

**CITY OF MERCED  
2015-2016 COUNCIL APPROVED 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 safety, 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.
- Partner with and support other first responder organizations to address emergency needs (floods, wind storm damage, major incident traffic control) within the community when they occur.

# **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, Water Quality 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 providing superior customer service to 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***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

1. Enhance customer relations.

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.

PUBLIC WORKS - ADMINISTRATION

- Send 20 customer surveys per month to measure Public Works customer service effectiveness. Customers will be chosen to represent different areas of service provided.
2. 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 annually, 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 Department to develop and implement a citywide GIS program. Continue working with the Water Division to obtain and map GPS coordinates for next 25% of the water

PUBLIC WORKS - ADMINISTRATION

valves. Mapping to include all pertinent valve information for each type of property. (GPS coordinates have been mapped for 25% of the existing water valves.)

Continue working with Wastewater Collection Division to obtain and map coordinates for last 5% of collection system manholes, including pertinent information. (GPS coordinates have mapped for 95% of existing system manholes.)

***2015/2016 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 have caused increased contact from affected customers with the Administration Division in the past, and may continue to do so in the coming fiscal year.





PERSONNEL

Number of Positions

Classification	Funded In Budget 2014-15	Dept.Head Request 2015-16	City Mgr. Recom. 2015-16	Council Approval
Management Analyst	1.00	1.00	1.00	1.00
Secretary I/II	3.60	5.00	5.00	4.00
GIS Coordinator	1.00	1.00	1.00	1.00
Systems Technician I/II/III	1.00	1.00	1.00	1.00
Acctg. Technician	1.00	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00	1.00
Account Clerk I/II/III	3.00	1.25	1.25	1.25
Clerk Typist I/II				1.00
<b>TOTAL</b>	<b>14.50</b>	<b>14.15</b>	<b>14.15</b>	<b>14.15</b>

BUDGET DETAIL EXPENSES

029-1102	Public Works Oper. Admin			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	857,454	819,734	881,504	888,194	888,194	881,323
531.03-00	Extra Help	5,487	0	0	0	0	0
531.04-01	Regular Overtime	6,080	7,918	8,594	8,360	8,360	8,360
531.10-02	Unused Sick Leave	2,703	0	2,881	2,895	2,895	2,895
531.10-05	Retirement PERS Classic	180,011	177,814	198,251	209,979	209,979	209,979
531.10-06	Social Security-OASDI	52,676	48,955	57,393	60,686	60,686	60,260
531.10-07	Social Security-Medicare	12,749	11,844	13,589	14,313	14,313	14,214
531.10-10	Retirement-PERS New Membr	0	0	7,129	8,631	8,631	7,041
531.10-12	Workers Compensation	2,788	3,343	11,573	8,898	8,898	8,898
531.10-20	Earned Benefit	28,322	11,870	72,504	112,667	112,667	112,667
531.10-21	Bilingual Pay Program	1,203	659	600	1,200	1,200	1,200
531.10-23	Uniform Cleaning	44	35	217	0	0	0
531.10-27	PTS Plan FICA Alternative	71	0	0	0	0	0
531.10-33	Core Allowance	216,238	199,312	218,201	235,003	235,911	235,911
531.10-35	Post Employment Benefits	18,671	24,547	24,331	24,950	24,950	24,950
Personnel Services		1,384,497	1,306,031	1,496,767	1,575,776	1,576,684	1,567,698
532.11-00	Utilities	13,787	16,607	16,120	16,787	16,787	16,787
532.12-00	Telephone	3,725	2,288	4,617	2,500	2,500	2,500
532.13-00	Postage	690	412	729	729	729	729
532.15-00	Office Supplies	20,599	32,687	39,410	46,694	51,713	51,713
532.17-00	Professional Services	17,026	16,776	16,470	16,470	16,470	16,470
532.18-00	Travel and Meetings	6,347	5,426	5,482	5,482	5,482	5,482
532.20-00	Training Expense	2,235	4,990	6,625	6,625	6,625	6,625
532.21-00	Rents/Leases	2,338	1,667	3,680	3,392	3,392	3,392
532.23-00	Vehicle Operations/Maint	10,551	6,955	9,360	9,307	9,196	9,196
532.24-00	Memberships, Subscription	8,409	9,192	15,981	15,981	15,981	15,981
532.25-00	Maintenance Matls & Svcs	5,323	15,803	14,222	14,246	14,246	14,246
532.28-00	Safety Supplies	7,295	7,736	8,800	8,800	8,800	8,800
532.30-01	Dept Share of Insurance	21,300	16,237	16,212	22,894	20,510	20,510
532.32-00	Vehicle Replacement Fee	14,521	15,240	16,317	16,317	16,317	16,317
532.35-84	Retro Fee Expense	250	0	0	0	0	0
532.38-00	Support Services	123,595	114,746	122,129	113,577	109,041	109,041
532.45-00	Facilities Maint Charge	30,497	42,428	41,268	50,501	50,327	50,327
532.46-00	Computer Replacement Chrg	31,552	36,194	46,757	47,541	47,541	47,541
Supplies and Services		320,040	345,384	384,179	397,843	395,657	395,657
534.91-01	Adm Exp-City Manager	0	17	0	0	0	0
534.91-03	Adm Exp-City Clerk	0	0	33	29	29	29
Administrative		0	17	33	29	29	29
535.92-17	Interdept DSC-Develop Svc	7,456	6,301	6,345	6,451	6,451	6,451
535.92-72	Interdept DSC-Supprt Sr	38	0	0	0	0	0
Interdepartmental		7,494	6,301	6,345	6,451	6,451	6,451
968.93-71	Trsf-Facilities Main(671)	3,072	3,182	3,297	3,415	3,415	3,415
Other		3,072	3,182	3,297	3,415	3,415	3,415
**	Public Works Oper. Admin	1,715,103	1,660,915	1,890,621	1,983,514	1,982,236	1,973,250

## **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 Personal Computer Licensing, CAL-OSHA Reporter, and American Public Works Association membership
- 28-00 Department Recognition Safety Awards, Safety training aids, video rentals, Public Works Safety Awareness Week, 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 street and sidewalk work orders are inspected, repaired or preventive maintenance is performed in accordance with best management practices.
- ◇ Continue to implement new procedures, private contracts 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***

Replace 50,000-sq. ft. of asphalt, utilizing city forces and private contractors at strategic locations by June 2016. Contingent on availability of funding.

Fill potholes within 24 hours after reported customer complaints.  
Aggressively inspect streets weekly for potholes on major roads.

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, using city forces and private contractors. Install ADA ramps as prioritized through inspection and Engineering's ADA ramp project list.

Shave/Saw cut 1500 trip hazards by June 2016.

Remove and Replace 150 trip hazards utilizing the Sidewalk Program.

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 identifying and installation of ADA ramps at strategic locations with emphasis on schools, hospitals, and businesses with curbs restricting ADA access.
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 by 2018.
- Complete annual repainting of all STOP's, center-line, bike lane, and fog line striping by June 2016.
- Conduct annual sign survey to identify necessary repairs or replacements in Area 4 (Baker to Mission Avenue, Motel Drive to Tower Road) City is divided into 6 areas, completion of project 2018.
- 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.

### ***2015-2016 BUDGET HIGHLIGHTS***

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





BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	386,087	411,226	425,542	424,673	424,673	424,673
531.03-00	Extra Help	15,949	0	36,426	36,606	36,606	36,606
531.04-01	Regular Overtime	57,053	63,142	65,187	67,150	67,150	67,150
531.04-04	Call Back Time Worked	5,887	6,788	6,345	6,377	6,377	6,377
531.10-02	Unused Sick Leave	1,128	1,187	2,411	0	0	0
531.10-05	Retirement PERS Classic	75,778	74,484	80,482	71,597	71,597	71,597
531.10-06	Social Security-OASDI	29,358	32,126	34,111	33,146	32,593	32,593
531.10-07	Social Security-Medicare	7,101	7,513	8,505	8,283	8,153	8,153
531.10-08	State Unemployment	0	0	18,453	2,746	2,746	2,746
531.10-09	Retirement-PERS Lateral	3,784	7,008	9,333	10,191	10,191	10,191
531.10-10	Retirement-PERS New Membr	369	7,414	8,682	21,342	21,342	21,342
531.10-12	Workers Compensation	84,166	60,465	61,518	45,898	45,898	45,898
531.10-17	Stand By Pay	29,152	29,978	29,768	29,912	29,912	29,912
531.10-20	Earned Benefit	5,067	528	29,916	13,586	4,658	4,658
531.10-21	Bilingual Pay Program	1,203	1,203	1,200	960	960	960
531.10-23	Uniform Cleaning	1,478	1,876	1,508	1,995	1,995	1,995
531.10-27	PTS Plan FICA Alternative	210	0	473	476	476	476
531.10-33	Core Allowance	92,616	96,964	96,078	105,596	106,109	106,109
531.10-35	Post Employment Benefits	53,867	56,211	41,288	49,906	49,906	49,906
	Personnel Services	850,253	858,113	957,226	930,440	921,342	921,342
532.11-00	Utilities	372,550	223,193	361,520	388,388	388,388	388,388
532.12-00	Telephone	3,286	2,621	3,181	3,308	3,308	3,308
532.13-00	Postage	92	184	400	250	250	250
532.17-00	Professional Services	91,169	60,292	118,556	118,769	118,769	118,769
532.18-00	Travel and Meetings	2,610	4,636	5,803	5,895	5,895	5,895
532.20-00	Training Expense	2,113	6,146	4,150	4,625	4,233	4,233
532.21-00	Rents/Leases	804	239	800	294	294	294
532.23-00	Vehicle Operations/Maint	121,637	109,133	140,346	126,761	125,256	125,256
532.24-00	Memberships, Subscription	1,929	1,135	1,366	1,366	1,366	1,366
532.25-00	Maintenance Mats & Svcs	176,184	327,156	103,468	348,391	348,391	348,391
532.26-00	Other Equipment O & M	2,742	3,405	3,798	3,949	3,949	3,949
532.27-00	Small Tools	2,083	2,571	2,917	3,033	3,033	3,033
532.28-00	Safety Supplies	3,627	2,880	3,719	4,262	4,262	4,262
532.30-01	Dept Share of Insurance	37,219	26,965	23,126	42,413	43,205	43,205
532.35-84	Retro Fee Expense	0	100	0	0	0	0
532.38-00	Support Services	46,202	37,976	38,558	44,014	42,547	42,547
532.45-00	Facilities Maint Charge	2,865	3,577	8,899	20,948	17,207	17,207
	Supplies and Services	867,112	812,209	820,607	1,116,666	1,110,353	1,110,353
534.91-01	Adm Exp-City Manager	16,477	20,806	10,523	16,521	15,969	15,969
534.91-02	Adm Exp-City Attorney	1,773	6,557	3,158	5,949	3,469	3,469
534.91-03	Adm Exp-City Clerk	0	0	17,950	13,607	9,988	9,988
534.91-09	Adm Exp-Finance	64,893	50,247	48,017	56,038	56,963	56,963
534.91-10	Adm Exp-Purchasing	8,173	6,917	6,129	6,684	6,769	6,769
534.91-11	Adm Exp-Public Works	42,268	35,617	44,236	43,333	43,174	43,174
534.91-16	Adm Exp-City Council	6,421	4,785	4,720	6,534	6,389	6,389
	Administrative	140,005	124,929	134,733	148,666	142,721	142,721
535.92-17	Interdept DSC-Develop Svc	169,305	157,634	187,840	194,436	194,436	194,436
535.92-29	Interdept DSC-Pub Works	65,067	55,726	57,031	62,017	62,017	62,017
535.92-53	Interdept DSC-Wastewater	0	0	0	261	261	261
535.92-72	Interdept DSC-Supprt Sr	342	230	230	346	346	346
	Interdepartmental	234,714	213,590	245,101	257,060	257,060	257,060

BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
948.93-50	Trsf-Streets/Signals(450)	0	76.151	114.295	74.810	74.810	74.810
	Other	0	76.151	114.295	74.810	74.810	74.810
968.93-71	Trsf-Facilities Main(671)	272.068	281.850	291.975	302.454	302.454	302.454
	Other	272.068	281.850	291.975	302.454	302.454	302.454
**	Street/Light Maintenance	2,364.152	2,366.842	2,563.937	2,830.096	2,808.740	2,808.740

## **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

STREET AND STREETLIGHT MAINTENANCE

**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.



BUDGET DETAIL EXPENSES

061-1126 Measure "C"- Public Works							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
532.25-00	Maintenance Matls & Svcs	0	0	223,675	0	0	0
532.38-00	Support Services	58	0	77	94	56	56
	Supplies and Services	58	0	223,752	94	56	56
534.91-01	Adm Exp-City Manager	640	739	969	895	769	769
534.91-02	Adm Exp-City Attorney	69	233	291	322	167	167
534.91-03	Adm Exp-City Clerk	0	0	2,287	737	481	481
534.91-09	Adm Exp-Finance	2,522	1,784	4,423	3,035	2,743	2,743
534.91-10	Adm Exp-Purchasing	318	246	565	362	326	326
534.91-16	Adm Exp-City Council	250	170	435	354	308	308
	Administrative	3,799	3,172	8,970	5,705	4,794	4,794
637.65-00	Capital Imp. Projects	0	1,813	0	460,784	760,784	760,784
	Capital Outlay	0	1,813	0	460,784	760,784	760,784
908.93-22	Trnsf-Street Maint/Lt(022)	0	0	0	0	374,689	374,689
	Other	0	0	0	0	374,689	374,689
**	Measure "C"- Public Works	3,857	4,985	232,722	466,583	1,140,323	1,140,323

STREET AND STREETLIGHT MAINTENANCE

**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

450-1104 Street/Light CIP							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
637.65-00	Capital Imp. Projects	4,147,553	3,119,755	6,412,157	7,878,551	7,877,978	7,877,978
	Capital Outlay	4,147,553	3,119,755	6,412,157	7,878,551	7,877,978	7,877,978
908.93-25	Trsf-STP Fund (025)	42,667	9,829	22,545	12,426	12,426	12,426
908.93-44	Trsf-Facilities Road(044)	0	53,327	0	0	0	0
908.93-54	Trsf-Facilities Road(054)	0	22,405	0	0	0	0
	Other	42,667	85,561	22,545	12,426	12,426	12,426
**	Street/Light CIP	4,190,220	3,205,316	6,434,702	7,890,977	7,890,404	7,890,404

# **PARKS MAINTENANCE**

**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 Maintenance 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.
- ◇ Collaborate with UC Merced and Community Service groups on beautification projects throughout the communities.
- ◇ 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.

## PARKS MAINTENANCE

### **OBJECTIVES**

1. Upgrade or replace parks playground equipment identified in the playground audit, in accordance with Assembly Bill 1055.
2. In collaboration with Merced Garden Club, continue Rose-Garden upgrades and pruning.
3. Vegetation and fire reduction management within the city utility right-of-ways.
4. Ensure maintenance district landscape areas are maintained by private landscape contractor(s) as specified by contract language.

### **PERFORMANCE MEASUREMENTS/INDICATORS**

Continue monthly playground inspections to ensure all playground sites are in compliance. Schedule parks in need of fibar or additional fibar insuring the safety of the users.

Replace rose bushes as needed of the 200 rose bushes in the Rose Garden annually.

Apply herbicide applications annually as needed or in response to a customer service request.

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.

