

ENGINEERING DEPARTMENT
FUND NO. 017
ACCOUNT NO. 0803

DESCRIPTION

The Engineering Department is responsible for the management process of the City's Capital Improvement Program's infrastructure developments and budgets. The projected construction budgets for 2017-2018 exceed 12 Million dollars in infrastructure projects. The department's management includes monitoring engineering services, construction contracts, new development projects, maintenance of the infrastructure plats, mapping, record systems, Chair of the Traffic Committee, Bicycle Advisory Commission, and Right-of-Way (ROW) activities. The Department is responsible for updating the City's Standard Designs of common engineering structures. The Department remains in compliance with Local, State, and Federal laws by monitoring and reporting on the infrastructures grant procurement. The department is dedicated to continual training and pursuit of new federal and state funding. The objective is to provide professional technical assistance to the City Manager, Council and other departments within the organization and the successful construction of all new public facilities.

MISSION

The Engineering Projects/Standards Division of the Development Services Department strives to support its customers (public and private agencies, other city departments, and the general public) with prompt, quality technical assistance in capital improvements. The Engineering division will also develop project standards that will protect the City's investments and plan for future community needs, while ensuring and complying with current and future mandates, along with public concerns and opinions.

GOALS

- Manage infrastructure development through Capital Improvement Program.
- Oversee and coordinate updates to the Storm Drainage Master Plan.
- Coordinate with the Development Services Department as it relates to infrastructure and utility needs for new development and annexations.
- Support City groundwater/surface water issues as it relates to the Merced Area Groundwater Pool Interests (MAGPI), Sustainable Groundwater Management Act (SGMA) and with the on-going water resources ground water model of the Merced County Aquifer basin.
- Working closely with Planning and the Bicycle Advisory Commission (BAC) on bike related issues and projects.
- Apply for, obtain, and manage various infrastructure grants.
- Work on updating City Standard Designs.

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- Post Capital Improvement Project schedules on City website to enhance transparency and stakeholder communication.
- Review and report on AB1600 Impact/Development Fees.
- Create a Pavement Management System.
- Support the Planning Department in the development of Active Transportation Program.
- Comply with Local Business Enterprise (LBE) Program.
- Monitor Disadvantaged Business Enterprise (DBE) Program as mandated for federally-funded projects.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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| 1. Manage infrastructure development through Capital Improvement Program (CIP). | Monitor, prioritize, and coordinate CIP Program with other Department Heads and City Manager throughout the fiscal year. Implement a Pavement Management Program to objectively and optimally select street maintenance treatments and locations. |
| 2. Assist various departments in grant funding applications for capital improvements, operations, and maintenance of the City's infrastructure. | Monitor calls for projects from local, regional, state, and federal agencies to identify and receive possible grants, as funding becomes available through various sources on an annual basis. |
| 3. Assist in the development of the City Active Transportation Program Projects. | Apply for grant funding to support the prioritized list of locations identified in the Active Transportation Program (ATP) for Sidewalks and other bike related projects. |
| 4. Oversee Storm Drain Master Plans. | Manage and coordinate consultant' work on the Storm Drain Master Plans. |
| 5. Continue to provide staff support relating to the MAGPI and SGMA. | On-going support of City groundwater/surface water issues as it relates to the MAGPI and with the on-going water resources model of the Merced County Aquifer basin. Work collaboratively with other stakeholders such as M.I.D. and Merced County on SGMA. |

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| 6. Effectively manage the construction of the Capital Improvement Program. | Working with the design staff, various City Department, and utilities to avoid construction delays and claims through enhanced communication of schedules and more thorough plans and specifications. |
| 7. Work with other City Departments in updating City Standard Designs of Common Engineering Structures. | Prepare proposed changes/additions to City Standard Designs that are economical without compromising health, safety, and welfare. To be reviewed with other City departments before approval and adoption. |
| 8. Monitor Chapter 927 Statute of 1987 (AB1600) Impact Fees. | Review the estimated cost of public improvements identified in the Capital Improvement Program budget and the Public Facilities Financing Plan. Needs and impact determination for said improvements for which the fees are charged to be completed by November 15, 2017. Conduct annual Public Hearing, presenting updated resolution to the City Council. |
| 9. Monitor the Local Business Enterprise (LBE) for locally funded projects. | Determine local business bidding opportunities in developing bid packages for capital improvement projects. |
| 10. Manage the Disadvantaged Business Enterprise (DBE) Programs for federally funded projects as mandated. | Update the Disadvantaged Business Enterprise (DBE) Program as required annually by FHWA, HUD, and FAA. Comply with DBE reporting requirements by September 2017. |

2017-2018 BUDGET HIGHLIGHTS

As part of the FY 2017- 2018 Proposed Budget, Engineering as requested to add one City Surveyor position. This position will have sole responsibility for recording parcel maps, subdivisions, reviewing legal descriptions, all monument preservations and all other necessary surveying functions on behalf of the City. Engineering will work with appropriate agencies in managing water, wastewater, and possibly storm drainage

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Master Planned activities; keeping apprised of regional, state and federal issues regarding regulation and permitting of water, wastewater, and storm drainage facilities.

Engineering will work with other departments to develop the Capital Improvement Program Projects identified in the annual budget, and to carefully plan for future projects in the 5-year plan. Engineering will also work with regional agencies to plan and develop projects that will provide regional infrastructure and financing thereof.

Engineering will participate with the continued implementation of the Storm Water Management Programs as dictated by new State mandates. Highlighted projects include: Construction of the Gerard Avenue Sewer Replacement project from Tyler Road to Highway 99; B Street Sewer Main Replacement, Columbia Avenue Storm Drain; V Street (18th to 16th) Street Turn Pocket and Roadway Rehabilitation; Traffic Signal Installation at the intersection of SR 59/16th Street; sidewalk infill at various locations, well site modifications; as well as the rehabilitation of the Bear Creek Bridge crossings at G and M Streets; contributing to a portion of the more than 12 Million dollars in infrastructure projects that the Engineering department plans to deliver through the next fiscal year.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
Dir. Devel. Svcs.	.30	.20	.20	.20
City Engineer	1.00	1.00	1.00	1.00
Principal Architect	1.00	1.00	1.00	1.00
Land Engineer	1.00	1.00	1.00	1.00
Sr/Assoc/Asst Engineer	4.00	4.00	4.00	4.00
Envir. Proj. Mgr.	1.00	1.00	1.00	1.00
Engineering Tech. I/II/III/IV	2.00	2.00	2.00	2.00
Secretary I/II/III	1.10	1.00	1.00	1.00
City Surveyor			1.00	1.00
TOTAL	11.40	11.20	12.20	12.20

