

**CITY OF MERCED  
2018-2019 CITY COUNCIL APPROVED BUDGET**

**TAB 6**

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**CITY COUNCIL**  
**FUND NO. 001**  
**ACCOUNT NO. 0101**

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***MISSION***

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

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

***2018-2019 BUDGET HIGHLIGHTS***

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



City Council

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2017-18	Dept.Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval
Executive Secretary	.40	.40	.40	.40
TOTAL	7.40	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101 City Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
511.01-00	Regular Salaries	19,589	22,921	24,116	25,976	25,916	25,916
511.04-01	Regular Overtime	0	0	108	111	108	108
511.10-05	Retirement PERS Classic	4,517	3,807	1,761	1,964	1,959	1,959
511.10-06	Social Security-OASDI	1,201	1,403	1,456	1,571	1,567	1,567
511.10-07	Social Security-Medicare	281	328	340	367	366	366
511.10-12	Workers Compensation	39	31	36	37	37	37
511.10-20	Earned Benefit	360	406	0	319	0	0
511.10-33	Core Allowance	7,587	7,964	8,343	8,600	8,495	8,495
511.10-73	Retirement UAL Misc	0	0	2,377	2,995	3,150	3,150
511.10-75	Ret-EE Share PERS Classic	0	1,641	1,763	1,912	1,907	1,907
Personnel Services		33,574	38,501	40,300	43,852	43,505	43,505
512.12-00	Telephone	0	0	51	50	50	50
512.13-00	Postage	5	30	262	250	250	250
512.15-00	Office Supplies	49	214	535	500	500	500
512.16-00	Printing	0	0	2,210	2,210	2,210	2,210
512.17-00	Professional Services	69,076	69,338	82,841	82,216	71,416	71,416
512.18-00	Travel and Meetings	9,312	13,724	23,850	23,850	23,850	23,850
512.20-00	Training Expense	878	2,485	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	63,968	64,456	73,702	73,497	73,497	73,497
512.29-00	Other Materials Supplies	110	1,328	4,420	3,500	3,500	3,500
512.30-01	Dept Share of Insurance	738	894	791	797	775	775
512.38-00	Support Services	4,969	5,352	10,430	15,839	15,680	15,680
512.45-00	Facilities Maint Charge	7,550	8,557	8,302	8,486	8,198	8,198
Supplies and Services		156,655	166,378	214,394	218,195	206,926	206,926
**	City Council	190,229	204,879	254,694	262,047	250,431	250,431

## **CITY COUNCIL**

- 13-00 Postage for legislative letters and general Council correspondence
- 16-00 Business cards and other printing expenses as needed
- 17-00 LAFCO services and translation services for PD and Council
- 18-00 League of California Cities (LCC) Annual Conference; LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, One Voice, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 League of California Cities, MCAG One Voice, Greater and Hispanic Chambers of Commerce, and US Conference of Mayors
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

Youth Council

E X P E N S E S	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Dept. Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval 2018-19
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	6,391	9,026	13,379	13,645	13,380	13,380
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
<b>TOTAL</b>	<b>6,391</b>	<b>9,026</b>	<b>13,379</b>	<b>13,645</b>	<b>13,380</b>	<b>13,380</b>

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F I N A N C I N G S O U R C E S	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Estimated 2018-19
Other Revenues	6,391	9,026	13,379	13,380
<b>TOTAL</b>	<b>6,391</b>	<b>9,026</b>	<b>13,379</b>	<b>13,380</b>

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BUDGET DETAIL EXPENSES

001-0103 Youth Council							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
512.15-00	Office Supplies	0	487	535	545	545	545
512.17-00	Professional Services	1,064	3,135	2,142	2,184	2,184	2,184
512.18-00	Travel and Meetings	1,946	2,650	7,500	7,650	7,650	7,650
512.29-00	Other Materials Supplies	3,381	2,754	3,202	3,266	3,001	3,001
	Supplies and Services	6,391	9,026	13,379	13,645	13,380	13,380
**	Youth Council	6,391	9,026	13,379	13,645	13,380	13,380



**CITY MANAGER**  
**FUND NO. 001**  
**ACCOUNT NO. 0201**

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***DESCRIPTION***

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

***MISSION***

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

***GOALS***

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

***OBJECTIVES***

1. Continue to provide leadership to City staff.

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values.

