#### 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
- Oreates and maintains an enjoyable atmosphere in which to live and work.

# 2017-2018 BUDGET HIGHLIGHTS

Approved budget includes video production services, Council goal setting workshop, MCAG dues, fees for LAFCO review of annexations, League of California Cities dues and establishing a membership with the United States Conference of Mayors. Commitment to continue evaluating organizational sustainability. City Council

FUND NO. 001

ACCOUNT NO. 0101

XPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	33.711 123.733 0 0 0	33.574 156.655 0 0	37.895 201.374 0 0	40.443 210.204 0 0	40.300 214.394 0 0	40,300 214,394 0 0	
TOTAL	157.444	190,229	239,269	250,647	254,694	254.694	
*****	*****	*****		*****	*****	******	(XXXXXXXXXXX)
INANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18			
PERS-EE Share 2.5% @ 55 Unclassified Contributions Adm Reimb-LMI Housing Adm Reimb-Veh Abatement F Adm Reimb-Devel. Services Adm Reimb-Devel. Services Adm Reimb-Maint. District Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Refuse System Adm Reimb-Mastewater Sys Adm Reimb-Mastewater Sys Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Moraga DevlpCFD Adm Reimb-Libellity Ins Adm Reimb-Libellity Ins Adm Reimb-Liberty Park Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Measure C-Fire Adm Reimb-Measure C-Fire Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Parking Auth Other Revenues	$\begin{array}{c} 1.625\\ 1.290\\ 331\\ 86\\ 53\\ 423\\ 9.574\\ 3.800\\ 4.720\\ 2.688\\ 13\\ 27\\ 5\\ 4\\ 5\\ 89\\ 56\\ 27.690\\ 25.627\\ 19.167\\ 1.297\\ 435\\ 78\\ 30\\ 1.828\\ 1.024\\ 125\\ 5.628\\ 4.337\\ 2.005\\ 2.599\\ 5.438\\ 3.680\\ 5.816\\ 944\\ 24.907\\ \end{array}$	$\begin{array}{c} 1.364\\ 335\\ 0\\ 731\\ 72\\ 86\\ 12.840\\ 3.796\\ 6.389\\ 3.428\\ 7\\ 35\\ 6\\ 6\\ 6\\ 50\\ 6\\ 6\\ 33.901\\ 28.889\\ 24.608\\ 1.934\\ 308\\ 88\\ 38\\ 1.964\\ 1.352\\ 250\\ 7.110\\ 5.525\\ 2.829\\ 3.634\\ 1.098\\ 4.697\\ 7.414\\ 1.436\\ 33.937\\ \end{array}$	$\begin{array}{c} 1.593\\ 0\\ 0\\ 874\\ 85\\ 78\\ 13.166\\ 3.917\\ 6.421\\ 3.935\\ 7\\ 34\\ 6\\ 5\\ 16\\ 49\\ 64\\ 33.773\\ 29.668\\ 24.787\\ 2.031\\ 495\\ 98\\ 37\\ 1.879\\ 1.417\\ 238\\ 7.482\\ 5.675\\ 3.091\\ 4.085\\ 0\\ 0\\ 4.736\\ 7.326\\ 1.468\\ 80.733\\ \end{array}$	$\begin{array}{c} 1.763 \\ 0 \\ 0 \\ 1.059 \\ 77 \\ 70 \\ 16.013 \\ 4.011 \\ 6.832 \\ 4.524 \\ 9 \\ 45 \\ 6 \\ 6 \\ 16 \\ 59 \\ 76 \\ 39.734 \\ 27.192 \\ 27.556 \\ 2.151 \\ 400 \\ 102 \\ 40 \\ 1.887 \\ 1.575 \\ 301 \\ 8.109 \\ 6.240 \\ 3.641 \\ 4.493 \\ 0 \\ 4.811 \\ 7.510 \\ 1.692 \\ 82.694 \end{array}$			
-							

FUND NO. 001 ACCOUNT NO. 0101

City Council

ERSONNEL	Number of Positions				
Classification		Dept.Head Request 2017-18		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 City Council ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00 Regular Salaries 511.04-01 Regular Overtime 511.10-05 Retirement PERS Classic 511.10-06 Social Security-OASDI 511.10-07 Social Security-Medicare 511.10-12 Workers Compensation	20.181 0 4.255 1.304 305 66	19.589 0 4.517 1.201 281 39	22.590 108 5.379 1.368 320 31	24,116 108 1,761 1,456 340 38	24.116 108 1.761 1.456 340 36	24.116 108 1.761 1.456 340 36
511.10-20 Earned Benefit 511.10-33 Core Allowance 511.10-73 Retirement UAL Misc 511.10-75 Ret-EE Share PERS Classic	1.537 6.063 0 0	360 7.587 0 0	0 8.099 0 0	0 8.343 2.518 1.763	0 8.343 2.377 1.763	0 8.343 2.377 1.763
Personnel Services	33.711	33.574	37,895	40.443	40.300	40.300
512.12-00 Telephone 512.13-00 Postage 512.15-00 Office Supplies 512.16-00 Printing 512.17-00 Professional Services 512.18-00 Travel and Meetings	0 250 62 1.568 33.537 9.443	0 5 49 69.076 9.312	50 255 520 2,340 85,996 20,650	51 262 535 2.410 88.216 20.650	51 262 535 2.210 82.841 23.850	51 262 535 2.210 82.841 23.850
512.20-00 Training Expense 512.24-00 Memberships, Subscription 512.29-00 Other Materials Supplies 512.30-01 Dept Share of Insurance 512.38-00 Support Services 512.45-00 Facilities Maint Charge	2.900 63.044 178 592 4.917 7.242	878 63.968 110 738 4.969 7.550	7.000 65.340 4.420 894 5.352 8.557	7.000 67.433 4.420 822 10.190 8.215	7.000 73.702 4.420 791 10.430 8.302	7.000 73.702 4.420 791 10.430 8.302
Supplies and Services	123.733	156,655	201,374	210.204	214,394	214,394
** City Council	157.444	190.229	239,269	250,647	254,694	254.694

