

**CITY OF MERCED
2014-2015 ADOPTED BUDGET**

TAB 6

ADMINISTRATION

PAGE NO.

City Council

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City Manager

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City Clerk

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City Attorney

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Finance/Purchasing

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MISSION

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

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

2014-2015 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.

E X P E N S E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval 2014-15
Personnel Expenses	36,978	38,019	39,146	39,371	39,371	39,371
Supplies and Services	130,508	121,389	189,521	225,377	189,750	171,495
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	167,486	159,408	228,667	264,748	229,121	210,866

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FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
PERS-EE Share 2.5% @ 55	1,208	1,845	2,060	2,205
Adm Reimb-LMI Housing	0	0	42	86
Adm Reimb-Veh Abatement F	0	0	52	53
Adm Reimb-Downtown Parkng	241	0	0	0
Adm Reimb-Downtown Fund	132	286	236	423
Adm Reimb-Devel. Services	16,140	10,070	9,956	9,574
Adm Reimb-Housing	3,705	1,675	1,018	0
Adm Reimb-Maint. District	3,575	3,671	3,733	3,800
Adm Reimb-Street Trees	2,167	1,533	1,259	0
Adm Reimb-Street Maint.	10,952	6,421	4,785	4,720
Adm Reimb-Recr. and Parks	3,578	2,074	2,892	2,688
Adm Reimb-NMS Refunding	76	42	15	13
Adm Reimb-Fahrens Park	505	61	33	27
Adm Reimb- HOME Grant	0	1,133	738	0
Adm Reimb-Liberty Park	11	8	4	5
Adm Reimb-Airport Debt Se	10	7	4	4
Adm Reimb-16th Street	11	8	4	5
Adm Reimb-Bellevue West	94	71	41	89
Adm Reimb-Bellevue East	126	126	53	56
Adm Reimb-BeGIN Program	2	0	0	0
Adm Reimb-Wastewater Sys	45,804	31,285	24,357	27,690
Adm Reimb-Water System	30,142	21,150	21,199	25,627
Adm Reimb-Refuse System	28,541	19,989	18,119	19,167
Adm Reimb-Neighborhood St	0	982	1,534	0
Adm Reimb-Airport	2,406	1,064	1,168	1,297
Adm Reimb-Measure C P.W.	361	250	170	435
Adm Reimb-Bell Station	106	106	99	78
Adm Reimb-Moraga DevelpCFD	72	55	24	30
Adm Reimb-NSP PGM (NSP3)	0	1,680	1,838	0
Adm Reimb-Workers Comp	1,583	1,349	2,092	1,828
Adm Reimb-Liability Ins	3,486	1,704	1,217	1,024
Adm Reimb-Unemployment Ins	941	345	304	125
Adm Reimb-Emp Benefit	8,419	5,833	5,551	5,628
Adm Reimb-Fleet Managemnt	6,450	4,191	4,252	4,337
Adm Reimb-Facil Maint	2,909	2,608	1,859	2,005
Adm Reimb-Support Service	3,032	2,386	1,925	2,599
Admin Reimb-Housing Admin	0	0	0	5,438
Adm Reimb Measure C-Fire	4,980	3,388	3,343	3,680
Adm Reimb-Measure C- PD	6,788	4,959	4,598	5,816
Adm Reimb-Parking Auth	0	256	305	944
Adm Reimb-PFEDA Admin	12,297	0	0	0
Other Revenues	33,364-	26,797	107,788	79,370
TOTAL	167,486	159,408	228,667	210,866

[illegible]

City Council

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
Mayor and Council Members	7.00	7.00	7.00	7.00
Executive Secretary	.40	.40	.40	.40
TOTAL	7.40	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101	City Council						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
511.01-00	Regular Salaries	23,901	24,445	24,618	24,713	24,713	24,713
511.04-01	Regular Overtime	0	0	106	108	108	108
511.10-05	Retirement PERS Classic	4,379	4,655	4,873	5,290	5,290	5,290
511.10-06	Social Security-OASDI	1,427	1,471	1,480	1,487	1,487	1,487
511.10-07	Social Security-Medicare	334	344	346	347	347	347
511.10-12	Workers Compensation	56	53	56	66	66	66
511.10-33	Core Allowance	6,881	7,051	7,667	7,360	7,360	7,360
Personnel Services		36,978	38,019	39,146	39,371	39,371	39,371
512.12-00	Telephone	8	0	50	50	50	50
512.13-00	Postage	54	65	250	250	250	250
512.14-00	Advertising	0	0	350	350	350	0
512.15-00	Office Supplies	426	19	500	500	500	500
512.16-00	Printing	1,278	1,038	2,250	2,250	2,250	2,250
512.17-00	Professional Services	42,042	26,546	78,005	114,005	81,005	63,100
512.18-00	Travel and Meetings	10,215	5,912	18,050	18,450	18,450	18,450
512.20-00	Training Expense	4,787	2,647	7,000	7,000	7,000	7,000
512.24-00	Memberships, Subscription	46,561	60,833	61,814	64,144	64,144	64,144
512.29-00	Other Materials Supplies	385	9	4,200	4,250	3,000	3,000
512.30-01	Dept Share of Insurance	1,266	880	691	681	592	592
512.38-00	Support Services	12,056	12,493	4,837	5,466	4,917	4,917
512.45-00	Facilities Maint Charge	11,430	10,947	11,524	7,981	7,242	7,242
Supplies and Services		130,508	121,389	189,521	225,377	189,750	171,495
**	City Council	167,486	159,408	228,667	264,748	229,121	210,866

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

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 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 staff for excellent performance.