### ***2015/2016 Budget Highlights***

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



BUDGET DETAIL EXPENSES

001-1120	Parks Maintenance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	273,009	295,117	315,937	308,423	280,993	280,993
531.03-00	Extra Help	0	0	0	31,412	31,412	31,412
531.04-01	Regular Overtime	14,609	12,829	16,107	16,141	16,141	16,141
531.04-04	Call Back Time Worked	1,921	2,393	1,800	2,237	2,237	2,237
531.10-05	Retirement PERS Classic	52,081	58,399	73,797	67,155	67,155	67,155
531.10-06	Social Security-OASDI	16,376	17,917	20,392	20,658	18,550	18,550
531.10-07	Social Security-Medicare	3,830	4,190	4,769	5,286	4,793	4,793
531.10-08	State Unemployment	16,329	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	0	0	0	8,463	2,116	2,116
531.10-12	Workers Compensation	61,386	63,756	119,225	53,708	53,708	53,708
531.10-17	Stand By Pay	3,120	3,121	2,451	2,460	2,460	2,460
531.10-20	Earned Benefit	2,400	11,084	2,000	11,839	5,275	5,275
531.10-21	Bilingual Pay Program	241	241	240	240	240	240
531.10-23	Uniform Cleaning	1,505	971	1,500	1,356	1,356	1,356
531.10-27	PTS Plan FICA Alternative	0	0	0	408	408	408
531.10-33	Core Allowance	92,403	93,753	94,493	98,600	84,581	84,581
531.10-35	Post Employment Benefits	84,690	89,151	86,251	96,307	96,307	96,307
	Personnel Services	623,900	652,922	738,962	724,693	667,732	667,732
532.11-00	Utilities	331,850	370,519	313,957	349,497	349,497	349,497
532.12-00	Telephone	583	1,108	931	968	968	968
532.17-00	Professional Services	178,769	177,509	194,542	194,499	194,499	194,499
532.18-00	Travel and Meetings	1,496	14	602	626	614	614
532.20-00	Training Expense	715	432	515	535	525	525
532.21-00	Rents/Leases	1,129	629	800	1,095	1,095	1,095
532.23-00	Vehicle Operations/Maint	103,350	60,004	52,475	57,450	56,768	56,768
532.24-00	Memberships, Subscription	745	350	3,846	3,846	3,846	3,846
532.25-00	Maintenance Matls & Svcs	43,338	37,111	43,522	43,522	43,522	43,522
532.26-00	Other Equipment O & M	1,575	347	1,100	1,516	1,516	1,516
532.27-00	Small Tools	2,953	2,294	2,600	2,660	2,660	2,660
532.28-00	Safety Supplies	1,909	1,800	1,854	2,154	2,154	2,154
532.29-00	Other Materials Supplies	18,049	2,661	22,351	22,351	22,351	22,351
532.30-01	Dept Share of Insurance	15,462	11,255	11,614	20,491	18,764	18,764
532.38-00	Support Services	36,989	28,201	28,503	32,336	28,982	28,982
532.45-00	Facilities Maint Charge	146,214	130,118	141,715	135,896	135,369	135,369
	Supplies and Services	885,126	824,324	820,927	869,442	863,130	863,130
534.91-11	Adm Exp-Public Works	34,098	26,970	33,302	32,586	29,832	29,832
	Administrative	34,098	26,970	33,302	32,586	29,832	29,832
535.92-01	Interdept DSC-General Fnd	1,084	1,121	1,128	1,128	1,128	1,128
535.92-17	Interdept DSC-Develop Svc	12,335	2,358	0	0	0	0
535.92-29	Interdept DSC-Pub Works	35,070	28,135	28,734	41,723	41,723	41,723
535.92-53	Interdept DSC-Wastewater	405	0	0	0	0	0
535.92-72	Interdept DSC-Supprt Sr	152	77	77	99	99	99
	Interdepartmental	49,046	31,691	29,939	42,950	42,950	42,950
**	Parks Maintenance	1,592,170	1,535,907	1,623,130	1,669,671	1,603,644	1,603,644

**COMMUNITY FACILITIES DISTRICT**  
**FUND NOS. 150, 155, 156, 157, 158 & 164-195**  
**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.





P E R S O N N E L

Number of Positions

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Classification	Funded In Budget 2014-15	Dept. Head Request 2015-16	City Mgr. Recom. 2015-16	Council Approval
PWM - Tax Services	.05	.05	.05	.05
PWS - Parks/Trees	.10	.10	.10	.10
TOTAL	.65	.65	.65	.65

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BUDGET DETAIL EXPENSES

158-1137	CFD-PW-Parks Maintenance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	55,807	32,571	33,239	33,402	33,402	33,402
531.04-01	Regular Overtime	0	0	362	1,719	1,719	1,719
531.04-04	Call Back Time Worked	0	0	426	128	128	128
531.10-05	Retirement PERS Classic	11,615	7,092	7,768	8,253	8,253	8,253
531.10-06	Social Security-OASDI	3,362	1,956	2,100	2,176	2,176	2,176
531.10-07	Social Security-Medicare	786	457	491	509	509	509
531.10-12	Workers Compensation	943	1,646	1,860	1,140	1,140	1,140
531.10-17	Stand By Pay	0	0	612	612	612	612
531.10-20	Earned Benefit	421	137	438	439	439	439
531.10-21	Bilingual Pay Program	60	60	60	60	60	60
531.10-23	Uniform Cleaning	105	141	215	166	166	166
531.10-33	Core Allowance	13,676	7,250	7,855	8,211	8,252	8,252
	Personnel Services	86,775	51,310	55,426	56,815	56,856	56,856
532.11-00	Utilities	52,822	52,595	52,370	58,805	58,805	58,805
532.17-00	Professional Services	18,595	21,917	22,326	23,219	23,219	23,219
532.23-00	Vehicle Operations/Maint	4,084	2,563	1,046	1,119	1,106	1,106
532.25-00	Maintenance Matls & Svcs	0	3,000	0	0	0	0
532.30-01	Dept Share of Insurance	748	720	1,090	1,607	1,470	1,470
532.32-00	Vehicle Replacement Fee	1,785	1,785	1,785	1,785	1,785	1,785
532.34-00	Contingency Reserve	0	0	7,576	18,530	18,577	18,577
532.38-00	Support Services	1,919	2,749	2,705	3,182	3,066	3,066
	Supplies and Services	79,953	85,329	88,898	108,247	108,028	108,028
535.92-01	Interdept DSC-General Fnd	2,961	2,920	3,255	3,446	3,446	3,446
	Interdepartmental	2,961	2,920	3,255	3,446	3,446	3,446
968.93-71	Trsf-Facilities Main(671)	3,530	3,657	3,789	3,925	3,925	3,925
	Other	3,530	3,657	3,789	3,925	3,925	3,925
**	CFD-PW-Parks Maintenance	173,219	143,216	151,368	172,433	172,255	172,255

## **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

# **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.



BUDGET DETAIL EXPENSES

556-1118	Restricted Water System	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
532.17-00	Professional Services	33.877	314	0	177,000	177,000	177,000
	Supplies and Services	33.877	314	0	177,000	177,000	177,000
633.64-00	Depreciation Expense	461.811	600.830	0	0	0	0
	Property	461.811	600.830	0	0	0	0
637.65-00	Capital Imp. Projects	15.843	324,905	25,501,866	25,450,481	25,448,141	25,448,141
	Capital Outlay	15.843	324,905	25,501,866	25,450,481	25,448,141	25,448,141
706.72-01	Interest Bond Payment	985	0	0	0	0	0
	Debt Services	985	0	0	0	0	0
**	Restricted Water System	512,516	926,049	25,501,866	25,627,481	25,625,141	25,625,141

**RESTRICTED WATER MAINS**  
**FUND NO. 566**  
**ACCOUNT NO. 1118**

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***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	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
532.17-00	Professional Services	0	60	0	0	0	0
	Supplies and Services	0	60	0	0	0	0
633.64-00	Depreciation Expense	70,780	100,288	0	0	0	0
	Property	70,780	100,288	0	0	0	0
637.65-00	Capital Imp. Projects	0	605,211	4,076,832	4,203,908	4,201,544	4,201,544
	Capital Outlay	0	605,211	4,076,832	4,203,908	4,201,544	4,201,544
**	Restricted Water Mains	70,780	705,559	4,076,832	4,203,908	4,201,544	4,201,544

**WATER SYSTEM**  
**FUND NO. 557**  
**ACCOUNT NO. 1106**

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***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, 22 deep-well pumps, and approximately 500 miles of distribution pipeline. The last well to be built, Well 19, was completed in 2012. Well No. 6 was taken out of service in 2013. The next well to be built, Well 20, is in design and scheduled for completion in 2016. Well 21 will begin design by September 2015 and is scheduled for completion by 2017. Site selection for Well 22 will begin in 2016. 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 approximately 2,500 low-flow, dry-barrel fire hydrants as they become obsolete 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.
- ◇ 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 annual 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.
- ◇ Annual testing of all production water meters.

**Objectives**

**Performance Measurement Indicators**

1. Backflow testing	Require installation of 20 backflows per year according to the level of risk; Test backflows annually throughout the City.
2. Source water protection	Install security cameras at 4 well sites that have fiber optic availability by 2016. Continuously monitor alarms on tanks and well sites through SCADA.
3. Service Replacements	Complete water service replacement program and meter box installations to upgrade flat rate water services with meter boxes and idler arms. Begin water meter installations in 2016 and complete conversion to metered billing by 2018.
4. Meter reading system	Convert 90 Orion transponder units per Year. This will allow the existing water meters to be fixed base network capable by 2019.

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.

**Water Department**

***2015/2016 Budget Highlights***

Water Meters: Plan and execute new water meter installations with a seamless interaction between Finance and Water.

CLOUD based reading and customer interface: Transition the water meter reading system from drive-by reading to a CLOUD based system. This allows customers to view and monitor their usage for leaks and over-consumption.

Well Sites: Develop Well 20 at Gerard & Mission and Well 21 at Bellevue and G. Designate locations for Well Sites 22 and 23. Bring Well 3 on-line as the city's first filtered source.

Water Supply Assurance: Monitor and plan for extreme drought conditions by actively participating in all basin programs. Participate in Integrated Regional Water Management and Sustainable Groundwater Management Work planning. Work with MID to move some parks over from groundwater to surface water irrigation.

Department productivity and accountability: Improve the Span of Control ratio through creation of Distribution and Operations Divisions within the Water Department. Hire an additional Supervisor and an additional Lead Worker. These would be complimented by filling crew-level lead positions through promotion/hire of two Operator 3 positions, an increase of one position total in the Department.

Conservation: Innovations such as Dedicated Water Patrols, a 24/7 conservation line @388-SAVE, and continued customer outreach.



BUDGET DETAIL EXPENSES

557-1106	Water System			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
516.62-00	Stores Inventory Adjust	2,235-	3,614	0	0	0	0
	Other	2,235-	3,614	0	0	0	0
531.01-00	Regular Salaries	1,582,625	1,473,296	1,692,328	1,717,547	1,717,547	1,796,209
531.03-00	Extra Help	0	4,347	10,059	9,626	9,626	9,626
531.04-01	Regular Overtime	43,918	67,761	40,600	63,404	63,404	63,404
531.04-04	Call Back Time Worked	3,295	4,692	5,166	5,191	5,191	5,191
531.10-02	Unused Sick Leave	1,525	1,825	3,348	3,363	3,363	3,363
531.10-05	Retirement PERS Classic	315,129	310,922	347,762	387,266	387,266	387,266
531.10-06	Social Security-OASDI	96,373	92,590	109,008	113,536	113,536	118,319
531.10-07	Social Security-Medicare	22,539	21,717	25,639	26,693	26,693	27,812
531.10-08	State Unemployment	11,848	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	0	0	44,847	35,100	35,100	53,303
531.10-12	Workers Compensation	56,794	99,000	135,796	74,691	74,691	74,691
531.10-17	Stand By Pay	46,164	42,689	55,285	55,828	55,828	55,828
531.10-20	Earned Benefit	8,962	8,624	13,692	39,126	39,126	39,126
531.10-23	Uniform Cleaning	4,183	6,173	5,340	5,340	5,340	5,340
531.10-26	Call Back - Non Worked	0	0	76	0	0	0
531.10-27	PTS Plan FICA Alternative	0	57	131	125	125	125
531.10-33	Core Allowance	421,464	404,410	468,294	473,565	475,446	494,697
531.10-35	Post Employment Benefits	36,339	25,611	25,418	23,424	23,424	23,424
	Personnel Services	2,651,158	2,563,714	2,982,789	3,033,825	3,035,706	3,157,724
532.11-00	Utilities	1,517,021	1,495,221	1,485,131	1,485,131	1,485,131	1,485,131
532.12-00	Telephone	10,122	10,437	8,882	10,764	10,764	10,764
532.13-00	Postage	37,705	41,862	52,281	52,421	52,421	52,421
532.14-00	Advertising	22,574	30,565	15,000	40,000	40,000	40,000
532.16-00	Printing	38,716	19,466	30,605	17,192	17,192	17,192
532.17-00	Professional Services	382,824	569,482	600,000	647,121	659,521	659,521
532.18-00	Travel and Meetings	4,202	3,510	7,900	7,900	7,900	7,900
532.19-00	Mileage	1,664	1,109	1,000	1,000	1,000	1,000
532.20-00	Training Expense	13,380	15,108	10,400	10,400	10,400	10,400
532.21-00	Rents/Leases	2,213	1,198	3,588	4,338	4,338	4,338
532.23-00	Vehicle Operations/Maint	237,994	278,602	269,163	239,150	236,310	236,310
532.24-00	Memberships, Subscription	11,597	12,852	15,468	15,613	15,613	15,613
532.25-00	Maintenance Matls & Svcs	566,561	487,213	630,000	579,848	579,848	579,848
532.26-00	Other Equipment O & M	5,584	6,467	8,000	49,009	49,009	49,009
532.27-00	Small Tools	2,285	2,269	2,300	27,806	27,806	27,806
532.28-00	Safety Supplies	11,377	11,678	11,591	20,396	20,396	20,396
532.29-00	Other Materials Supplies	141,032	189,692	296,000	262,015	262,015	262,015
532.30-01	Dept Share of Insurance	88,919	65,957	56,169	88,424	85,371	85,371
532.32-00	Vehicle Replacement Fee	224,168	221,080	210,018	210,163	210,163	210,163
532.35-84	Retro Fee Expense	150	150	0	150	150	150
532.38-00	Support Services	201,750	169,949	173,803	176,613	170,052	170,052
532.45-00	Facilities Maint Charge	15,949	34,643	46,143	41,149	42,228	42,228
532.46-00	Computer Replacement Chrg	22,262	27,219	23,043	24,828	24,828	24,828
	Supplies and Services	3,560,049	3,695,729	3,956,485	4,011,431	4,012,456	4,012,456
533.43-00	Machinery/Equipment	171,346	49,251	895,250	66,100	66,100	66,100
	Property	171,346	49,251	895,250	66,100	66,100	66,100
534.91-01	Adm Exp-City Manager	54,270	92,419	54,697	70,141	67,566	67,566
534.91-02	Adm Exp-City Attorney	5,840	29,053	16,412	25,255	14,676	14,676
534.91-03	Adm Exp-City Clerk	0	0	96,168	57,988	42,480	42,480

BUDGET DETAIL EXPENSES

557-1106	Water System			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
534.91-09	Adm Exp-Finance	213,740	222,621	249,575	237,906	241,021	241,021
534.91-10	Adm Exp-Purchasing	26,920	30,646	31,858	28,376	28,642	28,642
534.91-11	Adm Exp-Public Works	162,529	138,863	175,894	160,639	159,591	159,591
534.91-16	Adm Exp-City Council	21,150	21,199	24,532	27,740	27,034	27,034
	Administrative	484,449	534,801	649,136	608,045	581,010	581,010
535.92-01	Interdept DSC-General Fnd	608,133	620,496	650,655	669,444	669,444	669,444
535.92-17	Interdept DSC-Develop Svc	457,781	477,743	519,059	515,169	515,169	515,169
535.92-29	Interdept DSC-Pub Works	161,184	180,913	175,584	116,899	116,899	116,899
535.92-53	Interdept DSC-Wastewater	0	0	0	627	627	627
535.92-67	Interdept DSC-Liability	114,477	75,093	0	0	0	0
535.92-72	Interdept DSC-Supprt Sr	950	69,549	63,434	66,064	66,064	66,064
	Interdepartmental	1,342,525	1,423,794	1,408,732	1,368,203	1,368,203	1,368,203
633.64-00	Depreciation Expense	1,217,652	1,662,819	0	0	0	0
	Property	1,217,652	1,662,819	0	0	0	0
637.65-00	Capital Imp. Projects	170,452	573,290	6,481,036	5,435,077	5,406,015	5,406,015
	Capital Outlay	170,452	573,290	6,481,036	5,435,077	5,406,015	5,406,015
706.71-01	Principal-Bond Payment	0	0	365,000	375,000	375,000	375,000
706.72-01	Interest Bond Payment	162,151	172,800	164,663	154,125	154,125	154,125
706.73-01	Agent Fees-Bond Payment	928	3,846	4,000	4,000	4,000	4,000
	Debt Services	163,079	176,646	533,663	533,125	533,125	533,125
908.93-01	Trsf-General Fund (001)	0	15,887	2,017	2,017	42,017	42,017
	Other	0	15,887	2,017	2,017	42,017	42,017
918.93-20	Trsf-Downtown Maint (120)	37	37	37	37	37	37
918.93-43	Trsf-Davenport Ranch(143)	1,463	1,506	1,582	1,630	1,630	1,630
	Other	1,500	1,543	1,619	1,667	1,667	1,667
948.93-48	Trsf-Airport Indust (448)	4,848	0	0	0	0	0
948.93-63	Trsf-PCE CleanUp Cip(463)	250,000	250,000	250,000	250,000	250,000	250,000
	Other	254,848	250,000	250,000	250,000	250,000	250,000
968.93-67	Trsf-Liability Insur(667)	0	0	0	37,503	37,503	37,503
	Other	0	0	0	37,503	37,503	37,503
**	Water System	10,014,823	10,951,088	17,160,727	15,346,993	15,333,802	15,455,820



## **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, license 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

**STORM DRAINS**  
**FUND NO. 557**  
**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 2,451 storm drain catch basins per year, maintains 58 storm drain pump stations, and associated basins, storm inlets, and discharge lines. The system is designed to reduce flooding in the community.

***MISSION***

To protect storm drain infrastructures through maintenance and repair, as required by federal and state laws through City Ordinance, Municipal Separate Storm Sewer Systems (MS4), and the National Pollutant Discharge Elimination System (NPDES).

