CITY OF RIVERBANK
REGULAR CITY COUNCIL AND LOCAL REDEVELOPMENT AUTHORITY MEETING
(The City Council also serves as the LRA Board)
City Hall North Council Chambers
6707 Third Street • Riverbank • CA 95367

choose civility

AGENDA
TUESDAY, MAY 13, 2014 – 6:00 P.M.
(THE AGENDA PACKET IS POSTED AT THE CITY CLERK'S OFFICE AND AT WWW.RIVERBANK.ORG)

CALL TO ORDER: Mayor/Chair Richard D. O'Brien

FLAG SALUTE: Mayor/Chair Richard D. O'Brien

INVOCATION: Riverbank Ministerial Association

ROLL CALL: Mayor/Chair Richard D. O'Brien
Vice Mayor/Chair Cal Campbell
Council/Authority Member Darlene Barber-Martinez
Council/Authority Member Leanne Jones Cruz
Council/Authority Member Jeanine Tucker

CONFLICT OF INTEREST
Any Council/Authority Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.

1. PRESENTATIONS

Item 1.1: Proclamation Declaring the Month of May 2014 as Asthma Awareness Month.

Item 1.2: Proclamation Declaring May 15, 2014, as Peace Officers Memorial Day and the Week of May 11-17, 2014, as Police Week.

Item 1.3: Proclamation Declaring May 18 – 24, 2014 as "National Public Works Week" In the City Of Riverbank.

Item 1.4: Update to Demographic Study Being Prepared By National Demographic Corporation Analyzing the City of Riverbank's At-Large Electoral System Pursuant to the California Voting Rights Act.

Item 1.5: Status Report on the Riverbank Downtown Specific Plan Preparation.

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/LRA Board. 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 during the public comment period cannot be discussed or acted upon. For record purposes, state your name and City of residence. Please make your comments directly to the City Council/LRA Board.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless otherwise requested by an individual Council/Authority Member 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 April 22, 2014, Regular City Council / Local Redevelopment Authority Minutes.

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

4. UNFINISHED BUSINESS

There are no items to consider.

5. PUBLIC HEARINGS

Item 5.1: **First Reading and Introduction by Title Only of an Ordinance of the City Council of the City of Riverbank, California, Amending Title XV: Land Usage; Chapter 150: Building Regulations, Adding New Section 150.16: Solar/Photovoltaic Power Systems, of the City of Riverbank Code of Ordinances** – It is recommended that the City Council conduct the first reading and introduction by title only of the ordinance presented, and consider its approval, by roll call vote, to conduct a second reading by title only at the May 27, 2014, regular City Council meeting and consider its adoption. (Public Hearing notice published on April 30, 2014)

Item 5.2: **First Reading and Introduction by Title Only of an Ordinance of the City Council of the City of Riverbank, California, Amending Title XV: Land Usage, Chapter 153: Zoning, Adding New Section 153.004: Application and Processing Fee, of the City Of Riverbank Code of Ordinances** – It is recommended that the City Council conduct the first reading and introduction by title only of the ordinance presented, and consider its approval, by roll call vote, to conduct a second reading by title only at the May 27, 2014, regular City Council meeting and consider its adoption. (Public hearing notice published April 30, in the local newspaper.)

6. NEW BUSINESS

Item 6.1: **Fiscal Year 2014-15 Proposed Budget Overview** – It is recommended that the City Council receive a presentation regarding the proposed Fiscal Year 2014-15 Budget in anticipation of the May 21, 2014 Budget Workshop.

Item 6.2: **Process for Consideration of Facility Fee Waiver Requests** – It is recommended that the City Council review the information presented and provide direction.

7. COMMENTS (Information only – No action)

Item 7.1: Staff Comments

Item 7.2: Council/Authority Member Comments

Item 7.3: Mayor/Chair Comments

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code § 54956.9(a)
Name of Case: Andria Allen and Frances Allen v. City of Riverbank
Stanislaus Court Case No. 670739

Item 8.2: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Government Code § 54956.9: 1 potential case (City Council); 1 potential case (LRA)

Item 8.3: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Pursuant to Government Code Section 54956.8
Property: 3313 Santa Fe Street
Agency Negotiator: Jill Anderson, City Manager
Property Negotiator: Gene Mondo and Betty Mondo Family LP
Under negotiation: Price and Terms of Payment

Recommendation: It is recommended that City Council / LRA Board provide direction to Staff on the Closed Session item(s).

9. REPORT FROM CLOSED SESSION

Item 9.1: Report from Closed Session Item 8.1: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Item 9.2: Report from Closed Session Item 8.2: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Item 9.3: Report from Closed Session Item 8.3: **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

10. INFORMATIONAL ITEMS (Information Only – No Action)

Item 10.1: Budget Advisory Committee Minutes of April 9, 2014.

Item 10.2: Planning Commission Minutes of January 21, 2014.

ADJOURNMENT (The next regular City Council meeting –Tuesday, May 27 @ 6:00 p.m.)

UPCOMING EVENTS:

Open Until Filled	▪ **Budget Advisory Committee:** Applications are currently being accepted. Visit www.riverbank.org or Contact Marisela Garcia at 863-7110.
Ongoing	▪ **Spring/Summer Activity Guides are available at City Hall.**
Ongoing	▪ **City Hall Office Hours:** o Monday – Thursday; 7:30 a.m. to 5:30 p.m. o Alternating Friday – Closed o **Closed Friday, April 25** **For a calendar and time schedule visit www.riverbank.org**
Ongoing	▪ **Regular City Council Meetings: are now on the 2nd and 4th Tuesday of each month at 6:00 p.m.**
May 20 (Tuesday)	▪ **Planning Commission Meeting:** 6:00 p.m. at the City Hall Council Chambers.
May 16 (Friday)	▪ **Special City Council Meeting (Closed Session) - 8:30 am – 12:00 pm at Riverbank Industrial Complex, 5300 Claus Rd., Modesto, CA**
May 21 (Wednesday)	▪ **Special City Council Meeting (Budget Session) – 5:30 pm at the Riverbank Teen Center, 3600-A Santa Fe Street**

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 May, 2014
Annabelle H. Aguilar, CMC, City Clerk / LRA Recorder

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/LRA Board 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

Meeting Schedule	The City Council Members also serve as the LRA Board Members. The Riverbank City Council/LRA Board meets in the City Hall North Council Chambers. Regular City Council meetings are held on the 2nd and 4th Tuesdays of each month at 6:00 p.m. The Local Redevelopment Authority Board meets on an "as needed" basis. Meetings are held as indicated, unless otherwise noticed.
City Council / LRA Agenda & Reports	The City Council/LRA Board agenda is posted pursuant to the California Brown Act, which only requires these agenda title pages to be posted near the entrance of the location where the meeting is to be held and, if available, on the City's website. Additional documents may be provided by the City in its efforts of transparency to keep the public well informed. **The agenda packet (agenda plus supporting documents) are posted for public review at the City Clerk's Office**, **6707 Third Street, Riverbank, CA and at www.riverbank.org upon distribution to a majority of the City Council/LRA Board.** A subscription to receive the agenda 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 or a meeting of the LRA, 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

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council/LRA Board after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at North City Hall, 6707 Third Street, Riverbank, CA, during normal business hours.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.1

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2014
Subject:	Proclamation Declaring the Month of May 2014 as Asthma Awareness Month
From:	Jill Anderson, City Manager
Submitted by:	Luanne Bain, Administrative Assistant

RECOMMENDATION

It is recommended that the City Council present the proclamation declaring the month of May 2014 as Asthma Awareness Month to the Stanislaus County Asthma Coalition.

SUMMARY

There are millions of asthma suffers throughout the United States and Stanislaus County ranks as one of the 25-worst counties for poor air quality. The poor air quality that is measured in the Central Valley isn't from only cars or diesel trucks, it also comes from farming equipment and the dust that comes from farming. The Stanislaus County Asthma Coalition was created to help promote awareness and education to the public to help find ways to make Stanislaus County an asthma-friendly community. To help the Coalition promote asthma awareness, the City Council is proclaiming the month of May 2014 as Asthma Awareness Month.

FINANCIAL IMPACT

No financial impact.

ATTACHMENT

1. Proclamation

CITY OF RIVERBANK
PROCLAMATION

WHEREAS, Asthma has reached epidemic proportions in the United States, with over 25-million Americans suffering from Chronic Asthma; and

WHEREAS, Asthma is the leading cause of childhood hospitalizations, long-term illness and school absenteeism in the United States, accounting for nearly 11-million missed school days and nearly 15-million missed days of work each year; and

WHEREAS, each year nearly 2-million Americans are rushed to the Emergency Room, about three-quarters of a million are hospitalized and nearly 3,500 die from Asthma; and

WHEREAS, the 2011-2012 California Health Interview Survey estimates that approximately 62,000-people in Stanislaus County have been diagnosed with Asthma, of which 14,000 are children (about 1 out of every 10-kids); nearly 40,000-residents including nearly 9,000-children, are currently coping with Asthma; and

WHEREAS, the Health Services Agency has established an Asthma Coalition with over 120-representatives from the community, providers, health plans, American Cancer Society, American Lung Association, County and City schools, and the Central California Asthma Project to implement the School-Based Asthma Program developed in the Coalition's 2004 Strategic Plan for Asthma in Stanislaus County; and

WHEREAS, Stanislaus County ranks in the worst 25-counties in the US for some air quality measures; and

WHEREAS, the mission of the Stanislaus County Asthma Coalition is "to create an Asthma-friendly community by promoting awareness, education, management and prevention"; and

WHEREAS, the Health Services Agency, the Asthma Coalition, and the US Environmental Protection Agency are encouraging Americans to identify and reduce their exposure to environmental triggers in homes and schools, and incorporate environmental controls into their Asthma management plans; and

WHEREAS, Stanislaus County and the City of Riverbank recognize the need to raise Asthma awareness.

NOW, **THEREFORE, LET IT BE RESOLVED** that the City Council of the City of Riverbank does hereby proclaim the month of May as Asthma Awareness Month and commends this observance to all our residents.

May 13, 2014

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Richard D. O'Brien, Mayor

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Cal Campbell, Vice Mayor

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Darlene Barber-Martinez, Councilmember

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Leanne Jones Cruz, Councilmember

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Jeanine Tucker, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.2

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2014
Subject/ Title:	Proclamation Declaring May 15, 2014, as Peace Officers Memorial Day and the Week of May 11-17, 2014, as Police Week
From:	Jill Anderson, City Manager
Submitted by:	Luanne Bain, Administrative Assistant

RECOMMENDATION:

Read Proclamation. Present Proclamations to Sheriff Adam Christianson and Chief Erin Kiely.

SUMMARY:

On October 1, 1962, Congress requested President John F. Kennedy to designate May 15, of each year as Peace Officers Memorial Day and the calendar week during which such May 15 occurs, as Police Week. President Kennedy did so by designating May 15, 1963, and May 15 or each succeeding year as Peace Officers Memorial Day and the weeks that May 15 fell in, are now observed as Police Week.

Peace Officers Memorial Day and Police Week is a fitting and proper way for us, as Americans, to express our gratitude for the dedicated service and courageous deeds of law enforcement officers and for the contributions they make to the security and well-being of our residents.

Riverbank is fortunate to have our Riverbank Police Services Department manned by dedicated men and women of the Stanislaus County Sheriff. This Proclamation services as just a token of our appreciation for all they do for our City.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

1. Proclamation.

CITY OF RIVERBANK
PROCLAMATION

WHEREAS, members of Congress and the President of the United States have designated May 15, as Peace Officers Memorial Day, and the week in which it falls as Police Officers Week; and

WHEREAS, the members of the Stanislaus County Sheriff and Riverbank Police Services play an essential role in safeguarding the rights and freedoms of the citizens of the City of Riverbank and of residents throughout the County; and

WHEREAS, it is important that all citizens know and understand the challenges, duties, and responsibilities of our Officers, and that members of our Police Services fully recognize their duty to serve the people by protecting life and property, by standing up against violence and disorder, and by shielding the innocent against deception, and the weak against oppression or intimidation; and

WHEREAS, these Peace Officers, by their faithful and loyal devotion to duty, have established an enviable and enduring legacy of public service that is cherished by our community and is woven into the fabric of our history.

NOW, **THEREFORE, LET IT BE PROCLAIMED** by the City Council of the City of Riverbank that we urge our citizens to join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their communities, have established for themselves the rights and security of all citizens; and

BE IT FURTHER PROCLAIMED that the City of Riverbank will observe Thursday, May 15, 2014 as Peace Officers Memorial Day, and the week of May 11 through May 17, 2014, as Police Week, in honor of those Peace Officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of their duty.

May 13, 2014

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Richard D. O'Brien, Mayor

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Cal Campbell, Vice Mayor

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Darlene Barber-Martinez, Councilmember

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Leanne Jones Cruz, Councilmember

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Jeanine Tucker, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.3

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2014
Subject/ Title:	Proclamation Declaring May 18 – 24, 2014 as "National Public Works Week" In the City Of Riverbank
From:	Jill Anderson, City Manager
Submitted by:	Michael Riddell, Deputy Director Development Services Operation

RECOMMENDATION:

It is recommended that the City Council read the proclamation and present the proclamation to representatives from the City of Riverbanks Public Works Department.

SUMMARY:

National Public Works Week (NPWW) is observed each year during the third full week of May. NPWW is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works. Instituted as a public education campaign by the American Public Works Association in 1960, NPWW calls attention to the importance of public works in community life. NPWW seeks to enhance the prestige of the often-unsung heroes of our society-the professionals who serve the public good every day with quiet dedication.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

1. Proclamation.

CITY OF RIVERBANK

PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, public buildings and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

NOW, **THEREFORE, LET IT BE PROCLAIMED** by the City Council of the City of Riverbank that May 18th – 24th, 2014 is National Public Works Week.

May 13, 2014

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Richard D. O'Brien, Mayor

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Cal Campbell, Vice Mayor

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Darlene Barber-Martinez, Councilmember

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Leanne Jones Cruz, Councilmember

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Jeanine Tucker, Councilmember

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.4

SECTION 1: PRESENTATIONS

Meeting Date:	May 13, 2014
Subject:	Update to Demographic Study Being Prepared By National Demographic Corporation Analyzing the City of Riverbank's At-Large Electoral System Pursuant to the California Voting Rights Act
From:	Jill Anderson, City Manager
Submitted by:	Tom Hallinan, City Attorney

SUMMARY

In 2013, the City received correspondence from the Latino Community Roundtable of Stanislaus County ("LCR") expressing concern that the City's current at-large electoral system may deprive Riverbank citizens of meaningful participation in the democratic process under the California Voting Rights Act ("CVRA"). In December 2013, the City issued a request for proposals to conduct a demographic study analyzing the City's at-large electoral system to evaluate whether a transition to a district election system is necessary. On February 10, 2014, the City authorized National Demographic Corporation ("NDC") to prepare the demographic study and recommend steps necessary to ensure the City is in full compliance with all state and federal voting rights laws.

NDC provided four levels of service, with various options and tasks within each level. The four levels are as follows: (1) create a database for the City's demographics, creating a database for the City's election history, and creating test council districts for the City; (2) analyze voting patterns of City residents on a statewide basis; (3) analyze voting patterns of City residents in contested local elections between 2000 and 2010; and, if required (4) recommend new City Council districts for Riverbank.

NDC recently completed its Level 1 analysis of the City's election history and test council districts. The City has since authorized NDC to proceed with a Level 3 analysis of voting patterns of City residents in contested local elections between 2000 and 2010. NDC has indicated that it will complete this analysis within the next 3-5 weeks. The City has also authorized NDC to proceed with Level 4 basic districting if the results of NDC's Level 3 analysis indicate that districting is required in order for the City to comply with the CVRA.

BACKGROUND

The CVRA as codified in Election Code section 14025 *et seq*. was passed in 2002 and provides a cause of action to members of any racial or ethnic group that can establish that its members' votes are diluted through the combination of racially polarized voting and an at-large election system. (*Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660.)

Similar to the CVRA, the FVRA creates liability for vote dilution. A violation of the FVRA is established if "the political processes leading to nomination or election in a State or political subdivision are not equally open to participation by members of a protected class…in that its members have less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice. (42 U.S.C. § 1973(b).)

An individual seeking to prove an at-large system violates the CVRA must therefore demonstrate that racially polarized voting patterns have prevented a protected class from electing representatives from the same protected class. Election Code section 14028 provides that racially polarized voting can be determined by examining results of elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class. Courts have approved specific methodologies to determine the existence of racially polarized voting.

Due to the statistical nature of evaluating voting patterns within a particular population segment, the City must evaluate its present at-large electoral system in relation to the ethnic and protected class subgroups within the City. This analysis will not only provide the City with a clearer picture of voting patterns within the City, it will assist the City in determining whether a transition to a district electoral system is necessary or justified in compliance with the CVRA and FVRA.

FINANCIAL IMPACT

The City has allocated a budget of Twenty-Five Thousand Dollars ($25,000) from the City's General Fund to conduct the study. NDC recently completed its Level 1 analysis at a cost of $3,150. The City has authorized NDC to complete a Level 3 analysis, and if required, NDC will proceed with Level 4 basic districting. At this time, it is unlikely that the cost of the demographic study will meet or exceed $25,000.00.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 1.5

SECTION 1: PRESENTATIONS

Meeting Date:	May 13**,** 2014
Subject:	Status Report on the Riverbank Downtown Specific Plan Preparation
From:	Jill Anderson, City Manager
Submitted by:	John B. Anderson, Consulting Community Development Director

RECOMMENDATION

It is recommended that the City Council receive the report and provide direction, if needed.

SUMMARY

The purpose of this report is to describe what actions the Community Development Department has taken since August 2013 to advance the preparation of the Downtown Specific Plan, which is currently in draft form, and discuss the plan for engaging the community of Riverbank in the process. An overview of the proposed schedule for formal review and consideration by the Planning Commission and City Council will also be presented.

BACKGROUND

The City Council took action to begin the Draft Downtown Specific Plan (DTSP) effort in 2006. The Environmental Impact Report (EIR) for the Draft DTSP was certified by the City Council on March 11, 2013. At that time, a few members of the community expressed concerns about the method by which the plan boundary was determined and the lack of public involvement in key policy decisions. These concerns were one of the important considerations in the decision to postpone the discussion and request action by the City Council to adopt. In the interim, there have been changes in the staff, the Planning Commission and City Council, which have slowed the progress to date.

The preparation of the Draft DTSP started at a time when the economy was robust and the tools available to the City Council to correct blighted conditions were plentiful through the efforts of the Riverbank Redevelopment Agency (RDA). The Draft DTSP put heavy emphasis on the RDA to provide public assistance and financial support of new business recruitment and retention. Unfortunately the RDA was eliminated by action of the State of California in 2011. The City was left with a draft plan that relies on new-urbanism of the downtown area to support a thriving downtown economy. The plan was to build on the creation of new housing opportunities which would support new businesses downtown. Much of the language in the Draft DTSP relied on additional investment of the RDA downtown, which of course, is no longer feasible.

Unfortunately, the Draft DTSP was created in an expensive electronic publishing software that the City did not own. Over the past several months staff has been working to convert the document into a standard MS Word format which allows technical changes to be made to the document. The Draft DTSP document is now saved in an editable format and that staff has prepared a red-lined version of the plan which reflects current realities. This work reflects an intention to preserve the character of the plan in a way that reflects the realities of the post-redevelopment and post-recession development environment, which is sometimes called the “new normal.”

The next steps in the process involve making the public aware of the revised document and allowing public input into all details of the DTSP through one-on-one discussions and a series of workshops to be held with the Planning Commission. Staff is hopeful the plan can be completed this summer and ready for Council deliberations in fall of this year.

POLICY ISSUES WITH THE DOWNTOWN SPECIFIC PLAN

The Draft DTSP does involve several key policy directions described below.

A. The plan illustrates the construction of an underpass beneath the B.N.S.F. rail line to extend Santa Fe Street as a connection between the Downtown Core area and the Cannery property. The Sante Fe Street underpass is an integral part of the Draft DTSP as a vehicle and pedestrian connection between the Cannery site and downtown Riverbank. This capital improvement is being included in the Draft Nexus update to the System Development Fees and would be a City-wide obligation.

B. The Draft DTSP includes an EIR mitigation measure which requires the creation of a quiet-zone crossing for the Patterson Road crossing, and possibly others. The significant costs associated with this capital improvement are also being included in the Draft Nexus update to the System Development Fees and would be considered an obligation to borne by development throughout the City, not just the Downtown.

C. The plan area boundaries extend easterly to Seventh Street, when in fact with the exception of the properties fronting Atchison (SR108); the eastern plan boundary could stop at Fifth or Fourth Street. The lands easterly of Forth Street, for the most part, are comprised of developed residential neighborhoods, Cardozo Middle School, the Riverbank Community Center and Pool and the County Library. The rest of the plan boundaries appear to be connected with other land use options which implement the downtown vision.

D. The Draft DTSP describes renovation plans for the Del Rio Theater and a possible multi-story parking structure easterly of the Del Rio along SR 108. In the current environment, the Draft DTSP, if adopted would establish design criteria for the property in question, but can make no representations related to financial commitments of the former RDA.

E. Patterson Road serves as the southern boundary of the DTSP. An illustration in the Draft DTSP shows a 70 foot right-of-way section. This is inconsistent with the adopted 2025 General Plan EIR which suggests up to four lanes of travel between Callendar and Eight Street and the existing right of way of 80 feet currently enjoyed by the City in certain areas along Patterson Road. The City is currently working with B.N.S.F and Sierra Railroad to define what can be done with the railroads through a joint effort. Patterson Road ultimately needs to accommodate vehicle and pedestrian traffic, as well as storm water drainage. The outcome and the staff research needs to be illustrated in the Draft DTSP.

F. The DTSP suggests a pedestrian connection with Zerillo and Jacob Meyers Parks. At this time, staff is not aware of any documented concept plans for such a connection. Given the location of the downtown and its proximity to the B.N.S.F rail line, support from the railroad will be critical and it could be very difficult and/or costly to obtain support for a trail under the viaduct (the overpass). There are also questions about whether or not the River Cove Neighborhood would appreciate a bridge connection to Jacob Meyers Park. Neither the ongoing Nexus Fee analysis nor the Draft DTSP address how this capital improvement would be funded. It is likely that the development of a plan to connect the Downtown to the Stanislaus River will be part of the work plan needed to implement the DTSP, if approved.

G. Light Industrial Development in the Cannery site and the area south of Sante Fe Street between Second and First Streets exists and is operational. Both the 2025 General Plan and the DTSP suggest that the existing light industrial uses in the plan area would be discontinued in the short term. Staff has had numerous conversations with representatives of Sun Gangi and the operators of the former Rizo Lopez Cheese Plant. In consideration of the new economic realities, it is now proposed that the City continue to allow these sites to be used for light industrial uses to generate jobs and revenue to support future redevelopment investment. With proper conditions, staff is of the opinion that as long as commercial traffic, hours of operation and employee parking is regulated, that the light industrial uses can co-exist with the future vision of the Draft DTSP. In addition, is encouraging the operators to open retail outlets for any merchandise which is manufactured on the premises.

H. Modifications to the 2025 General Plan Land Use designations on several properties in the DTSP to remove the High Density Residential designation need to be considered:

- Areas easterly of Callendar north and south of Topeka comprised of the Catholic Church property;
- Properties north and south side of Topeka between First Street and Third Street – most of these properties are currently zoned R-2;
- Properties east and west of Third Street just north of Patterson Road.

Most of these areas make sense as Mixed Use and or Medium Density sites. Staff proposes to use the Draft DTSP process as a means to establish the future land use vision upon which modifications to the General Plan Land Use Maps would be introduced to match the land uses selected in the DTSP, should it be adopted.

I. By State law, the City of Riverbank has the ability to recover all costs associated with the Draft DTSP, including the EIR, if it is ultimately adopted though the imposition of a Specific Plan Area fee. This fee would only be assessed on new development and would be based on a fee per acre of land developed. The plan currently does not include this mechanism.

STEPS TO COMPLETE THE DTSP EFFORT

The following steps are planned in order to present a final Draft DTSP for City Council consideration in Fall of 2014:

1) Meetings with property owners and concerned citizens regarding their expectations of the DTSP planning effort: These are in progress.
2) Post the red-line version of the DTSP on the City web-site and circulate the plan to concerned persons to solicit input and comments: This will be done by May 13.
3) Discussions with City Council Members to confirm expectations of the DTSP effort: This is the purpose of this report and individual meetings can be scheduled upon request.
4) City Council Study Session to describe results of talks and to receive direction on Key Plan items: This will be scheduled for late June or early July if necessary.
5) Workshop with the Downtown Community and Property Owners: June 2014
6) Community participation is needed. The entire community of Riverbank needs to support the downtown and have an opportunity to become involved if they desire

to do so. Using a variety of media, including social media will be needed to obtain information on community expectations: July – August 2014.

7) Final edits and Revisions to Draft DTSP: July – August 2014

8) Planning Commission Hearings on the Final Draft DTSP: July and August 2014

9) City Council Hearings on the Final DTSP: September 2014

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STRATEGIC PLAN

The preparation of the Draft Downtown Specific Plan and presenting it to the City Council for adoption is an objective established at the March 3, 2014 Strategic Planning Session as part of the City's goal to retain and attract business.

FINANCIAL IMPACT

No financial action is needed in regards to the scheduled presentation. If the Downtown Specific Plan is adopted it will be an important tool in promoting the revitalization of the City's downtown, which is needed for economic growth and development.

ATTACHMENTS

There are no attachments to this report. The Draft DTSP will be available on the City's website and will be provided to the City Council in an electronic format under separate cover before the City Council Meeting.

RIVERBANK CITY COUNCIL / LRA AGENDA ITEM NO. 3.A

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2014
Subject:	Waiver of Readings
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk / LRA Recorder

RECOMMENDATION

It is recommended that the City Council/LRA Board 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 to this item.

ATTACHMENTS

There are no attachments to this report.

RIVERBANK CITY COUNCIL / LOCAL REDEVELOPMENT AUTHORITY
AGENDA ITEM NO. 3.B

SECTION 3: CONSENT CALENDAR

Meeting Date:	May 13, 2014
Subject:	Approval of the April 22, 2014, regular City Council / Local Redevelopment Authority Minutes
From:	Jill Anderson, City Manager
Submitted by:	Annabelle Aguilar, CMC, City Clerk

RECOMMENDATION

It is recommended that the City Council / Local Redevelopment Authority Board approve the City Council /LRA Meeting Minutes as presented.

SUMMARY

The Draft Minutes of the April 22, 2014, regular City Council / Local Redevelopment Authority Board meeting have been prepared for review and approval.

FINANCIAL IMPACT

There is no financial impact to this item.

ATTACHMENT

1. April 22, 2014, regular City Council / Local Redevelopment Authority Minutes

REGULAR CITY COUNCIL AND LOCAL REDEVELOPMENT AUTHORITY MEETING

(The City Council also serves as the LRA Board)

MINUTES

TUESDAY, APRIL 22 2014

The following minutes reflect action minutes, which may contain added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Administration Department at (209) 863-7122.

CALL TO ORDER:

The City Council / Local Redevelopment Authority Board of the City of Riverbank met at 6:00 p.m., on this date, at the Riverbank City Council Chambers, 6707 Third Street, Riverbank, California, with Mayor/Chair Richard D. O'Brien presiding.

FLAG SALUTE: **Mayor/Chair Richard D. O'Brien**

ROLL CALL:

Present **Mayor/Chair Richard D. O'Brien; Vice Mayor/Chair Cal Campbell Council/Authority Members: Darlene Barber-Martinez, Leanne Jones Cruz, and Jeanine Tucker**

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

No one declared a conflict.

1. PRESENTATIONS

Item 1.1: Proclamation for Bike to Work Week.

Mayor O'Brien presented the proclamation to representatives of the Stanislaus Council of Governments, Ms. Rosa De León Park and Mr. Mike Costa.

Item 1.2: Proclamation Declaring May 2014 as Older Americans Month.

Mayor O'Brien presented the proclamation to Mr. Alan Trawick in honor of his years of contributions to the community.

Item 1.3: Proclamation Declaring “Take Our Kids to Work Day”.

Mayor O’Brien presented the proclamation.

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/LRA Board. 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 during the public comment period cannot be discussed or acted upon. For record purposes, state your name and City of residence. Please address the entire City Council/LRA Board.

Julio Avila began to comment on Item 6.3; Mayor O’Brien informed him that comments would be received on the Item during consideration.

Alan Trawick inquired about the City purchasing the rights of the Cheese and Wine Festival from the Rotary Club. The Mayor informed him that he would receive an answer to his question.

Dave White commented on the damage to his motorhome received from a low-hanging tree limb in his neighborhood, and inquired whether a City ordinance governing the responsibility of cutting low-hanging limbs that extend over public streets existed.

3. CONSENT CALENDAR

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council/LRA Board unless otherwise requested by an individual Council/Authority Member 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 April 8, 2014, City Council / Local Redevelopment Authority Minutes.

Item 3.C: **Out of State Travel Request to Attend an ADC 2014 Defense Communities National Summit June 4-6, ~~2016~~ 2014 in Washington DC** – It is recommended that the Local Redevelopment Authority Board approve the out-of-state travel request for the Executive Director of the LRA to attend a Defense Communities (“ADC”) National Summit in Washington, D.C.

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

ACTION: By motion moved/seconded (Tucker / Campbell / passed 5-0) to approve Consent Calendar Items 3.A through 3.C as presented; motion carried by unanimous City Council / LRA Board roll call vote.

AYES: Barber-Martinez, Jones Cruz, Tucker, Campbell, and Mayor/Chair O'Brien

NAYS: None

ABSENT: None

ABSTAINED: None

4. UNFINISHED BUSINESS

There were no items to consider.

5. PUBLIC HEARINGS

There were no items to consider.

6. NEW BUSINESS

Item 6.1: **Adoption of a Resolution of the City Council of the City of Riverbank, California, Approving the Appointments of Joan Stewart, Patricia Hughes, John Degele, and Carlos Villapudua to the Planning Commission** – It is recommended that the City Council: 1) adopt a resolution to appoint current interim Planning Commissioners Stewart, Hughes, Degele, and Villapudua to fulfill and finalize the official terms of four (4) Planning Commissioner seats; and 2) have the City Clerk administer the Oath of Office.

Annabelle Aguilar, City Clerk, presented the staff Report.

ACTION: By motion moved/seconded (Jones Cruz / Tucker / passed 5-0) to adopt Resolution No. 2014-022 approving the Appointments of Joan Stewart, Patricia Hughes, John Degele, and Carlos Villapudua to the Planning Commission as presented; motion carried by unanimous City Council roll call vote.

AYES: Barber-Martinez, Jones Cruz, Tucker, Campbell, and Mayor O'Brien

NAYS: None

ABSENT: None

ABSTAINED: None

City Clerk Aguilar proceeded with the administration of the Oath of Office and presented each Commissioner with a Certificate of Appointment.

Item 6.2: **Consider Approval of a Three (3) Year Contract Extension Exercising the Option Available in the Current Street Sweeping Agreement between Gilton Solid Waste Management and the City of Riverbank** –

It is recommended to the City Council to consider approval of a three (3) year contract extension exercising the option available in the current Street Sweeping Agreement between Gilton Solid Waste Management and the City of Riverbank.

Kathleen Cleek, Senior Management Analyst, presented the staff report; City Council and Staff discussed the item.

Public Comment:

- *Mr. Alan Trawick spoke in regards to the street sweeper requiring a sufficient level of water or it would send debris everywhere due to lack of water. Ms. Cleek stated she would bring this to the attention of the Company.*
- *Mr. Julio Avila inquired about the frequency of street sweeping and notifying the public.*

ACTION: *By motion moved/seconded (Barber-Martinez / Jones Cruz / passed 5-0) to approve a Three (3) Year Contract Extension, Exercising the Option in the current Street Sweeping Agreement between Gilton Solid Waste Management and the City of Riverbank as presented; motion carried by unanimous City Council roll call vote.*

AYES: *Barber-Martinez, Jones Cruz, Tucker, Campbell, and Mayor O'Brien*
NAYS: *None*
ABSENT: *None*
ABSTAINED: *None*

Item 6.3: **Facility Rental Fee Waiver Requests** – It is recommended that the City Council review the requests presented and provide direction.

Sue Fitzpatrick, Director of Parks and Recreation, presented the staff report; City Council and Staff discussed the item.

Ms. Darlene Hall, President of the Golden Agers Dancers Club, responded to questions.

Public Comment: *Ms. Martha Martinez, Riverbank, spoke in support of the E-Hoops basketball program.*

ACTION: *By motion moved/seconded (Barber-Martinez / Campbell / passed 5-0) to approve as presented:*

1. *The Bay Area Christian Church (BACC) request to use the Riverbank Community Gymnasium for an E-Hoops Basketball Program. Conditions approved:*
   - a. *The Basketball Program is to occur on Saturdays for three hours beginning September 2014 through November 2014.*
   - b. *Waiver of the facility rental fee of $50.00/day for a total of $600.00 for 12 days.*
   - c. *BACC to pay for the Site Monitor at a cost of $360.00.*
   - d. *BACC will provide its own insurance coverage.*
   - e. *The General Fund is to cover custodial and utility costs.*

2. *The Riverbank Golden Agers Dance Club request to use the Community Center at a reduced cost on Sundays. Conditions approved:*
   - a. *The City's facility rental fee of $350.00 for Service Clubs reduced to a fee of $50.00/Sunday.*
   - b. *The Club will provide its own insurance coverage.*
   - c. *No Site Monitor needed.*
   - d. *The facility will be available to the City should a Sunday rental request occur by another party.*
   - e. *The General Fund is to cover custodial and utility costs.*

3. *The Cardozo 8th Grade Parent Committee's request to waive the Service Club rental fee of $350.00 and site monitor fee of $120.00 for use of the Community Center for a promotional dance for the Cardozo Class of 2014. Conditions approved:*
   - a. *Waiver of the facility rental fee of $350.00.*
   - b. *The event will occur on Thursday, May 22, 2014, from 9:00 p.m. to 12:00 a.m.*
   - c. *The Committee will ensure chaperones on site and at each exit location of the building.*
   - d. *The Committee will pay $60.00 for custodial costs.*
   - e. *The Committee will pay $60.00 for a Site Monitor.*
   - f. *The Committee will provide its own insurance coverage.*
   - g. *The Committee will provide a $200.00 refundable facility deposit.*
   - h. *The General Fund will cover utility costs.*

Motion carried by unanimous City Council roll call vote.

AYES: *Barber-Martinez, Jones Cruz, Tucker, Campbell, and Mayor O'Brien*
NAYS: *None*
ABSENT: *None*
ABSTAINED: *None*

Item 6.4: **Presentation Providing an Update on the Designated Local Authority, Successor Agency to the Riverbank Redevelopment Agency –** It is recommended that the City Council receive a presentation from Marisela Garcia, Director of Finance, regarding the Designated Local Authority, which is the Successor Agency to the Riverbank Redevelopment Agency.

Marisela Garcia, Director of Finance, presented the update; City Council and Staff discussed the item.

Public Comment:

- *Dr. Skinner inquired about the generation of revenue and stated that the properties should be returned to the City if they had no value.*
- *Mr. Alan Trawick commented on not understanding how the previous City Council Members approved the purchase of a property without appropriate inspections.*

Item 6.5: **Presentation Providing an Update on Upcoming Capital Projects, Including the Signal at Oakdale and Morrill Avenue** – It is recommended that the City Council receive a presentation from Kathleen Cleek, Sr. Management Analyst, with an update on upcoming capital projects, which will include information on the signal project at Oakdale and Morrill Avenue.

Kathleen Cleek, Senior Management Analyst, presented the staff report; City Council and Staff discussed the item.

City Council requested that Ms. Cleek ensure the County's [Project Managers] were aware of their concerns in placing a roundabout at the intersection of Claribel and Roselle, and that they favored having a signal placed there in preparation of the North County Corridor running down Claribel Road and the excessive amount of traffic anticipated.

7. COMMENTS (Information only – No action)

Item 7.1: Staff Comments

Marisela Garcia, sitting in for City Manager Jill Anderson: 1) wished a Happy Birthday to Council/Authority Member Barber-Martinez, 2) announced a follow up marketing and branding workshop was scheduled on May 1st at the Teen Center, and 3) announced the availability of casting a ballot at the Administration Department for the Riverbank News/Oakdale Leader/Escalon Times " Reader's Choice Award".

Sue Fitzpatrick, Director of Parks and Recreation: 1) provided a brief update on the preparations for the Cheese and Wine Event, 2) announced the RiverFest event on April 26, and 3) commented on how staff was able to handle the unexpected large crowd at Jacob Myers Park on Easter.

Item 7.2: Council/Authority Member Comments

Council/Authority Member Jones Cruz: 1) Wished everyone a happy Earth Day and was looking forward to attending the RiverFest event, 2) commented on Riverbank's well-kept parks; thanked staff, 3) commented on her attendance of the Riverbank High School's MJROTC Troup inspection, and 4) announced the Budget Advisory Committee's vacancy; encouraged everyone to attend Wednesday's meeting and/or apply for the seat.

Council/Authority Member Barber-Martinez: 1) reported on her attendance of the Town Hall Meeting, held by students to discuss underage drinking, 2) reported on her attendance of the Water Board Summit held at the Modesto Junior College, 3) invited everyone to attend the RiverFest event and participate in the 5K run/walk on Saturday, April 26, 4) invited vendors or farmers to participate in the first Farmer's Market on May 7; information packets available at City Hall.

Council/Authority Member Tucker: 1) commented on the good progress of the City's intersection and street widening projects, 2) commented on looking forward to the Cheese and Wine Festival and glad to know the City had obtained a great Event Coordinator, 3) encouraged everyone to attend and support the RiverFest event and the Farmer's Market event.

Vice Mayor/Chair Campbell: 1) reported on his attendance of the Stanislaus Alliance Economic Committee meeting, 2) reported on his attendance of the Riverbank Cares meeting on food sharing for nonprofits, 3) commented on Riverbank's good reputation in reference to the community's parks, and 4) announced he would be attending the RiverFest event; encouraged everyone to attend the event and participate in the 5K run/walk

Item 7.3: Mayor/Chair Comments

Mayor/Chair O'Brien: 1) requested that Council Members consider changing the scheduled Budget Workshop from May 21 to May 20 and attempt to plan for that date, and 2) stated he looked forward to attending the RiverFest event.

