

PUBLIC WORKS DEPARTMENT

“CUSTOMER SERVICE WITH QUALITY CARE”

DESCRIPTION

Through a continuing process of employee involvement, the Public Works Department has adopted the following mission and value statements as a foundation for all of the Department's activities.

OUR VISION

To be known as an exceptional organization providing a wide variety of essential services to the communities of Merced and one another, with the highest level of safety, integrity, selflessness, professionalism, and efficiency.

MISSION

In order to accomplish our vision we are committed to:

- Provide exceptional customer service through a unified team of dedicated, professional and selfless employees.
- Enhance our quality workforce through training, development and advancement opportunities.
- Provide a safe and healthy working, living and growing environment for all.
- Build collaborative partnerships with those we serve.
- Partner with and support other first responder organizations to address emergency needs (floods, wind storm damage, major incident traffic control) within the community when they occur.
- The Department strives to protect the City's investment in its infrastructure and public facilities, plans for future improvements to address changing needs, and ensure the health and safety of the community in the most efficient and cost effective manner.
- Finally, but not least, working in close concert with achieving the goals and priorities set forth in the City Manager's fiscal year budget and as well as those set by the Council.

PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS - ADMINISTRATION
FUND NO. 029
ACCOUNT NO. 1102

DESCRIPTION

The Public Works Administration Division provides administrative support to the Fleet, Facilities, Solid Waste, Streets, Parks, Trees, Water, Storm Drains, Sewer, Water Quality Control and the Wastewater Treatment Divisions, while providing responsive quality service to the general public.

MISSION

Provide and maintain excellent customer service through strategic planning, budgeting, administrative management, and service support for the Public Works Department. Ensure employee health and safety is maintained, while providing quality customer service to both internal and external customers.

GOALS

- Establish a culture and reputation of providing superior customer service to both internal and external customers.
- Continue to promote and conduct trainings for a safe working environment for Public Works employees.
- Promote Geographical Information Systems (GIS) technology to enhance internal and external customer service needs.
- Pursue “Green” opportunities and improve cost efficiency to ensure customers receive the highest level of energy efficient environmental friendly service at the lowest cost when compared to other agencies, both public and private.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

1. Enhance customer relations.

Continue to upgrade the Public Works web pages quarterly; providing up-to-date information regarding operations, services, and activities. Monitor and post useful Public Works information on The Streets of Merced Facebook page.

PUBLIC WORKS - ADMINISTRATION

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| 2. Promote safety in the work place. | Conduct general and OSHA required safety training programs for new hires and annually for all Public Works personnel, including annual refresher course of the Injury and Illness Prevention Program. |
| | Monitor and review both vehicle and personnel accidents with Safety Committee and Risk Control Committee monthly to identify causes and implement loss prevention methods. |
| | Hold "All-Hands" safety training meetings once quarterly. |
| | Promote workplace safety through coordination with the Risk Management Authority by hosting and/or attending risk management training events. Host one RMA event per year. |
| 3. Provide appropriate training opportunities consistent with the needs of the Administration staff. | Average 16 hours training per employee annually. |
| | Maintain Standard Operating Procedures Manual to aid in training Administrative staff. Revise and add procedures as needed. |
| 4. Collaborate with Engineering to identify areas where Public Works Standards need revision. | Review standards which apply to Public Works annually, and coordinate needed revisions with Engineering Department. |

PUBLIC WORKS - ADMINISTRATION

5. Collaborate with Engineering Department to develop and implement a citywide GIS program.

Continue working with the Water Division to obtain and map GPS coordinates for next 20% of the water valves. Mapping to include all pertinent valve information for each type of property. (GPS coordinates have been mapped for 35% of the existing water valves.)

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

2017/2018 Budget Highlights

Continue to incorporate technology-driven cost accounting, customer service and management systems to decrease costs, identify weaknesses to improve service, and meet customer demands. In an effort to coordinate the daily efforts of the admin staff, this budget upgrades and existing vacant secretary I/II position to a Secretary III position. Budget constraints on the Department's general fund operations have caused increased contact from affected customers with the Administration Division in the past, and may continue to do so in the coming fiscal year.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
Dir of Public Works	1.00	1.00	1.00	1.00
Safety Specialist/Trainee	1.00	1.00	1.00	1.00
Deputy PW Director	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Secretary I/II	3.95	4.25	3.25	3.25
GIS Coordinator	1.25	1.00	1.00	1.00
Systems Technician I/II/III	1.00	1.00	1.00	1.00
Acctg. Technician	1.00	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00	1.00
Account Clerk I/II/III	1.25	1.25	1.25	1.25
Clerk Typist I/II	1.00	1.00	1.00	1.00
Secretary III			1.00	1.00
TOTAL	14.45	14.50	14.50	14.50

BUDGET DETAIL EXPENSES

029-1102	Public Works Oper. Admin						
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
531.01-00	Regular Salaries	838,873	651,859	878,136	896,223	907,834	907,834
531.03-00	Extra Help	674	2,919	0	0	0	0
531.04-01	Regular Overtime	6,603	9,722	8,589	8,831	8,831	8,831
531.10-02	Unused Sick Leave	1,896	0	0	0	0	0
531.10-05	Retirement PERS Classic	196,139	147,798	159,212	43,317	43,317	43,317
531.10-06	Social Security-OASDI	51,479	41,024	53,159	54,366	55,086	55,086
531.10-07	Social Security-Medicare	12,362	10,339	12,660	12,930	13,098	13,098
531.10-10	Retirement-PERS New Membr	0	18,426	66,919	26,292	27,194	27,194
531.10-12	Workers Compensation	11,573	8,898	7,610	2,724	2,549	2,549
531.10-20	Earned Benefit	28,861	66,944	6,757	6,936	6,936	6,936
531.10-21	Bilingual Pay Program	1,070	1,207	1,020	1,200	1,200	1,200
531.10-23	Uniform Cleaning	233-	0	0	0	0	0
531.10-27	PTS Plan FICA Alternative	7	38	0	0	0	0
531.10-33	Core Allowance	206,297	221,476	215,315	241,072	241,072	241,072
531.10-35	Post Employment Benefits	24,331	24,950	27,433	28,454	28,454	28,454
531.10-73	Retirement UAL Misc	0	0	0	99,524	95,172	95,172
531.10-75	Ret-EE Share PERS Classic	0	0	0	43,571	43,571	43,571
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	21,157	21,883	21,883
Personnel Services		1,379,932	1,205,600	1,436,810	1,486,597	1,496,197	1,496,197
532.11-00	Utilities	14,741	14,899	26,034	18,239	18,239	18,239
532.12-00	Telephone	3,095	1,921	2,259	4,035	4,035	4,035
532.13-00	Postage	698	700	729	739	739	739
532.15-00	Office Supplies	22,712	40,714	39,163	28,000	28,000	28,000
532.17-00	Professional Services	16,395	16,395	16,300	17,110	17,110	17,110
532.18-00	Travel and Meetings	5,854	4,730	6,312	10,922	10,922	10,922
532.20-00	Training Expense	8,802	4,954	6,750	10,745	10,745	10,745
532.21-00	Rents/Leases	2,745	2,811	3,820	3,820	3,820	3,820
532.22-00	Office Equipment O & M	0	0	1,000	1,000	1,000	1,000
532.23-00	Vehicle Operations/Maint	9,360	9,196	8,900	2,157	2,157	2,157
532.24-00	Memberships, Subscription	11,885	11,153	15,802	17,306	17,306	17,306
532.25-00	Maintenance Matls & Svcs	5,364	27,721	14,815	8,426	8,224	8,224
532.26-00	Other Equipment O & M	0	0	1,369	0	0	0
532.28-00	Safety Supplies	5,786	4,578	8,800	11,070	11,070	11,070
532.30-01	Dept Share of Insurance	16,212	20,510	23,892	25,723	24,603	24,603
532.32-00	Vehicle Replacement Fee	16,317	16,317	11,354	10,047	10,047	10,047
532.38-00	Support Services	122,129	109,041	116,866	178,311	180,978	180,978
532.45-00	Facilities Maint Charge	41,268	50,327	68,196	66,430	80,630	80,630
532.46-00	Computer Replacement Chrg	46,757	47,541	59,253	0	0	0
Supplies and Services		350,120	383,508	431,614	414,080	429,625	429,625
534.91-03	Adm Exp-City Clerk	33	29	56	0	0	0
Administrative		33	29	56	0	0	0
535.92-17	Interdept DSC-Develop Svc	6,345	6,451	6,644	5,235	5,235	5,235
535.92-72	Interdept DSC-Supprt Sr	0	0	3,170	3,452	3,452	3,452
Interdepartmental		6,345	6,451	9,814	8,687	8,687	8,687
968.93-71	Trsf-Facilities Main(671)	3,297	3,415	3,538	3,664	3,664	3,664
Other		3,297	3,415	3,538	3,664	3,664	3,664
**	Public Works Oper. Admin	1,739,727	1,599,003	1,881,832	1,913,028	1,938,173	1,938,173

PUBLIC WORKS OPERATIONS – ADMINISTRATION

- 12-00 Office & cellular phones, telephone listing, two-way radio circuits and cell phone data plans
- 18-00 Geographical Information System, OSHA Training, and Public Works Officers Institute
- 24-00 Personal Computer Licensing, CAL-OSHA Reporter, and American Public Works Association membership
- 28-00 Department Recognition Safety Awards, Safety training aids, video rentals, Public Works Safety Awareness Week, and first aid supplies.

FOOTNOTE: A portion of administrative costs are recovered through Direct Service Charges to Public Works divisions, with remaining general administration expenses spread based on number of employees and operating budget.

STREETS AND STREETLIGHTS

STREET AND STREETLIGHT MAINTENANCE

FUND NO. 022

ACCOUNT NO. 1104

DESCRIPTION

The Street and Streetlight Maintenance Division performs all necessary maintenance and repairs to all city infrastructure located within the City's public right-of-ways, to include city streets, sidewalks, curb and gutters, street lights, traffic signals, signs, and pavement markings.

MISSION

Perform all maintenance with a high level of professionalism and quality, ensuring the City's infrastructure is maintained in a safe and reliable manner.

GOALS

- ◇ Ensure our street and sidewalk work orders are inspected, repaired or preventive maintenance is performed in accordance with best management practices as revenue and staffing available.
- ◇ Continue to implement new procedures, private contracts and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service and minimize costs.
- ◇ Continue management of the annual leaf collection program.

OBJECTIVES

1. Continue ongoing Street Maintenance Program to maintain street integrity through an aggressive inspection and replacement program.

PERFORMANCE

MEASUREMENTS/INDICATORS

Replace 10,000-sq. ft. of asphalt, utilizing city forces, as weather and staff are available by June 2018. Contingent on availability of funding.

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

Work closely with the Engineering department on capital projects to ensure all aspects of projects are covered prior to construction.

STREET AND STREETLIGHT MAINTENANCE

2. Continue Sidewalk Maintenance Program to remove tripping hazards, using city forces and private contractors. Install ADA ramps as prioritized through inspection and Engineering's ADA ramp project list.

Shave/Saw cut 500 trip hazards by June 2018.

Remove and Replace 25 trip hazards utilizing the Sidewalk Program.

Replace temporary patches, due to utility cuts in streets asphalt repairs as limited staffing and weather conditions permit.

Work with the Engineering Department on the identifying and installation of ADA ramps at strategic locations with emphasis on schools, hospitals, and businesses with curbs restricting ADA access.
3. Continue Traffic Signal and Streetlight Maintenance Program.

Continue 2-hour maximum response to reported traffic signal problems and 48-hour maximum response time to reported streetlight outages. Tracking accomplished through current work order system.

Continue to research technological improvements to determine how they may benefit the city's traffic signal and streetlight maintenance program.
4. Continue Street Signs and Traffic Pavement Markings Maintenance Program with focus on meeting MUTCD regulatory retro-reflectivity standards by 2018.

Complete annual repainting of all STOP's, centerline, bike lane, and fog line striping by June 2018.

Conduct annual sign survey to identify necessary repairs or replacements in Area 6 (North of Yosemite Ave to City Limits) City is divided into 6 areas, completion of project 2018.

Coordinate with Traffic Committee and Engineering Department to ensure completion of all new sign ordinance changes and requests within one week of allowed installation date.

STREET AND STREETLIGHT MAINTENANCE

2017-2018 BUDGET HIGHLIGHTS

The SB1 funding along with the addition of Measure V funds will add much needed funds to the Street Division, which will allow the City to do much more than has been done in the past and will address some of the road maintenance/repairs that has been long deferred.

BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance						
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
531.01-00	Regular Salaries	362,779	376,326	426,193	379,329	379,329	379,329
531.03-00	Extra Help	30,791	32,813	34,118	36,730	36,730	36,730
531.04-01	Regular Overtime	69,853	69,727	67,315	70,252	70,252	70,252
531.04-04	Call Back Time Worked	5,231	4,565	6,498	7,224	7,224	7,224
531.10-05	Retirement PERS Classic	57,766	69,727	76,241	19,567	19,567	19,567
531.10-06	Social Security-OASDI	28,092	29,490	32,715	30,029	30,029	30,029
531.10-07	Social Security-Medicare	7,021	7,375	8,146	7,555	7,555	7,555
531.10-08	State Unemployment	18,453	2,746	4,608	0	0	0
531.10-09	Retirement-PERS Lateral	9,031	10,727	11,652	0	0	0
531.10-10	Retirement-PERS New Membr	10,174	14,752	22,152	9,940	9,940	9,940
531.10-12	Workers Compensation	61,518	45,898	33,556	57,673	56,618	56,618
531.10-17	Stand By Pay	24,720	25,605	29,912	31,354	31,354	31,354
531.10-20	Earned Benefit	41,496	7,798	4,658	5,060	5,060	5,060
531.10-21	Bilingual Pay Program	873	483	480	960	960	960
531.10-23	Uniform Cleaning	3,171	2,459	2,015	2,683	2,683	2,683
531.10-27	PTS Plan FICA Alternative	405	429	444	477	477	477
531.10-33	Core Allowance	100,926	105,173	119,435	116,012	116,012	116,012
531.10-35	Post Employment Benefits	41,288	49,906	39,931	41,623	41,623	41,623
531.10-73	Retirement UAL Misc	0	0	0	42,124	39,767	39,767
531.10-75	Ret-EE Share PERS Classic	0	0	0	19,647	19,647	19,647
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	7,998	7,998	7,998
Personnel Services		873,588	855,999	920,069	886,237	882,825	882,825
532.11-00	Utilities	392,157	403,534	403,923	432,841	432,841	432,841
532.12-00	Telephone	3,627	1,818	2,211	2,277	2,277	2,277
532.13-00	Postage	215	108	250	425	425	425
532.17-00	Professional Services	85,122	81,653	122,133	141,289	141,289	141,289
532.18-00	Travel and Meetings	1,655	468	5,625	5,793	5,793	5,793
532.20-00	Training Expense	3,547	3,114	4,402	4,534	4,534	4,534
532.21-00	Rents/Leases	200	240	344	440	440	440
532.23-00	Vehicle Operations/Maint	140,346	125,256	120,509	133,683	133,683	133,683
532.24-00	Memberships, Subscription	1,206	1,241	1,546	1,545	1,545	1,545
532.25-00	Maintenance Mats & Svcs	271,733	336,091	320,953	313,589	310,845	310,845
532.26-00	Other Equipment O & M	2,573	2,795	5,074	5,074	5,074	5,074
532.27-00	Small Tools	1,923	2,298	3,150	3,244	3,244	3,244
532.28-00	Safety Supplies	2,554	3,083	4,420	4,552	4,552	4,552
532.30-01	Dept Share of Insurance	23,126	43,205	57,749	75,723	75,105	75,105
532.30-24	Subrogation Claims Exp	0	0	0	96,000	96,000	96,000
532.35-84	Retro Fee Expense	100	200	0	0	0	0
532.38-00	Support Services	38,558	42,547	45,867	39,423	37,894	37,894
532.45-00	Facilities Maint Charge	8,899	17,207	19,714	20,578	20,285	20,285
Supplies and Services		977,541	1,064,858	1,117,870	1,281,010	1,275,826	1,275,826
534.91-01	Adm Exp-City Manager	10,523	15,969	20,161	22,733	24,919	24,919
534.91-02	Adm Exp-City Attorney	6,617	3,469	3,978	6,839	6,625	6,625
534.91-03	Adm Exp-City Clerk	17,950	9,988	10,326	10,277	10,186	10,186
534.91-09	Adm Exp-Finance	48,017	56,963	57,482	65,222	66,261	66,261
534.91-10	Adm Exp-Purchasing	6,129	6,769	7,663	8,227	8,059	8,059
534.91-11	Adm Exp-Public Works	44,236	43,174	41,203	40,269	38,903	38,903
534.91-16	Adm Exp-City Council	4,720	6,389	6,421	6,819	6,832	6,832
Administrative		138,192	142,721	147,234	160,386	161,785	161,785
535.92-17	Interdept DSC-Develop Svc	187,840	194,436	186,977	175,952	175,952	175,952
535.92-29	Interdept DSC-Pub Works	57,031	62,017	62,479	61,488	61,488	61,488

BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance						
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
535.92-53	Interdept DSC-Wastewater	0	261	406	159	159	159
535.92-72	Interdept DSC-Supprt Sr	230	346	247	247	247	247
	Interdepartmental	245,101	257,060	250,109	237,846	237,846	237,846
948.93-50	Trsf-Streets/Signals(450)	3,348	97,984	97,984	0	0	0
	Other	3,348	97,984	97,984	0	0	0
968.93-71	Trsf-Facilities Main(671)	291,975	302,454	313,300	324,526	324,526	324,526
968.93-72	Trsf-Support Service(672)	0	3,673	0	0	0	0
	Other	291,975	306,127	313,300	324,526	324,526	324,526
**	Street/Light Maintenance	2,529,745	2,724,749	2,846,566	2,890,005	2,882,808	2,882,808

STREET AND STREETLIGHT MAINTENANCE

- 11-00 Includes electrical services for streetlights/traffic signals, and share of Corporation Yard utilities

- 17-00 DMV drivers' license upgrades and renewals. Cal Trans traffic signal controller maintenance, State Controllers Report, hazardous material disposal, contract landscape maintenance for street center-medians, and "G" Street undercrossing

- 21-00 Rental of compact asphalt roller and air gas torches, security alarm service at traffic/signal light warehouse, and shared copier machine maintenance

- 24-00 Underground Service Alert (USA), International Municipal Signal Association (IMSA), and Traffic Signal Association

- 26-00 Replacement of concrete grinder blades, and miscellaneous tools

STREET AND STREETLIGHT MAINTENANCE

MEASURE "C" FUND-PUBLIC WORKS

FUND NO. 061

ACCOUNT NO. 1126

PROGRAM

Measure C Fund accounts for one-half cent new transactions and use taxes effective April 1, 2006. The Measure was approved by area voters. Account Number 1126 is used for the public works related expenditures from the revenues.

BUDGET DETAIL EXPENSES

061-1126 Measure "C"- Public Works							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
532.25-00	Maintenance Matls & Svcs	178,714	0	0	0	0	0
532.38-00	Support Services	77	56	79	58	48	48
	Supplies and Services	178,791	56	79	58	48	48
534.91-01	Adm Exp-City Manager	969	769	1,555	1,294	1,460	1,460
534.91-02	Adm Exp-City Attorney	293	167	307	389	388	388
534.91-03	Adm Exp-City Clerk	2,287	481	796	585	597	597
534.91-09	Adm Exp-Finance	4,423	2,743	4,433	3,712	3,881	3,881
534.91-10	Adm Exp-Purchasing	565	326	591	468	472	472
534.91-16	Adm Exp-City Council	435	308	495	388	400	400
	Administrative	8,972	4,794	8,177	6,836	7,198	7,198
637.65-00	Capital Imp. Projects	408,399	64,788	0	0	0	0
	Capital Outlay	408,399	64,788	0	0	0	0
908.93-22	Trsf-Street Maint/Lt(022)	0	374,689	446,346	121,279	62,000	62,000
	Other	0	374,689	446,346	121,279	62,000	62,000
**	Measure "C"- Public Works	596,162	444,327	454,602	128,173	69,246	69,246

STREET AND STREETLIGHT MAINTENANCE

MEASURE "V" FUND-PUBLIC WORKS
FUND NO. 075
ACCOUNT NO. 1145

PROGRAM

Measure V Fund accounts for one-half cent new transactions and use taxes effective April 1, 2017. The Measure was approved by area voters. Account Number 1145 is used for the public works related expenditures from the revenues.

BUDGET DETAIL EXPENSES

075-1145 Measure "V"-Public Works							
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
637.65-00	Capital Imp. Projects	0	0	0	1,554,461	1,554,461	1,554,461
	Capital Outlay	0	0	0	1,554,461	1,554,461	1,554,461
**	Measure "V"-Public Works	0	0	0	1,554,461	1,554,461	1,554,461

STREET AND STREETLIGHT MAINTENANCE

CAPITAL IMPROVEMENT PROJECT FUND

FUND NO. 450

ACCOUNT NO. 1104

PROGRAM

Funds received from State and Federal services are held in separate fund accounts until projects are awarded, necessitating their expenditure. Project funds are then transferred to the Streets and Signals CIP Fund for project tracking and expenditure.