BUDGET DETAIL EXPENSES

017-0803 Engineering Projects/Std		ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2014-15	2015-16	BUDGET	REQUEST	RECOM.	APPROVAL
				2016-17	2017-18	2017-18	2017-18
531.01-00	Regular Salaries	829,832	807,501	934,298	910,505	953,160	953,160
531.03-00	Extra Help	5,133	0	0	0	0	0
531.04-01	Regular Overtime	0	144	500	3,000	3,000	3,000
531.10-05	Retirement PERS Classic	177,986	188,500	161,413	30,564	30,564	30,564
531.10-06	Social Security-OASDI	50,193	48,428	57,691	56,066	58,711	58,711
531.10-07	Social Security-Medicare	11,908	11,414	13,585	13,112	13,731	13,731
531.10-09	Retirement-PERS Lateral	0	0	0	5,629	5,629	5,629
531.10-10	Retirement-PERS New Membr	15,355	18,236	78,903	34,525	37,838	37,838
531.10-12	Workers Compensation	4,189	3,072	2,742	3,798	4,059	4,059
531.10-20	Earned Benefit	2,096	887	16,677	7,057	7,057	7,057
531.10-24	Vehicle Allowance	9,579	2,438	2,333	1,541	1,541	1,541
531.10-27	PTS Plan FICA Alternative	67	0	0	0	0	0
531.10-33	Core Allowance	168,886	185,262	199,700	198,433	219,292	219,292
531.10-35	Post Employment Benefits	14,655	15,404	13,910	21,480	21,480	21,480
531.10-73	Retirement UAL Misc	0	0	0	101,110	99,924	99,924
531.10-75	Ret-EE Share PERS Classic	0	0	0	30,846	30,846	30,846
531.10-76	Ret-EE Share PERS Lateral	0	0	0	4,963	4,963	4,963
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	27,782	30,448	30,448
Personnel Services		1,289,879	1,281,286	1,481,752	1,450,411	1,522,243	1,522,243
532.12-00	Telephone	1,330	1,068	3,100	2,000	2,000	2,000
532.13-00	Postage	343	365	400	400	400	400
532.15-00	Office Supplies	5,324	5,186	4,000	5,000	5,000	5,000
532.17-00	Professional Services	5,112	0	15,000	215,000	45,000	45,000
532.18-00	Travel and Meetings	4,265	6,031	6,600	7,000	6,188	6,188
532.19-00	Mileage	199	100	150	150	150	150
532.20-00	Training Expense	5,755	4,913	8,750	9,500	8,688	8,688
532.21-00	Rents/Leases	5,038	5,297	5,700	5,700	5,700	5,700
532.22-00	Office Equipment O & M	0	135	500	500	500	500
532.23-00	Vehicle Operations/Maint	8,128	8,357	6,946	8,759	8,759	8,759
532.24-00	Memberships, Subscription	16,887	16,465	23,000	24,136	24,136	24,136
532.27-00	Small Tools	1,029	925	1,800	1,800	1,800	1,800
532.30-01	Dept Share of Insurance	13,743	17,164	19,858	17,713	18,233	18,233
532.32-00	Vehicle Replacement Fee	0	43,796	0	0	0	0
532.35-84	Retro Fee Expense	150	100	0	0	0	0
532.38-00	Support Services	52,200	52,426	57,596	80,211	81,613	81,613
532.43-00	Machinery/Equipment	0	0	0	25,000	25,000	25,000
532.45-00	Facilities Maint Charge	48,320	50,369	57,091	40,022	40,445	40,445
Supplies and Services		167,823	212,697	210,491	442,891	273,612	273,612
534.91-01	Adm Exp-City Manager	8,976	12,843	16,475	20,491	22,552	22,552
534.91-02	Adm Exp-City Attorney	9,056	2,790	3,251	6,165	5,996	5,996
534.91-03	Adm Exp-City Clerk	19,884	10,124	11,043	10,878	10,833	10,833
534.91-09	Adm Exp-Finance	40,955	45,814	46,972	58,791	59,968	59,968
534.91-10	Adm Exp-Purchasing	5,228	5,444	6,262	7,416	7,294	7,294
534.91-16	Adm Exp-City Council	4,026	5,139	5,247	6,147	6,184	6,184
Administrative		88,125	82,154	89,250	109,888	112,827	112,827
**	Engineering Projects/Std	1,545,827	1,576,137	1,781,493	2,003,190	1,908,682	1,908,682

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- 17-00 Miscellaneous Professional Services as needed.
- 18-00 Meetings and travel associated with the following meetings, as well as training in Line 20-00: American Public Works Association; American Society of Civil Engineers; Institute of Transportation Engineers (ITE); California Water Pollution Control Association; Tri -Tac; American Water Works Association; Air Pollution Control District; computer training; AutoCAD updating; and City-County cooperation.
- 20-00 Various technical workshops, computer assisted drafting and registration for workshops and conferences listed in Line 18-00 above.
- 22-00 Maintenance for blueprinter, plotter, and PC hardware and equipment.
- 24-00 Institute of Transportation Engineers; American Public Works Association; Cadence; Catalyst; American Society of Civil Engineers; California Water Pollution Control Association; Water Environment Federation; Groundwater Resources Association; American Water Works Association; and professional registrations and subscriptions

PLANNING AND PERMITTING
FUND NO. 017
ACCOUNT NO. 0804

DESCRIPTION

The Planning and Permitting Division of the City's Development Services Department is primarily responsible for developing and maintaining the City's General Plan (the City's long-term vision for growth and development), processing applications for new development, and ensuring compliance with the City's zoning code and other regulations. In addition, the Division provides customer assistance, maintains a "one-stop" permit process for new commercial, industrial, and residential projects, assists new businesses in meeting City regulations and State environmental requirements, and prepares neighborhood plans and other special projects. The Division provides a professional level of development services support to the general public, applicants for new development projects, new and current business owners, City departments, Bicycle Advisory Commission, Planning Commission, and the City Council.

MISSION

The Planning and Permitting Division guides the community as it grows in meeting its long-range vision, land use, circulation, and public facilities and infrastructure needs, and maintaining its high quality of life.

GOALS

- ◇ Implementation of the General Plan that is used by citizens, local officials, and agencies as the primary policy framework for City growth and development.
- ◇ Complete the 5-Year Update of the Public Facilities Financing Plan and Public Facilities Impact Fee program as well as continuing to monitor its implementation.
- ◇ Completion of projects, such as the Medical Marijuana Dispensary Operating Regulations/Selection Process and the Active Transportation/Safe Route to Schools Plan.
- ◇ Process development applications with a commitment to efficiency, problem solving, flexibility, and balancing of competing interests. Efficiently manage the City's development review process.

