# AGENDA

Budget Advisory Committee
January 19, 2012 – 6:00 -7:30 p.m.
City Hall Council Chambers

1. Call Meeting to Order
2. Roll Call
3. Fiscal Year 2011-12 Mid-Year Financial Report
4. Fiscal Year 2011-12 Mid-Year Budget Adjustments
5. Proposed City Council Goals
6. Fiscal Year 2012-13 Budget Calendar
7. Staff & Committee comments
8. Adjourn Meeting

Any documents produced by the Budget Advisory Committee and distributed to the Committee regarding any item on this agenda will be made available either at the Finance Department's office at City Hall located at 6617 Third Street, Riverbank, CA or via the website: www.riverbank.org.

Return to Agenda Page

AGENDA ITEM NO. 3

# City of Riverbank

## 2nd Quarter Financial Status Report – Fiscal Year 2011-2012

As of December 31, 2011

## CURRENT FINANCIAL CONDITION

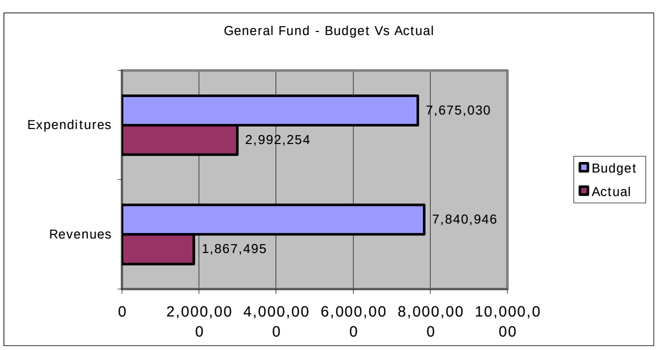
The City's fiscal condition at the end of the second quarter is stable. All operational funds, including general and enterprise funds are anticipated to meet budget projections by the end of the fiscal year (June 30, 2012).

Revenue sources in most funds are on target and expected to meet budget projections. In those cases where revenues are less than budgeted, reduced expenditures will result in positive balances by year-end. Expenditures in all funds are projected to be less than budgeted.

## GENERAL FUND

The City's General Fund is fiscally stable with projected revenues expected to be received. Sales Tax has remained relatively flat and staff will continue to monitor this on a quarterly basis.

Available fund balances are expected to amount to $775,676 by the end of the fiscal year. Staff has projected that we will receive $7.48 million in revenues. Expenditures, including one-time capital expenses, total approximately $7.675 million. Expenditures for the General Fund are currently on track to meet the budgeted amounts.




## GENERAL FUND REVENUES

| Revenues by Category | Budget | YTD Actual | % |
|---|---|---|---|
| Property Taxes | 2,638,860 | 660,588 | 25% |
| Sales Tax | 2,347,454 | 852,716 | 36% |
| Franchise Fees | 502,000 | 134,113 | 27% |
| Police Services | 141,700 | 75,133 | 53% |
| Service Charges | 62,000 | 23,555 | 38% |
| Permits & Licenses | 118,400 | 56,304 | 48% |
| Other Taxes | 42,500 | 14,964 | 35% |
| Intergovernmental | 100,000 | 25,000 | 25% |
| Fines | 34,000 | 17,917 | 53% |
| Interest Revenue | 27,000 | 7,205 | 27% |
| Inter-fund Transfers | 1,467,032 | 0 | 0% |
| **Total** | **$7,480,946** | **$1,867,495** | **25%** |

- **Property Taxes:** The City receives its first allocation from Stanislaus County based on the Teeter Plan which disburses 55% in December, 40% in May, and 5% in June. To date, the City has received its first property tax allocation from the County, with the exception of the monthly property transfer tax that is collected from all homes that are sold. Current Secured taxes were received at the 52% of the projected 55%

- **Sales Tax:** Sales taxes received to date are at 36.3% of the budgeted amount. The sales tax payments being made to the City are currently at a 1 month delay due to the State Board of Equalization. They are delaying the monthly apportionments so that they can allow themselves to have more time to more accurately calculate the payments.

- **Franchise Fees:** Franchise Fees collected for the 2nd quarter include fees that are collected on a monthly basis from Gilton Solid Waste for refuse collection services. The City also collects franchise fees from AT&T, Charter Communications, PG&E and MID. AT&T and Charter remit fees on a quarter basis whereas PG&E and MID remit on an annual basis towards the end of the fiscal year.

- **Police Services:** Fees collected for citations issued by the Riverbank Police Services via Vehicle Releases and Parking Citations and for issuance of police reports are currently being received as projected, with only 53% collected in the during the first two quarters of the year.



Good. Positive Indicator; Caution. Unsettled Indicator; Problem. Negative Indicator

- **Service Charges:** Fees charged for miscellaneous City services and for Plan Check and Planning & Zoning Fees are currently behind estimates. These types of fees are only collected based on services requested by customers. Planning fees have been minimal due to the lack of new development.

- **Permits & Licenses:** Permits and licenses, primarily from building construction permits and business license fees are currently at their expected amounts. These types of revenues are seasonal with more construction occurring during the warmer seasons of summer and spring. Business Licenses are renewed on an annual basis at the end of the calendar year. The majority of the revenues within this category are received during the second half of the fiscal year.

- **Other Taxes:** To date the City has received 35% of the anticipated taxes for this fiscal year. Other tax revenues include unitary taxes, Motor Vehicle in Lieu taxes, Housing Authority in Lieu taxes, and SB 813 Supplemental taxes. SB 813 Taxes are currently over budget.

- **Intergovernmental:** Revenues received in this category include the COPS allocation received from the State of $100,000. These funds are received on a quarterly basis and the City has only received its first quarter allocation. The City will collect these 100% of the funds before the end of the Fiscal Year.

- **Fines:** Revenues are projected to reach budget by year-end as fines are applied bi-monthly to delinquent garbage bills.

- **Interest Revenue:** The City is on track to receive the budgeted amount of interest revenues. With LAIF underperforming, the City has begun to invest in more long term assets, such as CD's, which will earn the City more interest revenue.

- **Inter-Fund Transfers:** Reimbursements received from other funds for certain salary expenditures allocated in the General Fund are normally not made until the end of the fiscal year.

### General Fund

| Working Capital | Budget | YTD Actual | % |
|---|---|---|---|
| Revenue | 7,480,946 | 1,867,495 | 25% |
| Expenses | 7,675,030 | 2,992,254 | 39% |
| Balance Start of Year | 969,760 | 969,760 | ------ |
| **Balance, YTD** | **$775,676** | **$154,999** | **------** |

## General Fund Expenditures

| Expenditure by Type | Budget | YTD Actual | % |
|---|---|---|---|
| Salaries | 1,704,545 | 839,530 | 49% |
| Benefits | 949,388 | 334,803 | 36% |
| Supplies | 208,369 | 46,455 | 22% |
| Contractual Services | 4,247,962 | 1,700,597 | 40% |
| Utilities | 130,540 | 57,966 | 44% |
| Capital Outlay | 33,000 | 12,903 | 39% |
| Inter-fund Transfer | 401,226 | 0 | 0% |
| **Total** | **$7,675,030** | **$2,992,254** | **39%** |

| Expenditure by Dept | Budget | YTD Actual | % |
|---|---|---|---|
| City Council | 95,632 | 28,100 | 29% |
| City Manager | 144,270 | 53,355 | 37% |
| Finance | 607,041 | 262,223 | 43% |
| Legal Services | 193,349 | 150,416 | 78% |
| Planning | 355,875 | 131,776 | 37% |
| City Clerk | 743,216 | 319,613 | 43% |
| Police Services/CC | 3,589,249 | 1,418,262 | 40% |
| Public Works | 807,854 | 285,641 | 35% |
| Economic Dev. | 0 | 2,879 | 0% |
| Bldg Main, Parks & Rec | 1,138,544 | 339,988 | 30% |
| **Total** | **$7,675,030** | **2,992,254** | **39%** |

As of the 2nd quarter, expectations are that expenditures should be at or near a 50% expended level.