The revenues are accounted for in separate fund accounts to meet the subventing agencies' auditing and accounting requirements.

BUDGET DETAIL EXPENSES

450-1104	Street/Light CIP			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
637.65-00	Capital Imp. Projects	2,669,128	1,436,205	6,042,930	10,866,371	10,866,562	10,866,562
	Capital Outlay	2,669,128	1,436,205	6,042,930	10,866,371	10,866,562	10,866,562
908.93-22	Trsf-Street Maint/Lt(022)	5,309	0	0	0	0	0
908.93-25	Trsf-STP Fund (025)	157,144	39,115	32,105	4,281	4,281	4,281
908.93-44	Trsf-Facilities Road(044)	558	0	0	0	0	0
	Other	163,011	39,115	32,105	4,281	4,281	4,281
**	Street/Light CIP	2,832,139	1,475,320	6,075,035	10,870,652	10,870,843	10,870,843

PARKS MAINTENANCE

PARKS MAINTENANCE
FUND NO. 001 & 158
ACCOUNT NO. 1120 & 1137

DESCRIPTION

The Parks division is responsible for the landscape maintenance of approximately 342 acres of municipal parks, landscaped areas, traffic medians, athletic fields, and open land areas, while maintaining approximately 19 miles of associated bikeways.

MISSION

Parks Maintenance mission is to enrich the quality of life for the Merced communities. This will be achieved by providing exceptional parks and diverse recreational experiences for all patrons, building community image and sense of place, while preserving and protecting our City's natural resources.

GOALS

- ◇ Continue providing support to the Parks and Community Services Department and to the public for recreational needs. Maintain the health and condition of all public landscape areas throughout the City.
- ◇ Maintain a comprehensive herbicide and pesticide application program to sustain the health and condition of landscape areas, parks, and urban forest, while enhancing the usefulness of public facilities and open space.
- ◇ Collaborate with UC Merced and Community Service groups on beautification projects throughout the communities.
- ◇ Promote health and encourage exercise among residents and visitors by maintaining and upgrading the bicycle and footpath system throughout the City.
- ◇ Assist Street Division in the management of the annual leaf collection program.
- ◇ Ensure maintenance districts and community facilities are maintained by private landscape contractor(s) as specified by the contract.

PARKS MAINTENANCE

OBJECTIVES

**PERFORMANCE
MEASUREMENTS/INDICATORS**

- | | |
|---|---|
| 1. In collaboration with Merced Garden Club, continue Rose-Garden upgrades and pruning. | Replace rose bushes as needed of the 200 rose bushes in the Rose Garden annually. Monitor irrigation schedules to ensure optimal moisture to rose bushes in all beds. |
| 2. Vegetation and fire reduction management within the city utility right-of-ways. | Apply herbicide applications annually as needed or in response to a customer service request. |
| 3. Ensure maintenance district landscape areas are maintained by private landscape contractor(s) as specified by contract language. | Inspect maintenance district and CFD landscaping monthly. Document findings in monthly reports to contractor and Department Head, as well as ensuring deficiencies are corrected when identified. |

2017/2018 Budget Highlights

This year's budget includes two (2) irrigation specialist which will be of great benefit is addressing the many maintenance issues with the City's parks.

BUDGET DETAIL EXPENSES

001-1120 Parks Maintenance							
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
531.01-00	Regular Salaries	282,090	280,006	290,863	289,269	380,165	380,165
531.03-00	Extra Help	0	32,480	34,118	34,964	0	0
531.04-01	Regular Overtime	17,268	14,697	16,867	17,857	17,857	17,857
531.04-04	Call Back Time Worked	2,654	2,693	2,541	2,670	2,670	2,670
531.10-05	Retirement PERS Classic	62,434	69,602	72,943	18,477	18,477	18,477
531.10-06	Social Security-OASDI	18,415	18,053	19,203	19,117	24,752	24,752
531.10-07	Social Security-Medicare	4,307	4,693	4,986	4,978	5,789	5,789
531.10-10	Retirement-PERS New Membr	3,245	2,276	3,182	4,039	11,099	11,099
531.10-12	Workers Compensation	119,225	53,708	47,745	47,748	49,742	49,742
531.10-17	Stand By Pay	3,680	3,176	2,517	2,645	2,645	2,645
531.10-20	Earned Benefit	347	634	5,383	5,520	5,520	5,520
531.10-21	Bilingual Pay Program	239	241	240	240	240	240
531.10-23	Uniform Cleaning	900	1,220	1,356	2,519	2,519	2,519
531.10-27	PTS Plan FICA Alternative	0	423	444	454	0	0
531.10-33	Core Allowance	94,894	94,958	93,307	101,492	143,209	143,209
531.10-35	Post Employment Benefits	86,251	96,307	78,506	75,942	75,942	75,942
531.10-73	Retirement UAL Misc	0	0	0	32,123	39,854	39,854
531.10-75	Ret-EE Share PERS Classic	0	0	0	18,454	18,454	18,454
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	3,250	8,931	8,931
Personnel Services		695,949	675,167	674,201	681,758	807,865	807,865
532.11-00	Utilities	320,633	235,389	349,619	360,108	354,473	354,473
532.12-00	Telephone	646	655	436	449	449	449
532.17-00	Professional Services	181,403	179,840	202,278	210,851	230,851	230,851
532.18-00	Travel and Meetings	502	144	620	638	638	638
532.20-00	Training Expense	475	714	500	500	500	500
532.21-00	Rents/Leases	549	0	1,095	1,127	1,127	1,127
532.23-00	Vehicle Operations/Maint	52,475	56,768	57,100	54,657	54,657	54,657
532.24-00	Memberships, Subscription	2,562	2,562	1,580	1,580	1,580	1,580
532.25-00	Maintenance Matls & Svcs	42,718	32,366	44,522	45,851	45,851	45,851
532.26-00	Other Equipment O & M	38	935	1,577	1,624	1,624	1,624
532.27-00	Small Tools	2,132	1,974	2,660	2,739	2,739	2,739
532.28-00	Safety Supplies	1,477	2,199	2,154	2,218	2,218	2,218
532.29-00	Other Materials Supplies	12,521	9,521	23,251	23,948	23,948	23,948
532.30-01	Dept Share of Insurance	11,614	18,764	24,498	24,673	26,997	26,997
532.35-84	Retro Fee Expense	0	50	0	0	0	0
532.38-00	Support Services	28,503	28,982	31,857	28,228	31,713	31,713
532.45-00	Facilities Maint Charge	141,715	135,369	169,896	154,906	154,173	154,173
Supplies and Services		799,963	706,232	913,643	914,097	933,538	933,538
534.91-11	Adm Exp-Public Works	33,302	29,832	28,907	29,190	32,463	32,463
Administrative		33,302	29,832	28,907	29,190	32,463	32,463
535.92-01	Interdept DSC-General Fnd	1,128	1,128	1,128	1,191	1,191	1,191
535.92-29	Interdept DSC-Pub Works	28,734	41,723	47,524	48,524	48,524	48,524
535.92-72	Interdept DSC-Supprt Sr	77	99	99	49	49	49
Interdepartmental		29,939	42,950	48,751	49,764	49,764	49,764
637.65-00	Capital Imp. Projects	0	0	100,000	68,245	68,245	68,245
Capital Outlay		0	0	100,000	68,245	68,245	68,245
**	Parks Maintenance	1,559,153	1,454,181	1,765,502	1,743,054	1,891,875	1,891,875

COMMUNITY FACILITIES DISTRICT
FUND NOS. 150, 155, 156, 157, 158 & 164-195
ACCOUNT NOS. 1164, 0911, 1024, 1137, & 1166

PROGRAM

In January 2004, the City Council adopted Resolution No. 2004-3, establishing Community Facilities District (CFD) 2003-2 (Services) and authorized levy of a Special Tax.

Fund 150 is used to account for the cost of annexing developments into the CFD, and Fund 155 is used to account for the costs to administer the districts. Funding comes from developers upon request to annex.

Funds 156, 157, 158 and 164-194 are used to account for certain authorized public services, including fire and police protection, parks maintenance, and landscape, storm drain, and flood control, that are likely to benefit the property. Funding comes from the annual special tax apportioned among the lots or parcels within the district.

Staffing details directly associated with Funds 156, 157 and 158 are displayed with Fire, Police and Parks Maintenance--the primary funding sources for those departments--elsewhere in the budget document.

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept. Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
Park Worker I/II	.50	.50	1.00	1.00
PWM - Tax Services	.06	.05	.05	.05
PWS - Parks/Trees	.10	.10	.10	.10
TOTAL	.66	.65	1.15	1.15

BUDGET DETAIL EXPENSES

158-1137	CFD-PW-Parks Maintenance						
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
531.01-00	Regular Salaries	31,934	34,620	35,181	35,035	58,972	58,972
531.04-01	Regular Overtime	509	125	3,569	1,107	1,107	1,107
531.04-04	Call Back Time Worked	0	0	128	186	186	186
531.10-05	Retirement PERS Classic	7,453	8,361	8,964	2,728	4,593	4,593
531.10-06	Social Security-OASDI	1,945	1,963	2,396	2,222	3,637	3,637
531.10-07	Social Security-Medicare	455	459	560	520	850	850
531.10-10	Retirement-PERS New Membr	0	0	253	0	0	0
531.10-12	Workers Compensation	1,860	1,140	1,064	1,309	2,165	2,165
531.10-20	Earned Benefit	84	85	449	920	920	920
531.10-21	Bilingual Pay Program	60	60	60	60	60	60
531.10-23	Uniform Cleaning	149	143	166	280	280	280
531.10-33	Core Allowance	7,119	7,988	5,288	9,034	15,984	15,984
531.10-73	Retirement UAL Misc	0	0	0	3,891	6,182	6,182
531.10-75	Ret-EE Share PERS Classic	0	0	0	2,727	4,584	4,584
Personnel Services		51,568	54,944	58,078	60,019	99,520	99,520
532.11-00	Utilities	44,759	30,327	60,128	61,931	61,931	61,931
532.17-00	Professional Services	22,035	27,219	22,766	43,200	22,589	22,589
532.23-00	Vehicle Operations/Maint	1,046	1,106	2,026	557	557	557
532.30-01	Dept Share of Insurance	1,090	1,470	1,812	1,594	2,236	2,236
532.32-00	Vehicle Replacement Fee	1,785	1,785	1,785	1,785	1,785	1,785
532.34-00	Contingency Reserve	0	0	18,883	44,618	18,790	18,790
532.38-00	Support Services	2,705	3,066	3,448	3,213	4,303	4,303
Supplies and Services		73,420	64,973	110,848	156,898	112,191	112,191
535.92-01	Interdept DSC-General Fnd	3,255	3,446	3,577	3,504	3,504	3,504
Interdepartmental		3,255	3,446	3,577	3,504	3,504	3,504
968.93-71	Trsf-Facilities Main(671)	3,789	3,925	4,065	4,211	4,211	4,211
Other		3,789	3,925	4,065	4,211	4,211	4,211
**	CFD-PW-Parks Maintenance	132,032	127,288	176,568	224,632	219,426	219,426

PARKS MAINTENANCE

- 11-00 Includes electrical, sewer, water, and refuse services at all parks facilities, with the exception of identified parks located within Community Facilities Districts, and share of Corporation Yard utilities
- 17-00 Reimbursement of services performed by CDF Mt. Bullion crew and Merced Irrigation District maintenance standby fees, landscape maintenance service cleanups
- 21-00 Rental of specialized tools and equipment for construction and repair, and copier machine maintenance agreement
- 24-00 Membership in California Parks and Recreation Society, structural pest control training, and reference materials
- 25-00 Graffiti abatement materials, turf maintenance program, plant materials, landfill fees, sprinkler system parts, weed control, systemic injections, and insect/rodent control
- 26-00 Maintenance of mowers, edgers, blowers, and calibration of equipment
- 28-00 Includes specialized clothing and equipment for pesticide application, first aid kits, rubber boots, rain gear, safety glasses, and ear protection
- 29-00 Irrigation maintenance-Rose Garden at Applegate park, playground equipment replacement parts, and fiber for playground surface areas

WATER

RESTRICTED WATER SYSTEM
FUND NO. 556
ACCOUNT NO. 1118

PROGRAM

The Restricted Water System Fund is used to finance all growth-related system improvements funded through water facility charges.

BUDGET DETAIL EXPENSES

556-1118	Restricted Water System	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
ACCT. NO.	ACCOUNT DESCRIPTION						
532.17-00	Professional Services	0	238	0	176,762	176,762	176,762
	Supplies and Services	0	238	0	176,762	176,762	176,762
633.64-00	Depreciation Expense	601,000	602,869	0	0	0	0
	Property	601,000	602,869	0	0	0	0
637.65-00	Capital Imp. Projects	804,820	3,903,101	22,621,440	21,592,425	21,592,425	21,592,425
	Capital Outlay	804,820	3,903,101	22,621,440	21,592,425	21,592,425	21,592,425
**	Restricted Water System	1,405,820	4,506,208	22,621,440	21,769,187	21,769,187	21,769,187

RESTRICTED WATER MAINS
FUND NO. 566
ACCOUNT NO. 1118

PROGRAM

The Restricted Water Mains Fund is used for collection of over sizing components of Water Facility Charges. Refunds are made to the original contributor at such time additional development occurs.

BUDGET DETAIL EXPENSES

566-1118 Restricted Water Mains						
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
633.64-00 Depreciation Expense	99,888	99,888	0	0	0	0
Property	99,888	99,888	0	0	0	0
637.65-00 Capital Imp. Projects	130,024	1,206,899	3,273,091	3,413,164	3,413,164	3,413,164
Capital Outlay	130,024	1,206,899	3,273,091	3,413,164	3,413,164	3,413,164
** Restricted Water Mains	229,912	1,306,787	3,273,091	3,413,164	3,413,164	3,413,164

WATER SYSTEM
FUND NO. 557
ACCOUNT NO. 1106

DESCRIPTION

The Water Division is responsible for the maintenance and operation of the City's drinking water production and distribution system. The Water Division maintains the water system at all times by having off-duty Water personnel who volunteer to respond to water system emergencies at any time, 24/7/365.

The production system consists of 17 active well sites. Each site can produce over 1,500 gallons per minute. The system regularly pumps 35 million gallons per summer day, and easily produces the 8 billion gallons needed to supply the 83,000 citizens of Merced.

The distribution system is well over 500 miles long, and includes over 25,000 service connections, nearly 3,000 fire hydrants, approximately 25,000 water meters, 7,000 main line valves, and over 2,500 backflow devices.

To ensure water quality and adequate supply, a complete SCADA system is used to monitor system parameters, such as pressure and motor run times. SCADA is in direct contact with Water Operators and lead staff 24 hours a day, sending out data in real-time.

Water Conservation is promoted and carried out through the Water Conservation Specialist (WCS). The WCS is the public outreach arm of the division, educating water customers at special events, in the classroom, in print, and on air to educate the community on how and why we conserve water. The WCS also serves to help the community follow the ordinance as it relates to water use and waste.

MISSION

Provide the City of Merced with a continuous supply of clean and safe drinking water, while promoting the conservation of water and energy.

GOALS

- ◇ Monitor the drinking water system through a comprehensive sampling, testing, and reporting program to meet Federal, State, and Local regulatory requirements for contaminant levels and disinfection byproduct requirements.
- ◇ Complete full conversion to cloud based meter reading.
- ◇ Replace approximately 25 low-flow, dry-barrel fire hydrants with high-flow, wet-barrel hydrants.

WATER SYSTEM

- ◇ Improve the City's cross-connection control program. Utilize a new position called Cross Connection Control Specialist to act as program administrator.
- ◇ Explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division, while providing the highest level of customer service and water system security.
- ◇ Promote and enforce State mandated water conservation measures through projects, public education, notifications, and water metering advantages.
- ◇ Collaborate with members of the Merced Area Groundwater Pool Interests (MAGPI) and Integrated Regional Water Management Plan (IRWMP) to prepare and facilitate compliance with the Sustainable Groundwater Management Act (SGMA).

OBJECTIVES

PERFORMANCE MEASUREMENT/INDICATORS

- | | |
|--|---|
| 1. Valve exercising and unidirectional flushing program. | Maintain system health, improve mapping, and improve well balance. |
| 2. Cross connection control. | Add a Cross Connection Control Specialist position. Require installation of backflows according to City Muni Code and State Health regulations. |
| 3. Source water protection / contingencies. | Acquire land for future well sites in optimal locations, as set forth in Merced Vision 2030 General Plan. Prepare for SGMA. |
| 4. Conservation | Follow State mandates concerning water use and conservation. Public outreach and education. |
| 5. Customer Service | Utilize the newly created Public Works/Finance Liaison to increase productivity in the area of customer service. |

WATER SYSTEM

2017/2018 Budget Highlights

CLOUD based reading and customer interface: Transition the water meter reading system from drive-by reading to a CLOUD based system. This allows customers to view and monitor their usage for leaks and over-consumption. Meter reading and reports are browser based. Finance will access reads on their own schedule.

Well Sites: Prepare for north Merced growth. Develop Well 20 at Gerard & Mission and Well 21 at Bellevue and G. Well site 22 is planned for Hatch and Cardella. Well site 23 and 24 are TBD.

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

Conservation: Continue with the proven success of the 24/7 conservation phone line @ 388-SAVE, various public outreach activities, and supporting recycled/reuse programs. Continue to assist schools with environmental education in the classroom. Prepare to adjust rates to reflect a focus on conservation. Assist with the implementation of the Sustainable Groundwater Act.

This budget includes the addition of a Cross Connection Control Specialist, a Water Division Fabrication Tech/Store Keeper and will fund a portion of the Public Works Finance Liaison position. These additions to the Water Division, will help enhance the services provided and allow the department to keep up with new development and the overall expansion of the water system.

BUDGET DETAIL EXPENSES

557-1106	Water System			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
516.62-00	Stores Inventory Adjust	3,373	2	0	0	0	0
	Other	3,373	2	0	0	0	0
531.01-00	Regular Salaries	1,572,075	1,570,862	1,839,018	1,892,933	2,007,204	2,007,204
531.03-00	Extra Help	519	0	9,626	9,869	9,869	9,869
531.04-01	Regular Overtime	71,133	105,287	93,824	95,119	95,119	95,119
531.04-04	Call Back Time Worked	4,922	8,266	24,566	25,183	25,183	25,183
531.10-02	Unused Sick Leave	1,570	1,681	3,438	3,524	3,524	3,524
531.10-05	Retirement PERS Classic	365,485	371,265	396,111	112,708	112,708	112,708
531.10-06	Social Security-OASDI	101,967	105,824	122,267	125,216	132,300	132,300
531.10-07	Social Security-Medicare	23,855	24,749	28,734	29,427	31,084	31,084
531.10-08	State Unemployment	0	0	2,388	0	0	0
531.10-10	Retirement-PERS New Membr	0	27,916	81,736	34,516	43,392	43,392
531.10-12	Workers Compensation	135,796	74,691	76,649	96,146	94,429	94,429
531.10-17	Stand By Pay	42,004	50,164	59,425	60,917	60,917	60,917
531.10-20	Earned Benefit	18,492	40,894	7,137	7,137	7,137	7,137
531.10-21	Bilingual Pay Program	0	183	0	0	0	0
531.10-23	Uniform Cleaning	5,545	5,925	6,409	9,062	9,062	9,062
531.10-27	PTS Plan FICA Alternative	7	0	125	128	128	128
531.10-33	Core Allowance	413,721	483,119	515,691	541,080	589,889	589,889
531.10-35	Post Employment Benefits	25,418	23,424	31,089	45,244	45,244	45,244
531.10-73	Retirement UAL Misc	0	0	0	210,207	210,424	210,424
531.10-75	Ret-EE Share PERS Classic	0	0	0	113,273	113,273	113,273
531.10-77	Ret-EE Share PERS NewMembr	0	0	0	27,775	34,917	34,917
	Personnel Services	2,782,509	2,894,250	3,298,233	3,439,464	3,625,803	3,625,803
532.11-00	Utilities	1,341,758	1,295,012	1,485,131	1,490,491	1,490,491	1,490,491
532.12-00	Telephone	7,190	11,990	7,764	13,982	13,982	13,982
532.13-00	Postage	31,865	29,737	53,106	52,582	52,582	52,582
532.14-00	Advertising	19,896	36,233	40,000	40,000	40,000	40,000
532.16-00	Printing	11,115	10,306	17,205	17,888	17,888	17,888
532.17-00	Professional Services	231,528	327,416	989,546	1,051,871	1,051,871	1,051,871
532.18-00	Travel and Meetings	2,697	1,050	9,400	9,400	9,400	9,400
532.19-00	Mileage	177	229	1,000	1,000	1,000	1,000
532.20-00	Training Expense	12,674	7,255	15,400	15,400	15,400	15,400
532.21-00	Rents/Leases	998	1,520	1,520	1,520	1,520	1,520
532.23-00	Vehicle Operations/Maint	269,163	236,310	259,814	250,925	250,925	250,925
532.24-00	Memberships, Subscription	11,649	13,877	18,079	19,519	19,519	19,519
532.25-00	Maintenance Matls & Svcs	504,546	498,021	579,848	608,841	608,841	608,841
532.26-00	Other Equipment O & M	7,295	26,973	55,393	65,009	65,009	65,009
532.27-00	Small Tools	2,681	23,336	14,171	14,171	14,171	14,171
532.28-00	Safety Supplies	7,817	13,257	20,396	29,396	29,396	29,396
532.29-00	Other Materials Supplies	198,673	138,922	243,815	244,315	244,315	244,315
532.30-01	Dept Share of Insurance	56,169	85,371	111,708	113,293	114,187	114,187
532.32-00	Vehicle Replacement Fee	210,018	210,163	306,968	318,834	318,834	318,834
532.35-84	Retro Fee Expense	400	200	156	156	156	156
532.38-00	Support Services	173,803	170,052	196,017	187,641	124,297	124,297
532.45-00	Facilities Maint Charge	46,143	42,228	46,163	54,647	64,637	64,637
532.46-00	Computer Replacement Chrg	23,043	24,828	25,653	28,286	28,286	28,286
	Supplies and Services	3,171,298	3,204,286	4,498,253	4,629,167	4,576,707	4,576,707
533.43-00	Machinery/Equipment	212,630	21,687	205,000	40,000	40,000	40,000
	Property	212,630	21,687	205,000	40,000	40,000	40,000