PLANNING AND PERMITTING

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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| <p>1. Completion of Development Streamlining Efforts, including the Modified Planning Application Fee Schedule.</p> | <p>The Comprehensive Zoning Ordinance Update was adopted in Sept 2016. Completion of other streamlining efforts, including a modified Planning application fee schedule to reflect the new Zoning Code requirements, by Late Summer 2017.</p> |
| <p>2. Medical Marijuana Dispensary Operating Regulations/Selection Process</p> | <p>Adoption of the Medical Marijuana Dispensary Operating Regulations/Selection Process by September 2017 and issuance of the 4 Conditional Use Permits for the dispensaries by April 2018.</p> |
| <p>3. Work on Long-Range Planning Projects</p> | <p>Begin work on the Active Transportation/Safe Route to Schools Plan (to be completed in 2019), including expanded public outreach and advisory committee participation.</p> |
| <p>4. Work on the Programmatic Climate Action Plan (PCAP) to implement the Climate Action Plan (adopted in October 2012)</p> | <p>Completion by Spring 2018, pending other priorities.</p> |
| <p>5. 5-Year Update of Public Facilities Financing Plan & Impact Fee Program</p> | <p>Completion by end of 2017/early 2018 of the 5-Year Update of the Public Facilities Financing Plan and Impact Fee Program (adopted in October 2012) including formation of a Task Force to review project list and overall fee program and review of Regional Transportation Impact Fee or alternative.</p> |
| <p>6. Continue to process major development applications (such as general plan amendments, zone changes, subdivision maps, conditional use permits, annexations, environmental reviews, etc.)</p> | <p>Ongoing. Continue to bring the projects before the decision makers (City Council, Planning Commission, etc.) in a timely manner (generally 6-8 weeks after application).</p> |

PLANNING AND PERMITTING

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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| 7. Continue to process minor development applications, such as Administrative Conditional Use Permits for Signs, Site Plan Approval applications, Minor Subdivisions, etc., as well as building permits and new business licenses. | Ongoing. Continue to process such applications within a 2-4 week time frame. Continue to explore streamlining opportunities to make all processes more efficient. |
| 8. Continue to provide staff support to the City Council, Planning Commission, the Bicycle Advisory Commission (BAC), the ATP Citizens Focus Group, and others as needed | Agenda packets for meetings are made available at least 3 days prior to meetings. City Council and Planning Commission meet twice a month. BAC meets 6 times per year. |

2017-2018 BUDGET HIGHLIGHTS

- ◆ Work on long-range Planning projects, including expanded public outreach and the input from various advisory committees
- ◆ Complete a "Quiet Zone Study" to evaluate the impact of noise on residential rail lines and the need for enhanced rail safety
- ◆ Streamlined development process
- ◆ Staffing levels remain the same from the previous budget year

BUDGET DETAIL EXPENSES

017-0804	Planning & Permitting			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	478,242	487,977	490,102	503,304	503,304	503,304
511.03-00	Extra Help	5,030	8,914	9,000	16,000	16,000	16,000
511.04-01	Regular Overtime	160	2,279	10,715	10,892	10,892	10,892
511.10-02	Unused Sick Leave	0	2,184	2,431	2,495	2,495	2,495
511.10-05	Retirement PERS Classic	100,270	105,639	104,285	28,403	28,403	28,403
511.10-06	Social Security-OASDI	29,578	30,478	31,144	32,570	32,570	32,570
511.10-07	Social Security-Medicare	7,086	7,345	7,506	7,849	7,849	7,849
511.10-10	Retirement-PERS New Membr	10,930	18,684	22,955	10,688	10,688	10,688
511.10-12	Workers Compensation	3,579	2,320	2,097	3,243	3,047	3,047
511.10-20	Earned Benefit	10,815	11,091	18,094	21,205	21,205	21,205
511.10-21	Bilingual Pay Program	224	605	600	600	600	600
511.10-24	Vehicle Allowance	2,481	2,438	2,333	2,311	2,311	2,311
511.10-27	PTS Plan FICA Alternative	66	116	117	208	208	208
511.10-33	Core Allowance	107,836	98,501	101,133	100,160	100,160	100,160
511.10-35	Post Employment Benefits	18,226	18,535	22,962	23,668	23,668	23,668
511.10-73	Retirement UAL Misc	0	0	0	55,891	52,764	52,764
511.10-75	Ret-EE Share PERS Classic	0	0	0	28,672	28,672	28,672
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	8,600	8,600	8,600
Personnel Services		774,523	797,106	825,474	856,759	853,436	853,436
512.12-00	Telephone	614	453	1,000	1,000	1,000	1,000
512.13-00	Postage	1,416	1,783	5,757	6,940	6,940	6,940
512.14-00	Advertising	1,249	2,069	4,500	4,880	4,880	4,880
512.15-00	Office Supplies	4,497	10,718	9,000	12,140	12,140	12,140
512.16-00	Printing	3,544	225	5,869	4,031	4,031	4,031
512.17-00	Professional Services	58,383	144,614	1,170	289,381	163,908	163,908
512.18-00	Travel and Meetings	3,175	2,914	4,833	7,576	7,576	7,576
512.19-00	Mileage	0	0	198	188	188	188
512.20-00	Training Expense	3,070	2,058	5,860	10,795	10,795	10,795
512.21-00	Rents/Leases	242	240	1,390	1,390	1,390	1,390
512.22-00	Office Equipment O & M	0	135	80	80	80	80
512.24-00	Memberships, Subscription	5,944	5,544	7,375	7,675	7,675	7,675
512.30-01	Dept Share of Insurance	9,296	11,053	12,811	11,864	11,330	11,330
512.34-00	Contingency Reserve	0	0	25,000	25,000	25,000	25,000
512.35-84	Retro Fee Expense	0	100	0	0	0	0
512.38-00	Support Services	31,615	32,390	35,882	39,182	37,623	37,623
512.45-00	Facilities Maint Charge	54,001	56,291	63,803	61,252	61,900	61,900
Supplies and Services		177,046	270,587	184,528	483,374	356,456	356,456
513.43-00	Machinery/Equipment	13,685	0	3,456	5,225	5,225	5,225
Property		13,685	0	3,456	5,225	5,225	5,225
514.91-01	Adm Exp-City Manager	6,792	11,390	15,712	20,125	21,851	21,851
514.91-02	Adm Exp-City Attorney	10,231	2,474	3,100	6,055	5,809	5,809
514.91-03	Adm Exp-City Clerk	19,551	12,964	15,106	14,573	14,407	14,407
514.91-09	Adm Exp-Finance	30,990	40,630	44,798	57,740	58,105	58,105
514.91-10	Adm Exp-Purchasing	3,956	4,828	5,972	7,283	7,067	7,067
514.91-16	Adm Exp-City Council	3,046	4,557	5,004	6,037	5,991	5,991
Administrative		74,566	76,843	89,692	111,813	113,230	113,230
908.93-01	Trsf-General Fund (001)	31,567	25,000	25,000	25,000	25,000	25,000
Other		31,567	25,000	25,000	25,000	25,000	25,000
**	Planning & Permitting	1,071,387	1,169,536	1,128,150	1,482,171	1,353,347	1,353,347

PLANNING AND PERMITTING

- 14-00 Public hearing notices and display ads.
- 17-00 Miscellaneous recording fees and Zoning Map updates; Notary Public expenses, prior year encumbrance for contract for consultants related to grants, consultants for environmental assessment (paid by Developer), and consultants for PFFP and Planning Services.
- 18-00 American Planning Association section meetings and state conference; League of California Cities Planning Commissioner Academy; staff trainings and conferences; meetings with consultants; and meetings in other Central Valley cities.
- 20-00 Staff technical training and conferences; Planning Commission field trips and workshops related to planning law, Subdivision Map Act, environment and development, and registration fees associated with conferences outlined in Line 18-00 above
- 24-00 Memberships (i.e.American Planning Association); Subscriptions (i.e. State Office of Planning and Research Reports; Merced Sun-Star; Merced County Times; Zoning News); Planning, CEQA related publications; Notary Public Memberships and Insurance

INSPECTION SERVICES
FUND NO. 017
ACCOUNT NO. 0805

DESCRIPTION

The Inspection Services Division is responsible for the review of plans, issuance of building permits, and inspection of all private/public developments within the City of Merced. The Inspection Services Division ensures compliance with federal, state, and local laws, as well as the municipal codes regulating the design, construction, material standards, intended use and occupancy, locations, and maintenance of structures. The objective is to provide our citizens with standards to safeguard life, health, property, and the public welfare, while providing the highest level of customer service possible. The Division investigates violations of these laws and codes as requested by other agencies, other City departments, or the general public through an inquiry. Inspection Services is also responsible for compliance with special architectural, landscaping, capital improvement plan review and inspection, or sign conditions required by the City Council, state, local law or various City Commissions. Inspection Services is a member of the Development Services One-Stop Shop Permit Processing Center enhancing the City's ability to provide customer service.