MAYOR/CHAIR O'BRIEN ANNOUNCED CLOSED SESSION ITEMS AND OPENED THE MEETING FOR PUBLIC COMMENT; NO ONE SPOKE. HE ALSO ANNOUNCED #10 – INFORMATION ITEMS AND OPENED THE MEETING FOR PUBLIC COMMENT; NO ONE SPOKE.

THE CITY COUNCIL/LRA ADJOURNED TO CLOSE SESSION AT 7:42 P.M.

8. CLOSED SESSION

Item 8.1: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code § 54956.9(a)
Name of Case: Barham Construction, Inc. v. City of Riverbank
Court of Appeals of California, Fifth District
Case No. F058692 and Case No. F059499

Item 8.2: **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code § 54956.9(a)
Name of Case: Andria Allen and Frances Allen v. City of Riverbank
Stanislaus Court Case No. 670739

Item 8.3: **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Government Code § 54956.9: 1 potential case

Recommendation: It is recommended that City Council provide direction to Staff on the Closed Session item(s).

MAYOR/CHAIR O'BRIEN RECONVENED THE MEETING AT 8:49 P.M.

9. REPORT FROM CLOSED SESSION

Item 9.1: Report from Closed Session Item 8.1 – **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Mayor O'Brien reported that direction was given to Staff.

Item 9.2: Report from Closed Session Item 8.2 – **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Mayor O'Brien reported that direction was given to Staff.

Item 9.3: Report from Closed Session Item 8.3 – **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Mayor O'Brien reported that direction was given to Staff.

10. INFORMATIONAL ITEMS (Information Only – No Action)

Item 10.1: Warrant Register for 04/03/2014.

Item 10.2: Budget Advisory Committee Minutes of Wednesday, March 26, 2014.

ADJOURNMENT

There being no further business, Mayor/Chair O'Brien adjourned the meeting at 8:50 p.m.

ATTEST:	**APPROVED:**
______________________________	______________________________
Annabelle H. Aguilar, CMC **City Clerk / LRA Recorder**	**Richard D. O'Brien** **Mayor / Chair**

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.1

SECTION 5: PUBLIC HEARING

Meeting Date:	May 13, 2014
Subject:	First Reading and Introduction by Title Only of an Ordinance of the City Council of the City of Riverbank, California, Amending Title XV: Land Usage; Chapter 150: Building Regulations, Adding New Section 150.16: Solar/Photovoltaic Power Systems, of the City of Riverbank Code of Ordinances
From:	Jill Anderson, City Manager
Submitted by:	Marisela H. Garcia, Director of Finance Janet Smallen, Sr. Community Development Specialist

RECOMMENDATION

It is recommended that the City Council conduct the first reading and introduction by title only of the ordinance presented, and consider its approval, by roll call vote, to conduct a second reading by title only at the May 27, 2014, regular City Council meeting and consider its adoption. (Public Hearing notice published on April 30, 2014)

SUMMARY

The State of California has set forth specific regulations regarding the permitting and inspection of Solar/Photovoltaic Power Systems. In adopting by reference the Solar/Photovoltaic Power Systems guidelines, the City will have the ability to enforce these guidelines and establish the fees necessary to cover the expenses of permitting and inspections.

BACKGROUND

California is a world leader in renewable energy generation. Solar and wind power, as well as other emerging technologies, are transforming California. Renewable energy is helping to power the state's economy, reducing our state's reliance on imported energy sources, and decreasing air pollution. Small-scale renewable energy benefits California communities. It increases energy reliability for residents and businesses by generating electricity near where it is consumed. This type of energy can also provide stable electricity prices for consumers.

In order to expand small-scale renewable energy across California, Governor Brown instructed the Office of Planning and Research to help remove barriers to its development. One such barrier is the confusing variety of permitting requirements for small solar photovoltaic (PV) installations throughout the state.

Solar PV systems, which use solar panels to convert sunlight into electricity, have been installed in California for decades. The technology of solar PV systems and the methods to install and maintain these systems are well established. As a result, permitting for these small and simple solar PV projects should be as simple and standardized as possible.

The State of California has included provisions within its 2013 California Residential Code, 2013 California Electrical Code, 2013 California Building Code, 2013 California Fire Code and California State Fire Marshal Solar Photovoltaic Installation Guidelines (the “Solar Photovoltaic Installation Guideline,” published April 22, 2008. In adopting by reference the Solar/Photovoltaic Power Systems guidelines, the City will have the ability to enforce these guidelines and establish the fees necessary to cover the expenses of permitting and inspections.

Therefore, it is recommended that the City Council conduct the first reading and introduction by title only of the ordinance presented, and consider its approval by roll call vote to conduct a second reading by title only at the May 27, 2014, regular City Council meeting and consider its adoption.

After the effective date of the Ordinance (June 27, 2014) the City Council will be asked to consider adopting, by Resolution, permit and inspection fees related to the installation of Solar/Photovoltaic systems.

FINANCIAL IMPACT

There is no financial impact associated with this report.

STRATEGIC PLAN

This report has been prepared to accomplish the following Three-Year Goals established at the March 3, 2014:

- Enhance Professionalism and Customer Service
- Achieve and Maintain Financial Stability and Sustainability

ATTACHMENT

1. Ordinance

CITY OF RIVERBANK

ORDINANCE NO. 2014-xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, AMENDING TITLE XV: LAND USAGE; CHAPTER 150: BUILDING REGULATIONS, ADDING NEW SECTION 150.16: SOLAR/PHOTOVOLTAIC POWER SYSTEMS, OF THE CITY OF RIVERBANK CODE OF ORDINANCES

The City Council of the City of Riverbank does hereby ordain as follows:

Title XV: Land Usage, Chapter 150: Building Regulations, of the Riverbank Code or Ordinances shall be amended to add new Section 150.16: Solar/Photovoltaic Power Systems and shall read as follows:

§ 150.16 SOLAR/PHOTOVOLTAIC POWER SYSTEMS.

(A) Where installed. Solar photovoltaic Power Systems shall comply with the requirements of the 2013 California Residential Code, 2013 California Electrical Code, 2013 California Building Code, 2013 California Fire Code and California State Fire Marshal Solar Photovoltaic Installation Guidelines (the "Solar Photovoltaic Installation Guideline," published April 22, 2008.

(B) The City may impose fees related to Solar/Photovoltaic Power Systems and from time to time amend said fees by Resolution.

This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Riverbank held on May 13, 2014. Said ordinance was given a second reading at a regular meeting of said Council on May 27, 2014, and Councilmember __________, seconded by Councilmember _________, moved the adoption of said ordinance and upon roll call was carried by the following City Council vote of___:

AYES:
NAYS:
ABSENT:
ABSTAINED:

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

APPROVED AS TO FORM:

____
Tom P. Hallinan, City Attorney

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 5.2

SECTION 5: PUBLIC HEARING

Meeting Date:	May 13**,** 2014
Subject:	First Reading and Introduction by Title Only of an Ordinance of the City Council of the City of Riverbank, California, Amending Title XV: Land Usage, Chapter 153: Zoning, Adding New Section 153.004: Application and Processing Fee, of the City Of Riverbank Code of Ordinances
From:	Jill Anderson, City Manager
Submitted by:	John B. Anderson, Consulting Planning Director

RECOMMENDATION

It is recommended that the City Council conduct the first reading and introduction by title only of the ordinance presented, and consider its approval, by roll call vote, to conduct a second reading by title only at the May 27, 2014, regular City Council meeting and consider its adoption. (Public hearing notice published April 30, in the local newspaper.)

SUMMARY

This project consists of a Zoning Ordinance Amendment to establish Section 153.004: Application and Processing Fees to the City of Riverbank Municipal Code. This section will give the City direction in regards to how application fees are collected and processed. It gives distinct application and processing fee options which are subject to terms as follows:

1. An application fee based on an estimate of the overall processing costs related to the application shall be paid upon submission of the application.
2. An application fee based on actual processing costs shall be calculated using the applicable hourly rate and shall be billed and paid in accordance with administrative rules and regulations enforced by the Community Development Director.
3. The City Manager or Community Development Director may require a deposit or cost recovery agreement, based on the City's estimate of the overall processing costs related to the application.

These options gives the City flexibility on how the application and processing fees are first established and second, collected. The purpose of this Section is to promote cost recovery for large complex entitlement applications. A complex entitlement such as a 50+ Subdivision that also requires a Rezone, General Plan Amendment and Annexation will take more time and City resources to review and process then compared to a more straight forward application, such as a Conditional Use Permit. Currently, Section 32.79 in the RMC is only reference to application processing fees and only covers costs incurred with reviewing and preparing environmental documents such as an Environmental Impact Report or an Initial Study. The purpose of Section 153.004 is to cover application fees and deposit requirements for all planning applications being processed by the City, not just environmental and will ensure that costs are recovered from reviewing applications submitted to the City.

This new structure will make sure that applicants and/or developers pay their "fair share" of the cost of processing applications that are submitted. This ordinance, however, does not modify the current Application Fee Schedule that was adopted by Resolution No. 2008-083 on September 14, 2008. The only "deposit" required, as of right now, is on environmental review per RMC Section 32.79(C) which requires the applicant to pay all costs associated with Environmental Review, including consultant costs and City staff time. Once this Ordinance is adopted and read, the next step is to update the Application Fee Schedule to complement this Section.

The proposed Ordinance will have no environmental impact, and therefore will require no mitigation.

FINANCIAL IMPACT

This will have a positive fiscal impact. The proposed action will modify how an application fee will be collected and processed. It will introduce fee options, such as an application fee based on estimate of processing costs, fee based on actual processing costs, and a deposit based on actual processing costs. This action to amend the City's Municipal Code will not have an immediate effect on the way application fees are currently being collected, but coupled with an updated Application Fee Schedule will ensure that costs are recovered from reviewing applications submitted to the City.

ATTACHMENT

1. Ordinance 2014-xxx
2. Draft Fee Schedule

CITY OF RIVERBANK

ORDINANCE NO. 2014-XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVERBANK, CALIFORNIA, AMENDING TITLE XV: LAND USAGE, CHAPTER 153: ZONING, ADDING NEW SECTION 153.004: APPLICATION AND PROCESSING FEE, OF THE CITY OF RIVERBANK CODE OF ORDINANCES

WHEREAS, the City of Riverbank is authorized by Title 15 Chapter 153.230 to initiate a Zoning Ordinance Amendment whenever public necessity and convenience and the general welfare require such an amendment; and

WHEREAS, the City Council for the City of Riverbank has made the following findings for adoption:

1. The City Council recognizes the important role of city staff, outside consultants, engineers and legal counsel in evaluating development applications to ensure that the city develops in a logical and orderly manner; and
2. The City Council finds that the developers should pay their fair share of the City's processing costs for advanced planning associated with new development; and
3. The City Council finds that requiring developers to place a deposit as part of the application fee for specific application types will ensure that the city can cover its expenses related to its processing of development applications and related infrastructure requirements; and
4. The City Council finds that requiring developers to pay their fair share of the cost of reviewing larger development projects will ensure that those projects are reviewed on a timely basis; and
5. The City Council finds that establishing a deposit-based fee structure will ensure that application fees maintain a reasonable relationship to the actual costs incurred by the City during its review of larger development projects.

The City Council of the City of Riverbank does hereby ordain as follows:

Title XV: Land Usage, Chapter 153: Zoning, of the Riverbank City Code shall be amended by Adding New Section 153.004: Application and Processing Fees, to read as follows:

§ 153.004 APPLICATION AND PROCESSING FEES.

(A) Application Fee. An application fee is hereby established and imposed on applicants for a permit, a request for legislative change, or an appeal under this chapter, to cover the costs of all aspects of administration of the city planning agency and all other city departments relating to the processing and decision on the application. Application fees are intended to cover application processing, review, and evaluation; meetings, consultations, and research; hearings and appeals; preparation and revisions to plans and policies that the city is required to adopt to make necessary findings and determinations; environmental review and technical studies; consultant and legal services, city staff and administrative overhead. The amount or method of calculation of the application fee (including deposits and hourly rates), and each component of the fee, shall be established by resolution of the city council.

(B) Application and Processing Fee Options. Application and processing fees shall be in the amount and subject to terms as follows:

(1) Application fee based on estimate of processing costs. An application fee based on an estimate of the overall processing costs related to the application shall be paid upon submission of the application. If the actual cost of processing the application exceeds the initial deposit or fee paid, the Community Development Director may mail notice to the applicant, using the applicant's address stated in the application, specifying the amount of the additional fee and stating that the additional fee is immediately due and payable.

(2) Fee based on actual processing costs. An application fee based on actual processing costs shall be calculated using the applicable hourly rate and shall be billed and paid in accordance with administrative rules and regulations established by the planning director. Monthly invoices shall be mailed to the applicant, using the applicant's address stated in the application, specifying the amount of fees incurred.

(3) Deposit based on actual processing costs. The City Manager or Community Development Director may require a deposit or cost recovery agreement, based on the city's estimate of the overall processing costs related to the application. If a deposit is required, the application shall not be deemed complete until the applicant provides the deposit, in cash or check, to the city. A minimum balance of at least twenty-five percent (25%) of the initial deposit amount must be maintained by the applicant at all times during the city's review and processing of the development application, unless waived by the planning director or city manager because they determine that less than twenty-five percent (25%) of the initial deposit is required to finish the city's review and processing of the development application. The city shall provide monthly notices of the deposit balance to applicants. Notices shall reflect the actual costs incurred by the city in processing the application.

(4) Selection of application fee or deposit. The planning director shall determine whether the fee for an application shall be fee-based or deposit-based taking into account the project type and complexity.

(5) Suspension of application processing. The planning director shall suspend the processing of an application if the applicant does not pay any portion of an application fee or the minimum deposit within 30 days of such request by the city. The

application shall be reactivated following full payment of fees or the minimum deposit, unless the application has been denied or withdrawn.

(6) Fees paid in full prior to public hearing. All application fees and actual processing costs shall be paid in full prior to (i) the first public or administrative hearing to review the application or (ii) the city's final determination regarding the application, whichever occurs first based on the type of application and required approvals. No exceptions shall be made to any developer or applicant.

(C) Appeal and Modification. Notwithstanding section 153.251 of this chapter, the amount or propriety of an application fee or deposit may be appealed to the city council. The city council, by resolution, may waive or modify an application fee.

(D) Refund. If an application is voluntarily or involuntarily withdrawn prior to a decision on the application, the applicant may be entitled to a refund, without interest, of those portions of the application fee or deposit paid to the city for performance of services or payment of costs associated with the application that have not yet been performed or incurred. The applicant must submit an application for the refund within 30 days of withdrawal of the application. Failure to submit a timely application for a refund shall be an absolute waiver of any right to the refund.

This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Riverbank held on May 13, 2014. Said ordinance was given a second reading at a regular meeting of said City Council on May 27, 2014, and Councilmember NAME, seconded by Councilmember NAME, moved the adoption of said ordinance, and upon roll call was carried by the following City Council vote of___:

AYES:
NAYS:
ABSENT
ABSTAINED:

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

APPROVED AS TO FORM:

____

Tom P. Hallinan, City Attorney

DRAFT

Application Fee Schedule - City of Riverbank

EXHIBIT A

Application Type Current **(Proposed)**	City of Riverbank **Current Fee and Deposit**		City of Riverbank **Proposed Fee and Deposit**
Annexation	$810.10		$4,000.00 Deposit
Appeal	$220.08		$1,000.00 Fee
Architecture and Site Plan Review	$197.02		$1,500.00 Fee
Conditional Use Permit	$256.76		$2,000.00 Fee
Residential	N/A		Removed
Other (Minor Project)	N/A		Removed
Major (Large Project)	N/A		Removed
Developent Agreement	$2,189.27 Deposit		$2,000.00 Deposit
DA - Annual Review	$2,189.27		Removed
Development Plan	$256.76		Removed
Environmental*			
Negative Declaration, Mitigation Program	$94.32 + F&G Fee		Removed
Negative Declaration	$94.32 + F&G Fee		$2,000.00 Deposit
Mitigated Negative Declaration with MMRP	$94.32 + F&G Fee		$2,000.00 Deposit
Environmental Impact Report	Actual Cost + Deposit		Actual Cost + Administrative Fees
General Plan Amendment	$716.83		$2,000.00 Deposit
GPA with Rezone to PD	#2,002.73		Removed
GPA to other Zone Designation	$1,039.62		Removed
Lot Line Adjustment Application (Not per LLA)	$186.54		$1,000.00 per LLA**
Parcel Map	Fee + Cost of Services		
Tentative Parcel Map	$383.57		$2,000.00 Deposit
Parcel Map w/ Variance and/or Exception	$662.34		Removed
Parcel Map - Final	$98.51		Removed
Subdivision Map	Fee + Cost of Services		
Tentative Subdivision Map	$842.59		$2,000.00 Dep. + $50.00 Per Lot
Subdivision Map w/ Variance and/or Exception	$919.10		Removed
Subdivision Map - Final	$536.58		Removed
Variance	$487.32		$1,500.00 Fee
Zone Change	Fee + Cost of Services		
To Planned Development	$1,904.22		Removed
Zone Change to Other Zone Designation **(Rezone)**	$777.62		$2,000.00 Deposit
Time Extension			
Planned Development	$273.53		Removed
Other **(Time Extension (PD, PM, TM, CUP, etc.))**	$98.51		$1,500.00

*All Environmental Assessments shall comply with Riverbank's Municipal Code Section 32.79

**$1,000.00 Per Lot Line Adjusted - <u>not</u> per LLA Application

Preliminary Fee Deposit; does not include contract/consultant service costs and indirect costs.

All application and processing fees shall comly with Riverbank's Municipal Code Section 153.004

The City Manager or Community Development Director may require a deposit or cost recovery agreement, based on the city's estimate of the overall processing costs related to the application. If a deposit is required, the application shall not be deemed complete until the applicant provides the depost, in cash or check, to the city.

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date:	May 13, 2014
Subject:	Fiscal Year 2014-15 Proposed Budget Overview
From:	Jill Anderson, City Manager
Submitted by:	Marisela H. Garcia, Director of Finance

RECOMMENDATION

It is recommended that the City Council receive a presentation regarding the proposed Fiscal Year 2014-15 Budget in anticipation of the May 21, 2014 Budget Workshop.

SUMMARY

A brief overview of the status of the Fiscal Year 2014-15 budget will be presented to the City Council as a preview of the information to be discussed at the May 21, 2014 Budget Workshop that will be held at the Riverbank Teen Center.

GENERAL FUND RESERVE PROJECTIONS

The Finance Department has calculated initial projections for General Fund Reserve, Revenue, and Expenditures for the 2014-15 Fiscal Year. Projections for the status of the General Fund is as follows:

Beginning Reserve	**$ 789,404 (9.42%)**
Estimated Revenues	$ 8,261,415
Estimated Expenditures	$ 8,174,206
Anticipated Ending Reserve	**$ 876,613 (10.61%)**
Required Minimum Reserve (10%)	$ 826,142
Reserve Overage	$ 50,472
Operating Structural Surplus	$ 87,209

Currently, staff is projecting a **structural operating surplus (revenues exceeding expenditures) of $87,209.** This operating surplus does not include the proposed allocation of one-time funds for necessary capital improvement projects of $85,600.

GENERAL FUND REVENUE PROJECTIONS

General Fund revenue projections were discussed with the Committee at the March 26, 2014 meeting. Overall, staff is projecting a 1.46% decrease in General Fund Revenues when compared to the FY 2013-14 projections.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$8,384,127	$8,261,415	-$77,012	-1.46%

Several factors have contributed to an overall net decrease of 1.46% in anticipated General Fund Revenue and include the following:

1. Assessed Values throughout the City continue to increase. Although figures have not yet been released by the Stanislaus County Assessor's Office, initial information from their staff has been positive. Conservative increases in Assessed Value have been factored in to several revenue sources including:

   - 9.96% Increase in Property Tax Revenue = $108,900 increase
   - 7.22% Increase In Property Tax in Lieu of VLF = $97,118

2. Discussions with our sales tax consultants have resulted in obtaining positive figures for the upcoming fiscal year. Although we remain optimistic that our sales tax will continue to increase, we remain conservative with our projections. A 2% increase has been factored which equates to $53,000.

3. During the current fiscal year the City obtained a grant for the purchase of Energy Efficient utility vehicles for $57,000. These are one-time revenues that will not occur during the next fiscal year leading to a decrease.

4. Negotiations with Stanislaus County for the reimbursement of Property Tax Administration Fees resulted in the City receiving $147,500 in revenues during the current year. These are also one-time revenues that will not occur in the upcoming fiscal year.

5. A decrease in the Transfer In of Management Fee Revenue has been factored in to account for the vacant Director of Development Services position.

GENERAL FUND EXPENDITURE PROJECTIONS

General Fund expenditures for the fiscal year are projected to decrease as reflected below.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$8,299,994	$8,174,206	-$125,788	-1.5%

Major Expenditure changes in the General Fund include the following:

Department	Projected Reductions
City Council	<u>$49,000 Reduction</u> due to final payment of Housing Authority Assessments to SCFPD in current fiscal year
Finance	<u>$33,000 Increase</u> in Personnel Costs due to Merit Increases for eligible employees & Part-Time staffing assistance
Economic Development	<u>$103,400 Reduction</u> due to LRA Specific Plan having been completed and the closure of two grants received.
Administrative Services	<u>$20,000 Increase</u> for the November 2014 Elections <u>$36,000 Decrease</u> in Computer Components due to the completion of the computer upgrade project
Police Services	<u>$18,000 Increase</u> in the County's Vehicle Mileage Fee <u>$15,000 Increase</u> for Special Enforcement <u>$22,000 Increase</u> for the 2014-15 Sheriff's Contract
Building Maintenance	<u>$42,000 Decrease</u> in Equipment/Projects for one-time capital projects that have been completed
Parks	<u>$12,000 Decrease</u> in Bark/Fiber Account. This project will be delayed until the 2015-16 FY.
Planning	<u>$67,800 Increase</u> in Personnel Costs as a result of the proposed reorganization of the Development Services Department. <u>$46,400 Decrease</u> in Professional Services due to the reduced scope of services for our current contract planning staff.
Development Services Admin.	<u>$20,000 Decrease</u> in Professional Services due to the completion of the ADA Transition Plan <u>$10,000 Decrease</u> in Contract Engineering based on historical billings

As proposed, the General Fund is currently at an operating structural surplus of $87,200.

In March 2014, the City Council, through its Strategic Plan, continued to support the following three-year goals:

- Improve and Maintain Infrastructure and Facilities
- Enhance Professionalism and Customer Service

With the achievement of these goals in mind, staff will be recommending the following one-time expenditures within the General Fund:

Project	Department	Allocation Request
Performance Management Training	Admin. Services	$10,000
Housing Element Update	Planning	$50,000
HVAC Replacement-Scout Hall	Bldg. Maintenance	$12,700
HVAC Replacement-Museum	Bldg. Maintenance	$5,500
Scout Hall/Pioneer Park Dry Rot Removal	Parks	$2,500
Castleburg Park Dry Rot Removal	Parks	$4,900
Total		**$85,600**

GAS TAX FUND RESERVE PROJECTIONS

Initial projections for the Gas Tax Fund have been calculated. This fund is entirely self-sufficient with no subsidy required to fund street and storm maintenance. For the 2014-15 Fiscal Year, the following reserve projection has been calculated:

Beginning Reserve	**$ 267,658 (37%)**
Estimated Revenues	$ 722,559
Estimated Expenditures	$ 770,300
Anticipated Ending Reserve	**$ 219,917 (30%)**
Structural Deficit	$ 47,741

GAS TAX REVENUE PROJECTIONS

The Gas Tax Fund receives 76% of its revenues from the State Highway Users Tax Allocation. Funds are allocated to cities based on population, per capita, and registered vehicles. Revenue projections are received from the State but the City conservatively budgets 5% below these projections. For the 2014-15 Fiscal Year Highway Users Tax revenues are anticipated to decrease when compared to the current fiscal year.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$741,400	$722,559	-$18,841	-2.54%

GAS TAX EXPENDITURE PROJECTIONS

Expenditures for the 2014-15 Fiscal Year are anticipated to decrease by a net of 14% ($34,900). Significant expenditure adjustments are projected as follows:

Account	Projected Reductions
Professional Services	$20,000 Decrease in Professional Services due to the completion of the ADA Transition Plan
Equipment/Projects	$12,000 Decrease due to the completion of several one-time projects

Although the Gas Tax Fund is proposing a structural deficit in spending, it should be noted that the City is recommending $73,000 in Projects, one of which is a one-time project. These projects include:

Project	Allocation Request
ADA Improvements (as required in our ADA Transition Plan)	$50,000
Equipment Parking Structure (one-time)	$23,000

SEWER FUND RESERVE PROJECTIONS

The Sewer Fund remains in a precarious position with a $220,000 deficit anticipated in the upcoming fiscal year. This operating deficit directly reflects the lack of revenues available to fund the day to day operations of the Sewer Collection system as well as the Waste Water Treatment Plant system. For the 2014-15 Fiscal Year, the Finance Department has made the following reserve projections:

Beginning Reserve	**$ 343,694 (16%)**
Estimated Revenues	$ 2,061,850
Estimated Expenditures	$ 2,282,595
Anticipated Ending Reserve	**$ 122,949 (6%)**
Structural Deficit	$ 220,745

SEWER FUND REVENUE PROJECTIONS

The Sewer Fund receives 94% of its revenue from user fees charged to customers (residential, commercial, and industrial). Based on historical billings over the past year, a net decrease of 1.5% is anticipated in Sewer Fund revenues.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$2,093,151	$2,061,850	-$31,301	-1.5%

In June 2013, the Budget Advisory Committee recommended that the City Council consider engaging a consultant to perform a Sewer Rate Study that would provide the City with information for a potential rate increase that would provide sufficient funding for current operations, funding for delayed maintenance, as well as future capital projects. At the March 2014 Strategic Planning Session, the City Council provided direction to staff to issue a Request for Proposal (RFP) for a combined Sewer & Water Rate Study. Staff will be presenting the results of the RFP to the City Council at their May 13, 2014 meeting and will be requesting that the funding for this study be allocated in the 2014-15 Fiscal Year Budget.

SEWER FUND EXPENDITURE PROJECTIONS

Overall, Sewer Fund expenditures are projected to increase by .75%.

Division	FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
Sewer Collection	$1,318,608	$1,358,500	+$39,900	+3%
Sewer Treatment	$947,112	$924,095	-$23,000	-2%

Significant Expenditure Adjustments for the Sewer Fund are as follows:

Sewer Collection:

Account	Projected Reductions
Personnel Expenses	<u>$19,400 Increase</u> due to an employee who was on leave during the current year and is anticipated to work full-time next fiscal year
Professional Services	<u>$20,000 Increase</u> in Professional Services due to the completion of the Sanitary Sewer Management Plan required by the State.
Equipment/Projects	<u>$33,000 Decrease</u> due to the completion of several one-time projects this fiscal year

Sewer Treatment:

Account	Projected Reductions
Maintenance of Operations Equipment	<u>$22,400 Decrease</u> due to the completion of the repairs on the Headworks Grinder at the WWTP

WATER FUND RESERVE PROJECTIONS

For the 2014-15 Fiscal Year, the Water Fund is anticipated to run an operating structural surplus of $27,000 and will end with a health reserve of 43.7%.

Beginning Reserve	**$ 722,581 (43%)**
Estimated Revenues	$ 1,715,300
Estimated Expenditures	$ 1,688,250
Anticipated Ending Reserve	**$ 749,631 (43.7%)**
Structural Surplus	$ 27,050

WATER FUND REVENUES

The Water Fund receives 99% of its revenues from residential, commercial, and industrial customers throughout the City. For the upcoming fiscal year, revenues are projected to increase by 2% overall.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$1,681,590	$1,715,300	$33,710	+2%

Governor Brown has issued an Executive Order to strengthen the State's ability to manage our water in drought conditions and has asked all residents to redouble their efforts to conserve water. As the drought continues and our residents continue their water conservation efforts, we will continually watch our revenues to ensure that our structural surplus remains. The proposed Water & Sewer Rate study will take such information into consideration.

WATER FUND EXPENDITURES

This current fiscal year the Water Fund issued its final payment on a 1998 bond issuance for water improvements and is therefore debt free. With debt service no longer an expense in this fund, we are able to present a structural surplus. Overall, fund expenditures are estimated to decrease by 3%.

FY 2013-14 Budget	FY 2014-15 Budget	Difference	% Change
$1,733,760	$1,688,250	-$45,510	-3%

Significant expenditure adjustments are noted in the following accounts:

Account	Projected Reductions
Professional Services	$23,000 Increase in Professional Services due to the Groundwater Basin Association Report

	Update
Equipment/Projects	$88,000 Decrease due to the completion of several one-time projects this fiscal year

FINANCIAL IMPACT

There is no financial impact associated with this presentation.

STRATEGIC PLAN

This report has been prepared to accomplish the following strategic objective established at the March 3, 2014 Strategic Planning Session:

> "Present to the City Council for consideration a FY 2014-2015 structurally-balanced budget."

ATTACHMENTS

FY 2014-15 Major Fund Budget Projections are attached to this report. The Draft Budget for FY 2014-2015 will be delivered to the City Council prior to the May 13th City Council Meeting. It will also be available on the City's website on or before May 15th in for review by the public prior to the Budget workshop scheduled for Wednesday, May 21 at 6:00 p.m. at the City's Teen Center.

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 101: General Fund

Projected Reserve @ July 1, 2014 **9.42%** **$789,404**

Add:

Projected FY 2014-2015 Revenues **$8,261,415**

Less:

Requested Appropriations by Department

CITY COUNCIL	401	$99,431
CITY MANAGER	402	214,275
FINANCE	403	635,750
LEGAL	404	217,250
PLANNING	405	309,900
BUILDING	406	232,600
BUILDING MAINTENANCE	407	154,942
ADMINISTRATIVE SERVICES	408	620,150
POLICE	409	3,739,226
CODE COMPLIANCE	411	224,050
DEVELOP. SERVICES ADMIN	412	630,552
STREET MAINTENANCE	413	47,800
PARKS	414	624,130
ECONOMIC DEVELOPMENT	439	102,250
RECREATION	459	321,900

Total Appropations	**$8,174,206**
Projected Reserve @ June 30, 2015	**$876,613**
% of Reserve To Revenues	**10.61%**
10% Reserve Requirement	**$826,142**
Surplus/(Deficit) to Reserve Requirement	**$50,472**
Operating Structural Surplus (Deficit) [Rev vs. Exp]	**$87,209**
One-Time Expenditure Requests	**$85,600**

CITY OF RIVERBANK

GENERAL FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
400.010	PROP TAX CURRENT SECURED	$992,134	$1,093,125	$601,220	$1,202,000	$108,875	9.96%
400.020	PROP TAX CURRENT UNSECURED	57,919	56,804	58,312	64,100	$7,296	12.84%
400.030	PROP TAX PRIOR SECURED	9,750	980	1,274	1,400	$420	42.86%
400.040	PROP TAX PRIOR UNSECURED	2,886	1,800	1,743	1,800	$0	0.00%
400.050	SALES TAX	2,793,989	2,647,000	$1,710,494	2,700,000	$53,000	2.00%
400.060	PROP TRANSFER TAX	36,379	38,861	23,094	40,800	$1,939	4.99%
400.070	UNITARY TAXES	21,651	0	0	0	$0	0.00%
400.080	PAYMENT IN LIEU OF TAXES (PILOT)	29,511	29,192	29,503	29,600	$408	1.40%
400.090	MOTOR VEHICLE IN LIEU TAX	11,751	9,800	9,821	0	($9,800)	-100.00%
400.100	HOMEOWNERS PROP TAX RELIEF	17,859	15,680	8,615	16,400	$720	4.59%
400.130	S/B 813 SUPPL. TAXES	9,804	8,600	14,915	8,800	$200	2.33%
400.131	STATE APPORTIONMENTS	0	0	150	0	$0	0.00%
400.190	PROPERTY TAX IN LIEU OF VLF	1,293,156	1,344,882	686,667	1,442,000	$97,118	7.22%
450.000	BUSINESS LICENSE	61,373	61,693	64,201	61,200	($493)	-0.80%
450.010	ANIMAL CONTROL FEES	7,879	5,359	8,190	6,600	$1,241	23.16%
450.020	MISC LIC-BIKE/YARD SALE	990	1,000	670	1,000	$0	0.00%
450.030	BUILDING PERMIT FEES	75,033	71,705	97,368	50,000	($21,705)	-30.27%
501.000	COPS GRANT	101,057	100,000	87,574	100,000	$0	0.00%
501.001	GRANTS	112,003	57,400	95,236	0	($57,400)	-100.00%
501.002	SPECIFIC PLAN LOAN	39,777	45,000	20,622	0	$0	0.00%
600.000	FRANCHISE FEES - GARBAGE	234,147	230,711	214,079	249,000	$18,289	7.93%
600.010	POLICE SERVICES	5,222	2,000	5,218	500	($1,500)	-75.00%
600.030	POLICE/TRAFFIC REPORTS	681	500	390	500	$0	0.00%
600.040	SB 1186 REVENUES	214	400	506	300	$600	-25.00%
600.050	BOOKING FEES	1,611	1,000	1,064	1,000	$0	0.00%
600.060	PLANNING FEES/SPECIFIC PLAN	3,809	0	0	0	$0	0.00%
600.090	PLAN CHECK FEES	6,692	19,615	27,318	9,615	($10,000)	-50.98%
600.100	PLANNING & ZONING FEES	6,453	2,000	2,481	2,000	$0	0.00%
600.120	PEG FEES	20,069	15,000	9,965	16,100	$1,100	7.33%
600.130	FRANCHISE FEES - OTHER	264,200	258,596	215,979	262,000	$3,404	1.32%
600.160	MISC CURRENT SERVICES	2,699	2,000	1,789	2,300	$300	15.00%
600.170	VEHICLE CODE FINES	91,077	102,724	82,499	108,500	$5,776	5.62%
655.000	FINES, FORFEITURES,PENALTIES	29,942	33,364	27,012	32,100	($1,264)	-3.79%
660.040	VEHICLE RELEASES	21,500	18,156	19,500	18,500	$344	1.89%
664.000	INTEREST INCOME	47,273	30,000	40,791	48,600	$18,600	62.00%
665.000	RENTS	50	0	0	0	$0	0.00%
673.040	LEGAL FEE REIMBURSEMENT	185,000	0	0	0	$0	0.00%
673.050	PTAF REIMBURSEMENT	0	147,500	147,480	0	($147,500)	-100.00%
675.050	AB 939 REIMBURSEMENT	1,101	500	-354	500	$0	0.00%
675.060	MISC REVENUE-OTHER AGENCIES	10,843	0	0	0	$0	0.00%
675.090	MISCELLANEOUS REVENUES	45,057	5,000	43,950	5,000	$0	0.00%
675.340	PUBLIC WORKS FEES	594	700	510	700	$0	0.00%
675.350	CAPTIAL PROJECT REIMBURSEMENTS	0	82,207	733	65,700	($16,507)	-20.08%
675.550	UNCLAIMED MONEY REVENUE	729	0	0	0	$0	0.00%
680.025	MISC PROGRAM INCOME	15,980	27,766	19,159	30,000	$2,234	8.05%
680.034	REALIZED GAIN ON INVESTMENTS	2,826	3,900	6,548	0	($3,900)	-100.00%
699.000	TRANSFERS IN	205,451	604,000	0	630,000	$26,000	4.30%
699.000	TRANSFERS IN OF MGMT FEES	1,179,215	1,207,607	560,391	1,052,800	($154,807)	-12.82%
TOTAL GENERAL FUND REVENUES		**$8,057,336**	**$8,384,127**	**$4,946,677**	**$8,261,415**	**($77,012)**	**-1.46%**

FY 2014-15 GENERAL FUND REVENUE PROJECTIONS

Property Tax Current Secured: 101-000.000-400.010

Property tax is imposed on real property (land and permanent improvements) and tangible personal property (furniture, fixtures, and equipment). The general tax levy rate is 1% of the assessed value, adjusted by an annual inflation factor not to exceed 2%. Property in the State of California is generally reassessed only upon change of ownership. Property in Riverbank is assessed by the Stanislaus County Assessor's Office. Cities and other local agencies, such as schools, special districts, and Stanislaus County share in County-wide property tax pool for purchases made within the county, but not within a specific jurisdiction. The chart below reflects a history of the City's property tax revenue.

400.010 PT Current Secured		
FY	Amount	% Change
04/05	741,318.17	
05/06	1,104,942.38	49.05%
06/07	1,497,179.71	35.50%
07/08	1,365,265.06	-8.81%
08/09	1,221,051.11	-10.56%
09/10	1,420,693.11	16.35%
10/11	834,697.04	-41.25%
11/12	1,038,129.09	24.37%
12/13	992,134.00	-4.43%
13/14	1,093,125.00	10.18%
14/15	**1,202,437.50**	**10.00%**

FY 2014-15 Outlook: The County Assessor's Office has not yet released official estimates but has indicated that a positive change will occur in the next year. At this time, staff is conservatively estimating a 10% increase but based on a preliminary discussion with their office, estimates for Riverbank may potentially be higher than 10%.

Property Tax Current Unsecured: 101-000.000-400.020

Unsecured Property Taxes are for vessels, airplanes, farm equipment, business furniture and fixtures, and other unsecured property assessments. The tax levy rate is also 1% of the assessed value of the personal property.The chart below reflects a history of the City's property tax revenue and the Fiscal year 2014-15 estimate.

400.020 PT Current Unsecured		
FY	Amount	% Change
04/05	45,019.04	
05/06	54,160.89	20.31%
06/07	57,484.11	6.14%
07/08	56,964.44	-0.90%
08/09	58,907.05	3.41%
09/10	59,066.52	0.27%
10/11	64,555.94	9.29%
11/12	55,977.01	-13.29%
12/13	57,918.67	3.47%
13/14	58,312.27	0.68%
14/15	**64,143.50**	**10.00%**

Property Tax Prior Secured: 101-000.000-400.030

Delinquent property taxes that are collected and paid in the subsequent fiscal year from an assessment are recorded separately from those that are being currently collected. Over the past two fiscal years, the city has experienced a significant decrease in delinquent property taxes as property owners are beginning to repay delinquent taxes and as banks that have foreclosed on homes have repaid delinquent taxes. For the 2014-15 fiscal year estimate, the city is conservatively estimating a 10% increase from the current year revenues due to the trends that have been experienced over the past several years.

