

**CITY OF MERCED  
2019-2020 CITY COUNCIL APPROVED BUDGET**

**TAB 11**

<b>PUBLIC WORKS OPERATIONS</b>	<b>PAGE NO.</b>
Public Works Department	11-1
<b><i>Public Works Administration</i></b>	
Public Works Operations Administration	11-2
<b><i>Streets and Streetlights</i></b>	
Streets and Streetlight Maintenance	11-10
Public Works- Operations-Measure C, Public Works	11-17
Streets Department Measure V, Streets	11-20
Street and Signals Capital Improvement Projects	11-25
<b><i>Parks Maintenance</i></b>	
Parks Maintenance	11-28
Parks Maintenance-Community Facilities District-Parks	11-32
<b><i>Water</i></b>	
Restricted Water System	11-37
Restricted Water Mains	11-40
Water System	11-43
Perchloroethylene Clean Up Water Capital Improvement Projects	11-51
Methyl Tertiary Butyl Ether Capital Improvement Projects	11-54
<b><i>Sewer and Wastewater</i></b>	
Wastewater/Sewer System	11-57
Wastewater Treatment Facility	11-65
Water Quality Control	11-73
Storm Drains	11-81
Land Application	11-90
Wastewater Treatment Lines Component Improvement Fund	11-96
University Capital Charge	11-99
Wastewater Treatment Plant Component Improvement Fund	11-102
Wastewater Revolving Fund	11-105
<b><i>Refuse</i></b>	
Refuse Collection	11-109
Green Waste Collection	11-115
Recycling Program	11-120
Street Sweeping	11-125
Street and Subdivision Trees	11-131
Refuse Capital Equipment Fund	11-136
<b><i>Fleet</i></b>	
Fleet Management	11-140
Fleet Replacement Fund	11-147
<b><i>Facilities</i></b>	
Facilities Maintenance	11-150

## **PUBLIC WORKS DEPARTMENT**

### **“CUSTOMER SERVICE WITH QUALITY CARE”**

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#### ***DESCRIPTION***

Through a continuing process of employee involvement, the Public Works Department has adopted the following mission and value statements as a foundation for all of the Department's activities.

#### ***OUR VISION***

To be known as an exceptional organization providing a wide variety of essential services to the communities of Merced and one another, with the highest level of safety, integrity, selflessness, professionalism, and efficiency.

#### ***MISSION***

In order to accomplish our vision we are committed to:

- Provide exceptional customer service through a unified team of dedicated, professional and selfless employees.
- Enhance our quality workforce through training, development and advancement opportunities.
- Provide a safe and healthy working, living and growing environment for all.
- Build collaborative partnerships with those we serve.
- Partner with and support other first responder organizations to address emergency needs (floods, wind storm damage, major incident traffic control) within the community when they occur.
- The Department strives to protect the City's investment in its infrastructure and public facilities, plan for future improvements to address changing needs, and ensure the health and safety of the community in the most efficient and cost effective manner.
- Finally, but not least, working in close concert with achieving the goals and priorities set forth in the City Manager's fiscal year budget and as well as those set by the Council.



# **PUBLIC WORKS ADMINISTRATION**

## **PUBLIC WORKS - ADMINISTRATION**

**FUND NO. 029**

**ACCOUNT NO. 1102**

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### ***DESCRIPTION***

The Public Works Administration Division provides administrative support to the Fleet, Facilities, Solid Waste, Streets, Parks, Trees, Water, Storm Drains, Sewer, Water Quality Control and the Wastewater Treatment Divisions, while providing responsive quality service to the general public.

### ***MISSION***

Provide and maintain excellent customer service through strategic planning, budgeting, administrative management, and service support for the Public Works Department. Ensure employee health and safety is maintained, while providing quality customer service to both internal and external customers.

### ***GOALS***

- Establish a culture and reputation of providing superior customer service to both internal and external customers.
- Continue to promote and conduct trainings for a safe working environment for Public Works employees.
- Promote Geographical Information Systems (GIS) technology to enhance internal and external customer service needs.
- Pursue "Green" opportunities and improve cost efficiency to ensure customers receive the highest level of energy-efficient, environmentally friendly service at the lowest cost when compared to other agencies, both public and private.

### ***OBJECTIVES***

1. Enhance customer relations.

### ***PERFORMANCE MEASUREMENTS/INDICATORS***

Continue to upgrade the Public Works web pages and Merced Connect application; providing up-to-date information regarding operations, services, and activities. Monitor and post useful Public Works information on "The Streets of Merced" Facebook page.

## PUBLIC WORKS - ADMINISTRATION

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|--|---|
| 2. Promote safety in the work place.   | <p>Conduct general and OSHA required safety training programs for new hires and annually for all Public Works personnel, including annual refresher course of the Injury and Illness Prevention Program.</p> <p>Monitor and review both vehicle and personnel accidents with the Public Works Safety Committee monthly to identify causes and implement loss prevention methods.</p> <p>Hold "All-Hands" safety training meetings once quarterly.</p> <p>Promote workplace safety through coordination with the Risk Management Authority by hosting and/or attending risk management training events. Host one RMA event per year.</p> |
| 3. Provide appropriate training opportunities consistent with the needs of the Administration staff. | <p>Maintain Standard Operating Procedures Manual to aid in training Administrative staff. Revise and add procedures as needed.</p>  |
| 4. Collaborate with Engineering to identify areas where Public Works Standards need revision.        | <p>Review standards, which apply to Public Works, annually and coordinate needed revisions with Engineering Department.</p>   |

5. Collaborate with multiple City departments and stakeholders to grow the Geographic Information System (GIS) program within the City.

Continue working with City departments to gather accurate GIS data sets for City infrastructure, addresses, street ranges, and other pertinent information.

Expand GIS usability by utilizing the Enterprise License Agreement (ELA) with the Environmental Systems Research Institute (ESRI) to provide greater access to the ESRI GIS software suite. Implement a training program for staff to increase user knowledge base and skills in order to effectively grow the GIS program within the City.

Develop and update GIS based field applications and dashboards for Refuse, Sewer, Storm, Water, Trees, and other divisions.

### ***2019/2020 Budget Highlights***

Customer service is a high priority of the Public Works Administrative staff. The Merced Connect application offers residents a means to report potholes, illegal dumping, and other related Public Works concerns. With increased use of the application, as well as Public Work's commitment to timely response of citizen concerns, Public Works Administrative staff will continue to provide prompt and courteous customer service for the increased service demand throughout the upcoming 2019/2020 year.

The Public Works Administrative Office has been in the process of restructuring staff duties to better accommodate the changing workload and more complex tasks needed to run day-to-day operations. At the mid-year budget review for FY 2018/2019, one vacant Account Clerk III was deleted from the budget and one Administrative Analyst position was added. The change to an Administrative Analyst allowed the department flexibility in adapting to the broader range of tasks necessary to perform core duties. As a continuation of the in-progress restructuring and need for flexibility in duty assignments, this budget includes deleting one vacant Clerk Typist position, deleting one vacant Account Clerk III (split position), and adding one Secretary position.

## Public Works Oper. Admin

ACCOUNT NO. 1102

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	1,166,098	1,163,374	1,552,097	1,565,896	1,493,311	1,493,311
Supplies and Services	433,683	409,839	538,533	649,216	590,245	590,245
Debt Service	0	0	0	0	0	0
Acquisitions	16,737	0	0	0	0	0
Capital Improvements	12,566	16,040	0	0	0	0
* Undefined *	3,538	3,664	24,002	27,811	27,811	27,811
TOTAL	1,632,622	1,592,917	2,114,632	2,242,923	2,111,367	2,111,367

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	43,844	0	40,495	0
PERS-EE Share 2% @ 62	7,095	0	26,282	0
Investment Earnings	3,077	4,616	5,350	7,720
Unclassified	0	631	0	0
Adm Reimb-General Fund	28,907	32,463	36,647	37,582
Adm Reimb-Maint. District	8,504	8,715	8,987	9,262
Adm Reimb-Street Maint.	41,203	38,903	44,769	48,019
Adm Reimb-Wastewater Sys	218,513	227,122	259,090	283,756
Adm Reimb-Water System	172,512	156,581	180,674	193,886
Adm Reimb-Refuse System	221,005	234,298	265,271	289,891
Adm Reimb-Fleet Managemnt	60,347	60,971	68,390	74,561
Interdept DSR-General Fnd	74,622	72,084	72,678	71,193
Interdept DSR-Maint Dist	36,474	35,913	36,398	39,352
Interdept DSR-Streets	62,479	61,488	62,886	53,933
Interdept DSR-CFD's	343	25,041	25,316	28,051
Interdept DSR-Wastewater	87,203	101,855	113,509	110,497
Interdept DSR-Water Sys	109,922	99,409	110,393	95,215
Interdept DSR-Refuse	345,379	370,473	405,085	392,157
Interdept DSR-Fleet	51,625	48,590	44,372	46,449
Interdept DSR-Facilities	21,932	20,353	20,801	20,563
Other Revenues	37,636	6,589-	287,239	309,280
TOTAL	1,632,622	1,592,917	2,114,632	2,111,367

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## P E R S O N N E L

## Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
Dir. of PW Operations	1.00	1.00	1.00	1.00
Deputy PW Director	1.00	1.00	1.00	1.00
Safety Spec/Trainee	1.00	1.00	1.00	1.00
Secretary I/II	3.25	3.25	4.25	4.25
Administrative Analyst I	2.00	2.00	1.25	1.25
Clerk Typist I/II	1.00	1.00		
Systems Tech I/II/III	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
Accountant I/II	1.00	1.00	1.00	1.00
Acct Clerk I/II/III	.25	.25		
Management Analyst	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00
TOTAL	14.50	14.50	13.50	13.50

## BUDGET DETAIL EXPENSES

029-1102	Public Works Oper. Admin						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	674,528	716,012	938,181	972,452	936,050	936,050
531.03-00	Extra Help	10,217	5,226	0	0	0	0
531.04-01	Regular Overtime	9,475	4,464	8,831	8,656	8,656	8,656
531.10-05	Retirement PERS Classic	101,558	39,186	41,440	45,585	45,585	45,585
531.10-06	Social Security-OASDI	40,156	42,342	56,739	58,824	56,544	56,544
531.10-07	Social Security-Medicare	9,831	10,196	13,528	13,935	13,402	13,402
531.10-08	State Unemployment	0	0	3,471	30	30	30
531.10-09	Retirement-PERS Lateral	0	1,266	0	0	0	0
531.10-10	Retirement-PERS New Membr	20,299	15,230	33,662	35,926	32,875	32,875
531.10-12	Workers Compensation	7,610	2,549	2,572	3,716	3,092	3,092
531.10-20	Earned Benefit	3,875	1,335	7,109	7,875	7,875	7,875
531.10-21	Bilingual Pay Program	1,025	877	1,200	600	600	600
531.10-24	Vehicle Allowance	0	98	0	0	0	0
531.10-27	PTS Plan FICA Alternative	133	68	0	0	0	0
531.10-33	Core Allowance	209,019	203,225	230,091	253,134	227,652	227,652
531.10-35	Post Employment Benefits	27,433	29,508	34,474	33,884	33,884	33,884
531.10-73	Retirement UAL Misc	0	91,792	114,022	131,279	127,066	127,066
531.10-75	Ret-EE Share PERS Classic	43,844	0	40,495	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	7,095	0	26,282	0	0	0
Personnel Services		1,166,098	1,163,374	1,552,097	1,565,896	1,493,311	1,493,311
532.11-00	Utilities	17,277	15,844	18,878	19,421	19,421	19,421
532.12-00	Telephone	1,098	2,279	3,489	3,524	3,524	3,524
532.13-00	Postage	598	475	500	500	500	500
532.15-00	Office Supplies	31,409	24,531	25,000	25,000	25,000	25,000
532.17-00	Professional Services	17,564	16,053	15,750	7,920	7,920	7,920
532.18-00	Travel and Meetings	2,404	3,651	11,407	11,210	11,210	11,210
532.20-00	Training Expense	2,121	5,264	12,250	12,665	12,665	12,665
532.21-00	Rents/Leases	3,657	6,103	7,020	7,220	7,220	7,220
532.22-00	Office Equipment O & M	757	1,007	1,050	1,000	1,000	1,000
532.23-00	Vehicle Operations/Maint	8,900	2,157	3,320	9,507	8,954	8,954
532.24-00	Memberships, Subscription	11,224	11,992	17,972	15,083	15,083	15,083
532.25-00	Maintenance Matls & Svcs	39,531	7,234	8,190	8,190	14,658	14,658
532.26-00	Other Equipment O & M	1,056	0	0	0	0	0
532.28-00	Safety Supplies	6,656	8,104	8,000	8,000	8,000	8,000
532.30-01	Dept Share of Insurance	23,892	24,603	23,680	24,197	21,319	21,319
532.32-00	Vehicle Replacement Fee	11,354	10,047	14,136	13,831	13,831	13,831
532.35-84	Retro Fee Expense	0	200	0	0	0	0
532.38-00	Support Services	116,866	180,978	281,919	370,142	313,873	313,873
532.45-00	Facilities Maint Charge	68,196	80,630	80,150	105,275	99,627	99,627
532.46-00	Computer Replacement Chrg	59,253	0	0	0	0	0
Supplies and Services		423,813	401,152	532,711	642,685	583,805	583,805
533.43-00	Machinery/Equipment	16,737	0	0	0	0	0
Property		16,737	0	0	0	0	0
534.91-03	Adm Exp-City Clerk	56	0	13	0	0	0
Administrative		56	0	13	0	0	0
535.92-17	Interdept DSC-Develop Svc	6,644	5,235	3,453	2,676	2,602	2,602
535.92-72	Interdept DSC-Supprt Sr	3,170	3,452	2,356	3,855	3,838	3,838
Interdepartmental		9,814	8,687	5,809	6,531	6,440	6,440

## BUDGET DETAIL EXPENSES

029-1102	Public Works Oper. Admin						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
633.64-00	Depreciation Expense	12,566	16,040	0	0	0	0
	Property	12,566	16,040	0	0	0	0
968.93-71	Trsf-Facilities Main(671)	3,538	3,664	3,796	3,931	3,931	3,931
968.93-72	Trsf-Support Service(672)	0	0	20,206	23,880	23,880	23,880
	Other	3,538	3,664	24,002	27,811	27,811	27,811
**	Public Works Oper. Admin	1,632,622	1,592,917	2,114,632	2,242,923	2,111,367	2,111,367



## **PUBLIC WORKS OPERATIONS – ADMINISTRATION**

- 11-00 Utility services for the Public Works Corporation Yard; including electrical, gas, water, and sewer.
- 12-00 Office phones, two-way radio circuits, and cell phone & device data plans.
- 13-00 Postage for general correspondence.
- 15-00 Office supplies for all Public Works divisions. (See footnote below.)
- 17-00 AutoCAD licensing and Annual Testing for Hearing Conservation Program.
- 18-00 Meetings and travel associated with trainings related to Geographical Information System (GIS), Occupational Safety and Health Administration (OSHA), Public Works Officers Institute, and other staff training as needed.
- 20-00 Registration expenses for various technical workshops, training, and conferences listed in Line 18-00 above.
- 21-00 Security alarm service for Public Works Corporation Yard and copier service lease/maintenance agreements.
- 22-00 Maintenance for City-owned printers and office equipment.
- 24-00 Computer Licensing Fees, CAL-OSHA Reporter, American Public Works Association (APWA), American Water Works Association (AWWA), and other professional memberships.
- 25-00 Materials and services for maintenance of Public Works Corporation Yard buildings and equipment.
- 28-00 Public Works Safety Awareness Week, Department Recognition Safety Awards, safety training aids & video rentals, and first aid supplies.

*FOOTNOTE:* A portion of administrative costs are recovered through Direct Service Charges to Public Works divisions, with remaining general administration expenses spread based on number of employees and operating budget.

# **STREETS AND STREETLIGHTS**

**STREET AND STREETLIGHT MAINTENANCE**  
**FUND NO. 022**  
**ACCOUNT NO. 1104**

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***DESCRIPTION***

The Street and Streetlight Maintenance Division performs all necessary maintenance and repairs to all City infrastructure located within the City's public right-of-ways, to include City streets, alleys, sidewalks, curb and gutters, street lights, traffic signals, signs, and pavement markings.

***MISSION***

Perform all maintenance with a high level of professionalism and quality, ensuring the City's infrastructure is maintained in a safe and reliable manner.

***GOALS***

- ◇ Ensure our street and sidewalk work orders are inspected, repaired, or preventive maintenance is performed in accordance with best management practices as revenue and staffing are available.
- ◇ Continue to implement new procedures, private contracts, and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service and minimize costs.
- ◇ Continue management of the annual leaf collection program.

***OBJECTIVES***

1. Continue ongoing Street Maintenance Program to maintain street integrity through an aggressive inspection and replacement program.

***PERFORMANCE***

***MEASUREMENTS/INDICATORS***

Replace 10,000-sq. ft. of asphalt, utilizing City forces, weather permitting and staff availability, by June 2020. Contingent on availability of funding.

Fill potholes within two working days of reported customer complaints or work order creation. Aggressively inspect streets weekly for potholes on major streets.

Work closely with the Engineering Division on capital improvement projects to ensure all aspects of plans are addressed prior to construction.

## STREET AND STREETLIGHT MAINTENANCE

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|--|---|
| 2. Continue Sidewalk Maintenance Program to remove tripping hazards, using City forces and private contractors. Install ADA ramps as prioritized through inspection and Engineering's ADA ramp project list. | <p>Grind/saw cut 500 trip hazards by June 2020.</p> <p>Remove and replace trip hazards utilizing the SB1 Sidewalk Replacement Program.</p> <p>Replace temporary patches due to utility cuts in streets, asphalt repairs as limited staffing, aging equipment, and weather conditions permit.</p> <p>Work with the Engineering Division on identifying and installation of ADA ramps at strategic locations with emphasis on schools, hospitals, and businesses with curbs restricting ADA access.</p> |
| 3. Continue Traffic Signal and Streetlight Maintenance Program.  | <p>Continue 2-hour maximum response to reported traffic signal problems and 48-hour maximum response time to reported streetlight outages. Tracking of completed tasks through current work order system.</p> <p>Continue to research technological improvements to determine how they may benefit the City's Traffic Signal and Streetlight Maintenance Program.</p>   |
| 4. Continue Street Signs and Traffic Pavement Markings Maintenance Program and MUTCD regulatory retro-reflectivity standards.  | <p>Complete annual repainting of all stop, centerline, bike lane, and fog line striping and markings by June 2020.</p> <p>Conduct annual sign survey to identify necessary repairs or replacements.</p> <p>Coordinate with Traffic Committee and Engineering Division to ensure completion of all new sign ordinance changes and requests within one week of allowed installation date.</p>   |

## STREET AND STREETLIGHT MAINTENANCE

5. Coordinate and implement the Pavement Management System, as well as continue coordination of Measure V activities.

Coordinate with Merced County Association of Governments (MCAG) and the City Engineering Division to utilize the Pavement Management System (PMS) for prioritization of roadway rehabilitation projects.

Continue with coordination of Measure V activities, including roadway repairs, filling potholes, replacing or ramping sidewalks, sign repair or replacement, and signal repair.

### ***2019/2020 BUDGET HIGHLIGHTS***

SB1 and Measure V add much needed funding to the Street Division, which allows the Street Division and Engineering Division to address some of the road maintenance/repairs that have been deferred due to lack of funding.

## Street/Light Maintenance

ACCOUNT NO. 1104

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	795,267	822,981	1,010,207	1,062,285	1,046,467	1,046,467
Supplies and Services	1,492,555	1,525,257	1,703,954	1,798,240	1,765,530	1,765,530
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	8,000	8,000	8,000
Capital Improvements	0	0	0	0	0	0
* Undefined *	300,068	324,526	336,144	379,911	379,911	379,911
TOTAL	2,587,890	2,672,764	3,050,305	3,248,436	3,199,908	3,199,908

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Utility-Cut Costs Recvory	109,388	87,593	100,000	100,000
PERS-EE Share 2.5% @ 55	18,964	0	20,656	0
PERS-EE Share 2% @ 60	1,366	0	0	0
PERS-EE Share 2% @ 62	5,586	0	11,722	0
Investment Earnings	286	41	0	0
Rent & Maintenance	21,934	8,434	6,900	0
Unclassified	9,436	34,837	0	0
Damage Claims	183,166	36,944	100,000	100,000
Sale of Equipment	107	0	0	0
Interdept DSR-Maint Dist	3,022	3,077	2,932	3,302
Interdept DSR-CFD's	0	1,430	1,596	2,284
Interdept DSR-Refuse	108,558	128,191	157,156	154,063
Trsf-Local Transport(007)	0	125,356	280,917	171,503
Trsf-2105 Gas Tax Fu(009)	473,022	450,715	499,438	481,785
Trsf-2106 Gas Tax Fu(010)	207,932	202,064	213,772	210,029
Trsf-2107 Gas Tax Fu(011)	624,156	598,823	622,426	644,962
Trsf-Measure "C" (061)	446,346	82,942	100,000	100,000
Trsf-2103 Gas Tax Fu(065)	200,508	350,461	330,785	747,162
Trsf-Measure V Alt M(075)	0	70,531	59,197	45,401
Trsf-2030 Gas Tax Fu(076)	0	96,021	306,021	257,814
Trsf-Measure V LT (078)	0	403,023	236,787	181,603
Other Revenues	174,113	7,719-	0	0
TOTAL	2,587,890	2,672,764	3,050,305	3,199,908

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P E R S O N N E L Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager - Tax Services	.25	.25	.25	.25
Public Works Spvr. - Streets	.80	.80	.80	.80
Maintenance Worker I/II/III	5.00	5.00	5.00	5.00
Traffic Sig/Lighting Tech	2.00	2.00	2.00	2.00
TOTAL	8.05	8.05	8.05	8.05

## BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	353,881	378,020	452,185	466,847	466,847	466,847
531.03-00	Extra Help	26,435	32,350	37,648	38,573	38,573	38,573
531.04-01	Regular Overtime	61,810	49,625	72,831	79,174	79,174	79,174
531.04-04	Call Back Time Worked	6,292	3,498	6,633	16,090	16,090	16,090
531.10-02	Unused Sick Leave	345	110	1,333	1,384	1,384	1,384
531.10-05	Retirement PERS Classic	43,873	15,689	21,290	22,574	22,574	22,574
531.10-06	Social Security-OASDI	27,592	27,842	34,597	37,640	37,640	37,640
531.10-07	Social Security-Medicare	6,836	6,981	8,637	9,362	9,362	9,362
531.10-08	State Unemployment	4,608	0	0	0	0	0
531.10-09	Retirement-PERS Lateral	3,720	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	15,689	13,640	15,014	16,623	16,623	16,623
531.10-12	Workers Compensation	33,556	56,618	49,263	74,763	62,956	62,956
531.10-17	Stand By Pay	28,813	25,166	32,138	42,491	42,491	42,491
531.10-20	Earned Benefit	7,177	8,919	7,132	18,006	18,006	18,006
531.10-21	Bilingual Pay Program	661	89	960	960	960	960
531.10-23	Uniform Cleaning	2,167	2,248	3,374	3,374	3,374	3,374
531.10-27	PTS Plan FICA Alternative	347	421	489	502	502	502
531.10-33	Core Allowance	105,721	120,246	139,901	135,537	133,526	133,526
531.10-35	Post Employment Benefits	39,931	43,165	39,448	33,012	33,012	33,012
531.10-73	Retirement UAL Misc	0	38,354	54,956	65,373	63,373	63,373
531.10-75	Ret-EE Share PERS Classic	18,964	0	20,656	0	0	0
531.10-76	Ret-EE Share PERS Lateral	1,366	0	0	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	5,483	0	11,722	0	0	0
Personnel Services		795,267	822,981	1,010,207	1,062,285	1,046,467	1,046,467
532.11-00	Utilities	389,970	436,170	441,497	456,973	456,973	456,973
532.12-00	Telephone	2,512	3,169	3,396	4,440	4,440	4,440
532.13-00	Postage	182	425	425	425	425	425
532.17-00	Professional Services	91,140	130,426	146,481	163,351	163,351	163,351
532.18-00	Travel and Meetings	3,079	3,359	5,625	5,625	5,625	5,625
532.20-00	Training Expense	3,892	2,780	4,402	4,402	4,402	4,402
532.21-00	Rents/Leases	240	301	505	305	305	305
532.23-00	Vehicle Operations/Maint	120,509	133,683	132,983	148,674	140,033	140,033
532.24-00	Memberships, Subscription	1,572	1,362	3,792	5,668	5,668	5,668
532.25-00	Maintenance Matls & Svcs	347,860	263,741	317,062	322,170	322,170	322,170
532.26-00	Other Equipment O & M	4,653	4,551	4,395	4,995	4,995	4,995
532.27-00	Small Tools	2,596	2,927	3,350	3,350	3,350	3,350
532.28-00	Safety Supplies	3,677	3,765	4,620	5,340	5,340	5,340
532.30-01	Dept Share of Insurance	57,749	75,105	58,621	55,932	47,927	47,927
532.30-24	Subrogation Claims Exp	0	5,683	96,000	96,000	96,000	96,000
532.38-00	Support Services	45,867	37,894	33,722	36,341	35,310	35,310
532.45-00	Facilities Maint Charge	19,714	20,285	19,953	22,398	21,108	21,108
Supplies and Services		1,095,212	1,125,626	1,276,829	1,336,389	1,317,422	1,317,422
533.43-00	Machinery/Equipment	0	0	0	8,000	8,000	8,000
Property		0	0	0	8,000	8,000	8,000
534.91-01	Adm Exp-City Manager	20,161	24,919	30,835	32,140	34,055	34,055
534.91-02	Adm Exp-City Attorney	3,978	6,625	6,529	6,768	10,497	10,497
534.91-03	Adm Exp-City Clerk	10,326	10,186	11,328	13,091	12,634	12,634
534.91-09	Adm Exp-Finance	57,482	66,261	76,997	93,783	87,617	87,617
534.91-10	Adm Exp-Purchasing	7,663	8,059	8,242	9,905	9,382	9,382
534.91-11	Adm Exp-Public Works	41,203	38,903	44,769	57,001	48,019	48,019
534.91-16	Adm Exp-City Council	6,421	6,832	7,442	7,973	8,225	8,225
Administrative		147,234	161,785	186,142	220,661	210,429	210,429

## BUDGET DETAIL EXPENSES

022-1104	Street/Light Maintenance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
535.92-17	Interdept DSC-Develop Svc	186,977	175,952	177,528	184,672	183,224	183,224
535.92-29	Interdept DSC-Pub Works	62,479	61,488	62,886	55,995	53,933	53,933
535.92-53	Interdept DSC-Wastewater	406	159	273	227	226	226
535.92-72	Interdept DSC-Supprt Sr	247	247	296	296	296	296
	Interdepartmental	250,109	237,846	240,983	241,190	237,679	237,679
968.93-71	Trsf-Facilities Main(671)	300,068	324,526	336,144	348,169	348,169	348,169
968.93-72	Trsf-Support Service(672)	0	0	0	31,742	31,742	31,742
	Other	300,068	324,526	336,144	379,911	379,911	379,911
**	Street/Light Maintenance	2,587,890	2,672,764	3,050,305	3,248,436	3,199,908	3,199,908



## **STREET AND STREETLIGHT MAINTENANCE**

- 11-00 Includes electrical services for streetlights/traffic signals, and share of Corporation Yard utilities.
- 17-00 DMV drivers' license upgrades and renewals. CalTrans traffic signal controller maintenance, State Controllers Report, hazardous material disposal, contract landscape maintenance for street center-medians, and "G" Street undercrossing.
- 21-00 Rental of compact asphalt roller and air gas torches, security alarm service at traffic/signal light warehouse.
- 24-00 Underground Service Alert (USA), International Municipal Signal Association (IMSA), and Traffic Signal Association.
- 25-00 Miscellaneous aggregate materials to include asphalt and concrete, street light poles, as well as traffic signal light fuses, wires, batteries, connectors, filters, etc.
- 26-00 Replacement of concrete grinder blades and miscellaneous tools.