MISSION

Inspection Services is responsible for the administration and enforcement of the California Building Standards Codes and related federal, state, and City adopted laws and ordinances. This responsibility is for the purpose of life safety as it relates to building construction, fire sprinkler and alarm design and specialized systems, thereby assuring all structures meet or exceed the minimum life safety standards of the aforementioned codes, laws, and ordinances. This Division assures these standards by providing organized procedures for the review of plans and specifications and field inspections of construction projects.

GOALS

- ◇ Strive for a higher level of customer service which meets or exceeds expectations without compromising public safety.
- ◇ Increase the use of electronic and computer capabilities to aid in information exchange, plan review, building permits, and inspection.
- ◇ Maintain active involvement in technical and interpersonal training that will enhance Inspection Services staff's expertise.
- ◇ Encourage a creative environment.

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OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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| 1. Implement a Master Plan approach to Plan Review for single Family Dwellings located in Subdivisions | Establish Master Plan procedures allowing developers in subdivisions to submit a single master plan which can be used to building multiple houses without requiring complete review of plans for the subsequent permit. Once a plan is approved for construction, subsequent plans are issued based on submitting a plot plan identifying the approved master plan. This will result in cost savings for the developer and time savings for the developer and the City in reduced review time. This process will be in place by April 2017. |
| 2. Improve the electronic plan review process and permit tracking. | Investigate software options available that incorporates review, tracking & inspection designed to improve department integration and review process. Determine the cost of software and hardware to implement a permit tracking system and consider the feasibility of a technology fee dedicated to improve the plan review/permit process, as well as improve services between the City and their building customers prior to fiscal year end. |
| 3. Maintain active involvement in technical training to enhance Inspection Services staff's expertise. | Evaluate employee certifications yearly. Provide access to all staff, for at least one CALBO, ICC, or CBOAC event per year, for each employee, to ensure state mandated, continuing education requirements are met. Organize at least one in-house specialized training seminar, as available. Review and update employee training manuals yearly. |
| 4. Perform consistent building plan review and inspections. | Perform plan review cross training exercises and joint construction site inspections at least one per month for |

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- each employee. Use periodic 3rd party plan review to assess completeness of reviews.
5. Maintain 3 to 4 week plan review turnaround times. Monitor, prioritize, and coordinate plan reviews with all Development Services Plan Review Team. This will be accomplished through bi-weekly meetings.
 6. Improve customer service. Respond to all customer needs at the front counter. Respond to phone messages within 24 hours of receipt. Review weekly reports documenting project status. Work with Information Technology to develop an online permitting portal.

BUDGET HIGHLIGHTS AND LOOKING FORWARD TO 2017 –2018

Inspection Services is looking forward to keeping up with the demand of increased residential and commercial construction as the economic conditions improve. Given the continuing growth in the construction industry over the past year, the Inspection Services Division has achieved a balanced budget.

During the past fiscal year, the Inspection Services Division has many projects under construction, including a 3 story hotel with 87 units, a 2,791 square foot Popeye's Louisiana Kitchen restaurant, a 9,996 square foot Super Shop Automotive building, a 15,237 square foot shell building, several MCAG Bus buildings totaling over 15,000 square feet, as well as many other commercial projects. Commercial projects completed during this fiscal year include the Dollar Store, Starbuck's, America's Tire and Les Schwab, as well as many other projects. This fiscal year we have experienced a significant change in the construction of single family dwellings. Currently three subdivisions are in full swing, and the potential for several others are in the planning stage. Since July 2016, the Division has issued over 140 single family dwellings and we have approximately 75 single family permits ready to issue. We also have a total of 28 multi-family units under construction. We have 25 residential photovoltaic system permits issued and 25 systems either in plan review or ready to issue.

This fiscal year will be less financially challenging for the Inspection Services Division. The Division's plan review team continues to operate with a 3 to 4 week turnaround time on average for the first review. Staffing levels have increased slightly due to a recent Building Inspector hire. Additionally, the division is

INSPECTION SERVICES

requesting to add one Chief Building Official to aid with the anticipated increased workload. Should the anticipated workload need to be augmented, the Inspection Services Division has supplemental contracts in place to assist.

Inspection Services

PERSONNEL	Number of Positions			
	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
Dir. Devel. Svcs.	.30	.40	.40	.40
Asst. Chief Building Official	1.00	1.00	1.00	1.00
Building Inspector III	1.00	1.00	1.00	1.00
Building Inspector I/II	2.00	2.00	2.00	2.00
Engineering Tech I/II/III/IV	1.00	1.00	1.00	1.00
Plan Examiner I/II	3.00	3.00	3.00	3.00
Secretary I/II/III	.30	.40	.40	.40
Chief Building Official			1.00	1.00
TOTAL	8.60	8.80	9.80	9.80

