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

AGENDA ***AMENDED

WEDNESDAY, MARCH 27, 2013 – 6:00-7:30PM

CALL TO ORDER: CHAIR DONNA KING

ROLL CALL:
Committee Member Suzanne Dean
Committee Member Evelyn Halbert
Committee Member Joan Stewart
Committee Member Erick Winchester
Council Liaison Mayor Richard O'Brien
Vice Chair Dan Roman
Chair Donna King

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.

****INTRODUCTION OF NEW MEMBER – ERICK WINCHESTER**

1. PUBLIC BUSINESS FROM THE FLOOR (No action can be taken.)
At this time, members of the public may comment on any item <u>not appearing</u> 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: Report of Posting. The agenda for the regular March 27, 2013 Budget Advisory Committee meeting was posted on the City bulletin board on March 22, 2013.

<u>Recommendation:</u> Approval by roll call vote.

Item 2.2: Approval of the February 27, 2013 Budget Advisory Committee Meeting Minutes.

<u>Recommendation:</u> Approval by roll call vote.

*** **Item 2.3:** FY 2013-2014 General Fund Status

Recommendation: Discussion Item.

Item 2.4: FY 2013-2014 Departmental Budget Overview

City Council
City Manager
Legal Department
Finance Department

Recommendation: Discussion item. Review Departmental Budgets.

Item 2.5: Review of FY 2012-13 Budget Advisory Committee Recommendations

Recommendation: Review prior year report & status of projects.

Item 2.6: Discussion Regarding Upcoming Meeting Schedule

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

Item 3.1: Staff Comments.
Item 3.2: Council Liaison Comments.
Item 3.3: Committee Member Comments.

ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	March 22, 2013	**TIME:**	10:30 AM
NAME:	Marisela Hernandez	**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.

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BUDGET ADVISORY COMMITTEE

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

MINUTES

WEDNESDAY, FEBRUARY 27, 2013

CALL TO ORDER: Meeting was called to order by Chair Donna King at 6:00 pm.

ROLL CALL: Present: Committee Members Suzanne Dean, Evelyn Halbert, Joan Stewart, Vice Chair Dan Roman, Chair Donna King.
2 Chairs Currently Vacant
Absent: Council Liason Mayor O'Brien

CONFLICT OF INTEREST DECLARATION BY COMMITTEE MEMBERS

No conflicts declared.

1. PUBLIC BUSINESS FROM THE FLOOR (No action can be taken.)

No comments from the public.

2. ACTION & DISCUSSION ITEMS

Item 2.1: Report of Posting. The agenda for the regular February 27, 2013 Budget Advisory Committee meeting was posted on the City bulletin board on February 22, 2013.

Motion to Approve Report of Posting was made by Committee Member Stewart and 2nd by Committee Member Dean.

Vote: Ayes: 4 Nays: 0 Abstentions: 0

Item 2.2: Approval of the January 23, 2013 Budget Advisory Committee Meeting Minutes.

Motion to Approve Minutes as is was made by Committee Member Stewart and 2nd by Committee Member Dean.

Vote: **Ayes: 3** **Nays: 0** **Abstentions: 1**
(Abstention by Committee Member Halbert)

Vice Chair Dan Roman joined the meeting at 6:04 PM.

Item 2.3: Top 25 Sales Tax Generators

Marisela Hernandez, Director of Finance presented the Top 25 Sales Tax Generators in the City as per the request of the Committee at the January 23, 2013 meeting.

Item 2.4: FY 2013-14 General Fund Revenue Projections.

Marisela Hernandez, Director of Finance presented the Fiscal Year 2013-14 General Fund Revenue Projections.

Vice Chair Roman questioned what the City will do in order to adjust for the continuing decline in revenues.

Comments from the public (Mr. John Gasper and Mr. Erick Winchester) were received with respect to Property Tax Revenues, Animal Control Fees, Plan Check Fees, Franchise Fees.