**MEASURE "C" FUND-PUBLIC WORKS**  
**FUND NO. 061**  
**ACCOUNT NO. 1126**

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***PROGRAM***

Measure C Fund accounts for one-half cent new transactions and use taxes effective April 1, 2006. The Measure was approved by area voters. Account Number 1126 is used for the public works related expenditures from the collected tax revenues.

## Measure "C"- Public Works

ACCOUNT NO. 1126

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	8,256	7,246	27	2,047	2,028	2,028
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	446,346	132,942	100,072	100,085	100,085	100,085
TOTAL	454,602	140,188	100,099	102,132	102,113	102,113

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
General Sales and Use	5,994,851	6,062,912	6,415,000	6,607,000
Investment Earnings	1,743	4,841	2,500	14,470
Trsf-AB 109 (072)	19,609	6,608	0	0
Trsf-Vehicle Abate (080)	0	0	0	1,440
Trsf-Unemployment Fn(668)	26,816	0	0	0
Other Revenues	5,588,417-	5,934,173-	6,317,401-	6,520,797-
TOTAL	454,602	140,188	100,099	102,113

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## BUDGET DETAIL EXPENSES

061-1126 Measure "C"- Public Works

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
532.38-00	Support Services	79	48	26	280	283	283
	Supplies and Services	79	48	26	280	283	283
534.91-01	Adm Exp-City Manager	1,555	1,460	0	347	366	366
534.91-02	Adm Exp-City Attorney	307	388	0	73	113	113
534.91-03	Adm Exp-City Clerk	796	597	0	141	136	136
534.91-09	Adm Exp-Finance	4,433	3,881	1	1,013	941	941
534.91-10	Adm Exp-Purchasing	591	472	0	107	101	101
534.91-16	Adm Exp-City Council	495	400	0	86	88	88
	Administrative	8,177	7,198	1	1,767	1,745	1,745
908.93-22	Trsf-Street Maint/Lt(022)	446,346	82,942	100,000	100,000	100,000	100,000
	Other	446,346	82,942	100,000	100,000	100,000	100,000
968.93-66	Trsf-Workers Comp (666)	0	50,000	0	0	0	0
968.93-72	Trsf-Support Service(672)	0	0	72	85	85	85
	Other	0	50,000	72	85	85	85
**	Measure "C"- Public Works	454,602	140,188	100,099	102,132	102,113	102,113

**MEASURE “V” FUND-PUBLIC WORKS**  
**FUND NO’s. 075 & 078**  
**ACCOUNT NO. 1145**

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***PROGRAM***

Measure V Fund accounts for one-half cent new transactions and use taxes effective April 1, 2017. The Measure was approved by area voters. Account Number 1145 is used for the public works related expenditures from the revenues.

[illegible][illegible]

## BUDGET DETAIL EXPENSES

075-1145	Measure "V"-Public Works						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
637.65-00	Capital Imp. Projects	0	13,797	546,064	742,994	729,847	729,847
	Capital Outlay	0	13,797	546,064	742,994	729,847	729,847
908.93-22	Trsf-Street Maint/Lt(022)	0	70,531	59,197	51,000	45,401	45,401
	Other	0	70,531	59,197	51,000	45,401	45,401
**	Measure "V"-Public Works	0	84,328	605,261	793,994	775,248	775,248

## Measure "V"-Public Works

ACCOUNT NO. 1145

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	7,745	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	2,100,429	3,273,692	3,221,104	3,221,104
* Undefined *	0	403,023	236,787	204,000	181,603	181,603
TOTAL	0	410,768	2,337,216	3,477,692	3,402,707	3,402,707

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
General Sales & Use Tax	0	7,745	2,100,429	0
Investment Earnings	0	403,023	236,787	0
Other Revenues	0	0	0	3,402,707
TOTAL	0	410,768	2,337,216	3,402,707

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## BUDGET DETAIL EXPENSES

078-1145 Measure "V"-Public Works

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
532.17-00	Professional Services	0	7,745	0	0	0	0
	Supplies and Services	0	7,745	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	2,100,429	3,273,692	3,221,104	3,221,104
	Capital Outlay	0	0	2,100,429	3,273,692	3,221,104	3,221,104
908.93-22	Trsf-Street Maint/Lt(022)	0	403,023	236,787	204,000	181,603	181,603
	Other	0	403,023	236,787	204,000	181,603	181,603
**	Measure "V"-Public Works	0	410,768	2,337,216	3,477,692	3,402,707	3,402,707

## **CAPITAL IMPROVEMENT PROJECT FUND**

**FUND NO. 450**

**ACCOUNT NO. 1104**

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### ***PROGRAM***

Funds received from State and Federal services are held in separate fund accounts until projects are awarded, necessitating their expenditure. Project funds are then transferred to the Streets and Signals CIP Fund for project tracking and expenditure.

The revenues are accounted for in separate fund accounts to meet the subventing agencies' auditing and accounting requirements.

Street/Light CIP

ACCOUNT NO. 1104

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	1,266,338	3,076,508	9,696,200	9,948,272	10,040,086	10,031,583
* Undefined *	160,608	25,223	18,614	73,710	73,710	73,710
TOTAL	1,426,946	3,101,731	9,714,814	10,021,982	10,113,796	10,105,293

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Other Federal Grants	39,598	29,575	52,469	130,969
Congstn Mgmt Air Qlt-CMAQ	353,864	195,571	283,220	129,293
Other State Grants	500,222	2,146,573	606,004	26,600
Investment Earnings	13,035	16,405	10,320	36,630
Unclassified	39,255	0	0	0
Trsf-Local Transport(007)	266,064	214,180	841,477	526,280
Trsf-Housing Fund (018)	79,555	151,719	0	454,798
Trsf-STP Fund (025)	380,630	963,581	4,558,057	3,994,932
Trsf-Facilities-Road(044)	79	0	1,624,436	1,621,626
Trsf-Facilities Road(054)	0	2,682	77,546	74,864
Trsf-2030 Gas Tax Fu(076)	0	100	1,574,357	2,138,778
Trsf-City HousingCIP(471)	0	0	4,436	4,436
Other Revenues	245,356-	618,655-	82,492	966,087
TOTAL	1,426,946	3,101,731	9,714,814	10,105,293

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## BUDGET DETAIL EXPENSES

450-1104	Street/Light CIP						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
637.65-00	Capital Imp. Projects	1,266,338	3,076,508	9,696,200	9,948,272	10,040,086	10,031,583
	Capital Outlay	1,266,338	3,076,508	9,696,200	9,948,272	10,040,086	10,031,583
908.93-07	Trsf-Local Trans SR (007)	0	11,387	0	0	0	0
908.93-25	Trsf-STP Fund (025)	33,178	11,836	18,614	73,710	73,710	73,710
908.93-44	Trsf-Facilities Road(044)	42,430	2,000	0	0	0	0
908.93-54	Trsf-Facilities Road(054)	85,000	0	0	0	0	0
Other		160,608	25,223	18,614	73,710	73,710	73,710
**	Street/Light CIP	1,426,946	3,101,731	9,714,814	10,021,982	10,113,796	10,105,293

# **PARKS MAINTENANCE**

**PARKS MAINTENANCE**  
**FUND NO. 001 & 158**  
**ACCOUNT NO. 1120 & 1137**

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***DESCRIPTION***

The Parks division is responsible for the landscape maintenance of approximately 342 acres of municipal parks, landscaped areas, traffic medians, athletic fields, and open land areas, while maintaining approximately 19 miles of associated Class I bike paths.

***MISSION***

Parks Maintenance mission is to enrich the quality of life for Merced citizens and Merced communities. This will be achieved by providing exceptional parks and diverse recreational experiences for all patrons, building community image and sense of place, while preserving and protecting the City's natural resources.

***GOALS***

- ◇ Continue providing support to the Parks and Community Services Department and to the public for recreational needs. Maintain the health and condition of all public landscape areas throughout the City.
- ◇ Maintain a comprehensive herbicide and pesticide application program to sustain the health and condition of landscape areas, parks, and urban forest, while enhancing the usefulness of public facilities and open space.
- ◇ Collaborate with UC Merced, Merced College, and Community Service groups on beautification projects and public outreach events throughout the communities.
- ◇ Promote health and encourage exercise among residents and visitors by maintaining and upgrading the bicycle and footpath system throughout the City.
- ◇ Assist Street Sweeping Division in the management of the annual leaf collection program.
- ◇ Oversee maintenance of the maintenance districts (MD) and community facility districts (CFD) maintained by private landscape contractor(s) as specified by the contract.

## PARKS MAINTENANCE

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENTS/INDICATORS</b>
1. Irrigation repairs in all parks, upgrading clocks, pumps and systems as needed.	Inspect all parks, establish maintenance schedule for clocks, sprinklers, and pumps.
2. Vegetation and fire reduction management within the City utility right-of-ways.	Apply herbicide applications annually, as needed, or in response to a customer service request.
3. Oversee maintenance district and CFD landscape areas that are maintained by private landscape contractor(s) as specified by contract language.	Inspect maintenance district and CFD landscaping monthly. Document findings in monthly reports to contractor and Department Head, as well as ensuring deficiencies are corrected when identified.

### ***2019/2020 Budget Highlights***

This budget includes funding for ongoing maintenance of the Applegate Rose Garden.

## Parks Maintenance

ACCOUNT NO. 1120

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	617,380	679,060	860,752	850,899	775,878	773,364
Supplies and Services	888,892	959,011	1,035,839	1,179,130	1,103,117	1,103,117
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	27,105	73,358	708	708	708	708
TOTAL	1,533,377	1,711,429	1,897,299	2,030,737	1,879,703	1,877,189

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	17,676	0	19,823	0
PERS-EE Share 2% @ 62	1,521	0	9,137	0
Unclassified	11,557	112	0	0
Sale of Equipment	0	542	0	0
Interdept DSR-Maint Dist	4,686	5,047	4,760	6,728
Interdept DSR-Refuse	8,293	6,665	8,409	5,747
Interdept DSR-CFD's	0	2,275	2,429	9,641
Other Revenues	1,489,644	1,696,788	1,852,741	1,855,073
TOTAL	1,533,377	1,711,429	1,897,299	1,877,189

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## P E R S O N N E L Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
P.W. Manager - Tax Services	.25	.25	.25	.25
Public Works Spvr-Parks & Tree	.35	.35	.35	.35
Park Worker I/II/III	7.25	7.25	6.75	6.75
TOTAL	7.85	7.85	7.35	7.35



## BUDGET DETAIL EXPENSES

001-1120 Parks Maintenance							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	254,677	305,114	401,278	417,019	382,963	381,139
531.03-00	Extra Help	30,929	11,528	30,000	16,000	0	0
531.04-01	Regular Overtime	17,353	21,487	20,375	16,511	16,511	16,511
531.04-04	Call Back Time Worked	3,666	3,107	3,336	3,852	3,852	3,852
531.10-05	Retirement PERS Classic	41,103	17,857	20,419	26,003	19,664	19,511
531.10-06	Social Security-OASDI	16,555	20,059	26,096	27,573	25,521	25,412
531.10-07	Social Security-Medicare	4,320	4,858	6,538	6,680	5,969	5,943
531.10-10	Retirement-PERS New Membr	4,298	5,917	11,703	9,028	12,492	12,492
531.10-12	Workers Compensation	47,745	49,742	39,908	58,754	48,081	48,081
531.10-17	Stand By Pay	3,406	3,639	2,372	13,364	13,364	13,364
531.10-20	Earned Benefit	801	1,120	3,587	7,875	7,875	7,875
531.10-21	Bilingual Pay Program	241	240	210	210	210	194
531.10-23	Uniform Cleaning	1,570	1,818	2,579	2,579	1,964	1,964
531.10-27	PTS Plan FICA Alternative	406	150	390	208	0	0
531.10-33	Core Allowance	92,607	115,230	133,558	102,190	100,769	100,383
531.10-35	Post Employment Benefits	78,506	78,755	80,674	84,657	84,657	84,657
531.10-73	Retirement UAL Misc	0	38,439	48,769	58,396	51,986	51,986
531.10-75	Ret-EE Share PERS Classic	17,676	0	19,823	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	1,521	0	9,137	0	0	0
Personnel Services		617,380	679,060	860,752	850,899	775,878	773,364
532.11-00	Utilities	274,029	295,800	330,000	343,779	343,779	343,779
532.12-00	Telephone	693	1,128	1,164	1,044	1,044	1,044
532.17-00	Professional Services	186,081	222,567	218,966	230,334	262,384	262,384
532.18-00	Travel and Meetings	788	94	650	3,875	412	412
532.20-00	Training Expense	313	160	510	1,250	600	600
532.21-00	Rents/Leases	0	0	1,138	963	963	963
532.23-00	Vehicle Operations/Maint	57,100	54,657	53,591	62,147	58,535	58,535
532.24-00	Memberships, Subscription	73	0	4,456	4,674	4,674	4,674
532.25-00	Maintenance Matls & Svcs	40,280	71,327	76,768	100,768	77,618	77,618
532.26-00	Other Equipment O & M	892	395	1,424	1,877	1,000	1,000
532.27-00	Small Tools	2,751	3,053	2,794	4,275	2,445	2,445
532.28-00	Safety Supplies	2,572	1,670	2,262	3,472	2,972	2,972
532.29-00	Other Materials Supplies	19,411	13,050	24,426	71,451	24,951	24,951
532.30-01	Dept Share of Insurance	24,498	26,997	23,976	24,222	20,898	20,898
532.38-00	Support Services	31,857	31,713	30,208	31,712	29,099	29,099
532.45-00	Facilities Maint Charge	169,896	154,173	177,928	200,439	188,919	188,919
Supplies and Services		811,234	876,784	950,261	1,086,282	1,020,293	1,020,293
534.91-11	Adm Exp-Public Works	28,907	32,463	36,647	47,709	37,582	37,582
Administrative		28,907	32,463	36,647	47,709	37,582	37,582
535.92-01	Interdept DSC-General Fnd	1,128	1,191	1,640	1,640	1,640	1,640
535.92-29	Interdept DSC-Pub Works	47,524	48,524	47,242	43,450	43,553	43,553
535.92-72	Interdept DSC-Supprt Sr	99	49	49	49	49	49
Interdepartmental		48,751	49,764	48,931	45,139	45,242	45,242
637.65-00	Capital Imp. Projects	27,105	73,358	708	708	708	708
Capital Outlay		27,105	73,358	708	708	708	708
**	Parks Maintenance	1,533,377	1,711,429	1,897,299	2,030,737	1,879,703	1,877,189

**COMMUNITY FACILITIES DISTRICT**  
**FUND NOS. 150, 155, 156, 157, 158 & 164-198**  
**ACCOUNT NOS. 0911, 1164, 1024, 1137, & 1166**

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***PROGRAM***

In January 2004, the City Council adopted Resolution No. 2004-3, establishing Community Facilities District (CFD) 2003-2 (Services) and authorized levy of a Special Tax.

Fund 150 is used to account for the cost of annexing developments into the CFD, and Fund 155 is used to account for the costs to administer the districts. Funding comes from developers upon request to annex.

Funds 156, 157, 158 and 164-198 are used to account for certain authorized public services, including fire and police protection, parks maintenance, and landscape, storm drain, and flood control, that are likely to benefit the property. Funding comes from the annual special tax apportioned among the lots or parcels within the district.

Staffing details directly associated with Funds 156, 157 and 158 are displayed with Fire, Police and Parks Maintenance--the primary funding sources for those departments.

## CFD-PW-Parks Maintenance

ACCOUNT NO. 1137

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	53,500	89,884	104,905	87,347	127,522	127,522
Supplies and Services	78,416	97,702	128,706	224,248	185,977	185,977
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	4,065	4,211	4,362	4,518	4,518	4,518
TOTAL	135,981	191,797	237,973	316,113	318,017	318,017

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	2,351	0	4,802	0
CFD-Bellevue Ranch East	17,962	20,257	25,576	31,767
CFD-Compass Pointe	10,125	10,465	10,881	11,505
CFD-Sandcastle	5,953	6,135	6,303	7,806
CFD-Bright Development	2,783	2,868	2,952	3,224
CFD-Merced Renaissance	1,659	1,709	1,758	1,799
CFD-Big Valley	187	193	199	204
CFD-Bellevue Ranch West	6,386	7,774	7,995	9,673
CFD-University Park	3,235	3,333	4,147	4,446
CFD-Tuscany	2,892	2,980	3,052	3,122
CFD-Provence	6,581	6,781	6,966	7,127
CFD-Alfarata Ranch	376	387	398	407
CFD-Franco	3,985	4,106	4,246	5,702
CFD-Cottages	1,542	1,686	1,758	1,799
CFD-Hartley Crossing	281	290	298	305
CFD-Crossing@River Oaks	376	388	398	407
CFD-Mohammed Apts	462	476	491	885
CFD-Sunnyview Apts	3,288	3,388	3,495	3,581
CFD-University Park II	1,601	1,650	1,692	2,579
CFD-Moraga	1,195	1,232	1,924	6,346
CFD-Mission Ranch	156	419	464	882
CFD-Cypress Terrace East	496	511	531	2,274
CFD-Meadows	597	2,202	2,388	2,443
CFD-Lantana Estates South	907	1,579	1,625	2,036
CFD-Meadows #2-Area 28	377	389	398	407
CFD-Paseo-Area 29	188	193	199	204
CFD-Mans.Est.#5-Area #33	0	0	133	338
CFD-Comp.Pte Apts-Area 35	0	0	3,000	3,070
Investment Earnings	455	581	0	0
Interdept DSR-Maint Dist	1,362	1,416	1,342	1,627
Interdept DSR-CFD's	0	663	704	1,118
Interdept DSR-Refuse	2,561	900	967	0
Trsf-CFD-Bellevue E (164)	22,650	0	27,294	27,115
Trsf-CFD-Compass P (165)	32,304	40,689	45,422	63,114
Trsf-CFD-Sandcastle (166)	23,242	32,669	33,874	28,500
Trsf-CFD-Moraga-Sp R(185)	0	0	7,000	33,652
Trsf-CFD Services De(770)	62	64	66	68
Other Revenues	22,596	33,424	23,235	48,485
TOTAL	135,981	191,797	237,973	318,017

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## CFD-PW-Parks Maintenance

ACCOUNT NO. 1137

## P E R S O N N E L

## Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
Public Works Mgr-Tax Services	.10	.10	.10	.10
Public Works Spvr-Parks/Trees	.05	.05	.05	.05
Park Worker I/II/III	1.00	1.00	1.50	1.50
TOTAL	1.15	1.15	1.65	1.65

## BUDGET DETAIL EXPENSES

158-1137	CFD-PW-Parks Maintenance						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	27,623	56,925	61,853	53,784	78,913	78,913
531.04-01	Regular Overtime	109	163	1,107	3,190	3,190	3,190
531.04-04	Call Back Time Worked	0	9	191	0	0	0
531.10-05	Retirement PERS Classic	5,445	4,438	4,951	1,013	3,126	3,126
531.10-06	Social Security-OASDI	1,814	3,386	3,815	3,568	5,067	5,067
531.10-07	Social Security-Medicare	424	792	892	834	1,185	1,185
531.10-08	State Unemployment	0	0	0	900	900	900
531.10-10	Retirement-PERS New Membr	0	0	0	3,498	3,498	3,498
531.10-12	Workers Compensation	1,064	2,165	2,291	3,704	4,460	4,460
531.10-17	Stand By Pay	0	12	0	0	0	0
531.10-20	Earned Benefit	2,709	89	943	943	943	943
531.10-21	Bilingual Pay Program	60	60	30	30	30	30
531.10-23	Uniform Cleaning	171	106	280	280	420	420
531.10-33	Core Allowance	11,730	15,776	16,233	8,072	15,078	15,078
531.10-73	Retirement UAL Misc	0	5,963	7,517	7,531	10,712	10,712
531.10-75	Ret-EE Share PERS Classic	2,351	0	4,802	0	0	0
Personnel Services		53,500	89,884	104,905	87,347	127,522	127,522
532.11-00	Utilities	39,294	57,237	63,169	74,441	74,441	74,441
532.17-00	Professional Services	22,764	22,589	23,493	23,311	29,143	29,143
532.23-00	Vehicle Operations/Maint	2,026	557	810	3,235	3,047	3,047
532.24-00	Memberships, Subscription	0	0	317	314	314	314
532.25-00	Maintenance Mats & Svcs	3,710	5,491	0	7,200	12,558	12,558
532.27-00	Small Tools	0	0	0	0	1,340	1,340
532.28-00	Safety Supplies	0	0	0	600	1,320	1,320
532.29-00	Other Materials Supplies	0	0	0	0	5,000	5,000
532.30-01	Dept Share of Insurance	1,812	2,236	2,233	2,358	2,062	2,062
532.32-00	Vehicle Replacement Fee	1,785	1,785	1,436	1,353	1,353	1,353
532.34-00	Contingency Reserve	0	0	30,058	103,376	46,141	46,141
532.38-00	Support Services	3,448	4,303	4,209	4,402	5,620	5,620
Supplies and Services		74,839	94,198	125,725	220,590	182,339	182,339
535.92-01	Interdept DSC-General Fnd	3,577	3,504	2,981	3,278	3,260	3,260
535.92-53	Interdept DSC-Wastewater	0	0	0	380	378	378
Interdepartmental		3,577	3,504	2,981	3,658	3,638	3,638
968.93-71	Trsf-Facilities Main(671)	4,065	4,211	4,362	4,518	4,518	4,518
Other		4,065	4,211	4,362	4,518	4,518	4,518
**	CFD-PW-Parks Maintenance	135,981	191,797	237,973	316,113	318,017	318,017

## **PARKS MAINTENANCE**

- 11-00 Includes electrical, sewer, water, and refuse services at all park facilities, with the exception of 4-identified parks located within Community Facilities Districts, and share of Corporation Yard utilities
- 17-00 Reimbursement of services performed by CDF Mt. Bullion crew and Merced Irrigation District maintenance standby fees, landscape maintenance service cleanups
- 21-00 Rental of specialized tools and equipment for construction and repair, and copier machine maintenance agreement
- 24-00 Membership in California Parks and Recreation Society, structural pest control training, and reference materials
- 25-00 Graffiti abatement materials, turf maintenance program, plant materials, landfill fees, sprinkler system parts, weed control, systemic injections, and insect/rodent control
- 26-00 Maintenance of mowers, trimmers, blowers, and calibration of equipment
- 28-00 Includes specialized clothing and equipment for pesticide application, first aid kits, rubber boots, rain gear, safety glasses, and ear protection
- 29-00 Irrigation maintenance-Rose Garden at Applegate Park, playground equipment replacement parts, and fiber for playground surface areas

# WATER

## **RESTRICTED WATER SYSTEM**

**FUND NO. 556**

**ACCOUNT NO. 1118**

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### ***PROGRAM***

The Restricted Water System Fund is used to finance all growth-related system improvements funded through water facility charges.



[illegible]

## BUDGET DETAIL EXPENSES

556-1118	Restricted Water System						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
532.17-00	Professional Services	0	20	176,562	176,742	176,742	176,742
	Supplies and Services	0	20	176,562	176,742	176,742	176,742
633.64-00	Depreciation Expense	602,869	603,561	0	0	0	0
	Property	602,869	603,561	0	0	0	0
637.65-00	Capital Imp. Projects	1,135,685	2,336,238	23,429,134	25,486,403	25,486,403	25,486,403
	Capital Outlay	1,135,685	2,336,238	23,429,134	25,486,403	25,486,403	25,486,403
**	Restricted Water System	1,738,554	2,939,819	23,605,696	25,663,145	25,663,145	25,663,145

**RESTRICTED WATER MAINS**  
**FUND NO. 566**  
**ACCOUNT NO. 1118**

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***PROGRAM***

The Restricted Water Mains Fund is used for collection of over sizing components of Water Facility Charges. Refunds are made to the original contributor at such time additional development occurs.

## Restricted Water Mains

ACCOUNT NO. 1118

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	88,752	81,304	3,743,323	4,368,140	4,368,140	4,368,140
TOTAL	88,752	81,304	3,743,323	4,368,140	4,368,140	4,368,140
XX						
F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20		
Water Facility Chg Mains	145,600	380,136	275,237	405,038		
Other Revenues	56,848-	298,832-	3,468,086	3,963,102		
TOTAL	88,752	81,304	3,743,323	4,368,140		
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## BUDGET DETAIL EXPENSES

566-1118	Restricted Water Mains						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
633.64-00	Depreciation Expense	88,752	81,304	0	0	0	0
	Property	88,752	81,304	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	3,743,323	4,368,140	4,368,140	4,368,140
	Capital Outlay	0	0	3,743,323	4,368,140	4,368,140	4,368,140
**	Restricted Water Mains	88,752	81,304	3,743,323	4,368,140	4,368,140	4,368,140

**WATER SYSTEM**  
**FUND NO. 557**  
**ACCOUNT NO. 1106**

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***DESCRIPTION***

The Water Division is responsible for the operation and maintenance of the City's drinking water production and distribution systems. Each member of the Water Division is an integral part of a professional grade team that strives to diligently, safely, and efficiently maintain the water system well above the high standards of the State Water Resource Control Board (SWRCB). The system's reliability and integrity is achieved by having well trained, well equipped, highly motivated Water personnel ready to respond at a moment's notice, 24-hours a day – every day.

The production system consists of 20 ground water pumping sites. Each site can produce over 1,500 gallons per minute. The system regularly pumps 35 million gallons per summer day, then drops to about 12 million gallons per winter day. The production system meets the annual average demand of 7 billion gallons per year that is needed to supply the residential, commercial, industrial, and irrigation needs of Merced.

The distribution system consists of more than 500 miles of water mains that range in size from 6" to 16" in diameter. The distribution system includes nearly 3,000 fire hydrants, 7,000 main line valves, over 2,500 backflow devices, and over 25,000 metered service connections. Each meter has a Badger "Beacon" register that is monitored through a Cellular transmission to a CLOUD based system known as Eye On Water. This system allows the customers and the City to monitor the flow data that is electronically updated every day, automatically.

The Water Division must also meet all of the State's compliance requirements concerning water quality assurance. Sampling, reporting, cross-connection protection, and conservation programs are used to ensure the continued quality and availability of drinking water for the City of Merced. Sampling and reporting are performed 100% "in house" with dedicated professional Water Staff. Cross-connection protection is carried out by the Cross Connection Control Specialist and the dedicated 2-man Backflow Technician team. Conservation is promoted, monitored, and enforced by the Conservation Specialist. Each of these professionals do their part to keep the Water Division compliant with all State requirements.

***MISSION***

Provide the City of Merced with a continuous supply of safe and aesthetically pleasing drinking water, as efficiently as possible, while promoting conservation.

## **WATER SYSTEM**

### **GOALS**

- ◇ Monitor the drinking water system through a comprehensive sampling, testing, and reporting program to meet Federal, State, and Local regulatory requirements.
- ◇ Explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division, while providing the highest level of customer service and water system security.
- ◇ Promote and ensure water conservation measures through projects, public education, notifications, and water metering advantages.
- ◇ Continue the successful crew rotation system that has greatly increased Water Technician skills and understanding of the entire water system, as well as a noticeable improvement in morale.
- ◇ Continue to collaborate with members of the Merced Area Groundwater Pool Interests (MAGPI) and Integrated Regional Water Management Plan (IRWMP) to prepare and facilitate compliance with the Sustainable Groundwater Management Act (SGMA).

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENT/INDICATORS**

- |  |   |
|--|---|
| 1. Valve exercising and unidirectional flushing program. | Maintain system health, improve mapping, and improve well balance.  |
| 2. Cross connection control.                             | Initiate installation of backflows according to City Municipal Code and State Health regulations.                           |
| 3. Source water protection / contingencies.              | Acquire land for future well sites in optimal locations, as set forth in Merced Vision 2030 General Plan. Prepare for SGMA. |
| 4. Conservation.   | Follow State mandates concerning water use and conservation. Engage in public outreach and education.                       |

## **WATER SYSTEM**

### 5. Customer Service.

Utilize the newly created Public Works/Finance Liaison to increase productivity in the area of customer service.

## **2019/2020 Budget Highlights**

Well Sites: Prepare for north Merced growth. Complete Well 20 at Tyler & Mission and Well 21 at Bellevue & G Street. Begin Well Site 22 at Hatch and Cardella Road. Acquire land for Well Site 23 and 24 (locations to be determined).

Water Supply Assurance: Monitor and plan for extreme drought conditions by actively participating in all basin programs. Participate in Integrated Regional Water Management and Sustainable Groundwater Management Work planning. Work with Merced Irrigation District (MID) to move some parks over from groundwater to surface water irrigation.

Conservation: Continue with the proven success of the 24/7 conservation phone line @ 388-SAVE, various public outreach activities, and supporting recycle/reuse programs. Continue to assist schools with environmental education in the classroom. Assist with the implementation of the Sustainable Groundwater Act.

Cross-Connection Program (CCP): 1) Improve the customer service aspect of the CCP. The annual inspection provided by the City will include labor and common “consumable” materials needed when repairs are necessary in order for a unit to pass. Customers will remain responsible for the unit and other “hard” parts. 2) Improve system protection and compliance. The CCP Team will begin addressing deficiencies as they find them. Customers with parcels that are not complaint will be brought into compliance at their expense.



## Water System

ACCOUNT NO. 1106

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	2,902,541	2,917,681	3,771,500	3,880,174	3,721,755	3,721,755
Supplies and Services	5,604,446	5,828,132	7,049,632	7,394,296	7,318,818	7,318,818
Debt Service	144,251	130,265	528,050	532,100	532,100	532,100
Acquisitions	0	293	120,000	270,000	270,000	270,000
Capital Improvements	2,889,601	2,090,734	4,787,409	8,968,410	8,968,410	8,968,410
* Undefined *	290,931	12,208,199	398,198	418,869	382,287	382,287
TOTAL	11,831,770	23,175,304	16,654,789	21,463,849	21,193,370	21,193,370

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Interdept DSR-Refuse	42,431	39,969	35,356	31,475
Other Revenues	11,789,339	23,135,335	16,619,433	21,161,895
TOTAL	11,831,770	23,175,304	16,654,789	21,193,370

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## P E R S O N N E L Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager - Water	1.00	1.00	1.00	1.00
Cross Conn Control Specialist	1.00	1.00	1.00	1.00
Public Works Spvr - Water	1.00	1.00	1.00	1.00
Finance Liaison	.34	.34	.34	.34
Water Engineer	1.00	1.00		
Water Systems Tech I/II			13.00	13.00
Water Systems Tech III			5.00	5.00
Pump Operator			3.00	3.00
Maint. Worker I/II				
Water Meter/Backflow Tech	22.00	22.00	2.00	2.00
Lead - Public Works Water	2.00	2.00	2.00	2.00
Fabrication Tech/Store Keeper	1.00	1.00	1.00	1.00
Water Conservation Specialist	1.00	1.00	1.00	1.00
PWS Lab/Environmental Control	.40	.40	.40	.40
Lab Technician I/II/III	1.00	1.00	1.00	1.00
Instrument Electric Tech.	1.00	1.00	1.00	1.00
TOTAL	32.74	32.74	32.74	32.74

## BUDGET DETAIL EXPENSES

557-1106	Water System						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
516.62-00	Stores Inventory Adjust	0	217	0	0	0	0
Other		0	217	0	0	0	0
531.01-00	Regular Salaries	1,618,858	1,632,779	2,063,901	2,144,643	2,077,947	2,077,947
531.03-00	Extra Help	0	0	12,300	0	0	0
531.04-01	Regular Overtime	65,620	83,604	95,119	83,402	83,402	83,402
531.04-04	Call Back Time Worked	11,809	12,756	25,813	21,360	21,360	21,360
531.10-02	Unused Sick Leave	1,719	1,762	3,612	1,852	1,852	1,852
531.10-05	Retirement PERS Classic	245,066	106,111	108,583	110,690	110,899	110,899
531.10-06	Social Security-OASDI	101,351	106,341	136,022	141,264	136,989	136,989
531.10-07	Social Security-Medicare	23,703	24,870	31,989	33,037	32,037	32,037
531.10-08	State Unemployment	2,388	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	36,938	22,255	56,631	69,384	63,584	63,584
531.10-12	Workers Compensation	76,649	94,429	93,357	146,303	123,443	123,443
531.10-17	Stand By Pay	47,116	47,128	62,440	93,440	93,440	93,440
531.10-20	Earned Benefit	5,892	7,744	7,500	16,791	16,791	16,791
531.10-21	Bilingual Pay Program	371	184	0	600	600	600
531.10-23	Uniform Cleaning	7,773	7,541	9,062	9,698	9,698	9,698
531.10-27	PTS Plan FICA Alternative	0	0	160	0	0	0
531.10-33	Core Allowance	507,298	520,308	614,377	658,335	618,580	618,580
531.10-35	Post Employment Benefits	31,089	46,920	49,602	49,057	49,057	49,057
531.10-73	Retirement UAL Misc	0	202,949	250,837	300,318	282,076	282,076
531.10-75	Ret-EE Share PERS Classic	106,058	0	105,978	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	12,843	0	44,217	0	0	0
Personnel Services		2,902,541	2,917,681	3,771,500	3,880,174	3,721,755	3,721,755
532.11-00	Utilities	1,377,830	1,398,083	1,490,491	1,491,735	1,491,735	1,491,735
532.12-00	Telephone	9,575	14,430	14,583	16,731	16,731	16,731
532.13-00	Postage	39,403	41,596	56,608	57,782	57,782	57,782
532.14-00	Advertising	35,733	39,420	45,500	45,500	45,500	45,500
532.16-00	Printing	9,813	12,884	18,322	18,449	18,449	18,449
532.17-00	Professional Services	501,170	600,474	896,770	952,851	1,072,851	1,072,851
532.18-00	Travel and Meetings	4,343	3,552	9,400	9,400	9,400	9,400
532.19-00	Mileage	125	458	1,000	1,000	1,000	1,000
532.20-00	Training Expense	8,134	7,818	20,527	21,327	21,327	21,327
532.21-00	Rents/Leases	1,453	1,520	1,520	1,340	23,840	23,840
532.23-00	Vehicle Operations/Maint	259,814	250,925	223,136	325,570	306,647	306,647
532.24-00	Memberships, Subscription	15,607	13,577	22,007	26,524	26,524	26,524
532.25-00	Maintenance Matls & Svcs	501,818	624,475	827,088	935,196	825,000	825,000
532.26-00	Other Equipment O & M	54,589	60,957	92,609	292,609	292,609	292,609
532.27-00	Small Tools	12,080	7,816	15,171	15,171	15,171	15,171
532.28-00	Safety Supplies	8,894	11,480	29,396	21,646	21,646	21,646
532.29-00	Other Materials Supplies	104,578	133,304	394,790	260,790	260,790	260,790
532.30-01	Dept Share of Insurance	111,708	114,187	100,799	102,330	88,461	88,461
532.32-00	Vehicle Replacement Fee	306,968	318,834	336,119	342,237	342,237	342,237
532.35-84	Retro Fee Expense	150	150	156	156	156	156
532.38-00	Support Services	196,017	124,297	204,814	252,764	233,231	233,231
532.45-00	Facilities Maint Charge	46,163	64,637	63,802	76,178	67,763	67,763
532.46-00	Computer Replacement Chrg	25,653	28,286	29,271	28,370	28,370	28,370
Supplies and Services		3,631,618	3,873,160	4,893,879	5,295,656	5,267,220	5,267,220
533.43-00	Machinery/Equipment	0	293	120,000	270,000	270,000	270,000
Property		0	293	120,000	270,000	270,000	270,000

## BUDGET DETAIL EXPENSES

557-1106	Water System						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
534.91-01	Adm Exp-City Manager	83,710	99,171	132,213	103,802	109,788	109,788
534.91-02	Adm Exp-City Attorney	16,517	26,365	27,993	21,858	33,839	33,839
534.91-03	Adm Exp-City Clerk	43,122	40,609	48,642	42,326	40,784	40,784
534.91-09	Adm Exp-Finance	238,669	263,705	330,148	302,885	282,462	282,462
534.91-10	Adm Exp-Purchasing	31,817	32,074	35,342	31,991	30,245	30,245
534.91-11	Adm Exp-Public Works	159,688	156,581	180,674	232,481	193,886	193,886
534.91-16	Adm Exp-City Council	26,661	27,192	31,909	25,750	26,517	26,517
Administrative		600,184	645,697	786,921	761,093	717,521	717,521
535.92-01	Interdept DSC-General Fnd	675,403	654,950	708,208	717,557	722,967	722,967
535.92-17	Interdept DSC-Develop Svc	522,286	470,930	492,590	437,810	453,377	453,377
535.92-29	Interdept DSC-Pub Works	97,177	99,409	110,393	100,229	95,215	95,215
535.92-53	Interdept DSC-Wastewater	650	159	218	227	226	226
535.92-70	Interdept DSC-Hsng Admin	0	0	0	19,154	0	0
535.92-72	Interdept DSC-Supprt Sr	77,128	83,827	57,423	62,570	62,292	62,292
Interdepartmental		1,372,644	1,309,275	1,368,832	1,337,547	1,334,077	1,334,077
633.64-00	Depreciation Expense	1,758,011	1,756,340	0	0	0	0
Property		1,758,011	1,756,340	0	0	0	0
637.65-00	Capital Imp. Projects	1,131,590	334,394	4,787,409	8,968,410	8,968,410	8,968,410
Capital Outlay		1,131,590	334,394	4,787,409	8,968,410	8,968,410	8,968,410
706.71-01	Principal-Bond Payment	0	0	410,000	430,000	430,000	430,000
706.72-01	Interest Bond Payment	142,601	128,615	116,400	99,600	99,600	99,600
706.73-01	Agent Fees-Bond Payment	1,650	1,650	1,650	2,500	2,500	2,500
Debt Services		144,251	130,265	528,050	532,100	532,100	532,100
918.93-20	Trsf-Downtown Maint (120)	37	37	37	37	37	37
918.93-43	Trsf-Davenport Ranch(143)	1,775	1,713	1,902	1,931	1,931	1,931
Other		1,812	1,750	1,939	1,968	1,968	1,968
948.93-63	Trsf-PCE CleanUp Cip(463)	250,000	250,000	250,000	250,000	250,000	250,000
Other		250,000	250,000	250,000	250,000	250,000	250,000
958.93-53	Trsf-Wastewater Sys (553)	0	11,918,327	0	0	0	0
Other		0	11,918,327	0	0	0	0
968.93-67	Trsf-Liability Insur(667)	39,119	37,905	39,148	40,316	3,734	3,734
968.93-72	Trsf-Support Service(672)	0	0	107,111	126,585	126,585	126,585
Other		39,119	37,905	146,259	166,901	130,319	130,319
**	Water System	11,831,770	23,175,304	16,654,789	21,463,849	21,193,370	21,193,370

## **WATER SYSTEM**

- 11-00 Electrical service at water well sites and share of Corporation Yard utilities.
- 12-00 Includes cellular telephones, computer circuit lines, data service for laptops, and cellular modem for well sites.
- 13-00 Share of mailing utility billing, mail public notification of water quality violations, consumer confidence report, and general correspondence.
- 14-00 Water conservation advertising, publishing mandated Water Quality Notification, and translation services.
- 16-00 Public notification of water quality violations, share of utility billings, water conservation citations, and consumer confidence report.
- 17-00 Water tank cleaning & inspections, contract services for monitoring and reporting of PCE & MTBE, DMV physicals and license renewals, various State agency permits, disposal of fluoride waste, landscape maintenance, share of Utility Billing services, MID standby fee, groundwater testing, meter reading/utility billing software service agreement, calibration of flow meters and backflow equipment, water system evaluation, lead sampling in schools, calibration for lab equipment, monthly lab DI water maintenance, CL17 analyzer maintenance support, SCADA support, preventative maintenance on well site A/C, utility street cuts, weed abatement, and no waste unidirectional mainline flushing.
- 20-00 CEU training, leadership training, and training for Water Conservation Specialist and Cross Connection Control Specialist.
- 21-00 Security alarms for well sites and lease payment for storage of water supplies at Refuse container yard.
- 24-00 Underground Service Alert membership (USA), Mid-Valley Water Association, State Water Resource Control Board certifications, Northern California Backflow Association, and Sun-Star subscription.

**WATER SYSTEM** (continued)

- 25-00 Water distribution maintenance supplies, such as PVC pipe, fuses, couplings, stops (meter, corporation and curb), saddles, clamps, gate valves; fire hydrant supplies, including repairs due to damage from vehicle accidents; water meter/backflow assembly supplies; excavation and backfill materials; parts for automated meter equipment.
- 26-00 Well site maintenance supplies, such as bearings, valves, chemical injection pump & tubes, miscellaneous electric parts, etc., and well source assurity program (preventive maintenance).
- 27-00 Small tools, such as batteries, brooms, hammers, asphalt rake, saws, screwdrivers, shovels, wrenches, etc.
- 28-00 Personal Protective Equipment, such as safety boots, safety glasses/goggles (includes safety prescription glasses), leather gloves, ear protection, safety vests; Traffic Control materials, such as cones, barricades, signs, and traffic hand paddles; respirators, rain gear, USA marking paint, and lockout/tagout units.
- 29-00 Miscellaneous laboratory supplies for various water tests in accordance with State Department of Health Services; chemicals for water system, i.e. chlorine, fluoride; grease, paint, and oil.
- 43-00 Includes 300 hp variable frequency drive / water well pumping site replacement, factory rebuild of tapping machine, replacement of pneumatic large tapping machine, and supplement funds to replace W-1178 (water hydro excavator).

**PCE CLEAN UP WATER CIPs**  
**FUND NO. 463**  
**ACCOUNT NO. 1154**

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***PROGRAM***

Accounts for capital projects related to PCE remediation.

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## BUDGET DETAIL EXPENSES

463-1154	PCE CIP						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
637.65-00	Capital Imp. Projects	281,552	205,198	820,061	867,083	867,083	867,083
	Capital Outlay	281,552	205,198	820,061	867,083	867,083	867,083
**	PCE CIP	281,552	205,198	820,061	867,083	867,083	867,083



**MTBE Settlement**  
**FUND NO. 464**  
**ACCOUNT NO. 1153**

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***PROGRAM***

Accounts for costs and capital projects related to MTBE remediation.

## MTBE - CIP

ACCOUNT NO. 1153

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	1,599,148	1,651,289	1,651,289	1,651,289
TOTAL	0	0	1,599,148	1,651,289	1,651,289	1,651,289
XX						
F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20		
Investment Earnings	12,588	19,652	23,720	37,840		
Other Revenues	12,588-	19,652-	1,575,428	1,613,449		
TOTAL	0	0	1,599,148	1,651,289		
XX						

## BUDGET DETAIL EXPENSES

464-1153	MTBE - CIP						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
637.65-00	Capital Imp. Projects	0	0	1,599,148	1,651,289	1,651,289	1,651,289
	Capital Outlay	0	0	1,599,148	1,651,289	1,651,289	1,651,289
**	MTBE - CIP	0	0	1,599,148	1,651,289	1,651,289	1,651,289

# **SEWER AND WASTEWATER**

## **WASTEWATER/SEWER SYSTEM**

**FUND NO. 553**

**ACCOUNT NO. 1107**

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### ***DESCRIPTION***

The Wastewater/Sewer Collection System Division is dedicated to protecting public health and the environment through the cost effective operation and maintenance of the Wastewater Collection System infrastructure consisting of over 261 miles of pipe ranging from 6 to 48 inches. The Wastewater Collection Division conveys wastewater from homes, businesses, institutions, and industry to the City of Merced Wastewater Treatment Facility.

### ***MISSION***

To provide a high quality and dependable wastewater collection service to ensure the health, safety, and economic vitality of our community.

### ***GOALS***

- ◇ Ensure completion of our annual comprehensive sewer line inspection, repair, and preventive maintenance program elements.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.
- ◇ Comply with the Sewer System Management Plan (SSMP) to reduce back-ups and have zero reportable overflows, as required by the State of California.
- ◇ Continue development of team members' skills.
- ◇ Meet all four aforementioned goals while remaining within the budget.
- ◇ Continue GIS integration of sewer assets with the use of iPads for live real time update.

### ***OBJECTIVES***

### ***PERFORMANCE MEASUREMENTS/INDICATORS***

1. Continue Sewer Main Inspection Program to identify deteriorating conditions.

Closed-circuit video and hydro-flush television inspections of 15 miles of mains annually.

## **WASTEWATER/SEWER SYSTEM**

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|--|--|
| 2. Ensure new sewer line construction meets City design standards and provide a benchmark for future line condition comparison.  | Contractor will video all new sewer line construction. All new construction is video inspected and evaluated for compliance with the City standards by a City employee immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services. Inspections will be performed within one week of notification from Inspection Services. |
| 3. Continue to protect the environment and general public against sewage backups/overflows.  | City to implement the state mandated Sewer System Management Plan (SSMP). Continue training in rapid response program with 24-hour response availability, as per the Emergency Spill Response Plan. In-house training to be conducted twice a year. Once a year, half of the crew will be sent to an outside vendor for training.  |
| 4. Support Sewer System Management Plan (SSMP) implementation to meet General Waste Discharge Requirements (GWDR).   | Implement and monitor appropriate SSMP maintenance and operation program and reporting procedures. Reportable sanitary sewer overflows (SSOs) reported on monthly basis, or as required. Strive to keep reportable SSOs to zero.   |
| 5. Continue sewer line flushing to include tree root cutting and grease removal; flush all restaurant trunk lines on a regular scheduled comprehensive maintenance rotation. | Hydro-flush 300 miles of city mains biennially. Hydro-flush 31 sewer enhanced areas (restaurants/apartment complexes) monthly, 7 every other month, and one SEA quarterly. Grease and root buildup will be kept at a minimum resulting in maximum capacities to be maintained at all times.  |

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|--|--|
| 6. Identify Capital Improvement Projects necessary to upgrade the City's aging sewer infrastructure.                   | Continue routine pipe main assessment including video and visual inspection. Observations and documentation to catalog the sewer infrastructure and prioritize areas needing improvement. Observations would include offset joints, cracks, chips, deterioration, and overall condition. |
|  | Continue design and construction/rehabilitation of sewer projects on West Avenue, 12 <sup>th</sup> /13 <sup>th</sup> Street alley, Gerard Avenue, Kibby Road, and Orchard Lane.  |
| 7. Build geodatabase of assets to include attribute information for continued routine inspections and State reporting. | Sewer GIS data to be checked for accuracy. Current data is about 92% and planned inspections to improve accuracy by 3% in FY 2019/2020.  |

### **2019/2020 BUDGET HIGHLIGHTS**

Staff will be pursuing a Wastewater Rate Study in FY 19/20 to re-examine rates that were approved in 2010.

Sewer System Management Plan (SSMP) adopted by Council requires more stringent legal authority, design provisions, operations and maintenance practices, and emergency over flow response and spill reporting procedures.

## Wastewater/Sewers

ACCOUNT NO. 1107

EXPENSES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	1,288,022	1,245,920	1,666,164	1,728,177	1,709,380	1,709,380
Supplies and Services	1,825,717	1,877,707	2,166,229	2,309,687	2,244,664	2,244,664
Debt Service	641,811	592,126	3,057,370	3,054,921	3,054,921	3,054,921
Acquisitions	3,189	44,283	60,000	126,279	126,279	126,279
Capital Improvements	2,229,508	2,030,394	5,796,799	4,605,857	4,605,857	4,605,857
* Undefined *	0	0	38,460	45,451	45,451	45,451
TOTAL	5,988,247	5,790,430	12,785,022	11,870,372	11,786,552	11,786,552

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FINANCING SOURCES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Interdept DSR-CFD Parks	0	0	0	239
Interdept DSR-Maint Dist	59,589	66,247	60,802	67,987
Interdept DSR-CFD's	2,451	45,290	23,457	34,237
Interdept DSR-Wastewater	0	201,091	214,650	157,095
Interdept DSR-Water Sys	125,765	0	0	0
Interdept DSR-Refuse	37,038	30,472	31,618	23,292
Other Revenues	5,763,404	5,447,330	12,454,495	11,503,702
TOTAL	5,988,247	5,790,430	12,785,022	11,786,552

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## PERSONNEL Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager-Wastewater	.05	.05	.05	.05
PWS - Main Sewer & Stm Drns	.75	.75	.75	.75
Lead Main Sewer Storm Drain	1.00	1.00	1.00	1.00
Finance Liaison	.33	.33	.33	.33
Sewer Col Sys/Stm Drn Wrk I or Collection Worker I/II or Maint. Worker I/II	14.00	14.00	14.00	14.00
Maintenance Electrician	1.00	1.00	1.00	1.00
TOTAL	17.13	17.13	17.13	17.13



## BUDGET DETAIL EXPENSES

553-1107 Wastewater/Sewers							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	681,021	677,807	893,942	929,536	929,536	929,536
531.04-01	Regular Overtime	39,683	33,419	49,967	41,817	41,817	41,817
531.04-04	Call Back Time Worked	11,055	8,682	12,214	9,919	9,919	9,919
531.10-02	Unused Sick Leave	1,369	1,566	1,444	138	138	138
531.10-05	Retirement PERS Classic	85,142	34,567	36,584	34,506	34,506	34,506
531.10-06	Social Security-OASDI	45,036	45,089	59,884	62,057	62,057	62,057
531.10-07	Social Security-Medicare	10,533	10,545	14,005	14,513	14,513	14,513
531.10-08	State Unemployment	0	0	10,432	0	0	0
531.10-10	Retirement-PERS New Membr	37,542	18,239	34,975	43,537	43,537	43,537
531.10-12	Workers Compensation	30,206	34,181	31,495	64,996	54,596	54,596
531.10-17	Stand By Pay	19,447	19,344	30,401	51,553	51,553	51,553
531.10-20	Earned Benefit	3,546	15,969	4,249	6,632	6,632	6,632
531.10-21	Bilingual Pay Program	833	1,198	1,200	1,200	1,200	1,200
531.10-23	Uniform Cleaning	4,128	3,344	6,569	6,033	6,033	6,033
531.10-33	Core Allowance	240,862	231,717	276,347	301,504	297,090	297,090
531.10-35	Post Employment Benefits	27,849	29,892	30,932	30,071	30,071	30,071
531.10-73	Retirement UAL Misc	0	80,361	108,645	130,165	126,182	126,182
531.10-75	Ret-EE Share PERS Classic	36,717	0	35,572	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	13,053	0	27,307	0	0	0
Personnel Services		1,288,022	1,245,920	1,666,164	1,728,177	1,709,380	1,709,380
532.11-00	Utilities	8,284	8,630	11,324	13,821	13,821	13,821
532.12-00	Telephone	3,307	5,610	7,723	7,723	7,723	7,723
532.13-00	Postage	39,304	40,650	78,577	78,205	78,205	78,205
532.14-00	Advertising	5,000	4,999	8,000	750	750	750
532.16-00	Printing	6,422	9,385	35,922	35,889	35,889	35,889
532.17-00	Professional Services	17,064	16,426	178,742	181,244	181,244	181,244
532.18-00	Travel and Meetings	3,613	4,273	7,072	7,072	7,072	7,072
532.19-00	Mileage	349	307	500	500	500	500
532.20-00	Training Expense	5,215	5,556	15,300	9,800	9,800	9,800
532.21-00	Rents/Leases	1,387	3,969	7,960	7,960	7,960	7,960
532.23-00	Vehicle Operations/Maint	178,244	157,472	108,191	155,196	146,176	146,176
532.24-00	Memberships, Subscription	4,951	5,142	11,402	15,309	15,309	15,309
532.25-00	Maintenance Matls & Svcs	73,194	67,704	68,363	70,033	70,033	70,033
532.26-00	Other Equipment O & M	6,111	2,759	3,735	3,735	3,735	3,735
532.27-00	Small Tools	0	1,862	2,000	2,000	2,000	2,000
532.28-00	Safety Supplies	22,693	12,367	16,665	22,870	22,870	22,870
532.30-01	Dept Share of Insurance	257,635	295,561	224,278	213,228	183,347	183,347
532.32-00	Vehicle Replacement Fee	143,683	145,165	172,472	178,767	178,767	178,767
532.34-00	Contingency Reserve	0	0	10,400	10,400	10,400	10,400
532.35-84	Retro Fee Expense	100	0	0	0	0	0
532.38-00	Support Services	96,037	115,001	147,635	207,682	187,236	187,236
532.45-00	Facilities Maint Charge	28,275	44,466	43,905	50,404	46,556	46,556
532.46-00	Computer Replacement Chrg	2,327	1,329	1,887	4,465	4,465	4,465
Supplies and Services		869,067	915,781	1,162,053	1,277,053	1,213,858	1,213,858
533.43-00	Machinery/Equipment	3,189	44,283	60,000	126,279	126,279	126,279
Property		3,189	44,283	60,000	126,279	126,279	126,279
534.91-01	Adm Exp-City Manager	38,146	52,162	61,610	59,490	62,987	62,987
534.91-02	Adm Exp-City Attorney	7,527	13,868	13,045	12,527	19,414	19,414
534.91-03	Adm Exp-City Clerk	19,781	21,389	22,700	24,268	23,412	23,412
534.91-09	Adm Exp-Finance	108,760	138,703	153,845	173,588	162,054	162,054
534.91-10	Adm Exp-Purchasing	14,499	16,870	16,469	18,334	17,352	17,352

## BUDGET DETAIL EXPENSES

553-1107 Wastewater/Sewers							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
534.91-11	Adm Exp-Public Works	63,827	68,671	78,278	101,267	84,854	84,854
534.91-16	Adm Exp-City Council	12,149	14,302	14,869	14,758	15,213	15,213
Administrative		264,689	325,965	360,816	404,232	385,286	385,286
535.92-01	Interdept DSC-General Fnd	149,112	135,793	142,048	144,284	157,000	157,000
535.92-17	Interdept DSC-Develop Svc	488,817	446,632	441,446	428,803	431,960	431,960
535.92-29	Interdept DSC-Pub Works	53,785	52,993	59,027	54,476	55,721	55,721
535.92-72	Interdept DSC-Supprt Sr	247	543	839	839	839	839
Interdepartmental		691,961	635,961	643,360	628,402	645,520	645,520
633.64-00	Depreciation Expense	745,660	725,649	0	0	0	0
Property		745,660	725,649	0	0	0	0
637.65-00	Capital Imp. Projects	1,483,848	1,304,745	5,796,799	4,605,857	4,605,857	4,605,857
Capital Outlay		1,483,848	1,304,745	5,796,799	4,605,857	4,605,857	4,605,857
706.71-01	Principal-Bond Payment	0	0	2,497,077	2,547,648	2,547,648	2,547,648
706.72-01	Interest Bond Payment	640,161	590,476	558,643	504,773	504,773	504,773
706.73-01	Agent Fees-Bond Payment	1,650	1,650	1,650	2,500	2,500	2,500
Debt Services		641,811	592,126	3,057,370	3,054,921	3,054,921	3,054,921
968.93-72	Trsf-Support Service(672)	0	0	38,460	45,451	45,451	45,451
Other		0	0	38,460	45,451	45,451	45,451
**	Wastewater/Sewers	5,988,247	5,790,430	12,785,022	11,870,372	11,786,552	11,786,552

## **WASTEWATER/SEWER SYSTEM**

- 11-00 Share of Corp Yard electrical usage, water usage, natural gas usage, and refuse service.
- 12-00 Includes office and cellular telephones, and data service for laptops and iPads.
- 13-00 Includes a portion of utility billings postage and mailing for Prop 218 sewer rate changes.
- 14-00 Public education via radio and commercials.
- 16-00 Printing of vehicle safety checklists, utility billings, and Prop 218 sewer rate change.
- 17-00 Department of Motor Vehicles drivers' license physicals, GIS infrastructure maintenance, hepatitis shots, utility billing mailing service, monthly service for pump stations, share portion of IVR system, CDF crew for vegetation cleanup, and Wastewater Rate Study.
- 20-00 Sewer System Management Plan training, leadership training, safety training, and Rigging and Signaling training
- 21-00 Mini-excavator rental, flood light rental, and lease payment for storage of sewer supplies at Refuse container yard.
- 24-00 CWEA memberships, share of underground utility locating service (USA), and certification renewals and testing fees.
- 25-00 Vac truck hoses and nozzles, concrete divider blocks, batteries, grease, oil, cement powder, landfill disposal charges, concrete, fill and plaster sand, and other street repair materials as required when streets are trenched for sewer-main repairs, and USA marking paint.
- 26-00 Repair and replacement on tools, calibration gas, POSM support, and small miscellaneous supplies.
- 28-00 Safety boots, rain gear, PPE, tyvek suits, barricades, safety jackets, and safety prescription glasses.

43-00 Utility trucks for crews, includes light bars, strobe lights, and lift gates; and mini-excavator with thumb attachment.

**WASTEWATER TREATMENT FACILITY**  
**FUND NO. 553**  
**ACCOUNT NO. 1108**

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***DESCRIPTION***

The Wastewater Treatment Facility (WWTF) is recognized as the City of Merced's largest capital asset. Investment in this facility resulted in a treatment process that meets Title 22 drinking water quality standards for effluent and recycled water. In 2018 the WWTF treated 2.84 billion gallons of water, removed 6.53 million pounds of Biochemical Oxygen Demand (BOD) material, and 6.30 million pounds of Total Suspended Solids (TSS) while achieving 100% National Pollutant Discharge Elimination System (NPDES) permit compliance. This superior level of treatment prevents pollution of our community's waterways and benefits downstream users.

***MISSION***

Provide and maintain the highest level of water quality achievable using instrumentation and analytical data to optimize control and improve process efficiencies with qualified, educated staff. Operate in a safe, professional environment within Federal and State requirements.

***GOALS***

- Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit and Waste Discharge Requirements (WDR).
- Research new technologies to improve efficiency and control future expenses necessary to maintain compliance.
- Provide employee training to promote staff knowledge and maintain proper certifications.
- Operate and maintain the WWTF and remote sewer lift stations in a safe, reliable, cost effective manner.
- Maintenance goals are to provide support of the Wastewater Treatment process in the fields of Mechanical, Electrical, and Instrumentation repair and service. Ensure that Plant and Lift Station equipment is periodically maintained and is available for peak performance.
- Continue developing the laboratory service to meet upcoming regulation of the National Environmental Program, TNI (The NELAC Institute). Full implementation is required by 2020.

## WASTEWATER TREATMENT FACILITY

- Provide quality results for operational control and monthly compliance with the State under 40 CFR and NPDES requirements.

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENT/INDICATORS</b>
1. Execute process control benchmarks to maintain compliance.	Produce exceptional water quality that results in 100% effluent compliance with National Pollutant Discharge Elimination System (NPDES) discharge limitations.
2. NPDES Permit Renewal	Review and comment on draft NPDES permit. Once adopted review and coordinate changes in monitoring and reporting requirements to maintain compliance.
3. Prepare for plant expansion due to population growth and regulatory requirements.	Coordinate and research new equipment and processes to support plant growth, future compliance challenges, and demographic growth.
4. Provide in-house and external training opportunities.	Seek out private consultants and manufacturers to provide ongoing, technical training, exposure to new technologies, and enhance personnel's skill sets and abilities.
5. Support current sewer lift station operation and oversee construction of new sites.	Continue to operate and maintain sewer lift stations efficiently, while maintaining 100% compliance. Replace aging dry well/wet well stations with safer submersible pump stations.
6. Review new and current methods of maintenance support for Operations.	Provide training tools to practice and learn new procedures to develop journeyman level equipment support.

## WASTEWATER TREATMENT FACILITY

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| 7. Provide Laboratory support to Water and Wastewater Divisions.   | Maintain all necessary elements to satisfy Environmental Laboratory Accreditations Program (ELAP) and certifications. This includes four fields of testing of inorganic chemicals and microbiology for both drinking water and wastewater.  |
|  | Maintain equipment calibration and certification program.   |
| 8. Participate in proficiency testing annually.  | Implement Laboratory Information Management System (LIMS).  |
| 9. Continue transition of laboratory accreditation from Environmental Laboratory Accreditation (ELAP) to National Environmental Laboratory Accreditation Conference (NELAC). | Use a laboratory information management system that helps manage and track lab results for compliance audit and monthly reports. Invest in staff training to be able to use the new system. Plan for increased administrative load to support mandatory documentation of records. |
| 10. Develop and support reduce, recycled, and reuse efforts.   | Provide recycled water for land application irrigation and the wildlife management area.  |

### ***2019/2020 Budget Highlights***

Begin design for future plant expansion to 20 MGD. Assess the replacement of other failing lift stations, upgrading to a wet well style pump station. Maintaining critical process equipment, such as centrifuge balancing and blower preventive maintenance. Staff will also be exploring the possibility of annexing property adjacent to the WWTP as part of the Land Application and Wildlife areas.

## Wastewater Treatmnt Plant

ACCOUNT NO. 1108

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	2,478,045	2,296,223	2,998,335	2,983,094	2,950,618	2,950,618
Supplies and Services	3,361,796	3,366,644	4,550,097	5,077,615	4,963,161	4,963,161
Debt Service	0	0	0	0	0	0
Acquisitions	23,256	76,288	32,000	274,600	274,600	274,600
Capital Improvements	1,555,061	1,317,742	10,492,962	12,262,821	12,262,821	12,262,821
* Undefined *	0	0	77,234	91,277	91,277	91,277
TOTAL	7,418,158	7,056,897	18,150,628	20,689,407	20,542,477	20,542,477

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Septic Haulers	94,953	105,324	91,000	96,000
PERS-EE Share 2.5% @ 55	101,839	0	86,681	0
PERS-EE Share 2% @ 62	5,768	0	39,370	0
Lease of Ground Areas/La	0	2,350	2,350	2,350
Unclassified	2,840	4,293	0	0
Sale of Equipment	2,130	1,935	2,000	2,000
Interdept DSR-Refuse	0	1,842	1,643	852
Interdept DSR-Airport	498	414	427	443
Other Revenues	7,210,130	6,940,739	17,927,157	20,440,832
TOTAL	7,418,158	7,056,897	18,150,628	20,542,477

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## P E R S O N N E L                      Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager - Wastewater	.75	.75	.75	.75
WWTP Operations Supervisor	2.00	2.00	2.00	2.00
WWTP Oper Trainee I/II/III	10.00	10.00	10.00	10.00
PWS Lab/Environmental Control	1.10	1.10	1.10	1.10
Senior Lab Technician	1.00	1.00	1.00	1.00
Lab Technician I/II/III	1.00	1.00	1.00	1.00
Account Clerk I/II/III	.75	.75		
Maintenance Worker I/II	1.50	1.50	1.50	1.50
WWTP Maint Electrician/Mechani	2.00	2.00	2.00	2.00
Maint. Electrician	1.00	1.00	1.00	1.00
WWTP Maintenance Supervisor	1.00	1.00	1.00	1.00
WWTP Mechanic I/II	2.00	2.00	2.00	2.00
Instrument Electric Technician	1.00	1.00	1.00	1.00
Administrative Analyst			.75	.75
TOTAL	25.10	25.10	25.10	25.10



## BUDGET DETAIL EXPENSES

553-1108 Wastewater Treatmnt Plant							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	1,376,093	1,340,153	1,733,082	1,772,506	1,772,506	1,772,506
531.03-00	Extra Help	0	334	0	0	0	0
531.04-01	Regular Overtime	14,945	9,901	15,222	13,065	13,065	13,065
531.04-04	Call Back Time Worked	5,361	4,701	3,957	4,055	4,055	4,055
531.10-01	Holiday Pay	5,291	4,928	5,730	5,579	5,579	5,579
531.10-02	Unused Sick Leave	1,280	1,961	3,346	2,061	2,061	2,061
531.10-05	Retirement PERS Classic	234,646	96,536	88,767	96,308	95,840	95,840
531.10-06	Social Security-OASDI	90,099	87,913	112,477	114,380	114,362	114,362
531.10-07	Social Security-Medicare	21,072	20,565	26,306	26,750	26,746	26,746
531.10-10	Retirement-PERS New Membr	16,604	8,289	50,426	52,929	53,397	53,397
531.10-12	Workers Compensation	42,317	49,746	47,013	82,761	69,145	69,145
531.10-17	Stand By Pay	53,909	62,258	64,429	65,600	65,600	65,600
531.10-20	Earned Benefit	38,373	35,785	30,867	30,735	30,735	30,735
531.10-23	Uniform Cleaning	4,285	4,093	5,416	5,292	5,292	5,292
531.10-27	PTS Plan FICA Alternative	0	4	0	0	0	0
531.10-33	Core Allowance	438,601	369,287	445,091	425,128	418,829	418,829
531.10-35	Post Employment Benefits	27,562	29,252	29,524	32,793	32,793	32,793
531.10-73	Retirement UAL Misc	0	170,517	210,631	253,152	240,613	240,613
531.10-75	Ret-EE Share PERS Classic	101,839	0	86,681	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	5,768	0	39,370	0	0	0
Personnel Services		2,478,045	2,296,223	2,998,335	2,983,094	2,950,618	2,950,618
532.11-00	Utilities	956,614	1,007,945	1,170,707	1,173,907	1,173,907	1,173,907
532.12-00	Telephone	8,076	12,593	15,692	16,293	16,293	16,293
532.13-00	Postage	3,847	4,625	3,118	5,118	5,118	5,118
532.14-00	Advertising	6,230	9,561	10,000	1,450	1,450	1,450
532.16-00	Printing	62	42	80	80	80	80
532.17-00	Professional Services	382,059	273,213	660,185	699,860	699,860	699,860
532.18-00	Travel and Meetings	5,302	2,516	13,445	13,445	13,445	13,445
532.19-00	Mileage	985	855	1,040	1,040	1,040	1,040
532.20-00	Training Expense	9,270	1,395	14,155	14,155	14,155	14,155
532.21-00	Rents/Leases	13,060	8,563	20,545	14,645	14,645	14,645
532.23-00	Vehicle Operations/Maint	56,274	82,928	77,880	94,270	88,791	88,791
532.24-00	Memberships, Subscription	32,723	31,617	35,406	36,512	36,512	36,512
532.25-00	Maintenance Matls & Svcs	201,045	168,531	321,840	314,840	314,840	314,840
532.26-00	Other Equipment O & M	182,595	192,214	339,400	419,400	419,400	419,400
532.28-00	Safety Supplies	6,794	5,803	8,600	8,900	8,900	8,900
532.29-00	Other Materials Supplies	337,190	399,989	549,926	779,701	779,701	779,701
532.30-01	Dept Share of Insurance	117,249	107,205	101,060	110,319	96,836	96,836
532.32-00	Vehicle Replacement Fee	90,066	90,448	100,861	105,831	105,831	105,831
532.34-00	Contingency Reserve	0	0	62,400	62,400	62,400	62,400
532.35-84	Retro Fee Expense	50	0	416	416	416	416
532.38-00	Support Services	170,828	157,811	181,856	245,487	223,660	223,660
532.45-00	Facilities Maint Charge	110,096	124,465	120,686	140,844	129,142	129,142
532.46-00	Computer Replacement Chrg	16,186	14,507	14,243	18,926	18,926	18,926
Supplies and Services		2,706,601	2,696,826	3,823,541	4,277,839	4,225,348	4,225,348
533.43-00	Machinery/Equipment	23,256	76,288	32,000	274,600	274,600	274,600
Property		23,256	76,288	32,000	274,600	274,600	274,600
534.91-01	Adm Exp-City Manager	57,126	66,246	82,563	75,997	79,906	79,906
534.91-02	Adm Exp-City Attorney	11,271	17,612	17,481	16,003	24,629	24,629
534.91-03	Adm Exp-City Clerk	29,258	27,080	30,333	30,954	29,643	29,643
534.91-09	Adm Exp-Finance	162,874	176,156	206,168	221,753	205,582	205,582

## BUDGET DETAIL EXPENSES

553-1108 Wastewater Treatmnt Plant							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
534.91-10	Adm Exp-Purchasing	21,713	21,425	22,070	23,421	22,013	22,013
534.91-11	Adm Exp-Public Works	128,148	116,625	131,385	175,738	144,327	144,327
534.91-16	Adm Exp-City Council	18,194	18,164	19,926	18,852	19,300	19,300
Administrative		428,584	443,308	509,926	562,718	525,400	525,400
535.92-01	Interdept DSC-General Fnd	154,442	145,551	153,238	151,844	144,731	144,731
535.92-29	Interdept DSC-Pub Works	15,896	20,308	21,922	23,479	22,465	22,465
535.92-70	Interdept DSC-Hsng Admin	0	0	0	16,315	0	0
535.92-72	Interdept DSC-Supprt Sr	56,273	60,651	41,470	45,420	45,217	45,217
Interdepartmental		226,611	226,510	216,630	237,058	212,413	212,413
633.64-00	Depreciation Expense	617,248	644,552	0	0	0	0
Property		617,248	644,552	0	0	0	0
637.65-00	Capital Imp. Projects	937,813	673,190	10,492,962	12,262,821	12,262,821	12,262,821
Capital Outlay		937,813	673,190	10,492,962	12,262,821	12,262,821	12,262,821
968.93-72	Trsf-Support Service(672)	0	0	77,234	91,277	91,277	91,277
Other		0	0	77,234	91,277	91,277	91,277
**	Wastewater Treatmnt Plant	7,418,158	7,056,897	18,150,628	20,689,407	20,542,477	20,542,477

## WASTEWATER TREATMENT FACILITY

- 11-00 Includes electrical service for the WWTP buildings, PG&E street lights on WWTF property, and sewer lift stations; refuse containers for headworks and septic receiving station.
- 12-00 Includes office telephones, cellular phones, alarm lines for sewer lift stations, data service for laptops, rental of AT&T telephone poles for fiber optic cable, and cellular modems for sewer lift stations and septic receiving station.
- 13-00 Freight charges to send equipment to vendors for repair; postage to mail monthly septic hauler statements and various state correspondence
- 14-00 Public education via radio and TV commercials.
- 16-00 Printing of business cards and brochures.
- 17-00 Analysis & toxicity reduction evaluations; annual calibration of lab scales and process instruments; annual NPDES permit; Bloss Ranch County taxes; contract lab services, such as bioassay testing, sludge analysis; chemical oxygen demand residue waste; ELAP certification & accreditation; emergency generator maintenance; electronic infrared thermo inspections; electronic systems maintenance; grounds maintenance; HVAC maintenance; lab DI water service agreement; maintenance mechanical support; MID stand-by fees; multi-smart SCADA monitoring fees; parts washer cleaner; permits (EPA waste generation, Health Permit To Operate, SJVAPCD air pollution fees); SCADA licensing, programming, and service maintenance; loading & hauling biosolids; SWRCB Waste Discharge fees; wastewater study; arc flash testing; and Bloss Ranch annexation.
- 20-00 Tech training for PLC & Pump maintenance; CWEA training and conferences; WEFTEC conference.
- 21-00 Alarm service for lift stations and WWTP facilities, copier service maintenance, crane rental, man-lift rental, and rental of portable toilet for volunteer program at Wildlife Management Area.

**WASTEWATER TREATMENT FACILITY** (continued)

- 24-00 Wastewater Operator State license renewals; Water Environment Federation (WEF) membership; CWEA operator, lab, biosolids management, and mechanical technical/instrumentation certificate renewals; Central Valley Clean Water Association membership; California Association of Sanitation Agencies membership; agricultural permit renewal; lab and WWTF reference books; and pesticide applicator certificate.
- 25-00 Painting and plumbing supplies for treatment plant; hoses; UV lamps, sleeves, and ballasts; SCADA server quarterly maintenance hardware and network core switches; diesel fuel; pump replacement; materials, such as metal & pvc pipes, racks, oil, surge suppressors, valve vault installation for plant water, etc., and gazebo for sun protection for volunteer program at Wildlife Management Area.
- 26-00 Digester gas scrubber media; maintenance of aeration blowers, including rotorks replacement; misc. laboratory equipment; lift station equipment; repairing & replacing instruments, sensors, and meters; rebuilding of pumps; plant supplies, such as drive belts, air filters, nuts & bolts, valves, etc.; generator membrane roof; lift station rail project; and solids handling equipment repair, including centrifuge #2 scroll rebuild.
- 28-00 Safety jackets, safety boots, rain gear, PPE, and safety prescription glasses.
- 29-00 Laboratory supplies & chemicals, such as ferric chloride and polymer.
- 34-00 Contingency reserve for emergency operations.
- 43-00 Replacement of SCADA servers, two electric carts, backup wireless network connection, and purchase of LIMS system for the WWTF laboratory.

**Water Quality Control**  
**FUND NO. 553**  
**ACCOUNT NO. 1109**

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**DESCRIPTION**

The Water Quality Control Division (WQCD) provides the programs necessary to adequately protect the Public-Owned Treatment Works (POTW), the City of Merced employees, the community, and the surrounding environment through monitoring and regulation of discharges to the sanitary sewer and storm drain systems.

**MISSION**

To protect the POTW, employees, the public, and the environment through coordinating and implementing wastewater and storm water pollution control programs, as required by Federal and State laws through City ordinance. To ensure compliance of these laws by the City of Merced, its residents, and Dischargers regulated by the City.

**GOALS**

- Ensure compliance with the National Pollution Discharge Elimination System (NPDES) permit discharge requirements for the Wastewater Treatment Plant through a monitoring and reporting program.
- Monitoring the quality of industrial discharges to the POTW by the implementation of the Industrial Pretreatment (IPT) program which includes permitting, monitoring, inspecting, and reporting.
- Work with the Merced County Health Department to ensure compliance of septic waste haulers through permitting and monitoring of discharges to the Wastewater Treatment Plant.
- Continue monitoring Food Service Establishments (FSEs) under the Fats, Oils and Grease (FOG) General Wastewater Discharge Permit requirements.
- Maintain the Municipal Separate Storm Sewer System (MS4) Phase II permit program through interdepartmental coordination, implementation of Best Management Practices (BMPs), training, monitoring, and reporting.
- Provide public education and outreach of pollution prevention programs to promote the local FOG ordinance and fulfill MS4 requirements.

## WATER QUALITY CONTROL DIVISION

OBJECTIVES	PERFORMANCE MEASUREMENTS/INDICATORS
1. Wastewater Treatment Plant compliance monitoring and reporting per the NPDES permit requirements.	Complete and submit monthly, quarterly, semi-annual, and annual discharge monitoring reports to the Regional Water Quality Control Board (RWQCB) and the Environmental Protection Agency (EPA) via the California Integrated Water Quality System (CIWQS). Assist WWTP staff in the completion and submittal of the Report of Waste Discharge NPDES application for permit renewal.
2. Operate EPA approved IPT Program per the Merced Municipal Code (MMC) and Federal Regulations 40 CFR 403.	Annually review EPA pretreatment program regulations and apply any changes or corrections to the program. Permit, inspect, monitor, and report on new and existing industrial dischargers. Complete and submit quarterly and annual IPT reports to the EPA, State Water Resources Control Board (SWRCB), and CIWQS.
3. Enforce the FOG Program general wastewater discharge permit requirements per Merced Municipal Code 15.30.	Permit new and existing Food Service Establishment (FSE) wastewater dischargers. Enforce FOG ordinance kitchen BMP requirements and grease interceptor maintenance to minimize the introduction of fats, oils, and grease into the sanitary sewer system.

## WATER QUALITY CONTROL DIVISION

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| 4. Continue SWRCB MS4 Phase II permit requirements.  | Coordinate with all City of Merced departments to assure proper monitoring, BMP implementation, and documentation for storm water pollution prevention measures. Complete and submit annual reports and other required submittals to the Water Board via the Storm water Multiple Applications and Report Tracking System (SMARTS). Perform On-Land Visual Trash Assessments for Priority Land Use areas. Complete and submit a Quality Assurance Project Plan and a Monitoring Plan by January 1, 2020. Continue education and outreach requirements. |
| 5. Support Collections Division in meeting General Waste Discharge requirements (WDR) regulated by the SWRCB.  | Enforcement of the FOG and IPT program requirements, investigation of incidents that affect the sewer and storm drain systems, and public outreach campaigns (i.e. Don't flush "flushable Wipes" and Stop the FOG before it's a Clog).   |
| 6. Continue groundwater monitoring program through well application, permitting, and inspection processes per CA State Standards and the MMC on well installations and destructions. | Review and process well permit applications for well installations, destructions, and soil borings. Perform grout inspections and obtain reports from remediation sites for historical archives.   |
| 7. Ensure septic hauler business operational compliance with the Merced County Health Department (MCHD) requirements and the MMC.  | Working with MCHD in the septic hauler waste discharge permit process and monitor waste discharges through an annual sampling event.   |

## **WATER QUALITY CONTROL DIVISION**

### **2019/2020 BUDGET HIGHLIGHTS**

The NPDES permit requires personnel to continue monthly, quarterly, semi-annual, and annual sampling, monitoring, and reporting. This year will include reconfiguration of the monitoring and reporting procedures upon renewal of the NPDES permit.

The IPT Program is sustained by current rates and WQCD staff annually performs a cost analysis for current and new industries that operate and discharge within City limits. This year will include the implementation of the current requirement on dental facilities to submit one-time compliance reports on the use and disposal of dental amalgam and inspecting these facilities.

The FOG Program significantly impacts personnel and budget due to an increase of monitoring, enforcing, permitting, and inspections of new and existing Food Service Establishments. The WQCD will continue to develop and use GIS based software to execute the program efficiently.

WQCD personnel will continue to endeavor and meet the requirements of the State unfunded mandates regarding the Municipal Separate Storm Sewer System (MS4) Phase II Permit requirements for the Trash Provision and Quality Assurance Project and Monitoring Plans.

Pollution Prevention Programs that fall under the Water Quality Control Division, such as the Fats, Oils, and Grease (FOG) Program and MS4 Stormwater Phase II permit, require public outreach and education to the citizens and businesses of Merced. Staff will continue efforts to provide effective Public Outreach as part the programs.



## Environmental Control

ACCOUNT NO. 1109

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	421,217	398,928	562,519	550,704	547,327	547,327
Supplies and Services	213,876	166,669	238,405	262,288	254,061	254,061
Debt Service	0	0	0	0	0	0
Acquisitions	17,669	0	0	0	0	0
Capital Improvements	2,932	3,698	0	0	0	0
* Undefined *	0	0	7,050	8,332	8,332	8,332
TOTAL	655,694	569,295	807,974	821,324	809,720	809,720

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Industrial Pretreatment	104,327	98,570	142,000	112,000
Industrial Pretmnt Penalt	0	0	150	150
Montering Wells Insp Fees	600	2,225	1,000	1,275
Monitor Industrial Users	0	0	100	100
PERS-EE Share 2.5% @ 55	17,533	0	15,263	0
PERS-EE Share 2% @ 62	1,692	0	7,648	0
Unclassified	223	0	200	200
Interdept DSR-Wastewater	0	0	2,906	0
Interdept DSR-Refuse	0	0	0	2,699
Other Revenues	531,319	468,500	638,707	693,296
TOTAL	655,694	569,295	807,974	809,720

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## P E R S O N N E L

Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager - Wastewater	.10	.10	.10	.10
PWS-Lab/Environmental Control	.50	.50	.50	.50
Secretary I/II	.75	.75	.75	.75
Env. Control Ofcr I/II	4.00	4.00	4.00	4.00
TOTAL	5.35	5.35	5.35	5.35

## BUDGET DETAIL EXPENSES

553-1109	Environmental Control						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	252,162	247,005	317,896	331,779	331,779	331,779
531.03-00	Extra Help	0	684	6,702	6,702	6,702	6,702
531.04-01	Regular Overtime	1,483	1,174	8,207	5,972	5,972	5,972
531.10-01	Holiday Pay	0	0	253	0	0	0
531.10-02	Unused Sick Leave	171	261	512	275	275	275
531.10-05	Retirement PERS Classic	40,481	16,709	15,672	16,799	16,799	16,799
531.10-06	Social Security-OASDI	15,281	14,950	19,899	20,469	20,401	20,401
531.10-07	Social Security-Medicare	3,574	3,506	4,752	4,884	4,868	4,868
531.10-08	State Unemployment	0	0	1,734	9,982	9,982	9,982
531.10-10	Retirement-PERS New Membr	4,898	2,423	9,795	11,011	11,011	11,011
531.10-12	Workers Compensation	2,287	2,120	2,633	3,929	3,298	3,298
531.10-20	Earned Benefit	176	919	1,947	1,660	1,660	1,660
531.10-27	PTS Plan FICA Alternative	0	9	87	87	87	87
531.10-33	Core Allowance	72,537	73,138	100,449	80,548	79,308	79,308
531.10-35	Post Employment Benefits	8,942	9,862	10,434	10,147	10,147	10,147
531.10-73	Retirement UAL Misc	0	26,168	38,636	46,460	45,038	45,038
531.10-75	Ret-EE Share PERS Classic	17,533	0	15,263	0	0	0
531.10-77	Ret-EE Share PERS NewMembr	1,692	0	7,648	0	0	0
Personnel Services		421,217	398,928	562,519	550,704	547,327	547,327
532.12-00	Telephone	3,544	3,384	5,071	5,071	5,071	5,071
532.13-00	Postage	706	560	1,034	1,034	1,034	1,034
532.14-00	Advertising	17,494	5,457	550	350	350	350
532.16-00	Printing	798	714	1,000	1,000	1,000	1,000
532.17-00	Professional Services	48,600	13,157	52,106	69,192	69,192	69,192
532.18-00	Travel and Meetings	3,818	3,336	10,091	7,330	7,330	7,330
532.20-00	Training Expense	3,796	3,522	7,443	6,364	6,364	6,364
532.21-00	Rents/Leases	1,410	973	1,705	1,705	1,705	1,705
532.23-00	Vehicle Operations/Maint	6,317	6,607	9,001	10,574	9,960	9,960
532.24-00	Memberships, Subscription	3,070	3,193	6,524	5,302	5,302	5,302
532.25-00	Maintenance Matls & Svcs	243	716	750	750	750	750
532.26-00	Other Equipment O & M	2,248	2,448	2,021	1,600	1,600	1,600
532.27-00	Small Tools	184	71	250	250	250	250
532.28-00	Safety Supplies	765	817	1,928	1,928	1,928	1,928
532.29-00	Other Materials Supplies	3,165	2,866	3,120	1,620	1,620	1,620
532.30-01	Dept Share of Insurance	10,247	10,402	10,409	9,997	8,638	8,638
532.32-00	Vehicle Replacement Fee	9,144	10,204	11,163	11,163	11,163	11,163
532.35-84	Retro Fee Expense	50	0	100	100	100	100
532.38-00	Support Services	22,070	17,449	22,023	24,278	22,756	22,756
532.45-00	Facilities Maint Charge	9,029	12,143	12,170	13,886	12,968	12,968
532.46-00	Computer Replacement Chrg	1,038	1,137	833	843	843	843
Supplies and Services		147,736	99,156	159,292	174,337	169,924	169,924
533.43-00	Machinery/Equipment	17,669	0	0	0	0	0
Property		17,669	0	0	0	0	0
534.91-01	Adm Exp-City Manager	7,865	9,214	10,959	10,579	11,355	11,355
534.91-02	Adm Exp-City Attorney	1,552	2,450	2,320	2,228	3,500	3,500
534.91-03	Adm Exp-City Clerk	4,028	3,766	4,026	4,309	4,212	4,212
534.91-09	Adm Exp-Finance	22,424	24,500	27,365	30,869	29,214	29,214
534.91-10	Adm Exp-Purchasing	2,989	2,980	2,929	3,260	3,128	3,128
534.91-11	Adm Exp-Public Works	17,174	15,315	20,494	26,448	22,223	22,223
534.91-16	Adm Exp-City Council	2,505	2,526	2,645	2,624	2,743	2,743
Administrative		58,537	60,751	70,738	80,317	76,375	76,375

## BUDGET DETAIL EXPENSES

553-1109	Environmental Control						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
535.92-29	Interdept DSC-Pub Works	7,603	6,762	8,375	7,634	7,762	7,762
	Interdepartmental	7,603	6,762	8,375	7,634	7,762	7,762
633.64-00	Depreciation Expense	2,932	3,698	0	0	0	0
	Property	2,932	3,698	0	0	0	0
968.93-72	Trsf-Support Service(672)	0	0	7,050	8,332	8,332	8,332
	Other	0	0	7,050	8,332	8,332	8,332
**	Environmental Control	655,694	569,295	807,974	821,324	809,720	809,720

### **Water Quality Control Division**

- 14-00 Annual public notification for significant violators, public outreach supplies.
- 16-00 Public education brochures, maps, community outreach flyers for EPA pollution prevention, dental amalgam, Fats Oils & Grease, and Storm Water.
- 17-00 Scheduled compliance sampling of industries, annual sampling of septic hauler companies, consulting services MS4 Phase II (year 5) requirements, and local limits review.
- 20-00 California Water Environmental Association (CWEA), California Storm Water Quality Association (CASQA), and Qualified Industrial Storm Water Practitioner (QISP) continual compliance training and education required to maintain certifications.
- 24-00 CWEA, CASQA, and NPDES certification renewals, testing fees, and various memberships.
- 25-00 Uniform Shirts allowance.
- 26-00 Operation and maintenance of parts and accessories for field analyzers; repair and replacement for samplers,
- 27-00 Miscellaneous field supplies.
- 28-00 Personal Protection Equipment (PPE) including safety boots, safety jackets, safety glasses, hairnets, bug repellent spray, sunscreen, and nitrile gloves.
- 29-00 Miscellaneous laboratory supplies, miscellaneous sampling supplies, CO2 tank refills, ISCO Sampler repairs and replacement parts, pH meters, water delivery.

**STORM DRAINS**  
**FUND NO. 553**  
**ACCOUNT NO. 1114**

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***DESCRIPTION***

The Wastewater Collection Department operates and maintains the City's storm drainage collection system. The storm drainage collection system consists of 131 miles of underground storm drain lines, underground storage pipes, and 33 detention ponds totaling 144 acres. The crew maintains 3,027 storm drain catch basins and 58 storm drain pump stations, along with associated basins, drain inlets, and discharge lines. The system is designed to reduce flooding in the community.

***MISSION***

To protect storm drain infrastructures through maintenance and repair, as required by federal and state laws through City Ordinance, Municipal Separate Storm Sewer Systems (MS4), and the National Pollutant Discharge Elimination System (NPDES).

***GOALS***

- ◇ Comprehensive storm drain inspection, repair, and the preventative maintenance program are maintained in accordance with NPDES and MS4 storm water permit objectives.
- ◇ Continue to explore the feasibility of implementing new procedures and technologies to enhance the efficiency and productivity of the division that will provide the highest level of customer service.
- ◇ Continue storm drain main line CCTV inspection program to identify deteriorating conditions, including storm drain mains, laterals, and culverts using closed-circuit video and hydro-flush television equipment.
- ◇ Continued GIS integration of storm assets with the use of iPads for live real time update.

## **STORM DRAINS**

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

- |   |  |
|---|--|
| 1. Hydro-flush and clean storm drain system, as identified by the inspection program.   | Hydro-flush 10 miles of city mains annually and 42 enhanced areas as needed. Grit, debris, and root buildup will be kept to a minimum, resulting in maximum flow capacities to be maintained at all times.   |
| 2. Maintain storm drain catch basins.   | <p>Clean and assess a minimum of 1,500 storm drain catch basins annually. Clean and assess 42 storm catch basins in enhanced areas, and prepare for major storm events.</p> <p>Monitor storm water basins, being extra vigilant through leaf collection season (November through January) to ensure leaves and debris will not be allowed to accumulate at storm drain catch basins, which would result in water backing up in city streets or private property.</p>   |
| 3. Ensure weed control is maintained around all storm drain sites, including retention basins, drainage ditches, roads, and pump sites. | <p>Herbicide applied as needed (3" maximum growth); thereby, mitigating weed growth. Excessive growth is removed before becoming a fire hazard and inhibiting free flow of storm water.</p> <p>Staying within MS4 guidelines, preventing application of chemicals during irrigation or within 48 hours of predicted rainfall with greater than 50% probability, as predicted by NOAA.</p> <p>Develop and implement a program to prevent or reduce the amount of pollutant runoff from storm drain operations through implementation of best management practices (BMPs).</p> |

## STORM DRAINS

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| 4. Maintain storm water system pumps and valves in an appropriate state of readiness.   | Implement and monitor preventative maintenance and operation of 114 storm pumps and valves; thereby, alleviating pump and valve malfunctions.  |
| 5. Implement control program for West Nile Virus.   | <p>33 storm ponds shall be pumped down immediately following a storm event, not allowing for any standing water to settle into storm pond basins. Standing water and/or debris is removed from the storm drain catch basins and bubble-ups. Potential breeding sites are removed, which in turn will control the outbreak of West Nile Virus.</p> <p>Coordinate mosquito control and West Nile Virus efforts with Merced County Mosquito Abatement District. Mosquito Abatement District shall implement their annual altosid and vecto-lex monthly pellet applications from May through October. Applications are scheduled to avoid overlap with the City's 21 storm drain catch basin cleaning areas.</p> |
| 6. Support City Engineer in the implementation of Storm Water Management Program (SWMP) to meet Phase II NPDES permit requirements. | Track program success through the use of performance indicators such as: public education and outreach, public involvement, Illicit Discharge Detection and Eliminations (IDDE); construction site run off control; post-construction run off control; and pollution prevention/good housekeeping contained within the SWMP.   |

## **STORM DRAINS**

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| 7. Ensure new storm drain line construction meets City design standards and provide a benchmark for future line condition comparison. | Contractor will video all new storm drain line construction. All new construction is video inspected and evaluated for compliance with City standards by a City employee immediately after completion of the project. All inspection logs are recorded and a video log printout is submitted to Engineering/Inspection Services. Inspections will be performed within one week of notification from Inspection Services.  |
| 8. Identify Capital Improvement Projects necessary to upgrade the City's aging storm drain infrastructure.                            | <p>Continue routine pipe assessment, including video and visual inspection observations and documentation to catalog the storm drain infrastructure and prioritize areas needing improvements. Observations will include offset joints, cracks, chips, root intrusion, and overall condition.</p> <p>Continue design and construction of project to remove and replace Black Rascal Creek culvert at Cherokee Avenue.</p>   |
| 9. Service for Community Facility Districts (CFD) and Maintenance Districts (MD).   | Service for CFD's and MD's that are not fully developed or funded continues to be a challenge. Storm drain basin weed control and storm drainage cleaning will not be as frequent in these areas. Pumps will be maintained with available funding. Only excessive growth will be removed as needed to reduce fire hazard and allow free flow of storm water. Herbicide will be applied before excessive weed growth occurs, and storm drainage cleaning will be done while rotating through the City's designated areas one through twenty one. Maintain spraying events within MS4 guidelines. |



## **STORM DRAINS**

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| 10. Implement appropriate BMPs for preventing or reducing the amount of storm water pollution generated.                | Track BMP success through the use of performance indicators such as: evaluation of pesticides, herbicides, and fertilizers use; rodent and subsequent erosion control; installation of trash racks and filtration separation drainage systems. |
| 11. Build geodatabase of assets to include attribute information for continued routine inspections and state reporting. | Storm Drain GIS data to be checked for accuracy. Current data is approximately 70% and planned inspections improve accuracy by 5% in FY 2019/2020.   |

### **2019/2020 BUDGET HIGHLIGHTS**

Critical maintenance for storm drainage facilities, implementation of the Storm Water Management Plan (SWMP), and compliance with the MS4 National Pollutant Discharge Elimination System (NPDES) Phase II Permit. The Municipal Separate Storm Sewer Systems (MS4) permit and requirements will have significant impact on expenditures.

Update deteriorating infrastructure to current engineering standards and meeting MS4 goals.

Implement an online database to document the maintenance and historical data of the storm drain system.

## Storm Drains

ACCOUNT NO. 1114

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	162,866	316,176	327,767	342,502	342,502
Supplies and Services	0	811,188	893,696	973,819	926,581	926,581
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	20,000	60,000	60,000	60,000
Capital Improvements	0	1,438,357	3,152,297	3,084,288	3,084,288	3,084,288
* Undefined *	0	0	11,568	13,671	13,671	13,671
TOTAL	0	2,412,411	4,393,737	4,459,545	4,427,042	4,427,042

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	0	0	1,854	0
PERS-EE Share 2% @ 62	0	0	8,769	0
Unclassified	0	78,430	0	0
Interdept DSR-CFD Parks	0	0	0	139
Interdept DSR-Maint Dist	0	629	7,318	4,601
Interdept DSR-CFD's	0	476	2,556	7,353
Interdept DSR-Refuse	0	1,355	3,278	3,702
Other Revenues	0	2,331,521	4,369,962	4,411,247
TOTAL	0	2,412,411	4,393,737	4,427,042

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P E R S O N N E L	Number of Positions			
Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
Sewer Coll Sys Worker I. or PW Sw &Stm Drn Coll Sys Worker	3.00	3.00	2.00	2.00
PW Manager - Wastewater	.05	.05	.05	.05
PWS - Main Sewer & Stm Drns	.25	.25	.25	.25
Maintenance Electrician			1.00	1.00
TOTAL	3.30	3.30	3.30	3.30

## BUDGET DETAIL EXPENSES

553-1114	Storm Drains						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
<hr/>							
531.01-00	Regular Salaries	0	71,259	163,950	169,660	183,670	183,670
531.04-01	Regular Overtime	0	7,574	8,504	7,146	7,146	7,146
531.04-04	Call Back Time Worked	0	2,011	2,679	5,714	5,714	5,714
531.10-02	Unused Sick Leave	0	131	498	138	138	138
531.10-05	Retirement PERS Classic	0	1,804	1,894	2,036	2,036	2,036
531.10-06	Social Security-OASDI	0	4,971	11,038	11,610	12,479	12,479
531.10-07	Social Security-Medicare	0	1,163	2,581	2,716	2,919	2,919
531.10-10	Retirement-PERS New Membr	0	3,745	11,231	12,189	13,363	13,363
531.10-12	Workers Compensation	0	6,159	6,516	10,535	8,841	8,841
531.10-17	Stand By Pay	0	1,357	3,591	6,149	6,149	6,149
531.10-20	Earned Benefit	0	913	1,718	2,211	2,211	2,211
531.10-23	Uniform Cleaning	0	208	1,340	1,074	1,074	1,074
531.10-33	Core Allowance	0	46,468	70,087	72,831	71,829	71,829
531.10-73	Retirement UAL Misc	0	15,103	19,926	23,758	24,933	24,933
531.10-75	Ret-EE Share PERS Classic	0	0	1,854	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	0	0	8,769	0	0	0
Personnel Services		0	162,866	316,176	327,767	342,502	342,502
532.11-00	Utilities	0	40,607	51,655	49,783	49,783	49,783
532.12-00	Telephone	0	473	1,203	1,203	1,203	1,203
532.14-00	Advertising	0	5,000	5,000	750	750	750
532.17-00	Professional Services	0	170,702	274,005	279,005	279,005	279,005
532.18-00	Travel and Meetings	0	955	3,315	3,315	3,315	3,315
532.19-00	Mileage	0	24	300	300	300	300
532.20-00	Training Expense	0	981	3,050	5,325	5,325	5,325
532.21-00	Rents/Leases	0	8,232	20,295	18,295	18,295	18,295
532.23-00	Vehicle Operations/Maint	0	39,865	12,350	13,770	12,970	12,970
532.24-00	Memberships, Subscription	0	265	1,212	1,609	1,609	1,609
532.25-00	Maintenance Matls & Svcs	0	77,574	113,570	150,670	115,670	115,670
532.26-00	Other Equipment O & M	0	9,599	4,750	4,750	4,750	4,750
532.28-00	Safety Supplies	0	3,790	7,010	8,680	8,680	8,680
532.30-01	Dept Share of Insurance	0	25,434	26,055	30,909	27,270	27,270
532.32-00	Vehicle Replacement Fee	0	45,962	50,336	46,331	46,331	46,331
532.34-00	Contingency Reserve	0	0	0	30,000	30,000	30,000
532.38-00	Support Services	0	80,797	17,740	28,246	27,107	27,107
532.45-00	Facilities Maint Charge	0	2,492	2,461	3,185	2,624	2,624
Supplies and Services		0	512,752	594,307	676,126	634,987	634,987
533.43-00	Machinery/Equipment	0	0	20,000	60,000	60,000	60,000
Property		0	0	20,000	60,000	60,000	60,000
534.91-01	Adm Exp-City Manager	0	13,699	11,062	19,860	20,698	20,698
534.91-02	Adm Exp-City Attorney	0	3,642	2,342	4,182	6,379	6,379
534.91-03	Adm Exp-City Clerk	0	5,600	4,064	8,089	7,678	7,678
534.91-09	Adm Exp-Finance	0	36,427	27,622	57,951	53,251	53,251
534.91-10	Adm Exp-Purchasing	0	4,431	2,957	6,121	5,702	5,702
534.91-11	Adm Exp-Public Works	0	16,984	19,106	25,121	21,263	21,263
534.91-16	Adm Exp-City Council	0	3,756	2,670	4,927	4,999	4,999
Administrative		0	84,539	69,823	126,251	119,970	119,970
535.92-29	Interdept DSC-Pub Works	0	12,175	14,212	13,210	13,462	13,462
535.92-53	Interdept DSC-Wastewater	0	201,673	215,305	158,183	158,113	158,113
535.92-72	Interdept DSC-Supprt Sr	0	49	49	49	49	49
Interdepartmental		0	213,897	229,566	171,442	171,624	171,624

## BUDGET DETAIL EXPENSES

553-1114	Storm Drains						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
633.64-00	Depreciation Expense	0	874,460	0	0	0	0
	Property	0	874,460	0	0	0	0
637.65-00	Capital Imp. Projects	0	563,897	3,152,297	3,084,288	3,084,288	3,084,288
	Capital Outlay	0	563,897	3,152,297	3,084,288	3,084,288	3,084,288
968.93-72	Trsf-Support Service(672)	0	0	11,568	13,671	13,671	13,671
	Other	0	0	11,568	13,671	13,671	13,671
**	Storm Drains	0	2,412,411	4,393,737	4,459,545	4,427,042	4,427,042

## **STORM DRAINS**

- 11-00 Electrical service charges for storm drain pumps and refuse charges for roll-off at storm debris station.
- 12-00 Includes high water/power failure alarm lines (other than maintenance districts) and laptop/iPad data service.
- 14-00 Public education via radio and TV commercials.
- 17-00 MID stream clearing and lateral maintenance, mandated metals testing, oil/grease sampling, NPDES permit (MS-4), master storm drain agreement with Merced Irrigation District, CDF crews for creek vegetation cleanup, multi-smart monitoring of storm drain pumps, service/notification of G Street Undercrossing, SJVAPCD permit for air pollution fees, CCTV camera and fence repairs, beaver dam removal, weed abatement, ESRI license agreement, and utility street cuts.
- 20-00 Continuing education training, safety training, and Rigging and Signaling training.
- 21-00 High water/power failure alarm circuits and burglar alarms (outside maintenance districts), bucket truck and chipper rental, excavator rental, and flood light rental.
- 24-00 CWEA memberships and testing fees.
- 25-00 Electrical breakers, catch basin grates, conduit, contactors and points, fill sand, fuses, sandbags, hardware, connectors and other parts for storm pumps, paint, pump repair, landfill charges, vandalism repair, warthog nozzles, discharge hoses, tide flex valves, weed whackers, and muscle wall.
- 26-00 Tool repairs and replacement; small miscellaneous supplies.
- 28-00 Rain boots, safety jackets, gloves, barricades, vests, first aid supplies, PPE, and prescription safety glasses.
- 43-00 Utility truck for crews.

FOOTNOTE: Costs are recovered through Wastewater Enterprise revenue and direct service charges to maintenance district funds.

**LAND APPLICATION  
FUND NO. 553  
ACCOUNT NO. 1115**

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***DESCRIPTION***

The 580-acre Land Application site provides on-site disposal of biosolids. The sale of crops grown from biosolids disposal offsets most operating costs of the land application operation.

***MISSION***

The Land Application program employs an environmentally acceptable means of recycling biosolids as a soil fertilizer. The disposal of biosolids in an economical and ecologically friendly manner reduces disposal impact at the local landfill.

***GOALS***

- Identify crops that are compatible with biosolids application that will produce the highest yield of tonnage and profitability to offset operating costs.
- Ensure biosolids are properly disposed of in accordance with all applicable federal and state requirements.
- Irrigate 580 acres in the Land Application Area (LAA) and 115 acres of additional WWTF property using treated recycled domestic wastewater. Maintain year round crop production that will successfully utilize the nitrogen levels in the soil produced from biosolids application.
- Perform weed abatement activities throughout the year in the LAA and assist other City departments with weed control via lot discing. Pesticide and herbicide spraying is reported to the Merced County Department of Agriculture.
- Maintain accurate records and procedures to monitor and report biosolids loadings. Track nitrogen uptake rates by sampling and testing nitrogen content within the soil and plant tissue.
- Perform soil and groundwater monitoring rehabilitation of the former biosolids disposal area.
- Increase public participation and youth opportunities in the Wildlife management area.

## LAND APPLICATION

<b>OBJECTIVES</b>	<b>PERFORMANCE MEASUREMENTS/INDICATORS</b>
1. Recoup the cost of operating the land application program.	Continue to produce fodder crop and generate revenue that meets or exceed budget expenditures for fiscal year 2019/2020. Plant fields #6 and #7 in alfalfa, which will reduce budgetary expenditures.
2. Dispose of biosolids to maintain Federal and State mandates.	Verify through plant and soil sampling throughout the year. Utilize biosolids for fertilization needs twice per year.
3. Increase the support for reduce, recycle, and reuse efforts.	Continue to use recycled water to irrigate the 695 acres of farmland and provide water to Wildlife Management Area. Submit irrigation plan to the State Water Resources Control Board (SWRCB) for former drying bed field.
4. Improve the Wildlife Management Area and habitat for native wildlife species.	Invasive weed eradication; reduce vegetation overgrowth.
Expand volunteer opportunities and outdoor classroom activities to aid in the improvement of wildlife habitat.	SLEWS program to plant 200 native willow trees inside of Pond A. Install bird boxes for wood ducks.
	Install gazebo over picnic tables for sun protection, and provide portable restroom for volunteers. Expand public outreach to local college/university.
5. Remove biosolids contamination in former drying bed area.	Plant winter and summer crops that will utilize soil bound nitrogen. Collect soil samples and compare results to previous years.

## LAND APPLICATION

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| 6. Ensure membership requirements and compliance with nitrogen limitations of the East San Joaquin Water Quality Coalition (ESJ) are met. | Attend a minimum of one class per year and submit an annual nitrogen management plan to ESJ. |
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### **2019/2020 BUDGET HIGHLIGHTS**

Continue to offset biosolids disposal costs through the sale of fodder crops.

Utilize existing budget funds for Wildlife Management Area improvement in order to facilitate expected increase in public use.



## Land Application

ACCOUNT NO. 1115

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	147,084	145,773	155,695	155,396	154,012	154,012
Supplies and Services	427,520	514,834	505,852	599,307	593,660	593,660
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	16,051	209,928	0	0	0	0
* Undefined *	0	0	7,751	9,161	9,161	9,161
TOTAL	590,655	870,535	669,298	763,864	756,833	756,833

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	7,307	0	7,630	0
Sale of Farm Products	401,863	596,372	600,000	550,000
Interdept DSR-General Fnd	569	317	218	0
Interdept DSR-Streets	406	159	273	226
Interdept DSR-Wastewater	0	582	655	1,018
Interdept DSR-Water Sys	1,544	159	218	226
Other Revenues	178,966	272,946	60,304	205,363
TOTAL	590,655	870,535	669,298	756,833

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## P E R S O N N E L                      Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager - Wastewater	.05	.05	.05	.05
Land Appl Pgm Lead Worker	1.00	1.00	1.00	1.00
Maintenance Worker I/II	.50	.50	.50	.50
TOTAL	1.55	1.55	1.55	1.55

## BUDGET DETAIL EXPENSES

553-1115	Land Application						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	93,569	95,540	97,838	100,283	100,283	100,283
531.04-01	Regular Overtime	991	2,678	1,162	1,220	1,220	1,220
531.10-02	Unused Sick Leave	85	131	223	138	138	138
531.10-05	Retirement PERS Classic	16,887	7,449	7,832	8,427	8,427	8,427
531.10-06	Social Security-OASDI	5,665	5,961	5,963	6,076	6,076	6,076
531.10-07	Social Security-Medicare	1,325	1,394	1,394	1,421	1,421	1,421
531.10-12	Workers Compensation	2,453	2,864	2,509	3,988	3,346	3,346
531.10-20	Earned Benefit	0	1,239	318	326	326	326
531.10-23	Uniform Cleaning	525	490	660	660	660	660
531.10-33	Core Allowance	18,277	18,368	18,275	18,814	18,502	18,502
531.10-73	Retirement UAL Misc	0	9,659	11,891	14,043	13,613	13,613
531.10-75	Ret-EE Share PERS Classic	7,307	0	7,630	0	0	0
Personnel Services		147,084	145,773	155,695	155,396	154,012	154,012
532.11-00	Utilities	45,561	40,146	58,965	58,700	58,700	58,700
532.12-00	Telephone	384	384	408	408	408	408
532.17-00	Professional Services	50,801	88,038	83,595	86,405	86,405	86,405
532.19-00	Mileage	90	468	500	1,000	1,000	1,000
532.21-00	Rents/Leases	78	201	262	5,265	5,265	5,265
532.23-00	Vehicle Operations/Maint	68,945	55,492	38,892	58,835	55,416	55,416
532.24-00	Memberships, Subscription	0	0	317	314	314	314
532.25-00	Maintenance Matls & Svcs	1,754	26,984	33,186	33,186	33,186	33,186
532.27-00	Small Tools	0	0	0	1,000	1,000	1,000
532.29-00	Other Materials Supplies	155,228	196,677	179,830	193,430	193,430	193,430
532.30-01	Dept Share of Insurance	4,541	4,508	3,854	3,702	3,181	3,181
532.32-00	Vehicle Replacement Fee	50,806	50,679	56,158	54,145	54,145	54,145
532.38-00	Support Services	13,924	13,317	10,396	11,844	10,967	10,967
532.45-00	Facilities Maint Charge	844	1,053	1,068	1,346	1,147	1,147
Supplies and Services		392,956	477,947	467,431	509,580	504,564	504,564
534.91-01	Adm Exp-City Manager	2,906	3,598	4,061	13,214	14,032	14,032
534.91-02	Adm Exp-City Attorney	573	957	860	2,783	4,325	4,325
534.91-03	Adm Exp-City Clerk	1,488	1,471	1,492	5,382	5,206	5,206
534.91-09	Adm Exp-Finance	8,285	9,567	10,142	38,557	36,102	36,102
534.91-10	Adm Exp-Purchasing	1,104	1,164	1,086	4,072	3,866	3,866
534.91-11	Adm Exp-Public Works	9,364	9,527	9,827	12,638	11,089	11,089
534.91-16	Adm Exp-City Council	925	986	980	3,278	3,389	3,389
Administrative		24,645	27,270	28,448	79,924	78,009	78,009
535.92-29	Interdept DSC-Pub Works	9,919	9,617	9,973	9,803	11,087	11,087
Interdepartmental		9,919	9,617	9,973	9,803	11,087	11,087
633.64-00	Depreciation Expense	16,051	209,928	0	0	0	0
Property		16,051	209,928	0	0	0	0
968.93-72	Trsf-Support Service(672)	0	0	7,751	9,161	9,161	9,161
Other		0	0	7,751	9,161	9,161	9,161
**	Land Application	590,655	870,535	669,298	763,864	756,833	756,833

## LAND APPLICATION SYSTEM

- 11-00 Includes electrical service for wetlands ponds, recirculation pumps, and Unilever domestic lift station
- 12-00 Includes high water power failure alarm line for Unilever domestic and industrial sewer station, and share of Petrovend telephone service.
- 17-00 Aerial spraying; biosolids spreading; CDF crews for vegetation cleanup; contract laboratory service, such as groundwater samples, soil/water analyses, plant tissue analysis, etc.; permits (SJVAPCD air pollution fees); pest control advisor and applicator; seed spreading; SWRCB Waste Discharge fees; and land leveling.
- 19-00 Mileage reimbursement for irrigation
- 21-00 High water power failure alarm service, propane tank rental, and rental of strip bar and planter equipment for planting of corn crop.
- 25-00 Miscellaneous parts, replacement bearings, degreaser, hydraulic hoses, building materials and supplies, and road oil for dust control.
- 27-00 Hand tools, chains, cleavices, and other small tools.
- 29-00 Seed, various weed killers, herbicides, fertilizer, and soil amendments.

**WASTEWATER TREATMENT LINES COMPONENT  
IMPROVEMENT FUND  
FUND NO. 550  
ACCOUNT NO. 1156**

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***PROGRAM***

The Wastewater Treatment Lines Component Fund is used to collect fees from new growth. Funds will be used in the future to expand lines, pumps, and force mains required due to growth. Fees to support the system for new growth were adjusted in FY 2010.

## WWT Lines Component Dept

ACCOUNT NO. 1156

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	78,312	78,312	4,197,476	5,718,122	5,718,122	5,718,122
TOTAL	78,312	78,312	4,197,476	5,718,122	5,718,122	5,718,122

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Sewer Facility Fee	114,578	219,732	409,460	455,330
Con. NthBCrk O/S NMS Dist	197,265	619,123	61,600	157,020
Sewer Fac Fee So of BCrk	72,543	199,636	82,470	216,133
Interest on Loans	62	7,495	12	120
Investment Earnings	27,362	52,635	54,570	112,940
Repayment on Loan	9,912	78	530	420
Other Revenues	343,410-	1,020,387-	3,588,834	4,776,159
TOTAL	78,312	78,312	4,197,476	5,718,122

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**UNIVERSITY CAPITAL CHARGE**  
**FUND NO. 344**  
**ACCOUNT NO. 1136**

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***PROGRAM***

University Capital charges are paid by UC Merced to amortize the loan from the Infrastructure Bank for installation of water and sewer lines to the campus.

## University Capital Charge

ACCOUNT NO. 1136

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	227,696	219,993	464,725	479,829	479,829	479,829
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
TOTAL	227,696	219,993	464,725	479,829	479,829	479,829

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Sewer Facility Fee	226,715	219,993	485,012	500,469
Other Revenues	981	0	20,287-	20,640-
TOTAL	227,696	219,993	464,725	479,829

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## BUDGET DETAIL EXPENSES

344-1136	University Capital Charge						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
706.71-01	Principal-Bond Payment	0	0	250,000	275,000	275,000	275,000
706.72-01	Interest Bond Payment	207,439	200,411	195,818	187,497	187,497	187,497
706.73-01	Agent Fees-Bond Payment	20,257	19,582	18,907	17,332	17,332	17,332
	Debt Services	227,696	219,993	464,725	479,829	479,829	479,829
**	University Capital Charge	227,696	219,993	464,725	479,829	479,829	479,829



**WASTEWATER TREATMENT PLANT COMPONENT  
IMPROVEMENT FUND  
FUND NO. 551  
ACCOUNT NO. 1157**

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***PROGRAM***

The Wastewater Treatment Plant Component Fund is used to collect fees from new growth. Funds will be used in the future to expand the capacity of the Wastewater Treatment Plant that will be required due to growth. Fees to support expansion of the plant, as a result of new growth, were adjusted in FY 2015.

## WWT Plant Component

ACCOUNT NO. 1157

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	103,000	103,000	103,000
Debt Service	0	0	439,915	1,222,307	1,222,307	1,222,307
Acquisitions	0	0	0	0	0	0
Capital Improvements	5,644,054	5,650,016	7,641,649	9,318,146	9,318,146	9,318,146
TOTAL	5,644,054	5,650,016	8,081,564	10,643,453	10,643,453	10,643,453

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Sewer Facility Fee	1,182,318	2,877,490	1,865,555	2,559,231
Interest on Loans	153	78	0	0
Investment Earnings	56,307	102,615	110,520	223,950
Other Revenues	4,405,276	2,669,833	6,105,489	7,860,272
TOTAL	5,644,054	5,650,016	8,081,564	10,643,453

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## BUDGET DETAIL EXPENSES

551-1157 WWT Plant Component							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
532.17-00	Professional Services	0	0	0	103,000	103,000	103,000
	Supplies and Services	0	0	0	103,000	103,000	103,000
633.64-00	Depreciation Expense	5,644,054	5,650,016	0	0	0	0
	Property	5,644,054	5,650,016	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	7,641,649	9,318,146	9,318,146	9,318,146
	Capital Outlay	0	0	7,641,649	9,318,146	9,318,146	9,318,146
706.71-02	Principal-City Loans	0	0	439,915	1,222,307	1,222,307	1,222,307
	Debt Services	0	0	439,915	1,222,307	1,222,307	1,222,307
**	WWT Plant Component	5,644,054	5,650,016	8,081,564	10,643,453	10,643,453	10,643,453

**WASTEWATER REVOLVING FUND**  
**FUND NO. 552**  
**ACCOUNT NO. 1110**

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***PROGRAM***

The Wastewater Revolving Fund was established for the purpose of providing financing for owners of single-family residences to connect property to the sewer line. Loans will be made available to owners based upon income limits established by the U.S. Department of Housing and will be repaid over ten annual installments plus interest at a rate equal to the average rate earned on the City's investments.

[illegible]

FUND NO. 552  
ACCOUNT NO. 1110

## **WASTEWATER REVOLVING FUND**

29-00 Loans for connection of properties to sewer lines

**REFUSE**

## **REFUSE COLLECTION**

**FUND NO. 558**

**ACCOUNT NO. 1112**

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### ***DESCRIPTION***

The Refuse Division is responsible for all solid waste collection within City limits. This includes scheduled and unscheduled service for both residential and commercial customers, as well as programs for Assisted Refuse Pack-Out Service, Illegal Dumping Cleanup, and Drop-Off Site Disposal.

### ***MISSION***

To provide the citizens of Merced excellent solid waste services, which protect public health, enhance the City's general appearance, preserve quality of life, and meet State mandates.

### ***Goals***

- Provide regular collection of residential and commercial solid waste in the most efficient and cost-effective manner.
- Complete development and implementation of a solid waste "drop-off" transfer site.
- Continue to audit service routes for appropriate service levels, as well as productivity.
- Continue to audit refuse customer accounts for appropriate service levels.
- Continue to partner with Merced Police Department (DART team) for encampment cleanups.
- Continue to educate and service the community regarding illegal dumping.

### ***OBJECTIVES***

1. To monitor and adjust service routes to accommodate growth, customer needs, and improve productivity.
2. Monitor illegal dumping activities and homeless encampment cleanups.

### ***PERFORMANCE MEASUREMENTS/INDICATORS***

All routes/services will be continually audited and adjusted for appropriate service during the fiscal year.

Report to Council tonnages/level of activity to address community needs/costs of service.



**2019/2020 BUDGET HIGHLIGHTS**

Landfill tonnage rates remain flat and total tonnage generated by the City has slightly decreased by 280 tons as compared to the previous calendar year with a total of 70,205 tons generated. However, this is still 6,226 tons more than the 2015 tonnage generated. While overall general waste tonnage is expected to slightly increase, primarily due to residential and commercial growth, with the diversion of food and green waste the general waste stream tonnage will begin to decrease proportionately.

Staff remains diligent in searching for ways to reduce internal costs; however, unfunded legislative and regulatory mandates to the landfill, to the City, and to businesses will likely continue to negatively impact rates. Other items expected to negatively impact Refuse rates include illegal dumping/homeless encampment cleanups, additional personnel to accommodate growth, inclusion of the Street Sweeping program and to fully fund the Street Tree program, as well as compliance with Assembly Bills AB341 the mandatory commercial recycling law, AB1846 the commercial organics law, and Senate Bill SB1383 the mandatory Organics diversion law, which will affect both commercial businesses and residents as well. See Green Waste Mission Goals and Objectives for organic waste diversion program details.

An amended Refuse Rate Study began in FY 17/18 and is anticipated to be completed in FY 19/20. The amended rate study will address solid waste collection charges, as well as other related services including recycling, green waste, organics diversion, street trees, and street sweeping.

Staff is in the process of developing a drop-off transfer location (corner of N. Hwy 59 and Yosemite Ave) where residents can bring bulky items, recyclables, and e-waste to be disposed of. This site would be open a few days per week year-round. With the new drop-off location established, staff's goal is to reduce Spring Cleanup from two weekends to one weekend initially, with a long-term goal of eliminating Spring Cleanup completely.

## Refuse Collections

ACCOUNT NO. 1112

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	2,635,551	2,924,376	3,324,783	3,447,562	3,406,799	3,406,799
Supplies and Services	5,775,337	5,981,162	6,888,093	7,309,630	7,171,075	7,171,075
Debt Service	0	0	0	0	0	0
Acquisitions	0	383,696	136,160	715,142	715,142	715,142
Capital Improvements	26,556	45,031	1,264,913	879,202	879,202	879,202
* Undefined *	0	0	378,914	358,601	358,601	358,601
TOTAL	8,437,444	9,334,265	11,992,863	12,710,137	12,530,819	12,530,819

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Interdept DSR-Refuse	1,326	0	0	2,612
Trsf-CFD PW-Streets (159)	33,549	37,510	45,141	57,460
Other Revenues	8,402,569	9,296,755	11,947,722	12,470,747
TOTAL	8,437,444	9,334,265	11,992,863	12,530,819

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## P E R S O N N E L                      Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PWM - Operations	.40	.40	.40	.40
PWS - Solid Waste	.65	.65	.65	.65
Finance Liaison	.33	.33	.33	.33
Lead Refuse Equip. Operator	1.30	1.30	1.30	1.30
Refuse Equip. Operator/Trainee	28.00	28.00	28.00	28.00
Container Maintenance Worker	1.00	1.00	1.00	1.00
Recycling Coordinator	.10	.10	.10	.10
TOTAL	31.78	31.78	31.78	31.78

## BUDGET DETAIL EXPENSES

558-1112 Refuse Collections							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	1,371,012	1,574,288	1,758,133	1,849,503	1,848,879	1,848,879
531.03-00	Extra Help	0	51,394	37,047	38,573	38,573	38,573
531.04-01	Regular Overtime	244,105	196,528	158,323	153,631	153,631	153,631
531.10-01	Holiday Pay	7,965	15,193	24,103	6,677	6,677	6,677
531.10-02	Unused Sick Leave	1,860	3,375	0	3,782	3,782	3,782
531.10-05	Retirement PERS Classic	191,701	77,710	85,377	85,371	85,319	85,319
531.10-06	Social Security-OASDI	98,789	108,399	119,862	122,787	122,781	122,781
531.10-07	Social Security-Medicare	23,104	26,097	28,570	29,276	29,274	29,274
531.10-08	State Unemployment	16,316	0	0	0	0	0
531.10-09	Retirement-PERS Lateral	4,267	3,907	4,429	4,864	4,864	4,864
531.10-10	Retirement-PERS New Membr	50,175	40,963	52,862	65,577	65,577	65,577
531.10-12	Workers Compensation	57,671	71,209	98,127	148,763	125,013	125,013
531.10-17	Stand By Pay	29,595	33,240	41,256	41,333	41,333	41,333
531.10-20	Earned Benefit	3,178	2,864	9,242	11,826	11,826	11,826
531.10-21	Bilingual Pay Program	459	833	1,200	1,200	1,200	1,200
531.10-23	Uniform Cleaning	6,645	8,088	8,933	9,108	9,108	9,108
531.10-27	PTS Plan FICA Alternative	0	669	482	502	502	502
531.10-33	Core Allowance	389,481	491,197	503,753	571,007	562,687	562,687
531.10-35	Post Employment Benefits	37,392	40,857	51,518	44,793	44,793	44,793
531.10-73	Retirement UAL Misc	0	177,565	213,675	258,989	250,980	250,980
531.10-75	Ret-EE Share PERS Classic	82,723	0	82,856	0	0	0
531.10-76	Ret-EE Share PERS Lateral	1,633	0	3,762	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	17,480	0	41,273	0	0	0
Personnel Services		2,635,551	2,924,376	3,324,783	3,447,562	3,406,799	3,406,799
532.11-00	Utilities	16,274	16,920	26,856	20,553	20,553	20,553
532.12-00	Telephone	4,985	6,397	8,448	7,544	7,544	7,544
532.13-00	Postage	46,656	46,993	53,646	71,300	71,300	71,300
532.16-00	Printing	10,765	12,936	13,988	14,389	14,389	14,389
532.17-00	Professional Services	56,733	62,231	63,312	74,965	74,965	74,965
532.18-00	Travel and Meetings	585	1,413	7,322	7,322	7,322	7,322
532.20-00	Training Expense	920	250	1,400	1,400	1,400	1,400
532.21-00	Rents/Leases	13,200	6,060	5,625	6,000	6,000	6,000
532.23-00	Vehicle Operations/Maint	1,019,086	1,097,721	1,231,957	1,446,418	1,362,352	1,362,352
532.24-00	Memberships, Subscription	17,663	19,739	37,378	52,348	52,348	52,348
532.25-00	Maintenance Matls & Svcs	2,635,919	2,642,649	2,949,541	3,027,426	3,027,426	3,027,426
532.26-00	Other Equipment O & M	12,500	13,463	20,979	0	0	0
532.27-00	Small Tools	0	179	1,000	1,000	1,000	1,000
532.28-00	Safety Supplies	7,632	7,295	9,955	13,860	13,860	13,860
532.30-01	Dept Share of Insurance	100,439	118,204	98,033	93,817	80,639	80,639
532.32-00	Vehicle Replacement Fee	511,941	515,420	600,682	622,757	622,757	622,757
532.34-00	Contingency Reserve	0	0	250,000	250,000	250,000	250,000
532.35-84	Retro Fee Expense	350	50	0	0	0	0
532.38-00	Support Services	173,665	168,798	171,477	198,492	185,356	185,356
532.45-00	Facilities Maint Charge	43,464	58,170	57,214	69,108	63,454	63,454
532.46-00	Computer Replacement Chrg	2,365	2,225	2,432	3,485	3,485	3,485
Supplies and Services		4,675,142	4,797,113	5,611,245	5,982,184	5,866,150	5,866,150
533.43-00	Machinery/Equipment	0	383,696	136,160	715,142	715,142	715,142
Property		0	383,696	136,160	715,142	715,142	715,142
534.91-01	Adm Exp-City Manager	51,022	66,274	80,649	76,667	82,544	82,544
534.91-02	Adm Exp-City Attorney	10,067	17,619	17,076	16,144	25,442	25,442
534.91-03	Adm Exp-City Clerk	26,376	27,158	29,694	31,264	30,667	30,667

## BUDGET DETAIL EXPENSES

558-1112 Refuse Collections		ACTUAL	ACTUAL	FINAL	DEPT. HEAD	CITY MGR.	COUNCIL
ACCT. NO.	ACCOUNT DESCRIPTION	2016-17	2017-18	BUDGET	REQUEST	RECOM.	APPROVAL
				2018-19	2019-20	2019-20	2019-20
534.91-09	Adm Exp-Finance	145,472	176,230	201,387	223,707	212,370	212,370
534.91-10	Adm Exp-Purchasing	19,393	21,434	21,558	23,628	22,740	22,740
534.91-11	Adm Exp-Public Works	141,893	151,670	173,078	226,978	190,944	190,944
534.91-16	Adm Exp-City Council	16,250	18,172	19,464	19,019	19,937	19,937
Administrative		410,473	478,557	542,906	617,407	584,644	584,644
535.92-01	Interdept DSC-General Fnd	247,186	232,228	239,644	241,079	247,554	247,554
535.92-17	Interdept DSC-Develop Svc	47,096	44,686	52,331	57,210	57,079	57,079
535.92-22	Interdept DSC-Streets	5,231	8,461	7,430	5,653	5,620	5,620
535.92-29	Interdept DSC-Pub Works	225,042	252,842	270,229	264,860	266,489	266,489
535.92-48	Interdept DSC-CFD Parks	2,561	0	0	0	0	0
535.92-53	Interdept DSC-Wastewater	23,605	33,669	39,445	30,592	30,545	30,545
535.92-57	Interdept DSC-Water Sys	42,431	39,969	35,356	31,645	31,475	31,475
535.92-58	Interdept DSC-Refuse	27,763	23,852	23,852	8,238	8,188	8,188
535.92-70	Interdept DSC-Hsng Admin	46,915	44,779	46,040	0	0	0
535.92-71	Interdept DSR-Facilities	0	1,237	2,724	2,211	2,197	2,197
535.92-72	Interdept DSC-Supprt Sr	21,892	23,769	16,891	17,049	16,980	16,980
Interdepartmental		689,722	705,492	733,942	658,537	666,127	666,127
565.92-70	Interdept DSC-Fleet	0	0	0	51,502	54,154	54,154
Interdepartmental		0	0	0	51,502	54,154	54,154
633.64-00	Depreciation Expense	26,556	45,031	0	0	0	0
Property		26,556	45,031	0	0	0	0
637.65-00	Capital Imp. Projects	0	0	1,264,913	879,202	879,202	879,202
Capital Outlay		0	0	1,264,913	879,202	879,202	879,202
958.93-53	Trsf-Wastewater Sys (553)	0	0	276,143	237,143	237,143	237,143
Other		0	0	276,143	237,143	237,143	237,143
968.93-72	Trsf-Support Service(672)	0	0	102,771	121,458	121,458	121,458
Other		0	0	102,771	121,458	121,458	121,458
**	Refuse Collections	8,437,444	9,334,265	11,992,863	12,710,137	12,530,819	12,530,819

## **REFUSE COLLECTION**

12-00 Cellular and office telephones, laptop air cards.

13-00 Mailing of utility bills, spring cleanup flyers, and mailing of informational customer magnets.

16-00 Printing of service request forms, utility bills, and promotional materials.

17-00 Department of Motor Vehicles license renewals/upgrades/physicals and utility billing handling.

24-00 Vehicle tracking system.

25-00 Landfill disposal charge and container maintenance.

**GREEN WASTE COLLECTION**  
**FUND NO. 558**  
**ACCOUNT NO. 1133**

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***DESCRIPTION***

The Green Waste Division is responsible for all green and organic waste collection within City limits. This includes scheduled and unscheduled service for residential customers, as well as Christmas Tree Removal, which may be place in the green waste container. This division will now include an organic waste reduction program per State mandates for Assembly Bills AB1826 and AB1383.

***MISSION***

To provide the citizens of Merced excellent green waste collection service, which helps to meet waste diversion goals in regards to state mandates, in addition to enhancing the City's general appearance and preserving quality of life.

***GOALS***

- Provide regular collection of residential and commercial green waste in the most efficient and cost-effective manner.
- Partner with businesses to promote commercial organic recycling that meets the requirements of California Assembly Bill AB1826, Mandatory Organic Recycling.

In accordance with Senate Bill SB1383, continuing implementation of the organics waste diversion program for commercial businesses.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |  |   |
|--|---|
| 1. To monitor and adjust service routes to accommodate growth and improve productivity.                                    | All routes/services will be continually audited and adjusted for appropriate route service during the fiscal year.  |
| 2. Track diversion of material from the landfill and businesses meeting standards, as mandated by the State of California. | Track tonnage of green waste collected, contamination percentage and audit businesses.  |
| 3. Promote Organic Waste diversion program and develop complete program guidelines.  | Educating businesses on AB 1826 and SB1383 requirements, the City's organic program and conducting the waste diversion survey with an annual report to our jurisdiction representative. |

***2019/2020 BUDGET HIGHLIGHTS***

Residential green waste contamination is minimal; however, unfunded legislative and regulatory mandates to the landfill, to the City and to businesses will likely continue to negatively impact rates. The mandatory commercial organics law AB1846 and SB1383 the Organics diversion law which will include residential organic waste is expected to adversely impact rates and operations.

With the implementation of the newly enacted “Organics” law SB1383 which requires certain organic wastes (primarily food and green waste) be diverted from the landfill, tonnage for general waste should reduce.

As it pertains to CalRecycle, SB1383 establishes targets to achieve a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction by 2025.

## Green Waste Collection

ACCOUNT NO. 1133

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	310,295	313,783	362,610	375,930	370,662	370,662
Supplies and Services	388,276	424,716	473,851	544,674	527,163	527,163
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	14,250	8,700	8,700	8,700
Capital Improvements	0	0	0	0	0	0
* Undefined *	0	0	8,600	10,163	10,163	10,163
TOTAL	698,571	738,499	859,311	939,467	916,688	916,688

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F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Green Waste Collection	1,163,883	1,213,096	1,222,120	1,222,120
PERS-EE Share 2.5% @ 55	9,452	0	10,992	0
PERS-EE Share 2% @ 62	2,839	0	3,219	0
Interdept DSR-Refuse	7,264	4,935	3,531	0
Other Revenues	484,867-	479,532-	380,551-	305,432-
TOTAL	698,571	738,499	859,311	916,688

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## P E R S O N N E L                      Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PWM - Operations	.10	.10	.10	.10
PWS - Solid Waste	.15	.15	.15	.15
Refuse Equip. Operator/Trainee	2.50	2.50	2.50	2.50
Lead Refuse Equipment Operator	.30	.30	.30	.30
Recycling Coordinator	.30	.30	.30	.30
TOTAL	3.35	3.35	3.35	3.35



## BUDGET DETAIL EXPENSES

558-1133	Green Waste Collection						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	165,823	176,436	191,334	198,579	198,579	198,579
531.04-01	Regular Overtime	21,631	22,306	19,862	21,182	21,182	21,182
531.10-01	Holiday Pay	994	767	1,955	668	668	668
531.10-02	Unused Sick Leave	143	377	0	473	473	473
531.10-05	Retirement PERS Classic	21,871	7,671	11,350	12,081	12,026	12,026
531.10-06	Social Security-OASDI	11,566	10,512	13,072	13,694	13,694	13,694
531.10-07	Social Security-Medicare	2,705	2,458	3,058	3,203	3,203	3,203
531.10-10	Retirement-PERS New Membr	8,166	3,826	4,123	4,647	4,702	4,702
531.10-12	Workers Compensation	6,071	6,462	15,977	22,537	18,954	18,954
531.10-17	Stand By Pay	2,668	3,839	1,737	4,044	4,044	4,044
531.10-20	Earned Benefit	174	179	1,087	2,795	2,795	2,795
531.10-21	Bilingual Pay Program	231	415	600	600	600	600
531.10-23	Uniform Cleaning	710	771	837	837	837	837
531.10-33	Core Allowance	48,555	51,984	53,655	56,293	55,458	55,458
531.10-35	Post Employment Benefits	6,696	7,013	6,498	6,490	6,490	6,490
531.10-73	Retirement UAL Misc	0	18,767	23,254	27,807	26,957	26,957
531.10-75	Ret-EE Share PERS Classic	9,452	0	10,992	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	2,839	0	3,219	0	0	0
Personnel Services		310,295	313,783	362,610	375,930	370,662	370,662
532.13-00	Postage	0	226	10,800	10,800	10,800	10,800
532.14-00	Advertising	9,263	11,816	22,000	22,000	22,000	22,000
532.17-00	Professional Services	0	90	490	730	730	730
532.23-00	Vehicle Operations/Maint	141,215	164,077	141,518	204,457	192,574	192,574
532.24-00	Memberships, Subscription	0	0	950	3,272	3,272	3,272
532.25-00	Maintenance Matls & Svcs	71,240	78,251	74,500	74,500	74,500	74,500
532.26-00	Other Equipment O & M	2,237	1,652	2,154	0	0	0
532.30-01	Dept Share of Insurance	8,561	8,313	7,257	6,979	6,006	6,006
532.32-00	Vehicle Replacement Fee	79,441	79,441	114,567	114,567	114,567	114,567
532.35-84	Retro Fee Expense	50	0	0	0	0	0
532.38-00	Support Services	15,646	15,751	16,146	17,885	16,672	16,672
532.45-00	Facilities Maint Charge	1,911	1,660	1,708	2,121	1,843	1,843
Supplies and Services		329,564	361,277	392,090	457,311	442,964	442,964
533.43-00	Machinery/Equipment	0	0	14,250	8,700	8,700	8,700
Property		0	0	14,250	8,700	8,700	8,700
534.91-01	Adm Exp-City Manager	5,888	7,277	8,566	7,974	8,552	8,552
534.91-02	Adm Exp-City Attorney	1,162	1,935	1,814	1,679	2,636	2,636
534.91-03	Adm Exp-City Clerk	3,016	2,975	3,147	3,248	3,173	3,173
534.91-09	Adm Exp-Finance	16,788	19,350	21,391	23,268	22,003	22,003
534.91-10	Adm Exp-Purchasing	2,238	2,354	2,290	2,458	2,356	2,356
534.91-11	Adm Exp-Public Works	14,441	14,246	16,122	20,955	17,568	17,568
534.91-16	Adm Exp-City Council	1,875	1,995	2,067	1,978	2,066	2,066
Administrative		45,408	50,132	55,397	61,560	58,354	58,354
535.92-29	Interdept DSC-Pub Works	13,304	13,307	26,364	25,803	25,845	25,845
Interdepartmental		13,304	13,307	26,364	25,803	25,845	25,845
968.93-72	Trsf-Support Service(672)	0	0	8,600	10,163	10,163	10,163
Other		0	0	8,600	10,163	10,163	10,163
**	Green Waste Collection	698,571	738,499	859,311	939,467	916,688	916,688

FUND NO. 558  
ACCOUNT NO. 1133

## **GREEN WASTE COLLECTION**

14-00 Television and radio advertising.

25-00 Landfill disposal charges.

**RECYCLING PROGRAM**  
**FUND NO. 558**  
**ACCOUNT NO. 1135**

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***DESCRIPTION***

The Recycling Division is responsible for collection of all recyclable material within City limits. This includes scheduled and unscheduled service for residential and commercial customers.

***MISSION***

To provide the citizens of Merced excellent recycling services, which help meet waste diversion goals in regards to State mandates, in addition to, enhancing the City's general appearance and preserving quality of life.

***GOALS***

- Provide regular collection of residential and commercial businesses co-mingled recyclables in the most efficient and cost-effective manner.
- Partner with businesses to promote commercial recycling that meets the requirements of California Assembly Bill AB341, Mandatory Commercial Recycling.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |  |  |
|--|--|
| 1. To monitor and adjust service routes to accommodate growth and improve productivity.                                    | All routes/services will be continually audited and adjusted for appropriate route service during the fiscal year.   |
| 2. Track diversion of material from the landfill and businesses meeting standards, as mandated by the State of California. | Track tonnage of recyclables collected, contamination percentage and audit businesses.   |
| 3. Promote commercial recycling.   | Educating businesses on AB341 requirements, the City's recycling program and conducting the waste diversion survey with an annual report to our jurisdiction representative. |

## RECYCLING PROGRAM

### ***2019/2020 BUDGET HIGHLIGHTS***

Businesses who generate significant amounts of recyclables will realize some reduction in waste disposal costs, since disposal costs for commercial recyclables has now been reduced by 15% as compared to regular garbage disposal. Overseas markets have been very low for recyclables so return on recyclables is very minimal.

Our Recycling Coordinator continues adding new businesses to the recycling efforts and the community seems to support recycling quite well. Overall contamination is minimal.

Staff remains diligent in searching for ways to reduce internal costs, however, unfunded legislative and regulatory mandates to the landfill, to the City, and to businesses will likely continue to negatively impact rates.

## Recycling Program

ACCOUNT NO. 1135

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	413,179	445,118	470,578	506,277	498,141	498,141
Supplies and Services	491,002	531,273	550,521	606,330	588,838	588,838
Debt Service	0	0	0	0	0	0
Acquisitions	13,642	27,684	24,290	5,604	5,604	5,604
Capital Improvements	0	0	0	0	0	0
* Undefined *	0	0	11,213	13,251	13,251	13,251
TOTAL	917,823	1,004,075	1,056,602	1,131,462	1,105,834	1,105,834

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F I N A N C I N G S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Other State Grants	45,397	52,711	0	0
Recycling Program	1,182,903	1,231,940	1,301,773	1,324,518
PERS-EE Share 2.5% @ 55	15,985	0	19,292	0
Unclassified	6,124	10,972	4,500	3,500
Revenue Share Credit	68,538	127,112	36,700	0
Interdept DSR-Refuse	8,209	3,614	3,597	2,366
Other Revenues	409,333-	422,274-	309,260-	224,550-
TOTAL	917,823	1,004,075	1,056,602	1,105,834

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## P E R S O N N E L                      Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PWM - Operations	.35	.35	.35	.35
PWS - Solid Waste	.20	.20	.20	.20
Refuse Equip. Operator/Trainee	2.50	2.50	2.50	2.50
Lead Refuse Equipment Operator	.40	.40	.40	.40
Recycling Coordinator	.60	.60	.60	.60
TOTAL	4.05	4.05	4.05	4.05

## BUDGET DETAIL EXPENSES

558-1135	Recycling Program						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
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531.01-00	Regular Salaries	219,309	238,522	246,706	252,249	252,249	252,249
531.04-01	Regular Overtime	25,674	29,538	27,807	30,972	30,972	30,972
531.10-01	Holiday Pay	691	1,109	1,303	446	446	446
531.10-02	Unused Sick Leave	190	502	0	629	629	629
531.10-05	Retirement PERS Classic	36,991	18,182	19,853	21,234	21,197	21,197
531.10-06	Social Security-OASDI	14,350	16,424	16,691	17,839	17,839	17,839
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531.10-07	Social Security-Medicare	3,356	3,841	3,904	4,172	4,172	4,172
531.10-10	Retirement-PERS New Membr	0	0	0	0	37	37
531.10-12	Workers Compensation	10,390	19,861	17,103	36,964	31,109	31,109
531.10-17	Stand By Pay	7,313	9,711	0	11,346	11,346	11,346
531.10-20	Earned Benefit	610	625	2,172	3,594	3,594	3,594
531.10-21	Bilingual Pay Program	603	600	600	600	600	600
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531.10-23	Uniform Cleaning	451	468	631	666	666	666
531.10-33	Core Allowance	73,399	76,996	80,674	86,389	85,189	85,189
531.10-35	Post Employment Benefits	3,867	4,384	3,859	3,854	3,854	3,854
531.10-73	Retirement UAL Misc	0	24,355	29,983	35,323	34,242	34,242
531.10-75	Ret-EE Share PERS Classic	15,985	0	19,292	0	0	0
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Personnel Services		413,179	445,118	470,578	506,277	498,141	498,141
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532.13-00	Postage	0	152	10,800	10,800	10,800	10,800
532.14-00	Advertising	32,764	41,124	43,000	43,000	43,000	43,000
532.17-00	Professional Services	0	180	340	310	310	310
532.18-00	Travel and Meetings	0	220	753	753	753	753
532.20-00	Training Expense	0	455	1,150	1,150	1,150	1,150
532.23-00	Vehicle Operations/Maint	157,790	195,853	179,965	227,422	214,205	214,205
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532.24-00	Memberships, Subscription	0	0	633	2,958	2,958	2,958
532.25-00	Maintenance Matls & Svcs	58,963	45,643	52,300	52,300	52,300	52,300
532.26-00	Other Equipment O & M	2,339	2,082	2,331	0	0	0
532.28-00	Safety Supplies	288	12	695	1,240	1,240	1,240
532.30-01	Dept Share of Insurance	10,287	10,259	8,912	8,573	7,373	7,373
532.32-00	Vehicle Replacement Fee	123,284	123,284	132,793	132,793	132,793	132,793
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532.38-00	Support Services	19,763	19,189	18,887	20,699	19,388	19,388
532.45-00	Facilities Maint Charge	929	1,272	1,256	1,625	1,339	1,339
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Supplies and Services		406,407	439,725	453,815	503,623	487,609	487,609
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533.43-00	Machinery/Equipment	13,642	27,684	24,290	5,604	5,604	5,604
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Property		13,642	27,684	24,290	5,604	5,604	5,604
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534.91-01	Adm Exp-City Manager	6,930	8,713	10,094	9,527	10,676	10,676
534.91-02	Adm Exp-City Attorney	1,367	2,316	2,137	2,006	3,291	3,291
534.91-03	Adm Exp-City Clerk	3,549	3,562	3,708	3,881	3,961	3,961
534.91-09	Adm Exp-Finance	19,759	23,169	25,205	27,800	27,468	27,468
534.91-10	Adm Exp-Purchasing	2,634	2,818	2,698	2,936	2,941	2,941
534.91-11	Adm Exp-Public Works	18,148	17,852	19,642	25,280	21,189	21,189
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534.91-16	Adm Exp-City Council	2,207	2,389	2,436	2,363	2,579	2,579
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Administrative		54,594	60,819	65,920	73,793	72,105	72,105
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535.92-29	Interdept DSC-Pub Works	30,001	30,729	30,786	28,914	29,124	29,124
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Interdepartmental		30,001	30,729	30,786	28,914	29,124	29,124
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968.93-72	Trsf-Support Service(672)	0	0	11,213	13,251	13,251	13,251
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Other		0	0	11,213	13,251	13,251	13,251
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**	Recycling Program	917,823	1,004,075	1,056,602	1,131,462	1,105,834	1,105,834

FUND NO. 558  
ACCOUNT NO. 1135

## **RECYCLING PROGRAM**

14-00 Television and radio advertising.

25-00 Collected materials processing charges and container maintenance.

**STREET SWEEPING**  
**FUND NO. 558**  
**ACCOUNT NO. 1113**

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***DESCRIPTION***

The Street Sweeping Division is responsible for the removal of dirt and debris from City streets. This includes the annual leaf pickup program. The program helps the City meet air pollution and storm water pollution requirements.

***MISSION***

To preserve the quality of life in Merced by providing street sweeping services that meet the Clean Air Act mandates and Phase II NPDES requirements.

***GOALS***

- ◇ Continue providing a well-developed systematic street sweeping schedule in residential (twice per month) and business districts (3 times weekly) in the most cost effective and efficient manner possible.
- ◇ Continue assisting collection of leaves from City streets during the annual leaf collection program.
- ◇ Continue Best Management Practices diverting sediment, trash, debris, and pollutants from the storm drainage system and improving the water quality.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

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|--|--|
| 1. Continue to dispose of leaves at disposal sites that will accept leaves at no charge, with all-weather disposal capabilities. | Identify other strategically located sites that will accept leaves at no charge or consider creating compost for future uses throughout City facilities.                                       |
| 2. Seek methods to improve the quality of street sweeping and right-sizing of routes to improve productivity.                    | Maintain contact with sweeper manufacturers to remain familiar with current technology, as well as machine capability, and arrange for local demonstrations of such machines when appropriate. |



## STREET SWEEPING

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| 3. To significantly divert sediment, trash debris and other pollutants from the storm drainage system and improve storm water quality. | Implement Best Management Practices and measurable goals to improve pollutant removal from streets and gutters. Provide report to City Council on quarterly basis. |
|--|--|

### **2019/2020 BUDGET HIGHLIGHTS**

There are no anticipated significant changes in program direction, expenditures or revenues contingent upon fiscal stability.

The Amended Refuse Rate Study is anticipated to be completed in FY 19/20 and will provide a stable source of revenue to all divisions within Fund 558.

## Street Sweeping

ACCOUNT NO. 1113

EXPENSES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	636,609	658,322	609,442	598,764	599,923	599,923
Supplies and Services	729,771	784,131	809,116	827,179	804,599	804,599
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	0	0	15,326	18,113	18,113	18,113
TOTAL	1,366,380	1,442,453	1,433,884	1,444,056	1,422,635	1,422,635

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FINANCING SOURCES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
PERS-EE Share 2.5% @ 55	15,828	0	15,385	0
PERS-EE Share 2% @ 62	7,576	0	5,973	0
Unclassified	328	0	0	0
Interdept DSR-Maint Dist	5,793	6,324	5,864	3,305
Interdept DSR-CFD's	0	2,873	3,193	2,284
Interdept DSR-Refuse	9,628	10,040	11,387	3,405
Other Revenues	1,327,227	1,423,216	1,392,082	1,413,641
TOTAL	1,366,380	1,442,453	1,433,884	1,422,635

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## PERSONNEL Number of Positions

Classification	Funded In Budget 2018-19	Dept. Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PW Manager- Tax Services	.25	.25	.25	.25
PWS - Streets	.20	.20	.20	.20
Street Sweeper Operator	5.00	5.00	5.00	5.00
TOTAL	5.45	5.45	5.45	5.45

## BUDGET DETAIL EXPENSES

558-1113	Street Sweeping						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
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531.01-00	Regular Salaries	326,261	345,633	293,829	294,942	294,906	294,906
531.03-00	Extra Help	9,996	17,998	35,837	36,749	36,749	36,749
531.04-01	Regular Overtime	30,853	43,459	31,274	26,977	26,977	26,977
531.04-04	Call Back Time Worked	950	3,961	1,016	3,915	3,915	3,915
531.10-02	Unused Sick Leave	86	1,468	348	347	347	347
531.10-05	Retirement PERS Classic	36,660	20,049	15,900	12,286	12,283	12,283
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531.10-06	Social Security-OASDI	21,468	24,054	19,722	19,957	19,955	19,955
531.10-07	Social Security-Medicare	5,166	5,887	5,133	5,200	5,199	5,199
531.10-08	State Unemployment	8,942	0	0	0	0	0
531.10-10	Retirement-PERS New Membr	22,127	6,858	7,649	12,469	12,469	12,469
531.10-12	Workers Compensation	14,841	13,684	17,540	22,264	18,701	18,701
531.10-17	Stand By Pay	1,360	6,510	1,613	3,689	3,689	3,689
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531.10-20	Earned Benefit	697	714	1,486	3,975	3,975	3,975
531.10-21	Bilingual Pay Program	627	1,967	1,440	1,440	1,440	1,440
531.10-23	Uniform Cleaning	1,189	1,263	2,153	2,153	2,153	2,153
531.10-27	PTS Plan FICA Alternative	132	234	466	478	478	478
531.10-33	Core Allowance	116,109	113,117	99,325	93,550	99,582	99,582
531.10-35	Post Employment Benefits	15,638	16,939	17,642	17,072	17,072	17,072
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531.10-73	Retirement UAL Misc	0	34,527	35,711	41,301	40,033	40,033
531.10-75	Ret-EE Share PERS Classic	15,828	0	15,385	0	0	0
531.10-77	Ret-EE Share PERS NewMembr	7,679	0	5,973	0	0	0
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Personnel Services		636,609	658,322	609,442	598,764	599,923	599,923
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532.11-00	Utilities	90,541	89,210	91,841	99,266	99,266	99,266
532.13-00	Postage	6,872	7,940	8,300	8,300	8,300	8,300
532.17-00	Professional Services	293	360	405	405	405	405
532.21-00	Rents/Leases	0	60	60	60	60	60
532.23-00	Vehicle Operations/Maint	178,898	227,122	197,393	227,888	214,643	214,643
532.24-00	Memberships, Subscription	0	0	2,216	4,526	4,526	4,526
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532.25-00	Maintenance Matls & Svcs	261	24	500	1,500	1,500	1,500
532.26-00	Other Equipment O & M	743	256	998	0	0	0
532.28-00	Safety Supplies	740	904	1,350	2,560	2,560	2,560
532.30-01	Dept Share of Insurance	14,912	14,294	12,481	11,867	10,175	10,175
532.32-00	Vehicle Replacement Fee	185,872	192,156	214,702	175,618	175,618	175,618
532.38-00	Support Services	29,746	25,718	24,393	26,494	24,996	24,996
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532.45-00	Facilities Maint Charge	3,732	4,471	4,639	8,590	7,866	7,866
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Supplies and Services		512,610	562,515	559,278	567,074	549,915	549,915
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534.91-01	Adm Exp-City Manager	7,692	9,182	10,582	9,464	10,247	10,247
534.91-02	Adm Exp-City Attorney	1,518	2,441	2,241	1,993	3,158	3,158
534.91-03	Adm Exp-City Clerk	3,939	3,753	3,888	3,855	3,801	3,801
534.91-09	Adm Exp-Finance	21,930	24,415	26,425	27,616	26,363	26,363
534.91-10	Adm Exp-Purchasing	2,924	2,970	2,829	2,917	2,823	2,823
534.91-11	Adm Exp-Public Works	25,574	24,547	26,539	33,252	27,942	27,942
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534.91-16	Adm Exp-City Council	2,450	2,517	2,554	2,348	2,475	2,475
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Administrative		66,027	69,825	75,058	81,445	76,809	76,809
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535.92-01	Interdept DSC-General Fnd	907	2,168	0	807	802	802
535.92-22	Interdept DSC-Streets	103,327	119,730	149,726	149,228	148,443	148,443
535.92-29	Interdept DSC-Pub Works	28,282	22,879	23,840	25,045	25,070	25,070
535.92-48	Interdept DSC-CFD Parks	0	900	967	0	0	0
535.92-53	Interdept DSC-Wastewater	13,433	0	0	0	0	0
535.92-58	Interdept DSC-Refuse	4,889	5,867	0	3,333	3,313	3,313
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535.92-72	Interdept DSC-Supprt Sr	296	247	247	247	247	247
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Interdepartmental		151,134	151,791	174,780	178,660	177,875	177,875

## BUDGET DETAIL EXPENSES

558-1113	Street Sweeping						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
968.93-72	Trsf-Support Service(672)	0	0	15,326	18,113	18,113	18,113
	Other	0	0	15,326	18,113	18,113	18,113
**	Street Sweeping	1,366,380	1,442,453	1,433,884	1,444,056	1,422,635	1,422,635

FUND NO. 558  
ACCOUNT NO. 1113

## **STREET SWEEPING**

11-00 Share of Corporation Yard refuse containers and roll off container for street sweeping debris.

13-00 Leaf collection notices.

24-00 Trimble Vehicle Tracking System.

**STREET AND SUBDIVISION TREES**  
**FUND NO. 558**  
**ACCOUNT NO. 1122**

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***DESCRIPTION***

The Street Tree Division is responsible for the maintenance of approximately 60,000 Street trees and 10,000 Park trees. The Tree division provides a full range of tree care services throughout the City, including scheduled tree pruning, dead wood, mistletoe, and stump removal, reforestation, hazard elimination, special tree treatments, and corrective measures, as identified by our tree program objectives or by customer requests.

***MISSION***

To maintain the health and vitality of the urban forest through a comprehensive inspection, maintenance, and reforestation program that is designed to ensure public safety, and provide excellent customer service, while beautifying the City of Merced.

***GOALS***

- ◇ Resume scheduled area pruning, continue mistletoe removal, and tree plant/removal programs to maintain the City's urban forest.
- ◇ Identify and replant trees that succumbed to the statewide drought.
- ◇ Respond to emergency tree/limb incidents in a timely manner while maintaining the health and condition of our urban forest.
- ◇ Coordinate with developers, PG&E, and MID for proper species and placement of street trees throughout the City.
- ◇ Promote participation in the Arbor Day events involving more schools and public agencies through education and promotion of a healthy urban forest and maintain the Tree City USA designation.

***OBJECTIVES***

1. With the addition of the Urban Forestry Inventory and Management Plan, the City will be able to build a strategy for managing and maintain the health and condition of the urban forest.

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

Monitor tree trimming (12 year trimming cycle), mistletoe abatement (annual program), stump removal and reforestation (ongoing), and emergency tree/limb removal throughout the City, and provide monthly maintenance reports to the department.

## STREET AND SUBDIVISION TREES

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|--|--|
| 2. Continue responding to emergency tree/limb incidents in a timely manner.                  | Staff assigned to standby duty will report to emergencies within 30 minutes. Inspect all trees for health and condition when they are pruned, and immediately correct all tree hazards when found. |
|  | When notified of hazards by citizens, make correction within one business day.   |
| 3. Continue Mistletoe Abatement Program in conjunction with resuming the Area Prune Program. | Continue aggressive preventive maintenance work on eradicating mistletoe on all City trees, to be completed annually.  |
| 4. Continue the 12-year Area Prune Program cycle.  | Continue area-pruning program of approximately 4,500 trees per year utilizing City forces.   |
|  | Ensure the annual inspection and pruning cycle of approximately 10,000 park trees is completed.  |
| 5. Promote the benefits of a healthy urban forest, and maintain Tree City USA designation.   | Continue participation in the Arbor Day event by involving UC Merced, Merced College, elementary schools, and public agencies.   |

### ***2019/2020 BUDGET HIGHLIGHTS***

The City's CalFIRE Tree Inventory and Management Plan grant will be completed in FY 19/20. The tree inventory will provide a more accurate count of all City-owned and maintained trees, as well as give staff better insight into which tree species have been best suited to the Merced area. The Management Plan will be an effective tool in managing the City's vast tree inventory.

With the completion of the Urban Forestry Inventory and Management Plan, along with the request to add two (2) maintenance workers in FY 19/20, the Trees Division will be able to resume a full area prune program that ensures the City's urban forest is moving in a healthy direction.

## Street &amp; Sub Div. Trees

ACCOUNT NO. 1122

EXPENSES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	610,013	702,619	824,521	819,419	789,676	789,676
Supplies and Services	227,839	324,103	376,740	474,371	458,356	458,356
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0
* Undefined *	0	0	11,686	13,811	13,811	13,811
TOTAL	837,852	1,026,722	1,212,947	1,307,601	1,261,843	1,261,843

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FINANCING SOURCES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Other State Grants	0	11,971	11,665	0
PERS-EE Share 2.5% @ 55	22,007	0	23,138	0
PERS-EE Share 2% @ 62	1,569	0	8,622	0
Unclassified	0	183	0	0
Damage Claims	2,117	1,228	0	0
Interdept DSR-Maint Dist	6,198	6,168	5,908	5,755
Interdept DSR-CFD's	0	2,938	3,144	3,812
Interdept DSR-Refuse	6,225	11,130	5,337	3,118
Other Revenues	799,736	993,104	1,155,133	1,249,158
TOTAL	837,852	1,026,722	1,212,947	1,261,843

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## PERSONNEL

Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
Park Worker I/II/III	.75	.75	.75	.75
PW Manager - Tax Services	.15	.15	.15	.15
Tree Trimmer	6.00	6.00	6.00	6.00
PWS - Parks & Trees	.60	.60	.60	.60
TOTAL	7.50	7.50	7.50	7.50



## BUDGET DETAIL EXPENSES

558-1122	Street & Sub Div. Trees						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	307,201	355,626	434,711	441,334	436,086	436,086
531.04-01	Regular Overtime	35,824	32,354	31,210	31,394	31,394	31,394
531.04-04	Call Back Time Worked	4,444	4,051	5,367	7,630	7,630	7,630
531.10-05	Retirement PERS Classic	50,920	22,457	23,755	20,196	20,196	20,196
531.10-06	Social Security-OASDI	21,747	25,447	30,744	31,225	30,900	30,900
531.10-07	Social Security-Medicare	5,086	5,951	7,190	7,303	7,227	7,227
531.10-10	Retirement-PERS New Membr	4,510	5,256	11,043	16,849	16,409	16,409
531.10-12	Workers Compensation	37,066	46,846	14,940	24,157	20,272	20,272
531.10-17	Stand By Pay	8,827	20,904	28,985	29,677	29,677	29,677
531.10-20	Earned Benefit	4,263	9,018	4,786	8,013	8,013	8,013
531.10-21	Bilingual Pay Program	301	300	360	360	360	360
531.10-23	Uniform Cleaning	947	1,654	1,963	2,407	2,407	2,407
531.10-33	Core Allowance	100,830	125,629	139,302	131,782	114,616	114,616
531.10-35	Post Employment Benefits	4,471	4,963	5,572	5,291	5,291	5,291
531.10-73	Retirement UAL Misc	0	42,163	52,833	61,801	59,198	59,198
531.10-75	Ret-EE Share PERS Classic	22,007	0	23,138	0	0	0
531.10-77	Ret-EE Share PERS NewMembr	1,569	0	8,622	0	0	0
Personnel Services		610,013	702,619	824,521	819,419	789,676	789,676
532.11-00	Utilities	2,131	1,580	2,167	2,260	2,260	2,260
532.12-00	Telephone	1,359	3,133	2,628	3,972	3,972	3,972
532.13-00	Postage	0	1	30	30	30	30
532.17-00	Professional Services	385	90	3,198	4,793	4,793	4,793
532.18-00	Travel and Meetings	1,018	1,166	1,359	1,512	1,512	1,512
532.20-00	Training Expense	288	550	832	1,664	1,664	1,664
532.21-00	Rents/Leases	520	520	720	520	520	520
532.23-00	Vehicle Operations/Maint	49,477	92,586	131,601	114,736	108,068	108,068
532.24-00	Memberships, Subscription	495	620	2,337	2,318	2,318	2,318
532.25-00	Maintenance Matls & Svcs	26,176	50,504	41,663	38,205	38,205	38,205
532.26-00	Other Equipment O & M	258	0	418	7,440	7,440	7,440
532.28-00	Safety Supplies	887	2,054	3,940	6,620	6,620	6,620
532.30-01	Dept Share of Insurance	12,918	15,726	14,285	13,587	11,718	11,718
532.32-00	Vehicle Replacement Fee	0	0	0	96,412	96,412	96,412
532.38-00	Support Services	22,234	27,720	29,316	31,610	29,748	29,748
532.45-00	Facilities Maint Charge	4,924	5,930	5,844	6,736	6,193	6,193
532.46-00	Computer Replacement Chrg	1,758	319	319	319	319	319
Supplies and Services		124,828	202,499	240,657	332,734	321,792	321,792
534.91-01	Adm Exp-City Manager	6,297	9,056	11,348	10,676	12,244	12,244
534.91-02	Adm Exp-City Attorney	1,242	2,408	2,403	2,248	3,774	3,774
534.91-03	Adm Exp-City Clerk	3,225	3,702	4,169	4,348	4,542	4,542
534.91-09	Adm Exp-Finance	17,953	24,080	28,337	31,152	31,501	31,501
534.91-10	Adm Exp-Purchasing	2,393	2,929	3,033	3,290	3,373	3,373
534.91-11	Adm Exp-Public Works	20,949	25,983	29,890	38,704	32,248	32,248
534.91-16	Adm Exp-City Council	2,005	2,483	2,739	2,648	2,957	2,957
Administrative		54,064	70,641	81,919	93,066	90,639	90,639
535.92-29	Interdept DSC-Pub Works	48,750	50,716	53,868	48,275	45,629	45,629
535.92-72	Interdept DSC-Supprt Sr	197	247	296	296	296	296
Interdepartmental		48,947	50,963	54,164	48,571	45,925	45,925
968.93-72	Trsf-Support Service(672)	0	0	11,686	13,811	13,811	13,811
Other		0	0	11,686	13,811	13,811	13,811
**	Street & Sub Div. Trees	837,852	1,026,722	1,212,947	1,307,601	1,261,843	1,261,843

## **STREET AND SUBDIVISION TREES**

- 11-00 Share of costs for green waste roll-off container and water service at Nursery on Thornton Road & Wardrobe Avenue.
- 17-00 Department of Motor Vehicle drivers' license renewals/upgrades and MID standby fees.
- 24-00 International Society of Arboriculture, National Arbor Day Society, and Western Chapter Membership.
- 25-00 Miscellaneous trees, stakes, ties, cables, and landfill disposal fees.
- 28-00 Replacement of boots, jackets, gloves, hard hats, and other safety related items.

**REFUSE CAPITAL EQUIPMENT FUND**  
**FUND NO. 562**  
**ACCOUNT NO. 1116**

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***PROGRAM***

The Refuse Capital Equipment Fund is used for the accumulation of refuse charges on new residential (MMC 8.04.235) and new industrial/commercial (MMC 8.04.265) growth for the purchase of refuse containers and equipment to meet the needs generated by new growth which is financed through fees collected from new customers.

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## BUDGET DETAIL EXPENSES

562-1116	Refuse Capital Equipment						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
533.43-00	Machinery/Equipment	304,524	93,685	118,035	329,280	329,280	329,280
	Property	304,524	93,685	118,035	329,280	329,280	329,280
633.64-00	Depreciation Expense	4,451	53,412	0	0	0	0
	Property	4,451	53,412	0	0	0	0
**	Refuse Capital Equipment	308,975	147,097	118,035	329,280	329,280	329,280

FUND NO. 562  
ACCOUNT NO. 1116

## **REFUSE CAPITAL EQUIPMENT FUND**

43-00 Purchase of residential/commercial refuse containers and truck related to customer growth.

# FLEET

**FLEET MANAGEMENT**  
**FUND NO. 670**  
**ACCOUNT NO. 1103**

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***DESCRIPTION***

Fleet Services is responsible for the maintenance, repair, and procurement of all City vehicles. The Fleet Department is currently maintaining more than 580 individual equipment items assigned to the various departments within the City.

***MISSION***

Fleet Services is committed to maintaining an exceptional level of operational readiness. We strive to provide the best services possible within our fiscal constraints by providing excellent preventive maintenance as well as expedient repairs to all vehicles and equipment.

***GOALS***

- Provide safe, reliable vehicles and equipment at a competitive cost with minimum down time.
- Provide appropriate vehicle replacement through an efficient ordering and delivery system, while leveraging grant opportunities to offset purchase costs.
- Maintain a friendly, responsive, customer focused culture within our Fleet team.

***OBJECTIVES***

1. Accomplish all maintenance and repairs, insuring maximum productivity and quality, with prudent use of materials.
2. Provide quality service with minimum adverse impact to customers.

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

Continuously monitor past and present expenditure levels taking into account age and size of fleet.

95% of all vehicle inspections to be completed as scheduled. Schedules vary and may be based on miles, hours, or days. All commercial vehicles (refuse, dump trucks, etc.) are required to be inspected every 90 days.



## **2019/2020 BUDGET HIGHLIGHTS**

### **New Annex Fleet Shop**

The light and medium duty fleet shop located at the corner of Yosemite Ave and N. Hwy 59 will be utilized this fiscal year. This location will be used to service and repair all light and medium duty vehicles that are stationed away from the Corporation Yard. This would include vehicles from Police, Fire, and City Hall, as well as any equipment from Public Works that would be housed at that location, including change out of the street sweeper brooms.

### **Fuel**

In the last calendar year, City vehicles consumed 231,961 gallons of diesel (5,000 gallons more than 2018), 138,646 gallons of unleaded (11,000 gallons more than 2018), and 25,712 Gas to Gallon Equivalent (GGE) of compressed natural gas (2,000 gallons less than 2018). With the growth of all City departments, the City fleet continues to grow and fuel consumption will increase exponentially.

### **Vehicle Replacement**

Replacement charges for departments funded by discretionary funds have ceased or reduced for the past eleven budget years. Replacing vehicles which are mission critical and no longer reliable or California Air Resources Board (CARB) compliant will eventually deplete all funds and leave no monies for future replacement. This is especially critical to Police Patrol where vehicles typically are replaced every 4 to 5 years. Remaining funds will only provide one more replacement cycle for Patrol vehicles.

### **Fleet Cost Reduction Practices**

Fleet continues to explore cost reducing measures to include:

- Parts procurement “best value” practices, i.e. best price with longest wear/warranty.
- Parts costs continue to rise.
- While several City departments will experience some reduction in operation and maintenance costs, overall inventory continues to increase causing operation and maintenance expenses to rise.
- City staff and management continue to explore funding opportunities for replacement of the Fleet maintenance shop. Originally constructed in 1959, now 60 years old, it has long been too small for the current fleet. Staff routinely work outdoors, in all weather, to perform repairs. In addition, vehicles powered by Compressed Natural Gas (CNG) cannot be worked on inside the existing facility due to safety requirements. A new fleet facility is sorely needed.

## **2019/2020 BUDGET HIGHLIGHTS (Continued)**

### **Staff Request**

This budget includes the addition of a second Lead Mechanic (Mechanic III). Due to Fleet growth and a physical relocation of part of our Fleet operations, a second Fleet Lead Mechanic is necessary for operation of the division.

With the ever growing fleet inventory, now more than 580 individual pieces of equipment and with the severe lack of available room to work on vehicles in the existing small Corporation Yard fleet shop, it has become necessary to seek an additional fleet shop work area. As previously mentioned, the Fleet Department will be utilizing the shop located at the corner of Hwy 59 and Yosemite Avenue. This site would be used to service medium and light duty equipment currently housed at the Civic Center, Central and South Police Department, and the Fire Departments (approximately 150+ vehicles). With this new operation occurring at a remote location, away from the Corporation Yard, there would need to be someone on site with some authority to oversee that operation when the Fleet Supervisor is at the Corporation Yard shop; a Lead Mechanic (Mechanic III) would fit this need.

Funding for this position would come from interdepartmental charges. Total funding for the division is approximately 80% enterprise funded.

## Fleet Management

ACCOUNT NO. 1103

EXPENSES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	1,027,367	1,124,884	1,329,665	1,365,335	1,355,427	1,355,427
Supplies and Services	2,204,871	2,639,338	2,582,387	3,036,689	2,817,939	2,817,939
Debt Service	0	0	0	0	0	0
Acquisitions	28,122	0	0	40,000	25,000	25,000
Capital Improvements	41,699	42,405	87,846	86,190	86,190	86,190
* Undefined *	9,246	9,577	50,328	58,029	58,029	58,029
TOTAL	3,311,305	3,816,204	4,050,226	4,586,243	4,342,585	4,342,585

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FINANCING SOURCES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Interdept DSR-Refuse	46,915	44,779	46,040	54,154
Interdept DSR-Airport	288	282	224	236
Other Revenues	3,264,102	3,771,143	4,003,962	4,288,195
TOTAL	3,311,305	3,816,204	4,050,226	4,342,585

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## PERSONNEL Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PWM-Operations	.10	.10	.10	.10
Mechanic I/II	7.00	7.00	6.00	6.00
Mechanic III	1.00	1.00	2.00	2.00
Equipment Service Worker	3.00	3.00	3.00	3.00
Storekeeper	1.00	1.00	1.00	1.00
PWS - Fleet	1.00	1.00	1.00	1.00
TOTAL	13.10	13.10	13.10	13.10

## BUDGET DETAIL EXPENSES

670-1103	Fleet Management						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	559,858	596,900	718,876	733,440	739,515	739,515
531.03-00	Extra Help	0	4,244	0	0	0	0
531.04-01	Regular Overtime	28,227	34,880	22,111	23,397	23,397	23,397
531.04-04	Call Back Time Worked	1,163	1,412	1,666	1,707	1,707	1,707
531.10-02	Unused Sick Leave	836	757	1,887	1,823	1,823	1,823
531.10-05	Retirement PERS Classic	51,925	15,017	15,433	9,878	10,710	10,710
531.10-06	Social Security-OASDI	36,133	39,747	46,887	47,701	48,227	48,227
531.10-07	Social Security-Medicare	8,451	9,357	10,965	11,156	11,279	11,279
531.10-10	Retirement-PERS New Membr	48,136	31,314	42,113	51,646	51,310	51,310
531.10-12	Workers Compensation	43,049	69,022	47,346	71,823	60,383	60,383
531.10-17	Stand By Pay	8,102	15,882	23,419	24,004	24,004	24,004
531.10-20	Earned Benefit	7,260	13,898	6,491	10,111	10,111	10,111
531.10-22	Tools Allowance	0	0	0	3,000	3,000	3,000
531.10-23	Uniform Cleaning	3,777	3,968	6,162	6,162	6,162	6,162
531.10-27	PTS Plan FICA Alternative	0	55	0	0	0	0
531.10-33	Core Allowance	165,618	192,285	226,456	235,445	232,020	232,020
531.10-35	Post Employment Benefits	25,603	26,009	24,573	31,337	31,337	31,337
531.10-73	Retirement UAL Misc	0	70,137	87,369	102,705	100,442	100,442
531.10-75	Ret-EE Share PERS Classic	22,423	0	15,030	0	0	0
531.10-77	Ret-EE Share PERS NewMembr	16,806	0	32,881	0	0	0
Personnel Services		1,027,367	1,124,884	1,329,665	1,365,335	1,355,427	1,355,427
532.11-00	Utilities	24,321	25,633	26,607	28,059	28,059	28,059
532.12-00	Telephone	1,270	1,368	3,123	2,472	2,472	2,472
532.13-00	Postage	387	354	436	436	436	436
532.14-00	Advertising	101	24	200	200	200	200
532.17-00	Professional Services	176	270	270	405	405	405
532.18-00	Travel and Meetings	2,692	6,564	14,755	14,755	14,755	14,755
532.19-00	Mileage	156	47	545	545	545	545
532.20-00	Training Expense	1,843	9,220	12,468	12,468	12,468	12,468
532.21-00	Rents/Leases	300	536	420	780	780	780
532.24-00	Memberships, Subscription	5,409	5,226	8,557	9,057	9,057	9,057
532.25-00	Maintenance Matls & Svcs	42,263	54,867	46,977	32,609	32,609	32,609
532.26-00	Other Equipment O & M	3,175	647	2,813	17,100	17,100	17,100
532.28-00	Safety Supplies	2,572	3,777	3,105	4,850	4,850	4,850
532.29-00	Other Materials Supplies	3,814	4,321	5,358	0	0	0
532.30-01	Dept Share of Insurance	34,569	35,081	30,474	29,727	25,831	25,831
532.30-24	Subrogation Claims Exp	0	26,056	40,000	40,000	40,000	40,000
532.33-00	Vehicle Fuel	870,405	1,059,239	988,100	1,245,662	1,245,662	1,245,662
532.34-00	Contingency Reserve	0	0	45,300	0	9,617	9,617
532.36-00	Vehicle Parts	909,573	1,093,518	1,028,063	1,230,050	1,030,050	1,030,050
532.38-00	Support Services	71,743	62,879	59,841	65,313	61,840	61,840
532.45-00	Facilities Maint Charge	24,176	24,264	23,492	29,097	27,554	27,554
Supplies and Services		1,998,945	2,413,891	2,340,904	2,763,585	2,564,290	2,564,290
533.43-00	Machinery/Equipment	28,122	0	0	40,000	25,000	25,000
Property		28,122	0	0	40,000	25,000	25,000
534.91-01	Adm Exp-City Manager	17,817	22,757	27,518	26,158	27,235	27,235
534.91-02	Adm Exp-City Attorney	3,516	6,050	5,826	5,508	8,394	8,394
534.91-03	Adm Exp-City Clerk	9,126	9,315	10,113	10,654	10,104	10,104
534.91-09	Adm Exp-Finance	50,801	60,515	68,714	76,326	70,070	70,070
534.91-10	Adm Exp-Purchasing	6,772	7,360	7,356	8,062	7,503	7,503
534.91-11	Adm Exp-Public Works	60,347	60,971	68,390	90,719	74,561	74,561

## BUDGET DETAIL EXPENSES

670-1103 Fleet Management							
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
534.91-16	Adm Exp-City Council	5,675	6,240	6,641	6,489	6,578	6,578
	Administrative	154,054	173,208	194,558	223,916	204,445	204,445
535.92-29	Interdept DSC-Pub Works	51,625	48,590	44,372	46,421	46,449	46,449
535.92-72	Interdept DSC-Supprt Sr	247	3,649	2,553	2,767	2,755	2,755
	Interdepartmental	51,872	52,239	46,925	49,188	49,204	49,204
633.64-00	Depreciation Expense	41,699	41,050	0	0	0	0
	Property	41,699	41,050	0	0	0	0
637.65-00	Capital Imp. Projects	0	1,355	87,846	86,190	86,190	86,190
	Capital Outlay	0	1,355	87,846	86,190	86,190	86,190
968.93-71	Trsf-Facilities Main(671)	9,246	9,577	9,920	10,275	10,275	10,275
968.93-72	Trsf-Support Service(672)	0	0	40,408	47,754	47,754	47,754
	Other	9,246	9,577	50,328	58,029	58,029	58,029
**	Fleet Management	3,311,305	3,816,204	4,050,226	4,586,243	4,342,585	4,342,585

## **FLEET MANAGEMENT**

11-00 Share of Corporation Yard utility service

12-00 Includes modem line for gas station computer, auto shop security alarm,  
and cellular telephones

17-00 DMV physicals and license renewals

18-00 Fire Mechanic Certification and Training

21-00 Security alarm at Fleet Services buildings

25-00 Miscellaneous parts and supplies for shop equipment, cleaning supplies,  
and fuel tank monthly monitoring

26-00 Fuel Card-Lock/Petrovend Maintenance

29-00 Air Pollution Control District fees

34-00 Contingency for emergency vehicle repairs

**FLEET REPLACEMENT FUND**  
**FUND NO. 674**  
**ACCOUNT NO. 1103**

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***PROGRAM***

This fund was created to accumulate money to replace City vehicles. Fleet operation and maintenance activities are accounted for in Fund 670.

Fleet Management

ACCOUNT NO. 1103

E X P E N S E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval 2019-20
Personnel Expenses	0	0	0	0	0	0
Supplies and Services	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Acquisitions	0	0	0	0	0	0
Capital Improvements	3,829,646	3,344,744	2,229,000	3,861,000	3,861,000	3,861,000
* Undefined *	0	0	197,791	197,791	197,791	197,791
TOTAL	3,829,646	3,344,744	2,426,791	4,058,791	4,058,791	4,058,791
XX						
F I N A N C I N G   S O U R C E S	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20		
Vehicle Replacement Fee	1,605,339	1,583,425	1,805,425	1,895,805		
Investment Earnings	112,546	175,949	212,690	335,230		
Damage Claims	24,086	26,851	0	0		
Other Revenues	2,087,675	1,558,519	408,676	1,827,756		
TOTAL	3,829,646	3,344,744	2,426,791	4,058,791		
XX						



## BUDGET DETAIL EXPENSES

674-1103	Fleet Management						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
633.63-00	Vehicle Replacement	2,129,689	1,582,123	2,229,000	3,861,000	3,861,000	3,861,000
633.64-00	Depreciation Expense	1,699,957	1,762,621	0	0	0	0
Property		3,829,646	3,344,744	2,229,000	3,861,000	3,861,000	3,861,000
958.93-57	Trsf-Water System Fu(557)	0	0	197,791	197,791	197,791	197,791
Other		0	0	197,791	197,791	197,791	197,791
**	Fleet Management	3,829,646	3,344,744	2,426,791	4,058,791	4,058,791	4,058,791

# FACILITIES

**FACILITIES MAINTENANCE**  
**FUND NO. 671**  
**ACCOUNT NO. 1119**

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***DESCRIPTION***

The Facilities Maintenance Division is responsible for the maintenance and sanitation of 75 separate facility sites that total 194,448 square feet of City-owned buildings and structures, with the exception of Fire Stations and privately leased spaces. The division provides a range of general maintenance and construction services to other City departments, making it possible for workers in those areas to serve the public more efficiently and effectively.

***MISSION***

Provide quality preventive maintenance, daily sanitation, and care enabling all customers' full and safe use of each facility, while maintaining a high standard of appearance.

***GOALS***

- Maintain, clean, monitor and ensure facility security, condition, and aesthetics are properly, safely and efficiently maintained for all clients' use, while continually evaluating the same to reduce energy consumption and green house gasses emitted into the atmosphere.
- Complete approved remodeling construction projects in-house.

***OBJECTIVES***

***PERFORMANCE  
MEASUREMENTS/INDICATORS***

- |   |   |
|---|---|
| 1. Provide excellent custodial and building maintenance services to all clients.                                | Completion of all priority work order requests within 3 business days.<br>Monthly review of open work orders and audit of closed work orders.   |
| 2. Ensure facilities under the care of the division are properly cleaned and safely maintained for all clients. | Facilities are regularly inspected by the supervisor and annually inspected by the Fire Department.   |
| 3. Provide custom remodeling services for approved construction projects.                                       | Monitor and report total construction progress to the Director and document as built changes to City facilities, reporting them to the Engineering Department within 30 days of completion. |

## FACILITIES MAINTENANCE

### ***2019/2020 BUDGET HIGHLIGHTS***

Aging facilities will increase maintenance costs; expense lines will increase exponentially over time. While ongoing maintenance has increased over the last few years, vandalism has increased much more. Some aging playground equipment at various park locations are being replaced thanks to Council approving additional funds.

#### **Staffing Request**

One full time Custodian I is being requested primarily due to the need of increased custodial services in public park restrooms not possible with current staff size. Additionally, with the current staffing size, cleanliness of City facilities has suffered when employees take time off work. This position would not only assist with cleaning park restrooms, but would also help cover other facilities to provide additional backup while other staff is out of the office.

[illegible]

11-158

FINANCING SOURCES	Actual 2016-17	Actual 2017-18	Final Budget 2018-19	Estimated 2019-20
Trsf-CFD-Cottages Im(178)	1,799	1,864	1,930	1,999
Trsf-CFD-Hartley Cr (180)	242	251	260	269
Trsf-CFD-Crossing@Ri(181)	256	265	275	284
Trsf-CFD-Moraga-Sp R(185)	4,753	4,923	5,099	5,282
Trsf-CFD-Mission Ran(186)	429	445	461	477
Trsf-CFD-Cypress Ter(188)	1,217	1,261	1,306	1,353
Trsf-CFD-Lantana Est(190)	884	916	949	983
Trsf-CFD-Highland 30(193)	150	155	161	166
Trsf-Airport Fund (561)	10,203	10,569	10,947	11,339
Trsf-Unemployment Fn(668)	1,160	0	0	0
Trsf-Fleet Managemen(670)	9,246	9,577	9,920	10,275
Other Revenues	300,267-	330,548-	96,268	63,664
TOTAL	1,927,467	2,184,846	2,558,019	2,604,453

[illegible]

## PERSONNEL

## Number of Positions

Classification	Funded In Budget 2018-19	Dept.Head Request 2019-20	City Mgr. Recom. 2019-20	Council Approval
PWM-Operations	.05	.05	.05	.05
PWS - Facilities	1.00	1.00	1.00	1.00
Building Maint. Worker I/II or Custodian I/II	9.00	9.00	9.00	9.00
Lead Fac Maint Worker	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>11.05</b>	<b>11.05</b>	<b>11.05</b>	<b>11.05</b>

## BUDGET DETAIL EXPENSES

671-1119	Facilities Maintenance Op						
ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
531.01-00	Regular Salaries	409,383	441,853	533,183	547,063	539,947	539,947
531.03-00	Extra Help	58,966	64,996	62,809	64,388	64,388	64,388
531.04-01	Regular Overtime	19,457	27,891	25,000	36,252	36,252	36,252
531.10-02	Unused Sick Leave	512	0	109	111	111	111
531.10-05	Retirement PERS Classic	52,809	21,302	20,917	19,074	19,070	19,070
531.10-06	Social Security-OASDI	25,333	27,735	33,465	35,088	34,647	34,647
531.10-07	Social Security-Medicare	6,804	7,462	8,737	9,140	9,037	9,037
531.10-09	Retirement-PERS Lateral	0	165	0	4,597	4,610	4,610
531.10-10	Retirement-PERS New Membr	20,964	12,979	21,765	22,239	21,647	21,647
531.10-12	Workers Compensation	23,087	31,813	38,441	77,410	65,138	65,138
531.10-20	Earned Benefit	1,066	89	1,624	4,016	4,016	4,016
531.10-23	Uniform Cleaning	3,254	3,148	4,417	4,644	4,644	4,644
531.10-27	PTS Plan FICA Alternative	800	877	816	837	837	837
531.10-33	Core Allowance	152,381	145,261	168,628	174,806	141,690	141,690
531.10-35	Post Employment Benefits	52,279	46,154	48,868	53,652	53,652	53,652
531.10-73	Retirement UAL Misc	0	47,383	64,801	76,606	73,061	73,061
531.10-75	Ret-EE Share PERS Classic	22,680	0	20,206	0	0	0
531.10-77	Ret-EE Share PERS NewMemb	7,299	0	16,993	0	0	0
Personnel Services		857,074	879,108	1,070,779	1,129,923	1,072,747	1,072,747
532.11-00	Utilities	208,233	211,355	223,248	228,520	228,520	228,520
532.12-00	Telephone	6,326	7,110	7,649	7,713	7,713	7,713
532.13-00	Postage	10	1	150	50	50	50
532.17-00	Professional Services	23,733	25,682	28,638	32,944	32,944	32,944
532.18-00	Travel and Meetings	286	949	1,000	1,000	1,000	1,000
532.20-00	Training Expense	274	1,580	1,000	1,000	1,000	1,000
532.21-00	Rents/Leases	840	720	900	900	900	900
532.23-00	Vehicle Operations/Maint	28,805	25,858	24,223	33,154	31,227	31,227
532.24-00	Memberships, Subscription	919	919	4,632	4,903	4,903	4,903
532.25-00	Maintenance Matls & Svcs	177,950	258,426	259,820	273,100	248,100	248,100
532.26-00	Other Equipment O & M	1,218	7,379	3,120	3,120	3,120	3,120
532.27-00	Small Tools	706	98	1,000	1,000	1,000	1,000
532.28-00	Safety Supplies	2,702	1,984	4,655	6,640	6,640	6,640
532.30-01	Dept Share of Insurance	51,272	44,609	48,135	56,546	49,812	49,812
532.30-24	Subrogation Claims Exp	0	0	10,000	10,000	10,000	10,000
532.34-00	Contingency Reserve	0	0	25,330	0	22,444	22,444
532.35-84	Retro Fee Expense	0	50	0	0	0	0
532.38-00	Support Services	42,695	42,881	42,881	42,881	42,881	42,881
Supplies and Services		545,969	629,601	686,381	703,471	692,254	692,254
533.43-00	Machinery/Equipment	0	0	0	35,000	0	0
Property		0	0	0	35,000	0	0
534.91-01	Adm Exp-City Manager	9,704	13,278	16,632	17,155	18,853	18,853
534.91-02	Adm Exp-City Attorney	1,915	3,530	3,522	3,612	5,811	5,811
534.91-03	Adm Exp-City Clerk	4,970	5,428	6,111	6,988	6,994	6,994
534.91-09	Adm Exp-Finance	27,668	35,309	41,533	50,057	48,505	48,505
534.91-10	Adm Exp-Purchasing	3,688	4,295	4,446	5,287	5,194	5,194
534.91-16	Adm Exp-City Council	3,091	3,641	4,014	4,256	4,554	4,554
Administrative		51,036	65,481	76,258	87,355	89,911	89,911
535.92-29	Interdept DSC-Pub Works	21,932	20,353	20,801	20,435	20,563	20,563
535.92-72	Interdept DSC-Supprt Sr	3,170	0	0	0	0	0
Interdepartmental		25,102	20,353	20,801	20,435	20,563	20,563

## BUDGET DETAIL EXPENSES

671-1119 Facilities Maintenance Op

ACCT. NO.	ACCOUNT DESCRIPTION	ACTUAL 2016-17	ACTUAL 2017-18	FINAL BUDGET 2018-19	DEPT. HEAD REQUEST 2019-20	CITY MGR. RECOM. 2019-20	COUNCIL APPROVAL 2019-20
633.64-00	Depreciation Expense	187,364	187,079	0	0	0	0
	Property	187,364	187,079	0	0	0	0
637.65-00	Capital Imp. Projects	0	161,031	0	176,000	0	0
	Capital Outlay	0	161,031	0	176,000	0	0
706.71-01	Principal-Bond Payment	0	0	475,666	522,960	522,960	522,960
706.72-01	Interest Bond Payment	260,922	242,193	228,134	206,018	206,018	206,018
	Debt Services	260,922	242,193	703,800	728,978	728,978	728,978
**	Facilities Maintenance Op	1,927,467	2,184,846	2,558,019	2,881,162	2,604,453	2,604,453



## **FACILITIES MAINTENANCE**

- 11-00 Utility cost at the Civic Center, Shannon Parade, Transportation Center, and Merced Parking Garage
- 12-00 Includes alarm lines at the Civic Center, Transportation Center, Merced Center Parking Garage, as well as cellular and elevator phones
- 17-00 Landscape maintenance service at the Senior Center
- 21-00 Fire and intrusion alarm monitoring services @ the Transportation Center, Shannon Parade, and Merced Center Parking Garage
- 25-00 Custodial supplies such as wax, floor cleaner, mops, paper towels, and hand soap. Elevator maintenance, fire alarm system testing, contract services for cleaning chairs and carpet, and Amtrak Station cleanup services.
- 93-20 Transfer of funds to Downtown Maintenance District to pay for Parade's share of assessment

FOOTNOTE: Costs of Civic Center and other City facilities maintenance are spread to departments based on share of square footage and hours assigned.