Total Expenditures are under the expected spending level with 39% of the budget expended to date. This is due to major expenditures (such as capital items and professional services) not having been purchased or work not yet performed during the first two quarters of the fiscal year. In addition, General Fund subsidies to the Recreation Fund and the Neighborhood Improvement Fund are not made until the last quarter of the fiscal year.

In evaluating the Expenditures by department, the City Council budget is currently well below the expected levels due to prudent spending in areas such as promotional items and other miscellaneous expenses. The Legal Services Department has expended 78% of its budget due to recent active and pending litigation that the City Council has engaged in. The Economic Development Department reflects a zero budget due to the merger of this department with the Development Service – Planning Division. The expenses currently reflected are those for the Riverbank Army Ammunition Plant Specific Plan.

The City must carefully watch its anticipated reserve as of June 30th. Although it is currently anticipated to meet the 10% reserve, several extraordinary items (such as legal expenses and the payment of the Housing Authority Fire Assessment Fees) may cause this reserve to fall below the minimum.



Good. Positive Indicator; Caution. Unsettled Indicator; Problem. Negative Indicator

## Enterprise Funds

Enterprise funds are designed so that the user fees will be sufficient to recoup the operating and capital expenditures required to provide services to the users.

The following tables summarize the operating revenues, operating expenses, and changes in operating fund working capital for the Water and Sewer enterprise funds.

### Water Fund

| Working Capital | Budget | YTD Actual | % |
|---|---|---|---|
| Revenue | 1,767,286 | 944,542 | 53% |
| Expenses | | | |
| Operating | 1,795,469 | 605,781 | 34% |
| Balance Start of Year | 380,922 | 380,922 | ------ |
| **Balance, YTD** | **$352,739** | **$719,683** | **------** |

Water Fund year-to-date revenues are currently at 53% of budget. Revenues are anticipated to meet projections.

Expense levels are at 34% and will continue to flow as expected reflecting the prudent spending that the staff has been asked to perform. The City has made a principal payment on the 1998 Water COP's for the year.

Should revenues and expenditures continue to come in over and under budget, respectively, the City will be looking to perform several maintenance projects that have been delayed due to lack of funds.

### Sewer Fund

| Working Capital | Budget | YTD Actual | % |
|---|---|---|---|
| Revenue | 3,142,153 | 1,049,349 | 33% |
| Expenses | | | |
| Operating | 3,015,469 | 645,576 | 21% |
| Balance Start of Year | 278,564 | 248,564 | ------ |
| **Balance, YTD** | **$405,248** | **$652,337** | **------** |

Sewer Fund revenues are currently behind projections, at 33% through the 2nd quarter. This is due to loan proceeds not yet being reimbursed to the fund. Sewer fund expenditures are currently shown at being below the anticipated quarterly levels. The sewer fund currently has a healthy reserve, although several large expenditures, such as the continuing work on the Sewer Loan Projects (lift station chopper pumps, lift station SCADA upgrade, etc.) will be occurring during the 2nd half of the fiscal year.

Although current fund balance projections for the sewer fund are currently in the black, there are several major projects that have not been completed due to lack of funds. In March, the City Council approved an inter-fund loan between the Sewer Fund and the Street System Development Fee Fund for the completion of necessary sewer projects.

### Community Center Fund

| Working Capital | Budget | YTD Actual | % |
|---|---|---|---|
| Revenue | 100,500 | 63,260 | 62% |
| Expenses | | | |
| Operating | 117,600 | 81,226 | 69% |
| Balance Start of Year | 44,406 | 44,406 | ------ |
| **Balance, YTD** | **$27,306** | **$26,440** | **------** |

## Special Revenue Funds

Special Revenue Funds are funds that are legally restricted, either through law or through bond covenants. These funds must be tracked separately from the General Fund and may only be used for the specific purpose dictated in the law.

### Gas Tax Fund

| Working Capital | Budget | YTD Actual | % |
|---|---|---|---|
| Revenue | 685,552 | 245,546 | 36% |
| Expenses | | | |
| Operating | 575,716 | 239,074 | 40% |
| Balance Start of Year | 132,312 | 132,312 | ------ |
| **Balance, YTD** | **$242,148** | **$138,784** | **------** |

The State has begun making its monthly Highway User Tax Payments and has begun to provide us with a new revenue source, Gas Tax 2103, which replaces the Prop 42 funds that the City used to receive. This new revenue source is expected to provide sufficient revenue to decrease the General Fund subsidy that the fund requires.

## What's Next

- **January 2012** – Staff to "kick-off" the FY 2012-13 budget preparation season.
- **February 2012** – Mid-Year Budget Review
- **February 2012 –** Budget Advisory Committee to begin meeting bi-monthly to review revenue and expenditure projections
- **June 2012 – Public Hearing & Preliminary Budget Adoption:** Regular City Council meeting to conduct a public hearing and formally adopt a preliminary operational budget for the 2011-12 fiscal year.



Good. Positive Indicator; Caution. Unsettled Indicator; Problem. Negative Indicator

Return to Agenda Page

# BUDGET ADVISORY COMMITTEE
# AGENDA ITEM NO. 4

| | |
|---|---|
| **Meeting Date:** | January 19, 2012 |
| **Subject/ Title:** | Fiscal Year 2011-2012 Mid-Year Budget Adjustments |
| **Submitted by:** | Marisela Hernandez, Director of Finance |

## RECOMMENDATION:

Committee to motion to Recommend Approval of the 2011-12 Mid-Year Budget Adjustments by the City Council.

## STAFF SUMMARY:

Annually, City staff reviews the budget at mid-year to insure that our revenues and expenditures have been meeting our projections. We take this opportunity to thoroughly review our projections and make any adjustments necessary based on new information received. These adjustments may be caused by revenue projections being under- or over-estimated, the need to purchase unanticipated items due to an emergency, or the necessity of adding staff to insure responsiveness to our residents.

### *GENERAL FUND ANALYSIS*

### Revenues

Although the City and Stanislaus County continue to suffer the effects of the economic downturn, indicators show that our revenues are beginning to flatten out and no significant decreases are expected. Based on the actual revenues received, I am only projecting an increase in revenue of $23,080. This increase in offset by the reduction of $20,176 in Transfer In of Management Fees that is anticipated due to the salary savings experienced by the vacant Deputy Director of Public Works position. Therefore, the City anticipates a net increase of only $2,904 to revenues.