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

Item 3.1: Staff Comments. **No Comments.**
Item 3.2: Council Liaison Comments. **No Comments.**
Item 3.3: Committee Member Comments.

Chair King requested a follow-up of the recommendations made by the Committee to the City Council for the FY 2012-13 Budget Projection.

ADJOURNMENT: Chair King Adjourned the meeting at 6:59 PM.

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.3

Meeting Date:	March 27, 2013
Subject/ Title:	General Fund Status
Submitted by:	Marisela Hernandez, Director of Finance

STAFF SUMMARY:

The Finance Department has calculated initial projections of both General Fund Revenue and Expenditures for the 2013-14 Fiscal Year. Currently, staff is projecting a **structural shortfall (expenditures exceeding revenues) of $386,592.** In order to meet the required 10% reserve that was established by the City Council, the budget is currently $194,584 short of meeting that requirement.

General Fund revenue projections were discussed with the Committee at the February 27, 2012 meeting. Overall, staff is projecting a .60% decrease in General Fund Revenues from $7,807,155 in FY 2012-13 to $7,760,368 in FY 2013-14.

General Fund expenditures for the fiscal year are anticipated to increase 1.73% or $138,550.

Major Expenditure Changes include the following:

- Development Services Administration: The Contract Engineer budget was moved to this account since it is administrated by this department.
- Street Maintenance Department: Personnel Expenditures for a Street Maintenance Employee were transferred to the Gas Tax Fund.
- Contract Engineering: Budget was transferred to the Development Services Account.
- Economic Development: Increase in Stanislaus County Economic Development Bank Loan Payment Due.
- Recreation Fund: Increased staffing for Administration and summer programs.

ATTACHMENTS: (List attachments in order of placement)

1. General Fund Summary 03/27/2013
2. General Fund Revenue Projections

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AGENDA ITEM 2.3

City of Riverbank

Annual Operating Budget -- Fiscal Year 2013-2014

3/27/2013 - AMENDED

Fund 101: General Fund

Projected Reserve @ July 1, 2013 **$968,045**

Add:

Projected FY 2013-2014 Revenues **$7,760,368**

Less:

Requested Appropriations by Department

		FY 2012-13	FY 2013-14	% Change
CITY COUNCIL	401	129,230	$129,552	0.25%
CITY MANAGER	402	207,522	220,897	6.45%
FINANCE	403	600,306	616,579	2.71%
LEGAL	404	217,250	217,250	0.00%
PLANNING	405	300,119	301,402	0.43%
BUILDING	406	223,949	232,361	3.76%
BUILDING MAINTENANCE	407	148,954	155,563	4.44%
ADMINISTRATIVE SERVICES	408	638,140	615,396	-3.56%
POLICE	409	3,583,959	3,650,733	1.86%
CODE COMPLIANCE	411	211,076	221,475	4.93%
DEVELOP. SERVICES ADMIN	412	550,995	646,484	17.33%
STREET MAINTENANCE	413	146,771	59,300	-59.60%
PARKS	414	604,832	620,901	2.66%
ECONOMIC DEVELOPMENT	439	79,000	103,250	30.70%
CONTRACT ENGINEERING	457	70,000	0	-100.00%
RECREATION	459	296,307	326,923	10.33%

