

**CITY OF MERCED
2016-2017 CITY COUNCIL APPROVED BUDGET**

TAB 6

ADMINISTRATION	PAGE NO.
City Council	6-1
Youth Council	6-6
City Manager	6-8
City Clerk	6-14
City Attorney	6-20
Finance/Purchasing	6-25

MISSION

The Mayor and Council Members will continue working together as a team, representing all Merced constituents, in order to make Merced a city which:

- ◇ Maintains a high quality of life for its citizens;
- ◇ Demonstrates a positive attitude and approach in dealing with all segments of the community;
- ◇ Shows sensitivity and awareness of community needs and issues;
- ◇ Respects the diversity of its community;
- ◇ Develops creative and affordable solutions and alternatives to meet community needs;
- ◇ Is service-oriented, efficient, and progressive in its approach to problem resolution and use of resources;
- ◇ Offers economic development opportunities beneficial to its citizens;
- ◇ Maximizes teamwork and encourages individual involvement and personal growth, so that the community achieves its goals and contributes to society as a whole; and
- ◇ Creates and maintains an enjoyable atmosphere in which to live and work.

2016-2017 BUDGET HIGHLIGHTS

Approved budget includes video production services, Council goal setting workshop, MCAG dues, fees for LAFCO review of annexations, and League of California Cities dues. Commitment to continue evaluating organizational sustainability.

City Council

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval
Mayor and Council Members	7.00	7.00	7.00	7.00
Executive Secretary	.40	.40	.40	.40
TOTAL	7.40	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
511.01-00	Regular Salaries	24,789	20,181	24,824	22,590	22,590	22,590
511.04-01	Regular Overtime	0	0	108	108	108	108
511.10-05	Retirement PERS Classic	4,894	4,255	5,620	5,379	5,379	5,379
511.10-06	Social Security-OASDI	1,485	1,304	1,494	1,368	1,368	1,368
511.10-07	Social Security-Medicare	347	305	349	320	320	320
511.10-12	Workers Compensation	56	66	39	32	31	31
511.10-20	Earned Benefit	0	1,537	0	0	0	0
511.10-33	Core Allowance	7,185	6,063	7,700	8,099	8,099	8,099
Personnel Services		38,756	33,711	40,134	37,896	37,895	37,895
512.12-00	Telephone	17	0	50	50	50	50
512.13-00	Postage	29	250	250	255	255	255
512.15-00	Office Supplies	164	62	500	520	520	520
512.16-00	Printing	18	1,568	2,250	2,340	2,340	2,340
512.17-00	Professional Services	47,918	33,537	84,616	85,996	85,996	85,996
512.18-00	Travel and Meetings	7,089	9,443	18,819	20,650	20,650	20,650
512.20-00	Training Expense	3,220	2,900	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	61,220	63,044	64,144	65,340	65,340	65,340
512.29-00	Other Materials Supplies	2,101	178	4,250	4,420	4,420	4,420
512.30-01	Dept Share of Insurance	691	592	738	906	894	894
512.38-00	Support Services	4,837	4,917	4,969	5,353	5,352	5,352
512.45-00	Facilities Maint Charge	11,524	7,242	7,550	8,594	8,557	8,557
Supplies and Services		138,828	123,733	195,136	201,424	201,374	201,374
**	City Council	177,584	157,444	235,270	239,320	239,269	239,269

CITY COUNCIL

- 13-00 Postage includes monthly Sister Cities newsletter
- 16-00 Business cards and other printing expenses as needed
- 17-00 UC planning support, LAFCO services, and video production services
- 18-00 League of California Cities (LCC) Annual Conference; LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, One Voice, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum, One Voice
- 24-00 League of California Cities, MCAG One Voice, Valley Voice, Sister Cities International and Chambers of Commerce
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

BUDGET DETAIL EXPENSES

001-0103 Youth Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
512.15-00	Office Supplies	0	0	500	520	520	520
512.17-00	Professional Services	0	0	2,000	2,080	2,080	2,080
512.18-00	Travel and Meetings	0	128	9,700	10,088	10,088	10,088
512.29-00	Other Materials Supplies	0	0	300	312	312	312
	Supplies and Services	0	128	12,500	13,000	13,000	13,000
**	Youth Council	0	128	12,500	13,000	13,000	13,000

CITY MANAGER
FUND NO. 001
ACCOUNT NO. 0201

DESCRIPTION

The City Manager is the Chief Administrative Officer of the City. This office is responsible for coordinating and directing the resources of the City government to carry out the programs and policies established by the City's elected officials. The City Manager serves as the Executive Director of the Public Finance and Economic Development Authority and the Parking Authority and completes the goals and projects for these two entities.