BUDGET DETAIL EXPENSES

017-0805	Inspection Services			FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOM.	APPROVAL
		2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
511.01-00	Regular Salaries	502,307	570,963	514,840	634,880	720,564	720,564
511.03-00	Extra Help	0	0	0	25,500	25,500	25,500
511.04-01	Regular Overtime	331	962	2,500	8,610	8,610	8,610
511.04-04	Call Back Time Worked	0	291	2,000	5,000	5,000	5,000
511.10-02	Unused Sick Leave	1,960	1,294	4,089	2,492	2,492	2,492
511.10-05	Retirement PERS Classic	106,342	129,355	102,117	30,829	30,829	30,829
511.10-06	Social Security-OASDI	30,229	34,831	32,967	41,227	46,539	46,539
511.10-07	Social Security-Medicare	7,197	8,263	7,802	10,011	11,254	11,254
511.10-09	Retirement PERS Lateral	0	3,038	0	4,956	4,956	4,956
511.10-10	Retirement-PERS New Membr	10,620	13,238	30,999	13,526	20,181	20,181
511.10-12	Workers Compensation	3,752	3,013	1,857	3,242	3,538	3,538
511.10-17	Stand By Pay	0	5,671	20,000	20,000	20,000	20,000
511.10-20	Earned Benefit	186	2,448	4,129	4,232	4,232	4,232
511.10-24	Vehicle Allowance	3,308	3,251	2,333	3,082	3,082	3,082
511.10-27	PTS Plan FICA Alternative	0	0	0	332	332	332
511.10-33	Core Allowance	101,707	125,481	119,559	142,652	163,510	163,510
511.10-35	Post Employment Benefits	45,002	51,110	45,820	42,694	42,694	42,694
511.10-73	Retirement UAL Misc	0	0	0	70,502	75,540	75,540
511.10-75	Ret-EE Share PERS Classic	0	0	0	31,069	31,069	31,069
511.10-76	Ret-EE Share PERS Lateral	0	0	0	4,355	4,355	4,355
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	10,885	16,240	16,240
Personnel Services		812,941	953,209	891,012	1,110,076	1,240,517	1,240,517
512.12-00	Telephone	6,643	5,903	8,300	9,824	9,824	9,824
512.13-00	Postage	259	84	300	799	799	799
512.15-00	Office Supplies	2,461	4,713	2,000	3,500	3,500	3,500
512.16-00	Printing	48	99	120	216	216	216
512.17-00	Professional Services	4,899	0	100,000	100,000	50,000	50,000
512.18-00	Travel and Meetings	3,376	6,186	10,000	10,000	10,000	10,000
512.20-00	Training Expense	5,250	7,776	11,000	11,000	11,000	11,000
512.21-00	Rents/Leases	242	240	1,390	1,390	1,390	1,390
512.22-00	Office Equipment O & M	729	3,096	6,468	6,248	4,648	4,648
512.23-00	Vehicle Operations/Maint	16,230	12,087	9,812	9,178	9,178	9,178
512.24-00	Memberships, Subscription	6,116	6,993	9,867	9,980	9,980	9,980
512.26-00	Other Equipment O & M	240	645	700	700	700	700
512.27-00	Small Tools	46	98	100	1,360	1,360	1,360
512.28-00	Safety Supplies	294	290	324	500	500	500
512.30-01	Dept Share of Insurance	9,687	13,742	14,274	14,953	15,659	15,659
512.32-00	Vehicle Replacement Fee	0	13,398	0	0	0	0
512.38-00	Support Services	50,431	52,383	55,244	65,813	68,036	68,036
512.45-00	Facilities Maint Charge	57,237	59,665	67,627	64,923	65,609	65,609
Supplies and Services		164,188	187,398	297,526	310,384	262,399	262,399
513.43-00	Machinery/Equipment	6,045	0	0	2,625	2,625	2,625
Property		6,045	0	0	2,625	2,625	2,625
514.91-01	Adm Exp-City Manager	5,579	7,858	9,151	12,268	13,998	13,998
514.91-02	Adm Exp-City Attorney	3,742	1,707	1,806	3,691	3,722	3,722
514.91-03	Adm Exp-City Clerk	10,702	5,151	4,725	5,623	5,799	5,799
514.91-09	Adm Exp-Finance	25,456	28,029	26,092	35,198	37,223	37,223
514.91-10	Adm Exp-Purchasing	3,249	3,331	3,478	4,440	4,527	4,527
514.91-16	Adm Exp-City Council	2,502	3,144	2,915	3,680	3,838	3,838
Administrative		51,230	49,220	48,167	64,900	69,107	69,107
515.92-01	Interdept DSC-General Fnd	43,081	45,606	47,338	46,376	46,376	46,376
Interdepartmental		43,081	45,606	47,338	46,376	46,376	46,376
**	Inspection Services	1,077,485	1,235,433	1,284,043	1,534,361	1,621,024	1,621,024

INSPECTION SERVICES

- 13-00 Regular postage includes mailing for construction code update education mailers and storm water pollution prevention plans info and training packets
- 16-00 Business cards and permit forms.
- 17-00 Imaging of permits and plan check services and fire plan review services
- 18-00 California Building Officials annual and monthly meetings, Fire Prevention Officers Nor Cal (FPO) meetings and seminar, Cal Fire conference, and International Code Conference (ICC) seminars and annual business meeting, local builders meeting, HTE update training and travel associated with training in Line 20-00 below.
- 20-00 International Code Conference (ICC) and California Building Officials Plumbing, Mechanical and Structural certificate programs; Fire Prevention meetings and conferences, code inspection, fire prevention; and registration fees for meetings outlined in Line 18-00 above.
- 22-00 Maintenance for microfiche equipment, printers, scanners, and facsimile machine; Monitors, chairs, ipad installations,
- 24-00 Memberships for International Code Conference (ICC); California Building Officials; International Association of Electrical Inspectors; Yosemite Chapter of ICC; Fire Prevention Officers; California State Administrative Code, Titles 19, 24, and 25; national and state fire codes; construction data publications; code books for plumbing, mechanical, and building code; and ICBO/ICC research reports.
- 26-00 Maintenance for cellular phones, batteries for digital cameras, additional accessories necessary for upgrading process to digital plan review
- 27-00 Testing equipment, measuring devices, tools such as levels, screwdriver sets, telescoping mirrors, fire hydrant flow pressure checker, misc. other tools.
- 28-00 Gloves, safety glasses, vests, ear plugs, hard hats, rubber boots; other safety equipment; fire extinguisher service
- 43-00 Front door equipped for badge entry and panic button installation.

HOUSING DIVISION

FUND No's. 018, 031, 033, 034, 041, 042, 052, 053, 059, 066, 070, 071, 380, & 471

ACCOUNT No's. 0701, 1301, 1340, 1343, 1344, 1346, 1349, 1350, 1351, 1352, 1354, 1356, & 1363

DESCRIPTION

The City of Merced Housing Division receives federal Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) on a formula basis. The amount is dependent upon the allocation level established by Congress. The Housing Division administers CDBG and HOME funds in order to increase the supply of safe, decent, and affordable housing. The program focuses on owner-occupied rehabilitation or reconstruction, affordable rental housing, and first time homebuyer programs.

The Housing Division is also involved in community development and neighborhood reinvestment. CDBG funds are used for broader community development purposes within established guidelines. Examples of such activities are sewer and water infrastructure improvements, public facility improvements, inter-agency partnerships, public services, and economic development. An Annual Action Plan outlines projects in these areas, funding required and projected outcomes.

MISSION

The City of Merced Housing Division strives to provide and maintain affordable housing, public services, infrastructure improvements, and public facilities for low to moderate-income residents by using federal and state funds.

GOALS

- Provide public service grants to local non-profit organizations.
- Partner with affordable housing and non-profit organizations to provide permanent supportive housing to various homeless populations.
- Continue to seek grant opportunities and establish partnerships with local organizations.
- Provide owner occupied rehabilitation grants for low-income households.
- Assist with the development of the homeless outreach and engagement program.
- Assist the continuum of care and local homeless service providers.
- Improve fair housing services to area residents.
- Begin developing the residential housing asset properties.

