# CITY COUNCIL FUND NO. 001 ACCOUNT NO. 0101

#### 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.

# 2009-2010 BUDGET HIGHLIGHTS

Approved budget includes legislative advocacy, video production services, Council goal setting workshop, MCAG dues, support for LAFCO operations, and League of California Cities dues.

City Council

FUND NO. 001

ACCOUNT NO. 0101

EXPENSES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	33.525 385.372 0 0 0	75,181 372,458 0 0 0	33,696 284,565 0 0 0	35,483 276,369 0 0 0	35,483 304,274 0 0 0
TOTAL	418,897	447,639	318,261	311,852	339,757

INANCING SOURCES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10
PERS-EE Share 2.5% @ 55	0	575	562	665
Adm Reimb-Downtown Parkng	100	101	44	150
Adm Reimb-Downtown Fund	1,741	2,316	92	144
Adm Reimb-Devel. Services	22,445	31,981	30,823	30,772
Adm Reimb-Housing	2,493	5,978	4,682	4,616
Adm Reimb-Maint. District	3,223	3,323	3,454	3,454
Adm Reimb-Street Trees	2,456	3,779	3,677	3.203
Adm Reimb-Street Maint.	6,681	10,080	10,934	13,978
Adm Reimb-Recr. and Parks	7,848	11.753	7,657	6,876
Adm Reimb-Parking Enforce	1,000	0	0	0
Adm Reimb-NMS Refunding	1,705	1,249	74	62
Adm Reimb-Fahrens Park	58	80	.144	140
Adm Reimb- HOME Grant	1,069	449	879	1.004
Adm Reimb-Liberty Park	592	78	10	10 55
Adm Reimb-Airport Debt Se Adm Reimb-16th Street	0 56	0 77	0 11	55 10
Adm Reimb-Bellevue West	414	93	1,142	10
Adm Reimb-Bellevue East	500	86	445	444
Adm Reimb-BeGIN Program	0	0	13	19
Adm Reimb-State HOME 92	ŏ	ŏ	19	15
Adm Reimb-State HOME 93	õ	Ő	27	24
Adm Reimb-Wastewater Sys	26.037	37,091	35,820	45,802
Adm Reimb-Water System	23,140	25,317	34,779	34,228
Adm Reimb-Refuse System	27,729	46,001	23,720	34,807
Adm Reimb-Neighborhood St	0	0	0	9,337
Adm Reimb-Airport	1,959	2,937	3,995	3.275
Adm Reimb-Measure C P.W.	. 0	0	929	1,392
Adm Reimb-Bell Station	0	0	128	85
Adm Reimb-Moraga Dev1pCFD	0	19	836	143
Adm Reimb-Workers Comp Adm Reimb-Liability Ins	3,086 2,059	3,388	3,038 3,158	3.111
Adm Reimb-Unemploymnt Ins	2.059	2,029 145	3,156 82	4,657 94
Adm Reimb-Emp Benefit	7,341	10,282	12.018	13,339
Adm Reimb-Fleet Managemnt	7,575	11.154	7,555	8,084
Adm Reimb-Facil Maint	,,0,5	11,104	4,750	4,954
Adm Reimb-Support Service	2,562	6,303	8,511	8,843
Adm Reimb-CFD Public Safy	1,547	0,000	0,011	0,040
Adm Reimb Measure C-Fire	1.229	5.543	5,169	7,367
Adm Reimb-Measure C- PD	4,595	4,200	7.345	9,832
Adm Reimb-RDA General Fnd	9,778	13,697	14,936	15,096
General Fund	247,770	206,935	86,803	69,549
TOTAL	418.897	447,639	318,261	339,757

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Number	of	Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
Mayor and Council Members Executive Secretary	7.00 .40	7.00 .40	7.00
TOTAL	7.40	7.40	7.40

001-0101 City Council ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00 Regular Salaries 511.03-00 Extra Help 511.04-01 Regular Overtime 511.10-05 Retirement PERS 511.10-06 Social Security-OASDI 511.10-07 Social Security-Medicare	23.492 0 2.985 1.472 344	21.862 30,778 1,836 3,376 2,029 948	21,219 0 91 3,213 1,327 310	22,541 0 97 3,450 1,396 326	22,541 0 97 3,450 1,396 326
511.10-08 State Unemployment 511.10-09 Long Term Disability 511.10-10 Group Health Insurance 511.10-11 Group Life Insurance 511.10-12 Workers Compensation 511.10-15 Vision Plan	60 58 4,447 44 59 129	95 0 0 44 0	60 0 0 36 0	60 0 0 35 0	60 0 0 35 0
511.10-16 Dental Plan 511.10-18 Management Physicals 511.10-20 Earned Benefit 511.10-27 PTS Plan FICA Alternative 511.10-32 Cash Back-Biweekly Allow 511.10-33 Core Allowance	435 0 0 0 0 0 0	0 9.522 424 45 4.222	0 56 0 91 6,651	0 56 0 0 0 6,637	0 56 0 0 6,637
511.10-35 Post Employment Benefits	0	0	642	885	885
Personnel Services	33,525	75,181	33,696	35,483	35,483
512.12-00 Telephone 512.13-00 Postage 512.14-00 Advertising 512.15-00 Office Supplies 512.16-00 Printing 512.17-00 Professional Services	1,003 304 953 687 2,542 280,247	1,193 865 0 1,991 3,000 253,547	275 425 4.000 650 3.450 167.742	275 425 4,000 650 3,450 169,885	275 425 4,000 650 3,450 197,790
512.18-00 Travel and Meetings 512.20-00 Training Expense 512.24-00 Memberships, Subscription 512.29-00 Other Materials Supplies 512.30-01 Dept Share of Insurance 512.38-00 Support Services	17,958 4,950 40,277 4,769 165 17,767	25,896 7,680 41,524 6,732 761 15,497	17.875 7.000 47.125 6.500 1.146 15.460	$15.390 \\ 5.950 \\ 47.031 \\ 5.500 \\ 1.335 \\ 13.856$	15,390 5,950 47,031 5,500 1,335 13,856
512:45-00 Facilities Maint Charge	13,750	13.772	12,917	8,622	8,622
Supplies and Services	385,372	372,458	284,565	276,369	304,274
** City Council	418,897	447,639	318,261	311.852	339,757

# **CITY COUNCIL**

- 13-00 Postage includes monthly Sister Cities newsletter
- 16-00 Business cards and other printing expenses as needed
- 17-00 L egislative advocacy, UC planning support, LAFCO services, and video production services
- 18-00 League of California Cities (LCC) Annual Conference, LCC Executive Forum, LCC Policy Committees, City-County Relations, Commissioners reception, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum
- 24-00 League of California Cities, MCAG, Sister Cities International and Chambers of Commerce
- 29-00 Nameplates, badges, gavel plaques, cards and flowers



# 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 to carry out the programs established by the City's elected officials.

#### MISSION

The City Manager must ensure that the organizational values of the City are foundational as budgets are prepared and business 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 investment; decision-making at the most appropriate level; and accountability and reward for excellent performance.

# GOALS

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

## **OBJECTIVES**

1. Continue to provide leadership to City staff.

2. Develop leadership training opportunities for employees to create succession opportunities

# PERFORMANCE MEASUREMENTS/INDICATORS

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

Provide ongoing training opportunities and seek out additional training to insure succession capacity and growth opportunities in the work force.

# **CITY MANAGER**

3. Support Council Members serving on League Policy Committees

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.

5. Actively monitor and participate in Ad Hoc Council Committees for utility rate review, UC Merced-UC Community Development, and Public Facility Financing Program, tax sharing negotiations with County, and State Budget Impact Committee

6. Continue review and refinement of current City service delivery programs.

7. Implement employee benefit options

8. Continue public information function as part of City Manager's office

9. Implement and monitor Community Facilities Districts for services.

10. Complete Phase V pre-engineering and design studies for Wastewater Treatment Plant and identify funding sources for expansion. Timely responses to requests for information, analysis and correspondence

Continue to provide leadership to new TRB members.

Reports and recommendations on priority areas identified by City Council ad hoc committees.

Ongoing data collection and analysis

Recommendations to City Council and employee bargaining units through reassessment of cafeteria plan

Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and possible PEG cable TV programming

Balance of cash flow and service delivery

Detail plans and funding schemes for solids handling grant and project.

# CITY MANAGER

11. Administer ½-cent sales tax---Measure C

#### GIS Program:

12. Continue process of building a City of Merced geodatabase to allow GIS users to create, modify, and analyze City spatial data with more flexibility and functionality.

13. Provide hands-on training for City staff with ArcGIS 9 software

## Public Information Officer:

14. Provide on-going public outreach through the news media using press releases, TV interviews, guest editorials and letters, press conferences and providing talking points and advice for interview subjects.

15. Use the City Web site to improve communications by making it easier for residents to find online information on major City projects and by posting news releases and other material online.

16. Provide support to City staff for media campaigns and suggest ways to improve public communication through the news media.

17. Provide the city's viewpoint on breaking news through live interviews, media advisories and news releases.

18. Continue publication of a City newsletter that is mailed to residents, keeping them informed of City issues, activities and programs. Develop plans and programs for review by Measure C Citizens Oversight Committee

Draft geodatabase ready for review by GIS Standards Committee by December 2008.

Complete 1-2 classes each for all users

Monitor the number of news stories and articles in the various media.

Regularly review the Web site, participate in the Web Committee and the Tech Committee.

Meet with senior management and staff to determine communication needs.

Maintain on-going relationships with local news media.

Council will receive copies of newsletter and it will be posted on City Website and copies will be distributed at City offices.

#### CITY MANAGER

19. Explore programming on the PEG channels to provide residents with an in-depth look at issues facing the City.

20. Increase awareness of City's 'Green" efforts Original programming will be available on cable TV channels and repeated regularly.

Create "Green Tips" in City newsletter, maintain an updated list for use in speeches, news releases and other venues.

# 2009-2010 BUDGET HIGHLIGHTS

The direction of the City Manager's office operations for 2009-10 will continue to be guided by Council-established priorities. The Assistant City Manager's position is allocated to the City Manager budget at 70 percent to reflect efforts to be devoted to citywide issues. The balance of the Assistant City Manager's position is budgeted in Redevelopment (20 percent) and the Airport (10 percent). The Executive Secretary's time is split between City Council (40 percent) and City Manager (60 percent) budgets. The GIS Coordinator position is provided by interdepartmental direct service charges to various operating divisions including Development Services, Redevelopment/ Economic Development, and Public Works. The balance of the City Manager budgeted costs are spread to other operating budgets via Administrative Expenses based on staffing, operating budgets, and level of effort.

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#### FUND NO. 001

ACCOUNT NO. 0201

EXPENSES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	704.012 161.399 0 0 0	858,028 197,086 0 0 0	818,823 181,630 0 0 0	686,301 166,428 0 0 0	686.301 166.428 0 0 0
TOTAL	865,411	1,055,114	1,000,453	852,729	852,729

City Manager

FINANCING SOURCES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10
Health Insurance EE Share PERS-EE Share 2.5% @ 55 Adm Reimb-Downtown Parkng Adm Reimb-Dovel. Services Adm Reimb-Housing Adm Reimb-Housing Adm Reimb-Street Trees Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Parking Enforce Adm Reimb-Parking Enforce Adm Reimb-HOME Grant Adm Reimb-Iberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-State HOME 93 Adm Reimb-State HOME 93 Adm Reimb-Nater System Adm Reimb-Nefuse System Adm Reimb-Nefuse System Adm Reimb-Noraga DevIpCFD Adm Reimb-Moraga DevIpCFD Adm Reimb-Morers Comp Adm Reimb-Iberty Ins Adm Reimb-Homegloymnt Ins Adm Reimb-Liability Ins Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Resure C-PD Adm Reimb-Resure C-PD Adm Reimb-Resure C-PD Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Resure C-PD Adm Reimb-Resure C-PD	$\begin{array}{c} 605\\ 0\\ 303\\ 5.275\\ 68.015\\ 7.556\\ 6.520\\ 7.444\\ 20.246\\ 23.781\\ 3.031\\ 5.166\\ 177\\ 3.238\\ 1.793\\ 0\\ 1.66\\ 1.77\\ 3.238\\ 1.793\\ 0\\ 1.69\\ 1.254\\ 1.516\\ 0\\ 0\\ 0\\ 78.904\\ 1.516\end{array}$	$\begin{array}{c} 0\\ 13.774\\ 320\\ 7.295\\ 100.733\\ 18.831\\ 6.722\\ 11.902\\ 31.751\\ 37.018\\ 0\\ 3.383\\ 218\\ 1.414\\ 210\\ 0\\ 3.288\\ 1.414\\ 210\\ 0\\ 0\\ 116.829\\ 79.743\\ 144.888\\ 0\\ 9.252\end{array}$	$\begin{array}{c} 0\\ 15.404\\ 137\\ 285\\ 95.798\\ 14.551\\ 6.998\\ 11.429\\ 33.983\\ 23.797\\ 0\\ 230\\ 448\\ 2.732\\ 32\\ 32\\ 32\\ 32\\ 32\\ 3111.424\\ 105.478\\ 76.234\\ 0\\ 12.416\\ 2.887\\ 76.234\\ 0\\ 12.416\\ 2.887\\ 398\\ 2.597\\ 9.442\\ 9.814\\ 253\\ 37.352\\ 23.479\\ 14.763\\ 26.451\\ 0\\ 16.066\\ 22.829\\ 46.420\\ 0\\ 25.106\\ 25.106\\ 2.829\\ 46.420\\ 0\\ 25.106\\ 2.829\\ 2.597\\ 3.51\\ 2.52\\ 2.51\\ 0\\ 0\\ 16.066\\ 2.829\\ 2.52\\ 2.51\\ 0\\ 0\\ 2.51\\ 0\\ 0\\ 0\\ 2.51\\ 0\\ 0\\ 0\\ 2.829\\ 2.52\\ 0\\ 0\\ 0\\ 2.829\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\$	$\begin{array}{c} 0\\ 13,454\\ 340\\ 325\\ 69,540\\ 10,431\\ 6,998\\ 7,239\\ 31,589\\ 15,536\\ 0\\ 141\\ 317\\ 2,269\\ 23\\ 125\\ 23\\ 308\\ 1,004\\ 43\\ 0\\ 55\\ 103,506\\ 77,349\\ 78,658\\ 23,266\\ 7,401\\ 3,147\\ 191\\ 323\\ 7,029\\ 10,525\\ 214\\ 30,143\\ 18,269\\ 11,195\\ 19,986\\ 0\\ 16,648\\ 22,220\\ 34,113\\ 0\end{array}$
Interdept DSR-Streets Interdept DSR-Rec & Park Interdept DSR-CFD Formati	0 11.655 0	7,705 13,262 128	6,276 12,553 0	9,901 0 2,431 0

## City Manager

FUND NO. 001

ACCOUNT NO. 0201

FINANCING SOURCES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10
Interdept DSR-Wastewater Interdept DSR-Water Sys Interdept DSR-Refuse Interdept DSR-Airport Interdept-DSR-Support Svc Interdept DSR-RDA General Fund	15.53914.56812.6261.4574.85612.626236.328	10.94720.6725.852010.65110.947153.523	$12.552 \\ 17.380 \\ 12.553 \\ 0 \\ 6.276 \\ 12.553 \\ 165.928$	43.167 30.834 30.834 0 6.167 0 105.452
TOTAL	865,411	1,055,114	1,000,453	852,729

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PERSONNEL

#### Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
City Manager Asst. City Manager Asst. to the City Manager GIS Coordinator Public Information Officer	1.00 .70 1.00 1.00 1.00 1.00	1.00 .70 1.00 1.00	1.00 .70 1.00 1.00
Executive Secretary TOTAL	.60 	.60	.60 4.30

001-0201 City Manager ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.01-00 Regular Salaries 511.03-00 Extra Help 511.04-01 Regular Overtime 511.10-02 Unused Sick Leave 511.10-05 Retirement PERS 511.10-06 Social Security-OASDI	494,299 0 3,009 70,036 25,953	463.878 57.729 23 3.035 80.844 26.682	492.723 54.476 182 6.767 84.239 29.385	456.075 0 193 4.177 78.123 24.145	456.075 0 193 4.177 78.123 24.145
511.10-07 Social Security-Medicare 511.10-08 State Unemployment 511.10-09 Long Term Disability 511.10-10 Group Health Insurance 511.10-11 Group Life Insurance 511.10-12 Workers Compensation	7.496 795 919 65.387 706 2,770	9,717 795 0 0 0 1.466	8,713 945 0 0 1,217	7.121 657 0 0 0 899	7.121 657 0 0 0 899
511.10-15 Vision Plan 511.10-16 Dental Plan 511.10-18 Management Physicals 511.10-20 Earned Benefit 511.10-24 Vehicle Allowance 511.10-27 PTS Plan FICA Alternative	1.703 7.166 0 21.408 2.365 0	0 0 148,159 2,544 27	0 907 46.954 2.646 708	0 748 30,836 2,772 0	0 748 30,836 2,772 0
511.10-32 Cash Back-Biweekly Allow 511.10-33 Core Allowance 511.10-35 Post Employment Benefits	0 0 0	575 62,554 0	1,069 72,993 14,899	840 61.817 17.898	840 61,817 17,898
Personnel Services	704,012	858,028	818.823	686,301	686,301
512.12-00 Telephone 512.13-00 Postage 512.15-00 Office Supplies 512.16-00 Printing 512.17-00 Professional Services 512.18-00 Travel and Meetings	3.050 343 3.657 19.881 9.860 14.184	3.065 334 4.802 12.115 71.023 10.810	1,9006005,07529,30011,30015,615	2,200 600 4,265 29,300 21,300 11,978	2,200 600 4,265 29,300 21,300 11,978
512.19-00 Mileage 512.20-00 Training Expense 512.22-00 Office Equipment 0 & M 512.24-00 Memberships, Subscription 512.29-00 Other Materials Supplies 512.30-01 Dept Share of Insurance	0 5,496 0 4,960 6,210 8,023	25 4,944 0 5,559 218 8,082	$1.150 \\ 9.505 \\ 5.069 \\ 6.231 \\ 990 \\ 12.513$	700 5,575 5,069 6,710 990 13,559	700 5.575 5.069 6.710 990 13.559
512.34-00 Contingency Reserve 512.38-00 Support Services 512.45-00 Facilities Maint Charge 512.46-00 Computer Replacement Chrg	0 48,036 34,059 3,640	0 37.872 34.114 4.123	10.000 37.668 31.995 2.719	10.000 32.824 21.358 0	10,000 32,824 21,358 0
Supplies and Services	161,399	197,086	181,630	166,428	166,428
** City Manager	865,411	1,055,114	1,000,453	852,729	852,729

FUND NO. 001 ACCOUNT NO. 0201

# **CITY MANAGER**

- 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; and City/County meetings
- 20-0 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meeting
- 21-0 Maintenance of typewriter
- 24-00 International City Management Association; Sun-Star, Modesto Bee, County Times and other publications
- 29-00 Community events and awards; GIS software
- 34-00 Contingency reserve for total City operations



# CITY ATTORNEY FUND NO. 001 ACCOUNT NO. 0301

# DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving City, Redevelopment Agency, and Public Financing Authority matters. The City Attorney represents the City Council, City Manager, City administrative staff, Redevelopment Agency, and others as required to represent the City in litigation and to direct the City's legal service.

## MISSION

The City Attorney's office provides expert legal advice and advocacy to and on behalf of the City Council, the Redevelopment Agency, Public Financing Authority, and their committees and commissions, as well as to the City Manager and all city departments, so that policies are established and programs administered within the guidelines established by city, state, and federal laws.

## GOALS

- A. Continue to implement City Charter Amendments.
- B. Protect Neighborhoods, Community and Residents.
- C. Look to the Future.

# **OBJECTIVES**

# PERFORMANCE MEASUREMENTS/INDICATORS

## A. Continue to Implement City Charter Amendments

1. Update Municipal Code and related documents to implement any adopted Charter amendments.

Prepare Municipal Code amendments and revisions to related documents.

#### **B. Protect Neighborhoods, Community and Residents**

1. Support the Police Department and Code Enforcement efforts to keep neighborhoods safe and visually aesthetic. Prosecute criminal violations of the Municipal Code and file civil actions or nuisance abatement actions as appropriate.

# **CITY ATTORNEY**

- 2. Implement Effective Enforcement Measures.
- 3. Hold Developers Accountable.

If adopted in FY 09/10 – Train Code Enforcement and other staff on the Administrative Citation Process.

- Work with the Planning Dept. to ensure that developers are in compliance with existing obligations to the City
- Enforce obligations owed under Developer Agreements through administrative and civil proceedings as necessary.

#### C. Look to the Future

1. Ensure legal adequacy of major planning documents.

Review General Plan Update and associated environmental document for legal adequacy.

- 2. Ensure new development continues to pay for its costs and City remains an attractive location for employment and revenue generating businesses.
- 3. Storm Water Management.

 Review of infrastructure and development.

 Support review of City fee structure to ensure it is legal, appropriate, and competitive.

Develop Draft Joint Powers Agreement.

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City Attorney

FUND NO. 001

ACCOUNT NO. 0301

EXPENSES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	745,004 181,808 0 33,976 0	842,171 159,044 0 196 0	924,468 214,018 0 0 0	822,542 131,646 0 0 0	822.542 131.646 0 0 0
TOTAL	960,788	1,001,411	1,138,486	954,188	954,188

FINANCING SOURCES	Actua] 2006-07	Actua] 2007-08	Final Budget 2008-09	Estimated 2009-10
Cost Recovery Health Insurance EE Share Administrative Review Fee PERS-EE Share 2.5% @ 55 Sale of Equipment Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Housing Adm Reimb-Housing Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Parking Enforce Adm Reimb-Parking Enforce Adm Reimb-Fahrens Park Adm Reimb-Fahrens Park Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Street Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue Fast Adm Reimb-Bellevue Fast Adm Reimb-Bellevue Fast Adm Reimb-Bellevue HOME 92	$\begin{array}{c} 15.000\\ 605\\ 140\\ 0\\ 40\\ 251\\ 4.358\\ 56.197\\ 6.243\\ 1.513\\ 6.150\\ 16.729\\ 19.649\\ 2.504\\ 4.269\\ 19.649\\ 2.504\\ 4.269\\ 146\\ 2.675\\ 1.482\\ 0\\ 140\\ 1.036\\ 1.253\\ 0\\ 0\end{array}$	$\begin{array}{c} 15.000\\ 0\\ 25.\\ 16.997\\ 0\\ 150\\ 3.435\\ 47.423\\ 8.865\\ 1.560\\ 5.603\\ 14.948\\ 17.427\\ 0\\ 1.852\\ 119\\ 666\\ 115\\ 0\\ 115\\ 13.356\\ 2.772\\ 0\\ 0\\ 0\end{array}$	$\begin{array}{c} 0\\ 0\\ 100\\ 18.827\\ 0\\ 56\\ 118\\ 39.493\\ 5.999\\ 1.627\\ 4.712\\ 14.010\\ 9.810\\ 0\\ 9.810\\ 0\\ 95\\ 1.85\\ 1.126\\ 1.3\\ 0\\ 15\\ 1.463\\ 571\\ 16\\ 25\end{array}$	$\begin{array}{c} 0\\ 0\\ 100\\ 16.562\\ 0\\ 57\\ 54\\ 11.646\\ 1.747\\ 1.627\\ 1.212\\ 5.290\\ 2.602\\ 0\\ 24\\ 53\\ 380\\ 4\\ 21\\ 4\\ 52\\ 168\\ 7\\ 0\end{array}$
Adm Reimb-State HOME 93 Adm Reimb-State HOME 93 Adm Reimb-Wastewater Sys Adm Reimb-Water System Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Bell Station Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Unemploymnt Ins Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Service Adm Reimb-Support Service Adm Reimb-CFD Public Safy Adm Reimb-Measure C-Fire Adm Reimb-Measure C- PD Adm Reimb-RDA General Fnd Interdept DSR-Rec & Park	$\begin{array}{c} 0\\ 65.196\\ 57.941\\ 69.431\\ 0\\ 4.906\\ 0\\ 0\\ 0\\ 7.726\\ 5.156\\ 274\\ 18.382\\ 18.968\\ 18.968\\ 0\\ 6.412\\ 3.873\\ 3.076\\ 11.506\\ 24.483\\ 0\\ 88.181\\ \end{array}$	$\begin{array}{c} 0\\ 54.999\\ 37.541\\ 68.210\\ 0\\ 4.356\\ 0\\ 0\\ 18.534\\ 5.024\\ 3.899\\ 215\\ 15.246\\ 16.540\\ 16.540\\ 0\\ 9.347\\ 0\\ 8.220\\ 6.227\\ 20.310\\ 0\\ 118.315\end{array}$	$\begin{array}{c} 34\\ 45.845\\ 45.881\\ 29.123\\ 0\\ 5.118\\ 1.190\\ 164\\ 1.071\\ 3.893\\ 4.046\\ 104\\ 15.399\\ 9.679\\ 6.086\\ 10.904\\ 0\\ 6.623\\ 9.411\\ 19.137\\ 0\\ 109.779\end{array}$	$\begin{array}{c} 9\\ 9\\ 17.334\\ 12.954\\ 13.173\\ 4.409\\ 1.240\\ 527\\ 32\\ 54\\ 1.177\\ 1.763\\ 36\\ 5.048\\ 3.060\\ 1.875\\ 3.347\\ 0\\ 2.788\\ 3.721\\ 5.713\\ 92.738\\ 0\end{array}$

ACCOUNT NO. 0301

FINANCING SOURCES	Actual 2006-07	Actua1 2007-08	Final Budget 2008-09	Estimated 2009-10
Interdebt DSR-Insurance Interdept DSR-Liability General Fund	109.643 242,101 83.153	102,211 302,437 59,402	149,530 411,682 155,526	121,963 520,441 99,176
TOTAL	960,788	1.001.411	1,138,486	954,188

PERSONNEL

Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
City Attorney Chief Dep. City Attorney Dep. City Attorney I/II/III/IV Legal Secretary/Paralegal Secretary I	1.00 1.00 2.00 2.00 1.00	$ \begin{array}{r} 1.00 \\ 1.00 \\ 2.00 \\ 1.00 \\ 1.00 \end{array} $	1.00 1.00 1.00 2.00 1.00
TOTAL	7.00	6.00	6.00

	City Attorney ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
511.04-01 511.10-05 511.10-06 511.10-07	Regular Salaries Regular Overtime Retirement PERS Social Security-OASDI Social Security-Medicare State Unemployment	519,901 2,017 73,836 27,132 7,559 1,200	591,600 3 101,496 30,394 8,540 1,050	634,973 3.000 108.537 34,081 9.402 1.050	561.410 0 96.144 30.153 8.237 906	561,410 0 96,144 30,153 8,237 906
511.10-10 511.10-11 511.10-12 511.10-15	Long Term Disability Group Health Insurance Group Life Insurance Workers Compensation Vision Plan Dental Plan	1,102 89,149 844 1,699 2,250 10,138	0 0 1,420 0 0	0 0 883 0 0	0 0 789 0 0	0 0 789 0 0
511.10-20 511.10-32 511.10-33	Management Physicals Earned Benefit Cash Back-Biweekly Allow Core Allowance Post Employment Benefits	0 8,177 0 0 0	0 17.617 501 89.550 0	980 15,171 936 96,254 19,201	812 16.014 1.758 84.287 22.032	812 16.014 1.758 84.287 22.032
Personnel :	Services	745,004	842,171	924,468	822,542	822,542
512.13-00 512.15-00 512.17-00	Office Supplies Professional Services Travel and Meetings	3.129 765 3.406 21.977 11.343 25	2.161 624 3.865 20,000 3.398 0	2,310 1,000 4,467 40,000 17,902 475	1.910 600 4.467 0 10.902 175	1,910 600 4,467 0 10,902 175
512.22-00 512.24-00	Training Expense Office Equipment O & M Memberships, Subscription Other Materials Supplies Dept Share of Insurance - Support Services	6.983 95 19.969 319 6.955 52.390	3.843 54 18,490 84 10.754 39,830	9,725 435 20,866 8,000 16,633 41,266	5,545 435 19,985 0 18,944 36,791	5,545 435 19,985 0 18,944 36,791
	Facilities Maint Charge Computer Replacement Chrg	50,859 3,593	50,941 5,000	47.777 3,162	31,892 0	31.892 0
Supplies a	nd Services	181,808	159,044	214,018	131,646	131,646
513.43-00	Machinery/Equipment	33,976	196	0	0	0
Property		33,976	196	0	0	0
**	City Attorney	960,788	1,001,411	1,138,486	954,188	954,188

# 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 PCE and water-related litigation have been budgeted directly into those accounts.)
- 18-00 Central Valley City Attorney's Association; League of California Cities (LCC) Annual Conference and Committee meetings; monthly Merced County Bar Association meetings; LCC Attorneys Spring Conference; and California Association of Public Employees Labor Relations Conference (CALPELRA); as well as travel associated with training outlined in Line 20-00 below
- 20-00 League of California Cities Municipal Attorney seminars; quarterly Merced County Legal Professionals Association Conferences; and Continuing Education of the Bar training programs for Deputy City Attorneys; Continuing Education training programs for Paralegal; CRA Conference; CALPELRA Conference
- 22-0 Maintenance of one typewriter and five Lanier voicewriter/dictators
- 24-00 Memberships:

National Public Employees Labor Relations Association; State Bar of California; and Merced County Bar Association; Merced County Legal Professionals Association

Subscriptions:

LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service, Workers' Comp); Solano Press; Continuing Education for the Bar (CEB) Supplements; CEB-Fair Political Practices Commission Opinion; Legal Secretary's Handbooks; Longtin's Local Government Publications; West Group (Legal Secretary's Law Office Procedures Manual, California Civil Practice Statutes and Rules, Federal Civil Judicial Procedure & Rules); Land Use Regulations; Mechanics Lien Law; Legal Assistant Today; California Legal Directory; California Courtroom Evidence; The Rutter Group (Civil Procedure Before Trial, Federal Civil Procedure Before Trial, Civil Writs & Appeals, Federal Civil Trials & Evidence); and Daily Legal Journal

# 29-00 Special litigation costs and services not otherwise classified



# 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.
- Retain Government Finance Officers Association (GFOA) award for financial reporting.
- Assist other departments in developing financing plans as needed.

# **OBJECTIVES**

# PERFORMANCE MEASUREMENTS/INDICATORS

1. Assist other departments in developing financing plans as needed.

Complete by June 2010.

2. Provide financial analysis and support as appropriate to assist other departments in meeting the City Council's goals.

Complete by June 2010.

# 2009-2010 BUDGET HIGHLIGHTS

Two Account Clerk positions in the Customer Service area and 1240 hours of extra help have been eliminated. Overtime payout has been eliminated and training has been reduced to a minimum. Three professional service agreements for consulting and revenue enhancement have been eliminated. Reductions of personnel will certainly impact the department's ability to service its customers in a timely and efficient manner.

		Finance				ACCOUNT NO. 0701
EXPENSES	Actua1 2006-07	Actua1 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	1,743,364 929,478 479,193 46,024 0	1,970,975 930,390 499,269 36,916 0	2,136,606 835,560 525,750 0 0	2.030,788 857,718 545,564 0 0	2,030,788 872,718 545,564 0 0	
TOTAL	3,198,059	3,437,550	3,497,916	3.434.070	3,449,070	
*****	(XXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXX	xxxxxxxxxxxx	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	«xxxxxxxxxxxxxxxxxxxxxxxxx
FINANCING SOURCES	Actual 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10		
Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund Adm Reimb-Dovel. Services Adm Reimb-Housing Adm Reimb-Maint. District Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Parking Enforce Adm Reimb-Parking Enforce Adm Reimb-HoMS Refunding Adm Reimb-Fahrens Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-State HOME 92 Adm Reimb-State HOME 93 Adm Reimb-Nastewater Sys Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Measure C P.W. Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Unemploymnt Ins Adm Reimb-Liability Ins Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-GAGN Adm Reimb-Facil Maint Adm Reimb-CFD Public Safy Adm Reimb-RDA General Fnd Interdept DSR-General Fnd	$\begin{array}{c} 1.251\\ 21.752\\ 280,467\\ 31.156\\ 24.840\\ 30.695\\ 83.489\\ 98.063\\ 12.498\\ 21.303\\ 728\\ 13.353\\ 2.147\\ 7.395\\ 0\\ 6.99\\ 5.173\\ 6.252\\ 0\\ 0\\ 0\\ 325.375\\ 289.168\\ 346.509\\ 0\\ 0\\ 325.752\\ 289.168\\ 346.50\\ 0\\ 24.485\\ 0\\ 0\\ 38.560\\ 25.732\\ 1.366\\ 91.737\\ 94.666\\ 0\\ 54.654\\ 19.332\\ 15.354\\ 57.421\\ 122.185\\ 1.075\\ \end{array}$	$\begin{array}{c} 1.020\\ 23.305\\ 321.778\\ 60.152\\ 25.609\\ 38.022\\ 101.425\\ 118.249\\ 0\\ 12.567\\ 809\\ 4.517\\ 9.274\\ 780\\ 0\\ 778\\ 9.32\\ 868\\ 0\\ 0\\ 778\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 373.194\\ 254.730\\ 462.825\\ 0\\ 0\\ 0\\ 373.194\\ 254.730\\ 462.825\\ 0\\ 0\\ 0\\ 189\\ 34.087\\ 26.453\\ 1.459\\ 103.449\\ 112.227\\ 0\\ 63.422\\ 0\\ 0\\ 55.772\\ 42.255\\ 137.812\\ 1.434\\ \end{array}$	$\begin{array}{c} 368\\ 770\\ 258,367\\ 39,244\\ 26,657\\ 30,823\\ 91,651\\ 64,181\\ 0\\ 621\\ 1,209\\ 7,367\\ 2,130\\ 87\\ 0\\ 9,572\\ 3,734\\ 106\\ 160\\ 225\\ 299,819\\ 302,515\\ 188,255\\ 188,255\\ 188,255\\ 188,255\\ 188,255\\ 106\\ 468\\ 302,515\\ 188,255\\ 106\\ 468\\ 302,515\\ 188,255\\ 0\\ 33,484\\ 7,785\\ 1,072\\ 7,004\\ 25,465\\ 26,468\\ 683\\ 100,738\\ 63,323\\ 39,816\\ 71,335\\ 0\\ 43,330\\ 61,569\\ 125,194\\ 1,434\\ \end{array}$	$\begin{array}{c} 1.002\\ 958\\ 205.218\\ 30.784\\ 26.657\\ 21.364\\ 93.221\\ 45.851\\ 0\\ 416\\ 935\\ 6.696\\ 11.476\\ 67\\ 367\\ 67\\ 908\\ 2.964\\ 128\\ 0\\ 162\\ 305.456\\ 228.264\\ 232.126\\ 62.988\\ 21.842\\ 9.286\\ 62.988\\ 21.842\\ 9.286\\ 565\\ 954\\ 20.744\\ 31.060\\ 630\\ 88.956\\ 53.914\\ 33.039\\ 58.979\\ 0\\ 49.130\\ 65.572\\ 100.672\\ 1.434\end{array}$		
Interdept DSR-Develop Svc Interdept DSR-Rec & Park Interdept DSR-Bellevue Ea Interdept DSR-Fac Roadway Interdept DSR-Fac Traffic	34,201 1.075 2.279 3.420 3.420	39.648 1,433 1,653 3,965 3,965	33.493 1.433 1.317 3.349 3.349	34,751 1,433 1,366 3,475 3,475		

FUND NO. 001

FUND NO. 001

ACCOUNT NO. 0701

			the second se	
FINANCING SOURCES	Actual 2006-07	Actua1 2007-08	Final Budget 2008-09	Estimated 2009-10
Interdept DSR-Fac Fire Interdept DSR-Fac Police Interdept DSR-Fac Parks Interdept DSR-BellevueDS Interdept DSR-MorageDeDS Interdept DSR-Wastewater Interdept DSR-Water Sys Interdept DSR-Refuse Interdept DSR-Dev Roadway Interdept DSR-Dev Traffic Interdept DSR-Dev Police Interdept DSR-Dev Fire Interdept DSR-Dev Parks General Fund	$\begin{array}{c} 3.420\\ 3.420\\ 3.420\\ 0\\ 31.927\\ 0\\ 0\\ 1.075\\ 0\\ 3.420\\ 3.420\\ 3.420\\ 3.420\\ 3.420\\ 3.420\\ 3.420\\ 3.420\\ 944.422 \end{array}$	$\begin{array}{r} 3.965\\ 3.965\\ 3.965\\ 2.166\\ 35.155\\ 672\\ 31.300\\ 32.733\\ 31.300\\ 3.965\\ 3.965\\ 3.965\\ 3.965\\ 3.965\\ 3.965\\ 802.893 \end{array}$	$\begin{array}{r} 3,349\\ 3,349\\ 3,349\\ 1,726\\ 29,916\\ 536\\ 33,493\\ 34,926\\ 33,493\\ 3,349\\ $	$\begin{array}{r} 3.475\\ 3.475\\ 3.475\\ 1.791\\ 31.038\\ 556\\ 33.450\\ 34.883\\ 33.450\\ 34.75\\ 3.475\\ 3.475\\ 3.475\\ 3.475\\ 3.475\\ 3.475\\ 3.475\\ 1.426.750\\ \end{array}$
TOTAL	3,198,059	3,437,550	3,497.916	3.449.070

PERSONNEL

Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
Finance Officer Deputy Finance Officer Accountant III Accountant I/II Payroll Accountant Payroll Technician Accounting Technician Account Clerk I/II/III Storekeeper Purchasing Supervisor	$\begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 6.00\\ 7.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ \end{array}$	$ \begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 5.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $	$ \begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 6.00\\ 5.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $
TOTAL	24.00	22.00	22.00

001-0701 Finance ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
ACCI. NO. ACCOUNT DESCRIPTION		2007-08	2008-09	2009-10	2009-10
511.01-00 Regular Salaries 511.03-00 Extra Help 511.04-01 Regular Overtime 511.10-02 Unused Sick Leave 511.10-05 Retirement PERS 511.10-06 Social Security-OASDI	1.080.670 57.001 11.767 682 153.823 67.057	1.262.049 50.311 4.661 1.017 219.147 77.713	$1.342.318 \\ 58.319 \\ 5.000 \\ 1.621 \\ 228.277 \\ 83.763$	$1,312,301 \\ 27,871 \\ 0 \\ 1,621 \\ 223,903 \\ 80,059$	1,312,301 27,871 0 1,621 223,903 80,059
511.10-07 Social Security-Medicare 511.10-08 State Unemployment 511.10-09 Long Term Disability 511.10-10 Group Health Insurance 511.10-11 Group Life Insurance 511.10-12 Workers Compensation	17.045 3.450 3.038 270.898 2.341 3.172	$     \begin{array}{r}       19.469 \\       3.750 \\       0 \\       0 \\       0 \\       3.893 \\     \end{array} $	20,914 3,750 0 0 3,305	19,619 3,456 0 0 3,174	19,619 3,456 0 0 0 3,174
511.10-15 Vision Plan 511.10-16 Dental Plan 511.10-18 Management Physicals 511.10-20 Earned Benefit 511.10-21 Bilingual Pay Program 511.10-24 Vehicle Allowance	7,069 29,900 0 33,074 1,618 251-	0 0 27,715 1,765 0	0 910 33,000 1,800 0	0 910 7.194 1.800 0	0 910 7,194 1,800 0
511.10-27 PTS Plan FICA Alternative 511.10-32 Cash Back-Biweekly Allow 511.10-33 Core Allowance 511.10-35 Post Employment Benefits	770 240 0 0	654 2.615 296.216 0	758 4.123 308.158 40.590	362 5,610 291,408 51,500	362 5,610 291,408 51,500
Personnel Services	1,743,364	1,970,975	2,136,606	2,030,788	2,030,788
512.11-00 Utilities 512.12-00 Telephone 512.13-00 Postage 512.15-00 Office Supplies 512.16-00 Printing 512.17-00 Professional Services	7.843 11.408 21.331 18.905 14.631 439.511	7,826 12,697 24,804 21,426 12,117 481,847	8.487 4.324 26.750 17.880 16.260 349.420	8,487 4,021 27,030 17,413 12,870 428,815	8.487 4.021 27.030 17.413 12.870 443.815
512.18-00 Travel and Meetings 512.20-00 Training Expense 512.21-00 Rents/Leases 512.22-00 Office Equipment O & M 512.23-00 Vehicle Operations/Maint 512.24-00 Memberships, Subscription	11,239 12,545 1,428 2,223 1,275 5,599	$9,106 \\ 10,128 \\ 1,433 \\ 1,978 \\ 819 \\ 5,679$	12.718 6.905 1.588 4.597 1.550 8.415	3.623 3.445 1.188 3.140 333 5.940	3,623 3,445 1,188 3,140 333 5,940
512.29-00 Other Materials Supplies 512.30-01 Dept Share of Insurance 512.32-00 Vehicle Replacement Fee 512.38-00 Support Services 512.45-00 Facilities Maint Charge 512.46-00 Computer Replacement Chrg	3,010 28,086 1,056 231,492 102,427 15,469	2,196 37,648 948 184,121 99,503 16,114	1,900 56,322 2,806 212,006 92,698 10,934	800 70,201 0 212,167 58,245 0	800 70,201 0 212,167 58,245 0
Supplies and Services	929,478	930,390	835,560	857,718	872,718
513.43-00 Machinery/Equipment	46.024	36,916	0	0	0
Property	46.024	36,916	0	0	0
706.71-01 Principal-Bond Payment 706.72-01 Interest Bond Payment 706.73-01 Agent Fees-Bond Payment	65,000 414,193 0	85.000 411.769 2.500	115.000 408.250 2.500	140,000 403,064 2,500	140,000 403,064 2,500
Debt Services	479.193	499.269	525,750	545,564	545,564
** Finance	3,198,059	3,437,550	3,497,916	3,434,070	3,449,070

# 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; Merced County administration fees (\$268,000); General Fund portion of audit:; process service and court filing fees; collection service; State Controller Report preparation; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; and Electronic Consumer Collection fees
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); Legislative Briefing Seminar; Central Valley Chapter of California Society of Municipal Finance Officers; 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; tuition reimbursement; 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

# FUND NO. 001 ACCOUNT NOS. 0701-02

# FINANCE/PURCHASING (continued)

#### 24-00 Memberships:

Government Finance Officers Association; CSMFO; California Municipal Treasurers Association; American Institute of Certified Public Accountants; California State Society of Certified Public Accountants; CPA license renewals, and HTE User Group; CAPPO; City Wide Costco Executive Membership and National Association of Purchasing Managers

## Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; Public Investor; Wall Street Journal; State Tax Guides, GFOA Financial Reporting Series; and Guidance for Government Engagements

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

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

# AIRPORT FUND NOS. 561 & 461 ACCOUNT NO. 1303

# DESCRIPTION

The Merced Regional Airport is a FAA certificated air carrier and general aviation airport. The City maintains the airport's runway, taxiways, terminal building, aircraft parking and hangar areas in accordance with local and FAA safety and security directives to ensure the safe and efficient movement of aircraft and airport customers.

## MISSION

The Regional Airport supports the economic and physical development of the City of Merced by providing resources for general aviation and scheduled commercial airline services.

#### GOALS

- Sustain high quality aviation services and facilities by maintaining and operating the Merced Regional Airport in a safe, secure, cost-effective and financially selfsufficient manner.
- Increase the utilization of Airport assets by entering into new leases and agreements to generate operating revenues.

# **OBJECTIVES**

- 1. Enhance airport revenues and reduce operational costs at the Merced Regional Airport.
- 2. Maintain and grow scheduled airline service at Merced Regional Airport.
- 3. Maintain safe operation of the Merced Airport.

# PERFORMANCE MEASUREMENTS/INDICATORS

Reduce the amount of City General Fund subsidy for operations by at least 10% compared to the previous fiscal year.

Airline service continues and expands; EAS program participation continues.

Achieve "Excellent" inspection/performance reports provided by the FAA, National Weather Service, and State of California.

Proactive efforts to achieve no lost time or

employee reportable medical injuries, aircraft incursions or accidents.

- 4. Implement Passenger Facility Charges (PFCs) as a revenue source.
- 5. Continuous Improvement of Airport facilities.
- 6. Maintain excellent Tenant and City relationships.

FAA approves PFCs and airline begins collection.

Complete all capital improvement items for 2009 as described in the Merced Municipal Airport Master Plan.

Create transparency of airport operations and policies through the quarterly newsletter and updates to the Airport website.

7. Re-open Merced control tower.

Merced's tower is added to the Federal Contract Tower program, or a private operator is active in the tower.

## 2009-2010 BUDGET HIGHLIGHTS

The primary highlights are the continued physical improvement of the Airport, adding new hangars and facilities, and adding PFCs as a new funding source. Staffing levels and operating expenses remain similar to the past, with the exception of cutting two part-time positions due to budget constraints.

FUND NO. 561

ACCOUNT NO. 1303

EXPENSES	Actua] 2006-07	Actual 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	278.033 278.048 0 438.505	302,902 328,980 0 1,980 89,559	324.836 291.297 0 14.000 0	304.779 225.355 0 4.000 0	304.779 225.355 0 4.000 0
TOTAL	994,586	723,421	630,133	534,134	534,134

FINANCING SOURCES	Actua1 2006-07	Actua] 2007-08	Final Budget 2008-09	Estimated 2009-10
Aircraft Taxes Unsecured	21.750	28,479	31,038	31,038
Federal Funds-AIP Funding	177.353	64,306	01,000	01.000
Federal-Airport Master Pi	81,055	01,000	õ	0
Utilities Reimbursement	1,423	15,652	850	1,400
Health Insurance EE Share	230	0	0	0
PERS-EE Share 2.5% @ 55	0	4,349	5,666	5,660
Aircraft Tie Downs	3,099	3,842	4,056	2,724
Port. Hangar-Space Rental	16,412	15,809	14,632	17,453
Fuel Flowage Fees	15,092	11,936	12.215	15,800
Landing Fees	17,486	22,612	21,900	13,080
Fixed Base Operations(com	948	1,162	1,056	2.120
Investment Earnings	3,113	1.309	1,000	500
Hangar Rentals	92,630	101,970	118,320	105,279
Building Rentals	93,119	101.999	97.090	111,940
Vehicle Rental Commission	583	24.677	30,400	48,600
Lease of Ground Areas/La Unclassified	23,182	24,640	24.820	28,560
Snack Machine Revenue	2.625	1,591	1,300	1,300
Trsf-General Fund (001)	348 441.812	340 76,481	375 227.601	100
Trsf-CFD-Airport-SR (163)	5,562	9,954	14.031	149,144
Trsf-Airport Ind Par(448)	135,839	9,934	28,299	9.924 0
Trsf-Emp Benefit Fun(669)	100,000	0	5.483	8,087
Trsf-PC Replacement (673)	Ő	0	0,400	1.425
Airport-Enterprise Fund	139,075-	212,313	9.999-	20,000-
TOTAL	994,586	723,421	630,133	534,134

PERSONNEL

Number of Positions

Classification	Funded In Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval
Asst City Manager Airport Superintendent Airport Operations Technician Secretary I/II	.10 1.00 1.00 1.00	.10 1.00 1.00 1.00	.10 1.00 1.00 1.00
TOTAL	3.10	3.10	3.10

	Airport	ACTUAL	ACTUAL	FINAL BUDGET	CITY MGR. RECOM.	COUNCIL
ACCI. NO.	ACCOUNT DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10
$\begin{array}{c} 561.01-00\\ 561.03-00\\ 561.04-01\\ 561.10-01\\ 561.10-02\\ 561.10-05\end{array}$	Extra Help Regular Overtime Holiday Pay	158.846 28.493 2.232 0 247 22.429	148.273 52.472 2.031 0 309 25.752	190.815 29.184 2.681 536 588 32.539	191.857 6.265 2.681 536 588 32.754	191.857 6.265 2.681 536 588 32.754
$\begin{array}{c} 561.10-06\\ 561.10-07\\ 561.10-08\\ 561.10-09\\ 561.10-10\\ 561.10-11\\ \end{array}$		9.869 2.781 615 374 38.525 343	9.852 3.147 615 0 0 0	11,911 3,265 615 0 0 0	11,970 2,949 615 0 0 0	11,970 2,949 615 0 0 0
561.10-12 561.10-15 561.10-16 561.10-18 561.10-20 561.10-24	Vision Plan Dental Plan Management Physicals Earned Benefit	4,145 996 4,824 0 2,599 338	3,988 0 0 14,336 363	3.225 0 193 913 378	4,346 0 193 .913 396	4,346 0 193 913 396
561.10-27 561.10-32 561.10-33 561.10-35	Cash Back-Biweekly Allow	377 0 0 0	707 169 40,888 0	379 311 41,533 5,770	81 804 40,302 7,529	81 804 40,302 7,529
Personne1	Services	278,033	302,902	324,836	304,779	304,779
562.11-00 562.12-00 562.13-00 562.14-00 562.15-00 562.16-00	Utilities Telephone Postage Advertising Office Supplies Printing	35,192 3,439 472 1,532 1,209 261	42,336 4,417 436 3,368 1,887 319	44,726 5,080 590 7,000 1,100 200	51,1085,2005201,0001,000176	51.108 5.200 520 1.000 1.000 176
562.17-00 562.18-00 562.20-00 562.21-00 562.22-00 562.23-00	Professional Services Travel and Meetings Training Expense Rents/Leases Office Equipment O & M Vehicle Operations/Maint	10.064 3.127 1.926 7.217 0 10.781	22,014 7,822 4,654 6,975 305 11,495	10.184 2.972 1.807 7.020 572 9.437	8,496 3,660 1,775 7,020 500 4,756	8,496 3,660 1,775 7,020 500 4,756
562.24-00 562.25-00 562.26-00 562.27-00 562.28-00 562.29-00	Memberships, Subscription Maintenance Matls & Svcs Other Equipment O & M Small Tools Safety Supplies Other Materials Supplies	310 56.199 276 32 45 11.379	530 39,869 39 44 99 13,482	400 39,450 475 100 100 9,013	360 20.577 420 100 100 8.067	360 20,577 420 100 100 8,067
562.30-01 562.32-00 562.38-00 562.45-00 562.46-00	Dept Share of Insurance Vehicle Replacement Fee Support Services Facilities Maint Charge Computer Replacement Chrg	20,201 13,996 25,900 34,402 1,343	22,990 12,895 19,749 32,285 1,359	29.077 16.722 18.857 30.496 906	40.366 0 17,694 18,702 0	40,366 0 17,694 18,702 0
Supplies A	nd Services	239,303	249.369	236,284	191,597	191,597
563.43-00	Machinery/Equipment	0	1,980	14,000	4,000	4.000
Property		0	1,980	14.000	4,000	4.000
564.91-01 564.91-02 564.91-09	Adm Exp-City Manager Adm Exp-City Attorney Adm Exp-Finance	5,938 4,906 21,883	9,252 4,356 26,413	12,416 5,118 28,920	7.401 1,240 18,919	7.401 1.240 18.919

561-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
564.91-10 Adm Exp-Purchasing 564.91-16 Adm Exp-City Council	2,602 1,959	3,141 2,937	4.564 3.995	2,923 3,275	2,923 3,275
Other	37,288	46,099	55,013	33,758	33,758
565.92-01 Interdept DSC-General Fnd 565.92-17 Interdept DSR-Develop Svc	1,457 0	0 33,512	0	0 0	0 0
Interdepartmental	1,457	33,512	0	0	0
633.64-00 Depreciation Expense	108,040	89,559	0	0	0
Property	108,040	89,559	0	0	0
667.65-00 Capital Imp. Projects	330,465	0	0	0	0
Capital Outlay	330,465	0	0	0	0
** Airport	994,586	723,421	630,133	534,134	534,134

#### Airport City Mgr. Recom. Final Council Actua1 Actual Budget Approval 2009-10 EXPENSES 2006-07 2007-08 2008-09 2009-10 Personnel Expenses Supplies and Services Debt Service Acquisitions 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Ō 0 0 0 Capital Improvements \* Undefined \* Ō 869,860 1,402,927 63,518 63,518 0 0 0 219 219 TOTAL 0 869,860 1,402,927 63,737 63,737

FINANCING SOURCES	Actua] 2006-07	Actual 2007-08	Final Budget 2008-09	Estimated 2009-10
Federal Funds-AIP Funding Trsf-Airport Ind Par(448) Airport CIP-Ent Fund	0 0 0	637,551 228,326 3,983	25,244 1,376,335 1,348	0 63,518 219
TOTAL	0	869,860	1,402,927	63,737

FUND NO. 461

ACCOUNT NO. 1303

461-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
633.64-00 Depreciation Expense	0 ·	1	0	0	0
Property	0	1	0	0	0
667.65-00 Capital Imp. Projects	0	869,859	1.402.927	63,518	63,518
Capital Outlay	0	869,859	1,402,927	63,518	63,518
908.93-01 Trsf-General Fund (001)	0	0	0	219	219
Other	0	0	0	219	219
** Airport	0	869,860	1,402,927	63,737	63,737

## FUND NO. 361

		Airport				ACCOUNT NO. 130
EXPENSES	Actua1 2006-07	Actual 2007-08	Final Budget 2008-09	City Mgr. Recom. 2009-10	Council Approval 2009-10	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 576 53,945 0 0	0 576 53.945 0 0	
TOTAL	0	0	0	54,521	54,521	
*****	*****	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX Final	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXX	<pre>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</pre>
	Actual	Actual	Budget	Estimated		

FINANCING SOURCES	2006-07	2007-08	2008-09	2009-10	
Hangar Rentals Airport-Debt Service Fund	0 0	0 0	0 0	54,465 56	
TOTAL	0	0	0	54,521	

361-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2006-07	ACTUAL 2007-08	FINAL BUDGET 2008-09	CITY MGR. RECOM. 2009-10	COUNCIL APPROVAL 2009-10
532.38-00 Support Services	0	0	0	8	8
Supplies and Services	0	0	0	8	8
534.91-01 Adm Exp-City Manager 534.91-02 Adm Exp-City Attorney 534.91-09 Adm Exp-Finance 534.91-10 Adm Exp-Purchasing 534.91-16 Adm Exp-City Council	0 0 0 0 0	0 0 0 0 0	0 0 0 0	125 21 318 49 55	125 21 318 49 55
Administrative	0	0	0.	568	568
706.71-02 Principal-City Loans 706.72-02 Interest-City Loans	0	0 0	0	30,659 23,286	30,659 23,286
Debt Services	0	0	0	53,945	53,945
** Airport	0	0	0	54,521	54,521

# FUND NO. 561 ACCOUNT NO. 1303

# AIRPORT

- 14-00 Advertising and marketing of airport services
- 16-00 Special color copy needs for required manuals
- 17-00 Airport maintenance and other professional services
- 18-00 FAA and state agency meetings and travel associated with training in Line 20-00, including meals and mileage reimbursements
- 20-00 Annual Fire training, registrations for airport management seminars and conferences, and staff training as required
- 22-00 Lease/maintenance of copier
- 24-00 Annual membership fees for Association of California Airports; American Association of Airport Executives; and California Association of Airport Executives
- 25-00 Airport Improvements and upkeep of airport facilities and property
- 26-00 Maintenance of radios and altimeters
- 29-00 Federal, State and County required certifications and inspections for various equipment pertaining to the airport

#### FOOTNOTE:

Fund 561 represents the operating costs of the Airport. Fund 461 reflects capital improvements. Fund 361 is the Airport's debt service.