CITY OF MERCED 2016-2017 CITY COUNCIL APPROVED BUDGET

TAB 6

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MISSION

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

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

2016-2017 BUDGET HIGHLIGHTS

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

City Council

ACCOUNT NO. 0101

38.756 138.828 0 0 0	33,711 123,733 0	40,134				
	0 0	195,136 0 0 0	37.896 201.424 0 0 0	37.895 201.374 0 0 0	37.895 201.374 0 0	
177,584	157,444	235,270	239,320	239,269	239,269	
(XXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	<pre><xxxxxxxxxxxxxxxxxx< pre=""></xxxxxxxxxxxxxxxxxx<></pre>		*****	*****	<
Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17			
$\begin{array}{c} 2.070 \\ 0 \\ 42 \\ 52 \\ 236 \\ 9.956 \\ 1.018 \\ 3.733 \\ 1.259 \\ 4.785 \\ 2.892 \\ 15 \\ 33 \\ 738 \\ 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 1.168 \\ 170 \\ 99 \\ 24 \\ 1.838 \\ 2.092 \\ 1.217 \\ 304 \\ 5.551 \\ 4.252 \\ 1.859 \\ 1.925 \\ 0 \\ 3.343 \\ 4.598 \\ 305 \\ 56.695 \\ \end{array}$	$\begin{array}{c} 1.625\\ 1.290\\ 86\\ 53\\ 423\\ 9.574\\ 0\\ 3.800\\ 0\\ 4.720\\ 2.688\\ 13\\ 27\\ 0\\ 4.720\\ 2.688\\ 13\\ 27\\ 0\\ 5\\ 4\\ 5\\ 89\\ 56\\ 27.690\\ 25.627\\ 19.167\\ 0\\ 1.297\\ 435\\ 78\\ 30\\ 0\\ 1.828\\ 1.024\\ 125\\ 5.628\\ 4.337\\ 2.005\\ 2.599\\ 5.438\\ 3.680\\ 5.816\\ 944\\ 25.238\end{array}$	$\begin{array}{c} 1.772\\ 0\\ 731\\ 72\\ 86\\ 12.840\\ 0\\ 3.812\\ 0\\ 6.389\\ 3.428\\ 7\\ 35\\ 0\\ 6\\ 6\\ 6\\ 6\\ 6\\ 6\\ 6\\ 6\\ 6\\ 33.901\\ 28.889\\ 24.608\\ 0\\ 1.934\\ 308\\ 88\\ 38\\ 0\\ 1.964\\ 1.352\\ 250\\ 7.110\\ 5.525\\ 2.829\\ 3.634\\ 6.588\\ 4.697\\ 7.414\\ 1.436\\ 73.399\end{array}$	$\begin{array}{c} 1.593\\ 0\\ 874\\ 85\\ 78\\ 13.166\\ 0\\ 3.917\\ 0\\ 6.421\\ 3.935\\ 7\\ 34\\ 0\\ 6\\ 5\\ 16\\ 49\\ 6\\ 33.773\\ 29.668\\ 24.787\\ 0\\ 2.031\\ 495\\ 98\\ 37\\ 0\\ 2.031\\ 495\\ 98\\ 37\\ 0\\ 1.879\\ 1.417\\ 238\\ 7.482\\ 5.675\\ 3.091\\ 4.085\\ 0\\ 0\\ 4.736\\ 7.326\\ 1.468\\ 80.733\\ \end{array}$			
177 501	157 ///	235 270	230 260			
	Actual 2013-14 2.070 0 42 52 236 9.956 1.018 3.733 1.259 4.785 2.892 15 33 738 4 4 4 4 4 4 4 4 4 5.3 24.357 21.199 18.119 1.534 1.168 170 99 24 1.838 2.092 1.217 304 5.551 4.252 1.859 1.925 0 3.343 4.598 305 56.695	$\begin{array}{c ccccc} & Actual \\ 2013-14 & 2014-15 \\ \hline \\ \hline \\ 2.070 & 1.625 \\ 0 & 1.290 \\ 42 & 86 \\ 52 & 53 \\ 236 & 423 \\ 9.956 & 9.574 \\ 1.018 & 0 \\ 3.733 & 3.800 \\ 1.259 & 0 \\ 4.785 & 4.720 \\ 2.892 & 2.688 \\ 15 & 13 \\ 33 & 27 \\ 738 & 0 \\ 4 & 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 4 & 4 \\ 5 \\ 6 & 25.627 \\ 18.119 & 19.167 \\ 1.534 & 0 \\ 1.168 & 1.297 \\ 170 & 435 \\ 99 & 78 \\ 24 & 30 \\ 1.838 & 0 \\ 2.092 & 1.828 \\ 1.217 & 1.024 \\ 304 & 125 \\ 5.551 & 5.628 \\ 4.252 & 4.337 \\ 1.859 & 2.005 \\ 1.925 & 2.599 \\ 0 & 5.438 \\ 3.343 & 3.680 \\ 4.598 & 5.816 \\ 305 & 944 \\ 56.695 & 25.238 \\ \hline \end{array}$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

City Council

PERSONNEL	Number of	Position	S	
Classification		Dept.Head Request 2016-17		Council
Mayor and Council Members Executive Secretary	7.00 .40	7.00 .40	7.00 .40	7.00 .40
TOTAL	7.40	7.40	7.40	7.40

