrk	27,379	8,153	64,369	7,276
Investment Earnings	25,645	30,182	24,700	26,200
Other Revenues	140,675-	131,479-	3,147,772	1,451,091
<b>TOTAL</b>	<b>80,744</b>	<b>63,862</b>	<b>3,317,690</b>	<b>1,614,987</b>

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BUDGET DETAIL EXPENSES  
BUDGET DETAIL EXPENSES

550-1156 WWT Lines Component Dept	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
ACCT. NO. ACCOUNT DESCRIPTION					
633.64-00 Depreciation Expense	5,364	10,001	0	0	0
Property	5,364	10,001	0	0	0
637.65-00 Capital Imp. Projects	127	53,861	3,317,690	1,614,987	1,614,987
Capital Outlay	127	53,861	3,317,690	1,614,987	1,614,987
958.93-66 Trsf-Restricted Wate(566)	75,253	0	0	0	0
Other	75,253	0	0	0	0
** WWT Lines Component Dept	80,744	63,862	3,317,690	1,614,987	1,614,987

**UNIVERSITY CAPITAL CHARGE**  
**FUND NO. 344**  
**ACCOUNT NO. 1136**

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***PROGRAM***

University Capital charges are paid by UC Merced to amortize the loan from the Infrastructure Bank for installation of water and sewer lines to the campus.



BUDGET DETAIL EXPENSES

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
344-1136	University Capital Charge					
706.71-01	Principal-Bond Payment	0	0	175,000	175,000	175,000
706.72-01	Interest Bond Payment	242,971	238,216	235,047	229,500	229,500
706.73-01	Agent Fees-Bond Payment	23,407	22,957	22,507	21,982	21,982
	Debt Services	266,378	261,173	432,554	426,482	426,482
**	University Capital Charge	266,378	261,173	432,554	426,482	426,482

**WASTEWATER TREATMENT PLANT COMPONENT  
IMPROVEMENT FUND**

**FUND NO. 551**

**ACCOUNT NO. 1157**

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***PROGRAM***

The Wastewater Treatment Plant Component Fund is used to collect fees from new growth. Funds will be used in the future to expand the capacity of the Wastewater Treatment Plant that will be required due to growth. Fees to support expansion of the plant, as a result of new growth, were adjusted in FY 2010.



BUDGET DETAIL EXPENSES

551-1157 WWT Plant Component						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
633.64-00	Depreciation Expense	807,961	768,653	0	0	0
	Property	807,961	768,653	0	0	0
637.65-00	Capital Imp. Projects	11,602,656	20,675,241	4,253,444	4,350,124	4,350,124
	Capital Outlay	11,602,656	20,675,241	4,253,444	4,350,124	4,350,124
**	WWT Plant Component	12,410,617	21,443,894	4,253,444	4,350,124	4,350,124



**WASTEWATER REVOLVING FUND**  
**FUND NO. 552**  
**ACCOUNT NO. 1110**

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***PROGRAM***

The Wastewater Revolving Fund was established for the purpose of providing financing for owners of single-family residences to connect property to the sewer line. Loans will be made available to owners based upon income limits established by the U.S. Department of Housing and will be repaid over ten annual installments plus interest at a rate equal to the average rate earned on the City's investments.



552-1110	Wastewater Revolving Fund	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
ACCT. NO.	ACCOUNT DESCRIPTION					
532.29-00	Other Materials Supplies	0	0	84,966	115,179	115,179
	Supplies and Services	0	0	84,966	115,179	115,179
**	Wastewater Revolving Fund	0	0	84,966	115,179	115,179

FUND NO. 552  
ACCOUNT NO. 1110

## WASTEWATER REVOLVING FUND

29-00 Loans for connection of properties to sewer lines

**REFUSE**

# **REFUSE COLLECTION**

**FUND NO. 558**

**ACCOUNT NO. 1112**

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## ***DESCRIPTION***

The Refuse Division is responsible for all solid waste collection within City limits. This includes scheduled and unscheduled service for residential, commercial, and industrial customers, as well as special programs such as Alley Cleanup, Spring Cleanup, and Tire Removal.

## ***MISSION***

To provide the citizens of Merced excellent solid waste services, that protect public health, preserve quality of life, and enhance the City's general appearance.

## ***Goals***

- Provide regular collection of residential, industrial, and commercial solid waste in the most efficient and cost-effective manner.
- Complete preparations for 2014 Spring Cleanup program by February 2014 and make changes, if appropriate, based on tonnage and costs of the 2013 program.
- Continue to monitor and adjust service routes for appropriate size and service levels, as well as improve productivity.

## ***OBJECTIVES***

1. Continue to monitor and adjust right-sizing of service routes to accommodate growth, as well as improve productivity.
2. Complete preparations for 2014 Spring Cleanup program by February 2014 and make changes, if appropriate, based on tonnage and costs of the 2013 program.
3. Continue current Alley Cleanup and Tire Removal Programs.

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

All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size.

Report to City Council on experience of 2014 program no later than June 1, 2014. To include diversion of recyclable waste tonnage.

Track cost and tonnage of alley cleanup and tire removal, include in quarterly report to Council.

## **2013-2014 BUDGET HIGHLIGHTS**

Rates approved, through the Public Hearing process, in FY 2008 have provided a stable source of revenue to all divisions within Fund 558 through December 2013. A new rate study occurred in fiscal year 12/13 that provides revenue for the next 5 years.

Landfill tonnage rates are scheduled to increase by approximately \$2 per ton during this fiscal year; therefore, annual budgeted tonnage expenses have increased from the prior fiscal year.

Staff is actively searching for ways to reduce internal costs, however, unfunded mandates to the Landfill, to the City and to businesses continue to negatively impact rates.

Refuse Collections

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	2,081,486	2,349,966	2,403,644	2,574,421	2,574,421
Supplies and Services	4,865,186	4,818,700	5,375,990	5,702,261	5,702,261
Debt Service	0	0	0	0	0
Acquisitions	0	0	30,000	18,000	18,000
Capital Improvements	42,423	40,593	679,788	1,114,972	1,114,972
TOTAL	6,989,095	7,209,259	8,489,422	9,409,654	9,409,654

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Interdept DSR-Refuse	0	0	705	1,374
Other Revenues	6,989,095	7,209,259	8,488,717	9,408,280
TOTAL	6,989,095	7,209,259	8,489,422	9,409,654

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
PW Spvr. - Solid Waste	.65	.65	.65
Lead Refuse Equip. Operator	.65	.65	.65
Refuse Equip. Operator/Trainee	22.00	22.00	22.00
Container Maintenance Worker	1.00	1.00	1.00
General Services Mgr	.40	.40	.40
Recycling Coordinator	.10	.10	.10
TOTAL	24.80	24.80	24.80