Total Appropriations **$8,118,066**

Projected Reserve @ June 30, 2014 **$610,347**

% of Reserve To Budget **7.86%**

10% Reserve **$776,037**

Budget Deficit to Reserve **-$165,690**

Structural Deficit (Rev vs. Exp) **-$357,698**

CITY OF RIVERBANK

GENERAL FUND REVENUE PROJECTIONS -- FISCAL YEAR 2013-2014

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 11-12 ACTUAL	FY 12-13 BUDGET	FY 12-13 REVENUES TO DATE 3/19/2013	PROJECTED FY 13-14 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
400.010	PROP TAX CURRENT SECURED	1,038,129	971,913	555,789	1,001,113	$29,200	3.00%
400.020	PROP TAX CURRENT UNSECURED	55,977	59,867	57,964	56,804	($3,063)	-5.12%
400.030	PROP TAX PRIOR SECURED	791	1,000	0	980	($20)	-2.00%
400.040	PROP TAX PRIOR UNSECURED	1,467	1,800	0	1,800	$0	0.00%
400.050	SALES TAX	$2,537,835	$2,548,654	$1,520,598	$2,594,529	$45,875	1.80%
400.060	PROP TRANSFER TAX	29,156	39,655	26,234	38,861	($794)	-2.00%
400.070	UNITARY TAXES	0	0	0	0	$0	0.00%
400.080	PAYMENT IN LIEU OF TAXES (PILOT)	30,230	27,000	0	29,192	$2,192	8.12%
400.090	MOTOR VEHICLE IN LIEU TAX	11,300	11,751	11,751	0	($11,751)	-100.00%
400.100	HOMEOWNERS PROP TAX RELIEF	18,598	16,000	8,930	15,680	($320)	-2.00%
400.130	S/B 813 SUPPL. TAXES	3,664	0	0	0	$0	0.00%
400.131	STATE APPORTIONMENTS	0	0	0	0	$0	0.00%
400.190	PROPERTY TAX IN LIEU OF VLF	1,349,204	1,293,156	646,578	1,267,292	($25,864)	-2.00%
450.000	BUSINESS LICENSE	60,569	60,000	51,496	61,693	$1,693	2.82%
450.010	ANIMAL CONTROL FEES	11,524	5,254	5,116	5,359	$105	2.00%
450.020	MISC LIC-BIKE/YARD SALE	1,015	1,000	590	1,000	$0	0.00%
450.030	BUILDING PERMIT FEES	97,888	37,455	29,754	36,705	($750)	-2.00%
501.000	COPS GRANT	100,027	100,000	25,022	100,000	$0	0.00%
501.001	GRANTS	0	40,200	8,666	0	($40,200)	-100.00%
501.002	SPECIFIC PLAN LOAN	136,491	0	14,594	0	$0	0.00%
600.000	FRANCHISE FEES - GARBAGE	231,629	229,169	194,568	230,711	$1,542	0.67%
600.010	POLICE SERVICES	3,807	2,500	2,661	500	($2,000)	-80.00%
600.030	POLICE/TRAFFIC REPORTS	540	1,000	414	500	($500)	-50.00%
600.050	BOOKING FEES	1,596	1,500	1,041	1,000	($500)	-33.33%
600.090	PLAN CHECK FEES	6,604	9,614	8,071	9,615	$1	0.01%
600.100	PLANNING & ZONING FEES	1,014	5,000	1,838	2,000	($3,000)	-60.00%
600.120	PEG FEES	12,109	15,000	9,757	15,000	$0	0.00%
600.130	FRANCHISE FEES - OTHER	263,256	260,000	32,819	258,596	($1,404)	-0.54%
600.160	MISC CURRENT SERVICES	3,281	2,000	2,013	2,000	$0	0.00%
600.170	VEHICLE CODE FINES	131,605	100,000	51,449	102,724	$2,724	2.72%
655.000	FINES, FORFEITURES,PENALTIES	32,976	34,000	20,381	33,364	($636)	-1.87%
660.020	ASSET SEIZURE/FORFEITURES	0	0	0	0	$0	0.00%
660.040	VEHICLE RELEASES	25,500	17,800	13,100	18,156	$356	2.00%
660.060	MOVING VIOLATIONS	3,630	0	0	0	$0	0.00%
664.000	INTEREST INCOME	34,045	30,000	27,435	30,000	$0	0.00%
665.000	RENTS	0	0	0	0	$0	0.00%
672.003	DONATIONS	0	0	0	0	$0	0.00%
675.030	STRONG MOTION FEES	0	0	0	0	$0	0.00%
673.040	LEGAL FEE REIMBURSEMENT	35,659	185,000	90,000	0	($185,000)	-100.00%
675.050	AB 939 REIMBURSEMENT	598	1,100	1,101	500	($600)	-54.55%
675.060	MISC REVENUE-OTHER AGENCIES	0	0	0	0	$0	0.00%
675.090	MISCELLANEOUS REVENUES	21,378	5,000	4,267	5,000	$0	0.00%
675.340	PUBLIC WORKS FEES	1,698	700	545	700	$0	0.00%
675.550	UNCLAIMED MONEY REVENUE	384	0	0	0	$0	0.00%
680.025	MISC PROGRAM INCOME	13,193	17,848	13,070	18,026	$178	1.00%
680.034	REALIZED GAIN ON INVESTMENTS	8,418	3,100	1,358	0	($3,100)	-100.00%
699.000	TRANSFERS IN	352,286	480,000	75,853	604,000	$124,000	25.83%
699.000	TRANSFERS IN OF MGMT FEES	927,646	1,192,119	573,114	1,216,968	$24,849	2.08%
TOTAL GENERAL FUND REVENUES		**$7,596,714**	**$7,807,155**	**$4,087,937**	**$7,760,368**	**-$46,787**	**-0.60%**

