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

AGENDA
WEDNESDAY, MARCH 5, 2014 – 6:00-7:30PM

CALL TO ORDER: **TBD**

ROLL CALL:
Committee Member Suzanne Dean
Committee Member Arlene Figueroa
Committee Member Evelyn Halbert
Committee Member Erick Winchester
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: Nomination and Selection of 2014 Committee Chair & Vice Chair

Recommendation: Committee to Nominate and Select Chair & Vice Chair.

Item 2.2: Budget Advisory Committee 2013 Recommendations to the City Council Update

Recommendation: Staff to provide update to the Committee.

Item 2.3: FY 2013-14 Mid-Year Budget Update

Recommendation: Discussion Item on the 2013-14 Mid-Year Review.

Item 2.4: Fiscal Year 2014-15 Budget Preparation Calendar

Recommendation: Review of Proposed Calendar. Committee to Reach Consensus on Future Meetings.

3. INFORMATIONAL ITEMS

None.

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.

ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	February 28, 2014	**TIME:**	11:00 AM
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 Board 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 Board 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 the City 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.

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.1

Meeting Date:	March 5, 2014
Subject/ Title:	Nomination and Selection of the 2014 Committee Chair & Vice Chair
Submitted by:	Marisela H. Garcia, Director of Finance

SUMMARY

Each year the Budget Advisory Committee selects a Committee Chair, who's responsibility it will be to run the meetings (open meetings, introduce agenda items, requests motions and votes, and adjourn meetings) and represents the Committee in public as well as a Vice Chair who is able to take the place of the Chair in their absence.

It is recommended that Committee Members nominate and select the 2014 Chair & Vice Chair via consensus.

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

NO ATTACHMENTS

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.2

Meeting Date:	March 5, 2014
Subject/ Title:	Budget Advisory Committee 2013 Recommendations to the City Council Update
Submitted by:	Marisela H. Garcia, Director of Finance

SUMMARY

Each year the Budget Advisory Committee prepares revenue enhancing and cost saving recommendations that are presented to the City Council. An update of the 2013 recommendations is being presented:

RECOMMENDATIONS & UPDATE

1. The City of Riverbank should review the potential of transitioning the bi-monthly utility billing to a monthly billing.

Rationale: By moving to a monthly billing there will be less opportunity for residents to become delinquent in their payment. A monthly billing will also provide a greater opportunity for seniors and low-income residents to more easily manage the payment.

Update: The City Council has directed staff to research the implementation of a monthly billing. A final decision will be made and presented to the City Council at an upcoming meeting.

2. A utility rate study should be performed on the Water and Sewer rates to ensure that revenues are sufficient to cover current operating expenditures and future capital needs.

Rationale: The City last conducted a rate study in 2006. A rate study would ensure that revenues are sufficient to cover current operating expenditures & future needs. Should a rate increase be considered, the City should incrementally raise rates.

Update: The City Council has identified this as a Strategic Plan Objective. Staff has been directed to prepare an RFP for analyze the potential of performing this in-house.

Return to Agenda Page

3. The City should conduct an asset assessment of all city-owned property & equipment for potential sale of property and equipment that is not being utilized. Any sale should be via an open, advertised sale to the public. The City should endeavor to complete this task by the 3rd Quarter of the 2013-14 Fiscal Year.

Rationale: The City could benefit from the revenue received from the sale of surplus equipment/property. Advertising the sale of these items via the internet would alleviate the liability of the potential fraudulent sale of the assets.

Update: Staff has been asked to review all capital items to evaluate those that may be ready for surplus. This is a time-consuming process as City records reflect many pieces of equipment that are obsolete and no longer exist.

4. The City Council and the Riverbank Historical Society should formulate a plan for the use of the Museum Annex by the end of the 2013 calendar year.

Rationale: A plan for the use of the Museum Annex should be devised to begin improving the appearance of the currently vacant building.

Update: The City Council approved the demolition of the building. Historical Society has begun to seek grants and foundation donations to assist with the future building of a new museum.

5. The City of Riverbank should investigate opting-out of the National Industrial Pension Fund for new employees hired. The City should also investigate eliminating this benefit for all current employees in the future.

Rationale: Opting-out would reduce overall employee costs to the City.

Update: Through evaluation of this program, the City is not able to contemplate opting-out of this program for approximately 7 years as it is under a 10-year obligation to continue paying.

6. The City should investigate transitioning to a Defined Contribution Retirement System that will be sustainable in the future.

Rationale: Transitioning to a defined contribution retirement system would reduce future employee expenditures and would allow the city to stand on a sound financial footing.

Update: Council has not provided any direction regarding this item.

