

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.

2017-2018 BUDGET HIGHLIGHTS

Approved budget includes video production services, Council goal setting workshop, MCAG dues, fees for LAFCO review of annexations, League of California Cities dues and establishing a membership with the United States Conference of Mayors. Commitment to continue evaluating organizational sustainability.

City Council

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	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 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00	Regular Salaries	20,181	19,589	22,590	24,116	24,116	24,116
511.04-01	Regular Overtime	0	0	108	108	108	108
511.10-05	Retirement PERS Classic	4,255	4,517	5,379	1,761	1,761	1,761
511.10-06	Social Security-OASDI	1,304	1,201	1,368	1,456	1,456	1,456
511.10-07	Social Security-Medicare	305	281	320	340	340	340
511.10-12	Workers Compensation	66	39	31	38	36	36
511.10-20	Earned Benefit	1,537	360	0	0	0	0
511.10-33	Core Allowance	6,063	7,587	8,099	8,343	8,343	8,343
511.10-73	Retirement UAL Misc	0	0	0	2,518	2,377	2,377
511.10-75	Ret-EE Share PERS Classic	0	0	0	1,763	1,763	1,763
Personnel Services		33,711	33,574	37,895	40,443	40,300	40,300
512.12-00	Telephone	0	0	50	51	51	51
512.13-00	Postage	250	5	255	262	262	262
512.15-00	Office Supplies	62	49	520	535	535	535
512.16-00	Printing	1,568	0	2,340	2,410	2,210	2,210
512.17-00	Professional Services	33,537	69,076	85,996	88,216	82,841	82,841
512.18-00	Travel and Meetings	9,443	9,312	20,650	20,650	23,850	23,850
512.20-00	Training Expense	2,900	878	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	63,044	63,968	65,340	67,433	73,702	73,702
512.29-00	Other Materials Supplies	178	110	4,420	4,420	4,420	4,420
512.30-01	Dept Share of Insurance	592	738	894	822	791	791
512.38-00	Support Services	4,917	4,969	5,352	10,190	10,430	10,430
512.45-00	Facilities Maint Charge	7,242	7,550	8,557	8,215	8,302	8,302
Supplies and Services		123,733	156,655	201,374	210,204	214,394	214,394
**	City Council	157,444	190,229	239,269	250,647	254,694	254,694

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 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
512.15-00	Office Supplies	0	0	520	535	535	535
512.17-00	Professional Services	0	1,064	2,080	2,142	2,142	2,142
512.18-00	Travel and Meetings	128	1,946	10,088	7,500	7,500	7,500
512.29-00	Other Materials Supplies	0	3,381	312	3,202	3,202	3,202
	Supplies and Services	128	6,391	13,000	13,379	13,379	13,379
**	Youth Council	128	6,391	13,000	13,379	13,379	13,379

**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, carrying out programs and policies established by the City Council. 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 efficiency, 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***

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| 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 online training options for staff 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. |
| 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 and legislative advocacy functions 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. Develop a legislative platform to proactively advocate for resources to support City functions and operations. |
| 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. |

2017-2018 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2017-2018. The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The Assistant City Manager and the Assistant to the City Manager works daily with the City Manager to further the City Council's goals, and is involved in legislative advocacy, response to citizen inquiries and processing citizen appeals of parking and licensing tickets. To further enhance legislative advocacy, a Legislative Director has been added to the department as part of the Proposed Budget.

The High Speed Rail planning includes station area planning and transportation connectivity and is being managed in partnership with the Economic Development Department.

City Manager

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Manager	1.00	.40	.40	.40
Executive Secretary	.60	.60	.60	.60
Asst City Manager	1.00	1.00	1.00	1.00
Legislative Director			1.00	1.00
TOTAL	3.60	3.00	4.00	4.00

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00	Regular Salaries	281,782	237,720	452,423	449,784	517,795	517,795
511.03-00	Extra Help	0	19,866	0	0	0	0
511.04-01	Regular Overtime	0	0	215	215	215	215
511.10-05	Retirement PERS Classic	59,821	35,530	29,369	5,521	10,799	10,799
511.10-06	Social Security-OASDI	13,723	12,907	21,918	20,688	24,967	24,967
511.10-07	Social Security-Medicare	4,108	3,761	6,717	6,797	7,799	7,799
511.10-09	Retirement PERS Lateral	0	20,725	49,276	29,414	29,419	29,419
511.10-10	Retirement-PERS New Membr	5,844	4,096	29,423	0	0	0
511.10-12	Workers Compensation	1,263	805	575	910	1,356	1,356
511.10-20	Earned Benefit	8,366	2,631	8,317	8,317	12,275	12,275
511.10-24	Vehicle Allowance	0	3,823	7,776	15,408	15,408	15,408
511.10-27	PTS Plan FICA Alternative	0	44	0	0	0	0
511.10-33	Core Allowance	41,394	50,224	72,887	62,576	75,091	75,091
511.10-35	Post Employment Benefits	45,092	44,195	33,842	35,745	35,745	35,745
511.10-73	Retirement UAL Misc	0	0	0	49,948	54,283	54,283
511.10-75	Ret-EE Share PERS Classic	0	0	0	5,559	10,920	10,920
511.10-76	Ret-EE Share PERS Lateral	0	0	0	26,287	26,291	26,291
Personnel Services		461,393	436,327	712,738	717,169	822,363	822,363
512.12-00	Telephone	1,474	1,171	4,160	4,280	4,284	4,284
512.13-00	Postage	117	30	624	642	500	500
512.15-00	Office Supplies	1,010	2,630	5,018	5,168	4,000	4,000
512.16-00	Printing	13,779	13,776	16,224	16,224	15,200	15,200
512.17-00	Professional Services	0	267,372	72,354	72,401	91,364	91,364
512.18-00	Travel and Meetings	5,699	6,560	11,145	11,445	11,200	11,200
512.19-00	Mileage	110	63	260	267	267	267
512.20-00	Training Expense	1,625	3,705	4,300	4,400	4,400	4,400
512.22-00	Office Equipment O & M	479	0	1,040	1,071	1,071	1,071
512.24-00	Memberships, Subscription	6,413	5,070	7,501	7,271	6,896	6,896
512.29-00	Other Materials Supplies	0	3,250	1,352	1,392	1,392	1,392
512.30-01	Dept Share of Insurance	3,975	4,762	6,534	5,432	6,032	6,032
512.34-00	Contingency Reserve	0	0	7,800	7,800	7,800	7,800
512.38-00	Support Services	16,629	18,508	20,353	29,596	31,780	31,780
512.45-00	Facilities Maint Charge	24,149	25,173	28,532	36,171	36,553	36,553
512.46-00	Computer Replacement Chrg	0	6,903	0	0	0	0
Supplies and Services		75,459	358,973	187,197	203,560	222,739	222,739
617.65-00	Capital Imp. Projects	0	0	0	1,021	1,021	1,021
Capital Outlay		0	0	0	1,021	1,021	1,021
**	City Manager	536,852	795,300	899,935	921,750	1,046,123	1,046,123

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

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

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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

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| 2. Address challenges of lifecycle management, preservation and access to City's electronic records | • Complete update of Records Retention document by Dec 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. |
| 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. |

2017-2018 BUDGET HIGHLIGHTS

Having filled the Deputy Position in June of last year, several opportunities for training will be used to create a more knowledgeable staff and help the Assistant City Clerk work towards CMC certification by 2018.

City Clerk

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	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							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00	Regular Salaries	131,892	116,843	160,913	162,237	166,076	166,076
511.03-00	Extra Help	8,327	0	0	0	0	0
511.10-05	Retirement PERS Classic	5,295	9,687	10,619	3,240	3,240	3,240
511.10-06	Social Security-OASDI	7,850	7,236	9,806	9,832	10,070	10,070
511.10-07	Social Security-Medicare	1,957	1,692	2,293	2,300	2,355	2,355
511.10-08	State Unemployment	7,906	0	0	0	0	0
511.10-09	Retirement PERS Lateral	15,850	3,640	0	0	0	0
511.10-10	Retirement-PERS New Membr	8,414	13,135	29,665	9,360	9,658	9,658
511.10-12	Workers Compensation	3,752	600	528	1,942	1,895	1,895
511.10-20	Earned Benefit	9	3,551	0	0	0	0
511.10-27	PTS Plan FICA Alternative	108	0	0	0	0	0
511.10-33	Core Allowance	45,291	48,518	53,834	41,313	41,313	41,313
511.10-35	Post Employment Benefits	18,315	19,245	13,413	14,358	14,358	14,358
511.10-73	Retirement UAL Misc	0	0	0	18,016	17,410	17,410
511.10-75	Ret-EE Share PERS Classic	0	0	0	3,211	3,211	3,211
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	7,532	7,772	7,772
Personnel Services		254,966	224,147	281,071	273,341	277,358	277,358
512.12-00	Telephone	703	289	756	300	300	300
512.13-00	Postage	22	114	100	150	266	266
512.14-00	Advertising	1,068	1,968	2,500	2,500	2,575	2,575
512.15-00	Office Supplies	4,299	3,727	4,014	4,000	4,134	4,134
512.16-00	Printing	3	167	208	208	214	214
512.17-00	Professional Services	94,975	25,962	114,000	65,000	60,952	60,952
512.18-00	Travel and Meetings	4,102	136-	5,200	4,568	5,656	5,656
512.19-00	Mileage	0	0	520	520	536	536
512.20-00	Training Expense	7,023	283	7,210	5,410	6,260	6,260
512.21-00	Rents/Leases	3,724	13,603	13,469	13,469	13,469	13,469
512.22-00	Office Equipment O & M	23,731	12,177	26,000	26,780	26,780	26,780
512.23-00	Vehicle Operations/Maint	3,053	2,710	2,484	1,675	1,675	1,675
512.24-00	Memberships, Subscription	2,587	2,339	3,383	3,103	3,484	3,484
512.30-01	Dept Share of Insurance	3,988	5,041	5,987	5,015	4,783	4,783
512.35-84	Retro Fee Expense	100	0	0	0	0	0
512.38-00	Support Services	22,349	19,328	21,614	23,308	23,090	23,090
512.45-00	Facilities Maint Charge	32,591	33,973	38,506	19,305	19,509	19,509
512.46-00	Computer Replacement Chrg	0	16,160	0	0	0	0
Supplies and Services		204,318	137,705	245,951	175,311	173,683	173,683
**	City Clerk	459,284	361,852	527,022	448,652	451,041	451,041

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, 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 Institute of Municipal Clerks (IIMC) 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. 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.

2017-2018 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 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00	Regular Salaries	437,801	458,725	539,580	533,966	534,019	534,019
511.10-05	Retirement PERS Classic	86,086	88,873	93,427	19,644	19,644	19,644
511.10-06	Social Security-OASDI	26,052	31,162	28,851	28,737	28,737	28,737
511.10-07	Social Security-Medicare	7,202	8,267	7,877	7,667	7,668	7,668
511.10-09	Retirement PERS Lateral	15,948	21,153	0	0	0	0
511.10-10	Retirement-PERS New Membr	0	6,840	29,423	16,783	16,783	16,783
511.10-12	Workers Compensation	1,286	793	684	924	865	865
511.10-20	Earned Benefit	69,240	122,097	12,815	2,605	2,605	2,605
511.10-24	Vehicle Allowance	0	324	0	0	0	0
511.10-33	Core Allowance	72,770	81,955	87,053	89,990	89,990	89,990
511.10-35	Post Employment Benefits	6,105	6,415	4,471	4,786	4,786	4,786
511.10-73	Retirement UAL Misc	0	0	0	59,296	55,983	55,983
511.10-75	Ret-EE Share PERS Classic	0	0	0	19,852	19,852	19,852
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	13,505	13,505	13,505
Personnel Services		722,490	826,604	804,181	797,755	794,437	794,437
512.12-00	Telephone	204	408	340	800	800	800
512.13-00	Postage	306	226	400	400	400	400
512.15-00	Office Supplies	5,132	5,262	5,500	5,500	5,500	5,500
512.17-00	Professional Services	99,900	22,141	51,240	52,800	51,762	51,762
512.18-00	Travel and Meetings	2,143	5,537	11,000	7,000	7,000	7,000
512.20-00	Training Expense	2,657	3,994	9,800	7,425	7,425	7,425
512.22-00	Office Equipment O & M	0	0	200	200	200	200
512.24-00	Memberships, Subscription	20,260	19,867	21,914	21,829	21,829	21,829
512.29-00	Other Materials Supplies	5,890	1,301	0	0	0	0
512.30-01	Dept Share of Insurance	6,193	7,851	9,200	8,523	8,137	8,137
512.38-00	Support Services	22,367	25,859	26,015	27,272	26,621	26,621
512.45-00	Facilities Maint Charge	36,936	38,502	43,640	41,896	42,339	42,339
512.46-00	Computer Replacement Chrg	0	3,515	0	0	0	0
Supplies and Services		201,988	134,463	179,249	173,645	172,013	172,013
**	City Attorney	924,478	961,067	983,430	971,400	966,450	966,450

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.

<i>OBJECTIVES</i>	<i>PERFORMANCE MEASUREMENTS/INDICATORS</i>
1. Provide support for fulfilling the City Council Policy Priorities.	On going
2. Provide support to the City Manager and League of California Cities to pursue solutions to the raising retirement rates.	On going
3. Update and implement the necessary financial policies to insure fiduciary soundness and transparency.	Finance will revise and develop new policies over the next fiscal year for City Council review and adoption.
4. Develop a plan to transition public safety and roads support of on-going expenses from Measure C to the General and Roads Fund.	In partnership with the City Manager's office, the Finance Department will work to develop a transition plan over the next five fiscal years.