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BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.4

Meeting Date:	March 27, 2013
Subject/ Title:	Departmental Budget Overview
Submitted by:	Marisela Hernandez, Director of Finance

SUMMARY:

The Budget Advisory Committee is being presented with the requested base budgets, which represent the annual ongoing expenditures, for the following departments:

1. City Council
2. City Manager
3. Finance
4. Legal Department

In addition to the base budget the Committee is being presented with the new, one-time appropriations for projects or services that have been requested by each department. Please note: the New Appropriations Requests have not been factored into the General Fund Expenditure amounts that were presented in Item 2.3.

During this time, the Committee has the opportunity to review and discuss specifics of each budget with the Department Head tasked with overseeing the budgets. The City Manager will be available to discuss specifics regarding the City Council, City Manager, and Legal Department Budgets and the Finance Director will discuss the Finance Department Budget.

The Committee may take this opportunity to express their support for the requested budget items or to request follow-up information to clarify the requests as well as recommend potential options that the departments may explore in order to reduce expenditures.

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

1. Department Budgets
    a. City Council
    b. City Manager
    c. Finance
    d. Legal Department

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AGENDA ITEM 2.4

City of Riverbank

Annual Operating Budget -- Fiscal Year 2013-2014

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

APPROPRIATION DETAIL

Account	Account Description	FY 2011-12 Actual	FY 2012-13 Budget	2012-13 Expenses To Date	FY 2013-14 Budget	% Change
	Personnel Salaries & Benefits					
701.001	PERSONNEL REGULAR	20,689	19,875	13,725	21,600	8.7%
708.005	MEDICARE	292	288	191	313	8.7%
708.006	PERS RETIREMENT	1,717	1,177	879	1,129	-4.1%
708.008	HEALTH DENTAL VISION INSURANCE	3,584	0	0	0	0.0%
	Total Personnel Salaries & Benefits	**$26,282**	**$21,340**	**$14,795**	**$23,042**	**8.0%**
	Operating Expenses					
702.031	RENTS & LEASES	10,000	10,000	1,685	10,000	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	24,313	4,000	4,437	4,000	0.0%
703.024	POSTAGE	134	300	11	300	0.0%
703.025	OFFICE EXPENSE	3,398	2,800	1,415	2,800	0.0%
706.026	MISCELLANEOUS EXPENSE	123	350	75	350	0.0%
706.033	PROMOTIONAL EXPENSE	2,055	3,000	738	3,000	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	9,589	12,000	9,616	10,060	-16.2%
706.037	CONFERENCES & MEETINGS	1,340	4,400	3,900	4,000	-9.1%
706.045	GRAFFITI REWARD PROGRAM	0	0	0	0	0.0%
706.056	STATE/COUNTY FEES	24,178	71,040	71,040	72,000	1.4%
	Total Operating Expenses	**$75,130**	**$107,890**	**$92,917**	**$106,510**	**-1.3%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$101,412**	**$129,230**	**$107,712**	**$129,552**	**0.2%**