MISSION

The City Manager must ensure that the organizational values of the City are the foundation of the budget and how City business is conducted. These values include an outlook directed to the future; an entrepreneurial, competitive approach to city services; recognition of the value of public investment and the wisdom of maintaining the City's assets; decision-making at the most appropriate level; and a system of accountability, efficiency and effective service delivery.

GOALS

- Serve the citizens of Merced by delivering core services, which exceeds expectations in cost, quality and safety.
- Assist the City Council in their role as policy-makers by providing clear, concise, accurate, unbiased professional staff work.
- Lead City employees by establishing goals, objectives, and measurable standards for performance, and compensate them accordingly.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--|--|
| 1. Continue to provide leadership to City staff. | Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values. |
| 2. Develop leadership training opportunities for employees to create succession opportunities. | Provide ongoing training opportunities and seek out additional training options for staff through the use of at least four webinars per year to insure the growth of employee skills to meet the future demands for quality City services. |

CITY MANAGER

- | | |
|---|--|
| 3. Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally. | Lead the California High Speed Rail Station Study and start community outreach in August 2015 and coordinate reports for the City. |
| 4. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board in reviewing alternative service delivery systems for local governments and developing financing programs for regional needs, including oversight of the Regional Transportation Implementation Fee. | Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning. |
| 5. Continue public information function as part of City Manager's Office. | Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach. |
| 6. Administer ½-cent sales tax – Measure C. | Develop plans and programs for review by Measure C Citizens Oversight Committee that meet the intent of the transaction tax measure. |

2016-2017 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for 2015-2016. The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The Assistant to the City Manager works daily with the City Manager to further his goals, and is involved in legislative monitoring, response to citizen inquiries and processing citizen appeals of parking and licensing tickets.

The City Clerk/Records Division was moved in to the City Manager's Office in FY 2013-2104. The purpose is for greater consistency in fulfilling transparency of City actions and coordination of Council agendas.

The High Speed Rail planning includes station area planning and transportation connectivity. It is currently being handled by the Economic Development Department.

City Manager

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Manager	.60	.60	1.00	1.00
Executive Secretary	.60	.60	.60	.60
Senior/Associate Planner	1.00	1.00		
Asst City Manager			1.00	1.00
TOTAL	3.20	3.20	3.60	3.60

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
511.01-00	Regular Salaries	363,892	281,782	310,066	260,753	452,423	452,423
511.03-00	Extra Help	26,170	0	0	0	0	0
511.04-01	Regular Overtime	485	0	215	215	215	215
511.10-05	Retirement PERS Classic	63,270	59,821	61,384	17,437	29,369	29,369
511.10-06	Social Security-OASDI	18,235	13,723	15,821	11,875	21,918	21,918
511.10-07	Social Security-Medicare	5,509	4,108	4,529	3,978	6,717	6,717
511.10-09	Retirement PERS Lateral	9,709	0	0	49,276	49,276	49,276
511.10-10	Retirement-PERS New Membr	4,950	5,844	14,448	0	29,423	29,423
511.10-12	Workers Compensation	2,906	1,263	805	281	575	575
511.10-20	Earned Benefit	1,001-	8,366	8,317	8,317	8,317	8,317
511.10-24	Vehicle Allowance	0	0	0	7,776	7,776	7,776
511.10-27	PTS Plan FICA Alternative	347	0	0	0	0	0
511.10-33	Core Allowance	74,273	41,394	51,198	40,493	72,887	72,887
511.10-35	Post Employment Benefits	66,154	45,092	44,195	33,842	33,842	33,842
Personnel Services		634,899	461,393	510,978	434,243	712,738	712,738
512.12-00	Telephone	2,037	1,474	4,000	4,160	4,160	4,160
512.13-00	Postage	159	117	600	624	624	624
512.14-00	Advertising	578	0	0	0	0	0
512.15-00	Office Supplies	4,609	1,010	4,825	5,018	5,018	5,018
512.16-00	Printing	14,364	13,779	15,600	16,224	16,224	16,224
512.17-00	Professional Services	155,092	0	333,000	72,354	72,354	72,354
512.18-00	Travel and Meetings	7,059	5,699	8,359	13,905	11,145	11,145
512.19-00	Mileage	236	110	250	260	260	260
512.20-00	Training Expense	3,305	1,625	4,135	4,300	4,300	4,300
512.21-00	Rents/Leases	2,934	0	0	0	0	0
512.22-00	Office Equipment O & M	23,377	479	1,000	1,040	1,040	1,040
512.23-00	Vehicle Operations/Maint	4,412	0	0	0	0	0
512.24-00	Memberships, Subscription	8,274	6,413	7,213	7,501	7,501	7,501
512.29-00	Other Materials Supplies	655	0	5,300	5,352	1,352	1,352
512.30-01	Dept Share of Insurance	6,934	3,975	4,762	4,087	6,534	6,534
512.34-00	Contingency Reserve	0	0	7,500	7,800	7,800	7,800
512.38-00	Support Services	33,175	16,629	18,508	13,504	20,353	20,353
512.45-00	Facilities Maint Charge	56,629	24,149	25,173	28,655	28,532	28,532
Supplies and Services		323,829	75,459	440,225	184,784	187,197	187,197
**	City Manager	958,728	536,852	951,203	619,027	899,935	899,935