HOUSING DIVISION

OBJECTIVES	PERFORMANCE MEASUREMENTS/INDICATORS
1. Grant Opportunities	Continually seek grant opportunities and partnerships with local organizations for the development of the City's affordable housing stock.
2. Establishing Inter-Agency Partnerships to Develop A Multi-Family Development	Partnering with the County of Merced to Co-Sponsor grant application to HCD to finance the Childs & B Street Project.
3. Rehabilitation of properties either vacant or occupied by Low to Moderate Income households	Partner with community based organizations and homeowners to rehabilitate properties needing health and safety repairs.
4. Provide First Time Homebuyer Loans to Low and Moderate Income Households	Use of media to promote the City's first time homebuyer program to provide approximately 5 loans.
5. Sub-Recipients	Assist sub-recipients with carrying out their programs to ensure compliance with HUD's rules and regulations.
6. NSP3 Program (HUD)	Rehabilitate and sell remaining property and close out the grant.
7. Monitoring	Continue monitoring of multi-family facilities, non-owner occupied rentals, and program sub-recipients.
8. Fair Housing	Partner with a vendor to provide fair housing services including providing classes to educate property managers and renters regarding rights, rules and regulations.
9. Grant Administration	On a fee basis assist other departments with grant applications.
10. Housing Assets (Fund 471)	Facilitate a partnership with local non-profit and affordable housing organizations to develop 8 vacant parcels.

HOUSING DIVISION

2017-2018 BUDGET HIGHLIGHTS

- CDBG, HOME
Community Housing Development Organization (CHDO)'s. Work with a community based housing development organizations to rehabilitate or construct low-moderate income housing. Assist developers with obtaining grants and establishing partnerships with community service providers.
- CDBG, HOME Rehabilitation and/or reconstruction of owner-occupied housing units Rehabilitate and/or reconstruct approximately 5 low-moderate income units. Partnering with Habitat for Humanity for owner-occupied rehabilitation.
- CalHome 06 Work with First Time Homebuyers to provide down-payment assistance and closing costs to qualified applicants.
- Multi-Family Development Projects
Gateway Terrace II, Downtown Commons, and Childs & B Street Facilitate partnerships with Market-Rate Developers, Affordable-Housing Developers, Non-Profit Organizations, Interdepartmental Divisions and Governments Agencies to ensure these projects are developed.
- CDBG
Programs and Services Use funds for eligible HUD allowable programs such as public service, continuum of care, and fair housing services.
- CDBG
Permanent Supportive Housing Partner with community non-profit organizations with the acquisition, rehabilitation and/or construction of permanent supportive housing units.
- CDBG
South Merced Sidewalk Rehabilitation Continue to work with staff with improvements to sewer and water mains, regional storm water basin sidewalks, and ADA ramps.
- NSP3 Program (HUD) Rehabilitation and resale of the remaining property. Work with HUD to close out the grant and transfer the program income to the sale to CDBG.

HOUSING DIVISION

FUNDS AND ACCOUNTS

The various program-funding sources described above are handled through the following funds and accounts in the City's financial system:

FUND	ACCOUNT	PROGRAM
018	1301	CDBG Program
031	1340	Unrestricted Program Income
033	1349	HOME Program
034	1346	BEGIN 94 Program
041	1343	State HOME Funds, 1992
042	1344	State HOME Funds, 1993
052	1350	CalHome 06 Program
053	1351	BEGIN 06 Program
059	1352	Neighborhood Stabilization (NSP1)
066	1354	Neighborhood Stabilization (NSP3)
070	1301	Housing Admin
071	1363	LMI Housing
077	1301	Substandard Housing
380	0701	Housing Debt Service (HUD 108 Loan)
471	1363	LMI Housing Capital Improvement Projects

BUDGET DETAIL EXPENSES

018-1301 Housing							
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
552.13-00	Postage	162	240	300	300	300	300
552.14-00	Advertising	3,088	1,064	2,000	2,000	2,000	2,000
552.17-00	Professional Services	109,158	86,553	88,000	113,000	113,000	113,000
552.18-00	Travel and Meetings	1,372	385	2,000	2,000	2,000	2,000
552.29-00	Other Materials Supplies	126,063	98,386	640,141	563,972	845,502	845,502
	Supplies and Services	239,843	186,628	732,441	681,272	962,802	962,802
555.92-70	Interdept DSC-Hsng Admin	235,258	212,082	292,506	341,016	341,016	341,016
	Interdepartmental	235,258	212,082	292,506	341,016	341,016	341,016
938.93-80	Trsf-LMI Debt Svc (380)	302,610	267,610	282,350	271,585	0	0
	Other	302,610	267,610	282,350	271,585	0	0
948.93-50	Trsf-Streets/Signals(450)	21,111	167,231	141,410	133,410	133,410	133,410
	Other	21,111	167,231	141,410	133,410	133,410	133,410
958.93-57	Trsf-Water System Fu(557)	33,491	504,095	5	0	0	0
	Other	33,491	504,095	5	0	0	0
**	Housing	832,313	1,337,646	1,448,712	1,427,283	1,437,228	1,437,228

CDBG FUNDS

- 13-00 Postage expenses associated with implementing and maintaining the CDBG program.
- 14-00 Advertisement of CDBG grant application process, legal and public hearing notices, and program promotion.
- 17-00 Continuum of Care, Fair Housing, and other miscellaneous professional services.
- 18-00 U.S. Dept. of HUD workshops, trainings, and meetings.
- 20-00 Registration for Housing conferences, seminars, and other training programs
- 29-00 Funds available for rehabilitation/reconstruction assistance, first time home buyers assistance and other miscellaneous expenses.

HOME Funds

EXPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	306,249	146,138	956,134	601,916	601,916	601,916
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	306,249	146,138	956,134	601,916	601,916	601,916

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Federal Grants-HOME	233,056	119,413	573,515	531,296
Investment Earnings	90	161	0	620
Home Funds Loans	152,924	122,957	337,493	70,000
Other Revenues	79,821-	96,393-	45,126	0
TOTAL	306,249	146,138	956,134	601,916

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BUDGET DETAIL EXPENSES

033-1349 HOME Funds							
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
552.17-00	Professional Services	43,512	25,000	25,000	25,000	25,000	25,000
552.29-00	Other Materials Supplies	186,899	68,710	788,366	411,579	411,579	411,579
	Supplies and Services	230,411	93,710	813,366	436,579	436,579	436,579
555.92-70	Interdept DSC-Hsng Admin	75,838	52,428	142,768	165,337	165,337	165,337
	Interdepartmental	75,838	52,428	142,768	165,337	165,337	165,337
**	HOME Funds	306,249	146,138	956,134	601,916	601,916	601,916

HOME FUNDS

17-00 Funds for miscellaneous professional services.

29-00 Funds available for rehabilitation assistance, first time home buyers assistance, and Community Housing Development Organization (CHDO).

BUDGET DETAIL EXPENSES

034-1346 BEGIN Program							
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
552.29-00	Other Materials Supplies	0	0	38,276	62,700	62,700	62,700
	Supplies and Services	0	0	38,276	62,700	62,700	62,700
555.92-70	Interdept DSC-Hsng Admin	19,257	0	0	0	0	0
	Interdepartmental	19,257	0	0	0	0	0
**	BEGIN Program	19,257	0	38,276	62,700	62,700	62,700

FUND NO. 034
ACCOUNT NO. 1346

BEGIN PROGRAM

29-00 Funds available for first time home buyers assistance.