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AGENDA ITEM 2.4

CITY COUNCIL
PROPOSED BUDGET
FY 2013-14

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	4,000
		4,000
101-401.000-703.024	Postage Expense	300
Postage		300
101-401.000-703.025	City Council Office Supplies	2,300
Office Expense	Business Card Expense	500
		2,800
101-401.000-706.026		
Miscellaneous Expense		
	Misc. Expenditures	350
		350
101-401.000-706.033		
Promotional Expense	Flag Posting	300
	Advertising	2,700
		3,000
101-401.000-706.036		
Membership, Dues, etc.		
	StanCog	900
	League of California Cities	8,800
	Sister Cities International	360
		10,060
101-401.000-706.037		
Travel, Conf. Meetings		
	League Annual Conference	1,500
	League New Mayor/Council Conf.	1,500
	Other Conf./Meetings & Expenses	1,000
		4,000
101-401.000-706.056		
State/County Fees	Housing Authority Fire Assessments	72,000
		72,000

AGENDA ITEM 2.4

City of Riverbank

Fiscal Year 2013-2014

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
City Council	Jill Anderson, City Manager	03/15/2013

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-401.000-702.032	Strategic Plan Update/Follow-up	$6,000	
2	101-401.000-702.032	Community-Wide Survey	$15,000	
3	101-401.000-706.037	City Council Team Building Exercise	$6,000	

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AGENDA ITEM 2.4

City of Riverbank

Annual Operating Budget -- Fiscal Year 2013-2014

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

APPROPRIATION DETAIL

Account	Account Description	FY 2011-12 Actual	FY 2012-13 Budget	2012-13 Expenses To Date	FY 2013-14 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	52,596	140,095	95,192	152,515	8.9%
701.002	PERSONNEL TEMPORARY	64,990	0	52	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	9,132	654	1,638	2,365	261.6%
708.005	MEDICARE	1,611	2,031	1,338	2,211	8.9%
708.006	PERS RETIREMENT	3,681	10,784	7,469	12,469	15.6%
708.007	PAYROLL TAXES	4,907	434	437	434	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	672	10,291	6,176	8,500	-17.4%
708.009	NATIONAL RETIREMENT	742	2,380	1,587	2,631	10.5%
708.010	WORKERS' COMPENSATION	5,121	19,018	12,880	19,897	4.6%
708.012	DEFERRED COMPENSATION	1,692	5,250	3,712	5,000	-4.8%
	Total Personnel Salaries & Benefits	**$145,144**	**$190,937**	**$130,481**	**$206,022**	**7.9%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	0	550	0	550	0.0%
702.031	RENTS & LEASES	3,200	3,200	398	3,200	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	2,553	4,400	967	3,000	-31.8%
703.024	POSTAGE	87	300	62	300	0.0%
703.025	OFFICE EXPENSE	1,457	1,100	911	1,100	0.0%
704.022	COMMUNICATIONS	240	310	0	0	-100.0%
706.015	EMPLOYEE FUNCTIONS	1,020	2,800	1,933	2,800	0.0%
706.035	INSURANCE & SURETY BONDS	1,250	625	625	625	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	48	1,800	1,540	1,800	0.0%
706.037	CONFERENCES & MEETINGS	120	1,500	1,334	1,500	0.0%
706.038	STAFF DEVELOPMENT	0	0	0	0	0.0%
	Total Operating Expenses	**$9,975**	**$16,585**	**$7,770**	**$14,875**	**-10.3%**
	CAPITAL OUTLAY					
707.006	OFFICE EQUIPMENT	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$155,119**	**$207,522**	**$138,251**	**$220,897**	**6.4%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($39,911)
	WATER FUND	($39,911)
	NET GENERAL FUND ALLOCATION	$141,075

