AGENDA

Budget Advisory Committee
April 2, 2012 – 6:00 -7:30 p.m.
City Hall Council Chambers

1. Call Meeting to Order
2. Roll Call
3. Approval of the March 19, 2012 Meeting Minutes
4. General Fund Status
5. Building Maintenance, Parks & Recreation Budgets
6. Administrative Services Budget
7. Follow-Up Items from Prior Meetings
8. Staff & Committee comments
9. Adjourn Meeting

AFFIDAVIT OF POSTING			
DATE:	March 29, 2012	**TIME:**	11:00 am
NAME:	Marisela Hernandez	**TITLE:**	Director of Finance

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

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MINUTES

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

1. Vice Chair Verduzco called the meeting to order at 6:00 p.m.

2. Introduction of Vice Mayor Nygard
   a. Vice Mayor Nygard was not present at the meeting at the time we reached this item, but subsequently joined the meeting.

3. Roll Call
   a. Present: Committee Members King, Stewart and Halbert, Vice Chair Verduzco. Committee Member Langman joined the meeting after the meeting was called to order.
   b. Absent: Chair Fosi and Committee Member Roman.

4. Approval of the February 14, 2012 Meeting Minutes
   a. Motion to approve minutes by Committee Member Stewart, second by Committee Member King.
   b. Ayes: 5 Nays: 0 Abstentions: 0

5. General Fund Status
   a. Staff provided an update of the status General Fund.
   b. Vice Mayor Nygard joined the meeting during the presentation of this report.
   c. Committee member Halbert questioned whether we would be moving professional building fees to provide funding for the building inspectors.
   d. Discussion ensued regarding the budget for the Legal Department.
   e. Committee Member King requested clarification on several revenue projections. Staff will discuss those items at the April 2, 2012 meeting.
   f. Vice Mayor Nygard would like a listing of the outstanding contracts and their renewal dates so that they can be prioritized and reviewed for alternatives.
   g. Committee Member King questioned whether a full-time attorney on staff would alleviate the costs of outside legal counsel.
   h. Public Comment: Mr. Scott McRitchie
      i. Questioned whether the former City Manager's severance package was satisfied during the 2010-11 fiscal year.
      ii. Requested clarification that City Attorney did not bill for any overage over and above his retainer.

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    i. Committee requested information regarding contract attorney's vs. an attorney as a member of the staff.

6. Current Labor Contracts with City Employee's
    a. Staff provided information regarding the results of the negotiations from June 2011.
    b. Questions arose regarding the city's funding of the HSA health insurance plan.

7. Police Services Budget
    a. Staff presented the Police Services budget.
    b. Questions arose regarding the Sheriff Contract service line item and the Other Contract Services line item.

8. Finance Department Budget
    a. Staff presented the Finance Department budget.
    b. Questioned arose regarding the Housing grants.

9. Questions from the Public
    a. Mr. Scott McRitchie had several questions.
        i. What hours are we paying for in the city attorney retainer?
        ii. Housing Authority pays $90,000 for assistance from the County. Suggests that it could be offered by the City.
        iii. His impression was that the Auditors were auditing procedures and not numbers.

10. Staff & Committee comments
    a. Next Meetings: Monday, April 2nd and Monday, April 16th.
    b. Staff clarified items to bring back to the Committee:
        i. Contract Attorney vs. In-House Attorney
        ii. Current Contract list

11. Vice Chair Verduzco adjourned the meeting at 7:07 pm.

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BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 4

Meeting Date:	April 2, 2012
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 2012-13 Fiscal Year. Currently, staff is projecting a **shortfall of $672,767** in order to meet the required 10% reserve that was established by the City Council.

General Fund revenue projections were discussed with the Committee at the February 14, 2012 meeting. Overall, staff is projecting a .85% increase in General Fund Revenues from $7,484,150 in FY 2011-12 to $7,548,035 in FY 2012-13.

General Fund expenditures for the fiscal year are anticipated to increase 4.09% or $319,226.

At the March 19, 2012 meeting, the status of the General Fund projected a shortfall of $555,229. Since then, the shortfall has increased to $672,767. The major factors attributed to this change are as follows:

1. Beginning Reserve Estimate as of July 1, 2012 decreased by $89,658. This was caused by the City Council's appropriation of this amount towards the continued legal expenditures incurred by the City.
2. Increase of $27,880 in Worker's Compensation costs to the City.