### Expenditures

Only one request for additional budget increases was received. The Interim City Manager is requesting an additional appropriation of $1,000 to her Professional Services. Throughout the creation of the City Council Goals & Objectives, staff has enlisted the help of a professional to help mediate the meetings being held. The additional cost would provide sufficient funding for this person to complete the process.

Return to Agenda Page

All other budget amendments to the General Fund are based on projections made by the Finance Department or by actual expenditures that have already been incurred.

The Finance Department is requesting an increase in the following departments:

Planning Department (405): Increase of $1,841 to the Deferred Compensation Account to account for the actual amounts to be paid.

Building Maintenance Department (407): Increase of $900 to the State/County Fees Account for the increase in the Fire District Assessment that was paid for this year. The City pays for this assessment on all City-owned property as it receives a special benefit in the form of fire protection services. An increase of $4,800 is requested in the Equipment/Projects account to provide funds for the emergency repair of the Sheriff's Department back-up generator.

Administrative Services (408): With the retirement of the Full-time City Clerk, the City has hired a Part-Time City Clerk to perform her duties. Staff is asking for a reallocation from the Personnel Regular to the Personnel Temporary account of $32,065 to cover the cost of the part-time employee. Overtime costs were incurred by City staff and an allocation of $200 is requested to cover those expenses. Advertising expenditures have risen due the number of vacant positions that are currently being recruited for and an additional amount of $3,300 is requested.

Public Works Administration (412): The vacancy of the Deputy Director of operations resulted in salary savings for this fiscal year, therefore a reduction in budget of $20,176 is requested and will offset the reduction in revenues from Transfers in of Management Fees.

Street Maintenance (413): The landscape maintenance on Oakdale Road was not properly budgeted during the final budget. An adjustment of $4,375 is required in order to continue with the maintenance.

Parks Department (414): Overtime expenditures were incurred by Parks staff requiring a budget adjustment of $500. Increase of $450 to the State/County Fees Account for the increase in the Fire District Assessment that was paid for this year.

Currently, staff is projecting that our ending reserve for the General Fund on June 30, 2012 will be $780,690, or 10.43% of our currently anticipated revenues.

## ***GAS TAX FUND***

The Gas Tax Fund revenues are anticipated to be received as projected; therefore no revenue adjustments are being proposed.

Return to Agenda Page

A current vacancy within the Streets Department is being filled by a part-time employee. Therefore, staff is requesting a reallocation of the salary savings from the full-time Personnel Regular account to the part-time Personnel Temporary account for $8,000.

In 2011, the City received a Congestion Mitigation & Air Quality Improvement Program (CMAQ) Grant for the purchase of new CNG Vehicles. Unfortunately, the grant covers only the purchase of the vehicle and not any related equipment that must be installed (i.e light bar, radio, etc.). Two of the vehicles being purchased are for the Streets Department; therefore an expenditure of $5,650 was made from the Gas Tax Fund for the purchase of the required lighting and equipment for the vehicles.

The Gas Tax Fund is anticipated to end with a reserve of 31.58% as of June 30, 2012.

***SEWER ENTERPRISE FUND***

Revenues for the Sewer Fund are anticipated to be received as projected. The Sewer Fund is anticipated to end with a reserve of 12.84%.

Within the Sewer Collection expense accounts staff is proposing a reallocation of funds from the Transfers Out of Management Fees account to the Professional Services account of $10,088. This reallocation will cover the costs of the Part-Time Interim Deputy Director that assisted the City prior to the hiring of a full-time Deputy Director.

Within the Waste Water Treatment Plant accounts, staff is requesting an increase of $400 for additional expenses related to the change in internet service provider. An increase of $1,155 is requested to cover the continued costs of uniforms for the employees within this department.

***WATER ENTERPRISE FUND***

After a thorough review, the Water Fund will be experiencing an increase in Transfers In of $18,569 for a fixed asset that will be capitalized and was purchased from the Water Capital Improvement Fund. The City is required to transfer these assets to the Water Fund as it is the main operating fund of the Water Department. This Transfer In is not new revenue to the fund.

The Development Services Director has requested the creation of a new position within the Water Division. Currently, the Water Division is the only division with no lead person that is able to handle higher-level responsibilities when the Water Supervisor is not in or on vacation. The city will benefit from having a Water Division employee that will be capable to work as a lead person on water projects and that has the ability to direct and lead lower level water employees. This position would be filled via an internal promotion. The total salary and benefit increase in creating this new position and promoting from within would be $2,354.

Return to Agenda Page

A decrease of $10,088 to the Transfers Out of Management Fees is requested due to the salary savings from the vacant Deputy Director position.

The net effect of the increase/decrease budget requests is a net decrease in expenditures of $7,734.

As of June 30, 2012 the Water Fund anticipates a reserve of 21%.

***COMMUNITY CENTER FUND***

The Community Center Fund accounts for all of the revenues and expenditures associated with the rental of the Community Center as well as to account for the programs offered by the Recreation Department.

The City is requesting an increase in the Jacob Myer Parking Fee revenue account for the revenues received from July – September 2011 which were higher than anticipated. An increase of $600 is being requested in the Donation account for the increased donations received. The Riverbank Unified School District has begun to take over the Summer Lunch Program, therefore the City will not be offering this program and no revenues will be received.

Security service expenses for Jacob Myer Park were over the anticipated levels during the July-September season. Because it was the first year that this program was developed, it was difficult to ascertain the exact level of funds needed. Staff is requesting an additional appropriation of $12,000 for the security expenses incurred and for those anticipated to occur during the May-June season when the park opens.

Recreation staff is requesting an appropriation of $8,700 for the painting of the Community Center. The exterior painting of this building is beginning to show wear and tear.

Staff is also requesting an appropriation of $2,551 for new chairs at the Scout Hall. The current stock of chairs are old, broken and in need of replacement. Having adequate equipment at our rental halls allows us to continue renting the space which is heavily used for parties, city events, and classes.

Attachment 1 details the exact accounts that will be adjusted as part of our Mid-Year Budget Review.

Staff recommends that the Budget Advisory Committee give its approval of the recommended budget adjustments. The approved adjustments will be presented to the City Council at the February 13, 2012 City Council meeting.

Return to Agenda Page

## FINANCIAL IMPACT:

Revenue and Expenditure changes in several accounts based on new projections as reflected on Attachment.

