CITY OF RIVERBANK
REGULAR CITY COUNCIL MEETING
City Hall Council Chambers
6707 Third Street • Riverbank • CA 95367

choose civility

AGENDA

MONDAY, FEBRUARY 11, 2013 – 6:00 P.M.

CALL TO ORDER: Mayor Richard O'Brien

FLAG SALUTE: Mayor Richard O'Brien

INVOCATION: Riverbank Ministerial Association

ROLL CALL: Mayor Richard O'Brien
Vice Mayor Jeanine Tucker
Councilmember Darlene Barber-Martinez
Councilmember Dotty Nygard
Councilmember (vacant)

CONFLICT OF INTEREST
Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

1. PRESENTATIONS

Item 1.1: There are no presentations scheduled.

2. PUBLIC COMMENTS (No Action Can Be Taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time. Time cannot be yielded to another person. Under State Law, matters presented under this item cannot be discussed or acted upon at this time by the City Council. For record purposes, you must step up to the podium, state your name, and speak into the microphone when addressing the City Council.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the January 28, 2013, Regular City Council Meeting Minutes.

Item 3.C: Approval of Warrant Registers for 01/24/2013 and 01/31/2013, and Credit Card Statements for 12/24/2012.

Item 3.D: **Resolution Calling and Giving Notice of the Holding of a June 4, 2013 Special Municipal Election to Fill One Councilmember Vacancy and Request that the Board of Supervisors of the County of Stanislaus Render Specified Election Services to the City** – It is recommended that the City Council adopt the resolution to: 1) Call and give Notice of the holding of a Special Municipal Election to be held on Tuesday, June 4, 2013; 2) request that the Stanislaus County Board of Supervisors permit the County Elections Division to render specified election services to the City; and 3) appropriate the estimated cost of $57,000.00 for payment of services rendered.

Item 3.E: **Resolution Approving the Transportation Development Act Local Transportation Fund (LTF) Non-Transit Claim for Fiscal Year 2012/2013 and Amending the Budget for the City of Riverbank to Conform to Said Claim** – Council to approve Resolution authorizing staff to submit Transportation Development Act Local Transportation Fund Non-Transit Claim for Fiscal Year 2012/2013 in the amount of $222,643 to the Stanislaus Council of Governments (StanCOG) and amend budget to conform to said claim.

Item 3.F: **Consider an Investment Grade Audit Agreement with Schneider Electric Following the Guidelines of Government Code 4217.12** – It is recommended that the City Council direct staff to proceed in the process of an agreement with Schneider Electric under Government Code 4217.12.

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

4. UNFINISHED BUSINESS

There are no items to consider.

5. PUBLIC HEARINGS

Item 5.1: **Resolution to Approve the Fiscal Year 2012-13 Mid-Year Budget Amendments** – It is recommended that City Council 1) Approve the Fiscal Year 2012-13 Mid-Year Budget Amendments, and 2) Provide Guidance on Expenditures that will impact the City Budget.

6. NEW BUSINESS

Item 6.1: **Request Partial Funding to Conduct a Animal Shelter Needs Assessment** – It is recommended that the City Council consider approving the resolution authorizing the expenditure of up to $2,200 to reimburse the City of Oakdale for expenses associated with an assessment of animal control shelter needs for the Cities of Oakdale and Riverbank.

Item 6.2: J**ob Re-Classifications/Status Changes** – It is recommended that the City Council approve the Re-Classification/Status Changes of the following positions and related adjustments to the FY 2012-2013 Budget.

Re-Classifications of the following positions:

Facilities Maintenance Worker II to Senior Facilities Maintenance Worker
Construction Inspector I to Construction Inspector II
Accountant to Account Manager
Account Clerks I to Account Clerks II
Economic Dev. Specialist to Administrative Analyst II

Status changes for the following position*:*

Human Services Specialist/Administrative Analyst II to Confidential /Mid-Management

Exempt Status for the following positions:

Deputy Dev.Services Director of Operations
Finance Accountant (Account Manager)
Senior Administrative Analyst /Dev.Services
Senior Administrative Analyst /City Clerk
Human Services Specialist/Administrative Analyst II
Human Resources Analyst
Administrative Analyst LRA
Recreation Supervisor

*****RECESS THE CITY COUNCIL MEETING TO THE LOCAL REDEVELOPMENT AUTHORITY MEETING*****

RECONVENE THE CITY COUNCIL MEETING

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

Item 7.2: Council Comments: (Information Only – No Action)

Item 7.3: Mayor's Comments: (Information Only – No Action)

ADJOURNMENT (The next regular City Council meeting – February 25, 2013, at 6:00 p.m.)

UPCOMING EVENTS:

Open until filled (2 vacancies)	▪ **Budget Advisory Committee Vacancy:** Interested in serving on the Committee, obtain an application at City Hall South, at www.riverbank.org, or contact Marisela Hernandez, Finance Director, at 863-7110.
Continuous (Mondays)	▪ **Ballet Folklorico – classes at the Community Center at 5:30 pm (Contact Parks & Recreation at 863-7150)**
Feb 12 & March 12	▪ **LRA Community Advisory Committee meeting at the LRA offices at 6:00 pm**

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available at the City Clerk's counter at City Hall located at 6707 Third Street, Riverbank, CA

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board 72 hours prior to the meeting.

Dated this 8th day of February, 2013
Annabelle Aguilar, CMC, City Clerk

Notice Regarding Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (209) 863-7122. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Riverbank City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

General Information:	The Riverbank City Council meets in the Council Chambers on the second and fourth Mondays of each month at 6:00 p.m., and at 12:00 Noon for every first meeting of the month of each quarter (January, April, July, and October); unless otherwise noticed.
Council Agendas:	The City Council agenda is now available for public review at the City's website at www.riverbank.org and City Clerk's Office, 6707 Third Street, Riverbank, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.
Public Hearings:	In general, a public hearing is an open consideration within a regular meeting of the City Council, for which special notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present protests or offer support for the subject under consideration.
Questions:	Contact the City Clerk at (209) 863-7122 or aaguilar@riverbank.org

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.A

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject:	Waiver of Readings
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the waiver of readings of Ordinances and Resolutions, except by title.

SUMMARY

The approval of the waiver of readings will allow Ordinances and Resolutions to be introduced by title only and acted upon without the need to read the entire text of the item into the public record. The documents related to proposed Ordinances and Resolutions are available for review by the public on the City's website and in the City Clerk's office at City Hall (North).

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.B

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject:	Approval of the January 28, 2013, Regular City Council Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council approve the Regular City Council Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the January 28, 2013, regular City Council meeting have been prepared for the City Council's review and approval.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENT

1. January 28, 2013, Minutes

CITY OF RIVERBANK
CITY COUNCIL
MINUTES
MONDAY, JANUARY 28, 2013

CALL TO ORDER:

The City Council of the City of Riverbank met this date in a regular session at 6:07 p.m. at the Riverbank City Council Chamber, 6707 Third Street, Riverbank, California with Mayor O'Brien presiding.

FLAG SALUTE: **Mayor Richard O'Brien**

Mayor O'Brien announced that a civil and orderly meeting would be conducted.

INVOCATION: **Mr. Ramon Bermudez**

ROLL CALL:
Present:
Mayor Richard O'Brien
Vice Mayor Jeanine Tucker
Councilmember Darlene Barber-Martinez
Councilmember Dotty Nygard
Councilmember (vacant)

CONFLICT OF INTEREST
Declaration by Council Members and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered.

Mayor O'Brien announced his recusal from the meeting upon consideration of the O'Brien's Market warrant of $96.35.

1. PRESENTATIONS There were no presentations for this meeting.

2. PUBLIC COMMENTS (No Action Can Be Taken)
At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the City Council. Individual comments will be limited to a **maximum of 5 minutes** per person and each person may speak once during this time. Time cannot be yielded to another person. Under State Law, matters presented under this item cannot be discussed or acted upon at this time by the City Council. For record purposes, you must step up to the podium, state your name, and speak into the microphone when addressing the City Council.

DRAFT

Mr. Ramon Bermudez performed the invocation at this time.

Mr. Bermudez, Riverbank, spoke in regards to the opening of the new Veteran's clinic in Modesto and the closing of the old location.

Mrs. Paulette Roberson, Escalon, spoke in regards to the awards given to several recipients for their outstanding achievements and the historical building needing a new roof.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Councilmember for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 3.A: Waive Readings. All Readings of ordinances and resolutions, except by title, are waived.

Item 3.B: Approval of the January 14, 2013, Regular City Council Meeting Minutes.

Item 3.C: Warrant Registers for 12/06/2012, 12/14/2012, 12/27/2012, 01/11/2013 and 01/17/2013.

Recommendation: It is recommended that City Council approve the Consent Calendar items by roll call vote.

ACTION: ***By motion (O'Brien / Nygard / passed 4-0) to approve Consent Calendar Items 3.A through 3.E, except warrant payment of $96.35 to O'Brien's Market as presented; motion carried by unanimous roll call vote.***

Due to a conflict of interest pertaining to a payment of $96.35 to O'Brian's Market, Mayor O'Brien recused himself from this item and departed from the room at 6:16 p.m.

ACTION: ***By motion (Barber-Martinez / Nygard / passed 3-0) to approve Consent Calendar Items 3.C for warrant payment of $96.35 to O'Brien's Market as presented; motion carried by unanimous roll call vote.***

Mayor O'Brien returned to the dais at 6:19 p.m.

4. UNFINISHED BUSINESS

There were no items for consideration.

5. PUBLIC HEARINGS

There were no items for consideration.

6. NEW BUSINESS

Item 6.1: **Reconsider Proposed Appointment Options to Fill the Vacant Councilmember Seat** – It is recommended that the City Council reconsider the options previously provided and give direction to staff. The options to consider are: 1) to appoint the candidate that received the next highest number of votes in the 2012 General Municipal Election; or 2) to conduct a recruitment process and appoint an applicant; or 3) to adopt a Resolution calling and giving notice of a special election.

Jill Anderson, City Manager, opened the item for discussion.

Vice Mayor Tucker spoke in favor of appointing the next highest vote getter, Mr. Cal Campbell; Mayor O'Brien agreed and spoke in favor of pursuing an open recruitment process eligible only to the November 2012 unelected candidates.

Councilmember Nygard explained her support for an all Riverbank registered voter recruitment, but due to the short time frame, she spoke in favor of conducting a special election; Councilmember Barber-Martinez quoted from what was said at President Obama's inauguration, and spoke in support of conducting a special election.

Public Comment:

- *Several people spoke in favor of appointing the next highest vote getter, Mr. Cal Campbell or choosing from the all the unelected candidates to save the cost of a special election.*
- *Several people spoke against the appointment of Mr. Campbell and favored the democratic process of voting through the conduct of a special election.*
- *One person requested the consideration of former Mayor Virginia Madueno who lost the election by 50 votes.*

ACTION: *By motion (Tucker / O'Brien / failed 2-2) to appoint the next highest vote getter from the November 6, 2012 General Municipal election, Cal Campbell, to the vacant Councilmember seat; motion failed by roll call vote.*

ACTION: *By motion (Tucker / failed due to the lack of a second motion) to appoint by conducting a drawing of only the names of the unelected November 2012 candidates.*

Item 6.2: **Presentation by Schneider Electric on Preliminary Energy Audit** – It is recommended that the City Council receive the presentation from Schneider Electric and direct staff to proceed with the implementation of energy conservation measures, which could be funded with energy savings or several financing options.

Sue Fitzpatrick, Director of Parks and Recreation, presented the staff report and PowerPoint presentation; Mr. Mark Kindelberger, Schneider Electric Representative also presented information.

Public Comment:

- *Mr. Ramon Bermudez requested the repair of streetlights and the installation of lights at various locations.*
- *Ms. Diana Gonzales reiterated what was discussed for clarification.*

ACTION: *The City Council requested to receive visual information laying out the proposed contract with Schneider Electric; including direct cost, time lines, and scope of work to get a full understanding of what it all entailed; to be presented at a scheduled Study Session, followed by a public notice process to bring a contract with Schneider Electric before City Council for consideration.*

7. COMMENTS

Item 7.1: Staff Comments: (Information Only – No Action)

No Staff comments were made.

Item 7.2: Council Comments: (Information Only – No Action)

Councilmember Barber-Martinez was honored for being selected as Citizen of the Year and spoke in regards to being honored on the National Day of Service, the many volunteer opportunities in Riverbank, the beautification of Jackson road with new sidewalks, and announced the History Museum Dinner.

Councilmember Nygard congratulated Councilmember Barber-Martinez and the other award recipients, announced volunteers were needed to help with the Beyond Earth Day event, and thanked everyone for their comments of which she stated, she took into consideration.

Vice Mayor Tucker thanked Mr. J.D. Hightower, Development Services Director, and staff for arranging the Farmland Conference, and congratulated Councilmember Barber-Martinez and the other award recipients.

DRAFT

Item 7.3: Mayor's Comments: (Information Only – No Action)

Mayor O'Brien spoke in regards to: 1) congratulating Councilmember Barber-Martinez; 2) thanking Mr. Hightower for coordinating the Land Use mini-conference; 3) attending the Neighborhood Junior Reserve Officer in Training, Pass and Review; 4) the importance of attending legislative conferences offered by the California League of Cities, and mentioned several important issues to consider; and 5) the conduct of the evening's meeting and filling the Councilmember vacancy through a special election.

MAYOR O'BRIEN ANNOUNCED THE CLOSED SESSION ITEM AND RECESSED THE MEETING AT 7:58 P.M.

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code § 54957.6
Agency representative: Jill Anderson, City Manager
Employee organization: Riverbank Miscellaneous Employees/Mid-Management Bargaining Unit

Recommendation: It is recommended that City Council give direction to Staff on the Closed Session item.

MAYOR O'BRIEN RECONVENED THE MEETING AT 8:48 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report out on Item 8.1: **CONFERENCE WITH LABOR NEGOTIATORS**

ACTION: ***Mayor O'Brien announced that Staff was advised.***

ADJOURNMENT

There being no further business, Mayor O'Brien adjourned the meeting at 8:49 p.m.

ATTEST:	**APPROVED:**
__________________________	__________________________
Annabelle Aguilar, CMC **City Clerk**	**Richard D. O'Brien** **Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.C

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject:	Approval of Warrant Registers for 01/24/2013 and 01/31/2013, and Credit Card Statements for 12/24/2012
From:	Jill Anderson, City Manager
Submitted by:	Marisela Hernandez, Director of Finance/City Treasurer

RECOMMENDATION

It is recommended that the City Council approve the warrant registers by roll call vote.

SUMMARY

The warrant registers presented to the City Council are a listing of all expenditures paid. Major expenditures presented on the warrant registers include the following:

01/24/2013 Warrant

Check No.	Vendor	Funding Source	Amount
38976	Tahoe Joes Steakhouse: Catering for MOY/COY Event	MOY/COY Funds	$1,263.12
38979	Advanced Geo Environmental: Installation of Monitoring wells at WWTP	Streets SDF Loan	$12,657.00
38997	Liebert Cassidy Whitmore: Legal Services for Personnel Matters	General Fund	$1,641.60

01/31/2013 Warrant

Check No.	Vendor	Funding Source	Amount
39028	City of Riverbank: Transfer of ROTA Transit Funds	LTF	$52,047.38
39031	Dodge Ridge: Teen Center Trip	Teen Center Donations	$1,408.00
39054	Scott Pettit: Reimbursement for MOY/COY ****NOTE: Purchase was made from O'Brien's Market. MOY/COY Cake.**	MOY/COY Funds	$31.98

FINANCIAL IMPACT

There are reductions in various funds for payment of expenses.

ATTACHMENTS

1. Warrant Registers: 01/24/2013 and 01/31/2013
2. Credit Card Statement: 12/24/2012

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
38976	101-401.000-709.001	105116	TAHOE JOE'S STEAKHOUSE	CATERING - MOY/COY		1,263.12
						1,263.12
38977	197-439.000-704.021	88025	A & A PORTABLES INC.	PORTABLE RESTROOM - LRA		49.76
						49.76
38978	134-459.000-702.030	104563	ACTION FLAG CO.	OUTDOOR FLAG		105.81
						105.81
38979	106-423.000-707.003	10229	ADVANCED GEO ENVIRONM	WELL INSTALLATION		12,657.00
						12,657.00
38980	101-408.000-702.030	60001	AMERICAN LEGAL PUBLISH	CODE OF ORDINANCES		350.00
						350.00
38981	101-412.000-706.026	99450	ARROWHEAD	BOTTLED WATER		30.90
38981	106-424.000-706.026	99450	ARROWHEAD	BOTTLED WATER		37.01
38981	197-439.000-704.021	99450	ARROWHEAD	BOTTLED WATER		3.01
						70.92
38982	198-439.502-702.053	99815	AT&T-CALNET 2	COMMUNICATIONS - LRA		341.25
38982	101-407.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		76.60
38982	101-409.000-704.022	99815	AT&T-CALNET 2	COMMUNICATIONS		21.07
						438.92
38983	114-433.000-706.038	100572	CDPH-OCP	RENEWAL		80.00
						80.00
38984	101-407.000-702.032	102990	CHARTER COMMUNICATION	COMMUNICATIONS - TEEN		79.99
38984	101-402.000-703.025	102990	CHARTER COMMUNICATION	COMMUNICATIONS		49.33
38984	101-408.000-706.026	102990	CHARTER COMMUNICATION	COMMUNICATIONS		49.33
38984	101-403.000-702.032	102990	CHARTER COMMUNICATION	COMMUNICATIONS		49.33
						227.98
38985	197-439.000-704.021	11091	CITY OF RIVERBANK #2	WASTEWATER BILLING - LR		1,265.54
						1,265.54
38986	114-433.000-706.038	103512	CWEA	RENEWAL		80.00
						80.00
38987	101-405.000-701.005	103782	DEGELE/JOHN//	PLANNING COMMISSION ME		200.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
					200.00
38988	102-418.000-704.021	95280	DEPARTMENT OF TRANSPO	SIGNALS & LIGHTING	1,164.81
					1,164.81
38989	119-442.000-705.041	104435	E.R. VINE & SONS, INC.	VEHICLE FUEL	2,287.30
					2,287.30
38990	197-439.000-706.029	13010	FAR WEST	WATER SAMPLES	360.00
					360.00
38991	101-000.000-600.090	13300	FEDEX	POSTAGE	24.26
38991	213-597.042-702.053	13300	FEDEX	POSTAGE	43.56
38991	197-439.000-703.024	13300	FEDEX	POSTAGE	29.32
					97.14
38992	106-423.000-707.003	10028	GIULIANI & KULL, INC.	MONITORING WELLS	5,642.50
38992	102-418.000-702.032	10028	GIULIANI & KULL, INC.	CURB & GUTTER DESIGN	3,585.00
					9,227.50
38993	177-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	53.47
					53.47
38994	197-439.000-704.021	104288	HETCH HETCHY WATER & P	UTILITIES - LRA	25,914.57
					25,914.57
38995	101-405.000-701.005	100354	HUGHES/PATRICIA//	PLANNING COMMISSION ME	200.00
					200.00
38996	126-449.004-702.032	102887	J. GARDNER & ASSOCIATES, L	COMMUNITY OUTREACH SU	343.64
					343.64
38997	101-404.000-702.033	99440	LIEBERT CASSIDY WHITMOR	LEGAL SERVICES	1,641.60
					1,641.60
38998	173-590.000-704.021	32627	MID	UTILITIES	105.17
38998	114-433.000-704.021	32627	MID	UTILITIES	5,401.71
38998	220-590.000-704.021	32627	MID	UTILITIES	31.76
38998	220-590.000-704.021	32627	MID	UTILITIES	165.57
38998	173-590.000-704.021	32627	MID	UTILITIES	11.79
38998	101-413.000-704.021	32627	MID	UTILITIES	736.62

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
38998	220-590.000-704.021	32627	MID	UTILITIES		159.31
38998	220-590.000-704.021	32627	MID	UTILITIES		29.82
38998	173-590.000-704.021	32627	MID	UTILITIES		24.27
38998	101-414.000-704.021	32627	MID	UTILITIES		1,134.63
						7,800.65
38999	114-433.000-706.038	100615	NCBPA	EDUCATION & TRAINING		40.00
38999	114-433.000-706.036	100615	NCBPA	RENEWAL		30.00
						70.00
39000	101-407.000-702.032	88042	NORQUIST	HEATING & AIR MAINTENANC		70.00
						70.00
39002	197-439.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		5,255.72
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		10.51
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		10.51
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		67.30
39002	114-433.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		894.98
39002	119-442.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		264.49
39002	118-441.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		356.56
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		1,397.09
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		404.65
39002	106-424.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		359.71
39002	102-418.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		24.33
39002	101-414.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES		264.77
						9,310.62
39003	101-000.000-600.090	40725	PACIFIC PLAN REVIEW	PLAN CHECK FEES		839.36
						839.36
39004	126-449.004-702.032	45073	PETTY CASH	COMM. EVENT EQUIPMENT		500.00
						500.00
39005	198-439.500-702.063	104535	SAN JOAQUIN ENGINEERING	BUILDING MAINTENANCE		27,027.00
						27,027.00
39006	201-000.000-200.080	105083	SEECHANGE HEALTH INSUR	HEALTH INSURANCE - FEB 2		27,688.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					27,688.00
39007	114-433.000-706.027	99606	SMITH/CHRIS//	BOOT ALLOWANCE	124.99
					124.99
39008	197-439.000-706.029	104545	STANISLAUS CO.	VEHICLE SCALE - LRA	362.00
					362.00
39009	101-000.000-600.090	05019	STANISLAUS CO. CLERK REC	LIEN RELEASE FEE	3.00
					3.00
39010	101-405.000-702.034	105115	STANISLAUS CO. LAFCO	PERFORMANCE OF MUNICIP	8,500.00
					8,500.00
39011	101-409.000-702.060	102745	STANISLAUS CO. SHERIFF'S D	LAW ENFORCEMENT - JAN 2	285,729.08
39011	126-449.000-706.029	102745	STANISLAUS CO. SHERIFF'S D	MOTORCYCLE LEASE - JAN 2	725.95
					286,455.03
39012	201-000.000-200.082	1000039	STANISLAUS FOUNDATION	DENTAL LIABILITY	792.00
					792.00
39013	119-442.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	1.92
39013	106-423.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	19.30
39013	114-433.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	19.30
39013	101-412.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	19.30
39013	101-408.000-703.025	103349	STAPLES ADVANTAGE	OFFICE SUPPLIES	368.36
					428.18
39014	106-423.000-706.026	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	256.40
39014	106-424.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	34.39
39014	101-405.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	32.20
39014	197-439.000-706.029	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	17.17
39014	101-406.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28
39014	198-439.502-702.053	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28
39014	101-401.000-706.037	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28
39014	101-402.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28
39014	101-412.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28
39014	101-405.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES	6.28

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
39014	134-459.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES		6.27
39014	117-411.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES		6.27
39014	101-403.000-703.025	12015	STAPLES CREDIT PLAN	OFFICE SUPPLIES		6.27
						396.65
39015	101-405.000-701.005	99163	STEWART/JOAN//	PLANNING COMMISSION ME		200.00
						200.00
39016	114-433.000-702.031	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		44.38
39016	119-442.000-704.022	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		45.00
39016	101-405.000-706.023	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		101.43
39016	196-496.000-707.003	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		260.50
39016	118-441.000-706.026	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		89.81
39016	134-459.000-703.025	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		50.98
39016	101-403.000-703.025	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		137.43
39016	101-408.000-706.042	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		65.25
39016	101-402.000-706.037	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		4.00
39016	101-401.000-706.037	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		550.00
39016	198-439.502-702.053	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		5.05
39016	197-439.000-702.032	103158	U.S. BANK CORPORATE PAYME	CREDIT CARD CHARGES		195.93
						1,549.76
39017	114-433.000-703.024	100958	U.S. POSTMASTER	BILLINGS POSTAGE		2,500.00
39017	106-423.000-703.024	100958	U.S. POSTMASTER	BILLINGS POSTAGE		2,500.00
						5,000.00
39018	101-405.000-701.005	103783	VILLAPUDUA/CARLOS//	PLANNING COMMISSION ME		200.00
						200.00
39019	119-442.000-705.040	104763	VOLVO RENTS	VEHICLE MAINTENANCE		85.71
						85.71
				CHECK RUN TOTAL		**435,482.03**

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
39020	114-433.000-706.038	100854	CRWA	EDUCATION & TRAINING	250.00
					250.00
39021	197-439.000-706.029	104510	AMERICAN SYSTEM CONTRO	BUILDING MAINTENANCE	398.64
					398.64
39022	114-000.000-200.171	104093	ATLANTIC REALTY	DEPOSIT REFUND	2.65
					2.65
39023	101-407.000-702.032	103079	BAY ALARM COMPANY	ALARM SERVICES	900.35
					900.35
39024	118-441.000-706.079	104770	BURNS/DAVID//	LAUNDRY & CELL PHONE ST	70.00
					70.00
39025	118-441.000-703.030	105127	CALBREATH/VIC//	TAI CHI INSTRUCTOR	75.60
					75.60
39026	101-414.000-706.029	100877	CENTRAL SANITARY SUPPL	JANITORIAL SUPPLY	945.49
					945.49
39027	114-000.000-200.170	105117	CISNEROS/REFUGIO//	OVERPAYMENT REFUND	12.76
					12.76
39028	136-000.000-010.005	104422	CITY OF RIVERBANK	TRANSIT PAYMENT #4	52,047.38
					52,047.38
39029	175-590.000-706.029	105128	COLLINS ELECTRIAL CO. IN	BUILDING MAINTENANCE	7,260.00
					7,260.00
39030	114-000.000-200.171	105126	CORDOVA/JOSE ANTONIO//	DEPOSIT REFUND	2.65
					2.65
39031	196-496.000-707.003	105129	DODGE RIDGE	TEEN SKI TRIP	1,408.00
					1,408.00
39032	118-441.000-706.079	105067	DORRETT/NEWTON//	LAUNDRY & CELL PHONE ST	70.00
					70.00
39033	103-419.000-702.032	13010	FAR WEST	WATER SAMPLES	1,630.00
39033	106-424.000-702.032	13010	FAR WEST	WATER SAMPLES	1,880.00
39033	197-439.000-706.029	13010	FAR WEST	WATER SAMPLE	915.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	AMOUNT
					4,425.00
39034	119-442.000-705.040	103284	FASTENAL COMPANY	VEHICLE MAINTENANCE	14.54
					14.54
39035	118-441.000-703.031	103578	GALLEGOS/AMY//	DANCE INSTRUCTOR	269.50
					269.50
39036	106-423.000-702.030	101020	GEORGE REED, INC.	EQUIPMENT MAINTENANCE	163.14
39036	102-418.000-706.029	101020	GEORGE REED, INC.	BUILDING MAINTENANCE	261.59
					424.73
39037	111-430.000-707.024	10028	GIULIANI & KULL, INC.	JACKSON AVE. SIDEWALK	1,975.00
39037	106-423.000-707.003	10028	GIULIANI & KULL, INC.	MONITORING WELLS	1,622.50
					3,597.50
39038	101-401.000-709.001	95266	GOLDEN VALLEY AWARDS	PLAQUES - MOY COY	186.08
					186.08
39039	132-457.000-702.032	99588	GROVER LANDSCAPE SERV	WEED ABATEMENT	717.50
39039	220-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	621.48
39039	101-414.000-702.032	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	5,675.00
39039	179-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	50.00
39039	175-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	2,650.00
39039	173-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	1,025.00
39039	177-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	200.00
39039	178-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	50.00
39039	173-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	50.00
39039	101-413.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	625.00
39039	220-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	11,083.00
39039	172-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	425.00
39039	171-590.000-706.029	99588	GROVER LANDSCAPE SERV	LANDSCAPE MAINTENANCE	300.00
					23,471.98
39040	114-000.000-200.171	105118	HERNANDEZ/JENNY//	DEPOSIT REFUND	16.84
					16.84
39041	101-407.000-706.029	100459	HILLYARD-SACRAMENTO	JANITORIAL SUPPLIES	750.20

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time: AMOUNT
					750.20
39042	114-000.000-200.171	104224	HIRISCAU/GINA//	DEPOSIT REFUND	16.84
					16.84
39043	114-000.000-200.171	103696	HOLMAN/LOURDES//	DEPOSIT REFUND	46.50
					46.50
39044	106-424.000-706.028	104792	HOME SECURITY STORE INC.	SECURITY CAMERA	207.29
					207.29
39045	114-000.000-200.171	105121	LANDEROS/MIGUEL ALDRET	DEPOSIT REFUND	23.48
					23.48
39046	114-000.000-200.171	105125	LOPEZ/MARIA//	DEPOSIT REFUND	10.54
					10.54
39047	173-590.000-704.021	32627	MID	UTILITIES	80.90
					80.90
39048	114-000.000-200.171	100807	MILLER/PENELOPE//	DEPOSIT REFUND	18.52
					18.52
39049	114-000.000-200.171	105120	MUNGUIA/MARIA BUENROST	DEPOSIT REFUND	23.80
					23.80
39050	114-000.000-200.171	104187	NEESAN/EDWARD//	DEPOSIT REFUND	23.37
					23.37
39051	118-441.000-706.029	88042	NORQUIST	HEATING & AIR MAINTENANC	426.00
					426.00
39052	106-424.000-702.032	104592	NORTH STAR ENGINEERING G	MONITORING REPORT	900.00
					900.00
39053	197-439.000-704.021	39021	PACIFIC GAS & ELECTRIC	UTILITIES	8.66
					8.66
39054	101-401.000-709.001	103088	PETTIT/SCOTT//	REIMBURSEMENT	31.98
					31.98
39055	114-000.000-200.171	105122	PFSA	DEPOSIT REFUND	23.31
					23.31

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
39056	106-424.000-702.030	95093	R & S ERECTION TRI COUNTY	EQUIPMENT MAINTENANCE		237.00
						237.00
39057	106-423.000-706.027	105130	RAMOS/RIGOBERTO//	BOOT ALLOWANCE		139.89
						139.89
39058	118-000.000-200.150	104350	RODRIGUEZ/ROBERTO//	DEPOSIT REFUND		105.00
						105.00
39059	101-414.000-703.049	104536	SALIDA AG CHEM INC.	CHEMICALS		590.65
						590.65
39060	114-000.000-200.171	105123	SANDOVAL/DAMAS EDWARD	DEPOSIT REFUND		26.80
						26.80
39061	101-408.000-706.066	80007	STANISLAUS CO. AUDITORS O	ELECTION SERVICES		10,730.73
						10,730.73
39062	101-409.000-702.060	102745	STANISLAUS CO. SHERIFF'S D	EXTRA PATROL		4,027.82
39062	101-409.000-702.034	102745	STANISLAUS CO. SHERIFF'S D	VEHICLE MILEAGE - DEC 20		8,110.03
						12,137.85
39063	201-000.000-200.082	1000039	STANISLAUS FOUNDATION	DENTAL LIABILITY		1,125.20
						1,125.20
39064	119-442.000-706.040	99080	STATE BOARD OF EQUALIZA	TAX ON CNG FUEL		1,338.12
39064	119-442.000-706.040	99080	STATE BOARD OF EQUALIZA	UNDERGROUND STORAGE T		277.99
						1,616.11
39065	201-000.000-200.086	104161	THE LINCOLN NATIONAL LI	LIFE INSURANCE		1,032.28
						1,032.28
39066	101-401.000-709.001	100557	TORRES-MANRIQUEZ/NORM	REIMBURSEMENT		61.27
						61.27
39067	114-000.000-200.171	103347	TRI-TAL REALTY	DEPOSIT REFUND		23.48
						23.48
39068	114-433.000-706.026	102989	USA MOBILITY WIRELESS, I	STAND BY PAGER		10.09
						10.09
39069	111-430.000-707.024	105101	VAUGHAN CONSTRUCTION	JACKSON AVE. IMPROVEMEN		30,924.00

CHECK #	GL NUMBER	VENDOR #	VENDOR NAME	DESCRIPTION	Time:	AMOUNT
						30,924.00
39070	114-000.000-200.171	105124	VILLEGAS/ALEJANDRA//	DEPOSIT REFUND		21.82
						21.82
39071	201-000.000-200.084	56390	VISION SERVICE PLAN	VISION PREMIUM		760.38
						760.38
39072	114-000.000-200.171	105119	WOODARD/JUDITH//	DEPOSIT REFUND		28.46
						28.46
				CHECK RUN TOTAL		**158,012.09**

usbank.

P.O. BOX 6343
FARGO ND 58125-6343

000002805 1 MB 0.404 106481932594860 P

CITY OF RIVERBANK
ILDA SALDANA
CITY OF RIVERBANK
6707 THIRD ST
RIVERBANK CA 95367-2305

ACCOUNT NUMBER	
STATEMENT DATE	12-24-2012
AMOUNT DUE	$7,868.85
NEW BALANCE	$7,868.85

PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED
$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEM
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

000786885 000786885

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CITY OF RIVERBANK 0054	Previous Balance	+ Purchases And Other Charges	+ Cash Advances	+ Cash Advance Fees	+ Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	$9,009.20	$1,549.76	$0.00	$.00	$0.00	$0.00	$2,690.11	$7,868.85

CORPORATE ACCOUNT ACTIVITY

CITY OF RIVERBANK
0054

TOTAL CORPORATE ACTIVITY
$2,690.11 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	74798262333000000000039	PAYMENT - THANK YOU 00000 C	2,690.11 PY

NEW ACTIVITY

JEFFREY D HIGHTOWER	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
0555	$0.00	$190.81	$0.00	$190.81

POSTED

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	24692162332000432225456	CLEAR 888-253-2794 WA	44.38
11-29	11-28	24692162333000785567545	CLEAR 888-253-2794 WA	45.00
12-04	12-03	24001752339207099700229	THE MODESTO BEE 209-578-2216 CA	101.43

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

-0054

STATEMENT DATE	DISPUTED AMOUNT
12/24/12	.00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association ND
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

7,868.85

ACCOUNT SUMMARY	
PREVIOUS BALANCE	9,009.20
PURCHASES & OTHER CHARGES	1,549.76
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	2,690.11
ACCOUNT BALANCE	**7,868.85**

Company Name: CITY OF RIVERBANK	
Corporate Account Number:	0054
Statement Date: 12-24-2012	

NEW ACTIVITY

SUE FITZPATRICK	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4280	$0.00	$401.29	$0.00	$401.29

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-28	11-27	24399002332295100116284	BEST BUY 00015099 RIVERBANK CA	42.94
12-03	11-30	24164072335929100019493	SMARTNFINAL40211104023 MODESTO CA	89.81
12-03	12-02	24765012338206000000055	PIZZA PLUS RIVERBANK CA	18.41
12-07	12-05	24164072341105137280935	STAPLES 00114017 RIVERBANK CA	50.98
12-14	12-13	24164072348091008051741	TARGET 00020966 RIVERBANK CA	10.00
12-17	12-14	24164072349255008225865	SUBWAY 00130401 RIVERBANK CA	10.00
12-17	12-13	24164072349355340472611	STARBUCKS CORP00094177 RIVERBANK CA	10.00
12-17	12-13	24427332349710026616827	SAVE MART #105 RIVE RIVERBANK CA	41.95
12-19	12-18	24765012354200000000057	TAGS OAKDALE CA	38.30
12-20	12-18	24492792354406002032553	BIG 5 SPORTING GOODS #263 OAKDALE CA	64.69
12-21	12-18	24387752355004112227626	KMART 03842 OAKDALE CA	24.21

MARISELA HERNANDEZ	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4298	$0.00	$137.43	$0.00	$137.43

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-10	12-04	24493982343892017238873	NEOPOST USA MILFORD CT	137.43

TRACIE J ANDERSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
-6343	$0.00	$619.25	$0.00	$619.25

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-30	11-29	24692162334000126513025	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	65.25
12-17	12-12	24789302349349275431300	CITY OF MODESTO NINTH ST MODESTO CA	4.00
12-24	12-21	24755422357733571030806	LEAGUE OF CALIFORNIA CITI 916-6588200 CA	550.00

DEBORAH OLSON	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
-5712	$0.00	$200.98	$0.00	$200.98

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-05	12-03	24164072339868024040001	DOLRTREE 2840 00028407 RIVERBANK CA	6.44
12-05	12-03	24427332339710024137398	SAVE MART #105 RIVE RIVERBANK CA	39.59
12-05	12-04	24431062340206070700290	TAQUERIA LOS COMPADRES RIVERBANK CA	149.90
12-17	12-15	24492152350849200013753	ACCUCONFERENCE 800-977-4607 NV	5.05

Department: 00000 Total:	$1,549.76
Division: 00000 Total:	$1,549.76

usbank

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

CITY OF RIVERBANK

ACCOUNT NUMBER	-0555
STATEMENT DATE	12-24-12
TOTAL ACTIVITY	$ 190.81

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000012062 1 AT 0.374 106481932655046 P

JEFFREY D HIGHTOWER
CITY OF RIVERBANK
6707 THIRD STREET
RIVERBANK CA 95367-2305

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder ____ Date 1/8/13 Approver W. Hernandez Date 1/9/13

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-28	11-27	CLEAR 888-253-2794 WA PUR ID: 19k3ui8000341030 TAX: 0.00	24692162332000432225456	4816	44.38
11-29	11-28	CLEAR 888-253-2794 WA PUR ID: 13efbevz01250481 TAX: 0.00	24692162333000785567545	4816	45.00
12-04	12-03	THE MODESTO BEE 209-578-2216 CA PUR ID: 8637128HIG TAX: 0.00	24001752339207099700229	7311	101.43

1 114-433.000-702.031 WATER DEPT / E. TAGLETT
2 119-442.000-704.022 MOTOR POOL / C. MIER
3 101-405.000-706.023 PLANNING / NOTICE OF PUBLIC HEARING

Default Accounting Code:

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER	
-0555	
STATEMENT DATE	DISPUTED AMOUNT
12-24-12	$ .00

ACCOUNT SUMMARY	
PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$190.81
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$190.81

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6335
FARGO, ND 58125-6335

AMOUNT DUE
$ 0.00
DO NOT REMIT

COPYRIGHT 2005 U.S. BANK NATIONAL ASSOCIATION ND

clearwire
wireless broadband

How to reach us...
Online Live Chat 24x7 www.clearwire.com
Or call 888.253.2794

Invoice Date:	12/27/2012
Invoice Number:	4-121226-501
Customer ID:	341030
Amount Due:	$44.38
Due Date:	12/27/2012
Amount Enclosed:	

1

Water system Eric Tackett
city of riverbank city of riverbank
6707 3RD ST
RIVERBANK, CA 95367-2396

Clearwire
Clear: Dept CH 14365
Palatine, IL 60055-4365

114-433.000-702.031

clearwire
wireless broadband

Previous Balance	$44.38
Payments, Thank You	$-44.38
Adjustments	$0.00
Finance Charges	$0.00
Current Charges	$43.98
Amount Due	$44.38

Invoice Date	Inv. Number	Customer ID	Amount Due	Due Date	Page
12/27/2012	4-121226-501	341030	$44.38	12/27/2012	1 of 2

Summary Of Current Charges

Charge Description	Amount
WiMAX Wireless Access	$43.98
Other Charges	$0.00
Taxes	$0.40

Invoice Detail

Payments

Description		Amount
11/27/2012	Credit/Debit Card Payment 42**********0555	$44.38
	Total Payments	**$44.38**

Service Charges For Account #345871

WiMAX Wireless Access

Service		Amount
12/26/2012	cityofriverbank XX_Upgrade Home 5.0/500 $36.9	$36.99
12/26/2012	cityofriverbank Device Protection Program $2.	$1.99
12/26/2012	cityofriverbank Modem Lease	$5.00
	Total WiMAX Wireless Access	**$43.98**

Misc Charges

Service		Amount
	Total Misc Charges	**$0.00**

Taxes

Taxes for Account #345871

Description		Amount
12/26/2012	STATE SALES TAX	$0.30
12/26/2012	COUNTY SALES TAX	$0.06

(1)

Invoice Date	Inv. Number	Customer ID	Amount Due	Due Date	Page
12/27/2012	4-121226-501	341030	$44.38	12/27/2012	2 of 2

12/26/2012	DISTRICT TAX (STCL)	$0.01
12/26/2012	CITY SALES TAX	$0.03
	Total Taxes	**$0.40**

②

clearwire
wireless broadband

How to reach us...
Online Live Chat 24x7 www.clearwire.com
Or call 888.253.2794

Invoice Date:	**12/28/2012**
Invoice Number:	**4-121227-7252**
Customer ID:	**1250481**
Amount Due:	**$45.00**
Due Date:	**12/28/2012**
Amount Enclosed:	

City of Riverbank
Linda Cummings
6707 3rd St
Riverbank, CA 95367

Clearwire
Clear: Dept CH 14365
Palatine, IL 60055-4365

119-442.000-704.022

clearwire
wireless broadband

Previous Balance	$45.00
Payments, Thank You	$-45.00
Adjustments	$0.00
Finance Charges	$0.00
Current Charges	$45.00
Amount Due	$45.00

Invoice Date	Inv. Number	Customer ID	Amount Due	Due Date	Page
12/28/2012	4-121227-7252	1250481	$45.00	12/28/2012	1 of 1

Summary Of Current Charges

Charge Description	Amount
WiMAX Wireless Access	$45.00
Other Charges	$0.00
Taxes	$0.00

Invoice Detail

Payments

Description		Amount
11/28/2012	Credit/Debit Card Payment 42**********0555	$45.00
	Total Payments	**$45.00**

Service Charges For Account #1550317

WiMAX Wireless Access

Service		Amount
12/27/2012	kqualle XX_4G Home Internet - No Contract Ser	$45.00
	Total WiMAX Wireless Access	**$45.00**

Misc Charges

Service		Amount
	Total Misc Charges	**$0.00**

Taxes

3

Virtual Ad Taker Legal

Home Print this Page Log Out

Step 5 of 5: Order Complete

Compose New Ad >>

Compose Pricing Schedule Payment Complete

Your order has been sent to the publisher.

Your credit card will be billed **$119.64**

Your confirmation number is **L74739.1**

Your Ad is scheduled to run on these date(s):
Modesto Bee. 12/05/2012

Classification. 8000 - Public Notices/Liquor lic 1 time

101-405.000-706.023

CITY OF RIVERBANK
NOTICE OF PUBLIC HEARING

Project Description: CUP 03-2012 - Consolidated Reliance Inc. / Tracy Smith: Conditional Use Permit to rehabilitate an (8) unit apartment complex within a C-2 General Commercial Zoning District. Location: 6807 3rd St.: APN:132-010-063.
Project Description: General Plan Consistency of the Capital Improvement Program for Fiscal Year 2012-2016. The City of Riverbank will hold a Public Hearing as follows:

Planning Commission Meeting
December 18, 2012 at 7:00 pm
City Hall Council Chambers - 6707 Third Street - Riverbank, California

Supporting documents are available at the Development Services Department, 6617 3Rd Street, or on the website at www.riverbank.org. The public is invited to attend and provide verbal and/or written comments. Written comments must be received by the City Clerk at or prior to the meeting date and time. If you challenge the City's action on these projects in court, you may be limited to raising those issues you or someone else raised at the Public Hearing described in this notice or in written correspondence delivered to the City at or prior to the Public Hearing (GC § 65009). For questions regarding this project contact JD Hightower, Development Services Dept. at (209) 863-7124, 8:00 am - 5:00 pm.

Published on this 5th day of December, 2012

/s/ JD Hightower, Development Services Director

Pub Dates December 5, 2012

Print This Page

Compose New Ad >>

usbank.

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

CITY OF RIVERBANK

ACCOUNT NUMBER	1280
STATEMENT DATE	12-24-12
TOTAL ACTIVITY	$ 401.29

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000012068 1 AT 0.374 106481932655052 P
SUE FITZPATRICK
CITY OF RIVERBANK
6707 THIRD STREET
RIVERBANK CA 95367-2305

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Sue Fitzpatrick 1-2-13 W. Hernandez 1/3/13
Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
		~~Teen Center game #196.496.000.707.003~~			
11-28	11-27	BEST BUY 00015099 RIVERBANK CA PUR ID: TAX: 2.95	24399002332295100116284	5732	42.94
		Teen Concessions #118.441.706.026			
12-03	11-30	SMARTNFINAL40211104023 MODESTO CA PUR ID: 002335682761226 TAX: 0.00	24164072335929100019493	5411	89.81
		Teen Mtg. #196.496.000.707.003			
12-03	12-02	PIZZA PLUS RIVERBANK CA PUR ID: TAX: 0.00	24765012338206000000055	5812	18.41
		Office Supplies #134.459.703.025			
12-07	12-05	STAPLES 00114017 RIVERBANK CA PUR ID: 000322236 TAX: 3.50	24164072341105137280935	5943	50.98
		Teen Ctr Gift Card for prize-Party #196.496.000.707.003			
12-14	12-13	TARGET 00020966 RIVERBANK CA PUR ID: 0000000000000000 TAX: 0.00	24164072348091008051741	5411	10.00
		Teen Gift Card for prize-Party "			
12-17	12-14	SUBWAY 00130401 RIVERBANK CA PUR ID: 688-62-165598 TAX: 0.00	24164072349255008225865	5814	10.00
		Teen Ctr Gift Card for prize-party "			
12-17	12-13	STARBUCKS CORP00094177 RIVERBANK CA PUR ID: TAX: 0.00	24164072349355340472611	5814	10.00
		Teen Ct. Gift Card Prize-Party "			
12-17	12-13	SAVE MART #105 RIVE RIVERBANK CA PUR ID: 06175510105VPRY7000118184 TAX: 0.00	24427332349710026616827	5411	41.95
		PARTY Supplies #196.496.000.707.003			
12-19	12-18	TAGS OAKDALE CA PUR ID: 0000000005 TAX: 0.00	24765012354200000000057	5947	38.30
		EQUIP. for SNOW Trip #196.496.000.707.003 (300fs)			

Default Accounting Code:

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

-4280

STATEMENT DATE	DISPUTED AMOUNT
12-24-12	$ .00

ACCOUNT SUMMARY

PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$401.29
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$401.29

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6335
FARGO, ND 58125-6335

AMOUNT DUE

$ 0.00

DO NOT REMIT

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usbank.

Account Name:	SUE FITZPATRICK
Company Name:	CITY OF RIVERBANK
Account Number:	 4280
Statement Date:	12-24-12

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
			Teen Trip - Boots #196.496.000.707.003		
12-20	12-18	BIG 5 SPORTING GOODS #263 OAKDALE CA PUR ID: 3255 TAX: 4.72	24492792354406002032553	5941	64.69
12-21	12-18	KMART 03842 OAKDALE CA PUR ID: 0384235337 TAX: 0.00	24387752355004112227626	5310	24.21

Teen Trip - Gloves #196.496.000.707 003

COPYRIGHT 2005 U.S. BANK NATIONAL ASSOCIATION ND

Teen Center
EQUIP.

WELCOME TO BEST BUY #1509
RIVERBANK, CA 95367
(209)863-8380
Keep your receipt!

#196.496.000.707.003

Val #:000150-066635-153396-806271-274193-430

1509 001 7269 11/27/12 12:07 00802442

5667418 17720		39.99
WII-JUST DANCE 4		
ITEM TAX 2.95		
5426693 RZ CARD		0.00 N
REWARD ZONE CARD		
MEMBER ID 0564676345		
	SUBTOTAL	39.99
	SALES TAX AMOUNT	2.95
	TOTAL	42.94

Associate # 802442

xxxxxxxxxxxx4280	VISA	42.94

SUE FITZPATRICK
APPROVAL 011395

SUE,
THANKS FOR SHOPPING AT BEST BUY TODAY!
YOUR REWARD ZONE BALANCE AS OF 11/17/12
POSTED POINTS: 222
Go to MyRZ.com FOR MORE INFO

1941-0264596

PERFECT MATCH PROMISE™

BEST BUY

- 30-Day Unlimited Phone Support
- 30-Day Hassle-Free Returns
- 30-Day Price Match Guarantee

Get your new device up and running right – call 1-888-BEST BUY.

To make a return, you will need the ORIGINAL RECEIPT, and PHOTO IDENTIFICATION.

Certain items (such as damaged, incomplete or abused items and opened items that can be copied – movies, music, software, etc.) are excluded from our return policy.

For Price Match and Return Policy details and a complete list of exceptions, ask for a policy brochure at any cash register, go to BestBuy.com* or call 1-888-BESTBUY (1-888-237-8289).

Teen Concessions
#118.441.706.026

Smart&Final.

The Smaller Faster Warehouse Store

```
  ***  Welcome To Our Modesto Store   ***
              Store # 402
  ****************************************
  See Us On The WEB www.smartandfinal.com

Cashier: Grace

DATE  11/30/12                TIME 10:56:09

      4.45 lb @ $ .63   / lb
    Bananas                          2.80 F
       2 @  5.99
    Mixed Fruit                     11.98 F
    Airheads Vrty Club               8.59 F
    Kelloggs Fruity Sn               7.99 F
    Sour Punch Strawb               10.99 F
    Sour Punch Apple                10.99 F
    Hot Cheetos Crunch              11.99 F
    Mars Choc/Sgr Vrty              17.49 F
    Nestle Cocoa Mix                 6.99 F

             SUBTOTAL               89.81
             SALES TAX                .00
             TOTAL                  89.81

 Visa               TENDER          89.81
 Acct # ***********************4280
APPRVL CODE  027253
  Cas Ref#  34
 CASH               CHANGE            .00

TOTAL NUMBER OF ITEMS THIS VISIT-->  10
  ****************************************
  Smart & Final Store # 402
  801 9th Street
  Modesto   95354

  DATE  11/30/12       TIME 10:50:19
  Account # ***********************4280
  Tender Type Credit
  Reference # 163577
  APPRVL CODE 027253
  Reason Code RMOO      Total          89.81
  Trans #      82       Cash back        .00
  ****************************************

10:58:26      OP# 123124           11/30/12
Term:3      Trans # 82        Store #   402

          THANK YOU FOR SHOPPING
         YOUR MODESTO SMART&FINAL
       STORE MANAGER: JIMMIE HUNTER
             1 (209) 526-4115
```

Teen Mtg. #196.496.000.
707.003

PIZZA PLUS
3308 SANTA FE ST
RIVERBANK, CA 953670000

12/02/2012	13:47:33
Merchant ID:	000000002604647
Terminal ID:	03856381
267549598881	

CREDIT CARD
VISA SALE

CARD #	XXXXXXXXXXXX4280
INVOICE	0005
Batch #:	000210
SERVER	0199
Ap[illegible]al Code:	020538
Entry Method:	Swiped
Mode:	Online

PRE-TIP AMT $18.41

TIP ____________

TOTAL AMOUNT ____________

CUSTOMER COPY

office supplies

STAPLES

that was easy.

Low prices. Every item. Every day.
2347 Claribel Road
RIVERBANK, CA 95367
(209) 863-1301

SALE	1190224 8 003 22236
	1401 12/05/12 01:08
QTY SKU	PRICE

#134.459.703.025

1	Staples 8.5x11 cop	
	135848	41.99
1	1/2IN VIEW BINDER	
	077711341166	5.49
SUBTOTAL		47.48
	Standard Tax 7.37%	3.50
TOTAL		$50.98
Visa		50.98

Card No.: XXXXXXXXXXXX4280 [S]
Auth No.: 025446

TOTAL ITEMS 2

TARGET
EXPECT MORE. PAY LESS.

RIVERBANK - 209-863-1270
12/13/2012 02:29 PM EXPIRES 03/13/13

MISC
790011873

GIFT CARDS	N	$10.00
041-211-849-758-176		
NEW BAL: $10.00		
SUBTOTAL		$10.00
NO TAX		$0.00
TOTAL		$10.00
*4280 VISA CHARGE		$10.00

Gift card

PO#XXXX

Target Pharmacy We're here to help!
9am - 7pm M-F
9am - 5pm Sat
11am - 5pm Sun

REC#2-2348-2096-0080-5174-7 VCD#752-259-442

Teen party #196.496.707.003

Gift card - Teen Center party

SALE RECEIPT
Store #13040 tkc 12/13/12 16:20:21
Subway Sandwiches & Salads
2226 Patterson Rd
Riverbank-CA-95367
CA 95367

209-863-8700
Trans# 81 Clerk 9 Jim
Dwr1 TRDT 121312 Reg-ID REG-MAIN
Receipt # 0000099948

--- ITEM ---	QTY		PRICE	MEMO	PLU
Cash Card	1	$	10.00		SC002
#***********9378					

SUBTOTAL		$	10.00		
Sales Tx		$	0.00		

TAKE-OUT **TOTAL		$	10.00		
Credit AMT TEND		$	10.00		

CHANGE DUE		$	0.00		

How'd we do? Get a free cookie.
Take 1 min. survey at www.tellsubway.com
SUBWAY Card

Card ***********9378
Card Activated
USD 10.00 Added
Cash Card Balance: USD 10.00
Rewards Balance: 0 Points
....

Approval No: 010795
Reference No: 234900822586
Acquired: Swipe
Account No: ***********4280
Card Issuer: Visa
Amount: $10.00

~~#196 496 000 707~~ 003

Take our 1-minute Survey at
www.tellsubway.com and receive a free
cookie. Keep your receipt and write
your unique coupon code
here______________

Host Order ID: 688-62-165598

Gift Card - Teen center party

STARBUCKS Store #9417
2252 Patterson Road
Riverbank, CA (209) 863-8403

CHK 723688
12/13/2012 04:14 PM
1251205 Drawer: 1 Reg: 1

Starbucks Card	10.00
Visa	10.00
XXXXXXXXXXXX4280	
Subtotal	10.00
Total	10.00
Change Due	**$0.00**

----------- Check Closed -----------
12/13/2012 04:14:45PM

Activate 6079854806088744
New Balance: 10.00
Card is not registered.
Sign up at www.starbucks.com

#196.496.000707.003

Weve made gifting even easier
with hand selected, thoughtful
last minute gifts like the
Starbucks Card multi-pack.
To learn more, go to
starbucksstore.com

SAVE MART SUPERMARKETS

2237 Claribel Rd.
Riverbank Ca
Try Our Pharmacy at (209) 863-1483
Save Mart (209) 863-1480

Cashier: Christine Clerk# 42408

12/13/12 14:17:05

Teen center party

GROCERY

1 @ 2/ 3.00		
BOBS R&W CNS		1.50 F
Regular Price	1.89	
1 @ 2/ 3.00		
BOBS R&W CNS		1.50 F
Regular Price	1.89	
1 @ 2/ 3.00		
BOBS R&W CNS		1.50 F
Regular Price	1.89	
FLAY FS BBQ LAYS		4.49 F
Regular Price	4.99	
FLAY FS DORT N/C		4.49 F
Regular Price	4.99	
MSSN TORT STRIPS		4.49 F

BAKERY

JAM SUSAN COOKIES	6.99 F
JAM SUSAN COOKIES	6.99 F

MISC.

BURGER KING $10.00	10.00
Acct:************3772	
SUBTOTAL	41.95
TOTAL TAX	.00

TOTAL 41.95

CREDIT CARDS	TENDER	41.95
Acct:************4280		
APPRVL CODE 056231		
CASH	CHANGE	.00

NUMBER OF ITEMS 9

Total Savings on Sale Items 2.17

YOU SAVED A TOTAL OF 2.17
THAT IS A SAVINGS OF 5%

A/C# 71411 XXXXXXXXXXXXXXX5427

Thank You for Using Your
S.H.A.R.E.S Card

Previous SHARES Point Balance 0
SHARES Points earned this visit 32
SHARES Points Balance this month 32

Phone/Gift Card 10.00
5049980346733772
Activation Online to Host
RM00 Refer 00 / Approved

12/1 [illegible]
Boots for Snow Trip

TAGS
1220 EAST F STREET
OAKDALE, CA 95361

12/18/2012	16:32:15
Merchant ID:	000000001303564
Terminal ID:	01917174
267372131883	

CREDIT CARD

VISA SALE

CARD #	XXXXXXXXXXXX4280
INVOICE	0005
Batch #:	001383
Approval Code:	065103
Entry Method:	Swiped
Approved:	Online
Tax Amount:	$0.00
Cust Code:	

SALE AMOUNT $38.30

#196.496.000.707.

CUSTOMER COPY 003

Boots for Teens for snow Trip
#196.496.000.707.003

BIG 5 SPORTING GOODS #263
1596 E. F Street
Oakdale, CA 95361
209-847-2537

1561707	1	3255	263	002

4428298 RE LD SNOW BOOT F1
19.99 1 19.99T
4428314 RE LD SNOW BOOT F1
19.99 1 19.99T
1649003 RE LD SNOW BOOT F1
19.99 1 19.99T

SubTotal	59.97
Sales Tax	$4.72
TOTAL	$64.69
Credit Card	64.69

Type: Visa
Acct#: ************4280
Auth# 046014

TAX 00263 7 8750 4.72

12/18/12 3:51PM

Gloves for Teens for snow trip

#196.496.000.707.003

kmart.

KMART STORE 3842
175 MAAG AVENUE
OAKDALE, CA 95361
(209)847-7091

** WELCOME TO YOUR **
** KMART STORE 3842 **

CASHIER: KAYLIE
GENERAL MERCHANDISE

78192803891	OVERMIT GLOV			
	2 @ 1/4.49	A	8.98	T
78192803892	OVERMIT GLOV	A	4.49	T
78192803897	OVERMIT GLOV	A	4.49	T
78192803917	UNDERMITGLOV	A	4.49	T

**** TAX 1.76 BAL 24.21
XXXXXXXXXXXX4280
VS APPROVAL 024140
VF VS 24.21
CHANGE .00

TOTAL SAVED: 22.50

usbank

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

CITY OF RIVERBANK

ACCOUNT NUMBER	-4298
STATEMENT DATE	12-24-12
TOTAL ACTIVITY	$ 137.43

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000012063 1 AT 0.374 106481932655047 P
MARISELA HERNANDEZ
CITY OF RIVERBANK
6707 THIRD STREET
RIVERBANK CA 95367-2305

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Marisela Hernandez 1/2/13 _____ 1-4-12

Cardholder _____ Date _____ Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-10	12-04	NEOPOST USA MILFORD CT PUR ID: 01723887 TAX: 0.00	24493982343892017238873	5046	137.43

Postage Meter Supplies

Default Accounting Code:

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

-4298

STATEMENT DATE	DISPUTED AMOUNT
12-24-12	$ .00

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6335
FARGO, ND 58125-6335

AMOUNT DUE

$ 0.00

DO NOT REMIT

ACCOUNT SUMMARY

PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$137.43
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$137.43

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Dawndi Morrell

From: noreply@neopost.com
Sent: Tuesday, December 04, 2012 2:31 PM
To: Dawndi Morrell
Subject: Neopost Order Confirmation - 12697893

ORDER ACKNOWLEDGEMENT

myAccount | help

Thank you for shopping with Neopost. We truly appreciate your business. We have received and processed your order. If you have any questions regarding this order, please access your myNeopost account to view the status and track your order.

Customer Information

Customer #: 44496038

Customer: City Of Riverbank
6617 3rd St
Riverbank, Ca, 95367-2303

Order Summary

Order Date: Dec 04, 2012

Order #: 12697893

Quantity	Model	Description	Amount
1	IJINK3456S	Neopost Standard Capacity	118.00
		Subtotal:	$118.00
		Shipping & Handling:	$9.99
		Tax (estimated):	$8.70
		Order Total:	**$136.69**

Shipping Information

Shipping Method: Ground

Bill to:	Ship to:
44496038 City Of Riverbank 6617 3rd St Riverbank, Ca, 95367-2303	44496038 City Of Riverbank 6617 3rd St Riverbank, Ca, 95367-2303

101-403-703.025 office

Did you know? Most of your inquiries can be answered quickly and easily online? Simply log in to your **myNeopost** account at www.neopostinc.com to find everything you need - right at your fingertips - including:

- Order Inquiry
- View, Reprint and Pay your Neopost Invoices
- View and Reprint your MailFinance Invoices
- Postage Balance and Reporting
- and more...

Still have questions? You may contact our Customer Service department at 1.800.636.7678 or via email at CustomerService@Neopost.com.

usbank.

CITY OF RIVERBANK

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER	-6343
STATEMENT DATE	12-24-12
TOTAL ACTIVITY	$ 619.25

000012064 1 AT 0.374 106481932655048 P

TRACIE J ANDERSON
CITY OF RIVERBANK
6707 3RD ST
RIVERBANK CA 95367-2305

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder ____ Date ____ Approver ____ 1/9/2013 Date ____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-30	11-29	1 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA PUR ID: 102-4587444-09314 TAX: 0.00	24692162334000126513025	5942	65.25
12-17	12-12	2 CITY OF MODESTO NINTH ST MODESTO CA PUR ID: TAX: 0.00	24789302349349275431300	7523	4.00
12-24	12-21	3 LEAGUE OF CALIFORNIA CITI 916-6588200 CA PUR ID: P2110248699 TAX: 0.00	24755422357733571030806	7399	550.00

1 AMAZON - HAND SANITIZER FOR DISTRIBUTION TO STAFF
2 MODESTO - PARKING FEES FOR STANCOG WORKSHOP & POLICY BOARD
3 LEAGUE - REGISTRATION FOR MAYOR O'BRIEN/NEW MAYOR & COUNCIL MEMBER ACADEMY

1 101-408.000-706.042
2 101-402.000-706.037
3 101-401.000-706,037

Default Accounting Code:

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	6343		PREVIOUS BALANCE	$.00
800-344-5696	**STATEMENT DATE**	**DISPUTED AMOUNT**	PURCHASES & OTHER CHARGES	$619.25
	12-24-12	**$ .00**	CASH ADVANCES	$.00
SEND BILLING INQUIRIES TO:	**AMOUNT DUE**		CASH ADVANCE FEE	$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	$ 0.00 **DO NOT REMIT**		CREDITS	$.00
			TOTAL ACTIVITY	$619.25

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amazon.com

Details for Order #102-4587444-0931469

Print this page for your records.

Order Placed: November 16, 2012
Amazon.com order number: 102-4587444-0931469
Order Total: $65.25

Not Yet Shipped

Items Ordered	**Price**
1 of: *Purell Original Bottle Display Bowl, 60 Count* Condition: New Sold by: Hugo's Online (seller profile)	$49.00

Shipping Address:
Norma Torres-Manriquez
6707 3RD ST
RIVERBANK, CA 95367-2305
United States

Shipping Speed:
Expedited

Payment Information

Payment Method:
Visa | Last digits: 6343

Billing address
Norma Torres-Manriquez
6707 3RD ST
RIVERBANK, CA 95367-2305
United States

Item(s) Subtotal:	$49.00
Shipping & Handling:	$16.25

Total before tax:	$65.25
Estimated tax to be collected:	$0.00

Grand Total:	**$65.25**

To view the status of your order, return to Order Summary.

Please note: This is not a VAT invoice.

Conditions of Use | Privacy Notice © 1996-2012, Amazon.com, Inc. or its affiliates

Total = $148.09

PARKING FEES PAID TO ATTEND
STANCOG POLICY BOARD MTG
AND RTP WORKSHOP

RECEIPT

TRAN	IN TIME	OUT TIME	FEE	CC #
7517	12/12 16:23	12/12 19:25	$4.00	6343

Jill Anderson

From: Cindy Malekos <CMALEKOS@Stancog.org>
Sent: Friday, November 16, 2012 4:16 PM
Cc: Rod Attebery; Carlos Yamzon; Rosa Park
Subject: 12/12/12 StanCOG Workshop

Policy Board Members:

Prior to the regularly-scheduled StanCOG Policy Board meeting at 6 pm on Wednesday, December 12, StanCOG would like to know your availability for a 4:30 pm Policy Board workshop to focus on the 2014 Regional Transportation Plan/Sustainable Communities Strategy. Dinner will be provided.

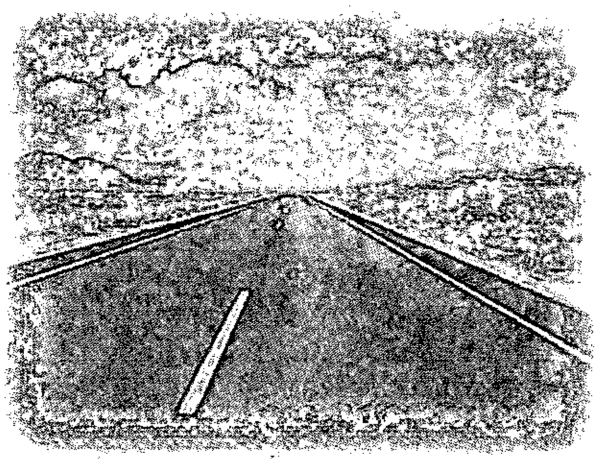
The intent of the workshop is to provide Board members with information on the RTP/SCS, review what the Policy Board can expect to review for approval in the next 12 months, and to lay out key milestones and decision points in adopting the plan. Please reply to this email if you are available at 4:30 pm on Dec 12. We look forward to seeing you then!

Thank you.

Cindy Malekos
Personnel & Administration Manager/
Public Information Officer
Stanislaus Council of Governments
1111 I Street, Suite 308
Modesto, CA 95354
209-525-4634 (Direct)
209-558-4833 (FAX)

POLICY BOARD AGENDA

December 12, 2012
6 P.M.



STANCOG BOARD ROOM
1111 I STREET, SUITE 308
MODESTO, CA

StanCOG
Stanislaus Council of Governments

City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

CLOSED SESSION 5:30 PM
REGULAR POLICY BOARD MEETING 6:00 PM
STANCOG BOARD ROOM
1111 I STREET, SUITE 308
MODESTO, CA
DECEMBER 12, 2012 (WEDNESDAY)

Board Agendas and Minutes: Policy Board agendas, minutes and copies of items to be considered by the StanCOG Policy Board are available at least 72 hours prior to the meeting at the StanCOG offices located at 1111 "I" Street, Suite 308, Modesto, CA during normal business hours. The documents are also available on StanCOG's website at www.stancog.org/policy-board.shtm.

Materials related to an item on this Agenda submitted to the Policy Board after distribution of the agenda packet are available for public inspection at the address listed above during normal business hours. These documents are also available on StanCOG's website, subject to staff's ability to post the documents before the meeting.

Public Comment Period: Matters under the jurisdiction of the Policy Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Policy Board for consideration. However, California law prohibits the Policy Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Policy Board. Any member of the public wishing to address the Policy Board during the "Public Comment" period will be limited to 5 minutes unless the Chair of the Board grants a longer period of time. At a Special Meeting, members of the public may address the Board on any item on the Agenda at the time the item is considered by the Board.

Public Participation on a Matter on the Agenda: Please step to the podium at the time the agenda item is announced by the Chairperson. In order to ensure that interested parties have an opportunity to speak, any person addressing the Policy Board will be limited to a maximum of 5 minutes unless the Chair of the Board grants a longer period of time.

Reasonable Accommodations: This Agenda shall be made available upon request in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting to enable StanCOG to make reasonable arrangements to ensure accessibility to this meeting.

Notice Regarding Non-English Speakers: StanCOG Policy Board meetings are conducted in English and translations to other languages is not provided. Anyone wishing to address the Policy Board is advised to have an interpreter or to contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting so that StanCOG can provide an interpreter.

Aviso con Respecto a Personas que no Hablan el Idioma de Inglés: Las reuniónes de la Mesa Directiva del Consejo de Gobiernos de Stanislaus son conducidas en Inglés y traducciones a otros idiomas no son disponibles. Cualquier persona que desea dirigirse a la Mesa Directiva se le aconseja que traiga su propio intérprete o llame a Cindy Malekos al (209) 525-4600 durante horas de oficina regulares o a lo menos 72 horas antes de la reunión de la Mesa Directiva del Consejo de Gobiernos de Stanislaus, para proporcionarle con un intérprete.

AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CLOSED SESSION (5:30 PM)**

   A. Pursuant to Government Code Section 54957: Public Employee Performance Evaluation:
   Title: Interim Executive Director

B. Pursuant to Government Code Section 54957: Public Employee Appointment:
Title: Executive Director

C. Pursuant to Government Code Section 54957.6: Conference with Labor Negotiator
Agency Designated Representative: Chair Charlie Goeken
Unrepresented Employee: Executive Director

5. RETURN FROM CLOSED SESSION

A. Report on Any Action Taken in Closed Session

6. PUBLIC COMMENTS
These matters may be presented only by interested persons in the audience. Discussion is limited to five minutes or at the discretion of the Chair.

7. CONSENT CALENDAR

A. Motion to Approve Policy Board Minutes of 11/14/12

B. Motion to Authorize the Release of a Request for Proposal (RFP) for the StanCOG Financial and Compliance Audit Reports, Interview, Select and Negotiate a Contract

C. Motion to Adopt Resolution 12-16 to Approve FY 2012/13 Local Transportation Fund Claim for Other Purposes: City of Waterford

D. Motion to Adopt Resolution 12-17 to Approve FY 2012/13 Revised Transportation Development Act Transit Apportionments for Stanislaus Regional Transit and Riverbank-Oakdale Transit Authority

8. PRESENTATION

A. Presentation to Mary Jackson in Recognition of Four Years of Service on the Policy Board

9. PUBLIC HEARINGS-None

10. DISCUSSION/ACTION ITEMS

A. Update – State Route 132 West Freeway/Expressway Project

B. Motion to Accept Management and Finance Committee Subcommittee Amendments to the StanCOG Transit Cost Sharing Procedures

C. Motion to Adopt Senate Bill 375 Target Recommendation

D. Motion to Approve the San Joaquin Joint Exercise of Powers Agreement (JEPA) and Appointment of Members on the San Joaquin Joint Powers Authority Board

E. Motion to Approve the Draft 2013 San Joaquin Valley Legislative Platform

F. Consider Appointment of Vacancy of Executive Director and Entering into Contract for Appointed Executive Director

11. INFORMATION ITEMS

The following items are for information only.

A. Executive Committee Minutes of 11/14/12

B. Management and Finance Committee Minutes of 11/29/12

C. Citizens Advisory Committee (CAC) Minutes of 11/28/12

D. Social Services Transportation Advisory Council (SSTAC) Minutes of 11/27/12

E. Sustainable Communities Strategy (SCS) Steering Committee Minutes of 11/27/12

F. Bicycle/Pedestrian Advisory Committee (BPAC) Minutes of 11/6/12

G. 2011 FTIP Monthly Project Status Report FFY 2012/13

H. Regional Transportation Plan/Sustainable Communities Strategy Update

I. Stanislaus County Green Team

J. Annual Listing of Federal Obligation Projects Report for Federal Fiscal Year 2011/12

K. StanCOG Quarterly E-Newsletter

12. CALTRANS REPORT

13. EXECUTIVE DIRECTOR REPORT

14. MEMBER REPORTS

15. ADJOURNMENT

Next Regularly Scheduled Policy Board Meeting:
January 16, 2013 (Wednesday) @ 6:00 pm
StanCOG Board Room
1111 I Street, Suite 308
Modesto, CA 95354

Jill Anderson

From: city_managers-bounces@lists.cacities.org on behalf of Brian Sanders <bsanders@cacities.org>
Sent: Wednesday, November 07, 2012 3:38 PM
To: city_managers@lists.cacities.org; 'city_clerks@lists.cacities.org'
Subject: [City_managers] League of CA Cities New Mayors and Council Members Academy - Registration Now Open!
Attachments: ATT163907.txt

League of California Cities New Mayors and Council Members Academy

January 16 – 18, 2013 at the Hyatt Regency Sacramento

Register Now

This conference is a must attend for newly elected officials and for veterans wanting a refresher course on the basic legal and practical framework in which city officials operate. This academy provides critical training on important, fundamental topics for local government taught by subject matter experts and seasoned elected officials. This annual event is held mid-late January in Sacramento. The program provides the state mandated AB 1234 Ethics course and is the first of three stages for leadership levels for local elected officials.

Program highlights include:

- **Your Legal Powers and Obligations**
- **Financial Responsibilities, City Revenues Workshop**
- **Communications and the New Media**
- **AB1234 – How to Build and Maintain the Public's Trust: Practical Ethics and the Law**
- **And much more**

For speaker details, go to www.cacities.org/MayorsCouncilEd and click on sessions.

Registration and housing deadlines are Monday, January 7.

Program Questions contact Lorraine Okabe at bsanders@cacities.org
Registration Questions or Special Needs – Megan Dunn at mdunn@cacities.org

usbank

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

CITY OF RIVERBANK

ACCOUNT NUMBER	5712
STATEMENT DATE	12-24-12
TOTAL ACTIVITY	$ 200.98

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000012065 1 AT 0.374 106481932655049 P

DEBORAH OLSON
CITY OF RIVERBANK LRA
6707 THIRD STREET
RIVERBANK CA 95367-2305

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

D L Olson 1/10/13 W. Hernandez 1/23/13

Cardholder Date Approver Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-05	12-03	DOLRTREE 2840 00028407 RIVERBANK CA PUR ID: 000000000000000000 TAX: 0.38	24164072339868024040001	5331	6.44
12-05	12-03	SAVE MART #105 RIVE RIVERBANK CA PUR ID: 06175510105VPRY7000104814 TAX: 0.00	24427332339710024137398	5411	39.59
12-05	12-04	TAQUERIA LOS COMPADRES RIVERBANK CA PUR ID: TAX: 0.00	24431062340206070700290	5812	149.90
12-17	12-15	ACCUCONFERENCE 800-977-4607 NV PUR ID: 8120001293 TAX: 0.00	24492152350849200013753	4814	5.05

198-439-502-702-053 — $5.05

197-439-000-702-032 — $195.93

Default Accounting Code:

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	5712		PREVIOUS BALANCE	$.00
800-344-5696	STATEMENT DATE 12-24-12	DISPUTED AMOUNT $ .00	PURCHASES & OTHER CHARGES	$200.98
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE $ 0.00 DO NOT REMIT		CASH ADVANCES	$.00
			CASH ADVANCE FEE	$.00
			CREDITS	$.00
			TOTAL ACTIVITY	$200.98

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Melissa Holdaway

From: Jennifer Bustamante
Sent: Tuesday, January 08, 2013 12:03 PM
To: Melissa Holdaway
Subject: FW: CAC 12/4/12 meeting - catering arrangements

From: Jennifer Bustamante
Sent: Thursday, November 29, 2012 10:37 AM
To: Debbie Olson; Pam Carder; Melissa Holdaway
Cc: Jennifer Bustamante
Subject: CAC 12/4/12 meeting - catering arrangements

Los Compadres (next to Obriens market in Riverbank) #209-869-8035 ; Mgr. Nayeli's cell# 209-380-5785

$138.30 TOTAL (including tax) – to be paid at pickup 5pm on Tuesday 12/4

1-1/2 platters (equals 15 plates @ $9.22/plate) served in disposable trays, which includes:

Chicken and sautéed veggies
Rice
Beans (refried w/ cheese on top)
Flour Tortillas
Guacamole
Sour Cream
Salsa
Radishes

Jennifer Bustamante
LRA 209-863-8352

CAC Meeting 12/4/12
197-439-000-702-032

Dollar Tree Stores, Inc.

Store# 2840 (209) 863-0539
2250 Patterson Road
Riverbank CA 95367-9647

DESCRIPTION	QTY	PRICE	TOTAL
SOLID NYLON SPOON	1	1.00	1.00T
SOLID NYLON SPOON	1	1.00	1.00T
SALAD TONG	1	1.00	1.00T
SALAD TONG	1	1.00	1.00T
DINNER SPOON 2PK	1	1.00	1.00T
DINNER SPOON 2PK	1	1.00	1.00T

Sub Total	$6.00
SALES TAX	$0.44
Total	$6.44
Visa	$6.44
************5712	S

Auth. Code: 031431

Thank You for Shopping at Dollar Tree
Where Everything's $1.00
Now Shop On-Line at Dollartree.com

2404 02840 02 077 60244 12/03/12 11:00
Sales Associate:ANDREW

SAVE MART SUPERMARKETS

2237 Claribel Rd.
Riverbank Ca
Try Our Pharmacy at (209) 863-1483
Save Mart (209) 863-1480

Cashier: Martin Clerk# 2131
12/03/12 11:43:05

GROCERY

C&H GRAN PACKETS		3.29 F
COKE CLASSIC		5.49 TF
=> 3.67 Sale price		-1.82 TF
=> Coke 12pks 3/11.00		
+SODA CRV .60		.60 TF
DIET COKE		5.49 TF
=> 3.67 Sale price		-1.82 TF
=> Coke 12pks 3/11.00		
+SODA CRV .60		.60 TF
SPLN SUGAR SUB		3.99 F
Regular Price	5.99	
SPRITE		5.49 TF
=> 3.66 Sale price		-1.83 TF
=> Coke 12pks 3/11.00		
+SODA CRV .60		.60 TF
WTR-24P NESTLE		3.88 F
Regular Price	5.49	
+GROC CRV NO TX 24P		1.20 F
YUBAN COFFEE ORIG		11.99 F

DAIRY-DELI-FROZEN

1 @ 2/ 3.00	
SSF PREM HALF&HALF	1.50 F
SUBTOTAL	38.65
TOTAL TAX	.94

TOTAL 39.59

CREDIT CARDS	TENDER	39.59
Acct:************5712		
APPRVL CODE 023462		
CASH	CHANGE	.00
	NUMBER OF ITEMS	12

Special Purchase Discount 5.47
Total Savings on Sale Items 3.61

YOU SAVED A TOTAL OF 9.08
THAT IS A SAVINGS OF 19%

CAC mtg 12/4/12

Trx:23 Term:8 Store:105 11:43:38

197-439-000-702-032

Value Is...Our Brands!
Get Great Value From Our
Top Care and Valu Time Brands
Full Circle, World Classics and Paws

TalkPath LLC Federal Tax ID: 59-3775035

AccuConference
"Making Conferencing Simple & Affordable"

Customer Service #
1.800.989.9239

Statement Date: 11/15/2012 - 12/14/2012

Your Customer Number is: **2509982**

City of Riverbank - LRA
Deborah Olson
6707 3rd ST
Riverbank, CA 95367

Previous Balance:	$27.38 USD
Payments:	-$27.38 USD
Amount Overdue:	$0.00 USD
December Current Charges:	$4.38 USD
USF Recovery:	$0.59 USD
Cost Recovery Fee:	$0.08 USD
Total December Charge:	$5.05 USD
Charged to Credit Card Ending *5712:	-$5.05 USD

Total Amount Due: $0.00 USD

Polling * Chat * PowerPoint * 100% Secure * No Download Required

** **Access your account via the web:** www.accuconference.com

	Attendees	Minutes	Cost
Conference Calls	4	112	**$4.38**
Conference Lite Calls	0		**<no usage>**
Billing Fees			**<no usage>**

AccuConference
"Making Conferencing Simple & Affordable"

Page: 1
Customer Number: 2509982

AccuConference
"Making Conferencing Simple & Affordable"

Customer Service #
1.800.989.9239

Conference Call Detail

Date of Call	Moderator	Conference Name	Acct Code	Callers	Total Mins	Rate	Charge for Call
12/6/2012 1:02 PM	LRA - Moderator	LRA		4	112	0.0390	$4.38
	Subtotal for LRA			**4**	**112**		**$4.38**

Thank you for using AccuConference by TalkPath LLC!

The FCC now mandates all conference calls placed on or after October 1st 2008 are subject to the Universal Service fee collected by the USAC.
FCC Site: http://hraunfoss.fcc.gov/edocs_public/attachmatch/DA-08-1689A1.pdf
AccuConference USF FAQ: http://www.accuconference.com/USF.aspx

December Current Charges:	$4.38 USD
USF Recovery:	$0.59 USD
Cost Recovery Fee:	$0.08 USD
Total December Charge:	$5.05 USD
Charged to Credit Card Ending *5712:	-$5.05 USD

Do not pay

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.D

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject/ Title:	**Resolution** Calling and Giving Notice of the Holding of a June 4, 2013 Special Municipal Election to Fill One Councilmember Vacancy and Request that the Board of Supervisors of the County of Stanislaus Render Specified Election Services to the City
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council adopt the resolution to: 1) Call and give Notice of the holding of a Special Municipal Election to be held on Tuesday, June 4, 2013; 2) request that the Stanislaus County Board of Supervisors permit the County Elections Division to render specified election services to the City; and 3) appropriate the estimated cost of $57,000.00 for payment of services rendered.

SUMMARY

A Councilmember seat became vacant upon the installation of former Councilmember Richard O'Brien to the Mayoral seat on December 10, 2012. The City of Riverbank is a General Law City governed by the California Government Code, which dictates that the City Council shall, within 60 days from the commencement of the vacancy of an elected office, fill the vacancy by appointment or call a special election. A person appointed or elected holds office for the unexpired term of the former incumbent.

If the City Council does not make an appointment or call for a special election by the 60-day deadline of February 8, 2013, the operations of law commences requiring the vacancy to be filled at the next regularly established election date, which is Tuesday, June 4, 2013. In addition, California Elections Code requires the City Council to issue a resolution calling the special election, which is attached for City Council adoption. The resolution also requests election services be rendered from the Stanislaus County Registrar of Voters, Elections Division and to have the estimated cost of $57,000.00 appropriated in the budget.

BACKGROUND

On December 10, 2012, former Councilmember Richard O'Brien was installed as the new Mayor of Riverbank, which vacated his Councilmember seat with an unexpired term ending December 2014. Pursuant to Government Code §36512 City Council had 60 days to fill the vacancy by appointment or call for the holding of a special election.

During the 60-day period, the options of how to fill the vacancy were presented to the City Council during three regular and one special City Council meeting. The City Council considered the options to appoint Mr. Cal Campbell, who was the candidate that received the next highest number of votes in the November 2012 election; to appoint an applicant by conducting a recruitment process open to all eligible Riverbank registered voters or only the unelected November candidates; or, to hold a special election.

The City Council did not reach consensus on the options provided and the 60-day deadline of February 8, 2013 will have passed at the time of consideration of this item. As a result, the laws of operation pursuant to Government Code § 36512 and Elections Code § 12001 automatically commenced requiring the City Council to fill the vacancy by issuing a resolution calling for a special municipal election to be held at the next regularly established election date, which is Tuesday, June 4, 2013. The person elected to fill the vacancy will hold the office for the unexpired term remaining.

Additionally, during the development of the 2012-2013 annual budgets, the need to hold a special election was not included in the expenditures. The City's practice of holding an election typically entails rendering election services from Stanislaus County by consolidating elections. The consolidation of elections spreads the cost among several entities; thereby, reducing the City's final cost. The Special Municipal Election, however, is considered a stand-alone election and the opportunity to share the cost with other entities may not exist and as a result the City may bear the entire cost of holding the election.

FINANCIAL IMPACT

Based on the estimated range of registered voters and approximate costs per voter, the appropriation of $57,000.00 is needed to pay the estimated cost of conducting a special election.

ATTACHMENT

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, CALLING AND GIVING NOTICE FOR THE HOLDING OF A SPECIAL MUNICIPAL ELECTION ON TUESDAY, JUNE 4, 2013, FOR THE ELECTION OF AN OFFICER TO FILL A VACANCY AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF THE ELECTION

WHEREAS, a vacancy of the office of Councilmember was created by the election and installation of former Councilmember Richard D. O'Brien to the Mayoral office on December 10, 2012; and

WHEREAS, the term of office in which the vacancy occurred ends December, 2014.

WHEREAS, pursuant to Elections Code § 12001 for a special local election, the governing body (City Council) of the local agency (City of Riverbank) shall issue a resolution calling the election.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, DOES HEREBY DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of Riverbank, California, on Tuesday, June 4, 2013, a Special Municipal Election for the purpose of electing one (1) Councilmember for the vacant, unexpired term of office ending December 2014, created by the Mayoral election and installation of former Councilmember Richard D. O'Brien.

SECTION 2. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, the City Council requests the Board of Supervisors of the County of Stanislaus to issue instructions to the County Elections Official to render specified services by taking any and all steps necessary to hold and conduct the Special Municipal Election.

SECTION 3. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, the City Council shall reimburse the County in full for all costs incurred for the election services performed when the work is completed and upon presentation to the City a properly submitted invoice.

SECTION 4. That the highest estimated cost of $57,000.00 will be appropriated for the payment of services rendered in holding the Special Municipal Election.

SECTION 5. That pursuant to the provisions of § 10220, § 10224, and § 10225 of the Elections Code of the State of California, the filing period for nomination papers and Candidate's Statements shall commence on Monday, February 11, 2013, and end on Friday, March 8, 2013; nomination papers shall be filed during the regular business hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.; Monday through Friday; and, that the time extension of the nomination period is not applicable since there is no incumbent eligible to be elected.

SECTION 6. CANDIDATE STATEMENT (Election Code § 13307)

A. That the City Clerk (Elections Official) of the City of Riverbank determined prior to the opening of the nomination period that a deposit of $700.00 shall be required in order to file a candidate statement, of no more than 200 words, along with the filing of nomination papers, which is consistent with the City's election practices.

B. That pursuant to EC § 13307 a local agency is allowed to estimate and require advance payment of the pro rata cost of printing, handling, translating and mailing the candidate's statement filed pursuant to this code section, including complying with the federal Voting Rights Act.

C. That this pro rata cost estimate is just an approximation of the final actual cost; if any overpayment occurs, the candidate shall be reimbursed by the City, and if an underpayment occurs, the candidate shall be billed and is required to pay the additional cost upon receipt of the invoice.

SECTION 7. That the polls for the election shall open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m., except as provided in § 14404 of the State of California Elections Code.

SECTION 8. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 9. That notice of the time and place of holding the election is given and that the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.

SECTION 10. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Registrar of Voters, Elections Division of the County of Stanislaus upon its adoption.

SECTION 11. That the City Clerk shall certify to the pasage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 11th day of February, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
____________________________	____________________________
Annabelle Aguilar, CMC	**Richard D. O'Brien**
City Clerk	**Mayor**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.E

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject:	**Resolution** Approving the Transportation Development Act Local Transportation Fund (LTF) Non-Transit Claim for Fiscal Year 2012/2013 and Amending the Budget for the City of Riverbank to Conform to Said Claim
From:	Jill Anderson, City Manager
Submitted by:	J.D. Hightower, Development Services Director Kathleen Cleek, Sr. Management Analyst

RECOMMENDATION

Council to approve Resolution authorizing staff to submit Transportation Development Act Local Transportation Fund Non-Transit Claim for Fiscal Year 2012/2013 in the amount of $222,643 to the Stanislaus Council of Governments (StanCOG) and amend budget to conform to said claim.

SUMMARY

The City receives funding through the Transportation Development Act Local Transportation Fund for various transit, street, and non-motorized purposes. The money is allocated, through the Stanislaus Council of Governments (StanCOG), to each City in Stanislaus County based upon population. In order to receive the funds, the City must submit an annual claim form. The funds received by the City will be used for personnel and maintenance of local roads that are not eligible for federal funds. State law requires 2% of the allocated funds to be used for non-motorized projects within the City. The attached resolution and claim form are provided for your consideration.

The City plans on utilizing the allocated local transportation and non-motorized funds for the following expenditures:

Street maintenance personnel	$ 75,280
Regional Pavement Management Program Assessment (local roads)	$ 9,100
Street Maintenance/Rehabilitation	$121,788
Bicycle Lanes/Striping	$ 16,475

FINANCIAL IMPACT

City to receive $206,168 for streets and roads and $16,475 for non-motorized projects.

ATTACHMENTS:

1. Resolution
2. Local Transportation Fund Claim

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING THE TRANSPORTATION DEVELOPMENT ACT LOCAL TRANSPORTATION FUND NON-TRANSIT CLAIM FOR FISCAL YEAR 2012/2013 AND AMENDING THE BUDGET FOR THE CITY OF RIVERBANK TO CONFORM TO SAID CLAIM

WHEREAS, the Stanislaus Council of Governments (StanCOG) has been designated as the Transportation Planning Agency with the responsibility to administer the distribution of Local Transportation Funds and State Assistance Funds; and

WHEREAS, StanCOG has presented the City of Riverbank a Transportation Development Act Local Transportation Fund Non-Transit Claim for Fiscal Year 2011/2012 for funds to be paid to the City of riverbank from the Local Transportation fund for fiscal year 2012/2013; and

WHEREAS, the Riverbank City Council must amend its Final Budget for fiscal year 2012/2013 to conform to the claims for Local Transportation Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby approves the following:

1. The LTF Non-Transit Claim in the amount of $222,643 is hereby approved for submission to StanCOG; and

2. The Finance Director of the City of Riverbank is hereby authorized to execute the claim and to amend the annual budget of the City of Riverbank for fiscal year 2012/2013 to conform to the Local Transportation Fund and claim for State Transit Assistance Funds.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 11th day of February, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:	**APPROVED:**
____________________________	________________________
Annabelle Aguilar, CMC	**Richard D. O'Brien**
City Clerk	**Mayor**

TRANSPORTATION DEVELOPMENT ACT
LOCAL TRANSPORTATION FUND
CLAIM FOR FISCAL YEAR 2012/13 OTHER PURPOSES

TO: Stanislaus Council of Governments
1111 I Street, Suite 308
Modesto, CA 95354

FROM:

Applicant: City of Riverbank

Address: 6707 Third Street

City: Riverbank Zip: 95368

Contact Person: Kathleen Cleek Phone: (209) 863-7120

E-mail Address: kcleek@riverbank.org Fax: (209) 869-1849

The City of Riverbank hereby requests, in accordance with the Transportation Development Act and applicable rules and regulations, that its claim for other purposes be approved in the amount of $222,643 for fiscal year 2012/13, to be drawn from the Local Transportation Fund.

When approved, please transmit this claim to the County Auditor for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms contained in the approving resolution to the Stanislaus Council of Governments.

The claimant certifies that this Local Transportation Fund claim and the financial information contained therein is reasonable and accurate to the best of my knowledge and conforms with the requirements of the Transportation Development Act and applicable rules and regulations.

Submitted by: ______________________

Title: Finance Director

Date: 12/26/2012

StanCOG Board of Directors:

Date of approval: ______________________

Resolution #: ______________________

____
StanCOG Approving Authority

CLAIMANT: City of Riverbank

LOCAL TRANSPORTATION FUND
CLAIM FOR OTHER PURPOSES
FY 2012/13

TABLE 1

1.	Planning, Local --PUC 99262/99402	$ -
2.	Transit ____________________ *	$ -
3.	Streets and Roads --PUC 99400 (a)	$ 206,168
4.	Nonmotorized - 2% LTF funds --PUC 99233.2/99234	$ 16,475
5.	Nonmotorized - Other LTF funds --PUC 99233.2/99234	$ -
6.	**TOTAL CLAIM**	**$ 222,643**

This table is to be filled out by StanCOG staff

City of Riverbank
Total LTF available to be claimed for other purposes:

FY 2012/13 Nonmotorized apportionment	$	14,147
FY 2011/12 Nonmotorized supplemental	$	2,328
Total 2% Nonmotorized	$	16,475
FY 2012/13 Other Purposes apportionment	$	79,145
FY 2011/12 Other Purposes supplemental	$	127,023
	$	206,168
Total available to be claimed at this time	**$**	**222,643**

*** If you have proposed transit expenditures, please fill in the appropriate PUC Code.**

CLAIMANT: City of Riverbank

NONMOTORIZED PROJECTS
FY 2012/13
(Use additional forms if necessary)

TABLE 2
BREAKDOWN BY PROJECT

BRIEFLY DESCRIBE PROJECTS AND EXPENDITURES INCLUDED IN THE 3 YEAR PERIOD BELOW

ID	PROJECT TITLE	MODE: BIKE	MODE: PED	MODE: PLAN	FOR BIKE PROJECTS ONLY: PROJECT IN StanCOG's BIKE PLAN *	FOR BIKE PROJECTS ONLY: PROJECT IN CITY/CO BIKE PLAN *	2010/11 ACTUAL EXPENDITURES	2011/12 ESTIMATED EXPENDITURES	2012/13 CLAIM	ACTUAL / ESTIMATED EXPENDITURES FOR 3 YEAR PERIOD
	First Street Sidewalks		X				$0.00	$5,735.00	$0.00	$5,735.00
	Bicycle Striping	X			Yes		$0.00	$21,500.00	$37,757.00	$59,257.00
	Central Avenue Bike/Walking Path	X	X				$0.00	$39,242.00	$0.00	$39,242.00
TOTAL FUNDS APPROPRIATED TO PROJECTS							**$0.00**	**$66,477.00**	**$37,757.00**	**$104,234.00**

TABLE 3
BREAKDOWN BY CATEGORY

RECORD LTF FUNDS ONLY

	% of Total Expenditures	2008/09 Actual	2009/10 Actual	2010/11 Actual	2011/12 Estimate	2012/13 Claim	5 Year Total
Bicycle facilities	83.03%	$10,732.00	$0.00	$0.00	$57,142.00	$37,757.00	$105,631.00
Pedestrian facilities	16.97%	$12,250.00	$0.00	$0.00	$9,335.00	$0.00	$21,585.00
Preparation of Bicycle Plan	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL AMOUNT OF BIKE/PED EXPENDITURES		**$22,982.00**	**$0.00**	**$0.00**	**$66,477.00**	**$37,757.00**	**$127,216.00**

DOES THIS CLAIM MEET THE MINIMUM 50% BICYCLE EXPENDITURE STANCOG PERFORMANCE STANDARD? **YES**

StanCOG 50% bicycle expenditure requirement: The 5 year bicycle expenditures must be 50% or greater.

TABLE 4
FUNDS HELD IN RESERVE AT JURISDICTION

RECORD LTF FUNDS ONLY

	2008/09	2009/10	2010/11	2011/12
Fiscal year beginning fund balance	$59,087.00	$50,592.00	$51,093.00	$73,527.00
Plus fiscal year 2% nonmotorized claim	$14,027.00		$21,914.00	$13,772.00
Plus interest	$460.00	$501.00	$520.00	$460.00
Minus nonmotorized expenditures	($22,982.00)	$0.00	$0.00	($66,477.00)
Fiscal year ending fund balance	**$50,592.00**	**$51,093.00**	**$73,527.00**	**$21,282.00**

1.	Prior year(s) LTF carryover held by jurisdiction applied towards FY 2012/13 Nonmotorized claim (TABLE 4)	$20,822
2.	Interest earned on previously paid LTF funds held by jurisdiction (required by State law) (TABLE 4)	$460
3.	FY 2012/13 Nonmotorized 2% funds applied towards FY 2012/13 projects (must match Page 2, Line 4)	$16,475
4.	FY 2012/13 Other LTF funds applied towards Nonmotorized claim (must match Page 2, Line 5)	$0
5.	FY 2012/13 Nonmotorized 2% funds to be held at StanCOG	$0
6.	Total of lines #1 through #5 above	$37,757

SEE PAGE 3b FOR NONMOTORIZED REGULATIONS/POLICIES AND NOTES

NONMOTORIZED PROJECTS
FY 2012/13
(Continued)

NONMOTORIZED REGULATION/POLICY REMINDERS:

A. State law allows a jurisdiction to use LTF to update a Bicycle Action Plan once every five years (PUC 99234(h)).

B. State law allows a jurisdiction to use up to 20% of the amount available each year to restripe Class II bicycle lanes (PUC 99234(h)).

C. State law allows a jurisdiction to use up to 5% of the amount available each year to supplement moneys from other sources to fund bicycle safety education programs, but the funds shall not be used to fully fund the salary of any one person (PUC 99233.3).

D. All funds must be spent within five years of receipt. Over the five-year period shown in Table 3, at least 50% of funds must be spent for bicycle purposes. StanCOG will not allocate funds to any jurisdiction which is in violation of these policies.

NOTES:

* By StanCOG policy, all bike projects must appear in either StanCOG's Bicycle Action Plan, or in a City or County bicycle plan, to be eligible for LTF funding.

** Beginning with FY 2003/04, nonmotorized funds will only be allocated by StanCOG for specific projects. If no project is identified, funds will be held in reserve at StanCOG for eventual use by that jurisdiction.

CLAIMANT: City of Riverbank

ANNUAL PROJECT AND FINANCIAL PLAN

PROJECTS FOR OTHER PURPOSES
FY 2012/13

(Use additional forms as necessary)

TABLE 5

Briefly describe all proposed projects and indicate proposed project expenditures

Project Title & Brief Description	Will this Project add new travel lanes? **Yes or No**	Will this Project use Federal Funds? **Yes or No**	Is this Project consistent with the RTP **Yes or No**	Total Project Cost	LTF Funds Utilized
Personnel - Street Maintenance	No	No	No		$ 75,280
Local Road Assessment	No	No	No		$ 9,100
Other Street Mainteance/Rehabilitation	No	No	No		$ 280,982
TOTAL				**-**	**365,362.00**

1. LTF carryover applied towards FY 2012/13 Other Purposes	158,723.00
2. Interest earned on LTF carryover (required by State law)	471.00
3. FY 2012/13 apportionment applied towards FY 2012/13 Other Purposes	206,168.00
4. Total of Lines 1, 2 and 3 above	365,362.00

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 3.F

SECTION 3: CONSENT CALENDAR

Meeting Date:	February 11, 2013
Subject:	Consider an Investment Grade Audit Agreement with Schneider Electric following the guidelines of Government Code 4217.12
From:	Jill Anderson, City Manager
Submitted by:	Sue Fitzpatrick Director of Parks and Recreation

RECOMMENDATION

It is recommended that the City Council direct staff to proceed in the process of an agreement with Schneider Electric under Government Code 4217.12.

SUMMARY

City staff will follow the guidelines of Government Code 4217.12 with required public notice and bring back to Council for a public hearing on March 11, 2013.

Government Code “4217.12 (a) Notwithstanding any other provision of law, a public agency may enter into an energy service contract and any necessarily related facility ground lease on terms that its governing body determines are in the best interests of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance.

BACKGROUND

Schneider Electric completed a preliminary energy assessment and presented the results to the City Council at the January 20, 2013 City Council meeting and presented additional information at a study session on February 11, 2013.

Based on site investigation, Schneider Electric has recommended Energy Conservation measures that are estimated to reduce the Cities energy costs by $210,000 per year or 46% of current expenditures.

FINANCIAL IMPACT There is no financial impact.

ATTACHMENT There are no attachments to this report.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.1

SECTION 5: PUBLIC HEARING

Meeting Date:	February 11, 2013
Subject:	**Resolution** to Approve the Fiscal Year 2012-13 Mid-Year Budget Amendments
From:	Jill Anderson, City Manager
Submitted by:	Marisela Hernandez, Director of Finance/City Treasurer

RECOMMENDATION

It is recommended that City Council 1) Approve the Fiscal Year 2012-13 Mid-Year Budget Amendments, and 2) Provide Guidance on Expenditures that will impact the City Budget.

SUMMARY

The Finance Department has performed a mid-year review of the Fiscal Year 2012-13 budget and is recommending the following: 1) budget amendments based on actual beginning reserve changes, closure of unresolved matters, and revenue and expenditure trends, 2) budget amendments relating to Personnel Job Classifications/Status Change Recommendations, and 3) requesting guidance on expenditures that will impact the City's budget.

BACKGROUND

On June 25, 2012 the City Council was presented with the FY 2012-13 Annual Operating Budget. This operating budget was prepared using estimates and projections on anticipated revenues and expenditures. For the General Fund, the City Council approved a structurally balanced budget where revenues received were projected to exceed expenditures. The General Fund Budget approved that night was as follows:

Beginning Reserve	**$ 665,868**
Estimated Revenues	$7,849,458
Estimated Expenditures	$7,831,075
Anticipated Ending Reserve	**$ 684,251 (8.72%)**
Required Minimum Reserve (10%)	$ 784,946
Reserve Shortage	$ 100,695

Although the General Fund budget was structurally balanced, projections showed that the General Fund would be unable to meet the minimum reserve requirement of 10%, as established via Resolution No. 2008-107, by approximately $100,695. In addition, several outstanding matters continued to be unresolved at the time of the budget adoption and their impact to the General Fund budget had not yet been determined. These items included:

- Riverbank Housing Authority Fire District Assessments
- Downtown Beautification Economic Development Bank Loan
- Pending Settlement of the Cooperstown Quarry Legal Matter

A detailed mid-year review of the City's actual revenues and expenditures to date, as well as the closure of several of the unresolved matters require that amendments be made to the original budget. These amendments can be categorized into the following types: Beginning General Fund Reserve Amendment, Closure of Unresolved Matters, Revenue/Expenditure Amendments based on actual receipts & expenses, Personnel Classifications/Status Changes, and New Requests requiring Council Guidance.

BEGINNING GENERAL FUND RESERVE AMENDMENT

At the adoption of the final budget in June 2012, Finance reported that the expected beginning reserve for the new fiscal year would be $665,868. This was based on revenue and expenditures trends that were occurring at that point in time. At the closure of the 2011-12 fiscal year books, which occurred on July 31, 2012, Finance was able to more accurately calculate the beginning reserve given actual revenue and expenditures. This new beginning reserve amount has been calculated at $1,045,299 a difference of $379,431. This increase in the beginning reserve is a result of the following factors:

1. Sheriff's Contract Savings due to vacant positions
2. PERS Retirement Savings due to negotiated concessions
3. Health Benefit Savings from Changing Insurance Plans

The City's General Fund ended the 2011-12 Fiscal Year with a healthy reserve of $1,045,299 or 14%. **Therefore it is recommended that an amendment of <u>$379,431</u> to the beginning reserve be approved.**

CLOSURE OF UNRESOLVED MATTERS

As the fiscal year has progressed, the City has been able to bring closure to all of the unresolved matters previously described.

1. In cooperation with the Riverbank Housing Authority and the Stanislaus Consolidated Fire Protection District (SCFPD), the City was able to negotiate the payment of delinquent assessments in such a manner as to minimize the impact on the City's General Fund. At the November 26, 2012 meeting, the City Council

approved an agreement wherein the City would be responsible for payment of all assessments due and ½ of penalties accrued amounting to a total of $98,263 which would be due to SCFPD in two installments, December 2012 and December 2013. The Riverbank Housing Authority, in turn, agreed to assist the City in the payment of ½ of the penalty amount due, with $10,843 to be remitted to the City. The City Council approved the budget amendment for the December 2012 payment at the November 26th meeting therefore no amendment regarding payment is being requested at this time. Payment of the December 2013 allocation will be requested during the FY 2013-14 budget adoption. **It is recommended that an increase to General Fund revenues of <u>$10,843</u> for the funds to be received from the Riverbank Housing Authority be approved.**

2. With the dissolution of the Riverbank Redevelopment Agency (RDA) in February 2012, the City was required to assume the repayment of the Downtown Beautification Economic Development Bank Loan that was received in August 2008. This loan was originally intended to be repaid with RDA Tax Increment Revenues. With the decline in revenues available to the RDA prior to its dissolution the RDA requested, and received, a two-year payment deferment. This deferment ended in August 2012. Because of the impact that this loan would have on the City's General Fund, a second loan modification was requested to Stanislaus County. The City Council ratified this loan modification at the November 26, 2012 meeting wherein for the 2012-13 Fiscal Year the City agreed to make a $75,000 payment (with interest of $4,000), $35,000 of which had already been included during the final budget adoption process and was paid to the County in August as a gesture of good faith. **Therefore, it is recommended that the City Council approve an amendment of <u>$44,000</u> to the General Fund in order to satisfy the Economic Development Bank Loan payment for this fiscal year.**

3. The Cooperstown Quarry legal matter has been an ongoing legal issue that the City has funded for over two fiscal years. Settlement of this case with the defendant has been reached. A term of the settlement is the reimbursement of legal fees. In this fiscal year, the City will be receiving $185,000 in reimbursed legal fees. **Therefore, it is recommended that the City Council approve an amendment of <u>$185,000</u> to the General Fund for the reimbursement of legal fees from the Cooperstown Quarry.**

<u>Revenue/Expenditure Amendments based on Actual Receipts/Expenses</u>

An important component of a mid-year budget evaluation is determining whether projections made during the final budget adoption continue to remain true as revenues have been received and expenditures have been made. In addition, new information that is received from Stanislaus County and/or the State of California is reviewed for its potential impact to the City's budget and amendments are requested accordingly.

The following is a fund by fund analysis of recommended adjustments to revenues and expenditures highlighting those changes that are of significant impact to the budgets. A detailed listing of all accounts being adjusted is attached as Exhibit A:

General Fund (Fund 101)

Revenues

The mid-year review of all General Fund revenues resulted in a recommended decrease of **$42,303**. Significant adjustments were made to the following revenues:

- Property Tax Current Secured – Recommended Adjustment: **-$128,087**. Subsequent to the adoption of the final budget in June 2012, the Stanislaus County Assessor's Office released the 2012/13 Property Value Assessment Rolls which is the basis on which property taxes are assessed. The Assessment Rolls for the City of Riverbank showed a 4.15% decrease in property values, an adjustment that was not anticipated & translates to decreased revenues to the City.
- Property Tax Prior Secured – Recommended Adjustment: **-$33,000**. Revenues collected from delinquent property taxes have been decreasing as individuals are paying taxes in a timely manner and banks have begun to pay taxes on foreclosed homes.
- VLF Swap – Property Tax – Recommended Adjustment: **-$56,017**. The VLF Swap is also known as Property Tax in Lieu of Vehicle License Fees. In Fiscal Year 2004-2005, the State of California permanently reduced the amount of VLF fees allocated to all cities. To compensate for this reduction in revenues, the State began allocating Property Taxes. Because this fee is considered a property tax, it is dependent on property assessed values. The decrease in property values announced by the County Assessor's Office has also impacted the amount of VLF Swap revenues anticipated.
- Legal Fees Reimbursement – Recommended Adjustment: **+$185,000**. Settlement reached for reimbursement of legal fees related to the Cooperstown Quarry legal matter.

Expenditures

Expenditure reviews consisted of evaluating all accounts to ensure that the original budget would be sufficient to meet anticipated expenditures through the end of the fiscal year. When evaluating accounts, Finance has taken into consideration new information affecting expenditures as well as spending trends. This mid-year evaluation (review) has resulted in a recommended increase in expenditures of +**$122,203.24**.

Major expenditure adjustments are being recommended for the following:

- City Council State/County Fee Account: This account provides the annual budget for the Riverbank Housing Authority Assessments. At the November 26, 2012 meeting the City Council approved an amendment of $49,131 for the December 2012 payment. During the mid-year review it was noted that ½ of this payment had already been budgeted during the adoption of the final budget, therefore a decrease of **-$20,029.38** is recommended for the City Council State/County Fee Account.
- An adjustment of **-$15,437** is recommended for a decrease in PERS Retirement costs. One of the concessions agreed upon by the Miscellaneous & Mid-Management Bargaining Unit was the payment of the Employee share of the retirement costs by each employee. Because this agreement was not reached until after the beginning of the fiscal year the employees agreed to reimburse the City for expenses paid from July-October (when the agreement was ratified by the City Council). This reimbursement was not taken into consideration during the adoption of the final budget.
- The City's Finance Server is currently at the end of its expected useful life. When servers such as these reach this point they often begin to fail (as was the case with the City's Exchange Server failure in December). The City's entire financial system is located on this server and it is imperative that the City maintain this server to perform at peak capacity to avoid failures. Therefore, it is recommended that a budget increase of **+$15,000** be approved in the Finance Department budget.
- Legal Fees concerning the Allen vs. City of Riverbank matter continue to accumulate as the City continues to defend itself to avoid more costly court litigations. In addition, the City has retained the assistance of a Labor Negotiator through the legal firm of Leibert, Cassidy, Whitmore in order to assist with labor contract negotiations with both bargaining units whose contracts are set to expire on June 30, 2013. An adjustment of **+$65,000** is recommended to provide sufficient funds for these two continuing matters.
- In December 2012, the City's computer network experienced technical problems that compromised the City's ability to function. A new server was required in order to ensure that the City could continue to function, therefore an amendment of **+$17,950** is required to cover the purchase of this equipment.
- A Special Election will be scheduled in order to fill the vacant Council member seat that currently exists. A total budget of $57,000 is requested for this special election to be administrated by the County Clerk-Recorder's Office. Savings of $10,000 were achieved from the November 2012 election, therefore +**$47,000** is being requested to proceed with the special election.
- An amendment of **-$17,341** is requested to reflect salary savings for the vacant Deputy position in the Stanislaus County Sheriff's contract.
- The City of Riverbank participates as a member city of the Stanislaus Drug Enforcement Agency (SDEA). This agency provides its member cities with access to specially trained staff that is available to assist when facing drug-related issues. Member cities are asked to contribute annually towards funding this important resource. The City projected its potential contribution

prior to the SDEA adopting its budget. The City will need to budget an additional **+$11,335** in order to provide sufficient funds for the annual contribution.

- Emergency repairs to an important piece of equipment of the Parks Department were required to be made early in the fiscal year. This repair was unanticipated and it is recommended that the Parks Equipment/Projects budget be increased by **$3,750** in order to cover the repair.

With the approved amendments, the General Fund is anticipated to end this fiscal year with a reserve of 11% or $856,024.

Beginning Reserve	**$1,045,299**
Estimated Revenues	$7,807,155
Estimated Expenditures	$8,002,430
Anticipated Ending Reserve	**$850,024 (11%)**

<u>Gas Tax Fund (Fund 102)</u>

The Gas Tax Fund receives revenues from a variety of Highway Users Taxes collected from the State of California via vehicle fuel purchases. Revenues may only be used to fund Street & Roads related projects and expenses. Revenue estimates are steady and are anticipated to meet the $726,965 projected revenue budget.

Expenditures remain steady for the Gas Tax Account which funds important services such as street maintenance repairs and street sweeping, and street light utilities. Expense accounts are at normal spending levels, with the exception of Stand By Pay. Employees who are assigned to work as the emergency stand by contact are paid one hour daily in overtime (double time on Sundays and Holidays) and receive two hours for each emergency call. During the heavy rainy season experienced in December, Stand By Overtime Pay exceeded budgeted amounts. It is recommended than an adjustment of **$2,000** be made to this Gas Tax Account in order to provide sufficient funding for the staff assigned to Stand By.

Overall, the health of the Gas Tax Account has been steadily improving from the significant deficits that were experienced three fiscal years ago. The Fund has been able to capture revenues for much needed upgrades to some of our busier streets. This fiscal year, the Gas Tax Fund is slated to fund improvements to Terminal Avenue, storm drain improvements at Cedarwood Drive.

Beginning Reserve	**$324,684**
Estimated Revenues	$726,965
Estimated Expenditures	$826,008
Anticipated Ending Reserve	**$225,641 (31%)**

Sewer Fund (Fund 106)

The Sewer Fund is a business-type account that has been established to fund the necessary maintenance and improvements to our sewer collection and sewer treatment systems. Revenues are received from user fees from residents, commercial, and industrial entities and may only be used for sewer-related expenditures.

Sewer Revenues are anticipated to meet current projections therefore, no adjustments are currently requested. Sewer Expenditures are overall below the anticipated budget due to the prudent spending by the division. Several amendments are requested in the following expenditure accounts:

- Sewer Collection (423) Stand by Pay: Employees assigned to stand by duties are required to monitor sewer lift stations each weekend. Employees receive four hours of standby overtime pay for these duties. The budgeted amount of $5,000 is not sufficient to cover these current expenses therefore an additional **+$5,000** is requested for this stand by expense.
- Sewer Collection (423) & Sewer Treatment PERS Retirement: As with other departments, the effect of the negotiated PERS repayment from employees assigned to this division was not taken into consideration at the final budget adoption. A decrease of $908 is recommended for the Sewer Collection PERS account and a decrease of $1,142 is recommended for the Sewer Treatment Fund.

Overall, the Sewer Fund is anticipated to end with a healthy reserve of 13% providing funds for future projects and deferred maintenance.

Beginning Reserve	**$403,348**
Estimated Revenues	$2,467,754
Estimated Expenditures	$2,551,129
Anticipated Ending Reserve	**$319,964 (13%)**

All adjustments and/or budget transfers being requested are reflected on Exhibit A which is attached to this document.

PERSONNEL CLASSIFICATIONS & STATUS CHANGES

Over the past several months human resources staff has been evaluating several positions to ensure that the job classifications accurately reflect the job duties being performed. In several cases it was found that employees have been working at a higher level than that of their current job classification. The following employee classifications are recommended for reclassifications:

- Account Clerk I (3 Employees): Reclassification to Account Clerk II
- Accountant: Reclassification to Accounting Manager
- Construction Inspector I: Reclassification to Construction Inspector II

- Economic Development Specialist: Reclassification to Administrative Analyst
- Facilities Maintenance Worker I: Reclassification to Senior Facilities Maintenance Worker

Staff has also recommended that the following positions receive "Exempt" Status under the Fair Labor Standards Act:

- City Clerk/Senior Management Analyst
- Deputy Development Services Director
- Senior Management Analyst
- Accounting Manager

It is also recommended that the following position be reclassified into "Confidential" status due to the nature of the duties this employee is responsible for:

- Human Services Coordinator/Administrative Analyst II

These recommended changes will be brought forth to the City Council for further discussion. The anticipated salary & benefit increases for this fiscal year to the following funds will be a result of the changes:

Fund	Amount
General Fund	$2,890.00
Sewer Fund	$1,233.00
LTF	$42.00
Water	$1,300.00
System Development Fees	$446.00
OEA Grants	$1,321.00
Total	**$7,232.00**

It is recommended that the City Council include these amendments as part of the mid-year review.

REQUEST FOR CITY COUNCIL GUIDANCE ON REQUESTED EXPENDITURES

As part of the mid-year review, departments are asked to evaluate their budgets and determine whether additional funds are necessary for extraordinary items that may be upcoming in their divisions. These items are being presented for guidance from Council as to their inclusion or exclusion from the City's budget. In addition, recommendations that were made by the Budget Advisory Committee are also being presented for guidance.

New Appropriation Request

- $6,000 increase to Parks Department Equipment/Projects Account. This request for funds is being made in order to make necessary upgrades to the Community

Pool locker room. Although a total rehabilitation of the buildings is necessary (at an approximate cost of over $100,000) the funds being requested will ensure that the locker rooms are functional for the Summer 2013 season.

Budget Advisory Committee Recommendations

- Evaluate potential of accepting credit cards at Jacob Myer Park.

- Decrease utility and chemical/maintenance expenses associated with Highway 108 Waterfall Feature. Committee provided the following suggestions:

    - Evaluate potential for installation of solar panels to reduce utility expenses.
    - Run waterfall only on certain days such as weekends, holidays, wine & cheese, etc.
    - Remove pumps to maximize utility savings and set aside funds for future re-installation when the City has more funds available.

    It is important to note that should Council decide to decrease the number of hours that the waterfall is active, it should remain on for at least four hours throughout the day in order to minimize any impacts to the pump.

- City should evaluate the adoption of an ordinance wherein homeowners would be responsible for maintaining sewer laterals from the property lines to their homes to decrease sewer overtime expenditures. City should develop a cost sharing program for these types of expenditures.

Feedback on the potential of proceeding with any of the items above is requested from the City Council in order to begin evaluating its impact on the City's budget and the possibility of implementing these cost-saving strategies for the 2013-14 Fiscal Year.

LOOKING AHEAD AT THE GENERAL FUND BUDGET

Although the City's revenues have been slowly stabilizing it is important to note that stable revenues in an environment where costs continue to increase can lead to shortfalls in the future. Although the City is currently anticipating meeting its reserve requirement this fiscal year, the loss of one-time revenue (i.e. legal fee reimbursements) and increasing on-going expenditures may cause the City's General Fund to experience significant shortfalls.

The following projections were prepared in order to assess the potential status of the General Fund reserves in the future. It is important to note that these are simply projections based on current information that may change in the future. The importance of this information can help to guide the City Council's decisions.

General Fund Reserve Estimates

Fiscal Year	Beginning Reserve	Est. Revenues	Est. Expenditures	Ending Reserve	Structural Reserve/(Deficit)	Required Reserve (10%)	Overage/(Shortfall) to Reserve	% Reserve
FY 2012-13	1,045,299	7,807,155	8,002,430	850,024	-195,275	780,716	69,309	10.9%
FY 2013-14	850,024	7,765,756	8,067,272	548,508	-301,516	776,576	-228,068	7.1%
FY 2014-15	548,508	7,872,072	8,195,362	225,219	-323,289	787,207	-561,989	2.9%
FY 2015-16	225,219	8,069,259	8,329,208	-34,730	-259,949	806,926	-841,656	-0.4%

CONCLUSION

The mid-year budget review is an opportunity for the City Departments to revisit their initial budgets and recommend adjustments based on actual activity that is occurring or on activity that is anticipated to occur. Therefore it is recommended that the City Council take the following action:

1) Approve the mid-year budget amendments as presented in Exhibit A,
2) Approve the Personnel Reclassifications/Status Changes Budget Amendments, and
3) Provide Direction on the new budget appropriations and the Budget Advisory Committee recommendations.

FINANCIAL IMPACT

Mid-Year Budget Adjustments will impact revenue and expenditure projections in the following funds:

	Net Effect to		
Fund	Revenues	Expenditures	Personnel Reclass
General Fund	-$42,302.68	+122,203.24	+$2,890.00
Gas Tax	$0	+$2,000	$0
Sewer Fund	$0	+$3,442.00	+$1,233.00
LTF	$0	$0	+$42.00
Water Fund	+$16,400.00	+$6,565.00	+$1,300.00
Neighborhood Improvement	-$10,725.00	-$10,725.00	$0
Recreation	-$13,487.00	-$13,487.00	$0
System Dev. Fees	$0	$0	+$446.00
OEA Grant Fund	$0	$0	+$1,321.00

ATTACHMENT

1. Exhibit A: Recommended Mid-Year Budget Amendments
2. Resolution

Fund: 101 - GENERAL FUND

REVENUE ADJUSTMENTS

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
400.010 PROP TAX CURRENT SECUREI	1,100,000.00	555,789.22	971,913.00	-128,087.00	4.15% Decrease in Assessed Value
400.030 PROP TAX PRIOR SECURED	34,000.00	0.00	1,000.00	-33,000.00	PFY $790.55
400.060 PROP TRANSFER TAX	27,655.00	22,060.34	39,655.00	12,000.00	Reflect Actual Activity Occuring
400.070 UNITARY TAXES	12,500.00	0.00	0.00	-12,500.00	No Revenue Anticipated due to Purchasing Decrease
400.090 MOTOR VEHICLE IN LIEU TAX	0.00	11,751.32	11,751.32	11,751.32	Reflect Actual Activity Occuring
400.130 SB 813 SUPPL. TAXES	3,700.00	0.00	0.00	-3,700.00	No activity occuring
400.190 VLF SWAP - PROPERTY TAX	1,349,173.00	0.00	1,293,156.00	-56,017.00	Affected by Assessed Value Reduction
450.000 BUSINESS LICENSE	65,000.00	33,726.25	60,000.00	-5,000.00	Reflect Actual Activity Occuring
600.010 POLICE SERVICES	500.00	2,000.50	2,500.00	2,000.00	Reflect Actual Activity Occuring
600.050 BOOKING FEES	1,000.00	832.73	1,500.00	500.00	Reflect Actual Activity Occuring
660.040 VEHICLE RELEASES	35,600.00	10,000.00	17,800.00	-17,800.00	Decrease in Vehicle Tows
664.000 INTEREST INCOME	15,000.00	18,678.56	30,000.00	15,000.00	Revised Estimates from Bank
665.000 RENTS	13,500.00	0.00	0.00	-13,500.00	Cricket Lease not Occuring
673.040 LEGAL FEES REIMBURSEMENT	0.00	0.00	185,000.00	185,000.00	Cooperstown Quarry Reimbursement
675.050 AB939 REIMBURSEMENT	50.00	98.57	1,100.00	1,050.00	Reflect Actual Activity Occuring
Total General Fund Revenue Amendment				-42,302.68	

EXPENDITURE ADJUSTMENTS

Dept: 401.000 CITY COUNCIL

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
701.001 PERSONNEL REGULAR	22,150.00	10,825.00	19,875.00	-2,275.00	Vacant Council Seat
706.056 STATE/COUNTY FEES	91,069.38	21,898.54	71,040.00	-20,029.38	Had already budgeted for 1/2 payment
708.005 MEDICARE	321.00	150.33	288.00	-33.00	
708.006 PERS RETIREMENT	1,300.00	743.17	1,177.00	-123.00	
Total City Council Amendment				-22,460.38	

Dept: 402.000 CITY MANAGER

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
708.012 DEFERRED COMPENSATION	5,000.00	2,750.02	5,250.00	250.00	Actual Annual Deposit will be $5,500.
Total City Manager's Dept Amendment				250.00	

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Dept: 403.000 FINANCE DEPARTMENT					
702.034 OTHER CONTRACT SERVICES	7,000.00	4,946.81	9,779.00	2,779.00	Increase in Credit Card Fees
707.003 EQUIPMENT/PROJECTS	0.00	0.00	15,000.00	15,000.00	New Finance Server
708.006 PERS RETIREMENT	35,811.00	15,559.57	31,770.00	-4,041.00	PERS Retro Adjustment
Total Finance Department Amendment				13,738.00	
Dept: 404.000 LEGAL DEPARTMENT					
702.033 SPECIAL COUNSEL	100,000.00	106,837.32	165,000.00	65,000.00	Continuing Legal Matter/Negotiations
Total Legal Department Amendment				65,000.00	
Dept: 405.000 PLANNING DEPARTMENT					
701.001 PERSONNEL REGULAR	184,272.00	94,852.74	189,706.00	5,434.00	Salary Correction for Supervisory Employee
708.006 PERS RETIREMENT	20,843.00	9,683.05	19,366.00	-1,477.00	PERS Retro Adjustment
708.010 SELF INS. PREMIUM	24,916.00	12,630.67	25,261.00	345.00	Salary Correction for Supervisory Employee
Total Planning Department Amendment				4,302.00	
Dept: 406.000 BUILDING DEPARTMENT					
708.005 MEDICARE	1,929.00	877.65	1,756.00	-173.00	Correction to Medicare Based on Projections
708.006 PERS RETIREMENT	15,294.00	6,923.02	13,846.00	-1,448.00	PERS Retro Adjustment
708.010 SELF INS. PREMIUM	18,057.00	8,998.60	18,065.00	8.00	Correction to Self Insurance based on Projections
Total Buidling Department Amendment				-1,613.00	
Dept: 407.000 BUILDING MAINTENANCE					
706.056 STATE/COUNTY FEES	2,950.00	2,393.11	2,400.00	-550.00	Decrease based on Actual Paid.
708.005 MEDICARE	654.00	296.79	666.00	12.00	Correction to Medicare based on Projections
708.006 PERS RETIREMENT	5,188.00	2,348.06	4,697.00	-491.00	PERS Retro Adjustment
Total Buidling Maintenance Amendment				-1,029.00	

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Dept: 408.000 ADMIN SERVICES					
701.001 PERSONNEL REGULAR	253,347.00	126,355.10	260,047.00	6,700.00	Adjustment for Full-Time Personnel Manager
701.002 PERSONNEL TEMPORARY	75,300.00	31,369.11	53,557.00	-21,743.00	Salary Savings from Part-Time Personnel Manager
706.066 ELECTIONS	20,000.00	-2,974.58	67,000.00	47,000.00	Funds for June Special Elections
707.017 COMPUTER COMPONENTS	4,000.00	0.00	21,950.00	17,950.00	City Exchange Server
708.005 MEDICARE	4,765.00	2,146.33	4,573.00	-192.00	Correction to Medicare Based on Projections
708.006 PERS RETIREMENT	29,337.00	13,186.36	27,056.00	-2,281.00	PERS Retro Adjustment
708.007 PAYROLL TAXES	6,727.00	1,944.90	5,528.00	-1,199.00	Savings from Part-Time Personnel Manager
708.008 GROUP HEALTH DENTAL VISIOI	65,461.00	24,290.48	66,225.00	764.00	Adjustment for Full-Time Personnel Manager
708.009 NATIONAL RETIREMENT	9,520.00	4,778.88	9,702.00	182.00	Adjustment for Full-Time Personnel Manager
708.010 SELF INS. PREMIUM	34,637.00	17,095.83	35,539.00	902.00	Adjustment for Full-Time Personnel Manager
Total Administrative Services Amendment				48,083.00	
Dept: 409.000 POLICE DEPARTMENT					
702.060 CONTRACT SHERIFF SERVICES	3,369,685.00	1,332,240.74	3,352,344.00	-17,341.00	Salary Savings from Vacant Deputy Position
706.072 SDEA CONTRIBUTION	25,000.00	18,167.31	36,334.62	11,334.62	Increase in SDEA Contribution
Total Police Services Amendment				-6,006.38	
Dept: 411.000 ANIMAL & CODE CONTROL					
999.000 TRANSFERS OUT	60,970.00	0.00	55,245.00	-5,725.00	Salary Savings From Neighborhood Imp. Division
Total Animal & Code Control Amendment				-5,725.00	
Dept: 412.000 DEVELOPMENT SERVICES ADMIN					
708.006 PERS RETIREMENT	34,925.00	15,944.69	32,128.00	-2,797.00	PERS Retro Adjustment
Total Development Services Administration Amendments				-2,797.00	

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Dept: 413.000 STREET MAINTENANCE					
701.003 PERSONNEL OVERTIME	0.00	149.46	150.00	150.00	Overtime Earned by Employee
706.027 BOOT & JACKET ALLOWANCE	300.00	0.00	150.00	-150.00	Decrease in Boot Allowance for Vacant Position
708.006 PERS RETIREMENT	5,957.00	2,609.79	5,307.00	-650.00	PERS Retro Adjustment
Total Street Maintenance Amendments				-650.00	
Dept: 414.000 PARKS					
706.056 STATE/COUNTY FEES	4,000.00	3,392.56	3,400.00	-600.00	Decrease based on Actual Paid.
707.003 EQUIPMENT/PROJECTS	4,000.00	5,449.19	7,750.00	3,750.00	Emergency Repairs to Parks Equipment
708.006 PERS RETIREMENT	23,432.00	10,572.60	21,180.00	-2,252.00	PERS Retro Adjustment
Total Parks Department Amendments				898.00	
Dept: 439.000 ECONOMIC DEVELOPMENT					
706.026 ED BANK LOAN PAYMENT	35,000.00	35,000.00	79,000.00	44,000.00	January ED Bank Loan Payment
Total Economic Development Amendments				44,000.00	
Dept: 459.000 RECREATION					
999.000 TRANSFERS OUT	310,094.00	124,976.59	296,307.00	-13,787.00	Savings from Vacant Full-Time Position
Total Recreation Tranfer Amendments				-13,787.00	
Total Net Increase to General Fund Expenditures				122,203.24	

Fund: 102 - GAS TAX FUND

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Expenditures					
701.004 STANDBY PAY	3,500.00	4,416.07	5,500.00	2,000.00	Stand By OT Increase due to Storm Activity
Total Net Increase to Gas Tax Fund Expenditures				2,000.00	

Fund: 106 - SEWER FUND

Expenditures

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Dept: 423.000 SEWER COLLECTION					
701.004 STANDBY PAY	5,000.00	5,777.70	10,000.00	5,000.00	Increase in Standby Overtime for Lift Station Monitoring
708.006 PERS RETIREMENT	7,868.00	3,471.26	6,960.00	-908.00	PERS Retro Adjustment
Total Net Decrease to Sewer Collection Expenditures				4,092.00	
Dept: 424.000 SEWER TREATMENT (WWTP)					
701.001 PERSONNEL REGULAR	167,439.00	87,342.86	175,291.00	7,852.00	Transfer of Budgeted Increase for Approved Salary Adjustment
701.080 SALARY REQUEST	7,852.00	0.00	0.00	-7,852.00	Transfer of Budgeted Increase for Approved Salary Adjustment
708.005 MEDICARE	2,428.00	1,378.18	2,900.00	472.00	Increase based on actual Activity
708.006 PERS RETIREMENT	19,252.00	9,043.45	18,110.00	-1,142.00	PERS Retro Adjustment
Total Net Decrease to Sewer Treatment Expenditures				-670.00	

Fund: 114 - WATER FUND

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Revenues					
699.000 TRANSFERS IN	0.00	16,400.00	16,400.00	16,400.00	Increase Related to Transfer In of Asset
Total Net Increase to Water Revenues				16,400.00	
Expenditures					
706.997 LOSS ON FIXED ASSET	0.00	7,712.56	7,713.00	7,713.00	Increase for Loss on Fixed Asset Surplused
708.006 PERS RETIREMENT	28,348.00	13,742.56	27,200.00	-1,148.00	PERS Retro Adjustment
Total Net Increase to Water Expenditures (Dept. 443)				6,565.00	

Fund: 117 - NEIGHBORHOOD IMPROVEMENT

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Revenues					
655.000 FINES, FORFEITURES,PENALTIE	10,000.00	3,263.00	5,000.00	-5,000.00	Decrease in Citation issuance Activity
699.000 TRANSFERS IN	60,970.00	0.00	55,245.00	-5,725.00	Decrease for Salary Savings
Total Net Decrease to Neighborhood Improvement Fund Revenues				-10,725.00	
Expenditures					
701.001 PERSONNEL REGULAR	57,506.00	19,502.50	48,256.00	-9,250.00	Salary Savings from Employee Out on Medical Leave
701.002 PERSONNEL TEMPORARY	0.00	1,632.28	1,633.00	1,633.00	Part-Time Employee Assistance
706.073 UNIFORMS & RAGS	0.00	0.00	123.00	123.00	Increase for Employee Uniform
708.005 MEDICARE	834.00	268.92	639.00	-195.00	Savings from Employee Out on Medical Leave
708.006 PERS RETIREMENT	6,267.00	1,773.22	4,611.00	-1,656.00	Savings from Employee Out on Medical Leave
708.007 PAYROLL TAXES	434.00	202.40	637.00	203.00	Increase for Part-Time Employee Assistance
708.010 SELF INS. PREMIUM	7,707.00	2,435.76	6,124.00	-1,583.00	Savings from Employee Out on Medical Leave
Total Net Decrease to Neighborhood Improvement Fund Expenditures				-10,725.00	

Fund: 134 - RECREATION & PARK DEVELOPMENT

	Amended Bud.	YTD Actual	Revised Bud.	Adjustment	Notes
Revenues					
680.025 MISC PROGRAM INCOME	0.00	300.00	300.00	300.00	Increase in Actual Revenues Received
699.000 TRANSFERS IN	310,094.00	124,976.59	296,307.00	-13,787.00	Decrease in General Fund Subsidy due to Salary Savings
Total Net Decrease to Recreation Revenues				-13,487.00	
Expenditures					
701.001 PERSONNEL REGULAR	189,648.00	86,113.49	173,000.00	-16,648.00	Savings from Vacant Full-Time Position backfilled with Part-Time Employees
701.002 PERSONNEL TEMPORARY	42,000.00	31,003.53	56,787.00	14,787.00	Part Time Estimates for Office Assistance, Aquatics & Recreation
702.032 PROFESSIONAL/SPECIAL SERV	0.00	1,860.28	1,861.00	1,861.00	Executime Time Keeping Software Allocation

708.005	MEDICARE	3,359.00	1,619.25	3,573.00	214.00	Increase based on Actual Activity
708.006	PERS RETIREMENT	20,825.00	9,294.17	18,600.00	-2,225.00	Savings from Vacant Full-Time Position backfilled with Part-Time Employees
708.007	PAYROLL TAXES	4,340.00	2,749.49	5,691.00	1,351.00	Part Time Estimates for Office Assistance, Aquatics & Recreation
708.008	GROUP HEALTH DENTAL VISIOI	23,327.00	6,869.66	14,500.00	-8,827.00	Savings from Vacant Full-Time Position backfilled with Part-Time Employees
708.009	NATIONAL RETIREMENT	5,950.00	2,006.40	4,750.00	-1,200.00	Savings from Vacant Full-Time Position backfilled with Part-Time Employees
708.010	SELF INS. PREMIUM	25,745.00	11,448.19	22,945.00	-2,800.00	Savings from Vacant Full-Time Position backfilled with Part-Time Employees
708.012	DEFERRED COMPENSATION	5,841.00	2,920.32	5,841.00	0.00	
Total Net Decrease to Recreation Expenditures					-13,487.00	

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK APPROVING THE FISCAL YEAR 2012-2013 MID-YEAR BUDGET ADMENDMENTS

WHEREAS, part of the mid-year budget review, staff has projected that all reserve accounts will remain within or above the parameters as initially forecast; and,

WHEREAS, certain critical need to personnel, supplies, programs, and equipment has arisen in certain operational areas; and,

WHEREAS, to satisfactorily meet these needs it is recommended that the adjustments presented in Exhibit A: FY 2012-2013 Mid-Year Budget Adjustments be approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby authorizes the budget adjustments presented in Exhibit A: FY 2012-2013 Mid-Year Budget Adjustments to satisfactorily meet the needs of our residents.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 11th day of February, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

____
Annabelle Aguilar, CMC
City Clerk

APPROVED:

____
Richard D. O'Brien
Mayor

Attachments: Exhibit A – Mid Year Budget Adjustments

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date:	February 11, 2013
Subject:	Request Partial Funding to Conduct a Animal Shelter Needs Assessment
From:	Jill Anderson, City Manager
Submitted by:	Sue Fitzpatrick, Director of Parks and Recreation

RECOMMENDATION

It is recommended that the City Council consider approving the resolution authorizing the expenditure of up to $2,200 to reimburse the City of Oakdale for expenses associated with an assessment of animal control shelter needs for the Cities of Oakdale and Riverbank.

SUMMARY

On January 14, 2013 the Riverbank City Council considered a request from the Oakdale City Council to share the costs associated with the engagement of a firm to assess the need for and viability of a new animal control facility. At that time, the Riverbank City Council asked that the item be brought back for a decision at the February 11 meeting following the mid-year budget review. The cost to the City of Riverbank would be 50% of the cost of the study or $2,200, whichever is less.

Since the January 14 meeting, there have been some changes in the makeup of the non-profit groups promoting the advancement of the study. There is a possibility that these changes or new information may impact the City of Oakdale's decision to move forward. Therefore, if the City of Riverbank appropriates the funds, it needs to be noted that the City of Riverbank's action in no way obligates the City of Oakdale to move forward with the assessment.

In consideration of the significant financial difficulties that the City has faced over the last few years, the City would not have elected to pursue this project at the current time. However, in consideration of City of Oakdale's request and the efforts of the non-profits that support animal services in Oakdale and Riverbank, it is something that may provide useful information that could be used for long-term planning.

BACKGROUND

The City of Riverbank has been contracting with the City of Oakdale for animal shelter services since 2008. The City budgeted $152,000 for the 2012-2013 fiscal year for this contract.

The Oakdale Animal Shelter is an 800 square foot cinder block building that was built in 1974 to serve a population of approximately 5,000. The City of Oakdale and Riverbank with assistance from OSPA (Oakdale Shelter Pet Alliance) and private donations has increased the capacity of the shelter by adding kennels to the exterior of the building, an exercise/play area, and by updating and renovating the existing kennels.

The City of Oakdale has been operating out of the existing animal shelter building for nearly forty years. According to Chief Jenkins from City of Oakdale Police Services, the capacity of this building is inadequate for sheltering animals for two Cities with a total population of almost 50,000 people. Donations from the public and hard work by the City staff members and OSPA volunteers have allowed continued operation out of this site. However, planning for future growth will require the building of a new structure since the point has been reached where it is no longer practical to add more kennels and management of the animals is difficult and inefficient.

Recently Oakdale was approached by a new local foundation, ASTRO (Animal Shelter To Riverbank/Oakdale) that was interested in raising funds to build a new shelter. In speaking with members of this foundation it was determined that the first logical step to take in this process is to fund a needs assessment to determine the required capacity for a new shelter, the costs and feasibility. Chief Lester Jenkins with Oakdale Police Services felt that it was appropriate for the Cities to fund the needs assessment and not a third party to maintain impartiality of the report.

On December 17, 2012, the City of Oakdale City Council authorized a contract to conduct a study assessing the viability of a new animal control facility. The funds allocated were not to exceed $4,400. The City of Oakdale is requesting that the City of Riverbank participate in this study by sharing the cost of the assessment in the amount of $2,200.

FINANCIAL IMPACT

The vendor that the City of Oakdale has approved is Animal Arts, a company based in Colorado. The bid amount is $3,400 for the Needs Assessment plus travel expenses not to exceed $1,000. The total maximum cost of $4,400 would be split between the Cities of Oakdale and Riverbank. Financial impact for the City of Riverbank would not exceed $2,200. If approved, the City of Riverbank would reimburse the City of Oakdale for costs associated with the study.

The City of Riverbank currently has budgeted funds for animal shelter services. If the funds available are not sufficient to cover the additional $2.200, a budget adjustment to the General Fund would be required at the end of this fiscal year if the project proceeds.

ATTACHMENTS

1. Resolution

CITY OF RIVERBANK

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERBANK TO PROVIDE PARTIAL FUNDING FOR A STUDY ASSESSING THE VIABILITY OF A NEW ANIMAL CONTROL FACILITY

WHEREAS, the current building used to shelter animals for the City of Oakdale was built in 1974; and

WHEREAS, the City of Riverbank contracts with the City of Oakdale for Animal Control Services

WHEREAS, the shelter was originally designed to service a population of about 5,000 residents; and

WHEREAS, there is a non-profit group in the City of Oakdale that was formed with the intention of raising private funds for the building of a new shelter

WHEREAS, firms have been researched and Animal Arts has been selected by the City of Oakdale to conduct a Needs Assessment not to exceed $4,400

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Riverbank hereby authorizes the payment to the City of Oakdale for one half the cost of the Needs Assessment for a new Animal Shelter not to exceed $2,200.

PASSED AND ADOPTED by the City Council of the City of Riverbank at a regular meeting held on the 11th day of February, 2013; motioned by Councilmember ______, seconded by Councilmember ______, and upon roll call was carried by the following vote of ___:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

____
Annabelle Aguilar, CMC
City Clerk

APPROVED:

____
Richard D. O'Brien
Mayor

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date:	**February** 11, 2013
Subject:	Job Re-Classifications/Status Changes
From:	Jill Anderson, City Manager
Submitted by:	Katie Lemons, Special Project Advisor

RECOMMENDATION

It is recommended that the City Council approve the Re-Classification/Status Changes of the following positions and related adjustments to the FY 2012-2013 Budget.

Re-Classifications of the following positions:

Facilities Maintenance Worker II to Senior Facilities Maintenance Worker
Construction Inspector I to Construction Inspector II
Accountant to Account Manager
Account Clerks I to Account Clerks II
Economic Dev. Specialist to Administrative Analyst II

Status changes for the following position:

Human Services Specialist/Administrative Analyst II to Confidential /Mid-Management

Exempt Status for the following positions:

Deputy Dev.Services Director of Operations
Finance Accountant (Account Manager)
Senior Administrative Analyst /Dev.Services
Senior Administrative Analyst /City Clerk
Human Services Specialist/Administrative Analyst II
Human Resources Analyst
Administrative Analyst LRA
Recreation Supervisor

SUMMARY

Over the course of the last few years, the City has experienced a rapid reduction of positions due to the economic crisis and subsequent departmental reorganizations designed to accommodate fewer staff members. These changes now require that a number of classifications be updated to ensure that they accurately reflect the level of responsibility and duties for which each position is accountable, consistent with the City's labor agreements. There is also a need to add one position to the "confidential" category to create the appropriate internal alignment of confidential responsibilities in the Administrative Services Department.

A review of the City's middle management group classifications led to the determination that analyst positions need to be made "exempt" to be in compliance with Federal Labor Laws.

PROPOSED POSITION CHANGES

A description of each of the proposed changes is provided below.

Reclassifications

Construction Inspector I & II series: The Construction Inspector I is performing the full array of duties of Construction Inspector II, which is the higher level of the position. The cost of this proposed re-classification is $ 68.00 thru June 30, 2013 and would be charged 100% to the general fund.

Facilities Maintenance Worker II: This position is now performing at the Senior level of the Facilities Maintenance Worker series for the Parks & Recreation Department. All custodian duties of the City are the responsibility of this individual. The cost of this re-classification is $ 990.00 thru June 30, 2013 and would be charged 100% to the general fund.

Account Clerk I: In the Finance Department, all three individuals in the Account Clerk I positions have been in their respective positions for over 6 years and need to be re-classified to Account Clerks II based on their knowledge and expertise concerning their individual duties. The cost of these reclassifications would be $134.00 through June 30, 2013 and approximately 80% of the expense would be charged to the sewer and water funds consistent with the primary responsibilities of the positions.

Accountant: The Accountant has been working out-of-class and continues to perform the more complex professional accounting duties, as well as supervise and oversee the work of staff. In the absences of the Finance Director, the position also oversees the department activities. Therefore, it is proposed that this position be reclassified to Account Manager. The cost associated with this is reclassification is $1507.00 thru June 30, 2013 and would be charged as follows: 37% to the general fund, 20% to the sewer fund, 23% to the water, and 20% to System Dev. Fees.

Economic Development Specialist: This position is now performing a full scope of administrative and analytical duties, in addition to management support duties. Therefore, it is proposed that it be reclassified as an Administrative Analyst II. The cost of this re-classification is $ 1044.00 thru June 30, 2013 and would be charged 100% to OEA Grants.

Status Change to Confidential Employee

Administrative Analyst II: A Confidential Employee is defined as an employee who has access to confidential information which contributes significantly to the development of management positions. The Administrative Analyst II/Human Services Specialist position deals with confidential information on a regular basis, assists the City Manager with various projects, and often serves as a primary contact in the absence of the City Manager and the Special Project Advisor. These roles could create a conflict if the position continues to be represented by the Misc. Bargaining Unit. Therefore, it is recommended that the Administrative Analyst II to be made a Confidential/Mid management employee. The cost associated with the proposed status change cost is $359.00 thru June 31, 2013 and would be charged 100% to general fund.

Exempt Status

An Exempt employee is an employee who is defined by federal law (FLSA) as being exempt from minimum wage and overtime requirements. There are certain requirements that make a position exempt as defined by the Federal Labor Standard Act, such as being paid above $455.00 a week, receive a salary rather then an hourly rate and perform a job that is in the exempt category listed by the US Department of Labor. All the jobs that you are being asked to consider for exempt status are exempt by FLSA.

After the review of the City's mid management positions, it has been determined that the eight positions meet the standard to be considered Exempt under the Federal guidelines that establish exempt positions. These positions are required to perform work duties, which require a workweek in excess of 40 hours, such as Council Meetings, Committee Meetings, City events that require their attendance after working hours/weekends. In order to compensate for the loss of overtime, it is recommended that the compensation be increased 1.5 % and that these positions be provided 40 hours of Administrative Leave each fiscal year, prorated to 20 hours for the 2013-2013 Fiscal Year. Administrative Leave would not be a cash-out benefit.

Both the Administrative Analyst and the Account Manager positions are listed for exempt consideration in addition to the re-classification consideration because both positions fall under the exempt criteria as well.

- **Deputy Dev. Services/Operations Director**: The cost would be $ 971.00 thru June 30, 2013 and be charged 50% to the sewer fund and 50% to the water fund.

- **Senior Management Analyst Dev. Services**: The cost would be $ 835.00 thru June 30, 2013 and would be charged 45% to the general fund, 25% to the sewer fund , 25% to the water, and 5% to LTF.

- **Senior Management Analyst/City Clerk**: The cost would be $ 687.00 thru June 30, 2013 and would be charged 90% to the general fund, 5% to the sewer fund and 5% to the water fund.

- **Human Services Specialist/Administrative Analyst II**: The cost would be $704.00 thru June 30, 2013 and would be charged 100 % to the general fund.

- **Human Resource Analyst**: The cost would be $ 565.00 thru June 30, 2013 and would be charged 100% to the general fund.

- **Administrative Analyst LRA**: The cost would be $ 1712.00 thru June 30, 2013 and would be charged 100% to OEA grants

- **Account Manager:** The cost would be $ 2228.00 thru June 30, 2013 and would be charged 37% to the general fund, 20% to the sewer fund, 23% to the water, and 20% to Systems Dev Services.

- **Recreation Supervisor:** The cost would be $ 667.00 thru June 30, 2013 and would be charged 100% to the general fund.

FINANCIAL IMPACT

General Fund -	$ 5743.00
Water Fund -	$ 1647.00
Sewer Fund -	$ 1534.00
Systems Dev. Fees-	$ 747.00
LTF -	$ 42.00
OEA Grants	$ 2756.00
Total Financial Impact	$12,469.00

ATTACHMENT

The following re-classification job proposals are attached:

Senior Facility Maintenance Worker
Construction Inspector II
Account Clerk II
Account Manager
Administrative Analyst II

CITY OF RIVERBANK

SENIOR FACILITIES MAINTENANCE WORKER

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DEFINITION:

Under general supervision, leads and participates in the maintenance, limited construction, and cleaning of all City buildings and facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Facilities Maintenance Worker** is the advanced journey level class in the facilities maintenance series. Incumbents perform skilled cleaning and maintenance tasks in the City's building and facilities and provide supervision to assigned staff when required. This classification is distinguished from the next higher class of Parks and Facilities Supervisor in that the latter has supervisory responsibility for all parks and facilities operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks and Facilities Supervisor. Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, reviews, assigns, and performs a variety of semi-skilled and skilled tasks involved in the maintenance, limited construction, repair, and cleaning of City buildings and facilities, including City Hall, Community Center, Scout Hall, Police Department, Corporate Yard, and any other required City buildings and facilities.

- Assigns and directs the work of subordinates; trains new employees; supervises and participates in the cleaning and maintenance of assigned buildings.

- Sweeps, mops, strips, and waxes floors; cleans bathrooms and replenishes supplies; empties trash containers; shampoos carpet; washes windows; cleans, dusts, and polishes furniture.

- Leads and performs minor plumbing work as necessary; unplugs drains, urinals and toilets; performs routine maintenance on valves, fittings, and other fixtures; replaces light bulbs when necessary, including bulbs for fluorescent lights; may work at elevated levels to replace light bulbs or to perform minor roof maintenance.

- Participates in minor repairs or construction when needed; troubleshoots problems and reports findings to appropriate personnel; paints buildings and facilities when needed; cleans sidewalks of debris near City buildings assigned; maintains planters in front of City Hall.

- Sets up for events at the Community Center and City Hall; moves tables, chairs and furniture.

- Determines when certain repairs or replacements are needed for City buildings and facilities; updates Material Safety Data Sheets with lists of chemicals and uses at assigned stations.

- According to established procedure, purchases materials, equipment, and supplies necessary to complete the maintenance or repair task; maintains an adequate supplies and materials inventory; maintains accurate records; estimates time, materials and equipment needed for various projects.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing more that 25 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs, work evenings and weekends, and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Senior Facilities Maintenance Worker.** A typical way of obtaining the required qualifications is to possess the equivalent of three years of general repair and maintenance experience in facility maintenance with a minimum of two years at the journey level similar to that of a Facilities Maintenance Worker II in the City of Riverbank, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and methods of building and facility maintenance, cleaning, and repair; materials, tools, and methods used in general building cleaning, repair, and maintenance; methods and techniques used for cleaning bathrooms and stripping floor wax; safe work practices and the use and care of hand and/or power tools; methods and techniques of supervision; applicable federal, state, and local laws, codes, and regulations; basic principles of mathematics; Material Safety Data Sheets and proper usage of chemicals posted; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Ability to:

Lead and perform duties involving the cleaning and maintenance of all City owned buildings and facilities; performs light plumbing, painting, and mechanical repair work; operate a variety of hand and power tools, vehicles, and equipment used in building maintenance and cleaning; perform manual labor; work safely, independently, and with others; interpret, explain, and apply applicable laws, codes, and regulations; lead and train assigned staff; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of equipment, including power and hand tools in the maintenance, repair, and cleaning of facilities.

CITY OF RIVERBANK

CONSTRUCTION INSPECTOR I/II

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DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Construction Inspector series, such as para-professional engineering, office and field work involving inspection, field testing, and surveying; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Construction Inspector I
The **Construction Inspector I** is the entry level class in the Construction Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including field inspections of a wide variety of public and private construction projects related to City facilities and private development, as well as ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This classification is alternatively staffed with Construction Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Construction Inspector II
The **Construction Inspector II** is the journey level class in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring, and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, facilities, and other construction, to assure compliance with City standards, codes, and specifications. This class is distinguished from the next lower classification of Construction Inspector I by the performance of the more complex and difficult duties of the work unit and the exercise of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Construction Inspector I
Receives immediate supervision from the Assistant Public Works Director or Director of Public Work/City Engineer depending on assignment. Incumbents in this class do not routinely exercise supervision.

Construction Inspector II
Receives general supervision from the Assistant Public Works Director or Director of Public Works/City Engineer depending on assignment. May exercise functional and technical supervision over lower level classes.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Inspects the construction, repair or alteration work on major projects; observes and measures materials used in streets, parks, gutters, curbs, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities, and other City capital projects; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.

- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; reviews plans and specifications of assigned projects; responds to complaints related to construction activities at the counter and over the phone.

- Prepares a variety of reports and logs; submits monthly time reports; drafts letters to contractors

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:
Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Construction Inspector I/II.** A typical way of obtaining the required qualifications is to possess the equivalent of:

Construction Inspector I
Two years of experience in construction, inspection, public works maintenance, or the performance of related work, and a high school diploma or equivalent. College level course work in engineering or construction management is desirable.

Construction Inspector II
In addition to the above, two years experience equivalent to a Construction Inspector I in the City of Riverbank.

License/Certificate:

Construction Inspector I
Possession of a valid Class C California driver's license at the time of appointment, to be maintained as a condition of continued appointment. Possession of certification as a Registered Construction Inspector issued by the American Construction Inspectors Association is required within six (6) months of appointment, to be maintained as a condition of continued appointment.

Construction Inspector II
Possession of a valid Class C California driver's license at the time of appointment, to be maintained as a condition of continued appointment. Possession of certification as a Registered Construction Inspector issued by the American Construction Inspectors Association is required, at the time of appointment, to be maintained as a condition of continued appointment.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels)*

Knowledge of:

Construction materials such as concrete, asphalt, and piping; principles, practices, methods, and materials used in public works construction; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Read, understand, and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

CITY OF RIVERBANK

ACCOUNT CLERK I/II

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DEFINITION:

Under general supervision, performs clerical and technical accounting support and administrative work, which depending on the area of assignment may include the preparation and maintenance of accounts receivable, accounts payable, business licensing, and utility accounts; performs customer service functions for the public, City staff and vendors both in person and over the phone; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I - This is the entry level class in the Account Clerk series. This position allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Account Clerk II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Account Clerk II - This is the full journey level class of the series. Incumbents at this level are expected to perform a variety of more difficult and responsible duties on behalf of the department operations. Incumbents are expected to continue to learn and assume additional responsibilities. This classification differs from the next higher classification of Accountant in that the latter performs more complex and difficult professional duties.

SUPERVISION RECEIVED/EXERCISED:

Account Clerk I

Receives immediate supervision from higher level accounting personnel. Incumbents in this class do not routinely exercise supervision.

Account Clerk II

Receives general supervision from higher level accounting personnel. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs clerical and technical accounting support and administrative work, which depending on the area of assignment may include, the preparation and maintenance of accounts receivable, accounts payable, business licenses, and utility accounts; utilizes automated financial systems and a variety of word processing and spreadsheet programs to enter, store, and retrieve information; provides information in person and over the phone to the public, other governmental agencies and City staff requiring the use of judgment and the interpretation of a variety of policies, rules, and procedures.

- Maintains accounting records; processes, enters, and verifies numerical or financial data related to area of assignment; handles payments at the counter, provides receipts.

- Assists other accounting personnel in performing a wide variety of technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts receivable, business licenses, accounts payable, and utility billing.

- Provides customer service over the telephone and at the front counter.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

- Processes and maintains customer utility billing for water, sewer, and refuse for all residential and business/commercial customers; accepts payments for utility services, various licenses, permits and fees; explains utility billings, and other regulatory policies to customers; processes and updates billing charges to customer accounts; prepares late notices for mailing on delinquent accounts; research and solve billing inquiries and adjust accounts if necessary.

- Participates in regular backup of accounting information; performs daily closing of accounts; assists customers with ROTA and Stanislaus County bus ticket sales when required; accepts and processes money from the Parks and Recreation Department related to City facility rentals and program registrations; assists in the development of welcome packets for the City.

- Processes incoming mail; writes deposit receipts and record on files; verifies account numbers and amount paid; processes returned mail and verifies with registers.

- Prepares and types various bills and notices; processes appropriate delinquent invoices to the Credit Bureau.

- Provides customer service to explain business license polices, rules, and procedures over the telephone and in person. Receives and processes business license applications and prepare billings. Operates a PC based business license system including: setting up new accounts, posting payments and adjustments and closing out accounts.

- Sorts, audits, matches with appropriate purchase orders and distributes invoices from vendors and service providers to correct departments for coding; enters data for vendor invoices in applicable software; enters correct codes for invoices into system; prints reports for Finance Director review and approval; and prints vendor checks for payment of invoices; creates Warrant lists for the City Council and Redevelopment Agency agendas.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Account Clerk I:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Account Clerk I. A typical way of obtaining the required qualifications is to possess one year of responsible experience in financial or statistical record keeping and a high school diploma or equivalent.

Account Clerk II:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Account Clerk II. A typical way of obtaining the required qualifications is to possess 2 years of experience comparable to that of an Account Clerk I in the City of Riverbank and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles and practices of account payables and receivables; standard business arithmetic as applied to accounting technical support; methods and techniques of cash management; data entry, data base access and standard report generation; public relations techniques and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain and reconcile various financial, accounting, billing and statistical records; make arithmetic and statistical calculations quickly and accurately; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment including a 10-key calculator, computer and variety of word processing and software applications; operate automated billing and financial systems.

CITY OF RIVERBANK

Accounting Manager

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DEFINITION:

Under general direction, assists in planning, managing, overseeing and directing assigned operations, and services of the Finance Department; analyzes and reconciles financial statements; assists with preparing the City's annual budget; prepares required reports; prepares journal entries and maintains the City's general ledger; assists in the administration of grants; provides liaison to outside auditors; oversees the work of assigned staff; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides assistance to the Director of Finance/Treasurer; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Manager** is the mid-management level class which performs a variety of complex financial duties, including assisting with the preparation of the City's annual budget, reconciling a variety of accounts and funds, maintaining the City's general ledger, and overseeing staff involved in payroll, utility billing, accounts payable and receivable, and customer service. This classification is distinguished from the next higher classification of Director of Finance/Treasurer in that the latter has overall responsibility for the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Finance/Treasurer. Exercises direct and indirect supervision over professional, technical, and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, manages, oversees, and directs assigned functions of the Finance Department; reconciles numerous accounts; assists with the preparation of the City's annual budget; prepares various required reports; prepares journal entries and maintains the City's general ledger.

- Assists with developing, implementing, and maintaining departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals; ensures that goals are achieved.

- Assists in the preparation of the City's annual budget, including preparing forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; assists in coordinating the City budget process; develops revenue forecasts and monitors expenditures on a regular basis.

- Coordinates outside audits; prepares and submits a variety of state required reports.

- Creates and enters journal entries in order to maintain the City's general ledger.

- Reconciles and balances cash accounts; reconciles various accounts in order to ensure proper usage and balances; makes correcting entries as necessary; processes the bank reconciliation.

- Assists in the transfer of funds for cash management and maintains a chart of all City and redevelopment accounts.

- Participates in the selection, training, and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.

- Balances balance sheets accounts.

- Processes and authorizes the Department's accounts payable invoices for payment; reviews accounts payable data entry to ensure proper account coding.

- Reviews and signs off on staff timesheets; oversees the staff responsible for accounts payable, accounts receivable, utility billing, customer services, and payroll; fills in for staff as necessary.

- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance and portfolio management; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accounting Manager.** A typical way of obtaining the required qualifications is to possess the equivalent of four years experience, including at least three years in a responsible professional accounting capacity, and a bachelor's degree in accounting, business administration, finance, or related field.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and techniques of finance and information system administration, organization and operation; Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP); principles and practices of general, fund, cost, and governmental accounting; principles and practices of auditing and financial control; network based computer applications and design; methods and techniques of supervision, training, and motivation; principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including those related to investments, purchasing and utility billing; principles and practices of budget development; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the work of assigned Finance personnel; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement, and performance levels; assist in the preparation of the budget and a variety of reports; reconcile various accounts; administer the Department's server and related financial software programs; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.

CITY OF RIVERBANK

ADMINISTRATIVE ANALYST I/II

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DEFINITION:

Under general supervision, learns to perform and performs a wide variety of professional, administrative, analytical, and management support within assigned program areas; develops, implements, and administers assigned program responsibilities, including budget preparation, financial management, and grant coordination; conducts research; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Analyst I

The **Administrative Analyst I** is the entry-level class in the professional analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the full scope of the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of less complex administrative and analytical tasks. This classification is alternatively staffed with Administrative Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Analyst II

The **Administrative Analyst II** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical, and management support duties within assigned program areas. This classification is distinguished from the next higher classification of Senior Administrative Analyst in that the latter performs the more complex duties and has full supervisory responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Administrative Analyst I

Receives immediate supervision from higher level department management. May exercise technical and functional supervision over technical and office support staff.

Administrative Analyst II

Receives general supervision from higher level department management. May exercise direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Conducts studies of organizational, administrative, and operational issues; reviews and analyzes processes, procedures, and work methods; analyzes legislation; develops funding proposals, policy alternatives, and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.

- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational, and organizational issues; coordinates and manages assigned special projects.

- Assumes operational authority over projects, services, or administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements, and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.

- Participates in the development and implementation of departmental and program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services, and supplies; monitors and assists in the administration of the approved budget.

- Serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance regarding assigned program and service areas.

- Assists in or develops Request for Proposals and sees them through the hearing process; assists in the screening, interviewing, and selecting consultants; monitors contracts and related documentation.

- Represents the City/department at a variety of meetings with community groups, professional associations, regional groups, and other agencies; establishes effective working relationships with others; serves on various committees.

- Reviews and responds to questions and/or complaints from citizens and provides information accordingly.

- Attends staff, City, Council, and/or Commission meetings as assigned.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Analyst I/II.** A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Analyst I
A bachelor's degree in business administration, public administration, finance, economics, planning, or a related field.

Administrative Analyst II
In addition to the above, one year of progressively responsible administrative, analytical, and technical experience equivalent to that of an Administrative Analyst I in the City of Riverbank.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles, practices, and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques, and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public personnel administration, budget development, and implementation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Analyze financial, budgetary, administrative, operational, and organizational problems; consult effectively with management, staff, and the public; develop, coordinate, and administer assigned work programs and grants; identify private, state, and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of fiscal, statistical, and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet, and other software applications.