ATTACHMENTS: (List attachments in order of placement)

1. General Fund Summary 03/19/2012
2. General Fund Summary 04/02/2012

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03/19/2012

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 101: General Fund

			FY 11/12 Budget	% Increase (Decrease)
Projected Reserve @ July 1, 2012		**$743,227**		
Add:				
Projected '12-'13 Revenues		**$7,537,996**	**$7,484,150**	**0.72%**
Less:				
Requested Appropriations by Department				
CITY COUNCIL	401	$102,559	130,285	-21.28%
CITY MANAGER	402	198,554	146,270	35.74%
FINANCE	403	591,158	607,041	-2.62%
LEGAL	404	152,250	193,349	-21.26%
PLANNING	405	339,819	357,716	-5.00%
BUILDING	406	209,560	0	100.00%
BUILDING MAINTENANCE	407	158,870	177,422	-10.46%
CITY CLERK	408	735,080	746,716	-1.56%
POLICE	409	3,585,864	3,380,169	6.09%
CODE COMPLIANCE	411	215,088	209,080	2.87%
PUBLIC WORKS	412	539,716	482,059	11.96%
STREET MAINTENANCE	413	229,994	234,994	-2.13%
PARKS	414	624,269	622,515	0.28%
ECONOMIC DEVELOPMENT	439	0	0	0.00%
CONTRACT ENGINEERING	457	70,000	75,000	-6.67%
RECREATION	459	329,871	348,067	-5.23%
Total Appropriations		**$8,082,652**	**7,710,683**	**4.82%**
Projected Reserve @ June 30, 2013		**$198,571**		
% of Reserve To Budget		**3%**		
Required 10% Reserve		**$753,800**		
Budget Deficit to Reserve		**-$555,229**		
Structural Deficit (Rev vs. Exp)		**-$544,656**		

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04/02/2012

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 101: General Fund

Projected Reserve @ July 1, 2012 **$653,569** 8.73%

			FY 11/12 Budget	% Increase (Decrease)
Add:				
Projected '12-'13 Revenues		**$7,548,035**	**$7,484,150**	**0.85%**
Less:				
Requested Appropriations by Department				
CITY COUNCIL	401	$102,559	130,285	-21.28%
CITY MANAGER	402	206,443	146,270	41.14%
FINANCE	403	596,011	607,041	-1.82%
LEGAL	404	152,250	283,007	-46.20%
PLANNING	405	342,612	357,716	-4.22%
BUILDING	406	211,609	0	100.00%
BUILDING MAINTENANCE	407	159,565	177,422	-10.06%
CITY CLERK	408	741,184	746,716	-0.74%
POLICE	409	3,585,864	3,380,169	6.09%
CODE COMPLIANCE	411	215,927	209,080	3.27%
PUBLIC WORKS	412	544,756	482,059	13.01%
STREET MAINTENANCE	413	231,590	234,994	-1.45%
PARKS	414	627,408	622,515	0.79%
ECONOMIC DEVELOPMENT	439	0	0	0.00%
CONTRACT ENGINEERING	457	70,000	75,000	-6.67%
RECREATION	459	331,789	348,067	-4.68%
Total Appropriations		**$8,119,567**	**7,800,341**	**4.09%**
Projected Reserve @ June 30, 2013		**$82,037**		
% of Reserve To Budget		**1.09%**		
Required 10% Reserve		**$754,804**		
Budget Deficit to Reserve		**-$672,767**		
Structural Deficit (Rev vs. Exp)		**-$571,532**		