CITY MANAGER

- 17-00 High Speed Rail Consultant, Translation Services for PD and Council
- 18-00 League of California Cities (LCC) Annual Conference; LCC City Managers Department meeting, Executive and Central Valley Division meetings; International City/County Management Association Conference (ICMA); MCAG Technical Review Board; One Voice; CAPIO; High Speed Rail Conference and City/County meetings
- 20-0 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meeting, CAPIO, One Voice, and High Speed Rail Training
- 21-0 Maintenance of typewriter, fax machine, paper shredder
- 24-00 International City Management Association; Sun-Star, Modesto Bee, County Times, and miscellaneous publications
- 29-00 Community events and awards
- 34-00 Contingency reserve for total City operations

**CITY CLERK
FUND NO. 001
ACCOUNT NO. 0204**

DESCRIPTION

The City Clerk's Office promotes open government by managing and storing official records and providing citizens with easy access to the City Council decision-making process. In addition to maintaining accurate and complete data of all matters and business pertaining to the City, the Division is responsible for staff support to the City Council, including the preparation and posting of agendas, clerking of all City Council meetings, indexing actions and documents, and preparing a detailed and accurate record of proceedings. The Division also coordinates City boards and commissions, providing consultation to support staff, noticing vacancies, managing citizen appointments, coordinating ethics training and administering oaths. The City Clerk's Office supports all departments with the processing of contracts, agreements and deeds by ensuring they are complete, executed, certified, distributed and properly maintained. The Division processes legal summons and subpoenas, and provides election services including election initiation, responding to candidates, citizen and media enquiries, mandatory campaign statement filing, and follow-up activities.

MISSION

To build trust and confidence in local government, foster civic education and participation through effective facilitation of the legislative process, and transparent, accountable stewardship of public information and official records.

GOALS

- ◇ Enhance and Promote Openness, Accessibility and Transparency
- ◇ Promote Civic Education and Participation
- ◇ Encourage and Support Studiois Management of Records and Archives
- ◇ Maintain Compliance with Legal Mandates
- ◇ Foster Leadership and Professionalism

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|---|--|
| <ol style="list-style-type: none">1. Promote awareness of resources through use of existing and new outreach tools, and explore new technologies to enhance public participation options. | <ul style="list-style-type: none">● Citizen participation in social media.● Ability for public to search City documents online through the website. |
|---|--|

CITY CLERK

- | | |
|--|--|
| 2. Address challenges of lifecycle management, preservation and access to City's electronic records | • City-wide training of staff on record retention procedures completed by June 2017. |
| 3. Make all City records archived by the City Clerk's office easily accessible and searchable by staff and public. | • Apply technology effectively to provide increased and improved access to materials online. |
| 4. Implement the move to District Elections with partnership of the Registrar of Voters. | • Conduct outreach to community organizations to foster public participation in the upcoming election. |
| 5. Continue to implement the Agenda Management system to streamline the agenda creation process. | Offer a refresher course to individuals using Granicus to simplify the Clerk's role. |

2016-2017 BUDGET HIGHLIGHTS

Emphasis is placed on running a successful initial District Election in 2016 with increased voter participation through various outreach methods.

Having filled the Assistant City Clerk position in the first quarter of 2016, and the recruitment for Deputy City Clerk ongoing, the 2016-17 budget will continue to provide opportunities for training that is needed in order for the City Clerk's department to function effectively.

City Clerk

P E R S O N N E L	Number of Positions			
Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval
Assistant City Clerk	1.00	1.00	1.00	1.00
Records Clerk I/II	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00

BUDGET DETAIL EXPENSES

001-0204 City Clerk				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	REQUEST 2016-17	RECOM. 2016-17	APPROVAL 2016-17
511.01-00	Regular Salaries	0	131,892	157,171	160,913	160,913	160,913
511.03-00	Extra Help	0	8,327	0	0	0	0
511.10-05	Retirement PERS Classic	0	5,295	9,611	10,619	10,619	10,619
511.10-06	Social Security-OASDI	0	7,850	9,407	9,806	9,806	9,806
511.10-07	Social Security-Medicare	0	1,957	2,200	2,293	2,293	2,293
511.10-08	State Unemployment	0	7,906	0	0	0	0
511.10-09	Retirement PERS Lateral	0	15,850	17,704	0	0	0
511.10-10	Retirement-PERS New Membr	0	8,414	10,062	29,665	29,665	29,665
511.10-12	Workers Compensation	0	3,752	600	542	528	528
511.10-20	Earned Benefit	0	9	0	0	0	0
511.10-27	PTS Plan FICA Alternative	0	108	0	0	0	0
511.10-33	Core Allowance	0	45,291	51,198	53,834	53,834	53,834
511.10-35	Post Employment Benefits	0	18,315	19,245	13,413	13,413	13,413
Personnel Services		0	254,966	277,198	281,085	281,071	281,071
512.12-00	Telephone	0	703	756	756	756	756
512.13-00	Postage	0	22	100	104	100	100
512.14-00	Advertising	0	1,068	2,080	2,500	2,500	2,500
512.15-00	Office Supplies	0	4,299	3,860	4,014	4,014	4,014
512.16-00	Printing	0	3	200	208	208	208
512.17-00	Professional Services	0	94,975	40,000	114,000	114,000	114,000
512.18-00	Travel and Meetings	0	4,102	4,614	5,200	5,200	5,200
512.19-00	Mileage	0	0	500	520	520	520
512.20-00	Training Expense	0	7,023	7,528	7,210	7,210	7,210
512.21-00	Rents/Leases	0	3,724	13,469	13,469	13,469	13,469
512.22-00	Office Equipment O & M	0	23,731	26,000	26,000	26,000	26,000
512.23-00	Vehicle Operations/Maint	0	3,053	2,710	2,484	2,484	2,484
512.24-00	Memberships, Subscription	0	2,587	3,063	3,383	3,383	3,383
512.30-01	Dept Share of Insurance	0	3,988	5,041	6,081	5,987	5,987
512.35-84	Retro Fee Expense	0	100	0	0	0	0
512.38-00	Support Services	0	22,349	19,328	21,493	21,614	21,614
512.45-00	Facilities Maint Charge	0	32,591	33,973	38,672	38,506	38,506
Supplies and Services		0	204,318	163,222	246,094	245,951	245,951
**	City Clerk	0	459,284	440,420	527,179	527,022	527,022

CITY CLERK

- 13-00 Public hearing notices, Public Records Request Responses, Fair Political Practices Commission (FPPC) mailings, City Council agendas/minutes, and other miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies.
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), agenda management system maintenance, expenses related to the districting process, acquisition of document management system.
- 18-00 City Clerks Association of California (CCAC) annual meeting, City Clerks Association of California (CCAC) general meetings, League of California Cities (LCC) City Clerks New Law and Election seminar, Municipal Management Association of Northern California (MMANC) annual meeting, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00.
- 20-00 City Clerks Association of California (CCAC), Master Municipal Clerk Academy (MMCA), Municipal Management Association of Northern California (MMANC), records management training, League of California Cities (LCC) City Clerks, and City Clerk Technical Track registration fees for meetings and training sessions in Line 18-00.
- 21-00 Postage machine lease.
- 22-00 Total photocopier-related costs for 1st, 2nd and 3rd floors of the Civic Center.
- 24-00 City Clerks Association (CCAC); International City-County Management Association (ICMA); International Institute of Municipal Clerks (IIMC), Municipal Management Association of Northern California (MMANC) and miscellaneous publications.