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| <p>2. Develop and maintain positive labor relations, including the implementation of retention, recruitment and succession plans to provide future opportunities for the City's labor force.</p>   | <p>Provide ongoing training opportunities and seek out additional online training options for staff to ensure the growth of employee skills to meet the future demands for quality City services. Work in partnership with Support Services and City departments to develop a positive working relationship with all bargaining units, including the completion of the Classification Study, working through the upcoming Compensation Study and resolving issues as they arise.</p> |
| <p>3. Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally.</p>   | <p>Lead the California High Speed Rail Station Study. Coordinate the efforts of local, state and federal officials, advocates and residents in the development of a station plan.</p>  |
| <p>4. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board in reviewing alternative service delivery systems for local governments and developing financing programs for regional needs, including oversight of the Regional Transportation Implementation Fee.</p> | <p>Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning.</p>   |
| <p>5. Continue public information and legislative advocacy functions as part of City Manager's Office.</p>   | <p>Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach. Develop a legislative platform to proactively advocate for resources to support City functions and operations.</p>   |

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| 6. Coordinate the Public Facilities Ballot Initiative on behalf of the City Council. | At the direction of the City Council, coordinate the efforts of City staff in educating the public of the need for a new Police station, two new Fire stations, an expanded Public Works Corporation Yard and upgraded restrooms in City parks.   |
| 7. Coordinate citywide environmental sustainability efforts across all departments.  | Coordinate efforts of all departments to identify areas and programs that would increase conservation efforts, encourage the use of solar, evaluating use of natural gases and recycling throughout the delivery of city services. In addition, encourage the use of sustainable practices within local developments and industry to integrate sustainable efforts throughout the City. |
| 8. Coordinate the development of a City Arts Commission                              | At the direction of the City Council, work with interested stakeholders to draft an ordinance to establish a City Arts Commission. Provide on-going support to the commission after approval of the City Council.   |
| 9. Administer ½-cent sales tax – Measure C.  | Develop plans and programs for review by Measure C Citizens Oversight Committee that meet the intent of the transaction tax measure. Develop a transition plan to migrate full-time employees off of Measure C support to allow for more one-time investments in public safety and roads projects.  |
| 10. Cannabis Implementation  | Coordinate the efforts of City departments in the implementation of all cannabis business types. Evaluate viable business options, process and regulation to ensure new businesses have a positive presence within the community.   |

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| 11. Coordination of City and Regional Transportation efforts.            | Provide leadership to City departments in the oversight of local Measure V and SB 1 funding, the implementation of the Pavement Management System and the development of a funding plan to maximize state and federal resources.  |
| 12. Provide leadership in the future growth and development of the City. | Coordinate the efforts of City departments in the completion of the Sewer Master Plan, Downtown revitalization, Industrial Park development, and future annexations. Work with private business owners and other government agencies to address issues and concerns.                    |
| 13. Government operational and infrastructure investments                | Provide leadership and coordination in the development of the Enterprise Resource System project and the development of the reinstatement of a vehicle and computer replacement program.  |
| 14. City beautification efforts  | Oversee City Council investments in neighborhood and regional parks, implementation of the Substandard Properties Pilot program, coordinate the efforts of Refuse and community clean up groups to clean up bike paths and other areas to create a clean, safe community for residents. |

***2018-2019 BUDGET HIGHLIGHTS***

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2018-2019. The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The Assistant City Manager, Legislative Director and Assistant to the City Manager work daily with the City Manager to further the City Council's goals, and are involved in the management of city operations, City Council priority projects, legislative advocacy and grant coordination, and responding to citizen inquiries.



City Manager

PERSONNEL

Number of Positions

Classification	Funded In Budget 2017-18	Dept.Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst City Manager	1.00	1.00	1.00	1.00
Asst. to the City Manager	.40	.40	1.00	1.00
Executive Secretary	.60	.60	.60	.60
Legislative Director	1.00	1.00	1.00	
TOTAL	4.00	4.00	4.60	3.60

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
511.01-00	Regular Salaries	237,720	318,468	517,795	486,163	541,664	523,212
511.03-00	Extra Help	19,866	0	0	0	0	0
511.04-01	Regular Overtime	0	0	215	221	215	215
511.10-05	Retirement PERS Classic	35,530	12,161	10,799	5,952	10,435	10,435
511.10-06	Social Security-OASDI	12,907	16,313	24,967	22,361	25,648	24,504
511.10-07	Social Security-Medicare	3,761	4,830	7,799	7,318	8,081	7,813
511.10-09	Retirement PERS Lateral	20,725	45,064	29,419	31,485	31,448	31,448
511.10-10	Retirement-PERS New Membr	4,096	0	0	1,481	1,477	0
511.10-12	Workers Compensation	805	575	1,356	943	1,244	1,244
511.10-20	Earned Benefit	2,631	10,125	12,275	12,613	12,582	12,582
511.10-24	Vehicle Allowance	3,823	11,651	15,408	15,696	15,696	15,696
511.10-27	PTS Plan FICA Alternative	44	0	0	0	0	0
511.10-33	Core Allowance	50,224	69,324	75,091	67,889	79,849	76,459
511.10-35	Post Employment Benefits	44,195	33,842	35,745	39,525	39,525	39,525
511.10-73	Retirement UAL Misc	0	0	54,283	59,345	65,831	65,831
511.10-75	Ret-EE Share PERS Classic	0	5,277	10,920	5,821	10,226	10,226
511.10-76	Ret-EE Share PERS Lateral	0	17,414	26,291	27,310	27,278	27,278
511.10-77	Ret-EE Share PERS NewMemb	0	0	0	1,156	1,153	0
Personnel Services		436,327	545,044	822,363	785,279	872,352	846,468
512.12-00	Telephone	1,171	4,720	4,284	4,300	4,300	4,300
512.13-00	Postage	30	66	500	500	500	500
512.15-00	Office Supplies	2,630	3,401	4,000	4,000	4,000	4,000
512.16-00	Printing	13,776	13,776	15,200	15,500	15,500	15,500
512.17-00	Professional Services	267,372	685	91,364	73,504	109,077	109,077
512.18-00	Travel and Meetings	6,560	7,823	11,200	11,350	11,350	11,350
512.19-00	Mileage	63	0	267	272	272	272
512.20-00	Training Expense	3,705	4,746	4,400	4,488	4,488	4,488
512.22-00	Office Equipment O & M	0	0	1,071	1,092	1,092	1,092
512.24-00	Memberships, Subscription	5,070	5,128	6,896	7,013	7,013	7,013
512.29-00	Other Materials Supplies	3,250	135	1,392	1,676	1,676	1,676
512.30-01	Dept Share of Insurance	4,762	6,534	6,032	6,492	7,065	7,065
512.34-00	Contingency Reserve	0	0	7,800	7,956	7,000	7,000
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	18,508	20,353	31,780	43,413	45,028	45,028
512.45-00	Facilities Maint Charge	25,173	28,532	36,553	37,364	36,098	36,098
512.46-00	Computer Replacement Chrg	6,903	0	0	0	0	0
Supplies and Services		358,973	95,949	222,739	218,920	254,459	254,459
617.65-00	Capital Imp. Projects	0	12,338	1,021	5,325	5,325	5,325
Capital Outlay		0	12,338	1,021	5,325	5,325	5,325
**	City Manager	795,300	653,331	1,046,123	1,009,524	1,132,136	1,106,252

## **CITY MANAGER**

- 17-00 High Speed Rail Consultant and Townsend Legislative Services
- 18-00 League of California Cities (LCC) Annual Conference; LCC City Managers Department meeting, Executive and Central Valley Division meetings; International City/County Management Association Conference (ICMA); MCAG Technical Review Board; One Voice; CAPIO; High Speed Rail Conference and City/County meetings
- 20-00 Training for City Manager and staff, registration for LCC Annual Conference, Manager's Department and Executive meeting, CAPIO conference, and High Speed Rail
- 22-00 Maintenance of copiers, fax machine, and paper shredder
- 24-00 International City Management Association; Sun-Star, County Times, and miscellaneous publications
- 29-00 Community events and awards
- 34-00 Contingency reserve for total City operations



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

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***DESCRIPTION***

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

***MISSION***

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

***GOALS***

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

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

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| <p>1. Update process and procedures for Boards and Commissions to standardize.</p> | <p>• Updated procedure manual for board Clerks by March 2019.</p> |
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| 2. Explore new storage solutions for records center  | RFP for storage center revamp and records protection by April 2019.   |
| 3. Continue to implement the Agenda Management system to streamline the agenda creation process. | Bring Airport Authority and Parks and Recreation Commission online by January 2019. Increase Public ease of access. |

***2018-2019 BUDGET HIGHLIGHTS***

With the Assistant City Clerk achieving the Certified Municipal Clerk designation in January 2018, the training focus will be on the Deputy City Clerk certification. The budget also allows for second District Elections to occur in November 2018.



City Clerk

PERSONNEL

Number of Positions

Classification	Funded In Budget 2017-18	Dept. Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval
Assistant City Clerk	1.00	1.00	1.00	1.00
Rec Clrk I/II or Clrk Typ I/II	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

BUDGET DETAIL EXPENSES

001-0204 City Clerk							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
511.01-00	Regular Salaries	116,843	153,599	166,076	175,599	175,172	175,172
511.10-05	Retirement PERS Classic	9,687	7,301	3,240	3,429	3,421	3,421
511.10-06	Social Security-OASDI	7,236	9,311	10,070	10,661	10,634	10,634
511.10-07	Social Security-Medicare	1,692	2,178	2,355	2,493	2,487	2,487
511.10-09	Retirement PERS Lateral	3,640	0	0	0	0	0
511.10-10	Retirement-PERS New Membr	13,135	20,319	9,658	10,627	10,602	10,602
511.10-12	Workers Compensation	600	528	1,895	1,347	1,347	1,347
511.10-20	Earned Benefit	3,551	280	0	0	0	0
511.10-33	Core Allowance	48,518	52,028	41,313	42,478	41,948	41,948
511.10-35	Post Employment Benefits	19,245	13,413	14,358	16,716	16,716	16,716
511.10-73	Retirement UAL Misc	0	0	17,410	21,435	21,290	21,290
511.10-75	Ret-EE Share PERS Classic	0	3,117	3,211	3,300	3,292	3,292
511.10-77	Ret-EE Share PERS NewMemb	0	7,065	7,772	8,298	8,278	8,278
Personnel Services		224,147	269,139	277,358	296,383	295,187	295,187
512.12-00	Telephone	289	37	300	306	306	306
512.13-00	Postage	114	87	266	271	271	271
512.14-00	Advertising	1,968	1,248	2,575	2,626	2,626	2,626
512.15-00	Office Supplies	3,727	3,323	4,134	4,216	4,216	4,216
512.16-00	Printing	167	0	214	218	218	218
512.17-00	Professional Services	25,962	92,920	60,952	145,000	142,000	142,000
512.18-00	Travel and Meetings	136-	2,659	5,656	4,016	4,016	4,016
512.19-00	Mileage	0	0	536	546	546	546
512.20-00	Training Expense	283	5,085	6,260	8,138	8,138	8,138
512.21-00	Rents/Leases	13,603	12,702	13,469	5,400	5,400	5,400
512.22-00	Office Equipment O & M	12,177	7,135	26,780	27,315	27,315	27,315
512.23-00	Vehicle Operations/Maint	2,710	2,484	1,675	2,456	2,321	2,321
512.24-00	Memberships, Subscription	2,339	2,538	3,484	2,596	2,596	2,596
512.30-01	Dept Share of Insurance	5,041	5,987	4,783	4,792	4,644	4,644
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	19,328	21,614	23,090	29,551	29,162	29,162
512.45-00	Facilities Maint Charge	33,973	38,506	19,509	19,942	19,266	19,266
512.46-00	Computer Replacement Chrg	16,160	0	0	0	0	0
Supplies and Services		137,705	196,375	173,683	257,389	253,041	253,041
617.65-00	Capital Imp. Projects	0	0	0	3,636	3,636	3,636
Capital Outlay		0	0	0	3,636	3,636	3,636
**	City Clerk	361,852	465,514	451,041	557,408	551,864	551,864

## **CITY CLERK**

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

***DESCRIPTION***

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

***MISSION***

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

***GOALS***

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

***OBJECTIVES***

- A. Support Planning and Permitting Division, Planning Commission, and City Council on land use and economic development issues.
- B. Support Code Enforcement Task Force in bringing substandard buildings and dwellings into compliance and eliminating hazardous conditions and blight within the City.
- C. Assist with Personnel Rules and personnel related administrative policies update and revision.
- D. Encourage attorney and support staff participation in professional and education programs and organizations.

***2018-2019 BUDGET HIGHLIGHTS***

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





City Attorney

FINANCING SOURCES	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Estimated 2018-19
Interdept DSR-Liability	179,845	255,974	176,403	186,315
Interdept DSR-Airport Ind	41,503	0	0	0
Other Revenues	142,211	16,110	91,011	87,740
TOTAL	961,067	854,397	966,450	1,024,363

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P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2017-18	Dept.Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval
City Attorney	1.00	1.00	1.00	1.00
Chief Dep. City Atty	1.00	1.00	1.00	1.00
Deputy/Senior Deputy City Atty	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00
TOTAL	5.00	5.00	5.00	5.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
511.01-00	Regular Salaries	458,725	260,469	534,019	563,840	562,468	562,468
511.10-05	Retirement PERS Classic	88,873	46,908	19,644	21,437	21,384	21,384
511.10-06	Social Security-OASDI	31,162	15,409	28,737	29,624	29,590	29,590
511.10-07	Social Security-Medicare	8,267	3,814	7,668	8,105	8,085	8,085
511.10-09	Retirement PERS Lateral	21,153	0	0	0	0	0
511.10-10	Retirement-PERS New Membr	6,840	0	16,783	18,348	18,327	18,327
511.10-12	Workers Compensation	793	684	865	1,281	1,281	1,281
511.10-20	Earned Benefit	122,097	10,595	2,605	2,901	2,894	2,894
511.10-24	Vehicle Allowance	324	0	0	0	0	0
511.10-33	Core Allowance	81,955	53,021	89,990	92,684	91,548	91,548
511.10-35	Post Employment Benefits	6,415	4,471	4,786	5,572	5,572	5,572
511.10-73	Retirement UAL Misc	0	0	55,983	68,826	68,360	68,360
511.10-75	Ret-EE Share PERS Classic	0	20,440	19,852	21,043	20,990	20,990
511.10-77	Ret-EE Share PERS NewMemb	0	0	13,505	14,325	14,309	14,309
Personnel Services		826,604	415,811	794,437	847,986	844,808	844,808
512.12-00	Telephone	408	97	800	680	680	680
512.13-00	Postage	226	347	400	400	400	400
512.15-00	Office Supplies	5,262	3,685	5,500	5,610	5,610	5,610
512.17-00	Professional Services	22,141	330,889	51,762	53,000	53,000	53,000
512.18-00	Travel and Meetings	5,537	2,748	7,000	6,500	6,500	6,500
512.20-00	Training Expense	3,994	2,740	7,425	6,925	6,925	6,925
512.22-00	Office Equipment O & M	0	0	200	300	300	300
512.24-00	Memberships, Subscription	19,867	18,541	21,829	22,845	22,845	22,845
512.29-00	Other Materials Supplies	1,301	634	0	1,500	1,500	1,500
512.30-01	Dept Share of Insurance	7,851	9,200	8,137	8,008	7,761	7,761
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	25,859	26,015	26,621	32,821	32,223	32,223
512.45-00	Facilities Maint Charge	38,502	43,640	42,339	43,278	41,811	41,811
512.46-00	Computer Replacement Chrg	3,515	0	0	0	0	0
Supplies and Services		134,463	438,586	172,013	181,867	179,555	179,555
**	City Attorney	961,067	854,397	966,450	1,029,853	1,024,363	1,024,363

## CITY ATTORNEY

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

**FINANCE**  
**FUND NO. 001**  
**ACCOUNT NO. 0701-0702**

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***DESCRIPTION***

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

***MISSION***

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

***GOAL***

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

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

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| 5. Develop a plan to implement a citywide Enterprise Resource Planning system.                               | Finance will work in partnership with the Information Technology Department to update the financial systems needs assessment and establish a plan to implement a citywide Enterprise Resource Planning system over the next three to five years. |
| 6. Coordinate the development of a vehicle replacement and technology refresh program.                       | Finance will continue to develop a funding strategy to be implemented over the next three fiscal years.  |
| 7. Coordinate and implement processes for use of funding provided by Measure Y (Cannabis Tax).               | If the ballot Measure Y passes during the June election, Finance will develop processes for receiving and using Measure Y funding per Council direction and regulations.   |
| 8. Assist in developing a strategy for adding a General Obligation bond measure to the November 2018 ballot. | Finance will work the City Manager's office, City Council, and municipal advisor to coordinate a General Obligation bond measure.  |

***2018-2019 BUDGET HIGHLIGHTS***

The Finance Department has established a partnership with Chandler Asset Management for investment advisory services. The FY 2018-19 budget includes additional estimated interest earnings that would benefit all funds as well as estimated fees for services in the Finance Department budget.

Finance

EXPENSES	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Dept.Head Request 2018-19	City Mgr. Recom. 2018-19	Council Approval 2018-19
Personnel Expenses	2,167,831	2,131,775	2,342,939	2,536,077	2,395,865	2,395,865
Supplies and Services	451,575	480,000	599,162	844,569	973,991	800,741
Debt Service	709,135	738,123	768,077	799,776	799,776	799,776
Acquisitions	0	1,292	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	754-	274-	0	0	0	0
<b>TOTAL</b>	<b>3,327,787</b>	<b>3,350,916</b>	<b>3,710,178</b>	<b>4,180,422</b>	<b>4,169,632</b>	<b>3,996,382</b>

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FINANCING SOURCES	Actual 2015-16	Actual 2016-17	Final Budget 2017-18	Estimated 2018-19
Photocopies	295	285	295	275
Violation Reproduction Fe	18	0	35	0
PERS-EE Share 2.5% @ 55	84,581	78,600	85,357	68,906
PERS-EE Share 2% @ 62	12,290	12,834	19,132	31,892
Adm Reimb-LMI Housing	7,295	8,867	11,520	17,583
Adm Reimb-Veh Abatement F	719	865	842	612
Adm Reimb-Downtown Fund	859	794	760	811
Adm Reimb-Devel. Services	128,076	133,574	174,184	203,346
Adm Reimb-Maint. District	29,341	30,275	31,020	31,994
Adm Reimb-Street Maint.	63,732	65,145	74,320	85,239
Adm Reimb-Recr. and Parks	34,192	39,929	49,210	45,439
Adm Reimb-NMS Refunding	69	74	99	102
Adm Reimb-Fahrens Park	346	340	489	443
Adm Reimb-Liberty Park	59	59	68	219
Adm Reimb-Airport Debt Se	55	54	64	71
Adm Reimb-16th Street	59	162	170	96
Adm Reimb-Bellevue West	498	492	637	705
Adm Reimb-Bellevue East	661	653	824	845
Adm Reimb-Wastewater Sys	338,163	342,648	432,223	470,653
Adm Reimb-Water System	288,169	300,997	295,779	365,490
Adm Reimb-Refuse System	245,461	251,484	299,749	335,153
Adm Reimb-Airport	19,288	20,606	23,394	24,967
Adm Reimb-Measure C P.W.	3,069	5,024	4,353	1
Adm Reimb-Bell Station	875	995	1,110	897
Adm Reimb-Moraga DevlpCFD	378	374	435	482
Adm Reimb-Workers Comp	19,593	19,063	20,529	22,500
Adm Reimb-Liability Ins	13,483	14,373	17,127	15,893
Adm Reimb-Unemploymnt Ins	2,493	2,411	3,276	3,390
Adm Reimb-Emp Benefit	70,919	75,907	88,210	96,609
Adm Reimb-Fleet Managemnt	55,116	57,573	67,875	76,070
Adm Reimb-Facil Maint	28,215	31,356	39,604	45,979
Adm Reimb-Support Service	36,243	41,447	48,877	53,529
Adm Reimb-Housing Admin	10,952	0	30,413	30,413
Adm Reimb-Measure C-Fire	46,855	48,049	52,336	52,628
Adm Reimb-Measure C- PD	73,959	74,325	81,689	85,335
Adm Reimb-Parking Auth	14,323	14,889	18,400	19,679
Interdept DSR-General Fnd	1,128	1,128	1,191	1,640
Interdept DSR-Develop Svc	45,606	47,338	46,376	39,460
Interdept DSR-Bellevue Ea	1,810	1,879	1,841	1,549
Interdept DSR-Fac Roadway	4,560	4,733	4,637	3,946
Interdept DSR-Fac Traffic	4,560	4,733	4,637	3,946



BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2015-16	ACTUAL 2016-17	FINAL BUDGET 2017-18	DEPT. HEAD REQUEST 2018-19	CITY MGR. RECOM. 2018-19	COUNCIL APPROVAL 2018-19
511.01-00	Regular Salaries	1,279,019	1,237,265	1,396,831	1,475,345	1,390,622	1,390,622
511.03-00	Extra Help	78,403	99,107	88,020	85,504	85,296	85,296
511.04-01	Regular Overtime	0	6,920	0	0	0	0
511.10-02	Unused Sick Leave	3,189	3,690	4,489	2,064	2,059	2,059
511.10-05	Retirement PERS Classic	278,346	181,662	84,717	69,878	70,471	70,471
511.10-06	Social Security-OASDI	76,849	75,249	84,802	89,413	84,180	84,180
511.10-07	Social Security-Medicare	19,491	19,445	21,349	22,556	21,325	21,325
511.10-09	Retirement PERS Lateral	0	4,279	0	0	0	0
511.10-10	Retirement-PERS New Membr	47,470	36,796	23,775	48,223	40,848	40,848
511.10-12	Workers Compensation	20,928	18,171	19,244	28,871	28,776	28,776
511.10-20	Earned Benefit	20,077	27,941	18,759	18,942	18,896	18,896
511.10-21	Bilingual Pay Program	1,814	1,345	600	600	600	600
511.10-24	Vehicle Allowance	0	0	0	7,848	7,848	7,848
511.10-27	PTS Plan FICA Alternative	1,021	1,298	1,145	1,111	1,109	1,109
511.10-33	Core Allowance	303,444	296,069	317,392	354,760	329,120	329,120
511.10-35	Post Employment Benefits	37,780	29,365	30,891	44,908	44,908	44,908
511.10-73	Retirement UAL Misc	0	0	146,436	180,091	169,009	169,009
511.10-75	Ret-EE Share PERS Classic	0	78,600	85,357	68,312	68,906	68,906
511.10-77	Ret-EE Share PERS NewMembr	0	14,573	19,132	37,651	31,892	31,892
Personnel Services		2,167,831	2,131,775	2,342,939	2,536,077	2,395,865	2,395,865
512.11-00	Utilities	7,723	8,305	4,565	5,920	5,920	5,920
512.12-00	Telephone	2,505	3,369	3,440	2,757	3,237	3,237
512.13-00	Postage	12,994	13,327	14,420	16,980	14,420	14,420
512.14-00	Advertising	0	0	0	500	500	500
512.15-00	Office Supplies	16,323	16,085	12,902	16,959	14,459	14,459
512.16-00	Printing	4,154	5,516	7,690	7,065	6,000	6,000
512.17-00	Professional Services	120,253	111,455	133,000	255,300	404,950	231,700
512.18-00	Travel and Meetings	4,938	5,485	8,000	12,108	12,028	12,028
512.19-00	Mileage	0	3	0	0	0	0
512.20-00	Training Expense	3,428	5,247	6,405	5,230	5,225	5,225
512.21-00	Rents/Leases	360	240	370	435	435	435
512.22-00	Office Equipment O & M	878	5,141	2,300	2,442	2,442	2,442
512.23-00	Vehicle Operations/Maint	420	407	448	448	423	423
512.24-00	Memberships, Subscription	12,737	12,183	14,275	14,428	14,428	14,428
512.28-00	Safety Supplies	0	0	250	250	250	250
512.29-00	Other Materials Supplies	322	115	355	355	355	355
512.30-01	Dept Share of Insurance	31,718	38,888	37,348	37,936	35,027	35,027
512.35-84	Retro Fee Expense	0	200	0	0	0	0
512.38-00	Support Services	133,053	140,498	205,559	312,910	306,079	306,079
512.45-00	Facilities Maint Charge	99,769	113,536	147,835	152,546	147,813	147,813
Supplies and Services		451,575	480,000	599,162	844,569	973,991	800,741
513.43-00	Machinery/Equipment	0	1,292	0	0	0	0
Property		0	1,292	0	0	0	0
516.62-00	Stores Inventory Adjust	754-	274-	0	0	0	0
Other		754-	274-	0	0	0	0
706.71-01	Principal-Bond Payment	375,000	425,000	480,000	540,000	540,000	540,000
706.72-01	Interest Bond Payment	330,790	309,835	284,777	256,476	256,476	256,476
706.73-01	Agent Fees-Bond Payment	3,345	3,288	3,300	3,300	3,300	3,300
Debt Services		709,135	738,123	768,077	799,776	799,776	799,776
**	Finance	3,327,787	3,350,916	3,710,178	4,180,422	4,169,632	3,996,382



## **FINANCE/PURCHASING**

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

**FINANCE/PURCHASING** (continued)

24-00 Memberships:

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

Subscriptions:

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

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

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