GOALS

- Serve the citizens of Merced by delivering core services, 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.
- Lead City employees by establishing goals, objectives, and measurable standards for performance, and compensate them accordingly.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

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|--|--|
| 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. |
| 2. Develop leadership training opportunities for employees to create succession opportunities. | Provide ongoing training opportunities and seek out additional training options for staff through the use of at least four webinars per year to insure the growth of employee skills opportunities to meet the future demands for City services. |

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|---|--|
| 3. Coordinate the Station Area Planning Study for the Merced High Speed Rail Station to involve all stakeholders equally. | Lead the California High Speed Rail Station Study and start community outreach in August 2014 and coordinate reports for 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. | Continue to provide leadership to new TRB members. |
| 5. Continue review and refinement of current City service delivery programs. | Ongoing data collection and analysis. |
| 6. Continue public information function as part of City Manager's Office. | Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and possible PEG cable TV programming. |
| 7. Administer ½-cent sales tax – Measure C. | Develop plans and programs for review by Measure C Citizens Oversight Committee that meet the intent of the transaction tax measure. |

2014-2015 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 Clerk/Records Division was moved in to the City Manager's Office in FY 2013-2104. The purpose is for greater consistency in fulfilling transparency of City actions and coordination of Council agendas.

City Manager

ACCOUNT NO. 0201

E X P E N S E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Dept. Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval 2014-15
Personnel Expenses	537,121	431,849	800,650	540,331	540,331	540,331
Supplies and Services	108,888	74,561	550,738	128,855	300,011	297,336
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	646,009	506,410	1,351,388	669,186	840,342	837,667
XX						
F I N A N C I N G S O U R C E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15		
Other Federal Grants	0	0	300,000	311,157		
Photocopies	0	0	300	0		
PERS-EE Share 2.5% @ 55	22,101	24,468	35,938	25,966		
PERS-EE Share 2% @ 62	0	44	8,473	6,273		
Adm Reimb-LMI Housing	0	0	183	192		
Adm Reimb-Veh Abatement F	0	0	228	118		
Adm Reimb-Downtown Parkng	496	0	0	0		
Adm Reimb-Downtown Fund	272	735	1,025	943		
Adm Reimb-Devel. Services	33,194	25,839	56,665	21,347		
Adm Reimb-Housing	7,618	4,298	5,544	0		
Adm Reimb-Maint. District	7,248	7,447	7,574	7,706		
Adm Reimb-Street Trees	4,457	3,934	5,474	0		
Adm Reimb-Street Maint.	22,523	16,477	20,806	10,523		
Adm Reimb-Recr. and Parks	7,359	5,322	21,180	5,993		
Adm Reimb-Pub Work Admin	0	0	17	0		
Adm Reimb-NMS Refunding	156	108	67	28		
Adm Reimb-Fahrens Park	1,039	155	145	59		
Adm Reimb- HOME Grant	0	2,907	3,211	0		
Adm Reimb-Liberty Park	22	19	19	10		
Adm Reimb-Airport Debt Se	21	18	18	9		
Adm Reimb-16th Street	22	19	19	10		
Adm Reimb-Bellevue West	194	182	177	197		
Adm Reimb-Bellevue East	258	324	229	125		
Adm Reimb-BeGIN Program	3	0	0	0		
Adm Reimb-Wastewater Sys	94,198	80,279	106,150	61,738		
Adm Reimb-Water System	61,987	54,270	92,419	57,139		
Adm Reimb-Refuse System	58,697	51,292	79,030	42,737		
Adm Reimb-Neighborhood St	0	2,519	7,057	0		
Adm Reimb-Airport	4,948	2,731	5,231	2,891		
Adm Reimb-Measure C P.W.	743	640	739	969		
Adm Reimb-Bell Station	219	271	430	175		
Adm Reimb-Moraga DevlpCFD	148	142	104	67		
Adm Reimb-NSP PGM (NSP3)	0	4,312	8,157	0		
Adm Reimb-Workers Comp	3,254	3,462	10,009	4,076		
Adm Reimb-Liability Ins	7,170	4,372	5,290	2,283		
Adm Reimb-Unemployment Ins	1,934	884	1,322	279		
Adm Reimb-Emp Benefit	17,313	14,967	24,137	12,549		
Adm Reimb-Fleet Managemnt	13,263	10,754	18,489	9,670		
Adm Reimb-Facil Maint	5,983	6,693	8,082	4,471		
Adm Reimb-Support Service	6,234	6,122	9,094	5,794		
Admin Reimb-Housing Admin	0	0	0	12,125		
Adm Reimb-Measure C-Fire	10,242	8,694	14,535	8,204		
Adm Reimb-Measure C- PD	13,960	12,726	19,992	12,967		
Adm Reimb-Parking Auth	0	658	1,326	2,105		
Adm Reimb-PFEDA Admin	25,289	0	0	0		

