CITY OF MERCED 2010-2011 ADOPTED BUDGET

TAB 6

ADMINSTRATION & AIRPORT	PAGE NO.
City Council	6-1
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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;
- A 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.

2010-2011 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 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11	
Personnel Expenses Supplies and Services Debt Service	75,181 372,458 0	33,792 214,284 0	35,483 304,274 0	35,723 289,793 0	35,723 283,293 0	
Acquisitions Capital Improvements	0	0 0	0 0	0 0	0 0	
TOTAL	447,639	248,076	339,757	325,516	319,016	
****	xxxxxxxxxxx	xxxxxxxxxxxx	****		***	*****
FINANCING SOURCES	Actua1 2007-08	Actua] 2008-09	Final Budget 2009-10	Estimated 2010-11		
PERS-EE Share 2.5% @ 55 Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Housing Adm Reimb-Street Trees Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Airport Debt Se Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-State HOME 92 Adm Reimb-State HOME 93 Adm Reimb-State HOME 93 Adm Reimb-Neater System Adm Reimb-Neater System Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-Unemploymnt Ins Adm Reimb-Liability Ins Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Support Service Adm Reimb-Reasure C-PD Adm Reimb-Reasure C-PD Adm Reimb-Reasure C-PD Adm Reimb-Reasure C-PD Adm Reimb-Reasure C-PD Adm Reimb-RDA General Fnd General Fund	$\begin{array}{c} 575\\ 101\\ 2.316\\ 31.981\\ 5.978\\ 3.323\\ 3.779\\ 10.080\\ 11.753\\ 1.249\\ 80\\ 449\\ 78\\ 0\\ 78\\ 0\\ 77\\ 93\\ 86\\ 0\\ 0\\ 77\\ 93\\ 86\\ 0\\ 0\\ 77\\ 93\\ 86\\ 0\\ 0\\ 77\\ 93\\ 86\\ 0\\ 0\\ 77\\ 93\\ 86\\ 0\\ 0\\ 125.317\\ 46.001\\ 2.937\\ 0\\ 0\\ 19\\ 3.388\\ 2.629\\ 145\\ 10.282\\ 11.154\\ 0\\ 6.303\\ 5.543\\ 4.200\\ 13.697\\ 206.935\\ \end{array}$	$\begin{array}{c} 572\\ 44\\ 92\\ 30,823\\ 4,682\\ 3,454\\ 3,677\\ 10,934\\ 7,657\\ 74\\ 144\\ 879\\ 10\\ 0\\ 11\\ 1,142\\ 445\\ 13\\ 19\\ 27\\ 35,820\\ 34,779\\ 23,720\\ 0\\ 3,995\\ 929\\ 128\\ 836\\ 3,038\\ 3,158\\ 82\\ 12,018\\ 7,555\\ 4,750\\ 8,511\\ 5,169\\ 7,345\\ 14,936\\ 16,608\\ \end{array}$	$\begin{array}{c} 665\\ 150\\ 144\\ 30,772\\ 4,616\\ 3,454\\ 3,203\\ 13,978\\ 6,876\\ 62\\ 140\\ 1,004\\ 10\\ 55\\ 10\\ 136\\ 444\\ 19\\ 0\\ 24\\ 45,802\\ 34,228\\ 34,$	$\begin{array}{c} 680\\ 170\\ 207\\ 25.751\\ 5.064\\ 3.530\\ 3.628\\ 13.999\\ 5.755\\ 123\\ 224\\ 9999\\ 15\\ 15\\ 15\\ 15\\ 146\\ 249\\ 1\\ 0\\ 0\\ 56.988\\ 41.779\\ 37.472\\ 4.668\\ 3.191\\ 877\\ 75\\ 114\\ 2.717\\ 4.730\\ 245\\ 13.328\\ 8.222\\ 4.511\\ 7.967\\ 8.227\\ 10.815\\ 18.460\\ 34.059\end{array}$		
TOTAL	447,639	248,076	339,757	319,016		

PERSONNEL	Number of Positions				
Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval		
Mayor and Council Members Executive Secretary	7.00 .40	7.00 .40	7.00 .40		
TOTAL	7.40	7.40	7.40		

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001-0101 City Council ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
511.01-00 Regular Salaries 511.03-00 Extra Help 511.04-01 Regular Overtime	21,862 30,778 1,836	21,819 0 44	22,541 0 97	23.047 0 97	23,047 0 97
511.10-05 Retirement PERS 511.10-06 Social Security-OASDI 511.10-07 Social Security-Medicare	3,376 2,029 948	3.316 1.376 322	3,450 1,396 326	3.586 1.415 330	3,586 1,415 330
511.10-08 State Unemployment 511.10-12 Workers Compensation 511.10-18 Management Physicals	95 44 0	63 5 0	60 35 56	654 54 56	654 54 56
511.10-20 Earned Benefit 511.10-27 PTS Plan FICA Alternative 511.10-32 Cash Back-Biweekly Allow	9,522 424 45	0 0 42	0 0 0	0 0 0	0
511.10-33 Core Allowance 511.10-35 Post Employment Benefits	4,222 0	6,648 157	6,637 885	6.484 0	6.484 0
Personnel Services	75,181	33,792	35,483	35,723	35,723
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	1.19386501.9913.000253.547	316- 262 796 538 942 124.637	275 425 4.000 650 3.450 197,790	100 425 1.200 650 1.550 188.517	100 425 1,200 650 1,550 182,017
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	25.896 7.680 41.524 6.732 761 15.497	13.627 1.100 47.241 1.348 1.076 11.500	$15.390 \\ 5.950 \\ 47.031 \\ 5.500 \\ 1.335 \\ 13.856$	15.390 5.950 47.031 4.200 933 13.429	$15,390 \\ 5,950 \\ 47,031 \\ 4,200 \\ 933 \\ 13,429$
512.45-00 Facilities Maint Charge	13,772	11,533	8,622	10,418	10,418
Supplies and Services	372,458	214,284	304,274	289,793	283,293
** City Council	447,639	248,076	339,757	325,516	319,016

