BUDGET ADVISORY COMMITTEE
RIVERBANK CITY HALL NORTH
COUNCIL CHAMBER
6707 THIRD STREET
RIVERBANK CA 95367-2305

MINUTES
THURSDAY, FEBRUARY 26, 2015

CALL TO ORDER: **TBD**

ROLL CALL:
Committee Member Arlene Figueroa
Committee Member Cindy Fosi
Committee Member Evelyn Halbert
Committee Member Anthony McKinney
Council Member Leanne Jones Cruz

There are currently three (3) Committee Vacancies

CONFLICT OF INTEREST

Declaration by Committee Members who would have a direct Conflict of Interest on any scheduled item to be considered should be stated at this time.

1. PUBLIC BUSINESS FROM THE FLOOR (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 Committee.

2. ACTION & DISCUSSION ITEMS (These items will be individually discussed prior to Committee action)

Item 2.1: Selection of Chair and Vice Chair for 2015

Recommendation: Members to select the 2015 Chair and Vice Chair and Approve by Roll Call Vote.

Item 2.2: 2015 Budget Advisory Committee Meeting Schedule

Recommendation: Members to set 2015 Meeting Schedule.

Item 2.3: Review of City Council, City Manager, and Legal Department 2015 Base Budgets

Recommendation: Committee to Review Proposed Budgets and discuss recommendations.

Item 2.4: Discussion Regarding Recommended Changes to the Budget Advisory Committee

Recommendation: Committee to Discuss Proposed Changes and recommend approval by the City Council.

3. INFORMATIONAL ITEMS (Informational Only – No action to be taken)

Item 3.1: Update on 2014 City Council Recommendations

Recommendation: Informational Item Only.

4. COMMENTS (Informational Only – No action to be taken)

Item 4.1: Staff Comments.

Item 4.2: Council Liaison Comments.

Item 4.3: Committee Member Comments.

5. ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	February 23, 2015	**TIME:**	4:00 PM
NAME:	Marisela H. Garcia	**TITLE:**	Director of Finance

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 Committee 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 Budget Advisory Committee shall be in English and anyone wishing to address the Committee 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.

Any documents, not privileged or of a closed session, produced by Budget Advisory Committee staff and distributed to a majority of the Budget Advisory Committee regarding any item on this agenda will be made available at South City Hall, 6617 Third Street, Riverbank, CA.

FY 2015-2016 Budget Calendar

November - December

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

Finance to Distribute Budget Worksheets & Forms

February

February 19 - Finance to prepare non-departmental Revenue Projections

February 20 - Departments to develop and submit base budget expenditure limits and 15/16 Departmental Revenue estimates.

February 23-26 Finance to compile Preliminary FY 15-16 Base Budget

February 24 - Mid-Year Adjustment Presentation to Council.

March

March 6 - All Departments to submit supplemental budget requests. These requests outline new programs, equipment/ projects, and personnel needs and their funding requirements.

March 16-20 - 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).

April

April 28-30 - Finance to prepare proposed Budget.

May

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

June

June 1-4 - Finance to prepare Budget Revisions based on Council recommendations (if any).

June 4 - Departments to submit Department Narratives & Organizational Charts.

June 23 - Council to Adopt FY 2015-16 Operating Budget

July - September

July 1 - New Fiscal Year begins, budget becomes effective.

January '15

Su	M	Tu	W	Th	F	Sa
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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 '15

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15	16	17	18	19	**20**	21
22	23	24	25	26	27	28

March '15

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29	30	31				

April '15

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26	27	28	29	30		

May '15

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24	25	26	27	28	29	30
31						

June '15

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AGENDA ITEM 2.3

City of Riverbank

Annual Operating Budget -- Fiscal Year 2015-2016

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

APPROPRIATION DETAIL

Account	Account Description	FY 2013-14 Actual	FY 2014-15 Budget	2014-15 Expenses To Date	FY 2015-16 Budget	Difference	% Change
	Personnel Salaries & Benefits						
701.001	PERSONNEL REGULAR	21,075	21,950	12,600	21,600	-350	-1.6%
708.005	MEDICARE	291	300	173	350	50	16.7%
708.006	PERS RETIREMENT	1,315	1,500	835	1,200	-300	-20.0%
	Total Personnel Salaries & Benefits	**$22,681**	**$23,750**	**$13,608**	**$23,150**	**-$600**	**-2.5%**
	Operating Expenses						
702.031	RENTS & LEASES	10,000	10,000	947	10,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES*	19,461	21,200	9,002	21,200	0	0.0%
703.024	POSTAGE	51	300	1	200	-100	-33.3%
703.025	OFFICE EXPENSE	3,828	2,800	888	2,800	0	0.0%
706.026	MISCELLANEOUS EXPENSE	259	350	0	400	50	14.3%
706.033	PROMOTIONAL EXPENSE	1,921	3,000	188	3,000	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	9,741	10,100	9,761	10,100	0	0.0%
706.037	CONFERENCES & MEETINGS	12,419	10,000	10,499	13,000	3,000	30.0%
706.056	STATE/COUNTY FEES	71,697	23,000	22,556	23,000	0	0.0%
	Total Operating Expenses	**$129,377**	**$80,750**	**$53,842**	**$83,700**	**$2,950**	**3.7%**
	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	**$152,058**	**$104,500**	**$67,450**	**$106,850**	**$2,350**	**2.2%**