# 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

Youth Council

FUND NO, 001

ACCOUNT NO. 0103

XPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	0 128 0 0 0	0 6.391 0 0	13,000 0 0	13.379 0 0	13.379 0 0	13.379 0 0 0	
TOTAL	128	6,391	13.000	13.379	13.379	13.379	
*****	*****	<	*****	*****	*****	*****	XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Actual 2014-15	Actual 2015-16	XXXXXXXXXXXXX Final Budget 2016-17	XXXXXXXXXXXXXXXX Estimated 2017-18	*****	*****	******
	Actual	Actual	Final Budget	Estimated	*****	*****	*****

### BUDGET DETAIL EXPENSES

001-0103 Youth Council ACCT. NO. ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
512.15-00 Office Supplies 512.17-00 Professional Services 512.18-00 Travel and Meetings 512.29-00 Other Materials Supplies	0 0 128 0	0 1.064 1.946 3.381	520 2.080 10.088 312	535 2.142 7.500 3.202	535 2.142 7.500 3,202	535 2.142 7.500 3.202
Supplies and Services	128	6.391	13,000	13.379	13,379	13.379
** Youth Council	128	6.391	13.000	13,379	13.379	13.379

#### 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, carrying out programs and policies established by the City Council. 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 efficiency, 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**

create succession opportunities.

### PERFORMANCE MEASUREMENTS/INDICATORS

- 1. Continue to provide leadership Encourage departments to utilize the to City staff. resources of the organization to meet organizational goals through established organizational values. 2. Develop leadership training Provide ongoing training opportunities opportunities for employees to and seek out additional online training options for staff insure the growth of
  - employee skills to meet the future demands for quality City services.

### 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 and legislative advocacy functions as part of City Manager's Office.

Lead the California High Speed Rail Station Study.

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 a legislative platform to proactively advocate for resources to support City functions and operations.

 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.

# 2017-2018 BUDGET HIGHLIGHTS

The City Council's goals and priorities are the foundation for the direction of the City Manager's Office for fiscal year 2017-2018. The Executive Secretary's time is split 60% for the City Manager's Office and 40% in the City Council's budget. The Assistant City Manager and the Assistant to the City Manager works daily with the City Manager to further the City Council's goals, and is involved in legislative advocacy, response to citizen inquiries and processing citizen appeals of parking and licensing tickets. To further enhance legislative advocacy, a Legislative Director has been added to the department as part of the Proposed Budget.

The High Speed Rail planning includes station area planning and transportation connectivity and is being managed in partnership with the Economic Development Department.

City Manager

FUND NO. 001

ACCOUNT NO. 0201

Actual 2014-15     Actual 2014-15     Final 2015-18     Dept.Head Request 2015-18     City Mpr. Reconst 2017-18     Council Approval 2017-18       Personnel Expenses Supplies and Service Det Service Capital Improvements     436.327 0     712.738     717.169     822.363     822.353       Capital Improvements     0								
Supplies and Services     75,459     358,973     187,197     203,560     222,739     221,737     30,731     30,731     30,731     30,731	EXPENSES			Budget	Request	Recom.	Approval	
Ann CING SOURCES     Actual 2014-15     Final 2016-17     Estimated 2017-18       Other Federal Grants     43.055     194.084     58.745     0       PRS-EE Share 2.8 @ 55     22.534     10.868     8.751     10.90       PCRS-EE Share 2.8 @ 60     0     5.324     13.488     26.291       PCRS-EE Share 2.8 @ 60     0     5.324     13.488     26.291       PCRS-EE Share 2.8 @ 60     0     5.324     13.488     26.291       PCRS-EE Share 2.8 @ 61     0     0     0     0       Adm Reimb-Dwantoun Fund     93     215     246     253       Adm Reimb-NerL Authon Fund     943     215     246     253       Adm Reimb-Neret Maint.     10.523     15.969     20.161     24.919       Adm Reimb-Retr. and Parks     5.993     8.567     12.355     165       Adm Reimb-Airport Debt Se     1     14     17     21       Adm Reimb-Airport Debt Se     1     14     17     21       Adm Reimb-Airport Debt Se     1     14     17     21	Supplies and Services Debt Service Acquisitions	75.459 0 0	358,973 0 0	187.197 0 0	203,560 0 0	222.739 0 0	222.739 0 0	
Actual     Actual     Final Budget     Estimated       Other Federal Grants     43.055     194.084     58.745     0     0       Petroscopies     95     3     0     0     0       Petroscipies     95     3     0     0     0       Petroscipies     96     0     0     0     0       Petroscipies     60     0     5.324     13.488     26.291       Petroscipies     96.40     0     0     0     0       Adm Reinto-UMI Mousting     4.000     0     0     0     0       Adm Reinto-Dewntom Fund     943     215     246     253       Adm Reinto-Devel. Services     21.347     32.091     41.338     54.01       Adm Reinto-Farit. District     7.701     7.943     56.401     49.19       Adm Reinto-MS Refunding     28     18     23     33       Adm Reinto-Harret. District     7.705     161     24.919       Adm Reinto-Heer, and Parks     5983     8.67     106	TOTAL	536,852		899.935	921.750	1.046.123	1.046.123	
Actual     Actual     Budget     Estimated       Other Federal Grants     2014-15     2015-16     2017-18     2017-18       Other Federal Grants     43,055     194,094     58,745     0     0       PCRS-EE Share 2X 86     55     22,534     10,868     8,751     10,920       PCRS-EE Share 2X 86     60     0     5,324     13,488     26,291       Unclassified     4,000     0     0     0     0       Mareimb-LMI Housing     192     1,828     2,744     3,663       Adm Reimb-Deweil Services     21,347     32,091     41,338     58,401       Adm Reimb-Maint, District     7,706     7,701     7,941     8,140       Adm Reimb-Recr, and Parks     5,993     8,567     12,356     16,500       Adm Reimb-Recr, and Parks     10     15     18     23     34       Adm Reimb-Recr, and Parks     19     14     18     23     34       Adm Reimb-Recr, and Parks     19     15     150     57       Adm Reimb-Recr	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXX	(XXXXXXXXXXXXXXXXX	****	****
Photocopies   95   3   0   0     PERS-EE Share 23 @ 60   0   5.324   10.868   8.751   10.920     PERS-EE Share 23 @ 62   2.697   1.838   7.454   0   0   0     Adm Reimb-LMI Housing   192   1.828   2.744   3.863     Adm Reimb-Downtown Fund   943   215   2265   225     Adm Reimb-Downtown Fund   943   215   246   283     Adm Reimb-Downtown Fund   943   215   246   248     Adm Reimb-Downtown Fund   10.523   15.969   20.161   24.919     Adm Reimb-Downtown Fund   10.523   15.969   20.161   24.919     Adm Reimb-Street Maint.   10.523   15.969   20.161   24.919     Adm Reimb-Airport Debt Se   9   14   17   21     Adm Reimb-Airport Debt Se   9   14   17   21     Adm Reimb-Airport Debt Se   9   14   17   21     Adm Reimb-Bellevue East   125   152   213     Adm Reimb-Airport   2.891   4.833   6.377 <td>INANCING SOURCES</td> <td></td> <td></td> <td>Budget</td> <td></td> <td></td> <td></td> <td></td>	INANCING SOURCES			Budget				
TOTAL 536.852 795.300 899.935 1.046.123	Photocopies PERS-EE Share 2.5% @ 55 PERS-EE Share 2% @ 60 PERS-EE Share 2% @ 62 Unclassified Adm Reimb-LMI Housing Adm Reimb-Devel Abatement F Adm Reimb-Devel. Services Adm Reimb-Maint. District Adm Reimb-Street Maint. Adm Reimb-Street Maint. Adm Reimb-Recr. and Parks Adm Reimb-Fahrens Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Mater System Adm Reimb-Mater System Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Liability Ins Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Heasure C-PD Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Measure C-PD Adm Reimb-Parking Auth	$\begin{array}{c} 95\\ 22.534\\ 0\\ 2.697\\ 4.000\\ 192\\ 118\\ 943\\ 21.347\\ 7.706\\ 10.523\\ 5.993\\ 28\\ 59\\ 10\\ 99\\ 10\\ 197\\ 125\\ 61.738\\ 57.139\\ 42.737\\ 2.891\\ 969\\ 175\\ 67.139\\ 42.737\\ 2.891\\ 969\\ 175\\ 67.4.076\\ 2.283\\ 279\\ 12.549\\ 9.670\\ 4.471\\ 5.794\\ 12.125\\ 8.204\\ 12.967\\ 2.105\\ \end{array}$	$\begin{array}{c} 3\\ 10.868\\ 5.324\\ 1.838\\ 0\\ 1.828\\ 180\\ 215\\ 32.091\\ 7.701\\ 15.969\\ 8.567\\ 18\\ 87\\ 15\\ 14\\ 15\\ 125\\ 166\\ 84.730\\ 72.203\\ 61.501\\ 4.833\\ 769\\ 219\\ 95\\ 4.909\\ 3.378\\ 625\\ 17.769\\ 13.810\\ 7.069\\ 9.081\\ 2.744\\ 11.740\\ 13.589\\ \end{array}$	$\begin{array}{c} 0\\ 8.751\\ 13.488\\ 7.454\\ 0\\ 2.744\\ 268\\ 246\\ 41.338\\ 7.941\\ 20.161\\ 12.356\\ 23\\ 105\\ 18\\ 17\\ 50\\ 152\\ 202\\ 106.043\\ 93.152\\ 77.829\\ 6.377\\ 1.555\\ 308\\ 116\\ 5.900\\ 4.448\\ 746\\ 23.492\\ 17.817\\ 9.704\\ 12.827\\ 7.906\\ 14.870\\ 23.002\\ 4.608\\ \end{array}$	0 10.920 26.291 0 3.863 283 255 58.401 8.140 24.919 16.500 33 164 23 21 57 213 21 57 213 217 144.919 99.171 100.502 7.843 1.460 372 16387 7.906 17.548 27.389 6.170			
	TOTAL	536,852	795,300	899,935	1,046,123			

City Manager

FUND NO. 001

ACCOUNT NO. 0201

ERSONNEL		Number of Positions					
Classification	Funded In Budget 2016-17			Council Approval			
City Manager Asst. to the City Manager Executive Secretary Asst City Manager Legislative Director	1.00 1.00 .60 1.00	1.00 .40 .60 1.00	1.00 .40 .60 1.00 1.00	1.00 .40 .60 1.00 1.00			
TOTAL	3.60	3.00	4.00	4.00			