400.030 Prop Tax Prior Secured		
FY	Amount	% Change
04/05	0.00	
05/06	0.00	
06/07	1,083.43	
07/08	174.10	-83.93%
08/09	42,781.75	24473.09%
09/10	38,053.79	-11.05%
10/11	88,900.70	133.62%
11/12	790.55	-99.11%
12/13	9,750.15	1133.34%
13/14	1,273.93	-86.93%
14/15	**1,401.32**	**10.00%**

Sales Tax: 101-000.000-450.050

Sales and Use Tax is imposed on most retail transactions. The current sales tax rate in Stanislaus County is 7.375%.

With the passage of Proposition 57 (the Triple Flip) in March 2004, the State shifted .25% of the City's sales tax allocation to the State General Fund to pay for recovery bonds. The .25% shift in sales tax was replaced with an equal amount of property taxes.

A meeting with our sales tax consultant is upcoming. Until such time, the City has decided to remain conservative with regards to sales tax.

400.050 Sales Tax		
FY	Amount	% Change
04/05	1,198,161.88	
05/06	1,243,140.01	3.75%
06/07	2,094,328.12	68.47%
07/08	2,397,457.88	14.47%
08/09	2,341,564.27	-2.33%
09/10	2,410,425.64	2.94%
10/11	2,441,891.72	1.31%
11/12	2,537,834.68	3.93%
12/13	2,793,988.88	10.09%
13/14	2,647,000.00	-5.26%
14/15	**2,700,000.00**	**2.00%**

Property Transfer Tax: 101-000.000-400.060

The City of Riverbank Code of Ordinances Chapter 34 §34.01 establishes the Real Property Transfer Tax rate. This section states as follows:

> "There is hereby imposed on each deed, instrument or writing by which any lands, tenements other realty sold within the city shall be granted, assigned, transferred or otherwise conveyed to, or vested in, the purchaser or purchasers, or any other person or persons, by his or their direction, when the consideration or value of the interest or property conveyed (exclusive of the value of any lien or encumbrances remaining thereon at the time of sale) exceeds $100, a tax at the rate of **$0.275 for each $500** or fractional part thereof."

The Finance Department has anticipated a five percent (5%) increase from the current year for the expected amount in FY 2014-15 due to the anticipated increased home sales in the upcoming year.

400.060 Property Transfer Tax		
FY	Amount	% Change
04/05	221,692.25	
05/06	176,041.62	-20.59%
06/07	79,550.43	-54.81%
07/08	55,366.72	-30.40%
08/09	65,316.93	17.97%
09/10	54,667.18	-16.30%
10/11	36,336.49	-33.53%
11/12	29,155.52	-19.76%
12/13	36,379.13	24.78%
13/14	38,861.00	6.82%
14/15	**40,804.05**	**5.00%**

Unitary Taxes: 101-000.000-400.070

Unitary taxes are charged on land, improvements, and personal property owned or leased by a state assessee and used in its primary operation of freight or rail; gas or fluids by pipeline, canal or ditch, generation, transmission or distribution of electricity; or transmission of information by cellular, paging, or telephone. The assessment rate is imposed by the State Board of Equalization on an annual basis. No revenues were anticipated for the current fiscal year, therefore the projection estimates no revenues for the 2014-15 fiscal year.

400.070 Unitary Taxes		
FY	Amount	% Change
04/05	0.00	
05/06	0.00	0.00%
06/07	0.00	0.00%
07/08	7,282.40	0.00%
08/09	7,645.71	4.99%
09/10	19,398.48	153.72%
10/11	10,519.63	-45.77%
11/12	0.00	-100.00%
12/13	21,650.51	0.00%
13/14	0.00	-100.00%
14/15	**0.00**	**0.00%**

Motor Vehicle in Lieu Tax: 101-000.000-400.090

Motor Vehicle in Lieu Fees (VLF) are remitted by the State of California. VLF is paid initially at the date of purchase of new or used vehicles. In subsequent years, it is remitted as part of the vehicle registration process.

Until 1998 the VLF rate in California was 2% of a vehicle's assessed value. At that time, the State reduced the Vehicle License Fee (VLF) in two stages to 0.65%. This portion of the fees is a property tax, so this reduction is a property tax relief for the people of California. Until fiscal year 2003/04, the State had backfilled this loss of City revenue. As a result of Proposition 1A (Local Government Agreement) passing in November 2004, VLF will remain permanently at 0.65% of assessed value and the State will no longer backfill the revenues to local government. Instead, beginning in fiscal year 2004/05, the City has been receiving additional property tax revenues to compensate (known as the VLF Swap) from Stanislaus County.

For the 2011-12 Fiscal Year, the Governor signed SB89 which shifted City Motor Vehicle License Fees to fund the COPS, also known as the Supplemental Law Enforcement Services Funding (SLESF), Grant. The revenues that the City has received during the 2013-14 year, have been allocations from surplus revenues that are not anticipated. Therefore, the City anticipates no further funding from this source for the 2014-15 fiscal year.

400.090
Motor Vehicle In Lieu

FY	Amount	% Change
04/05	225,889.67	
05/06	411,500.24	82.17%
06/07	142,740.93	-65.31%
07/08	101,072.70	-29.19%
08/09	76,006.23	-24.80%
09/10	65,991.75	-13.18%
10/11	101,419.14	53.68%
11/12	11,300.03	-88.86%
12/13	11,751.32	3.99%
13/14	9,820.91	-16.43%
14/15	**0.00**	**-100.00%**

Home Owners Property Tax Relief: 101-000.000-400.100

Homeowners are eligible to receive a $7,000 exemption on the assessed value of the home that is listed as their primary residence. The State of California has legislation enacted to reimburse the County and the cities for the property tax revenue lost from the exemption.

For the 2014-15 fiscal year, the Finance Department is remaining conservative and projecting a 5% increase.

400.100
HO Prop Tax Relief

FY	Amount	% Change
04/05	12,119.15	
05/06	22,239.00	83.50%
06/07	27,438.24	23.38%
07/08	20,286.32	-26.07%
08/09	19,339.44	-4.67%
09/10	10,087.55	-47.84%
10/11	29,053.77	188.02%
11/12	18,597.72	-35.99%
12/13	17,859.00	-3.97%
13/14	15,680.00	-12.20%
14/15	**16,464.00**	**5.00%**

SB 813 Supplemental Taxes: 101-000.000-400.130

State law (through the adoption of Senate Bill 813) requires the County Assessor to reappraise property upon change in ownership or completion of new construction. The supplemental assessment reflects the difference between the new value and the old value. The Auditor-Controller calculates the supplemental property tax, and prorates it based upon the number of months remaining in the fiscal year in which the event occurred.

The Finance Department estimates the new fiscal year projection based on the anticipated activity for the upcoming year. An increase in Solar upgrades and home sales will result in an increase in the Supplemental revenues.

400.130 SB 813 Supplemental		
FY	Amount	% Change
04/05	88,573.91	
05/06	251,624.70	184.08%
06/07	309,863.63	23.15%
07/08	142,411.95	-54.04%
08/09	21,504.45	-84.90%
09/10	1,388.17	-93.54%
10/11	7,290.79	425.21%
11/12	3,664.19	-49.74%
12/13	9,804.44	167.57%
13/14	8,601.43	-12.27%
14/15	**8,773.46**	**2.00%**

Property Tax in Lieu of VLF (Vehicle License Fees): 101-000.000-400.190

This revenue source accounts for the 1.35% Property Tax received from the State, which is in lieu of receiving the full 2% vehicle license fee.

The State first began allocating this revenue source during the 2004-2005 fiscal year. Because it is classified as a “property tax”, the calculation of this revenue source is dependent on the assessed values of the properties located within the City.

This revenue source is considered a property tax and is therefore affected by increases and decreases in property values. The City has estimated a preliminary 5% increase as an extremely conservative estimate.

400.190 PT in Lieu of VLF		
FY	Amount	% Change
04/05	967,922.00	
05/06	1,451,969.00	50.01%
06/07	1,730,573.00	19.19%
07/08	1,910,290.00	10.38%
08/09	1,656,943.00	-13.26%
09/10	1,376,678.00	-16.91%
10/11	1,419,883.00	3.14%
11/12	1,349,173.00	-4.98%
12/13	1,293,156.00	-4.15%
13/14	1,373,333.00	6.20%
14/15	**1,441,999.65**	**5.00%**

Business License Fees: 101-000.000-450.000

Business license fees are imposed on all businesses or persons conducting business within the city limits. Fees are imposed based on the number of people employed by the business. Fees are assessed every January and businesses receive a license for the calendar year.

For the 2014-15 fiscal year, the Finance Department has used a 3-year rolling average to estimate our projection.

450.000 Business Licenses		
FY	Amount	% Change
04/05	71,467.30	
05/06	73,841.75	3.32%
06/07	74,067.00	0.31%
07/08	63,450.75	-14.33%
08/09	64,416.26	1.52%
09/10	66,293.82	2.91%
10/11	64,511.25	-2.69%
11/12	60,568.50	-6.11%
12/13	61,372.87	1.33%
13/14	61,693.00	0.52%
14/15	**61,211.46**	**-0.78%**

Animal Control Fees: 101-000.000-450.010

The City currently contracts these services through the City of Oakdale. The City has a deputy assigned to Riverbank on a part-time basis for ¾ time. This contract with Oakdale allows residents to obtain or renew their dog licenses either at the City of Riverbank or City of Oakdale. Any revenues received directly offset the animal control contract.

The Finance Department estimates the new fiscal year projection based on a two-year rolling average.

450.010 Animal Control Fees		
FY	Amount	% Change
04/05	0.00	
05/06	0.00	0.00%
06/07	0.00	0.00%
07/08	0.00	0.00%
08/09	970.00	0.00%
09/10	2,647.00	172.89%
10/11	8,115.00	206.57%
11/12	11,524.00	42.01%
12/13	7,879.00	-31.63%
13/14	5,359.00	-31.98%
14/15	**6,619.00**	23.51%

Plan Check Fees: 101-000.000-600.090

Plan check fees are imposed at the time that plans are submitted by homeowners for upgrades, additions, or new constructions. The fees are based on the estimated amount that the construction will cost. Over the past fiscal years, this amount has decreased due the downfall in the economy.

Current estimates are only preliminary as we await for additional information regarding the potential housing development located in the Crossroads. Developers will be submitting a construction phasing plan that will assist in determining the potential amount of building permits that will be issued next fiscal year.

600.090 Plan Check Fees		
FY	Amount	% Change
04/05	275,019.83	
05/06	97,135.43	-64.68%
06/07	47,962.53	-50.62%
07/08	43,328.30	-9.66%
08/09	26,768.58	-38.22%
09/10	24,722.92	-7.64%
10/11	12,627.20	-48.93%
11/12	6,604.28	-47.70%
12/13	6,692.28	1.33%
13/14	19,615.00	193.10%
14/15	**9,615.00**	**-50.98%**

Vehicle Code Fines: 101-000.000-600.170

Vehicle code fines are collected through the issuance of police citations for certain violations to the State of California Vehicle Code. Riverbank Police Services issues citations for violations such as speeding, running a stop sign or red light, amongst others. These citations are sent to the Department of Motor Vehicles for processing. The City then receives about 1/3 of the fee assessed.

The City uses a three-year rolling average as its basis for the estimate.

600.170 Vehicle Code Fines		
FY	Amount	% Change
04/05	48,449.35	
05/06	117,202.69	141.91%
06/07	134,379.21	14.66%
07/08	142,313.44	5.90%
08/09	100,091.72	-29.67%
09/10	107,670.94	7.57%
10/11	76,569.49	-28.89%
11/12	131,605.08	71.88%
12/13	91,077.32	-30.79%
13/14	102,724.00	12.79%
14/15	**108,468.80**	**5.59%**

Fines, Forfeitures, and Penalties: 101-000.000-655.000

These are the fees assessed for delinquent garbage collection bills on a bi-monthly basis. All customers with a delinquent account are assessed a 10% late fee.

The fiscal year 2014-15 estimate is based on a three-year rolling average of the actual amounts received. A potential change to a monthly billing cycle may require an estimate revision at mid year.

655.000 Fines, Forfeitures, Penalties		
FY	Amount	% Change
04/05	22,460.16	
05/06	26,841.69	19.51%
06/07	28,626.87	6.65%
07/08	32,724.50	14.31%
08/09	34,010.68	3.93%
09/10	34,681.43	1.97%
10/11	33,125.22	-4.49%
11/12	32,967.34	-0.48%
12/13	29,942.37	-9.18%
13/14	33,364.00	11.43%
14/15	**32,091.24**	**-3.81%**

Vehicle Release: 101-000.000-660.040

When the Riverbank Police Services tows a vehicle to storage due to a violation, the owner must pay a storage vehicle fee to the City of $150. $100 is designated to the General Fund and helps to pay for the contract with the Sheriff's Office. $50 is designated to go in a separate account to be used for traffic safety programs and equipment. This fee is established by Resolution 2007-094.

In 2011, the State of California amended the Vehicle Code and limited the instances when a vehicle could be towed. This affected the number of vehicles the Riverbank Police Services towed and significantly decreased revenues.

For the 2014-15 Fiscal Year, staff is conservatively estimating a 2% increase.

660.040 Vehicle Release		
FY	Amount	% Change
04/05	39,975.00	
05/06	37,125.00	-7.13%
06/07	34,560.00	-6.91%
07/08	43,000.00	24.42%
08/09	63,800.00	48.37%
09/10	66,230.00	3.81%
10/11	31,200.00	-52.89%
11/12	25,500.00	-18.27%
12/13	21,500.00	-15.69%
13/14	18,156.00	-15.55%
14/15	**18,519.12**	2.00%

Miscellaneous Program Income: 101-000.000-680.025

This account is used for the accounting of fees from some recreational activities. Fees are collected for the use of the Riverbank Sports Complex for the field maintenance and for the use of the lights. All of the fees collected are used to pay for staff time, field maintenance by Grover Landscape, and MID for the electrical billing. Parking fees from Jacob Myer Park are collected to offset the cost of providing maintenance by a part-time Parks employee.

For the 2014-15 fiscal year projection, the Finance Department and Recreation have estimated the total to be collected from rentals (Complex is at capacity and rented throughout the year, as well as the costs for a part-time employee to maintain.

680.025 Misc. Program Income		
FY	Amount	% Change
04/05	0.00	0.00%
05/06	0.00	0.00%
06/07	6,243.32	0.00%
07/08	12,523.66	100.59%
08/09	21,048.14	68.07%
09/10	21,312.98	1.26%
10/11	13,695.50	-35.74%
11/12	13,192.50	-3.67%
12/13	15,980.00	21.13%
13/14	27,766.00	73.75%
14/15	**30,000.00**	8.05%

Franchise Fees – Utilities: 101-000.000-600.130

The City of Riverbank receives franchise fees for the use of public streets from MID, PG&E, Charter Communication and AT&T. Each company pays a percentage of the gross receipts collected from their customers and varies from 1% to 5%. Charter Communication and AT&T remit their fees on a quarterly basis, whereas MID & PG&E remit one annual payment.

For the 2014-15 fiscal year projection, the Finance Department has used a three-year rolling average.

600.130 Franchise Fees-Utilities		
FY	Amount	% Change
04/05	249,627.53	
05/06	273,748.97	9.66%
06/07	265,142.35	-3.14%
07/08	256,945.80	-3.09%
08/09	270,223.83	5.17%
09/10	250,156.48	-7.43%
10/11	252,535.22	0.95%
11/12	263,255.66	4.25%
12/13	264,199.58	0.36%
13/14	258,596.00	-2.12%
14/15	**262,017.08**	**1.32%**

Franchise Fees – Garbage: 101-000.000-600.000

Franchise fees are collected from Gilton Solid Waste based on the contract established. Currently, Gilton pays the city 12.85% on all residential collections and 15% for commercial collections. Funds are remitted on a monthly basis.

For the 2014-15 fiscal year new rates will be adopted. An estimate has been prepared based on these proposed rates.

600.000
Franchise Fees-Garbage

FY	Amount	% Change
04/05	182,327.17	
05/06	203,072.58	11.38%
06/07	224,101.99	10.36%
07/08	225,366.17	0.56%
08/09	226,191.89	0.37%
09/10	228,706.65	1.11%
10/11	231,337.21	1.15%
11/12	231,628.52	0.13%
12/13	234,147.26	1.09%
13/14	230,711.00	-1.47%
14/15	**249,000.00**	**7.93%**

Building Permits: 101-000.000-450.030

The City collects fees for building permits issued under the Uniform Building Code. Permits are issued for items such as new construction, plumbing permits, roof replacements, water heater and electrical permits, amongst others. The fees collected are based on the estimated value of the construction. During the past seven fiscal years, the City has seen drastic changes in building permit fees as the slowdown in the economy has affected new home construction and homeowners are no longer upgrading their homes as in the past.

Current estimates are only preliminary as we await for additional information regarding the potential housing development located in the Crossroads. Developers will be submitting a construction phasing plan that will assist in determining the potential amount of building permits that will be issued next fiscal year.

450.030
Building Permit

FY	Amount	% Change
04/05	1,227,267.96	
05/06	424,317.04	-65.43%
06/07	298,405.76	-29.67%
07/08	218,887.00	-26.65%
08/09	92,658.67	-57.67%
09/10	146,977.22	58.62%
10/11	49,261.31	-66.48%
11/12	97,888.48	98.71%
12/13	75,032.72	-23.35%
13/14	71,705.00	-4.44%
14/15	**50,000.00**	**-30.27%**

Interest Income: 101-000.000-664.000

The City invests cash that is considered to be surplus and is not needed for immediate cash flow needs. Currently, the City has approximately $7 million invested in the Local Agency Investment Fund (LAIF) administrated by the State of California Treasurer's Office. Over the past several fiscal years, the downturn in the economic market has caused interest rates to plummet and the return on investment that was once experienced is no longer being achieved. The City has an Investment Policy established by the City Council which specifies the types of investments that can be made such as CD's, agency bonds that are rated AAA (highest rating available) and LAIF. In making investments, the City conforms to the SLY rule: Safety (being assured that the city's funds are invested in a safe manner which will not lose value), Liquidity (investing in items that are liquid and can be quickly converted to cash in case of an emergency), and Yield (investing in items which will provide the city with the highest return on investment). Throughout the past fiscal year, the City has diversified its portfolio by investing in FDIC insured negotiable CD's that have given the City an increase in income.

For the 2014-15 fiscal year, staff has estimated the interest to be earned during the year based on the investments currently held.

664.000
Interest Income

FY	Amount	% Change
04/05	49,222.15	
05/06	152,638.61	210.10%
06/07	313,004.79	105.06%
07/08	235,387.68	-24.80%
08/09	86,978.67	-63.05%
09/10	27,312.48	-68.60%
10/11	27,245.71	-0.24%
11/12	34,045.35	24.96%
12/13	47,272.87	38.85%
13/14	30,000.00	-36.54%
14/15	**48,600.00**	**62.00%**

Housing Authority Payment In-Lieu of Taxes (PILOT): 101-000.000-400.080

A Payment In Lieu Of Taxes (PILOT), is made to compensate a local government for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property. Usually it relates to the foregone property tax revenue. In this case, the Riverbank Housing Authority is exempt from the payment of property taxes. The Housing authority has negotiated this PILOT payment with the City of Riverbank. PILOT payments received are allocated towards the payment of the Housing Authority Fire District Assessments.

For the 2014-15 fiscal year projection, the Finance Department has used a three-year rolling average.

400.080
Housing Authority PILOT

FY	Amount	% Change
04/05	21,791.57	
05/06	23,616.35	8.37%
06/07	26,200.93	10.94%
07/08	27,286.63	4.14%
08/09	28,702.27	5.19%
09/10	29,744.13	3.63%
10/11	30,348.92	2.03%
11/12	30,229.87	-0.39%
12/13	29,510.99	-2.38%
13/14	29,192.00	-1.08%
14/15	**29,644.29**	**1.55%**

Transfers In: 101-000.000-699.000

The General Fund transfers in reimbursements for salaries, benefits and contracts that by State Law or mandate must be initially accounted for in a Special Revenue or Enterprise Fund. Several of these reimbursements include Prop 172 Public Safety Funding received from the State of California for the payment of our contract with the Sheriff's Office. There is a statewide ½ cent sales tax that is collected and allocated to cities based on population. These funds are required to be accounted for in a separate fund from the General Fund but may be used to reimburse for public safety related activities. Another example of a transfer in, are the administrative fees collected via the landscape and lighting charges. The Development Services Department is in charge of administrating these funds and their salary (which is accounted for in the general fund) is reimbursed.

The FY 2014-15 projection is based on an estimate of the reimbursements to be received. 61% of the revenues received are reimbursement of Management Fees for employees in the General Fund that perform work that is associated with other funds (i.e. Sewer & Water Funds).

699.000 Transfers In		
FY	Amount	% Change
04/05	177,163.13	
05/06	142,798.75	-19.40%
06/07	104,336.51	-26.93%
07/08	10,845.22	-89.61%
08/09	568,700.83	5143.79%
09/10	144,506.06	-74.59%
10/11	400,000.17	176.81%
11/12	1,279,932.27	219.98%
12/13	1,384,665.63	8.18%
13/14	1,843,012.00	33.10%
14/15	**1,682,800.00**	-8.69%

COPS Grant: 101-000.000-501.000

The Citizens Option for Public Safety (COPS) program provides funding for front-line law enforcement (city police, County Sherriff's, and police protection districts); county jails; district attorneys for prosecution; and (since 2000-01) local juvenile justice programs. If provided in the State budget, COPS funding is allocated by the State Controller's Office to counties for deposit by the county auditor in a Supplemental Law Enforcement Services Fund (SLESF) established in each county. The "Front Line Law Enforcement" portion of the COPS program provides for a per capita allocation to cities, counties and five police protection districts with a minimum allocation of $100,000 per agency.

During the 2011-12 Fiscal Year, the Governor signed SB89 which shifted City Motor Vehicle License Fees to fund the Supplemental Law Enforcement Services Funding (SLESF) Grant thus providing a guaranteed funding source.

501.000 SLESF		
FY	Amount	% Change
04/05	99,566.19	
05/06	102,635.37	3.08%
06/07	100,060.03	-2.51%
07/08	100,485.14	0.42%
08/09	100,087.01	-0.40%
09/10	100,099.18	0.01%
10/11	100,030.24	-0.07%
11/12	100,026.81	0.00%
12/13	101,056.60	1.03%
13/14	100,000.00	-1.05%
14/15	**100,000.00**	**0.00%**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund: 101	**GENERAL FUND**	Department:	**401**
Function:	**General Government**		**CITY COUNCIL**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries & Benefits						
701.001	PERSONNEL REGULAR	19,875	21,600	17,475	21,950	350	1.6%
708.005	MEDICARE	277	313	241	318	5	1.6%
708.006	PERS RETIREMENT	1,171	1,129	1,083	1,453	324	28.7%
	Total Personnel Salaries & Benefits	**$21,323**	**$23,042**	**$18,799**	**$23,721**	**679**	**2.9%**
	Operating Expenses						
702.031	RENTS & LEASES	10,221	10,000	1,730	10,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES*	4,062	11,500	17,469	21,200	9,700	84.3%
703.024	POSTAGE	11	300	50	300	0	0.0%
703.025	OFFICE EXPENSE	2,942	2,800	2,933	2,800	0	0.0%
706.026	MISCELLANEOUS EXPENSE	75	350	259	350	0	0.0%
706.033	PROMOTIONAL EXPENSE	2,904	3,000	2,077	3,000	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	10,242	10,060	1,007	10,060	0	0.0%
706.037	CONFERENCES & MEETINGS	8,599	6,000	7,586	5,000	-1,000	-16.7%
706.056	STATE/COUNTY FEES	71,040	72,000	71,697	23,000	-49,000	-68.1%
	Total Operating Expenses	**$110,096**	**$116,010**	**$104,808**	**$75,710**	**-40,300**	**-34.7%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	0	**0.0%**
	Total Department Appropriations	**$131,419**	**$139,052**	**$123,607**	**$99,431**	**-39,621**	**-28.5%**

*Professional/Special Service Increase Description

Increase in Newsletter Costs	4,500
Additional Request: Color Newsletter	5,200
Total Increase	9,700

CITY COUNCIL
PROPOSED BUDGET
FY 2014-15

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-401.000-701.001		
Personnel Regular	City Council Monthly Stipends	21,950
101-401.000-702.031		
Rents & Leases	Savin Copier Lease	2,000
	Building Replacement Fund	8,000
		10,000
101-401.000-702.032		
Prof/Special Services	AIS: Bi-Monthly Utility Newsletter	8,000
	New Appropriation Request: Color	5,200
	Strategic Planning/Teambuilding	8,000
		21,200
101-401.000-703.024	Postage Expense	300
Postage		300
101-401.000-703.025	City Council Office Supplies	2,300
Office Expense	Business Card Expense	500
		2,800
101-401.000-706.026		
Miscellaneous Expense		
	Misc. Expenditures	350
		350
101-401.000-706.033		
Promotional Expense	Flag Posting	300
	Advertising	2,700
		3,000
101-401.000-706.036		
Membership, Dues, etc.		
	StanCog	900
	League of California Cities	8,800
	Sister Cities International	360
		10,060
101-401.000-706.037		
Travel, Conf. Meetings		
	League Annual Conference	1,500
	League New Mayor/Council Conf.	1,500
	Other Conf./Meetings & Expenses	1,000
		4,000
101-401.000-706.056		
State/County Fees	Housing Authority Fire Assessments	23,000
		23,000

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
City Council	J. Anderson	03/05/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-401.000-702.032	Expanding City Newsletter: Color & Graphics	$5,200	

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	**GENERAL FUND**	Department:	**402**
Function:		**General Government**		**CITY MANAGER**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR*	137,500	138,000	111,558	145,000	7,000	5.1%
701.002	PERSONNEL TEMPORARY	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	11,885	2,365	-16,558	2,400	35	1.5%
708.005	MEDICARE	1,931	1,994	1,553	2,100	106	5.3%
708.006	PERS RETIREMENT	10,789	11,674	8,939	11,600	-74	-0.6%
708.007	PAYROLL TAXES	437	434	434	400	-34	-7.8%
708.008	HEALTH DENTAL VISION INSURANCE	8,254	8,173	7,149	7,500	-673	-8.2%
708.009	NATIONAL RETIREMENT	2,371	2,631	1,976	2,900	269	10.2%
708.010	WORKERS' COMPENSATION	18,604	20,934	16,404	21,500	566	2.7%
708.012	DEFERRED COMPENSATION	5,250	5,000	4,039	5,000	0	0.0%
	Total Personnel Salaries & Benefits	**$197,021**	**$191,205**	**$135,494**	**$198,400**	**$7,195**	**3.8%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	566	550	0	550	0	0.0%
702.031	RENTS & LEASES	3,323	3,200	793	3,700	500	15.6%
702.032	PROFESSIONAL/SPECIAL SERVICES	4,343	3,000	222	3,000	0	0.0%
703.024	POSTAGE	63	300	2	300	0	0.0%
703.025	OFFICE EXPENSE	928	1,100	872	1,100	0	0.0%
704.022	COMMUNICATIONS	0	0	0	0	0	0.0%
706.015	EMPLOYEE FUNCTIONS	1,992	2,800	2,368	2,800	0	0.0%
706.035	INSURANCE & SURETY BONDS	625	625	625	625	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,540	1,800	400	1,800	0	0.0%
706.037	CONFERENCES & MEETINGS	1,534	2,000	2,825	2,000	0	0.0%
706.038	STAFF DEVELOPMENT	0	0	0	0	0	0.0%
	Total Operating Expenses	**$14,914**	**$15,375**	**$8,107**	**$15,875**	**$500**	**3.3%**
	CAPITAL OUTLAY						
707.006	OFFICE EQUIPMENT	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$211,935**	**$206,580**	**$143,601**	**$214,275**	**$7,695**	**3.7%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($39,656)
	WATER FUND	($39,656)
	LOCAL REDEVELOPMENT AUTHORITY	($15,863)
	NET GENERAL FUND ALLOCATION	$119,100

*Personnel Regular Increase Description:

Increase in Personnel Costs due to Merit Increase Eligibility 9,500

CITY MANAGER
PROPOSED BUDGET
FY 2014-15

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-402.000-702.030		
Maint. Operations Equipment	Computer Maintenance	550
101-402.000-702.031		
Rents & Leases	Savin Copier Lease	1,000
	Building Replacement Fund	2,700
		3,700
101-402.000-702.032		
Prof/Special Services	City Manager Annual Evaluation	1,000
	Other Professional Services	2,000
		3,000
101-402.000-703.024	Postage Expense	300
Postage		300
101-402.000-703.025	City Manager Office Supplies	1,100
Office Expense		
101-402.000-706.015		
Employee Functions	Annual Employee Luncheon	1,000
	Employee Recognitions Program	1,800
		2,800
101-402.000-706.035		
Insurance & Surety Bond	Public Officials Bond	625
		625
101-402.000-706.036		
Membership, Dues, etc.	ICMA	1,200
	CCMA	400
	Other Memberships	200
		1,800
101-402.000-706.037		
Travel, Conf. Meetings	League Annual Conference	1,000
	Other Conf./Meetings & Expenses	1,000
		2,000

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**404**
Function:		**General Government**		**LEGAL**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	% Change
	Operating Expenses					
702.032	PROFESSIONAL/SPECIAL SERVICES	42,750	0	0	0	0.0%
702.033	SPECIAL LEGAL COUNSEL	282,126	217,250	117,249	217,250	0.0%
702.034	OTHER CONTRACT SERVICES	0	0	0	0	0.0%
	Total Operating Expenses	**$324,876**	**$217,250**	**$117,249**	**$217,250**	**0.0%**
	Total Department Appropriations	**$324,876**	**$217,250**	**$117,249**	**$217,250**	**0.0%**

LEGAL DEPARTMENT
PROPOSED BUDGET
FY 2014-15

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-404.000-702.033		
Special Counsel	Legal Matters	217,250
	City Attorney	
	Allen v. City of Riverbank	
	District Election Guidance	
	Personnel Matters	

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund: 101	**GENERAL FUND**	Department:	**403**
Function:	**General Government**		**FINANCE**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	307,010	319,606	247,885	333,300	13,694	4.3%
701.002	PERSONNEL TEMPORARY*	894	0	8,016	11,800	11,800	0.0%
708.004	MISC EMPLOYEE BENEFITS	-1,148	492	-40,762	500	8	1.6%
708.005	MEDICARE	4,221	4,675	3,515	5,000	325	7.0%
708.006	PERS RETIREMENT	31,642	40,546	30,861	44,900	4,354	10.7%
708.007	PAYROLL TAXES	2,281	2,170	3,037	3,400	1,230	56.7%
708.008	HEALTH DENTAL VISION INSURANCE	52,236	52,611	65,973	52,700	89	0.2%
708.009	NATIONAL RETIREMENT	11,854	13,155	9,112	14,500	1,345	10.2%
708.010	WORKERS' COMPENSATION	41,406	48,167	36,076	49,200	1,033	2.1%
708.012	DEFERRED COMPENSATION	11,107	11,107	8,981	11,100	-7	-0.1%
	Total Personnel Salaries & Benefits	**$461,503**	**$492,529**	**$372,694**	**$526,400**	**$33,871**	**6.9%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	11,282	15,400	11,709	15,700	300	1.9%
702.031	RENTS & LEASES	20,587	20,050	2,383	20,800	750	3.7%
702.032	PROFESSIONAL/SPECIAL SERVICES	49,561	49,600	47,923	47,500	-2,100	-4.2%
702.034	OTHER CONTRACT SERVICES	10,001	9,779	6,767	10,000	221	2.3%
703.024	POSTAGE	3,324	5,750	3,855	5,000	-750	-13.0%
703.025	OFFICE EXPENSE	7,818	7,775	5,386	6,800	-975	-12.5%
706.023	ADVERTISING	353	550	234	550	0	0.0%
706.035	INSURANCE & SURETY BONDS	625	625	625	625	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	375	375	444	375	0	0.0%
706.037	CONFERENCES & MEETINGS	1,467	2,000	2,039	2,000	0	0.0%
706.999	BAD DEBT EXPENSE - GARBAGE	19,721	0	0	0	0	0.0%
	Total Operating Expenses	**$125,114**	**$111,904**	**$81,365**	**$109,350**	**-$2,554**	**-2.3%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	10,903	0	0	0	0	0.0%
	Total Capital Outlay	**$10,903**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$597,520**	**$604,433**	**$454,059**	**$635,750**	**$31,317**	**5.2%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($166,162)
	WATER FUND	($169,589)
	SYS DEV FUND	($22,841)
	NET GENERAL FUND ALLOCATION	$277,158

EMPLOYEES:
1 DIRECTOR OF FINANCE
1 ACCOUNTING MANAGER
3 ACCOUNT CLERK II
1 *PART-TIME COLLECTIONS CLERK

*Personnel Regular Increase Description:
Increase in Personnel Costs due to Merit Increase Eligibility 13,694

FINANCE BUDGET

ACCOUNT NUMBER	DESCRIPTION	13/14 PRIOR ACTUAL	2014-2015 BUDGET	ACTUAL	BAL.
101-403.000-701.002	Personnel Temporary	6,585.02	11,800		11,800
101-403.000-701.003	Staff Overtime		0	0.00	
101-403.000-702.030 Maint. Operations Eq.					
	Comm/IT		300		300
	Executime Software	4,192.50	4,200		4,200
	FundBalance Software	7,336.39	7,700		7,700
	Ez Signer Maintenance	180.00	200		200
	PSI Business License Software	2,951.96	3,000		3,000
	Misc. Maintenance		300		300
	Housing Copier Maint		0		0
		14,661	$15,700	0	$15,700
101-403.000-702.031 Rents & Leases					
	Savin Copier Lease	2,224	3,300		3,300
	Mail Equipment Lease	481	500		500
	Equip. Pool Allocation: Fuel/Maint	17,000.00	17,000		17,000
	Housing Copier Lease		0		0
		19,704	$20,800	0	$20,800
101-403.000-702.032 Prof/Special Services					
	Audit Fees	33,175	32,600		32,600
	AIS-Utility Bill Printing	5,825	8,200		8,200
	Thales Consulting-SCO Reports	3,465	3,700		3,700
	Charter Internet Connect Fee	148	0		0
	MBIA-Sales Tax Audits	2,906	3,000		3,000
			0		0
		45,520	$47,500	0	$47,500
101-403.000-702.034 Other Contract Serv.	B of A Banking Fees	4,729	10,000		10,000
		4,729	$10,000	0	$10,000
101-403.000-703.024 Postage	Postage Expense	3,078	5,000		5,000
	Housing Postage		0		0
		3,078	$5,000	0	$5,000
101-403.000-703.025 Office Expense	Misc. Office Items	912	2,640		2,640
	Copier Count	333	2,000		2,000
	Window Envelopes (AP & UB)	0	360		360
	Water Forms	0	600		600
	A/P Check Stock	0	400		400
	Payroll Check Stock	0	300		300
	Time Slips	0	0		0
	W-2's, 1099's, Envelopes	115	200		200
	Pacific Storage	242	300		300
	Housing Office Expense	0	0		0
		1,602	$6,800	0	$6,800

FINANCE BUDGET

ACCOUNT NUMBER	DESCRIPTION	PRIOR	BUDGET	ACTUAL	BAL.
101-403.000-704.022 Communications					
	Cell Phone Stipend-Fin. Director	0	0	0	0
		0	$0	0	$0
101-403.000-705.041 Vehicle Fuel					
	Fuel Reimbursements	0	0	0	0
		0	$0	0	$0
101-403.000-706.023 Advertising					
	Annual Budget, Mid-Year	234	550		550
	Financial Summary, Prelim Budget	234	$550	0	$550
101-403.000-706.035 Surety Bonds					
	Treasurer Surety Bond	0	625		625
		0	$625	0	$625
101-403.000-706.036 Membership, Dues, etc.					
	CSMFO (2 members)	220	220		220
	CMTA	155	155		155
	TRAINING IN HOUSE	64	0		0
		439	$375	0	$375
101-403.000-706.037 Travel, Conf. Meetings					
	League Finance Officers Seminar	0.00	0		0.00
	CSMFO	222.92	2,000		2,000.00
	Other Conf./Meetings & Expenses	71.93	0		0.00
		295	$2,000	0	$2,000
101-403.000-706.038 Staff Development					
	UB Webinar	0	0	0	0
		0	$0	0	$0

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	**GENERAL FUND**	Department:	**439**
Function:		**Community Development**		**ECONOMIC DEVELOPMENT**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Operating Expenses						
702.043	AMMO PLANT SPECIFIC PLAN	28,081	45,000	34,606	0	-45,000	0%
702.032	SR 108 RELINQUISHMENT GRANT	60,330	0	82,311	0	0	0%
707.122	PUBLIC BENEFIT GRANT	0	57,400	57,402	0	-57,400	-100%
706.026	DEBT SERVICE - ED BANK LOAN	79,000	103,250	103,250	102,250	-1,000	-1%
	Total Operating Expenses	**$167,411**	**$205,650**	**$277,569**	**$102,250**	**-$103,400**	**-50%**
	Total Department Appropriations	**$167,411**	**$205,650**	**$277,569**	**$102,250**	**-$103,400**	**-50%**

*THE AMMO PLANT SPECIFIC PLAN EXPENSES ARE FULLY REIMBURSED BY THE STANISLAUS COUNTY ED BANK LOAN. REPAYMENT IS SECURED BY THE LOCAL REDEVELOPMENT AUTHORITY AND IS DUE IN DECEMBER 2014.

City of Riverbank

Fund:	101	**GENERAL FUND**	Department:	**408**
Function:		**General Government**		**Administrative Services**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	258,764	269,885	216,342	273,500	3,615	1.3%
701.002	PERSONNEL TEMPORARY	62,708	79,570	56,973	79,600	30	0.0%
701.003	PERSONNEL OVERTIME	386	900	905	0	-900	0.0%
708.004	MISC EMPLOYEE BENEFITS	11,755	0	-17,740	0	0	0.0%
708.005	MEDICARE	4,383	5,017	3,701	5,200	183	3.6%
708.006	PERS RETIREMENT	27,858	38,474	31,543	43,300	4,826	12.5%
708.007	PAYROLL TAXES	5,513	2,170	2,492	2,100	-70	-3.2%
708.008	HEALTH DENTAL VISION INSURANCE	50,744	52,420	47,952	51,600	-820	-1.6%
708.009	NATIONAL RETIREMENT	9,485	10,524	8,135	11,600	1,076	10.2%
708.010	WORKERS' COMPENSATION	35,011	40,596	31,332	40,300	-296	-0.7%
708.012	DEFERRED COMPENSATION	4,225	5,200	4,150	5,200	0	0.0%
	Total Personnel Salaries & Benefits	**$470,832**	**$504,756**	**$385,785**	**$512,400**	**$7,644**	**1.5%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	9,175	10,963	9,604	9,700	-1,263	-11.5%
702.031	RENTS & LEASES	4,622	4,550	1,606	4,600	50	1.1%
702.032	PROFESSIONAL SERVICES	39,337	37,800	36,011	37,800	0	0.0%
702.034	OTHER CONTRACT SERVICES	3,446	5,200	2,150	5,200	0	0.0%
702.039	SPECIAL COMMUNITY SERVICES	7,542	15,000	13,158	15,000	0	0.0%
703.023	ADVERTISING	387	1,000	625	1,000	0	0.0%
703.024	POSTAGE	220	500	219	500	0	0.0%
703.025	OFFICE EXPENSE	4,164	4,000	2,692	4,000	0	0.0%
706.014	MISC. PERSONNEL EXPENSE	1,150	1,500	1,071	1,500	0	0.0%
706.026	MISCELLANEOUS EXPENSE	593	0	0	0	0	0.0%
706.035	INSURANCE & SURETY BOND	318	350	318	350	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	513	850	730	1,100	250	29.4%
706.037	CONFERENCES & MEETINGS*	1,879	500	353	1,500	1,000	200.0%
706.042	SAFETY	319	500	95	500	0	0.0%
706.047	WEBSITE	0	1,000	0	1,000	0	0.0%
706.066	**ELECTIONS	67,039	0	-7	20,000	20,000	0.0%
	Total Operating Expenses	**$140,704**	**$83,713**	**$68,625**	**$103,750**	**$20,037**	**23.9%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
707.017	COMPUTER COMPONENTS	25,025	40,000	36,375	4,000	-36,000	-90.0%
	Total Capital Outlay	**$25,025**	**$40,000**	**$36,375**	**$4,000**	**-$36,000**	**-90.0%**
	Total Department Appropriations	**$636,561**	**$628,469**	**$490,785**	**$620,150**	**-$8,319**	**-1.3%**

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	($47,584)
	WATER FUND	($58,871)
	NET GENERAL FUND ALLOCATION	$513,695

COMPUTER COMPONENTS:
COMPUTER REPLACEMENT PROGRAM $4,000

*Conferences & Meetings Increase:
Performance Management Program 10,000

**Elections Increase:
Nov 2014 Elections (2 seats) 20,000

EMPLOYEES:
1 PART-TIME HUMAN RESOURCE MANAGER
1 CITY CLERK
1 ADMINISTRATIVE ASSISTANT/CONFIDENTIAL
1 HUMAN RESOURCE ANALYST
1 HUMAN SERVICES SPECIALIST/ADMINISTRATIVE ANALYST II

Administrative Services Department
14/15 Base Budget Request

		FY 14/15	Description
702.030	**Maintenance of Oper & Equip**		
	COOP Maintenance Fee	1,500	Emergency Management Plans (Admin; CD; PW)
	ECS Imaging Incorporated	5,100	Laserfice Management
	American Legal	400	Uncodified Ordinances Online
	HRN Management - Appraisal	1,100	Performance Appraisal Software
	People Track Annual Maintenance	1,100	Human Services Program (Keep track of Personnel)
	AdTech (Filtering)	500	Filtering Email - Annual Cost
	Total	**$9,700**	
702.031	**Rents & Leases**		
	Copier Lease	$2,200	
	Charter Monthly Charge (Cable Connection)	2,400	
	Total	**$4,600**	
702.032	**Professional/Special Services**		
	Codification of Municipal Code	$3,000	Codify Municipal Code - Laws of the City
	Charter - Web Hosting/Registration	3,600	Internet Connection
	Adtech Annual Service	31,200	$2,600 monthly charge for IT services
	Total	**37,800**	
702.034	**Other Contract Services**		
	OES Contract	$1,200	Contract services with Stan County Office of Emergency Services
	Centration	2,000	State Mandated Costs
	Liebert, Cassidy, Whitmore	2,000	Employment Consortium
	Total	**$5,200**	
702.039	**Special Community Services**		
	Government Channel - Filming	$15,000	Money received from Public Education/Government (PEG) Fees
	Total	**$15,000**	
703.023	**Advertising**	**$1,000**	Public Notices
703-024	**Postage**	**$500**	Recruitments; Daily
703.025	**Office Expense**	**$4,000**	Office Supplies; Copy Count Distribution
706.014	**Misc. Personnel Expense**	**$1,500**	Physicals; Fingerprints; Annual DOT
706.035	**Insurance & Bonds**		
	City Clerk Bond	**$350**	Required bond per City Code
706.036	**Memberships, Dues, Books, etc.**		
	Safety Council	$200	
	IIMC	400	
	Riverbank News	100	
	CCAC Annual Dues	300	
	Modesto Bee	100	
		$1,100	

Administrative Services Department
14/15 Base Budget Request

706.037	**Travel, Conf & Meetings**	$1,500	
706.042	**Safety**	$500	Safety Supplies (First Aid, etc.)
706.047	**New Web Site Development**	$1,000	
706.066	**Elections**	$20,000	Election Year (2 Council Seats)
707.017	**Computer Components**	$ 4,000	City Computer Replacement Program

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Administrative Services	K. Lemons	03/15/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-408.000-706.066	Nov. 2014 General Elections	$20,000	
2	101-408.000-706.037	Performance Based Management Training	$10,000	

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	**GENERAL FUND**	Department:	**411**
Function:		**Public Safety**		**CODE COMPLIANCE**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Operating Expenses						
702.034	ANIMAL CONTROL SERVICES	156,115	155,831	119,204	158,400	2,569	1.6%
999.000	TRANSFERS OUT TO FUND 117	55,509	65,733	0	65,650	-83	-0.1%
	Total Operating Expenses	**$211,624**	**$221,564**	**$119,204**	**$224,050**	**$2,486**	**1.1%**
	Total Department Appropriations	**$211,624**	**$221,564**	**$119,204**	**$224,050**	**$2,486**	**1.1%**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	GENERAL FUND	Department:	409
Function:		Public Safety		POLICE SERVICES

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	4,563	1,500	1,075	1,500	0	0.0%
702.031	RENTS & LEASES/BLDG REPLACE.	19,972	19,500	2,809	19,500	0	0.0%
702.034	VEHICLE MILEAGE FEE	136,591	122,000	88,713	140,000	18,000	14.8%
702.039	SPECIAL COMMUNITY SERVICES	0	0	0	15,000	15,000	0.0%
702.060	CONTRACT SHERIFF SERVICES	3,293,255	3,452,986	2,314,943	3,474,946	21,960	0.6%
703.024	POSTAGE	1,030	1,500	821	1,500	0	0.0%
703.025	OFFICE EXPENSE	2,250	2,000	688	2,000	0	0.0%
704.021	UTILITIES	35,201	45,000	26,001	40,000	-5,000	-11.1%
704.022	COMMUNICATIONS	3,051	3,000	2,092	3,000	0	0.0%
706.023	ADVERTISING	0	100	0	100	0	0.0%
706.026	MISCELLANEOUS EXPENSE	99	180	346	180	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	633	1,500	1,076	1,500	0	0.0%
706.072	SDEA CONTRIBUTION	36,335	37,062	19,503	40,000	2,938	7.9%
	Total Operating Expenses	**$3,532,980**	**$3,686,328**	**$2,458,067**	**$3,739,226**	**$52,898**	**1.4%**
	Capital Outlay						
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$3,532,980**	**$3,686,328**	**$2,458,067**	**$3,739,226**	**$52,898**	**1.4%**

STAFFING:

1 Lieutenant (Chief of Police)
2 Sergeants
15 Deputy Sheriff/Detective
1 Supervising Legal Clerk
2 Legal Clerks
1 Community Services Officer

POLICE SERVICES
PROPOSED BUDGET
FY 2014-15

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-409.000-702.030		
Maint. Operations Eq.	Equipment Maint./Lidar Guns	1,500
		$1,500
101-409.000-702.031		
Rents & Leases	Building Replacement Fund	15,700
	Copier Lease - MoCal	3,800
		$19,500
101-409.000-702.034		
Other Contract Serv.	Sheriff Vehicle Maintenance	140,000
	Stan County	$140,000
101-409.000-702.039		
Special Comm. Services	Special Services-Sheriff's	15,000
		$15,000
101-409.000-702.060		
Contract Sheriff Services	Sheriff's Contract - Stan County	3,474,946
		$3,474,946
101-409.000-703.024		
Postage	Postage Expense	1,500
		$1,500
101-409.000-703.025		
Office Expense	Citation Books	1,000
	Mo-Cal Copy County	1,000
		$2,000
101-409.000-704.021		
Utilities	Building Utilities - PG&E	40,000
		$40,000
101-409.000-704.022		
Communications	Communication System	3,000
	AT&T	$3,000
101-409.000-706.023		
Advertising	Riverbank News	100
	SLESF Public Hearing	$100
101-409.000-706.026		
Miscellaneous Expense	Charter Communications	120
	Administrative Hearing Officer	60
		$180
101-409.000-706.029		
Maint. Of Blding	Maintenance Expenses	1,500
		$1,500
101-409.000-706.072		
SDEA Contribution	Stan Drug Enforcement Agency	40,000
		$40,000
Total Police Services FY 2014-15 Budget		**$3,739,226**

SHERIFF CONTRACT EXPENDITURE ALLOCATION

101-409.000-702.060	Estimated FY 2013-14	Proposed FY 2014-15	% Increase
SALARIES & BENEFITS	2,712,546	2,742,420	1.10%
Less: COPS Grant	0	0	
OVERTIME	178,117	196,953	10.58%
SERVICES & SUPPLIES	179,129	161,460	-9.86%
INTERNAL SERVICE FUND			
LIABILITY COVERAGE	0	0	0.00%
COMMUNICATION SERV.	391,140	374,113	-4.35%
STORES	0	0	0.00%
TOTAL 702.060	**3,460,932**	**3,474,946**	0.40%
OTHER CONTRACT SERVICES			
101-409.000-702.034			
PATROL VEHICLE CHARGES	122,000	140,000	14.75%
TOTAL 702.034	**122,000**	**140,000**	14.75%
TOTAL ESTIMATED BUDGET	**3,582,932**	**3,614,946**	0.89%
Difference		**32,014**	

Draft

EXHIBIT C

STANISLAUS COUNTY SHERIFF'S DEPARTMENT
CONTRACT RATES FOR
CITY OF RIVERBANK
2013/2014

			A Final Budget 2013/2014	B Estimated 2013/2014	C 2014-15 No Change	D 2014-15 Add 1 Dep	E 2014-15 Add 2 Dep
Staffing							
Lieutenant			1	1	1	1	1
Sergeants			2	2	2	2	2
Deputy Sheriff/Detective			15	15	15	16	17
Supervising Legal Clerk			1	1	1	1	1
Legal Clerk			2	2	2	2	2
Community Services Officer			1	1	1	1	1
Total Officers including Lientenant			18	18	18	19	20
Officers per 1,000 based on Population of	22,924		0.79	0.79	0.79	0.83	0.87
	FTEs						
Lieutenant	1		194,739	195,664	201,789	201,789	201,789
Sergeants	2		287,383	289,233	293,988	293,988	293,988
Deputy Sheriff/Detective	15		1,862,611	1,902,433	1,921,428	2,049,523	2,177,618
Supervising Legal Clerk	1		85,574	86,499	86,499	86,499	86,499
Legal Clerk	2		156,737	158,587	158,587	158,587	158,587
Community Services Officer	1		79,205	80,130	80,130	80,130	80,130
Total Salary and Benefits			2,666,249	2,712,546	2,742,420	2,870,515	2,998,611
Overtime and Extra Help (Backfill, Grants, School, Security events)			234,198	320,222	339,058	357,895	376,731
Service, Supplies and Other Charges			158,094	179,129	161,460	161,460	161,460
SR911 Dispatch Services			391,140	391,140	374,113	374,113	374,113
Patrol Vehicle charges (Rates Below)		Estimated	122,000	122,000	155,000	155,000	155,000
Total Cost of City Contract			3,571,681	3,725,037	3,772,051	3,918,983	4,065,915
Revenues:							
City Payment to County			3,521,086	3,582,931	3,474,946	3,776,878	3,923,810
Grants, School, Security Contractual Events			50,596	142,105	142,105	142,105	142,105
Revenue from Vehicle Mileage			0	0	155,000	0	0
Revenue from Canine Grant			0	0	0	0	0
Total Revenue			**3,571,682**	**3,725,036**	**3,772,051**	**3,918,983**	**4,065,915**

COST INCREASES

- Lieutenant cost increased by $6,125 or 3.13% due to the conversion of a portion of the retirement costs to employee paid.
- Sergeant cost increased by $4,755 or 1.64% due to the conversion of a portion of the retirement costs to employee paid.
- Deputy Costs increased by $18,995 or 1% due to the conversion of a portion of the retirement costs to employee paid.
- Overtime increased by $104,860 or 44.77% ($52,973.53 of this was directly attributable to grant funding)
- Services, Supplies and Other Charges budgeted amount are expected to increase from last year however it is budgeted below what the actual expenses are anticipated to be for 2013/14. There are expected increases in the following line items:
    - Communications expenses are expected to increase by $1,000 to reflect rising costs for upgrading to fiber optic lines.
    - Vet Services have increased from a previously budgeted amount of $649 to $2,000 to reflect an increase in the actual costs incurred this year.
    - Salvage Disposal expense was increased to $750 from $340 ($410) to reflect actual costs incurred in 13/14.
    - Morgan Shop Fuel expense was increase due to increased usage of this refueling facility.
- Patrol Vehicle charges are expected to increase by $33,000 or 27.05% due to several factors including:
    - Increased mileage leading to more wear on the vehicles
    - Cost incurred to outfit new patrol vehicles to replace those that mileage out.
    - Estimated increase in fuel costs

COST DECREASES

- Costs for SR911 have decreased by $17,027 or 4.35% due to a slight decrease (.02%) in the relative population and a .72% decrease in the relative incidents rate.

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	**GENERAL FUND**	Department:	**407**
Function:		**Parks & Recreation**		**BUILDING MAINTENANCE**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	45,767	49,388	39,900	49,800	412	0.8%
701.002	PERSONNEL TEMPORARY	0	0	0	1,000	1,000	0.0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	3,443	0	-3,577	0	0	0.0%
708.005	MEDICARE	602	710	525	715	5	0.7%
708.006	PERS RETIREMENT	4,771	6,156	4,955	6,700	544	8.8%
708.007	PAYROLL TAXES	434	434	434	900	466	107.4%
708.008	HEALTH DENTAL VISION INSURANCE	12,927	12,893	12,256	12,800	-93	-0.7%
708.009	NATIONAL RETIREMENT	2,371	2,631	1,976	2,900	269	10.2%
708.010	WORKERS' COMPENSATION	6,192	7,402	5,765	7,300	-102	-1.4%
	Total Personnel Salaries & Benefits	**$76,507**	**$79,614**	**$62,234**	**$82,115**	**$2,501**	**3.1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	1,820	2,000	1,399	2,000	0	0.0%
702.031	RENTS & LEASES (VEHICLES)	5,760	5,000	0	5,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	19,745	19,430	13,879	16,527	-2,903	-14.9%
703.028	SMALL TOOLS	163	200	0	200	0	0.0%
704.021	UTILITIES	27,094	24,000	18,867	24,000	0	0.0%
704.022	COMMUNICATIONS	8,843	8,500	7,337	8,500	0	0.0%
706.027	BOOT & JACKET ALLOWANCE	150	150	0	150	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	12,770	12,000	6,327	12,000	0	0.0%
706.056	STATE/COUNTY FEES	2,393	2,950	2,208	2,950	0	0.0%
706.073	UNIFORMS & RAGS	1,737	1,500	1,001	1,500	0	0.0%
	Total Operating Expenses	**$80,475**	**$75,730**	**$51,018**	**$72,827**	**-$2,903**	**-3.8%**
	Capital Outlay						
707.003	EQUIPMENT/PROJECTS	0	42,175	22,185	0	-42,175	-100.0%
	Total Capital Outlay	**$0**	**$42,175**	**$22,185**	**$0**	**-$42,175**	**-100.0%**
	Total Department Appropriations	**$156,982**	**$197,519**	**$135,437**	**$154,942**	**-$42,577**	**-21.6%**

EQUIPMENT/PROJECTS

STAFFING: 1 SR. FACILITIES MAINTENANCE WORKER

HVAC REPLACEMENT AT SCOUTS HALL	$12,700
HVAC REPLACEMENT AT MUSEUM	$5,500
	$18,200

City of Riverbank
Facility Maintenance Budget Information Sheet
2014-2015 Fiscal Year

Personnel
101.407.000.701.001
- 1 Full Time position: Eddie Simas

Personnel Temporary: 1,000
101.407.000.701.002
- Part time staff for custodial services on open buildings for alternating Fridays.

Personnel Overtime: 0
101.407.000.701.003
- No Overtime

Maintenance Operations Equipment: $2,000
101.407.000.702.030
- Funds for misc. repair (usually done in house)
- Key copies, lock replacement
- Flag Replacement
- Corp Yard Gate Service

Rents & Leases: $5,000
101.407.000.702.031
- Non-Discretionary Item

Professional Services: $16,527
101.407.000.702.032
- Bay Alarm: $7,000
- HVAC Contracts: $5,700 (All buildings)
- Pest Control Services: $1,827
- Fire Extinguisher Service: $500
- Unexpected Repairs (requiring professional): $1,500

Small Tools: $200
101.407.000.703.028
- Tools needed for repairs or maintenance

Utilities: $24,000
101.407.000.704.021
- MID
- PG&E
- Water

Communications: $8,500
101.407.000.704.022

- City Telephones: AT&T- MCI

Boot & Jacket Allowance: $150
101.407.000.706.027

Maintenance of Buildings/Structures/Grounds: $12,000
101.407.000.706.029

- Cleaning supplies
- Paper supplies

State /County Fees: $2,950
101.407.000.706.056

- SCFPD Annual Assessment on City Buildings

Uniforms & Rags: $1,500

- Uniform Shirts: $300
- Rags: $1200

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Building Maintenance	Sue Fitzpatrick	3-10-2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101.407.707.003	Replacement of 2 HVAC units at the Scout Hall Building. Units are over 20 years old.	$12,744	
2	101.407.707.003	Replacement of 1 HVAC unit at the Museum Building. Unit is 29 years old,	$5,500	
3	101.407.707.003	~~Replace carpet at City Hall South due to safety committee concern. This quote includes the moving of equipment.~~	~~$15,400 or $20,800 (squares)~~	Mid-Year
4	101.407.707.003	~~Painting of City Hall South & sealer on Rock~~	~~$9,000 $11,000~~	Mid-Year
5	101.407.707.003	~~Painting of City Hall Council Chambers~~	~~$1,500~~	Mid-Year

January 22, 2014

City of Riverbank
6727 3rd Street
Riverbank, CA 95367

Attn: Sue Fitzpatrick

Re: Replacement of Unit #1@ the Scout Hall

Dear Sue:

As per your request, we propose to replace (1) one six ton roof mounted gas/electric package unit.

Price Includes:
1. (1) one Carrier 6-ton 12-EER R410A 208/230 3-phase gas/electric package unit
2. (1) one programmable thermostat
3. Line voltage wiring
4. Low voltage wiring
5. Gas piping
6. Condensate piping
7. Systems operation check
8. Ductwork pressurization testing
9. Crane service
10. City permit
11. Removal & disposal of existing equipment
12. Taxes and freight

Not Included in Price:
1. 110V outlet on roof, if required
2. Connection to any smoke/fire alarm/suppression system
3. Structural modifications, if necessary
4. Roofing
5. Ductwork replacement, repairs or sealing
6. Engineering or drawings

Price:..$5,995
Work limited to items stated above.

Option # 1. Add energy saving economizer.......$790

#6,785

Note: As of October 1, 2005, the State of California is requiring a third party independent ductwork pressurization test and certification of any existing or new duct system associated with HVAC equipment replacement. When a permit is pulled in association with this project, you will be required to follow those standards. If the duct system fails to meet the maximum of 15% leakage allowed, you will be required seal the duct system. The cost for sealing, if required, is not accounted for in our proposal.

We will need a clear area in the parking lot while the crane is operating.

Warranty Information:

1. (1) one year warranty on all part and labor
2. (5) five year limited warranty on air conditioning compressors (labor not included)
3. (10) ten year limited warranty on furnace heat exchangers (labor not included)

Sincerely,

TENNEY A. NORQUIST

Doug Campbell

Accepted Date

January 22, 2014

City of Riverbank
6727 3rd Street
Riverbank, CA 95367

Attn: Sue Fitzpatrick

Re: Replacement of Unit #2@ the Scout Hall

Dear Sue:

As per your request, we propose to replace (1) one 2 ton roof mounted gas/electric package unit.

Price Includes:

1. (1) one Carrier 2-ton 13-SEER R410A 208/230 1-phase gas/electric package unit
2. (1) one curb adapter
3. (1) one programmable thermostat
4. Line voltage wiring
5. Low voltage wiring
6. Gas piping
7. Condensate piping
8. Systems operation check
9. Ductwork pressurization testing
10. Crane service
11. City permit
12. Removal & disposal of existing equipment
13. Taxes and freight

Not Included in Price:

1. 110V outlet on roof, if required
2. Connection to any smoke/fire alarm/suppression system
3. Structural modifications, if necessary
4. Roofing
5. Ductwork replacement, repairs or sealing
6. Engineering or drawings

Price:...$5,231
Work limited to items stated above.

Option # 1. Add energy saving economizer......$728

$5,959

Note: As of October 1, 2005, the State of California is requiring a third party independent ductwork pressurization test and certification of any existing or new duct system associated with HVAC equipment replacement. When a permit is pulled in association with this project, you will be required to follow those standards. If the duct system fails to meet the maximum of 15% leakage allowed, you will be required seal the duct system. The cost for sealing, if required, is not accounted for in our proposal.

We will need a clear area in the parking lot while the crane is operating.

Warranty Information:
1. (1) one year warranty on all part and labor
2. (5) five year limited warranty on air conditioning compressors (labor not included)
3. (10) ten year limited warranty on furnace heat exchangers (labor not included)

Sincerely,

TENNEY A. NORQUIST

Doug Campbell

Accepted Date

January 22, 2014

City of Riverbank
6727 3rd Street
Riverbank, CA 95367

Attn: Sue Fitzpatrick

Re: Replacement of Unit #1@ the Museum

Dear Sue:

As per your request, we propose to replace (1) one three ton ground mounted gas/electric package unit.

Price Includes:
1. (1) one Carrier 3-ton 13-SEER R410A 208/230 1-phase gas/electric package unit
2. (1) one programmable thermostat
3. Line voltage wiring
4. Low voltage wiring
5. Gas piping
6. Condensate piping
7. Systems operation check
8. Ductwork pressurization testing
9. City permit
10. Removal & disposal of existing equipment
11. Taxes and freight

Not Included in Price:
1. 110V outlet on roof, if required
2. Connection to any smoke/fire alarm/suppression system
3. Structural modifications, if necessary
4. Ductwork replacement, repairs or sealing
5. Engineering or drawings

Price:..$4,697

Work limited to items stated above.

Option # 1. Add energy saving economizer.....$728

$5,425

Note: As of October 1, 2005, the State of California is requiring a third party independent ductwork pressurization test and certification of any existing or new duct system associated with HVAC equipment replacement. When a permit is pulled in association with this project, you will be required to follow those standards. If the duct system fails to meet the maximum of 15% leakage allowed, you will be required seal the duct system. The cost for sealing, if required, is not accounted for in our proposal.

We will need a clear area in the parking lot while the crane is operating.

Warranty Information:

1. (1) one year warranty on all part and labor
2. (5) five year limited warranty on air conditioning compressors (labor not included)
3. (10) ten year limited warranty on furnace heat exchangers (labor not included)

Sincerely,

TENNEY A. NORQUIST

Doug Campbell

Accepted Date

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**414**
Function:		**Parks & Recreation**		**PARKS**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	205,980	207,982	168,800	206,700	-1,282	-0.6%
701.002	PERSONNEL TEMPORARY	16,183	22,540	20,146	22,300	-240	-1.1%
701.003	PERSONNEL OVERTIME	547	1,100	1,761	1,000	-100	-9.1%
701.004	STANDBY PAY	3,716	4,000	3,516	4,000	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-487	0	-9,362	0	0	0.0%
708.005	MEDICARE	3,082	3,129	2,646	3,300	171	5.5%
708.006	PERS RETIREMENT	21,179	25,629	20,703	27,800	2,171	8.5%
708.007	PAYROLL TAXES	3,616	3,224	4,151	3,500	276	8.6%
708.008	HEALTH DENTAL VISION INSURANCE	68,598	68,834	64,386	66,300	-2,534	-3.7%
708.009	NATIONAL RETIREMENT	9,485	10,524	7,903	11,600	1,076	10.2%
708.010	WORKERS' COMPENSATION	27,574	30,829	24,065	30,400	-429	-1.4%
708.012	DEFERRED COMPENSATION	1,950	1,950	1,575	2,000	50	2.6%
	Total Personnel Salaries & Benefits	**$361,423**	**$379,741**	**$310,290**	**$378,900**	**-$841**	**-0.2%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	294	300	289	300	0	0.0%
702.031	RENTS & LEASES	62,125	51,800	1,115	51,800	0	0.0%
702.032	PROFESSIONAL SERVICES	85,201	93,780	73,819	93,780	0	0.0%
703.025	OFFICE EXPENSE	176	200	183	200	0	0.0%
703.028	SMALL TOOLS	498	500	243	500	0	0.0%
703.049	CHEMICALS	8,444	5,000	1,973	5,000	0	0.0%
703.050	POOL CHEMICALS	19,150	22,000	10,208	22,000	0	0.0%
703.051	BARK/FIBER	0	12,000	7,399	0	-12,000	-100.0%
704.021	UTILITIES	33,369	26,000	20,162	26,000	0	0.0%
704.022	COMMUNICATIONS	595	600	534	400	-200	-33.3%
706.027	BOOT & JACKET ALLOWANCE	600	600	398	600	0	0.0%
706.029	MAINT. OF BLDG & STRUCTURES	30,302	28,000	25,362	28,000	0	0.0%
706.038	STAFF DEVELOPMENT	1,269	1,000	530	3,000	2,000	200.0%
706.050	SAFETY EQUIPMENT	376	350	15	350	0	0.0%
706.056	STATE/COUNTY FEES	3,393	3,600	3,486	3,600	0	0.0%
706.073	UNIFORMS & RAGS	366	700	0	700	0	0.0%
706.081	DOWNTOWN & WATERFALL MAINT.	2,523	2,200	2,218	3,000	800	36.4%
	Total Operating Expenses	**$248,681**	**$248,630**	**$147,934**	**$239,230**	**-$9,400**	**-3.8%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	15,024	6,000	4,913	6,000	0	0.0%
	Total Capital Outlay	**$15,024**	**$6,000**	**$4,913**	**$6,000**	**$0**	**0.0%**
	Total Department Appropriations	**$625,128**	**$634,371**	**$463,137**	**$624,130**	**-$10,241**	**-1.6%**

EQUIPMENT AND PROJECTS:

PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM	$6,000
SCOUT HALL & PIONEER PARK DRY ROT REMOVAL	$0
CASTLEBURG PARK RESTROOM DRY ROT REMOVAL	$0
BOBCAT EQUIPMENT	$0
	$6,000

SALARY REIMBURSEMENT	(12,000)
NET GENERAL FUND EFFECT	$612,130

STAFFING:

1 PARKS SUPERVISOR
2 SR. PARKS MAINTENANCE WORKERS
1 PARKS MAINTENANCE WORKER II
2 PT PARKS MAINTENANCE AIDES (SEASONAL)

City of Riverbank
Park Maintenance Budget Information Sheet
2014-2015 Fiscal Year

Personnel
101.414.000.701.001

- 4 Full Time positions

Personnel Temporary: $22,285
101.414.000.701.002

- $12,000 of this is deposited back into revenue from the JMP parking fees for park aide services
- General park (opening/closing restrooms on weekends & holidays): $2,100
- Seasonal Park Aide: $8,285

Personnel Overtime: $1,000
101.407.000.701.003

- Park related needs during off hours, special events

Standby Pay: $4,000
101.414.701.004

- This is not required for parks coverage and impacts our department negatively.

Maintenance Operations Equipment: $300
101.414.000.702.030

- Unplanned minor repairs

Rents & Leases: $51,800
101.414.000.702.031

- Copier
- Motor pool

Professional Services: $93,780
101.414.000.702.032

- This amount is offset by approx. $15,000 from sports complex revenue
- Landscaping contract: $93,780 (Downtown, Museum, Designated parks, non-park areas)

Office Expense: $200
101.414.000.703.025

Small Tools: $500
101.414.000.703.028

- Tools needed for repairs or maintenance

Chemicals: $5,000
101.414.000.703.049

- Pesticides & other chemicals needed

Pool Expenses & Chemicals: $22,000
101.414.000.703.050

- Pool expenses
- Pool Chemicals
- Water Feature Chemicals

Bark Fiber for Playground Surfacing: ~~$12,000~~ $0 Delay until FY 2015-16
101.414.000.703.051

Utilities: $26,000
101.414.000.704.021

- **MID**
- **PG&E**
- **Water Feature at Plaza**

Communications: $600
101.414.000.704.022

Boot & Jacket Allowance: $600
101.414.000.7065.027

Maintenance of Buildings/structures/grounds
101.414.706.029: $28,000

- Supplies and equipment for maintenance of all parks, downtown and other areas
- Toilet paper, irrigation repair, plumbing, faucets etc.
- Project needs

Staff Development: $3,000
101.414.000706.029

- Certificate renewals, CEU requirements
  (pesticide, playground inspector)

Safety Equipment: $350
101.414.706.050

Uniforms & Rags: $700
101.414.000.706.073

- Shirts, sweatshirts, hats, rags

Downtown & Waterfall: $3,000

101.414.000.706.081

- Repairs, supplies, general expenses for downtown & waterfall

Capital Expenditures: Due March 7th
101.414.707.002

Equipment/Projects: $6,000
101.414.707.003

- Playground equipment maintenance & repair

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Parks	Sue Fitzpatrick	3-10-2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101.414.707.003.	Purchase of Bobcat for Parks Department (see attached information)	~~$45,000~~	Mid-Year
2	101.414.707.003	Scout Hall and Pioneer Park Restroom dry rot removal and repair of damaged areas on roof and fascia areas (see attached photos)	$2,500	
3	101.414.707.003	Castleberg Park Restroom extensive dry rot damage entire perimeter edge of roof deck and fascia boards	$4,900	

American Family Home Roofing
Licensed Contractor & Owner: Dan L. Wilcox
Lic # 415052 C-39

Roofing Quote/Contract

Job Location: Pioneer Park Restroom and Scout Hall Christian Building
Riverbank, CA 95367

Quote Date: January 20, 2014

Sales Contact		Customer	012014COR
Name:	David E. Wilcox	Name:	Sue Fitzpatrick
Address:	5039 Prospectors Pkwy.	Company:	City of Riverbank
City/St/Zip:	Riverbank, CA 95367	Bill Address:	6707 Third Street
Phone:	209-863-0336	City/St/Zip:	Riverbank, CA 95367
Cl. Phone:	209-774-6655	Phone:	209-863-7150
email:	wilcox_david@att.net	Email:	sfitzpatrick@riverbank.org

	Description / Item	Squares	Bldg.	Total
	Fascia & Roof Repair			
1	Restroom: Extensive dry-rot damage to 3 roof joist rafter tails that resulted in breaking off the fascia at the corner of the restroom. (see photos)			
a	Removal of rotted roof joist-tails and remaining bad fascia boards. To replaced with new primed and painted boards.			
b	We'll scrap of old paint on all of remaining fascia around restroom building, prime and repaint. And likewise do the same to the posts on the front of the restroom.			
c	We will remove fasteners around the perimeter of the corrugated roof on top of the fascia, clean and install 1.5" x 1.5" metal drip edge to prevent any further rotting and re-install fasteners.			$ 1,500.00
2	Scout Hall: Remove, furnish and replace crushed corner portion of gutter and downspout (custom job). Cut-off and replace exposed portion of fascia that rotted, prime & paint. Clean out all gutters on bldg. (see photos)			
b	Back Building Shed Roof: Remove & replace damaged shingles & replace missing comp. shingles. Apply new under liner, metal drip edge/nosing & new ltd. Lifetime shingles (color compatible w/bldg.) (see photos)			$ 1,000.00
	Grand Total (includes all taxes) ------->			$ 2,500.00

Certified Licensed Roofing by American Family Home (Est.1981) Over 1,500 roofs built under Lic.# 415052 C-39

American Family Home Roofing will offer a 5 Year Warranty on Performed Labor.

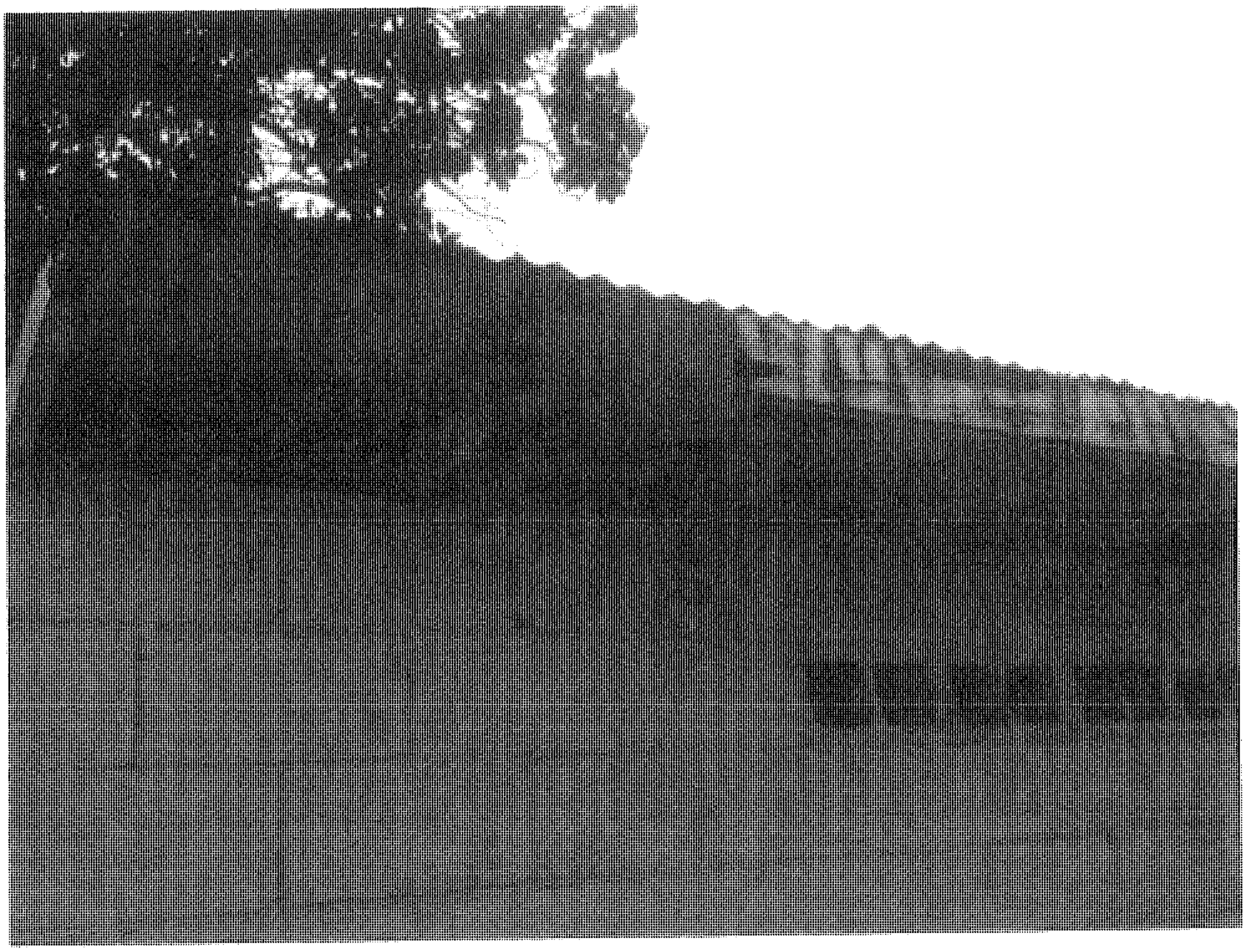
This is a close ended quote, No additional costs included (except where serious structural damage is found, usually not the case).
Both buyer and seller agree to this proposal, price & terms by signing below.