## ATTACHMENTS: **(List attachments in order of placement)**

1. Mid-Year Budget Adjustments

ATTACHMENT 1

Return to Agenda Page

## FY 2011-2012 Mid-Year Budget Adjustments

| Fund | Account | Account Name | Reason | Adjustment | Budget Original | Budget Amended |
|---|---|---|---|---|---|---|
| **101: General Fund** | | | | | | |
| ***Revenues*** | 101-000.000-400.090 | Motor Vehicle In Lieu Tax | One Time Allocation of MVL Fees | 11,300 | 0 | 11,300 |
| | 101-000.000-450.010 | Animal Control License Fee | Increase in Licenses Issued | 3,000 | 2,400 | 5,400 |
| | 101-000.000-600.010 | Police Services | Increase in Police Services provided | 500 | 700 | 1,200 |
| | 101-000.000-600.050 | Booking Fees | Booking Fees not Anticipated | 1,000 | 0 | 1,000 |
| | 101-000.000-660-060 | Moving Violations | Final Payments for Previous Citations | 3,430 | 0 | 3,430 |
| | 101-000.000-675.050 | AB 939 Reimbursement | Reimbursement Received for Recycle | 50 | 0 | 50 |
| | 101-000.000-675.340 | Public Works Fees | Grading & Encroachment Permits Issued | 700 | 0 | 700 |
| | 101-000.000-680.034 | Realized Gain on Investment | Gains on Investments Sold | 3,100 | 0 | 3,100 |
| | 101-000.000-699.000 | Transfer In | Decrease In transfer for Dep Director Salry | -20,176 | 1,467,032 | 1,446,856 |
| | **Net Increase General Fund Revenues** | | | **$2,904** | **$7,480,946** | **$7,483,850** |
| ***Expenditures*** | | | | | | |
| **City Manager** | 101-402.000-702.032 | Professional Services | Services for Goal Setting Session | 1,000 | 1,000 | 2,000 |
| **Planning** | 101-405.000-708.012 | Deferred Compensation | Increase to Actual Paid | 1,841 | 1,705 | 3,546 |
| **Building Maintenance** | 101-407.000-706.056 | State/County Fees | Increase in Fire Dist. Assessment | 900 | 2,070 | 2,970 |
| | 101-407.000-707.003 | Equipment/Projects | Police Dept Generator Repair | 4,800 | 19,000 | 23,800 |
| **Administrative Services** | 101-408.000-701.001 | Personnel Regular | Salary Savings from FT City Clerk | -32,065 | 400,629 | 368,564 |
| | 101-408.000-701.002 | Personnel Temporary | Salary for Part Time City Clerk | 32,065 | 0 | 32,065 |
| | 101-408.000-701.003 | Personnel Overtime | Overtime incurred by Staff | 200 | 0 | 200 |
| | 101-408.000-703.023 | Advertising | Staff Recruitments | 3,300 | 1,000 | 4,300 |
| **Public Works Admin** | 101-412.000-701.001 | Personnel Regular | Decrease in Dep Director Salary for PT | -20,176 | 296,511 | 316,687 |
| **Street Maintenance** | 101-413.000-706.029 | Main of Bldg/Structures/Grnds | Oakdale Rd Landscape Maintenance | 4,375 | 2,000 | 6,375 |
| **Parks** | 101-414.000-701.003 | Personnel Overtime | Overtime incurred by Staff | 500 | 0 | 500 |
| | 101-414.000-706.056 | State/County Fees | Increase in Fire Assessment | 450 | 3,500 | 3,950 |
| | **Net Increase General Fund Expenditures** | | | **-$2,810** | **$7,675,030** | **$7,672,220** |

**NOTE: HIGHLIGHTED ITEMS REFLECT ACTUAL BUDGET ADJUSTMENT REQUESTS RECEIVED FROM EACH DEPARTMENT. ALL OTHER BUDGET AMENDMENTS HAVE BEEN DEEMED NECESSARY BY FINANCE DUE TO CURRENT EXPENDITURE LEVELS OR TO REFLECT ACTUAL EXPENDITURES ALREADY INCURRED.**

ATTACHMENT 1

Return to Agenda Page

# FY 2011-2012 Mid-Year Budget Adjustments

| Fund | Account | Account Name | Reason | Adjustment | Budget Original | Budget Amended |
|---|---|---|---|---|---|---|
| **102: Gas Tax** | | | | | | |
| | 102-418.000-701.001 | Personnel Regular | Salary Savings from Vacant Position | -8,000 | 167,212 | 159,212 |
| | 102-418.000-701.002 | Personnel Temporary | Salary for PT Maint Worker | 8,000 | 0 | 8,000 |
| | 102-418.000-707.003 | Equipment/Projects | Equipment for New Vehicles (Grant funded) | 5,650 | 0 | 5,650 |
| | **Total Gas Tax Expenditure Requests** | | | **5,650** | | |
| **106: Sewer Fund** | | | | | | |
| **Sewer Collection (423)** | | | | | | |
| | 106-423.000-702.032 | Professional Services | Contract for PT Deputy Director | 10,088 | 8,000 | 18,088 |
| | 106-423.000-999.000 | Transfers Out | Decrease in Transfer out of Dep Dir Salary | -10,088 | 975,140 | 965,052 |
| **WWTP (424)** | | | | | | |
| | 106-424.000-704.022 | Communications | Increase in Communication Costs | 400 | 400 | 800 |
| | 106-424.000-706.073 | Uniforms & Rags | Uniform Cleaning Expenses | 1,500 | 1,155 | 2,655 |
| | **Total Sewer Expenditure Requests** | | | **1,900** | | |
| **114: Water Fund** | | | | | | |
| | 114-000.000-699.000 | Transfers In | Transfer In of Asset | 18,569 | 0 | 18,569 |
| | **Net Increase Water Fund Revenues** | | | **18,569** | | |
| | 114-433.000-701.001 | Personnel Regular | Employee Reclassification to Sr. WUW | 1,907 | 208,738 | 210,645 |
| | 114-433.000-708.006 | PERS | Benefit Increase for Employee Reclass | 214 | 28,375 | 28,589 |
| | 114-433.000-708.010 | Self Insurance | Benefit Increase for Employee Reclass | 205 | 22,466 | 22,671 |
| | 114-433.000-708.005 | Medicare | Benefit Increase for Employee Reclass | 28 | 2,869 | 2,897 |
| | 114-433.000-999.000 | Transfers Out | Decrease in Transfer out of Dep Dir Salary | -10,088 | 498,117 | 488,029 |
| | **Total Water Expenditure Requests** | | | **-7,734** | | |
| **118: Community Center Fund** | | | | | | |
| | 118-000.000-672.003 | Donations | Increase in Donations Received | 600 | 1,000 | 1,600 |
| | 118-000.000-675.005 | JMP Parking Fee | Increase in Parking Fees received | 15,000 | 10,000 | 25,000 |
| | 118-000.000-680.010 | Summer Lunch Program | Program now ran by School District | -5,500 | 5,500 | 0 |
| | **Net Increase Community Center Fund Revenues** | | | **10,100** | | |
| | 118-441.000-703.066 | JMP Parking Expenses | Security Services for JMP Parking | 12,000 | 7,000 | 19,000 |
| | 118-441.000-707.002 | Capital Expenditures | Scout Hall Chairs | 2,551 | 8,000 | 10,551 |
| | 118-441.000-702.032 | Professional Services | Painting of Community Center | 8,700 | 1,000 | 9,700 |
| | **Increase in Community Center Fund Expenditures** | | | **23,251** | | |

Return to Agenda Page

ATTACHMENT 1

# Fiscal Year 2011-2012
# MID-YEAR BUDGET REQUEST FORM
# EXPENDITURE INCREASE

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the 2011-2012 Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** City Manager **Division:** NA

**Department Head Signature:** Pam Carde

**Request Priority Number:** 1

**Increase Description (Describe the nature of your request):**
Professional/Special Services needs to be increased to pay for on-going meetings with the Council to develop Goals. This effort was supposed to be completed with only two meetings but work is still on-going after those two meetings.

**Increase Justification (Describe how the City will benefit from this request):**
The Council spent one of the meetings that was supposed to be on goals in team building because of the changes in administration that occurred unexpectedly late last year. As a result, there is no money for the second meeting on goals and, based on progress made so far, this effort may require two more meetings. The cost of 2 meetings is about $900 but varies.