BUDGET DETAIL EXPENSES

	City Manager ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
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	0 0 59.821 13.723	237.720 19.866 35.530 12.907 3.761	452,423 0 215 29,369 21,918 6,717	449.784 0 215 5.521 20.688 6.797	517.795 0 215 10.799 24.967 7.799	517.795 0 215 10.799 24.967 7.799
511.10-09 511.10-10 511.10-12 511.10-20 511.10-24 511.10-27	Retirement PERS Lateral Retirement-PERS New Membr Workers Compensation Earned Benefit Vehicle Allowance PTS Plan FICA Alternative	0 5.844 1.263 8.366 0 0	20,725 4,096 805 2,631 3,823 44	49.276 29.423 575 8.317 7.776 0	29.414 0 910 8.317 15.408 0	29,419 0 1,356 12,275 15,408 0	29,419 0 1,356 12,275 15,408 0
511.10-33 511.10-35 511.10-73 511.10-75 511.10-76	Core Allowance Post Employment Benefits Retirement UAL Misc Ret-EE Share PERS Classic	41,394	50,224 44 195	72.887 33.842 0 0 0	62.576 35.745 49.948 5.559 26.287	75.091 35.745 54.283 10.920 26.291	75.091 35.745 54.283 10.920 26.291
Personnel		461.393		712,738	717.169	822,363	822.363
512.12-00 512.13-00 512.15-00 512.16-00 512.17-00 512.18-00	Office Supplies Printing	1.474 117 1.010 13.779 0 5.699	1,171 30 2,630 13,776 267,372 6,560	4.160 624 5.018 16.224 72.354 11.145	4.280 642 5.168 16.224 72.401 11.445	4,284 500 4,000 15,200 91,364 11,200	4,284 500 4,000 15,200 91,364 11,200
512.19-00 512.20-00 512.22-00 512.24-00 512.29-00 512.30-01	Training Expense Office Equipment 0 & M Memberships, Subscription Other Materials Supplies	6.413	63 3.705 0 5.070 3.250 4.762	260 4.300 1.040 7.501 1.352 6.534	267 4.400 1.071 7.271 1.392 5.432	267 4.400 1.071 6.896 1.392 6.032	267 4,400 1,071 6,896 1,392 6,032
512.34-00 512.38-00 512.45-00 512.46-00	Support Services	0 16.629 24.149 0	0 18.508 25.173 6.903	7.800 20.353 28.532 0	7.800 29.596 36.171 0	7.800 31.780 36.553 0	7.800 31.780 36.553 0
Supplies a	nd Services	75.459	358,973	187.197	203,560	222,739	222,739
617.65-00	Capital Imp. Projects	0	0	0	1.021	1.021	1.021
Capital Ou	tlay	0	0	0	1.021	1,021	1.021
**	City Manager	536.852	795.300	899.935	921.750	1,046,123	1.046.123

### FUND NO. 001 ACCOUNT NO. 0201

# **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
- ◊ Promote Civic Education and Participation
- Incourage 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
- Make all City records archived by the City Clerk's office easily accessible and searchable by staff and public.
- 5. Continue to implement the Agenda Management system to streamline the agenda creation process.

- Complete update of Records Retention document by Dec 2017.
- Apply technology effectively to provide increased and improved access to materials online.

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

# 2017-2018 BUDGET HIGHLIGHTS

Having filled the Deputy Position in June of last year, several opportunities for training will be used to create a more knowledgeable staff and help the Assistant City Clerk work towards CMC certification by 2018.

FUND NO. 001

ACCOUNT NO. 0204

XPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	254.966 204.318 0 0	224.147 137.705 0 0	281,071 245,951 0 0	273.341 175.311 0 0	277.358 173.683 0 0	277.358 173.683 0 0	
TOTAL	459,284	361,852	527.022	448.652	451.041	451.041	
*****	*****	*****	*****		*****		*****
INANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18			
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-Devel. Services Adm Reimb-Devel. Services Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Fahrens Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Liberty Park Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Mater System Adm Reimb-Mater System Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Liability Ins Adm Reimb-Liability Ins Adm Reimb-Fleet Managemnt Adm Reimb-Fleet Managemnt Adm Reimb-Housing Admin Adm Reimb-Parking Auth Other Revenues	$\begin{array}{c} 38\\ 1.814\\ 5.486\\ 2.745\\ 60\\ 327\\ 212\\ 3.004\\ 50.137\\ 3.111\\ 17.950\\ 19.409\\ 33\\ 48\\ 86\\ 15\\ 14\\ 15\\ 289\\ 184\\ 111.337\\ 100.186\\ 76.036\\ 6.442\\ 2.287\\ 301\\ 100.186\\ 76.036\\ 6.442\\ 2.287\\ 301\\ 100\\ 8.697\\ 4.192\\ 485\\ 22.424\\ 18.455\\ 7.953\\ 14.450\\ 24.848\\ 15.324\\ 23.854\\ 4.947\\ 88.011- \end{array}$	$\begin{array}{c} & 89\\ 2.905\\ 1.004\\ 3.398\\ 0\\ 1.143\\ 113\\ 306\\ 28.239\\ 3.127\\ 9.988\\ 11.914\\ 29\\ 11\\ 54\\ 9\\ 9\\ 9\\ 9\\ 9\\ 78\\ 104\\ 53.215\\ 45.380\\ 38.687\\ 3.079\\ 4.742\\ 2.113\\ 391\\ 11.114\\ 8.638\\ 4.422\\ 6.357\\ 2.190\\ 7.343\\ 11.590\\ 2.245\\ 97.140\\ \end{array}$	$\begin{array}{c} 100\\ 3.127\\ 0\\ 7.515\\ 0\\ 1.405\\ 137\\ 159\\ 30.874\\ 3.205\\ 10.326\\ 13.421\\ 56\\ 12\\ 54\\ 9\\ 9\\ 9\\ 26\\ 78\\ 103\\ 54.555\\ 47.958\\ 40.105\\ 3.271\\ 7.958\\ 40.105\\ 3.271\\ 7.958\\ 40.105\\ 3.271\\ 7.958\\ 40.105\\ 3.271\\ 7.958\\ 40.105\\ 3.271\\ 7.616\\ 11.781\\ 2.360\\ 245.304 \end{array}$	$\begin{array}{c} 100\\ 3.211\\ 0\\ 7.772\\ 100\\ 1.579\\ 116\\ 144\\ 31.039\\ 3.530\\ 10.186\\ 19.603\\ 0\\ 13\\ 67\\ 9\\ 9\\ 23\\ 87\\ 113\\ 59.306\\ 40.609\\ 41.150\\ 3.206\\ 597\\ 152\\ 60\\ 3.238\\ 2.347\\ 1150\\ 3.206\\ 597\\ 152\\ 5.428\\ 7.125\\ 5.428\\ 7.125\\ 2.713\\ 7.173\\ 11.196\\ 2.538\\ 164.648\\ \end{array}$			
TOTAL	459,284	361,852	527,022	451.041			