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City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	66,487	45,118	32,290	45,118	0.0%
701.002	PERSONNEL TEMPORARY	0	0	0	0	0.0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	2,748	0	0	0	0.0%
708.005	MEDICARE	949	654	451	654	0.0%
708.006	PERS RETIREMENT	11,143	5,065	4,376	5,188	2.4%
708.007	PAYROLL TAXES	643	434	434	434	0.0%
708.008	GROUP HEALTH, DENTAL, VISION	26,887	19,724	13,622	19,724	0.0%
708.009	NATIONAL RETIREMENT	3,019	2,151	1,434	2,380	10.6%
708.010	WORKERS' COMPENSATION	6,837	4,856	3,585	5,327	9.7%
708.012	DEFERRED COMPENSATION	0	0	0	0	0.0%
	Total Personnel Salaries & Benefits	**$118,713**	**$78,002**	**$56,192**	**$78,825**	**1.1%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	3,993	2,000	2,879	2,000	0.0%
702.031	RENTS & LEASES (VEHICLES)	0	5,000	0	5,000	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	18,880	17,800	14,235	21,190	19.0%
703.028	SMALL TOOLS	220	200	4	200	0.0%
704.021	UTILITIES	22,892	24,000	17,045	23,000	-4.2%
704.022	COMMUNICATIONS	8,291	9,000	5,638	9,000	0.0%
706.027	BOOT & JACKET ALLOWANCE	148	150	0	150	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	11,454	12,000	6,049	12,000	0.0%
706.056	STATE/COUNTY FEES	2,070	2,970	2,929	2,950	0.0%
706.073	UNIFORMS & RAGS	3,748	2,500	1,203	1,500	-40.0%
	Total Operating Expenses	**$71,696**	**$75,620**	**$49,982**	**$76,990**	**1.8%**
	Capital Outlay					
707.003	EQUIPMENT/PROJECTS	1,600	23,800	4,799	3,750	-84.2%
	Total Capital Outlay	**$1,600**	**$23,800**	**$4,799**	**$3,750**	**-84.2%**
	Total Department Appropriations	**$192,009**	**$177,422**	**$110,973**	**$159,565**	**-10.1%**

EQUIPMENT/PROJECTS

MUSEUM ROOF $3,750 ($7,500 - Shared Cost with Historical Society)

City of Riverbank
Facility Maintenance Budget Information Sheet
2012 Fiscal Year

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101-407.000.701.001 Personnel: Eddie Simas

101-407.000.701.002 Personnel Temporary: 0

101-407.000.701.003 Personnel Overtime: 0

- No overtime

101-407.000.701.080 Salary Request: 0

101-407.000.702.030 Maintenance Operation Equipment: $2,000

- Funds for misc.equipment in need of repair
- Key copies, lock replacement
- Plumbing needs
- Corp yard gate service or replacement of gate openers

101.407.000.702.031 Rents & Leases: 0

101.407.000.702.032 Professional Services: $ 21,190

- Bay Alarm: 10,461
- HVAC Contract: $3,700
- New HVAC Contract for Teen Center: $485
- New HVAC CNG Facility: $1,267
- Consumers Pest Control: $1,827
- Tomlinson Fire Extinguisher Service: $450
- Carpet Cleaning: $1,000
- Unexpected repairs: $2,000

101.407.000.703.026 Miscellaneous Expense: 0

101.407.000.703.028 Small Tools: $200

- Tools needed for repairs or maintenance

101.407.000.704.021 Utilities: $23,000

- MID
- PG&E
- AT&T-MCI

101.407.000.704.022 Communications: $9,000

- City Telephones

101.407.000.706.027 Boot & Jacket Allowance: $150

101.407.000.706.029 Maintenance Blgs/Structures/Grounds: $12,000

- Chemicals
- Cleaners

- Paper Goods (Toilet Paper, towels etc.)

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101.407.000.706.029 Staff Development: 0

101.407.000.706.073 Uniforms & Rags: $1,500

- Shirts $300
- Rags $300
- Mats $400
- Misc. linen needs $500

101.407.000.707.003 Equipment/Projects: 3,750

- ½ of cost of replacement of Museum Roof (Historical Society may provide ½ cost)

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Vernon Construction & Roofing, Inc.
PO BOX 1597
HUGHSON, CA. 95326
PHONE #209-538-1316 FAX 209-538-0209
LIC. #617707
EMAIL: ADMIN@VROOFING.NET

Estimate

Date	Estimate #
12/19/2011	2932

Name / Address

CITY OF RIVERBANK I
Fax#869-7044
6707 3RD STREET
RIVERBANK, CA. 95367

Project Address

MUSEUM ROOF
3237 SANTA FE AVE
RIVERBANK

Rep
RV

Description

Thank you for the opportunity to provide this proposal to you for the following work at the referenced location.