BUDGET DETAIL EXPENSES

557-1106 Water System							
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
534.91-01	Adm Exp-City Manager	54,697	67,566	83,710	89,131	99,171	99,171
534.91-02	Adm Exp-City Attorney	25,671	14,676	16,517	26,816	26,365	26,365
534.91-03	Adm Exp-City Clerk	96,168	42,480	43,122	40,364	40,609	40,609
534.91-09	Adm Exp-Finance	249,575	241,021	238,669	255,723	263,705	263,705
534.91-10	Adm Exp-Purchasing	31,858	28,642	31,817	32,255	32,074	32,074
534.91-11	Adm Exp-Public Works	175,894	159,591	159,688	155,594	156,581	156,581
534.91-16	Adm Exp-City Council	24,532	27,034	26,661	26,736	27,192	27,192
	Administrative	658,395	581,010	600,184	626,619	645,697	645,697
535.92-01	Interdept DSC-General Fnd	650,655	669,444	675,403	654,950	654,950	654,950
535.92-17	Interdept DSC-Develop Svc	519,059	515,169	522,286	470,930	470,930	470,930
535.92-29	Interdept DSC-Pub Works	175,584	116,899	97,177	99,409	99,409	99,409
535.92-53	Interdept DSC-Wastewater	0	627	650	159	159	159
535.92-72	Interdept DSC-Supprt Sr	63,434	66,064	77,128	83,827	83,827	83,827
	Interdepartmental	1,408,732	1,368,203	1,372,644	1,309,275	1,309,275	1,309,275
633.64-00	Depreciation Expense	1,667,711	1,708,450	0	0	0	0
	Property	1,667,711	1,708,450	0	0	0	0
637.65-00	Capital Imp. Projects	1,373,234	1,712,274	4,882,853	4,680,241	4,680,241	4,680,241
	Capital Outlay	1,373,234	1,712,274	4,882,853	4,680,241	4,680,241	4,680,241
706.71-01	Principal-Bond Payment	0	0	385,000	395,000	395,000	395,000
706.72-01	Interest Bond Payment	161,273	151,635	144,732	132,500	132,500	132,500
706.73-01	Agent Fees-Bond Payment	1,650	1,650	4,000	2,000	2,000	2,000
	Debt Services	162,923	153,285	533,732	529,500	529,500	529,500
908.93-01	Trsf-General Fund (001)	359,217	2,253	40,000	0	0	0
908.93-17	Trsf-Development Svc(017)	150,000	0	0	0	0	0
	Other	509,217	2,253	40,000	0	0	0
918.93-20	Trsf-Downtown Maint (120)	37	37	37	37	37	37
918.93-43	Trsf-Davenport Ranch(143)	1,582	1,630	1,775	1,713	1,713	1,713
	Other	1,619	1,667	1,812	1,750	1,750	1,750
948.93-63	Trsf-PCE Cleanup Cip(463)	250,000	250,000	250,000	250,000	250,000	250,000
	Other	250,000	250,000	250,000	250,000	250,000	250,000
968.93-67	Trsf-Liability Insur(667)	0	37,503	39,119	37,905	37,905	37,905
968.93-72	Trsf-Support Service(672)	26,612	13,043	0	0	0	0
	Other	26,612	50,546	39,119	37,905	37,905	37,905
**	Water System	12,228,253	11,947,913	15,721,830	15,543,921	15,696,878	15,696,878

WATER SYSTEM

- 11-00 Electrical service at water well sites and share of Corporation Yard utilities
- 12-00 Includes cellular telephones, computer circuit lines, and Verizon aircards for laptops.
- 13-00 Share of mailing utility billing, mail public notification of water quality violations and consumer confidence report
- 14-00 Water Conservation advertising, and publishing mandated Water Quality Notification, and translation services.
- 16-00 Public notification of water quality violations, share of utility billings, water conservation citations, and consumer confidence report
- 17-00 Water tank cleaning & inspections, contract services for monitoring and reporting of PCE & MTBE, DMV physicals and license renewals, various State agency permits, disposal of fluoride waste, landscape maintenance, share of Utility Billing services, MID standby fee, Pictometry maintenance service, groundwater testing, meter reading/utility billing software service agreements, calibration of flow meters and backflow equipment, water system evaluation, lead sampling in schools, and calibration for lab equipment.
- 20-00 CEU training, leadership training for new lead workers, and training for water conservation and cross control specialist.
- 21-00 Security alarms for well sites and lease payment for storage of water supplies at Refuse container yard
- 24-00 Underground Service Alert membership (USA), Mid-Valley Water Association, certifications/accreditations, Northern California Backflow Association and SunStar subscription.
- 25-00 Water distribution maintenance supplies, such as PVC pipe, fuses, couplings, stops (meter, corporation and curb), saddles, clamps, gate valves; fire hydrant supplies; water meter/backflow assembly supplies; excavation and backfill materials; and parts for automated meter equipment.

- 26-00 Well site maintenance supplies, such as bearings, valves, chemical injection pump & tubes, misc. electric parts, etc.
- 27-00 Small tools, such as batteries, brooms, hammers, asphalt rake, saws, screwdrivers, shovels, wrenches, etc.
- 28-00 Personal Protective Equipment, such as safety boots, safety glasses/goggles, leather gloves, ear protection, safety vests; Traffic Control materials, such as cones, barricades, signs, and traffic hand paddles; respirators, rain gear, USA marking paint, and lockout/tagout units, and noise cancelling wireless communication headsets.
- 29-00 Miscellaneous laboratory supplies for various water tests in accordance with State Department of Health Services; chemicals for water system, i.e. chlorine, fluoride; grease, paint, and oil.
- 43-00 Includes 300 hp variable frequency drive / water well pumping site replacement and factory rebuild of tapping machine

PCE CLEAN UP WATER CIPs
FUND NO. 463
ACCOUNT NO. 1154

PROGRAM

Accounts for capital projects related to PCE remediation.

BUDGET DETAIL EXPENSES

463-1154 PCE CIP							
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
637.65-00	Capital Imp. Projects	213,424	279,126	768,885	796,121	796,121	796,121
	Capital Outlay	213,424	279,126	768,885	796,121	796,121	796,121
**	PCE CIP	213,424	279,126	768,885	796,121	796,121	796,121

MTBE Settlement
FUND NO. 464
ACCOUNT NO. 1153

PROGRAM

Accounts for costs and capital projects related to MTBE remediation.

BUDGET DETAIL EXPENSES

464-1153 MTBE - CIP							
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
637.65-00	Capital Imp. Projects	0	0	1,553,158	1,572,949	1,572,949	1,572,949
	Capital Outlay	0	0	1,553,158	1,572,949	1,572,949	1,572,949
**	MTBE - CIP	0	0	1,553,158	1,572,949	1,572,949	1,572,949

SEWER AND WASTEWATER

WASTEWATER/SEWER SYSTEM

FUND NO. 553

ACCOUNT NO. 1107

DESCRIPTION

The Wastewater/Sewer Collection System Division is dedicated to protecting public health and the environment through the cost-effective operation and maintenance of the Wastewater Collection System infrastructure consisting of over 261 miles of pipe ranging from 6 to 48 inches. The Wastewater Collection Division conveys wastewater from homes, businesses, institutions, and industry to the City of Merced Wastewater Treatment Facility.

MISSION

To provide a high quality and dependable wastewater collection service to ensure the health, safety, and economic vitality of our community.

GOALS

- ◇ Ensure completion of our annual comprehensive sewer line inspection, repair, and preventive maintenance program elements.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.
- ◇ Comply with the Sewer System Management Plan (SSMP) to reduce back-ups and have zero reportable overflows, as required by the State of California.
- ◇ Continue development of team members' skills in their respective areas of expertise.
- ◇ Meet all four aforementioned goals while remaining within the budget.
- ◇ Continued GIS integration of storm assets with the use of ipads for live real time update.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

1. Continue Sewer Main Inspection Program to identify deteriorating conditions.

Closed-circuit video and hydro-flush television inspections of 15 miles of mains annually.

WASTEWATER/SEWER SYSTEM

2. Ensure new sewer and storm drain line construction meets City design standards and provide a benchmark for future line condition comparison.

Video all new sewer and storm drain line construction. All new construction is video inspected and evaluated for compliance with the city standards immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services. Inspections will be performed within one week of notification from Inspection Services.
3. Continue to protect the environment and general public against sewage backups/overflows.

City to implement the state mandated Sewer System Management Plan (SSMP). Continue training in rapid response program with 24-hour response availability, as per the Spill Response Program.
In-house training to be conducted twice a year. Once a year, half of the crew will be sent to an outside vendor for training.
4. Support Sewer System Management Plan (SSMP) implementation to meet General Waste Discharge Requirements (GWDR).

Implement and monitor appropriate SSMP maintenance and operation program and reporting procedures. Reportable sanitary sewer overflows (SSOs) reported on a monthly basis. Strive to keep reportable SSOs to zero.
5. Continue sewer line flushing to include tree root cutting and grease removal; flush all restaurant trunk lines on a regular scheduled comprehensive maintenance rotation.

Hydro-flush 300 miles of city mains biennially. Hydro-flush 37 sewer enhanced areas (restaurants / apartment complexes) monthly and one SEA quarterly. Grease and root buildup will be kept to a minimum resulting in maximum capacities to be maintained at all times.

WASTEWATER/SEWER SYSTEM

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|---|
| 6. Identify Capital Improvement Projects necessary to upgrade the City's aging sewer infrastructure. | Continue routine pipe main assessment, including video and visual inspection. Observations and documentation to catalog the sewer infrastructure and prioritize areas needing improvement. Observations would include offset joints, cracks, chips, deterioration, and overall condition. |
| 7. Remove and replace B Street sewer main south of Childs Ave. | Remove and replace 3,200 feet of sewer main. Project to be completed by June 2018. |
| 8. Remove and replace West Avenue sewer main south of Heritage Drive | Remove and replace 7,200 feet of sewer main. Project to be completed by June 2018. |
| 9. Remove and replace 21 st / 22 nd Street alley sewer main between W Street and U Street. | Remove and replace 980 feet of sewer main. Project to be completed by June 2017. |
| 10. Remove and replace 12 th / 13 th alley sewer main between MLK and Canal St. | Line 225' of sewer main. Remove and replace 700' of sewer main. Project to be completed by June 2018. |
| 11. Build geodatabase of assets to include attribute information for continued routine inspections and State reporting. | Sewer GIS data to be checked for accuracy. Current data is about 90% and planned inspections to improve accuracy by 5% in FY 2017/2018. |

WASTEWATER/SEWER SYSTEM

2017-2018 BUDGET HIGHLIGHTS

Rates approved in FY 2010 are expected to provide a stable funding source through FY 2017.

Sewer System Management Plan (SSMP) adopted by Council requires more stringent legal authority, design provisions, operations and maintenance practices, and over flow response and spill reporting procedures.

This budget includes the addition of a Lead Sewer/Storm position, two (2) Sewer Collection System Workers and will fund a portion of the Public Works Finance Liaison position. These additions to the sewer department, will help enhance the services provided and allow the department to keep up with new development and the overall expansion of the sewer system.

BUDGET DETAIL EXPENSES

553-1107	Wastewater/Sewers			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
531.01-00	Regular Salaries	569,461	621,714	682,053	720,547	794,778	794,778
531.03-00	Extra Help	519	0	0	0	0	0
531.04-01	Regular Overtime	30,905	40,791	43,566	51,371	51,371	51,371
531.04-04	Call Back Time Worked	6,792	8,679	11,632	11,955	11,955	11,955
531.10-02	Unused Sick Leave	0	615	0	213	213	213
531.10-05	Retirement PERS Classic	103,801	117,635	121,690	37,736	42,367	42,367
531.10-06	Social Security-OASDI	37,874	41,348	46,127	48,617	53,219	53,219
531.10-07	Social Security-Medicare	8,865	9,670	10,788	11,370	12,446	12,446
531.10-09	Retirement-PERS Lateral	5,898	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	21,949	39,656	53,910	18,326	19,472	19,472
531.10-12	Workers Compensation	50,042	40,941	30,206	31,415	34,181	34,181
531.10-17	Stand By Pay	19,651	19,605	25,192	27,791	27,791	27,791
531.10-20	Earned Benefit	3,832	108	4,044	4,145	4,145	4,145
531.10-21	Bilingual Pay Program	982	605	600	1,200	1,200	1,200
531.10-23	Uniform Cleaning	3,250	4,359	2,755	3,947	3,947	3,947
531.10-27	PTS Plan FICA Alternative	7	0	0	0	0	0
531.10-33	Core Allowance	189,794	217,819	244,138	231,019	258,761	258,761
531.10-35	Post Employment Benefits	33,088	34,017	27,849	28,824	28,824	28,824
531.10-73	Retirement UAL Misc	0	0	0	80,016	83,320	83,320
531.10-75	Ret-EE Share PERS Classic	0	0	0	37,752	42,395	42,395
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	14,746	15,669	15,669
Personnel Services		1,086,710	1,197,562	1,304,550	1,360,990	1,486,054	1,486,054
532.11-00	Utilities	6,535	8,459	8,108	11,324	11,324	11,324
532.12-00	Telephone	3,428	3,968	5,395	7,184	7,184	7,184
532.13-00	Postage	32,685	29,984	70,225	74,550	74,550	74,550
532.14-00	Advertising	2,252	1,220	5,000	5,000	5,000	5,000
532.16-00	Printing	5,493	6,397	35,480	35,488	35,488	35,488
532.17-00	Professional Services	24,085	11,366	214,292	179,844	179,844	179,844
532.18-00	Travel and Meetings	3,472	3,128	5,304	7,072	7,072	7,072
532.19-00	Mileage	0	137	200	500	500	500
532.20-00	Training Expense	5,592	2,878	8,760	9,940	9,940	9,940
532.21-00	Rents/Leases	0	2,167	3,260	5,420	5,420	5,420
532.23-00	Vehicle Operations/Maint	142,535	129,442	178,244	157,472	157,472	157,472
532.24-00	Memberships, Subscription	5,346	5,109	6,498	6,885	6,885	6,885
532.25-00	Maintenance Matls & Svcs	66,772	56,526	65,418	86,313	86,313	86,313
532.26-00	Other Equipment O & M	6,172	6,085	6,120	2,785	2,785	2,785
532.27-00	Small Tools	0	0	0	2,000	2,000	2,000
532.28-00	Safety Supplies	8,440	17,663	11,610	14,935	14,935	14,935
532.30-01	Dept Share of Insurance	102,623	188,255	257,635	292,012	295,561	295,561
532.32-00	Vehicle Replacement Fee	132,897	138,341	143,683	145,165	145,165	145,165
532.34-00	Contingency Reserve	0	0	10,400	10,400	10,400	10,400
532.35-84	Retro Fee Expense	100	50	0	0	0	0
532.38-00	Support Services	84,448	85,247	96,037	106,644	115,001	115,001
532.45-00	Facilities Maint Charge	32,195	26,136	28,275	34,687	44,466	44,466
532.46-00	Computer Replacement Chrg	2,845	1,770	2,327	1,329	1,329	1,329
Supplies and Services		619,745	701,596	1,162,271	1,196,949	1,218,634	1,218,634
533.43-00	Machinery/Equipment	1,145	14,855	3,300	45,000	45,000	45,000
Property		1,145	14,855	3,300	45,000	45,000	45,000
534.91-01	Adm Exp-City Manager	22,642	26,568	38,146	45,006	52,162	52,162
534.91-02	Adm Exp-City Attorney	8,792	5,771	7,527	13,540	13,868	13,868
534.91-03	Adm Exp-City Clerk	44,590	16,837	19,781	20,412	21,389	21,389

BUDGET DETAIL EXPENSES

553-1107	Wastewater/Sewers						
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
534.91-09	Adm Exp-Finance	103,311	94,772	108,760	129,126	138,703	138,703
534.91-10	Adm Exp-Purchasing	13,187	11,262	14,499	16,287	16,870	16,870
534.91-11	Adm Exp-Public Works	67,691	65,347	63,827	62,217	68,671	68,671
534.91-16	Adm Exp-City Council	10,155	10,630	12,149	13,500	14,302	14,302
	Administrative	270,368	231,187	264,689	300,088	325,965	325,965
535.92-01	Interdept DSC-General Fnd	147,886	139,523	149,112	135,793	135,793	135,793
535.92-17	Interdept DSC-Develop Svc	466,478	463,505	488,817	446,632	446,632	446,632
535.92-29	Interdept DSC-Pub Works	45,426	47,523	53,785	52,993	52,993	52,993
535.92-72	Interdept DSC-Supprrt Sr	345	296	247	543	543	543
	Interdepartmental	660,135	650,847	691,961	635,961	635,961	635,961
633.64-00	Depreciation Expense	699,989	722,159	0	0	0	0
	Property	699,989	722,159	0	0	0	0
637.65-00	Capital Imp. Projects	409,996	138,105	6,916,598	6,426,739	6,426,739	6,426,739
	Capital Outlay	409,996	138,105	6,916,598	6,426,739	6,426,739	6,426,739
706.71-01	Principal-Bond Payment	0	0	2,396,397	2,441,661	2,441,661	2,441,661
706.72-01	Interest Bond Payment	720,238	684,104	659,149	610,860	610,860	610,860
706.73-01	Agent Fees-Bond Payment	1,650	1,650	2,000	2,000	2,000	2,000
	Debt Services	721,888	685,754	3,057,546	3,054,521	3,054,521	3,054,521
908.93-01	Trsf-General Fund (001)	0	2,253	0	0	0	0
	Other	0	2,253	0	0	0	0
968.93-72	Trsf-Support Service(672)	23,612	8,696	0	0	0	0
	Other	23,612	8,696	0	0	0	0
**	Wastewater/Sewers	4,493,588	4,353,014	13,400,915	13,020,248	13,192,874	13,192,874

WASTEWATER/SEWER SYSTEM

- 11-00 Share of corp yard electrical usage, water usage, natural gas usage, and refuse service.
- 12-00 Includes office and cellular telephones, Verizon Aircards for laptops, and iPad data service.
- 13-00 Includes a portion of utility billings postage and mailing for Prop 218 sewer rate changes.
- 14-00 Public education via radio and TV commercials.
- 16-00 Printing of vehicle safety checklists, utility billings and Prop 218 sewer rate change.
- 17-00 Department of Motor Vehicles drivers' license physicals, GIS infrastructure maintenance, hepatitis shots, utility billing mailing service, monthly service for pump stations, share portion of IVR system, CDF crew for vegetation cleanup, CCTV camera repair, and Wastewater Rate Study.
- 20-00 Sewer System Management Plan training, trenching, shoring, and excavation training, and NASSCO Pipe Assessment training.
- 21-00 Mini-excavator rental, flood light rental, and lease payment for storage of sewer supplies at refuse container yard.
- 24-00 CWEA memberships, share of underground utility locating service (USA), and certification renewals and testing fees.
- 25-00 Vac truck hoses and nozzles, concrete divider blocks, comhub, wireless headsets, batteries, grease, oil, cement powder, landfill disposal charges, concrete, fill and plaster sand, and other street repair materials as required when streets are trenched for sewer-main repairs
- 26-00 Repair and replacement on tools, calibration gas, POSM support, and air cards laptops, purchase of 3 iPads to meet SSMP requirements.
- 28-00 Safety boots, rain gear, PPE, tyvek suits, barricades, safety jackets.

WASTEWATER TREATMENT FACILITY
FUND NO. 553
ACCOUNT NO. 1108

DESCRIPTION

The Wastewater Treatment Facility (WWTF) is recognized as the City of Merced's largest capital asset. Investment in this facility resulted in a treatment process that meets Title 22 drinking water quality standards for effluent and recycled water. In 2016 the WWTF treated 2.49 billion gallons of water, removed 5.4 million pounds of Biochemical Oxygen Demand (BOD) material and 6.43 million pounds of Total Suspended Solids (TSS). Adequate treatment prevents pollution of our community's waterways and does not compromise downstream uses.

MISSION

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

GOALS

- Operate and maintain the WWTF and remote sewer lift stations in a reliable, safe, efficient, and cost effective manner.
- Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit and Waste Discharge Requirements (WDR).
- Provide recycled water for alternative uses
- Provide employee training to promote staff knowledge and maintain proper certifications.
- Research potential energy uses for surplus methane

OBJECTIVES

**PERFORMANCE
MEASUREMENT/INDICATORS**

- | | |
|---|--|
| 1. Execute process control benchmarks to maintain compliance. | Monitor laboratory data and electronic trending daily to efficiently control process parameters. |
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WASTEWATER TREATMENT FACILITY

OBJECTIVES	PERFORMANCE MEASUREMENT/INDICATORS
2. Update software for preventative maintenance of equipment	Update equipment maintenance and calibrations using computerized maintenance management system (CMMS).
3. Provide Laboratory support to Water and Wastewater Divisions.	Maintain all necessary laboratory accreditations and certifications for the performance of all bacteriological, biological, physical, and chemical analyses.
4. Maintain NPDES requirements	Work with Regional Board to implement new operating permit: <ul style="list-style-type: none"><li data-bbox="854 863 1320 926">• Complete groundwater study by August 2018.
5. Develop and support reduce, recycled, and reuse efforts	Provide recycled water for land application irrigation and the wildlife management area to support wildlife habitat during drought conditions. Expand current use to include commercial and residential programs.

2017/2018 Budget Highlights

Begin engineering process for rehabilitation of the Cooper industrial lift station. Start design for future plant expansion to 20 MGD. Research and development of solutions to ammonia side stream treatment. Install vault for plant water inlet control equipment. Quadrennial testing of plant switchgear for emergency generators. Influent pump station rehabilitation from hydrogen sulfide.

This budget includes the reclassification of two vacant Mechanic I/II positions to two Maintenance Electrician/Mechanic positions. This will allow the WWTF the necessary skilled staffing to be able to adapt to the ever increasing technological advances out at the WWTP.

Wastewater Treatmnt Plant

E X P E N S E S	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	2,174,216	2,332,249	2,942,371	2,920,214	2,901,468	2,901,468
Supplies and Services	3,517,892	3,142,573	4,369,033	4,656,229	4,475,027	4,475,027
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	20,000	0	0	0
Capital Improvements	2,718,982	1,706,791	7,713,599	10,727,473	10,727,473	10,727,473
TOTAL	8,411,090	7,181,613	15,045,003	18,303,916	18,103,968	18,103,968

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F I N A N C I N G S O U R C E S	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Other State Grants	0	1,872	0	0
Septic Haulers	91,145	87,526	90,000	86,000
PERS-EE Share 2.5% @ 55	110,825	99,395	101,318	104,337
PERS-EE Share 2% @ 62	0	2,685	27,004	22,481
Lease of Ground Areas/La	0	0	0	2,350
Unclassified	17,852	3,737	2,350	0
Sale of Equipment	5,024	9,142	2,000	2,000
Interdept DSR-Refuse	1,871	1,957	0	1,842
Interdept DSR-Airport	795	480	498	414
Other Revenues	8,183,578	6,974,819	14,821,833	17,884,544
TOTAL	8,411,090	7,181,613	15,045,003	18,103,968

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Classification	Number of Positions			
	Funded In Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval
P.W. Manager - Wastewater	.75	.75	.75	.75
WWTP Operations Supervisor	2.00	2.00	2.00	2.00
WWTP Operator I/II/III	10.00	10.00	10.00	10.00
P.W.S. Lab/Envir. Ctl.	1.10	1.10	1.10	1.10
Senior Lab Technician	1.00	1.00	1.00	1.00
Laboratory Tech. I/II/III	1.00	1.00	1.00	1.00
Maintenance Electrician	1.00	1.00	1.00	1.00
WWTP Maintenance Spvr.	1.00	1.00	1.00	1.00
WWTP Mechanic I/II	4.00	4.00	2.00	2.00
Instrument Electric Tech.	1.00	1.00	1.00	1.00
Maintenance Worker I/II	1.50	1.50	1.50	1.50
Engineer Tech I/II/III/IV	1.00			
Account Clerk I/II/III	.75	.75	.75	.75
WWTP Maint Electrician/Mechani			2.00	2.00
TOTAL	26.10	25.10	25.10	25.10

BUDGET DETAIL EXPENSES

553-1108	Wastewater Treatmnt Plant			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
531.01-00	Regular Salaries	1,265,322	1,311,743	1,721,239	1,690,670	1,686,437	1,686,437
531.04-01	Regular Overtime	13,222	11,117	15,427	15,748	15,748	15,748
531.04-04	Call Back Time Worked	2,093	3,345	3,764	3,861	3,861	3,861
531.10-01	Holiday Pay	4,408	2,941	5,453	5,590	5,590	5,590
531.10-02	Unused Sick Leave	0	0	0	3,264	3,264	3,264
531.10-05	Retirement PERS Classic	297,931	327,187	340,286	103,689	103,689	103,689
531.10-06	Social Security-OASDI	82,236	85,038	111,294	109,697	109,665	109,665
531.10-07	Social Security-Medicare	19,233	19,888	26,029	25,655	25,648	25,648
531.10-10	Retirement-PERS New Membr	0	10,362	106,595	28,266	27,938	27,938
531.10-12	Workers Compensation	79,591	48,722	42,317	52,677	49,746	49,746
531.10-17	Stand By Pay	54,512	50,017	61,284	62,857	62,857	62,857
531.10-20	Earned Benefit	21,977	30,631	21,225	30,114	30,114	30,114
531.10-23	Uniform Cleaning	4,571	4,272	4,612	5,416	5,416	5,416
531.10-33	Core Allowance	304,880	402,126	455,284	439,674	439,674	439,674
531.10-35	Post Employment Benefits	24,240	24,860	27,562	28,207	28,207	28,207
531.10-73	Retirement UAL Misc	0	0	0	187,746	176,796	176,796
531.10-75	Ret-EE Share PERS Classic	0	0	0	104,337	104,337	104,337
531.10-77	Ret-EE Share PERS NewMembr	0	0	0	22,746	22,481	22,481
Personnel Services		2,174,216	2,332,249	2,942,371	2,920,214	2,901,468	2,901,468
532.11-00	Utilities	907,988	928,843	1,208,241	1,194,867	1,194,867	1,194,867
532.12-00	Telephone	8,076	6,816	10,420	13,384	13,384	13,384
532.13-00	Postage	2,529	1,686	2,202	3,118	3,118	3,118
532.14-00	Advertising	25,054	17,094	10,000	10,000	10,000	10,000
532.16-00	Printing	88	2	83	80	80	80
532.17-00	Professional Services	467,165	258,144	676,900	838,700	658,700	658,700
532.18-00	Travel and Meetings	3,588	3,506	14,709	14,709	14,709	14,709
532.19-00	Mileage	1,755	717	1,040	1,040	1,040	1,040
532.20-00	Training Expense	5,255	3,864	12,580	12,300	12,300	12,300
532.21-00	Rents/Leases	3,861	5,110	11,260	20,365	20,365	20,365
532.23-00	Vehicle Operations/Maint	40,777	52,197	56,274	82,928	82,928	82,928
532.24-00	Memberships, Subscription	30,240	29,698	35,155	35,410	35,410	35,410
532.25-00	Maintenance Matls & Svcs	225,532	216,254	227,854	317,854	317,854	317,854
532.26-00	Other Equipment O & M	258,258	169,969	299,718	324,400	324,400	324,400
532.28-00	Safety Supplies	12,636	6,189	8,600	8,600	8,600	8,600
532.29-00	Other Materials Supplies	441,565	293,367	571,561	550,202	550,202	550,202
532.30-01	Dept Share of Insurance	69,226	90,475	117,249	109,144	107,205	107,205
532.32-00	Vehicle Replacement Fee	93,536	92,026	90,066	90,448	90,448	90,448
532.34-00	Contingency Reserve	0	0	62,400	62,400	62,400	62,400
532.35-84	Retro Fee Expense	250	200	416	416	416	416
532.38-00	Support Services	152,753	157,031	170,828	162,388	157,811	157,811
532.45-00	Facilities Maint Charge	61,228	74,972	110,096	115,217	124,465	124,465
532.46-00	Computer Replacement Chrg	16,716	16,186	16,186	14,507	14,507	14,507
Supplies and Services		2,828,076	2,424,346	3,713,838	3,982,477	3,805,209	3,805,209
533.43-00	Machinery/Equipment	0	0	20,000	0	0	0
Property		0	0	20,000	0	0	0
534.91-01	Adm Exp-City Manager	34,298	49,905	57,126	61,418	66,246	66,246
534.91-02	Adm Exp-City Attorney	16,837	10,840	11,271	18,478	17,612	17,612
534.91-03	Adm Exp-City Clerk	57,862	31,214	29,258	27,766	27,080	27,080
534.91-09	Adm Exp-Finance	156,499	178,019	162,874	176,215	176,156	176,156
534.91-10	Adm Exp-Purchasing	19,977	21,155	21,713	22,227	21,425	21,425
534.91-11	Adm Exp-Public Works	136,128	132,970	128,148	122,715	116,625	116,625
534.91-16	Adm Exp-City Council	15,383	19,967	18,194	18,423	18,164	18,164
Administrative		436,984	444,070	428,584	447,242	443,308	443,308

BUDGET DETAIL EXPENSES

553-1108 Wastewater Treatmnt Plant							
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
535.92-01	Interdept DSC-General Fnd	140,559	152,113	154,442	145,551	145,551	145,551
535.92-29	Interdept DSC-Pub Works	68,311	76,213	15,896	20,308	20,308	20,308
535.92-72	Interdept DSC-Supprt Sr	43,962	45,831	56,273	60,651	60,651	60,651
	Interdepartmental	252,832	274,157	226,611	226,510	226,510	226,510
633.64-00	Depreciation Expense	522,334	551,529	0	0	0	0
	Property	522,334	551,529	0	0	0	0
637.65-00	Capital Imp. Projects	2,196,648	1,155,262	7,713,599	10,727,473	10,727,473	10,727,473
	Capital Outlay	2,196,648	1,155,262	7,713,599	10,727,473	10,727,473	10,727,473
**	Wastewater Treatmnt Plant	8,411,090	7,181,613	15,045,003	18,303,916	18,103,968	18,103,968

WASTEWATER TREATMENT PLANT

- 11-00 Includes electrical service for the WWTP buildings and sewer lift stations
- 12-00 Includes office telephones, cellular phones, alarm lines for sewer lift stations, Verizon Aircards for laptops, and rental of AT&T telephone poles for fiber optic cable.
- 14-00 Public education via radio and TV commercials.
- 16-00 Printing of business cards and brochures.
- 17-00 Analysis & toxicity reduction evaluations; annual calibration of lab scales and process instruments; annual NPDES permit; Bloss Ranch County taxes; contract lab services, such as bioassay testing, sludge analysis; chemical oxygen demand residue waste; ELAP certification & accreditation; emergency generator maintenance; electronic infrared thermo inspections; electronic systems maintenance; grounds maintenance; HVAC maintenance; lab DI water service agreement; maintenance mechanical support; MID stand-by fees; multi-smart SCADA monitoring fees; parts washer cleaner; permits (EPA waste generation, Health Permit To Operate, SJVAPCD air pollution fees); SCADA licensing, programming, and service maintenance; scraping & hauling biosolids; SWRCB Waste Discharge fees; wastewater study; report of waste discharge, and arc flash testing.
- 20-00 Tech training for PLC & Pump maintenance; CWEA training and conferences.
- 21-00 Alarm service for lift stations and WWTP facilities, copier service maintenance, crane rental, man-lift rental, and diesel fired space heater for active solar dryers (winter months).
- 24-00 Water Environment Federation membership; CWEA operator, lab and mechanical technical certificate renewals; Central Valley Clean Water Association membership; California Association of Sanitation Agencies membership; agricultural permit renewal; lab and WWTF reference books; and pesticide applicator certificate.

WASTEWATER TREATMENT PLANT (continued)

- 25-00 Painting and plumbing supplies for treatment plant; hoses; UV lamps, sleeves, and ballasts; SCADA server quarterly maintenance hardware and network Core switches, solids handling equipment repair; pump replacement; and materials, such as metal & pvc pipes, racks, oil, surge suppressors, and valve vault installation for plant water, etc.

- 26-00 Digester gas scrubber media, maintenance of aeration blowers, misc. laboratory equipment, lift station equipment; repairing & replacing instruments, sensors, and meters; diesel fuel; rebuilding of pumps; plant supplies, such as drive belts, air filters, nuts & bolts, valves, etc.; generator membrane roof; and hypo & ferric rail project.

- 28-00 Safety jackets, safety boots, rain gear, and PPE.

- 29-00 Laboratory supplies & chemicals, such as ferric chloride and polymer.

- 34-00 Contingency reserve for emergency operations.

WATER QUALITY CONTROL
FUND NO. 553
ACCOUNT NO. 1109

DESCRIPTION

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

MISSION

To protect and safeguard human health and the environment, with a focus on coordinating and implementing water and environmental pollution control programs as required by federal and state laws through City Ordinance to ensure compliance by both the City of Merced and those dischargers regulated by the City.

GOALS

- Monitor the quality of industrial pretreatment discharges to the wastewater collection and treatment systems through inspections, reporting, and permitting.
- Ensure compliance with all applicable state and federal water quality discharge requirements for the Wastewater Treatment Plant, Pretreatment discharges, and Septic Haulers by coordinating regulatory sampling and testing.
- In collaboration with Merced County, and the City of Atwater, implement the Municipal Separate Storm Sewer System (MS4) phase II program through interdepartmental training and community participation through storm water education.
- Monitor and evaluate drinking water quality by managing regulatory sampling and testing, ensuring City compliance with all applicable state and federal regulations governing drinking water quality and municipal well construction through Title 22 testing.
- Continue to implement the Fats, Oils and Grease (F.O.G.) Program to reduce associated Sanitary Sewer overflows among Food Service Establishments (FSEs).
- Provide public education and outreach of Pollution Prevention for Wastewater, Stormwater, pharmaceutical take back, and the F.O.G. Program.

WATER QUALITY CONTROL

OBJECTIVES

1. Manage Wastewater Treatment Plant toxicity compliance efforts.
2. Continue implementation of the Fats, Oil and Grease (F.O.G.) Program to appreciably reduce sewer line clogging and the number of Sanitary Sewer Overflows (SSO's) resulting from it.
3. Sampling of City drinking water for California Code of Regulations (CCR) Title 22 including: Methyl tert-Butyl Ether (MTBE), Stage 2 Disinfection Byproduct Rule (ST2DBR), Perchloroethylene (PCE).
4. Support City Engineer in the implementation of Phase II Storm Water Management Program (SWMP) as required to meet the (NPDES) requirements adopted in 2013.
5. Support Sewer System Management Program (SSMP) implementation to meet General Waste Discharge Requirements (WDR).

PERFORMANCE MEASUREMENTS/INDICATORS

- Deliver monthly, quarterly and annual reports to meet requirements of the National Pollutant Discharge Elimination System (NPDES) Regional Water Quality Control Board Permit.
- Permit new Food Service Establishments (FSEs) under the F.O.G permit program. Continue to perform annual inspections of the FSEs.
- Sample, review, report, and file results as required by the State Water Resources Control Board (SWRCB). Sampling and reporting frequency based on vulnerability of water supply source and as required by SWRCB. Evaluate and report results to meet SWRCB requirements.
- Assure proper SWMP measurements, monitoring, and documentation, reporting procedures and establishing authority to comply with the Phase II NPDES requirements.
- Assure proper SSMP measurements, monitoring, documentation, and notification procedures comply with the WDR's and are implemented by State mandated due dates.

WATER QUALITY CONTROL

6. Continue the City wide groundwater monitoring program. Through permit processing, to include inspections, sampling for MTBE & PCE, reporting, well installations and destructions.

Review and process Well Driller applications for soil boring, vapor extraction, Well installation, and destruction. Obtain samples to monitor PCE and MTBE in the ground water.
7. Prepare for the Groundwater Management Report for the Wastewater Treatment Facility. Groundwater samples from the treatment plant will provide data needed to complete the report due in 2018.

Continue quarterly sampling and reporting to the California Integrated Water Quality System (CIWQS), of groundwater source and monitoring. Monitoring results include charts that monitor the increase or decrease of any constituents.
8. Determine the level of regulated chemical and/or biological contaminants in the City's drinking water system for reporting on the annual Consumer Confidence Report (CCR).

Obtain samples from specific drinking water sources and verify the level of contaminants by lab analyses, review and compile data, and report on schedule. Convert the current delivery of the CCR to an electronic delivery.
9. Annually review fees for services to assure adequate and accurate cost recovery.

Monitor through Industrial Pretreatment (IPT) Billing, revenue of septic haulers, and well drillers. Submit monthly updates and an annual report on review findings.
10. Operate Environmental Protection Agency (EPA) approved Industrial Pretreatment (IPT) Program by monitoring, sampling, reporting, and permitting industrial dischargers. Provide inspection and enforcement of Municipal Code and Federal Regulations 40CFR403.

Review annual EPA Pretreatment Program Compliance and report any changes or corrections to the program. Complete weekly, monthly, quarterly, semi-annual and annual IPT reports to EPA, State, and Regional Boards on schedule. Ensure industry compliance to code and regulations.

WATER QUALITY CONTROL

2017-2018 BUDGET HIGHLIGHTS

The Industrial Pretreatment Program will be sustained by current rates and is expected to perform a cost analysis for Septic Hauler dischargers and new industries that operate within City limits.

The Publicly Owned Treatment Works (POTW) National Pollutants Discharge Elimination Systems (NPDES) permit requires personnel to continue monthly, quarterly, bi-annual, and annual sampling, monitoring, and reporting.

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

Water Quality Control (WQC) personnel will continue to experience increased workload as a result of the Storm Water Management Program Development, and the 2013 adoption of the new Municipal Separate Storm Sewer System (MS4) Phase II. The MS4 will require WQC personnel to inspect for illicit discharges and sample the storm water conveyance system, which includes Bear Creek, Black Rascal Creek, Fahren's creek, and Cottonwood Creek.

In Summary, programs that fall under the Pretreatment Program, such as the Fats, Oils, and Grease (F.O.G.) Program, MS4 Stormwater Phase II permit, pollution prevention, and pharmaceutical take back are regulated to provide public outreach and education to the citizens of Merced. Public outreach and education cost will impact staff workload and the budget due to the regulated requirement to start visiting public and private schools within the City limits.

BUDGET DETAIL EXPENSES

553-1109	Environmental Control			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
531.01-00	Regular Salaries	155,382	215,116	255,851	258,803	258,803	258,803
531.03-00	Extra Help	6,618	4,734	6,538	6,538	6,538	6,538
531.04-01	Regular Overtime	767	2,541	3,169	3,248	3,248	3,248
531.10-01	Holiday Pay	0	0	240	246	246	246
531.10-02	Unused Sick Leave	0	0	0	500	500	500
531.10-05	Retirement PERS Classic	36,355	55,202	58,107	17,311	17,311	17,311
531.10-06	Social Security-OASDI	9,456	13,202	15,795	15,921	15,921	15,921
531.10-07	Social Security-Medicare	2,307	3,157	3,789	3,819	3,819	3,819
531.10-10	Retirement-PERS New Membr	0	22	8,489	2,809	2,809	2,809
531.10-12	Workers Compensation	2,985	1,768	2,287	2,266	2,120	2,120
531.10-20	Earned Benefit	121	1,107	1,808	1,854	1,854	1,854
531.10-23	Uniform Cleaning	0	0	787	787	787	787
531.10-27	PTS Plan FICA Alternative	86	63	85	85	85	85
531.10-33	Core Allowance	43,901	63,974	72,558	75,771	75,771	75,771
531.10-35	Post Employment Benefits	11,157	11,466	8,942	9,510	9,510	9,510
531.10-73	Retirement UAL Misc	0	0	0	28,740	27,131	27,131
531.10-75	Ret-EE Share PERS Classic	0	0	0	17,380	17,380	17,380
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	2,260	2,260	2,260
Personnel Services		269,135	372,352	438,445	447,848	446,093	446,093
532.11-00	Utilities	6,122	5,182	0	0	0	0
532.12-00	Telephone	2,047	2,135	1,500	4,615	4,615	4,615
532.13-00	Postage	532	776	696	1,034	1,034	1,034
532.14-00	Advertising	349	935	550	550	550	550
532.16-00	Printing	370	290	800	800	800	800
532.17-00	Professional Services	6,843	10,525	91,562	61,026	61,026	61,026
532.18-00	Travel and Meetings	1,240	8,327	11,281	11,091	11,091	11,091
532.20-00	Training Expense	1,432	8,927	8,931	7,019	7,019	7,019
532.21-00	Rents/Leases	864	1,641	2,100	1,705	1,705	1,705
532.23-00	Vehicle Operations/Maint	6,780	5,336	6,317	6,607	6,607	6,607
532.24-00	Memberships, Subscription	3,155	3,036	5,072	5,473	5,473	5,473
532.25-00	Maintenance Matls & Svcs	0	0	550	750	750	750
532.26-00	Other Equipment O & M	747	1,597	2,869	2,539	2,539	2,539
532.27-00	Small Tools	199	375	200	200	200	200
532.28-00	Safety Supplies	843	2,088	1,874	1,928	1,928	1,928
532.29-00	Other Materials Supplies	4,972	3,951	3,190	3,120	3,120	3,120
532.30-01	Dept Share of Insurance	4,933	7,329	10,247	10,738	10,402	10,402
532.32-00	Vehicle Replacement Fee	7,119	8,428	9,144	10,204	10,204	10,204
532.35-84	Retro Fee Expense	150	100	50	100	100	100
532.38-00	Support Services	16,794	18,279	22,070	18,314	17,449	17,449
532.45-00	Facilities Maint Charge	15,843	11,552	9,029	12,106	12,143	12,143
532.46-00	Computer Replacement Chrg	366	366	1,038	1,137	1,137	1,137
Supplies and Services		81,700	101,175	189,070	161,056	159,892	159,892
533.43-00	Machinery/Equipment	0	0	20,000	0	0	0
Property		0	0	20,000	0	0	0
534.91-01	Adm Exp-City Manager	3,108	5,806	7,865	8,395	9,214	9,214
534.91-02	Adm Exp-City Attorney	1,388	1,261	1,552	2,526	2,450	2,450
534.91-03	Adm Exp-City Clerk	6,039	3,631	4,028	3,795	3,766	3,766
534.91-09	Adm Exp-Finance	14,182	20,711	22,424	24,085	24,500	24,500
534.91-10	Adm Exp-Purchasing	1,810	2,461	2,989	3,038	2,980	2,980
534.91-11	Adm Exp-Public Works	15,818	16,051	17,174	16,145	15,315	15,315
534.91-16	Adm Exp-City Council	1,394	2,323	2,505	2,518	2,526	2,526
Administrative		43,739	52,244	58,537	60,502	60,751	60,751

BUDGET DETAIL EXPENSES

553-1109 Environmental Control							
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
535.92-29	Interdept DSC-Pub Works	55,875	71,111	7,603	6,762	6,762	6,762
	Interdepartmental	55,875	71,111	7,603	6,762	6,762	6,762
633.64-00	Depreciation Expense	1,165	1,165	0	0	0	0
	Property	1,165	1,165	0	0	0	0
**	Environmental Control	451,614	598,047	713,655	676,168	673,498	673,498

Water Quality Control Division

- 14-00 Annual public notification for significant violators, public education through radio and TV commercials.
- 16-00 Public education brochures, maps, community outreach flyers for EPA pollution prevention, dental amalgam, Fats Oil & Grease, and Storm Water.
- 17-00 Scheduled compliance sampling of Industries, Annual sampling of Septic Hauler Companies, Waste Water Treatment sampling and Drinking Water sampling, Ground Water Annual Report Evaluation, and Environmental Control rate study.
- 20-00 California Water Environmental Association (CWEA), California Storm Water Quality Association (CASQA), and Qualified Industrial Storm Water Practitioner (QISP) continual compliance training and education required to maintain certifications.
- 24-00 CWEA, CASQA, NPDES, QISP, Certified Erosion, Sediment and Storm Water Inspector (CESSWI) and State Water Resources Control Board (SWRCB) certification renewals, testing fees, and various memberships.
- 25-00 Uniform Shirts allowance.
- 26-00 Maintenance of Micropurge controller, operation and maintenance of parts and accessories for field analyzers, and repair and replacement for samplers.
- 27-00 Miscellaneous field supplies.
- 28-00 Safety jackets, safety boots, safety glasses, Personal Protection Equipment (PPE), gloves and hairnets.
- 29-00 Miscellaneous laboratory supplies, miscellaneous sampling supplies, CO2 tank refills, ISCO Sampler repairs and replacement parts, pH meters.

STORM DRAINS
FUND NO. 553
ACCOUNT NO. 1114

DESCRIPTION

The Wastewater Collection Department operates and maintains the City's storm drainage collection system. The storm drainage collection system consists of 129 miles of underground storm drain lines, underground storage pipes, and 142 acres of detention ponds. The Storm Drain Collection crew vacuums 2,956 storm drain catch basins per year, maintains 58 storm drain pump stations, and associated basins, storm inlets, and discharge lines. The system is designed to reduce flooding in the community.

MISSION

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

GOALS

- ◇ Comprehensive storm drain inspection, repair, and the preventative maintenance program are maintained in accordance with NPDES and MS4 storm water program objectives.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.
- ◇ Continue storm drain main line CCTV inspection program to identify deteriorating conditions. Inspect a minimum of 4 miles of storm drain mains, laterals, and culverts using closed-circuit video and hydro-flush television equipment.
- ◇ Continued GIS integration of storm assets with the use of ipads for live real time update.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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

Hydro-flush 20 miles of city mains biennially and 33 enhanced areas as needed. Grit, debris, and root buildup will be kept to a minimum, resulting in maximum flow capacities to be maintained at all times.

STORM DRAINS

OBJECTIVES

PERFORMANCE MEASUREMENT/INDICATORS

2. Maintain all storm drain catch basins.

Clean and assess 2,956 storm drain catch basins annually. Clean and assess 33 storm catch basins in enhanced areas, and prepare for major storm events.

Monitor storm water basins, being extra vigilant through the leaf collection season (November through January) to ensure leaves and debris will not be allowed to accumulate at storm drain catch basins, which would result in water backing up in city streets or private property.

3. Ensure weed control is maintained around all storm drain sites, including retention basins, drainage ditches, roads, and pump sites.

Herbicide applied as needed (3" maximum growth); thereby, mitigating weed growth. Excessive growth is removed before becoming a fire hazard and inhibiting free flow of storm water.

Staying within MS4 guidelines, preventing application of chemicals during irrigation or within 48 hours of predicted rainfall with greater than 50% probability, as predicted by NOAA.

Develop and implement a program to prevent or reduce the amount of pollutant run off from storm drain operations through implementation of best management practices (BMPs).

4. Maintain storm water system pumps and valves in an appropriate state of readiness.

Implement and monitor preventative maintenance and operation of 114 storm pumps and valves; thereby, alleviating pump and valve malfunctions.

STORM DRAINS

OBJECTIVES	PERFORMANCE MEASUREMENT/INDICATORS
5. Implement control program for West Nile virus.	<p>33 storm ponds shall be pumped down immediately following a storm event, not allowing for any standing water to settle into storm pond basins. Standing water and/or debris is removed from storm drain catch basins and bubble-ups. Potential breeding sites are removed, which in turn will control the outbreak of West Nile Virus.</p> <p>Coordinate mosquito control and West Nile Virus efforts with Merced Mosquito Abatement District. Mosquito Abatement District shall implement their annual aldosid and vecto-lex monthly pellet applications from May through October. Applications are scheduled to avoid overlap with the City's 19 storm drain catch basin cleaning areas.</p>
6. Support City Engineer in the implementation of Storm Water Management Program (SWMP) to meet Phase 2 NPDES permit requirements.	<p>Track program success through the use of performance indicators such as: public education and outreach; public involvement; Illicit Discharge Detection and Elimination (IDDE); construction site runoff control; post-construction run off control; and pollution prevention/good housekeeping contained within the SWMP.</p>
7. Ensure new storm drain line construction meets City design standards and provide a benchmark for future line condition comparison	<p>Video all new storm drain line construction. All new construction is video inspected and evaluated for compliance with city standards immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services. Inspections will be performed within one week of notification from Inspection Services</p>

STORM DRAINS

OBJECTIVE	PERFORMANCE MEASUREMENT/INDICATORS
8. Identify Capital Improvement Projects necessary to upgrade the City's aging storm drain infrastructure.	Continue routine pipe assessment, including video and visual inspection observations and documentation to catalog the storm drain infrastructure and prioritize areas needing improvements. Observations will include offset joints, cracks, chips, root intrusion, deterioration, and overall condition.
9. Service for Community Facility Districts (CFD).	Service for CFD's that are not fully developed or funded continues to be a challenge. Storm drain basin weed control and storm drainage cleaning will not be as frequent in these areas. Pumps will be maintained on schedule. Only excessive growth will be removed as needed to reduce fire hazard and allow free flow of storm water. Herbicide applied before excessive weed growth occurs, and storm drainage cleaning done while rotating through the City's designated areas one through nineteen. Maintain spraying events within MS4 guidelines.
10. Maintain 18 miles of creek banks: Bear Creek, Black Rascal Creek, Fahrens Creek, and Cottonwood Creek.	Excessive growth and debris to be removed to permit free flow of storm water. Maintenance program to be coordinated with Merced County Public Works and Merced Irrigation District. Labor to be coordinated with California Department of Forestry personnel, who provide vegetation management assistance. North bank and south bank of Bear Creek are maintained on alternate years, primarily from November to February. Black Rascal, Fahrens Creek, and Cottonwood Creek are maintained on an as available basis.

STORM DRAINS

OBJECTIVE	PERFORMANCE MEASUREMENT/INDICATORS
11. Identify appropriate BMPs for preventing or reducing the amount of storm water pollution generated.	Track BMP success through the use of performance indicators such as: evaluation of pesticides, herbicides, and fertilizers use; rodent and subsequent erosion control; installation of trash racks and filtration separation drainage systems.
12. Re-route Columbia Street storm drain main south of Sonora Street to Black Rascal Creek.	Re-route 1,164 feet of storm drain (366' of 30" HDPE, 445' of 18" HDPE, 141' of 30" RCP, 106' of 24" x 38" elliptical RCP, and 106' of 19" x 30" elliptical RCP). Project to be completed by June 2017.
13. Install new catch basin grates and pipe at Alexander Ave and Park Ave.	Install new catch basin grates and pipe to be completed by June 2017.
14. Build geodatabase of assets to include attribute information for continued routine inspections and State reporting.	Storm Drain GIS data to be checked for accuracy. Current data is about 70% and planned inspections to improve accuracy by 5% in FY 2016/2017.

2017-2018 BUDGET HIGHLIGHTS

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

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

This budget includes the addition of two (2) Sewer & Storm Collection System Workers. These additions will help enhance the services provided and allow the department to keep up with new development and the overall expansion of the storm system.

Storm Drains

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	289,356	289,356
Supplies and Services	0	0	0	0	969,702	969,702
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	1,828,004	1,828,004
TOTAL	0	0	0	0	3,087,062	3,087,062

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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	0	0	0	1,812
PERS-EE Share 2% @ 62	0	0	0	7,892
Interdept DSR-Maint Dist	0	0	0	629
Interdept DSR-CFD's	0	0	0	476
Interdept DSR-Refuse	0	0	0	1,355
Other Revenues	0	0	0	3,074,898
TOTAL	0	0	0	3,087,062

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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
Sewer Collections Sys WKI			1.00	1.00
P.W. Manager - Wastewater			.05	.05
P.W. Supervisor-Sewer/Str Drn			.25	.25
PW Sewer/Str Drn Wrk			2.00	2.00
TOTAL			3.30	3.30

BUDGET DETAIL EXPENSES

553-1114 Storm Drains							
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
531.01-00	Regular Salaries	0	0	0	0	149,370	149,370
531.04-01	Regular Overtime	0	0	0	0	6,185	6,185
531.04-04	Call Back Time Worked	0	0	0	0	3,519	3,519
531.10-02	Unused Sick Leave	0	0	0	0	486	486
531.10-05	Retirement PERS Classic	0	0	0	0	1,797	1,797
531.10-06	Social Security-OASDI	0	0	0	0	10,034	10,034
531.10-07	Social Security-Medicare	0	0	0	0	2,346	2,346
531.10-10	Retirement-PERS New Membr	0	0	0	0	9,808	9,808
531.10-12	Workers Compensation	0	0	0	0	6,159	6,159
531.10-17	Stand By Pay	0	0	0	0	3,503	3,503
531.10-20	Earned Benefit	0	0	0	0	1,676	1,676
531.10-23	Uniform Cleaning	0	0	0	0	277	277
531.10-33	Core Allowance	0	0	0	0	68,833	68,833
531.10-73	Retirement UAL Misc	0	0	0	0	15,659	15,659
531.10-75	Ret-EE Share PERS Classic	0	0	0	0	1,812	1,812
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	0	7,892	7,892
Personnel Services		0	0	0	0	289,356	289,356
532.11-00	Utilities	0	0	0	0	51,560	51,560
532.12-00	Telephone	0	0	0	0	744	744
532.14-00	Advertising	0	0	0	0	5,000	5,000
532.17-00	Professional Services	0	0	0	0	275,840	275,840
532.18-00	Travel and Meetings	0	0	0	0	1,105	1,105
532.19-00	Mileage	0	0	0	0	100	100
532.20-00	Training Expense	0	0	0	0	2,500	2,500
532.21-00	Rents/Leases	0	0	0	0	19,460	19,460
532.23-00	Vehicle Operations/Maint	0	0	0	0	39,865	39,865
532.24-00	Memberships, Subscription	0	0	0	0	347	347
532.25-00	Maintenance Matls & Svcs	0	0	0	0	105,605	105,605
532.26-00	Other Equipment O & M	0	0	0	0	9,750	9,750
532.28-00	Safety Supplies	0	0	0	0	4,705	4,705
532.30-01	Dept Share of Insurance	0	0	0	0	25,434	25,434
532.32-00	Vehicle Replacement Fee	0	0	0	0	45,962	45,962
532.38-00	Support Services	0	0	0	0	80,797	80,797
532.45-00	Facilities Maint Charge	0	0	0	0	2,492	2,492
Supplies and Services		0	0	0	0	671,266	671,266
534.91-01	Adm Exp-City Manager	0	0	0	0	13,699	13,699
534.91-02	Adm Exp-City Attorney	0	0	0	0	3,642	3,642
534.91-03	Adm Exp-City Clerk	0	0	0	0	5,600	5,600
534.91-09	Adm Exp-Finance	0	0	0	0	36,427	36,427
534.91-10	Adm Exp-Purchasing	0	0	0	0	4,431	4,431
534.91-11	Adm Exp-Public Works	0	0	0	0	16,984	16,984
534.91-16	Adm Exp-City Council	0	0	0	0	3,756	3,756
Administrative		0	0	0	0	84,539	84,539
535.92-29	Interdept DSC-Pub Works	0	0	0	0	12,175	12,175
535.92-53	Interdept DSC-Wastewater	0	0	0	0	201,673	201,673
535.92-72	Interdept DSC-Supprt Sr	0	0	0	0	49	49
Interdepartmental		0	0	0	0	213,897	213,897
637.65-00	Capital Imp. Projects	0	0	0	0	1,828,004	1,828,004
Capital Outlay		0	0	0	0	1,828,004	1,828,004
**	Storm Drains	0	0	0	0	3,087,062	3,087,062

STORM DRAINS

- 11-00 Electrical service charges for storm drain pumps.
- 12-00 Includes high water/power failure alarm lines (other than maintenance districts) and iPad data service.
- 14-00 Public education via radio and TV commercials.
- 17-00 MID stream clearing and lateral maintenance, mandated metals testing, oil/grease sampling, NPDES permit (MS-4), and master storm drain agreement with Merced Irrigation District, CDF crews for creek vegetation cleanup, multi-smart monitoring of storm drain pumps, service/notification of G Street Undercrossing, SJVAPCD permit for air pollution fees, and CCTV camera and fence repairs.
- 20-00 CEU continuing training.
- 21-00 High water/power failure alarm circuits and burglar alarms (outside maintenance districts), bucket truck and chipper rental, excavator rental, flood light rental, and portable toilet rental for CDF crews.
- 24-00 CWEA memberships and testing fees.
- 25-00 Electrical breakers, catch basin grates, conduit, contactors and points, curb markers, fill sand, fuses, sandbags, hardware, connectors and other parts and supplies, pump repair, landfill charges, vandalism repair, warthog nozzles, and tide flex valves.
- 26-00 Tool repairs and replacement, and 3 inch submersible pump.
- 28-00 Rain boots, safety jackets, gloves, barricades, vests, first aid supplies, and PPE.

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

DESCRIPTION

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

MISSION

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

GOALS

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

LAND APPLICATION

OBJECTIVES	PERFORMANCE MEASUREMENTS/INDICATORS
1. Recoup the cost of operating the land application program.	Continue to produce fodder crop and generate revenue that meets or exceed budget expenditures for fiscal year 2016/2017.
2. Dispose of biosolids to maintain federal and state mandates.	Verify through plant and soil sampling throughout the year. Utilize biosolids for fertilization needs twice per year.
3. Increase the support for reduce, recycle, and reuse efforts.	Continue to use recycled water to irrigate the 695 acres of farmland. Maintain water application to the newly expanded levels of the Wildlife Management Area.
4. Improve the wildlife mitigation area and habitat for native wildlife species.	Continue invasive weed eradication, reduce vegetation overgrowth, and carry out a plan for water fowl habitat with State Fish and Game. Begin planting beneficial native plant species.
5. Remove biosolids contamination in former drying bed area.	Plant winter and summer crops that will utilize soil bound nitrogen

2017-2018 BUDGET HIGHLIGHTS

Offset biosolids disposal costs through the sale of fodder crops.

BUDGET DETAIL EXPENSES

553-1115 Land Application							
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
531.01-00	Regular Salaries	87,723	92,010	93,123	95,525	95,525	95,525
531.04-01	Regular Overtime	785	1,129	1,133	1,162	1,162	1,162
531.04-04	Call Back Time Worked	0	44	0	0	0	0
531.10-02	Unused Sick Leave	0	0	0	218	218	218
531.10-05	Retirement PERS Classic	20,555	23,677	24,468	7,437	7,437	7,437
531.10-06	Social Security-OASDI	5,305	5,584	5,676	5,818	5,818	5,818
531.10-07	Social Security-Medicare	1,241	1,306	1,327	1,361	1,361	1,361
531.10-12	Workers Compensation	9,870	2,677	2,453	3,064	2,864	2,864
531.10-20	Earned Benefit	0	0	303	310	310	310
531.10-23	Uniform Cleaning	494	382	428	592	592	592
531.10-33	Core Allowance	16,886	17,860	17,203	18,028	18,028	18,028
531.10-73	Retirement UAL Misc	0	0	0	10,608	10,014	10,014
531.10-75	Ret-EE Share PERS Classic	0	0	0	7,464	7,464	7,464
Personnel Services		142,859	144,669	146,114	151,587	150,793	150,793
532.11-00	Utilities	63,505	47,379	65,149	65,149	65,149	65,149
532.12-00	Telephone	483	482	408	408	408	408
532.17-00	Professional Services	56,378	77,287	78,837	98,837	98,837	98,837
532.19-00	Mileage	0	322	500	500	500	500
532.21-00	Rents/Leases	55	75	255	255	255	255
532.23-00	Vehicle Operations/Maint	52,363	45,828	68,945	55,492	55,492	55,492
532.25-00	Maintenance Matls & Svcs	6,020	5,933	6,686	36,686	36,686	36,686
532.29-00	Other Materials Supplies	138,529	138,076	167,323	228,780	228,780	228,780
532.30-01	Dept Share of Insurance	2,330	3,569	4,541	4,627	4,508	4,508
532.32-00	Vehicle Replacement Fee	51,828	54,853	50,806	50,679	50,679	50,679
532.38-00	Support Services	12,596	12,874	13,924	11,077	13,317	13,317
532.45-00	Facilities Maint Charge	702	760	844	1,042	1,053	1,053
Supplies and Services		384,789	387,438	458,218	553,532	555,664	555,664
534.91-01	Adm Exp-City Manager	1,690	2,451	2,906	3,331	3,598	3,598
534.91-02	Adm Exp-City Attorney	784	532	573	1,002	957	957
534.91-03	Adm Exp-City Clerk	2,846	1,533	1,488	1,506	1,471	1,471
534.91-09	Adm Exp-Finance	7,713	8,744	8,285	9,557	9,567	9,567
534.91-10	Adm Exp-Purchasing	985	1,039	1,104	1,205	1,164	1,164
534.91-11	Adm Exp-Public Works	9,690	9,783	9,364	9,775	9,527	9,527
534.91-16	Adm Exp-City Council	758	981	925	999	986	986
Administrative		24,466	25,063	24,645	27,375	27,270	27,270
535.92-29	Interdept DSC-Pub Works	7,847	9,565	9,919	9,617	9,617	9,617
535.92-72	Interdept DSC-Supprt Sr	38	49	0	0	0	0
Interdepartmental		7,885	9,614	9,919	9,617	9,617	9,617
633.64-00	Depreciation Expense	17,832	17,832	0	0	0	0
Property		17,832	17,832	0	0	0	0
**	Land Application	577,831	584,616	638,896	742,111	743,344	743,344

LAND APPLICATION SYSTEM

- 11-00 Includes electrical service for wetlands ponds, recirculation pumps, and Unilever domestic lift station
- 12-00 Includes high water power failure alarm line for Unilever domestic and industrial sewer station, and share of Petrovend telephone service.
- 17-00 Aerial spraying; biosolids spreading; CDF crews for vegetation cleanup; contract laboratory service, such as groundwater samples, soil/water analyses, plant tissue analysis, etc.; permits (SJVAPCD air pollution fees); pest control advisor and applicator; seed spreading; SWRCB Waste Discharge fees; and land leveling.
- 19-00 Mileage reimbursement for irrigation
- 21-00 High water power failure alarm service and propane tank rental.
- 25-00 Miscellaneous parts, replacement bearings, degreaser, hydraulic hoses, building materials and supplies.
- 29-00 Seed, various weed killers, herbicides, fertilizer, and soil amendments.

**WASTEWATER TREATMENT LINES COMPONENT
IMPROVEMENT FUND**

FUND NO. 550

ACCOUNT NO. 1156

PROGRAM

The Wastewater Treatment Lines Component Fund is used to collect fees from new growth. Funds will be used in the future to expand lines, pumps, and force mains required due to growth. Fees to support the system for new growth were adjusted in FY 2010.

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	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	76,291	78,312	2,416,205	3,394,436	3,394,436	3,394,436
TOTAL	76,291	78,312	2,416,205	3,394,436	3,394,436	3,394,436

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Cost Recovery	2,638	0	0	0
Sewer Facility Fee	98,474	845,884	218,190	221,616
Con. NthBCrk O/S NMS Dist	28,075	40,429	81,990	15,400
Sewer Fac Fee So of BCrk	3,441	64,656	28,540	95,208
Interest on Loans	116	87	59	30
Investment Earnings	17,460	20,164	16,570	31,050
Repayment on Loan	0	0	1,093	1,122
Other Revenues	73,913-	892,908-	2,069,763	3,030,010
TOTAL	76,291	78,312	2,416,205	3,394,436

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BUDGET DETAIL EXPENSES

550-1156 WWT Lines Component Dept							
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
633.64-00	Depreciation Expense	76,291	78,312	0	0	0	0
	Property	76,291	78,312	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	2,416,205	3,394,436	3,394,436	3,394,436
	Capital Outlay	0	0	2,416,205	3,394,436	3,394,436	3,394,436
**	WWT Lines Component Dept	76,291	78,312	2,416,205	3,394,436	3,394,436	3,394,436

UNIVERSITY CAPITAL CHARGE
FUND NO. 344
ACCOUNT NO. 1136

PROGRAM

University Capital charges are paid by UC Merced to amortize the loan from the Infrastructure Bank for installation of water and sewer lines to the campus.

BUDGET DETAIL EXPENSES

344-1136 University Capital Charge							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
706.71-01	Principal-Bond Payment	0	0	225,000	225,000	225,000	225,000
706.72-01	Interest Bond Payment	220,913	213,593	210,479	203,347	203,347	203,347
706.73-01	Agent Fees-Bond Payment	21,457	20,857	20,257	19,582	19,582	19,582
	Debt Services	242,370	234,450	455,736	447,929	447,929	447,929
**	University Capital Charge	242,370	234,450	455,736	447,929	447,929	447,929

**WASTEWATER TREATMENT PLANT COMPONENT
IMPROVEMENT FUND**

FUND NO. 551

ACCOUNT NO. 1157

PROGRAM

The Wastewater Treatment Plant Component Fund is used to collect fees from new growth. Funds will be used in the future to expand the capacity of the Wastewater Treatment Plant that will be required due to growth. Fees to support expansion of the plant, as a result of new growth, were adjusted in FY 2015.

WWT Plant Component

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	0	0	0	0	0	0
Debt Service	0	0	285,141	907,119	907,119	907,119
Acquisitions	0	0	0	0	0	0
Capital Improvements	3,765,511	3,324,489	4,418,978	5,253,880	5,253,880	5,253,880
TOTAL	3,765,511	3,324,489	4,704,119	6,160,999	6,160,999	6,160,999

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FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Sewer Facility Fee	401,743	990,519	975,561	1,124,571
Interest on Loans	297	223	150	78
Investment Earnings	47,200	48,745	42,650	65,520
Repayment on Loan	0	0	2,808	2,883
Other Revenues	3,316,271	2,285,002	3,682,950	4,967,947
TOTAL	3,765,511	3,324,489	4,704,119	6,160,999

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BUDGET DETAIL EXPENSES

551-1157 WWT Plant Component							
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
633.64-00	Depreciation Expense	2,875,555	3,106,263	0	0	0	0
	Property	2,875,555	3,106,263	0	0	0	0
637.65-00	Capital Imp. Projects	889,956	218,226	4,418,978	5,253,880	5,253,880	5,253,880
	Capital Outlay	889,956	218,226	4,418,978	5,253,880	5,253,880	5,253,880
706.71-02	Principal-City Loans	0	0	285,141	907,119	907,119	907,119
	Debt Services	0	0	285,141	907,119	907,119	907,119
**	WWT Plant Component	3,765,511	3,324,489	4,704,119	6,160,999	6,160,999	6,160,999

WASTEWATER REVOLVING FUND
FUND NO. 552
ACCOUNT NO. 1110

PROGRAM

The Wastewater Revolving Fund was established for the purpose of providing financing for owners of single-family residences to connect property to the sewer line. Loans will be made available to owners based upon income limits established by the U.S. Department of Housing and will be repaid over ten annual installments plus interest at a rate equal to the average rate earned on the City's investments.

BUDGET DETAIL EXPENSES

552-1110 Wastewater Revolving Fund							
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
532.29-00	Other Materials Supplies	0	0	123,099	124,527	124,527	124,527
	Supplies and Services	0	0	123,099	124,527	124,527	124,527
**	Wastewater Revolving Fund	0	0	123,099	124,527	124,527	124,527

FUND NO. 552
ACCOUNT NO. 1110

WASTEWATER REVOLVING FUND

29-00 Loans for connection of properties to sewer lines

REFUSE

REFUSE COLLECTION
FUND NO. 558
ACCOUNT NO. 1112

DESCRIPTION

The Refuse Division is responsible for all solid waste collection within City limits. This includes scheduled and unscheduled service for residential, commercial, and industrial customers, as well as special programs such as Disabled/Senior Citizen Pack-Out Service, Alley Cleanup, Spring Cleanup, and Tire Removal.

MISSION

To provide the citizens of Merced excellent solid waste services, which protect public health, preserve quality of life, and enhance the City's general appearance.

Goals

- Provide regular collection of residential, industrial, and commercial solid waste in the most efficient and cost-effective manner.
- Complete preparations for 2018 Spring Cleanup program by March 2018 and make changes, if appropriate, based on tonnage and costs of the 2017 program.
- Continue to monitor and adjust service routes for appropriate size and service levels, as well as improve productivity.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--|--|
| 1. Continue to monitor and adjust right-sizing of service routes to accommodate growth, as well as improve productivity. | All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size. |
| 2. Complete preparations for 2018 Spring Cleanup program by March 2018 and make changes, if appropriate, based on tonnage and costs of the 2017 program. | Report to City Council on experience of 2017 program no later than June 1, 2018. To include diversion of recyclable waste tonnage. |

REFUSE COLLECTION

2017-2018 BUDGET HIGHLIGHTS

Once again, Landfill tonnage rates will remain flat through the next fiscal year. Total tonnage generated by the city has increased last year by nearly 6500 tons. Primarily due to residential and commercial growth; therefore, next year's garbage expense budget will increase to reflect the increased monthly garbage bill. As growth is now on the rise, the need for additional garbage routes has occurred in North Merced with a new tenth route added in December 2016. Route adjustments were necessary to accommodate route completion before the Landfill closes for the day. The route adjustments made in December 2016 will accommodate for the rapidly growing North Merced areas as well as growth in the far South Merced areas.

The department is requesting an additional three full time Refuse Equipment Operators to the core budget. Additional operators are necessary to fully staff the department due to growth and to adequately staff the department during scheduled absences such as vacations, illnesses or injuries. Current residential and commercial growth along with the new rate increases should adequately fund these new positions.

To address cleanup of illegal dumping and to assist with homeless encampment cleanups, staff is requesting two additional Refuse Equipment Operators in the beyond core budget. The request also includes one new rear loading compactor truck needed for this new full time crew. In addition, staff are evaluating a pilot program to establish satellite site to receive collections throughout the year. Illegal dumping has sharply risen over this last year and a full time crew will greatly help keep our City cleaner. Once again, current residential and commercial growth along with the new rate increases should adequately fund these new positions.

As mentioned in last year's budget highlights, staff is exploring ways to reduce illegal dumping in the alleys and along roadways. Staff has now identified some potential areas for a "drop off" location within the City that would be staffed five days per week (a Tuesday through Saturday schedule is suggested) where residents could bring bulky items, general debris, recyclables, brush and e-waste to be disposed at this drop off location. Since this site would be open year around, staff recommends ending the traditional annual spring cleanup program. It should be noted the annual Spring Cleanup expenses are approximately \$200,000 per year and while tonnage cost for a year around program would likely increase, the overtime reduction alone would more than pay for a full time employee and be creating another new full time job for Merced. Changing to a year around program instead of the annual spring cleanup would fund the full time position and not require any rate adjustments since spring cleanup expenses would be reduced. The overall costs would likely be about the same but the level of service to all residents would greatly increase and illegal dumping should be reduced.

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

REFUSE COLLECTION

This budget includes the addition of five (5) refuse Equipment Trainees and will fund a portion of the Public Works Finance Liaison position. These additions to the Refuse department, will help enhance the services provided and allow the department to keep up with new development, homeless encampment clean-ups, alley trash clean-ups, other special projects and overall route expansion.

BUDGET DETAIL EXPENSES

558-1112 Refuse Collections				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
531.01-00	Regular Salaries	1,255,506	1,313,406	1,452,613	1,460,466	1,756,134	1,756,134
531.03-00	Extra Help	16,643	15,926	49,316	50,556	50,556	50,556
531.04-01	Regular Overtime	246,264	257,336	181,854	210,323	158,323	158,323
531.10-01	Holiday Pay	7,607	11,904	16,981	19,701	19,701	19,701
531.10-02	Unused Sick Leave	1,190	1,214	0	0	0	0
531.10-05	Retirement PERS Classic	252,348	280,304	295,682	84,619	84,619	84,619
531.10-06	Social Security-OASDI	90,563	94,915	101,334	103,846	118,953	118,953
531.10-07	Social Security-Medicare	21,422	22,429	24,415	25,019	28,553	28,553
531.10-08	State Unemployment	14,872	16,496	16,316	0	0	0
531.10-09	Retirement-PERS Lateral	0	0	0	3,710	3,710	3,710
531.10-10	Retirement-PERS New Membr	37,942	54,895	84,577	26,850	49,815	49,815
531.10-12	Workers Compensation	115,183	76,964	57,671	65,256	71,209	71,209
531.10-17	Stand By Pay	0	0	23,646	27,807	27,807	27,807
531.10-20	Earned Benefit	4,601	4,079	8,574	9,017	9,017	9,017
531.10-21	Bilingual Pay Program	38	0	0	1,200	1,200	1,200
531.10-23	Uniform Cleaning	5,540	5,713	5,720	7,452	7,452	7,452
531.10-27	PTS Plan FICA Alternative	218	207	641	657	657	657
531.10-33	Core Allowance	360,538	371,689	414,687	405,341	558,234	558,234
531.10-35	Post Employment Benefits	59,603	55,667	37,392	39,397	39,397	39,397
531.10-73	Retirement UAL Misc	0	0	0	162,183	184,103	184,103
531.10-75	Ret-EE Share PERS Classic	0	0	0	84,561	84,561	84,561
531.10-76	Ret-EE Share PERS Lateral	0	0	0	3,233	3,233	3,233
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	21,606	40,085	40,085
Personnel Services		2,490,078	2,583,144	2,771,419	2,812,800	3,297,319	3,297,319
532.11-00	Utilities	20,022	17,408	23,501	26,329	26,329	26,329
532.12-00	Telephone	4,002	4,778	3,067	9,931	9,931	9,931
532.13-00	Postage	47,704	36,044	46,720	51,046	51,046	51,046
532.16-00	Printing	8,245	9,991	19,680	19,688	19,688	19,688
532.17-00	Professional Services	53,400	51,482	166,670	72,794	72,794	72,794
532.18-00	Travel and Meetings	956	1,573	5,326	5,326	5,326	5,326
532.20-00	Training Expense	2,375	495	1,200	1,200	1,200	1,200
532.21-00	Rents/Leases	6,667	13,200	5,625	5,625	5,625	5,625
532.23-00	Vehicle Operations/Maint	1,101,413	1,138,477	1,019,086	1,097,721	1,097,721	1,097,721
532.24-00	Memberships, Subscription	1,392	17,844	23,399	24,059	24,059	24,059
532.25-00	Maintenance Matls & Svcs	2,446,749	2,634,646	2,653,148	2,911,448	2,911,448	2,911,448
532.26-00	Other Equipment O & M	19,382	11,323	14,784	17,949	17,949	17,949
532.27-00	Small Tools	488	263	520	520	520	520
532.28-00	Safety Supplies	6,394	4,995	7,472	8,215	8,215	8,215
532.30-01	Dept Share of Insurance	43,215	69,495	100,439	112,862	118,204	118,204
532.32-00	Vehicle Replacement Fee	538,293	477,965	511,941	515,420	515,420	515,420
532.34-00	Contingency Reserve	0	0	0	0	250,000	250,000
532.35-84	Retro Fee Expense	100	100	0	0	0	0
532.38-00	Support Services	148,557	151,448	173,665	155,359	168,798	168,798
532.45-00	Facilities Maint Charge	33,091	27,308	43,464	48,616	58,170	58,170
532.46-00	Computer Replacement Chrg	3,002	1,206	2,365	2,225	2,225	2,225
Supplies and Services		4,485,447	4,670,041	4,822,072	5,086,333	5,364,668	5,364,668
533.43-00	Machinery/Equipment	0	0	0	63,000	36,000	36,000
Property		0	0	0	63,000	36,000	36,000
534.91-01	Adm Exp-City Manager	26,875	39,312	51,022	56,496	66,274	66,274
534.91-02	Adm Exp-City Attorney	12,603	8,539	10,067	16,997	17,619	17,619
534.91-03	Adm Exp-City Clerk	46,884	24,808	26,376	25,607	27,158	27,158

BUDGET DETAIL EXPENSES

558-1112 Refuse Collections							
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
534.91-09	Adm Exp-Finance	122,626	140,232	145,472	162,092	176,230	176,230
534.91-10	Adm Exp-Purchasing	15,653	16,665	19,393	20,445	21,434	21,434
534.91-11	Adm Exp-Public Works	146,126	139,334	141,893	138,292	151,670	151,670
534.91-16	Adm Exp-City Council	12,053	15,729	16,250	16,947	18,172	18,172
	Administrative	382,820	384,619	410,473	436,876	478,557	478,557
535.92-01	Interdept DSC-General Fnd	244,399	235,016	247,186	232,228	232,228	232,228
535.92-17	Interdept DSC-Develop Svc	45,206	46,148	47,096	44,686	44,686	44,686
535.92-22	Interdept DSC-Streets	11,057	14,575	5,231	8,461	8,461	8,461
535.92-29	Interdept DSC-Pub Works	206,464	230,399	225,042	252,842	252,842	252,842
535.92-48	Interdept DSC-CFD Parks	2,673	2,760	2,561	0	0	0
535.92-53	Interdept DSC-Wastewater	29,466	27,011	23,605	32,314	33,669	33,669
535.92-57	Interdept DSC-Water Sys	46,605	45,836	42,431	41,324	39,969	39,969
535.92-58	Interdept DSC-Refuse	39,275	35,695	27,763	23,852	23,852	23,852
535.92-70	Interdept DSC-Fleet	52,119	45,128	46,915	44,779	44,779	44,779
535.92-71	Interdept DSR-Facilities	0	0	0	1,237	1,237	1,237
535.92-72	Interdept DSC-Supprt Sr	19,855	20,925	21,892	23,769	23,769	23,769
	Interdepartmental	697,119	703,493	689,722	705,492	705,492	705,492
633.64-00	Depreciation Expense	32,059	26,556	0	0	0	0
	Property	32,059	26,556	0	0	0	0
637.65-00	Capital Imp. Projects	39,963	388,799	1,441	982,790	982,790	982,790
	Capital Outlay	39,963	388,799	1,441	982,790	982,790	982,790
958.93-53	Trsf-Wastewater Sys (553)	0	0	0	0	276,465	276,465
958.93-57	Trsf-Water System Fu(557)	13,780,669	92,977	625,142	277,097	0	0
	Other	13,780,669	92,977	625,142	277,097	276,465	276,465
968.93-72	Trsf-Support Service(672)	26,614	0	0	0	0	0
968.93-74	Trsf-Fleet Replaceme(674)	15,108	0	0	0	0	0
	Other	41,722	0	0	0	0	0
**	Refuse Collections	21,949,877	8,849,629	9,320,269	10,364,388	11,141,291	11,141,291

REFUSE COLLECTION

- 12-00 Includes share of cost for alarm circuit line to Police Department, cellular and office telephones

- 13-00 Mailing of Utility bills, spring cleanup flyers, and mailing of informational customer magnets.

- 16-00 Printing of service request forms, utility bills, and promotional materials

- 17-00 Department of Motor Vehicles license renewals/upgrades/physicals, and utility billing handling

- 25-00 Landfill disposal charge and container maintenance

- 26-00 Vehicle tracking system, and lap top air cards

GREEN WASTE COLLECTION

FUND NO. 558

ACCOUNT NO. 1133

DESCRIPTION

The Green Waste Division is responsible for all green and organic waste collection within City limits. This includes scheduled and unscheduled service for residential customers, as well as Christmas Tree Removal, which may be placed in the green waste container. This division will now include a new organics waste reduction program.

MISSION

Provide the citizens of Merced excellent green waste collection service, which provides the raw material to create a beneficial, valuable material in compost, while maintaining compliance with applicable state and local source reduction requirements.

Goals

- Provide regular collection of residential green waste in the most efficient and cost-effective manner.
- Partner with businesses to promote the organic waste reduction measures of AB1826.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

- | | |
|---|--|
| 1. Monitor green waste routes to ensure the ability to accommodate growth and determine if productivity can be improved. | All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size. |
| 2. Monitor contamination percentage of green waste being delivered to County Landfill compost program to ensure quality of end product. | Monthly review of contamination rate based on landfill records. |

GREEN WASTE COLLECTION

2017-2018 BUDGET HIGHLIGHTS

Residential green waste contamination is minimal; however, unfunded legislative and regulatory mandates to the Landfill, to the City and to businesses will likely continue to negatively impact rates. The organics law AB1846 went into effect April 2016 and is not expected to impact operations.

BUDGET DETAIL EXPENSES

558-1133	Green Waste Collection						
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
531.01-00	Regular Salaries	170,017	142,336	167,692	185,607	185,607	185,607
531.04-01	Regular Overtime	12,765	17,385	22,219	19,862	19,862	19,862
531.10-01	Holiday Pay	670	991	1,819	1,907	1,907	1,907
531.10-05	Retirement PERS Classic	35,372	31,665	33,042	10,774	10,774	10,774
531.10-06	Social Security-OASDI	10,398	9,736	11,692	12,707	12,707	12,707
531.10-07	Social Security-Medicare	2,432	2,277	2,734	2,972	2,972	2,972
531.10-10	Retirement-PERS New Membr	0	4,890	10,725	3,813	3,813	3,813
531.10-12	Workers Compensation	22,084	16,018	6,071	6,896	6,462	6,462
531.10-17	Stand By Pay	0	0	0	1,695	1,695	1,695
531.10-20	Earned Benefit	6,600	311	1,011	1,011	1,011	1,011
531.10-21	Bilingual Pay Program	114	0	0	600	600	600
531.10-23	Uniform Cleaning	431	462	518	837	837	837
531.10-33	Core Allowance	45,054	44,136	48,552	52,789	52,789	52,789
531.10-35	Post Employment Benefits	0	0	6,696	6,762	6,762	6,762
531.10-73	Retirement UAL Misc	0	0	0	20,611	19,458	19,458
531.10-75	Ret-EE Share PERS Classic	0	0	0	10,747	10,747	10,747
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	3,068	3,068	3,068
Personnel Services		305,937	270,207	312,771	342,658	341,071	341,071
532.13-00	Postage	0	0	0	5,390	5,390	5,390
532.14-00	Advertising	15,983	6,592	11,440	14,500	14,500	14,500
532.17-00	Professional Services	130	90	402	402	402	402
532.23-00	Vehicle Operations/Maint	156,597	169,822	141,215	164,077	164,077	164,077
532.24-00	Memberships, Subscription	0	0	1,560	1,560	1,560	1,560
532.25-00	Maintenance Matls & Svcs	63,599	65,250	108,378	110,510	110,510	110,510
532.26-00	Other Equipment O & M	1,175	1,385	1,497	2,302	2,302	2,302
532.30-01	Dept Share of Insurance	4,549	6,777	8,561	8,572	8,313	8,313
532.32-00	Vehicle Replacement Fee	70,527	50,432	79,441	79,441	79,441	79,441
532.38-00	Support Services	13,796	14,247	15,646	16,292	15,751	15,751
532.45-00	Facilities Maint Charge	1,557	1,722	1,911	1,643	1,660	1,660
Supplies and Services		327,913	316,317	370,051	404,689	403,906	403,906
533.43-00	Machinery/Equipment	0	0	0	13,500	13,500	13,500
Property		0	0	0	13,500	13,500	13,500
534.91-01	Adm Exp-City Manager	3,728	4,692	5,888	6,648	7,277	7,277
534.91-02	Adm Exp-City Attorney	1,590	1,019	1,162	2,000	1,935	1,935
534.91-03	Adm Exp-City Clerk	6,955	2,935	3,016	3,005	2,975	2,975
534.91-09	Adm Exp-Finance	17,009	16,737	16,788	19,073	19,350	19,350
534.91-10	Adm Exp-Purchasing	2,171	1,989	2,238	2,406	2,354	2,354
534.91-11	Adm Exp-Public Works	16,714	15,137	14,441	14,854	14,246	14,246
534.91-16	Adm Exp-City Council	1,672	1,877	1,875	1,994	1,995	1,995
Administrative		49,839	44,386	45,408	49,980	50,132	50,132
535.92-29	Interdept DSC-Pub Works	30,284	12,762	13,304	13,307	13,307	13,307
Interdepartmental		30,284	12,762	13,304	13,307	13,307	13,307
**	Green Waste Collection	713,973	643,672	741,534	824,134	821,916	821,916

FUND NO. 558
ACCOUNT NO. 1133

GREEN WASTE COLLECTION

14-00 Television and radio advertising

25-00 Landfill disposal charges

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

DESCRIPTION

The Recycling Division is responsible for collection of all recyclable material within City limits. This includes scheduled and unscheduled service for residential and some commercial customers.