FUND NO. 001 ACCOUNT NO. 0204

City Clerk

ERSONNEL		Number of Positions				
Classification	Funded In Budget 2016-17	Dept.Head Request 2017-18		Council Approval		
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	ACTUAL	FINAL BUDGET	DEPT. HEAD REQUEST	CITY MGR. RECOM.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
511.01-00 511.03-00 511.10-05 511.10-05 511.10-07 511.10-08	Retirement PERS Classic	131.892 8.327 5.295 7.850 1.957 7.906	116.843 0 9.687 7.236 1.692 0	160.913 0 10.619 9.806 2.293 0	162,237 0 3,240 9,832 2,300 0	166.076 0 3.240 10.070 2.355 0	166,076 0 3,240 10,070 2,355 0
511.10-09 511.10-10 511.10-22 511.10-20 511.10-27 511.10-33	Retirement-PERS New Membr Workers Compensation Earned Benefit	15.850 8.414 3.752 9 108 45.291	3,640 13,135 600 3,551 0 48,518	0 29.665 528 0 53.834	9.360 1,942 0 41,313	0 9.658 1.895 0 41.313	9.658 1.895 0 41.313
511.10-35 511.10-73 511.10-75 511.10-77	Retirement UAL Misc Ret-EE Share PERS Classic	18,315 0 0 0	19.245 0 0 0	13.413 0 0 0	14.358 18.016 3.211 7.532	14.358 17.410 3.211 7.772	14,358 17,410 3,211 7,772
Personnel	Services	254.966	224,147	281.071	273.341	277,358	277.358
512.12-00 512.13-00 512.14-00 512.15-00 512.16-00 512.17-00		703 22 1.068 4.299 3 94.975	289 114 1.968 3.727 167 25.962	756 100 2.500 4.014 208 114.000	300 150 2.500 4.000 208 65.000	300 266 2.575 4.134 214 60.952	300 266 2.575 4.134 214 60.952
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	0 7.023 3.724	136- 0 283 13.603 12.177 2.710	5.200 520 7.210 13.469 26.000 2.484	4.568 520 5.410 13.469 26.780 1.675	5.656 536 6.260 13.469 26.780 1.675	5.656 536 6.260 13.469 26.780 1.675
512.24-00 512.30-01 512.35-84 512.38-00 512.45-00 512.46-00	Memberships, Subscription Dept Share of Insurance Retro Fee Expense Support Services Facilities Maint Charge Computer Replacement Chrg	2.587 3.988 100 22.349 32.591 0	2.339 5.041 0 19.328 33.973 16.160	3.383 5.987 0 21.614 38.506 0	3.103 5.015 0 23.308 19.305 0	3.484 4.783 0 23.090 19.509 0	3.484 4.783 0 23.090 19.509 0
Supplies a	nd Services	204.318	137,705	245,951	175.311	173,683	173.683
**	City Clerk	459.284	361,852	527,022	448.652	451,041	451.041

# 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, 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 Institute of Municipal Clerks (IIMC) 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.

# 2017-2018 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 2014-15	Actual 2015-16	Final Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements	722.490 201.988 0 0 0	826.604 134.463 0 0 0	804.181 179.249 0 0 0	797.755 173.645 0 0	794.437 172.013 0 0	794.437 172.013 0 0	
TOTAL	924,478	961,067	983,430	971.400	966.450	966.450	
******	(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*****	*****	*****	*****	****	*****
FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18			
Cost Recovery 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-Devel. Services Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Fahrens Park Adm Reimb-Airport Debt Se Adm Reimb-Airport Debt Se Adm Reimb-Bellevue West Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Bellevue East Adm Reimb-Mater System Adm Reimb-Airport Adm Reimb-Measure C P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Housing Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Facil Maint Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Housing Admin Adm Reimb-Parking Auth Interdept DSR-General Fnd Interdept DSR-Water Sys Interdept DSR-Water Sys Interdept DSR-Refuse	$\begin{array}{c} 4.000-\\32.592\\4.897\\0\\91\\64\\317\\23.029\\1.788\\6.617\\2.420\\12\\19\\3\\3\\3\\797\\41\\27.801\\26.742\\19.873\\2.780\\293\\85\\23\\1.820\\1.294\\139\\6.100\\4.757\\2.361\\5.937\\13.253\\4.227\\6.781\\5.937\\13.253\\4.227\\6.781\\857\\26.092\\0\\85.853\\13.469\\124.540\\51.169\end{array}$	$\begin{array}{c} 35\\ 27.103\\ 5.908\\ 1.774\\ 397\\ 39\\ 47\\ 6.971\\ 1.783\\ 3.469\\ 1.861\\ 4\\ 19\\ 3\\ 3\\ .469\\ 1.861\\ .44\\ 19\\ 3\\ .3\\ .27\\ .36\\ 18.404\\ 15.683\\ 13.359\\ 1.050\\ 1.67\\ .48\\ 21\\ 1.066\\ .734\\ 13.63\\ 3.860\\ 3.000\\ 1.536\\ 1.972\\ .596\\ 2.550\\ 4.025\\ .780\\ 51.291\\ 13.834\\ 98.213\\ 0\\ 137.994\\ 52.318\\ \end{array}$	$\begin{array}{c} 0\\ 27,935\\ 0\\ 7,454\\ 541\\ 53\\ 49\\ 8,157\\ 1,841\\ 3.978\\ 2.438\\ 2.438\\ 2.438\\ 2.438\\ 2.438\\ 2.438\\ 2.438\\ 10\\ 30\\ 40\\ 20,923\\ 18,380\\ 15,356\\ 1.258\\ 3.07\\ 61\\ 23\\ 1.164\\ 878\\ 147\\ 4.635\\ 3.516\\ 1.915\\ 2.531\\ 1.323\\ 2.934\\ 4.538\\ 909\\ 56,937\\ 0\\ 97,916\\ 0\\ 128,325\\ 52,697\\ \end{array}$	$\begin{array}{c} 0\\ 19,852\\ 0\\ 13,505\\ 1,027\\ 75\\ 68\\ 15,527\\ 1,884\\ 6,625\\ 4,386\\ 9\\ 44\\ 6\\ 6\\ 15\\ 57\\ 74\\ 38,529\\ 26,365\\ 26,719\\ 2,085\\ 26,719\\ 2,085\\ 26,719\\ 2,085\\ 26,719\\ 2,085\\ 388\\ 99\\ 39\\ 1,830\\ 1,527\\ 292\\ 7,863\\ 6,050\\ 3,530\\ 4,357\\ 1,323\\ 4,665\\ 7,282\\ 1,640\\ 60,747\\ 50,401\\ 89,056\\ 0\\ 121,222\\ 53,769\\ \end{array}$			

FUND NO. 001

ACCOUNT NO. 0301

FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Interdebt DSR-Insurance Interdept DSR-Liability Interdept DSR-Airport Ind Other Revenues	122.647 215.505 0 91.387	125.389 179.845 41.503 142.211	128.928 255.974 0 129.296	126.098 176.403 0 91.011
TOTAL	924,478	961.067	983.430	966.450

#### 

#### PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17	Dept.Head Request 2017-18	City Mgr Recom. 2017-18	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
TOTAL	5.00	5.00	5.00	5.00

#### BUDGET DETAIL EXPENSES

	City Attorney ACCOUNT DESCRIPTION	ACTUAL 2014-15	ACTUAL 2015-16	FINAL BUDGET 2016-17	DEPT. HEAD REQUEST 2017-18	CITY MGR. RECOM. 2017-18	COUNCIL APPROVAL 2017-18
511.01-00	Regular Salaries	437.801	458.725	539,580	533.966	534.019	534.019
511.10-05	Retirement PERS Classic	86.086	88.873	93,427	19.644	19.644	19.644
511.10-06	Social Security-OASDI	26.052	31.162	28,851	28.737	28.737	28.737
511.10-07	Social Security-Medicare	7.202	8.267	7,877	7.667	7.668	7.668
511.10-09	Retirement PERS Lateral	15.948	21.153	0	0	0	0
511.10-10	Retirement-PERS New Membr	0	6.840	29,423	16.783	16.783	16.783
511.10-12	Workers Compensation	1,286	793	684	924	865	865
511.10-20	Earned Benefit	69,240	122.097	12.815	2.605	2,605	2.605
511.10-24	Vehicle Allowance	0	324	0	0	0	0
511.10-33	Core Allowance	72,770	81.955	87.053	89.990	89,990	89.990
511.10-35	Post Employment Benefits	6,105	6.415	4.471	4.786	4,786	4.786
511.10-73	Retirement UAL Misc	0	0	0	59.296	55,983	55.983
511.10-75	Ret-EE Share PERS Classic	0	0	0	19.852	19,852	19.852
511.10-77	Ret-EE Share PERS NewMemb		0	0	13.505	13,505	13.505
Personnel	Services	722.490	826,604	804,181	797.755	794.437	794,437
512.12-00	Telephone	204	408	340	800	800	800
512.13-00	Postage	306	226	400	400	400	400
512.15-00	Office Supplies	5.132	5.262	5.500	5.500	5.500	5,500
512.17-00	Professional Services	99.900	22.141	51.240	52.800	51.762	51,762
512.18-00	Travel and Meetings	2.143	5.537	11.000	7.000	7.000	7,000
512.20-00	Training Expense	2.657	3,994	9.800	7.425	7.425	7,425
512.22-00	Office Equipment O & M	0	0	200	200	200	200
512.24-00	Memberships, Subscription	20,260	19.867	21,914	21.829	21.829	21,829
512.29-00	Other Materials Supplies	5,890	1.301	0	0	0	0
512.30-01	Dept Share of Insurance	6,193	7.851	9,200	8.523	8.137	8,137
512.38-00	Support Services	22,367	25.859	26,015	27.272	26.621	26,621
512.45-00	Facilities Maint Charge	36,936	38.502	43,640	41.896	42.339	42,339
512.46-00	Computer Replacement Chrg	0	3,515	0	0	0	0
Supplies a	nd Services	201.988	134.463	179.249	173,645	172.013	172.013
**	City Attorney	924.478	961,067	983.430	971,400	966.450	966,450

# **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	PERFORMANCE MEASUREMENTS/INDICATORS
1.	Provide support for fulfilling the City Council Policy Priorities.	On going
2.	Provide support to the City Manager and League of California Cities to pursue solutions to the raising retirement rates.	On going
3.	Update and implement the necessary financial policies to insure fiduciary soundness and transparency.	Finance will revise and develop new policies over the next fiscal year for City Council review and adoption.
4.	Develop a plan to transition public safety and roads support of on-going expenses from Measure C to the General and Roads Fund.	In partnership with the City Manager's office, the Finance Department will work to develop a transition plan over the next five fiscal years.

5.	Develop a plan to implement a citywide Enterprise Resource Planning system.	Finance will work in partnership with the Information Technology Department to update the financial systems needs assessment and establish a plan to implement a citywide Enterprise Resource Planning system over the next three to five years.
6.	Coordinate the development of a vehicle replacement and	Finance will work to develop a funding strategy to be implemented over the

next three fiscal years.

### 2017-2018 BUDGET HIGHLIGHTS

technology refresh program.

The Finance Department has requested to add one Accounting Technician position as part of the FY 2017-2018 proposed budget to aid with increased work load and to work towards restoring increased public customer service access.

FUND NO. 001

ACCOUNT NO. 0701

EXPENSES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Dept.Head Request 2017-18	City Mgr. Recom. 2017-18	Council Approval 2017-18	
Personnel Expenses Supplies and Services Debt Service Acquisitions Capital Improvements * Undefined *	2.060.212 439.166 677.084 0 0 747-	2.167.831 451.575 709.135 0 0 754-	2.213.176 520.989 738.236 0 0	2.271.107 599.859 768.077 0 0	2.342.939 602.752 768.077 0 0	2.342.939 599.162 768.077 0 0	
TOTAL	3.175.715	3.327.787	3.472.401	3.639.043	3.713.768	3.710.178	
****		*****	*****		*****	(XXXXXXXXXXXXXXX	*****
FINANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18			
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-Devel. Services Adm Reimb-Devel. Services Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Recr. and Parks Adm Reimb-Fahrens Park Adm Reimb-Fahrens Park Adm Reimb-Iberty Park Adm Reimb-Ifth Street Adm Reimb-Bellevue West Adm Reimb-Bellevue East Adm Reimb-Refuse System Adm Reimb-Refuse System Adm Reimb-Refuse System Adm Reimb-Mastewater Sys Adm Reimb-Mastewater C. P.W. Adm Reimb-Refuse System Adm Reimb-Measure C. P.W. Adm Reimb-Measure C. P.W. Adm Reimb-Moraga DevlpCFD Adm Reimb-Workers Comp Adm Reimb-Itability Ins Adm Reimb-Emp Benefit 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-Fire Adm Reimb-Parking Auth Interdept DSR-General Fnd Interdept DSR-General Fnd Interdept DSR-Fac Roadway Interdept DSR-Fac Traffic	$\begin{array}{c} 245\\ 14\\ 98,463\\ 8,317\\ 989\\ 607\\ 4,851\\ 109,834\\ 29,350\\ 54,146\\ 30,836\\ 145\\ 306\\ 53\\ 49\\ 53\\ 1.015\\ 644\\ 317,664\\ 294,001\\ 219,890\\ 14,874\\ 4,988\\ 9900\\ 345\\ 20,974\\ 11,746\\ 1,437\\ 64,570\\ 49,755\\ 23,006\\ 29,809\\ 62,388\\ 42,214\\ 66,721\\ 10,832\\ 1.128\\ 43,081\\ 1,737\\ 4,308\\ 4,308\\ 4,308\end{array}$	$\begin{array}{c} 295\\ 18\\ 84.581\\ 12.290\\ 7.295\\ 719\\ 859\\ 128.076\\ 29.341\\ 63.732\\ 34.192\\ 346\\ 59\\ 346\\ 59\\ 346\\ 59\\ 346\\ 59\\ 346\\ 59\\ 346\\ 19.288\\ 3.069\\ 245.461\\ 19.288\\ 3.069\\ 245.461\\ 19.288\\ 3.069\\ 245.461\\ 19.288\\ 3.069\\ 245.461\\ 19.288\\ 3.069\\ 245.461\\ 19.593\\ 13.483\\ 2.493\\ 70.919\\ 55.116\\ 28.215\\ 36.243\\ 10.952\\ 46.855\\ 73.959\\ 14.323\\ 1.128\\ 45.606\\ 1.810\\ 4.560\\ 4.560\\ 4.560\\ \end{array}$	$\begin{array}{c} 325\\ 50\\ 86,709\\ 13,180\\ 8,867\\ 794\\ 133,574\\ 30,275\\ 65,145\\ 39,929\\ 74\\ 342,648\\ 300,997\\ 251,484\\ 20,606\\ 5,024\\ 995\\ 374\\ 19,063\\ 14,373\\ 2,411\\ 75,907\\ 57,573\\ 31,356\\ 41,447\\ 30,413\\ 48,049\\ 74,325\\ 14,889\\ 1,128\\ 47,338\\ 1,879\\ 4,733\\ 4,732\\ 4,733\\ 4,733\\ 4,733\\ 4,733\\ 4,733\\ 4,732$	$\begin{array}{c} 295\\ 35\\ 85, 357\\ 19, 132\\ 11, 520\\ 842\\ 760\\ 174, 184\\ 31, 020\\ 74, 320\\ 49, 210\\ 99\\ 489\\ 68\\ 64\\ 170\\ 637\\ 824\\ 432, 223\\ 295, 779\\ 299, 749\\ 23, 394\\ 4, 353\\ 1, 110\\ 435\\ 20, 529\\ 17, 127\\ 3, 276\\ 88, 210\\ 67, 875\\ 39, 604\\ 48, 877\\ 30, 413\\ 52, 336\\ 81, 689\\ 18, 400\\ 1, 191\\ 46, 376\\ 1, 841\\ 4, 637\\ 4, 637\\ 4, 637\\ \end{array}$			

ACCOUNT NO. 0701

INANCING SOURCES	Actual 2014-15	Actual 2015-16	Final Budget 2016-17	Estimated 2017-18
Interdept DSR-Fac Fire Interdept DSR-Fac Police Interdept DSR-Fac Parks Interdept DSR-BellevueDS Interdept DSR-CFDs Interdept DSR-Wastewater Interdept DSR-Wastewater Interdept DSR-Water Sys Interdept DSR-Dev Roadway Interdept DSR-Dev Roadway Interdept DSR-Dev Police Interdept DSR-Dev Fire Interdept DSR-Dev Fire Interdept DSR-Dev Parks Other Revenues	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 4.308	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 1.235.812	4.733 4.733 4.733 2.463 42.240 765 117.484 117.484 116.356 4.733 4.733 4.733 4.733 4.733 1.264.453	4.637 4.637 2.413 41.379 749 106.059 106.059 104.867 4.637 4.637 4.637 4.637 4.637
TOTAL	3.175.715	3.327.787	3.472.401	3,710,178

PERSONNEL

Number of Positions

Classification	Funded In Budget 2016-17			Council Approval
Finance Officer Deputy Finance Officer Accountant III Accountant I/II Payroll Coordinator Payroll Technician I/II Accounting Technician Account Clerk I/II/III Storekeeper	1.00 1.00 2.00 1.00 1.00 4.00 6.00 1.00	1.00 1.00 3.00 2.00 1.00 1.00 4.00 6.00 1.00	1.00 1.00 2.00 1.00 1.00 5.00 6.00 1.00	1.00 1.00 2.00 1.00 1.00 5.00 6.00
Purchasing Supervisor TOTAL	21.00	21.00	22.00	22.00

### BUDGET DETAIL EXPENSES

001-0701	Finance	ACTUAL	ACTUAL	FINAL BUDGET	DEPT. HEAD REQUEST	CITY MGR. RECOM.	COUNCIL APPROVAL
ACCT. NO.	ACCOUNT DESCRIPTION	2014-15	2015-16	2016-17	2017-18	2017-18	2017-18
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	1.251,252 73,105 579 4,111 263,098 74,851	1,279,019 78,403 0 3,189 278,346 76,849	1.320.136 85.878 4.180 291.043 79.265	1,351,757 88,020 4,489 84,717 82,008	1.396.831 88.020 4.489 84.717 84.802	1.396.831 88.020 4.489 84.717 84.802
511.10-07 511.10-10 511.10-12 511.10-20 511.10-21 511.10-27	Retirement-PERS New Membr	18.942 26.185 19.997 17.166 1.809 950	19.491 47.470 20.928 20.077 1.814 1.021	20,106 52,028 18,171 11,046 1,800 1,117	20.696 20.274 19.435 18.759 600 1.145	21.349 23.775 19.244 18.759 600 1.145	21.349 23.775 19.244 18.759 600 1.145
511.10-33 511.10-35 511.10-73 511.10-75 511.10-77	Retirement UAL Misc Ret-EE Share PERS Classic		303,444 37,780 0 0	299.041 29.365 0 0	296.534 30.891 150.111 85.357 16.314	317,392 30.891 146.436 85.357 19.132	317.392 30.891 146.436 85.357 19.132
Personnel	Services	2,060,212	2,167,831	2,213,176	2.271.107	2,342,939	2.342.939
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	6,633 3,393 12,108 15,180 3,895 105,905	7,723 2,505 12,994 16,323 4,154 120,253	7.584 3.283 14.704 17.213 6.149 148.200	8.155 2.920 14.420 16.540 7.690 133.000	8.155 3.440 14.420 12.902 7.690 133.000	4.565 3.440 14.420 12.902 7.690 133.000
512.18-00 512.20-00 512.21-00 512.22-00 512.23-00 512.24-00	Training Expense Rents/Leases	3.584 4.715 989 2.351 408 12.265	4.938 3.428 360 878 420 12.737	8.667 5.192 525 2.258 407 13.542	8.000 6.405 370 2.300 448 14.275	8,000 6,405 370 2,300 448 14,275	8.000 6.405 370 2.300 448 14.275
512.28-00 512.29-00 512.30-01 512.35-84 512.38-00 512.45-00	Safety Supplies Other Materials Supplies Dept Share of Insurance Retro Fee Expense Support Services Facilities Maint Charge	0 314 24.811 200 145.571 96.844	0 322 31.718 0 133.053 99.769	0 343 38.888 0 140.498 113.536	0 355 37,585 0 201,248 146,148	250 355 37,348 0 205,559 147,835	250 355 37,348 0 205,559 147,835
Supplies a	nd Services	439,166	451,575	520.989	599,859	602.752	599,162
516.62-00	Stores Inventory Adjust	747 -	754 -	0	0	0	0
Other		747-	754-	0	0	0	0
706.71-01 706.72-01 706.73-01	Principal-Bond Payment Interest Bond Payment Agent Fees-Bond Payment	325.000 348.691 3.393	375.000 330.790 3.345	425.000 309.836 3.400	480.000 284,777 3,300	480.000 284.777 3.300	480.000 284,777 3.300
Debt Servi	ces	677,084	709,135	738.236	768.077	768.077	768.077
**	Finance	3,175,715	3,327.787	3,472,401	3.639.043	3,713,768	3,710,178

# 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.