***GOALS***

- ◇ Comprehensive storm drain inspection, repair, and the preventative maintenance program are maintained in accordance with NPDES and MS4 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.
- ◇ Continue storm drain main line CCTV inspection program to identify deteriorating conditions. Inspect a minimum of 4 miles of storm drain mains, laterals, and culverts using closed-circuit video and hydro-flush television equipment.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

1. Hydro-flush and clean storm drain system, as identified by the inspection program.

Hydro-flush City's 20 miles of city mains biennially and 21 enhanced areas as needed. Grit, debris, and root buildup will be kept to a minimum, resulting in maximum flow capacities to be maintained at all times.

## STORM DRAINS

OBJECTIVES	PERFORMANCE MEASUREMENT/INDICATORS
2. Maintain all storm drain catch basins.	<p>Clean and assess 2,451 storm drain catch basins annually. Clean and assess 21 storm catch basins in enhanced areas, and prepare for major storm events.</p> <p>Monitor storm water basins, being extra vigilant through the leaf collection season (November through January) to ensure leaves and debris will not be allowed to accumulate at storm drain catch basins, which would result in water backing up in city streets or private property.</p>
3. Ensure weed control is maintained around all storm drain sites, including retention basins, drainage ditches, roads, and pump sites.	<p>Herbicide applied as needed (3" maximum growth); thereby, mitigating weed growth. Excessive growth is removed before becoming a fire hazard and inhibiting free flow of storm water.</p> <p>Staying within MS4 guidelines, preventing application of chemicals during irrigation or within 48 hours of predicted rainfall with greater than 50% probability as predicted by NOAA.</p> <p>Develop and implement a program to prevent or reduce the amount of pollutant run off from storm drain operations through implementation of best management practices (BMPs).</p>
4. Maintain storm water system pumps and valves in an appropriate state of readiness.	<p>Implement and monitor preventative maintenance and operation of 114 storm pumps and valves; thereby, alleviating pump and valve malfunctions.</p>

## STORM DRAINS

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENT/INDICATORS**

- |  |   |
|--|---|
| 5. Implement control program for West Nile virus.  | 33 storm ponds shall be pumped down immediately following a storm event, not allowing for any standing water to settle into storm pond basins. Standing water and/or debris is removed from storm drain catch basins and bubble-ups. Potential breeding sites are removed, which in turn will control the outbreak of West Nile Virus.  |
|  | Coordinate mosquito control and West Nile Virus efforts with Merced Mosquito Abatement District. Mosquito Abatement District shall implement their annual aldosid and vecto-lex monthly pellet applications from May through October. Applications are scheduled to avoid overlap with the City's 19 storm drain catch basin cleaning areas.  |
| 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.  |
| 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. Inspections will be performed within one week of notification from Inspection Services. |

## STORM DRAINS

<b>OBJECTIVE</b>	<b>PERFORMANCE MEASUREMENT/INDICATORS</b>
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. Observations will include offset joints, cracks, chips, deterioration, and overall condition.
9. Service for Community Facility Districts (CFD).	Service for CFD's that are not fully developed or funded 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. Maintain spraying events within MS4 guidelines.
10. Maintain 18 miles of creek banks: Bear Creek, Black Rascal Creek, Fahrens Creek, and Cottonwood Creek.	Excessive growth and debris to be removed to permit free flow of storm water. Maintenance program to be coordinated with Merced County Public Works. Labor to be coordinated with California Department of Forestry personnel, who provide vegetation management assistance. North bank and south bank of Bear Creek are maintained on alternate years, primarily from November to February. Black Rascal, Fahrens Creek, and Cottonwood Creek are maintained on an as available basis.

## STORM DRAINS

### **OBJECTIVE**

### **PERFORMANCE MEASUREMENT/INDICATORS**

11. Identify appropriate BMPs for preventing or reducing the amount of storm water pollution generated.

Track BMP success through the use of performance indicators such as: evaluation of pesticides, herbicides, and fertilizers use; rodent and subsequent erosion control; installation of trash racks and filtration separation drainage systems.

### ***2015-2016 BUDGET HIGHLIGHTS***

Critical maintenance for storm drainage facilities, implementation of the Storm Water Management Plan and MS4 National Pollutant Discharge Elimination System (NPDES) Phase II Permit.

The NPDES and Municipal Separate Storm Sewer Systems (MS4) permits and requirements will have a significant impact on expenditures.



BUDGET DETAIL EXPENSES

557-1114	Storm Drains			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	0	0	58,948	63,086	63,086	63,086
531.04-01	Regular Overtime	0	0	3,578	4,903	4,903	4,903
531.04-04	Call Back Time Worked	0	0	1,431	2,223	2,223	2,223
531.10-02	Unused Sick Leave	0	0	237	233	233	233
531.10-05	Retirement PERS Classic	0	0	5,125	5,452	5,452	5,452
531.10-06	Social Security-OASDI	0	0	4,140	4,549	4,549	4,549
531.10-07	Social Security-Medicare	0	0	968	1,064	1,064	1,064
531.10-10	Retirement-PERS New Membr	0	0	8,083	9,503	9,503	9,503
531.10-12	Workers Compensation	0	0	3,654	2,239	2,239	2,239
531.10-17	Stand By Pay	0	0	1,654	2,947	2,947	2,947
531.10-20	Earned Benefit	0	0	1,591	640	640	640
531.10-23	Uniform Cleaning	0	0	0	156	156	156
531.10-33	Core Allowance	0	0	23,919	24,943	25,027	25,027
Personnel Services		0	0	113,328	121,938	122,022	122,022
532.11-00	Utilities	0	0	36,192	53,513	53,513	53,513
532.12-00	Telephone	0	0	800	1,085	800	800
532.14-00	Advertising	0	0	10,000	10,000	10,000	10,000
532.17-00	Professional Services	0	0	289,680	279,776	279,776	279,776
532.18-00	Travel and Meetings	0	0	600	2,160	612	612
532.19-00	Mileage	0	0	100	50	50	50
532.20-00	Training Expense	0	0	2,500	2,500	2,500	2,500
532.21-00	Rents/Leases	0	0	3,080	8,355	8,355	8,355
532.23-00	Vehicle Operations/Maint	0	0	29,261	25,759	25,453	25,453
532.24-00	Memberships, Subscription	0	0	0	306	306	306
532.25-00	Maintenance Matls & Svcs	0	0	90,000	101,822	101,822	101,822
532.26-00	Other Equipment O & M	0	0	5,300	3,300	3,300	3,300
532.28-00	Safety Supplies	0	0	2,530	3,655	3,655	3,655
532.30-01	Dept Share of Insurance	0	0	12,676	20,791	18,410	18,410
532.32-00	Vehicle Replacement Fee	0	0	32,195	36,272	36,272	36,272
532.38-00	Support Services	0	0	13,112	13,127	12,599	12,599
532.45-00	Facilities Maint Charge	0	0	908	1,527	1,637	1,637
Supplies and Services		0	0	528,934	563,998	559,060	559,060
533.43-00	Machinery/Equipment	0	0	72,000	0	0	0
Property		0	0	72,000	0	0	0
534.91-01	Adm Exp-City Manager	0	0	2,442	4,834	4,637	4,637
534.91-02	Adm Exp-City Attorney	0	0	733	1,741	1,007	1,007
534.91-03	Adm Exp-City Clerk	0	0	4,018	3,981	2,900	2,900
534.91-09	Adm Exp-Finance	0	0	11,145	16,397	16,540	16,540
534.91-10	Adm Exp-Purchasing	0	0	1,423	1,956	1,966	1,966
534.91-11	Adm Exp-Public Works	0	0	12,044	10,975	10,957	10,957
534.91-16	Adm Exp-City Council	0	0	1,095	1,912	1,855	1,855
Administrative		0	0	32,900	41,796	39,862	39,862
535.92-29	Interdept DSC-Pub Works	0	0	10,409	12,084	12,084	12,084
535.92-53	Interdept DSC-Wastewater	0	0	139,800	93,406	93,406	93,406
Interdepartmental		0	0	150,209	105,490	105,490	105,490
637.65-00	Capital Imp. Projects	0	0	638,230	1,994,438	1,994,438	1,994,438
Capital Outlay		0	0	638,230	1,994,438	1,994,438	1,994,438
**	Storm Drains	0	0	1,535,601	2,827,660	2,820,872	2,820,872



## STORM DRAINS

- 11-00 Electrical service charges for storm drain pumps
- 12-00 Includes high water/power failure alarm lines (other than maintenance districts)
- 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) (ProTech Security), bucket truck and chipper rental, excavator rental, flood light rental, and portable toilet rental for CDF crews.
- 24-00 CWEA memberships and testing fees.
- 25-00 Electrical breakers, catch basin grates, conduit, contactors and points, fill sand, fuses, sandbags, hardware, connectors and other parts and supplies, pump repair, landfill charges, surveillance cameras, upgrade alarm system, and vandalism repair.
- 26-00 Tool repairs and replacement.
- 28-00 Rain boots, safety jackets, gloves, barricades, vests, first aid supplies, and PPE.

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

**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 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
637.65-00	Capital Imp. Projects	221,675	289,809	697,372	796,278	796,278	796,278
	Capital Outlay	221,675	289,809	697,372	796,278	796,278	796,278
**	PCE CIP	221,675	289,809	697,372	796,278	796,278	796,278

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

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***PROGRAM***

Accounts for costs and capital projects related to MTBE remediation.



BUDGET DETAIL EXPENSES

464-1153 MTBE - CIP							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
532.17-00	Professional Services	665,254	0	0	0	0	0
	Supplies and Services	665,254	0	0	0	0	0
535.92-01	Interdept DSC-General Fnd	0	19,419	0	0	0	0
535.92-67	Interdept DSC-Liability	0	15,000	0	0	0	0
	Interdepartmental	0	34,419	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	1,527,972	1,542,058	1,542,058	1,542,058
	Capital Outlay	0	0	1,527,972	1,542,058	1,542,058	1,542,058
**	MTBE - CIP	665,254	34,419	1,527,972	1,542,058	1,542,058	1,542,058

# **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 258 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.

Closed-circuit video and hydro-flush television inspections of 20 miles of mains annually.

WASTEWATER/SEWER SYSTEM

**OBJECTIVES**

**PERFORMANCE  
MEASUREMENTS/INDICATORS**

- |   |  |
|---|--|
| <p>2. Ensure new sewer and storm drain line construction meets City design standards and provide a benchmark for future line condition comparison.</p>                              | <p>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. Inspections will be performed within one week of notification from Inspection Services.</p> |
| <p>3. Continue to protect the environment and general public against sewage backups/overflows.</p>  | <p>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.<br/>In-house training to be conducted twice a year. Once a year, half of the crew will be sent to an outside vendor for training.</p>  |
| <p>4. Support Sewer System Management Plan (SSMP) implementation to meet General Waste Discharge Requirements (GWDR).</p>   | <p>Implement and monitor appropriate SSMP maintenance and operation program and reporting procedures. Reportable sanitary sewer overflows (SSOs) reported on a monthly basis. Strive to keep reportable SSOs to zero.</p>  |
| <p>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.</p> | <p>Hydro-flush 258 miles of city mains biennially. Hydro-flush 38 sewer enhanced areas (restaurants/apartment complexes) monthly. Grease and root buildup will be kept to a minimum resulting in maximum capacities to be maintained at all times</p>  |

## WASTEWATER/SEWER SYSTEM

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- |  |   |
|--|---|
| 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. Observations would include offset joints, cracks, chips, deterioration, and overall condition. |
| 7. Remove and replace B Street sewer main south of Childs Ave.                                       | Remove and replace 3,200 feet of sewer main. Project to be completed by June 2016.  |
| 8. Remove and replace Gerard Sewer main east of Tyler Road.  | Remove and replace 6,300 feet of sewer main. Project to be completed by June 2016.  |
| 9. Remove and replace West Avenue sewer main south of Heritage Drive                                 | Remove and replace 7,200 feet of sewer main. Project to be completed by June 2016.  |

### **2015-2016 BUDGET HIGHLIGHTS**

Rates approved in FY 2010 are expected to provide a stable funding source through FY 2016.

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.



BUDGET DETAIL EXPENSES

553-1107	Wastewater/Sewers			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	571,597	564,388	653,295	665,913	665,913	665,913
531.03-00	Extra Help	32,904	37,712	10,059	0	0	0
531.04-01	Regular Overtime	39,329	33,545	39,000	39,919	39,919	39,919
531.04-04	Call Back Time Worked	1,244	7,529	3,000	8,044	8,044	8,044
531.10-05	Retirement PERS Classic	117,179	113,788	126,088	110,857	110,857	110,857
531.10-06	Social Security-OASDI	37,598	37,454	43,736	44,832	44,832	44,832
531.10-07	Social Security-Medicare	9,270	9,308	10,374	10,485	10,485	10,485
531.10-08	State Unemployment	12,074	0	0	0	0	0
531.10-09	Retirement-PERS Lateral	0	0	0	9,662	9,662	9,662
531.10-10	Retirement-PERS New Membr	0	7,214	24,816	40,854	40,854	40,854
531.10-12	Workers Compensation	20,375	42,201	50,042	40,941	40,941	40,941
531.10-17	Stand By Pay	20,532	20,746	26,040	23,963	23,963	23,963
531.10-20	Earned Benefit	3,122	5,496	4,000	3,957	3,957	3,957
531.10-21	Bilingual Pay Program	519	1,780	1,800	1,200	1,200	1,200
531.10-23	Uniform Cleaning	1,875	3,632	3,008	2,755	2,755	2,755
531.10-27	PTS Plan FICA Alternative	428	491	131	0	0	0
531.10-33	Core Allowance	179,787	186,284	228,056	217,841	218,726	218,726
531.10-35	Post Employment Benefits	42,213	43,815	33,088	34,017	34,017	34,017
Personnel Services		1,090,046	1,115,383	1,256,533	1,255,240	1,256,125	1,256,125
532.11-00	Utilities	7,108	7,145	9,659	8,108	8,108	8,108
532.12-00	Telephone	2,742	3,947	3,785	5,125	5,125	5,125
532.13-00	Postage	31,029	31,789	69,200	69,540	69,540	69,540
532.14-00	Advertising	4,800	3,083	5,000	9,000	9,000	9,000
532.16-00	Printing	3,391	4,613	35,470	35,441	35,441	35,441
532.17-00	Professional Services	128,364	1,165,832	185,120	229,481	229,481	404,481
532.18-00	Travel and Meetings	3,537	1,071	3,200	5,276	3,264	3,264
532.19-00	Mileage	26	5	100	50	50	50
532.20-00	Training Expense	6,526	6,232	6,135	7,760	6,258	6,258
532.21-00	Rents/Leases	0	0	0	2,400	2,400	2,400
532.23-00	Vehicle Operations/Maint	112,149	133,030	142,535	130,997	129,442	129,442
532.24-00	Memberships, Subscription	2,744	4,287	6,540	6,491	6,491	6,491
532.25-00	Maintenance Matls & Svcs	72,855	51,054	72,396	59,655	59,655	59,655
532.26-00	Other Equipment O & M	10,953	7,510	6,200	6,000	6,000	6,000
532.27-00	Small Tools	5,174	0	0	0	0	0
532.28-00	Safety Supplies	10,727	8,643	8,560	16,490	16,490	16,490
532.30-01	Dept Share of Insurance	295,633	151,128	102,623	181,522	188,255	188,255
532.32-00	Vehicle Replacement Fee	118,620	117,013	132,897	138,341	138,341	138,341
532.34-00	Contingency Reserve	0	0	10,000	10,000	10,000	10,000
532.38-00	Support Services	93,008	77,539	84,448	87,820	85,247	85,247
532.45-00	Facilities Maint Charge	11,458	24,170	32,195	25,957	26,136	26,136
532.46-00	Computer Replacement Chrg	3,564	3,564	2,845	1,770	1,770	1,770
Supplies and Services		924,408	1,801,655	918,908	1,037,224	1,036,494	1,211,494
533.43-00	Machinery/Equipment	6,284	33,776	127,000	15,000	15,000	15,000
Property		6,284	33,776	127,000	15,000	15,000	15,000
534.91-01	Adm Exp-City Manager	38,254	36,811	22,642	28,233	26,568	26,568
534.91-02	Adm Exp-City Attorney	4,117	11,526	6,794	10,166	5,771	5,771
534.91-03	Adm Exp-City Clerk	0	0	44,590	23,473	16,837	16,837
534.91-09	Adm Exp-Finance	150,662	88,323	103,311	95,763	94,772	94,772
534.91-10	Adm Exp-Purchasing	18,976	12,159	13,187	11,422	11,262	11,262
534.91-11	Adm Exp-Public Works	62,159	49,197	67,691	65,678	65,347	65,347
534.91-16	Adm Exp-City Council	14,908	8,411	10,155	11,166	10,630	10,630
Administrative		289,076	206,427	268,370	245,901	231,187	231,187

BUDGET DETAIL EXPENSES

553-1107	Wastewater/Sewers	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
535.92-01	Interdept DSC-General Fnd	189,517	122,693	147,886	139,523	139,523	139,523
535.92-17	Interdept DSC-Develop Svc	404,376	421,775	466,478	463,505	463,505	463,505
535.92-29	Interdept DSC-Pub Works	40,648	44,566	45,426	47,523	47,523	47,523
535.92-67	Interdept DSC-Liability	71,250	25,000	0	0	0	0
535.92-72	Interdept DSC-Supprt Sr	418	345	345	296	296	296
	Interdepartmental	706,209	614,379	660,135	650,847	650,847	650,847
633.64-00	Depreciation Expense	551,163	698,692	0	0	0	0
	Property	551,163	698,692	0	0	0	0
637.65-00	Capital Imp. Projects	164,401	89,649	1,259,561	4,469,755	4,347,457	4,347,457
	Capital Outlay	164,401	89,649	1,259,561	4,469,755	4,347,457	4,347,457
706.71-01	Principal-Bond Payment	0	0	2,321,320	2,361,284	2,361,284	2,361,284
706.72-01	Interest Bond Payment	991,280	760,103	739,999	700,975	700,975	700,975
706.73-01	Agent Fees-Bond Payment	2,225	3,846	8,800	8,800	8,800	8,800
	Debt Services	993,505	763,949	3,070,119	3,071,059	3,071,059	3,071,059
**	Wastewater/Sewers	4,725,092	5,323,910	7,560,626	10,745,026	10,608,169	10,783,169

## **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, hepatitis shots, GIS infrastructure maintenance, utility billing mailing service, monthly service for pump stations, share portion of IVR system, CDF crew for vegetation cleanup, and Sewer System Management Plan.
- 20-00 Sewer System Management Plan training, and trenching, shoring, and excavation training.
- 21-00 Mini-excavator rental, flood light rental, and lease payment for storage of sewer supplies at refuse container yard.
- 24-00 CWEA memberships, share of underground utility locating service (USA), and certification renewals and testing fees.
- 25-00 Vac truck hoses and nozzles, 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, and air cards laptops.
- 28-00 Safety boots, rain gear, PPE, tyvek suits, barricades, safety jackets.

# WASTEWATER TREATMENT FACILITY

FUND NO. 553

ACCOUNT NO. 1108

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## **DESCRIPTION**

The Wastewater Treatment Facility (WWTF) provides 27,103 domestic connections and 1,008 industrial/commercial connections within the city's sphere of influence. These connections are pumped through 21 sewer lift stations that are operated and maintained by WWTF staff.

## **MISSION**

Provide and maintain the highest level of water quality achievable using instrumentation and analytical data to optimize control and improve process efficiencies with qualified, educated staff. Operate in a safe, professional environment within Federal and State requirements.

## **GOALS**

- Operate and maintain the WWTF and remote sewer lift stations in a reliable, safe, efficient, and cost effective manner.
- Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit and Waste Discharge Requirements (WDR).
- Construct cogeneration facilities to reduce power consumption within the WWTF.
- Provide recycled water for alternative uses.
- Provide employee training to ensure staff knowledge and maintain proper certifications.

## **OBJECTIVES**

## **PERFORMANCE MEASUREMENT/INDICATORS**

- |   |  |
|---|--|
| 1. Execute process control benchmarks to maintain compliance.   | Monitor laboratory data and electronic trending daily to efficiently control process parameters. |
| 2. Review SCADA software for ways to improve real time mobile control of lift station and minimize costs. | Install new hardware and software by October 2015; improve operator access                       |



## WASTEWATER TREATMENT FACILITY

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENT/INDICATORS</b>
3. Provide program control of preventative equipment	Update equipment maintenance and calibrations using computerized maintenance management system (CMMS).
4. Provide Laboratory support to Water and Wastewater Divisions.	Maintain all necessary laboratory accreditations and certifications for the performance of all bacteriological, biological, physical, and chemical analyses.
5. Improve operating efficiencies of the active solar dryers	Complete construction of solids storage facility by January 2016 to eliminate the need to store dried biosolids in vacant chambers.
6. Improve disinfection reliability	Begin construction of UV structure modifications, which will eliminate exposure to external contaminations.
7. Maintain NPDES requirements	Work with Regional Board to implement new operating permit: <ul style="list-style-type: none"><li>• Operate solids handling facilities to eliminate the potential for groundwater degradation.</li><li>• Initiate mussel study to satisfy Regional Water Quality Control Board Request</li></ul>
8. Headwork's corrosion control	Provide treatment technology by July 2016 to reduce hydrogen sulfide in order to extend the life cycle of the headwork's structure and equipment.
9. Develop and support reduce, recycled, and reuse efforts	Provide recycled water for land application irrigation and the wildlife management area to support habitat during drought conditions.

WASTEWATER TREATMENT FACILITY

***2015/2016 Budget Highlights***

Begin engineering process for cogeneration facility. Start construction of UV structure modifications and headwork's corrosion control projects.



BUDGET DETAIL EXPENSES

553-1108	Wastewater Treatmnt Plant			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	1,281,717	1,297,495	1,540,651	1,676,080	1,676,080	1,676,080
531.03-00	Extra Help	16,772	210	0	0	0	0
531.04-01	Regular Overtime	10,583	13,694	12,500	15,085	15,085	15,085
531.04-04	Call Back Time Worked	3,433	2,396	5,000	3,682	3,682	3,682
531.10-01	Holiday Pay	4,857	4,004	6,158	5,330	5,330	5,330
531.10-05	Retirement PERS Classic	268,281	284,524	314,230	335,231	335,231	335,231
531.10-06	Social Security-OASDI	83,444	84,375	99,454	110,178	110,178	110,178
531.10-07	Social Security-Medicare	19,759	19,736	23,259	25,767	25,767	25,767
531.10-08	State Unemployment	25,986	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	0	0	44,612	75,550	75,550	75,550
531.10-12	Workers Compensation	43,239	73,423	79,591	48,722	48,722	48,722
531.10-17	Stand By Pay	57,456	54,858	57,075	59,938	59,938	59,938
531.10-20	Earned Benefit	21,547	24,179	19,592	51,868	51,868	51,868
531.10-23	Uniform Cleaning	3,771	4,299	4,612	4,612	4,612	4,612
531.10-27	PTS Plan FICA Alternative	218	3	0	0	0	0
531.10-33	Core Allowance	286,994	298,245	362,151	421,912	423,587	423,587
531.10-35	Post Employment Benefits	31,327	27,239	24,240	24,860	24,860	24,860
Personnel Services		2,159,384	2,188,680	2,593,125	2,858,815	2,860,490	2,860,490
532.11-00	Utilities	828,391	911,536	1,239,944	1,178,724	1,178,724	1,178,724
532.12-00	Telephone	12,553	8,180	16,702	16,640	16,640	16,640
532.13-00	Postage	3,855	1,753	2,790	2,118	2,118	2,118
532.14-00	Advertising	25,297	24,279	25,000	25,000	25,000	25,000
532.16-00	Printing	1	1	100	80	80	80
532.17-00	Professional Services	328,362	465,143	719,105	699,200	699,200	699,200
532.18-00	Travel and Meetings	3,950	4,716	15,000	14,364	14,364	14,364
532.19-00	Mileage	736	752	1,000	1,000	1,000	1,000
532.20-00	Training Expense	7,118	10,890	15,000	12,580	12,580	12,580
532.21-00	Rents/Leases	12,742	14,935	17,647	10,160	10,160	10,160
532.23-00	Vehicle Operations/Maint	63,840	57,021	40,777	52,824	52,197	52,197
532.24-00	Memberships, Subscription	24,923	29,827	29,447	34,765	34,765	34,765
532.25-00	Maintenance Matls & Svcs	212,314	179,603	350,000	329,374	329,374	329,374
532.26-00	Other Equipment O & M	306,555	263,789	400,000	305,118	305,118	305,118
532.27-00	Small Tools	895	32	0	0	0	0
532.28-00	Safety Supplies	5,914	7,260	8,750	8,600	8,600	8,600
532.29-00	Other Materials Supplies	212,971	307,594	475,000	319,385	319,385	319,385
532.30-01	Dept Share of Insurance	67,642	52,585	69,226	96,101	90,475	90,475
532.32-00	Vehicle Replacement Fee	55,861	53,364	93,536	92,026	92,026	92,026
532.34-00	Contingency Reserve	0	0	60,000	60,000	60,000	60,000
532.35-84	Retro Fee Expense	300	350	400	400	400	400
532.38-00	Support Services	188,449	154,356	152,753	160,862	157,031	157,031
532.45-00	Facilities Maint Charge	36,296	59,996	61,228	74,079	74,972	74,972
532.46-00	Computer Replacement Chrg	21,276	20,019	16,716	16,186	16,186	16,186
Supplies and Services		2,420,241	2,627,981	3,810,121	3,509,586	3,500,395	3,500,395
533.43-00	Machinery/Equipment	24,270	79,621	0	0	0	0
Property		24,270	79,621	0	0	0	0
534.91-01	Adm Exp-City Manager	36,733	60,489	34,298	50,912	49,905	49,905
534.91-02	Adm Exp-City Attorney	3,953	19,064	10,292	18,331	10,840	10,840
534.91-03	Adm Exp-City Clerk	0	0	57,862	41,931	31,214	31,214
534.91-09	Adm Exp-Finance	144,672	146,084	156,499	172,685	178,019	178,019
534.91-10	Adm Exp-Purchasing	18,221	20,110	19,977	20,597	21,155	21,155
534.91-11	Adm Exp-Public Works	137,387	111,174	136,128	131,863	132,970	132,970
534.91-16	Adm Exp-City Council	14,315	13,911	15,383	20,135	19,967	19,967
Administrative		355,281	370,832	430,439	456,454	444,070	444,070

BUDGET DETAIL EXPENSES

553-1108 Wastewater Treatmnt Plant							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
535.92-01	Interdept DSC-General Fnd	183,213	164,658	140,559	152,113	152,113	152,113
535.92-29	Interdept DSC-Pub Works	70,502	67,286	68,311	76,213	76,213	76,213
535.92-72	Interdept DSC-Supprt Sr	266	48,242	43,962	45,831	45,831	45,831
	Interdepartmental	253,981	280,186	252,832	274,157	274,157	274,157
633.64-00	Depreciation Expense	283,722	416,726	0	0	0	0
	Property	283,722	416,726	0	0	0	0
637.65-00	Capital Imp. Projects	581,323	1,245,072	10,101,858	7,867,935	7,867,935	7,867,935
	Capital Outlay	581,323	1,245,072	10,101,858	7,867,935	7,867,935	7,867,935
**	Wastewater Treatmnt Plant	6,078,202	7,209,098	17,188,375	14,966,947	14,947,047	14,947,047

## WASTEWATER TREATMENT PLANT

- 11-00 Includes electrical service for the WWTP buildings and sewer lift stations
- 12-00 Includes office telephones, cellular phones, alarm lines for sewer lift stations, and rental of AT&T telephone poles for fiber optic cable.
- 14-00 Public education via radio and TV commercials.
- 16-00 Printing of business cards and brochures.
- 17-00 Analysis & toxicity reduction evaluations; annual calibration of lab scales and process instruments; annual NPDES permit; Bloss Ranch County taxes; contract lab services, such as bioassay testing, sludge analysis; chemical oxygen demand residue waste; 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, Health Permit To Operate, SJVAPCD air pollution fees); SCADA licensing, programming, and service maintenance; scraping & hauling biosolids; and SWRCB Waste Discharge fees.
- 20-00 Tech training for PLC & Pump maintenance; CWEA training and conferences
- 21-00 Alarm service for lift stations, WWTP facilities, crane rental, and man-lift rental
- 24-00 Water Environment Federation membership; 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; hoses; UV lamps, sleeves, and ballasts; SCADA server quarterly maintenance hardware and network Core switches, solids handling equipment repair; pump replacement; and materials, such as metal & pvc pipes, racks, oil, surge suppressors, etc.
- 26-00 Air cards for laptops, digester gas scrubber media, maintenance of aeration blowers, misc. laboratory equipment, lift station equipment; repairing & replacing instruments, sensors, and meters; diesel fuel; rebuilding of pumps; plant supplies, such as drive belts, air filters, nuts & bolts, valves, etc.; and share of copier maintenance.
- 28-00 Safety jackets, safety boots, rain gear, and PPE.
- 29-00 Laboratory supplies & chemicals.
- 34-00 Contingency reserve for emergency operations.

**WATER QUALITY CONTROL**  
**FUND NO. 553**  
**ACCOUNT NO. 1109**

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***DESCRIPTION***

The Water Quality Control Division provides the programs necessary to adequately monitor and protect the quality of our community's water resources environment, which include drinking water, aquifer protection, and water discharged to the sanitary sewer and storm drain systems.

***MISSION***

To protect and safeguard human health and the environment, with a focus on coordinating and implementing 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, reporting, and permitting.
- Ensure compliance with all applicable state and federal water quality discharge requirements for the Wastewater Treatment Plant, Pretreatment discharges, and Septic Haulers by coordinating regulatory sampling and testing.
- In collaboration with Merced County, City of Atwater and UC Merced, implement the Municipal Separate Storm Sewer System (MS4) phase II program through interdepartmental training and community participation through storm water education.
- 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.
- Continue to implement the Fats, Oils and Grease (F.O.G.) Program to reduce associated Sanitary Sewer overflows among Food Service Establishments (FSEs).
- Provide public education and outreach of Pollution Prevention for Wastewater, Stormwater, pharmaceutical take back, and the F.O.G. Program.



## WATER QUALITY CONTROL

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENTS/INDICATORS</b>
1. Coordinate Wastewater Treatment Plant toxicity compliance efforts.	Deliver monthly, quarterly and annual reports on time to meet requirements of the National Pollutant Discharge Elimination System (NPDES) Regional Water Quality Control Board Permit.
2. Continue implementation of the Fats, Oil and Grease (F.O.G.) Program to appreciably reduce sewer line clogging and the number of Sanitary Sewer Overflows (SSO's) resulting from it.	Inform all existing Industries and Businesses of the F.O.G program and continue permitting in 2015 and 2016. Begin to perform annual inspections of Food Services Establishments (FSEs)
3. Sampling of City drinking water for California Code of Regulations (CCR) Title 22 including: Methyl tert-Butyl Ether (MtBE), Stage 2 Disinfection Byproduct Rule (ST2DBR), Perchloroethylene (PCE), Lead & Copper.	Sample, review, report, and file results as required by the State Water Resources Control Board (SWRCB). Sampling and reporting frequency based on vulnerability of water supply source and as required by SWRCB. Evaluate and report results on time to meet SWRCB requirements and due dates.
4. Support City Engineer in the implementation of Phase II Storm Water Management Program (SWMP) as required to meet the (NPDES) requirements approved in 2013.	Assure proper SWMP measurements, monitoring, and documentation, reporting procedures and establishing authority to comply with the Phase II NPDES requirements and per the State's five year implementation schedule.
5. Support Sewer System Management Program (SSMP) implementation to meet General Waste Discharge Requirements (WDR).	Assure proper SSMP measurements, monitoring, documentation, and notification procedures comply with the WDR's and are implemented by State mandated due dates.

## WATER QUALITY CONTROL

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|---|---|
| 6. Continue groundwater monitoring program, which generates data utilized in the Merced Groundwater Management Plan. Program includes the Wastewater Treatment Plant active solar dryers, land application and wildlife areas.                                    | Continue quarterly sampling and reporting to the California Integrated Water Quality System (CIWQS), of groundwater source and monitoring. Monitoring results include charts that monitor the increase or decrease of any constituents.   |
| 7. Determine the level of regulated chemical and/or biological contaminants in the City's drinking water system for reporting on the annual Consumer Confidence Report (CCR).   | Obtain samples from specific drinking water sources and verify the level of contaminants by lab analyses, review and compile data, and report on schedule. Convert the current delivery of the CCR to an electronic delivery.   |
| 8. Annually review fees for services to assure adequate and accurate cost recovery.   | Monitor through Industrial Pretreatment (IPT) Billing, revenue of septic haulers, and well drillers. Submit monthly updates and an annual report on review findings.  |
| 9. Operate Environmental Protection Agency (EPA) approved Industrial Pretreatment (IPT) Program by monitoring, sampling, reporting, and permitting industrial dischargers. Provide inspection and enforcement of Municipal Code and Federal Regulations 40CFR403. | Review annual EPA Pretreatment Program Compliance and report any changes or corrections to the program. Complete weekly, monthly, quarterly, semi-annual and annual IPT reports to EPA, State, and Regional Boards on schedule. Ensure industry compliance to code and regulations. |

### ***2015-2016 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 Publicly Owned Treatment Plant's (POTW) National Pollutants Discharge Elimination Systems (NPDES) new permit requirements will significantly impact future budgets pertaining to reporting, sampling and monitoring.

## WATER QUALITY CONTROL

The Fats, Oils and Grease (F.O.G.) Program implementation will significantly impact personnel and budget due to an increase of monitoring, enforcing, permitting, and inspections.

Water Quality 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, the implementation of the Fats, Oils, and Grease (F.O.G.) Program, public outreach and education, increased IPT inspections and enforcement due to new industries, and the tri-annual sampling of households for Lead & Copper.



BUDGET DETAIL EXPENSES

553-1109	Environmental Control			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	166,954	167,251	211,309	228,411	228,411	228,411
531.03-00	Extra Help	18,305	4,778	6,394	6,394	6,394	6,394
531.04-01	Regular Overtime	3,482	645	2,922	3,169	3,169	3,169
531.10-01	Holiday Pay	0	0	222	240	240	240
531.10-05	Retirement PERS Classic	34,386	36,469	40,772	42,396	42,396	42,396
531.10-06	Social Security-OASDI	10,265	10,198	13,071	14,236	14,236	14,236
531.10-07	Social Security-Medicare	2,666	2,454	3,150	3,422	3,422	3,422
531.10-10	Retirement-PERS New Membr	0	0	8,018	13,174	13,174	13,174
531.10-12	Workers Compensation	1,810	6,014	2,985	1,768	1,768	1,768
531.10-20	Earned Benefit	0	94	1,336	1,808	1,808	1,808
531.10-23	Uniform Cleaning	176	28	787	787	787	787
531.10-27	PTS Plan FICA Alternative	238	62	83	83	83	83
531.10-32	Cash Back-Biweekly Allow	726	672	0	0	0	0
531.10-33	Core Allowance	41,201	44,906	59,923	63,090	63,328	63,328
531.10-35	Post Employment Benefits	15,162	13,692	11,157	11,466	11,466	11,466
Personnel Services		295,371	287,263	362,129	390,444	390,682	390,682
532.11-00	Utilities	5,080	6,019	7,464	8,774	8,774	8,774
532.12-00	Telephone	866	368	2,984	2,629	2,629	2,629
532.13-00	Postage	398	526	596	596	596	596
532.14-00	Advertising	0	1,253	500	18,821	18,821	18,821
532.16-00	Printing	555	10	800	800	800	800
532.17-00	Professional Services	4,863	24,533	24,000	65,604	65,604	65,604
532.18-00	Travel and Meetings	2,834	2,520	6,642	6,396	6,396	6,396
532.20-00	Training Expense	3,663	3,120	5,060	5,060	5,060	5,060
532.21-00	Rents/Leases	108	925	2,500	2,500	2,500	2,500
532.23-00	Vehicle Operations/Maint	5,832	6,291	6,780	5,400	5,336	5,336
532.24-00	Memberships, Subscription	3,475	3,506	3,600	6,831	6,831	6,831
532.26-00	Other Equipment O & M	1,272	331	2,000	2,000	2,000	2,000
532.27-00	Small Tools	10	274	200	200	200	200
532.28-00	Safety Supplies	832	1,213	2,184	2,184	2,184	2,184
532.29-00	Other Materials Supplies	9,763	3,477	7,500	6,575	6,575	6,575
532.30-01	Dept Share of Insurance	7,162	5,326	4,933	7,550	7,329	7,329
532.32-00	Vehicle Replacement Fee	11,824	13,319	7,119	8,428	8,428	8,428
532.35-84	Retro Fee Expense	100	100	150	50	50	50
532.38-00	Support Services	19,052	16,942	16,794	18,740	18,279	18,279
532.45-00	Facilities Maint Charge	11,553	17,108	15,843	11,568	11,552	11,552
532.46-00	Computer Replacement Chrg	457	457	366	366	366	366
Supplies and Services		89,699	107,618	118,015	181,072	180,310	180,310
534.91-01	Adm Exp-City Manager	3,357	5,327	3,108	6,284	5,806	5,806
534.91-02	Adm Exp-City Attorney	361	1,679	933	2,263	1,261	1,261
534.91-03	Adm Exp-City Clerk	0	0	6,039	5,175	3,631	3,631
534.91-09	Adm Exp-Finance	13,223	12,865	14,182	21,314	20,711	20,711
534.91-10	Adm Exp-Purchasing	1,665	1,771	1,810	2,542	2,461	2,461
534.91-11	Adm Exp-Public Works	14,981	12,824	15,818	16,076	16,051	16,051
534.91-16	Adm Exp-City Council	1,308	1,225	1,394	2,485	2,323	2,323
Administrative		34,895	35,691	43,284	56,139	52,244	52,244
535.92-01	Interdept DSC-General Fnd	5,000	5,000	0	0	0	0
535.92-29	Interdept DSC-Pub Works	45,868	54,459	55,875	71,111	71,111	71,111
Interdepartmental		50,868	59,459	55,875	71,111	71,111	71,111
633.64-00	Depreciation Expense	3,042	1,165	0	0	0	0
Property		3,042	1,165	0	0	0	0
**	Environmental Control	473,875	491,196	579,303	698,766	694,347	694,347

## **Water Quality Control Division**

- 14-00 Annual public notification for significant violators, public education through radio and TV commercials.
- 16-00 Public education brochures, maps, community outreach flyers for EPA pollution prevention, dental amalgam, Fats Oil & Grease, and Storm Water.
- 17-00 NPDES pretreatment fee, scheduled compliance sampling of Industries, Waste Water Treatment Sampling and Drinking Water Sampling, Ground Water Annual Report Evaluation, and Environmental Control rate study.
- 20-00 California Water Environmental Association (CWEA) and California Storm Water Quality Association (CASQA) continual compliance training and education required to maintain certifications.
- 24-00 CWEA certification renewals, testing fees, and various memberships. State Water Resources Control Board certification renewals, testing fees, and various memberships.
- 26-00 Maintenance of Micropurge controller, operation and maintenance of parts and accessories for field analyzers, and repair and replacement for samplers.
- 27-00 Miscellaneous field supplies.
- 28-00 Safety jackets, safety boots, Personal Protection Equipment (PPE), traffic cones, and hairnets.
- 29-00 Miscellaneous laboratory supplies, CO2 tank refills, ISCO Sampler repairs and replacement parts, pH meters.

**LAND APPLICATION  
FUND NO. 553  
ACCOUNT NO. 1115**

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***DESCRIPTION***

The 580 acre Land Application site provides on-site disposal of biosolids. The sale of crops grown from biosolids disposal offsets most operating costs of the land application operation.

***MISSION***

The Land Application program employs an environmentally acceptable means of recycling biosolids as a soil fertilizer. This disposes of biosolids in an economical and ecologically friendly manner, which reduces the impact at the local landfill.

***GOALS***

- Identify crops that are compatible with biosolids application that will produce the highest yield of tonnage and profitability to offset operating costs.
- Ensure biosolids are properly disposed of in accordance with all applicable federal and state requirements.
- Irrigate 580 acres in the Land Application Area (LAA) and 115 acres of additional WWTF property using treated recycled domestic wastewater. Maintain year round crop production that will successfully utilize the nitrogen levels in the soil produced from biosolids application.
- Perform weed abatement activities throughout the year in the LAA and assist other City departments with weed control.
- Maintain accurate records and procedures to monitor and report biosolids loadings. Track nitrogen uptake rates by sampling and testing nitrogen content within the soil and plant tissue.
- Perform soil and groundwater rehabilitation on the former biosolids disposal area.

## LAND APPLICATION

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- |  |   |
|--|---|
| 1. Recoup the cost of operating the land application program.                    | Continue to produce fodder crop revenues that meet or exceed budget expenditures for fiscal year 2015/2016.   |
| 2. Dispose of biosolids to maintain federal and state mandates.                  | Verify through plant and soil sampling throughout the year.<br><br>Utilize biosolids for fertilization needs twice per year.  |
| 3. Increase the support of reduce, recycle, and reuse efforts.                   | Continue to use recycled water to irrigate the 695 acres of farmland and provide water to Wildlife Management Area.<br><br>Complete construction for former drying bed area irrigation main line.                       |
| 4. Improve the wildlife mitigation area and habitat for native wildlife species. | Continue invasive weed eradication, reduce vegetation overgrowth, and carry out a plan for water fowl habitat with State Fish and Game. Complete CIP to expand recycled water delivery to all areas of management area. |
| 5. Remove biosolids contamination in former drying bed area.                     | Plant winter and summer crops that will utilize soil bound nitrogen   |

### **2015-2016 BUDGET HIGHLIGHTS**

Offset biosolids disposal costs through the sale of fodder crops.





BUDGET DETAIL EXPENSES

553-1115	Land Application						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	85,175	82,989	88,363	88,828	88,828	88,828
531.04-01	Regular Overtime	33	130	400	1,109	1,109	1,109
531.10-05	Retirement PERS Classic	17,749	18,167	20,674	21,971	21,971	21,971
531.10-06	Social Security-OASDI	5,103	4,990	5,338	5,411	5,411	5,411
531.10-07	Social Security-Medicare	1,193	1,167	1,248	1,266	1,266	1,266
531.10-12	Workers Compensation	7,156	9,090	9,870	2,677	2,677	2,677
531.10-20	Earned Benefit	0	24	294	296	296	296
531.10-23	Uniform Cleaning	374	571	428	428	428	428
531.10-33	Core Allowance	15,591	16,125	15,591	16,279	16,378	16,378
531.10-35	Post Employment Benefits	5,843	6,121	0	0	0	0
Personnel Services		138,217	139,374	142,206	138,265	138,364	138,364
532.11-00	Utilities	28,623	39,483	44,400	68,920	68,920	68,920
532.12-00	Telephone	320	388	500	489	489	489
532.17-00	Professional Services	51,569	94,671	79,327	89,827	89,827	89,827
532.19-00	Mileage	0	0	0	500	500	500
532.21-00	Rents/Leases	0	0	180	240	240	240
532.23-00	Vehicle Operations/Maint	34,270	80,577	52,363	46,378	45,828	45,828
532.25-00	Maintenance Matls & Svcs	2,245	12,215	12,046	11,566	11,566	11,566
532.26-00	Other Equipment O & M	237	0	0	0	0	0
532.27-00	Small Tools	77	0	0	0	0	0
532.29-00	Other Materials Supplies	134,030	150,675	142,026	164,226	164,226	164,226
532.30-01	Dept Share of Insurance	3,208	2,656	2,330	3,636	3,569	3,569
532.32-00	Vehicle Replacement Fee	47,785	43,916	51,828	54,853	54,853	54,853
532.38-00	Support Services	16,248	13,452	12,596	13,348	12,874	12,874
532.45-00	Facilities Maint Charge	217	235	702	724	760	760
Supplies and Services		318,829	438,268	398,298	454,707	453,652	453,652
533.43-00	Machinery/Equipment	42,157	0	0	0	0	0
Property		42,157	0	0	0	0	0
534.91-01	Adm Exp-City Manager	1,935	3,523	1,690	2,527	2,451	2,451
534.91-02	Adm Exp-City Attorney	208	1,110	507	910	532	532
534.91-03	Adm Exp-City Clerk	0	0	2,846	2,081	1,533	1,533
534.91-09	Adm Exp-Finance	7,619	8,507	7,713	8,570	8,744	8,744
534.91-10	Adm Exp-Purchasing	960	1,171	985	1,022	1,039	1,039
534.91-11	Adm Exp-Public Works	10,403	8,495	9,690	9,830	9,783	9,783
534.91-16	Adm Exp-City Council	754	810	758	999	981	981
Administrative		21,879	23,616	24,189	25,939	25,063	25,063
535.92-29	Interdept DSC-Pub Works	0	7,757	7,847	9,565	9,565	9,565
535.92-72	Interdept DSC-Supprt Sr	38	38	38	49	49	49
Interdepartmental		38	7,795	7,885	9,614	9,614	9,614
633.64-00	Depreciation Expense	14,319	17,832	0	0	0	0
Property		14,319	17,832	0	0	0	0
**	Land Application	535,439	626,885	572,578	628,525	626,693	626,693

## LAND APPLICATION SYSTEM

- 11-00 Includes electrical service for wetlands ponds and recirculation pumps.
- 12-00 Includes high water power failure alarm line for Unilever domestic and industrial sewer station, and share of Petrovend 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.; GPS field leveling; permits (SJVAPCD air pollution fees); pest control advisor and applicator; seed spreading; and SWRCB Waste Discharge fees.
- 21-00 High water power failure alarm service and propane tank rental.
- 25-00 Drip oil, miscellaneous parts, engine oil, disc blades, replacement bearings, degreaser, hydraulic hoses, and fence repairs.
- 29-00 Seed, various weed killers, herbicides, 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.



BUDGET DETAIL EXPENSES

550-1156 WWT Lines Component Dept							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
532.17-00	Professional Services	0	150	0	0	0	0
	Supplies and Services	0	150	0	0	0	0
617.66-00	Developer Credit	721,122	0	0	0	0	0
	Capital Outlay	721,122	0	0	0	0	0
633.64-00	Depreciation Expense	18,687	38,621	0	0	0	0
	Property	18,687	38,621	0	0	0	0
637.65-00	Capital Imp. Projects	1,199,461	427,978	1,988,477	2,214,064	2,223,776	2,223,776
	Capital Outlay	1,199,461	427,978	1,988,477	2,214,064	2,223,776	2,223,776
**	WWT Lines Component Dept	1,939,270	466,749	1,988,477	2,214,064	2,223,776	2,223,776

**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

344-1136 University Capital Charge							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
706.71-01	Principal-Bond Payment	0	0	200,000	200,000	200,000	200,000
706.72-01	Interest Bond Payment	232,735	227,187	223,555	217,216	217,216	217,216
706.73-01	Agent Fees-Bond Payment	22,507	21,982	21,457	20,857	20,857	20,857
	Debt Services	255,242	249,169	445,012	438,073	438,073	438,073
**	University Capital Charge	255,242	249,169	445,012	438,073	438,073	438,073

**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 2015.



BUDGET DETAIL EXPENSES

551-1157 WWT Plant Component							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
532.17-00	Professional Services	0	688	0	0	0	0
	Supplies and Services	0	688	0	0	0	0
633.64-00	Depreciation Expense	2,667,916	2,875,555	0	0	0	0
	Property	2,667,916	2,875,555	0	0	0	0
637.65-00	Capital Imp. Projects	9,357,187	268,254	5,349,625	4,163,033	4,045,172	4,045,172
	Capital Outlay	9,357,187	268,254	5,349,625	4,163,033	4,045,172	4,045,172
706.71-02	Principal-City Loans	0	0	0	1,054,177	1,054,177	1,054,177
	Debt Services	0	0	0	1,054,177	1,054,177	1,054,177
**	WWT Plant Component	12,025,103	3,144,497	5,349,625	5,217,210	5,099,349	5,099,349

**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.



BUDGET DETAIL EXPENSES

552-1110	Wastewater Revolving Fund	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
532.29-00	Other Materials Supplies	0	0	4,612	120,732	120,810	120,810
	Supplies and Services	0	0	4,612	120,732	120,810	120,810
**	Wastewater Revolving Fund	0	0	4,612	120,732	120,810	120,810

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 2016 Spring Cleanup program by February 2016 and make changes, if appropriate, based on tonnage and costs of the 2015 program.
- Continue to monitor and adjust service routes for appropriate size and service levels, as well as improve productivity.

***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. Complete preparations for 2016 Spring Cleanup program by February 2016 and make changes, if appropriate, based on tonnage and costs of the 2015 program. | Report to City Council on experience of 2015 program no later than June 1, 2016. To include diversion of recyclable waste tonnage.           |

## REFUSE COLLECTION

### ***2015-2016 BUDGET HIGHLIGHTS***

New garbage and recycling rates were approved through the public hearing process in fiscal year 14/15, taking affect January 1, 2015. New rates should provide a stable source of revenue to all divisions within Fund 558.

Landfill tonnage rates will remain flat through the next fiscal year. The tonnage cost for recycling contamination residual will be reduced due to a change at the landfill. Refuse residual from the recycler will now be shipped back to Merced for burial at a significantly reduced tonnage rate.

Staff remains diligent in searching for ways to reduce internal costs, however, unfunded Legislative and regulatory mandates to the Landfill, to the City and to businesses will likely continue to negatively impact rates.