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AGENDA ITEM 2.3

CITY COUNCIL
PROPOSED BUDGET
FY 2015-16

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-401.000-701.001		
Personnel Regular	City Council Monthly Stipends	21,600
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	13,200
	Strategic Planning/Teambuilding	8,000
		21,200
101-401.000-703.024	Postage Expense	200
Postage		200
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	400
		400
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	400
		10,100
101-401.000-706.037		
Travel, Conf. Meetings		
	League Annual Conference	1,500
	League New Mayor/Council Conf.	1,500
	National Conference of Mayors	1,500
	Other Conferences, Travel Allowance	8,500
		13,000
101-401.000-706.056		
State/County Fees	Housing Authority Fire Assessments	23,000
		23,000

AGENDA ITEM 2.3

City of Riverbank

Annual Operating Budget -- Fiscal Year 2015-2016

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

APPROPRIATION DETAIL

Account	Account Description	FY 2013-14 Actual	FY 2014-15 Budget	2014-15 Expenses To Date	FY 2015-16 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	138,859	145,000	88,271	146,600	1,600	1.1%
708.004	MISC EMPLOYEE BENEFITS	9,413	2,400	-24,061	2,400	0	0.0%
708.005	MEDICARE	1,924	2,100	1,240	2,100	0	0.0%
708.006	PERS RETIREMENT	11,068	11,600	7,095	9,800	-1,800	-15.5%
708.007	PAYROLL TAXES	434	400	434	400	0	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	7,782	7,500	4,894	7,500	0	0.0%
708.009	NATIONAL RETIREMENT	2,631	2,900	1,712	3,200	300	10.3%
708.010	WORKERS' COMPENSATION	20,857	20,800	13,082	21,000	200	1.0%
708.012	DEFERRED COMPENSATION	5,000	5,000	3,077	5,000	0	0.0%
	Total Personnel Salaries & Benefits	**$197,968**	**$197,700**	**$95,744**	**$198,000**	**$300**	**0.2%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	710	550	0	600	50	9.1%
702.031	RENTS & LEASES	3,200	3,700	790	3,700	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	3,445	3,000	0	3,000	0	0.0%
703.024	POSTAGE	2	300	2	200	-100	-33.3%
703.025	OFFICE EXPENSE	1,207	1,100	390	1,100	0	0.0%
706.015	EMPLOYEE FUNCTIONS	2,368	2,800	1,800	2,800	0	0.0%
706.026	MISCELLANEOUS EXPENSE	-44	0	0	0	0	0.0%
706.035	INSURANCE & SURETY BONDS	625	650	625	700	50	7.7%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,075	1,800	400	1,800	0	0.0%
706.037	CONFERENCES & MEETINGS	5,215	2,000	6,521	5,000	3,000	150.0%
706.038	STAFF DEVELOPMENT	0	0	0	1,500	1,500	0.0%
	Total Operating Expenses	**$17,803**	**$15,900**	**$10,528**	**$20,400**	**$4,500**	**28.3%**
	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	**$215,771**	**$213,600**	**$106,272**	**$218,400**	**$4,800**	**2.2%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($39,623)
	WATER FUND	($39,623)
	LOCAL REDEVELOPMENT AUTHORITY	($15,849)
	NET GENERAL FUND ALLOCATION	$123,305

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AGENDA ITEM 2.3
CITY MANAGER
PROPOSED BUDGET
FY 2015-16

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-402.000-702.030		
Maint. Operations Equipment	Computer Maintenance	600
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	200
Postage		200
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	700
		700
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	4,000
		5,000

City of Riverbank

Annual Operating Budget -- Fiscal Year 2015-2016

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

APPROPRIATION DETAIL

Account	Account Description	FY 2013-14 Actual	FY 2014-15 Budget	2014-15 Expenses To Date	FY 2015-16 Budget	Difference	% Change
	Operating Expenses						
702.032	PROFESSIONAL/SPECIAL SERVICES	0	0	0	0	0	0.0%
702.033	SPECIAL LEGAL COUNSEL	190,693	217,300	125,571	217,300	0	0.0%
706.009	LEGAL SETTLEMENT	0	0	287,410	0	0	0.0%
	Total Operating Expenses	**$190,693**	**$217,300**	**$412,981**	**$217,300**	**$0**	**0.0%**
	Total Department Appropriations	**$190,693**	**$217,300**	**$412,981**	**$217,300**	**$0**	**0.0%**

AGENDA ITEM 2.3

LEGAL DEPARTMENT
PROPOSED BUDGET
FY 2015-16

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-404.000-702.033		
Special Counsel	Legal Matters	217,300
	City Attorney	
	District Election Guidance	
	Personnel Matters	

City of Riverbank

Budget Advisory Committee

Membership

The committee shall consist of seven voting members of the public, one non-voting Councilmember, and one non-voting Councilmember alternate appointed by the City Council. The public members' term shall be two years and staggered so the term of one member ends in even numbered years and the term of the other member ends in odd numbered years. Members may serve for a maximum of two (2) terms. The members shall have a basic understanding of finance and accounting. The committee will appoint a Chair and Vice-Chair by a majority vote of the Committee, both of which will be voting members.

Authority and Responsibility

The committee will discuss and make recommendations in an advisory role to the City Council on any projects, programs and policies related to the City's Operating Budget that the City Council deems appropriate, including, but not limited to, the Preliminary and Final Operating Budgets, Mid-Year Budgets, and Annual Audits.

Specific Duties

Annual Audit

1. Review with management, upon completion of its audit, draft financial results for the year. The committee's review is to encompass the City's annual financial report, including the financial statements and footnote disclosures and supplemental disclosures required by generally accepted accounting principles.

Financial Reporting and Budgets

1. Have familiarity, through the individual efforts of its members, with the accounting and reporting principles and practices applied by the City in preparing its financial statements.

2. Review the City's general fund, capital improvement program and special revenue fund budgets, including review of policies and procedures, time frames, format, service deliveries, funding alternatives, and City Council priorities. The emphasis should be on program and/or major expenditures, not line item detail.

3. Review proposals and prepare discussion memorandums regarding new and increased revenue sources.

4. Review, quarterly, the City's financial statements. Monitor revenue and expenditure patterns and make recommendations on adjustments to the annual

budget.

5. Review and make recommendations regarding City support or opposition to proposed state or federal legislation which impacts the City's finances.

Other

1. Recommend to the City Council any appropriate extensions or changes in the duties of the Budget Advisory Committee.
2. When assigned, to evaluate proposals, programs and contracts for both long-and short-term financial consequences, assess alternatives and make appropriate recommendations.
3. Apprise the City Council, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.

Meeting Frequency

The committee shall meet as needed, but no less than four times a year.

As a standing committee appointed by the City Council it is subject to public notice and open meeting requirements of the Brown Act.

BUDGET ADVISORY COMMITTEE

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: BUDGET ADVISORY COMMITTEE
SUBJECT: COMMITTEE RECOMENDATIONS
DATE: JUNE 1, 2014
CC:

Honorable Mayor and Members of the City Council,

The Budget Advisory Committee has been meeting on a monthly (and sometimes bi-monthly) basis with the goal of formulating recommendations for Council that should be taken into consideration and that may provide the City with solutions to closing current and future budget deficits.

Having reviewed all of the department budgets over the past several months, the Committee has now formulated recommendations that will allow the City to continue presenting a balanced budget. The recommendations that are being presented to you hope to create a long-term impact on the City's budget, thereby allowing the City to balance its budget and not use reserves to cover expenses. In addition, several of these recommendations are made with the intention that the City be fiscally prudent when procuring services or purchasing equipment from vendors.

Recommendations

1. The City of Riverbank should program the issuance of a Request for Proposals for rate studies in the Water and Sewer Enterprise Funds every five years.

   Rationale: By reviewing rates every five years, the City can ensure itself that the revenues collected are sufficient to meet the rising costs of maintenance and new state regulations. The cost to prepare the rate studies should be collected over the five year period during which the rates are in effect in order to provide a continual funding source for this project.

2. The City of Riverbank should issue a Request for Proposals for the HVAC systems that are proposed to be upgraded.

   Rationale: A request for proposal would ensure that the City is obtaining the best service at a low cost.

3. The City of Riverbank should issue a Request for Proposal for the preparation of the Housing Element.

   Rationale: A request for proposal would ensure that the City is obtaining the best service at a low cost.

4. The City should develop a low income/fixed income program for utilities that is subsidized by the General Fund. A budget should be set annually based on the City Council's discretion.

   Rationale: This program would allow the City to provide assistance to the low-income customers and decrease the number of delinquencies, particularly the elderly and senior.

5. The City should utilize high school students or volunteers to get information out into the community regarding current payment assistance programs.

   Rationale: Disseminating the information would inform the senior community about these programs so that they may take advantage of them. By utilizing high school students or volunteers the City would be able to perform this service at no-to-low cost and would provide students with community service experience that would aid them in the future.

6. The City should review, and possibly issue a Request for Proposals, existing landscape maintenance contracts to verify that they are still the best solution for the City.

Rationale: A request for proposal would ensure that the City is obtaining the best service at a low cost.

7. The City should look at the cost of fencing the parking area for the Riverbank Police Services and approach the County regarding possibly sharing the cost of this fence.

   Rationale: Fencing this area would provide extra protection for the Police Services vehicles and equipment and minimize the opportunity for vandalism.

With these recommendations, the Committee hopes to be able to provide the City Council with ideas that will help provide a more balanced budget and will help with the long-term financial stability of the City.

Sincerely,

The Budget Advisory Committee

Chair Suzanne Dean

Vice-Chair Erick Winchester

Committee Member Evelyn Halbert

Committee Member Arlene Figueroa

Committee Member Zachary Davidson

Committee Member Anthony McKinney

Council Member Leanne Jones-Cruz