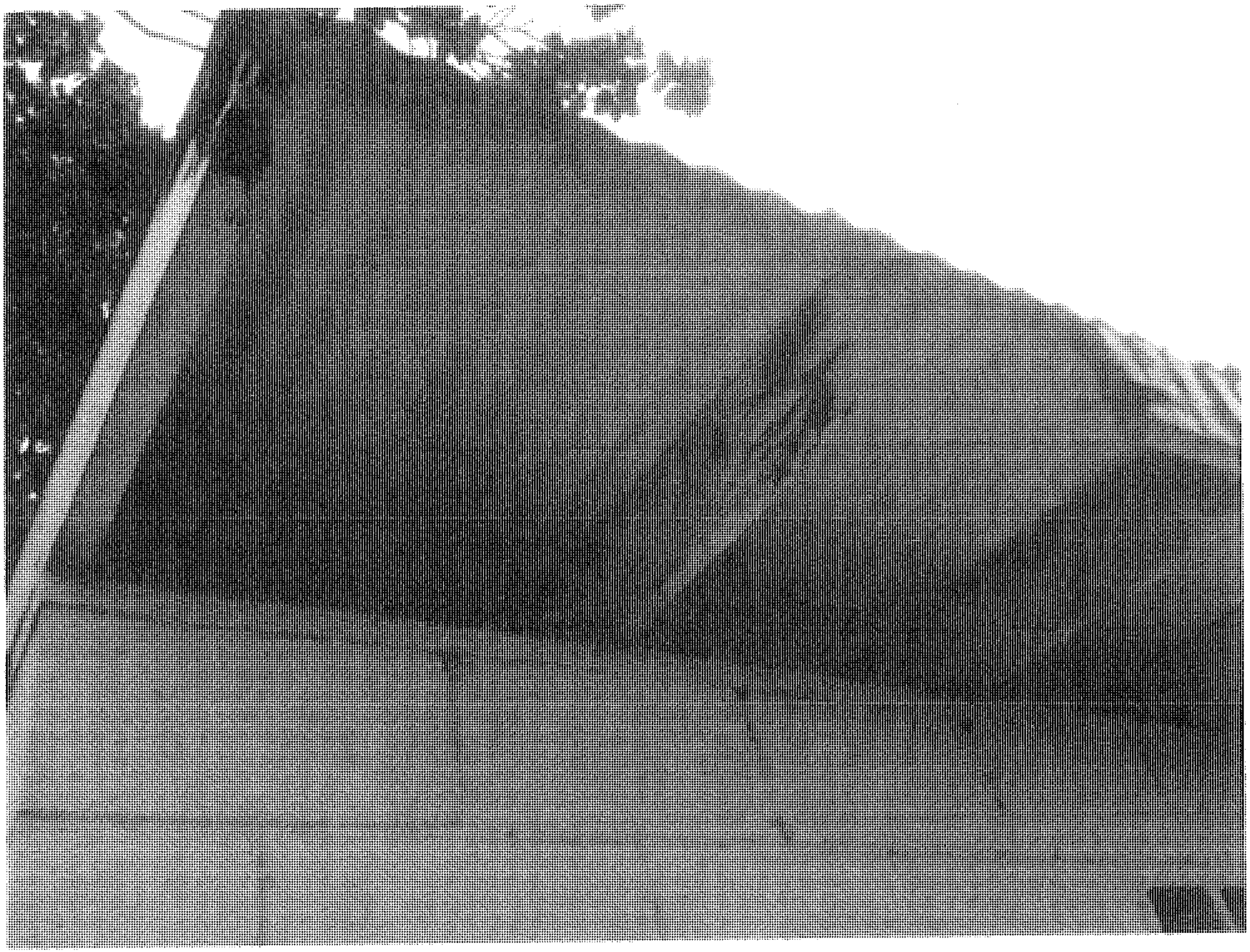
Payment Terms and Agreement: We accept cash & checks

1. 10% due upon signing of quote to contract. $ 250.00
2. 60% due upon loading of materials needed & starting job. $ 1,500.00
3. Remaining 30% due upon completion & inspection of work. $ 750.00

Approximate Job Start Date (depending on weather & contractors notified work load): ASAP
(Notes: Customer cannot forfeit or cancel this contract after 3 days from the signing of contract; this is based on the 3 day rescission law. For re-roofing, we will need 3 days of forecasted clear sky weather.)

Authorized Customers signature: ______________________ **Date:** ____________
Authorized A.F.H.R. Sales agent signature: ______________________ **Date:** ____________





American Family Home Roofing
Licensed Contractor & Owner: Dan L. Wilcox
415052 C-39

Roofing Quote/Contract

Job Location: Castleberg Park
Kentucky & 8th Street
Riverbank, CA 95367

Quote Date: January 20, 2014

Sales Contact		Customer	012014COR2
Name:	David E. Wilcox	Name:	Sue Fitzpatrick
Address:	5039 Prospectors Pkwy.	Company:	City of Riverbank
City/St/Zip:	Riverbank, CA 95367	Bill Address:	6707 Third Street
Phone:	209-863-0336	City/St/Zip:	Riverbank, CA 95367
Cl. Phone:	209-774-6655	Phone:	209-863-7150
email:	wilcox_david@att.net	Email:	sfitzpatrick@riverbank.org

	Description / Item	Squares	Bldg.	Total
	Restroom Fascia & Roof Repair			
	Restroom: Extensive dry-rot damage throughout entire perimeter edge of roof deck and almost all of fascia boards, approximately 220 feet (see photos)			
1	Remove all first coarse of roof tiles and metal bird stop to inspect deck. Many of the joist-tails need to be replaced with new primed and painted boards. (see photos)			
2	First coarse of under liner needs to removed and replaced w/new under liner to prevent future rotting.			
3	Replace all of the rotted fascia boards (approximately 220') with new furnished, primed and painted fascia boards.			
3	1.5" x 1.5" metal galvanized drip edge/nosing needs to be installed over new fascia & under new under liner and under existing tile bird-stop to prevent any further rotting of wood.			
4	We will replace broken tiles throughout the roof and repaint existing roof jacks top match color of roof tiles to recondition the look and function of roof.			
	Grand Total (includes all taxes) ------->			$ 4,900.00

Certified Licensed Roofing by American Family Home (Est.1981) Over 1,500 roofs built under Lic.# 415052 C-39

American Family Home Roofing will offer a 5 Year Warranty on Performed Labor.

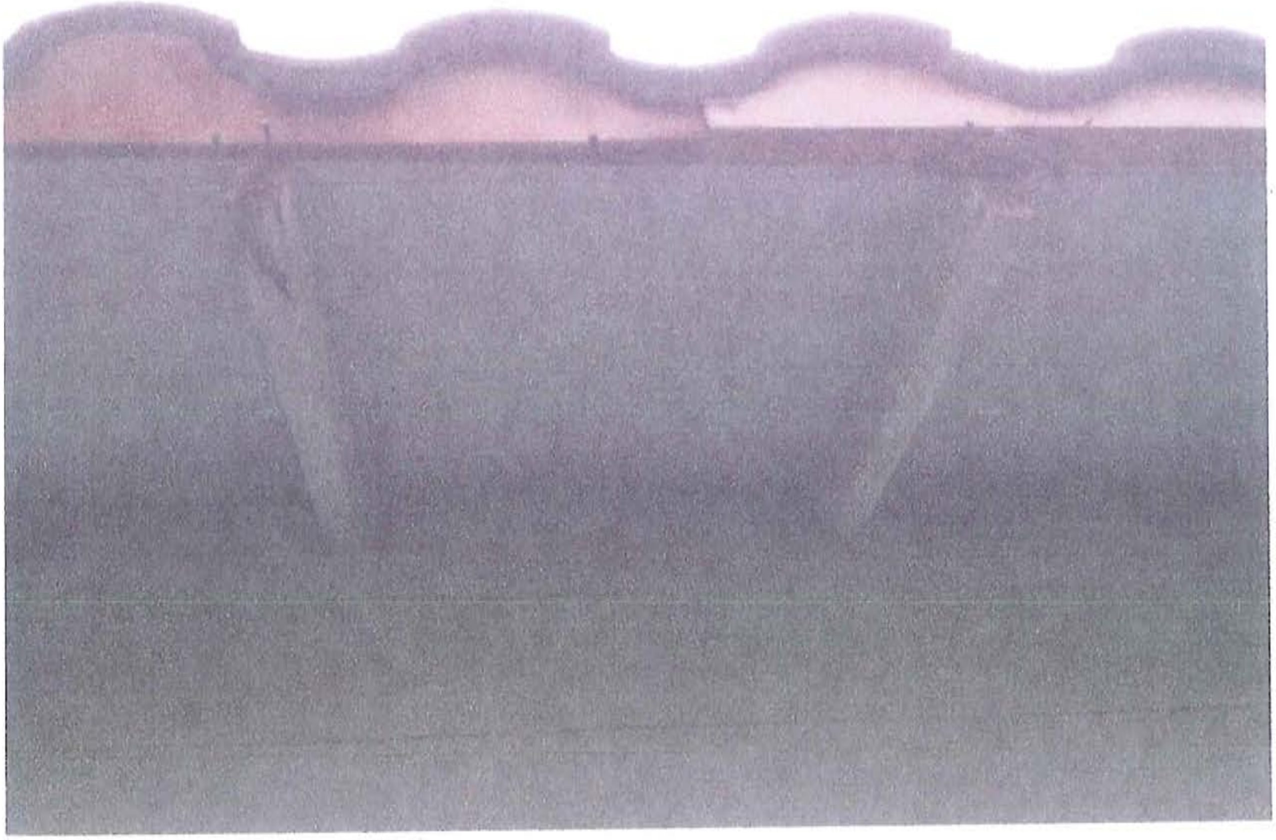
This is a close ended quote, No additional costs included (except where serious structural damage is found, usually not the case).
Both buyer and seller agree to this proposal, price & terms by signing below.

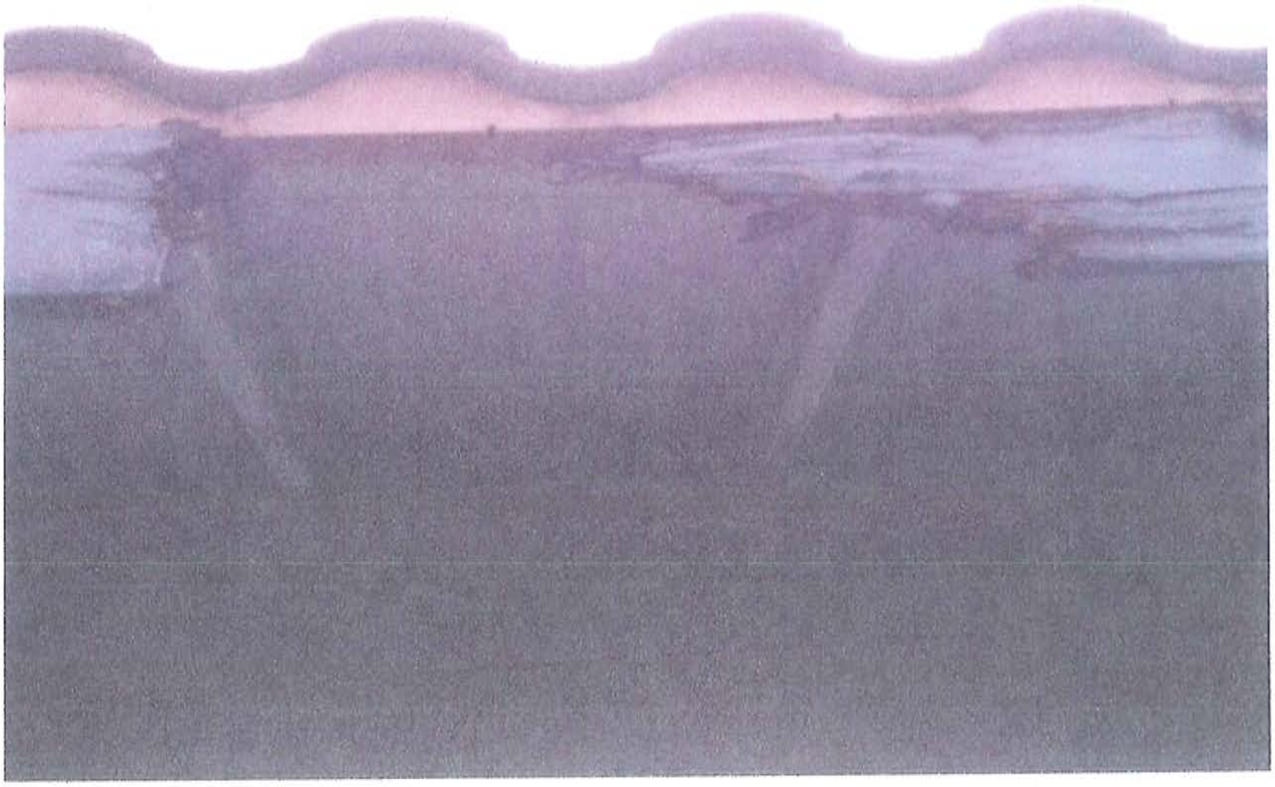
Payment Terms and Agreement: We accept cash & checks

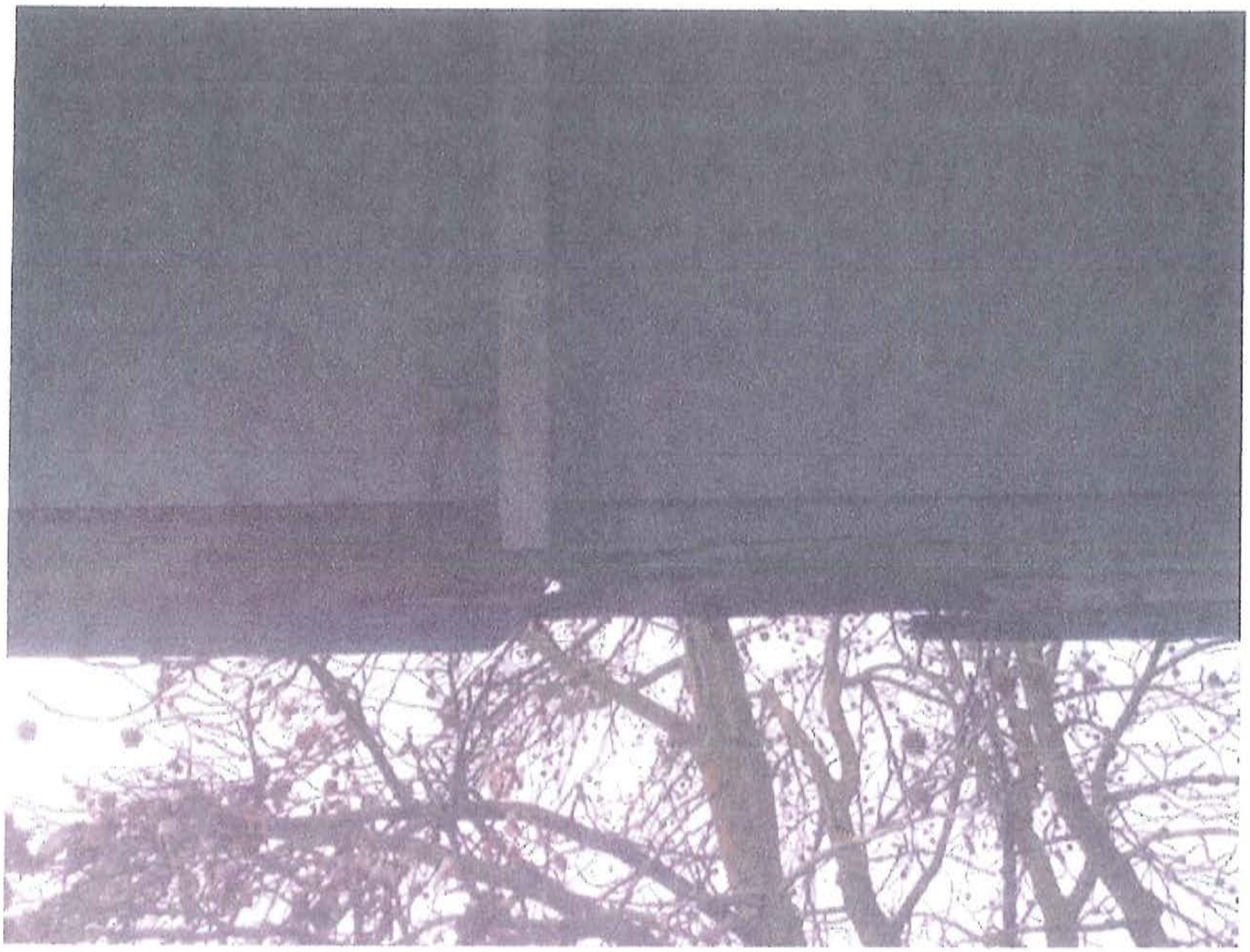
1. 10% due upon signing of quote to contract. $ 490.00
2. 60% due upon loading of materials needed & starting job. $ 2,940.00
3. Remaining 30% due upon completion & inspection of work. $ 1,470.00

Approximate Job Start Date (depending on weather & contractors notified work load): ASAP
(Notes: Customer cannot forfeit or cancel this contract after 3 days from the signing of contract; this is based on the 3 day rescission law. For re-roofing, we will need 3 days of forecasted clear sky weather.)

Authorized Customers signature: ____________________ **Date:** ____________
Authorized A.F.H.R. Sales agent signature: ____________________ **Date:** ____________







City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 134: Recreation & Park Development

Reserve @ July 1, 2014		**$0**
Add:		
Projected '14-'15 Revenues		**$356,300**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$323,500	
OPERATING EXPENSES	32,800	
TRANSFERS OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**$356,300**
Projected Reserve @ June 30, 2015		**$0**

RECREATION REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
POOL REVENUE	27,000	11,813	23,000
POOL CONCESSIONS	100	108	100
POOL/RECREATION DONATIONS	800	0	800
MISCELLANEOUS REVENUES	1,500	0	0
OPEN GYM	10,500	12,409	10,500
SUMMER PROGRAMS	0	174	0
MISC PROGRAM INCOME	0	0	0
GENERAL FUND SUBSIDY-TR. IN	316,281	133,625	321,900
	$356,181	**$158,129**	**$356,300**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	134	RECREATION & PARK DEVELOPMENT	Department:	459 RECREATION

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	172,674	173,064	141,226	174,500	1,436	1%
701.002	PERSONNEL TEMPORARY	63,343	62,771	42,735	69,800	7,029	11%
708.004	MISC EMPLOYEE BENEFITS	1,723	409	-6,642	400	-9	-2%
708.005	MEDICARE	3,260	3,684	2,543	3,500	-184	-5%
708.006	PERS RETIREMENT	18,876	21,282	18,737	23,200	1,918	9%
708.007	PAYROLL TAXES	7,026	10,512	4,453	5,700	-4,812	-46%
708.008	HEALTH DENTAL VISION INSURANCE	14,061	11,590	12,153	9,000	-2,590	-22%
708.009	NATIONAL RETIREMENT	4,619	5,262	3,951	5,800	538	10%
708.010	WORKERS' COMPENSATION	22,957	25,966	20,343	25,800	-166	-1%
708.012	DEFERRED COMPENSATION	5,841	5,841	4,717	5,800	-41	-1%
	Total Personnel Salaries & Benefits	**$314,380**	**$320,381**	**$244,216**	**$323,500**	**$3,119**	**1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	106	300	167	300	0	0%
702.031	RENTS & LEASES	142	1,500	47	1,500	0	0%
702.032	PROFESSIONAL SERVICES	1,860	1,000	7	1,000	0	0%
703.024	POSTAGE	254	300	177	300	0	0%
703.025	OFFICE EXPENSE	1,269	1,000	964	1,000	0	0%
703.027	RECREATION PROGRAM SUPPLIES	2,915	3,200	1,902	3,200	0	0%
704.022	COMMUNICATIONS	864	1,200	793	1,200	0	0%
706.023	ADVERTISING	1,868	1,500	2,024	1,500	0	0%
706.027	BOOT & JACKET ALLOWANCE	161	300	0	300	0	0%
706.037	CONFERENCES & MEETINGS	2,977	1,800	1,772	2,500	700	39%
706.052	GYM EXPENSES	11,096	19,600	13,594	16,000	-3,600	-18%
706.065	PRINTING EXPENSE	3,536	4,000	4,041	4,000	0	0%
	Total Operating Expenses	**$27,048**	**$35,700**	**$25,488**	**$32,800**	**-$2,900**	**-8%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$341,428**	**$356,081**	**$269,704**	**$356,300**	**$219**	**0.1%**

STAFFING:
1 PARKS & RECREATION DIRECTOR
1 RECREATION SUPERVISOR
V PART-TIME (ADMIN, AQUATICS, TEEN CENTER, REC PROGRAMS)

City of Riverbank
Recreation Program Budget Information Sheet
2014-2015 Fiscal Year

134.459.000.701.001 Personnel
- Parks & Recreation Director, Recreation Supervisor

134.459.000.701.002 Personnel Temporary: $69,800
- $25,000 two part time admin. Clerks
- $24,000 aquatics
- $1,000 non-self sustaining programs
- $19,800 Teen Center Staffing

134.459.000.702.030 Maintenance Operation Equipment: $300
- Unplanned minor repairs

134.459.000.702.031 Rents & Leases: $1,500
- Copier

134.459.000.702.032 Professional Services: $1,000
- Professional Services needed for special events

134.459.000.703.024 Postage: $300

134.459.000.703.025 Office Expense: $1,000

134.459.703.027 Recreation Program Supplies: $3,200
- Supplies for programs

134.459.000.704.022 Communications: $1,200
- Phone lines, AT&T

134.459.000.706.023 Advertising: $1,500
- For employee recruitment, public notice, park host recruitment

134.459.000.706.027 Boot & Jacket Allowance: $300

134.459.000.706.037 Conferences and Meetings:
- CPRS membership and conference

134.459.000.706.052 Gym Expenses: $16,000
- Utilities and supply split with School District for joint use

134.459.000.706.065 Printing Expense: $4,000
- Activity Guides & Distribution

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 118: Recreation Enterprise Fund

Projected Reserve @ July 1, 2014		**$23,871**
Add:		
Projected '14-'15 Revenues		**$108,500**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$46,871	
OPERATING EXPENSES	85,500	
CAPITAL OUTLAY	0	
TRANSFERS OUT	0	
Total Appropriations		**$132,371**
Projected Reserve @ June 30, 2015		**$0**

COMMUNITY CENTER REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
DONATIONS	4,500	4,398	500
JACOB MEYER PARKING FEES	33,500	21,695	27,500
CUSTOMER DEPOSITS FORFEITED	0	0	0
MISCELLANEOUS REVENUES	8,500	11,494	8,500
COMMUNITY CENTER FEES	26,000	32,485	26,000
CONTRACT PROGRAMS	31,000	23,386	28,000
MISC PROGRAM INCOME	18,000	16,586	18,000
TRANSFERS IN	0	0	0
	$121,500	**$110,044**	**$108,500**

CITY OF RIVERBANK

COMM. CENTER FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015
FUND 118

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
672.003	DONATIONS	$864	$4,500	$4,398	$500	($4,000)	-88.89%
672.005	JMP PARKING FEE	31,958	33,500	21,325	27,500	(6,000)	-17.91%
675.090	MISCELLANEOUS REVENUEES	9,099	8,500	11,369	8,500	0	0.00%
675.220	COMMUNITY CENTER FEES	37,522	26,000	30,160	26,000	0	0.00%
680.002	CONTRACT PROGRAMS	27,638	31,000	21,191	28,000	(3,000)	0.00%
680.025	MISC PROGRAM INCOME	25,754	18,000	15,800	18,000	0	0.00%
TOTAL GENERAL FUND REVENUES		**$132,835**	**$121,500**	**$104,243**	**$108,500**	**-$13,000**	**-10.70%**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	118	COMMUNITY CENTER	Department:	441
Function:		Recreation & Park Development		COMMUNITY CENTER

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.002	PERSONNEL TEMPORARY	42,148	40,000	35,488	40,000	0	0%
701.003	PERSONNEL OVERTIME	0	200	120	0	-200	-100%
708.005	MEDICARE	611	667	529	667	0	0%
708.006	PERS RETIREMENT	19	0	272	500	500	0%
708.007	PAYROLL TAXES	4,964	5,704	3,954	5,704	0	0%
	Total Personnel Salaries & Benefits	**$47,742**	**$46,571**	**$40,363**	**$46,871**	**$300**	**1%**
	Operating Expenses						
702.032	PROFESSIONAL/SPECIAL SERVICES	1,931	1,500	1,586	1,500	0	0%
703.030	CONTRACT PROGRAMS	12,479	13,000	14,025	13,000	0	0%
703.066	JMP PARKING EXPENSE	22,626	31,300	23,716	22,000	-9,300	-30%
704.021	UTILITIES	29,713	29,000	21,725	29,000	0	0%
706.010	DEPRECIATION EXPENSE	9,363	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	11,973	10,000	9,844	10,000	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	2,942	5,000	2,672	5,000	0	0%
706.035	INSURANCE & SURETY BONDS	3,400	2,500	2,649	2,500	0	0%
706.056	STATE/COUNTY FEES	493	500	508	500	0	0%
706.079	PARK HOST	1,715	1,680	1,853	2,000	320	19%
999.000	TRANSFERS OUT	0	0			0	0%
	Total Operating Expenses	**$96,635**	**$94,480**	**$78,578**	**$85,500**	**-$8,980**	**-10%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$144,377**	**$141,051**	**$118,941**	**$132,371**	**-$8,680**	**-6%**

CAPITAL EXPENDITURES:

NO CAPITAL EXPENDITURES	0
	$0

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**405**
Function:		**Community Development**		**PLANNING**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	252,636	83,400	51,891	64,100	-19,300	-23.1%
701.005	PLANNING COMMISSIONER COMP.	1,900	6,000	3,100	6,000	0	0.0%
701.080	SALARY & BENEFIT REQUEST	0	0	0	127,700	127,700	0.0%
708.004	MISC EMPLOYEE BENEFITS	-20,463	1,858	380	1,200	-658	-35.4%
708.005	MEDICARE	3,462	2,819	718	900	-1,919	-68.1%
708.006	PERS RETIREMENT	23,095	23,480	6,463	8,600	-14,880	-63.4%
708.007	PAYROLL TAXES	868	868	434	400	-468	-53.9%
708.008	HEALTH DENTAL VISION INSURANCE	3,306	3,463	1,439	1,700	-1,763	-50.9%
708.009	NATIONAL RETIREMENT	4,551	5,262	1,976	2,900	-2,362	-44.9%
708.010	WORKERS' COMPENSATION	28,079	26,765	7,362	9,500	-17,265	-64.5%
708.012	DEFERRED COMPENSATION	3,446	3,546	1,814	2,200	-1,346	-38.0%
	Total Personnel Salaries & Benefits	**$300,880**	**$157,461**	**$75,577**	**$225,200**	**$67,739**	**43.0%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	615	300	0	1,800	1,500	500.0%
702.031	RENTS & LEASES	2,566	2,500	142	2,500	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	13,547	104,200	76,143	57,800	-46,400	-44.5%
702.034	OTHER CONTRACT SERVICES (ED)	15,002	13,700	4,581	11,700	-2,000	-14.6%
703.024	POSTAGE	1,768	1,800	354	1,800	0	0.0%
703.025	OFFICE EXPENSE	1,939	2,000	1,713	2,200	200	10.0%
704.022	COMMUNICATIONS	994	1,200	739	1,200	0	0.0%
706.023	ADVERTISING	2,829	2,500	1,180	2,500	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	4,298	3,500	1,358	700	-2,800	-80.0%
706.037	CONFERENCES & MEETINGS	2,150	5,000	3,602	2,500	-2,500	-50.0%
	Total Operating Expenses	**$45,708**	**$136,700**	**$89,812**	**$84,700**	**-$52,000**	**-38.0%**
	Total Department Appropriations	**$346,588**	**$294,161**	**$165,389**	**$309,900**	**$15,739**	**5.4%**

Professional Services
Contract Planner $50,000

Other Contract Services
Housing Element $50,000

Transfer In of Management Fees:	
Sewer	(31,925)
Water	(31,925)
Net General Fund Allocation	$246,050

Staffing: 1 Sr. Community Development Specialist

Proposed Staff: Planning Manager

Fund 101: Planning 405

702.030	**Maintenance Operations Equipment**		**$ 1,800**
	Computer/Miscellaneous Repairs	$ 300	
	California CAD-Quarterly Maint.	$ 1,500	
702.031	**Rents & Leases**		**$ 2,500**
702.032	**Professional/Special Services**		~~**$100,800**~~ $57,800
	Contribution to LAFCO	$ 5,800	
	California CAD – GIS Extra	$ 1,500	
	Structural Analysis – Insp. Serv.	$ 500	
	Planning Consultant Services	~~$93,000~~ $50,000	
702.034	**Other Contract Services**		**$ 11,700**
	Alliance – Annual Investment	$ 3,200	
	Traffic Engineering Services	$ 8,500	
702.024	**Postage**		**$ 1,800**
703.025	**Office Expense**		**$ 2,200**
704.022	**Communications**		**$ 1,200**
704.023	**Advertising**		**$ 2,500**
706.036	**Membership, Dues, Books**		**$ 1,700**
	Planning Education Materials	$ 200	
	Certification & Contact Hours	$1,000	
	CEQA Books	$ 500	
706.037	**Travel, Conference & Meetings**		**$ 2,500**
	League of California Cities	$1,000	
	State APA Conference	$1,000	
	Stanislaus County	$ 300	
	Transportation Land Use Class	$ 200	

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Planning	J. Anderson, Contract Planner	03/14/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-405.000-702.034	2014-2023 Housing Element Update	$50,000	

CITY OF RIVERBANK

PROPOSAL FOR 2014-2023 HOUSING ELEMENT UPDATE

March 14, 2014

Submitted By:

J.B. ANDERSON
LAND USE PLANNING

139 South Stockton Ave.
Ripon, CA 95366
Phone: 209.599.8377
Fax: 209.599.8399

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SECTION 1 INTRODUCTION

J.B. Anderson Land Use Planning is pleased to present this proposal to the City of Riverbank for the preparation of the County's 2014-2023 Housing Element Update. This update represents an update to the City's 2009-2014 Housing Element, which was adopted by the City Council on August 24, 2009.

Located in the Central Valley, and established in 1993, J.B. Anderson Land Use Planning is vastly experienced and knowledgeable in Housing Element Law, and has worked on a variety of Housing Element Updates within the Central Valley, Sierra Nevada Foothills, and Sierra Nevada Mountain Range.

Most recently, our Firm has been commissioned to assist the County of Mariposa in preparing updates to their respective General Plan Housing Elements. In recent past, we have successfully prepared Housing Element Updates for the Cities of Ceres and Livingston, and the County of Mariposa.

For the purposes of organization, this Proposal is presented in the following sections:

Section 1, Introduction: This Section provides City staff with a description of our understanding of the County's Housing Element Update, our Technical Approach, and how this Proposal is organized.

Section 2, Scope of Services and Cost Proposal: This Section provides City staff a description of the Scope of Work associated with preparing the Housing Element Update, and a Cost Proposal for costs associated with performing Project tasks.

SECTION 1.2 PROJECT UNDERSTANDING

J.B. Anderson Land Use Planning understands that the City of Riverbank is seeking the services of a qualified consultant to prepare an update to the County's Housing Element, previously adopted in August 2009. Based on discussions with City Staff, the proposed scope of work shall be focused on a technical update to the current Housing Element and the Goals and Policies contained therein. The ultimate goal of the Housing Element update process is to secure certification by the State Department of Community Development (HCD). It has been suggested that the chosen consultant team develop an approach to update the previously certified Housing Element, and bring current the source data (as necessary), and update the goals, policies, objectives, and programs to reflect the current legislature.

We understand through communication with HCD staff, as well as a review of the Draft Regional Housing Needs Allocation Plan for Stanislaus County 2014-2023, dated January 2014 that the new Regional Housing Needs Allocation for the City for the planning period of January 1, 2014 through June 30, 2023 is 1,280 residential housing units. The City has been allocated the following housing types by income classification, by HCD through the Planning Period of 2014-2023.

HCD Regional Housing Needs Determination

Family Income Categories				
Very Low	Low	Moderate	Above Moderate	Total
321	206	217	536	1,280

As City staff may be aware, Section 65580 of the Government Code declares, "The availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian, including farmworkers, is a priority of highest order." State law also recognizes the most critical decisions about supply and affordability of housing shall occur at a local level. As such, the Housing Element Update process shall play a critical role in identifying and addressing housing needs for all residents of the City of Riverbank.

In accordance with Section 65583 of the Government Code, the Housing Element shall contain the following:

- An analysis of the existing housing needs;
- An analysis of population and employment trends;
- An analysis and documentation of household characteristics;
- An inventory of land suitable for residential development, including vacant sites and suitable for redevelopment;

- An identification of a zone or zones where emergency shelters are allowed or permitted without a conditional use or other discretionary permit;
- An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development housing for all income levels;
- An analysis of potential and actual non-governmental constraints upon the maintenance, improvement, or development housing for all income levels;
- An analysis of all special housing needs (i.e. those residents with disabilities, large families, farmworkers, etc.);
- An analysis of opportunities for energy conservation with respect to residential development;
- An analysis of existing assisted housing developments that may be eligible to change from low-income housing uses during the next 10 years;
- A statement of the County's goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing; and
- An identification of housing programs within the County to provide housing opportunities for all income levels.

The City's Housing Element Update shall be completed eighteen (18) months upon adoption of the StanCOG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The RTP/SCS is scheduled for adoption in June 2014. As such, the City has until December 2015 to complete the Housing Element Update.

J.B. Anderson Land Use Planning recognizes the City currently has a certified Housing Element. As such, to the extent that the update process can be streamlined through maintaining information obtained in the City's current Housing Element, J.B. Anderson Land Use Planning will adjust our contract proposal to reflect a most effective process.

SECTION 2 SCOPE OF SERVICES

TASK 1 PUBLIC PARTICIPATION

The Project Team shall coordinate with City Staff to develop and implement the Project's Public Participation Plan. Based on our experience in the City, as well as other jurisdictions, we suggest the following meetings and tasks in an effort to solicit public comment on the Housing Element Update:

- One (1) Public Workshop;
- Links on the City's Website that allow County residents to provide comment; and,
- One (1) Planning Commission Study Session/Presentation.

JBA Staff shall be responsible for preparing the appropriate Staff Reports, Presentation materials, and provide verbal presentations during the above meetings. In addition, JBA Staff will coordinate with City staff in developing material for posting on the City's website.

Deliverables: Staff Reports, Presentation Materials (i.e. PowerPoint), Meeting Notes, etc.

Meetings: Up to two (2) meetings are assumed for this task.

TASK 2 HOUSING NEEDS ASSESSMENT

The Project Team shall collect all data pertinent to the preparation of the Project. Such data shall include, but is not limited to:

- Population trends and census data and other demographic information from U.S. Department of Finance;
- Regional Housing Needs Allocation Plan, to be adopted by StanCOG;
- Annual Housing Reports (if applicable);
- Number of existing affordable housing units within the City;
- List and information of current residential development projects with entitlements (if applicable);
- An inventory of "at risk" residential units (units that have developed with some level of governmental assistance, which may be at risk of converting to market rate units within a five (5) year period);
- Building Permit trends for the last ten (10) years;

- Review of the City's Zoning Ordinance.

Deliverables: None. The housing needs and assessment prepared as part of this task will be incorporated into the 2014-2019 Housing Element.

Meetings: Meetings are not required for this task. Although, phone calls and emails with County staff are assumed as part of this task.

TASK 3 HOUSING CONSTRAINTS AND OPPORTUNITIES

The Project Team shall evaluate the City's constraints and opportunities as it relates to the development of housing in the City. This evaluation shall include; Market Constraints, Governmental Constraints, Non-Governmental Constraints (i.e. environmental, geographic, etc.), Infrastructure Constraints, and Housing Issues unique to Mariposa County. The Project Team will evaluate a variety of documents and sources as part of this task; including, but not limited to, Current Mortgage Interest Rates, Land and Construction Costs based on discussions with local Real Estate Agents, City's Zoning Code, Land Use Application Fees, Land Use Application Processes, Environmental Issues affecting housing development, Infrastructure (i.e. water, sewer, etc.).

Deliverables: None. The evaluation of housing constraints and opportunities will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not required for this task.

TASK 4 HOUSING RESOURCES

As part of Task 4, the Project Team shall prepare the Housing Resources Chapter of the 2014-2019 Housing Element Update. This Chapter consists of the Vacant Sites Inventory, and the evaluation of financial resources currently available in the County for the development and rehabilitation of affordable housing.

Vacant Sites Inventory:

The Project Team shall evaluate vacant properties in each of the Communities identified above, and confirm their General Plan land use designation and zoning. Vacant parcels identified for residential development will be inventoried (Refer to Table 4-2 of the 2009-2014 Housing Element), and evaluated for their respective ability to yield residential units. This evaluation will include the City's General Plan, and the densities permissible within each land use designation allowing for residential development.

Additionally, as part of this inventory, the Project Team will evaluate approved but not yet constructed Projects.

Financial Resources:

The Project Team shall evaluate the resources and programs available for the development and rehabilitation of housing in the City. Said resources and programs are primarily available from the HCD website. In addition, the Project Team shall also review local programs, including but not limited to, Habitat for Humanity, etc.

Deliverables: None. The Housing Resources section will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not required for this task. However, this task will require numerous communications with City staff and outside Agencies (i.e. Habitat for Humanity) via email and phone communications.

TASK 5 REVIEW AND EVALUATION OF 2009-2014 HOUSING ELEMENT

As current Contract Planners for the City, the Project Team is vastly familiar with the Policies and Programs incorporated into the Housing Element. This familiarity should allow our staff to streamline the review the Policies and Programs adopted as part of the 2009-2014 Housing Element. Our staff shall coordinate with City staff on each Policy and Program, and identify the progress made in implementing these Policies and Programs. The evaluation of each Policy and Program shall identify; 1) Was it implemented? 2) Was it successful/not successful? 3) Why was it successful/not successful?

In addition, as noted previously, through the adoption of the City's 2009-2014, the City committed to implementing various Programs, including but not limited to; Density Bonus Program, Inclusionary Housing Ordinance, and Rezone of lands to achieve RHNA. As part of Task, the Project Team shall coordinate with HCD Staff to potentially implement these Programs prior to submittal to HCD. Should HCD require these Programs be implemented prior to the certification of the 2014-2023 Housing Element, the Project Team shall prepare a separate Scope of Work to implement said Programs.

JBA staff assumes that after negotiations with HCD that some of the Programs (i.e. Density Bonus Ordinance, etc.) can be managed as part of our monthly Planning Services. This provides a substantial benefit to the City.

Deliverables: None. The evaluation of the 2009-2014 Housing Element Policies and Programs will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not anticipated for this task.

TASK 6 ADMINISTRATIVE DRAFT 2014-2023 HOUSING ELEMENT

Based on the documents and information collected and reviewed, the Project Team shall prepare a Draft Housing Element for submittal to City staff and City Council for review and comment. The Draft Housing Element shall be prepared in accordance with Section 65583 of the Government Code, and contain the information and contents completed under Task 1-5, above.

Please note that five (5) copies of the Administrative Draft 2014-2023 Housing Element shall be provided to City Staff for review and comment.

Deliverables: Five (5) electronic copies of the Administrative Draft 2014-2023 Housing Element.

Meetings: None. However, this will task will include communications via phone and email to discuss any comments provided by the City on the Administrative Draft.

TASK 7 CEQA ANALYSIS AND DOCUMENTATION

The Project Team will prepare an Initial Study in an administrative draft form for City staff to review. The Initial Study will consist of a Project Description, CEQA Environmental Checklist, Discussion of Environmental Issues, and References. The project description will summarize the proposed Housing Element amendments, areas of the City affected by specific programs that may have significant impacts, and will include a general location map showing the areas of the City affected by those proposed programs. The Initial Study will include an analysis of each environmental issue as it relates to the policies and actions of the Project. Additionally, the Initial Study will provide an analysis of other mandatory CEQA findings. We will provide five (5) copies and an electronic version (MS Word) of the Administrative Draft Initial Study.

The Administrative Draft Initial Study will be submitted to County staff concurrently with the Administrative Draft 2014-2023 Housing Element, as described in Task 7, above. Comments received from City staff shall be incorporated into a Public Review Draft

Initial Study, and the public review draft shall be submitted to the City in preparation of the 30-day public review period.