City Manager

ACCOUNT NO. 0201

FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
Interdept DSR-Develop Svc	6,624	0	0	0
Interdept DSR-Rec & Park	1,204	0	0	0
Interdept DSR-Wastewater	45,770	0	0	0
Interdept DSR-Water Sys	32,220	0	0	0
Interdept DSR-Refuse	33,124	0	0	0
Interdept-DSR-Support Svc	6,324	0	0	0
Other Revenues	88,178	148,326	472,503	206,772
TOTAL	646,009	506,410	1,351,388	837,667

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
City Manager	1.00	1.00	1.00	1.00
Asst. to the City Manager	.60	.60	.60	.60
Executive Secretary	.60	.60	.60	.60
Assistant City Clerk	1.00			
Rec Clerk I/II/Clerk Typ I/II	1.00			
Deputy City Clerk	1.00			
Senior Planner	1.00	1.00	1.00	1.00
TOTAL	6.20	3.20	3.20	3.20

BUDGET DETAIL EXPENSES

001-0201 City Manager							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
511.01-00	Regular Salaries	356,679	273,130	482,424	340,263	340,263	340,263
511.03-00	Extra Help	0	1,026	0	0	0	0
511.04-01	Regular Overtime	0	0	212	215	215	215
511.10-05	Retirement PERS Classic	71,821	56,980	82,501	61,859	61,859	61,859
511.10-06	Social Security-OASDI	17,400	12,593	25,642	17,153	17,153	17,153
511.10-07	Social Security-Medicare	5,050	3,875	6,853	4,860	4,860	4,860
511.10-10	Retirement-PERS New Membr	0	112	21,263	16,682	16,682	16,682
511.10-12	Workers Compensation	1,225	572	2,906	1,263	1,263	1,263
511.10-20	Earned Benefit	591	25-	375	381	381	381
511.10-27	PTS Plan FICA Alternative	0	13	0	0	0	0
511.10-33	Core Allowance	44,490	35,722	112,320	52,563	52,563	52,563
511.10-35	Post Employment Benefits	39,865	47,851	66,154	45,092	45,092	45,092
Personnel Services		537,121	431,849	800,650	540,331	540,331	540,331
512.12-00	Telephone	1,214	1,792	3,709	4,000	4,000	3,200
512.13-00	Postage	34	192	600	600	600	400
512.14-00	Advertising	0	0	4,976	0	0	0
512.15-00	Office Supplies	2,645	2,526	5,825	4,825	4,825	4,000
512.16-00	Printing	13,776	11,960	15,206	15,000	15,000	15,000
512.17-00	Professional Services	11,206	0	328,506	26,000	200,000	200,000
512.18-00	Travel and Meetings	4,710	3,553	9,936	9,045	9,045	8,195
512.19-00	Mileage	79	0	750	250	250	250
512.20-00	Training Expense	2,284	1,340	4,350	4,135	4,135	4,135
512.21-00	Rents/Leases	0	0	3,800	0	0	0
512.22-00	Office Equipment O & M	5,043	211	54,247	2,000	2,000	2,000
512.23-00	Vehicle Operations/Maint	0	0	4,412	0	0	0
512.24-00	Memberships, Subscription	6,222	5,848	8,883	6,603	6,603	6,603
512.29-00	Other Materials Supplies	120	1,937	1,300	1,300	1,300	1,300
512.30-01	Dept Share of Insurance	8,903	3,940	6,934	4,629	3,975	3,975
512.34-00	Contingency Reserve	0	0	7,500	7,500	7,500	7,500
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	24,340	20,394	33,175	16,356	16,629	16,629
512.45-00	Facilities Maint Charge	28,312	20,818	56,629	26,612	24,149	24,149
Supplies and Services		108,888	74,561	550,738	128,855	300,011	297,336
**	City Manager	646,009	506,410	1,351,388	669,186	840,342	837,667

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, fax machine, paper shredder
- 24-00 International City Management Association; Sun-Star, Modesto Bee, County Times, and miscellaneous publications
- 29-00 Community events and awards
- 34-00 Contingency reserve for total City operations

DESCRIPTION

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

MISSION

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

GOALS

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

OBJECTIVES

1. Promote awareness of resources through use of existing and new outreach tools, and explore new technologies to enhance public participation options.

PERFORMANCE MEASUREMENTS/INDICATORS

- Citizen participation in social media.
- Ability for public to search City documents online through the website.