FUND NO. 001 ACCOUNT NO. 0101

CITY COUNCIL

- 13-00 Postage includes monthly Sister Cities newsletter
- 16-00 Business cards and other printing expenses as needed
- 17-00 Legislative 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

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.

<u>CITY MANAGER</u>

3. Coordinate, research and assist the Greater Merced County High Speed Rail Committee to attract a station and heavy maintenance facility to the City.

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

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. Participate in meetings of Committee and California High Speed Rail Authority; coordinate reports for the City

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 GIS software.

14. Provide GIS technical support for all City Departments.

Public Information Officer: 15. 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.

16. 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.

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

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

19. Continue publication of a City newsletter that is mailed to residents,

Develop plans and programs for review by Measure C Citizens Oversight Committee

Draft geodatabase ready for review by GIS User Group.

Conduct classes and tutorials for all users.

Assist with GIS-related software and projects in the City.

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

CITY MANAGER

keeping them informed of City issues, activities and programs.

20. Increase awareness of City's 'Green' efforts

Website and copies will be distributed at City offices.

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

2010-2011 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for 2010-2011. The Assistant City Manager position is split between the City Manager's Office 70% to reflect his role in capital improvement planning, High Speed Rail and other general policy issues requested for research. The balance of the Assistant City Manager position is budgeted in Redevelopment (20%) and Airport (10%). The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The GIS Coordinator position provides direct services to all operational departments including all three Enterprise funds.

The City Manager's Office will be involved in other public policy issues that arise during the year requiring research and coordination by the City.

City Manager

FUND NO. 001

ACCOUNT NO. 0201

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EXPENSES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11		
Personnel Expenses Supplies and Services Debt Service	858,028 197,086 0	709,480 146,850 0	686,301 166,428 0	661,491 133,183 0	661,491 133,183 0		
Acquisitions Capital Improvements	0 0	0 0	0 0	0 0	0		
TOTAL	1.055,114	856.330	852,729	794.674	794.674		•
*****	XXXXXXXXXXXXXXX	*****			(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	****	xxxxxxxxxxxxxxxx
INANCING SOURCES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11			
PERS-EE Share 2.5% @ 55 Adm Reimb-Downtown Parkng	13,774 320	13,026 137	13.454 340	13,256 342			
Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Housing	7,295 100,733 18,831	285 95,798 14,551	325 69,540 10,431	415 51,779 10,181			
Adm Reimb-Maint. District Adm Reimb-Street Trees Adm Reimb-Street Maint.	6,722 11,902 31,751	6,998 11,429 33,983	6,998 7,239 31,589	7,155 7,294 28,147			
Adm Reimb-Recr. and Parks Adm Reimb-NMS Refunding Adm Reimb-Fahrens Park	37.018 3.383 218	23,797 230 448	15.536 141 317	11.572 248 450			
Adm Reimb- HOME Grant Adm Reimb-Liberty Park Adm Reimb-Airport Debt Se	1,414 210 0	2,732 32 0	2,269 23 125	2,009 30 31	• .		
Adm Reimb-16th Street Adm Reimb-Bellevue West Adm Reimb-Bellevue East	209 251 234	35 3,549 1,384	23 308 1,004	30 293 501			
Adm Reimb-BeGIN Program Adm Reimb-State HOME 92 Adm Reimb-State HOME 93	0 0 0	39 59 83	43 0 55	3 0 0			
Adm Reimb-Wastewater Sys Adm Reimb-Water System Adm Reimb-Refuse System	116,829 79,743 144,888	111,424 105,478 76,234	103,506 77,349 78,658	114,582 84,002 75,344			
Adm Reimb-Neighborhood St Adm Reimb-Airport Adm Reimb-Measure C P.W.	0 9,252 0	0 12,416 2,887	23,266 7,401 3,147	11,633 6,417 1,763			
Adm Reimb-Bell Station Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp	0 51 10,671	398 2,597 9,442	191 323 7.029	151 229 5.463			. v
Adm Reimb-Liability Ins Adm Reimb-Unemploymnt Ins Adm Reimb-Emp Benefit	8,281 457 32,385	9,814 253 37,352	10,525 214 30,143	9,510 493 26,799			
Adm Reimb-Fleet Managemnt Adm Reimb-Facil Maint Adm Reimb-Support Service	37.912 0 17.076	23,479 14,763 26,451	18,269 11,195 19,986	16,531 9,069 16,019	· ·		
Adm Reimb Measure C-Fire Adm Reimb-Measure C- PD Adm Reimb-RDA General Fnd	17.459 13.228 43.143	16,066 22,829 46,420	16.648 22.220 34.113	16.542 21.744 37.118			
Interdept DSR-General Fnd Interdept DSR-Develop Svc Interdept DSR-Streets Interdept DSR-Rec & Park	16,000 39,787 7,705	0 25,106 6,276	0 9,901 0 2,401	0 6,052 0			•
Interdept DSR-Rec & Park Interdept DSR-CFD Formati Interdept DSR-Wastewater Interdept DSR-Water Sys	13.262 128 10.947 20.672	12,553 0 12,552 17,380	2,431 0 43,167 30,834	1.175 0 44.782 31.559			

FUND NO. 001

ACCOUNT NO. 0201

FINANCING SOURCES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11
Interdept DSR-Refuse Interdept-DSR-Support Svc Interdept DSR-RDA General Fund	5.852 10.651 10.947 153.523	12,553 6,276 12,553 24,183	30.834 6.167 0 105.452	32,558 6,112 0 85,291
TOTAL	1,055,114	856,330	852,729	794,674

PERSONNEL	
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Number of Positions

Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval
City Manager Asst. City Manager GIS Coordinator Public Information Officer Executive Secretary	1.00 .70 1.00 1.00 .60	1.00 .70 1.00 1.00 .60	1.00 .70 1.00 1.00 .60
TOTAL	4.30	4.30	4.30

BUDGET I	DETAIL	EXPENSES
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001-0201	City Manager	ACTUAL	ACTUAL	FINAL BUDGET	CITY MGR. RECOM.	COUNCIL APPROVAL
ACCT. NO.	ACCOUNT DESCRIPTION	2007-08	2008-09	2009-10	2010-11	2010-11
511.01-00 511.03-00	Regular Salaries Extra Help	463,878 57,729	451,179 60,326	456,075 0	449,358 0	449,358 0
511.04-01 511.10-02	Regular Overtime Unused Sick Leave	23 3,035	66 2,230	193 4,177	193 4.177	193 4,177
511.10-05	Retirement PERS	80,844	77,132	78,123	78,137	78,137
511.10-06	Social Security-OASDI	26,682	26,411	24,145	21,905	21,905
511.10-07 511.10-08	Social Security-Medicare State Unemployment	9.717 795	7.490 820	7.121 657	6,562 0	6,562 0
511.10-12 511.10-18		1,466	181	899	1,140	1,140
511.10-20	Earned Benefit	148.159	0 3,439	748 30,836	732 2,820	732 2,820
511.10-24	Vehicle Allowance	2,544	2,846	2,772	2,520	2,520
511.10-27 511.10-32		27 575	0 1.060	0 840	0 5	0 5
511.10-33 511.10-35	Core Allowance	62,554	72,649	61,817	58,844	58,844
	Post Employment Benefits	0	3,651	17,898	35,098	35,098
Personnel	Services	858,028	709,480	686,301	661,491	661,491
512.12-00 512.13-00	Telephone Postage	3.065 334	927 262	2,200 600	1,500 600	-,
512.15-00	Office Supplies	4,802	4,243	4,265	4,065	600 4,065
512.16-00 512.17-00	Printing Professional Services	12,115 71,023	18,444 28,354	29,300 21,300	20.000 11.360	20,000 11,360
512.18-00	Travel and Meetings	10,810	12,689	11,978	11,108	11,108
512.19-00 512.20-00	Mileage Training Expense	25 4,944	126 1,863	700 5,575	250	250
512.22-00	Office Equipment 0 & M	0	1,448	5,069	4,900 5,100	4,900 5,100
512.24-00 512.29-00	Memberships, Subscription Other Materials Supplies	5,559 218	5,346 2,090	6,710 990	6,581 300	6,581 300
512.30-01	Dept Share of Insurance	8,082	11,753	13,559	8,037	8,037
512.34-00 512.38-00	Contingency Reserve Support Services	0 37,872	0 28,020	10,000 32,824	7,500 26,077	7,500
512.45-00	Facilities Maint Charge	34,114	28,566	21,358	25,805	26,077 25,805
512.46-00	Computer Replacement Chrg	4,123	2,719	0	0	0
	nd Services	197.086	146.850	166,428	133,183	133,183
**	City Manager	1,055,114	856,330	852,729	794,674	794,674

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

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

 Support the Police Department and Code Enforcement efforts to keep neighborhoods safe and visually aesthetic. Prosecute criminal violations of the Municipal Code and support and train Departments in use of the Administrative Citation process.

CITY ATTORNEY

- 2. Implement Effective Enforcement Measures.
- Train Code Enforcement and other staff on the Administrative Citation Process.
- Develop in cooperation with Code Enforcement rolling top 10 list of violators for focused enforcement.

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.

3. Hold Developers Accountable.

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

2. Storm Water Management.

Develop Draft Joint Powers Agreement.