ATTACHMENTS: (List attachments in order of placement)

NO ATTACHMENTS

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.3

Meeting Date:	March 5, 2014
Subject/ Title:	Fiscal Year 2013-14 Mid-Year Budget Update
Submitted by:	Marisela H. Garcia, Director of Finance/City Treasurer

BACKGROUND

On June 26, 2013 the City Council was presented with the FY 2013-14 Annual Operating Budget. This operating budget was prepared using estimates and projections on anticipated revenues and expenditures. For the General Fund, the City Council approved a structural surplus budget, where revenues received were projected to exceed expenditures. The General Fund Budget approved that night was as follows:

Beginning Reserve	**$ 968,045**
Estimated Revenues	$8,026,138
Estimated Expenditures	$8,009,987
Anticipated Ending Reserve	**$ 984,196 (12.26%)**
Required Minimum Reserve (10%)	$ 802,614
Reserve Overage	$ 181,582
Structural Surplus	$ 16,151

During the adoption of the final budget several outstanding matters continued to be unresolved and their impact to the General Fund budget had not yet been determined. These items included:

- Repayment of the LRA Tenant Loan Program Economic Development Bank Loan.
- Resolution of the Reimbursement of Property Tax Administration Fees from Stanislaus County.
- Labor Negotiations with the Miscellaneous & Mid-Management Bargaining Unit.

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

BEGINNING GENERAL FUND RESERVE AMENDMENT

At the adoption of the final budget in June 2013, Finance reported that the expected beginning reserve for the new fiscal year would be $968,045. This was based on revenue and expenditures trends for the ending 2012-13 fiscal year that were occurring at that point in time. At the closure of the 2012-13 fiscal year books, which occurred on July 31, 2013, Finance was able to more accurately calculate the beginning reserve given actual revenue and expenditures. This new beginning reserve amount has been calculated at $980,271 a difference of $12,226.

The City's General Fund ended the 2012-13 Fiscal Year with a healthy reserve of $980,271 or 12.2%. **Therefore, it is recommended that an amendment of $12,226 to the beginning reserve be approved.**

CLOSURE OF UNRESOLVED MATTERS

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

1. **Repayment of the LRA Tenant Loan Program Economic Development Bank Loan.** On June 17, 2008 the City Council approved Resolution No. 2008-069-A which provided support of an application for funding through the County of Stanislaus Economic Development Bank Loan Program. The City applied for, and was awarded, a loan for $750,000 which was used to fund the Riverbank Industrial Park Tenant Loan Program. The terms of the loan provided for 0% interest rate with full repayment expected no later than November 1, 2013**.** This loan was to be fully repaid from the tenants who were awarded loan. One tenant has fully repaid their loan but unfortunately, one tenant went into bankruptcy, one tenant had a forgiveness clause within their loan based on the number of jobs created, and the fourth tenant has not yet reached a repayment plan with the City. With these issues in mind, it was proposed that in order to make timely payment of this loan to Stanislaus County that the City repay this loan from the following funding sources in order to avoid impacting the current year budget:

    a. $200,000 from Local Redevelopment Authority non-site revenue. The LRA is prohibited from using site revenue (i.e. tenant lease revenue or utility revenue) in any fashion except to enhance and maintain the site. Non-site revenue (i.e. administrative fees, legal fee recovery) are not restricted to their use on the site and may be used in such cases.
    b. $550,000 from a short-term, intra-fund loan (i.e. system development fees). The City will continue any legal recourse necessary to ensure repayment from tenants.

With this proposed funding sources, the City was able to make full repayment of the ED Bank Loan to the County and was able to avoid impacting the current year budget, therefore no budget amendment is necessary.

2. **Resolution of the Reimbursement of Property Tax Administration Fees from Stanislaus County.** In 2006, the State of California enacted the "Sales Tax Triple Flip", in which they diverted 0.25% of the City's Sales Tax to their General Fund and in turn reimbursed the Cities this same amount in Property Taxes. In addition, the State also enacted the "Vehicle License Fee Swap" in which they diverted all city vehicle license fees to their General Fund and also reimbursed cities with an equal amount of property tax. The County treated these two new property tax allocations as a form of property tax subject to the Property Tax Administration Fee, thus increasing the Riverbank administration fee by over $40,000 per year. These cities protested the county's method of calculating the PTAF. In 2012, the California Supreme Court issued a decision in *City of Alhambra, et al. v. County of Los Angeles* which held that the monies diverted by the Triple Flip & the Vehicle License Fee Swap were exempt from the PTAF. The Supreme Court has not yet issued a finding regarding the number of years to which a city is entitled to reimbursement. Over the past several months, the City and Stanislaus County have been negotiating the terms of the reimbursement. In December 2013, a resolution was reached in which the City would receive reimbursement for three and a half (3.5) years with interest at the pooled county rate. The City's reimbursement received was approximately $147,500. **Therefore, a budget amendment to City Revenues in the amount of $147,500 is recommended.**
3. **Labor Negotiations with the Miscellaneous & Mid-Management Bargaining Unit.**
   Labor contract negotiations with the City's two bargaining units resulted in the following agreement:

   A. 1 ½ Year Contract (July 1, 2013-December 31, 2014)
   B. $500 bonus issued in December 2013
   C. $500 bonus issued in July 2014
   D. Additional Paid-Time Off for Holidays
      a. 2013: 11/27 (day before Thanksgiving Holiday), 12/23 (day before Christmas Eve), 12/26-12/30 (3 days between Christmas & New Year's Eve).
      b. 2014: 11/26 (day before Thanksgiving Holiday), 12/23 (day before Christmas Eve), 12/26-12/30 (3 days between Christmas & New Year's Eve), 01/02/15 (day after New Year's Day).
   E. Implementation of a 9/80 Alternative Work Schedule (beginning March 3, 2014)
   F. Employee to continue paying employee share of PERS Retirement (7%).
   G. City continue to pay 100% of medical insurance under a new program.

<u>***REVENUE/EXPENDITURE AMENDMENTS BASED ON ACTUAL RECEIPTS/EXPENSES***</u>

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

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

<u>***General Fund (Fund 101)***</u>

Revenues

The mid-year review of all General Fund revenues resulted in a recommended net increase of **$357,989**. Significant adjustments were made to the following revenues:

- <u>Property Tax Current Secured</u> – Recommended Adjustment: **$60,954**. Subsequent to the adoption of the final budget in June 2012, the Stanislaus County Assessor's Office released the 2013/14 Property Value Assessment Rolls which is the basis on which property taxes are assessed. The Assessment Rolls for the City of Riverbank reflected a 6.2% increase in property values. The full impact of the increase on our Property Tax revenues was not anticipated.
- <u>LRA Specific Plan ED Bank Loan</u> – Recommended Adjustment: **$45,000**. Completion of the Specific Plan which is being funded through an ED Bank Loan. Repayment of this loan is in December 2014. Repayment source will be from LRA Revenues.
- <u>Building Permit Fees</u> – Recommended Adjustment: **$35,000**. As the housing market slowly begins to rebound from the recession, developers have begun to pull new construction building permits to complete housing developments previously approved. Elmwood Estates Subdivision has pulled 8 permits thus far with more to be pulled in the future.
- <u>Property Tax Admin Fee Reimbursement</u> – Recommended Adjustment: **+$147,500**. Settlement reached for reimbursement of PTAF from Stanislaus County.
- <u>Grants</u> – Recommended Adjustment: **$57,400**. A grant was awarded to the City of Riverbank for the purchase of energy efficient trikes and utility vehicles.
- <u>Transfers In of Management Fees</u> – Recommended Adjustment **-$31,405**. Salary savings from vacant positions and health insurance savings have caused a decrease in the amounts to be reimbursed from other funds for employee costs.

Return to Agenda Page

Expenditures

Expenditure reviews consisted of evaluating all accounts to ensure that the original budget would be sufficient to meet anticipated expenditures through the end of the fiscal year. When evaluating accounts, Finance has taken into consideration new information affecting expenditures as well as spending trends. This mid-year evaluation (review) has resulted in a recommended increase in expenditures for the General Fund of +**$237,507**.

Major expenditure adjustments are being recommended for the following:

- Planning Department (405) Personnel Regular: The full-time Director of Development Services continues to be vacant. It was projected that perhaps by mid-year a new director would be on staff. At this time the City is in a successful partnership with the firm of J.B. Anderson Land Use Planning in order to provide necessary planning assistance. **Therefore, a decrease of $61,040 is recommended for the Planning Personnel Regular Account.**
- Planning Department (405) Professional Services: An adjustment of **$43,200** is recommended for the continued planning services provided by J.B. Anderson.
- Administrative Services (408) Computer Components: Currently 27 of the City's computers run on the Window's XP Operating System which Windows will no longer support leaving our computers vulnerable to viruses. **Recommended adjustment is $36,000.**
- Police Services (409) Contract Services: City was advised of changes to benefits for the Sheriff's staff. Changes in health insurance as well as changes to the method used to allocate retirement costs caused an increase in the contract as of the new year. **The recommended increase to the Sheriff's contract budget is $53,900.**
- In November 2012, the City was informed that health insurance costs were to rise significantly. As a result, the City investigated alternative programs that would not impact the City's budget. The City selected a program offered by the San Joaquin Valley Insurance Authority (a consortium to which various cities and counties belong to) which offered an Anthem Blue Cross health insurance program in which employees could select to remain with an HSA or opt for an HMO program. With this change the City was able to save over $63,000 overall. The General Fund savings resulted in a decrease of $21,551. **Therefore, an adjustment of -$21,551 to the various General Fund Group Health Insurance Accounts is recommended.**
- LRA Specific Plan Account (439) – **Recommended Adjustment: $45,000**. Completion of the Specific Plan which is being funded through an ED Bank Loan. Repayment of this loan is in December 2014. Repayment source will be from LRA Revenues.
- Energy Efficiency Vehicles Account (439) – **Recommended Adjustment: $57,400**. A grant was awarded to the City of Riverbank for the purchase of