MISSION

To provide the citizens of Merced excellent recycling services, which help meet State mandates, preserve quality of life, enhance the City's general appearance, while maintaining compliance with applicable source reduction and commercial recycling requirements.

Goals

- Provide regular collection of residential and commercial businesses, co-mingled, and single stream recyclables in the most efficient and cost-effective manner.
- Partner with businesses to promote commercial recycling that meets the requirements of California Assembly Bill AB341, Commercial Recycling Mandate.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--|---|
| 1. Continue to monitor and adjust right-sizing of service routes to accommodate growth, as well as improve productivity. | All routes will be continually audited for appropriate size during fiscal year. Adjustments made when needed to maintain correct route size. |
| 2. Track diversion of material from the landfill, as mandated by the State of California. | Track tonnage of recyclables collected and contamination percentage. |
| 3. Promote commercial recycling | Promoting recycling rates and program information will fulfill our education/outreach requirements and increase recycling efforts. Annual report to Council regarding all recycling by June 2018. |

RECYCLING PROGRAM

2017-2018 BUDGET HIGHLIGHTS

Businesses who generate significant amounts of recyclables will realize some reduction in waste disposal costs, since disposal costs for commercial recyclables has now been reduced by 15% as compared to regular garbage disposal. Overseas markets have been very low for recyclables so return on recyclables is very minimal.

Our Recycling Coordinator continues adding new businesses to the recycling efforts and the community seems to support recycling quite well. Overall contamination is minimal.

In an effort to reduce contamination, and to promote recycling we will provide more material that is educational to all residents of Merced; therefore, an increase in postage for recycling advertising was added to the recycling budget.

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

BUDGET DETAIL EXPENSES

558-1135	Recycling Program			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
531.01-00	Regular Salaries	213,931	219,575	225,831	240,874	240,874	240,874
531.04-01	Regular Overtime	27,104	23,176	32,448	27,807	27,807	27,807
531.10-01	Holiday Pay	703	418	1,240	1,271	1,271	1,271
531.10-05	Retirement PERS Classic	50,111	50,241	58,849	18,847	18,847	18,847
531.10-06	Social Security-OASDI	14,638	13,250	15,791	16,321	16,321	16,321
531.10-07	Social Security-Medicare	3,423	3,099	3,693	3,817	3,817	3,817
531.10-10	Retirement-PERS New Membr	0	0	699	0	0	0
531.10-12	Workers Compensation	11,102	6,959	10,390	20,390	19,861	19,861
531.10-20	Earned Benefit	757	2,100	2,066	2,066	2,066	2,066
531.10-21	Bilingual Pay Program	832	603	600	600	600	600
531.10-23	Uniform Cleaning	355	382	351	631	631	631
531.10-33	Core Allowance	66,268	69,838	73,709	79,257	79,257	79,257
531.10-35	Post Employment Benefits	6,752	6,416	3,867	4,227	4,227	4,227
531.10-73	Retirement UAL Misc	0	0	0	26,749	25,252	25,252
531.10-75	Ret-EE Share PERS Classic	0	0	0	18,864	18,864	18,864
Personnel Services		395,976	396,057	429,534	461,721	459,695	459,695
532.13-00	Postage	4,000	0	520	5,390	5,390	5,390
532.14-00	Advertising	31,411	18,513	48,360	48,360	48,360	48,360
532.17-00	Professional Services	80	180	258	258	258	258
532.18-00	Travel and Meetings	162	1,028	753	753	753	753
532.20-00	Training Expense	2,006	1,050	1,150	1,150	1,150	1,150
532.23-00	Vehicle Operations/Maint	157,062	121,671	157,790	195,853	195,853	195,853
532.25-00	Maintenance Matls & Svcs	62,662	72,323	86,148	84,487	84,487	84,487
532.26-00	Other Equipment O & M	894	1,260	1,497	2,302	2,302	2,302
532.28-00	Safety Supplies	300	263	695	695	695	695
532.30-01	Dept Share of Insurance	5,490	8,143	10,287	10,572	10,259	10,259
532.32-00	Vehicle Replacement Fee	82,564	113,700	123,284	123,284	123,284	123,284
532.38-00	Support Services	16,808	17,258	19,763	19,869	19,189	19,189
532.45-00	Facilities Maint Charge	1,182	836	929	1,259	1,272	1,272
Supplies and Services		364,621	356,225	451,434	494,232	493,252	493,252
533.43-00	Machinery/Equipment	10,214	6,941	15,600	27,000	27,000	27,000
Property		10,214	6,941	15,600	27,000	27,000	27,000
534.91-01	Adm Exp-City Manager	4,468	5,457	6,930	7,978	8,713	8,713
534.91-02	Adm Exp-City Attorney	1,966	1,185	1,367	2,400	2,316	2,316
534.91-03	Adm Exp-City Clerk	8,171	3,413	3,549	3,607	3,562	3,562
534.91-09	Adm Exp-Finance	20,388	19,468	19,759	22,890	23,169	23,169
534.91-10	Adm Exp-Purchasing	2,603	2,314	2,634	2,887	2,818	2,818
534.91-11	Adm Exp-Public Works	20,385	18,319	18,148	18,582	17,852	17,852
534.91-16	Adm Exp-City Council	2,004	2,184	2,207	2,393	2,389	2,389
Administrative		59,985	52,340	54,594	60,737	60,819	60,819
535.92-29	Interdept DSC-Pub Works	65,798	29,611	30,001	30,729	30,729	30,729
Interdepartmental		65,798	29,611	30,001	30,729	30,729	30,729
**	Recycling Program	896,594	841,174	981,163	1,074,419	1,071,495	1,071,495

FUND NO. 558
ACCOUNT NO. 1135

CURBSIDE RECYCLING PROGRAM

14-00 Television and radio advertising

25-00 Collected materials processing charges and container maintenance

**STREET SWEEPING
FUND NO. 558
ACCOUNT NO. 1113**

DESCRIPTION

The Street Sweeping Division is responsible for the removal of dirt and debris from city streets. This includes the annual leaf pickup program. The program helps the City meet air pollution and storm water pollution requirements.

MISSION

To preserve the quality of life in Merced by providing street sweeping services that meet the Clean Air Act mandates and Phase II NPDES requirements.

GOALS

- ◇ Continue providing a well developed systematic street sweeping schedule in residential (twice per month) and business districts (3 times weekly) in the most cost effective and efficient manner possible.
- ◇ Continue assisting collection of leaves from city streets during the annual leaf collection program.
- ◇ Continue Best Management Practices diverting sediment, trash, debris, and pollutants from the storm drainage system and improving the water quality.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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| 1. Continue to dispose of leaves at disposal sites that will accept leaves at no charge, with all weather disposal capabilities. | Identify other strategically located sites that will accept leaves at no charge or consider creating compost for future uses throughout city facilities. |
| 2. Seek methods to improve the quality of street sweeping and right-sizing of routes to improve productivity. | Maintain contact with sweeper manufacturers to remain familiar with current technology, as well as machine capability, and arrange for local demonstrations of such machines when appropriate. |

STREET SWEEPING

- | | |
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| 3. To significantly divert sediment, trash debris and other pollutants from the storm drainage system and improve storm water quality. | Implement Best Management Practices and measurable goals to improve pollutant removal from streets and gutters. Provide report to City Council on quarterly basis. |
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2017-2018 BUDGET HIGHLIGHTS

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

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

BUDGET DETAIL EXPENSES

558-1113	Street Sweeping						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
531.01-00	Regular Salaries	287,654	264,320	287,942	341,478	341,478	341,478
531.03-00	Extra Help	31,524	30,308	34,118	34,963	34,963	34,963
531.04-01	Regular Overtime	28,533	21,429	29,277	30,716	30,716	30,716
531.04-04	Call Back Time Worked	338	788	1,391	1,426	1,426	1,426
531.10-05	Retirement PERS Classic	67,391	55,421	53,125	16,154	16,154	16,154
531.10-06	Social Security-OASDI	19,162	17,513	19,284	22,500	22,500	22,500
531.10-07	Social Security-Medicare	4,954	4,535	5,005	5,769	5,769	5,769
531.10-08	State Unemployment	0	6,225	8,942	0	0	0
531.10-10	Retirement-PERS New Membr	0	11,721	21,120	10,404	10,404	10,404
531.10-12	Workers Compensation	16,027	9,820	14,841	14,423	13,684	13,684
531.10-17	Stand By Pay	699	1,411	1,311	1,374	1,374	1,374
531.10-20	Earned Benefit	6,755	5,760	1,327	1,392	1,392	1,392
531.10-21	Bilingual Pay Program	110	121	120	1,440	1,440	1,440
531.10-23	Uniform Cleaning	1,139	1,272	1,391	1,648	1,648	1,648
531.10-27	PTS Plan FICA Alternative	425	394	444	454	454	454
531.10-33	Core Allowance	95,285	91,896	98,464	120,579	120,579	120,579
531.10-35	Post Employment Benefits	14,655	12,830	15,638	16,334	16,334	16,334
531.10-73	Retirement UAL Misc	0	0	0	37,761	35,799	35,799
531.10-75	Ret-EE Share PERS Classic	0	0	0	16,143	16,143	16,143
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	8,372	8,372	8,372
	Personnel Services	574,651	535,764	593,740	683,330	680,629	680,629
532.11-00	Utilities	67,177	78,184	85,740	85,740	85,740	85,740
532.13-00	Postage	7,356	7,724	8,528	8,528	8,528	8,528
532.17-00	Professional Services	440	90	268	268	268	268
532.23-00	Vehicle Operations/Maint	263,776	261,653	178,898	227,122	227,122	227,122
532.25-00	Maintenance Matls & Svcs	440	0	520	541	541	541
532.26-00	Other Equipment O & M	1,112	810	998	998	998	998
532.28-00	Safety Supplies	850	1,308	1,404	1,404	1,404	1,404
532.30-01	Dept Share of Insurance	7,960	11,785	14,912	14,726	14,294	14,294
532.32-00	Vehicle Replacement Fee	166,065	153,339	185,872	192,156	192,156	192,156
532.38-00	Support Services	25,874	27,406	29,746	26,730	25,718	25,718
532.45-00	Facilities Maint Charge	2,608	3,362	3,732	4,425	4,471	4,471
	Supplies and Services	543,658	545,661	510,618	562,638	561,240	561,240
534.91-01	Adm Exp-City Manager	4,343	7,014	7,692	8,552	9,182	9,182
534.91-02	Adm Exp-City Attorney	2,120	1,524	1,518	2,573	2,441	2,441
534.91-03	Adm Exp-City Clerk	7,466	4,387	3,939	3,866	3,753	3,753
534.91-09	Adm Exp-Finance	19,816	25,022	21,930	24,537	24,415	24,415
534.91-10	Adm Exp-Purchasing	2,529	2,974	2,924	3,095	2,970	2,970
534.91-11	Adm Exp-Public Works	28,076	27,159	25,574	25,586	24,547	24,547
534.91-16	Adm Exp-City Council	1,948	2,807	2,450	2,565	2,517	2,517
	Administrative	66,298	70,887	66,027	70,774	69,825	69,825
535.92-01	Interdept DSC-General Fnd	1,121	3,092	907	2,168	2,168	2,168
535.92-22	Interdept DSC-Streets	89,717	77,505	103,327	119,730	119,730	119,730
535.92-29	Interdept DSC-Pub Works	6,245	28,262	28,282	22,879	22,879	22,879
535.92-48	Interdept DSC-CFD Parks	6,182	0	0	900	900	900
535.92-53	Interdept DSC-Wastewater	13,999	6,478	13,433	0	0	0
535.92-58	Interdept DSC-Refuse	1,951	11,335	4,889	5,867	5,867	5,867
535.92-72	Interdept DSC-Supprrt Sr	192	247	296	247	247	247
	Interdepartmental	119,407	126,919	151,134	151,791	151,791	151,791
**	Street Sweeping	1,304,014	1,279,231	1,321,519	1,468,533	1,463,485	1,463,485

STREET SWEEPING

11-00 Share of Corporation Yard refuse containers and roll off container for street sweeping debris

13-00 Leaf collection notices

16-00 Printing of leaf collection maps and schedules

STREET AND SUBDIVISION TREES
FUND NO. 558
ACCOUNT NO. 1122

DESCRIPTION

The Street Tree Division is responsible for the maintenance of 80,000 Street trees and 15,000 Park trees. The Tree division provides a full range of tree care services throughout the City, including scheduled tree pruning, dead wood, mistletoe, and stump removal, reforestation, hazard elimination, special tree treatments, and corrective measures, as identified by our tree program objectives or by customer requests.

MISSION

To maintain the health and vitality of the urban forest through a comprehensive inspection, maintenance, and reforestation program that is designed to ensure public safety, and provide excellent customer service, while beautifying the City of Merced.

GOALS

- ◇ Continue scheduled area pruning, mistletoe removal, and tree plant/removal programs to maintain the City's urban forest.
- ◇ Identify and replant trees that succumbed to the statewide drought.
- ◇ Respond to emergency tree/limb incidents in a timely manner while maintaining the health and condition of our urban forest.
- ◇ Coordinate with developers, PG&E and MID for proper species and placement of street trees throughout the city.
- ◇ Promote participation in Arbor Day event involving more schools and public agencies through education and promotion of a healthy urban forest and maintain the Tree City USA designation.

OBJECTIVES

1. Maintain the health and condition of the urban forest while responding to emergency tree/limb incidents in a timely manner.

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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

STREET AND SUBDIVISION TREES

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| | Inspect all trees for health and condition when they are pruned, and immediately correct all tree hazards when found. |
| | When notified of hazards by citizens, make correction within one business day. |
| 2. Continue Mistletoe Abatement Program in conjunction with the Area Prune Program. | Continue aggressive preventive maintenance work on eradicating mistletoe on all city trees, as well as customer service/emergency requests throughout the City. To be completed annually. |
| 3. Continue the 8 year Area Prune Program cycle. | Continue area-pruning program of approximately 11,000 trees per year utilizing city forces and private contractors. |
| | Ensure the annual inspection and pruning cycle of 15,000 park trees is completed within the fiscal year. |
| 4. Promote the benefits of a healthy urban forest, and maintain Tree City USA designation. | Continue participation in Arbor Day event by involving UC Merced, elementary schools and public agencies. |

2017-2018 BUDGET HIGHLIGHTS

This budget includes the addition of two (2) tree trimmers which will help with the upkeep of the City's urban forest.

BUDGET DETAIL EXPENSES

558-1122	Street & Sub Div. Trees						
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
531.01-00	Regular Salaries	270,612	304,436	314,256	317,034	417,001	417,001
531.04-01	Regular Overtime	26,234	27,583	22,079	22,205	22,205	22,205
531.04-04	Call Back Time Worked	2,734	2,775	3,787	4,678	4,678	4,678
531.10-05	Retirement PERS Classic	63,346	71,234	73,740	22,415	22,415	22,415
531.10-06	Social Security-OASDI	18,404	20,713	21,041	23,345	29,543	29,543
531.10-07	Social Security-Medicare	4,304	4,844	4,921	5,459	6,909	6,909
531.10-10	Retirement-PERS New Membr	48	6,603	8,279	2,260	10,024	10,024
531.10-12	Workers Compensation	42,962	30,062	37,066	43,797	46,846	46,846
531.10-17	Stand By Pay	3,840	3,439	4,633	39,016	39,016	39,016
531.10-20	Earned Benefit	1,399	5,775	3,259	3,502	3,502	3,502
531.10-21	Bilingual Pay Program	299	302	300	300	300	300
531.10-23	Uniform Cleaning	779	1,160	815	1,665	1,665	1,665
531.10-33	Core Allowance	83,056	101,809	106,522	103,587	145,304	145,304
531.10-35	Post Employment Benefits	6,105	6,415	4,471	4,786	4,786	4,786
531.10-73	Retirement UAL Misc	0	0	0	35,206	43,716	43,716
531.10-75	Ret-EE Share PERS Classic	0	0	0	22,491	22,491	22,491
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	1,818	8,066	8,066
Personnel Services		524,122	587,150	605,169	653,564	828,467	828,467
532.11-00	Utilities	2,702	1,280	1,433	1,467	1,467	1,467
532.12-00	Telephone	1,061	1,166	1,176	1,176	1,176	1,176
532.17-00	Professional Services	322	173	985	985	985	985
532.18-00	Travel and Meetings	837	1,760	1,359	1,359	1,359	1,359
532.20-00	Training Expense	735	1,525	832	832	832	832
532.21-00	Rents/Leases	1,429	520	1,180	1,180	1,180	1,180
532.23-00	Vehicle Operations/Maint	81,537	117,449	49,477	92,586	92,586	92,586
532.24-00	Memberships, Subscription	333	488	667	667	667	667
532.25-00	Maintenance Matls & Svcs	19,754	22,237	30,671	31,138	31,138	31,138
532.26-00	Other Equipment O & M	57	294	418	418	418	418
532.28-00	Safety Supplies	2,312	3,343	3,940	3,940	3,940	3,940
532.30-01	Dept Share of Insurance	6,437	10,415	12,918	13,375	15,726	15,726
532.38-00	Support Services	16,723	20,565	22,234	22,513	27,720	27,720
532.45-00	Facilities Maint Charge	231	674	4,924	6,053	5,930	5,930
532.46-00	Computer Replacement Chrg	0	0	1,758	319	319	319
Supplies and Services		134,470	181,889	133,972	178,008	185,443	185,443
534.91-01	Adm Exp-City Manager	3,323	5,026	6,297	6,959	9,056	9,056
534.91-02	Adm Exp-City Attorney	1,594	1,092	1,242	2,094	2,408	2,408
534.91-03	Adm Exp-City Clerk	6,560	3,144	3,225	3,146	3,702	3,702
534.91-09	Adm Exp-Finance	15,160	17,929	17,953	19,965	24,080	24,080
534.91-10	Adm Exp-Purchasing	1,935	2,131	2,393	2,518	2,929	2,929
534.91-11	Adm Exp-Public Works	20,142	22,259	20,949	20,968	25,983	25,983
534.91-16	Adm Exp-City Council	1,490	2,011	2,005	2,087	2,483	2,483
Administrative		50,204	53,592	54,064	57,737	70,641	70,641
535.92-29	Interdept DSC-Pub Works	44,186	49,675	48,750	50,716	50,716	50,716
535.92-72	Interdept DSC-Supprt Sr	192	346	197	247	247	247
Interdepartmental		44,378	50,021	48,947	50,963	50,963	50,963
**	Street & Sub Div. Trees	753,174	872,652	842,152	940,272	1,135,514	1,135,514

STREET AND SUBDIVISION TREES

- 11-00 Share of cost for green waste roll off container
- 17-00 Department of Motor Vehicle drivers' license renewals/upgrades, and MID standby fees
- 24-00 International Society of Arboriculture, National Arbor Day Society, and Western Chapter Membership
- 25-00 Miscellaneous trees, stakes, ties, cables, and landfill disposal fees
- 28-00 Replacement of boots, jackets, gloves, hard hats, and other safety related items

REFUSE CAPITAL EQUIPMENT FUND
FUND NO. 562
ACCOUNT NO. 1116

PROGRAM

The Refuse Capital Equipment Fund is used for the accumulation of refuse charges on new residential (MMC 8.04.235) and new industrial/commercial (MMC 8.04.265) growth for the purchase of refuse containers and equipment to meet the needs generated by new growth which is financed through fees collected from new customers.

BUDGET DETAIL EXPENSES

562-1116 Refuse Capital Equipment							
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
533.43-00	Machinery/Equipment	0	0	317,240	95,176	95,176	95,176
	Property	0	0	317,240	95,176	95,176	95,176
**	Refuse Capital Equipment	0	0	317,240	95,176	95,176	95,176

FUND NO. 562
ACCOUNT NO. 1116

REFUSE CAPITAL EQUIPMENT FUND

43-00 Purchase of residential/commercial refuse containers and truck related to customer growth

FLEET

FLEET MANAGEMENT

FUND NO. 670

ACCOUNT NO. 1103

DESCRIPTION

Fleet Services is responsible for the maintenance and repair of all City vehicles and is currently maintaining 550 individual equipment items, of which, 310 are motorized vehicles, assigned to the various departments within the City.

MISSION

Fleet Services is committed to maintaining an exceptional level of operational readiness. We strive to provide the best services possible within our fiscal constraints by providing excellent preventative maintenance as well as expedient repairs to all vehicles and equipment.

GOALS

- Provide safe, reliable vehicles and equipment at a competitive cost with minimum down time.
- Provide appropriate vehicle replacement through an efficient ordering and delivery system, while leveraging grant opportunities to offset purchase costs.
- Maintain a friendly, responsive, customer focused culture within our fleet team.
- Maintain employee retention through competitive wages and benefits as compared to other local municipalities.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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| 1. Accomplish all maintenance and repairs, insuring maximum productivity and quality, with prudent use of materials. | Continuously monitor past and present expenditure levels taking into account age and size of fleet. |
| 2. Provide quality service with minimum adverse impact to customers. | 95% of all vehicle inspections to be completed as scheduled. Schedules vary and may be based on miles, hours, or days. All commercial vehicles (refuse, dump trucks, etc.) are required to be inspected every 90 days. |

2017-2018 BUDGET HIGHLIGHTS

Fuel

- Fuel prices are currently lower than in years past but are unpredictable I would advise caution. City vehicles consumed 226,647 gallons of diesel, 118,399 gallons of unleaded and 30,985 Gas to Gallon Equivalent (GGE) of compressed natural gas this last calendar year and even a simple increase of \$.50 per gallon could have a significant impact.

Vehicle Replacement

- Replacement charges for departments funded by discretionary funds have ceased or reduced for the past nine budget years. Replacing vehicles which are mission critical and no longer reliable will eventually deplete all funds and leave no monies for future replacement. This is especially critical to Police Patrol where vehicles typically are replaced every 4 to 5 years. **Remaining funds will only provide one more replacement cycle for Patrol vehicles.**
- Alternate fuel vehicles contribute towards carbon reduction goals. Staff applied for a grant through the Federal Highway Administrations, Transportation Grant program. This program is the Congestion Mitigation and Air Quality (CMAQ) grant where the grant supplies 89% the City provide 11% matching funds of the actual cost for two new-compressed natural gas (CNG) powered street sweepers. The project costs are estimated to be \$684,000. The grant would supply approximately \$605,545 towards this new purchase and \$78,455 matching funds be supplied by the City's Fleet Capital Equipment fund.

Fleet Cost Reduction Practices

Fleet continues to explore cost reducing measures to include:

- Parts procurement "best value" practices, i.e. best price with longest wear/warranty.
- Parts costs continue to rise approximately 10% per year.
- While several City departments will experience some reduction in operation and maintenance costs due to low fuel prices, overall inventory continues to increase causing operation and maintenance expenses to rise.
- Research continues to replace the Fleet maintenance shop. Originally constructed in 1959, now 57 years old, it has long been too small for the current fleet. Staff routinely works outdoors, in all weather, to perform repairs. In addition, vehicles powered by

Compressed Natural Gas cannot be worked on inside the existing facility due to safety requirements. A new fleet facility is sorely needed.

2017-2018 BUDGET HIGHLIGHTS (Continued)

Staff Request

During the 2008/2009 fiscal budget year, the city was maintaining approximately 550 individual equipment items with a total of eight mechanic positions. The next fiscal year the city experienced a loss of one mechanic due to a retirement and the position was frozen; however, with the downsizing of various departments during the following year, primarily in police patrol and parks maintenance, the city equipment inventory dropped by 49 vehicles therefore the loss of the mechanic position had minimal impact.

Since that time, the City fleet inventory is back up with approximately the same amount of vehicles but we still only have seven mechanic positions. Industry standards for equipment to mechanic equivalencies are approximately 60 to one mechanics to vehicles. Note, vehicle equivalencies are not calculated at one vehicle per mechanic per se, i.e. one fire truck is equal to ten, 4-door sedans when calculating vehicle equivalencies. With the current seven mechanics, we are 80 vehicles to one mechanics without calculating equivalencies. This is significantly too much for existing staffing levels. In summary, the division is very short staffed.

This budget includes the addition of a Mechanic II position. As described in the aforementioned, this will certainly help with the level of service within the Fleet Department.

BUDGET DETAIL EXPENSES

670-1103 Fleet Management							
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
531.01-00	Regular Salaries	544,522	558,459	631,037	646,143	693,658	693,658
531.04-01	Regular Overtime	25,733	16,967	25,136	21,796	21,796	21,796
531.04-04	Call Back Time Worked	2,525	1,422	1,550	1,625	1,625	1,625
531.10-02	Unused Sick Leave	1,505	2,012	1,748	1,841	1,841	1,841
531.10-05	Retirement PERS Classic	96,612	85,716	89,427	22,805	22,805	22,805
531.10-06	Social Security-OASDI	36,323	35,664	41,463	42,210	45,156	45,156
531.10-07	Social Security-Medicare	8,495	8,341	9,697	9,872	10,561	10,561
531.10-08	State Unemployment	9,885	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	26,005	52,968	71,810	27,476	31,166	31,166
531.10-12	Workers Compensation	67,831	47,857	43,049	68,736	69,022	69,022
531.10-17	Stand By Pay	16,108	13,105	21,371	22,848	22,848	22,848
531.10-20	Earned Benefit	27,153	7,301	5,860	6,333	6,333	6,333
531.10-23	Uniform Cleaning	3,687	3,355	3,499	4,929	4,929	4,929
531.10-33	Core Allowance	185,823	165,273	181,040	194,864	215,722	215,722
531.10-35	Post Employment Benefits	37,925	27,602	25,603	25,080	25,080	25,080
531.10-73	Retirement UAL Misc	0	0	0	71,753	72,719	72,719
531.10-75	Ret-EE Share PERS Classic	0	0	0	22,843	22,843	22,843
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	22,110	25,080	25,080
Personnel Services		1,090,132	1,026,042	1,152,290	1,213,264	1,293,184	1,293,184
532.11-00	Utilities	22,212	23,310	27,599	28,427	28,427	28,427
532.12-00	Telephone	1,306	1,071	1,060	1,091	1,091	1,091
532.13-00	Postage	272	268	416	428	428	428
532.17-00	Professional Services	586	17,502	258	265	265	265
532.18-00	Travel and Meetings	1,722	3,833	13,771	14,184	14,184	14,184
532.19-00	Mileage	480	328	520	535	535	535
532.20-00	Training Expense	12,179	1,778	9,843	10,138	10,138	10,138
532.21-00	Rents/Leases	299	300	300	309	309	309
532.24-00	Memberships, Subscription	6,261	6,185	6,596	5,447	5,447	5,447
532.25-00	Maintenance Matls & Svcs	36,822	66,817	36,977	38,086	38,086	38,086
532.26-00	Other Equipment O & M	1,916	1,448	2,678	2,758	2,758	2,758
532.28-00	Safety Supplies	1,936	2,285	2,362	2,432	2,432	2,432
532.29-00	Other Materials Supplies	3,077	3,737	5,100	5,253	5,253	5,253
532.30-01	Dept Share of Insurance	17,347	25,999	34,569	34,630	35,081	35,081
532.33-00	Vehicle Fuel	1,040,009	911,060	1,011,737	1,013,411	1,013,411	1,013,411
532.34-00	Contingency Reserve	0	0	87,812	172,761	107,899	107,899
532.35-84	Retro Fee Expense	200	100	0	0	0	0
532.36-00	Vehicle Parts	702,348	852,026	779,291	977,237	977,237	977,237
532.38-00	Support Services	62,159	64,166	71,743	61,861	62,879	62,879
532.45-00	Facilities Maint Charge	12,966	17,577	24,176	24,792	24,264	24,264
Supplies and Services		1,924,097	1,999,790	2,116,808	2,394,045	2,330,124	2,330,124
533.43-00	Machinery/Equipment	1,311	0	0	0	0	0
Property		1,311	0	0	0	0	0
534.91-01	Adm Exp-City Manager	9,670	13,810	17,817	20,273	22,757	22,757
534.91-02	Adm Exp-City Attorney	4,757	3,000	3,516	6,099	6,050	6,050
534.91-03	Adm Exp-City Clerk	18,455	8,638	9,126	9,177	9,315	9,315
534.91-09	Adm Exp-Finance	44,123	49,262	50,801	58,165	60,515	60,515
534.91-10	Adm Exp-Purchasing	5,632	5,854	6,772	7,337	7,360	7,360
534.91-11	Adm Exp-Public Works	65,234	61,523	60,347	59,866	60,971	60,971
534.91-16	Adm Exp-City Council	4,337	5,525	5,675	6,081	6,240	6,240
Administrative		152,208	147,612	154,054	166,998	173,208	173,208

BUDGET DETAIL EXPENSES

670-1103 Fleet Management							
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
535.92-29	Interdept DSC-Pub Works	32,667	48,476	51,625	48,590	48,590	48,590
535.92-72	Interdept DSC-Supprt Sr	192	444	247	3,649	3,649	3,649
	Interdepartmental	32,859	48,920	51,872	52,239	52,239	52,239
633.64-00	Depreciation Expense	33,238	35,056	0	0	0	0
	Property	33,238	35,056	0	0	0	0
637.65-00	Capital Imp. Projects	3,998	323,338	8,291	34	34	34
	Capital Outlay	3,998	323,338	8,291	34	34	34
968.93-71	Trsf-Facilities Main(671)	8,617	8,926	9,246	9,577	9,577	9,577
	Other	8,617	8,926	9,246	9,577	9,577	9,577
**	Fleet Management	3,246,460	3,589,684	3,492,561	3,836,157	3,858,366	3,858,366

FLEET MANAGEMENT

11-00 Share of Corporation Yard utility service

12-00 Includes modem line for gas station computer, auto shop security alarm,
and cellular telephones

17-00 DMV physicals and license renewals

18-00 Fire Mechanic Certification and Training

21-00 Security alarm at Fleet Services buildings

25-00 Miscellaneous parts and supplies for shop equipment, cleaning supplies,
and fuel tank monthly monitoring

26-00 Fuel Card-Lock/Petrovend Maintenance.

29-00 Air Pollution Control District fees

34-00 Contingency for emergency vehicle repairs

FLEET REPLACEMENT FUND
FUND NO. 674
ACCOUNT NO. 1103

PROGRAM

This fund was created to accumulate money to replace City vehicles. Fleet operation and maintenance activities are accounted for in Fund 670.

BUDGET DETAIL EXPENSES

674-1103 Fleet Management							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
633.63-00	Vehicle Replacement	1,335,894	1,865,635	1,077,000	2,475,000	2,475,000	2,475,000
633.64-00	Depreciation Expense	1,537,198	1,551,308	0	0	0	0
	Property	2,873,092	3,416,943	1,077,000	2,475,000	2,475,000	2,475,000
908.93-01	Trsf-General Fund (001)	200,000	0	0	0	0	0
	Other	200,000	0	0	0	0	0
958.93-57	Trsf-Water System Fu(557)	0	0	0	0	197,791	197,791
	Other	0	0	0	0	197,791	197,791
**	Fleet Management	3,073,092	3,416,943	1,077,000	2,475,000	2,672,791	2,672,791

FACILITIES

FACILITIES MAINTENANCE

FUND NO. 671

ACCOUNT NO. 1119

DESCRIPTION

The Facilities Maintenance Division is responsible for the maintenance and sanitation of 74 separate facility sites that total 193,248 square feet of City owned buildings and structures with the exception of Fire Stations and privately leased space. The division provides a range of general maintenance services to other city departments, making it possible for workers in those areas to serve the public more efficiently and effectively.

MISSION

Provide quality preventive maintenance, daily sanitation, and care enabling all customers' full and safe use of each facility, while maintaining a high standard of appearance.

GOALS

- Maintain, clean, monitor and ensure facility security, condition, and aesthetics are properly, safely and efficiently maintained for all clients' use, while continually evaluating the same to reduce energy consumption and green house gasses emitted into the atmosphere.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

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

FACILITIES MAINTENANCE

2017-2018 BUDGET HIGHLIGHTS

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

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

Staffing Request

Staff is requesting an additional one Building Maintenance Worker for this fiscal budget. Currently there are only 3 Building Maintenance Workers and a working Facilities Supervisor to perform building maintenance functions for 74 sites that are aging with no replacement funding in place. Work requests are on the rise and/or taking longer to complete, primarily due to the aging buildings, increasing vandalism and travel time to and from the various sites. It should be noted that in addition to most all the city owned occupied buildings, the facilities division also maintains all parks restrooms and playground equipment which are being negatively impacted by the influx of homeless activity and increased destructive vandalism, as well as all playground equipment inspections.

In order to keep up with the demand, the current supervisor also performs many duties normally completed by a full time maintenance worker to the point where some supervisory tasks often lag, i.e. personnel evaluations, inspections, regular staff meetings, strategic planning etc.

With SB7, the prevailing wage law enacted, some projects that were once contracted are now being performed in-house which really isn't part of our past practices but, are becoming more and more common, i.e. the Support Services Remodel and the Corp Yard Offices expansion are two recent projects. These projects often take weeks to complete since we must juggle other work in with the project and since it will be more cost effective to complete work in house rather than out sourcing, additional projects will only increase. Since prevailing wages for some work is typically 30% more than traditional costs, for specialized labor such as electrical, recent quotes show prevailing wages at \$120 per hour. Performing more in-house projects will most certainly continue saving the city much.

Staff is also requesting one full time permanent Custodian, primarily due to expansions occurring at the Wastewater Treatment Plant and Public Works Corporation Yard.

FACILITIES MAINTENANCE

Staffing Request (continued)

Over the last few years the WWTP has added over 2,000 square feet of area to be cleaned, including modular buildings, expansion of the Administration building and an additional restroom in the tertiary treatment maintenance building. The Public Works Corporation Yard has added approximately 2,000 sq. ft. of office space and three kitchen/break areas requiring custodial services. When you add in the additional buildings such as the Air terminal, Police Impound Yard, and the Sports Complex to be cleaned, there is a total of 38,637 square feet at five separate locations, currently maintained by just two custodians. It should be noted that most these facilities support utility, construction and refuse employees, where soil contamination is many times greater than a standard office environment.

In addition to building expansion, current staffing levels are below minimums to the point we have extremely limited custodial backup while employees take vacation or other time off. This position would not only assist with cleaning Public Works facilities but would also be cross trained to cover for other custodians while on vacation, sick or other time off. The division once employed 9 full time custodians and 4 full time temporaries in fiscal 08/09, but due to the budget crisis, in FY 10/11 the division downsized to 4 FTE custodians and 4 half time temporary custodians. Building cleanliness, especially during holidays or other periods when custodians are away from work, the city-wide lack of building cleanliness is severely hampered. The bottom line is that we are simply staff challenged.

This budget includes the addition of a Custodian I/II position. As described in the aforementioned, this will certainly help with the level of service provided.

BUDGET DETAIL EXPENSES

671-1119 Facilities Maintenance Op							
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
531.01-00	Regular Salaries	352,932	368,245	418,345	435,000	468,625	468,625
531.03-00	Extra Help	60,680	63,249	60,212	60,518	60,518	60,518
531.04-01	Regular Overtime	6,201	27,610	14,197	27,313	27,313	27,313
531.10-01	Holiday Pay	0	192	0	0	0	0
531.10-02	Unused Sick Leave	0	0	100	106	106	106
531.10-05	Retirement PERS Classic	64,982	73,837	76,460	23,300	23,300	23,300
531.10-06	Social Security-OASDI	21,156	23,312	25,803	27,522	29,607	29,607
531.10-07	Social Security-Medicare	5,847	6,388	6,908	7,314	7,802	7,802
531.10-08	State Unemployment	2,459	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	16,408	19,565	31,255	10,553	13,165	13,165
531.10-12	Workers Compensation	51,191	26,560	23,087	30,834	31,813	31,813
531.10-20	Earned Benefit	734	85	1,000	1,584	1,584	1,584
531.10-23	Uniform Cleaning	2,312	2,916	2,421	3,997	3,997	3,997
531.10-27	PTS Plan FICA Alternative	806	841	783	787	787	787
531.10-33	Core Allowance	124,898	131,666	154,896	138,553	159,412	159,412
531.10-35	Post Employment Benefits	55,944	55,837	52,279	44,505	44,505	44,505
531.10-73	Retirement UAL Misc	0	0	0	48,069	49,128	49,128
531.10-75	Ret-EE Share PERS Classic	0	0	0	23,175	23,175	23,175
531.10-77	Ret-EE Share PERS NewMemb	0	0	0	8,492	10,593	10,593
Personnel Services		766,550	800,303	867,746	891,622	955,430	955,430
532.11-00	Utilities	189,580	168,769	212,006	218,366	218,366	218,366
532.12-00	Telephone	5,677	6,362	6,028	7,724	7,724	7,724
532.17-00	Professional Services	40,680	20,850	27,200	28,200	28,200	28,200
532.18-00	Travel and Meetings	0	99	500	515	515	515
532.20-00	Training Expense	0	0	0	500	500	500
532.21-00	Rents/Leases	2,034	840	600	840	840	840
532.23-00	Vehicle Operations/Maint	15,816	21,684	28,805	25,858	25,858	25,858
532.24-00	Memberships, Subscription	1,165	1,165	919	919	919	919
532.25-00	Maintenance Matls & Svcs	128,709	204,036	231,041	265,841	265,841	265,841
532.26-00	Other Equipment O & M	0	3,000	3,120	3,213	10,124	10,124
532.27-00	Small Tools	299	468	1,000	1,030	1,030	1,030
532.28-00	Safety Supplies	1,659	2,737	3,165	3,795	3,795	3,795
532.30-01	Dept Share of Insurance	17,676	37,992	51,272	43,923	44,609	44,609
532.34-00	Contingency Reserve	0	0	34,413	30,932	44,350	44,350
532.35-84	Retro Fee Expense	0	50	0	0	0	0
532.38-00	Support Services	42,695	42,695	42,695	43,067	42,881	42,881
Supplies and Services		445,990	510,747	642,764	674,723	695,552	695,552
534.91-01	Adm Exp-City Manager	4,471	7,069	9,704	11,586	13,278	13,278
534.91-02	Adm Exp-City Attorney	2,361	1,536	1,915	3,486	3,530	3,530
534.91-03	Adm Exp-City Clerk	7,953	4,422	4,970	5,238	5,428	5,428
534.91-09	Adm Exp-Finance	20,402	25,218	27,668	33,241	35,309	35,309
534.91-10	Adm Exp-Purchasing	2,604	2,997	3,688	4,193	4,295	4,295
534.91-16	Adm Exp-City Council	2,005	2,829	3,091	3,475	3,641	3,641
Administrative		39,796	44,071	51,036	61,219	65,481	65,481
535.92-29	Interdept DSC-Pub Works	21,055	20,825	21,932	20,353	20,353	20,353
535.92-72	Interdept DSC-Supprt Sr	0	0	3,170	0	0	0
Interdepartmental		21,055	20,825	25,102	20,353	20,353	20,353
633.64-00	Depreciation Expense	187,364	187,364	0	0	0	0
Property		187,364	187,364	0	0	0	0

BUDGET DETAIL EXPENSES

671-1119	Facilities Maintenance Op	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
ACCT. NO.	ACCOUNT DESCRIPTION						
706.71-01	Principal-Bond Payment	0	0	389,619	431,271	431,271	431,271
706.72-01	Interest Bond Payment	285,559	277,332	266,352	248,204	248,204	248,204
	Debt Services	285,559	277,332	655,971	679,475	679,475	679,475
968.93-72	Trsf-Support Service(672)	0	13,949	0	0	0	0
	Other	0	13,949	0	0	0	0
**	Facilities Maintenance Op	1,746,314	1,854,591	2,242,619	2,327,392	2,416,291	2,416,291

FACILITIES MAINTENANCE

- 11-00 Utility cost at the Civic Center, Shannon Parade, Transportation Center, and Merced Parking Garage
- 12-00 Includes alarm lines at the Civic Center, Transportation Center, Merced Center Parking Garage, as well as cellular and elevator phones
- 17-00 Landscape maintenance service at the Senior Center
- 21-00 Fire and intrusion alarm monitoring services @ the Transportation Center, Shannon Parade, and Merced Center Parking Garage
- 25-00 Custodial supplies such as wax, floor cleaner, mops, paper towels, and hand soap. Elevator maintenance, fire alarm system testing, contract services for cleaning chairs and carpet, and Amtrak Station cleanup services.
- 93-20 Transfer of funds to Downtown Maintenance District to pay for Parade's share of assessment

FOOTNOTE: Costs of Civic Center and other City facilities maintenance are spread to departments based on share of square footage and hours assigned.