City Attorney

FUND NO. 001

ACCOUNT NO. 0301

EXPENSES	Actual 2007-08	Actua1 2008-09	Final Budget 2009-10	City Mgr Recom. 2010-11	Council Approval 2010-11
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	842,171 159,044 0 196 0	895.619 140.752 0 0 0	822,542 131,646 0 0 0	773.594 228.058 0 0 0	785.400 228.058 0 0 0
TOTAL	1,001,411	1,036,371	954,188	1,001,652	1,013,458

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FINANCING SOURCES	Actual 2007-08	Actua1 2008-09	Final Budget 2009-10	Estimated 2010-11
Adm Reimb-Street Irees Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-NMS Refunding Adm Reimb-HOME Grant Adm Reimb-Iberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-State HOME 92 Adm Reimb-State HOME 93 Adm Reimb-State HOME 93 Adm Reimb-Wastewater Sys Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Workers Comp Adm Reimb-Unemploymnt Ins Adm Reimb-Emp Benefit Adm Reimb-Emp Benefit Adm Reimb-Engel Managemnt	$\begin{array}{c} 1.632\\ 119\\ 666\\ 115\\ 0\\ 115\\ 13.356\\ 2.772\\ 0\\ 0\\ 54.999\\ 37.541\\ 68.210\\ 0\\ 4.356\\ 0\\ 4.356\\ 0\\ 18.534\\ 5.024\\ 3.899\\ 215\\ 15.246\\ 16.540\\ \end{array}$	$18, \overline{610} \\ 56 \\ 118 \\ 39, 493 \\ 5, 999 \\ 1, 627 \\ 4, 712 \\ 14, 010 \\ 9.810 \\ 95 \\ 1.85 \\ 1, 126 \\ 13 \\ 0 \\ 15 \\ 1, 463 \\ 571 \\ 16 \\ 25 \\ 34 \\ 45, 845 \\ 45, 845 \\ 45, 845 \\ 45, 845 \\ 45, 881 \\ 29, 123 \\ 0 \\ 5, 118 \\ 1, 190 \\ 164 \\ 1, 071 \\ 3, 893 \\ 4, 046 \\ 104$	$ \begin{array}{r} 380 \\ 4 \\ 21 \\ 4 \\ 52 \\ 168 \\ 7 \\ 0 \\ 9 \\ 17.334 \\ 12.954 \\ 13.173 \\ 4.409 \\ 1.240 \\ 527 \\ 32 \\ 54 \\ 1.177 \\ 1.763 \\ 36 \\ 5.048 \\ 3.060 \\ \end{array} $	$ \begin{array}{r} 181\\ 3\\ 3\\ 26\\ 45\\ 0\\ 0\\ 10.304\\ 7.554\\ 6.776\\ 2.204\\ 577\\ 159\\ 14\\ 21\\ 491\\ 855\\ 44\\ 2.410\\ 1.486\\ \end{array} $
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ACCOUNT NO. 0301

FINANCING SOURCES	Actua1 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11
Interdept DSR-RDA #2 CIP General Fund	0 59.402	0 48.603	0 99.176	15,800 104,432
TOTAL	1,001,411	1,036,371	954,188	1.013,458

PERSONNEL

Number of Positions

F Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval
City Attorney Chief Dep. City Attorney Dep. City Attorney I/II/III/IV Legal Secretary Paralegal Secretary I *	$ \begin{array}{c} 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $	$ \begin{array}{c} 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $	1.00 1.00 1.00 1.00 1.00 1.00
TOTAL	6.00	6.00	6.00

* One position funded through Sept. 5, 2010

	City Attorney ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11	
511.01-00 511.03-00 511.04-01 511.10-05 511.10-06 511.10-07	Regular Salaries Extra Help Regular Overtime Retirement PERS Social Security-OASDI Social Security-Medicare	591.600 0 3 101.496 30.394 8.540	629,326 0 107.574 33.226 9,203	561.410 0 96.144 30.153 8.237	517,730 12,325 0 90,020 26,543 7,856	525.483 12.325 0 91.251 27.024 7.968	
511.10-08 511.10-12 511.10-18 511.10-20 511.10-27 511.10-32	State Unemployment Workers Compensation Management Physicals Earned Benefit PTS Plan FICA Alternative Cash Back-Biweekly Allow	1.050 1.420 0 17.617 0 501	1,086 131 0 12,762 0 1,499	906 789 812 16.014 0 1.758	24,011 951 805 16,014 160 10	24,011 951 945 16,014 160 10	
511.10-33 511.10-35	Core Allowance Post Employment Benefits	89,550 0	96.107 4,705	84,287 22,032	70,346 6,823	72,435 6,823	
Personne1	Services	842,171	895,619	822.542	773,594	785,400	
512.12-00 512.13-00 512.15-00 512.17-00 512.18-00 512.19-00	Telephone Postage Office Supplies Professional Services Travel and Meetings Mileage	2,161 624 3,865 20,000 3,398 0	254 940 4.465 13.228 3.797 0	1,910 600 4,467 0 10,902 175	1.010 700 6.000 102.400 10.902 175	1.010 700 6.000 102.400 10.902 175	
512.20-00 512.22-00 512.24-00 512.29-00 512.30-01 512.38-00	Training Expense Office Equipment O & M Memberships, Subscription Other Materials Supplies Dept Share of Insurance Support Services	3,843 54 18,490 84 10,754 39,830	3,515 467 21,839 109 15,623 30,697	5,545 435 19,985 0 18,944 36,791	6.000 435 21.000 9.543 31.360	6.000 435 21.000 9.543 31.360	
512.45-00 512.46-00	Facilities Maint Charge Computer Replacement Chrg	50,941 5,000	42,656 3,162	31,892 0	38,533 0	38,533 0	
Supplies a	nd Services	159,044	140,752	131,646	228,058	228.058	
513.43-00	Machinery/Equipment	196	0	0	0	0	
Property		196	0	0	0	. 0	
**	City Attorney	1.001.411	1,036,371	954,188	1,001,652	1,013,458	

CITY ATTORNEY

- 17-00 Outside consultants if required on legal matters, and payment of court costs for filing and copy fees. (Costs directly related to Worker's Compensation, liability, and ongoing water-related litigation have been budgeted directly into those accounts.)
- 18-00 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; CALPELRA Conference
- 22-0 Maintenance of one typewriter and five Lanier voicewriter/dictators

24-00 Memberships:

State Bar of California; Merced County Bar Association; Merced County Legal Professionals Association

Subscriptions:

LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service, Workers' Comp); Solano Press; Continuing Education for the Bar (CEB) Supplements; 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

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.
- 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 2011.

 Provide financial analysis and support as appropriate to assist other departments in meeting the City Council's goals. Complete by June 2011.

Finance	Fi	inai	nce
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FUND NO. 001

ACCOUNT NO. 0701

		i mance				ACCOUNT NO. U/UI
EXPENSES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	1.970.975 930.390 499.269 36.916 0	2.087.843 894.947 525.750 0 0	2.030.788 872.718 545.564 0 0	2,125,733 870,268 568,816 0 0	2,125,733 870,268 568,816 0	
TOTAL	3,437,550	3,508,540	3,449,070	3,564,817	3,564,817	
****	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					****
FINANCING SOURCES	Actual 2007-08	Actua1 2008-09	Final Budget 2009-10	Estimated 2010-11	•	
Photocopies Violation Reproduction Fe PERS-EE Share 2.5% @ 55 Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Maint. District Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Child Develop Adm Reimb-Child Develop Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-State HOME 92 Adm Reimb-State HOME 93 Adm Reimb-Nastate HOME 93 Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Marport Adm Reimb-Neighborhood St Adm Reimb-Marga DevlpCFD Adm Reimb-Marga DevlpCFD Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Reasure C - PD Adm Reimb-Rasure C - PD	$\begin{array}{c} 674\\ 74\\ 36.757\\ 1.020\\ 23.305\\ 321.778\\ 60.152\\ 25.609\\ 38.022\\ 101.425\\ 118.249\\ 12.567\\ 8.09\\ 4.517\\ 9.274\\ 7.80\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 7.78\\ 9.32\\ 868\\ 0\\ 0\\ 0\\ 0\\ 373.194\\ 254.730\\ 462.825\\ 0\\ 0\\ 0\\ 373.194\\ 254.730\\ 462.825\\ 0\\ 0\\ 0\\ 189\\ 34.087\\ 26.453\\ 1.459\\ 103.449\\ 112.227\\ 0\\ 0\\ 63.422\\ 55.772\\ 42.255\\ 137.812\\ 1.434\\ 39.648\\ 1.433\\ 1.653\end{array}$	$\begin{array}{c} 561\\ 219\\ 39,325\\ 368\\ 770\\ 258,367\\ 39,244\\ 26,657\\ 30,823\\ 91,651\\ 64,181\\ 621\\ 1,209\\ 7,367\\ 5,692\\ 87\\ 0\\ 95\\ 9,572\\ 3,734\\ 106\\ 160\\ 225\\ 299,819\\ 302,515\\ 188,252\\ 0\\ 33,484\\ 7,785\\ 1,072\\ 7,004\\ 25,465\\ 26,468\\ 683\\ 100,738\\ 63,323\\ 39,816\\ 71,335\\ 43,330\\ 61,569\\ 125,194\\ 1,434\\ 33,493\\ 1,433\\ 1,317\\ \end{array}$	$\begin{array}{c} 700\\ 100\\ 38,713\\ 1,002\\ 958\\ 205,218\\ 30,784\\ 26,657\\ 21,364\\ 93,221\\ 45,851\\ 416\\ 935\\ 6,696\\ 11,476\\ 67\\ 367\\ 67\\ 908\\ 2,964\\ 128\\ 0\\ 162\\ 305,456\\ 228,264\\ 232,126\\ 62,988\\ 21,842\\ 9,286\\ 565\\ 954\\ 20,744\\ 31,060\\ 630\\ 88,956\\ 53,914\\ 33,039\\ 58,979\\ 49,130\\ 65,572\\ 100,672\\ 1,434\\ 34,751\\ 1,433\\ 1,366\\ \end{array}$	$\begin{array}{c} 700\\ 275\\ 39.494\\ 1.177\\ 1.430\\ 178.282\\ 35.057\\ 27.244\\ 25.114\\ 96.915\\ 39.844\\ 853\\ 1.549\\ 6.918\\ 11.476\\ 103\\ 1.07\\ 103\\ 1.010\\ 1.726\\ 99\\ 0\\ 0\\ 405.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 526\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 5255\\ 55.56\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 5255\\ 55.56\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.556\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.56\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.56\\ 299.232\\ 266.807\\ 31.494\\ 22.095\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 6.071\\ 55.56\\ 299.232\\ 205\\ 55.56\\ 299.232\\ 205\\ 55.55\\ 55$		

ACCOUNT NO. 0701

FINANCING SOURCES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11	
Interdept DSR-Fac Roadway Interdept DSR-Fac Traffic Interdept DSR-Fac Fire Interdept DSR-Fac Police Interdept DSR-Fac Parks Interdept DSR-BellevueDS Interdept DSR-CFDs Interdept DSR-WorageDeDS Interdept DSR-Wastewater Interdept DSR-Wastewater Interdept DSR-Refuse Interdept DSR-Dev Roadway Interdept DSR-Dev Roadway Interdept DSR-Dev Traffic Interdept DSR-Dev Fire Interdept DSR-Dev Fire Interdept DSR-Dev Police Interdept DSR-Dev Parks General Fund	$\begin{array}{r} 3.965\\ 3.965\\ 3.965\\ 3.965\\ 2.166\\ 35.155\\ 672\\ 31.300\\ 32.733\\ 31.300\\ 3.965\\ $	$\begin{array}{r} 3,349\\ 3,349\\ 3,349\\ 3,349\\ 3,349\\ 1,726\\ 29,916\\ 536\\ 43,532\\ 44,965\\ 43,532\\ 44,965\\ 43,532\\ 3,349\\ 3,349\\ 3,349\\ 3,349\\ 3,349\\ 3,349\\ 3,349\\ 1,294,280\end{array}$	$\begin{array}{r} 3,475\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 1,791\\ 31,038\\ 556\\ 33,450\\ 34,883\\ 33,450\\ 34,883\\ 33,450\\ 34,75\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 3,475\\ 1,387,237\end{array}$	$\begin{array}{r} 3,318\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 1,752\\ 29,535\\ 544\\ 84,955\\ 86,388\\ 84,955\\ 86,388\\ 84,955\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 3,318\\ 1,155,726\end{array}$	
TOTAL	3,437,550	3,508,540	3,449,070	3,564,817	

PERSONNEL

Number of Positions

Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	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	$\begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 6.00\\ 7.00\\ 1.00\\ 1.00\\ 1.00\\ \end{array}$	$ \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 \end{array} $	$ \begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $
TOTAL	24.00	24.00	24.00

* One (1) Accounting Technician funded through Oct. 31, 2010

001-0701 ACCT. NO.	Finance ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
	Retirement PERS	1,262,049 50,311 4,661 1,017 219,147 77,713	1,337,210 57,754 3,183 1,427 227,440 82,779	1,312,30127,87101,621223,90380,059	1.338,78471.35105.046231.37781.170	1.338.784 71.351 0 5.046 231.377 81.170
511.10-07 511.10-08 511.10-12 511.10-18 511.10-20 511.10-21	State Unemployment Workers Compensation Management Physicals Earned Benefit	19,469 3,750 3,893 0 27,715 1,765	$20.736 \\ 4.231 \\ 490 \\ 0 \\ 26.753 \\ 1.768$	19,619 3,456 3,174 910 7,194 1,800	20,506 56,376 5,410 1,190 6,266 1,200	20.506 56.376 5.410 1.190 6.266 1.200
511.10-32	PTS Plan FICA Alternative Cash Back-Biweekly Allow Core Allowance Post Employment Benefits	654 2.615 296.216 0	751 5.450 307,925 9.946	362 5.610 291,408 51,500	928 10 279,791 26,328	928 10 279.791 26.328
Personne1	Services	1,970,975	2,087,843	2,030,788	2,125,733	2.125.733
512.11-00 512.12-00 512.13-00 512.15-00 512.16-00 512.17-00		7,826 12,697 24,804 21,426 12,117 481,847	8.016 3.302 25.223 19.911 15.796 488.473	8,487 4,021 27,030 17,413 12,870 443,815	8.487 3.010 28.000 17.413 12.120 494.660	8.487 3.010 28.000 17.413 12.120 494.660
	Travel and Meetings Training Expense Rents/Leases Office Equipment O & M Vehicle Operations/Maint Memberships, Subscription	1.400	6,638 6,205 1,484 2,732 1,550 6,226	3,623 3,445 1,188 3,140 333 5,940	4,199 2,890 1,080 4,374 427 6,428	4.199 2.890 1.080 4.374 427 6.428
512.38-00 512.45-00	Dept Share of Insurance Vehicle Replacement Fee	2,196 37,648 948 184,121 99,503 16,114	2.279 52.902 2.806 157.707 82.763 10.934	800 70.201 0 212.167 58.245 0	500 42,265 0 173,884 70,531 0	500 42,265 0 173,884 70,531 0
Supplies a	and Services	930,390	894,947	872,718	870,268	870,268
513.43-00	Machinery/Equipment	36,916	0	0	0	0
Property		36,916	0	0	0	0
706.71-01 706.72-01 706.73-01	Principal-Bond Payment Interest Bond Payment Agent Fees-Bond Payment	85.000 411.769 2.500	115,000 408,250 2,500	140.000 403.064 2.500	170.000 396.316 2.500	170.000 396.316 2.500
Debt Servi	ces	499,269	525,750	545,564	568,816	568,816
**	Finance	3,437,550	3,508,540	3,449,070	3,564,817	3,564,817

FUND NO. 001 ACCOUNT NOS. 0701-02

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 (\$292,145); 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; Electronic Consumer Collection fees; parking citation payment processing
- 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; 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 Sungard User Group; California Public Parking Association; 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; Merced Sun Star; State Tax Guides, GFOA Financial Reporting Series; 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.

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 self-sufficient 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.

Stay on schedule with all capital improvement items as described in the Merced Airport Master Plan.

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

7. Expand Pilot and Aircraft services.

Expand and Increase the types of services provided to based and visiting pilots and aircraft.

2010-2011 BUDGET HIGHLIGHTS

The primary highlights are the continued physical improvement of the Airport, adding and or updating facilities and airport operating areas as private and Federal funding sources allow. Staffing levels will remain the same and operating expenses will remain similar to last year. Airport

FUND NO. 561

ACCOUNT NO. 1303

		•					, ,
XPENSES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11		
Personnel Expenses Supplies and Services	302,902	296,543	304,779	328,101	328,101		
Debt Service	328,980 0	280,983 0	225,355 0	194,803 0	194.803 0		
Acquisitions	1,980	14,540	4,000	0	0		
Capital Improvements	89,559	165,000	0	0	0		
TOTAL	723,421	757,066	534,134	522,904	522,904	•	
(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11			
Aircraft Taxes Unsecured	28,479	22,129	31.038	27,934			
Federal Funds-AIP Funding	64,306	0	0	0			
Utilities Reimbursement PERS-EE Share 2.5% @ 55	[·] 15,652 4,349	13.088- 5.428	1.400 5.660	2.820			
Aircraft Tie Downs	3,842	2,923	2,724	5,782 2,616			
Port. Hangar-Space Rental	15,809	22,114	17,453	16,085			
Fuel Flowage Fees	11,936	15.091	15,800	19.728			
Landing Fees Fixed Base Operations(com	22.612 1.162	10.951 2.237	13.080 2.120	14.160 3.348			
Investment Earnings	1,309	1.061	500	500			
Hangar Rentals	101,970	109,760	105,279	104.115			
Building Rentals Vehicle Rental Commission	101,999 24,677	108.075 52.882	$111.940 \\ 48.600$	120,322			ς.
Lease of Ground Areas/La	24,677	24,950	48,600 28,560	36,000 25,656			
Unclassified	1,591	1,839	1,300	1,300			
Snack Machine Revenue	340	65	100	100			
Trsf-General Fund (001) Trsf-CFD-Airport-SR (163)	76,481 9,954	227,601 12,659	149.144 9.924	104,159 15,873			
Trsf-Airport Ind Par(448)	0,554	53,299	9,924	15,875			
Trsf-Emp Benefit Fun(669)	0	5,483	8.087	Ō			
Trsf-PC Replacement (673) Airport-Enterprise Fund	0 212,313	01 607	1,425	0			
		91,607	20,000-	22,406			
TOTAL	723,421						

PERSONNEL

Number of Positions

Classification	Funded In Budget 2009-10	City Mgr. Recom. 2010-11	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

*						
561-1303	Airport	ACTUAL	ACTUAL	FINAL BUDGET	CITY MGR. RECOM.	COUNCIL APPROVAL
ACCT. NO.	ACCOUNT DESCRIPTION	2007-08	2008-09	2009-10	2010-11	2010-11
561.01-00 561.03-00 561.04-01 561.10-01 561.10-02 561.10-05	Regular Salaries Extra Help Regular Overtime Holiday Pay Unused Sick Leave Retirement PERS	148.273 52.472 2.031 0 309 25.752	185,234 18,548 291 0 319 31,528	191,857 6,265 2,681 536 588 32,754	195.998 6.265 2.681 536 588 33.926	195,998 6,265 2,681 536 588 33,926
561.10-06 561.10-07 561.10-08 561.10-12 561.10-18 561.10-20	State Unemployment	9.852 3.147 615 3.988 0 14.336	11.333 2.984 775 478 0 897	11,970 2,949 615 4,346 193 913	12.119 2.983 8.420 6.904 193 913	12.119 2.983 8.420 6.904 193 913
561.10-24 561.10-27 561.10-32 561.10-33 561.10-35		363 707 169 40.888 0	407 243 640 41.452 1.414	396 81 804 40.302 7.529	360 81 10 39.549 16.575	360 81 10 39,549 16,575
Personne1	Services	302,902	296,543	304,779	328,101	328,101
$\begin{array}{c} 562.11-00\\ 562.12-00\\ 562.13-00\\ 562.14-00\\ 562.15-00\\ 562.16-00\\ \end{array}$	Utilities Telephone Postage Advertising Office Supplies Printing	42.336 4.417 436 3.368 1.887 319	42.448 3.834 191 6.232 1.074 160	51.108 5.200 520 1.000 1.000 176	50.640 4.400 120 500 900 75	50,640 4,400 120 500 900 75
562.17-00 562.18-00 562.19-00 562.20-00 562.21-00 562.22-00	Professional Services Travel and Meetings Mileage Training Expense Rents/Leases Office Equipment O & M	22.014 7.822 0 4.654 6.975 305	29.466 4.512 0 2.637 6.975 390	8.496 3.660 1.775 7.020 500	6.915 0 1.200 0 225	6,915 0 1,200 0 225
562.23-00 562.24-00 562.25-00 562.26-00 562.27-00 562.28-00	Vehicle Operations/Maint Memberships, Subscription Maintenance Matls & Svcs Other Equipment O & M Small Tools Safety Supplies	11,495 530 39,869 39 44 99	9,437 335 23,504 446 100 100	4,756 360 20,577 420 100 100	5,580 620 10,200 420 50 50	5,580 620 10,200 420 50 50
562.29-00 562.30-01 562.32-00 562.34-00 562.38-00 562.45-00	Other Materials Supplies Dept Share of Insurance Vehicle Replacement Fee Contingency Reserve Support Services Facilities Maint Charge	13,482 22,990 12,895 0 19,749 32,285	7.935 27.311 16.722 0 14.027 27.228	8.067 40.366 0 17.694 18.702	7.650 24.003 0 10.000 19.990 18.985	7.650 24,003 0 10.000 19,990 18,985
562.46-00	Computer Replacement Chrg	1,359	906	0	0	0
Supplies A	nd Services	249,369	225,970	191,597	162,523	162,523
563.43-00	Machinery/Equipment	1,980	14,540	4.000	0	0
Property		1,980	14,540	4,000	0	. 0
564.91-01 564.91-02 564.91-09 564.91-10 564.91-16	Adm Exp-City Manager Adm Exp-City Attorney Adm Exp-Finance Adm Exp-Purchasing Adm Exp-City Council	9,252 4,356 26,413 3,141 2,937	12,416 5,118 28,920 4,564 3,995	7,401 1,240 18,919 2,923 3,275	6.417 577 19.267 2.828 3.191	6.417 577 19.267 2.828 3.191
Other		46,099	55,013	33,758	32,280	32,280

561-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
565.92-17 Interdept DSR-Develop Svc	33,512	0	0	0	0
Interdepartmental	33,512	0	0	0	0
633.64-00 Depreciation Expense	89,559	165,000	0	0	0
Property	89,559	165,000	0	0	. 0
** Airport	723,421	757,066	534,134	522,904	522,904

FUND NO. 461

ACCOUNT NO. 1303

EXPENSES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements * Undefined *	0 0 0 869,860 0	0 0 43.047 2.767.122 0	0 0 0 63.518 219	0 0 0 31,285 337	0 0 0 31.285 337
TOTAL	869,860	2,810,169	63,737	31,622	31,622

FINANCING SOURCES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11
Federal Funds-AIP Funding Trsf-Airport Ind Par(448) Trsf-Wastewater Sys (553) Airport CIP-Ent Fund	637,551 228,326 0 3,983	1,066,937 1,193,659 90,000 459,573	0 63.518 0 219	9,762 21,523 0 337
TOTAL	869,860	2,810,169	63,737	31,622

461-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
563.43-00 Machinery/Equipment	0	43,047	0 ·	0	0
Property	0	43,047	0	0	0
633.64-00 Depreciation Expense	1	12,739	0	0	0
Property	1	12,739,	0	0	0
667.65-00 Capital Imp. Projects	869,859	2,754,383	63,518	31,285	31,285
Capital Outlay	869,859	2,754,383	63,518	31,285	31,285
908.93-01 Trsf-General Fund (001)	0	0	219	337	337
Other	0	0	219	337	337
** Airport	869,860	2,810,169	63,737	31,622	31,622

Airport

FUND NO. 361

ACCOUNT NO. 1303

EXPENSES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	City Mgr. Recom. 2010-11	Council Approval 2010-11
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements * Undefined *	0 0 0 0 0 0	0 0 11.341 0 400.000	0 576 53.945 0 0 0	0 158 53,945 0 0 0	0 158 53.945 0 0 0
TOTAL	0	411,341	54,521	54,103	54,103

FINANCING SOURCES	Actual 2007-08	Actual 2008-09	Final Budget 2009-10	Estimated 2010-11
Hangar Rentals Airport-Debt Service Fund	0 0	25,030 386,311	54,465 56	50,049 4,054
TOTAL	0	411.341	54,521	54,103

361-1303 Airport ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2007-08	ACTUAL 2008-09	FINAL BUDGET 2009-10	CITY MGR. RECOM. 2010-11	COUNCIL APPROVAL 2010-11
532.38-00 Support Services	0	0	8	2	2
Supplies and Services	0	0	8	2	2
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	125 21 318 49 55	31 3 93 14 15	31 3 93 14 15
Administrative	0	0	568	156	156
706.71-02 Principal-City Loans 706.72-02 Interest-City Loans	0 0	0 11,341	30,659 23,286	32,618 21,327	32,618 21,327
Debt Services	0	11,341	53,945	53,945	53,945
948.93-61 Trsf-Airport Capital(461)	0	400,000	0	0	0
Other	0	400,000	• 0	0	. 0
** Airport	0	411,341	54,521	54,103	54,103

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.