energy efficient trikes and utility vehicles. This adjustment would reflect the purchase of those vehicles within the City's budget.

With the approved amendments, the General Fund is anticipated to end this fiscal year with a reserve of 13.3% or $1,116,904.

Beginning Reserve	**$980,271 (12.2%)**
Estimated Revenues	$8,384,127
Estimated Expenditures	$8,247,494
Anticipated Ending Reserve	**$1,116,904 (13.3%)**

Gas Tax Fund (Fund 102)

The Gas Tax Fund receives revenues from a variety of Highway Users Taxes collected from the State of California via vehicle fuel purchases. Revenues may only be used to fund Street & Roads related projects and expenses. Revenue estimates are steady and are anticipated to meet the $748,503 projected revenue budget.

Expenditures remain steady for the Gas Tax Account which funds important services such as street maintenance repairs and street sweeping, and street light utilities. Major Revenue & Expenditure adjustments that are being recommended in the Gas Tax Fund are:

Account	Adjustment	Reasoning
Transfers In	-$7,103	Decrease in Transfers in of Management Fees due to salary & health insurance savings.
Personnel Regular	-$3,400	Salary savings from vacant full-time position
Personnel Temporary	+$4,500	Part-Time position to cover vacant full-time position
Equipment/Projects	+$25,000	Emergency Repairs to the Claus Road Lighted Crosswalk
Group Health Insurance	-$16,482	Health Insurance Savings: due to decrease in costs & vacant position

As you will note, a significant adjustment of $25,000 is being requested. The lighted crosswalk located at Claus & California has been malfunctioning for some time. This is an extremely important crosswalk that students use daily in order to reach the high school. It is of upmost importance that the crosswalk be repaired to ensure the safety of the students.

Overall, the health of the Gas Tax Account has been steadily improving from the significant deficits that were experienced several fiscal years ago. The Fund has been able to capture revenues for much needed improvements to some of our busier streets.

Return to Agenda Page

This fiscal year, the Gas Tax Fund is slated to fund a speed trailer (purchased as a traffic calming measure) as well as some required ADA improvements to sidewalks.

Beginning Reserve	**$311,481**
Revised Revenues	$741,400
Revised Expenditures	$785,223
Revised Ending Reserve	**$267,658 (36%)**

Sewer Fund (Fund 106)

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

Sewer Revenues are anticipated to meet current projections with only a minor adjustment of +$1,000 currently requested. Sewer Expenditures are overall below the anticipated budget due to the prudent spending by the division. Several amendments are requested in the following expenditure accounts:

- Sewer Collection (423) Personnel Regular: Salary savings from an employee who has been on medical leave has provided the fund with savings of $18,300, therefore a decrease in expenses is requested.
- Sewer Collection (423) Stand by Pay: Employees assigned to stand by duties are required to monitor sewer lift stations each weekend. Employees receive four hours of standby overtime pay for these duties. The budgeted amount is not sufficient to cover these current expenses, especially with the holiday office closure, therefore an additional $3,000 is requested for this stand by expense.
- Sewer Collection & Sewer Treatment Group Health Insurance: Savings attributed to the change in health insurance will result in a decrease of $2,994.
- Sewer Treatment (424) Personnel Overtime: An increase of $5,000 is requested for standby costs associated with the office closures.
- Sewer Treatment (424) Maintenance of Equipment: Delayed maintenance on the WWTP Headworks Grinder has required immediate repairs of this equipment.

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

Beginning Reserve	**$516,263**
Estimated Revenues	$2,093,151
Estimated Expenditures	$2,265,720
Anticipated Ending Reserve	**$343,694 (16.4%)**

Return to Agenda Page

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

PERSONNEL CLASSIFICATIONS & STATUS CHANGES

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

Current Classification	Proposed Classification	Current Monthly Salary	Proposed Monthly Salary	Diff.
Park Maint. Worker I	Park Maint. Worker II	$3,403.71	$3,410.25	$6.54

The total fiscal impact (including benefits), of this reclassification for the 2013-14 fiscal year would be approximately $47.

It is recommended that the City Council include this reclassification as part of the mid-year adjustments.