The scope of work includes the cost of all labor, materials, equipment, insurance and supervision as detailed below:

1) Tear off existing roof and haul away debris.
2) Re-sheet with 7/16" osb board.
3) Install 30# felt underlayment.
4) Install 2x2" pre-painted metal nosing around perimeter of roof.
5) Install new pipe and vent flashings painted to match color of roof.
6) Install 30 year composition shingle with high profile ridge cap.

Cost $7,500.00
Any permits required will be at additional cost per the City or the County building department.

Please see attached Mechanics' Lien Law

Estimator Signature ______________________

Acceptance Signature ______________________

Please sign and return if you accept our proposal.

Budget Reduction Exercise

Building Maintenance

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction*
101-407.000-701.001	Personnel Regular	45,118			-4,765
101-407.000-702.030	Maint. Of Equipment	2,000	-1,000	-2,000	-2,000
101-407.000-702.031	Rents & Leases	5,000			
101-407.000-702.032	Professional Serv.	21,190	-3,000	-3,000	-3,000
101-407.000-703.028	Small Tools	200	-200	-200	-200
101-407.000-704.021	Utilities	23,000			
101-407.000-704.022	Communication	9,000			
101-407.000-706.027	Boot/Jacket Allowance	150			
101-407.000-706.029	Maint. Of Buildings	12,000		-2,171	-2,171
101-407.000-706.056	State/County Fees	2,950			
101-407.000-706.073	Uniforms & Rags	1,500			
101-407.000-707.003	Equipment/Projects	3,750	-3,750	-3,750	-3,750
101-407.000-708.005	Medicare	654			
101-407.000-708.006	PERS Retirement	5,188			
101-407.000-708.007	Payroll Taxes	434			
101-407.000-708.008	Health, Dental, Vis Ins	19,724			
101-407.000-708.009	National Retirement	2,380			
101-407.000-708.010	Workers' Compensation	4,632			
	Total	158,870	-7,950	-11,121	-15,886
	Target Amount		**7,944**	**11,121**	**15,887**

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City of Riverbank
Budget Narrative for Budget Reduction Exercise 2012-2013
Building Maintenance Department

*Reminder: The CNG Building brought on new expenses to this account and last year we added the Teen Center Building. HVAC, Alarm costs, utilities, and custodial services are affected.

5% Reduction

101.407.000.702.030 Maintenance of Equipment

- Reduce costs by $1,000

Impact: We will attempt to cover these costs with fewer funds. We will hope that equipment and replacements are not in need of maintenance that exceed what is budgeted.

101.407.00.702.30 Professional Services

- Reduce costs by $3,000

Impact: No carpets will be cleaned and we will not budget for unexpected repairs that need to be handled by outside contractors. If we cannot do the repair the repair will not be done.

101.407.00.703.28 Small Tools

- Reduce costs by $200

Impact: We will make the tools that we have work or borrow from another division.

101.407.00.707.03 Projects

- Reduce costs by $3,750

Impact: We will not replace the roof this year and inform the Historical Society that we will try to budget for this next fiscal year.

7% Reduction

All of the reductions outlined above plus the following:

101.407.00.702.30 Maintenance of Equipment

- Reduce costs by an additional $1,000

Impact: We will not budget for equipment replacement or repair.

101.407.00.706.29 Maintenance of Buildings

- Reduce costs by $2,171

Impact: We will use low quality supplies such as hand towels, garbage bags, toilet paper etc. and have less to work with.

10% Reduction

The only way we could do this is to make all the above cuts and a salary decrease as well. Contracting out Custodial is an option but is these options are blocked by the Union.