**One-Time Expenditure** ☒ **-OR-** **Annual On-Going Expenditure** ☐

**Estimated 2011-2012 Cost:** $2,000 total ($1,000 increase requested)

**Estimated On-going Costs for future Fiscal Years:** $$1,000 total

**Account Number or Fund Number:** 101.402.000.702.032

Return to Agenda Page

ATTACHMENT 1

# Fiscal Year 2011-2012
# MID-YEAR BUDGET REQUEST FORM
# EXPENDITURE INCREASE

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the 2011-2012 Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** Development Services **Division:** Water

**Department Head Signature:** ______________________

**Request Priority Number:** 1

**Increase Description (Describe the nature of your request):**
Creation of one Senior Water Utility Operation position. The position is expected to be filled via an internal recruitment from current Water Utility Worker II employees. Current Water Utility Worker II employees are at Step E, Senior Water Utility Worker position would also be filled at the Step E range.

**Increase Justification (Describe how the City will benefit from this request):**
Currently the Water Division is the only Division with no lead person that is able to handle high-level responsibilities when the Water Supervisor is not in. The City will benefit by having an employee that will be capable to work as a lead person on water jobs with the ability to direct and lead lower level water employees. There would be a cost savings to the City upon the employee passing the probationary period as the Senior Water Utility Worker would need to obtain certification of a Class III Water Distribution License, saving current overtime pay associated with the Water Supervisor position.

**One-Time Expenditure** ☐ **-OR-** **Annual On-Going Expenditure** ☒

**Estimated 2011-2012 Cost:** $2,354

**Estimated On-going Costs for future Fiscal Years:** $5,648

**Account Number or Fund Number:** Water Fund 114

---

**FOR FINANCE USE ONLY:**

**City Manager's Approval:** ________________________________

Return to Agenda Page

ATTACHMENT 1

City of Riverbank
Fiscal Year 2011-2012

Preliminary Budget

# PERSONNEL RECLASSIFICATION/SALARY RANGE ADJUSTMENT FORM

| Department: Development Services | Division: Water |
|---|---|
| Current Classification/Salary Range: Water Utility Worker II / 55 | Proposed Classification/Salary Range: Senior Water Utility Worker / 64 |
| Current Salary & Step: $4071.32 / E | Proposed Salary & Step: $4249.70 / D |
| Position Reclassification ☒ | Salary Range Adjustment ☐ |
| Employee Name: Chris Smith | |

| FULL-TIME | ☒ | PART-TIME | ☐ | PERMANENT | ☒ | TEMPORARY | ☐ |
|---|---|---|---|---|---|---|---|

## RECLASSIFICATION JUSTIFICATION:

The Water Division is requesting that the Water Utility Worker II position held by Chris Smith, be reclassified to a Senior Water Utility Worker.

Chris currently performs the duties of a Senior Water Utility Worker including complex repair, maintenance and installation on the water system. He is responsible for the management of each meter reading process. This involves coordinating with the Finance staff to prepare equipment, assign duties to staff and ensure that the process is completed in a timely manner.

Chris leads the crew in the variety of associated projects; operates light to heavy power-driven equipment; orders inventory of parts and supplies needed for repairs and performs skilled cement, carpentry and painting work with water system repairs.

Chris has been invaluable to the Water Division for the last few years and has fully demonstrated that he performs at the level of proficiency that meets the qualifications of this higher class.

Return to Agenda Page

ATTACHMENT 1

BENEFITS TO THE CITY (Include any revenues or cost savings associated with reclassifying this position):

| |
|---|
| Chris will perform Shift Operator duties, as required by the State of California. This will include standby duties when the Water Supervisor is not available. Some cost savings on overtime will be seen.<br><br>The expertise Chris has in managing the bi-monthly meter reading process ensures that the water bills accurately reflect the water usage and correct charges, bringing in revenues for the city. |

ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):

| |
|---|
| Salary will be paid from the Water Fund, #114.<br><br>Yearly salary approximately $79,905 (depending on pending negotiations) |

Return to Agenda Page

# CITY OF RIVERBANK

## SENIOR WATER UTILITY WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications* ***may not include all*** *duties performed by individuals within a classification. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under general supervision, leads and participates in a variety of unskilled and semi-skilled maintenance work on the City's water system and responds to a wide range of customer service requests; reads water meters and tests water samples on a regular basis; operates a variety of tools and equipment in the performance of duties, including hand and power tools, trucks, and tractors; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced personnel; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Senior Water Utility Worker** is the advanced journey level class in the Water Utility Worker series in which incumbents are expected to independently and perform the full scope of the assigned water utility duties. Incumbents are responsible for performing the full range of complex repair, maintenance, and installation related to the City's water system. The work requires independence and discretion in working with the public and in responding to customer service requests. This class is distinguished from the next higher classification of Water Supervisor in that the latter is responsible for the supervision of the Water Division in the Public Works Department.

### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Water Supervisor. Exercise functional technical, and lead supervision over lower level Water Utility Workers.

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

- Leads, reviews, assigns, and performs the work of staff engaged in the maintenance and repair of the City's water system; responds to customer service requests; flushes and shuts off valves; uses pipe locator and construction plans to isolate leaks and makes the more complex repairs; performs installation of mains, pipes, valves and hydrants, meters, and other water system appurtenances.

- Performs the more difficult installation, reading, and maintenance of water meters and meter valves; provides and distributes information to the public as required; performs customer service functions in the daily operations of water system maintenance and meter reading; turns on and off water services for customers.

- Leads crews in the full variety of associated projects, assignments and duties; operates or directs others in the operation of light to heavy power-driven equipment as needed.

- Installs water sample stations; runs weekly water sample of wells and other water facilities; adds chlorine to wells in order to maintain proper chlorination levels; retro fits old services; repairs and maintains fire hydrants; maintains grounds surrounding well sites.

- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment.
- Performs the more complex inspections on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Repairs existing service lines, water leaks, and main service line leaks.
- Performs preventive maintenance to valves and other fixtures as scheduled or necessary; exercises valves; tests meters to ensure accuracy; searches for and repairs leaks; activates and de-activates meters; reads meters as assigned; ensures meters are functioning properly; reports problems to supervisor.
- Participates in related equipment maintenance and repair activities; orders inventory of parts and supplies needed in repair and maintenance; identifies and requisitions parts and supplies as necessary.
- Performs skilled cement, carpentry, and painting work in connection with water system repairs; performs general maintenance, debris clean up, and assists in skilled welding and mechanical work; adheres to safe work methods, procedures and practices.
- Assists other Public Works divisions when required; answers emergency calls from the public and other agencies taking appropriate action.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, City management and staff, and the public.

## PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. The incumbent may use materials and chemicals that may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, vibration and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The incumbent is required to respond to after-hours emergency call-outs.

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

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

**Education and/or Experience:**

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

**License/Certificate:**

Possession of a valid class B California driver's license. Possession of a Grade II Water Distribution certificate issued by the State of California Department of Health Services is required. Cross Connection Control Specialist certificate and a Backflow Assembly Tester's certificate issued by the American Water Works Association are desirable.