REQUEST FOR CITY COUNCIL GUIDANCE ON EXPENDITURES

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

- $50,000 for the ADA Transition Plan. The City's current plan is lacking important information regarding access to government buildings, transportation facilities and commercial facilities. A comprehensive survey of the City's parks, recreation and building facilities is required to develop the ADA Facilities Transition Plan. It should be noted that complaints regarding access to buildings such as our Police Services building have been received from residents. The cost of this plan would be allocated as follows:
  - General Fund: $20,000
  - Landscape & Lighting: $10,000
  - Gas Tax: $20,000

Request was approved as part of the mid-year budget revise presented.

Return to Agenda Page

FINANCIAL IMPACT

Fund	Reserve Adjustment	Net Revenue Adjustment	Net Expenditure Adjustment
General Fund	+$12,226	+$357,989	+$257,507
Gas Tax	$0	-$7,103	+$31,628
Sewer Fund	$0	+$1,000	+$7,906
LTF	$0	+$64,800	$0
Water Fund	$0	$0	+$10,506
Neighborhood Imp.	$0	$0	$0 (Transfer)
Community Center	$0	+$21,000	+$21,090
Equipment Pool	$0	-$5,174	-$5,174
Asset Seizure	$0	+$32,600	+$20,000
Weed Abatement	$0	+$2,500	$0
Recreation Fund	$0	$0	-$100
SDF: Roads	$0	$0	+$64,800
SDF: Overpass	$0	$0	+$7,000
SDF: Streets/PW	$0	+$1,500	$0
SDF: Parks	$0	$0	+$60,000

A position reclassification from Park Maintenance Worker I to Park Maintenance Worker II with a net effect of +$47 to the General Fund is recommended.

ATTACHMENT

1. Exhibit A: Adopted Mid-Year Budget Amendments

Return to Agenda Page

EXHIBIT A: FY 2013-14 Mid-Year Budget Adjustments

101: General Fund

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
Revenues	101-000.000-200.196	LRA Specific Plan ED Bank Loan	Final Drawdown for LRA Specific Plan	45,000	0	45,000
	101-000.000-400.010	Property Tax Current Secured	5.9% Increase in Property Tax Revenue	60,954	1,032,172	1,093,126
	101-000.000-400.090	Motor Vehicle In Lieu	Excess Amounts Allocated to Cities by State	9,800	0	9,800
	101-000.000-400.120	Property Tax Admin Fee	Reimbursement of Admin Fee from County	147,500	0	147,500
	101-000.000-400.130	SB 813 Supplemental Taxes	Increase in Home Sales	8,600	0	8,600
	101-000.000-450.030	Building Permit Fees	Increase in Fees due to new development	35,000	36,705	71,705
	101-000.000-501.001	Grants	Public Benefit Grant (Trikke Vehicles)	57,400	0	57,400
	101-000.000-600.010	Police Services	Increase in Police Services Reimbursed	1,500	500	2,000
	101-000.000-600.090	Plan Check Fees	Increase in Fees due to new development	10,000	9,615	19,615
	101-000.000-680.025	Miscellaneous Program Income	Reimbursement for Jacob Myer Park Staffing	9,740	18,026	27,766
	101-000.000-680.034	Gain on Sale of Investment	Investment sold at a profit	3,900	0	3,900
	101-000.000-699.000	Transfers in of Management Fees	Adjustments to Salaries, Health Benefits & Worker's Comp.	(31,405)	1,239,012	1,207,607
	Net Increase General Fund Revenues			**357,989**	**$8,026,138**	**$8,384,127**
Expenditures						
City Council	101-401.000-706.037	Conferences & Meetings	Attendance to League Conferences	2,000	4,000	6,000
City Manager	101-402.000-701.001	Personnel Regular	Adjustment per New Bargaining Contract	500	137,500	138,000
	101-402.000-706.037	Conferences & Meetings	Attendance to League Conferences	500	1,500	2,000
	101-402.000-708.008	Group Health Insurance	Health Insurance Savings	(327)	8,500	8,173
	101-402.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	2,784	18,150	20,934
Finance	101-403.000-701.001	Personnel Regular	Salary Savings for Employee on Disability	(2,800)	322,406	319,606
	101-403.000-702.032	Professional Services	Increase in Audit Fee	1,800	47,800	49,600
	101-403.000-708.008	Group Health Insurance	Health Insurance Savings	(2,025)	54,636	52,611
	101-403.000-708.010	Workers' Compensation	Increase in Worker's Compensation Fees	5,610	42,557	48,167
Planning	101-405.000-701.001	Personnel Regular	Salary Savings from Vacant Director Position	(61,040)	144,440	83,400
	101-405.000-702.032	Professional Services	Allocation for Contract Planning	43,200	61,000	104,200
	101-405.000-702.034	Other Contract Services	Muni Permits Upgrade	2,000	11,700	13,700
	101-405.000-706.037	Conferences & Meetings	Planning Commissioner Activity	2,500	2,500	5,000
	101-405.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	1,099	25,666	26,765

