

**CITY OF MERCED
2015-2016 COUNCIL APPROVED BUDGET**

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MISSION

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

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

2015-2016 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 2014-15	Dept.Head Request 2015-16	City Mgr. Recom. 2015-16	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 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
511.01-00	Regular Salaries	24,445	24,789	24,713	24,824	24,824	24,824
511.04-01	Regular Overtime	0	0	108	108	108	108
511.10-05	Retirement PERS Classic	4,655	4,894	5,290	5,620	5,620	5,620
511.10-06	Social Security-OASDI	1,471	1,485	1,487	1,494	1,494	1,494
511.10-07	Social Security-Medicare	344	347	347	349	349	349
511.10-12	Workers Compensation	53	56	66	39	39	39
511.10-33	Core Allowance	7,051	7,185	7,360	7,675	7,700	7,700
	Personnel Services	38,019	38,756	39,371	40,109	40,134	40,134
512.12-00	Telephone	0	17	50	50	50	50
512.13-00	Postage	65	29	250	250	250	250
512.15-00	Office Supplies	19	164	500	500	500	500
512.16-00	Printing	1,038	18	2,250	2,250	2,250	2,250
512.17-00	Professional Services	26,546	47,918	63,100	92,200	84,616	84,616
512.18-00	Travel and Meetings	5,912	7,089	18,450	20,650	18,819	18,819
512.20-00	Training Expense	2,647	3,220	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	60,833	61,220	64,144	64,144	64,144	64,144
512.29-00	Other Materials Supplies	9	2,101	3,000	4,250	4,250	4,250
512.30-01	Dept Share of Insurance	880	691	592	798	738	738
512.38-00	Support Services	12,493	4,837	4,917	5,266	4,969	4,969
512.45-00	Facilities Maint Charge	10,947	11,524	7,242	7,576	7,550	7,550
	Supplies and Services	121,389	138,828	171,495	204,934	195,136	195,136
**	City Council	159,408	177,584	210,866	245,043	235,270	235,270

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, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 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 2012-13	ACTUAL 2013-14	FINAL BUDGET 2014-15	DEPT. HEAD REQUEST 2015-16	CITY MGR. RECOM. 2015-16	COUNCIL APPROVAL 2015-16
512.15-00	Office Supplies	0	0	0	500	500	500
512.17-00	Professional Services	0	0	0	2,000	2,000	2,000
512.18-00	Travel and Meetings	0	0	0	9,700	9,700	9,700
512.29-00	Other Materials Supplies	0	0	0	300	300	300
	Supplies and Services	0	0	0	12,500	12,500	12,500
**	Youth Council	0	0	0	12,500	12,500	12,500

**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

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|---|--|
| 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 possible PEG cable TV programming. |
| 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. |

2015-2016 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 manages the Recreation operation 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.

City Manager

P E R S O N N E L	Number of Positions			
Classification	Funded In Budget 2014-15	Dept.Head Request 2015-16	City Mgr. Recom. 2015-16	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Manager	.60	.60	.40	.40
Executive Secretary	.60	.60	.60	.60
Senior/Associate Planner	1.00	1.00	1.00	1.00
TOTAL	3.20	3.20	3.00	3.00

BUDGET DETAIL EXPENSES

001-0201 City Manager							
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
511.01-00	Regular Salaries	273,130	363,892	340,263	327,499	310,066	310,066
511.03-00	Extra Help	1,026	26,170	0	0	0	0
511.04-01	Regular Overtime	0	485	215	215	215	215
511.10-05	Retirement PERS Classic	56,980	63,270	61,859	65,699	61,384	61,384
511.10-06	Social Security-OASDI	12,593	18,235	17,153	16,856	15,821	15,821
511.10-07	Social Security-Medicare	3,875	5,509	4,860	4,771	4,529	4,529
511.10-09	Retirement PERS Lateral	0	9,709	0	0	0	0
511.10-10	Retirement-PERS New Membr	112	4,950	16,682	14,448	14,448	14,448
511.10-12	Workers Compensation	572	2,906	1,263	805	805	805
511.10-20	Earned Benefit	25-	1,001-	381	8,317	8,317	8,317
511.10-27	PTS Plan FICA Alternative	13	347	0	0	0	0
511.10-33	Core Allowance	35,722	74,273	52,563	54,843	51,198	51,198
511.10-35	Post Employment Benefits	47,851	66,154	45,092	44,195	44,195	44,195
	Personnel Services	431,849	634,899	540,331	537,648	510,978	510,978
512.12-00	Telephone	1,792	2,037	3,200	4,000	4,000	4,000
512.13-00	Postage	192	159	400	600	600	600
512.14-00	Advertising	0	578	0	0	0	0
512.15-00	Office Supplies	2,526	4,609	4,000	4,825	4,825	4,825
512.16-00	Printing	11,960	14,364	15,000	15,600	15,600	15,600
512.17-00	Professional Services	0	155,092	200,000	306,000	306,000	333,000
512.18-00	Travel and Meetings	3,553	7,059	8,195	13,805	8,359	8,359
512.19-00	Mileage	0	236	250	250	250	250
512.20-00	Training Expense	1,340	3,305	4,135	4,135	4,135	4,135
512.21-00	Rents/Leases	0	2,934	0	0	0	0
512.22-00	Office Equipment O & M	211	23,377	2,000	1,000	1,000	1,000
512.23-00	Vehicle Operations/Maint	0	4,412	0	0	0	0
512.24-00	Memberships, Subscription	5,848	8,274	6,603	7,213	7,213	7,213
512.29-00	Other Materials Supplies	1,937	655	1,300	5,300	5,300	5,300
512.30-01	Dept Share of Insurance	3,940	6,934	3,975	4,804	4,762	4,762
512.34-00	Contingency Reserve	0	0	7,500	7,500	7,500	7,500
512.35-84	Retro Fee Expense	50	0	0	0	0	0
512.38-00	Support Services	20,394	33,175	16,629	19,923	18,508	18,508
512.45-00	Facilities Maint Charge	20,818	56,629	24,149	25,261	25,173	25,173
	Supplies and Services	74,561	323,829	297,336	420,216	413,225	440,225
**	City Manager	506,410	958,728	837,667	957,864	924,203	951,203

CITY MANAGER

17-00 High Speed Rail Consultant

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; 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, 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

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 Studious Management of Records and Archives
- ◇ Maintain Compliance with Legal Mandates
- ◇ Foster Leadership and Professionalism

OBJECTIVES

1. Promote awareness of resources through use of existing and new outreach tools, and explore new technologies to enhance public participation options.

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- Citizen participation in social media.
- Ability for public to search City documents online through the website.

CITY CLERK

3. 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 2016.
 - Create Records Roles & Responsibilities document for distribution by December 2015.

4. 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.

5. Support the Independent Districting Advisory Committee through the voting district creation process.
 - Conduct outreach to community organizations to foster public participation.
 - Public engagement process to be completed end of August 2015.

6. Continue to implement the Agenda Management system to streamline the agenda creation process.
 - Prepare for system to go-live for July 6, 2015 Council meeting preparation.

2015-2016 BUDGET HIGHLIGHTS

Emphasis is placed on increasing transparency by procuring a new electronic document management system which includes an online searchable database of City records, and implementation of the new agenda management system with features that will promote increased public participation in the Council decision-making process.

Having filled the Assistant City Clerk and Records Clerk positions in the last quarter of 2013, the 2015-16 budget continues to provide opportunities for training that is needed in order for the City Clerk department to function effectively.

City Clerk

PERSONNEL

Number of Positions

Classification	Funded In Budget 2014-15	Dept. Head Request 2015-16	City Mgr. Recom. 2015-16	Council Approval
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						
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
511.01-00	Regular Salaries	0	0	147,546	157,171	157,171	157,171
511.03-00	Extra Help	0	0	2,030	2,030	0	0
511.04-01	Regular Overtime	0	0	406	400	0	0
511.10-05	Retirement PERS Classic	0	0	10,655	9,611	9,611	9,611
511.10-06	Social Security-OASDI	0	0	8,835	9,432	9,407	9,407
511.10-07	Social Security-Medicare	0	0	2,096	2,235	2,200	2,200
511.10-08	State Unemployment	0	0	7,906	0	0	0
511.10-09	Retirement PERS Lateral	0	0	15,446	17,704	17,704	17,704
511.10-10	Retirement-PERS New Membr	0	0	7,156	10,062	10,062	10,062
511.10-12	Workers Compensation	0	0	3,752	600	600	600
511.10-27	PTS Plan FICA Alternative	0	0	27	27	0	0
511.10-33	Core Allowance	0	0	55,198	51,006	51,198	51,198
511.10-35	Post Employment Benefits	0	0	18,315	19,245	19,245	19,245
	Personnel Services	0	0	279,368	279,523	277,198	277,198
512.12-00	Telephone	0	0	756	756	756	756
512.13-00	Postage	0	0	300	300	100	100
512.14-00	Advertising	0	0	2,000	3,000	2,080	2,080
512.15-00	Office Supplies	0	0	5,440	9,110	3,860	3,860
512.16-00	Printing	0	0	1,650	200	200	200
512.17-00	Professional Services	0	0	264,000	40,000	40,000	40,000
512.18-00	Travel and Meetings	0	0	4,524	7,056	4,614	4,614
512.19-00	Mileage	0	0	500	500	500	500
512.20-00	Training Expense	0	0	7,380	10,350	7,528	7,528
512.21-00	Rents/Leases	0	0	3,800	13,469	13,469	13,469
512.22-00	Office Equipment O & M	0	0	33,805	26,000	26,000	26,000
512.23-00	Vehicle Operations/Maint	0	0	3,053	2,743	2,710	2,710
512.24-00	Memberships, Subscription	0	0	3,258	3,063	3,063	3,063
512.30-01	Dept Share of Insurance	0	0	3,988	5,418	5,041	5,041
512.38-00	Support Services	0	0	22,349	21,189	19,328	19,328
512.45-00	Facilities Maint Charge	0	0	32,591	34,091	33,973	33,973
	Supplies and Services	0	0	389,394	177,245	163,222	163,222
**	City Clerk	0	0	668,762	456,768	440,420	440,420

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.

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

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving 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. Promote professional development to better serve the City's needs.
- B. Focus on land use and economic development issues to support City's growth.
- C. Assist with organizational development and improvement plans and issues.

OBJECTIVES

- A. Encourage attorney and support staff participation in professional and education programs and organizations.
 - 1. Work with both on growth and development plan.
- B. Support Planning and Permitting Division, Planning Commission, and City Council on update of Zoning Code.
- C. Assist with Personnel Rules and personnel related administrative policies update and revision.

2015-2016 BUDGET HIGHLIGHTS

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

BUDGET DETAIL EXPENSES

001-0301	City Attorney	ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2012-13	2013-14	BUDGET	REQUEST	RECOM.	APPROVAL
				2014-15	2015-16	2015-16	2015-16
511.01-00	Regular Salaries	492,341	503,735	516,918	521,512	521,512	521,512
511.10-05	Retirement PERS Classic	102,836	109,587	121,141	84,498	84,498	84,498
511.10-06	Social Security-OASDI	26,004	26,955	27,454	28,589	28,589	28,589
511.10-07	Social Security-Medicare	6,953	7,122	7,310	7,625	7,625	7,625
511.10-09	Retirement PERS Lateral	0	0	0	42,893	42,893	42,893
511.10-12	Workers Compensation	1,012	1,032	1,286	793	793	793
511.10-20	Earned Benefit	158	121	0	12,715	12,715	12,715
511.10-33	Core Allowance	71,557	73,367	72,754	82,474	82,794	82,794
511.10-35	Post Employment Benefits	8,176	6,120	6,105	6,415	6,415	6,415
	Personnel Services	709,037	728,039	752,968	787,514	787,834	787,834
512.12-00	Telephone	149	228	250	260	260	260
512.13-00	Postage	233	482	500	400	400	400
512.15-00	Office Supplies	3,833	5,061	5,186	5,393	5,393	5,393
512.17-00	Professional Services	28,612	85,563	6,000	332,240	272,240	272,240
512.18-00	Travel and Meetings	1,908	2,418	10,800	11,000	11,000	11,000
512.20-00	Training Expense	1,335	1,735	9,550	9,800	9,741	9,741
512.22-00	Office Equipment O & M	0	75	200	200	200	200
512.24-00	Memberships, Subscription	16,345	17,324	18,198	23,748	23,748	23,748
512.29-00	Other Materials Supplies	27	0	0	0	0	0
512.30-01	Dept Share of Insurance	8,275	6,375	6,193	8,397	7,851	7,851
512.38-00	Support Services	30,145	22,373	22,367	27,281	25,859	25,859
512.45-00	Facilities Maint Charge	40,490	42,623	36,936	38,637	38,502	38,502
	Supplies and Services	131,352	184,257	116,180	457,356	395,194	395,194
**	City Attorney	840,389	912,296	869,148	1,244,870	1,183,028	1,183,028

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

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

***PERFORMANCE
MEASUREMENTS/INDICATORS***

On going

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2012-13	ACTUAL 2013-14	BUDGET 2014-15	REQUEST 2015-16	RECOM. 2015-16	APPROVAL 2015-16
511.01-00	Regular Salaries	1,224,756	1,249,465	1,304,224	1,288,280	1,288,280	1,288,280
511.03-00	Extra Help	32,266	87,614	97,308	83,983	83,983	83,983
511.04-01	Regular Overtime	451	3,407	0	2,500	2,500	2,500
511.10-02	Unused Sick Leave	2,320	3,086	3,525	3,530	3,530	3,530
511.10-05	Retirement PERS Classic	253,789	271,278	304,585	277,692	277,692	277,692
511.10-06	Social Security-OASDI	72,878	76,813	78,541	77,722	77,722	77,722
511.10-07	Social Security-Medicare	17,972	19,647	20,080	19,673	19,673	19,673
511.10-10	Retirement-PERS New Membr	0	160	0	37,946	37,946	37,946
511.10-12	Workers Compensation	4,904	5,326	19,997	20,928	20,928	20,928
511.10-20	Earned Benefit	6,262	37,418	8,317	8,358	8,358	8,358
511.10-21	Bilingual Pay Program	1,805	1,805	1,800	1,800	1,800	1,800
511.10-27	PTS Plan FICA Alternative	418	1,139	1,265	1,092	1,092	1,092
511.10-32	Cash Back-Biweekly Allow	726	1,053	1,416	0	0	0
511.10-33	Core Allowance	267,755	260,313	264,613	292,754	294,101	294,101
511.10-35	Post Employment Benefits	39,721	41,607	31,490	37,780	37,780	37,780
Personnel Services		1,926,023	2,060,131	2,137,161	2,154,038	2,155,385	2,155,385
512.11-00	Utilities	5,532	6,481	7,584	7,584	7,584	7,584
512.12-00	Telephone	3,066	3,044	3,339	3,564	3,414	3,414
512.13-00	Postage	19,388	21,510	17,370	16,584	16,584	16,584
512.15-00	Office Supplies	14,442	15,618	20,085	20,535	20,535	20,535
512.16-00	Printing	5,428	9,024	7,188	6,088	6,088	6,088
512.17-00	Professional Services	260,963	152,974	134,700	152,700	140,088	140,088
512.18-00	Travel and Meetings	3,347	3,572	3,908	7,944	3,986	3,986
512.20-00	Training Expense	4,202	2,491	5,172	6,137	5,270	5,270
512.21-00	Rents/Leases	1,079	1,009	1,095	565	565	565
512.22-00	Office Equipment O & M	3,190	3,385	2,258	2,958	2,264	2,264
512.23-00	Vehicle Operations/Maint	447	447	408	425	420	420
512.24-00	Memberships, Subscription	11,268	11,728	12,879	12,954	12,954	12,954
512.29-00	Other Materials Supplies	293	276	318	330	330	330
512.30-01	Dept Share of Insurance	32,396	24,806	24,811	33,819	31,718	31,718
512.35-84	Retro Fee Expense	50	50	0	0	0	0
512.38-00	Support Services	155,524	137,080	145,571	136,679	133,053	133,053
512.45-00	Facilities Maint Charge	74,117	77,975	96,844	100,105	99,769	99,769
Supplies and Services		594,732	471,470	483,530	508,971	484,622	484,622
516.62-00	Stores Inventory Adjust	227	1,566-	0	0	0	0
Other		227	1,566-	0	0	0	0
706.71-01	Principal-Bond Payment	245,000	285,000	325,000	375,000	375,000	375,000
706.72-01	Interest Bond Payment	377,162	364,104	348,691	330,790	330,790	330,790
706.73-01	Agent Fees-Bond Payment	2,500	2,500	2,500	3,400	3,400	3,400
Debt Services		624,662	651,604	676,191	709,190	709,190	709,190
**	Finance	3,145,644	3,181,639	3,296,882	3,372,199	3,349,197	3,349,197

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.