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| 5. Develop a plan to implement a citywide Enterprise Resource Planning system. | Finance will work in partnership with the Information Technology Department to update the financial systems needs assessment and establish a plan to implement a citywide Enterprise Resource Planning system over the next three to five years. |
| 6. Coordinate the development of a vehicle replacement and technology refresh program. | Finance will work to develop a funding strategy to be implemented over the next three fiscal years. |

2017-2018 BUDGET HIGHLIGHTS

The Finance Department has requested to add one Accounting Technician position as part of the FY 2017-2018 proposed budget to aid with increased work load and to work towards restoring increased public customer service access.

BUDGET DETAIL EXPENSES

001-0701 Finance				FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	BUDGET 2016-17	REQUEST 2017-18	RECOM. 2017-18	APPROVAL 2017-18
511.01-00	Regular Salaries	1,251,252	1,279,019	1,320,136	1,351,757	1,396,831	1,396,831
511.03-00	Extra Help	73,105	78,403	85,878	88,020	88,020	88,020
511.04-01	Regular Overtime	579	0	0	0	0	0
511.10-02	Unused Sick Leave	4,111	3,189	4,180	4,489	4,489	4,489
511.10-05	Retirement PERS Classic	263,098	278,346	291,043	84,717	84,717	84,717
511.10-06	Social Security-OASDI	74,851	76,849	79,265	82,008	84,802	84,802
511.10-07	Social Security-Medicare	18,942	19,491	20,106	20,696	21,349	21,349
511.10-10	Retirement-PERS New Membr	26,185	47,470	52,028	20,274	23,775	23,775
511.10-12	Workers Compensation	19,997	20,928	18,171	19,435	19,244	19,244
511.10-20	Earned Benefit	17,166	20,077	11,046	18,759	18,759	18,759
511.10-21	Bilingual Pay Program	1,809	1,814	1,800	600	600	600
511.10-27	PTS Plan FICA Alternative	950	1,021	1,117	1,145	1,145	1,145
511.10-33	Core Allowance	276,677	303,444	299,041	296,534	317,392	317,392
511.10-35	Post Employment Benefits	31,490	37,780	29,365	30,891	30,891	30,891
511.10-73	Retirement UAL Misc	0	0	0	150,111	146,436	146,436
511.10-75	Ret-EE Share PERS Classic	0	0	0	85,357	85,357	85,357
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	16,314	19,132	19,132
Personnel Services		2,060,212	2,167,831	2,213,176	2,271,107	2,342,939	2,342,939
512.11-00	Utilities	6,633	7,723	7,584	8,155	8,155	4,565
512.12-00	Telephone	3,393	2,505	3,283	2,920	3,440	3,440
512.13-00	Postage	12,108	12,994	14,704	14,420	14,420	14,420
512.15-00	Office Supplies	15,180	16,323	17,213	16,540	12,902	12,902
512.16-00	Printing	3,895	4,154	6,149	7,690	7,690	7,690
512.17-00	Professional Services	105,905	120,253	148,200	133,000	133,000	133,000
512.18-00	Travel and Meetings	3,584	4,938	8,667	8,000	8,000	8,000
512.20-00	Training Expense	4,715	3,428	5,192	6,405	6,405	6,405
512.21-00	Rents/Leases	989	360	525	370	370	370
512.22-00	Office Equipment O & M	2,351	878	2,258	2,300	2,300	2,300
512.23-00	Vehicle Operations/Maint	408	420	407	448	448	448
512.24-00	Memberships, Subscription	12,265	12,737	13,542	14,275	14,275	14,275
512.28-00	Safety Supplies	0	0	0	0	250	250
512.29-00	Other Materials Supplies	314	322	343	355	355	355
512.30-01	Dept Share of Insurance	24,811	31,718	38,888	37,585	37,348	37,348
512.35-84	Retro Fee Expense	200	0	0	0	0	0
512.38-00	Support Services	145,571	133,053	140,498	201,248	205,559	205,559
512.45-00	Facilities Maint Charge	96,844	99,769	113,536	146,148	147,835	147,835
Supplies and Services		439,166	451,575	520,989	599,859	602,752	599,162
516.62-00	Stores Inventory Adjust	747-	754-	0	0	0	0
Other		747-	754-	0	0	0	0
706.71-01	Principal-Bond Payment	325,000	375,000	425,000	480,000	480,000	480,000
706.72-01	Interest Bond Payment	348,691	330,790	309,836	284,777	284,777	284,777
706.73-01	Agent Fees-Bond Payment	3,393	3,345	3,400	3,300	3,300	3,300
Debt Services		677,084	709,135	738,236	768,077	768,077	768,077
**	Finance	3,175,715	3,327,787	3,472,401	3,639,043	3,713,768	3,710,178

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.