Return to Agenda Page

EXHIBIT A: FY 2013-14 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
Building	101-406.000-701.001	Personnel Regular	Salary Savings	(2,200)	136,198	133,998
	101-406.000-701.003	Personnel Overtime	Overtime Incurred during Holiday Closure	300	0	300
	101-406.000-708.008	Group Health Insurance	Health Insurance Savings	(1,326)	37,110	35,784
	101-406.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	1,965	17,978	19,943
Building Maintenance	101-407.000-701.001	Personnel Regular	Adjustment Per New Bargaining Contract	435	48,953	49,388
	101-407.000-707.003	Equipment/Projects	City Hall South Roof Repairs	7,275	12,400	19,675
	101-407.000-707.003	**Equipment/Projects**	**City Hall North Exterior Painting**	**7,500**	**19,675**	**27,175**
	101-407.000-707.003	**Equipment/Projects**	**Sheriff Building ADA Door Upgrade**	**15,000**	**27,175**	**42,175**
	101-407.000-708.008	Group Health Insurance	Health Insurance Savings	(670)	13,563	12,893
	101-407.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	940	6,462	7,402
Administrative Services	101-408.000-701.001	Personnel Regular	Adjustment per New Bargaining Contract	3,500	266,385	269,885
	101-408.000-701.003	Personnel Overtime	Overtime incurred during Holiday Closure	900	0	900
	101-408.000-707.017	Computer Components	Required Computer Upgrade due to Windows no longer supporting XP Systems.	36,000	4,000	40,000
	101-408.000-708.008	Group Health Insurance	Health Insurance Savings	(3,164)	55,584	52,420
	101-408.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	5,434	35,162	40,596
Police Services	101-409.000-702.060	Sheriff's Contract	Increase due to Change in Health Insurance & Retirement Allocation	53,900	3,399,086	3,452,986
Public Works Admin	101-412.000-701.001	Personnel Regular	Adjustment per New Bargaining Contract	1,800	347,873	349,673
	101-412.000-701.002	Personnel Temporary	Part-Time Personnel to assist during Director Vacancy	15,280	0	15,280
	101-412.000-702.032	**Professional Services**	**ADA Transition Plan**	**20,000**	**1,500**	**21,500**
	101-412.000-708.005	Medicare	Part-Time Personnel Costs	221	5,044	5,265
	101-412.000-708.007	Payroll Expenses	Part-Time Personnel Costs	1,381	2,294	3,675
	101-412.000-708.008	Group Health Insurance	Health Insurance Savings	(8,039)	87,835	79,796
	101-412.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	6,517	45,918	52,435
Street Maintenance	101-413.000-702.032	Professional Services	Grover Landscape Fees for Viaduct Landscape Maintenance & Oakdale Road	5,700	8,200	13,900
Parks	101-414.000-701.001	Personnel Regular	Adjustment per New Bargaining Contract	4,188	203,794	207,982
	101-414.000-701.002	Personnel Temporary	Adjustment for part-time employee assigned to Jacob Myer Park-Offset by Fees Collected	9,740	12,000	21,740
	101-414.000-701.002	Personnel Temporary	Adjustment for Part-Time Personnel assigned to work during additional office closure dates	800	21,740	22,540
	101-414.000-701.003	Personnel Overtime	Overtime Incurred during Holiday Closure	500	600	1,100
	101-414.000-708.008	Group Health Insurance	Health Insurance Savings	(6,000)	74,834	68,834
	101-414.000-708.010	Worker's Compensation	Increase in Worker's Compensation Fees	3,929	26,900	30,829

Return to Agenda Page

EXHIBIT A: FY 2013-14 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
Economic Development	101-439.000-702.043	LRA Specific Plan-ED Bank Loan	Final Specific Plan Expenditures-Funded through 2009 Stan. County ED Bank Loan	45,000	0	45,000
	101-439.000-707.122	Public Benefit Grant	Purchase of Energy Efficient Trikkes & Utlity Vehicles - Offset by Grant Funds	26,226	0	26,226
	101-439.000-999.000	Transfers Out	Transfer of Trike & Utility Vehicle to LRA - Offset by Grant Funds	31,174	0	31,174
	Net Increase General Fund Expenditures			**280,007**	**$8,009,987**	**$8,289,994**

Net General Fund Revenue Adjustments		**357,989**
Net General Fund Expenditure Adjustments		**280,007**
Net Effect to the General Fund Reserve		**77,982**