BUDGET DETAIL EXPENSES

558-1112 Refuse Collections							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	1,228,261	1,277,114	1,364,147	1,313,487	1,313,487	1,313,487
531.03-00	Extra Help	16,373	24,741	60,177	64,799	64,799	64,799
531.04-01	Regular Overtime	192,005	247,578	211,189	214,851	214,851	214,851
531.04-04	Call Back Time Worked	0	0	200	0	0	0
531.10-01	Holiday Pay	10,930	8,242	10,000	16,981	16,981	16,981
531.10-02	Unused Sick Leave	0	497	0	0	0	0
531.10-05	Retirement PERS Classic	256,011	265,604	300,561	285,311	285,311	285,311
531.10-06	Social Security-OASDI	86,542	92,220	95,983	93,418	93,067	93,067
531.10-07	Social Security-Medicare	20,470	21,934	23,321	22,787	22,705	22,705
531.10-08	State Unemployment	0	0	14,872	16,496	16,496	16,496
531.10-10	Retirement-PERS New Membr	1,806	11,423	19,169	40,658	40,658	40,658
531.10-12	Workers Compensation	74,578	96,578	115,183	76,964	76,964	76,964
531.10-17	Stand By Pay	0	297	0	0	0	0
531.10-20	Earned Benefit	20,315	10,279	11,313	12,197	6,529	6,529
531.10-21	Bilingual Pay Program	0	54	60	0	0	0
531.10-23	Uniform Cleaning	3,694	4,937	5,347	5,720	5,720	5,720
531.10-27	PTS Plan FICA Alternative	207	328	782	842	842	842
531.10-33	Core Allowance	339,890	348,405	380,785	364,732	366,323	366,323
531.10-35	Post Employment Benefits	59,709	62,331	59,603	55,667	55,667	55,667
Personnel Services		2,310,791	2,472,562	2,672,692	2,584,910	2,580,400	2,580,400
532.11-00	Utilities	17,954	18,456	19,297	20,280	20,280	20,280
532.12-00	Telephone	3,596	3,656	4,572	4,584	4,584	4,584
532.13-00	Postage	33,885	44,542	59,255	46,035	46,035	46,035
532.16-00	Printing	12,054	5,529	13,000	19,737	19,737	19,737
532.17-00	Professional Services	92,105	80,066	68,737	59,850	59,850	59,850
532.18-00	Travel and Meetings	1,053	427	4,000	3,532	3,532	3,532
532.19-00	Mileage	0	16	100	0	0	0
532.20-00	Training Expense	533	582	750	700	700	700
532.21-00	Rents/Leases	7,200	7,200	6,750	5,625	5,625	5,625
532.23-00	Vehicle Operations/Maint	915,359	1,110,191	1,101,413	1,152,156	1,138,477	1,138,477
532.24-00	Memberships, Subscription	1,492	1,611	14,472	16,692	16,692	16,692
532.25-00	Maintenance Matls & Svcs	2,223,521	2,235,278	2,462,600	2,401,644	2,401,644	2,401,644
532.26-00	Other Equipment O & M	22,370	13,931	25,000	12,960	12,960	12,960
532.27-00	Small Tools	264	0	500	500	500	500
532.28-00	Safety Supplies	5,881	5,938	7,185	7,185	7,185	7,185
532.30-01	Dept Share of Insurance	68,995	48,400	43,215	69,985	69,495	69,495
532.32-00	Vehicle Replacement Fee	499,819	531,217	538,293	477,965	477,965	477,965
532.35-84	Retro Fee Expense	100	55	0	0	0	0
532.38-00	Support Services	180,316	151,284	148,557	157,076	151,448	151,448
532.45-00	Facilities Maint Charge	13,085	32,132	33,091	26,854	27,308	27,308
532.46-00	Computer Replacement Chrg	3,559	3,559	3,002	1,206	1,206	1,206
Supplies and Services		4,103,141	4,294,070	4,553,789	4,484,566	4,465,223	4,465,223
533.43-00	Machinery/Equipment	25,998	870	0	0	0	0
Property		25,998	870	0	0	0	0
534.91-01	Adm Exp-City Manager	33,290	51,201	26,875	40,832	39,312	39,312
534.91-02	Adm Exp-City Attorney	3,583	16,062	8,064	14,702	8,539	8,539
534.91-03	Adm Exp-City Clerk	0	0	46,884	33,849	24,808	24,808
534.91-09	Adm Exp-Finance	131,112	123,076	122,626	138,495	140,232	140,232
534.91-10	Adm Exp-Purchasing	16,513	16,943	15,653	16,519	16,665	16,665
534.91-11	Adm Exp-Public Works	141,481	120,789	146,126	140,048	139,334	139,334
534.91-16	Adm Exp-City Council	12,973	11,720	12,053	16,149	15,729	15,729
Administrative		338,952	339,791	378,281	400,594	384,619	384,619

BUDGET DETAIL EXPENSES

558-1112 Refuse Collections							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
535.92-01	Interdept DSC-General Fnd	240,058	239,574	244,399	235,016	235,016	235,016
535.92-17	Interdept DSC-Develop Svc	41,418	42,794	45,206	46,148	46,148	46,148
535.92-21	Interdept DSC-Street Tree	9,450	7,704	0	0	0	0
535.92-22	Interdept DSC-Streets	19,928	15,501	11,057	14,575	14,575	14,575
535.92-29	Interdept DSC-Pub Works	210,430	203,737	206,464	230,399	230,399	230,399
535.92-48	Interdept DSC-CFD Parks	2,529	0	2,673	2,760	2,760	2,760
535.92-53	Interdept DSC-Wastewater	18,814	24,062	29,466	27,011	27,011	27,011
535.92-57	Interdept DSC-Water Sys	43,456	41,281	46,605	45,836	45,836	45,836
535.92-58	Interdept DSC-Refuse	8,495	17,788	39,275	35,695	35,695	35,695
535.92-70	Interdept DSC-Fleet	54,091	47,864	52,119	45,128	45,128	45,128
535.92-71	Interdept DSR-Facilities	0	1,205	0	0	0	0
535.92-72	Interdept DSC-Supprt Sr	1,178	21,690	19,855	20,925	20,925	20,925
Interdepartmental		649,847	663,200	697,119	703,493	703,493	703,493
633.64-00	Depreciation Expense	22,436	29,500	0	0	0	0
Property		22,436	29,500	0	0	0	0
637.65-00	Capital Imp. Projects	107,591	153,268	704,519	288,812	288,812	288,812
Capital Outlay		107,591	153,268	704,519	288,812	288,812	288,812
908.93-21	Trsf-Street/Subd Tre(021)	835,053	640,008	0	0	0	0
Other		835,053	640,008	0	0	0	0
958.93-57	Trsf-Water System Fu(557)	0	0	638,230	754,771	754,771	754,771
Other		0	0	638,230	754,771	754,771	754,771
968.93-74	Trsf-Fleet Replaceme(674)	0	217,479	0	0	0	0
Other		0	217,479	0	0	0	0
**	Refuse Collections	8,393,809	8,810,748	9,644,630	9,217,146	9,177,318	9,177,318

## 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 and organic waste collection within City limits. This includes scheduled and unscheduled service for residential customers, as well as Christmas Tree Removal (citizens are asked to place trees in curbside green container). This division will now include a new organics waste reduction program.

***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.
- Partner with businesses to promote the organic waste reduction measures of AB1826.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |   |   |
|---|---|
| 1. Monitor 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 contact 10% of customers with contaminated containers per month, as reported by drivers. |
| 3. Promote AB1826 Organic Waste reduction measures.   | Annual report to Council regarding organic waste reduction efforts by June 2016.  |



**2015-2016 BUDGET HIGHLIGHTS**

New Green Wastes rates were approved through the public hearing process in fiscal year 14/15, taking affect January 1, 2015. New rates should provide a stable source of revenue to all divisions within Fund 558.

Green Waste landfill charges are expected to remain flat through the fiscal year; however, AB1826 "Organics" reduction law becomes effective April 1, 2016. This will impact businesses that produce 8 or more cubic yards of "organic" waste per week. Organic waste, as defined by the law, includes green waste, food waste or paper contaminated with food waste. For those producing 8 or more cubic yards per week of organic waste, the bill requires a 50% reduction by Jan. 1, 2017, with further reductions through Jan. 1, 2020. An excerpt from the bill states;

*"This bill would, commencing April 1, 2016, require a business that generates a specified amount of organic waste per week to arrange for recycling services for that organic waste in a specified manner. The bill would decrease the amount of organic waste under which a business would be subject to those requirements from 8 cubic yards or more to 4 cubic yards or more on January 1, 2017.*

*The bill would also require a business that generates 4 cubic yards or more of commercial solid waste per week, on and after January 1, 2019, to arrange for organic waste recycling services and, if the department makes a specified determination, would decrease that amount to 2 cubic yards, on or after January 1, 2020.*

*This bill would require the contract or work agreement between a business and a gardening or landscaping service to require the organic waste generated by those services to comply with the requirements of this act.*

*This bill would require each jurisdiction, on and after January 1, 2016, to implement an organic waste recycling program to divert organic waste from the businesses subject to this act, except as specified with regard to rural jurisdictions, thereby imposing a state-mandated local program by imposing new duties on local governmental agencies. The bill would require each jurisdiction to report to the department on its progress in implementing the organic waste recycling program, and the department would be required to review whether a jurisdiction is in compliance with this act.*

*This bill would authorize a local governmental agency to charge and collect a fee from an organic waste generator to recover the local governmental agency's costs incurred in complying with this act."*

The Landfill has not published any projected charges for this new waste stream. Staff remains diligent in searching for ways to reduce internal costs, however, unfunded legislative and regulatory mandates to the Landfill, to the City and to businesses will likely continue to negatively impact rates.



BUDGET DETAIL EXPENSES

558-1133	Green Waste Collection			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	159,341	168,170	172,023	173,609	173,609	173,609
531.04-01	Regular Overtime	16,161	15,898	17,000	21,738	21,738	21,738
531.10-01	Holiday Pay	1,654	298	2,436	1,819	1,819	1,819
531.10-05	Retirement PERS Classic	32,245	32,248	40,715	43,302	43,302	43,302
531.10-06	Social Security-OASDI	10,837	9,978	11,742	12,054	12,054	12,054
531.10-07	Social Security-Medicare	2,535	2,334	2,746	2,819	2,819	2,819
531.10-10	Retirement-PERS New Membr	865	0	0	0	0	0
531.10-12	Workers Compensation	9,131	8,146	22,084	16,018	16,018	16,018
531.10-20	Earned Benefit	1,004	378	1,509	1,011	1,011	1,011
531.10-21	Bilingual Pay Program	0	163	180	0	0	0
531.10-23	Uniform Cleaning	323	404	557	518	518	518
531.10-33	Core Allowance	38,587	42,934	43,379	45,262	45,468	45,468
Personnel Services		272,683	280,951	314,371	318,150	318,356	318,356
532.14-00	Advertising	1,599	13,713	25,000	11,000	11,000	11,000
532.17-00	Professional Services	17,550	100	208	387	387	387
532.23-00	Vehicle Operations/Maint	196,037	196,166	156,597	171,863	169,822	169,822
532.24-00	Memberships, Subscription	0	0	1,500	1,500	1,500	1,500
532.25-00	Maintenance Matls & Svcs	74,600	68,445	110,000	104,210	104,210	104,210
532.26-00	Other Equipment O & M	1,149	1,137	2,300	1,440	1,440	1,440
532.30-01	Dept Share of Insurance	6,594	5,065	4,549	6,945	6,777	6,777
532.32-00	Vehicle Replacement Fee	74,801	74,801	70,527	50,432	50,432	50,432
532.35-84	Retro Fee Expense	0	15	0	0	0	0
532.38-00	Support Services	17,922	14,708	13,796	14,784	14,247	14,247
532.45-00	Facilities Maint Charge	0	1,057	1,557	1,677	1,722	1,722
Supplies and Services		390,252	375,207	386,034	364,238	361,537	361,537
534.91-01	Adm Exp-City Manager	3,891	7,040	3,728	4,962	4,692	4,692
534.91-02	Adm Exp-City Attorney	419	2,219	1,119	1,787	1,019	1,019
534.91-03	Adm Exp-City Clerk	0	0	6,955	4,087	2,935	2,935
534.91-09	Adm Exp-Finance	15,324	17,001	17,009	16,831	16,737	16,737
534.91-10	Adm Exp-Purchasing	1,930	2,340	2,171	2,008	1,989	1,989
534.91-11	Adm Exp-Public Works	16,606	13,888	16,714	15,265	15,137	15,137
534.91-16	Adm Exp-City Council	1,516	1,619	1,672	1,963	1,877	1,877
Administrative		39,686	44,107	49,368	46,903	44,386	44,386
535.92-29	Interdept DSC-Pub Works	32,438	30,140	30,284	12,762	12,762	12,762
Interdepartmental		32,438	30,140	30,284	12,762	12,762	12,762
**	Green Waste Collection	735,059	730,405	780,057	742,053	737,041	737,041

FUND NO. 558  
ACCOUNT NO. 1133

## **GREEN WASTE COLLECTION**

14-00 Television and radio advertising

25-00 Landfill disposal charges

**RECYCLING PROGRAM  
FUND NO. 558  
ACCOUNT NO. 1135**

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***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.
- Partner with businesses to promote commercial recycling 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 contact 10% of customers with contaminated containers per month.  |
| 3. Promote commercial recycling  | Promoting new recycling rates and program information will fulfill our education/outreach requirements and increase recycling efforts. Quarterly report to Council regarding all commercial recycling by June 2016. |

## RECYCLING PROGRAM

### **2015-2016 BUDGET HIGHLIGHTS**

New recycling rates were approved through the public hearing process in fiscal year 14/15, taking affect January 1, 2015. New rates should provide a stable source of revenue to all divisions within Fund 558.

The development of a new commercial recycling outreach and education program along with new commercial recycling container rates has encouraged commercial recycling efforts and has lowered costs for some businesses.

New Commercial Recycling Rates are expected to increase commercial business recycling; however, due to business site limitations, some businesses will be exempt from the requirement of AB341. Staff has sent recycling surveys to all affected businesses, which includes City of Merced recycling program information.

Businesses who generate significate amounts of recyclables will realize some reduction in waste disposal costs, since disposal costs for commercial recyclables has now been reduced by 15% as compared to regular garbage disposal.

Staff remains diligent in searching for ways to reduce internal costs, however, unfunded legislative and regulatory mandates to the Landfill, to the City and to businesses will likely continue to negatively impact rates.



BUDGET DETAIL EXPENSES

558-1135	Recycling Program						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	187,013	207,829	214,678	217,212	217,212	217,212
531.04-01	Regular Overtime	31,066	32,879	30,000	44,586	31,200	31,200
531.10-01	Holiday Pay	1,258	898	1,260	1,213	1,213	1,213
531.10-05	Retirement PERS Classic	37,067	45,348	50,452	53,957	53,957	53,957
531.10-06	Social Security-OASDI	13,400	14,653	15,014	15,961	15,131	15,131
531.10-07	Social Security-Medicare	3,134	3,427	3,511	3,733	3,539	3,539
531.10-10	Retirement-PERS New Membr	1,729	0	0	0	0	0
531.10-12	Workers Compensation	12,820	9,832	11,102	6,959	6,959	6,959
531.10-20	Earned Benefit	2,729	817	2,648	1,213	1,213	1,213
531.10-21	Bilingual Pay Program	602	928	960	600	600	600
531.10-23	Uniform Cleaning	220	369	529	351	351	351
531.10-33	Core Allowance	55,899	63,511	66,042	68,883	69,130	69,130
531.10-35	Post Employment Benefits	13,346	6,856	6,752	6,416	6,416	6,416
	Personnel Services	360,283	387,347	402,948	421,084	406,921	406,921
532.13-00	Postage	0	0	4,000	500	500	500
532.14-00	Advertising	12,845	19,665	46,500	46,500	46,500	46,500
532.17-00	Professional Services	0	50	208	258	258	258
532.18-00	Travel and Meetings	0	1,555	2,193	573	573	573
532.20-00	Training Expense	0	1,063	3,000	1,150	1,150	1,150
532.23-00	Vehicle Operations/Maint	228,386	191,109	157,062	123,133	121,671	121,671
532.25-00	Maintenance Matls & Svcs	69,871	78,837	100,000	82,835	82,835	82,835
532.26-00	Other Equipment O & M	854	360	800	1,440	1,440	1,440
532.28-00	Safety Supplies	0	257	200	695	695	695
532.30-01	Dept Share of Insurance	7,555	6,157	5,490	8,346	8,143	8,143
532.32-00	Vehicle Replacement Fee	77,298	51,009	82,564	113,700	113,700	113,700
532.35-84	Retro Fee Expense	0	80	0	0	0	0
532.38-00	Support Services	22,994	17,558	16,808	18,075	17,258	17,258
532.45-00	Facilities Maint Charge	0	0	1,182	779	836	836
	Supplies and Services	419,803	367,700	420,007	397,984	395,559	395,559
533.43-00	Machinery/Equipment	33,240	15,462	10,000	15,000	15,000	15,000
	Property	33,240	15,462	10,000	15,000	15,000	15,000
534.91-01	Adm Exp-City Manager	5,519	8,297	4,468	5,781	5,457	5,457
534.91-02	Adm Exp-City Attorney	594	2,615	1,341	2,082	1,185	1,185
534.91-03	Adm Exp-City Clerk	0	0	8,171	4,761	3,413	3,413
534.91-09	Adm Exp-Finance	21,735	20,038	20,388	19,609	19,468	19,468
534.91-10	Adm Exp-Purchasing	2,737	2,758	2,603	2,339	2,314	2,314
534.91-11	Adm Exp-Public Works	20,959	16,604	20,385	18,621	18,319	18,319
534.91-16	Adm Exp-City Council	2,151	1,908	2,004	2,286	2,184	2,184
	Administrative	53,695	52,220	59,360	55,479	52,340	52,340
535.92-29	Interdept DSC-Pub Works	72,463	65,243	65,798	29,611	29,611	29,611
	Interdepartmental	72,463	65,243	65,798	29,611	29,611	29,611
**	Recycling Program	939,484	887,972	958,113	919,158	899,431	899,431



FUND NO. 558  
ACCOUNT NO. 1135

## **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 (3 times 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***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

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|--|--|
| 1. Continue to dispose of leaves at disposal sites that will accept leaves at no charge, with all weather disposal capabilities. | By September 2015, recommit to previously identified sites CP-42 or identify other strategically located sites that will accept leaves at no charge.   |
| 2. Seek methods to improve the quality of street sweeping and right-sizing of routes to improve productivity.                    | 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. |

## STREET SWEEPING

- |  |  |
|--|--|
| 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. |
|--|--|

## **2015-2016 BUDGET HIGHLIGHTS**

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

New rates should provide a stable source of revenue to all divisions within Fund 558.