AGENDA ITEM NO. 5

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City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	181,194	203,794	150,499	203,794	0.0%
701.002	PERSONNEL TEMPORARY	20,789	9,000	6,283	13,600	51.1%
701.003	PERSONNEL OVERTIME	971	500	359	300	-40.0%
701.004	STANDBY PAY	3,665	4,688	3,470	5,000	6.7%
708.004	MISC EMPLOYEE BENEFITS	-1,013	0	0	0	0.0%
708.005	MEDICARE	3,021	3,086	2,231	3,152	2.1%
708.006	PERS RETIREMENT	32,483	27,378	19,513	23,432	-14.4%
708.007	PAYROLL TAXES	3,765	2,294	2,413	3,013	31.3%
708.008	GROUP HEALTH, DENTAL, VISION	71,619	75,447	52,720	75,447	0.0%
708.009	NATIONAL RETIREMENT	7,605	8,604	5,698	9,520	10.6%
708.010	WORKERS' COMPENSATION	19,925	21,934	15,951	24,062	9.7%
708.012	DEFERRED COMPENSATION	1,958	1,950	1,433	1,950	0.0%
	Total Personnel Salaries & Benefits	**$345,982**	**$358,675**	**$260,570**	**$363,270**	**1.3%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	393	300	0	300	0.0%
702.031	RENTS & LEASES	52,712	51,800	1,141	51,800	0.0%
702.032	PROFESSIONAL SERVICES	63,696	95,110	73,982	100,658	5.8%
703.025	OFFICE EXPENSE	241	200	77	200	0.0%
703.028	SMALL TOOLS	948	1,000	347	500	-50.0%
703.049	CHEMICALS	4,895	6,000	707	5,000	-16.7%
703.050	POOL CHEMICALS	22,869	22,000	5,367	23,000	4.5%
703.051	BARK/FIBER	10,655	12,000	460	12,000	0.0%
704.021	UTILITIES	26,134	24,000	17,494	25,000	4.2%
704.022	COMMUNICATIONS	649	600	489	700	0.0%
706.027	BOOT & JACKET ALLOWANCE	540	750	272	600	-20.0%
706.029	MAINT. OF BLDG & STRUCTURES	30,656	28,000	14,468	28,000	0.0%
706.036	MEMBERSHIPS, DUES, BOOKS, ETC.	0	300	0	0	0.0%
706.038	STAFF DEVELOPMENT	1,477	3,000	855	3,000	0.0%
706.050	SAFETY EQUIPMENT	942	250	266	400	60.0%
706.056	STATE/COUNTY FEES	3,293	3,950	3,989	4,000	0.0%
706.073	UNIFORMS & RAGS	575	800	577	800	0.0%
706.079	PARK HOST	2,068	1,680	1,259	1,980	17.9%
706.081	DOWNTOWN & WATERFALL MAINT.	1,421	2,100	2,380	2,200	4.8%
	Total Operating Expenses	**$224,164**	**$253,840**	**$124,130**	**$260,138**	**2.5%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	7,116	10,000	9,200	4,000	-60.0%
	Total Capital Outlay	**$7,116**	**$10,000**	**$9,200**	**$4,000**	**-60.0%**
	Total Department Appropriations	**$577,262**	**$622,515**	**$393,900**	**$627,408**	**0.8%**

EQUIPMENT AND PROJECTS:

PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM $4,000

City of Riverbank
Parks Maintenance Budget Information Sheet
2012 Fiscal Year

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101-414.000.701.001 Personnel: Tim Dowdy, David McDaniel, Ray Pimentel, George Heredia

101-414.000.701.002 Personnel Temporary: $13,600

- Seasonal park aides for the busy season (May through September) and 4 hours per day on weekends off season.

101-414.000.701.003 Personnel Overtime: $500

101.414.000.701.004 Stand By Pay: $6,200

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

101-414.000.701.080 Salary Request: 0

101-414.000.702.030 Maintenance Operation Equipment: $300

- Unplanned minor repairs

101.414.000.702.031 Rents & Leases: 51,800

- Copier $1,800
- Motor Pool $50,000

101.414.000.702.032 Professional Services: $100,658
(This amount is offset by approx. $18,000 from Sports Complex revenue)

- Landscaping Contract: $96,480
  Includes mowing of parks, Fertilization,
  Downtown Maintenance, including non park areas
  (108 water feature, Topeka east of Jackson, Claus Rd. strip
  south of Townsend, Terminal wall, Teen Center & sports complex.
- Knorr (Pool Service) contract: $4,178

*Note: One full time parks position was giving up to move funds to this account to better service specialized areas for landscaping needs.

101.414.000.703.026 Miscellaneous Expense: 0

101.414.000.703.025 Office Expense: $200

101.414.000.703.028 Small Tools: $500

- Tools needed for repairs or maintenance

101.414.000.703.049 Chemicals: $5,000

- Pesticides etc.