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AGENDA ITEM 2.4

CITY MANAGER
PROPOSED BUDGET
FY 2013-14

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-402.000-702.030		
Maint. Operations Equipment	Computer Maintenance	550
101-402.000-702.031		
Rents & Leases	Savin Copier Lease	500
	Building Replacement Fund	2,700
		3,200
101-402.000-702.032		
Prof/Special Services	Strategic Planning	3,000
	City Manager Annual Evaluation	1,000
		3,000
101-402.000-703.024	Postage Expense	300
Postage		300
101-402.000-703.025	City Manager Office Supplies	1,100
Office Expense		
101-402.000-706.015		
Employee Functions	Annual Employee Luncheon	1,000
	Employee Recognitions Program	1,800
		2,800
101-402.000-706.035		
Insurance & Surety Bond	Public Officials Bond	625
		625
101-402.000-706.036		
Membership, Dues, etc.	ICMA	1,200
	CCMA	400
	Other Memberships	200
		1,800
101-402.000-706.037		
Travel, Conf. Meetings	League Annual Conference	1,000
	Other Conf./Meetings & Expenses	500
		1,500

City of Riverbank

Fiscal Year 2013-2014

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
City Manager	Jill Anderson, City Manager	03/15/2013

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-402.000-706.038	City-Wide Staff Training Program	$15,000	

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AGENDA ITEM 2.4

City of Riverbank

Annual Operating Budget -- Fiscal Year 2013-2014

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

APPROPRIATION DETAIL

Account	Account Description	FY 2011-12 Actual	FY 2012-13 Budget	2012-13 Expenses To Date	FY 2013-14 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	318,110	315,840	210,131	326,778	3.5%
708.004	MISC EMPLOYEE BENEFITS	21,726	492		492	0.0%
708.005	MEDICARE	4,322	4,580	2,881	4,738	3.4%
708.006	PERS RETIREMENT	38,016	31,985	21,715	40,546	26.8%
708.007	PAYROLL TAXES	2,137	2,170	2,170	2,170	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	48,859	62,597	38,884	54,636	-12.7%
708.009	NATIONAL RETIREMENT	10,791	11,900	7,932	13,155	10.5%
708.010	WORKERS' COMPENSATION	33,215	42,876	28,298	42,632	-0.6%
708.012	DEFERRED COMPENSATION	11,150	11,107	7,690	11,107	0.0%
	Total Personnel Salaries & Benefits	**$488,326**	**$483,547**	**$319,701**	**$496,254**	**2.6%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	9,927	11,270	715	15,400	36.6%
702.031	RENTS & LEASES	20,000	20,050	2,049	20,050	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	46,902	47,950	50,300	47,800	-0.3%
702.034	OTHER CONTRACT SERVICES	24,887	9,779	19,931	20,000	104.5%
703.024	POSTAGE	3,390	5,750	3,244	5,750	0.0%
703.025	OFFICE EXPENSE	5,731	7,775	4,101	7,775	0.0%
706.023	ADVERTISING	417	550	289	550	0.0%
706.035	INSURANCE & SURETY BONDS	625	625	625	625	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	255	375	375	375	0.0%
706.037	CONFERENCES & MEETINGS	0	0	902	2,000	0.0%
706.999	BAD DEBT EXPENSE - GARBAGE	24,970	0	0	0	0.0%
	Total Operating Expenses	**$137,104**	**$104,124**	**$82,531**	**$120,325**	**15.6%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	15,000	0	0	-100.0%
	Total Capital Outlay	**$0**	**$15,000**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$625,430**	**$602,671**	**$402,232**	**$616,579**	**2.3%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($152,978)
	WATER FUND	($156,210)
	SYS DEV FUND	($21,557)
	NET GENERAL FUND ALLOCATION	$285,834

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AGENDA ITEM 2.4
FINANCE BUDGET

ACCOUNT NUMBER	DESCRIPTION	2013-2014 BUDGET	2013-2014 ACTUAL	BAL.
101-403.000-701.003	Staff Overtime	0	0.00	
101-403.000-702.030 Maint. Operations Eq.				
	Comm/IT	300		300
	Executime Software	3,900		3,900
	FundBalance Software	6,700		6,700
	Ez Signer Maintenance	200		200
	PSI Business License Software	3,000		3,000
	Misc. Maintenance	300		300
	Housing Copier Maint	1,000		1,000
		$15,400	0	$15,400
101-403.000-702.031 Rents & Leases				
	Savin Copier Lease	3,300		3,300
	Mail Equipment Lease	400		400
	Equip. Pool Allocation: Fuel/Maint	14,350		14,350
	Housing Copier Lease	2,000		2,000
		$20,050	0	$20,050
101-403.000-702.032 Prof/Special Services				
	Audit Fees	32,600		32,600
	AIS-Utility Bill Printing	8,200		8,200
	Thales Consulting-SCO Reports	3,300		3,300
	Charter Internet Connect Fee	700		700
	MBIA-Property Tax Audits	0		0
	MBIA-Sales Tax Audits	3,000		3,000
	Northcross, Hill & Ach-FC	0		0
		$47,800	0	$47,800
101-403.000-702.034 Other Contract Serv.	B of A Banking Fees	20,000		20,000
		$20,000	0	$20,000
101-403.000-703.024 Postage	Postage Expense	5,000		5,000
	Housing Postage	750		750
		$5,750	0	$5,750
101-403.000-703.025 Office Expense	Misc. Office Items	2,640		2,640
	Copier Count	2,000		2,000
	Window Envelopes (AP & UB)	360		360
	Water Forms	600		600
	A/P Check Stock	400		400
	Payroll Check Stock	300		300
	W-2's, 1099's, Envelopes	200		200
	Time Slips	600		600
	Pacific Storage	300		300
	Housing Office Expense	375		375
		$7,775	0	$7,775

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AGENDA ITEM 2.4
FINANCE BUDGET

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

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AGENDA ITEM 2.4

City of Riverbank

Annual Operating Budget -- Fiscal Year 2013-2014

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

APPROPRIATION DETAIL

Account	Account Description	FY 2011-12 Actual	FY 2012-13 Budget	2012-13 Expenses To Date	FY 2013-14 Budget	% Change
	Operating Expenses					
702.032	PROFESSIONAL/SPECIAL SERVICES	51,300	52,250	25,650	52,250	0.0%
702.033	SPECIAL LEGAL COUNSEL	330,587	165,000	134,636	165,000	0.0%
702.034	OTHER CONTRACT SERVICES	0	0	0	0	0.0%
	Total Operating Expenses	**$381,887**	**$217,250**	**$160,286**	**$217,250**	**0.0%**
	Total Department Appropriations	**$381,887**	**$217,250**	**$160,286**	**$217,250**	**0.0%**

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AGENDA ITEM 2.4

LEGAL DEPARTMENT
PROPOSED BUDGET
FY 2013-14

ACCOUNT NUMBER	DESCRIPTION	BUDGET
101-404.000-702.032 Professional Services	City Attorney Fees	52,250
101-404.000-702.033 Special Counsel	Legal Matters Allen v. City of Riverbank District Election Guidance Personnel Matters	165,000

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BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 2.5

Meeting Date:	March 27, 2013
Subject/ Title:	Review of Fiscal Year 2012-13 Budget Advisory Committee Recommendations
Submitted by:	Marisela Hernandez, Director of Finance

SUMMARY:

As per the request of Chair King at the February 27, 2013 meeting, a follow-up of the recommendations formulated for the FY 2012-13 Budget is being presented. The report will detail what measures have been taken to investigate and/or implement certain recommendations.