BUDGET DETAIL EXPENSES

052-1350 CAL HOME Grant							
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
552.17-00	Professional Services	0	100	0	0	0	0
552.29-00	Other Materials Supplies	0	0	93,172	116,519	116,519	116,519
	Supplies and Services	0	100	93,172	116,519	116,519	116,519
555.92-70	Interdept DSC-Hsng Admin	3,217	2,615	3,337	13,290	13,290	13,290
	Interdepartmental	3,217	2,615	3,337	13,290	13,290	13,290
**	CAL HOME Grant	3,217	2,715	96,509	129,809	129,809	129,809

FUND NO. 052
ACCOUNT NO. 1350

CALHOME-06 PROGRAM

29-00 Funds available for first time home buyers assistance.

BUDGET DETAIL EXPENSES

053-1351 BEGIN GRANTS							
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
552.29-00	Other Materials Supplies	0	0	27,885	29,863	29,863	29,863
	Supplies and Services	0	0	27,885	29,863	29,863	29,863
555.92-70	Interdept DSC-Hsng Admin	0	0	1,522	0	0	0
	Interdepartmental	0	0	1,522	0	0	0
**	BEGIN GRANTS	0	0	29,407	29,863	29,863	29,863

FUND NO. 053
ACCOUNT NO. 1351

BEGIN (SILVERLEAF) PROGRAM

29-00 Funds available for first time home buyers assistance.

Neighborhood Stablization

ACCOUNT NO. 1352

EXPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	215,663	65,799	281,978	60,368	69,368	69,368
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	79	51	0	0	0	0
 TOTAL	 215,742	 65,850	 281,978	 60,368	 69,368	 69,368

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Investment Earnings	1,172	1,269	1,170	2,300
Neighborhood Stabliz. Loans	7,195	22,005	4,020	4,600
Land Sales	411,518	0	0	0
Other Revenues	204,143	42,576	276,788	62,468
 TOTAL	 215,742	 65,850	 281,978	 69,368

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BUDGET DETAIL EXPENSES

059-1352 Neighborhood Stablization

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
552.17-00	Professional Services	35,470	0	0	0	0	0
552.29-00	Other Materials Supplies	115,115	54,899	281,978	60,368	69,368	69,368
	Supplies and Services	150,585	54,899	281,978	60,368	69,368	69,368
555.92-70	Interdept DSC-Hsng Admin	65,078	10,900	0	0	0	0
	Interdepartmental	65,078	10,900	0	0	0	0
918.93-08	Trsf-Sunset West (108)	47	51	0	0	0	0
918.93-21	Trsf-Ridgeview Meado(121)	32	0	0	0	0	0
	Other	79	51	0	0	0	0
**	Neighborhood Stablization	215,742	65,850	281,978	60,368	69,368	69,368

FUND NO. 059
ACCOUNT NO. 1352

NEIGHBORHOOD STABILIZATION PROGRAM 1 (NSP1)

29-00 Housing rehabilitation, maintenance and utility fees for homes purchased. Funds also available to provide mortgage assistance loans to qualified first-time home buyers to purchase foreclosed properties.

BUDGET DETAIL EXPENSES

066-1354 Neighborhood Program							
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
552.17-00	Professional Services	8,131	17,002	15,000	0	0	0
552.29-00	Other Materials Supplies	90,080	9,486	12,400	48,029	48,029	48,029
	Supplies and Services	98,211	26,488	27,400	48,029	48,029	48,029
555.92-70	Interdept DSC-Hsng Admin	25,571	8,027	13,550	9,156	9,156	9,156
	Interdepartmental	25,571	8,027	13,550	9,156	9,156	9,156
**	Neighborhood Program	123,782	34,515	40,950	57,185	57,185	57,185

NEIGHBORHOOD STABILIZATION PROGRAM 3 (NSP3)

- 17-00 Professional Service expenses for Realtor Contracts, Landscaping Contracts, and House Cleaning Contracts.

- 29-00 Funds available to purchase foreclosed properties, rehabilitate the homes if needed, pay for maintenance and utility fees, and re-sell to low-moderate income qualified persons. Funds also available to provide mortgage assistance loans to qualified first-time home buyers to purchase foreclosed properties.

Ca1HOME Grant 2012

EXPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	85,000	261,644	0	520	520	520
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	85,000	261,644	0	520	520	520

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Ca1 HOME Grant	85,000	261,644	0	0
Other Revenues	0	0	0	520
TOTAL	85,000	261,644	0	520

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BUDGET DETAIL EXPENSES

069-1357 CalHOME Grant 2012							
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
552.29-00	Other Materials Supplies	56,000	248,143	0	520	520	520
	Supplies and Services	56,000	248,143	0	520	520	520
555.92-70	Interdept DSC-Hsng Admin	29,000	13,501	0	0	0	0
	Interdepartmental	29,000	13,501	0	0	0	0
**	CalHOME Grant 2012	85,000	261,644	0	520	520	520

FUND NO. 069
ACCOUNT NO. 1357

CALHOME-12 PROGRAM

29-00 Funds available for first time home buyers assistance and owner-occupied housing rehabilitation.

Housing

ACCOUNT NO. 1301

EXPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18
Personnel Expenses	313,797	303,424	280,658	284,315	305,644	305,644
Supplies and Services	229,310	63,055	255,553	391,145	369,808	369,808
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	543,107	366,479	536,211	675,460	675,452	675,452

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
PERS-EE Share 2.5% @ 55	15,114	11,585	11,770	11,272
PERS-EE Share 2% @ 62	0	1,554	0	739
Personnel Time ChargedCIP	0	20,620	0	0
Interdept DSR-Housing	235,258	212,082	292,506	341,016
Interdept DSR-FederalHome	75,838	52,428	142,768	165,337
Interdept DSR-BEGIN Prgm	19,257	0	0	0
Interdept DSR-Begin Grant	0	0	1,522	0
Interdept DSR-Home 92	20,089	10,408	0	0
Interdept DSR-Home 93	47,864	60,034	0	0
Interdept DSR-NSP1	65,078	10,900	0	0
Interdept DSR-CAL HOME	3,217	2,615	3,337	13,290
Interdept DSR-NSP3	25,571	8,027	13,550	9,156
Interdept DSR-CalHome12	29,000	13,501	0	0
Other Revenues	6,821	37,275-	70,758	134,642
TOTAL	543,107	366,479	536,211	675,452

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PERSONNEL	Number of Positions			
	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
Housing Finance Specialist	1.00	1.00	1.00	1.00
Housing Program Supervisor	1.00	1.00	1.00	1.00
Dir. Devel. Svc	.10	.10	.10	.10
TOTAL	2.10	2.10	2.10	2.10