BUDGET DETAIL EXPENSES

558-1113 Street Sweeping							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
531.01-00	Regular Salaries	291,844	292,569	295,065	296,296	296,296	296,296
531.03-00	Extra Help	0	24,785	36,426	36,606	36,606	36,606
531.04-01	Regular Overtime	24,911	22,790	28,080	28,084	28,084	28,084
531.04-04	Call Back Time Worked	995	1,119	1,355	600	600	600
531.10-02	Unused Sick Leave	282	297	603	0	0	0
531.10-05	Retirement PERS Classic	60,782	63,911	68,974	73,227	73,227	73,227
531.10-06	Social Security-OASDI	19,306	19,340	20,074	20,806	20,806	20,806
531.10-07	Social Security-Medicare	4,515	4,892	5,223	5,397	5,397	5,397
531.10-08	State Unemployment	0	8,996	0	6,225	6,225	6,225
531.10-12	Workers Compensation	13,855	19,251	16,027	9,820	9,820	9,820
531.10-17	Stand By Pay	1,161	1,359	1,305	1,311	1,311	1,311
531.10-20	Earned Benefit	2,235	838	7,642	19,180	19,180	19,180
531.10-21	Bilingual Pay Program	0	0	0	240	240	240
531.10-23	Uniform Cleaning	882	973	1,053	1,391	1,391	1,391
531.10-27	PTS Plan FICA Alternative	0	329	473	476	476	476
531.10-33	Core Allowance	88,388	91,473	92,933	103,780	104,140	104,140
531.10-35	Post Employment Benefits	14,018	14,683	14,655	12,830	12,830	12,830
Personnel Services		523,174	567,605	589,888	616,269	616,629	616,629
532.11-00	Utilities	86,027	76,244	75,687	82,443	82,443	82,443
532.13-00	Postage	7,652	7,597	8,200	8,200	8,200	8,200
532.17-00	Professional Services	270	201	300	258	258	258
532.23-00	Vehicle Operations/Maint	262,314	244,879	263,776	264,797	261,653	261,653
532.25-00	Maintenance Matls & Svcs	685	277	500	500	500	500
532.26-00	Other Equipment O & M	1,531	509	4,800	960	960	960
532.28-00	Safety Supplies	737	748	900	1,350	1,350	1,350
532.30-01	Dept Share of Insurance	12,150	8,807	7,960	12,088	11,785	11,785
532.32-00	Vehicle Replacement Fee	185,854	180,743	166,065	153,339	153,339	153,339
532.38-00	Support Services	32,343	26,870	25,874	28,278	27,406	27,406
532.45-00	Facilities Maint Charge	0	1,789	2,608	3,256	3,362	3,362
Supplies and Services		589,563	548,664	556,670	555,469	551,256	551,256
534.91-01	Adm Exp-City Manager	5,991	8,390	4,343	7,226	7,014	7,014
534.91-02	Adm Exp-City Attorney	645	2,644	1,303	2,602	1,524	1,524
534.91-03	Adm Exp-City Clerk	0	0	7,466	5,952	4,387	4,387
534.91-09	Adm Exp-Finance	23,594	20,262	19,816	24,510	25,022	25,022
534.91-10	Adm Exp-Purchasing	2,972	2,789	2,529	2,923	2,974	2,974
534.91-11	Adm Exp-Public Works	28,267	23,637	28,076	27,258	27,159	27,159
534.91-16	Adm Exp-City Council	2,335	1,929	1,948	2,858	2,807	2,807
Administrative		63,804	59,651	65,481	73,329	70,887	70,887
535.92-01	Interdept DSC-General Fnd	1,615	13,752	1,121	3,092	3,092	3,092
535.92-21	Interdept DSC-Street Tree	4,908	12,397	0	0	0	0
535.92-22	Interdept DSC-Streets	159,720	123,945	89,717	77,505	77,505	77,505
535.92-29	Interdept DSC-Pub Works	2,606	6,090	6,245	28,262	28,262	28,262
535.92-48	Interdept DSC-CFD Parks	0	2,804	6,182	0	0	0
535.92-53	Interdept DSC-Wastewater	24,895	24,070	13,999	6,478	6,478	6,478
535.92-58	Interdept DSC-Refuse	705	5,036	1,951	11,335	11,335	11,335
535.92-72	Interdept DSC-Supprrt Sr	190	192	192	247	247	247
Interdepartmental		194,639	188,286	119,407	126,919	126,919	126,919
633.64-00	Depreciation Expense	24,986	0	0	0	0	0
Property		24,986	0	0	0	0	0

BUDGET DETAIL EXPENSES

558-1113	Street Sweeping	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
637.65-00	Capital Imp. Projects	0	0	500,000	0	0	0
	Capital Outlay	0	0	500,000	0	0	0
**	Street Sweeping	1,396,166	1,364,206	1,831,446	1,371,986	1,365,691	1,365,691

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

# **STREET AND SUBDIVISION TREES**

**FUND NO. 558**

**ACCOUNT NO. 1122**

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## ***DESCRIPTION***

The Street Tree Division is responsible for the maintenance of 88,000 Street trees and 15,000 Park trees. The 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.

## ***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 (8 year trimming cycle), mistletoe abatement (annual program), stump removal and reforestation (as needed), and emergency tree/limb removal throughout the City, and provide monthly maintenance reports to the department.

Inspect all trees for health and



STREET AND SUBDIVISION TREES

- |  |   |
|--|---|
|  | condition 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. |
| 3. Continue the 8 year Area Prune Program cycle.   | Continue area-pruning program of approximately 11,000 trees per year utilizing city forces and private contractors.   |
|  | Ensure the annual inspection and pruning cycle of 15,000 park trees is completed within the 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 UC Merced, elementary schools and public agencies.   |

**2015-2016 BUDGET HIGHLIGHTS**

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



BUDGET DETAIL EXPENSES

558-1122	Street & Sub Div. Trees			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	0	0	273,177	274,523	301,953	301,953
531.04-01	Regular Overtime	0	0	21,033	22,079	22,079	22,079
531.04-04	Call Back Time Worked	0	0	3,769	3,787	3,787	3,787
531.10-05	Retirement PERS Classic	0	0	63,912	67,897	67,897	67,897
531.10-06	Social Security-OASDI	0	0	18,463	19,173	20,873	20,873
531.10-07	Social Security-Medicare	0	0	4,318	4,484	4,882	4,882
531.10-10	Retirement-PERS New Membr	0	0	0	0	6,348	6,348
531.10-12	Workers Compensation	0	0	42,962	30,062	30,062	30,062
531.10-17	Stand By Pay	0	0	4,534	4,633	4,633	4,633
531.10-20	Earned Benefit	0	0	3,244	12,187	12,187	12,187
531.10-21	Bilingual Pay Program	0	0	300	300	300	300
531.10-23	Uniform Cleaning	0	0	762	815	815	815
531.10-33	Core Allowance	0	0	82,057	85,590	100,330	100,330
531.10-35	Post Employment Benefits	0	0	6,105	6,415	6,415	6,415
Personnel Services		0	0	524,636	531,945	582,561	582,561
532.11-00	Utilities	0	0	5,617	1,433	1,433	1,433
532.12-00	Telephone	0	0	708	708	708	708
532.17-00	Professional Services	0	0	890	948	948	948
532.18-00	Travel and Meetings	0	0	1,314	1,314	1,314	1,314
532.19-00	Mileage	0	0	25	0	0	0
532.20-00	Training Expense	0	0	800	800	800	800
532.21-00	Rents/Leases	0	0	1,310	1,094	1,094	1,094
532.23-00	Vehicle Operations/Maint	0	0	81,537	118,860	117,449	117,449
532.24-00	Memberships, Subscription	0	0	670	670	670	670
532.25-00	Maintenance Matls & Svcs	0	0	31,371	31,371	31,371	31,371
532.26-00	Other Equipment O & M	0	0	400	400	400	400
532.28-00	Safety Supplies	0	0	3,660	3,840	3,840	3,840
532.30-01	Dept Share of Insurance	0	0	6,437	9,661	10,415	10,415
532.38-00	Support Services	0	0	16,723	18,978	20,565	20,565
532.45-00	Facilities Maint Charge	0	0	231	628	674	674
Supplies and Services		0	0	151,693	190,705	191,681	191,681
534.91-01	Adm Exp-City Manager	0	0	3,323	4,899	5,026	5,026
534.91-02	Adm Exp-City Attorney	0	0	997	1,764	1,092	1,092
534.91-03	Adm Exp-City Clerk	0	0	6,560	4,035	3,144	3,144
534.91-09	Adm Exp-Finance	0	0	15,160	16,617	17,929	17,929
534.91-10	Adm Exp-Purchasing	0	0	1,935	1,982	2,131	2,131
534.91-11	Adm Exp-Public Works	0	0	20,142	19,938	22,259	22,259
534.91-16	Adm Exp-City Council	0	0	1,490	1,938	2,011	2,011
Administrative		0	0	49,607	51,173	53,592	53,592
535.92-29	Interdept DSC-Pub Works	0	0	44,186	49,675	49,675	49,675
535.92-72	Interdept DSC-Supprt Sr	0	0	192	346	346	346
Interdepartmental		0	0	44,378	50,021	50,021	50,021
**	Street & Sub Div. Trees	0	0	770,314	823,844	877,855	877,855

## **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
- 28-00 Replacement of boots, jackets, gloves, hard hats, and other safety related items

**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.



BUDGET DETAIL EXPENSES

562-1116 Refuse Capital Equipment	ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO. ACCOUNT DESCRIPTION	2012-13	2013-14	BUDGET	REQUEST	RECOM.	APPROVAL
	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
532.17-00 Professional Services	0	13	0	0	0	0
Supplies and Services	0	13	0	0	0	0
533.43-00 Machinery/Equipment	0	0	26.063	266.082	266.082	266.082
Property	0	0	26.063	266.082	266.082	266.082
** Refuse Capital Equipment	0	13	26.063	266.082	266.082	266.082

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 & 361**  
**ACCOUNT NO. 1303**

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***DESCRIPTION***

The Merced Regional Airport is a FAA Part 139 certificated airport offering commercial, corporate and general aviation operations and related services. The airport activities are conducted in accord with federal and state laws and regulations, and the City's Municipal Code and local ordinances. The airport's runway, taxiways, terminal building, aircraft parking and hangar areas are managed by the City to ensure the safe and efficient movement of aircraft and airport customers. The airport is an important economic development resource for the City of Merced.

***MISSION***

The Merced Regional Airport supports the economic and physical development of the City of Merced by providing resources for commercial airline service, corporate and general aviation, air ambulance services, flight training, aircraft maintenance and repair, fuel sales and a restaurant.

***GOALS***

- Provide sustained 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 expanding passenger enplanement numbers and providing improved passenger physical facilities.
- Increase pilot training avenues to equip individuals for a career in aviation and for private pilot usage of the airport. Encourage development of a flying club for more affordable general aviation activity. Encourage pilot safety activities offered through the FAA.
- Expand awareness of the airport through events open to the public to build interest in aviation, working with the airport based general aviation community.
- Enter into new leases and agreements for provision of aviation related services to generate additional operating revenues.

## AIRPORT

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- |   |  |
|---|--|
| <p>1. Contribute to economic development efforts of the City.</p>                               | <p>Effectively work with the federal government, businesses, tenants, and customers to increase activities and revenues at the airport.</p>  |
| <p>2. Enhance airport revenues and reduce operational costs at the Merced Regional Airport.</p> | <p>Sustain and operate the airport with reduced reliance on City General Fund subsidy.</p>   |
| <p>3. Maintain and grow scheduled airline service at Merced Regional Airport.</p>               | <p>Airline service continues and expands; EAS program participation continues with no interruption to service; advertising efforts to be employed in a broader geographic region.</p>  |
| <p>4. Maintain safe operation of the Merced Airport.</p>  | <p>Achieve “Excellent” results on all annual inspection/performance reports provided by the FAA, National Weather Service, and State of California. Work with tenants of airport to ensure satisfactory performance to avoid inspection violations due to tenant action or inaction.</p> <p>Proactive efforts to achieve no lost time or employee reportable medical injuries, aircraft incursions or accidents.</p> |
| <p>5. Continuous Improvement of Airport facilities.</p>   | <p>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. Be prepared to pursue available “shovel ready project” funding at end of FAA annual funding cycle.</p>  |

## AIRPORT

6. Maintain excellent Tenant and City relationships.

Create transparency of airport operations and policies through airport business tenant meetings, monthly reports, informational mail-outs as needed, and updates to the Airport website.

### ***2015-2016 BUDGET HIGHLIGHTS***

The primary highlights will continue to be attention to ongoing Airport financial sustainability, as well as increasing passenger enplanements and terminal upgrades to ensure that the passenger experience is one that travelers will wish to repeat. In addition, efforts will continue to expand airport businesses. Necessary updates to facilities and airport operating areas will be accomplished as private, local, City, State, and Federal funding sources allow. However, for Airport Terminal renovations no Federal funding will be available. Overall, operating expenses will remain similar to last year, however, the airport is requesting the additional funding for advertising in furtherance of economic development goals.



BUDGET DETAIL EXPENSES

561-1303 Airport							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
561.01-00	Regular Salaries	181,131	181,431	177,763	161,367	161,367	161,367
561.03-00	Extra Help	2,828	2,797	4,000	6,500	3,620	3,620
561.04-01	Regular Overtime	96	0	0	650	650	650
561.10-05	Retirement PERS Classic	37,733	39,378	41,560	16,230	16,230	16,230
561.10-06	Social Security-OASDI	10,881	10,928	10,767	9,922	9,922	9,922
561.10-07	Social Security-Medicare	2,608	2,616	2,584	2,420	2,379	2,379
561.10-10	Retirement-PERS New Membr	0	0	0	22,124	22,124	22,124
561.10-12	Workers Compensation	7,131	9,348	7,534	4,078	4,078	4,078
561.10-20	Earned Benefit	167	570	927	927	927	927
561.10-24	Vehicle Allowance	43-	0	0	0	0	0
561.10-27	PTS Plan FICA Alternative	37	36	52	85	47	47
561.10-33	Core Allowance	39,594	39,266	37,157	20,276	20,411	20,411
561.10-35	Post Employment Benefits	17,527	18,360	18,315	19,245	19,245	19,245
Personnel Services		299,690	304,730	300,659	263,824	261,000	261,000
562.11-00	Utilities	36,640	38,695	40,000	44,880	44,880	44,880
562.12-00	Telephone	3,761	4,417	4,668	4,520	4,520	4,520
562.13-00	Postage	170	109	500	400	400	400
562.14-00	Advertising	5,000	2,058	5,464	5,460	5,460	5,460
562.15-00	Office Supplies	1,297	675	924	1,500	1,500	1,500
562.16-00	Printing	59	0	60	60	60	60
562.17-00	Professional Services	19,783	21,619	19,198	19,660	7,260	7,260
562.18-00	Travel and Meetings	2,678	3,913	4,216	4,100	4,100	4,100
562.19-00	Mileage	361	260	721	350	350	350
562.20-00	Training Expense	2,601	1,088	1,200	1,200	1,200	1,200
562.22-00	Office Equipment O & M	225	257	257	290	290	290
562.23-00	Vehicle Operations/Maint	10,710	7,822	6,187	5,711	5,644	5,644
562.24-00	Memberships, Subscription	2,102	1,521	1,644	1,644	1,644	1,644
562.25-00	Maintenance Matls & Svcs	8,688	8,660	9,785	12,000	12,000	12,000
562.26-00	Other Equipment O & M	0	447	300	480	480	480
562.27-00	Small Tools	0	44	50	100	50	50
562.28-00	Safety Supplies	0	44	0	0	0	0
562.29-00	Other Materials Supplies	8,081	8,889	5,800	6,350	5,000	5,000
562.30-01	Dept Share of Insurance	20,040	15,377	10,742	17,390	15,349	15,349
562.34-00	Contingency Reserve	0	0	20,000	20,000	11,929	11,929
562.35-84	Retro Fee Expense	50	0	0	0	0	0
562.38-00	Support Services	20,334	18,597	19,201	15,786	15,216	15,216
562.45-00	Facilities Maint Charge	11,879	12,525	13,794	14,622	14,590	14,590
Supplies And Services		154,459	147,017	164,711	176,503	151,922	151,922
564.91-01	Adm Exp-City Manager	2,731	5,231	2,891	5,419	4,833	4,833
564.91-02	Adm Exp-City Attorney	294	1,601	867	1,951	1,050	1,050
564.91-03	Adm Exp-City Clerk	0	0	6,442	4,519	3,079	3,079
564.91-09	Adm Exp-Finance	10,756	12,270	13,190	18,382	17,239	17,239
564.91-10	Adm Exp-Purchasing	1,355	1,689	1,684	2,192	2,049	2,049
564.91-16	Adm Exp-City Council	1,064	1,168	1,297	2,143	1,934	1,934
Other		16,200	21,959	26,371	34,606	30,184	30,184
565.92-29	Interdept DSC-Pub Works	0	0	0	38,407	38,407	38,407
565.92-53	Interdept DSC-Wastewater	0	0	795	480	480	480
565.92-70	Interdept DSC-Fleet	0	0	715	278	278	278
Interdepartmental		0	0	1,510	39,165	39,165	39,165
633.64-00	Depreciation Expense	158,576	155,422	0	0	0	0
Property		158,576	155,422	0	0	0	0