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

1. FY 2012-13 Budget Recommendation Status Update

BUDGET ADVISORY COMMITTEE

FY 2012-13 BUDGET RECOMMENDATION STATUS UPDATE

Short – Term Solutions

Recommendation 1: Increase the promotion of the Jacob Myer seasonal parking pass.

Promotion of the parking pass was made at the park as well as online. No residents came forward to request such pass.

Recommendation 2: Evaluate the potential of accepting credit cards at Jacob Myer Park for the parking fee.

Recreation & Finance Department are currently investigating the best strategy to achieve this (i.e. "Square" function on cell phone or something similar to Prime Shine)

Recommendation 3: Send notices to residents regarding parking off the street on their street sweeping days.

Development Services created and distributed a map in the utility bill showing when each street was swept.

Recommendation 4: Evaluate the potential of using STARS Volunteers to aid the Neighborhood Improvement Division.

No progress has been made towards this recommendation. Chief of Police will evaluate the possibility.

Recommendation 5: Increase the promotion/marketing of the Sports Complex.

Parks & Recreation promotes the use of their parks through the bi-annual Recreation Program Guide.

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Recommendation 6: Seek sponsorships for the Sports Complex and promote the sponsors through banners placed around the fencing.

Parks & Recreation Department contacted various business regarding sponsorships. Several have provided funds and will have banners placed along the park.

Long – Term Solutions

Recommendation 1: Research the potential of applying for grant funds to install solar panels on all city facilities.

Currently there are no grants available for this purpose. Low-Interest Loans through the California Energy Commission are being investigated. City will continue to investigate upcoming granting opportunities.

Recommendation 2: Evaluate the potential to partner with neighboring cities for contract or supply services.

City currently contracts with the City of Oakdale for Animal Control Services. City will investigate potential

Recommendation 3: Evaluate sharing of positions for landscape maintenance and IT Services with the local school district.

Parks & Recreation investigated this potential last fiscal year with the Riverbank Unified School District (RUSD). At that time RUSD was short-staffed in the landscape maintenance department and had aging equipment that would need to be replaced if it was contemplated to contract with them.

The RUSD has only one Information Technology staff member for all schools within the district. To contract with them would require hiring another position.

The City will continue to keep these as options in the future.

Recommendation 4: Decrease utility and chemical/maintenance expenses associated with the Highway 108 Waterfall feature. The Committee provides the following suggestions that could prove to be viable options towards reducing costs:

1. Evaluate potential for installation of solar panels to reduce utility expenses.

City Council reviewed this recommendation and directed staff to seek granting opportunities. Currently only low-interest loans are available. City will continue researching other possible funding sources.

2. Run waterfall only on certain days such as weekends, holidays, wine & cheese, etc.

   At the March 11, 2013 meeting, the City Council directed the Parks & Recreation Department to decrease the number of hours the waterfall was functioning. The pump would need to run a minimum of 4 hours. The waterfall now runs 2 hours in the morning hours and 2 hours in the afternoon.

3. Remove pumps to maximize utility savings and set aside funds for future re-installation when the City has more funds available to pay for utility expenses.

   City Council choose not to move forward with this recommendation at this time.

Recommendation 5: City should adopt an ordinance making homeowners responsible for maintaining the sewer lateral from the property line to their home. City should develop a cost-sharing or similar program.

The City Council directed the Development Services Department to gather information and formulate an ordinance.

Recommendation 6: City should review contracts on a regular basis consistent with the type of service in order to ensure that the City is receiving the best service at the lowest cost possible.

City staff is working on a matrix showing all expiration dates for city contracts to ensure proper follow up prior to the contract expiring.

Recommendation 7: City should design an incentive program for employees who provide cost-savings or revenue-generating initiatives to the city.

City Council provided no direction on this matter. The City will investigate potential ideas that are not budget-impacting.