101.414.703.050 Pool Expenses & Chemicals: $23,000

- Pool Chemicals & other expenses

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- Chemicals for water features

101.414.703.051 Bark Fiber For Playgrounds: $12,000

101.414.000.704.021 Utilities: $25,000
- MID
- PG&E
- Water Feature at Plaza

101.414.000.704.022 Communications: $700

101.414.000.706.027 Boot & Jacket Allowance: $750

101.414.000.706.029 Maintenance Blgs/Structures/Grounds: $28,000
- Supplies and equipment for maintenance of all parks, downtown and other areas

101.414.000.706.029 Staff Development: 3,000
- Certificate renewals, ceu's required.

101.414.706.050 Safety Equipment: $400

101.414.000.706.073 Uniforms & Rags: $800
- Shirts, sweatshirts, hats, rag washing

101.414.000.706.079 Park Host: $1,980
  - For stipends and uniforms

101.414.000.706.081 Downtown & Waterfall: $2,200

101.414.000.707.002 Capital Expenditures: 0

101.414.000.707.003 Equipment/Projects: $4,000
- Playground equipment maintenance & repair

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Budget Reduction Exercise

Parks

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
101-414.000-701.001	Personnel Regular	203,794			
101-414.000-701.002	Personnel Temporary	13,600		-12,486	-13,600
101-414.000-701.003	Personnel Overtime	300	-300	-300	-300
101-414.000-701.004	Standby Pay	5,000	-5,000	-5,000	-5,000
101-414.000-702.030	Maint. Of Equipment	300	-300	-300	-300
101-414.000-702.031	Rents & Leases	51,800			
101-414.000-702.032	Professional Serv.	100,658			-5,114
101-414.000-703.025	Office Expense	200			
101-414.000-703.028	Small Tools	500	-500	-500	-500
101-414.000-703.046	Chemicals	5,000	-700	-700	-3,000
101-414.000-703.050	Pool Expenses/Chemicals	23,000			
101-414.000-703.051	Bark & Fiber	12,000	-12,000	-12,000	-12,000
101-414.000-704.021	Utilities	25,000			-5,000
101-414.000-704.022	Communication	700			
101-414.000-706.027	Boot/Jacket Allowance	600			
101-414.000-706.029	Maint. Of Buildings	28,000	-5,000	-5,000	-8,000
101-414.000-706.036	Membership, Dues	0			
101-414.000-706.038	Staff Development	3,000	-1,500	-1,500	-1,500
101-414.000-706.050	Safety Equipment	400			
101-414.000-706.056	State/County Fees	4,000			
101-414.000-706.073	Uniforms & Rags	800			
101-414.000-706.079	Park Host	1,980	-1,980	-1,980	-1,980
101-414.000-706.081	Downtown/Waterfall Maint.	2,200			-2,200
101-414.000-707.003	Equipment/Projects	4,000	-4,000	-4,000	-4,000
101-414.000-708.005	Medicare	3,152			
101-414.000-708.006	PERS Retirement	23,432			
101-414.000-708.007	Payroll Taxes	3,013			
101-414.000-708.008	Health, Dental, Vis Ins	75,447			
101-414.000-708.009	National Retirement	9,520			
101-414.000-708.010	Workers' Compensation	20,923			
101-414.000-708.012	Deferred Compensation	1,950			
	Total	624,269	-31,280	-43,766	-62,494
	Target Amount		**31,213**	**43,699**	**62,427**

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City of Riverbank
Budget Narrative for Budget Reduction Exercise 2012-2013
Parks Department

5% Reduction

101.414.000.701.003 Personnel Overtime
- Reduce by $300

Impact: There is no need for overtime in parks unless we no longer have part time park aides.

101.414.000.701.004 Stand By
- Reduce by $5,000

Impact: None. This is a positive for our department since call outs are not usually for parks. Our crew loses park maintenance time when they are on standby and we are without them when they take comp time that was accumulated. If this is a union issue we should address it. The stipulation was we would phase this out and it never happened.

101.414.000.702.030 Maintenance of Equipment
- Reduce by $300

Impact: If minor equipment breaks we may not be able to repair it

101.414.000.703.028 Small Tools
- Reduce by $500

Impact: We will make the tools we have last and borrow if needed.

101.414.000.703.046 Chemicals
- Reduce by $700

Impact: We will spray less and weed more and conserve.

101.414.000.703.051 Bark & Fiber
- Reduce by $12,000

Impact: We will top off bark real well this year and skip one year. We should still be in compliance.

101.414.000.706.029 Maintenance of Buildings and Grounds
- Reduce by $5,000

Impact: We will do fewer projects, less improvements, less repairs and watch our supplies very carefully.

101.414.000.706.038 Staff Development

- Reduce by $1,500

Impact: We should be ok for one year with only minimal renewals.

101.414.000.706.079   Park Host

- Reduce by $1,980

Impact: We can pay this stipend from the JMP Fund.

101.414.000.707.003 Equipment Projects

- Reduce by $4,000

Impact: If playground Equipment is broken it will be removed and boarded up, not replaced.

<u>7% Reduction</u>

Same Reductions as outlined above with the following in addition:

101414.000.701.002   Personnel Temporary

- Reduce by $12,486

Impact: This would take away our part time park aides that lock and unlock restrooms, .clean the restrooms, haul away garbage, clean the picnic shelters and help get us through the busy season. We would need to keep restrooms locked when full time staff are not working or just not clean them. The community will notice this and complain either way. This is how it was done over 12 years ago. Garbage will most likely be out of control. We would only cater to those who have reserved the park since the fee would pay for the park aide. *This would assume we would not respond to overtime calls for garbage blowing all over town or plugged up, dirty restrooms otherwise we would need to put funds back into the standby or overtime budget.

<u>10% Reduction</u>

Same Reductions as outlined above with the following:
101.414.000.701.002   Personnel Temporary

- Reduce by $13,600

Impact: Same as above with no part time help at all.

101.414.000.702.032 Professional Services

- Reduce by $5,114

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Impact: This would be noticeable. Reminder that we gave up a full time position in order to cover these services and saved $10,000 in the process last year. Our crew in no way could handle this workload. Whatever we reduced in the contract would be noticeable in the mowing, downtown maintenance, gray areas etc.

101.414.000.703.046 Chemicals

- Reduce by another $2,300

Impact: Work with less and attempt to make it work.

101.414.000.704.021 Utilities

- Reduce by $5,000

Impact: Turn off water features to save the high utility bills and some chemicals (above).

101.414.000.706.029 Maintenance of Buildings and Grounds

- Reduce by an additional $3,000

Impact: With restrooms kept locked we would save in supplies.

City of Riverbank
Annual Operating Budget -- Fiscal Year 2012-2013

Fund 134: Recreation & Park Development

Reserve @ July 1, 2012	**$0**

Add:

Projected '12-'13 Revenues	**$375,089**

Less:

Requested Appropriations

SALARY & BENEFITS	$343,139	
OPERATING EXPENSES	31,950	
TRANSFERS OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**$375,089**
Projected Reserve @ June 30, 2013		**$0**

RECREATION REVENUES

	BUDGET 11/12	BUDGET 12/13
POOL REVENUE	28,000	30,500
POOL CONCESSIONS	100	100
POOL/RECREATION DONATIONS	500	500
MISCELLANEOUS REVENUES	1,000	1,200
OPEN GYM	6,000	10,000
SUMMER PROGRAMS	1,000	1,000
MISC PROGRAM INCOME	300	0
TRANSFERS IN	333,897	331,789
	$370,797	$375,089

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City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	134	RECREATION & PARK DEVELOPMENT	Department:	459 RECREATION

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	196,610	209,447	143,531	207,070	-1%
701.002	PERSONNEL TEMPORARY	31,422	45,000	29,637	42,000	-7%
701.003	PERSONNEL OVERTIME	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	4,301	409	0	409	0%
708.005	MEDICARE	3,275	3,690	2,432	3,612	-2%
708.006	PERS RETIREMENT	33,339	34,570	18,839	22,192	-36%
708.007	PAYROLL TAXES	4,773	4,526	4,428	4,340	-4%
708.008	GROUP HEALTH, DENTAL, VISION	25,860	26,086	14,085	26,086	0%
708.009	NATIONAL RETIREMENT	6,286	6,453	3,988	7,140	11%
708.010	WORKERS' COMPENSATION	20,450	22,542	15,354	24,449	8%
708.012	DEFERRED COMPENSATION	5,863	5,841	4,291	5,841	0%
	Total Personnel Salaries & Benefits	**$332,179**	**$358,564**	**$236,585**	**$343,139**	**-4%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	309	300	150	300	0%
702.031	RENTS & LEASES	1,286	1,500	327	1,500	0%
702.032	PROFESSIONAL SERVICES	0	0	0	0	0%
703.024	POSTAGE	302	500	158	400	-20%
703.025	OFFICE EXPENSE	1,348	1,000	846	1,000	0%
703.027	RECREATION PROGRAM SUPPLIES	3,781	2,500	2,492	2,700	8%
704.022	COMMUNICATIONS	1,336	1,500	650	1,400	-7%
706.023	ADVERTISING	1,781	1,500	615	1,500	0%
706.027	BOOT & JACKET ALLOWANCE	404	300	328	300	0%
706.037	TRAVEL, CONF. & MEETINGS	330	350	1,435	2,850	714%
706.052	GYM EXPENSES	9,010	14,000	12,105	16,000	14%
706.065	PRINTING EXPENSE	3,795	4,200	2,060	4,000	-5%
	Total Operating Expenses	**$23,682**	**$27,650**	**$21,166**	**$31,950**	**16%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$355,861**	**$386,214**	**$257,751**	**$375,089**	**-2.88%**

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City of Riverbank
Recreation & Park Development Information Sheet
2012 Fiscal Year

134.459.701.001 Personnel Regular: Kerrie, Sue, Maryann

134.459.701.002 Personnel Temporary: 42,000
$1,000 non self sustaining programs
$19,000, Teen Center staffing
$22,000 Aquatics

134.459.702.030 Maintenance Operation Equipment: $300
- Misc. or unexpected equipment repair

134.459.702.031 Rents & Leases: $1,500
- Copier Lease

134.459.703.024 Postage: $400

134.459.703.025 Office Supplies: $1,000

134.459.703.027 Recreation Program Supplies: $2,700

134.459.704.022 Communications: $1,400
- Phone lines: AT&T

134.459.706.023 Advertising: $1,500
- For Workamper News and recruitment, public notices

134.459.706.027 Boot & Jacket Allowance: Shirts/Embroidery $300

134.459.706.037 Travel conf. & meetings: $350 CPRS membership

134.459.706.052 Gym Expenses: Utilities, supplies, repairs $16,000
- ½ of all repairs
- ½ of custodial supplies
- Utilities split

134.459.706.65 Printing: $4,000
- Forms, Activity Guides, Distribution

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Recreation Staffing Breakdown
2012 Fiscal Year

Non-Self Sustaining Programs:	
Skate Park Event:	$100
Turkey Trot:	$100
Christmas Events	$200
Easter	$100
General:	$500
	$1,000
Aquatics:	$22,000
Teen Center Staffing	$19,000

5 days x 4 hrs x $11.83 x 52 weeks (Mon. – Fri.)
52 days x 5 hours x $11.83 (Sat)
12 days x 2 hrs. x $11.83 (Minimum days)
1 per month x 3 hrs x $11.83 x 2 staff (special events)
Outdoor adventure club 2,500

AGENDA ITEM NO. 5

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Budget Reduction Exercise

Recreation

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
134-459.000-701.001	Personnel Regular	207,070		-6,597	-16,493
134-459.000-701.002	Personnel Temporary	42,000	-7,644	-7,644	-7,644
134-000.000-675.090	Revenue Offset	-43,300			
134-459.000-702.030	Maint. Of Equipment	300	-300	-300	-300
134-459.000-702.031	Rents & Leases	1,500			
134-459.000-703.024	Postage	400			
134-459.000-703.025	Office Expense	1,000			
134-459.000-703.027	Recreation Program Supp.	2,700	-1,700	-1,700	-1,700
134-459.000-704.022	Communication	1,400			
134-459.000-706.023	Advertising	1,500			
134-459.000-706.027	Boot/Jacket Allowance	300			
134-459.000-706.037	Travel & Conferences	2,850	-2,850	-2,850	-2,850
134-459.000-706.052	Gym Expenses	16,000			
134-459.000-706.065	Printing Expense	4,000	-4,000	-4,000	-4,000
134-459.000-708.004	Misc. