CITY OF MERCED 2013-2014 ADOPTED BUDGET

TAB 6

ADMINSTRATION

City Council City Manager City Attorney Finance/Purchasing PAGE NO. 6-1 6-6 6-15 6-20

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.

2013-2014 BUDGET HIGHLIGHTS

Approved budget includes video production services, Council goal setting workshop, MCAG dues, support for LAFCO operations, and League of California Cities dues. Commitment to continue evaluating organizational sustainability.

ACCOUNT NO. 0101

EXPENSES	Actua] 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	35.584 218.566 0 0	36.978 130.508 0 0 0	38.071 169.287 0 0 0	39.146 189.521 0 0 0	39.146 189.521 0 0 0
TOTAL	254.150	167,486	207,358	228,667	228,667

City Council

1

FINANCING SOURCES	Actua] 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
PERS-EE Share 2.5% @ 55 Adm Reimb-LMI Housing Adm Reimb-Downtown Parkng Adm Reimb-Downtown Parkng Adm Reimb-Dovel. Services Adm Reimb-Housing Adm Reimb-Maint. District Adm Reimb-Maint. District Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Refueling Adm Reimb-Fahrens Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Wastewater Sys Adm Reimb-Nater System Adm Reimb-Mater System Adm Reimb-Masure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-NSP PGM (NSP3) Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-PEEDA Admin Adm Reimb-PEEDA Admin Adm Reimb-PEEDA Admin Adm Reimb-REDA General Fnd Other Revenues	$\begin{array}{c} 647\\ 0\\ 0\\ 170\\ 207\\ 25.751\\ 5.064\\ 3.530\\ 3.628\\ 13.999\\ 5.755\\ 123\\ 224\\ 999\\ 15\\ 15\\ 15\\ 15\\ 15\\ 146\\ 249\\ 91\\ 15\\ 15\\ 15\\ 146\\ 249\\ 1\\ 156.988\\ 41.779\\ 37.472\\ 4.668\\ 3.191\\ 877\\ 75\\ 114\\ 0\\ 2.717\\ 4.730\\ 245\\ 13.328\\ 8.222\\ 4.511\\ 7.967\\ 8.227\\ 10.815\\ 0\\ 0\\ 18.460\\ 30.774- \end{array}$	$\begin{array}{c} 2011-12\\ \hline 1,208\\ 0\\ 0\\ 241\\ 132\\ 16,140\\ 3,705\\ 3,575\\ 2,167\\ 10,952\\ 3,578\\ 76\\ 505\\ 0\\ 11\\ 10\\ 94\\ 126\\ 2\\ 45,804\\ 30,142\\ 28,541\\ 0\\ 2,406\\ 361\\ 106\\ 72\\ 28,541\\ 0\\ 2,406\\ 361\\ 106\\ 72\\ 28,541\\ 0\\ 2,406\\ 361\\ 106\\ 72\\ 28,541\\ 8,419\\ 6,450\\ 2,909\\ 3,032\\ 4,980\\ 6,788\\ 0\\ 12,297\\ 0\\ 33,364- \end{array}$	$\begin{array}{c} 2012-13\\ 1,441\\ 0\\ 0\\ 256\\ 286\\ 10.070\\ 1.675\\ 3.671\\ 1.533\\ 6.421\\ 2.074\\ 42\\ 61\\ 1.133\\ 8\\ 7\\ 8\\ 71\\ 126\\ 0\\ 31.285\\ 21.150\\ 19.989\\ 982\\ 1.064\\ 250\\ 106\\ 55\\ 1.680\\ 1.349\\ 1.704\\ 345\\ 5.833\\ 4.191\\ 2.608\\ 2.386\\ 3.388\\ 4.959\\ 0\\ 0\\ 0\\ 75.151\end{array}$	$\begin{array}{c} 2013-14\\ 2.060\\ 42\\ 52\\ 0\\ 236\\ 9.956\\ 1.018\\ 3.733\\ 1.259\\ 4.785\\ 2.892\\ 15\\ 33\\ 738\\ 4\\ 4\\ 4\\ 4\\ 4\\ 4\\ 4\\ 4\\ 1\\ 53\\ 0\\ 24.357\\ 21.199\\ 18.119\\ 1.534\\ 1.168\\ 1.70\\ 99\\ 1.534\\ 1.168\\ 1.70\\ 99\\ 24\\ 1.838\\ 2.092\\ 1.217\\ 304\\ 5.551\\ 4.252\\ 1.859\\ 1.925\\ 3.343\\ 4.598\\ 305\\ 0\\ 0\\ 107.788\\ \end{array}$
TOTAL	254.150	167.486	207,358	228,667

PERSONNEL	Numbe	umber of Positions			
Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval		
Mayor and Council Members Executive Secretary	7.00 .40	7.00 .40	7.00 .40		
TOTAL	7.40	7.40	7.40		

		BUDG	ET DETAIL EX	(PENSES	-	
001-0101 City Counci ACCT. NO. ACCOUNT DES	AC		ACTUAL D11-12 2	BUDGET		COUNCIL APPROVAL 2013-14
511.10-06 Social Secu	ertime PERS Classic urity-OASDI urity-Medicare	3.069 0 3.597 1.407 329 654	23,901 0 4,379 1,427 334 0	24.378 97 4.639 1.463 342 0	24.618 106 4.873 1.480 346 0	24,618 106 4,873 1,480 346 0
511.10-12 Workers Cor 511.10-33 Core Allowa	npensation ance	53 6,475	56 6,881	53 7,099	56 7,667	56 7,667
Personnel Services	3	5,584	36,978	38,071	39,146	39,146
512.12-00 Telephone 512.13-00 Postage 512.14-00 Advertising 512.15-00 Office Supp 512.16-00 Printing 512.17-00 Professiona	lies	13 97 0 14 4,290	8 54 0 426 1,278 42,042	100 250 350 500 1.550 56,005	50 250 350 500 2,250 78,005	50 250 350 500 2,250 78,005
512.29-00 Other Mater	pense Subscription 4 Tials Supplies of Insurance	0.533 2.650 5.553 636 933 3.429	10,215 4,787 46,561 385 1,266 12,056	14,900 5,250 61,862 4,200 880 12,493	18.050 7.000 61.814 4.200 691 4.837	18.050 7.000 61.814 4.200 691 4.837
512.45-00 Facilities	Maint Charge 1	0,418	11,430	10,947	11,524	11,524
Supplies and Services	21	8,566	130,508	169,287	189,521	189,521
** City Counct	1 25	4,150 1	167,486	207,358	228.667	228,667

6-4

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 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 One Voice, 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 and policies established by the City's elected officials. The City Manager serves as the Executive Director of the Public Finance and Economic Development Authority and the Parking Authority and completes the goals and projects for these two entities.

MISSION

The City Manager must ensure that the organizational values of the City are the foundation of the budget and how City business is conducted. These values include an outlook directed to the future; an entrepreneurial, competitive approach to city services; recognition of the value of public investment and the wisdom of maintaining the 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

PERFORMANCE MEASUREMENTS/INDICATORS

- 1. Continue to provide leadership to City staff. Encourage departments to utilize the resources of the organization to meet organizational goals through established organizational values.
- Develop leadership training opportunities for employees to create succession opportunities.
 Provide ongoing training opportunities and seek out additional training options to insure the growth of employee skills opportunities to meet the future demands for City services.

- Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally.
- 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. Continue review and refinement of current City service delivery programs.
- 6. Continue public information function as part of City Manager's Office.
- 7. Administer ½-cent sales tax Measure C.

Lead the California High Speed Rail Station Study and coordinate reports for the City.

Continue to provide leadership to new TRB members.

Ongoing data collection and analysis.

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

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

2013-2014 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for 2013-2014. The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The Assistant to the City Manager manages the Recreation operation and is involved in legislative monitoring, response to citizen inquiries and processing citizen appeals of parking and licensing tickets.

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.

RECORDS FUND NO. 001 ACCOUNT NO. 0201

DESCRIPTION

The Records Division is the authorized depository and gatekeeper of official records, preserved and housed in a centralized location. In addition to maintaining accurate and complete data of all matters and business pertaining to the City, the Division is responsible for preparing City Council and Citizens' Oversight Committee-Measure C agendas and minutes; noticing vacancies, accepting applications and administering oaths of office for boards and commissions appointments; maintenance of vital and historical records; receive and process summons and subpoenas; indexing City Council actions and documents; researching records as requested; ensuring that official documents are executed, published, processed, certified, distributed, and maintained accordingly; and serving as general contact for citizen and business inquiries. In addition, the Division is responsible for ensuring timely filing of all Fair Political Practices Commission forms regarding election campaigns and statements of economic interest.

MISSION

The mission of the Records Division is to offer professional and effective support to the City and its community by maintaining a complete, accurate, and documented account of City business.

GOALS

- Maintain superior customer service for internal and external customers.
- Administer electronic scanning program for recording official City Council and historical records.
- Administer Citywide Records Management Program/Retention Schedule for retrieval of records and information.
- Implement "Green" technology by reducing paper consumption by offering documents in electronic format.

OBJECTIVES

PERFORMANCE MEASUREMENTS/INDICATORS

 Accurate indexing and processing of official documents and City Council actions.

Electronic scanning process and information retrievable within twomonths of any given City Council meeting.

RECORDS

2. Promptly provide public information to community members upon request.

Electronic scanning of City Council agenda packet and any additional backup material received subsequent to publication. Post City Council and Citizens' Oversight Committee-Measure C agendas and backup material on the City's website prior to each meeting.

 Maintain the records retention schedule for City Council historical records. Retention schedule allows for destruction of records that become obsolete and are no longer an asset. Comply with the adopted schedule annually.

2013-2014 BUDGET HIGHLIGHTS

Training will take place on an as needed basis on the following topics: administrative staff report writing and electronic agenda solution, scanning and retrieving documents, records destruction, clerking board/commission meetings, and City Council Chamber technology. City Manager

FUND NO. 001

ACCOUNT NO. 0201

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	617,740 113,278 0 0 0	537,121 108,888 0 0 0	427.142 98.558 0 0 0	800.650 550.738 0 0 0	800.650 550.738 0 0 0	
TOTAL	731.018	646,009	525,700	1,351,388	1,351,388	

FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Other Federal Grants Photocopies PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 62 Unclassified Adm Reimb-LMI Housing Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund 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-NMS Refunding Adm Reimb-Pub Work Admin Adm Reimb-Pub Work Admin Adm Reimb-Fahrens Park Adm Reimb-HOME Grant Adm Reimb-HOME Grant Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue System Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Master C P.W. Adm Reimb-Masper C P.W. Adm Reimb-Neighborhood St Adm Reimb-Ne	$\begin{array}{c} 0\\ 0\\ 12.812\\ 0\\ 56\\ 0\\ 0\\ 342\\ 415\\ 51.779\\ 10.181\\ 7.155\\ 7.294\\ 28.147\\ 11.572\\ 0\\ 248\\ 450\\ 2.009\\ 30\\ 31\\ 30\\ 293\\ 501\\ 3\\ 3114.582\\ 84.002\\ 75.344\\ 11.633\\ 6.417\\ 1.763\\ 151\\ 229\\ 0\\ 5.463\\ 9.510\\ 493\\ 26.799\\ 16.531\\ 9.069\end{array}$	$\begin{array}{c} 0\\ 0\\ 22.101\\ 0\\ 0\\ 0\\ 496\\ 272\\ 33.194\\ 7.618\\ 7.248\\ 4.457\\ 22.523\\ 7.359\\ 0\\ 156\\ 1.039\\ 0\\ 22\\ 21\\ 22\\ 194\\ 258\end{array}$	$\begin{array}{c} 0\\ 0\\ 17.216\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 658\\ 735\\ 25.839\\ 4.298\\ 7.447\\ 3.934\\ 16.477\\ 5.322\\ 0\\ 108\\ 155\\ 2.907\\ 19\\ 18\\ 19\\ 182\\ 324\\ 0\\ 80.279\\ 54.270\\ 51.292\\ 2.519\\ 2.731\\ 640\\ 271\\ 142\\ 4.312\\ 3.462\\ 4.372\\ 884\\ 14.967\\ 10.754\\ 6.693\\ 6.122\\ \end{array}$	$\begin{array}{c} 300.000\\ 300\\ 300\\ 300\\ 35.938\\ 8.473\\ 0\\ 183\\ 228\\ 0\\ 1.025\\ 56.665\\ 5.544\\ 7.574\\ 5.474\\ 20.806\\ 21.180\\ 17\\ 67\\ 145\\ 3.211\\ 19\\ 18\\ 19\\ 177\\ 229\\ 0\\ 106.150\\ 92.419\\ 79.030\\ 7.057\\ 5.231\\ 739\\ 430\\ 104\\ 8.157\\ 10.009\\ 5.290\\ 1.322\\ 24.137\\ 18.489\\ 8.082\\ 9.004\\ \end{array}$
Adm Reimb-Measure C- PD Adm Reimb-Parking Auth Adm Reimb-PFEDA Admin	21,744 0 0	13,960 0 25,289	8,694 12,726 0 0	19,992 1,326 0

ACCOUNT NO. 0201

Actu FINANCING SOURCES 2010-	
Interdept DSR-Rec & Park1.Interdept DSR-Wastewater44Interdept DSR-Water Sys31Interdept DSR-Refuse32	052 6,624 0 0 175 1,204 0 0 782 45,770 0 0 559 32,220 0 0 558 33,124 0 0 112 6,324 0 0
TOTAL 731.	018 646.009 525.700 1.351.388

PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
City Manager Asst. to the City Manager Executive Secretary Assistant City Clerk Records Clerk I/II Deputy City Clerk Senior Planner	1.00 .75 .60	$1.00 \\ .60 \\ .60 \\ 1.00 \\ 1.$	1.00 .60 .60 1.00 1.00 1.00 1.00
TOTAL	2.35	6.20	6.20

		В	UDGET DETAIL	EXPENSES			
	City Manager ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14	
511.04-01 511.10-02 511.10-05	Regular Salaries Regular Overtime Unused Sick Leave Retirement PERS Classic Social Security-OASDI Social Security-Medicare	407.907 0 2.230 71.044 20,713 6.192	356.679 0 71.821 17.400 5.050	266.913 193 0 55.738 16.122 3.771	482.424 212 0 82.501 25.642 6.853	482.424 212 0 82.501 25.642 6.853	
511.10-12 511.10-20 511.10-24	Retirement-PERS New Membr Workers Compensation Earned Benefit Vehicle Allowance Cash Back-Biweekly Allow Core Allowance	0 1.111 23.447 1.264 2 48.732	0 1,225 591 0 44,490	0 572 375 0 0 35,607	21.263 2.906 375 0 0 112.320	21.263 2.906 375 0 0 112.320	
511.10-35	Post Employment Benefits	35,098	39,865	47,851	66,154	66,154	
Personne1	Services	617,740	537,121	427.142	800,650	800,650	
512.13-00 512.14-00 512.15-00	Telephone Postage Advertising Office Supplies Printing Professional Services	1.6469701.93918.05512.108	1,214 34 0 2,645 13,776 11,206	$1,500 \\ 600 \\ 0 \\ 3.825 \\ 15.000 \\ 6.000$	3.709 600 4.976 5.825 15.206 328.506	3.709 600 4.976 5.825 15.206 328.506	
512.19-00 512.20-00 512.21-00	Travel and Meetings Mileage Training Expense Rents/Leases Office Equipment O & M Vehicle Operations/Maint	7.148 137 2.804 0 5.000 0	4,710 79 2,284 0 5,043 0	6.041 250 3.795 0 1.000 0	9.936 750 4.350 3.800 54.247 4.412	9.936 750 4.350 3.800 54.247 4.412	
512.24-00 512.29-00 512.30-01 512.34-00 512.38-00 512.45-00	Memberships, Subscription Other Materials Supplies Dept Share of Insurance Contingency Reserve Support Services Facilities Maint Charge	4,425 0 8,037 0 26,077 25,805	6,222 120 8,903 0 24,340 28,312	6.595 1.300 3.940 7.500 20.394 20.818	8.883 1.300 6.934 7.500 33.175 56.629	8,883 1,300 6,934 7,500 33,175 56,629	
Supplies a	nd Services	113,278	108,888	98,558	550,738	550,738	
**	City Manager	731,018	646,009	525,700	1,351,388	1,351,388	

UDGET DETAIL EXPENSES

CITY MANAGER

- 13-00 Public hearing notices, Public Records Requests, City Council/PFEDA/Parking Authority agendas/minutes, and miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, Commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), and municipal election costs
- 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. California City Clerks Association annual meeting, Fair Political Practices Commission, City Clerks Association of California general meetings, League of California Cities City Clerks New Law and Election seminar, annual League of California Cities meeting, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00
- 20-0 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meeting. California City Clerks Association, Records Management, League of California Cities City Clerks, and City Clerk Technical Track registration fees for meetings in Line 18-00
- 21-0 Maintenance of typewriter, fax machine, paper shredder, secure offsite storage charges
- 22-0 Maintenance for date/time stamp clock, fax machine, digital recorder, and repair and maintenance for telephone lines.

24-00 International City Management Association; Sun-Star, Modesto Bee, County Times, City Clerks Association; Merced County Historical Society; National Notary Association, International Institute of Municipal Clerks, and miscellaneous publications.

29-00 Community events and awards

- 34-00 Contingency reserve for total City operations
- 38-00 This line includes the total copier-related costs for the 1st and 2nd floors of the Civic Center. The fund is reimbursed by other user departments through Administrative charges, based on historical actual usage.

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving the City, the Public Financing and Economic Development Authority (PFEDA), and the Parking Authority and their committees and commissions. The City Attorney represents the City Council, City Manager, City administrative staff, PFEDA, and the Parking Authority and others as required to represent the City in litigation and to direct the City's legal service.

MISSION

The City Attorney's office provides expert legal advice and advocacy to and on behalf of the City Council, PFEDA, and the Parking 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. Promote professional development to better serve the City's needs.
- B. Focus on land use and economic development issues to support City's growth.
- C. Assist with organizational development and improvement plans and issues.

OBJECTIVES

- A. Encourage attorney and support staff participation in professional and education programs and organizations.
 - 1. Work with both on growth and development plan.
- B. Support Planning and Permitting Division, Planning Commission, and City Council on update of Zoning Code and Bellevue Corridor Plan.
- C. Assist with Personnel Rules and personnel related administrative policies update and revision.

2013-2014 BUDGET HIGHLIGHTS

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

City Attorney

FUND NO. 001

ACCOUNT NO. 0301

EXPENSES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	763.220 196.238 0 0 0	740,398 182,525 0 0 0	749.889 151.210 0 0 0	730.845 137.382 0 0 0	730.845 137.382 0 0 0
TOTAL	959.458	922,923	901,099	868,227	868,227

FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Cost Recovery Administrative Review Fee PERS-EE Share 2.5% @ 55 Adm Reimb-LMI Housing Adm Reimb-Veh Abatement F Adm Reimb-Downtown Parkng Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Housing Adm Reimb-Maint. District Adm Reimb-Street Trees Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-HoMS Refunding Adm Reimb-Fahrens Park Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Liberty Park	$\begin{array}{c} 101.844 \\ 0 \\ 17.300 \\ 0 \\ 31 \\ 37 \\ 4.656 \\ 916 \\ 1.662 \\ 656 \\ 2.531 \\ 1.040 \\ 22 \\ 40 \\ 181 \\ 3 \\ 3 \\ 2\end{array}$	$\begin{array}{c} 93.897\\ 0\\ 31,131\\ 0\\ 0\\ 1\\ 1\\ 76\\ 17\\ 1.684\\ 10\\ 52\\ 17\\ 1.684\\ 0\\ 52\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\$	$\begin{array}{c} 0\\ 100\\ 33.394\\ 0\\ 0\\ 71\\ 79\\ 2.781\\ 463\\ 1.727\\ 423\\ 1.773\\ 573\\ 12\\ 17\\ 313\\ 2\\ 2\\ 2\\ 2\end{array}$	$\begin{array}{c} 0\\ 104\\ 46.946\\ 58\\ 72\\ 0\\ 323\\ 13.644\\ 1.396\\ 1.756\\ 1.725\\ 6.557\\ 3.963\\ 21\\ 46\\ 1.012\\ 6\\ 6\end{array}$
Adm Reimb-16th Street Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Wastewater Sys Adm Reimb-Water System Adm Reimb-Refuse System Adm Reimb-Refuse System Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-Morkers Comp Adm Reimb-Unemploymt Ins Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Support Service Adm Reimb-Measure C-PD Adm Reimb-PEDA Admin Adm Reimb-PEDA Admin Adm Reimb-PEDA Admin Adm Reimb-RDA General Fnd Interdept DSR-Develop Svc Interdept DSR-Housing Interdept DSR-Wastewater	$\begin{array}{c} 3\\ 26\\ 45\\ 10.304\\ 7.554\\ 6.776\\ 2.204\\ 577\\ 159\\ 14\\ 21\\ 0\\ 491\\ 855\\ 44\\ 2.410\\ 1.486\\ 816\\ 1.441\\ 1.487\\ 1.955\\ 0\\ 0\\ 3.338\\ 154.035\\ 0\\ 158.004 \end{array}$	$\begin{array}{c} 0\\ 1,152\\ 288\\ 217\\ 143\\ 134\\ 0\\ 11\\ 2\\ 1\\ 1,008\\ 0\\ 7\\ 16\\ 4\\ 40\\ 30\\ 14\\ 14\\ 24\\ 32\\ 0\\ 58\\ 0\\ 68.346\\ 0\\ 148.181 \end{array}$	$\begin{array}{c} 2\\ 20\\ 35\\ 8,639\\ 5,840\\ 5,521\\ 271\\ 294\\ 69\\ 29\\ 15\\ 464\\ 373\\ 471\\ 95\\ 1,611\\ 1,157\\ 720\\ 659\\ 936\\ 1,369\\ 0\\ 0\\ 0\\ 27,687\\ 6,000\\ 196,075\end{array}$	$\begin{array}{c} & & & & & & & \\ & & & 56 \\ & & & 72 \\ & & 33, 379 \\ & 29, 053 \\ & 24, 833 \\ & 2, 102 \\ & 1, 601 \\ & & 233 \\ & 136 \\ & & & 33 \\ & 2, 518 \\ & 2, 867 \\ & 1, 667 \\ & & 136 \\ & & & 33 \\ & 2, 518 \\ & 2, 867 \\ & 1, 667 \\ & & & 136 \\ & & & & 333 \\ & & & & & & \\ & & & & &$

ACCOUNT NO. 0301

FINANCING SOURCES	Actual 2010-11	Actual 2011-12	Final Budget 2012-13	Estimated 2013-14
Interdept DSR-Dev Roadway Interdept DSR-Dev Traffic Interdept DSR-Dev Fire Interdept DSR-Water Sys Interdept DSR-Refuse Interdept DSR-Insurance Interdept DSR-Liability interdept DSR-Dev Police Interdept DSR-Dev Police Interdept DSR-Dev Police Interdept DSR-PFEDA #2CIP Interdept DSR-RDA #2 CIP Interdept-DSR Restrct Wtr Other Revenues	0 0 0 111.822 300.208 0 0 15.800 0 46.661	$\begin{array}{c} 34.575\\7.409\\2.470\\0\\0\\78.894\\281.544\\0\\2.470\\147.908\\0\\2.470\\147.908\\0\\2.470\\18.573\end{array}$	$\begin{array}{c} 0\\ 0\\ 0\\ 136.302\\ 42.191\\ 72.501\\ 258.582\\ 0\\ 0\\ 25.000\\ 0\\ 25.000\\ 0\\ 0\\ 66.441\end{array}$	$\begin{array}{c} 0\\ 0\\ 0\\ 118.220\\ 52.444\\ 101.535\\ 145.645\\ 19.419\\ 0\\ 0\\ 0\\ 0\\ 76.679\end{array}$
TOTAL	959,458	922,923	901,099	868,227

PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval
City Attorney Chief Dep. City Attorney Dep./Senior Dep. City Attorney Legal Secretary Paralegal	1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00	1.00 1.00 1.00 1.00 1.00 1.00
TOTAL	5.00	5.00	5.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
511.01-00 Regular Salaries 511.10-05 Retirement PERS Classic 511.10-06 Social Security-OASDI 511.10-07 Social Security-Medicare 511.10-08 State Unemployment 511.10-12 Workers Compensation	524,662 91,401 26,309 7,529 24,011 927	519.567 104.655 25.901 7.284 0 1.061	517.730 108.058 31.101 7.274 0 1.012	503,495 110,356 26,848 7,118 0 1,032	503,495 110,356 26,848 7,118 0 1,032
511.10-20 Earned Benefit 511.10-32 Cash Back-Biweekly Allow 511.10-33 Core Allowance 511.10-35 Post Employment Benefits	9.530 84 71.944 6.823	0 0 74,181 7,749	0 0 76,538 8,176	0 0 75.876 6.120	0 0 75.876 6.120
Personnel Services	763,220	740,398	749,889	730.845	730.845
512.12-00 Telephone 512.13-00 Postage 512.15-00 Office Supplies 512.17-00 Professional Services 512.18-00 Travel and Meetings 512.20-00 Training Expense	204 464 4.617 89.892 1.681 1.290	192 217 3.727 76.727 196 350	510 350 4.000 46.000 3.000 2.000	525 360 5.035 21.380 11.610 10.580	525 360 5.035 21.380 11.610 10.580
512.22-00 Office Equipment O & M 512.24-00 Memberships. Subscription 512.29-00 Other Materials Supplies 512.30-01 Dept Share of Insurance 512.38-00 Support Services 512.45-00 Facilities Maint Charge	271 17.760 623 9.543 31.360 38.533	0 16,580 8 12,464 29,787 42,277	0 16.440 8.275 30.145 40.490	0 16.521 0 6.375 22.373 42.623	0 16.521 0 6.375 22.373 42.623
Supplies and Services	196,238	182,525	151,210	137.382	137.382
** City Attorney	959,458	922.923	901,099	868,227	868,227

CITY ATTORNEY

- 17-00 Outside consultants if required on legal matters, and payment of court costs for filing and copy fees. (Costs directly related to worker's compensation, liability, and ongoing water-related litigation have been budgeted directly into those accounts.)
- 18-00 League of California Cities (LCC) Annual Conference; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; as well as travel associated with training outlined in Line 20-00 below.
- 20-00 League of California Cities (LCC) Annual Conference and Committee meetings; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; State Bar Mandatory Continuing Legal Education for Attorneys; Continuing Education training programs for support staff.

22-00 Maintenance of one typewriter and five Lanier voicewriter/dictators.

24-00 Memberships:

State Bar of California Subscriptions: LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service); Daily Legal Journal; PACER (online research-Court records)

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

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

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

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

OBJECTIVES

PERFORMANCE **MEASUREMENTS/INDICATORS**

1. Plan and implement Complete by June 2014. Innoprise software conversion for Utilities, and Miscellaneous Receivables.

2. Begin the planning stage of Innoprise software conversion for Business License, General Ledger and Purchasing and Payroll.

Planning stage to begin by June 2014.

3. Plan and implement Business Licenses from a quarterly to an annual licensing process.

Complete by June 2014.

2013-2014 BUDGET HIGHLIGHTS

1. Temporary staff has been included to assist with the operation during the planning and implementation of the Innoprise software for Utilities and Miscellaneous Receivables and the planning for Business License, General Ledger and Purchasing and Payroll.

Finance

ACCOUNT NO. 0701

EXPENSES	Actua] 2010-11	Actua] 2011-12	Final Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval 2013-14
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements * Undefined *	2.137.996 892.494 568.810 0 0 187	1.920.138 954.506 595.281 0 0 373-	1,950,661 606,306 624,663 0 0 0	2.081.996 453.836 651.604 0 0 0	2,081,996 453,836 651,604 0 0 0
TOTAL	3,599.487	3,469,552	3,181,630	3,187,436	3,187,436

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ACCOUNT NO. 0701

INANCING SOURCES	Actua] 2010-11	Actua1 2011-12	Final Budget 2012-13	Estimated 2013-14
Interdept DSR-General Fnd Interdept DSR-Develop Svc	1.434 33.170	1.434	1,084	1,121
Interdept DSR-Rec & Park	1,433	35,870 1,433	39.181	38,644
Interdept DSR-Bellevue Ea	1.337	1,435	1.579	0 1.558
Interdept DSR-Fac Roadway	3,318	3,587	3.918	3.864
Interdept DSR-Fac Traffic	3.318	3,587	3,918	3.864
Interdept DSR-Fac Fire	3,318	3,587	3,918	3.864
Interdept DSR-Fac Police	3,318	3,587	3.918	3.864
Interdept DSR-Fac Parks	3,318	3,587	3,918	3,864
Interdept DSR-BellevueDS	1,752	1,895	2,069	2,042
Interdept DSR-CFDs	29,535	31,942	34,898	34,414
Interdept DSR-MorageDeDS	544	588	642	634
Interdept DSR-Wastewater	84.955	110.567	115,637	112.983
Interdept DSR-Water Sys Interdept DSR-Refuse	86,388	112.000	115,637	112,984
Interdept DSR-Dev Roadway	84,955 3,318	110.567	114.553	111.862
Interdept DSR-Dev Traffic	3.318	3,587 3,587	3,918	3,864
Interdept DSR-Dev Police	3.318	3,587	3,918 3,918	3.864
Interdept DSR-Dev Fire	3,318	3,587	3,918	3.864 3.864
Interdept DSR-Dev Parks	3.318	3,587	3,918	3.864
Other Revenues	1,150,402	1,252,576	1,154,635	1,213,116
TOTAL	3,599,487	3,469,552	3,181,630	3,187,436

PERSONNEL

Number of Positions

Classification	Funded In Budget 2012-13	City Mgr. Recom. 2013-14	Council Approval	
Finance Officer Deputy Finance Officer Accountant III Accountant I/II Payroll Coordinator Payroll Technician I/II Accounting Technician Account Clerk I/II/III Storekeeper Purchasing Supervisor	1.00 1.00 2.00 1.00 1.00 3.00 7.00 1.00 1.00 1.00	$ \begin{array}{c} 1.00\\ 1.00\\ 2.00\\ 1.00\\ 1.00\\ 4.00\\ 6.00\\ 1.00$	$ \begin{array}{c} 1.00\\ 1.00\\ 2.00\\ 1.00\\ 1.00\\ 4.00\\ 6.00\\ 1.00\\ 1.00\\ 1.00\\ \end{array} $	
TOTAL	21.00	21.00	21.00	

		BUDGET DETAIL EXPENSES				
	Finance ACCOUNT DESCRIPTION	ACTUAL 2010-11	ACTUAL 2011-12	FINAL BUDGET 2012-13	CITY MGR. RECOM. 2013-14	COUNCIL APPROVAL 2013-14
511.01-00 511.03-00 511.04-01 511.10-02 511.10-05 511.10-06	Extra Help Regular Overtime	1.312.467 84.947 188 3.146 227.296 79.344	1.227.033 22.550 526 2.127 246.004 73.412	1,239,255 30,000 2,318 257,505 76,136	1.260,998 114,135 0 3.473 275,310 76,099	1,260,998 114,135 0 3,473 275,310 76,099
511.10-07 511.10-08 511.10-12 511.10-20 511.10-21 511.10-27	State Unemployment Workers Compensation Earned Benefit Bilingual Pay Program PTS Plan FICA Alternative	20.302 70.876 5.271 11.832 1.773 1.107	18,006 0 7,680 6,663 2,006 293	18.241 0 4.904 6.262 1.800 390	19.770 0 5.326 8.194 1.800 1.484	19.770 0 5.326 8.194 1.800 1.484
511.10-33	Cash Back-Biweekly Allow Core Allowance Post Employment Benefits	5 293.114 26.328	0 283.931 29.907	0 274,129 39,721	1.398 272.402 41.607	1,398 272,402 41,607
Personne1	Services	2,137,996	1,920,138	1,950,661	2.081.996	2,081,996
512.11-00 512.12-00 512.13-00 512.15-00 512.16-00 512.17-00	Utilities Telephone Postage Office Supplies Printing Professional Services	7,633 2,674 20,582 15,161 8,681 534,063	6.652 2.705 15.824 13.214 9.425 594.418	7,150 2,754 24,610 15,419 7,875 266,850	7.364 2.872 25.425 15.874 8.394 128.600	7.364 2.872 25.425 15.874 8.394 128.600
512.18-00 512.20-00 512.21-00 512.22-00 512.23-00 512.24-00	Travel and Meetings Training Expense Rents/Leases Office Equipment O & M Vehicle Operations/Maint Memberships, Subscription	3.172 2.738 1.079 3.475 427 5.828	2.860 1.945 1.079 2.304 506 11.297	1.876 1.815 1.080 2.950 447 11.143	3.859 3.980 1.088 3.504 447 12.259	3,859 3,980 1,088 3,504 447 12,259
512.29-00 512.30-01 512.38-00 512.45-00	Other Materials Supplies Dept Share of Insurance Support Services Facilities Maint Charge	301 42,265 173,884 70,531	293 49,402 165,346 77,236	300 32.396 155.524 74.117	309 24,806 137,080 77,975	309 24.806 137.080 77.975
Supplies a	nd Services	892,494	954,506	606,306	453,836	453,836
	Stores Inventory Adjust	187	373-	0	0	0
Other		187	373-	0	0	0
706.71-01 706.72-01 706.73-01	Principal-Bond Payment Interest Bond Payment Agent Fees-Bond Payment	170.000 396.310 2.500	205.000 387,781 2,500	245.000 377.163 2.500	285.000 364.104 2.500	285,000 364,104 2,500
Debt Servi	ces	568,810	595,281	624,663	651,604	651,604
**	Finance	3,599,487	3,469,552	3.181.630	3,187,436	3,187,436

FINANCE/PURCHASING

- 11-00 Includes utilities for central warehouse
- 13-00 Mailing of business license information and billings, financial statements, correspondence, vendor payments, annual tax statements (W-2, 1098,1099), accounts receivable invoices, collection notices, and purchase orders
- 16-00 Printing of business licenses and statements, accounts receivable statements, annual financial report, accounts payable checks, payroll checks, annual tax statements (W-2, 1098 &1099), business envelopes and purchase orders
- 17-00 Assessment roll updates; sales tax tapes; credit information services; General Fund portion of audit; collection service; State Controller Report preparation; Banking and Merchant Card Services; Safekeeping Services; ACH fees for Utility Billing; Electronic Consumer Collection fees;
- 18-00 Travel for California Society of Municipal Finance Officers (CSMFO); 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:

CSMFO; American Institute of Certified Public Accountants; California State Society of Certified Public Accountants; CPA license renewals, CAPPO; City Wide Costco Executive Membership and National Association of Purchasing Managers

Subscriptions:

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

- 29-00 Customer service expenses; and miscellaneous repairs to equipment and building.
- FOOTNOTE: Figures represent combined total of Finance and Purchasing divisions.