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

**Knowledge of:**

Methods, materials, fittings, and tools used in repair of water systems and meter equipment; water system mains, services, hydrants, meters, and valves; methods of construction and maintenance of water services; knowledge of pipe laying and fitting; equipment used in maintenance and repair such as front loaders, backhoes, cranes, dump trucks, jackhammers; safety practices, equipment inspection techniques; City maintenance and operations standards; methods and tools required for locating and unearthing water system fixtures; geographic layout of the City; principles of plumbing and mechanical maintenance; techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, valves, sewer lifts, water and sewer lines; safe work methods and safety regulations pertaining to the work, including OSHA; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety procedures.

**Ability to:**

Lead and perform maintenance and repair work on the City's water system; apply safety precaution measures and sound judgment; perform routine mathematical computations; perform heavy physical labor; exercise independent judgment and initiative within established guidelines without close supervision; comply with laws, regulations and professional practices governing water distribution system operations; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in water system maintenance and repair.

ATTACHMENT 1

Return to Agenda Page

# Fiscal Year 2011-2012
# MID-YEAR BUDGET REQUEST FORM
# EXPENDITURE INCREASE

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the 2011-2012 Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** Parks/Recreation

**Division:** Building Maintenance

**Department Head Signature:** Sue Fitzpatrick

**Request Priority Number:** 1

**Increase Description (Describe the nature of your request):**
~~4~~50 New Chairs for the Scout Hall and a rolling chair dolley.

**Increase Justification (Describe how the City will benefit from this request):**
The Scout Hall is in dire need of new chairs. The existing chairs are old, unmatching and unstackable. This is unsafe for staff to have to move on a daily basis. This building is used by many community groups, classes and rentals. We have received complaints regarding these chairs and the need for their replacement.

**One-Time Expenditure** ☒ **-OR- Annual On-Going Expenditure** ☐

**Estimated 2011-2012 Cost:** $~~2,165~~ $2,551 (MW) Adjusted based on updated quote

**Estimated On-going Costs for future Fiscal Years:** $0

**Account Number or Fund Number:** This would be funded through the enterprise fund which has been doing very well due to the contract classes and rental revenue accrued from the building.

Return to Agenda Page

ATTACHMENT 1

---

**FOR FINANCE USE ONLY:**

**City Manager's Approval:** Pam Card

Return to Agenda Page

ATTACHMENT 1

# CUSTOMER ORDER FORM

## THIS IS NOT AN INVOICE

MITY-LITE

Quote Number: 340036
Ordering Customer Number: 147310
Billing Customer Number: 147310
Customer P.O. Number:
Page: 1

| ORDERED BY | INVOICE TO | SHIP TO |
|---|---|---|
| CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB | CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB | CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB |

| Shipping Terms | SHIP VIA | ORDER TYPE |
|---|---|---|
| ORIGIN - PREPAID | BEST WAY POSSIBLE | Regular |

| RECEIVED DATE | SCHEDULED DATE | ORIGINAL DATE | SALES REP | TERMS |
|---|---|---|---|---|
| 12/27/2011 | 12/27/2011 | 12/27/2011 | Matt Konold | NET 30 |

| QUANTITY | ITEM | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|
| 50 | WHCHSS00060001T<br>SWIFTSET FOLDING CHAIR; BLACK TALL FRAME; BLACK GLIDES; BLACK PLASTIC | $37.17 | $1,858.50 |
| 1 | CRTTREE2<br>MULTI FUNCTION HALF TREE CART; MESH AND SWIFTSET FOLDING CHAIRS; | $337.50 | $337.50 |
| 1 | Shipping and Handling | $182.48 | $182.48 |

| | |
|---|---|
| SALES TAX | $172.44 |
| ORDER TOTAL (USD) | **$2,550.92** |

*A Finance Charge of 2% per month (ANNUAL PERCENTAGE RATE 24%) may be charged on all overdue accounts.*
*Mity-Lite reserves the right to charge a 20% re-stocking fee plus freight charges on returned merchandise.*
*Mity-Lite also reserves the right to refuse the return of merchandise that is custom in nature.*
*Customer is responsible for offloading order at delivery time unless otherwise prearranged with the sales representative.*

Return to Agenda Page

ATTACHMENT 1

# CUSTOMER ORDER FORM

## THIS IS NOT AN INVOICE

MITY-LITE

Quote Number: 339704
Ordering Customer Number: 147310
Billing Customer Number: 147310
Customer P.O. Number:
Page: 1

| ORDERED BY | INVOICE TO | SHIP TO |
|---|---|---|
| CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB | CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB | CITY OF RIVERBANK/REC DEPT<br>6707 THIRD STREET<br>RIVERBANK, CA 95367<br>USA<br>Attn: KERRIE WEBB |

| Shipping Terms | SHIP VIA | ORDER TYPE |
|---|---|---|
| ORIGIN - PREPAID | BEST WAY POSSIBLE | Regular |

| RECEIVED DATE | SCHEDULED DATE | ORIGINAL DATE | SALES REP | TERMS |
|---|---|---|---|---|
| 12/19/2011 | 12/19/2011 | 12/19/2011 | Matt Konold | NET 30 |

| QUANTITY | ITEM | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|
| 50 | WHCHSS00060001T<br>SWIFTSET FOLDING CHAIR; BLACK TALL FRAME; BLACK GLIDES; BLACK PLASTIC | $29.99 | $1,499.50 |
| 1 | CRTTREE2<br>MULTI FUNCTION HALF TREE CART; MESH AND SWIFTSET FOLDING CHAIRS; | $337.50 | $337.50 |
| 1 | Shipping and Handling | $182.48 | $182.48 |

| | |
|---|---|
| SALES TAX | $146.41 |
| ORDER TOTAL (USD) | **$2,165.89** |

*A Finance Charge of 2% per month (ANNUAL PERCENTAGE RATE 24%) may be charged on all overdue accounts.*
*Mity-Lite reserves the right to charge a 20% re-stocking fee plus freight charges on returned merchandise.*
*Mity-Lite also reserves the right to refuse the return of merchandise that is custom in nature.*
*All sales subject to current warranty.*
*Customer is responsible for offloading order at delivery time unless otherwise prearranged with the sales representative.*

**Mity-Lite, Inc. 1301 West 400 North, Orem, UT 84057 USA Phone 801-224-0589 Fax 801-224-6191**

ATTACHMENT 1

Return to Agenda Page

MITY-LITE

Durable Lightweight Furniture Systems

# Folding Chair Cart–Half Tree

## SPECIFICATIONS

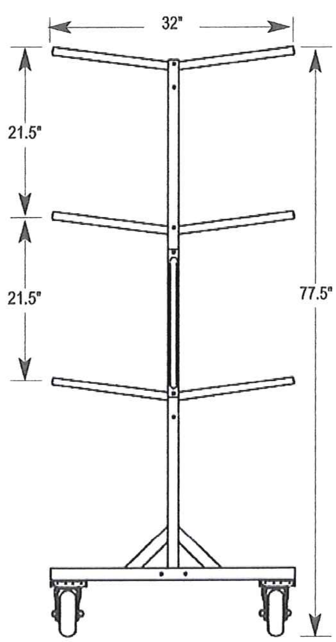
| Cart | Chair | Width | Height | Length | Weight | Chair Capacity |
|---|---|---|---|---|---|---|
| Unloaded | | 32" (81cm) | 77.5" (197cm) | 43.75" (cm) | 90 lbs (41kg) | |
| Loaded | Mesh•One | 33.5" (85cm) | 78" (198cm) | 47.25" (120cm) | 420 lbs (191kg) | 30 |
| | SwiftSet (Un-upholstered) | 32" (81cm) | 78.75 (200cm) | 46" (117cm) | 642 lbs (291kg) | 48 |
| | SwiftSet (Upholstered) | 32" (81cm) | 78.75 (200cm) | 46" (117cm) | 587 lbs (266kg) | 36 |

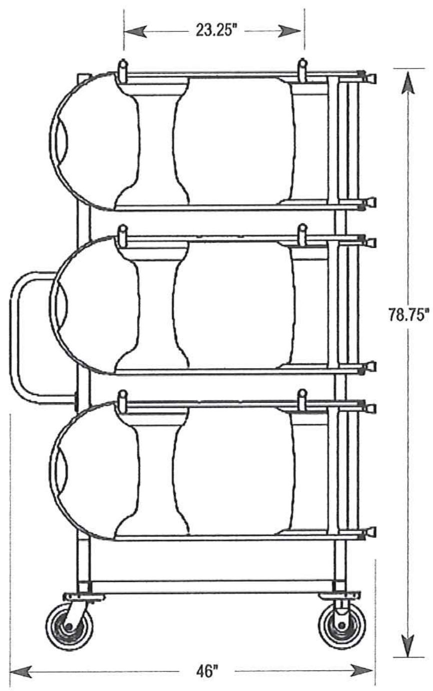
**Applications:** The Mesh•One SwiftSet® Cart – Half Tree is designed to hold 30 Mesh•One, 48 SwiftSet® un-upholstered chairs, or 36 SwiftSet® upholstered chairs. The chairs stack horizontally on the cart in 6 locations.

**Primary Structure:** The cart shall consist of a steel frame, 2 swivel casters, and 2 fixed casters. A handle is provided to steer the cart. The hanging tubes shall be protected by a pvc plastic sleeve. Ends of the hanging tubing have a 1.375" plastic plug.

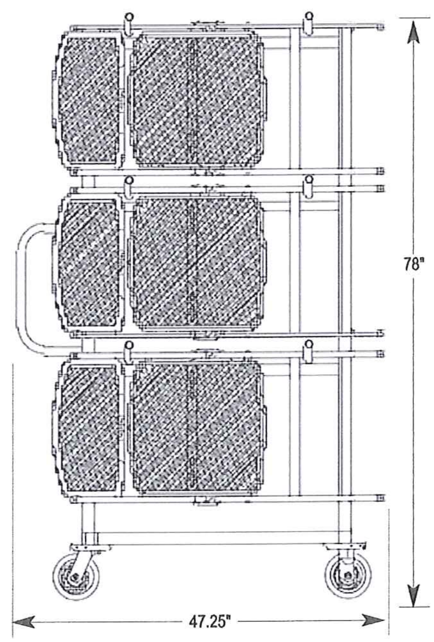
**Casters:** There shall be 2 front swivel casters and 2 rear fixed casters. They shall be 2" wide x 6" diameter, rounded, soft, thermoplastic elastomer tread, with .5" roller bearings. Each coaster has a load capacity of not less than 450 pounds each.

| Part | Material Size |
|---|---|
| Main Frame | 1.5" x 1.5" x 14 gauge (.083) square tubing |
| Hanging Tubes | 1" x 14 gauge (.083) round tubing |
| Handle | 1" x 14 gauge (.083) round tubing |




Shown with SwiftSet Chairs




Shown with Mesh•One Chairs

Part Number: CRTTREE2

ATTACHMENT 1

Return to Agenda Page

MITY-LITE™

Durable Lightweight Furniture Systems

# SwiftSet® Folding Chairs

Mity-Lite's SwiftSet folding chairs are incredibly lightweight and durable. They weigh in at only 11.5 pounds (5.2kg)—yet each chair is engineered to hold half a ton! Choose from a variety of frame and color options for a custom look.

## FEATURES & BENEFITS

- Sturdy yet lightweight design for years of use
- Optional vinyls/fabrics available for additional variety
- Durable powder-coat finish reduces scuffs & scratches
- Flexible lumbar support offers superior comfort
- Safe and stable with 1,000 lb. (455kg) capacity
- Ultra-compact stacking for efficient storage

Return to Agenda Page

ATTACHMENT 1

MITY-LITE
Durable Lightweight Furniture Systems

# SwiftSet® Folding Chairs

Finally – a comfortable, stylish folding chair!

| Type | Seat Height | Overall Height | Width | Seat Depth | Weight | Footprint |
|---|---|---|---|---|---|---|
| standard | 18.5" (47cm) | 34.5" (88cm) | 20.5" (52cm) | 16" (40cm) | 11.5 lbs (5kg) | L 23" x W 21" (58cm x 53cm) |
| upholstered | 19" (48.2cm) | 34.5" (88cm) | 20.5" (52cm) | 16" (40cm) | 13.5 lbs (6.2kg) | L 23" x W 21" (58cm x 53cm) |


1999 DESIGN JOURNAL ADEX AWARD FOR DESIGN EXCELLENCE PLATINUM

Optional Upholstery

Ultra-compact stacking for efficient storage

## Frame & Plastic Colors

Beige, Bone, Off-White, White, Forest Green, Brite Yellow, Mocha, Grey

Brown, Black, Navy Blue, Royal Blue, Midnight Blue, Wine, Spice (indoor use), Crimson Red

## Frame Colors Only

Sun Gold (indoor use), Bronze (indoor use), Black Texture (indoor use)

Brass Metallic (indoor use), Silver, Gun Metal

ATTACHMENT 1

Return to Agenda Page

# Fiscal Year 2011-2012
# MID-YEAR BUDGET REQUEST FORM
# EXPENDITURE INCREASE

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the 2011-2012 Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** Parks/Recreation

**Division:** Building Maintenance

**Department Head Signature:** Sue Fitzpatrick

**Request Priority Number:** 2

**Increase Description (Describe the nature of your request):**
Community Center Building Painting

**Increase Justification (Describe how the City will benefit from this request):**
The Community Center Building is in dire need of outdoor painting. This building is used a great deal by the community and is a rental building that needs to be attractive. The Community groups have expressed the need for this building to be painted and I have received complaints.

**One-Time Expenditure** ☒ **-OR- Annual On-Going Expenditure** ☐

**Estimated 2011-2012 Cost:** $8,700

**Estimated On-going Costs for future Fiscal Years:** $0

**Account Number or Fund Number:** This would be funded through the enterprise fund which has been doing very well due to the contract classes and rental revenue accrued from the building.

ATTACHMENT 1

Return to Agenda Page

**FOR FINANCE USE ONLY:**

**City Manager's Approval:** Pam Carde

**Return to Agenda Page**

ATTACHMENT 1

**A Step Above Painting, Inc.**
PO Box #5277
Modesto, CA 95352
209-526-1500 Office
209-526-1511 Fax
209-499-8445 Cell
Email: dhorton@astepabovepainting.com
CSLB #838946

No. #619-D pending

Date: 2 August 2011

Sheet No. 1

# PROPOSAL

Proposal submitted to...

Name: City of Riverbank
**ATTN: David McDaniel**
Street:
City: Riverbank
State: CA
Phone: 209-869-7104 / 505-6182 C
Email: TDOWDY@ Riverbank.org

Work to be performed at...

Name: Riverbank Community Center
Street: 3600 Santa Fe
City: Riverbank
State: CA

We hereby propose to furnish the materials, and perform the labor necessary for the completion of the project listed:

Scope of Work: Re-paint Exterior of building

1. Treat mildew on overhangs, pressure wash complete exterior of building, and contain all loose debris.
2. Scrape all loose peeling till adhered or tight edge and full prime all wood and chalky surfaces.
3. Fill all holes in block walls and caulk all cracks at wood facias.
4. Apply two (2) full coats, owner's choice of two (2) colors.
5. This bid includes previously painted railings at East and West ends of buildings only.
6. Dry wrought repairs to be completed with Epoxy fillers.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of.................................................................**Dollars...$8,652.00**
**PREVAIL ION WAGE**

With payments to be made as follows: **Due upon completion of project.**

Any alteration or deviation from above specifications involving extras costs, will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond control. Owners are to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work will be taken out by **A Step Above Painting, Inc.**

**"NOTICE TO OWNER"**
**(Section 7018.5-Contractors License Law)**
**Under the Mechanic's Lien Law, any contractor, subcontractor, Laborer, material man, or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work, or improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recoded in such office. Said bond shall be in an amount not less than fifty percent (50%0 of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the wok described in said contract**

Respectfully submitted:

Dennis D. Horton

**A Step Above Painting, Inc.**
State License No. 838946
**Note** - This proposal may be withdrawn by
A Step Above Painting, Inc. if
**Not** accepted **Within 30 days.**

## ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

**Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the Registrar, Contractor's State License Board, [9835 Goethe Road,] Sacrament, California. [Mailing Address: P.O. Box 26000, Sacramento, California 95827.]**

Return to Agenda Page



**GOAL SETTING SESSION**
**10/17/11**

*As of 1/3/12, notes have been made in italics and strikethroughs about any adjustments in the goals that were circulated as a result of the 10/17/11 goal setting session. As work progressed with fleshing out how to meet the Council's goals, it became clear that some modifications were needed or some goals combined to make meeting those goals workable.*

## PUBLIC SERVICE:

1. **Continue/expand Community-wide events**
   - **What kind? /resources? /How much city participation?**
2. **Utilize more volunteers/strengthen existing volunteer groups *(this combined 2 goals into one)***
   - **What are they needed for?**
   - **Create a coordinated volunteer program**
3. **Continue and expand partnerships**
4. **Continue emergency planning**
5. **Provide One-Stop shop**

## GOVERNANCE:

1. **Diversify public input**
   - **Need Public Information Officer**
2. **Improve communication with citizens**
3. **Improve access to private grants**

## ECONOMIC DEVELOPMENT:

1. **Increase Use of Port of Stockton in attracting business**
2. **Branding the City**
   - **What makes us unique?**
   - **What are we known for?**
3. **More business friendly**
   - **Utilizing existing store fronts**
   - **Concierge's treatment**

4. ~~Develop~~ *Implement* Long-Term Plan
   - Prioritize Actions

5. Investigate and implement citizen job training

**LAND USE:**

1. Encourage Infill development

2. Complete Downtown Plan – Cannery (currently in the process)

3. Balance of choices

4. ~~Defined by~~ *Continue* regional efforts
   a. North County Corridor
   b. SCS (Sustainability Communities Strategies)
   c. San Joaquin Valley Blueprint
   d. Mayor's Regional Growth Maps

**PUBLIC SAFETY:**

1. Increase graffiti removal
   - ordinance

2. Improve street lighting

3. Improve pedestrian safety

4. Enforce speed zones

5. Reduce gang activity

6. Increase surveillance

7. Expand Neighborhood Watch

8. Increase Narcotics Enforcement

**TRANSPORTATION:**

1. Improve Connectivity
   - Remove barriers
   - River trail
   - Adopt bike plan

2. Improve transit efficiency

3. **Participate in Regional efforts**
   - **North County Corridor**
   - **Railroad**
   - **River trail**

4. **Attract AMTRAC Station relocation**

**PUBLIC FACILITIES:**

1. **Maintain and Improve facilities**

2. ***Conduct r*ecreational needs assessment**

3. **Implement City sponsored Wi-FI – particularly in the Downtown**

4. **Improve Safety**

**HUMAN RESOURCES:**

1. **Develop succession plan for retiring staff**

2. **Add needed staff as resources become available**

3. **Continue to build trust between Council and Staff**

4. **Provide staff with job training**

Return to Agenda Page



# 2012-2013 Budget Calendar

**November - December**

Modifications to the format of the budget are reviewed by the Budget Committee

Finance Department develops the Budget Manual and guidelines for City Departments to use in preparing their budget requests

**January**

Finance Reviews Mid-Year Budget & Recommends Adjustments

| January '12 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February '12 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

Finance to Distribute Budget Worksheets & Forms

**January 19** - Budget Advisory Committee Meeting: Budget Kickoff, Mid-Year Budget, Council Goals.

**February**

**February 10** - Finance to prepare non-departmental Revenue Projections

**February 13** - Mid-Year Adjustment Presentation to Council.

**February 14** - Budget Advisory Committee Meeting: Review of General Fund Revenue Projections.

**February 17** - Departments to develop and submit base budget expenditure limits and 12/13 Departmental Revenue estimates.

| March '12 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| April '12 | | | | | | |
|---|---|---|---|---|---|---|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**February 20-24** Finance to compile Preliminary FY 12-13 Base Budget

**March**

**March 5-8** - Budget Meetings with Department Heads. City Manager & Finance to meet with department heads to discuss the merits of the requests and the impact to the General Fund (if any).

**March 13** - Budget Advisory Committee Meeting: Base Budget Submittal Review for City Council, City Manager, Finance and Legal Departments

**March 16** - All Departments to submit supplemental budget requests. These requests outline new programs, equipment/projects, and personnel needs and their funding requirements.

**March 27** - Budget Advisory Committee Meeting: Base Budget Submittal Review for Administration, Police, Parks & Recreation.

**April**

**April 10** - Budget Advisory Committee Meeting: Base Budget Submittal Review for Development Services (Building/Planning, Public Works, including water, sewer, streets, etc.).

Return to Agenda Page

AGENDA ITEM NO. 6

# 2012-2013 Budget Calendar

**April**

**April 24** - Budget Advisory Committee Meeting: LRA Budget & Review of Supplemental Requests

**April 23 - 27** - Finance to prepare Proposed Budget.

**May**

**May 15** - Budget Advisory Committee Meeting: FY 2012-2013 Budget Overview

City Manager to present proposed budget to the City Council at the Budget workshops.

**May '12**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**June '12**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**June**

**May 28 - June 1** - Finance to prepare Budget Revisions based on Council recommendations (if any)

**June 25** - Council to Adopt Preliminary Budget

**July - September**

**July 1** - New Fiscal Year begins, budget becomes effective. Departments to develop budget narratives and organizational charts. Final Budget Document prepared and presented to Council in August/September.

**July '12**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**August '12**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**September '12**

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |