

**CITY OF MERCED
2019-2020 CITY COUNCIL APPROVED BUDGET**

TAB 6

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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.

2019-2020 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, a membership with the United States Conference of Mayors, and the annual State of the City.

City Council

PERSONNEL

Number of Positions

| Classification | Funded In Budget 2018-19 | Dept.Head Request 2019-20 | City Mgr. Recom. 2019-20 | Council Approval |
|---------------------------|--------------------------------|---------------------------------|--------------------------------|---------------------|
| Mayor and Council Members | 7.00 | 7.00 | 7.00 | 7.00 |
| Executive Secretary | .40 | .40 | .40 | .40 |
| TOTAL | 7.40 | 7.40 | 7.40 | 7.40 |

BUDGET DETAIL EXPENSES

| 001-0101 City Council | | | | | | | |
|-----------------------|---------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 511.01-00 | Regular Salaries | 22,921 | 25,171 | 25,916 | 24,196 | 22,914 | 22,914 |
| 511.04-01 | Regular Overtime | 0 | 105 | 108 | 108 | 108 | 108 |
| 511.10-05 | Retirement PERS Classic | 3,807 | 1,626 | 1,959 | 0 | 1,800 | 1,800 |
| 511.10-06 | Social Security-OASDI | 1,403 | 1,339 | 1,567 | 1,507 | 1,442 | 1,442 |
| 511.10-07 | Social Security-Medicare | 328 | 313 | 366 | 352 | 337 | 337 |
| 511.10-10 | Retirement-PERS New Membr | 0 | 0 | 0 | 1,907 | 0 | 0 |
| 511.10-12 | Workers Compensation | 31 | 36 | 37 | 55 | 46 | 46 |
| 511.10-20 | Earned Benefit | 406 | 459 | 0 | 0 | 0 | 0 |
| 511.10-21 | Bilingual Pay Program | 0 | 0 | 0 | 0 | 240 | 240 |
| 511.10-33 | Core Allowance | 7,964 | 8,167 | 8,495 | 8,828 | 8,707 | 8,707 |
| 511.10-73 | Retirement UAL Misc | 0 | 2,293 | 3,150 | 3,187 | 2,915 | 2,915 |
| 511.10-75 | Ret-EE Share PERS Classic | 1,641 | 0 | 1,907 | 0 | 0 | 0 |
| Personnel Services | | 38,501 | 39,509 | 43,505 | 40,140 | 38,509 | 38,509 |
| 512.12-00 | Telephone | 0 | 0 | 50 | 5,342 | 5,342 | 5,342 |
| 512.13-00 | Postage | 30 | 82 | 250 | 250 | 250 | 250 |
| 512.15-00 | Office Supplies | 214 | 462 | 500 | 500 | 500 | 500 |
| 512.16-00 | Printing | 0 | 433 | 2,210 | 2,210 | 2,210 | 2,210 |
| 512.17-00 | Professional Services | 69,338 | 62,857 | 71,416 | 82,216 | 82,216 | 82,216 |
| 512.18-00 | Travel and Meetings | 13,724 | 16,066 | 23,850 | 23,850 | 23,850 | 23,850 |
| 512.20-00 | Training Expense | 2,485 | 7,135 | 7,000 | 7,000 | 7,000 | 7,000 |
| 512.24-00 | Memberships, Subscription | 64,456 | 68,061 | 73,497 | 73,476 | 73,476 | 73,476 |
| 512.29-00 | Other Materials Supplies | 1,328 | 4,684 | 3,500 | 3,500 | 3,500 | 3,500 |
| 512.30-01 | Dept Share of Insurance | 894 | 791 | 775 | 819 | 725 | 725 |
| 512.38-00 | Support Services | 5,352 | 10,430 | 15,680 | 23,480 | 19,967 | 19,967 |
| 512.45-00 | Facilities Maint Charge | 8,557 | 8,302 | 8,198 | 10,372 | 8,451 | 8,451 |
| Supplies and Services | | 166,378 | 179,303 | 206,926 | 233,015 | 227,487 | 227,487 |
| ** | City Council | 204,879 | 218,812 | 250,431 | 273,155 | 265,996 | 265,996 |

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

BUDGET DETAIL EXPENSES

| 001-0103 Youth Council | | | | | | | |
|------------------------|--------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 512.15-00 | Office Supplies | 487 | 470 | 545 | 545 | 545 | 545 |
| 512.17-00 | Professional Services | 3,135 | 2,765 | 2,184 | 2,184 | 2,184 | 2,184 |
| 512.18-00 | Travel and Meetings | 2,650 | 3,308 | 7,650 | 7,650 | 7,650 | 7,650 |
| 512.29-00 | Other Materials Supplies | 2,754 | 5,043 | 3,001 | 3,266 | 3,001 | 3,001 |
| | Supplies and Services | 9,026 | 11,586 | 13,380 | 13,645 | 13,380 | 13,380 |
| ** | Youth Council | 9,026 | 11,586 | 13,380 | 13,645 | 13,380 | 13,380 |

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

DESCRIPTION

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

MISSION

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

GOALS

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

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Continue to provide leadership to City staff. | Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values. |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

CITY MANAGER

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. | 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. |
| 3. Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally. | Lead the California High Speed Rail Station Study. Coordinate the efforts of local, state and federal officials, advocates and residents in the development of a station plan. |
| 4. Continue in a leadership role with the Merced County Association of Governments' Technical Review Board | Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning. |
| 5. Continue public information and legislative advocacy functions as part of City Manager's Office | Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach. Develop a legislative platform to advocate for resources to support City functions and operations. |
| 6. 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. |

CITY MANAGER

7. Continued investment in Youth Programs

The City Council remains committed to providing youth and recreation services that meet the need of the community. In order to further this priority, the City Manager's Office will work direction with the Parks and Recreation department to enhance existing programs, engage with community programs to mobilize volunteers and explore new opportunities to provide programs through grants and partnerships.

8. City Beautification

Oversee City Council investments in neighborhood and regional parks, continuation of the Substandard Properties program; coordinate the efforts of Refuse and community clean up groups to address bike paths and other public areas to ensure a clean, safe community for residents. Continue to work with the newly established Arts and Culture Advisory Commission to advance projects throughout the City and continue efforts on completing Welcome Sign projects throughout designated locations around City entry points.

9. 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 aimed at maintaining and improving streets and pedestrian safety.

CITY MANAGER

10. Future Planning

Coordinate the efforts of City departments in the completion of the Sewer Master Plan, Downtown revitalization, Industrial Park development, and future annexations. Work to plan the financing of a new Police Stations, Fire Stations, Corporation Yard Expansion and park upgrades. Work with private business owners and other government agencies to address issues and concerns.

11. Downtown

Continue efforts with the Downtown Sub-Committee and community stakeholders to increase housing, improve public spaces, evaluate safety and security and enhance the overall appearance of the downtown core. Explore all possible infrastructure-financing options to allow assist with development needs and increased parking.

12. Water

Coordinate efforts with regional partners through IRWM and SGMA participation. Evaluate flood risk and prevention options throughout the City. Identify key areas for recharge and work to implement the long-term plan of surface water treatment to support responsible growth for the future.

13. Homelessness

Continue existing efforts to address housing needs of the community by prioritizing affordable housing projects. Implement a "First-time Home Buyer" education program that assists the community with understanding the value of homeownership.

CITY MANAGER

- | | |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. Charter Review Committee | Facilitate the efforts of the Charter Review Committee to provide suggestions to the City Council on a potential Ballot item in 2020. |
| 15. Community Wellness | Work with the Police Department to address quality of life concerns in specific neighborhoods. Coordinate with existing Neighborhood Watch groups and work to expand the Citizens Academy. |

2019-2020 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2019-2020. 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 2018-19 | Dept. Head Request 2019-20 | City Mgr. Recom. 2019-20 | 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 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Secretary | .60 | .60 | .60 | .60 |
| TOTAL | 3.60 | 3.60 | 3.60 | 3.60 |