BUDGET DETAIL EXPENSES

561-1303 Airport							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
968.93-71	Trsf-Facilities Main(671)	8,861	9,179	9,509	9,850	9,850	9,850
	Other	8,861	9,179	9,509	9,850	9,850	9,850
**	Airport	637,786	638,307	502,760	523,948	492,121	492,121





BUDGET DETAIL EXPENSES

361-1303 Airport							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
532.38-00	Support Services	2	1	1	1	1	1
	Supplies and Services	2	1	1	1	1	1
534.91-01	Adm Exp-City Manager	18	18	9	14	14	14
534.91-02	Adm Exp-City Attorney	2	6	3	5	3	3
534.91-03	Adm Exp-City Clerk	0	0	14	11	9	9
534.91-09	Adm Exp-Finance	72	42	43	46	49	49
534.91-10	Adm Exp-Purchasing	9	6	6	5	6	6
534.91-16	Adm Exp-City Council	7	4	4	5	6	6
	Administrative	108	76	79	86	87	87
706.71-02	Principal-City Loans	0	0	41,788	44,458	44,458	44,458
706.72-02	Interest-City Loans	17,025	14,666	12,157	9,487	9,487	9,487
	Debt Services	17,025	14,666	53,945	53,945	53,945	53,945
**	Airport	17,135	14,743	54,025	54,032	54,033	54,033



BUDGET DETAIL EXPENSES

461-1303 Airport							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
633.64-00	Depreciation Expense	244,581	268,639	0	0	0	0
	Property	244,581	268,639	0	0	0	0
667.65-00	Capital Imp. Projects	140,860	163,825	125,832	5,908	5,908	5,908
	Capital Outlay	140,860	163,825	125,832	5,908	5,908	5,908
**	Airport	385,441	432,464	125,832	5,908	5,908	5,908

## AIRPORT

- 14-00 Advertising and marketing of airport services
- 16-00 Special color copy needs for required manuals
- 17-00 Airport and pump 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 530 individual equipment items, of which, 300 are motorized vehicles, assigned to the various departments within the City.

### ***MISSION***

Fleet Services is committed to maintaining 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 customers.

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

Continuously monitor past and present expenditure levels taking into account age and size of fleet.

95% of all vehicle inspections to be completed as scheduled. Schedules vary and may be based on miles, hours, or days. All commercial vehicles (refuse, dump trucks, etc.) are required to be inspected every 90 days.

## **FLEET MANAGEMENT**

### **2015-2016 BUDGET HIGHLIGHTS**

#### **Fuel**

- Fuel prices are currently lower than normal but are expected to rise during the fiscal year.
- Projected funding should be sufficient even with projected increases in fuel costs.

#### **Vehicle Replacement**

- Replacement charges for departments funded by discretionary funds have ceased or reduced for the past seven budget years. Replacing vehicles which are mission critical and no longer reliable will eventually deplete all funds and leave no monies for future replacement.
- Alternate fuel vehicles contribute towards carbon reduction goals.
- Two Fire Engines have well exceeded their life expectancy of twenty years and normal operation and maintenance costs have seriously increased. Significant savings within the Fire Department budget will enable them to purchase at least one new Engine, while the City is exploring other revenue sources to purchase another one.
- Some enterprise vehicle replacement funds remain slightly less than needed due to increased costs in equipment purchases. This is especially for heavy equipment (including large trucks) where mandated air quality improvement equipment has significantly impacted the cost of equipment by as much as \$20,000 per vehicle.

#### **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.
- Parts costs continue to rise approximately 10% per year.
- Fleet mechanics are currently in a trial period of a four day, ten hour shift that is expected to reduce overtime and provide for extended hours, which will especially help the police department night shift. With the Fleet shop starting at 5 AM, night shift officers will be able communicate directly with mechanics regarding vehicle issues rather than dropping vehicles off and leaving notes.

## 2015-2016 BUDGET HIGHLIGHTS (Continued)

- While several City departments will experience some reduction in operation and maintenance costs, the Police Department has reduced their overall Fleet related operation and maintenance costs by approximately 39%. This is primarily due to the purchase of 30 new police vehicles and some fuel cost savings. Overall, with the reduction in fuel costs and many new vehicles, City wide Fleet expenses have been reduced by 5.24%.

Long term planning to replace the Fleet maintenance building continues. Originally constructed in 1959, now 56 years old, it has long been too small for the current fleet.

Staff routinely works outdoors, in all weather, to perform repairs. In addition, vehicles powered by Compressed Natural Gas cannot be worked on inside the existing facility due to safety requirements. A new fleet facility is estimated to cost approximately 4.5 million dollars.

The Corporation Yard is fast running out of room for parking the Public Works fleet. An expansion is badly needed. Staff is exploring various options for expansion.





BUDGET DETAIL EXPENSES

670-1103	Fleet Management			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	555,420	533,140	577,791	574,476	574,476	574,476
531.03-00	Extra Help	14,976	0	0	0	0	0
531.04-01	Regular Overtime	15,570	54,169	24,169	25,136	25,136	25,136
531.04-04	Call Back Time Worked	326	444	1,523	1,550	1,550	1,550
531.10-02	Unused Sick Leave	2,762	2,232	1,748	1,748	1,748	1,748
531.10-05	Retirement PERS Classic	115,290	104,007	115,395	109,276	109,276	109,276
531.10-06	Social Security-OASDI	37,046	38,083	37,522	39,435	37,931	37,931
531.10-07	Social Security-Medicare	8,882	8,906	8,775	9,223	8,871	8,871
531.10-08	State Unemployment	0	0	9,885	0	0	0
531.10-10	Retirement-PERS New Membr	570	11,743	18,584	30,824	30,824	30,824
531.10-12	Workers Compensation	28,189	81,859	67,831	47,857	47,857	47,857
531.10-17	Stand By Pay	9,036	11,649	10,000	21,371	21,371	21,371
531.10-20	Earned Benefit	30,362	28,254	5,948	30,117	5,860	5,860
531.10-23	Uniform Cleaning	3,085	3,522	3,850	3,499	3,499	3,499
531.10-27	PTS Plan FICA Alternative	195	0	0	0	0	0
531.10-33	Core Allowance	160,904	149,119	165,553	166,082	166,794	166,794
531.10-35	Post Employment Benefits	30,043	31,336	37,925	27,602	27,602	27,602
Personnel Services		1,012,656	1,058,463	1,086,499	1,088,196	1,062,795	1,062,795
532.11-00	Utilities	21,033	27,762	30,373	26,538	26,538	26,538
532.12-00	Telephone	1,878	1,204	928	928	928	928
532.13-00	Postage	298	293	424	400	400	400
532.17-00	Professional Services	147	250	214	258	258	258
532.18-00	Travel and Meetings	2,388	2,727	3,831	3,831	3,831	3,831
532.19-00	Mileage	515	349	500	500	500	500
532.20-00	Training Expense	2,078	5,737	5,506	4,954	4,954	4,954
532.21-00	Rents/Leases	689	359	618	288	288	288
532.24-00	Memberships, Subscription	4,306	4,687	6,905	6,907	6,907	6,907
532.25-00	Maintenance Matls & Svcs	23,162	32,651	35,568	36,990	36,990	36,990
532.26-00	Other Equipment O & M	1,356	208	2,575	2,575	2,575	2,575
532.28-00	Safety Supplies	2,361	2,679	2,312	2,312	2,312	2,312
532.29-00	Other Materials Supplies	0	2,277	4,950	5,148	5,148	5,148
532.30-01	Dept Share of Insurance	25,519	19,472	17,347	26,749	25,999	25,999
532.33-00	Vehicle Fuel	1,336,530	1,279,573	1,385,000	1,301,737	1,301,737	1,301,737
532.34-00	Contingency Reserve	0	0	45,459	43,574	51,067	51,067
532.35-84	Retro Fee Expense	0	50	0	0	0	0
532.36-00	Vehicle Parts	673,152	703,313	681,175	749,319	749,319	749,319
532.38-00	Support Services	78,983	65,039	62,159	66,945	64,166	64,166
532.45-00	Facilities Maint Charge	11,894	11,666	12,966	17,660	17,577	17,577
Supplies and Services		2,186,289	2,160,296	2,298,810	2,297,613	2,301,494	2,301,494
533.43-00	Machinery/Equipment	2,262	0	0	0	0	0
Property		2,262	0	0	0	0	0
534.91-01	Adm Exp-City Manager	10,754	18,489	9,670	14,695	13,810	13,810
534.91-02	Adm Exp-City Attorney	1,157	5,827	2,902	5,291	3,000	3,000
534.91-03	Adm Exp-City Clerk	0	0	18,455	12,103	8,638	8,638
534.91-09	Adm Exp-Finance	42,356	44,651	44,123	49,842	49,262	49,262
534.91-10	Adm Exp-Purchasing	5,335	6,147	5,632	5,945	5,854	5,854
534.91-11	Adm Exp-Public Works	63,972	54,280	65,234	62,184	61,523	61,523
534.91-16	Adm Exp-City Council	4,191	4,252	4,337	5,812	5,525	5,525
Administrative		127,765	133,646	150,353	155,872	147,612	147,612
535.92-29	Interdept DSC-Pub Works	42,187	36,828	32,667	48,476	48,476	48,476

BUDGET DETAIL EXPENSES

670-1103 Fleet Management							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
535.92-72	Interdept DSC-Supprt Sr	228	192	192	444	444	444
	Interdepartmental	42,415	37,020	32,859	48,920	48,920	48,920
633.64-00	Depreciation Expense	30,185	32,710	0	0	0	0
	Property	30,185	32,710	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	0	246,000	246,000	246,000
	Capital Outlay	0	0	0	246,000	246,000	246,000
968.93-71	Trsf-Facilities Main(671)	8,029	8,318	8,617	8,926	8,926	8,926
	Other	8,029	8,318	8,617	8,926	8,926	8,926
**	Fleet Management	3,409,601	3,430,453	3,577,138	3,845,527	3,815,747	3,815,747

## **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 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
633.63-00	Vehicle Replacement	1,625,186	2,658,447	1,879,200	1,645,000	2,241,000	2,241,000
633.64-00	Depreciation Expense	1,541,882	1,338,849	0	0	0	0
	Property	3,167,068	3,997,296	1,879,200	1,645,000	2,241,000	2,241,000
908.93-01	Trsf-General Fund (001)	0	0	200,000	0	0	0
	Other	0	0	200,000	0	0	0
**	Fleet Management	3,167,068	3,997,296	2,079,200	1,645,000	2,241,000	2,241,000

# 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 74 separate facilities that total 180,136 square feet of City owned buildings and structures with the exception of Fire Stations and privately leased space. 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***

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

## FACILITIES MAINTENANCE

### ***2015-2016 BUDGET HIGHLIGHTS***

Some shared custodial duties continue to be performed by existing staff, which has proven to work very well, i.e. Police administrative staff empties their own individual trash/recycling container which allows custodians more time to concentrate on building cleanliness.

Aging facilities will increase maintenance costs, expense lines will increase exponentially over time. Future capital costs will be necessary to replace major parks restrooms which are deteriorating rapidly. With the reopening of McNamara Pool, new splash pads at McNamara and Stephen Leonard Parks will increase maintenance costs as well.





BUDGET DETAIL EXPENSES

671-1119	Facilities Maintenance Op			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2012-13	2013-14	2014-15	2015-16	2015-16	2015-16
531.01-00	Regular Salaries	263,319	327,718	355,339	365,546	365,546	365,546
531.03-00	Extra Help	54,832	57,182	70,000	60,000	60,000	60,000
531.04-01	Regular Overtime	4,087	5,310	4,797	7,337	7,337	7,337
531.04-04	Call Back Time Worked	99	0	100	0	0	0
531.10-02	Unused Sick Leave	524	470	481	100	100	100
531.10-05	Retirement PERS Classic	54,761	59,402	65,591	70,389	70,389	70,389
531.10-06	Social Security-OASDI	15,736	19,611	21,361	22,130	22,130	22,130
531.10-07	Social Security-Medicare	4,493	5,441	6,011	6,045	6,045	6,045
531.10-08	State Unemployment	0	0	2,459	0	0	0
531.10-10	Retirement-PERS New Membr	0	11,176	16,199	18,584	18,584	18,584
531.10-12	Workers Compensation	48,645	71,452	51,191	26,560	26,560	26,560
531.10-20	Earned Benefit	76	350	401	1,000	1,000	1,000
531.10-23	Uniform Cleaning	1,544	2,717	2,068	2,421	2,421	2,421
531.10-27	PTS Plan FICA Alternative	729	764	910	780	780	780
531.10-33	Core Allowance	87,891	113,412	122,241	127,555	128,072	128,072
531.10-35	Post Employment Benefits	57,031	58,655	55,944	55,837	55,837	55,837
Personnel Services		593,767	733,660	775,093	764,284	764,801	764,801
532.11-00	Utilities	189,391	181,673	179,452	203,852	203,852	203,852
532.12-00	Telephone	5,994	5,316	5,824	5,680	5,680	5,680
532.17-00	Professional Services	6,600	39,861	40,695	22,480	22,480	22,480
532.21-00	Rents/Leases	1,604	1,709	2,280	1,512	1,512	1,512
532.23-00	Vehicle Operations/Maint	11,814	21,616	15,816	21,944	21,684	21,684
532.24-00	Memberships, Subscription	3,668	3,543	1,165	1,165	1,165	1,165
532.25-00	Maintenance Matls & Svcs	139,151	138,634	134,769	168,541	168,541	223,041
532.26-00	Other Equipment O & M	292	3,263	309	3,000	3,000	3,000
532.27-00	Small Tools	315	438	500	520	520	520
532.28-00	Safety Supplies	1,658	2,174	1,920	1,920	1,920	1,920
532.30-01	Dept Share of Insurance	28,638	24,030	17,676	42,677	37,992	37,992
532.34-00	Contingency Reserve	0	0	34,508	34,561	46,222	46,222
532.38-00	Support Services	42,695	42,695	42,695	42,695	42,695	42,695
Supplies and Services		431,820	464,952	477,609	550,547	557,263	611,763
534.91-01	Adm Exp-City Manager	6,693	8,082	4,471	7,419	7,069	7,069
534.91-02	Adm Exp-City Attorney	720	2,547	1,342	2,671	1,536	1,536
534.91-03	Adm Exp-City Clerk	0	0	7,953	6,110	4,422	4,422
534.91-09	Adm Exp-Finance	26,361	19,519	20,402	25,162	25,218	25,218
534.91-10	Adm Exp-Purchasing	3,320	2,687	2,604	3,001	2,997	2,997
534.91-16	Adm Exp-City Council	2,608	1,859	2,005	2,934	2,829	2,829
Administrative		39,702	34,694	38,777	47,297	44,071	44,071
535.92-29	Interdept DSC-Pub Works	21,748	20,772	21,055	20,825	20,825	20,825
Interdepartmental		21,748	20,772	21,055	20,825	20,825	20,825
633.64-00	Depreciation Expense	182,650	186,136	0	0	0	0
Property		182,650	186,136	0	0	0	0
637.65-00	Capital Imp. Projects	33,397	4,887	60,607	0	0	0
Capital Outlay		33,397	4,887	60,607	0	0	0
706.71-01	Principal-Bond Payment	0	0	313,965	350,565	350,565	350,565
706.72-01	Interest Bond Payment	318,284	306,202	297,356	282,699	282,699	282,699
Debt Services		318,284	306,202	611,321	633,264	633,264	633,264

BUDGET DETAIL EXPENSES

671-1119	Facilities Maintenance Op	ACTUAL 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
ACCT. NO.	ACCOUNT DESCRIPTION						
918.93-20	Trsf-Downtown Maint (120)	8,906	8,684	0	0	0	0
918.93-43	Trsf-Davenport Ranch(143)	162	167	0	0	0	0
	Other	9,068	8,851	0	0	0	0
**	Facilities Maintenance Op	1,630,436	1,760,154	1,984,462	2,016,217	2,020,224	2,074,724

## 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.