The Public Review Draft Initial Study will be released for public review at the same time as the Public Review Draft 2014-2023 Housing Element, as described below in Task 9. Comments received on the Initial Study during this public review period will be addressed, as appropriate.

Deliverables: Ten (10) hard copies and two (2) electronic copies total of the Administrative and Public Review Draft Initial Study. Copies of the Public Review Initial Study shall be produced in accordance with the California Office of Planning and Research requirements. It is anticipated that the Project Team will coordinate with City staff for production responsibilities.

Meetings: Meetings are not required for this task. However, communications via phone and email may be required to discuss comments on the Draft Initial Study.

TASK 8 PUBLIC REVIEW DRAFT 2014-2023 HOUSING ELEMENT

In accordance with Section 65585 of the Government Code, the Draft Housing Element shall be released for a sixty (60) day public review period. It is assumed that up to fifteen (15) hard copies shall be provided to City staff for the public review period. Prior to submittal to HCD, the Project Team shall conduct a Joint Planning Commission/City Council Meeting, requesting authorization to submit the Housing Element to HCD.

The Project Team shall also be responsible for preparing the necessary Public Notices, Staff Report, and presentation materials (i.e. PowerPoint Presentation) as part of the Joint Meeting.

The Project Team assumes that during the public review process, HCD Staff will contact City Staff and /or the Project Team to discuss the element prior to the HCD's issuance of their written findings. In accordance with Section 65585, the Project Team assumes that written findings shall be received from HCD Staff within sixty (60) days of receiving the Draft 2014-2019 Housing Element.

Deliverables: Up to fifteen (15) hard copies of the 2014-2019 Housing Element, and one (1) electronic copy. These copies will be submitted to City staff, Planning Commissioners, City Council Members, and HCD.

Meetings: One (1) Joint Planning Commission/City Council Meeting, asking for authorization to submit the 2014-2023 Housing Element to HCD.

TASK 9 FINAL DRAFT HOUSING ELEMENT UPDATE

Upon completion of the public review period, the Project Team shall prepare the Final Draft Housing Element Update for ultimate review and consideration by the City's Planning Commission and City Council. The Project Team shall prepare the necessary public notices, Staff Reports, and Resolutions in preparation for the Planning Commission and City Council Public Hearings.

In addition, as described in Task 7, above, the Project Team shall prepare the Housing Element's Mitigation Monitoring Program and required CEQA Findings prior to the Planning Commission and City Council Public Hearing.

Deliverables: Up to fifteen (15) hard copies of the 2014-2019 Housing Element, and one (1) electronic copy. These copies will be submitted to County staff, Planning Commissioners, Supervisors, and HCD. In addition, other materials, the final CEQA documents referenced above shall be provided.

Meetings: Meetings are not required for this task.

TASK 10 PUBLIC HEARINGS

Upon completion of the Final Draft 2014-2019 Housing Element Update, the Project Team shall coordinate with City staff to schedule the required Planning Commission and City Council Public Hearings.

It is also assumed that the Project Team will be tasked with preparing the necessary Staff Reports, PowerPoint presentations, and other presentation materials required for the Public Hearings.

Deliverables: Planning Commission and City Council Staff Reports, PowerPoint Presentation materials, and other information as requested by County staff.

Meetings: One (1) Meeting each at the Planning Commission and City Council. Total of two (2) meetings are assumed for this task.

TASK 11 SUBMIT ADOPTED HOUSING ELEMENT TO HCD

The Project Team shall submit the adopted Housing Element to HCD for review and comment. In accordance with Section 65585 of the Government Code, the HCD shall be permitted ninety (90) days for review.

The Project Team shall coordinate with HCD Staff to address any comments received and achieve HCD Certification of the Housing Element. As such, Task 11 includes coordinating with HCD Staff on issues necessary to achieve State Certification of the City's Housing Element Update.

Deliverables: Adopted 2014-2023 Housing Element to both the City and HCD. Five (5) hard copies and one (1) electronic copy shall be provided to the City. One (1) hard copy and 1 electronic copy shall be submitted to HCD.

Meetings: Meetings are not required for this task. However, communications via phone and email with HCD staff may be required.

ASSUMPTIONS:

1. J.B. Anderson Land Use Planning assumes the Scope of Work provided above does not include implementing Programs adopted by the City of Riverbank as part of the 2009-2014 Housing Element. These Programs include the following:

    - Adopt a Density Bonus Program in compliance with State Law;
    - Revise the R-3 zoning to include emergency shelters;
    - Rezone and GPA for eighty (80) acres of land identified in the General Plan to higher density uses;
    - Adopt an Inclusionary Housing Ordinance which would require a mixture of housing opportunities for projects creating 5 or more lots;
    - Adopt an Ordinance to facilitate housing for special needs groups; and,
    - Adopt a Reasonable Accommodations Ordinance.

    At this time, it is unclear if the State Housing and Community Development Department (HCD) will require the implementation of these Programs prior to certification of the 2014-2023 Housing Element. Due to lack of funding for adequate Planning staff to administer, this will be determined through the Housing Element Update process. Should HCD require implementation of these Programs, the Project Team shall prepare a separate Scope of Work and Cost Estimate for City review and consideration.

SECTION 3 COST PROPOSAL

J.B. Anderson Land Use Planning proposes the following NOT-TO-EXCEED Cost Proposal for the City's 2014-2023 Housing Element Update:

Task 1:	Public Participation	$3,904.00
Task 2:	Housing Needs Assessment	$7,104.00
Task 3:	Housing Constraints and Opportunities	$4,704.00
Task 4:	Housing Resources	$5,024.00
Task 5:	Review and Evaluation of 2009-2014 Housing Element	$5,344.00
Task 6:	Administrative Draft 2014-2023 Housing Element	$4,544.00
Task 7:	CEQA Analysis and Documentation	$6,488.00
Task 8:	Public Review Draft 2014-2023 Housing Element	$4,704.00
Task 9:	Final Draft Housing Element Update	$1,984.00
Task 10:	Public Hearings	$2,304.00
Task 11:	Submit Adopted Housing Element to HCD	$1,584.00
	Admin. Expenses:	$2,000.00
	Total:	**$49,688.00**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	101	**GENERAL FUND**	Department:	**406**
Function:		**Community Development**		**BUILDING**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	133,017	133,998	108,447	134,000	2	0.0%
701.002	PERSONNEL OVERTIME	0	300	256	0	-300	-100.0%
708.004	MISC EMPLOYEE BENEFITS	1,367	0	-13,506	0	0	0.0%
708.005	MEDICARE	1,755	1,975	1,438	1,900	-75	-3.8%
708.006	PERS RETIREMENT	13,846	17,128	13,513	18,100	972	5.7%
708.007	PAYROLL TAXES	868	868	868	900	32	3.7%
708.008	HEALTH DENTAL VISION INSURANCE	34,692	35,784	32,591	36,200	416	1.2%
708.009	NATIONAL RETIREMENT	4,742	5,262	3,951	5,800	538	10.2%
708.010	WORKERS' COMPENSATION	17,997	19,943	15,493	19,800	-143	-0.7%
	Total Personnel Salaries & Benefits	**$208,284**	**$215,258**	**$163,051**	**$216,700**	**$1,442**	**0.0%**
	Operating Expenses						
702.031	RENTS & LEASES (VEHICLES)	8,234	8,000	22	8,000	0	0.0%
703.024	POSTAGE	182	400	69	300	-100	-25.0%
703.025	OFFICE EXPENSE	1,124	1,000	1,087	1,400	400	40.0%
704.022	COMMUNICATIONS	2,009	2,000	1,282	2,000	0	0.0%
706.027	BOOT/ JACKET ALLOWANCE, UNIFORMS	150	700	150	700	0	0.0%
706.028	SMALL TOOLS	28	100	0	100	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	0	1,500	1,889	500	-1,000	-66.7%
706.037	CONFERENCES & MEETINGS	0	400	36	400	0	0.0%
706.038	STAFF DEVELOPMENT	569	2,500	200	2,500	0	0.0%
	Total Operating Expenses	**$12,296**	**$16,600**	**$4,735**	**$15,900**	**-$700**	**-4.2%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$220,580**	**$231,858**	**$167,786**	**$232,600**	**$742**	**0.3%**

Staffing: 1 Building Inspector
1 Construction Inspector

Fund 101: Building 406

703.024	**Postage**		$ 300
703.025	**Office Expense**		$ 1,400
704.022	**Communications** AT&T-Calnet 2		$ 2,000
706.027	**Boot & Jacket Allowance**		$ 700
706.028	**Small Tools**		$ 100
706.036	**Memberships, Dues, Books, Etc.** Building Code Updates	 $500	$ 500
706.037	**Conferences & Meetings** CASP Certificate Training **(roll over from FY 13/14)** ICC Classes	 $200 $200	$ 400
706.038	**Staff Development** CASP Certification Training **(roll over from FY 13/14)** ICC Classes	 $1,800 $700	$ 2,500

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**412**
Function:		**Public Works**		**DEVELOPMENT SERVICES ADMIN**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	333,169	349,673	282,284	352,700	3,027	0.9%
701.002	PERSONNEL TEMPORARY	548	15,280	12,150	15,652	372	2.4%
701.080	SALARY & BENEFIT REQUEST	0	0	0	5,300	5,300	0.0%
708.004	MISC EMPLOYEE BENEFITS	2,218	0	-6,705	0	0	0.0%
708.005	MEDICARE	4,492	5,265	3,947	5,300	35	0.7%
708.006	PERS RETIREMENT	32,295	39,599	31,517	41,900	2,301	5.8%
708.007	PAYROLL TAXES	2,238	3,675	3,585	3,700	25	0.7%
708.008	HEALTH DENTAL VISION INSURANCE	85,450	79,796	75,850	74,100	-5,696	-7.1%
708.009	NATIONAL RETIREMENT	11,856	13,155	9,878	14,500	1,345	10.2%
708.010	WORKERS' COMPENSATION	45,078	52,435	40,437	52,000	-435	-0.8%
708.012	DEFERRED COMPENSATION	3,900	3,900	3,150	3,900	0	0.0%
	Total Personnel Salaries & Benefits	**$521,244**	**$562,778**	**$456,093**	**$569,052**	**$6,274**	**1.1%**
	Operating Expenses						
702.031	RENTS & LEASES	4,860	3,600	2,327	3,600	0	0.0%
702.032	PROFESSIONAL SERVICES	931	21,500	2,446	1,500	-20,000	-93.0%
702.035	CONTRACT ENGINEERING	21,158	50,000	22,798	40,000	-10,000	-20.0%
703.023	ADVERTISING	-264	200	1,080	200	0	0.0%
703.024	POSTAGE	1,485	2,000	1,690	2,000	0	0.0%
703.025	OFFICE EXPENSE	3,180	2,000	2,026	2,400	400	20.0%
704.021	UTILITIES	3,542	3,000	1,624	3,000	0	0.0%
704.022	COMMUNICATIONS	1,094	1,500	651	1,500	0	0.0%
706.026	MISCELLANEOUS EXPENSE	1,133	300	455	300	0	0.0%
706.027	BOOT/ JACKET ALLOWANCE/UNIFORMS	0	300	0	300	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	209	500	-57	500	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	532	600	223	1,000	400	66.7%
706.037	CONFERENCES & MEETINGS	392	1,000	967	1,000	0	0.0%
706.038	STAFF DEVELOPMENT	933	3,800	2,388	4,200	400	10.5%
	Total Operating Expenses	**$39,185**	**$90,300**	**$38,618**	**$61,500**	**-$28,800**	**-31.9%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$560,429**	**$653,078**	**$494,711**	**$630,552**	**-$22,526**	**-3.4%**

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	($167,659)
	WATER FUND	($218,464)
	LTF	($6,417)
	GAS TAX	($30,985)
	LANDSCAPE & LIGHTING	($5,165)
	NET GENERAL FUND ALLOCATION	$201,862

Staffing:
- 1 Deputy Director of Development Services
- 1 Sr. Management Analyst
- 1 Project Coordinator
- 2 Administrative Assistants
- 1 Part-Time Administrative Clerk

Fund 101: Public Works 412

702.031	**Rents & Leases** Copier Lease/Count		$ 3,600
702.032	**Professional/Special Services** Software Updates/Changes DBE Annual Report	 $400 $1,200	$ 1,500
702.035	**Contract Engineering**		$40,000 ~~$50,000~~
703.023	**Advertising**		$ 200
703.024	**Postage**		$ 2,000
703.025	**Office Expense**		$ 2,400
704.021	**Utilities** MID		$ 3,000
703.022	**Communications** AT&T-Calnet 2		$ 1,500
706.026	**Miscellaneous Expense** Computer Repairs/Maintenance		$ 300
706.027	**Boot & Jacket Allowance**		$ 300
706.029	**Maint. Of Bldg. & Structures** Administration Office/PW Trailer		$ 500
706.036	**Memberships, Dues, Books, Etc.** APWA Membership Notary Renewal Stanislaus County Safety Council Reference Books	 $200 $600 $100 $100	$ 1,000
706.037	**Travel, Conference & Meetings** League of California Cities Caltrans Workshops	 $600 $400	$ 1,000

706.038	**Staff Development**		**$ 4,200**
	Continuing Education Classes	$1,000	
	League of California Cities	$ 700	
	Project Management Certification	$1,800	
	(roll over from FY 13/14 budget)		
	Construction Inspector Classes	$ 700	

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**413**
Function:		**Public Works**		**STREET MAINTENANCE**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	51,812	0	0	0	0	0.0%
701.003	PERSONNEL OVERTIME	224	0	0	0	0	0.0%
701.004	STANDBY PAY	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-1,935	0	0	0	0	0.0%
708.005	MEDICARE	0	0	0	0	0	0.0%
708.006	PERS RETIREMENT	5,306	0	0	0	0	0.0%
708.007	PAYROLL TAXES	434	0	0	0	0	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	20,226	0	0	0	0	0.0%
708.009	NATIONAL RETIREMENT	2,371	0	0	0	0	0.0%
708.010	WORKERS' COMPENSATION	7,010	0	0	0	0	0.0%
	Total Personnel Salaries & Benefits	**$85,448**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	13,143	15,000	10,693	15,000	0	0.0%
702.031	RENTS & LEASES	15,438	15,000	1,252	15,000	0	0.0%
702.032	PROFESSIONAL SERVICES	2,695	13,900	11,873	8,200	-5,700	-41.0%
703.055	BARRICADES	95	800	1,275	800	0	0.0%
704.021	UTILITIES	6,258	8,100	2,462	8,100	0	0.0%
706.027	BOOT & JACKET ALLOWANCE	150	0	0	0	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	11,409	0	99	0	0	0.0%
706.056	STATE/COUNTY FEES	666	600	645	700	100	16.7%
706.073	UNIFORMS & RAGS	0	0	0	0	0	0.0%
	Total Operating Expenses	**$49,854**	**$53,400**	**$28,299**	**$47,800**	**-$5,600**	**-10.5%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$135,302**	**$53,400**	**$28,299**	**$47,800**	**-$5,600**	**-10.5%**

Fund 101: Street Maintenance 413

702.030	**Maintenance Operation Equipment**		**$ 15,000**
	City of Modesto – Traffic Signal Maint.	$10,000	
	Road Maintenance	$5,000	
702.031	**Rents & Leases**		**$ 15,000**
	Vehicle Maintenance		
702.032	**Professional/Special Services**		**$ 8,200**
	Street Light Repair	$4,000	
	Viaduct Maintenance	$3,300	
	California CAD	$900	
702.055	**Barricades w/Flashers**		**$ 800**
704.021	**Utilities**		**$ 8,100**
	MID	$7,500	
	City of Riverbank	$600	
706.056	**State/County Fees**		**$ 600**
	Property Taxes		

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund 102: Gas Tax Fund

Projected Reserve @ July 1, 2014		**$267,658**
Add:		
Projected '14-'15 Revenues		**$722,559**
Less:		
Requested Appropriations		
SALARIES & BENEFITS	$377,100	
CONTRACT SERVICES	121,500	
UTILITIES	80,000	
OTHER OPERATING EXPENSES	87,700	
TRANSFERS OUT	31,000	
CAPITAL OUTLAY	73,000	
Total Gas Tax Appropriations		**$770,300**
Projected Reserve @ June 30, 2015		**$219,917**
% Of Revenues		**30.44%**

GAS TAX REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SECTION 2103 GAS TAX	$243,131	$210,498	$227,600
SECTION 2105 GAS TAX	101,736	67,594	104,600
SECTION 2106 GAS TAX	72,002	49,255	85,900
SECTION 2107 GAS TAX	151,468	110,862	128,500
SECTION 2107.5 GAS TAX	5,000	0	5,000
INTEREST INCOME	0	84	100
STREET SWEEPING	4,159	2,080	4,159
MISCELLANEOUS REVENUE	0	642	0
TRANSFER IN OF MGMT FEES	163,904	84,044	166,700
	$741,400	**$525,059**	**$722,559**

CITY OF RIVERBANK

GAS TAX FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
400.140	STATE GAS TAX 2106	$73,012	$72,002	$49,255	$85,900	$13,898	19.30%
400.150	STATE GAS TAX 2107	$162,530	$151,468	$110,862	$128,500	($22,968)	-15.16%
400.160	STATE GAS TAX 2107.5	5,000	5,000	0	5,000	$0	0.00%
400.170	STATE GAS TAX 2105	99,186	101,736	67,594	104,600	$2,864	2.82%
400.175	STATE GAS TAX 2103	180,097	243,131	210,498	227,600	($15,531)	-6.39%
600.020	STREET SWEEPING	4,159	4,159	2,080	4,159	$0	0.00%
664.000	INTEREST INCOME	28	0	$58	100	$100	0.00%
675.090	MISCELLANEOUS REVENUES	0	0	642	0	$0	0.00%
699.000	TRANSFERS IN	98,435	163,904	84,044	166,700	$2,796	1.71%
TOTAL GAS TAX FUND REVENUES		**$622,447**	**$741,400**	**$525,033**	**$722,559**	**-$18,841**	**-2.54%**

FY 2014-15 Gas Tax (Highway Users Tax) Fund Revenue Projections

The State of California imposes excise taxes on various transportation fuels. California motor vehicle fuel taxes include the gasoline tax, diesel fuel tax, and the use fuel tax. Taxes on aircraft jet fuel are transferred to the state Aeronautics Account. Taxes on fuel for other motor vehicles are transferred to the state Highway Users Tax Account. These include:

- The "gasoline tax" and "diesel fuel tax" imposed on the use of vehicle fuels at the rate of $0.18 per gallon including the $0.09 rate imposed by Prop 111 in 1994.
- The "use fuel tax" is imposed on vendors and users of motor vehicle fuels that are not taxed under either the gasoline or diesel fuel tax, such as liquefied petroleum gas, ethanol, methanol, and natural gas.

For the 2014-15 fiscal year estimate, the Finance Department has taken the State of California's estimate and reduced it by 5% in order to remain conservative. The large fluctuations in gas prices warrants that the city be conservative in its estimates.

Cities receive highway user tax revenue under the following formulas:

Section 2103 – Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replace previous city and county allocations from the Prop 42 sales tax on gasoline. This is known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis.

400.175
Gas Tax 2103

FY	Amount	% Change
04/05	0.00	0.00%
05/06	0.00	0.00%
06/07	0.00	0.00%
07/08	0.00	0.00%
08/09	0.00	0.00%
09/10	0.00	0.00%
10/11	212,256.90	0.00%
11/12	307,279.71	44.77%
12/13	180,097.02	-41.39%
13/14	243,131.00	-20.88%
14/15	227,658.95	26.41%

Section 2105 – Section 2105(b) allocates 11.5% of the tax revenues in excess of 9 cents per gallon monthly among cities based on population.

400.170
Gas Tax 2105

FY	Amount	% Change
04/05	114,130.53	0.00%
05/06	122,587.53	7.41%
06/07	128,829.27	5.09%
07/08	127,062.39	-1.37%
08/09	116,789.98	-8.08%
09/10	119,083.32	1.96%
10/11	114,786.59	-3.61%
11/12	103,961.33	-9.43%
12/13	99,186.06	-13.59%
13/14	101,736.00	-2.14%
14/15	104,623.50	5.48%

Section 2106 – Revenues equal to 1.04 cents per gallon are allocated as follows:

a. $7.2 million per year to the State Bicycle Transportation Account.
b. $400 per month to each city.
c. $800 per month to each county.
d. The residual amount (about $150 million per year) to each county and the cities in that county based on registered vehicles.

400.140 Gas Tax 2106		
FY	Amount	% Change
04/05	77,327.80	0.00%
05/06	82,451.77	6.63%
06/07	86,472.17	4.88%
07/08	83,905.76	-2.97%
08/09	77,686.52	-7.41%
09/10	77,642.50	-0.06%
10/11	73,643.69	-5.15%
11/12	72,660.72	-1.33%
12/13	73,011.59	-0.86%
13/14	72,002.00	-0.91%
14/15	85,980.70	17.76%

Section 2107 – Provides monthly allocations to cities of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per liquefied petroleum gas, as follows:

a. Each city with removal costs in excess of $5,000 is allocated 50% of the cost exceeding $5,000.
b. The remainder is allocated to cities based on population.

400.150 Gas Tax 2107		
FY	Amount	% Change
04/05	151,649.24	0.00%
05/06	163,514.54	7.82%
06/07	172,214.76	5.32%
07/08	170,031.36	-1.27%
08/09	155,440.91	-8.58%
09/10	158,714.94	2.11%
10/11	153,325.96	-3.40%
11/12	149,200.95	-2.69%
12/13	162,529.95	6.00%
13/14	151,468.00	1.52%
14/15	128,554.00	-20.90%

Section 2107.5 – A flat amount is allocated to cities based on population. The City of Riverbank receives $5,000 annually.

400.160 Gas Tax 2107.5		
FY	Amount	% Change
04/05	4,000.00	0.00%
05/06	5,000.00	25.00%
06/07	5,000.00	0.00%
07/08	5,000.00	0.00%
08/09	5,000.00	0.00%
09/10	5,000.00	0.00%
10/11	5,000.00	0.00%
11/12	5,000.00	0.00%
12/13	5,000.00	0.00%
13/14	5,000.00	0.00%
14/15	5,000.00	0.00%

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	102	**GAS TAX**	Department:	**418**
Function:		**Public Works**		**STREETS**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	121,868	231,838	184,462	228,100	-3,738	-2%
701.002	PERSONNEL TEMPORARY	7,201	4,500	5,360	0	-4,500	-100%
701.003	PERSONNEL OVERTIME	2,644	2,500	2,364	2,500	0	0%
701.004	STANDBY PAY	6,746	4,000	5,170	4,000	0	0%
708.004	MISC EMPLOYEE BENEFITS	4,744	0	-22,009	0	0	0%
708.005	MEDICARE	1,473	2,660	1,649	2,500	-160	-6%
708.006	PERS RETIREMENT	11,690	25,944	18,260	25,800	-144	-1%
708.007	PAYROLL TAXES	2,182	2,515	2,585	2,200	-315	-13%
708.008	HEALTH DENTAL VISION INSURANCE	40,489	61,104	56,087	64,000	2,896	5%
708.009	NATIONAL RETIREMENT	7,114	13,155	9,112	14,500	1,345	10%
708.010	WORKERS' COMPENSATION	16,489	32,051	24,164	33,500	1,449	5%
	Total Personnel Salaries & Benefits	**$222,640**	**$380,267**	**$287,204**	**$377,100**	**-$3,167**	**-1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	1,626	3,000	137	3,000	0	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	15,694	10,000	0	10,000	0	0%
702.032	PROFESSIONAL/SPECIAL SERVICES	27,190	42,000	7,409	22,000	-20,000	-48%
702.036	STREET SWEEPING CONTRACT	84,525	85,200	63,888	84,500	-700	-1%
702.037	STREET LIGHT REPAIR	117	2,000	11	2,000	0	0%
703.028	SMALL TOOLS	1,770	1,000	453	1,000	0	0%
703.062	STREET SIGNS/STRIPING	55,717	56,000	39,629	56,000	0	0%
704.021	UTILITIES	90,503	85,500	67,992	80,000	-5,500	-6%
706.026	MISCELLANEOUS EXPENSE	948	2,000	2,719	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	247	750	281	750	0	0%
706.029	MAINT. OF BLDG. & STRUCTURES	22,541	21,000	5,231	21,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS,ETC.	511	1,500	441	1,500	0	0%
706.037	CONFERENCES & MEETINGS	0	250	458	250	0	0%
706.038	STAFF DEVELOPMENT	1,350	1,800	1,694	1,800	0	0%
706.050	SAFETY EQUIPMENT	1,455	1,600	1,252	1,600	0	0%
706.073	UNIFORMS & RAGS	520	2,100	1,291	1,800	-300	-14%
999.000	TRANSFER OUT OF MGMT FEES	22,425	24,256	14,889	31,000	6,744	28%
	Total Operating Expenses	**$327,139**	**$339,956**	**$207,775**	**$320,200**	**-$19,756**	**-6%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	95,315	85,000	34,125	73,000	-12,000	-14%
	Total Capital Outlay	**$95,315**	**$85,000**	**$34,125**	**$73,000**	**-$12,000**	**-14%**
	Total Department Appropriations	**$645,094**	**$805,223**	**$529,104**	**$770,300**	**-$34,923**	**-4%**

TRANSFER IN OF MANAGEMENT FEES:

SEWER FUND	($85,400)
LTF	($20,248)
WATER FUND	($11,277)
STERLING RIDGE STORM DRAIN DISTRICT	($10,390)
HEARTLANDS STORM DRAIN DISTRICT	($10,390)
CROSSROADS LANDSCAPE & LIGHTING DISTRICT	($27,886)
NET GAS TAX FUND ALLOCATION	$604,709

EQUIPMENT/PROJECTS:

ADA IMPROVEMENTS	50,000
EQUIP. PARKING STRUCTURE	23,000
	73,000

STAFFING:

1 PUBLIC WORKS SUPERVISOR
2 SR. MAINTENANCE WORKERS
2 MAINTENANCE WORKER I

Fund 102: Gas Tax 418

702.030	**Maintenance Operation Equipment**		$ 3,000
	Road Maintenance/Repairs		
702.031	**Rents & Leases**		$ 10,000
702.032	**Professional/Special Services**		$ 22,000
	State Permits/Fees	$7,500	
	Stormwater Testing/Filters	$5,500	
	Pump Repairs	$5,400	
	Dry Well Maintenance	$3,600	
702.036	**Street Sweeping Contract**		$ 84,500
	Gilton Solid Waste Management	$84,500	
702.037	**Street Light Repair**		$ 2,000
	Maintenance/Vandalism Repairs		
703.028	**Small Tools**		$ 1,000
703.062	**Street Signs/Striping**		$ 56,000
	Street Signs	$25,411	
	Striping	$30,589	
704.021	**Utilities**		$ 80,000
	MID	$600	
	PG & E	$74,400	
	Department of Transportation	$5,000	
706.026	**Miscellaneous Expense**		$ 2,000
	Computers/Repairs	$1,800	
	Radio Repairs	100	
	Tools	100	
706.027	**Boot & Jacket Allowance**		$ 750

706.029	**Maintenance/Bldg/Structures**		**$ 21,000**
	Asphalt Maintenance/Parts	$12,200	
	Signals-Battery System Backups	$3,800	
	Other Maintenance	$5,000	
706.036	**Memberships, Dues, Books, Etc.**		**$ 1,500**
	Underground Service Alert	$100	
	CW Environmental Assoc.	$50	
	Books for Certifications	$1,140	
	American Public Works	$200	
	Pesticide Regulations	$60	
706.037	**Conferences & Meetings**		**$ 250**
706.038	**Staff Development**		**$ 1,800**
	Training Classes/Certifications	$950	
	CWEA	$100	
	APWA	$750	
706.050	**Safety Equipment**		**$ 1,600**
706.073	**Uniform & Rags**		**$ 2,100**
	Aramark Uniforms		

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Streets/Sewer	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	102.418.000.707.112	Storage bay Corp Yard	23,000.00	

FASTENAL®

February 19, 2014

Price Quotation
CONFIDENTIAL

CITY OF RIVERBANK
2901 High Street
Riverbank, CA 95367-2305
ATTN: Curtis Myer

Phone: 209-869-7108
Fax: 209-869-1849
Contract No: 7-11-51-01

Account #:	ODCA0275	Due Date:	
Quote #:	56226	Expiration Date:	03/19/2014
Job #:		PO #:	

Part #	Customer Part #	Description	Quantity	Price/EA	Extended Price
<Cust part desc> 72'x26'x14' Covering Back and sides covered		72'x26'x14' Covering Back and sides covered	1	$19,999.9900	$19,999.99

USD Subtotal:	$19,999.99
Shipping & Handling:	$799.00
USD Total:	$20,798.99

INSTALLED

CAN ADD ROLL UP DOORS

-DOORS-

Thank you,

FASTENAL
509 Armstrong Way, Suite E
OAKDALE, CA 95361
Phone: (209)848-0962
F[illegible]09)848-0967
E-mail: CAOAD@stores.fastenal.com

*Shipping & Handling charges are subject to change.

Fund 106: Sewer Fund Summary

Projected Reserve @ July 1, 2014 $343,694

Add:

Projected '14-'15 Revenues $2,061,850

Less:

Requested Appropriations

	SEWER COLLECTION	SEWER TREATMENT
SALARIES & BENEFITS	$147,900	$321,700
CONTRACT SERVICES	85,000	132,500
UTILITIES	25,000	400,000
OPERATING EXPENSES	25,800	58,495
BOND EXPENSES	0	11,400
CAPITAL OUTLAY	0	0
TRANSFERS OUT	1,074,800	0
	$1,358,500	$924,095

Total Appropriations $2,282,595

Projected Reserve @ June 30, 2015 $122,949

% of Reserve to Budget 5.96%

Structural Surplus (Deficit) **($220,745)**

SEWER REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SEWER SERVICE CHARGES	1,909,435	1,249,701	1,871,900
FINES, FORFEITURES, PENALTIES	34,162	29,298	34,500
INTEREST INCOME	3,000	2,954	3,000
INDUSTRIAL PERMITS	30,000	37,348	34,300
INSPECTION FEES (FOG)	1,000	1,351	0
MISCELLANEOUS REVENUES	250	0	250
TRANSFER IN for SRF LOAN PYMT	65,563	65,563	65,600
TRANSFER IN MANAGEMENT FEES	49,741	24,687	52,300
TRANSFER IN OF LOAN PROCEEDS	0	0	0
	$2,093,151	$1,410,902	$2,061,850

CITY OF RIVERBANK

SEWER FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
600.180	SEWER SERVICE CHARGE	$1,872,254	$1,909,435	$1,250,800	$1,871,900	($37,535)	-1.97%
600.225	INSPECTION FEES	0	1,000	1,051	0	($1,000)	-100.00%
655.000	FINES, FORFEITURES,PENALTIES	35,126	34,162	23,794	34,500	$338	0.99%
664.000	INTEREST INCOME	3,607	3,000	2,239	3,000	$0	0.00%
675.090	MISCELLANEOUS REVENUES	206	250	$0	250	$0	0.00%
675.160	INDUSTRIAL PERMIT REVENUE	35,752	30,000	32,880	34,300	$4,300	14.33%
680.035	UNREALIZED GAIN/LOSS ON INV.	-3,784	0	4,474	0	$0	0.00%
699.000	TRANSFERS IN	343,725	115,304	24,687	117,900	$2,596	2.25%
TOTAL SEWER FUND REVENUES		**$2,286,886**	**$2,093,151**	**$1,339,925**	**$2,061,850**	**-$31,301**	**-1.50%**

FY 2014-15 Sewer Fund Revenue Source Projections

Sewer Service Charge: 106-000.000-600.180

The City bills residents for sewer service charges every two months. Residential customers are billed $20.15 per month, while commercial customers are billed a base rate of $20.15 per month and an incremental charge based on water usage.

The Finance Department estimates annual revenues based on a rolling six-billing average.

600.180 Sewer Service Charge		
FY	Amount	% Change
04/05	1,370,681.07	
05/06	1,637,164.58	19.44%
06/07	1,794,536.85	9.61%
07/08	1,778,171.30	-0.91%
08/09	1,815,926.61	2.12%
09/10	1,893,493.99	4.27%
10/11	1,799,804.36	-4.95%
11/12	1,876,337.87	4.25%
12/13	1,872,253.85	-0.22%
13/14	1,909,435.00	1.99%
14/15	1,871,900.00	-1.97%

Fines, Forfeitures, and Penalties: 106-000.000-655.000

Customers who are delinquent on their utility bill are assessed a 10% penalty after the due date. Over the past two fiscal years, the City has seen an increase in the amount of customers who are delinquent.

For the 2014-2015 fiscal year estimate, the Finance Department has used a three-year rolling average.

655.000 Fines		
FY	Amount	% Change
04/05	20,687.01	
05/06	26,490.75	28.05%
06/07	28,826.92	8.82%
07/08	32,679.40	13.36%
08/09	35,519.16	8.69%
09/10	34,196.20	-3.72%
10/11	33,952.28	-0.71%
11/12	34,337.48	1.13%
12/13	35,125.50	2.29%
13/14	34,161.99	-2.74%
14/15	34,500.00	0.99%

Industrial Permits Revenue: 106-000.000-675.160

Industrial Sewer Permits are issued to companies that due to the nature of their business must discharge waste water in larger quantities than the average company. This discharge into our sewer system is closely metered and each company is billed.

For the 2014-15 fiscal year, the City is conservative in its estimate of revenues for the current permit holders which include a wood treating company, a meat processing plant, a small cheese company, and the Local Redevelopment Authority at the former Army Ammunition Plant.

675.160 Industrial Permits		
FY	Amount	% Change
04/05	572,895.91	
05/06	455,724.90	-20.45%
06/07	189,407.89	-58.44%
07/08	193,476.27	2.15%
08/09	298,830.43	54.45%
09/10	224,754.63	-24.79%
10/11	186,314.37	-17.10%
11/12	237,239.01	27.33%
12/13	35,752.42	-84.93%
13/14	32,880.10	-8.03%
14/15	34,300.00	4.32%

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	106	SEWER FUND	Department:	423
Function:		Public Works		SEWER COLLECTION

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	80,207	63,865	47,459	84,900	21,035	33%
701.003	PERSONNEL OVERTIME	212	500	291	500	0	0%
701.004	STANDBY PAY	12,075	11,000	9,005	8,000	-3,000	-27%
708.004	MISC EMPLOYEE BENEFITS	3,260	0	-7,694	0	0	0%
708.005	MEDICARE	1,117	1,191	661	1,200	9	1%
708.006	PERS RETIREMENT	6,958	8,819	4,495	9,200	381	4%
708.007	PAYROLL TAXES	868	868	868	900	32	4%
708.008	HEALTH DENTAL VISION INSURANCE	29,673	27,144	26,330	24,900	-2,244	-8%
708.009	NATIONAL RETIREMENT	4,742	5,262	2,964	5,800	538	10%
708.010	WORKERS' COMPENSATION	10,852	9,863	7,069	12,500	2,637	27%
	Total Personnel Salaries & Benefits	**$149,964**	**$128,512**	**$91,448**	**$147,900**	**$19,388**	**15%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIP.	15,154	15,000	6,167	15,000	0	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	37,189	30,000	1,874	30,000	0	0%
702.032	PROFESSIONAL SERVICES*	7,954	10,000	6,484	30,000	20,000	200%
702.034	OTHER CONTRACT SERVICES	9,893	9,779	6,617	10,000	221	2%
703.023	ADVERTISING	271	250	0	250	0	0%
703.024	POSTAGE	6,169	7,000	8,624	7,000	0	0%
703.025	OFFICE EXPENSE	1,137	1,000	638	1,000	0	0%
703.049	CHEMICALS	873	1,000	884	1,000	0	0%
704.021	UTILITIES	24,368	25,000	19,203	25,000	0	0%
704.022	COMMUNICATIONS	1,743	2,000	1,667	2,000	0	0%
706.010	DEPRECIATION EXPENSE	161,829	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	439	2,000	1,530	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	393	450	310	450	0	0%
706.028	SMALL TOOLS	114	500	25	500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	1,808	7,000	4,419	7,000	0	0%
706.036	MEMBERSHIP,DUES,BOOKS,ETC.	75	500	344	500	0	0%
706.038	STAFF DEVELOPMENT	1,755	2,000	1,136	2,000	0	0%
706.050	SAFETY EQUIPMENT	624	1,300	118	1,300	0	0%
706.073	UNIFORMS & RAGS	173	1,000	433	800	-200	-20%
706.099	BAD DEBTS (SEWER SERVICES)	19,883	0	0	0	0	0%
999.000	TRANSFERS OUT (BOND/CIP FUND)	534,486	532,800	358,116	535,900	3,100	1%
999.000	TRANSFER OUT MANAGEMENT FEE	473,703	508,517	231,807	538,900	30,383	6%
	Total Operating Expenses	**$1,300,033**	**$1,157,096**	**$650,396**	**$1,210,600**	**$53,504**	**5%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	29,748	33,000	14,398	0	-33,000	-100%
707.003	EQUIPMENT/PROJECTS-LOAN	216,530	0	0	0	0	0%
	Total Capital Outlay	**$246,278**	**$33,000**	**$14,398**	**$0**	**-$33,000**	**-100%**
	Total Department Appropriations	**$1,696,275**	**$1,318,608**	**$756,242**	**$1,358,500**	**$39,892**	**3%**

STAFFING 2 - MAINTENANCE WORKERS

*Professional Services Request $20,000 Completion of the SSMP Required by the State

Fund 106: Sewer Collection 423

702.030	**Maintenance Operation Equipment**		**$15,000**
702.031	**Rents & Leases**		**$30,000**
702.032	**Professional/Special Services**		**$10,000**
	State Licenses	$1,530	
	Monitoring Fees	$1,000	
	Special/Emergency Work	$6,900	
	CVCWA	$270	
	Work Order Software Maintenance	$300	
702.032	**Other Contract Services**		**$10,000**
703.023	**Advertising**		**$ 250**
703.024	**Postage**		**$ 7,000**
703.025	**Office Expense**		**$ 1,000**
703.049	**Chemicals**		**$ 1,000**
	Lift Station Maintenance		
704.021	**Utilities**		**$25,000**
	Pacific Gas & Electric		
704.022	**Communications**		**$ 2,000**
	AT&T Mobility		
	AT&T – Calnet 2		
706.026	**Miscellaneous**		**$ 2,000**
	Computer Replacement	$750	
	Emergency Needs	$1,250	
706.027	**Boot & Jacket Allowance**		**$ 450**
706.028	**Small Tools**		**$ 500**

706.029	**Maintenance of Bldg/Structures**		**$ 7,000**
	Sewer System Repairs		
706.036	**Memberships, Dues, Books, Etc.**		**$ 500**
	Employee books for Certification	$305	
	CWEA	$195	
706.038	**Staff Development**		**$ 2,000**
	Employee Training/Education/Certs.		
706.050	**Safety Equipment**		**$ 1,300**
706.073	**Uniform & Rags**		**$ 800**
	Aramark		

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Streets/Sewer	M. H. Garcia	02/28/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	106-423.000-702.032	Completion of SSMP document	$20,000	

ENTERED
2/28

Michael Riddell

From: Neal Colwell <ncolwell@ksninc.com>
Sent: Friday, August 30, 2013 10:31 AM
To: Michael Riddell
Subject: SSMP Update

Michael,

Based on my review of your SSMP document sent on Friday of last week, I see the following potential areas for document improvement/update:

Element 1: Goals

This is a pretty basis section and it seem s like you have this well covered unless you want to highlight some particular element over another. I don't see a real need to spend any time on this.