BUDGET DETAIL EXPENSES

070-1301 Housing							
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
551.01-00	Regular Salaries	173,497	173,319	150,456	155,888	155,888	155,888
551.03-00	Extra Help	0	0	0	0	21,744	21,744
551.04-01	Regular Overtime	160	306	0	0	0	0
551.10-02	Unused Sick Leave	303	309	0	0	0	0
551.10-05	Retirement PERS Classic	40,566	38,135	39,486	11,190	11,190	11,190
551.10-06	Social Security-OASDI	10,130	10,273	8,625	9,459	9,459	9,459
551.10-07	Social Security-Medicare	2,414	2,446	2,047	2,212	2,528	2,528
551.10-10	Retirement-PERS New Membr	0	5,996	7,991	918	918	918
551.10-12	Workers Compensation	10,456	5,504	5,426	5,249	5,204	5,204
551.10-20	Earned Benefit	2,899	4,625	526	6,554	6,554	6,554
551.10-24	Vehicle Allowance	827	813	778	770	770	770
551.10-27	PTS Plan FICA Alternative	0	0	0	0	283	283
551.10-33	Core Allowance	52,301	41,145	41,827	43,803	43,803	43,803
551.10-35	Post Employment Benefits	20,244	20,553	23,496	18,950	18,950	18,950
551.10-73	Retirement UAL Misc	0	0	0	17,311	16,342	16,342
551.10-75	Ret-EE Share PERS Classic	0	0	0	11,272	11,272	11,272
551.10-77	Ret-EE Share PERS NewMemb	0	0	0	739	739	739
Personnel Services		313,797	303,424	280,658	284,315	305,644	305,644
552.12-00	Telephone	2,101	1,605	1,650	120	120	120
552.13-00	Postage	106	167	200	200	200	200
552.14-00	Advertising	47	0	500	500	500	500
552.15-00	Office Supplies	1,888	4,775	3,000	3,000	3,000	3,000
552.17-00	Professional Services	0	9,640	3,000	3,000	3,000	3,000
552.18-00	Travel and Meetings	813	2,841	2,000	2,000	2,000	2,000
552.20-00	Training Expense	1,614	1,913	1,500	1,500	1,500	1,500
552.22-00	Office Equipment O & M	0	0	0	4,500	4,500	4,500
552.23-00	Vehicle Operations/Maint	783	0	0	0	0	0
552.24-00	Memberships, Subscription	2,403	3,153	3,297	4,300	4,300	4,300
552.29-00	Other Materials Supplies	7,930	8,121	140,406	267,990	246,497	246,497
552.30-01	Dept Share of Insurance	4,367	930	4,052	4,052	4,052	4,052
552.34-00	Contingency Reserve	0	0	25,000	25,000	25,000	25,000
552.35-84	Retro Fee Expense	0	50	0	0	0	0
552.38-00	Support Services	62,183	7,586	17,841	17,841	17,841	17,841
552.45-00	Facilities Maint Charge	27,023	4,694	10,752	14,787	14,943	14,943
Supplies and Services		111,258	45,475	213,198	348,790	327,453	327,453
554.91-01	Adm Exp-City Manager	12,125	2,744	7,906	7,906	7,906	7,906
554.91-02	Adm Exp-City Attorney	13,253	596	1,323	1,323	1,323	1,323
554.91-03	Adm Exp-City Clerk	24,848	2,190	2,713	2,713	2,713	2,713
554.91-09	Adm Exp-Finance	55,326	9,790	26,913	26,913	26,913	26,913
554.91-10	Adm Exp-Purchasing	7,062	1,162	3,500	3,500	3,500	3,500
554.91-16	Adm Exp-City Council	5,438	1,098	0	0	0	0
Administrative		118,052	17,580	42,355	42,355	42,355	42,355
**	Housing	543,107	366,479	536,211	675,460	675,452	675,452

HOUSING

- 12-00 Telephone expenses associated with implementing and maintaining Housing programs.
- 13-00 Postage expenses associated with implementing and maintaining Housing programs.
- 14-00 Public hearing notices and other advertising.
- 15-00 Office supplies for implementing and maintaining Housing programs.
- 17-00 Annual audit costs, translation services and other miscellaneous professional services.
- 18-00 Miscellaneous trainings and meetings.
- 20-00 Registration for miscellaneous conferences, seminars, and other training programs.
- 22-00 Office Equipment O & M.
- 24-00 Merced Sun-Star subscription, Merced County Times subscription and PC licensing fees.
- 29-00 Funds available for vacant lot and vacant home upkeep and repairs.

BUDGET DETAIL EXPENSES

071-1363 City Housing							
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
552.29-00	Other Materials Supplies	0	0	431,962	571,533	572,044	572,044
	Supplies and Services	0	0	431,962	571,533	572,044	572,044
554.91-01	Adm Exp-City Manager	192	1,828	2,744	3,512	3,863	3,863
554.91-02	Adm Exp-City Attorney	91	397	541	1,057	1,027	1,027
554.91-03	Adm Exp-City Clerk	327	1,143	1,405	1,588	1,579	1,579
554.91-09	Adm Exp-Finance	877	6,520	7,824	10,077	10,271	10,271
554.91-10	Adm Exp-Purchasing	112	775	1,043	1,271	1,249	1,249
554.91-16	Adm Exp-City Council	86	731	874	1,054	1,059	1,059
	Administrative	1,685	11,394	14,431	18,559	19,048	19,048
**	City Housing	1,685	11,394	446,393	590,092	591,092	591,092

FUND NO. 071
ACCOUNT NO. 1363

LMI HOUSING

17-00 Supplies and Services / Professional Services – Not actively used.

29-00 Supplies and Services / Other Materials Supplies – Not actively used.

BUDGET DETAIL EXPENSES

077-1301 Housing							
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
552.29-00	Other Materials Supplies	0	0	0	0	50,000	50,000
	Supplies and Services	0	0	0	0	50,000	50,000
**	Housing	0	0	0	0	50,000	50,000

FUND NO. 077
ACCOUNT NO. 1301

SUBSTANDARD HOUSING

29-00 Supplies and Services / Other Materials Supplies

BUDGET DETAIL EXPENSES

380-0701 Finance							
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
706.71-06	Principal Loans	200,000	200,000	200,000	200,000	200,000	200,000
706.72-06	Interest Loans	102,610	92,610	82,350	71,870	71,870	71,870
	Debt Services	302,610	292,610	282,350	271,870	271,870	271,870
**	Finance	302,610	292,610	282,350	271,870	271,870	271,870

FUND NO. 380
ACCOUNT NO. 0701

HOUSING DEBT SERVICE

00-00 Monies are transferred from Fund 018 to Fund 380 to reimburse the HUD 108 Loan Payment. Payments are wired transferred bi-annually to HUD.

BUDGET DETAIL EXPENSES

471-1363 City Housing							
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
552.17-00	Professional Services	11,947	810,288	0	0	0	0
	Supplies and Services	11,947	810,288	0	0	0	0
617.65-00	Capital Imp. Projects	0	0	252,082	240,964	240,964	240,964
	Capital Outlay	0	0	252,082	240,964	240,964	240,964
948.93-50	Trsf-Streets/Signals(450)	0	0	4,436	4,436	4,436	4,436
	Other	0	0	4,436	4,436	4,436	4,436
**	City Housing	11,947	810,288	256,518	245,400	245,400	245,400

FUND NO. 471
ACCOUNT NO. 1363

LMI HOUSING CAPITAL IMPROVEMENTS PROJECTS

17-00 Supplies and Services / Professional Services – Not actively used.