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving the City, the Public Financing and Economic Development Authority (PFEDA), and the Parking Authority and their committees and commissions. The City Attorney represents the City Council, City Manager, City administrative staff, PFEDA, and the Parking Authority and others as required to represent the City in litigation and to direct the City's legal service so that policies are established and programs are maintained within the guidelines established by city, state, and federal laws.

MISSION

The City Attorney's office is committed to providing excellent legal services consistent with the highest professional and ethical standards, with the goal of protecting and advancing the City's interests in serving the people of Merced.

GOALS

- A. Focus on land use and economic development issues to support City's growth.
- B. Assist with organizational development and improvement plans and issues.
- C. Promote professional development to better serve the City's needs.

OBJECTIVES

- A. Support Planning and Permitting Division, Planning Commission, and City Council on land use and economic development issues.
- B. Assist with Personnel Rules and personnel related administrative policies update and revision.
- C. Encourage attorney and support staff participation in professional and education programs and organizations.

2016-2017 BUDGET HIGHLIGHTS

- Preserves core staffing.
- Maintains the ability to provide core, critical services.
- Professional staff taking on responsibilities to preserve critical support staffing.
- Budget focuses on supporting key City Council and organizational priorities.

BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
511.01-00	Regular Salaries	503,735	437,801	521,512	539,580	539,580	539,580
511.10-05	Retirement PERS Classic	109,587	86,086	84,498	93,427	93,427	93,427
511.10-06	Social Security-OASDI	26,955	26,052	28,589	28,851	28,851	28,851
511.10-07	Social Security-Medicare	7,122	7,202	7,625	7,877	7,877	7,877
511.10-09	Retirement PERS Lateral	0	15,948	42,893	0	0	0
511.10-10	Retirement-PERS New Membr	0	0	0	29,423	29,423	29,423
511.10-12	Workers Compensation	1,032	1,286	793	702	684	684
511.10-20	Earned Benefit	121	69,240	12,715	12,815	12,815	12,815
511.10-33	Core Allowance	73,367	72,770	82,794	87,054	87,053	87,053
511.10-35	Post Employment Benefits	6,120	6,105	6,415	4,471	4,471	4,471
Personnel Services		728,039	722,490	787,834	804,200	804,181	804,181
512.12-00	Telephone	228	204	260	340	340	340
512.13-00	Postage	482	306	400	400	400	400
512.15-00	Office Supplies	5,061	5,132	5,393	5,500	5,500	5,500
512.17-00	Professional Services	85,563	99,900	272,240	131,240	51,240	51,240
512.18-00	Travel and Meetings	2,418	2,143	11,000	11,000	11,000	11,000
512.20-00	Training Expense	1,735	2,657	9,741	9,800	9,800	9,800
512.22-00	Office Equipment O & M	75	0	200	200	200	200
512.24-00	Memberships, Subscription	17,324	20,260	23,748	21,914	21,914	21,914
512.29-00	Other Materials Supplies	0	5,890	0	0	0	0
512.30-01	Dept Share of Insurance	6,375	6,193	7,851	9,361	9,200	9,200
512.38-00	Support Services	22,373	22,367	25,859	26,667	26,015	26,015
512.45-00	Facilities Maint Charge	42,623	36,936	38,502	43,828	43,640	43,640
Supplies and Services		184,257	201,988	395,194	260,250	179,249	179,249
**	City Attorney	912,296	924,478	1,183,028	1,064,450	983,430	983,430

CITY ATTORNEY

- 17-00 Outside consultants if required on legal matters, and payment of court costs for filing and copy fees. (Costs directly related to worker's compensation, liability, and ongoing water-related litigation have been budgeted directly into those accounts.)
- 18-00 League of California Cities (LCC) Annual Conference; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Police Liability Issues; Municipal Law Institute; Continuing Education training programs for support staff, as well as travel associated with training outlined in Line 20-00 below.
- 20-00 League of California Cities (LCC) Annual Conference and Committee meetings; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Municipal Law Institute; State Bar Mandatory Continuing Legal Education for Attorneys; Continuing Education training programs for support staff.
- 22-00 Maintenance and repair of one typewriter and two printers.
- 24-00 Memberships:
State Bar of California; Merced County Bar Association; Merced County Legal Professionals Association
Subscriptions:
LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service); Longtin's Land Use Publication; The Rutter Group; Continuing Education of the Bar (CEB); Solano Press; Daily Legal Journal; PACER (online research-Court records)
- 29-00 Special litigation costs and services not otherwise classified.

FINANCE
FUND NO. 001
ACCOUNT NO. 0701-0702

DESCRIPTION

The Finance Department collects and disburses all funds, performs all treasury functions, maintains the general and subsidiary accounting systems, prepares financial and management reports, provides centralized purchasing and central stores, maintains and reviews all internal control policies, and compiles budget revenue and expense estimates.

MISSION

The Finance Department executes the responsibilities and obligations of fiscal administration for the City in the capacity granted in the City Charter. Those essential duties require all departmental staff to serve the public interest with professional standards, which promotes and affirms the public's trust in the performance of the financial affairs of the City and related Agencies.

GOAL

- ◇ Effectively and efficiently administer the financial affairs of the City and related Agencies.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

1. Provide support for fulfilling the City Council Policy Priorities.

On going

Finance

FINANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Interdept DSR-Fac Roadway	3,864	4,308	4,560	4,733
Interdept DSR-Fac Traffic	3,864	4,308	4,560	4,733
Interdept DSR-Fac Fire	3,864	4,308	4,560	4,733
Interdept DSR-Fac Police	3,864	4,308	4,560	4,733
Interdept DSR-Fac Parks	3,864	4,308	4,560	4,733
Interdept DSR-BellevueDS	2,042	2,276	2,372	2,463
Interdept DSR-CFDs	34,414	38,362	40,689	42,240
Interdept DSR-MorageDeDS	634	707	737	765
Interdept DSR-Wastewater	112,983	118,223	108,154	117,484
Interdept DSR-Water Sys	112,984	118,223	108,154	117,484
Interdept DSR-Refuse	111,862	117,095	107,026	116,356
Interdept DSR-Dev Roadway	3,864	4,308	4,560	4,733
Interdept DSR-Dev Traffic	3,864	4,308	4,560	4,733
Interdept DSR-Dev Police	3,864	4,308	4,560	4,733
Interdept DSR-Dev Fire	3,864	4,308	4,560	4,733
Interdept DSR-Dev Parks	3,864	4,308	4,560	4,733
Other Revenues	1,208,977	1,115,772	1,201,060	1,264,453
TOTAL	3,181,639	3,175,715	3,349,197	3,472,401

XX

PERSONNEL Number of Positions

Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval
Finance Officer	1.00	1.00	1.00	1.00
Deputy Finance Officer	1.00	1.00	1.00	1.00
Accountant III	3.00	3.00	3.00	3.00
Accountant I/II	2.00	2.00	2.00	2.00
Payroll Coordinator	1.00	1.00	1.00	1.00
Payroll Technician I/II	1.00	1.00	1.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00
Account Clerk I/II/III	6.00	6.00	6.00	6.00
Storekeeper	1.00	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00	1.00
TOTAL	21.00	21.00	21.00	21.00

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	BUDGET 2015-16	REQUEST 2016-17	RECOM. 2016-17	APPROVAL 2016-17
511.01-00	Regular Salaries	1,249,465	1,251,252	1,288,280	1,320,136	1,320,136	1,320,136
511.03-00	Extra Help	87,614	73,105	83,983	85,878	85,878	85,878
511.04-01	Regular Overtime	3,407	579	2,500	0	0	0
511.10-02	Unused Sick Leave	3,086	4,111	3,530	4,180	4,180	4,180
511.10-05	Retirement PERS Classic	271,278	263,098	277,692	291,043	291,043	291,043
511.10-06	Social Security-OASDI	76,813	74,851	77,722	79,265	79,265	79,265
511.10-07	Social Security-Medicare	19,647	18,942	19,673	20,106	20,106	20,106
511.10-10	Retirement-PERS New Membr	160	26,185	37,946	52,028	52,028	52,028
511.10-12	Workers Compensation	5,326	19,997	20,928	18,262	18,171	18,171
511.10-20	Earned Benefit	37,418	17,166	8,358	11,046	11,046	11,046
511.10-21	Bilingual Pay Program	1,805	1,809	1,800	1,800	1,800	1,800
511.10-27	PTS Plan FICA Alternative	1,139	950	1,092	1,117	1,117	1,117
511.10-32	Cash Back-Biweekly Allow	1,053	0	0	0	0	0
511.10-33	Core Allowance	260,313	276,677	294,101	299,041	299,041	299,041
511.10-35	Post Employment Benefits	41,607	31,490	37,780	29,365	29,365	29,365
Personnel Services		2,060,131	2,060,212	2,155,385	2,213,267	2,213,176	2,213,176
512.11-00	Utilities	6,481	6,633	7,584	7,584	7,584	7,584
512.12-00	Telephone	3,044	3,393	3,414	3,283	3,283	3,283
512.13-00	Postage	21,510	12,108	16,584	14,704	14,704	14,704
512.15-00	Office Supplies	15,618	15,180	20,535	17,213	17,213	17,213
512.16-00	Printing	9,024	3,895	6,088	6,149	6,149	6,149
512.17-00	Professional Services	152,974	105,905	140,088	148,200	148,200	148,200
512.18-00	Travel and Meetings	3,572	3,584	3,986	8,667	8,667	8,667
512.20-00	Training Expense	2,491	4,715	5,270	5,192	5,192	5,192
512.21-00	Rents/Leases	1,009	989	565	525	525	525
512.22-00	Office Equipment O & M	3,385	2,351	2,264	2,258	2,258	2,258
512.23-00	Vehicle Operations/Maint	447	408	420	407	407	407
512.24-00	Memberships, Subscription	11,728	12,265	12,954	13,542	13,542	13,542
512.29-00	Other Materials Supplies	276	314	330	343	343	343
512.30-01	Dept Share of Insurance	24,806	24,811	31,718	39,562	38,888	38,888
512.35-84	Retro Fee Expense	50	200	0	0	0	0
512.38-00	Support Services	137,080	145,571	133,053	139,528	140,498	140,498
512.45-00	Facilities Maint Charge	77,975	96,844	99,769	114,057	113,536	113,536
Supplies and Services		471,470	439,166	484,622	521,214	520,989	520,989
516.62-00	Stores Inventory Adjust	1,566-	747-	0	0	0	0
Other		1,566-	747-	0	0	0	0
706.71-01	Principal-Bond Payment	285,000	325,000	375,000	425,000	425,000	425,000
706.72-01	Interest Bond Payment	364,104	348,691	330,790	309,836	309,836	309,836
706.73-01	Agent Fees-Bond Payment	2,500	3,393	3,400	3,400	3,400	3,400
Debt Services		651,604	677,084	709,190	738,236	738,236	738,236
**	Finance	3,181,639	3,175,715	3,349,197	3,472,717	3,472,401	3,472,401

FINANCE/PURCHASING

- 11-00 Includes utilities for central warehouse
- 13-00 Mailing of business license information and billings, financial statements, correspondence, vendor payments, annual tax statements (W-2, 1098, 1099), accounts receivable invoices, collection notices, and purchase orders
- 16-00 Printing of business licenses and statements, accounts receivable statements, annual financial report, accounts payable checks, payroll checks, annual tax statements (W-2, 1098 & 1099), business envelopes and purchase orders
- 17-00 Assessment roll updates; sales tax tapes; credit information services; General Fund portion of audit; collection service; State Controller Report preparation; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; Electronic Consumer Collection fees;
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); Central Valley Chapter of California Society of Municipal Finance Officers; League of California Cities; Sungard Regional Conference; California Municipal Treasurers Association; CalPers; California Association of Public Purchasing Officers (CAPPO); and travel costs associated with training Line 20-00 below
- 20-00 CAPPO seminars; continuing professional education requirements for certified staff; and registration costs associated with meetings outlined in Line 18-00 above
- 21-00 Annual burglar alarm service for Finance and Purchasing
- 22-00 Maintenance for check protector, document perforator, copiers, encoder/endorser, currency counter, laser printers and fax machines

FINANCE/PURCHASING (continued)

24-00 Memberships:

CSMFO; State of California Department of Consumer Affairs; American Institute of California Public Accountants; California State Society of Certified Public Accountants; California Public Parking Association; California Municipal Revenue and Tax Association; California Municipal Treasurers Association; CPA license renewals, CAPPO; and National Association of Purchasing Managers

Subscriptions:

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

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

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