BUDGET DETAIL EXPENSES

001-0101 ACCT. NO.	City Council ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
511.01-00 511.04-01 511.10-05 511.10-06 511.10-07 511.10-12	Regular Salaries Regular Overtime Retirement PERS Classic Social Security-OASDI Social Security-Medicare Workers Compensation	24,789 0 4,894 1,485 347 56	20,181 0 4,255 1,304 305 66	24.824 108 5.620 1.494 349 39	22,590 108 5,379 1,368 320 32	22.590 108 5.379 1.368 320 31	22.590 108 5.379 1.368 320 31
511.10-20 511.10-33	Earned Benefit Core Allowance	0 7,185	1,537 6,063	0 7,700	0 8.099	0 8,099	0 8,099
Personnel	Services	38,756	33,711	40,134	37,896	37,895	37,895
512.12-00 512.13-00 512.15-00 512.16-00 512.17-00 512.18-00	Telephone Postage Office Supplies Printing Professional Services Travel and Meetings	17 29 164 18 47.918 7.089	0 250 62 1.568 33.537 9.443	50 250 2.250 84.616 18.819	50 255 520 2,340 85,996 20,650	50 255 520 2.340 85.996 20.650	50 255 520 2.340 85.996 20.650
512.20-00 512.24-00 512.29-00 512.30-01 512.38-00 512.45-00	Training Expense Memberships, Subscription Other Materials Supplies Dept Share of Insurance Support Services Facilities Maint Charge	3.220 61.220 2.101 691 4.837 11.524	2.900 63.044 178 592 4.917 7.242	7.000 64.144 4.250 738 4.969 7.550	7,000 65,340 4,420 906 5,353 8,594	7.000 65.340 4.420 894 5.352 8.557	7.000 65.340 4.420 894 5.352 8.557
Supplies a	nd Services	138,828	123,733	195,136	201,424	201,374	201,374
**	City Council	177,584	157,444	235,270	239,320	239,269	239,269

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, One Voice, NAACP banquet, and LCC Central Valley Division
- 20-00 LCC Annual Conference and Executive Forum, One Voice
- 24-00 League of California Cities, MCAG One Voice, Valley Voice, Sister Cities International and Chambers of Commerce
- 29-00 Nameplates, badges, gavel plaques, cards and flowers

FUND NO. 001

ACCOUNT NO. 0103

Youth Council

EXPENSES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses Supplies and Services	0	0 128	0 12.500	0 13.000	0 13.000	0
Debt Service Acquisitions	0	0	0	13.000 0 0	13,000 0 0	13.000 0
Capital Improvements	0	0	0	0	0	0
TOTAL	0	128	12,500	13,000	13,000	13,000

FINANCING SOURCES	Actual 2013-14	Actua] 2014-15	Final Budget 2015-16	Estimated 2016-17
Other Revenues	0	128	12,500	13.000
TOTAL	0	128	12,500	13.000

BUDGET DETAIL EXPENSES

001-0103 Youth Council ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
512.15-00 Office Supplies 512.17-00 Professional Services 512.18-00 Travel and Meetings 512.29-00 Other Materials Supplies	0 0 0	0 0 128 0	500 2.000 9.700 300	520 2,080 10.088 312	520 2,080 10.088 312	520 2.080 10.088 312
Supplies and Services	0	128	12.500	13,000	13.000	13,000
** Youth Council	0	128	12.500	13.000	13,000	13,000

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 City's assets; decision-making at the most appropriate level; and a system of accountability, efficiency and effective service delivery.

GOALS

- Serve the citizens of Merced by delivering core services, which exceeds expectations in 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

demands for quality City services.

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 to meet the future

CITY MANAGER

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

Lead the California High Speed Rail Station Study and start community outreach in August 2015 and coordinate reports for the City.

Continue to provide leadership to address regional issues related to transportation, transit, and solid waste planning.

Ongoing program of public information activities/releases regarding City activities and issues; includes developing newsletters for dissemination and continued public outreach.

Develop plans and programs for review by Measure C Citizens Oversight Committee that meet the intent of the transaction tax measure.

2016-2017 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for 2015-2016. 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 works daily with the City Manager to further his goals, 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.

The High Speed Rail planning includes station area planning and transportation connectivity. It is currently being handled by the Economic Development Department.