CITY CLERK

2. Conduct year-round outreach programs, develop publications to make it easier for public to understand government decision-making process, and cultivate ongoing relationships with community-based organizations
 - Number and quality of publications created to educate the public on local government.
 - Number of presentations given to schools, community groups and citizens.
 - Implementation of the High School Ambassador program
3. Address challenges of lifecycle management, preservation and access to City's electronic records; provide best practices, knowledge and training for employees to ensure compliance; ensure the proper scheduling and timely destruction of City records.
 - Update Records Retention Schedule to reflect changes in City processes.
 - City-wide training of staff on record retention procedures.
 - Improve time to disposal by development of Records Roles & Responsibilities document.
4. Monitor changes to federal, state and local law and policy, altering procedures to ensure compliance; ensure public records compliance via strong departmental relationships; departmental training on Brown Act, Open Meeting Laws and the Maddy Act.
 - Modify policies and procedures to comply with new and amended laws and policies.
 - Ensure files and documents prepared and distributed in compliance with Brown Act.
 - Train staff on open meeting best practices.
5. Develop and implement collaborative learning partnerships with other divisions, community organizations and other levels of government; establish leadership plan and ensure staff is trained accordingly; conduct training sessions for City staff and standardize administrative report writing, agenda and meeting minute creation city-wide.
 - Creation of internal policies and manuals to increase consistency in agenda creation.
 - Increase professional development and technical skills through participation in learning opportunities.
 - Strengthen relationships with the community by increasing communication and support.
6. Promote and support the best use of public resources; modernize and revise internal workflow procedures to reduce need for paper duplication, and design, deploy and manage technology in support of records management operations.
 - Decrease paper ordered by promotion of electronic document transfer and storage.
 - Increase number of E-Zine subscribers.
 - Make a larger number of City documents available online.

CITY CLERK

2014-2015 BUDGET HIGHLIGHTS

Having filled the Assistant City Clerk and Records Clerk positions in the last quarter of 2013, the 2014-15 budget ensures that new staff receives the training and technical skills that are needed in order for the City Clerk department to function effectively. Emphasis is also placed on increasing transparency by implementing an online searchable database of City records, as well as a new agenda management system with features that will promote increased public participation in the Council decision-making process.

[illegible][illegible]

Number of Positions

6-15

City Clerk

ACCOUNT NO. 0204

P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
Rec Clerk I/II/Clerk Typ I/II		1.00	1.00	1.00
Deputy City Clerk		1.00	1.00	1.00
TOTAL		3.00	3.00	3.00

BUDGET DETAIL EXPENSES

001-0204 City Clerk							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
511.01-00	Regular Salaries	0	0	0	147,546	147,546	147,546
511.03-00	Extra Help	0	0	0	2,030	2,030	2,030
511.04-01	Regular Overtime	0	0	0	406	406	406
511.10-05	Retirement PERS Classic	0	0	0	10,655	10,655	10,655
511.10-06	Social Security-OASDI	0	0	0	8,835	8,835	8,835
511.10-07	Social Security-Medicare	0	0	0	2,096	2,096	2,096
511.10-08	State Unemployment	0	0	0	7,906	7,906	7,906
511.10-09	Retirement PERS Lateral	0	0	0	15,446	15,446	15,446
511.10-10	Retirement-PERS New Membr	0	0	0	7,156	7,156	7,156
511.10-12	Workers Compensation	0	0	0	3,752	3,752	3,752
511.10-27	PTS Plan FICA Alternative	0	0	0	27	27	27
511.10-33	Core Allowance	0	0	0	55,198	55,198	55,198
511.10-35	Post Employment Benefits	0	0	0	18,315	18,315	18,315
Personnel Services		0	0	0	279,368	279,368	279,368
512.12-00	Telephone	0	0	0	756	756	756
512.13-00	Postage	0	0	0	300	300	300
512.14-00	Advertising	0	0	0	6,000	2,000	2,000
512.15-00	Office Supplies	0	0	0	11,690	5,440	5,440
512.16-00	Printing	0	0	0	1,850	1,850	1,650
512.17-00	Professional Services	0	0	0	89,000	89,000	264,000
512.18-00	Travel and Meetings	0	0	0	7,236	5,404	4,524
512.19-00	Mileage	0	0	0	500	500	500
512.20-00	Training Expense	0	0	0	12,890	8,380	7,380
512.21-00	Rents/Leases	0	0	0	3,800	3,800	3,800
512.22-00	Office Equipment O & M	0	0	0	58,805	33,805	33,805
512.23-00	Vehicle Operations/Maint	0	0	0	3,343	3,053	3,053
512.24-00	Memberships, Subscription	0	0	0	4,570	3,258	3,258
512.30-01	Dept Share of Insurance	0	0	0	4,621	3,988	3,988
512.38-00	Support Services	0	0	0	23,566	22,349	22,349
512.45-00	Facilities Maint Charge	0	0	0	35,916	32,591	32,591
Supplies and Services		0	0	0	264,843	216,474	389,394
**	City Clerk	0	0	0	544,211	495,842	668,762

CITY CLERK

- 13-00 Public hearing notices, Public Records Request Responses, Fair Political Practices Commission (FPPC) mailings, City Council agendas/minutes, and other miscellaneous mailings.
- 14-00 Advertising for legal notices, public hearing notices, commission vacancy notices, financial reports, required grant publications, publication of special hearings, publication of municipal election notices, and notices of board/commission vacancies.
- 17-00 Annual Municipal Code Supplements (includes Website maintenance), acquisition of comprehensive agenda management system, and municipal special election costs.
- 18-00 City Clerks Association of California (CCAC) annual meeting, City Clerks Association of California (CCAC) general meetings, League of California Cities (LCC) City Clerks New Law and Election seminar, annual Municipal Management Association of Northern California (MMANC) annual meeting, Technical Track for City Clerks training, miscellaneous records management training, and travel associated with training in Line 20-00.
- 20-00 City Clerks Association of California (CCAC), Continuing Education for Public Officials (CEPO), Municipal Management Association of Northern California (MMANC), records management training, League of California Cities (LCC) City Clerks, and City Clerk Technical Track registration fees for meetings and training sessions in Line 18-00.
- 21-00 Postage machine lease.
- 22-00 Total copier-related costs for 1st, 2nd and 3rd floors of the Civic Center.
- 24-00 City Clerks Association (CCAC); International City-County Management Association (ICMA); National Notary Association, International Institute of Municipal Clerks (IIMC), Municipal Management Association of Northern California (MMANC), Association of Record Managers and Administrators (ARMA) and miscellaneous publications.
- 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 Support Services charges, based on historical actual usage.

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 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.

2014-2015 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

ACCOUNT NO. 0301

E X P E N S E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Dept. Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval 2014-15
Personnel Expenses	740,398	709,037	730,845	752,968	752,968	752,968
Supplies and Services	182,525	131,352	137,382	150,767	118,380	116,180
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	922,923	840,389	868,227	903,735	871,348	869,148
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F I N A N C I N G S O U R C E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15		
Cost Recovery	93,897	15,000	0	0		
Administrative Review Fee	0	0	104	100		
PERS-EE Share 2.5% @ 55	31,131	40,516	46,946	50,799		
Adm Reimb-LMI Housing	0	0	58	58		
Adm Reimb-Veh Abatement F	0	0	72	35		
Adm Reimb-Downtown Parkng	1	0	0	0		
Adm Reimb-Downtown Fund	1	79	323	283		
Adm Reimb-Devel. Services	76	2,781	13,644	6,405		
Adm Reimb-Housing	17	463	1,396	0		
Adm Reimb-Maint. District	1,684	1,727	1,756	1,788		
Adm Reimb-Street Trees	10	423	1,725	0		
Adm Reimb-Street Maint.	52	1,773	6,557	3,158		
Adm Reimb-Recr. and Parks	17	573	3,963	1,799		
Adm Reimb-NMS Refunding	0	12	21	8		
Adm Reimb-Fahrens Park	2	17	46	18		
Adm Reimb- HOME Grant	0	313	1,012	0		
Adm Reimb-Liberty Park	0	2	6	3		
Adm Reimb-Airport Debt Se	0	2	6	3		
Adm Reimb-16th Street	0	2	6	3		
Adm Reimb-Bellevue West	1,152	20	56	59		
Adm Reimb-Bellevue East	288	35	72	38		
Adm Reimb-Wastewater Sys	217	8,639	33,379	18,526		
Adm Reimb-Water System	143	5,840	29,053	17,145		
Adm Reimb-Refuse System	134	5,521	24,833	12,824		
Adm Reimb-Neighborhood St	0	271	2,102	0		
Adm Reimb-Airport	11	294	1,601	867		
Adm Reimb-Measure C P.W.	2	69	233	291		
Adm Reimb-Bell Station	1	29	136	52		
Adm Reimb-Moraga DevlpCFD	1,008	15	33	20		
Adm Reimb-NSP PGM (NSP3)	0	464	2,518	0		
Adm Reimb-Workers Comp	7	373	2,867	1,223		
Adm Reimb-Liability Ins	16	471	1,667	685		
Adm Reimb-Unemployment Ins	4	95	417	84		
Adm Reimb-Emp Benefit	40	1,611	7,607	3,766		
Adm Reimb-Fleet Managemnt	30	1,157	5,827	2,902		
Adm Reimb-Facil Maint	14	720	2,547	1,342		
Adm Reimb-Support Service	14	659	2,640	1,739		
Admin Reimb-Housing Admin	0	0	0	3,638		
Adm Reimb Measure C-Fire	24	936	4,581	2,462		
Adm Reimb-Measure C- PD	32	1,369	6,301	3,891		
Adm Reimb-Parking Auth	0	71	418	632		
Adm Reimb-PFEDA Admin	58	0	0	0		
Interdept DSR-General Fnd	0	0	0	26,092		
Interdept DSR-Develop Svc	68,346	27,687	24,723	0		
Interdept DSR-Housing	0	6,000	10,000	0		

City Attorney

ACCOUNT NO. 0301

FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
Interdept DSR-Wastewater	148,181	196,075	113,033	85,853
Interdept DSR-Dev Roadway	34,575	0	0	13,469
Interdept DSR-Dev Traffic	7,409	0	0	0
Interdept DSR-Dev Fire	2,470	0	0	0
Interdept DSR-Water Sys	0	136,302	118,220	124,540
Interdept DSR-Refuse	0	42,191	52,444	51,169
Interdept DSR-Insurance	78,894	72,501	101,535	122,647
Interdept DSR-Liability	281,544	258,582	145,645	215,505
interdept DSR-MTBE Settle	0	0	19,419	0
Interdept DSR-Dev Police	2,470	0	0	0
Interdept DSR-PFEDA #2CIP	147,908	0	0	0
Interdept-DSR Restrct Wtr	2,470	0	0	0
Other Revenues	18,573	8,709	76,679	93,227
TOTAL	922,923	840,389	868,227	869,148

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
City Attorney	1.00	1.00	1.00	1.00
Chief Dep. City Attorney	1.00	1.00	1.00	1.00
Dep./Senior Dep. City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00
TOTAL	5.00	5.00	5.00	5.00

BUDGET DETAIL EXPENSES

001-0301 City Attorney							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
511.01-00	Regular Salaries	519,567	492,341	503,495	516,918	516,918	516,918
511.10-05	Retirement PERS Classic	104,655	102,836	110,356	121,141	121,141	121,141
511.10-06	Social Security-OASDI	25,901	26,004	26,848	27,454	27,454	27,454
511.10-07	Social Security-Medicare	7,284	6,953	7,118	7,310	7,310	7,310
511.10-12	Workers Compensation	1,061	1,012	1,032	1,286	1,286	1,286
511.10-20	Earned Benefit	0	158	0	0	0	0
511.10-33	Core Allowance	74,181	71,557	75,876	72,754	72,754	72,754
511.10-35	Post Employment Benefits	7,749	8,176	6,120	6,105	6,105	6,105
Personnel Services		740,398	709,037	730,845	752,968	752,968	752,968
512.12-00	Telephone	192	149	525	540	250	250
512.13-00	Postage	217	233	360	700	500	500
512.15-00	Office Supplies	3,727	3,833	5,035	5,186	5,186	5,186
512.17-00	Professional Services	76,727	28,612	21,380	31,000	6,000	6,000
512.18-00	Travel and Meetings	196	1,908	11,610	11,800	11,800	10,800
512.20-00	Training Expense	350	1,335	10,580	10,750	10,750	9,550
512.22-00	Office Equipment O & M	0	0	0	200	200	200
512.24-00	Memberships, Subscription	16,580	16,345	16,521	18,198	18,198	18,198
512.29-00	Other Materials Supplies	8	27	0	0	0	0
512.30-01	Dept Share of Insurance	12,464	8,275	6,375	7,213	6,193	6,193
512.38-00	Support Services	29,787	30,145	22,373	24,476	22,367	22,367
512.45-00	Facilities Maint Charge	42,277	40,490	42,623	40,704	36,936	36,936
Supplies and Services		182,525	131,352	137,382	150,767	118,380	116,180
**	City Attorney	922,923	840,389	868,227	903,735	871,348	869,148

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; Municipal Law Institute; as well as travel associated with training outlined in Line 20-00 below.
- 20-00 League of California Cities (LCC) Annual Conference and Committee meetings; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Municipal Law Institute; State Bar Mandatory Continuing Legal Education for Attorneys; Continuing Education training programs for support staff.
- 22-00 Maintenance of one typewriter; five Lanier voicewriter/dictators; two printers
- 24-00 Memberships:
State Bar of California; Merced County Bar Association; Merced County Legal Professionals Association
Subscriptions:
LexisNexis; Matthew Bender (CA Deering Codes, Advance Legislative Service); Daily Legal Journal; PACER (online research-Court records)
- 29-00 Special litigation costs and services not otherwise classified.

2/28/14

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.

OBJECTIVES

***PERFORMANCE
MEASUREMENTS/INDICATORS***

- | | |
|--|------------------------|
| 1. Complete implementation of new software and update procedures for General Ledger, Purchasing and Payroll. | Complete by June 2015. |
| 2. Continue planning and implementation of new software for Utilities, Miscellaneous Receivables and Business License. | Complete by June 2015. |
| 3. Provide support for fulfilling the City Council Policy Priorities. | On going |

2014-2015 BUDGET HIGHLIGHTS

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

E X P E N S E S	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval 2014-15
Personnel Expenses	1,920,138	1,926,023	2,081,996	2,137,161	2,137,161	2,137,161
Supplies and Services	954,506	594,732	453,836	506,164	483,530	483,530
Debt Service	595,281	624,662	651,604	676,191	676,191	676,191
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	373-	227	0	0	0	0
TOTAL	3,469,552	3,145,644	3,187,436	3,319,516	3,296,882	3,296,882

[illegible]

FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
Photocopies	330	395	400	400
Violation Reproduction Fe	80	52	50	75
PERS-EE Share 2.5% @ 55	57,914	97,119	115,208	127,106
Adm Reimb-LMI Housing	0	0	503	989
Adm Reimb-Veh Abatement F	0	0	627	607
Adm Reimb-Downtown Parking	2,074	0	0	0
Adm Reimb-Downtown Fund	1,136	3,260	2,817	4,851
Adm Reimb-Devel. Services	138,902	114,589	118,944	109,834
Adm Reimb-Housing	31,881	19,059	12,166	0
Adm Reimb-Maint. District	27,599	28,346	28,828	29,350
Adm Reimb-Street Trees	18,651	17,446	15,040	0
Adm Reimb-Street Maint.	94,249	73,066	57,164	54,146
Adm Reimb-Recr. and Parks	30,792	23,599	34,548	30,836
Adm Reimb-NMS Refunding	651	480	183	145
Adm Reimb-Fahrens Park	4,346	689	398	306
Adm Reimb- HOME Grant	0	12,893	8,823	0
Adm Reimb-Child Develop	138	0	0	0
Adm Reimb-Liberty Park	89	86	52	53
Adm Reimb-Airport Debt Se	88	81	48	49
Adm Reimb-16th Street	94	86	52	53
Adm Reimb-Bellevue West	812	805	487	1,015
Adm Reimb-Bellevue East	1,082	1,437	630	644
Adm Reimb-BeGIN Program	14	0	0	0
Adm Reimb-Wastewater Sys	394,185	355,998	290,990	317,664
Adm Reimb-Water System	259,394	240,660	253,267	294,001
Adm Reimb-Refuse System	245,617	227,451	216,478	219,890
Adm Reimb-Neighborhood St	0	11,169	18,324	0
Adm Reimb-Airport	20,705	12,111	13,959	14,874
Adm Reimb-Measure C P.W.	3,108	2,840	2,030	4,988
Adm Reimb-Bell Station	915	1,204	1,182	900
Adm Reimb-Moraga DevelCFD	618	627	287	345
Adm Reimb-NSP PGM (NSP3)	0	19,122	21,954	0
Adm Reimb-Workers Comp	13,619	15,352	24,998	20,974
Adm Reimb-Liability Ins	30,003	19,389	14,535	11,746
Adm Reimb-Unemployment Ins	8,094	3,921	3,633	1,437
Adm Reimb-Emp Benefit	72,448	66,370	66,316	64,570
Adm Reimb-Fleet Managemnt	55,503	47,691	50,798	49,755
Adm Reimb-Facil Maint	25,036	29,681	22,206	23,006
Adm Reimb-Support Service	26,095	27,146	23,007	29,809
Admin Reimb-Housing Admin	0	0	0	62,388
Adm Reimb Measure C-Fire	42,860	38,553	39,934	42,214
Adm Reimb-Measure C- PD	58,419	56,431	54,928	66,721
Adm Reimb-Parking Auth	0	2,918	3,644	10,832
Adm Reimb-PFEDA Admin	105,823	0	0	0

Finance

ACCOUNT NO. 0701

FINANCING SOURCES	Actual 2011-12	Actual 2012-13	Final Budget 2013-14	Estimated 2014-15
Interdept DSR-General Fnd	1,434	1,084	1,121	1,128
Interdept DSR-Develop Svc	35,870	39,181	38,644	43,081
Interdept DSR-Rec & Park	1,433	0	0	0
Interdept DSR-Bellevue Ea	1,446	1,579	1,558	1,737
Interdept DSR-Fac Roadway	3,587	3,918	3,864	4,308
Interdept DSR-Fac Traffic	3,587	3,918	3,864	4,308
Interdept DSR-Fac Fire	3,587	3,918	3,864	4,308
Interdept DSR-Fac Police	3,587	3,918	3,864	4,308
Interdept DSR-Fac Parks	3,587	3,918	3,864	4,308
Interdept DSR-BellevueDS	1,895	2,069	2,042	2,276
Interdept DSR-CFDs	31,942	34,898	34,414	38,362
Interdept DSR-MorageDeDS	588	642	634	707
Interdept DSR-Wastewater	110,567	115,637	112,983	118,223
Interdept DSR-Water Sys	112,000	115,637	112,984	118,223
Interdept DSR-Refuse	110,567	114,553	111,862	117,095
Interdept DSR-Dev Roadway	3,587	3,918	3,864	4,308
Interdept DSR-Dev Traffic	3,587	3,918	3,864	4,308
Interdept DSR-Dev Police	3,587	3,918	3,864	4,308
Interdept DSR-Dev Fire	3,587	3,918	3,864	4,308
Interdept DSR-Dev Parks	3,587	3,918	3,864	4,308
Other Revenues	1,252,576	1,109,062	1,213,116	1,216,397
TOTAL	3,469,552	3,145,644	3,187,436	3,296,882

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PERSONNEL

Number of Positions

Classification	Funded In Budget 2013-14	Dept.Head Request 2014-15	City Mgr. Recom. 2014-15	Council Approval
Finance Officer	1.00	1.00	1.00	1.00
Deputy Finance Officer	1.00	1.00	1.00	1.00
Accountant III	3.00	3.00	3.00	3.00
Accountant I/II	2.00	2.00	2.00	2.00
Payroll Coordinator	1.00	1.00	1.00	1.00
Payroll Technician I/II	1.00	1.00	1.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00
Account Clerk I/II/III	6.00	6.00	6.00	6.00
Storekeeper	1.00	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00	1.00
TOTAL	21.00	21.00	21.00	21.00

BUDGET DETAIL EXPENSES

001-0701 Finance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2011-12	ACTUAL 2012-13	FINAL BUDGET 2013-14	DEPT. HEAD REQUEST 2014-15	CITY MGR. RECOM. 2014-15	COUNCIL APPROVAL 2014-15
511.01-00	Regular Salaries	1,227,033	1,224,756	1,260,998	1,304,224	1,304,224	1,304,224
511.03-00	Extra Help	22,550	32,266	114,135	97,308	97,308	97,308
511.04-01	Regular Overtime	526	451	0	0	0	0
511.10-02	Unused Sick Leave	2,127	2,320	3,473	3,525	3,525	3,525
511.10-05	Retirement PERS Classic	246,004	253,789	275,310	304,585	304,585	304,585
511.10-06	Social Security-OASDI	73,412	72,878	76,099	78,541	78,541	78,541
511.10-07	Social Security-Medicare	18,006	17,972	19,770	20,080	20,080	20,080
511.10-12	Workers Compensation	7,680	4,904	5,326	19,997	19,997	19,997
511.10-20	Earned Benefit	6,663	6,262	8,194	8,317	8,317	8,317
511.10-21	Bilingual Pay Program	2,006	1,805	1,800	1,800	1,800	1,800
511.10-27	PTS Plan FICA Alternative	293	418	1,484	1,265	1,265	1,265
511.10-32	Cash Back-Biweekly Allow	0	726	1,398	1,416	1,416	1,416
511.10-33	Core Allowance	283,931	267,755	272,402	264,613	264,613	264,613
511.10-35	Post Employment Benefits	29,907	39,721	41,607	31,490	31,490	31,490
Personnel Services		1,920,138	1,926,023	2,081,996	2,137,161	2,137,161	2,137,161
512.11-00	Utilities	6,652	5,532	7,364	7,584	7,584	7,584
512.12-00	Telephone	2,705	3,066	2,872	3,339	3,339	3,339
512.13-00	Postage	15,824	19,388	25,425	17,370	17,370	17,370
512.15-00	Office Supplies	13,214	14,442	15,874	20,085	20,085	20,085
512.16-00	Printing	9,425	5,428	8,394	7,188	7,188	7,188
512.17-00	Professional Services	594,418	260,963	128,600	134,700	134,700	134,700
512.18-00	Travel and Meetings	2,860	3,347	3,859	3,908	3,908	3,908
512.20-00	Training Expense	1,945	4,202	3,980	5,172	5,172	5,172
512.21-00	Rents/Leases	1,079	1,079	1,088	1,095	1,095	1,095
512.22-00	Office Equipment O & M	2,304	3,190	3,504	2,258	2,258	2,258
512.23-00	Vehicle Operations/Maint	506	447	447	447	408	408
512.24-00	Memberships, Subscription	11,297	11,268	12,259	12,879	12,879	12,879
512.29-00	Other Materials Supplies	293	293	309	318	318	318
512.30-01	Dept Share of Insurance	49,402	32,396	24,806	29,006	24,811	24,811
512.35-84	Retro Fee Expense	0	50	0	0	0	0
512.38-00	Support Services	165,346	155,524	137,080	153,479	145,571	145,571
512.45-00	Facilities Maint Charge	77,236	74,117	77,975	107,336	96,844	96,844
Supplies and Services		954,506	594,732	453,836	506,164	483,530	483,530
516.62-00	Stores Inventory Adjust	373-	227	0	0	0	0
Other		373-	227	0	0	0	0
706.71-01	Principal-Bond Payment	205,000	245,000	285,000	325,000	325,000	325,000
706.72-01	Interest Bond Payment	387,781	377,162	364,104	348,691	348,691	348,691
706.73-01	Agent Fees-Bond Payment	2,500	2,500	2,500	2,500	2,500	2,500
Debt Services		595,281	624,662	651,604	676,191	676,191	676,191
**	Finance	3,469,552	3,145,644	3,187,436	3,319,516	3,296,882	3,296,882

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

FINANCE/PURCHASING (continued)

24-00 Memberships:

CSMFO; State of California Department of Consumer Affairs; American Institute of California Public Accountants; California State Society of Certified Public Accountants; 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.