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
102: Gas Tax						
Revenues	102-000.000-699.000	Transfers In	Decrease due to Salary Savings from Vacant Positions	(7,103)	171,007	163,904
	Total Gas Tax Revenue Adjustments			**(7,103)**		
Expenditures	102-418.000-701.001	Personnel Regular	Salary Savings from Vacant Position	(3,400)	235,238	231,838
	102-418.000-701.002	Personnel Temporary	Salary for PT Maint Worker	4,500	0	4,500
	102-418.000-702.032	**Professional Services**	**ADA Transition Plan**	**20,000**	**22,000**	**42,000**
	102-418.000-702.036	Street Sweeping	Annual CPI Increase	700	84,500	85,200
	102-418.000-707.003	Equipment/Projects	Claus Road Lighted Crosswalk Repairs	25,000	60,000	85,000
	102-418.000-708.007	Payroll Expenses	Part Time Personnel Costs	310	2,205	2,515
	102-418.000-708.008	Group Health Insurance	Health Insurance Savings	(16,482)	77,586	61,104
	102-418.000-708.008	Worker's Compensation	Increase in Worker's Compensation fees	1,000	31,051	32,051
	Total Gas Tax Expenditure Adjustments			**31,628**		

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
106: Sewer Fund						
Revenues	106-000.000-600.225	Inspection Fees	Inspection Fees Charged for FOG Program	1,000	0	1,000
Sewer Collection (423)						
	106-423.000-701.001	Personnel Regular	Salary Savings from employee on Disability	(18,300)	82,165	63,865
	106-423.000-701.004	Standby Overtime	Increase in Standby Overtime due to Office Closures - Checking Lift Stations	3,000	8,000	11,000
	106-423.000-708.008	Group Health Insurance	Health Insurance Savings	(3,552)	30,696	27,144
	106-423.000-708.010	Worker's Compensation	Decrease in Worker's Compensation fees due to salary savings	(983)	10,846	9,863
	106-423.000-999.000	Transfers Out	Decrease in Transfer of Management Fees	(3,017)	1,044,334	1,041,317

Return to Agenda Page

EXHIBIT A: FY 2013-14 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
WWTP (424)						
	106-424.000-701.003	Personnel Overtime	Increase in Overtime due to Office Closures	5,000	25,000	30,000
	106-424.000-702.030	Maintenance of Equipment	Rebuilding of Headworks Grinder	22,400	25,000	47,400
	106-424.000-708.008	Group Health Insurance	Health Insurance Increase	558	50,415	50,973
	106-424.000-708.010	Worker's Compensation	Increase in Worker's Compensation fees	2,800	23,156	25,956
	Net Increase Sewer Fund Expenditures			**7,906**		
111: Local Transportation Fund	111-000.000-699.000	Transfers In	Reimbursement of Jackson Ave. Sidewalk Expenses	64,800	0	64,800
114: Water Fund						
	114-433.000-701.001	Personnel Regular	Adjustment Per new Bargaining Contract	3,900	264,422	268,322
	114-433.000-701.003	Personnel Overtime	Increase in Overtime due to Office Closure-Checking Wells	5,000	19,000	24,000
	114-433.000-701.004	Standby Overtime	Increase in Standby Overtime due to Office Closure	5,000	13,000	18,000
	114-433.000-708.008	Group Health Insurance	Health Insurance Savings	(5,407)	67,107	61,700
	114-433.000-708.010	Worker's Compensation	Increase in Worker's Compensation fees	4,649	34,903	39,552
	114-433.000-999.000	Transfers Out	Decrease in Transfer of Management Fees	(2,636)	562,413	559,777
	Net Increase Water Fund Expenditures			**10,506**		
117: Neighborhood Improvement	117-411.000-701.001	Personnel Regular	Salary Savings	(1,000)	57,506	56,506
	117-411.000-708.010	Worker's Compensation	Increase in Worker's Compensation fees	1,000	7,591	8,591
118: Community Center Fund						
	118-000.000-672.003	Donations	Increase in Donations Received	4,000	500	4,500
	118-000.000-672.005	JMP Parking Fees	Increase in Anticipated Parking Fees	6,000	27,500	33,500
	118-441.001-672.007	After School Program	Revenue received from After School Program	11,000	0	11,000
	Net Increase Community Center Fund Revenues			**21,000**		
	118-441.000-703.066	JMP Parking Expenses	Security Services & Part Time Assistance	9,300	22,000	31,300
	118-441.000-701.003	Personnel Overtime	Overtime Incurred due to Office Closure	200	0	200
	118-441.001-701.002	Personnel Temporary	Part-Time Salaries for After School Program Staff	9,900	0	9,900
	118-441.001-703.029	After School Program Supplies	Supplies for After School Program	500	0	500
	118-441.001-708.005	Medicare	Part-Time Personnel Costs for After School Program	120	0	120
	118-441.001-708.006	PERS Retirement	Part-Time Personnel Costs for After School Program	120	0	120

Return to Agenda Page

EXHIBIT A: FY 2013-14 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget Original	Budget Amended
	118-441.001-708.007	Payroll Expenses	Part-Time Personnel Costs for After School Program	950	0	950
	Increase in Community Center Fund Expenditures			**21,090**		
119: Equipment Pool	119-000.000-671.000	Sale of Surplus Equipment	Surplus Equipment Sold	5,500	0	5,500
	119-000.000-675.130	Maintenance Charges-Labor	Decrease in Personnel Costs Reimbursed	(10,674)	100,570	89,896
	Net Decrease Equipment Pool Fund Revenues			**(5,174)**		
	119-442.000-708.008	Group Health Insurance	Health Insurance Savings	(6,304)	24,315	18,011
	119-442000-708.010	Worker's Compensation	Increase in Worker's Compensation fees	1,130	7,596	8,726
	Net Decrease Equipment Pool Fund Expenditures			**(5,174)**		
126: Asset Seizure/Tow Fund	126-449.006-675.090	Miscellaneous Revenue	AB 109 Realignment Funds Allocation	32,600	0	32,600
	126-449.000-702.034	Contract Services	AB 109 Expenditures (Extra Enforcement, Probation Sweeps)	20,000	0	20,000
132: Weed Abatement Fund	132-000.000-675.420	Weed & Lot Clearing	Weed Abatement Fines Revenue	2,500	0	2,500
134: Recreation Fund						
	134-459.000-701.001	Personnel Regular	Salary Savings	(3,200)	176,264	173,064
	134-459.000-706.052	Gym Expenses	Bleacher Repair & HVAC System Access	3,600	16,000	19,600
	134-459.000-708.008	Group Health Insurance	Health Insurance Savings	(3,200)	14,790	11,590
	134-459.000-708.010	Worker's Compensation	Increase in Worker's Compensation fees	2,700	23,266	25,966
	Net Decrease Recreation Fund Expenditures			**(100)**		
140: System Dev. Fees: Roads	140-463.000-999.000	Transfers Out	Reimbursement of Jackson Ave. Sidewalk Expenses	64,800	0	64,800
145: System Dev. Fees Overpass	145-468.000-702.032	Professional Services	Downtown Specific Plan & EIR Expenses	7,000	0	7,000
205: System Dev. Fees Streets/PW	205-000.000-680.034	Gain on Sale of Investment	Gain on Investment Sold	1,500	0	1,500
209: System Dev. Fees Parks	209-467.000-707.003	Equipment/Projects	Silva Park Phase II Expenses	60,000	0	60,000

Return to Agenda Page

AGENDA ITEM 2.4

FY 2014-2015 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

January '14						
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

February 10 - Mid-Year Adjustment Presentation to Council.

February 14 - Finance to prepare non-departmental Revenue Projections

February 21 - Departments to develop and submit base budget expenditure limits and 14/15 Departmental Revenue estimates.

February 24-28 Finance to compile Preliminary FY 14-15 Base Budget

February '14						
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	

March

March 5 - Budget Advisory Committee Meeting @ 6:00 pm: Budget Kickoff

March 7 - All Departments to submit supplemental budget requests. These requests outline new programs, equipment/ projects, and personnel needs and their funding requirements.

March 10-14 - 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 26- Budget Advisory Committee Meeting: Review of Revenue Projections and Base Budget Submittal Review for City Council, City Manager, Finance, Legal and Administration Departments.

March '14						
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 '14						
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			

April

April 9 - Budget Advisory Committee Meeting: Base Budget Submittal Review for Police and Parks & Recreation.

April 23 - Budget Advisory Committee Meeting: Base Budget Submittal Review for Development Services (Building/Planning, Public Works, including water, sewer, streets, etc.).

April 28-30 - Finance to prepare proposed Budget.

Return to Agenda Page

AGENDA ITEM 2.4

FY 2014-2015 Budget Calendar

May

May 14 - Budget Advisory Committee Meeting: FY 2014-2015 Final Operating Budget Overview, Committee Recommendations.

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

May '14						
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

June 2-6 - Finance to prepare Budget Revisions based on Council recommendations (if any).

June 4: Budget Advisory Committee Meeting @ 6:00 pm: LRA Budget

June 6 - Departments to submit Department Narratives & Organizational Charts.

June 23 - Council to Adopt FY 2014-15 Operating Budget

June '14						
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					

July - September

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

July '14						
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		