Element 2: Organization

I think update to this section could be limited to bringing this consistent with your current organization, lines of communication, and current LRO. What I would like to for this is create an easily modifiable org-chart, chain of communications chart, and contact list that can readily be updated if new staff come or if the City makes further changes in the organization. These documents would be included in the SSMP as an attachment or Exhibit replaced and updated as needed.

Element 3: Legal Authority

This section is straight forward and looks completed. If anything, a review and update if necessary could be done based on any Ordinance changes the City has done since 2008.

Element 4: Operations and Maintenance

The O&M element of these really depends on what the agency wants to do. Your current SSMP O&M element seems pretty basic but for a smaller agency should be fine to meet the General Order requirement...however a more well defined training program might be advisable. If, on the other hand, you want the SSMP O&M element to provide more of a guidance and/or prescriptive plan for system maintenance than just meet the minimum SSMP element requirement, you might what to update this. Potential updates could include more detailed information on:

1. Sewer cleaning schedule and procedures;
2. Inspection schedule, criteria, and procedures;
3. Repair and replacement criteria;
4. Lift station/pump station cleaning and maintenance schedules and procedures;
5. Force main monitoring and inspection schedule and procedures;
6. Sewer system flow monitoring program and I/I identification and reduction program;
7. FOG maintenance procedures (coordinated with Element 7); and
8. Reference to City safety programs including the IIPP, Confined Space Entry Program, and LOTO.

Element 5: Design and Performance Provisions

As you mentioned, this seems to be the segment missing. We would look to the City's current sewer ordinance and any rules and regulations or improvement standards already adopted. Those would be incorporated/summarized in this section to meet the requirements of the General Order. I understand that the City has Sewer Design standards and that the 2007 Sewer Master Plan would give us the planning performance criteria. These would be summarized and incorporated into Element 5 with the Sewer Design Standards attached as an exhibit.

Element 6: Overflow Emergency Response Plan

Your OERP probably only needs minor updates to reflect recent changes in the General Order MRP and to reflect any organizational changes in the City since the latest OERP was developed. As with the Organization, I'd want to prepare a document that the City could readily update as changes in the General Order or City organization occur.

Element 7: Fats, Oils, and Grease Program

Is this an issue for the City? Depending on how much of an issue this is for Riverbank and where the City took the drafts or examples (e.g., were any new ordinance adopted?), we could help you with a minor update to the SSMP element and assist with implementation documents if they have not been developed.

Element 8: Sewer Evaluation and Capacity Assurance Plan

This element does not appear to be addressed in your SSMP. I know the City completed a Sewer Master Plan in 2007, and that document appears to have the basic SECAP analysis and CIP requirements. It appears that the results of the Sewer Master Plan and resultant CIP need to be incorporated into the SSMP. Unless the City has seen that the 2007 evaluation has somehow missed the mark, it should have the information you need to prepare the Element 8 portion of the SSMP (which we can help do). Unless major changes have been made or if there are concerns that the 2007 model is not accurate, at this point, I don't see any reason to the flow model verification mentioned in section 5.4 of the SSMP.

Element 9: Monitoring, Measurement, & Program Modifications

I don't see an Element 9 of the SSMP. As I know you know, this should include a program to monitor and measure the effectiveness of the SSMP and provide for a means to modify the SSMP to address changes or required improvements. We can help you develop the Monitoring, Measurement, & Program Modifications element.

Element 10: Program Audits

You should be coming up on an audit fairly soon and the SSMP does not appear to have guidance on how the City intends to complete this requirement of the General Order. The Program Audits section should provide for a schedule and procedure for auditing the implementation and effectiveness of the SSMP. This is also something we can assist you in preparing.

Element 11: Communication Program

The City's SSMP seems to be missing this element as well. There are elements of communication in the FOG documents, but an Element 11 should be included in the SSMP to provide for a program of public education and outreach for the SSMP. As with the other above elements, we can help develop such a program to be included in the SSMP.

Looking at the key elements that you might want help on, I think we could do the following:

1. Minor updates to Elements 1, 2, 3, 6, and 7 for $2,000;
2. Expansion of Element 4 Operation and Maintenance in the range of $4,000 to $8,000; depending on where you might want to go with this;
3. Prepare Element 5: Design and Performance Provisions based on existing ordinance, standards, and criteria. $2,500;
4. Prepare Element 8: Sewer Evaluation and Capacity Assurance Plan based on existing studies and reports, $2,500;
5. Prepare Element 9: Monitoring, Measurement, & Program Modifications Element, $1,500;
6. Prepare Element 10: Program Audits, $1,000; and
7. Prepare Element 11: Communication Program, $1,800

I think a basic scope could entail Nos. 3 and 5 above for a cost not to exceed $5,000 and the others could be added as needed. Let me know what you think and if there are particular items from the above that you think you could use our help and we'll prepare a formal proposal. If you think you could use some help on the O&M element, let me know and we can discuss that scope in further detail.

NTE: $19,300

We are opening our <u>West Sacramento Office @ 1355 Halyard Drive, Suite 180</u> in September

KJELDSEN SINNOCK NEUDECK INC. Civil Engineers and Land Surveyors

Neal Colwell
Principal Engineer

711 N. Pershing Avenue, Stockton CA 95203
209 946-0268 | fax: 209 946-0296
ncolwell@ksninc.com | http://www.ksninc.com

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	106	**SEWER FUND**	Department:	**424**
Function:		**Public Works**		**SEWER TREATMENT**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	177,984	175,425	140,434	176,900	1,475	1%
701.003	PERSONNEL OVERTIME	26,718	30,000	23,893	25,000	-5,000	-17%
708.004	MISC EMPLOYEE BENEFITS	1,449	0	-17,313	0	0	0%
708.005	MEDICARE	2,806	2,544	2,225	2,600	56	2%
708.006	PERS RETIREMENT	18,495	22,061	17,473	23,800	1,739	8%
708.007	PAYROLL TAXES	1,302	1,302	1,302	1,300	-2	0%
708.008	HEALTH DENTAL VISION INSURANCE	46,467	50,973	46,003	53,900	2,927	6%
708.009	NATIONAL RETIREMENT	7,114	7,893	5,927	8,700	807	10%
708.010	WORKERS' COMPENSATION	23,928	25,956	20,079	26,100	144	1%
708.012	DEFERRED COMPENSATION	3,300	3,450	1,211	3,400	-50	-1%
	Total Personnel Salaries & Benefits	**$309,563**	**$319,604**	**$241,234**	**$321,700**	**$2,096**	**1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	25,087	47,400	5,984	25,000	-22,400	-47%
702.031	RENTS & LEASES (VEH REP./MAINT)	30,013	25,000	1,382	25,000	0	0%
702.032	PROFESSIONAL SERVICES	44,653	80,000	45,002	80,000	0	0%
702.056	TAXES	2,430	2,500	1,200	2,500	0	0%
703.025	OFFICE EXPENSE	3,639	4,000	1,838	4,000	0	0%
703.049	CHEMICALS	2,579	2,500	1,665	2,500	0	0%
704.021	UTILITIES	373,529	400,000	213,932	400,000	0	0%
704.022	COMMUNICATIONS	560	850	288	850	0	0%
706.010	DEPRECIATION EXPENSE	250,048	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	1,310	2,845	709	2,845	0	0%
706.027	BOOT & JACKET ALLOWANCE	442	600	300	600	0	0%
706.028	SMALL TOOLS	3,228	3,000	1,174	3,000	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	13,603	20,000	8,971	20,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,291	3,000	1,337	3,000	0	0%
706.038	STAFF DEVELOPMENT	2,459	3,000	1,349	3,000	0	0%
706.050	SAFETY EQUIPMENT	2,192	3,300	1,156	3,300	0	0%
706.053	LEVEE REPAIR & A.C.	5,363	8,000	7,148	8,000	0	0%
706.060	INTEREST PAYMENTS (I-F LOAN)	7,149	5,793	0	4,400	-1,393	-24%
706.073	UNIFORMS & RAGS	3,696	3,000	2,682	3,000	0	0%
706.076	SRF LOAN INTEREST EXPENSE	14,071	12,720	4,499	11,400	-1,320	-10%
999.000	TRANSFERS OUT	0	0	0	0	0	0%
	Total Operating Expenses	**$787,342**	**$627,508**	**$300,616**	**$602,395**	**-$25,113**	**-4%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0%
707.043	AERATOR REPLACEMENT	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**100%**
	Total Department Appropriations	**$1,096,905**	**$947,112**	**$541,850**	**$924,095**	**-$23,017**	**-2%**

STAFFING:
1 WASTE WATER TREATMENT PLANT SUPERVISOR
1 SR. WATER WATER TREATMENT PLANT OPERATOR
1 WASTE WATER TREATMENT PLANT OPERATOR

Equipment/Projects
No Equipments/Projects

Fund 106: Sewer Treatment 424

702.030	**Maintenance Operation Equipment**		**$ 25,000**
702.031	**Rents & Leases**		**$ 25,000**
702.032	**Professional/Special Services**		**$ 80,000**
	Lab Analysis	$10,300	
	Regional Reporting	$8,200	
	Lab Testing	$16,500	
	Water Monitoring	$30,000	
	Misc.Professional Services	$15,000	
702.056	**Pirts & Appraisals, Taxes**		**$ 2,500**
	Property Taxes		
703.025	**Office Expense**		**$ 4,000**
703.049	**Chemicals**		**$ 2,500**
	Treatment Plant Maintenance		
704.021	**Utilities**		**$400,000**
	Pacific Gas & Electric - Office		$ 10,000
	MID - Treatment Plant		$390,000
704.022	**Communications**		**$ 850**
	AT&T Mobility		
706.026	**Miscellaneous Expense**		**$ 2,845**
	Emergency/Unexpected Needs	$2,305	
	Bottled Water	$540	
706.027	**Boot & Jacket Allowance**		**$ 600**
706.028	**Small Tools**		**$ 3,000**
706.29	**Maintenance of Bldg/Structures/Grds**		**$ 20,000**
	Treatment Plant Maintenance		

706.036	**Memberships, Dues, Books, Etc.**		**$**	**3,000**
	CW Environment Assoc.	$1,500		
	State Water Resources	$300		
	Staff Development Books	$1,200		
706.038	**Staff Development**		**$**	**3,000**
	Employee Training/Education/Certs/Exams			
706.050	**Safety Equipment**		**$**	**3,300**
706.053	**Levee Repair and A.C.**		**$**	**8,000**
706.073	**Uniform & Rags**		**$**	**3,000**
	Aramark Uniform Services			

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund 114: Water Fund Summary

Projected Reserve @ July 1, 2014			$722,581
Add:			
Projected '14-'15 Revenues			$1,715,300
Less:			
Requested Appropriations			
	WATER COLLECTION	**WATER CONNECTION**	
SALARY & BENEFITS	$460,600	$0	
CONTRACT SERVICES	193,000	0	
UTILITIES	300,000	0	
OPERATING EXPENSES	73,250	0	
BOND EXPENSES	0	0	
CAPITAL OUTLAY	80,000	0	
TRANSFERS OUT	581,400	0	
	$1,688,250	$0	
Total Appropriations			1,688,250
Projected Reserve @ June 30, 2015			$749,631
% of Reserve to Budget			43.7%
Structural Surplus			**$27,050**

WATER REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
WATER SERVICE CHARGES	$1,630,022	$1,192,008	$1,666,000
GRANTS	$0	$60,000	$0
BACKFLOW INSPECTIONS	300	248	300
FINES, FORFEITURES, PENALTIES	48,268	41,919	46,100
INSPECTION FEES	0	225	0
INTEREST INCOME	3,000	3,393	2,400
MISCELLANEOUS REVENUES	0	1,426	500
TRANSFERS IN (FIXED ASSETS)	0	0	0
	$1,681,590	$1,299,219	$1,715,300

CITY OF RIVERBANK

WATER FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
501.001	GRANTS	$0	$0	$60,000	$0	$0	0.00%
600.140	WATER REVENUES	$1,746,380	$1,630,022	$1,192,961	$1,666,000	$35,978	2.21%
600.225	INSPECTION FEES	300	0	150	0	$0	0.00%
600.226	BACKFLOW INSPECTIONS	396	300	149	300	$0	0.00%
655.000	FINES, FORFEITURES,PENALTIES	45,734	48,268	35,210	46,100	($2,168)	-4.49%
664.000	INTEREST INCOME	3,867	3,000	2,311	2,400	($600)	-20.00%
675.090	MISCELLANEOUS REVENUES	265	0	$1,423	500	$500	0.00%
680.035	UNREALIZED GAIN/LOSS ON INV.	-3,689	0	4,381	0	$0	0.00%
699.000	TRANSFERS IN	174,531	0	0	0	$0	0.00%
TOTAL WATER FUND REVENUES		**$1,967,784**	**$1,681,590**	**$1,296,585**	**$1,715,300**	**$33,710**	**2.00%**

FY 2014-15 Water Fund Revenue Source Projections

Water Revenues: 114-000.000-600.140

The City bills residents for water service charges every two months. Residential customers are billed a base rate of $29.29 every two months for water usage up to 1,000 cubic feet, and an incremental charge for water usage over 1,000 cubic feet.

The Finance Department estimates annual revenues based on a rolling six-billing average.

600.140 Water Service Charge		
FY	Amount	% Change
04/05	1,351,607.42	
05/06	1,512,773.70	11.92%
06/07	1,616,543.54	6.86%
07/08	1,665,040.77	3.00%
08/09	1,669,599.04	0.27%
09/10	1,712,451.27	2.57%
10/11	1,659,892.23	-3.07%
11/12	1,693,796.93	2.04%
12/13	1,746,379.51	3.10%
13/14	1,630,022.00	-6.66%
14/15	1,666,000.00	2.21%

Fines, Forfeitures, and Penalties: 114-000.000-655.000

Customers who are delinquent on their utility bill are assessed a 10% penalty after the due date. Over the past two fiscal years, the City has seen an increase in the amount of customers who are delinquent.

For the 2014-2015 fiscal year estimate, the Finance Department has used a three-year rolling average.

655.000 Fines		
FY	Amount	% Change
04/05	41,375.04	
05/06	52,749.14	27.49%
06/07	55,373.71	4.98%
07/08	58,381.38	5.43%
08/09	54,202.95	-7.16%
09/10	52,269.87	-3.57%
10/11	44,819.66	-14.25%
11/12	47,715.69	6.46%
12/13	45,733.98	-4.15%
13/14	48,268.41	5.54%
14/15	46,100.00	-4.49%

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**114**	**WATER**	Department:	**433**	
Function:		**Public Works**		**WATER COLLECTION**	

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	260,867	268,322	215,445	268,900	578	0%
701.003	PERSONNEL OVERTIME	21,964	24,000	22,371	19,000	-5,000	-21%
701.004	STANDBY PAY	11,655	18,000	11,472	13,000	-5,000	-28%
708.004	MISC EMPLOYEE BENEFITS	-7,759	0	-25,899	0	0	0%
708.005	MEDICARE	2,926	2,764	2,444	2,800	36	1%
708.006	PERS RETIREMENT	27,281	31,641	25,311	33,900	2,259	7%
708.007	PAYROLL TAXES	2,170	2,170	2,170	2,200	30	1%
708.008	HEALTH DENTAL VISION INSURANCE	61,130	61,700	57,895	64,700	3,000	5%
708.009	NATIONAL RETIREMENT	11,856	13,155	9,878	14,500	1,345	10%
708.010	WORKERS' COMPENSATION	35,870	39,552	30,449	39,600	48	0%
708.012	DEFERRED COMPENSATION	1,877	1,300	1,450	2,000	700	54%
	Total Personnel Salaries & Benefits	**$429,837**	**$462,604**	**$352,986**	**$460,600**	**-$2,004**	**0%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	55,647	68,000	43,657	68,000	0	0%
702.031	RENTS & LEASES	41,180	22,000	8,194	22,000	0	0%
702.032	PROFESSIONAL SERVICES*	80,890	70,000	68,059	93,000	23,000	33%
702.034	OTHER CONTRACT SERVICES	12,851	9,779	6,735	10,000	221	2%
703.023	ADVERTISING	175	250	0	250	0	0%
703.024	POSTAGE	6,462	7,000	8,624	7,000	0	0%
703.025	OFFICE EXPENSE	2,009	2,000	859	2,000	0	0%
703.064	BACKFLOW INSPECTION EXPENSES	852	3,000	1,544	3,000	0	0%
704.021	UTILITIES	354,950	300,000	250,083	300,000	0	0%
704.022	COMMUNICATIONS	1,002	1,000	1,214	1,000	0	0%
706.010	DEPRECIATION EXPENSE	285,082	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	1,060	2,200	887	2,200	0	0%
706.027	BOOT & JACKET ALLOWANCE	575	700	439	750	50	7%
706.028	SMALL TOOLS	1,077	1,500	89	1,500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	22,637	25,000	6,580	25,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	776	1,750	2,002	1,750	0	0%
706.038	STAFF DEVELOPMENT	4,386	4,500	3,680	4,500	0	0%
706.050	SAFETY EQUIPMENT	3,958	2,800	2,808	2,800	0	0%
706.056	STATE & COUNTY WATER FEES	15,169	19,000	12,295	19,000	0	0%
706.073	UNIFORMS & RAGS	1,753	2,900	2,109	2,500	-400	-14%
706.999	BAD DEBTS (WATER SERVICE)	9,696	0	0	0	0	0%
706.997	LOSS ON FIXED ASSET	7,713	0	0	0	0	0%
999.000	TRANSFERS OUT	51,357	51,000	34,421	51,500	500	1%
999.000	TRANSERS OUT MANAGEMENT FEE	501,791	508,777	235,531	529,900	21,123	4%
	Total Operating Expenses	**$1,463,048**	**$1,103,156**	**$689,810**	**$1,147,650**	**$44,494**	**4%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	1,052	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	61,660	113,000	0	25,000	-88,000	-78%
707.010	WATER METERS	45,835	50,000	34,721	50,000	0	0%
707.011	TWO INCH WATER METERS	0	5,000	0	5,000	0	0%
	Total Capital Outlay	**$108,547**	**$168,000**	**$34,721**	**$80,000**	**-$88,000**	**-78%**
	Total Department Appropriations	**$2,001,432**	**$1,733,760**	**$1,077,517**	**$1,688,250**	**-$45,510**	**-3%**

EQUIPMENT AND PROJECTS:
WATER CONSERVATION PROGRAM $ 25,000.00

*Professional Services $23,000 Groundwater Basin Association-Report Update to Meet DWR Requirement

STAFFING:
1 - WATER SUPERVISOR
1 - SR. WATER MW
2 - WATER MW II
1 - WATER MW I

Fund 114: Water Collection 433

702.030	**Maintenance Operation Equipment** Water System/Water Wells		**$ 68,000**
702.031	**Rents & Leases**		**$ 22,000**
702.032	**Professional/Special Services**		**$ 93,000**
	Software Licenses	$4,358	
	Testing/Sampling	$10,205	
	Backflow Testing	$7,760	
	CRWA	$937	
	American Water Works	$2,000	
	MCC Control Systems	$920	
	SJVAPCD Permit	$2,020	
	E & M Electric & Machinery	$2,000	
	Equarius Waterworks	$7,000	
	Other Services	$20,000	
	Stanislaus, Tuolume Groundwater Assoc.	$23,000	
702.034	**Other Contract Services**		**$ 10,000**
703.023	**Advertising**		**$ 250**
703.024	**Postage**		**$ 7,000**
703.025	**Office Expense**		**$ 2,000**
703.064	**Backflow Inspection Expenses** Testing		**$ 3,000**
704.021	**Utilities**		**$300,000**
	Pacific Gas & Electric	$172,000	
	MID	$128,000	
704.022	**Communications** AT&T Mobility		**$ 1,000**
706.026	**Miscellaneous Expense**		**$ 2,200**
	Emergency/Unexpected Needs	$1,500	
	Computer Replacement	$700	
706.027	**Boot & Jacket Allowance**		**$ 1,000**
706.028	**Small Tools**		**$ 1,500**

706.029	**Maintenance of Buildings/Structures**		**$ 25,000**
	Water System Repairs/Maintenance		
706.036	**Memberships, Dues, Books, Etc.**		**$ 1,750**
	Employee Books for Certification Exams	$1,300	
	American Waterworks	$450	
706.038	**Staff Development**		**$ 4,500**
	Employee Training/Education/Certifications	$1,500	
	CWEA Classes/Training	$1,500	
	CRWA Classes/Training	$1,500	
706.050	**Safety Equipment**		**$ 2,800**
706.056	**State/County Fees**		**$ 19,000**
	California Department of Public Health	$13,440	
	SJVAPCD	$5,560	
706.073	**Uniform & Rags**		**$ 2,500**
	Aramark		

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Water	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	114.433.000.702.032	Stanislaus, Tolume Ground Water Basin Asso	23,000.00	

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund 117: Neighborhood Improvement Fund

Reserve @ July 1, 2014		**$0**
Add:		
Projected '14-'15 Revenues		**$87,150**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$79,300	
OPERATING EXPENSES	7,850	
TRANSFERS OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**87,150**
Projected Reserve @ June 30, 2015		**$0**

NEIGHBORHOOD IMPROVEMENT REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
ABANDONED VEHICLE	16,000	13,907	16,000
FINES, FORFEITURES, PENALTIES	5,000	4,098	5,000
INTEREST INCOME	0	0	0
MISCELLANEOUS REVENUES	500	525	500
OTHER FINANCIAL RESOURCES	0	0	0
TRANSFERS IN OF MGMT FEES	65,733	0	65,650
	$87,233	**$18,530**	**$87,150**

CITY OF RIVERBANK

NEIGHBORHOOD IMP. FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015
FUND 117

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
655.000	FINES, FORFEITURES, PENALTIES	$6,734	$5,000	$4,098	$5,000	$0	0.00%
660.010	ABANDONED VEHICLE (AVA)	15,813	16,000	13,907	16,000	0	0.00%
675.090	MISCELLANEOUS REVENUES	825	500	500	500	0	0.00%
699.000	GENERAL FUND SUBSIDY	46,207	65,733	0	65,650	(83)	-0.13%
TOTAL NEIGHBORHOOD IMP. FUND REVENUES		**$69,579**	**$87,233**	**$18,505**	**$87,150**	**-$83**	**-0.10%**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	117	NEIGHBORHOOD IMPROVEMENT	Department:	411
Function:		Administration		CODE COMPLIANCE

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	48,256	56,506	47,030	58,000	1,494	3%
701.002	PERSONNEL TEMPORARY	1,632	0	0	0	0	0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	65	0	-231	0	0	0%
708.005	MEDICARE	638	834	605	800	-34	-4%
708.006	PERS RETIREMENT	4,610	6,855	5,537	7,400	545	8%
708.007	PAYROLL TAXES	636	434	434	400	-34	-8%
708.008	HEALTH DENTAL VISION INSURANCE	1,725	1,732	1,439	1,700	-32	-2%
708.009	NATIONAL RETIREMENT	1,963	2,631	1,976	2,900	269	10%
708.010	WORKERS' COMPENSATION	6,123	8,591	6,446	8,100	-491	-6%
	Total Personnel Salaries & Benefits	**$65,648**	**$77,583**	**$63,236**	**$79,300**	**$1,717**	**2%**
	Operating Expenses						
702.034	OTHER CONTRACT SERVICES	85	500	0	500	0	0%
702.042	RELEASE OF LIENS	0	0	0	0	0	0%
703.025	OFFICE EXPENSE	1,047	500	622	700	200	40%
704.022	COMMUNICATIONS	558	600	288	600	0	0%
706.025	WEED & RUBBISH REMOVAL	200	5,000	0	3,000	-2,000	-40%
706.027	BOOT & JACKET ALLOWANCE	150	350	0	350	0	0%
706.028	SMALL TOOLS	30	300	0	300	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	339	100	0	100	0	0%
706.037	CONFERENCES & MEETINGS	588	1,300	1,160	1,300	0	0%
706.073	UNIFORMS EXPENSE	0	0	0	0	0	0%
706.077	SPRING CLEAN/ALLEY CLEANUP	1,000	1,000	0	1,000	0	0%
	Total Operating Expenses	**$3,997**	**$9,650**	**$2,070**	**$7,850**	**-$1,800**	**-19%**
	CAPITAL OUTLAY						
707.013	EQUIPMENT GRANT	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$69,645**	**$87,233**	**$65,306**	**$87,150**	**-$83**	**0%**

TRANSFER IN OF MANAGEMENT FEES:	GENERAL FUND	($65,650)
	NET NEIGHBORHOOD IMPROVEMENT ALLOCATION	$21,500

STAFFING: 1 NEIGHBORHOOD IMPROVEMENT OFFICER II

Fund 117: Neighborhood Improvement

702.034	**Other Contract Services** Technical/Legal Assistance		$	500
703.025	**Office Expense**		$	700
704.022	**Communications** AT&T Mobility		$	600
706.025	**Weed & Rubbish Removal** Modesto Sand & Gravel Grover Landscaping		$	3,000
706.027	**Boot & Jacket Allowance** 1 – Employee Aramark – Uniform		$	350
706.028	**Small Tools**		$	300
706.036	**Membership, Dues, Books, etc.** CACEO	 $100	$	100
706.037	**Travel, Conference & Meetings** Code Enforcement Training Contract Hours Classes	 $800 $500	$	1,300
706.077	**Spring Clean**		$	1,000

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 119: Vehicle Maintenance Fund

Reserve @ July 1, 2014 **$0**

Add:
Projected '14-'15 Revenues **$320,090**

Less:
Requested Appropriations

SALARY & BENEFITS	$92,100
OPERATING EXPENSES	211,890
TRANSFER OUT	0
CAPITAL OUTLAY	16,100

Total Appropriations **$320,090**

Projected Reserve @ June 30, 2015 **$0**

EQUIPMENT POOL REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SALE OF FUEL	15,000	11,094	15,000
VEHICLE & EQUIP RENTAL	125,000	0	125,000
MAINT. CHARGES - LABOR	89,896	0	92,100
MAINT. CHARGES - PARTS	82,364	0	87,740
SALE OF CAPITAL ASSETS	5,500	9,000	0
MISCELLANEOUS REVENUES	250	0	250
TRANSFERS IN	0	0	0
	$318,010	**$20,094**	**$320,090**

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	119	**EQUIPMENT POOL**	Department:	**442**
Function:		**Public Works**		**Vehicle Maintenance**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 5/1/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	56,720	57,547	46,313	58,600	1,053	2%
708.004	MISC EMPLOYEE BENEFITS	2,546	0	-8,086	0	0	0%
708.005	MEDICARE	738	834	604	900	66	8%
708.006	PERS RETIREMENT	5,904	7,237	5,762	7,900	663	9%
708.007	PAYROLL TAXES	434	434	434	400	-34	-8%
708.008	HEALTH DENTAL VISION INSURANCE	20,226	18,011	17,530	12,800	-5,211	-29%
708.009	NATIONAL RETIREMENT	2,371	2,631	1,976	2,900	269	10%
708.010	WORKERS' COMPENSATION	7,674	8,726	6,709	8,600	-126	-1%
	Total Personnel Salaries & Benefits	**$96,613**	**$95,420**	**$71,242**	**$92,100**	**-$3,320**	**-3%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	902	3,200	750	3,200	0	0%
702.038	SPRINT LEASE/PURCHASE	2,640	2,640	2,640	2,640	0	0%
702.044	CNG FUELING PUMP MAINTENANCE	49,276	20,000	4,244	20,000	0	0%
703.025	OFFICE EXPENSE	219	300	152	300	0	0%
704.021	UTILITIES	27,413	30,000	17,265	30,000	0	0%
704.022	COMMUNICATIONS	1,688	1,500	723	1,500	0	0%
705.040	VEHICLE MAINTENANCE EXPENSE	50,999	65,000	54,555	65,000	0	0%
705.041	VEHICLE FUEL	68,335	90,000	55,208	80,000	-10,000	-11%
706.026	MISCELLANEOUS EXPENSE	275	300	121	300	0	0%
706.027	BOOT & JACKET ALLOWANCE	150	200	150	200	0	0%
706.028	SMALL TOOLS	817	800	423	800	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	101	250	0	250	0	0%
706.037	TRAVEL,CONF & MEETINGS	0	500	35	500	0	0%
706.040	PERMITS & LICENSES	2,703	3,000	2,467	3,000	0	0%
706.050	SAFETY EQUIPMENT	683	1,100	462	1,100	0	0%
706.056	STATE/COUNTY FEES	947	1,100	978	1,100	0	0%
706.073	UNIFORMS & RAGS	2,171	2,700	1,077	2,000	-700	-26%
	Total Operating Expenses	**$209,319**	**$222,590**	**$141,250**	**$211,890**	**-$10,700**	**-5%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	16,100	16,100	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$16,100**	**$16,100**	**0%**
	Total Department Appropriations	**$305,932**	**$318,010**	**$212,492**	**$320,090**	**$2,080**	**1%**

STAFFING: 1 CITY MECHANIC

Equipment/Projects

Forklift Replacement $16,100

Fund 119: Equipment Pool

702.030	**Maintenance Operation Equipment** Certified Operator Testing		**$ 3,200**
702.038	**Sprint Lease/Purchase** Phone Service		**$ 2,640**
703.044	**CNG Maintenance**		**$ 20,000**
703.025	**Office Expense**		**$ 300**
704.021	**Utilities** PG & E MID	 $ 20,000 $ 10,000	**$ 30,000**
704.022	**Communications** AT&T Mobility/CalNet 2		**$ 1,500**
705.040	**Vehicle Maintenance Expense**		**$ 65,000**
705.041	**Vehicle Fuel** Gas/CNG		**$ 80,000**
706.026	**Miscellaneous Expense**		**$ 300**
706.027	**Boot & Jacket Allowance**		**$ 200**
706.028	**Small Tools**		**$ 800**
706.036	**Memberships, Dues, Books, Etc.**		**$ 250**
706.037	**Travel, Conference & Meetings** Mechanic Conferences/Meetings		**$ 500**
706.040	**Permits & Licenses** SJVAPCD State Board of Equalization		**$ 3,000**
706.050	**Safety Equipment**		**$ 1,100**
706.056	**State/County Fees** Property Taxes		**$ 1,100**
706.73	**Uniform & Rags** Aramark		**$ 2,000**

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Motor Pool	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	119.442.000.707.002	Replace fork lift	15,000.00	

HOLT of California CAT CAT Rental STORE

LKE

12/2/13
City of Riverbank
6707 Third St
Riverbank, Ca.

Attn: Curtis Myer

Holt is pleased to present this proposal for 1 Used 2007 Cat Model P-6,000-LP with New Pneumatic Tires. In Stock Retail Ready: Unit # LN04-187

Capacities	6,000 lbs. @ 24" Load Center
	186" Maximum Fork Height
	85" Overall Lowered Height
	36" Free Lift with Load Backrest
	High Visibility(Triple Stage) Mast
Tilt:	6 Degrees Forward / 6 Degrees Back
Carriage:	39.5" Class III with **Sideshift**
Tires:	Pneumatic Tires
Forks:	**48"**
Hours:	**3,310 Hours**
New Paint:	**Completed**

Includes: LP Fuel System / Single Speed Powershift Transmission; Power Steering; Elevated Air Intake; Air Cleaner Service Indicator; Full-Floating Powertrain; 47" Load Backrest; Two Forward / Premium Work Light Package;(2 Rear Lights, with Amber Strobe)Power Steering, . All Other Standard Equipment.

Warranty: 30 Days/150 Hours on all components/ 1 Year 2,000 Hours on Drive Train

Sale Price : $15,000 Plus Tax
All prices are guaranteed and/or in effect for 90 days from this date, subject to availability. Local delivery included with purchase.

Presented by Holt Material Handling Division

Rob Stonelake
Territory Manager
209 401-9442
rstonelake@holtca.com

IE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF AND INCORPORATED IN THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE)NSIDERED ENFORCEABLE UNTIL ACCEPTED BY HOLT AND EXECUTED BY ITS OFFICER. ANY INDIVIDUAL SIGNING THIS AGREEMENT REPRESENTS AND WARRANTS I/ 'SHE IS AT LEAST 18 YEARS OLD AND HAS THE AUTHORITY TO BIND CUSTOMER TO THE TERMS OF THIS AGREEMENT.

ATED:	DATED:
DLT RENTAL SERVICES	**CUSTOMER**
Y: Rob Stonelake	By:________________
TLE: Territory Manager	TITLE:________________

1056 (9/05)

RIVERBANK CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date:	May 13, 2014
Subject:	Process for Consideration of Facility Fee Waiver Requests
From:	Jill Anderson, City Manager
Submitted by:	Sue Fitzpatrick**,** Director of Parks and Recreation

RECOMMENDATION

It is recommended that the City Council review the information presented and provide direction.

SUMMARY

The City of Riverbank has established fees for facility use. The fees for groups other than service clubs have been implemented with the intent of providing an offset for the operation and maintenance of the City's buildings. A service club fee was established to assist the clubs with their fundraising events. This service club fee is charged to some groups, reduced for others and at times waived. Therefore, the costs of operating and maintaining the building are not being collected, which has created difficulties in maintaining the building in years when the General Fund could not subsidize the operation at the levels needed to maintain the facility at a high quality level. The purpose of this report is to discuss options for establishing a consistent application of the facility use fees that is fair to all groups.

The Parks and Recreation Director will provide information on the service clubs currently using City facilities and what they are being charged. Staff is requesting direction on a proposal to confirm the process being used for new fee waiver requests and establish fee reductions for existing events and groups that primarily serve the residents or general community of the City of Riverbank.

BACKGROUND

The City of Riverbank City Council periodically reviews fees for facility use, park reservations and recreational programs. The current fees for facility use have been in place for over 5 years some for closer to 10 years. These fees are very seldom increased. A survey was performed recently and our fees for facility use are much lower than other Cities and our fees for non-profit groups are much lower as well. Very few Cities that were involved in our survey approved facility use fee waivers.

The current fees for renting City Facilities are as follows:

Facility	Non-Resident	Resident	Service Club
Community Center	$1,000	$900.00	$350.00
Scout Hall	$125.00	$100.00	$85.00
Meeting Fee	$25.00	$25.00	$25.00

Currently many of the Service Clubs are paying only the $60 Custodial fee; the $25 Custodial fee for the Scout Hall, or no fee at all. The senior meal program is now using the Community Center 4-5 days per week for 3 hours per day at no cost. The fee reductions and waivers have resulted in a $5,000 deficit to date in the enterprise fund for this fiscal year due to the lack of compensation toward operation and maintenance such as utilities, heating and air conditioning and supplies. This deficit will need to be covered by the General Fund.

The costs for operating the Community Center and Scout Hall Building are budgeted under the enterprise fund. This fund is set up to break even or generate revenue. For example the custodial services and supplies as well as staff are paid by the renter. There is also an offset to help pay for the utilities, building repairs, equipment, table and chairs replacement and facility upkeep. If a fee system is not maintained or not sufficient, funds need to be transferred from the General Fund to supplement the revenue. If the funds are not transferred from the general fund, the enterprise fund will be in a deficit and services, maintenance, repairs will not be able to be provided.

The Community Center Fund usually generates $26,000 to $30,000 in rental fees per year and utilities alone cost close to $30,000 per year. This leaves no revenue to help with offsetting custodial, supplies, equipment or maintenance of buildings, structures and grounds which are real expenses. Fees associated with the use of the buildings for contract classes are currently the main source of funds which cover a large portion of these expenses.

PROPOSED FEE WAIVER STRUCTURE

The fee structure that has been established is lower than our surrounding Cities and if the fees established are charged consistently they are sufficient to provide the operation, maintenance and services necessary. It is suggested that the City Council consider: 1) Allowing Riverbank Service Clubs with events that occured on an annual basis in previous years to continue with their current fee and 2) Any new event taking place from this point forward sponsored by service clubs/non-profit groups be charged the established service club fee unless specifically waived by action of the City Council.

In the future, a fee waiver request would need to be submitted in writing to the City and prepared for consideration by the City Council. If the City Council approved the fee waiver, it is recommended that a general fund allocation be made to the enterprise fund to offset the costs and maintain the funds needed to pay for the operation, maintenance and services offered at the City's facilities. This would create an ongoing awareness of the value of a fee waiver and the importance of maintaining the City's facilities consistent with the City's Strategic Plan.

Current Service Club Events

It is proposed that the current events continue to be waived the fees and charged only the direct cost associated with custodial service, which is currently $60:

- Riverbank Federated Women's Club Christmas Luncheon
- Historical Society Omelet Breakfast
- The Royal Neighbors Veteran's luncheon
- Golden Agers Dance Club Dances (weekly & monthly)
- Riverbank Christian Food Sharing Spaghetti Dinner
- Annual MOY COY Dinner

It is proposed that the following non-profit groups be granted the use of a City facility, when available, for the continuation of their ongoing meetings at no cost (No fees are paid):

- Riverbank Women's Club
- Yahi Bowmen
- Valley Arts
- Woodworkers
- River Valley Stitchers

If these groups add meetings or hold special events, fees would need to be paid.

The recommendation to waive or reduce fees is based on the value that these organizations create in the City of Riverbank by providing opportunities for community building through a wide range of activities.

FINANCIAL IMPACT

The value of the meeting fees currently being waived are $1,200 (not including City meetings, trainings or workshops). The value of the event Fees currently being waived is $8,000. These figures do not include the addition of the senior meal program.

At this time, it appears that transfer of $10,000 from the General Fund to the Enterprise Fund would provide the offset necessary to operate our facilities and at the same time provide the discounts requested by our Service Clubs for events that are currently occurring. The proposed transfer of funds would be presented to the City Council at the end of June and revised as necessary based on the final revenue projections.

STRATEGIC PLAN

This item is directly related to the City's strategic goal to improve and maintain infrastructure and facilities.

ATTACHMENTS

The following items are attached to this report:

1. Exhibit A: Facility Fee Comparison
2. Exhibit B: Community Center Facility Rental Form
3. Exhibit C: Scout Hall Facility Rental Form

EXHIBIT A

CITY	Deposit	Rental Fee	Clean up fee	Staff hours	Other	Misc. #1	Insurance	Misc. #2
City of RIVERBANK	$200 No Alcohol $700 Alcohol	Comm. Center: $900-$1000 Scout Hall: $100-$175	Included	Comm. Center: Included Scout Hall: $12 per hour (2 Staff) with alcohol	Set up fees: $100		1 million liability is required	
City of TURLOCK (3 facilities)	$150 - $500 depends on facility	Varied from $15 -$119 Depends on type of event	$15.00 per hour	Require security guards (1-4) 50 or more people and/or alcohol	Kitchen $20 per hour first 4 hours then $10 per hour	Charge $50 if items are left at hall (tables, chairs etc.)	$126.02	Must have completed paperwork 15 days prior – otherwise $25 late fee
City of MODESTO	Varies from $100 to $630 depending on which hall is used $25 key deposit (1/2 the total rent)	Varies from $178 (4 hours) $1,210 (6 am to 1 am)	$85.00 custodial	Security required at Legion Hall	If the hall is rented twice in 1 day, an $85 custodial fee is charged	No personal checks for payment	1 million liability is required	
City of CERES	Deposits $100 - $700 depending on hall. Also Resident & Non-Resident Fees	Hourly: M – Th. Ranging from $16-$94 Fri – Sun (10 hours) $733-$1450	Included					
City of ESCALON	$500 deposit Resident & Non-Residents	$400- $1,800 depending on type of renter	$200.00 Janitorial fee		½ day optional day before event Stage set up	Security through Escalon Police Dept.	General liability	
City of OAKDALE	Depends on renter: 0 -$600	Varies: M- Th = hourly $10-$80 Fri & Sun= $100 per hour 4- hours $1,000-$1,200 for full day Resident/ Non-Resident Saturday	$300 Main hall and kitchen $150 A side of hall and kitchen $75 B & C side of main hall		Set up fees $200			

City of Riverbank
Community Center Rental Agreement

It is very important that the renter reads and understands polices and procedures for facility use. Please read the following and sign below stating that you read and understand the requirements.

General Information

The following information shall apply to all uses of Riverbank Community Facilities. Events must be approved by the Recreation Director or the Recreation Supervisor. **Your signature on the application is on the City's guarantee that you assume full responsibility for the facility while you have it rented and that you have read and understand the regulations governing its use.**

Initials ________

- 1 or 2 site monitor(s) may be required to monitor the safety and security of the facility. The site monitors duties include: facility inspection and supervision of the event. **It is expected that the site monitor(s) be treated with respect and failure to comply with this expectation will result in the inability for future facility use by those involved. The site monitor may terminate the event at any time if the renter has violated or not complied with the terms of this agreement.**

- The site monitor(s) will accompany you on a walk thru **(as early as 8:00am)** and do a facility inspection before and after your event. Any damage to the hall or equipment will be noted at this time. If the damage or loss occurred during the event, the cost shall be deducted from your deposit.

- If you pay for Set-up the day before you have a 5 hour window to get the set-up and decorating complete. This time is for set-up only; no events should happen at this time.

- The City requires a certificate of insurance and an additionally ensured endorsement naming the City of Riverbank, in the amount of one million dollars. This can be obtained through your own sources such as homeowners insurance or through our office. The cost of insurance depends on the type of activity, presence of alcohol and number of guests. Homeowner's insurance for alcohol events must include Liquor Liability. Please be aware that many homeowners' insurance policies may not provide this. It is important to check to be sure.

- Please allow 2-3 weeks for your deposit refund. Refunds are issued in the form of a city check and will be refunded and mailed only to the person or organization whose name appears on the rental agreement. **Service Groups must come into the office the following Monday to pick up deposit check or have it shredded. We will not mail check.**

- Use of park is not included in the contract. Bounce houses or anything else in the park would fall under park rules and may not be approved by the Recreation Department.

- Renters are responsible for the action of their guests (fighting, drinking, language, etc.) The Riverbank Sheriff's Department gets a monthly calendar of the rentals in our facility, and they are welcome to stop by any event.

All or a portion of your deposit will be withheld by the City of Riverbank and the event may be closed down if any of the following occur:

- Use of scotch tape, duct tape, double sided tape, Velcro, tacks, or nails for securing decorations. **You may USE masking tape.**
- No open flames (candles, floating candles, etc.).
- If capacity exceeds number on the contract.
- Decorations attached to ceiling (This is prohibited).
- Balloons or string caught in fan.
- Damage to facility or loss of equipment (Determined by replacement cost).
- Cleaning costs that exceed amount collected for this purpose, i.e. excessive gum on floors, graffiti, stove not cleaned, grease, clogging sink, excessive dirt, or liter around outside premises of building. **$20.00 per hour**. Spent for cleaning.
- Items left on premises such as rented tables, linens, glasses, etc. (Some exceptions may be made in writing prior to event).
- Crab feeds or any other event that causes a strong odor to remain in the building must be disinfected and cleaned thoroughly, along with all areas and garbage cans or a $100.00 additional fee will be retained from deposit to cover city staff time.
- If the Sheriff's Department is called due to fights or unlawful activity.
- **If the Sheriff's Department (911) is called from the pay phone and it is misused from the renter or anyone from the event, the renters will be charged $50.00 each time 911 is called.**
- Use of confetti/poppers.
- If crepe paper is used and there is any damage to the floors, we will keep part of your deposit. (Crepe paper often leaves stains).
- No glass beer bottles (wine and champagne bottles are ok).

The following infractions will result in a total loss of deposit and all fees paid and your event can be closed down:

- **IF ALCOHOL CONSUMPTION OR DISTRIBUTION IS DEEMED TO BE EXCESSIVE OR UNRULY THE SITE MONITOR OR SECURITY HAS THE OPTION TO RETAIN THE DEPOSIT AND/OR CLOSE DOWN THE EVENT.**
- **Alcohol present at the event without prior approval.**
- **Alcohol that is not contained within the building.**
- **Alcohol distributed to minors.**
- **Any other conduct or activities which the City Manager/Recreation Director deems as an inappropriate use of facilities, may at the discretion of the City Manager/Recreation Director, result in termination of the activity.**
- **Use of the stage or any part of the stage without prior approval.**
- **If the bar is set up in the storage area.**
- **If the event is closed down, your full deposit and fees will be retained by the City.**

______________________________ ______________________

Renter's Signature Date

The signature must be the same as the signature on the facility use application and all other forms.

City of Riverbank

Community Center Rental Agreement

3600 Santa Fe St. Riverbank CA 95367 209-863-7150

Date of Activity		Type of Activity	

Name: ______________________________

Street Address: ______________________________

City, Zip Code: ______________________________

Resident: _________ Non-Resident: ______________ Service Group: ______________

Non-Profit I.D. Number: ______________ Driver License Verification ______________

Maximum Occupancy: Community Center **300**

Home Phone:	**Work/Cell Phone:**	**Number of Guests:**
Serving Alcohol:	Yes No	**Selling Alcohol:** Yes No
Entertainment? **Type of Entertainment:**	Yes No	**Walk Thru time:** **Event Starting Time:** **Event Ending Time:**

Tables & Chairs
This number is approximate

Round Tables 23 60in.	Rectangle Tables 16 6ft.	Chairs 300

Rental use may begin at 8:00am on the day of the event and must end by 12 midnight. **You must be out of the facility at midnight**. The serving of alcohol must stop at 11:30pm, as well as the music. All additional tables and chairs will **not** be the responsibility of the city.

Office Use Only

Site Monitor Required	Yes No	Number of Site Monitors Required:	
Activity Approved:	Yes No		

______________________________ ______________________________
Signature of Renter Date

______________________________ ______________________________
Signature of Recreation Supervisor/ Staff Date

City of Riverbank

Facility Rental Fees for Community Center

Booking Fee:

$100.00

Deposits: (Refundable – Separate Check Required)

Deposit- No Alcohol	$200.00
Deposit- Alcohol	$700.00

Rental Fees:
(Includes Facility, cleaning, site monitor(s), & set-up/take down)

Resident:	$800.00
Non-Resident:	$900.00

Options: **Mark if want the option**

Set up the day before	$200.00	
Stage Set Up	$100.00	
Sound System	$50.00 $250.00 Deposit	

*** Insurance: ____Ours ___ Renters**
(Cost may vary)
ABC License needed if selling alcohol (Form available at City Hall North)
If purchasing City Insurance, an additional fee of $30.00 for events 5 ½ hours or longer

Grand Total: ________________

***Remainder of balance is due 30 days before event. (Or event will be cancelled).**
***The $100.00 booking fee will not be refunded if the event is cancelled. All other fees are refundable if cancelled 30 days before.**
***Deposit refunds will be returned if facility is properly taken care of. Please allow 2-3 weeks for your deposit refund. Service Groups must come into the office the following Monday to pick up the deposit check or have it shredded. We will not mail check.**

___________________________________ ___________________________
Signature of Renter Date

For Service Groups

Booking Fee:

$100.00

Deposits: (Refundable – Separate Check Required)

Deposit- No Alcohol	$200.00
Deposit- Alcohol	$700.00

Rental Fees:(Includes Facility, cleaning)

Service Group	$250.00

Options: **Mark for Option**

Set up the day before	$200.00	
Stage Set up	$100.00	
Sound System	$50.00 Rental $250.00 Deposit	
Set up & Take Down Tables & Chairs	$100.00	
Site Monitor Cost #hrs.____x $12 per hour (2 may be required, depending on event)		

*** Insurance: ____Ours ___ Renters**
(Cost may vary)
ABC License needed if selling alcohol (Form available at City Hall North)
If purchasing City Insurance, an additional fee of $30.00 for events 5 ½ hours or longer

Grand Total: _______________

***Remainder of balance is due 30 days before event. (Or event will be cancelled).**
***The $100.00 booking fee will not be refunded if the event is cancelled. All other fees are refundable if cancelled 30 days before.**
***Deposit refunds will be returned if facility is properly taken care of. Please allow 2-3 weeks for your deposit refund. Service Groups must come into the office the following Monday to pick up the deposit check or have it shredded. We will not mail check.**

_______________________________ _______________________

Signature of Renter Date

Booking Fee Agreement: $100.00 is due at the time of reservation. The date is not confirmed until all forms and a check are received. The remainder of the fees are due 30 days in advance of the event. **If full payment is not received 30 days prior to the event, the event will automatically be cancelled. There will be no reminders sent from this office. It is the renter's responsibility to be aware of the due dates.**

Only (3) payments will be received. One for the Booking fee, one for the deposit check, and one to pay in full for your event. Each check must be written separately.

Cancellations: The $100.00 booking fee will not be refunded if the event is cancelled. All other fees are refundable if cancelled 30 days before.

Custodial: If the custodian works over 3 hours due to excessive cleaning necessary, a portion of the deposit will be retained at a rate of $20.00 per hour. Custodian has final check of facility and will leave Recreation Supervisor a report of the condition of the hall before any refund is issued.

I understand all of the above requirements for the payment of fees, cancellation policy and retention of partial or full deposit. Deposits are returned by mail within 2-3 weeks of the event. **Service Groups must come into the office the following Monday to pick up the deposit check or have it shredded. We will not mail check.**

______________________________ ______________________________

Signature of Renter Date

The Community Center is designed as an **emergency relief site**. In the event of a disaster (such as fire, flood, earthquake, etc.) any or all events may be cancelled with little or no notice. In the event of such an emergency, the city has the right to use the Community Center for relief. The City of Riverbank is not responsible for any fees paid to outside agencies (caterers, bands, florists, etc.).

I hereby understand the policy set forth by the City of Riverbank.

Signature: ______________________________ Date: __________________

City of Riverbank

Facility Use Responsibilities

Responsibility of Renter:

- Be sure there is no gum under tables or chairs.
- Put liners in all garbage cans when used and replace after putting garbage into bin outside.
- Pick up all trash in facility, in restroom and outside facility.
- Take down all decorations.
- Wipe down tables and chairs so they are not sticky for the next user.
    - (Be sure to bring supplies for this)
- If you used the stove make sure that it is wiped down.
- Wipe down the kitchen counters.
- If you have used the facility for a crab feed or any other function that leaves a strong odor.
    - (Bring supplies to disinfect any lingering odors)

City Responsibilities:

- Custodian will mop floors, clean bathrooms and thoroughly clean after the event and restock supplies.
- Set up and take down tables and chairs (Non-Profit excluded).
- Site Monitor will leave supervisor a report to the facility upon his or her departure.

Walk-thru Includes: (Before and after event)

- Inside of building (hall, kitchen, restrooms).
- Outside of building (front, park area).

I have read the requirements of the renter and will be responsible for ensuring that they are met.

____________________________ ____________________________

Signature of Renter Date

Hold Harmless Agreement

The undersigned agree to indemnify, defend and hold harmless the City of Riverbank, a municipal corporation, it's agents, servants, successors, from any and all claims for personnel or property damage of whatever nature that may accrue from it's use at this city facility.

____________________________ ____________________________

Signature Date

I understand that the event scheduled on ____________________ has been scheduled as an event that will serve alcohol. I am fully aware that if any alcohol is consumed in the park, parking lot or surrounding area, that the site monitor in cooperation with the Sheriff's Department, has the authority to terminate the event. **Minors are not to be served alcohol or to consume alcohol at this event or the event will be terminated. When an event is terminated, the City will retain all fees, including the deposit.**

Initials _______

City of Riverbank
Facility Rental for Non-Alcohol Events

I understand that the event scheduled on ____________________ has been scheduled as non-alcohol event. I am fully aware that if any alcohol is consumed on the premise or brought into the facility, at the park, in the parking lot or surrounding area, that the Site Monitor in cooperation with the Sheriff's Department, has the authority to terminate the event. When an event is terminated, the City will retain all fees including the deposit.

Initials_______

Facility Rental Agreement: Number of People in Attendance

I understand that the event scheduled on ____________________________________ has been

scheduled as an event that will have no more than _____________ people in attendance.
I understand that our rental agreement is based on this number of people. If this number increases during the event, the site monitor, in cooperation with the Sheriff's Department has the authority to terminate the event. When capacity is exceeded, the City has the option to terminate the event and/or retain the full deposit and fees.

By signing the facility rental agreement and this form, I understand I am responsible for this event.

____
Please Print Name

________________________________ ______________________
Signature Date

Office Use Only

	Amount	Paid	Date	Initials	Warrant
Booking					Date:

Deposit					
Rental Fees					Staff Initials:
Site Monitor Fees					
Insurance Fees					
Grand Total	**$ __________**				

For Group Service:

Site Monitor Cost: **# hours _____X $12 per hour =** **(2 site monitors may be Required, depending on event)**	**$ ____________**

*__Insurance__:

_____ Ours **_____ Renters Own**

- ✓ $175.00--Regular Rent
- ✓ $200.00--Dinner w/Alcohol
- ✓ $225.00--Event over 5 hours w/Alcohol

City of Riverbank
Scout Hall Rental Agreement

It is very important that the renter reads and understands polices and procedures for facility use. Please read the following and sign below stating that you read and understand the requirements.

General Information

The following information shall apply to all uses of Riverbank Community Facilities. Events must be approved by the Recreation Director or the Recreation Supervisor. **Your signature on the application is on the City's guarantee that you assume full responsibility for the facility while you have it rented and that you have read and understand the regulations governing its use.**

Initials __________

- 1 or 2 site monitor(s) may be required to monitor the safety and security of the facility. The site monitors duties include: facility inspection and supervision of the event. **It is expected that the site monitor(s) be treated with respect and failure to comply with this expectation will result in the inability for future facility use by those involved. The site monitor may terminate the event at any time if the renter has violated or not complied with the terms of this agreement.**

- The site monitor(s) will accompany you on a walk thru **(as early as 8:00am)** and do a facility inspection before and after your event. Any damage to the hall or equipment will be noted at this time. If the damage or loss occurred during the event, the cost shall be deducted from your deposit.

- The City requires a certificate of insurance and an additionally ensured endorsement naming the City of Riverbank, in the amount of one million dollars. This can be obtained through your own sources such as homeowners insurance or through our office. The cost of insurance depends on the type of activity, presence of alcohol and number of guests. Homeowner's insurance for alcohol events must include Liquor Liability. Please be aware that many homeowners' insurance policies may not provide this. It is important to check to be sure.

- Please allow 2-3 weeks for your deposit refund. Refunds are issued in the form of a city check and will be refunded and mailed only to the person or organization whose name appears on the rental agreement. **Service Groups must come into the office the following Monday to pick up deposit check or have it shredded. We will not mail check.**

- Use of park is not included in the contract. Bounce houses or anything else in the park would fall under park rules and may not be approved by the Recreation Department.

- Renters are responsible for the action of their guests (fighting, drinking, language, etc.)

All or a portion of your deposit will be withheld by the City of Riverbank and the event may be closed down if any of the following occur:

- Use of scotch tape, duct tape, double sided tape, Velcro, tacks, or nails for securing decorations. **You may USE masking tape.**
- No open flames (candles, floating candles, etc.).
- If capacity exceeds number on the contract.
- Decorations attached to ceiling (This is prohibited).
- Balloons or string caught in fan.
- Damage to facility or loss of equipment (Determined by replacement cost).
- Cleaning costs that exceed amount collected for this purpose, i.e. excessive gum on floors, graffiti, stove not cleaned, grease, clogging sink, excessive dirt, or liter around outside premises of building. **$20.00 per hour**. Spent for cleaning.
- Items left on premises such as rented tables, linens, glasses, etc. (Some exceptions may be made in writing prior to event).
- Crab feeds or any other event that causes a strong odor to remain in the building must be disinfected and cleaned thoroughly, along with all areas and garbage cans or a $100.00 additional fee will be retained from deposit to cover city staff time.
- If the Sheriff's Department is called due to fights or unlawful activity.
- Use of confetti/poppers.
- If crepe paper is used and there is any damage to the floors, we will keep part of your deposit. (Crepe paper often leaves stains).
- No glass beer bottles (wine and champagne bottles are ok).

The following infractions will result in a total loss of deposit and all fees paid and your event can be closed down:

- **IF ALCOHOL CONSUMPTION OR DISTRIBUTION IS DEEMED TO BE EXCESSIVE OR UNRULY THE SITE MONITOR OR SECURITY HAS THE OPTION TO RETAIN THE DEPOSIT AND/OR CLOSE DOWN THE EVENT.**
- **Alcohol present at the event without prior approval.**
- **Alcohol that is not contained within the building.**
- **Alcohol distributed to minors.**
- **Any other conduct or activities which the City Manager/Recreation Director deems as an inappropriate use of facilities, may at the discretion of the City Manager/Recreation Director, result in termination of the activity.**
- **If the event is closed down, your full deposit and fees will be retained by the city.**

If the event is closed down, your full deposit and fees will be retained by the City.

____ ______________________

Renter's Signature Date

The signature must be the same as the signature on the facility use application and all other forms.

City of Riverbank
Scout Hall Rental Application

3017 High Street Riverbank CA 95367   209-863-7150

Date of Activity		Type of Activity	

Name: ______________________________

Street Address: ______________________________

City, Zip Code: ______________________________

Resident: ____________ Non-Resident: ____________ Service Group: ____________

Non-Profit I.D. Number: ______________ Driver License Verification: ____________

Maximum Occupancy: Scout Hall **50**

Home Phone:	**Work/Cell Phone:**	**Number of Guests:**
Serving Alcohol:	Yes No	**Selling Alcohol:** Yes No
Entertainment? **Type of Entertainment:**	Yes No	**Walk Thru time:** **Event Starting Time:** **Event Ending Time:**

Tables & Chairs
This number is approximate

Tables 8 6ft.	Chairs 50

Rental use may begin at 8:00am on the day of the event and must end by 12 midnight. **You must be out of the facility at midnight**. The serving of alcohol must stop at 11:30pm, as well as the music. All additional tables and chairs will **not** be the responsibility of the city.

Office Use Only

Site Monitor Required:	Yes No	Number of Site Monitors Required:	
Activity Approved:	Yes No		

______________________________ Signature of Renter   ______________ Date

______________________________ Signature of Recreation Supervisor/Staff   ______________ Date

City of Riverbank

Facility Rental Fees for Scout Hall

Booking Fee:

$50.00

Deposits: (Refundable – Separate Check Required)

Deposit- No Alcohol	$125.00
Deposit- Alcohol	$375.00

Rental Fees:

Resident:	$50.00
Non-Resident:	$75.00
Service Group:	$35.00
Meeting: **(No food, Less than 30 people, and 2hrs. maximum)**	$25.00 **This fee is due to place name in book. Additional booking fee not required.**

Other Fees:

Site Monitor Cost: #hrs.____x $12 per hour (2 Site Monitor's may be required, depending on event)	

*The city will schedule Security Guards when required.

Insurance _____ Ours _____ Renters Own
(Cost may vary)
ABC License needed if selling alcohol (Form available at City Hall North)
If purchasing City Insurance, an additional fee of $30.00 for events 5 ½ hours or longer

Grand Total: _______________

***Remainder of balance is due 30 days before event (or event will be cancelled).**
***The $50.00 booking fee will not be refunded if the event is cancelled. All other fees are refundable if cancelled 30 days before.**
***Deposit refunds will be returned if facility is properly taken care of. Please allow 2-3 weeks for your deposit refund. Service Groups must come into the office the following Monday to pick up the deposit check or have it shredded. We will not mail check.**

______________________________ ______________________
Signature of Renter Date

Booking Fee Agreement: $50.00 is due at the time of reservation. The date is not confirmed until all forms and a check are received. The remainder of the fees are due 30 days in advance of the event. **If full payment is not received 30 days prior to the event, the event will automatically be cancelled. There will be no reminders sent from this office. It is the renter's responsibility to be aware of the due dates.**

Only (3) payments will be received. One for the Booking fee, one for the deposit check, and one to pay in full for your event. Each check must be written separately.

Cancellations: The $50.00 booking fee will not be refunded if the event is cancelled. All other fees are refundable if cancelled 30 days before.

Custodial: If the custodian works over 3 hours due to excessive cleaning necessary, a portion of the deposit will be retained at a rate of $20.00 per hour. Custodian has final check of facility and will leave Recreation Supervisor a report of the condition of the hall before any refund is issued.

I understand all of the above requirements for the payment of fees, cancellation policy and retention of partial or full deposit. Deposits are returned by mail within 2-3 weeks of the event. **Service Groups must come into the office the following Monday to pick up the deposit check or have it shredded. We will not mail check.**

___________________________________ ____________________________

Signature of Renter Date

The Scout Hall is designed as an **emergency relief site**. In the event of a disaster (such as fire, flood, earthquake, etc.) any or all events may be cancelled with little or no notice. In the event of such an emergency, the city has the right to use the Scout Hall for relief. The City of Riverbank is not responsible for any fees paid to outside agencies (caterers, bands, florists, etc.).

I hereby understand the policy set forth by the City of Riverbank.

Signature: ___________________________________ Date: _________________

City of Riverbank
Facility Use Responsibilities

Responsibility of Renter:

- Be sure there is no gum under tables or chairs.
- Put liners in all garbage cans when used and replace after putting garbage into bin outside.
- Pick up all trash in facility, in restroom and outside facility.
- Take down all decorations.
- Wipe down tables and chairs so they are not sticky for the next user.
    - (Be sure to bring supplies for this)
- If you used the stove make sure that it is wiped down.
- Wipe down the kitchen counters.

City Responsibilities:

- Custodian will mop floors, clean bathrooms and thoroughly clean after the event and restock supplies.
- Site Monitor will leave supervisor a report to the facility upon his or her departure.

Walk-thru Includes: (Before and after event)

- Inside of building (hall, kitchen, restrooms).
- Outside of building (front, park area).

I have read the requirements of the renter and will be responsible for ensuring that they are met.

________________________________ _______________________
Signature of Renter Date

Hold Harmless Agreement

The undersigned agree to indemnify, defend and hold harmless the City of Riverbank, a municipal corporation, it's agents, servants, successors, from any and all claims for personnel or property damage of whatever nature that may accrue from it's use at this city facility.

________________________________ _______________________
Signature Date

City of Riverbank
Facility Rental for Event Serving Alcohol

I understand that the event scheduled on ____________________ has been scheduled as an event that will serve alcohol. I am fully aware that if any alcohol is consumed in the park, parking lot or surrounding area, that the site monitor in cooperation with the Sheriff's Department, has the authority to terminate the event. **Minors are not to be served alcohol or to consume alcohol at this event or the event will be terminated. When an event is terminated, the City will retain all fees, including the deposit.** **Initals ________**

City of Riverbank
Facility Rental for Non-Alcohol Events

I understand that the event scheduled on ____________________ has been scheduled as non-alcohol event. I am fully aware that if any alcohol is consumed on the premise or brought into the facility, at the park, in the parking lot or surrounding area, that the Site Monitor in cooperation with the Sheriff's Department, has the authority to terminate the event. When an event is terminated, the City will retain all fees including the deposit. **Initals ________**

Facility Rental Agreement: Number of People in Attendance

I understand that the event scheduled on ____________________ has been scheduled as an

event that will have no more than ___________ people in attendance. I understand that our rental agreement is based on this number of people. If this number increases during the event, the site monitor, in cooperation with the Sheriff's Department has the authority to terminate the event. When capacity is exceeded, the City has the option to terminate the event and/or retain the full deposit and fees.

By signing the facility rental agreement and this form, I understand I am responsible for this event.

____
Please Print Name

________________________________ ______________________
Signature Date

Office Use Only

	Amount	Paid	Date	Initials	Warrant Date:
Booking					
Deposit					
Rental Fees					Staff Initials:
Site Monitor Fees					
Grand Total	$ _________				

For Group Service:

Site Monitor Cost: **# hours ____X $12 per hour =** **(2 site monitors may be Required, depending on event)**	**$ ___________**

***Insurance:**

____ Ours ____ Renters Own

- ✓ $175.00--Regular Rent
- ✓ $200.00--Dinner w/Alcohol
- ✓ $225.00--Event over 5 hours w/Alcohol

Approved: 04/23/2014

BUDGET ADVISORY COMMITTEE
RIVERBANK CITY HALL NORTH
COUNCIL CHAMBER
6707 THIRD STREET
RIVERBANK CA 95367-2305

MINUTES
WEDNESDAY, APRIL 9, 2014 – 6:00-7:30PM

CALL TO ORDER: ***Committee Member Figueroa called the meeting to order at 6:00 pm.***

ROLL CALL: ***Present: Committee Members Zack Davidson, Arlene Figueroa, Evelyn Halbert, Anthony McKinney, and Council Member Leanne Jones Cruz***
Absent: Vice Chair Erick Winchester, and Chair Suzanne Dean

There is currently one (1) Committee Vacancy

CONFLICT OF INTEREST

No Conflict of Interest was declared.

1. PUBLIC BUSINESS FROM THE FLOOR

No public business was presented.

2. ACTION & DISCUSSION ITEMS

Item 2.1: Approval of Minutes from the March 26, 2014 Meeting.

Motion by Committee Member Davidson to approve the minutes, 2nd by Committee Member McKinney.

Vote: 4-Ayes 0-Nays 0-Abstentions

Motion passes 4-0

Item 2.2: Fiscal Year 2014-15 General Fund Projection Overview

Marisela Garcia, Director of Finance, provided an update regarding the current status of the General Fund.

Mrs. Garcia explained that she and the City Manager will be meeting with the department heads to evaluate the departmental budgets and capital requests.

Committee Member Davidson inquired as to the decrease in the Economic Development Department. Mrs. Garcia explained that in the upcoming fiscal year the City will not have grant expenditures related to the SR108 Relinquishment grant and the Energy Efficient Vehicles Grant.

Item 2.3: Fiscal Year 2014-15 Departmental Expenditure Review

(A) Parks & Recreation Department

Marisela Garcia, Director of Finance introduced Sue Fitzpatrick, Parks & Recreation Director to discuss the Parks & Recreation Budgets.

(1) Building Maintenance Division

Mrs. Garcia explained that the Personnel Salary & Benefit changes were due to the eligibility of a merit increase for the Facilities Maintenance Worker II. Increases in Personnel Temporary are due to having additional staff available on the Friday's when the City is closed.

Mrs. Fitzpatrick explained the capital budget items that were requested. She explained that her requests were consistent with the City Council's Strategic Plan goal of Improving & Maintaining Infrastructure and facilities.

Committee Member Davidson inquired as to the wet seal coat proposal for the painting of City Hall South of approximately $2,000 as well as the types of carpet that were quoted for the carpet replacement project at City Hall South.

(2) Parks Division

Mrs. Garcia explained that the Personnel Regular account is noting a decrease due to a salary increase in the current fiscal year that was anticipated at the beginning of the year and did not occur until mid-year, therefore savings are anticipated. Mrs. Garcia explained that both the PERS Retirement and National Retirement costs will increase through all of the departments. She also explained that the Personnel Temporary costs for the part-time park maintenance aides are offset by the collection of the parking fees at Jacob Myer Park.

Mrs. Fitzpatrick explained the Parks Division equipment requests. Parks has requested the purchase of a Bobcat tractor. They currently borrow a large tractor from the Streets Department when replacing playground equipment. She explained that the $45,000 cost of the equipment could be offset by delaying the bark/fiber replacement of $12,000 to the 2015-16 fiscal year *and use Landscape & Lighting funds. This would reduce the General Fund allocation to $16,000.*

Committee Member McKinney inquired whether the Bobcat could be leased or if our current landscape consultant (Grover) could provide those services. Committee Member McKinney inquired as to whether the equipment would result in increased maintenance costs.

Committee Member McKinney inquired as to how often the City requests quotes for landscape services.

(3) Recreation Division

Mrs. Garcia explained the changes in Personnel Salaries & Benefits, including the increase in Personnel Regular which was due to the Director's ability to cash out executive leave. This cost was not included in the current fiscal year since the Director chose to take the leave in lieu of cashing it out.

Mrs. Fitzpatrick explained the increase in Teen Center staffing costs to ensure there is staffing available to interact with the students that attend the Teen Center as well as to provide more field trip opportunities for the students.

Mrs. Garcia explained that the capital item request of $5,000 for architect services will be removed from the 2014-15 fiscal year as the City Council has allocated the funds during the current fiscal year.

(4) Community Center Division

Mrs. Garcia explained the changes in revenues including a decrease in donations, JMP Parking Fee and Contract programs.

Committee Member Halbert inquired as to where in the budget the seed money allocated for the Cheese & Wine would be reflected. Mrs. Garcia explained that a separate budget would be developed for this event.

(B) Police Services Department

Marisela Garcia, Director of Finance, introduced Seth Rogers, Business Manager for the Stanislaus County Sheriff's Department. Mr. Rogers was available to take questions regarding the changes in the 2014-15 Sheriff's Contract Budget. Mr. Rogers provided the Committee with an attachment (herein included as Exhibit A).

Committee Member McKinney inquired as to the increase in vehicle costs. Mr. Rogers explained that the fleet in Riverbank is aging and require additional maintenance. He also explained that three vehicles will be cycling out this year and are anticipated to be replaced. The vehicle replacement cost is paid through the mileage fee every year and the equipment costs (laptop, lights, etc.) are paid through the new fee.

3. INFORMATIONAL ITEMS

Item 3.1 Follow-Up Information from the March 26, 2014 Meeting

City Manager Jill Anderson provided information regarding the request for additional funds for the City newsletter. Ms. Anderson explained that this item came from discussions with the City Council during the Strategic Planning Process in an effort to improve our communication with our residents and the business community.

Committee Member McKinney inquired as to what these additional funds would be used for. Ms. Anderson explained that we would be looking at creating a newsletter that would draw our attention (including different types of paper, graphic arts assistance and color).

4. COMMENTS (Informational Only – No action to be taken)

Item 4.1: Staff Comments.

Mrs. Garcia announced that the next meeting would be held on April 23, 2014 at 6:00pm in the City Council Chambers.

Item 4.2: Council Liaison Comments.

Council Member Jones-Cruz expressed her appreciation to the Committee for their time spent reviewing the City's budget and to the staff.

Item 4.3: Committee Member Comments.

Committee Member McKinney expressed his appreciation to all that presented their budgets and for all that the employees do on such a small budget.

ADJOURNMENT

Committee Member Figueroa adjourned the meeting at 7:40 pm.

City Of Riverbank
Planning Commission Meeting
MINUTES
Tuesday, January 21, 2014

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, for a fee, by contacting the Development Services Department at (209) 863-7128.

CALL TO ORDER/ROLL CALL:

Present: Chair Stewart, Vice Chair Hughes, Commissioner Villapudua and Commissioner McKinney

Absent: Commissioner Degele (Excused)

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

No one declared a conflict.

1.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 Planning Commission. 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 during the public comment period cannot be discussed or acted upon. For record purposes, state your name and City of residence. Please make your comments directly to the Planning Commission.

Richard Farrell that resides at 2226 Cedarwood Circle, Riverbank, expressed his concerns about his neighbors addition, that the rear yard setback back is only 5' and seems very close for a rear structural setback and that perhaps the development code for future residential should be changed to conform with the industry standard which is 15' minimum or a certain percentage of the lot space reserved for a rear yard space.

2. CONSENT CALENDAR: All items on the Consent Calendar are to be acted upon by a single action of the Planning Commission unless otherwise requested by an individual Planning Commissioner for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item No. 2.A: Posting of the January 21, 2014, Planning Commission Meeting.
ACTION: *By motion moved/second (Hughes / McKinney / passed 4-0) was approved as submitted; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

<u>Item No. 2.B:</u> The Agenda for the January 21, 2014, Planning Commission Meeting. ***<u>ACTION:</u>*** *By motion moved/second (Hughes / McKinney / passed 4-0) was approved as submitted; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

<u>Item No. 2.C:</u> The Minutes of the December 17, 2013, Planning Commission Meeting. ***<u>ACTION:</u>*** *By motion moved/second (Hughes / McKinney / passed 4-0) was approved as submitted; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

2. PUBLIC HEARING ITEMS

<u>Item 2.1:</u> General Plan Amendment to establish a General Plan Land Use and Zoning Compatibility Matrix. This Matrix matches the General Plan Land Use Classification with the Compatible Zoning District. It also includes the clarification of Density for each Land Use Classification.

- John B. Anderson, City of Riverbank Consulting Planning Director presented the staff report and presented Exhibit "A" into the record as an attachment to resolution 2014-001.
- Planning Commission discussed item and asked questions to John B. Anderson, in regards to the Land Use Matrix and some of the changes, John responded back and answered the Planning Commissioners' questions.
- Chair Stewart opened the public hearing.
- Being there were no further comments the public hearing was closed.

<u>ACTION:</u> *By motion moved/second (McKinney / Villapudua / passed 4-0) Resolution 2014-001 with attachment Exhibit "A"; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

<u>Item 2.2:</u> General Plan Amendment to modify the annexation language identified in the Implementation Element of the City's General Plan. The 2005-2025 General Plan currently requires large geographic areas as the new annexation language establishes a set of criteria for future annexation strategies for all areas to be annexed into the City of Riverbank.

- John B. Anderson, City of Riverbank Consulting Planning Director presented the staff report and went through all attachments with the Planning Commissioners'.
- Planning Commission discussed item and asked questions to John B. Anderson. John responded back and answered the Planning Commissioners' questions along with City Manager Jill Anderson.
- Planning Commissioners' wanted to add a percentage (%) to Exhibit "A", page 6 of 7, number (#) 11 to read as such: ***City should not consider the annexation of new territory unless or until substantial progress has been made for the previous annexation and/or plan area. Of approximately 50% built. Meaning that the land is improved beyond vacant parcels. The City, through City Council action, shall consider the progress made for previous annexations/plan areas when considering and allowing for new annexations/plan areas.***
- Chair Stewart opened the public hearing.
- Being there were no further comments the public hearing was closed.

<u>ACTION:</u> *BY motion moved/second (Villapudua / Hughes / passed 4-0) Resolution 2014-002; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

<u>Item 2.3:</u> Proposing to change General Plan Land Use designation on 53 properties. This General Plan Amendment would re-classify these properties to be consistent with the existing Land Use and the City's Municipal Code.

- John B. Anderson, City of Riverbank Consulting Planning Director presented the staff report and went through all attachments with the Planning Commissioners'.
- Planning Commission discussed item and asked questions to John B. Anderson, about some of the changes, John responded back and answered the Planning Commissioners' questions.
- Chair Stewart opened the public hearing.
- Being there were no further comments the public hearing was closed.

ACTION: *By motion moved/second (Villapudua / Hughes / passed 4-0) Resolution 2014-003; motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Stewart, Hughes, Villapudua and McKinney

Nays: None

Absent: Degele (Excused)

Abstained: None

3. NEW BUSINESS

None.

4. COMMISSION ITEMS

Item 4.1: Chair Stewart and Commissioners' Villapudua and McKinney all had comments on different street areas such as Roselle and Patterson and adding bicycle lanes. John said since that have a lot of question pertaining to streets that he would make sure at our next meeting that he will have someone attend from Public Works to answer any question they may have.

Item 4.2: Staff informed the Planning Commission of the upcoming 2014 Planning Commissioners' Academy that will be held March 26-28, 2014, also that there is an upcoming Planning Commissioners' Conference to be held in Oakdale time and location to be determined still.

5. COUNTY REFERRAL/CORRESPONDENCE/INFORMATION

None.

6. UP-COMING MEETING AGENDA ITEMS

Item 6.1: Downtown Specific Plan (FEIR has been previously certified).

Item 6.2: Architecture & Site Plan Review (02-2013) for a 72 Unit Apt. Complex at the south eastern corner of Claus & California, APN: 062-022-001.

Item 6.3: Request for a CUP from Rocio Taqueria to sell and serve beer and wine located at 2761 Patterson Rd. #130, APN: 075-009-049.

7. PRESENTATIONS

None.

8. ADJOURNMENT

There being no further business, Chair Stewart adjourned the meeting.

ATTEST:

APPROVED:

John B. Anderson
Recording Secretary

Joan Stewart, Chair
Planning Commissioner