BUDGET DETAIL EXPENSES

558-1112	Refuse Collections					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	1,173,542	1,281,457	1,294,894	1,352,196	1,352,196
531.03-00	Extra Help	0	0	0	9,910	9,910
531.04-01	Regular Overtime	216,292	190,222	208,068	208,068	208,068
531.04-04	Call Back Time Worked	0	40	1,038	500	500
531.10-01	Holiday Pay	13,039	15,522	16,646	16,646	16,646
531.10-05	Retirement PERS Classic	196,403	257,563	272,698	287,821	287,821
531.10-06	Social Security-OASDI	82,368	89,195	90,502	95,108	95,108
531.10-07	Social Security-Medicare	19,264	20,860	21,166	22,387	22,387
531.10-10	Retirement-PERS New Membr	0	0	0	10,286	10,286
531.10-12	Workers Compensation	40,013	90,994	74,578	96,578	96,578
531.10-17	Stand By Pay	74	202	0	0	0
531.10-20	Earned Benefit	7,209	10,950	9,412	9,908	9,908
531.10-23	Uniform Cleaning	4,139	4,889	5,347	5,347	5,347
531.10-27	PTS Plan FICA Alternative	0	0	0	129	129
531.10-32	Cash Back-Biweekly Allow	3	0	0	0	0
531.10-33	Core Allowance	281,388	328,258	349,586	397,206	397,206
531.10-35	Post Employment Benefits	47,752	59,814	59,709	62,331	62,331
Personnel Services		2,081,486	2,349,966	2,403,644	2,574,421	2,574,421
532.11-00	Utilities	12,467	16,643	14,984	17,297	17,297
532.12-00	Telephone	4,182	3,673	4,572	4,572	4,572
532.13-00	Postage	36,954	31,081	57,944	57,030	57,030
532.14-00	Advertising	0	333	0	0	0
532.16-00	Printing	10,307	10,256	16,487	18,119	18,119
532.17-00	Professional Services	6,863	7,219	54,229	60,768	60,768
532.18-00	Travel and Meetings	592	160	1,920	2,380	2,380
532.19-00	Mileage	14	8	100	100	100
532.20-00	Training Expense	450	0	650	650	650
532.21-00	Rents/Leases	7,200	7,200	6,750	6,750	6,750
532.23-00	Vehicle Operations/Maint	1,072,069	864,310	915,359	1,110,191	1,110,191
532.24-00	Memberships, Subscription	250	2,596	1,655	14,501	14,501
532.25-00	Maintenance Matls & Svcs	2,067,635	2,130,784	2,507,782	2,603,335	2,603,335
532.26-00	Other Equipment O & M	26,791	25,500	31,300	29,300	29,300
532.27-00	Small Tools	0	129	500	500	500
532.28-00	Safety Supplies	4,340	5,163	7,185	7,185	7,185
532.30-01	Dept Share of Insurance	58,773	98,844	68,995	48,400	48,400
532.32-00	Vehicle Replacement Fee	524,614	506,079	499,819	531,217	531,217
532.38-00	Support Services	188,166	194,241	180,316	151,284	151,284
532.45-00	Facilities Maint Charge	12,712	11,154	13,085	32,132	32,132
532.46-00	Computer Replacement Chrg	4,084	3,235	3,559	3,559	3,559
Supplies and Services		4,038,463	3,918,608	4,387,191	4,699,270	4,699,270
533.43-00	Machinery/Equipment	0	0	30,000	18,000	18,000
Property		0	0	30,000	18,000	18,000
534.91-01	Adm Exp-City Manager	50,947	39,379	33,290	51,201	51,201
534.91-02	Adm Exp-City Attorney	4,581	90	3,583	16,062	16,062
534.91-09	Adm Exp-Finance	163,767	147,754	131,112	123,076	123,076
534.91-10	Adm Exp-Purchasing	22,450	17,033	16,513	16,943	16,943
534.91-11	Adm Exp-Public Works	66,243	130,364	141,481	120,789	120,789
534.91-16	Adm Exp-City Council	25,338	19,148	12,973	11,720	11,720
Administrative		333,326	353,768	338,952	339,791	339,791
535.92-01	Interdept DSC-General Fnd	117,638	147,565	240,058	239,574	239,574

## BUDGET DETAIL EXPENSES

558-1112 Refuse Collections						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
535.92-17	Interdept DSC-Develop Svc	40,865	41,667	41,418	42,794	42,794
535.92-19	Interdept DSC-Maint Dists	1,347	2,863	0	0	0
535.92-21	Interdept DSC-Street Tree	13,997	11,996	9,450	7,704	7,704
535.92-22	Interdept DSC-Streets	32,801	23,021	19,928	15,501	15,501
535.92-29	Interdept DSC-Pub Works	203,534	211,594	210,430	203,737	203,737
535.92-48	Interdept DSC-CFD Parks	2,154	2,418	2,529	0	0
535.92-53	Interdept DSC-Wastewater	11,186	16,385	18,814	24,062	24,062
535.92-57	Interdept DSC-Water Sys	25,122	37,285	43,456	41,281	41,281
535.92-58	Interdept DSC-Refuse	5,593	10,004	8,495	17,788	17,788
535.92-67	Interdept DSC-Liability	6,250	0	0	0	0
535.92-70	Interdept DSC-Fleet	31,858	40,434	54,091	47,864	47,864
535.92-71	Interdept DSR-Facilities	0	0	0	1,205	1,205
535.92-72	Interdept DSC-Supprt Sr	1,052	1,092	1,178	21,690	21,690
	Interdepartmental	493,397	546,324	649,847	663,200	663,200
633.64-00	Depreciation Expense	41,727	40,593	0	0	0
	Property	41,727	40,593	0	0	0
637.65-00	Capital Imp. Projects	696	0	679,788	1,114,972	1,114,972
	Capital Outlay	696	0	679,788	1,114,972	1,114,972
**	Refuse Collections	6,989,095	7,209,259	8,489,422	9,409,654	9,409,654

## REFUSE COLLECTION

- 12-00 Includes share of cost for alarm circuit line to Police Department, cellular telephones, and long distance office phones
- 13-00 Mailing of Utility bills, spring cleanup flyers, and mailing of informational customer magnets.
- 16-00 Printing of service request forms, utility bills, and promotional materials
- 17-00 Department of Motor Vehicles license renewals/upgrades/physicals, and utility billing handling
- 25-00 Landfill disposal charge and container maintenance
- 26-00 Remote two-way radio repairs, vehicle tracking system, and electronic pre-trip inspection system

# **GREEN WASTE COLLECTION**

**FUND NO. 558**

**ACCOUNT NO. 1133**

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## ***DESCRIPTION***

The Green Waste Division is responsible for all green waste collection within City limits. This includes scheduled and unscheduled service for residential customers, as well as Christmas Tree Removal.