FUND NO. 001

ACCOUNT NO. 0201

XPENSES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	634.899 323.829 0 0 0	461.393 75.459 0 0	510.978 440.225 0 0 0	434,243 184,784 0 0	712.738 187.197 0 0	712.738 187.197 0 0 0	
TOTAL	958,728	536,852	951,203	619,027	899,935	899,935	
(xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	****	*****	****	*****	****		(XXXXXXXXX
INANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17			
Other Federal Grants Photocopies PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 60 PERS-EE Share 2% @ 62 Adm Reimb-LMI Housing Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Housing Adm Reimb-Housing Adm Reimb-Rer. and Parks Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Pub Work Admin Adm Reimb-HOME Grant Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Nastewater Sys Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-NSP PGM (NSP3) Adm Reimb-NSP PGM (NSP3) Adm Reimb-Water Service Adm Reimb-Homega DevlpCFD Adm Reimb-Neighborhot Ins Adm Reimb-Water Service Adm Reimb-Neighborhot Ins Adm Reimb-Water Service Adm Reimb-Neighborhot Ins Adm Reimb-Neighborhot Ins Adm Reimb-Neighborhot St Adm Reimb-Norga DevlpCFD Adm Reimb-Neighborhot St Adm Reimb-Neighborhot St Adm Reimb-Packing Admin Adm Reimb-Packing Admin Adm Reimb-Packing Auth Other Revenues	$\begin{array}{c} 0\\ 753\\ 27.773\\ 4.072\\ 1.986\\ 183\\ 228\\ 1.025\\ 56.665\\ 5.544\\ 7.574\\ 5.474\\ 20.806\\ 21.180\\ 17\\ 67\\ 145\\ 3.211\\ 19\\ 18\\ 19\\ 177\\ 229\\ 106.150\\ 92.419\\ 79.030\\ 7.057\\ 5.231\\ 739\\ 430\\ 104\\ 8.157\\ 10.009\\ 5.290\\ 1.322\\ 24.137\\ 18.489\\ 8.082\\ 9.094\\ 0\\ 14.535\\ 19.992\\ 1.326\\ 389.970\\ \end{array}$	$\begin{array}{c} 43.055\\95\\22.534\\0\\2.697\\192\\118\\943\\21.347\\0\\7.706\\0\\10.523\\5.993\\0\\28\\59\\0\\10\\28\\59\\0\\10\\197\\125\\61.738\\57.139\\42.737\\0\\2.891\\969\\175\\61.738\\57.139\\42.737\\0\\2.891\\969\\175\\67\\0\\4.076\\2.283\\279\\12.549\\9.670\\4.471\\5.794\\12.125\\8.204\\12.967\\2.105\\180.972\\\end{array}$	$\begin{array}{c} 275.215\\ 0\\ 19.557\\ 0\\ 3.902\\ 1.828\\ 180\\ 215\\ 32.091\\ 0\\ 7.732\\ 0\\ 0\\ 7.732\\ 0\\ 15.969\\ 8.567\\ 0\\ 18\\ 87\\ 0\\ 15\\ 14\\ 15\\ 125\\ 166\\ 84.730\\ 72.203\\ 61.501\\ 14\\ 15\\ 125\\ 166\\ 84.730\\ 72.203\\ 61.501\\ 0\\ 4.833\\ 769\\ 219\\ 95\\ 0\\ 4.909\\ 3.378\\ 625\\ 17.769\\ 13.810\\ 7.069\\ 9.081\\ 16.467\\ 11.740\\ 18.531\\ 3.589\\ 254.189\end{array}$	$\begin{array}{c} 58.745\\ 0\\ 8.751\\ 13.488\\ 7.454\\ 2.744\\ 268\\ 246\\ 41.338\\ 0\\ 7.941\\ 0\\ 0\\ 20.161\\ 12.356\\ 0\\ 23\\ 105\\ 0\\ 23\\ 105\\ 0\\ 23\\ 105\\ 0\\ 23\\ 105\\ 0\\ 23\\ 105\\ 0\\ 6.377\\ 1.555\\ 308\\ 116\\ 0\\ 6.377\\ 1.555\\ 308\\ 116\\ 0\\ 5.900\\ 4.448\\ 746\\ 23.492\\ 17.817\\ 9.704\\ 12.827\\ 7.906\\ 14.870\\ 23.002\\ 4.608\\ 315.176\\ \end{array}$			
- TOTAL	958.728	536.852	951,203				

FUND NO. 001

ACCOUNT NO. 0201

ERSONNEL		Number of Positions					
Classification		Dept.Head Request 2016-17					
City Manager Asst. to the City Manager Executive Secretary Senior/Associate Planner Asst City Manager	1.00 .60 .60 1.00	1.00 .60 .60 1.00	1.00 1.00 .60 1.00	1.00 1.00 .60 1.00			
TOTAL	3.20	3.20	3.60	3.60			

BUDGET DETAIL EXPENSES

	City Manager	ACTUAL	ACTUAL	FINAL BUDGET	DEPT. HEAD REQUEST	CITY MGR. RECOM.	COUNCIL APPROVAL
ALCI. NU.	ACCOUNT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
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 Classic Social Security-OASDI Social Security-Medicare	363.892 26.170 485 63.270 18.235 5.509	281.782 0 59.821 13.723 4.108	310.066 0 215 61.384 15.821 4.529	260.753 0 215 17.437 11.875 3.978	452,423 0 215 29,369 21,918 6,717	452,423 0 215 29,369 21,918 6,717
511.10-09 511.10-10 511.10-12 511.10-20 511.10-24 511.10-27		9.709 4.950 2.906 1.001- 0 347	0 5.844 1.263 8.366 0 0	0 14.448 805 8.317 0 0	49.276 0 281 8.317 7.776 0	49.276 29.423 575 8.317 7.776 0	49.276 29.423 575 8.317 7.776 0
511.10-33 511.10-35	Core Allowance Post Employment Benefits	74,273 66,154	41,394 45,092	51,198 44,195	40,493 33,842	72,887 33,842	72,887 33,842
Personnel	Services	634,899	461,393	510,978	434,243	712,738	712,738
512.12-00 512.13-00 512.14-00 512.15-00 512.16-00 512.17-00	Telephone Postage Advertising Office Supplies Printing Professional Services	2.037 159 578 4.609 14.364 155.092	1.474 117 0 1.010 13,779 0	4.000 600 4.825 15.600 333.000	4.160 624 0 5.018 16.224 72.354	4.160 624 0 5.018 16.224 72.354	4.160 624 0 5.018 16.224 72.354
512.18-00 512.19-00 512.20-00 512.21-00 512.22-00 512.23-00	Travel and Meetings Mileage Training Expense Rents/Leases Office Equipment O & M Vehicle Operations/Maint	7.059 236 3.305 2.934 23.377 4.412	5.699 110 1.625 0 479 0	8.359 250 4.135 0 1.000 0	13.905 260 4.300 0 1.040 0	11.145 260 4.300 0 1.040 0	11.145 260 4.300 1.040 0
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	8.274 655 6.934 0 33.175 56.629	6.413 0 3.975 0 16.629 24.149	7.213 5.300 4.762 7.500 18.508 25.173	7.501 5.352 4.087 7.800 13.504 28.655	7.501 1.352 6.534 7.800 20.353 28.532	7.501 1.352 6.534 7.800 20.353 28.532
Supplies a	and Services	323,829	75,459	440,225	184.784	187,197	187.197
**	City Manager	958,728	536,852	951,203	619,027	899,935	899,935

CITY MANAGER

17-00 High Speed Rail Consultant, Translation Services for PD and Council

- 18-00 League of California Cities (LCC) Annual Conference; LCC City Managers Department meeting, Executive and Central Valley Division meetings; International City/County Management Association Conference (ICMA); MCAG Technical Review Board; One Voice; CAPIO; High Speed Rail Conference and City/County meetings
- 20-0 Training for City Manager and staff, registration for LCC Annual Conference; Managers Department and Executive meeting, CAPIO, One Voice, and High Speed Rail Training
- 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 candidates, citizen and media enquiries, mandatory campaign statement filing, and follow-up activities.

MISSION

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

GOALS

- ♦ Enhance and Promote Openness, Accessibility and Transparency
- O Promote Civic Education and Participation
- Encourage and Support Studious Management of Records and Archives
- Maintain Compliance with Legal Mandates
- ♦ Foster Leadership and Professionalism

OBJECTIVES

 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. Address challenges of lifecycle management, preservation and access to City's electronic records
- 3. Make all City records archived by the City Clerk's office easily accessible and searchable by staff and public.
- 4. Implement the move to District Elections with partnership of the Registrar of Voters.
- 5. Continue to implement the Agenda Management system to streamline the agenda creation process.

- City-wide training of staff on record retention procedures completed by June 2017.
- Apply technology effectively to provide increased and improved access to materials online.
- Conduct outreach to community organizations to foster public participation in the upcoming election.

Offer a refresher course to individuals using Granicus to simplify the Clerk's role.

2016-2017 BUDGET HIGHLIGHTS

Emphasis is placed on running a successful initial District Election in 2016 with increased voter participation through various outreach methods.

Having filled the Assistant City Clerk position in the first quarter of 2016, and the recruitment for Deputy City Clerk ongoing, the 2016-17 budget will continue to provide opportunities for training that is needed in order for the City Clerk's department to function effectively.

City Clerk

ACCOUNT NO. 0204

EXPENSES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	0 0 0 0 0	254,966 204,318 0 0	277.198 163.222 0 0 0	281.085 246.094 0 0	281.071 245.951 0 0	281.071 245.951 0 0
TOTAL	0	459,284	440,420	527.179	527,022	527,022

FINANCING SOURCES	Actua] 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Photocopies PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 60 PERS-EE Share 2% @ 62 Unclassified Adm Reimb-LMI Housing Adm Reimb-Downtown Fund Adm Reimb-Downtown Fund Adm Reimb-Devel. Services Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Pub Work Admin Adm Reimb-Retr. and Parks Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Wastewater Sys Adm Reimb-Mare System Adm Reimb-Mersure C P.W. Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-Unemploymnt Ins Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Measure C-Fire Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Parking Auth Other Revenues		38 1.814 5.486 2.745 60 327 212 3.004 50.137 3.111 17.950 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 19.409 289 184 111.337 100.186 76.036 6.442 2.287 301 100 8.697 4.192 485 22.424 18.455 7.953 14.450 24.848 15.324 23.854 4.947 88,011- 459.284	$\begin{array}{c} 100\\ 3.003\\ 5.109\\ 2.718\\ 0\\ 1.143\\ 113\\ 306\\ 28.239\\ 3.134\\ 9.988\\ 11.914\\ 29\\ 11\\ 54\\ 9\\ 9\\ 9\\ 9\\ 9\\ 9\\ 78\\ 104\\ 53.215\\ 45.380\\ 38.687\\ 3.079\\ 4.742\\ 2.113\\ 38.687\\ 3.079\\ 4.742\\ 2.113\\ 391\\ 11.114\\ 8.638\\ 4.422\\ 6.357\\ 13.144\\ 7.343\\ 11.590\\ 2.245\\ 161.213\\ \end{array}$	100 3.127 0 7.515 0 1.405 137 159 30.874 3.205 10.326 13.421 3.205 10.326 13.421 3.205 10.326 13.421 3.205 10.326 13.421 3.205 10.326 13.421 3.205 10.326 13.421 56 12 54 59 3.633 2.278 3.633 2.278 3.633 2.278 3.633 2.278 3.82 12.032 9.126 4.970 7.309 2.713 7.616 11.781 2.360 245.304
1011L	0	137,201	110,120	521,022

FUND NO. 001

ACCOUNT NO. 0204

Ci	ty	C1	erk

PERSONNEL		Number of	Position	S
Classification		Dept.Head Request 2016-17		
Assistant City Clerk Records Clerk I/II Deputy City Clerk	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	3.00	3.00	3.00	3.00