BUDGET DETAIL EXPENSES

| 001-0201 City Manager | | | | | | | |
|-----------------------|---------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 511.01-00 | Regular Salaries | 318,468 | 496,875 | 523,212 | 535,415 | 533,492 | 533,492 |
| 511.04-01 | Regular Overtime | 0 | 8,667 | 215 | 215 | 215 | 215 |
| 511.10-05 | Retirement PERS Classic | 12,161 | 9,551 | 10,435 | 8,045 | 10,745 | 10,745 |
| 511.10-06 | Social Security-OASDI | 16,313 | 24,348 | 24,504 | 25,293 | 25,196 | 25,196 |
| 511.10-07 | Social Security-Medicare | 4,830 | 7,399 | 7,813 | 7,998 | 7,975 | 7,975 |
| 511.10-09 | Retirement PERS Lateral | 45,064 | 28,512 | 31,448 | 33,972 | 33,972 | 33,972 |
| 511.10-10 | Retirement-PERS New Membr | 0 | 0 | 0 | 2,861 | 0 | 0 |
| 511.10-12 | Workers Compensation | 575 | 1,356 | 1,244 | 1,104 | 927 | 927 |
| 511.10-20 | Earned Benefit | 10,125 | 11,636 | 12,582 | 12,582 | 12,582 | 12,582 |
| 511.10-21 | Bilingual Pay Program | 0 | 0 | 0 | 0 | 360 | 360 |
| 511.10-24 | Vehicle Allowance | 11,651 | 15,576 | 15,696 | 16,704 | 16,704 | 16,704 |
| 511.10-33 | Core Allowance | 69,324 | 73,350 | 76,459 | 79,452 | 78,359 | 78,359 |
| 511.10-35 | Post Employment Benefits | 33,842 | 37,069 | 39,525 | 38,106 | 38,106 | 38,106 |
| 511.10-73 | Retirement UAL Misc | 0 | 52,355 | 65,831 | 74,975 | 72,420 | 72,420 |
| 511.10-75 | Ret-EE Share PERS Classic | 5,277 | 0 | 10,226 | 0 | 0 | 0 |
| 511.10-76 | Ret-EE Share PERS Lateral | 17,414 | 0 | 27,278 | 0 | 0 | 0 |
| Personnel Services | | 545,044 | 766,694 | 846,468 | 836,722 | 831,053 | 831,053 |
| 512.12-00 | Telephone | 4,720 | 3,679 | 4,300 | 4,300 | 4,300 | 4,300 |
| 512.13-00 | Postage | 66 | 92 | 500 | 500 | 500 | 500 |
| 512.14-00 | Advertising | 0 | 1,844 | 0 | 0 | 0 | 0 |
| 512.15-00 | Office Supplies | 3,401 | 3,815 | 4,000 | 4,000 | 4,000 | 4,000 |
| 512.16-00 | Printing | 13,776 | 20,114 | 15,500 | 15,500 | 15,500 | 15,500 |
| 512.17-00 | Professional Services | 685 | 40,075 | 109,077 | 129,504 | 129,504 | 129,504 |
| 512.18-00 | Travel and Meetings | 7,823 | 8,720 | 11,350 | 11,350 | 11,350 | 11,350 |
| 512.19-00 | Mileage | 0 | 156 | 272 | 272 | 272 | 272 |
| 512.20-00 | Training Expense | 4,746 | 2,663 | 4,488 | 4,488 | 4,488 | 4,488 |
| 512.22-00 | Office Equipment O & M | 0 | 0 | 1,092 | 1,092 | 1,092 | 1,092 |
| 512.24-00 | Memberships, Subscription | 5,128 | 4,755 | 7,013 | 6,688 | 6,688 | 6,688 |
| 512.29-00 | Other Materials Supplies | 135 | 1,002 | 1,676 | 1,676 | 1,676 | 1,676 |
| 512.30-01 | Dept Share of Insurance | 6,534 | 6,032 | 7,065 | 5,855 | 5,185 | 5,185 |
| 512.34-00 | Contingency Reserve | 0 | 0 | 7,000 | 7,000 | 7,000 | 7,000 |
| 512.35-84 | Retro Fee Expense | 50 | 100 | 0 | 0 | 0 | 0 |
| 512.38-00 | Support Services | 20,353 | 31,780 | 45,028 | 53,511 | 46,979 | 46,979 |
| 512.45-00 | Facilities Maint Charge | 28,532 | 36,553 | 36,098 | 45,671 | 37,210 | 37,210 |
| Supplies and Services | | 95,949 | 161,380 | 254,459 | 291,407 | 275,744 | 275,744 |
| 617.65-00 | Capital Imp. Projects | 12,338 | 10,195 | 5,325 | 5,325 | 4,304 | 4,304 |
| Capital Outlay | | 12,338 | 10,195 | 5,325 | 5,325 | 4,304 | 4,304 |
| ** | City Manager | 653,331 | 938,269 | 1,106,252 | 1,133,454 | 1,111,101 | 1,111,101 |

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

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***

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. Explore new storage solutions for records center. | • RFP for storage center revamp/reorganization by November 2019 to prepare for 2020-21 budget. |
| 2. Research software solutions to manage growing Public Records | RFP for software solutions by November 2019 to prepare for 2020- |

CITY CLERK

- | | |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Act yearly requests | 21 budget. |
| 3. Continue to implement the Agenda Management system to streamline the agenda creation process. | Added Arts Commission and Recreation and Parks commissions in 2018-19. Continue by adding Bicycle Commission and Airport Authority in 2019-20. Increase Public ease of access. |
| 4. Assist Council and Admin Staff with placing measures on 2020 ballots | Charter Amendments and Public Facility Finance/Measure C extension |

2019-2020 BUDGET HIGHLIGHTS

The training focus for 2019-20 will be on the Deputy City Clerk achieving the designation of Certified Municipal Clerk. The budget also allows for training and travel to various City Clerk's Association of California meetings and conferences to continually expand the knowledge of the office.

City Clerk

| P E R S O N N E L | Number of Positions | | | |
|--------------------------------|---------------------|--------------------------|----------------------------|--------------------------|
| | Classification | Funded In Budget 2018-19 | Dept. Head Request 2019-20 | City Mgr. Recom. 2019-20 |
| 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 |
| TOTAL | 3.00 | 3.00 | 3.00 | 3.00 |

BUDGET DETAIL EXPENSES

| 001-0204 City Clerk | | | | | | | |
|-----------------------|---------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 511.01-00 | Regular Salaries | 153,599 | 166,196 | 175,172 | 181,776 | 181,776 | 181,776 |
| 511.10-05 | Retirement PERS Classic | 7,301 | 3,245 | 3,421 | 3,671 | 3,671 | 3,671 |
| 511.10-06 | Social Security-OASDI | 9,311 | 10,257 | 10,634 | 11,287 | 11,287 | 11,287 |
| 511.10-07 | Social Security-Medicare | 2,178 | 2,399 | 2,487 | 2,640 | 2,640 | 2,640 |
| 511.10-10 | Retirement-PERS New Membr | 20,319 | 9,680 | 10,602 | 11,565 | 11,565 | 11,565 |
| 511.10-12 | Workers Compensation | 528 | 1,895 | 1,347 | 411 | 345 | 345 |
| 511.10-20 | Earned Benefit | 280 | 3,178 | 0 | 5,174 | 5,174 | 5,174 |
| 511.10-33 | Core Allowance | 52,028 | 41,145 | 41,948 | 43,327 | 42,651 | 42,651 |
| 511.10-35 | Post Employment Benefits | 13,413 | 14,890 | 16,716 | 15,873 | 15,873 | 15,873 |
| 511.10-73 | Retirement UAL Misc | 0 | 16,792 | 21,290 | 25,454 | 24,676 | 24,676 |
| 511.10-75 | Ret-EE Share PERS Classic | 3,117 | 0 | 3,292 | 0 | 0 | 0 |
| 511.10-77 | Ret-EE Share PERS NewMemb | 7,065 | 0 | 8,278 | 0 | 0 | 0 |
| Personnel Services | | 269,139 | 269,677 | 295,187 | 301,178 | 299,658 | 299,658 |
| 512.12-00 | Telephone | 37 | 41 | 306 | 306 | 306 | 306 |
| 512.13-00 | Postage | 87 | 161 | 271 | 271 | 271 | 271 |
| 512.14-00 | Advertising | 1,248 | 1,446 | 2,626 | 2,626 | 2,626 | 2,626 |
| 512.15-00 | Office Supplies | 3,323 | 4,001 | 4,216 | 4,216 | 4,216 | 4,216 |
| 512.16-00 | Printing | 0 | 68 | 218 | 218 | 218 | 218 |
| 512.17-00 | Professional Services | 92,920 | 18,562 | 142,000 | 47,000 | 67,000 | 67,000 |
| 512.18-00 | Travel and Meetings | 2,659 | 2,674 | 4,016 | 4,016 | 4,016 | 4,016 |
| 512.19-00 | Mileage | 0 | 75 | 546 | 546 | 546 | 546 |
| 512.20-00 | Training Expense | 5,085 | 5,837 | 8,138 | 8,138 | 8,138 | 8,138 |
| 512.21-00 | Rents/Leases | 12,702 | 12,856 | 5,400 | 2,700 | 2,700 | 2,700 |
| 512.22-00 | Office Equipment O & M | 7,135 | 7,778 | 27,315 | 27,315 | 27,315 | 27,315 |
| 512.23-00 | Vehicle Operations/Maint | 2,484 | 1,675 | 2,321 | 2,559 | 2,411 | 2,411 |
| 512.24-00 | Memberships, Subscription | 2,538 | 2,669 | 2,596 | 2,587 | 2,587 | 2,587 |
| 512.30-01 | Dept Share of Insurance | 5,987 | 4,783 | 4,644 | 4,656 | 4,069 | 4,069 |
| 512.35-84 | Retro Fee Expense | 50 | 0 | 0 | 0 | 0 | 0 |
| 512.38-00 | Support Services | 21,614 | 23,090 | 29,162 | 33,265 | 29,800 | 29,800 |
| 512.45-00 | Facilities Maint Charge | 38,506 | 19,509 | 19,266 | 24,375 | 19,860 | 19,860 |
| Supplies and Services | | 196,375 | 105,225 | 253,041 | 164,794 | 176,079 | 176,079 |
| 617.65-00 | Capital Imp. Projects | 0 | 16,363 | 3,636 | 2,364 | 2,364 | 2,364 |
| Capital Outlay | | 0 | 16,363 | 3,636 | 2,364 | 2,364 | 2,364 |
| ** | City Clerk | 465,514 | 391,265 | 551,864 | 468,336 | 478,101 | 478,101 |

CITY CLERK

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

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 code enforcement to improve the public health, safety and welfare in the City with a specific focus on substandard/dangerous buildings, abandoned properties, and downtown storefronts.
- B. Focus on providing legal support regarding Charter amendments, proposed revenue measures, and economic development.
- C. Provide various departments with the necessary legal support to accomplish the Mayor and City Council's FY 19/20 goals and priorities.
- D. Assist with organizational development and promote professional development to serve the City's needs.

OBJECTIVES

- A. Support Code Enforcement and the Code Enforcement Task Force in bringing substandard/dangerous and vacant buildings and dwellings into compliance thus eliminating hazardous conditions and blight within the City.
- B. Support the City Council, the City Manager's Office, and the Finance Officer in developing and enhancing revenue; prepare necessary documents for any proposed Charter amendments or revenue measures.
- C. Provide legal support and services to the various departments necessary to assist the various departments in achieving the City Council's policy goals and priorities.
- D. Assist with Personnel Rules and personnel related administrative policies update and revision. Encourage attorney and support staff participation in professional and education programs and organizations.

CITY ATTORNEY

2019-2020 BUDGET HIGHLIGHTS

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

BUDGET DETAIL EXPENSES

| 001-0301 City Attorney | | | | | | | |
|------------------------|---------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 511.01-00 | Regular Salaries | 260,469 | 258,691 | 562,468 | 601,006 | 563,779 | 563,779 |
| 511.10-05 | Retirement PERS Classic | 46,908 | 20,266 | 21,384 | 22,951 | 22,951 | 22,951 |
| 511.10-06 | Social Security-OASDI | 15,409 | 14,864 | 29,590 | 32,118 | 30,241 | 30,241 |
| 511.10-07 | Social Security-Medicare | 3,814 | 3,702 | 8,085 | 8,910 | 8,471 | 8,471 |
| 511.10-09 | Retirement PERS Lateral | 0 | 0 | 0 | 17,364 | 17,364 | 17,364 |
| 511.10-10 | Retirement-PERS New Membr | 0 | 0 | 18,327 | 10,061 | 6,941 | 6,941 |
| 511.10-12 | Workers Compensation | 684 | 865 | 1,281 | 1,907 | 1,601 | 1,601 |
| 511.10-20 | Earned Benefit | 10,595 | 4,744 | 2,894 | 14,503 | 21,463 | 21,463 |
| 511.10-24 | Vehicle Allowance | 0 | 0 | 0 | 8,352 | 8,352 | 8,352 |
| 511.10-33 | Core Allowance | 53,021 | 49,290 | 91,548 | 79,979 | 78,772 | 78,772 |
| 511.10-35 | Post Employment Benefits | 4,471 | 4,963 | 5,572 | 5,291 | 5,291 | 5,291 |
| 511.10-73 | Retirement UAL Misc | 0 | 53,995 | 68,360 | 84,160 | 76,532 | 76,532 |
| 511.10-75 | Ret-EE Share PERS Classic | 20,440 | 0 | 20,990 | 0 | 0 | 0 |
| 511.10-77 | Ret-EE Share PERS NewMemb | 0 | 0 | 14,309 | 0 | 0 | 0 |
| Personnel Services | | 415,811 | 411,380 | 844,808 | 886,602 | 841,758 | 841,758 |
| 512.12-00 | Telephone | 97 | 528 | 680 | 1,100 | 1,100 | 1,100 |
| 512.13-00 | Postage | 347 | 365 | 400 | 400 | 400 | 400 |
| 512.15-00 | Office Supplies | 3,685 | 5,160 | 5,610 | 5,610 | 5,610 | 5,610 |
| 512.17-00 | Professional Services | 330,889 | 483,801 | 53,000 | 53,000 | 53,000 | 53,000 |
| 512.18-00 | Travel and Meetings | 2,748 | 1,844 | 6,500 | 6,500 | 6,500 | 6,500 |
| 512.20-00 | Training Expense | 2,740 | 1,429 | 6,925 | 6,925 | 6,925 | 6,925 |
| 512.22-00 | Office Equipment O & M | 0 | 276 | 300 | 1,800 | 1,800 | 1,800 |
| 512.24-00 | Memberships, Subscription | 18,541 | 20,762 | 22,845 | 23,349 | 23,349 | 23,349 |
| 512.29-00 | Other Materials Supplies | 634 | 4,481 | 1,500 | 1,500 | 1,500 | 1,500 |
| 512.30-01 | Dept Share of Insurance | 9,200 | 8,137 | 7,761 | 7,797 | 6,905 | 6,905 |
| 512.35-84 | Retro Fee Expense | 50 | 0 | 0 | 0 | 0 | 0 |
| 512.38-00 | Support Services | 26,015 | 26,621 | 32,223 | 38,464 | 34,675 | 34,675 |
| 512.45-00 | Facilities Maint Charge | 43,640 | 42,339 | 41,811 | 52,899 | 43,100 | 43,100 |
| Supplies and Services | | 438,586 | 595,743 | 179,555 | 199,344 | 184,864 | 184,864 |
| ** | City Attorney | 854,397 | 1,007,123 | 1,024,363 | 1,085,946 | 1,026,622 | 1,026,622 |

CITY ATTORNEY

- 17-00 Outside consultants and/or other specialized litigation costs not otherwise classified. Miscellaneous legal costs (court transcripts, legal services not directly related to workers' compensation and insurance legal/liability cases, process service, recorder's office fees). Administrative Citation Program Hearing Officer. (Costs directly related to workers' compensation, liability have been budgeted directly into those accounts.)
- 18-00 League of California Cities (LCC) Annual Conference; LCC City Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Police Liability Issues; Municipal Law Institute; Mandatory 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 City 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 two office printers. Other office equipment operations and maintenance as needed
- 24-00 Memberships:
State Bar of California; Merced County Bar Association; Merced County Legal Professionals Association Subscriptions: WEST Online Legal Research; LexisNexis Matthew Bender publications; CA Deering Codes, Advance Legislative Service; Longtin's Land Use Publication; The Rutter Group publications; Continuing Education of the Bar (CEB); Solano Press publications; Daily Legal Journal newspaper; PACER (online research-Court records)
- 29-00 Special litigation costs and services not otherwise classified.

FINANCE
FUND NO. 001
ACCOUNT NO. 0701-0702

DESCRIPTION

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

MISSION

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

GOAL

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

| <i>OBJECTIVES</i> | <i>PERFORMANCE MEASUREMENTS/INDICATORS</i> |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Provide support for fulfilling the City Council Policy Priorities. | On going |
| 2. Provide support to the City Manager and League of California Cities to pursue solutions to the raising retirement rates. | On going |
| 3. Update and implement the necessary financial policies to insure fiduciary soundness and transparency. | Finance will 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. |

- | | |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 and implement processes for use of funding provided by Measure Y (Cannabis Tax). | Finance will develop processes for receiving and using Measure Y funding per Council direction and regulations. |
| 7. Assist in developing a process and strategy for funding the new Police Headquarters. | Finance will work the City Manager's office and the City Council to coordinate a funding strategy. |
| 8. Provide support of ballot Measures, including Charter amendments, Measure C, and General Obligation Bond | Finance will work with City Manager's office, City Council, Charter Review Committee, and outside consultants to coordinate strategy and provide financial guidance. |

2019-2020 BUDGET HIGHLIGHTS

The Finance Department has proposed a vacant Accountant III position be eliminated as well as reducing extra help and adding a Revenue and Customer Service Supervisor and Accountant I positions. The revenue and Customer Service position will focus on revenue tracking and customer service while the Accountant I position will assist with technical accounting functions and preparation of the Financial Statements. This change in positions will allow the Finance Department to function more efficiently; therefore, opening the counter for customers from 9:00-5:00 daily.

BUDGET DETAIL EXPENSES

| 001-0701 Finance | | | | FINAL | DEPT. HEAD | CITY MGR. | COUNCIL |
|-----------------------|----------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|---------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | BUDGET 2018-19 | REQUEST 2019-20 | RECOM. 2019-20 | APPROVAL 2019-20 |
| 511.01-00 | Regular Salaries | 1,237,265 | 1,199,559 | 1,390,622 | 1,429,539 | 1,473,895 | 1,473,895 |
| 511.03-00 | Extra Help | 99,107 | 84,773 | 85,296 | 86,462 | 56,531 | 56,531 |
| 511.04-01 | Regular Overtime | 6,920 | 6,542 | 0 | 6,000 | 6,000 | 6,000 |
| 511.10-02 | Unused Sick Leave | 3,690 | 1,999 | 2,059 | 2,112 | 2,112 | 2,112 |
| 511.10-05 | Retirement PERS Classic | 181,662 | 70,388 | 70,471 | 69,968 | 69,968 | 69,968 |
| 511.10-06 | Social Security-OASDI | 75,249 | 75,019 | 84,180 | 86,462 | 89,052 | 89,052 |
| 511.10-07 | Social Security-Medicare | 19,445 | 18,774 | 21,325 | 21,953 | 22,125 | 22,125 |
| 511.10-09 | Retirement PERS Lateral | 4,279 | 1,703 | 0 | 6,707 | 6,545 | 6,545 |
| 511.10-10 | Retirement-PERS New Membr | 36,796 | 22,473 | 40,848 | 43,148 | 47,028 | 47,028 |
| 511.10-12 | Workers Compensation | 18,171 | 19,244 | 28,776 | 42,765 | 36,138 | 36,138 |
| 511.10-20 | Earned Benefit | 27,941 | 34,920 | 18,896 | 30,328 | 26,048 | 26,048 |
| 511.10-21 | Bilingual Pay Program | 1,345 | 600 | 600 | 600 | 600 | 600 |
| 511.10-24 | Vehicle Allowance | 0 | 5,467 | 7,848 | 8,352 | 8,352 | 8,352 |
| 511.10-27 | PTS Plan FICA Alternative | 1,298 | 1,104 | 1,109 | 1,124 | 735 | 735 |
| 511.10-33 | Core Allowance | 296,069 | 284,374 | 329,120 | 332,848 | 349,503 | 349,503 |
| 511.10-35 | Post Employment Benefits | 29,365 | 32,035 | 44,908 | 51,261 | 51,261 | 51,261 |
| 511.10-73 | Retirement UAL Misc | 0 | 141,235 | 169,009 | 200,181 | 200,077 | 200,077 |
| 511.10-75 | Ret-EE Share PERS Classic | 78,600 | 0 | 68,906 | 0 | 0 | 0 |
| 511.10-76 | Ret-EE Share PERS Lateral | 1,739 | 0 | 0 | 0 | 0 | 0 |
| 511.10-77 | Ret-EE Share PERS NewMembr | 12,834 | 0 | 31,892 | 0 | 0 | 0 |
| Personnel Services | | 2,131,775 | 2,000,209 | 2,395,865 | 2,419,810 | 2,445,970 | 2,445,970 |
| 512.11-00 | Utilities | 8,305 | 5,025 | 5,920 | 5,920 | 5,920 | 5,920 |
| 512.12-00 | Telephone | 3,369 | 2,934 | 3,237 | 3,043 | 3,043 | 3,043 |
| 512.13-00 | Postage | 13,327 | 15,839 | 14,420 | 14,420 | 14,420 | 14,420 |
| 512.14-00 | Advertising | 0 | 52 | 500 | 500 | 500 | 500 |
| 512.15-00 | Office Supplies | 16,085 | 17,366 | 14,459 | 14,460 | 14,460 | 14,460 |
| 512.16-00 | Printing | 5,516 | 5,966 | 6,000 | 7,360 | 7,360 | 7,360 |
| 512.17-00 | Professional Services | 111,455 | 120,924 | 231,700 | 265,530 | 625,530 | 625,530 |
| 512.18-00 | Travel and Meetings | 5,485 | 5,289 | 12,028 | 11,812 | 11,812 | 11,812 |
| 512.19-00 | Mileage | 3 | 0 | 0 | 0 | 0 | 0 |
| 512.20-00 | Training Expense | 5,247 | 6,941 | 5,225 | 5,030 | 5,030 | 5,030 |
| 512.21-00 | Rents/Leases | 240 | 287 | 435 | 430 | 430 | 430 |
| 512.22-00 | Office Equipment O & M | 5,141 | 2,020 | 2,442 | 2,400 | 2,400 | 2,400 |
| 512.23-00 | Vehicle Operations/Maint | 407 | 448 | 423 | 4,184 | 3,941 | 3,941 |
| 512.24-00 | Memberships, Subscription | 12,183 | 12,696 | 14,428 | 14,122 | 14,122 | 14,122 |
| 512.28-00 | Safety Supplies | 0 | 248 | 250 | 250 | 250 | 250 |
| 512.29-00 | Other Materials Supplies | 115 | 2,133 | 355 | 355 | 355 | 355 |
| 512.30-01 | Dept Share of Insurance | 38,888 | 37,348 | 35,027 | 34,848 | 30,786 | 30,786 |
| 512.35-84 | Retro Fee Expense | 200 | 150 | 0 | 0 | 0 | 0 |
| 512.38-00 | Support Services | 140,498 | 205,559 | 306,079 | 406,006 | 353,827 | 353,827 |
| 512.45-00 | Facilities Maint Charge | 113,536 | 147,835 | 147,813 | 185,725 | 152,903 | 152,903 |
| Supplies and Services | | 480,000 | 589,060 | 800,741 | 976,395 | 1,247,089 | 1,247,089 |
| 513.43-00 | Machinery/Equipment | 1,292 | 60,143 | 0 | 0 | 0 | 0 |
| Property | | 1,292 | 60,143 | 0 | 0 | 0 | 0 |
| 516.62-00 | Stores Inventory Adjust | 274- | 3,523- | 0 | 0 | 0 | 0 |
| Other | | 274- | 3,523- | 0 | 0 | 0 | 0 |
| 617.65-00 | Capital Imp. Projects | 0 | 0 | 0 | 70,000 | 70,000 | 70,000 |
| Capital Outlay | | 0 | 0 | 0 | 70,000 | 70,000 | 70,000 |

BUDGET DETAIL EXPENSES

| 001-0701 Finance | | | | | | | |
|------------------|-------------------------|-------------------|-------------------|----------------------------|----------------------------------|--------------------------------|--------------------------------|
| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL 2016-17 | ACTUAL 2017-18 | FINAL BUDGET 2018-19 | DEPT. HEAD REQUEST 2019-20 | CITY MGR. RECOM. 2019-20 | COUNCIL APPROVAL 2019-20 |
| 706.71-01 | Principal-Bond Payment | 425,000 | 480,000 | 540,000 | 610,000 | 610,000 | 610,000 |
| 706.72-01 | Interest Bond Payment | 309,835 | 284,777 | 256,476 | 224,637 | 224,637 | 224,637 |
| 706.73-01 | Agent Fees-Bond Payment | 3,288 | 3,225 | 3,300 | 4,000 | 4,000 | 4,000 |
| | Debt Services | 738,123 | 768,002 | 799,776 | 838,637 | 838,637 | 838,637 |
| ** | Finance | 3,350,916 | 3,413,891 | 3,996,382 | 4,304,842 | 4,601,696 | 4,601,696 |

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; Merced Sun-Star; 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.