## ***MISSION***

Provide the citizens of Merced excellent green waste collection service, which provides the raw material to create a beneficial, valuable material in compost, while maintaining compliance with applicable state and local source reduction requirements.

## ***Goals***

- Provide regular collection of residential green waste in the most efficient and cost-effective manner.
- Monitor quality of green waste being delivered to County Landfill compost program to ensure quality of end product.
- Monitor green waste routes for appropriate size and service and determine if productivity can be improved.

## ***OBJECTIVES***

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

- |   |   |
|---|---|
| 1. Monitor new green waste routes to ensure the ability to accommodate growth and determine if productivity can be improved.            | All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size.  |
| 2. Monitor contamination percentage of green waste being delivered to County Landfill compost program to ensure quality of end product. | Monthly review of contamination rate based on landfill records. Recycling Coordinator to visit 10% of customers with contaminated containers per month, as reported by drivers. Provide monthly report to Council |

## **2013-2014 BUDGET HIGHLIGHTS**

Rates approved, through the Public Hearing process, in FY 2008 have provided a stable source of revenue to all divisions within Fund 558 through December 2013. A new rate study occurred in fiscal year 12/13 that provides revenue for the next 5 years.

New Air District rules governing green waste composting at the landfill only slightly increased green waste tonnage fees.

The residential green waste container audit will be used only for reporting purposes.

Staff is actively searching for ways to reduce internal costs but unfunded mandates to the Landfill, to the City and to businesses continue to negatively impact rates.



BUDGET DETAIL EXPENSES

558-1133	Green Waste Collection					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	154,525	154,713	169,069	168,344	168,344
531.04-01	Regular Overtime	17,878	14,387	21,319	21,319	21,319
531.04-04	Call Back Time Worked	0	9	0	0	0
531.10-01	Holiday Pay	2,114	2,114	2,400	2,400	2,400
531.10-05	Retirement PERS Classic	26,823	31,074	35,620	34,326	34,326
531.10-06	Social Security-OASDI	10,697	10,449	11,720	11,796	11,796
531.10-07	Social Security-Medicare	2,502	2,444	2,741	2,759	2,759
531.10-10	Retirement-PERS New Membr	0	0	0	2,701	2,701
531.10-12	Workers Compensation	6,644	5,667	9,131	8,146	8,146
531.10-17	Stand By Pay	0	13	0	0	0
531.10-20	Earned Benefit	607	1,019	1,487	1,487	1,487
531.10-23	Uniform Cleaning	525	495	557	557	557
531.10-32	Cash Back-Biweekly Allow	1	0	0	0	0
531.10-33	Core Allowance	33,455	35,082	41,874	45,228	45,228
Personnel Services		255,771	257,466	295,918	299,063	299,063
532.14-00	Advertising	3,972	6,631	15,000	25,000	25,000
532.17-00	Professional Services	0	50	208	208	208
532.23-00	Vehicle Operations/Maint	138,270	185,259	196,037	196,166	196,166
532.24-00	Memberships, Subscription	0	0	0	1,500	1,500
532.25-00	Maintenance Matls & Svcs	78,164	73,415	152,314	152,314	152,314
532.26-00	Other Equipment O & M	1,079	1,079	2,880	2,880	2,880
532.30-01	Dept Share of Insurance	6,774	11,273	6,594	5,065	5,065
532.32-00	Vehicle Replacement Fee	105,819	74,801	74,801	74,801	74,801
532.38-00	Support Services	7,352	7,696	17,922	14,708	14,708
532.45-00	Facilities Maint Charge	0	0	0	1,057	1,057
Supplies and Services		341,430	360,204	465,756	473,699	473,699
534.91-01	Adm Exp-City Manager	5,711	5,511	3,891	7,040	7,040
534.91-02	Adm Exp-City Attorney	514	13	419	2,219	2,219
534.91-09	Adm Exp-Finance	17,498	20,677	15,324	17,001	17,001
534.91-10	Adm Exp-Purchasing	2,517	2,384	1,930	2,340	2,340
534.91-11	Adm Exp-Public Works	7,544	14,203	16,606	13,888	13,888
534.91-16	Adm Exp-City Council	2,840	2,680	1,516	1,619	1,619
Administrative		36,624	45,468	39,686	44,107	44,107
535.92-29	Interdept DSC-Pub Works	43,748	45,533	32,438	30,140	30,140
Interdepartmental		43,748	45,533	32,438	30,140	30,140
**	Green Waste Collection	677,573	708,671	833,798	847,009	847,009

FUND NO. 558  
ACCOUNT NO. 1133

**GREEN WASTE COLLECTION**

14-00 Television and radio advertising

25-00 Landfill disposal charges



***DESCRIPTION***

The Recycling Division is responsible for collection of all recyclable material within City limits. This includes scheduled and unscheduled service for residential and some commercial customers.

***MISSION***

To provide the citizens of Merced excellent recycling services, which help meet State mandates, preserve quality of life, enhance the city's general appearance, while maintaining compliance with applicable source reduction and commercial recycling requirements.

***Goals***

- Provide regular collection of residential and commercial businesses, co-mingled, and single stream recyclables in the most efficient and cost-effective manner.
- Continue implementation of our commercial recycling program that meets the requirements of California Assembly Bill AB341, Commercial Recycling Mandate.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |  |   |
|--|---|
| 1. Continue to monitor and adjust right-sizing of service routes to accommodate growth, as well as improve productivity. | All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size.  |
| 2. Track diversion of material from the landfill, as mandated by the State of California.                                | Track tonnage of recyclables collected and contamination percentage. Recycling Coordinator to visit 10% of customers with contaminated containers per month, as reported by drivers. Provide monthly report to Council. |

***2013-2014 BUDGET HIGHLIGHTS***

Rates approved, through the Public Hearing process, in FY 2008 will provide a stable source of revenue to all divisions within Fund 558 through December 2013. A new rate study occurred in fiscal year 12/13 that provides revenue for the next 5 years.

The development of a new commercial recycling outreach and education program along with new commercial recycling container rates should ultimately encourage commercial recycling efforts and lower costs for some businesses.

Staff is actively searching for ways to reduce internal costs but unfunded mandates to the Landfill, to the City and to businesses continue to negatively impact rates.



BUDGET DETAIL EXPENSES

558-1135	Recycling Program					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	136,024	147,838	203,507	206,706	206,706
531.04-01	Regular Overtime	32,419	22,806	44,586	47,061	47,061
531.04-04	Call Back Time Worked	0	9	692	692	692
531.10-01	Holiday Pay	1,291	1,380	2,400	2,400	2,400
531.10-05	Retirement PERS Classic	23,590	29,688	42,777	39,780	39,780
531.10-06	Social Security-OASDI	10,378	10,423	15,150	15,721	15,721
531.10-07	Social Security-Medicare	2,428	2,438	3,544	3,677	3,677
531.10-10	Retirement-PERS New Membr	0	0	0	5,403	5,403
531.10-12	Workers Compensation	7,465	6,183	12,820	9,832	9,832
531.10-17	Stand By Pay	0	13	0	0	0
531.10-20	Earned Benefit	607	1,781	1,784	2,609	2,609
531.10-21	Bilingual Pay Program	601	602	600	600	600
531.10-23	Uniform Cleaning	395	346	557	850	850
531.10-32	Cash Back-Biweekly Allow	1	0	0	0	0
531.10-33	Core Allowance	41,672	45,649	63,705	68,826	68,826
531.10-35	Post Employment Benefits	13,591	15,497	13,346	6,856	6,856
Personnel Services		270,462	284,653	405,468	411,013	411,013
532.14-00	Advertising	3,751	11,867	21,000	36,000	36,000
532.17-00	Professional Services	45	100	208	208	208
532.18-00	Travel and Meetings	0	0	0	1,620	1,620
532.20-00	Training Expense	0	0	0	2,900	2,900
532.23-00	Vehicle Operations/Maint	182,606	215,441	228,386	191,109	191,109
532.25-00	Maintenance Matls & Svcs	9,980	49,728	117,398	117,398	117,398
532.26-00	Other Equipment O & M	1,079	1,079	2,880	2,880	2,880
532.28-00	Safety Supplies	0	0	0	315	315
532.30-01	Dept Share of Insurance	7,360	6,894	7,555	6,157	6,157
532.32-00	Vehicle Replacement Fee	101,986	101,986	77,298	51,009	51,009
532.38-00	Support Services	16,127	16,750	22,994	17,558	17,558
Supplies and Services		322,934	403,845	477,719	427,154	427,154
533.43-00	Machinery/Equipment	0	0	100,000	50,000	50,000
Property		0	0	100,000	50,000	50,000
534.91-01	Adm Exp-City Manager	5,971	4,547	5,519	8,297	8,297
534.91-02	Adm Exp-City Attorney	537	10	594	2,615	2,615
534.91-09	Adm Exp-Finance	18,298	17,059	21,735	20,038	20,038
534.91-10	Adm Exp-Purchasing	2,631	1,967	2,737	2,758	2,758
534.91-11	Adm Exp-Public Works	7,873	14,542	20,959	16,604	16,604
534.91-16	Adm Exp-City Council	2,970	2,211	2,151	1,908	1,908
Administrative		38,280	40,336	53,695	52,220	52,220
535.92-29	Interdept DSC-Pub Works	44,157	45,949	72,463	65,243	65,243
Interdepartmental		44,157	45,949	72,463	65,243	65,243
908.93-17	Trsf-Development Svc(017)	8,992	0	0	0	0
908.93-21	Trsf-Street/Subd Tre(021)	656,305	634,162	838,822	662,337	662,337
Other		665,297	634,162	838,822	662,337	662,337
968.93-69	Trsf-Employee Benefi(669)	352,246	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	28,814	0	0	0	0
Other		381,060	0	0	0	0
998.93-10	Trsf-PFEDA Area2 CIP(910)	10,350	0	0	0	0
Other		10,350	0	0	0	0
**	Recycling Program	1,732,540	1,408,945	1,948,167	1,667,967	1,667,967

**CURBSIDE RECYCLING PROGRAM**

14-00 Television and radio advertising

25-00 Collected materials processing charges and container maintenance

## **STREET SWEEPING**

**FUND NO. 558**

**ACCOUNT NO. 1113**

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### ***DESCRIPTION***

The Street Sweeping Division is responsible for the removal of dirt and debris from city streets. This includes the annual leaf pickup program. The program helps the City meet air pollution and storm water pollution requirements.

### ***MISSION***

To preserve the quality of life in Merced by providing street sweeping services that meet the Clean Air Act mandates and Phase II NPDES requirements.

### ***GOALS***

- ◇ Continue providing a well developed systematic street sweeping schedule in residential (twice per month) and business districts (weekly) in the most cost effective and efficient manner possible.
- ◇ Continue assisting collection of leaves from city streets during the annual leaf collection program.
- ◇ Continue Best Management Practices diverting sediment, trash, debris, and pollutants from the storm drainage system and improving the water quality.

### ***OBJECTIVES***

1. Continue to dispose of leaves at disposal sites that will accept leaves at no charge, with all weather disposal capabilities.
2. Seek methods to improve the quality of street sweeping and right-sizing of routes to improve productivity.

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

By September 2013, recommit to previously identified sites CP-42 or identify other strategically located sites that will accept leaves at no charge. Provide report to Department Head no later than October 15, 2013.

Maintain contact with sweeper manufacturers to remain familiar with current technology, as well as machine capability, and arrange for local demonstrations of such machines when appropriate.

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| 3. To significantly divert sediment, trash debris and other pollutants from the storm drainage system and improve storm water quality. | Implement Best Management Practices and measurable goals to improve pollutant removal from streets and gutters. Provide report to City Council on quarterly basis. |
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**2013-2014 BUDGET HIGHLIGHTS**

Rates approved, through the Public Hearing process, in FY 2008 will provide a stable source of revenue to all divisions within Fund 558 through December 2013.





BUDGET DETAIL EXPENSES

558-1113	Street Sweeping					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	292,611	292,315	290,726	290,726	290,726
531.03-00	Extra Help	0	0	0	35,888	35,888
531.04-01	Regular Overtime	18,831	23,819	24,601	25,908	25,908
531.04-04	Call Back Time Worked	1,105	617	1,669	1,669	1,669
531.10-02	Unused Sick Leave	297	223	594	594	594
531.10-05	Retirement PERS Classic	50,777	58,280	60,458	63,506	63,506
531.10-06	Social Security-OASDI	19,070	18,980	18,903	19,294	19,294
531.10-07	Social Security-Medicare	4,460	4,439	4,420	5,033	5,033
531.10-08	State Unemployment	0	0	0	8,996	8,996
531.10-12	Workers Compensation	17,178	19,215	13,855	19,251	19,251
531.10-17	Stand By Pay	1,181	951	1,286	1,286	1,286
531.10-20	Earned Benefit	1,376	1,574	1,135	1,301	1,301
531.10-23	Uniform Cleaning	890	874	1,121	910	910
531.10-27	PTS Plan FICA Alternative	0	0	0	466	466
531.10-33	Core Allowance	82,276	85,261	89,627	96,905	96,905
531.10-35	Post Employment Benefits	11,699	13,288	14,018	14,683	14,683
Personnel Services		501,751	519,836	522,413	586,416	586,416
532.11-00	Utilities	78,566	69,829	74,499	75,687	75,687
532.13-00	Postage	5,693	7,493	10,000	10,000	10,000
532.16-00	Printing	4,500	0	4,500	4,500	4,500
532.17-00	Professional Services	289	1,238	1,968	1,968	1,968
532.23-00	Vehicle Operations/Maint	197,944	247,738	262,314	244,879	244,879
532.25-00	Maintenance Matls & Svcs	375	0	1,000	1,000	1,000
532.26-00	Other Equipment O & M	1,321	2,367	4,800	4,800	4,800
532.28-00	Safety Supplies	146	858	900	900	900
532.30-01	Dept Share of Insurance	15,546	17,767	12,150	8,807	8,807
532.32-00	Vehicle Replacement Fee	166,526	181,100	185,854	180,743	180,743
532.38-00	Support Services	155,950	166,439	32,343	26,870	26,870
532.45-00	Facilities Maint Charge	0	0	0	1,789	1,789
Supplies and Services		626,856	694,829	590,328	561,943	561,943
534.91-01	Adm Exp-City Manager	9,338	7,402	5,991	8,390	8,390
534.91-02	Adm Exp-City Attorney	840	17	645	2,644	2,644
534.91-09	Adm Exp-Finance	28,721	27,772	23,594	20,262	20,262
534.91-10	Adm Exp-Purchasing	4,115	3,202	2,972	2,789	2,789
534.91-11	Adm Exp-Public Works	14,729	27,874	28,267	23,637	23,637
534.91-16	Adm Exp-City Council	4,644	3,599	2,335	1,929	1,929
Administrative		62,387	69,866	63,804	59,651	59,651
535.92-01	Interdept DSC-General Fnd	0	11,214	1,615	13,752	13,752
535.92-21	Interdept DSC-Street Tree	0	0	4,908	12,397	12,397
535.92-22	Interdept DSC-Streets	215,908	187,793	159,720	123,945	123,945
535.92-29	Interdept DSC-Pub Works	0	0	2,606	6,090	6,090
535.92-48	Interdept DSC-CFD Parks	0	0	0	2,804	2,804
535.92-53	Interdept DSC-Wastewater	0	0	24,895	24,070	24,070
535.92-57	Interdept DSC-Water Sys	35,890	37,161	0	0	0
535.92-58	Interdept DSC-Refuse	0	0	705	5,036	5,036
535.92-72	Interdept DSC-Supprt Sr	181	188	190	192	192
Interdepartmental		251,979	236,356	194,639	188,286	188,286
633.64-00	Depreciation Expense	48,755	37,478	0	0	0
Property		48,755	37,478	0	0	0
**	Street Sweeping	1,491,728	1,558,365	1,371,184	1,396,296	1,396,296

FUND NO. 558  
ACCOUNT NO. 1113

## **STREET SWEEPING**

11-00 Share of Corporation Yard refuse containers and roll off container for street sweeping debris

13-00 Leaf collection notices

16-00 Printing of leaf collection maps and schedules

**REFUSE CAPITAL EQUIPMENT FUND**  
**FUND NO. 562**  
**ACCOUNT NO. 1116**

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***PROGRAM***

The Refuse Capital Equipment Fund is used for the accumulation of refuse charges on new residential (MMC 8.04.235) and new industrial/commercial (MMC 8.04.265) growth for the purchase of refuse containers and equipment to meet the needs generated by new growth which is financed through fees collected from new customers.

Refuse Capital Equipment

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses	0	0	0	0	0
Supplies and Services	0	0	0	0	0
Debt Service	0	0	0	0	0
Acquisitions	0	0	136,919	205,571	205,571
Capital Improvements	69,314	0	0	0	0
<b>TOTAL</b>	<b>69,314</b>	<b>0</b>	<b>136,919</b>	<b>205,571</b>	<b>205,571</b>

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FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Building Permits	0	15,492	25,750	27,825
Indust/Commerc Surcharge	32,885	22,242	17,900	15,000
Recycling Container Surch	0	5,770	7,612	8,059
Investment Earnings	1,039	1,554	1,200	1,500
Other Revenues	35,390	45,058-	84,457	153,187
<b>TOTAL</b>	<b>69,314</b>	<b>0</b>	<b>136,919</b>	<b>205,571</b>

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BUDGET DETAIL EXPENSES

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
562-1116	Refuse Capital Equipment					
533.43-00	Machinery/Equipment	0	0	136.919	205.571	205.571
	Property	0	0	136.919	205.571	205.571
633.64-00	Depreciation Expense	69.314	0	0	0	0
	Property	69.314	0	0	0	0
**	Refuse Capital Equipment	69.314	0	136.919	205.571	205.571

FUND NO. 562  
ACCOUNT NO. 1116

## **REFUSE CAPITAL EQUIPMENT FUND**

43-00 Due to the slow down in both residential housing and commercial building markets, current container inventory and equipment levels are sufficient

# AIRPORT

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

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**DESCRIPTION**

The Merced Regional Airport is a FAA Part 139 certificated commercial 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, State, and Federal safety and security directives to ensure the safe and efficient movement of aircraft and airport customers.

**MISSION**

The Merced 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.

**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**

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

- |  |   |
|--|---|
| 1. Enhance airport revenues and reduce operational costs at the Merced Regional Airport. | Sustain and operate the airport without reliance on City General Fund subsidy.                              |
| 2. Maintain and grow scheduled airline service at Merced Regional Airport.               | Airline service continues and expands; EAS program participation continues with no interruption to service. |



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| 3. Maintain safe operation of the Merced Airport.    | Achieve "Excellent" results on all annual 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. Continuous Improvement of Airport facilities.     | Stay on schedule and within budget on all capital improvement items as described in the Merced Airport Master Plan and as updated in the Airport Capital Improvement Plan on an annual basis.          |
| 5. Maintain excellent Tenant and City relationships. | Create transparency of airport operations and policies through quarterly newsletters, informational mail-outs as needed, and updates to the Airport website as required within seven days of a change. |
| 6. Expand Pilot and Aircraft services.               | Expand and Increase the types of services provided to based and visiting pilots and aircraft.  |

**2013-2014 BUDGET HIGHLIGHTS**

The primary highlights will continue to 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, however the Secretary II position will be deleted and an Assistant Airport Manager will be added. Overall, operating expenses will remain similar to last year.



561-1303 Airport						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
561.01-00	Regular Salaries	190,409	199,550	179,369	179,369	179,369
561.03-00	Extra Help	3,588	2,686	6,265	6,265	6,265
561.04-01	Regular Overtime	0	49	1,669	0	0
561.10-01	Holiday Pay	0	0	551	0	0
561.10-02	Unused Sick Leave	319	396	0	0	0
561.10-05	Retirement PERS Classic	33,024	41,146	37,428	39,210	39,210
561.10-06	Social Security-OASDI	11,658	12,446	10,988	10,852	10,852
561.10-07	Social Security-Medicare	2,834	2,996	2,660	2,639	2,639
561.10-08	State Unemployment	8,420	0	0	0	0
561.10-12	Workers Compensation	6,422	12,544	7,131	9,348	9,348
561.10-20	Earned Benefit	3,231	1,386	913	913	913
561.10-24	Vehicle Allowance	181	1,157	0	0	0
561.10-27	PTS Plan FICA Alternative	47	36	81	81	81
561.10-32	Cash Back-Biweekly Allow	5	0	0	0	0
561.10-33	Core Allowance	42,000	47,807	40,044	43,314	43,314
561.10-35	Post Employment Benefits	16,575	18,828	17,527	18,360	18,360
Personnel Services		318,713	341,027	304,626	310,351	310,351
562.11-00	Utilities	47,278	41,491	49,440	50,916	50,916
562.12-00	Telephone	3,466	3,628	4,380	4,512	4,512
562.13-00	Postage	502	118	120	120	120
562.14-00	Advertising	0	200	200	664	664
562.15-00	Office Supplies	823	876	900	924	924
562.16-00	Printing	60	3	75	60	60
562.17-00	Professional Services	7,750	6,986	7,412	19,198	19,198
562.18-00	Travel and Meetings	1,331	570	700	716	716
562.19-00	Mileage	0	510	700	721	721
562.20-00	Training Expense	1,668	1,460	500	1,000	1,000
562.22-00	Office Equipment O & M	291	220	225	257	257
562.23-00	Vehicle Operations/Maint	5,580	10,114	10,704	7,822	7,822
562.24-00	Memberships, Subscription	670	4,416	1,537	1,556	1,556
562.25-00	Maintenance Matls & Svcs	5,037	10,980	9,500	9,785	9,785
562.26-00	Other Equipment O & M	372	0	420	432	432
562.27-00	Small Tools	43	31	50	51	51
562.28-00	Safety Supplies	0	0	50	51	51
562.29-00	Other Materials Supplies	5,596	7,471	7,650	7,870	7,870
562.30-01	Dept Share of Insurance	24,003	37,096	20,040	15,377	15,377
562.34-00	Contingency Reserve	0	0	53,899	20,000	20,000
562.38-00	Support Services	19,990	22,325	20,334	18,597	18,597
562.45-00	Facilities Maint Charge	18,985	12,266	11,879	12,525	12,525
Supplies And Services		143,445	160,761	200,715	173,154	173,154
564.91-01	Adm Exp-City Manager	6,417	4,948	2,731	5,231	5,231
564.91-02	Adm Exp-City Attorney	577	11	294	1,601	1,601
564.91-09	Adm Exp-Finance	19,943	18,565	10,756	12,270	12,270
564.91-10	Adm Exp-Purchasing	2,828	2,140	1,355	1,689	1,689
564.91-16	Adm Exp-City Council	3,191	2,406	1,064	1,168	1,168
Other		32,956	28,070	16,200	21,959	21,959
633.64-00	Depreciation Expense	169,176	161,197	0	0	0
Property		169,176	161,197	0	0	0
968.93-71	Trnsf-Facilities Main(671)	0	0	8,861	9,179	9,179
Other		0	0	8,861	9,179	9,179
**	Airport	664,290	691,055	530,402	514,643	514,643



BUDGET DETAIL EXPENSES

361-1303 Airport					
ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
532.38-00 Support Services	2	2	2	1	1
Supplies and Services	2	2	2	1	1
534.91-01 Adm Exp-City Manager	31	21	18	18	18
534.91-02 Adm Exp-City Attorney	3	0	2	6	6
534.91-09 Adm Exp-Finance	96	79	72	42	42
534.91-10 Adm Exp-Purchasing	14	9	9	6	6
534.91-16 Adm Exp-City Council	15	10	7	4	4
Administrative	159	119	108	76	76
706.71-02 Principal-City Loans	0	0	36,919	39,278	39,278
706.72-02 Interest-City Loans	21,327	19,242	17,026	14,667	14,667
Debt Services	21,327	19,242	53,945	53,945	53,945
** Airport	21,488	19,363	54,055	54,022	54,022



BUDGET DETAIL EXPENSES

461-1303 Airport					
ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
633.64-00 Depreciation Expense	114,062	242,218	0	0	0
Property	114,062	242,218	0	0	0
667.65-00 Capital Imp. Projects	1,114,767	217,134	74,717	35,673	35,673
Capital Outlay	1,114,767	217,134	74,717	35,673	35,673
706.71-02 Principal-City Loans	0	0	33,561	33,561	33,561
706.72-02 Interest-City Loans	0	0	5,661	5,661	5,661
Debt Services	0	0	39,222	39,222	39,222
908.93-01 Trsf-General Fund (001)	335	0	0	0	0
Other	335	0	0	0	0
** Airport	1,229,164	459,352	113,939	74,895	74,895

## 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; Office PC annual software licenses
- 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.



# FLEET

# **FLEET MANAGEMENT**

**FUND NO. 670**

**ACCOUNT NO. 1103**

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## ***DESCRIPTION***

Fleet Services is responsible for the maintenance and repair of all City vehicles and is currently maintaining 500 individual equipment items, of which, 300 are motorized vehicles, assigned to the various departments within the City.

## ***MISSION***

Fleet Services is committed to maintain an exceptional level of operational readiness. We strive to provide the best services possible within our fiscal constraints by providing excellent preventative maintenance as well as expedient repairs to all vehicles and equipment.

## ***GOALS***

- Provide safe, reliable vehicles and equipment at a competitive cost with minimum down time.
- Provide appropriate vehicle replacement through an efficient ordering and delivery system, while leveraging grant opportunities to offset purchase costs.
- Maintain a friendly, responsive, customer focused culture within our fleet team.

## ***OBJECTIVES***

1. Accomplish all maintenance and repairs, insuring maximum productivity and quality, with prudent use of materials.
2. Provide quality service with minimum adverse impact to clients.

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

Monitor past and present expenditure levels taking into account age and size of fleet. Number of return repairs not to exceed 5% of all work completed.

95% of all vehicle inspections to be completed as scheduled. Schedules vary and may be based on miles, hours, or days.

## **2013-2014 BUDGET HIGHLIGHTS**

### **Fuel**

- Fuel prices continue to fluctuate and indicators point toward increasing fuel costs
- Projected funding should be sufficient.

### **Vehicle Replacement**

- Replacement charges for departments funded by discretionary funds have ceased for the past five budget years.
- Alternate fuel vehicles contributes towards climate action plan carbon reduction goals.
- Fleet safety is not compromised, though operation and maintenance costs are beginning to increase exponentially due to aging vehicles.

### **Fleet Cost Reduction Practices**

Fleet continues to explore cost reducing measures to include:

- Parts procurement “best value” practices, i.e. best price with longest wear/warranty



## BUDGET DETAIL EXPENSES

670-1103	Fleet Management					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	558,830	575,512	578,433	582,007	582,007
531.03-00	Extra Help	17,127	1,965	0	0	0
531.04-01	Regular Overtime	12,270	11,159	19,501	20,935	20,935
531.04-04	Call Back Time Worked	3,426	1,170	3,039	3,039	3,039
531.10-02	Unused Sick Leave	1,229	1,754	1,722	1,722	1,722
531.10-05	Retirement PERS Classic	94,619	114,363	120,565	127,454	127,454
531.10-06	Social Security-OASDI	35,195	35,753	38,022	38,135	38,135
531.10-07	Social Security-Medicare	8,480	8,390	8,892	8,919	8,919
531.10-08	State Unemployment	7,550	0	0	0	0
531.10-12	Workers Compensation	23,578	36,308	28,189	81,859	81,859
531.10-17	Stand By Pay	14,095	11,573	32,135	21,371	21,371
531.10-20	Earned Benefit	2,299	2,246	2,759	2,759	2,759
531.10-23	Uniform Cleaning	3,487	4,110	4,404	3,850	3,850
531.10-27	PTS Plan FICA Alternative	223	26	0	0	0
531.10-32	Cash Back-Biweekly Allow	3	0	0	0	0
531.10-33	Core Allowance	138,568	159,207	165,887	179,499	179,499
531.10-35	Post Employment Benefits	35,212	35,447	30,043	31,336	31,336
Personnel Services		956,191	998,983	1,033,591	1,102,885	1,102,885
532.11-00	Utilities	27,764	23,475	23,796	24,509	24,509
532.12-00	Telephone	2,251	1,658	1,934	1,977	1,977
532.13-00	Postage	143	111	400	412	412
532.17-00	Professional Services	245	324	208	214	214
532.18-00	Travel and Meetings	4,233	1,537	1,860	3,720	3,720
532.19-00	Mileage	796	640	1,000	1,030	1,030
532.20-00	Training Expense	16,075	1,430	1,800	5,200	5,200
532.21-00	Rents/Leases	239	5,249	6,000	600	600
532.24-00	Memberships, Subscription	2,000	10,159	4,968	5,089	5,089
532.25-00	Maintenance Matls & Svcs	22,141	23,497	31,620	35,568	35,568
532.26-00	Other Equipment O & M	846	326	1,500	2,500	2,500
532.28-00	Safety Supplies	1,727	2,019	2,312	2,312	2,312
532.29-00	Other Materials Supplies	423	34	4,950	4,950	4,950
532.30-01	Dept Share of Insurance	24,469	37,450	25,519	19,472	19,472
532.33-00	Vehicle Fuel	1,191,629	1,385,195	1,440,764	1,473,986	1,473,986
532.34-00	Contingency Reserve	0	0	91,138	138,186	138,186
532.36-00	Vehicle Parts	614,391	621,856	650,000	661,500	661,500
532.38-00	Support Services	71,207	79,694	78,983	65,039	65,039
532.45-00	Facilities Maint Charge	2,969	6,035	11,894	11,666	11,666
Supplies and Services		1,983,548	2,200,689	2,380,646	2,457,930	2,457,930
534.91-01	Adm Exp-City Manager	16,531	13,263	10,754	18,489	18,489
534.91-02	Adm Exp-City Attorney	1,486	30	1,157	5,827	5,827
534.91-09	Adm Exp-Finance	50,798	49,766	42,356	44,651	44,651
534.91-10	Adm Exp-Purchasing	7,284	5,737	5,335	6,147	6,147
534.91-11	Adm Exp-Public Works	29,998	59,543	63,972	54,280	54,280
534.91-16	Adm Exp-City Council	8,222	6,450	4,191	4,252	4,252
Administrative		114,319	134,789	127,765	133,646	133,646
535.92-29	Interdept DSC-Pub Works	9,827	10,342	42,187	36,828	36,828
535.92-72	Interdept DSC-Supprt Sr	326	263	228	192	192
Interdepartmental		10,153	10,605	42,415	37,020	37,020
633.64-00	Depreciation Expense	28,941	36,154	0	0	0
Property		28,941	36,154	0	0	0

670-1103	Fleet Management	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
ACCT. NO.	ACCOUNT DESCRIPTION					
968.93-71	Trsf-Facilities Main(671)	0	0	8,029	8,318	8,318
	Other	0	0	8,029	8,318	8,318
**	Fleet Management	3,093,152	3,381,220	3,592,446	3,739,799	3,739,799

## **FLEET MANAGEMENT**

11-00 Share of Corporation Yard utility service

12-00 Includes modem line for gas station computer, auto shop security alarm,  
and cellular telephones

17-00 DMV physicals and license renewals

18-00 Fire Mechanic Certification and Training

21-00 Security alarm at Fleet Services buildings

25-00 Miscellaneous parts and supplies for shop equipment, cleaning supplies,  
and fuel tank monthly monitoring

26-00 Fuel Card-Lock/Petrovend Maintenance.

29-00 Air Pollution Control District fees

34-00 Contingency for emergency vehicle repairs

**FLEET REPLACEMENT FUND**  
**FUND NO. 674**  
**ACCOUNT NO. 1103**

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***PROGRAM***

This fund was created to accumulate money to replace City vehicles. Fleet operation and maintenance activities are accounted for in Fund 670.





## BUDGET DETAIL EXPENSES

674-1103 Fleet Management						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
532.17-00	Professional Services	0	3,025	0	0	0
	Supplies and Services	0	3,025	0	0	0
633.63-00	Vehicle Replacement	1,288,625	874,076	880,000	2,217,500	2,217,500
633.64-00	Depreciation Expense	1,754,841	1,614,380	0	0	0
	Property	3,043,466	2,488,456	880,000	2,217,500	2,217,500
908.93-01	Trsf-General Fund (001)	922,389	0	0	0	0
908.93-17	Trsf-Development Svc(017)	16,000	0	0	0	0
908.93-24	Trsf-Rec & Park Prog(024)	20,000	0	0	0	0
	Other	958,389	0	0	0	0
968.93-70	Trsf-Fleet-Mgmt (670)	0	41,000	0	0	0
968.93-72	Trsf-Support Service(672)	19,106	0	0	0	0
	Other	19,106	41,000	0	0	0
**	Fleet Management	4,020,961	2,532,481	880,000	2,217,500	2,217,500

# FACILITIES

**FACILITIES MAINTENANCE**

**FUND NO. 671**

**ACCOUNT NO. 1119**

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***DESCRIPTION***

The Facilities Maintenance Division is responsible for the maintenance and sanitation of 166,192 square feet of City owned buildings and structures with the exception of Fire Stations and private leases. The division provides a range of general maintenance services to other city departments, making it possible for workers in those areas to serve the public more efficiently and effectively.

***MISSION***

Provide quality preventive maintenance, daily sanitation, and care enabling all customers' full and safe use of each facility, while maintaining a high standard of appearance.

***GOALS***

- Maintain, clean, monitor and ensure facility security, condition, and aesthetics are properly, safely and efficiently maintained for all clients' use, while continually evaluating the same to reduce energy consumption and green house gasses emitted into the atmosphere.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |  |   |
|--|---|
| <p>1. Provide excellent custodial and building maintenance services to all clients.</p>                                | <p>Completion of all priority work order requests within 3 business days.<br/>Monthly review of open work orders and audit of closed work orders.</p> |
| <p>2. Ensure facilities under the care of the division are properly cleaned and safely maintained for all clients.</p> |   |

## **FACILITIES MAINTENANCE**

### **2013-2014 BUDGET HIGHLIGHTS**

Some shared custodial duties continue to be performed by existing staff, which has proven to work very well, i.e. Public Works and Police administrative staff empties their own individual trash/recycling container which allows custodians more time to concentrate on building cleanliness; However, with the additional office space for our new Public Works Recycling Coordinator, Public Works Supervisor's office complex and the expansion at the Waste Water Treatment Facility, one additional full time equivalent custodian is being requested for this next fiscal year. Funding for the position would come from enterprise funds with no projected increase to the general fund obligation.

Some additional building maintenance funds are requested to cover general building repairs for the old Southern Pacific Train Depot, 690 W. 16<sup>th</sup> Street currently leased to Assemblymember Adam Gray; Flanagan Park picnic shelter, basketball court, drinking fountain and associated lighting; and for maintenance costs for Bob Hart Square fountain, palm tree lighting/outlets, power pedestal, flag pole and clock. Note: Cleaning services for Assemblymember Gray are contracted with a private service provider.





## BUDGET DETAIL EXPENSES

671-1119	Facilities Maintenance Op					
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
531.01-00	Regular Salaries	339,301	300,737	330,652	347,695	347,695
531.03-00	Extra Help	56,137	72,777	83,191	83,191	83,191
531.04-01	Regular Overtime	4,974	4,563	4,726	4,726	4,726
531.04-04	Call Back Time Worked	40	40	353	353	353
531.10-02	Unused Sick Leave	475	673	474	474	474
531.10-05	Retirement PERS Classic	58,796	60,219	68,696	58,797	58,797
531.10-06	Social Security-OASDI	20,660	18,531	19,636	21,091	21,091
531.10-07	Social Security-Medicare	5,675	5,412	5,799	6,139	6,139
531.10-08	State Unemployment	71,348	0	0	0	0
531.10-10	Retirement-PERS New Membr	0	0	0	15,650	15,650
531.10-12	Workers Compensation	55,124	43,090	48,645	71,452	71,452
531.10-20	Earned Benefit	324	8,891	0	0	0
531.10-23	Uniform Cleaning	2,279	2,401	1,568	1,568	1,568
531.10-27	PTS Plan FICA Alternative	756	967	1,082	1,082	1,082
531.10-33	Core Allowance	99,812	93,169	106,274	134,013	134,013
531.10-35	Post Employment Benefits	55,456	63,111	57,031	58,655	58,655
Personnel Services		771,157	674,581	728,127	804,886	804,886
532.11-00	Utilities	227,581	194,186	136,797	140,900	140,900
532.12-00	Telephone	5,470	5,412	4,624	5,824	5,824
532.17-00	Professional Services	6,728	6,765	6,900	40,069	40,069
532.21-00	Rents/Leases	1,560	1,620	1,620	1,620	1,620
532.23-00	Vehicle Operations/Maint	11,764	11,111	11,814	21,616	21,616
532.24-00	Memberships, Subscription	0	18,947	3,668	3,543	3,543
532.25-00	Maintenance Matls & Svcs	171,655	175,962	100,453	124,048	124,048
532.26-00	Other Equipment O & M	512	0	300	309	309
532.27-00	Small Tools	20	0	500	500	500
532.28-00	Safety Supplies	1,551	662	1,820	1,870	1,870
532.30-01	Dept Share of Insurance	31,320	37,350	28,638	24,030	24,030
532.34-00	Contingency Reserve	0	0	9,493	14,584	13,967
532.38-00	Support Services	42,695	42,695	42,695	42,695	42,695
Supplies and Services		500,856	494,710	349,322	421,608	420,991
534.91-01	Adm Exp-City Manager	9,069	5,983	6,693	8,082	8,082
534.91-02	Adm Exp-City Attorney	816	14	720	2,547	2,547
534.91-09	Adm Exp-Finance	27,813	22,448	26,361	19,519	19,519
534.91-10	Adm Exp-Purchasing	3,996	2,588	3,320	2,687	2,687
534.91-16	Adm Exp-City Council	4,511	2,909	2,608	1,859	1,859
Administrative		46,205	33,942	39,702	34,694	34,694
535.92-29	Interdept DSC-Pub Works	12,180	12,701	21,748	20,772	20,772
Interdepartmental		12,180	12,701	21,748	20,772	20,772
633.64-00	Depreciation Expense	72,632	79,084	0	0	0
Property		72,632	79,084	0	0	0
637.65-00	Capital Imp. Projects	2,204,319	5,053,680	30,000	50,000	50,000
Capital Outlay		2,204,319	5,053,680	30,000	50,000	50,000
706.71-01	Principal-Bond Payment	0	0	247,612	279,690	279,690
706.72-01	Interest Bond Payment	100,567	332,509	322,030	310,433	310,433
Debt Services		100,567	332,509	569,642	590,123	590,123



BUDGET DETAIL EXPENSES

671-1119 Facilities Maintenance Op						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
918.93-20	Trsf-Downtown Maint (120)	9.400	8.074	8.289	8.067	8.684
918.93-43	Trsf-Davenport Ranch(143)	0	0	162	167	167
Other		9.400	8.074	8.451	8.234	8.851
998.93-10	Trsf-PFEDA Area2 CIP(910)	500	0	0	0	0
Other		500	0	0	0	0
**	Facilities Maintenance Op	3,717,816	6,689,281	1,746,992	1,930,317	1,930,317

## FACILITIES MAINTENANCE

- 11-00 Utility cost at the Civic Center, Shannon Parade, Transportation Center, and Merced Parking Garage
- 12-00 Includes alarm lines at the Civic Center, Transportation Center, Merced Center Parking Garage, as well as cellular and elevator phones
- 17-00 Landscape maintenance service at the Senior Center
- 21-00 Fire and intrusion alarm monitoring services @ the Transportation Center, Shannon Parade, and Merced Center Parking Garage
- 25-00 Custodial supplies such as wax, floor cleaner, mops, paper towels, and hand soap. Elevator maintenance, fire alarm system testing, contract services for cleaning chairs and carpet, and Amtrak Station cleanup services.
- 93-20 Transfer of funds to Downtown Maintenance District to pay for Parade's share of assessment

FOOTNOTE: Costs of Civic Center and other City facilities maintenance are spread to departments based on share of square footage and hours assigned.