BUDGET DETAIL EXPENSES

001-0204 City Clerk	ACTUAL	ACTUAI	FINAL BUDGET	DEPT. HEAD REQUEST	CITY MGR. RECOM.	COUNCIL APPROVAL
ACCT. NO. ACCOUNT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
511.01-00 Regular Salaries 511.03-00 Extra Help 511.10-05 Retirement PERS Classic 511.10-06 Social Security-OASDI 511.10-07 Social Security-Medicare 511.10-08 State Unemployment	0 0 0 0 0 0	131.892 8.327 5.295 7.850 1.957 7.906	157.171 0 9.611 9.407 2.200 0	160.913 0 10.619 9.806 2.293 0	160.913 0 10.619 9.806 2.293 0	160.913 0 10.619 9.806 2.293 0
511.10-09 Retirement PERS Lateral 511.10-10 Retirement-PERS New Membr 511.10-12 Workers Compensation 511.10-20 Earned Benefit 511.10-27 PTS Plan FICA Alternative 511.10-33 Core Allowance	0 0 0 0 0	15.850 8.414 3.752 9 108 45.291	17,704 10.062 600 0 51.198	0 29.665 542 0 53.834	0 29.665 528 0 0 53.834	0 29.665 528 0 53.834
511.10-35 Post Employment Benefits	0	18.315	19,245	13,413	13,413	13,413
Personnel Services	0	254,966	277,198	281.085	281,071	281.071
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	0 0 0 0 0	703 22 1.068 4.299 3 94.975	756 100 2,080 3,860 200 40,000	756 104 2.500 4.014 208 114.000	756 100 2.500 4.014 208 114.000	756 100 2.500 4.014 208 114.000
512.18-00 Travel and Meetings 512.19-00 Mileage 512.20-00 Training Expense 512.21-00 Rents/Leases 512.22-00 Office Equipment O & M 512.23-00 Vehicle Operations/Maint	0 0 0 0 0	4.102 0 7.023 3.724 23.731 3.053	4.614 500 7.528 13.469 26.000 2.710	5,200 520 7,210 13,469 26,000 2,484	5.200 520 7.210 13.469 26.000 2.484	5.200 520 7.210 13.469 26.000 2.484
512.24-00 Memberships, Subscription 512.30-01 Dept Share of Insurance 512.35-84 Retro Fee Expense 512.38-00 Support Services 512.45-00 Facilities Maint Charge	0 0 0 0	2.587 3.988 100 22,349 32,591	3.063 5.041 0 19.328 33.973	3,383 6,081 0 21,493 38,672	3.383 5.987 0 21.614 38.506	3.383 5.987 0 21.614 38.506
Supplies and Services	0	204.318	163,222	246,094	245.951	245.951
** City Clerk	0	459,284	440.420	527,179	527,022	527.022

CITY CLERK

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

DESCRIPTION

The City Attorney is appointed by the City Council and acts as legal advisor and counsel for legal issues involving the City, the Public Financing and Economic Development Authority (PFEDA), and the Parking Authority and their committees and commissions. The City Attorney represents the City Council, City Manager, City administrative staff, PFEDA, and the Parking Authority and others as required to represent the City in litigation and to direct the City's legal service so that policies are established and programs are maintained within the guidelines established by city, state, and federal laws.

MISSION

The City Attorney's office is committed to providing excellent legal services consistent with the highest professional and ethical standards, with the goal of protecting and advancing the City's interests in serving the people of Merced.

GOALS

- A. Focus on land use and economic development issues to support City's growth.
- B. Assist with organizational development and improvement plans and issues.
- C. Promote professional development to better serve the City's needs.

OBJECTIVES

- A. Support Planning and Permitting Division, Planning Commission, and City Council on land use and economic development issues.
- B. Assist with Personnel Rules and personnel related administrative policies update and revision.
- C. Encourage attorney and support staff participation in professional and education programs and organizations.

2016-2017 BUDGET HIGHLIGHTS

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

FUND NO. 001

ACCOUNT NO. 0301

EXPENSES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	728.039 184.257 0 0 0	722.490 201.988 0 0 0	787,834 395,194 0 0	804.200 260.250 0 0	804.181 179.249 0 0 0	804.181 179.249 0 0 0
TOTAL	912,296	924,478	1,183,028	1,064,450	983,430	983,430

FINANCING SOURCES	Actua] 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Cost Recovery Administrative Review Fee PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 60 PERS-EE Share 2% @ 62 Adm Reimb-LMI Housing Adm Reimb-Downtown Fund 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-Street Maint. Adm Reimb-Street Maint. Adm Reimb-HOME Grant Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Airport Debt Se Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Nefuse System Adm Reimb-Support Service Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Neasure C-Fire Adm Reimb-Measure C-Fire Adm Reimb-Parking Auth Interdept DSR-General Fnd Interdept DSR-General Fnd Interdept DSR-Develop Svc Interdept DSR-Housing	$\begin{array}{c} 87.472\\ 0\\ 46.658\\ 0\\ 0\\ 58\\ 72\\ 323\\ 13.644\\ 1.396\\ 1.756\\ 1.725\\ 6.557\\ 3.963\\ 21\\ 46\\ 1.012\\ 6\\ 6\\ 56\\ 72\\ 33.379\\ 29.053\\ 24.833\\ 2.102\\ 1.601\\ 233\\ 1.36\\ 33\\ 2.518\\ 2.867\\ 1.667\\ 417\\ 7.607\\ 5.827\\ 2.547\\ 2.640\\ 0\\ 4.581\\ 6.301\\ 418\\ 0\\ 24.723\\ 10.000\\ \end{array}$	$\begin{array}{c} 4.000-\\ 0\\ 32.592\\ 4.897\\ 0\\ 91\\ 64\\ 317\\ 23.029\\ 0\\ 1.788\\ 0\\ 6.617\\ 2.420\\ 12\\ 19\\ 0\\ 3\\ 3\\ 3\\ 797\\ 41\\ 27.801\\ 26.742\\ 19.873\\ 0\\ 2.780\\ 293\\ 85\\ 233\\ 0\\ 1.820\\ 1.294\\ 139\\ 6.100\\ 4.757\\ 2.361\\ 5.937\\ 13.253\\ 4.227\\ 6.781\\ 857\\ 26.092\\ 0\\ 0\\ 0\\ \end{array}$	$\begin{array}{c} 0\\ 100\\ 26.813\\ 12.489\\ 0\\ 397\\ 39\\ 47\\ 6.971\\ 0\\ 1.791\\ 0\\ 3.469\\ 1.861\\ 4\\ 19\\ 0\\ 3\\ 3\\ 27\\ 36\\ 18.404\\ 15.683\\ 13.359\\ 0\\ 1.050\\ 167\\ 48\\ 21\\ 0\\ 1.050\\ 167\\ 48\\ 21\\ 0\\ 1.050\\ 1.67\\ 48\\ 21\\ 0\\ 1.050\\ 1.734\\ 136\\ 3.860\\ 3.000\\ 1.536\\ 1.972\\ 3.577\\ 2.550\\ 4.025\\ 780\\ 51.291\\ 0\\ 0\\ 0\\ 0\\ 0\\ \end{array}$	$\begin{array}{c} 0\\ 0\\ 27.935\\ 0\\ 7.454\\ 541\\ 53\\ 49\\ 8.157\\ 0\\ 1.841\\ 0\\ 3.978\\ 2.438\\ 5\\ 21\\ 0\\ 4\\ 3\\ 10\\ 30\\ 40\\ 20.923\\ 18.380\\ 15.356\\ 1.0\\ 23\\ 0\\ 1.258\\ 307\\ 61\\ 23\\ 0\\ 1.164\\ 878\\ 147\\ 4.635\\ 3.516\\ 1.915\\ 2.531\\ 1.323\\ 2.934\\ 4.538\\ 909\\ 56.937\\ 0\\ 0\\ 0\end{array}$

ACCOUNT NO. 0301

FINANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Interdept DSR-Fac Roadway Interdept DSR-Wastewater Interdept DSR-Dev Roadway Interdept DSR-Water Sys Interdept DSR-Refuse Interdebt DSR-Insurance Interdept DSR-Liability interdept DSR-MTBE Settle Interdept DSR-Airport Ind Other Revenues	0 113.033 0 118.220 52.444 101.535 145.645 19.419 0 33.668	0 85.853 13.469 124.540 51.169 122.647 215.505 0 0 91.387	13.834 98.213 0 137.994 52.318 125.389 179.845 0 41.503 356.601	0 97.916 0 128.325 52.697 128.928 255.974 0 0 129.296
TOTAL	912,296	924,478	1,183,028	983,430

PERSONNEL

Number of Positions

F Classification	unded In Budget 2015-16	Dept.Head Request 2016-17		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	1.00 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 2013-14	ACTUAL 2014-15	FINAL BUDGET 2015-16	DEPT. HEAD REQUEST 2016-17	CITY MGR. RECOM. 2016-17	COUNCIL APPROVAL 2016-17
511.01-00 Regular Salaries	503.735	437.801	521.512	539.580	539.580	539.580
511.10-05 Retirement PERS Classic	109.587	86.086	84.498	93.427	93.427	93.427
511.10-06 Social Security-OASDI	26.955	26.052	28.589	28.851	28.851	28.851
511.10-07 Social Security-Medicare	7.122	7.202	7.625	7.877	7.877	7.877
511.10-09 Retirement PERS Lateral	0	15.948	42.893	0	0	0
511.10-10 Retirement-PERS New Membr	0	0	0	29.423	29.423	29.423
511.10-12 Workers Compensation	1.032	1,286	793	702	684	684
511.10-20 Earned Benefit	121	69,240	12.715	12.815	12,815	12,815
511.10-33 Core Allowance	73.367	72,770	82.794	87.054	87,053	87,053
511.10-35 Post Employment Benefits	6.120	6,105	6.415	4.471	4,471	4,471
Personnel Services	728,039	722,490	787,834	804,200	804,181	804,181
512.12-00 Telephone	228	204	260	340	340	340
512.13-00 Postage	482	306	400	400	400	400
512.15-00 Office Supplies	5.061	5.132	5.393	5.500	5,500	5.500
512.17-00 Professional Services	85.563	99.900	272.240	131.240	51,240	51.240
512.18-00 Travel and Meetings	2.418	2.143	11.000	11.000	11,000	11.000
512.20-00 Training Expense	1.735	2.657	9.741	9.800	9,800	9.800
512.22-00 Office Equipment O & M	75	0	200	200	200	200
512.24-00 Memberships, Subscription	17.324	20,260	23.748	21.914	21.914	21.914
512.29-00 Other Materials Supplies	0	5,890	0	0	0	0
512.30-01 Dept Share of Insurance	6.375	6,193	7.851	9.361	9.200	9.200
512.38-00 Support Services	22.373	22,367	25.859	26.667	26.015	26.015
512.45-00 Facilities Maint Charge	42.623	36,936	38.502	43.828	43.640	43.640
Supplies and Services	184,257	201,988	395,194	260,250	179,249	179,249
** City Attorney	912,296	924,478	1,183,028	1,064,450	983,430	983,430

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; Police Liability Issues; Municipal Law Institute; Continuing Education training programs for support staff, as well as travel associated with training outlined in Line 20-00 below.
- 20-00 League of California Cities (LCC) Annual Conference and Committee meetings; LCC Attorneys Spring Conference; Land Use Issues; LCW Public Sector Employment Law Conference; Municipal Law Institute; State Bar Mandatory Continuing Legal Education for Attorneys; Continuing Education training programs for support staff.
- 22-00 Maintenance and repair of one typewriter and 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); Longtin's Land Use Publication; The Rutter Group; Continuing Education of the Bar (CEB); Solano Press; Daily Legal Journal; PACER (online research-Court records)

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

DESCRIPTION

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

MISSION

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

GOAL

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

OBJECTIVES

 Provide support for fulfilling the City Council Policy Priorities. PERFORMANCE MEASUREMENTS/INDICATORS

On going

ACCOUNT NO. 0701

X P E N S E S	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Dept.Head Request 2016-17	City Mgr. Recom. 2016-17	Council Approval 2016-17
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements * Undefined *	2.060.131 471.470 651.604 0 1.566-	2.060.212 439.166 677.084 0 0 747-	2.155.385 484.622 709.190 0 0	2.213.267 521.214 738.236 0 0	2.213.176 520,989 738.236 0 0	2,213,176 520,989 738,236 0 0
TOTAL	3,181,639	3,175,715	3,349,197	3,472,717	3,472,401	3,472,401

Finance

FINANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
Photocopies Violation Reproduction Fe PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 62 Adm Reimb-LMI Housing Adm Reimb-Downtown Fund Adm Reimb-Dowel. Services Adm Reimb-Bevel. Services Adm Reimb-Street Inces Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-HOME Grant Adm Reimb-HOME Grant Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Neighborhood St Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-Liberty Ins Adm Reimb-Liberty Ins Adm Reimb-Liberty Ins Adm Reimb-Neighborhood St Adm Reim	$\begin{array}{c} 335\\ 78\\ 113.527\\ 60\\ 503\\ 627\\ 2.817\\ 118.944\\ 12.166\\ 28.828\\ 15.040\\ 57.164\\ 34.548\\ 183\\ 398\\ 8.823\\ 52\\ 487\\ 630\\ 290.990\\ 253.267\\ 216.478\\ 18.324\\ 13.959\\ 2.030\\ 1.182\\ 287\\ 21.954\\ 24.998\\ 14.535\\ 3.633\\ 66.316\\ 50.798\\ 22.206\\ 23.007\\ 0\\ 39.934\\ 54.928\\ 3.644\\ 1.121\\ 38.644\\ 1.558\end{array}$	$\begin{array}{c} 245\\ 14\\ 98.463\\ 8.317\\ 989\\ 607\\ 4.851\\ 109.834\\ 0\\ 29.350\\ 0\\ 54.146\\ 30.836\\ 145\\ 306\\ 0\\ 53\\ 49\\ 53\\ 1.015\\ 644\\ 317.664\\ 294.001\\ 219.890\\ 14.874\\ 4.988\\ 900\\ 345\\ 0\\ 20.974\\ 11.746\\ 1.437\\ 64.570\\ 49.755\\ 23.006\\ 29.809\\ 62.388\\ 42.214\\ 66.721\\ 10.832\\ 1.128\\ 43.081\\ 1.737\end{array}$	$\begin{array}{r} 350\\ 70\\ 87.786\\ 10.249\\ 7.295\\ 719\\ 859\\ 128.076\\ 0\\ 29.463\\ 0\\ 63.732\\ 34.192\\ 69\\ 346\\ 0\\ 59\\ 346\\ 0\\ 59\\ 55\\ 59\\ 498\\ 661\\ 338.163\\ 288.169\\ 245.461\\ 0\\ 19.288\\ 3.069\\ 245.461\\ 0\\ 19.288\\ 3.069\\ 245.461\\ 0\\ 19.593\\ 13.483\\ 2.493\\ 70.919\\ 55.116\\ 28.215\\ 378\\ 0\\ 19.593\\ 13.483\\ 2.493\\ 70.919\\ 55.116\\ 28.215\\ 378\\ 0\\ 19.593\\ 13.483\\ 2.493\\ 70.919\\ 55.116\\ 28.215\\ 36.243\\ 65.721\\ 46.855\\ 73.959\\ 14.323\\ 1.128\\ 45.606\\ 1.810\\ \end{array}$	$\begin{array}{c} 325\\ 50\\ 86.709\\ 13.180\\ 8.867\\ 865\\ 794\\ 133.574\\ 0\\ 30.275\\ 0\\ 0\\ 30.275\\ 0\\ 0\\ 65.145\\ 39.929\\ 74\\ 340\\ 0\\ 59\\ 54\\ 162\\ 492\\ 653\\ 342.648\\ 300.997\\ 251.484\\ 0\\ 20.606\\ 5.024\\ 492\\ 653\\ 342.648\\ 300.997\\ 251.484\\ 0\\ 20.606\\ 5.024\\ 995\\ 374\\ 0\\ 19.063\\ 14.373\\ 2.411\\ 75.907\\ 57.573\\ 31.356\\ 41.447\\ 30.413\\ 48.049\\ 74.325\\ 14.889\\ 1.128\\ 47.338\\ 1.879\\ \end{array}$

ACCOUNT NO. 0701

INANCING SOURCES	Actual 2013-14	Actual 2014-15	Final Budget 2015-16	Estimated 2016-17
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-MorageDeDS Interdept DSR-Wastewater Interdept DSR-Wastewater Interdept DSR-Water Sys Interdept DSR-Dev Roadway Interdept DSR-Dev Roadway Interdept DSR-Dev Traffic Interdept DSR-Dev Fire Interdept DSR-Dev Fire Interdept DSR-Dev Parks Other Revenues	3.864 3.864 3.864 3.864 2.042 34.414 634 112.983 112.984 111.862 3.864 3.864 3.864 3.864 3.864 1.208.977	4.308 4.308 4.308 4.308 4.308 2.276 38.362 707 118.223 118.223 117.095 4.308 4.308 4.308 4.308 4.308 1.115.772	$\begin{array}{r} 4.560\\ 4.560\\ 4.560\\ 4.560\\ 2.372\\ 40.689\\ 737\\ 108.154\\ 108.154\\ 107.026\\ 4.560\\ 4.560\\ 4.560\\ 4.560\\ 4.560\\ 1.201.060\\ \end{array}$	
TOTAL	3,181,639	3,175,715	3,349,197	3,472,401

PERSONNEL

Number of Positions

Finance

Classification	Funded In Budget 2015-16	Dept.Head Request 2016-17		
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	$\begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 4.00\\ 6.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00\\ \end{array}$	$ \begin{array}{c} 1.00\\ 1.00\\ 3.00\\ 2.00\\ 1.00\\ 1.00\\ 4.00\\ 6.00\\ 1.00\\ 1.00\\ 1.00\\ 1.00 \end{array} $	1.00 1.00 3.00 2.00 1.00 1.00 4.00 6.00 1.00 1.00	1.00 1.00 3.00 2.00 1.00 4.00 6.00 1.00 1.00
TOTAL	21.00	21.00	21.00	21.00

BUDGET DETAIL EXPENSES

001-0701			ACTUAL	FINAL BUDGET	DEPT. HEAD REQUEST	CITY MGR. RECOM.	COUNCIL APPROVAL
ACCI. NO.	ACCOUNT DESCRIPTION	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
511.01-00 511.03-00 511.04-01 511.10-02 511.10-05 511.10-06	Regular Salaries Extra Help Regular Overtime Unused Sick Leave Retirement PERS Classic Social Security-OASDI	1.249.465 87.614 3.407 3.086 271.278 76.813	1,251,252 73,105 579 4,111 263,098 74,851	1.288.280 83.983 2.500 3.530 277.692 77.722	1.320.136 85.878 0 4.180 291.043 79.265	1.320.136 85.878 0 4.180 291.043 79.265	1.320.136 85.878 0 4.180 291.043 79.265
511.10-07 511.10-10 511.10-12 511.10-20 511.10-21 511.10-27	Social Security-Medicare Retirement-PERS New Membr Workers Compensation Earned Benefit Bilingual Pay Program PTS Plan FICA Alternative	19.647 160 5.326 37.418 1.805 1.139	26,185 19,997	19.673 37.946 20.928 8.358 1.800 1.092	20.106 52.028 18.262 11.046 1.800 1.117	20.106 52.028 18.171 11.046 1.800 1.117	20.106 52.028 18.171 11.046 1.800 1.117
511.10-32 511.10-33 511.10-35	Cash Back-Biweekly Allow Core Allowance Post Employment Benefits	1,053 260,313 41,607	0 276,677 31,490	0 294.101 37.780	0 299.041 29.365	0 299.041 29.365	0 299.041 29.365
	Services		2,060,212	2,155,385	2,213,267	2,213,176	2,213,176
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	6.481 3.044 21.510 15.618 9.024 152.974	6.633 3.393 12.108 15.180 3.895 105.905	7,584 3,414 16,584 20,535 6,088 140,088	7.584 3.283 14.704 17.213 6.149 148.200 8.667	7,584 3,283 14,704 17,213 6,149 148,200 8,667	7,584 3,283 14,704 17,213 6,149 148,200
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	3.572 2.491 1.009 3.385 447 11.728	3,584 4,715 989 2,351 408 12,265	5,270 565 2,264 420	8.667 5.192 525 2.258 407 13.542	5,192 525 2,258 407	8.667 5.192 525 2.258 407 13.542
512.29-00 512.30-01 512.35-84 512.38-00 512.45-00	Other Materials Supplies Dept Share of Insurance Retro Fee Expense Support Services Facilities Maint Charge	276 24.806 50 137.080 77.975	314 24.811 200 145.571 96.844	330 31.718 0 133.053 99.769	343 39.562 0 139.528 114.057	343 38.888 0 140.498 113.536	343 38,888 0 140,498 113,536
Supplies a	and Services	471,470	439,166	484,622	521,214	520,989	520,989
516.62-00	Stores Inventory Adjust	1,566-	747-	0	0	0	0
Other		1,566-	747 -	0	0	0	0
706.71-01 706.72-01 706.73-01	Principal-Bond Payment Interest Bond Payment Agent Fees-Bond Payment	285.000 364.104 2.500	325,000 348,691 3,393	375,000 330,790 3,400	425.000 309.836 3.400	425,000 309,836 3,400	425.000 309.836 3.400
Debt Servi	ces	651,604	677,084	709,190	738,236	738,236	738,236
**	Finance	3,181,639	3,175,715	3,349,197	3,472,717	3,472,401	3,472,401

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; League of California Cities; Sungard Regional Conference; California Municipal Treasurers Association; CalPers; California Association of Public Purchasing Officers (CAPPO); and travel costs associated with training Line 20-00 below
- 20-00 CAPPO seminars; continuing professional education requirements for certified staff; and registration costs associated with meetings outlined in Line 18-00 above
- 21-00 Annual burglar alarm service for Finance and Purchasing
- 22-00 Maintenance for check protector, document perforator, copiers, encoder/endorser, currency counter, laser printers and fax machines

FINANCE/PURCHASING (continued)

24-00 Memberships:

CSMFO; State of California Department of Consumer Affairs; American Institute of California Public Accountants; California State Society of Certified Public Accountants; California Public Parking Association; California Municipal Revenue and Tax Association; California Municipal Treasurers Association; CPA license renewals, CAPPO; and National Association of Purchasing Managers

Subscriptions:

GAAP/GASB Update; Payroll Management and Tax Guides; Wall Street Journal; 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.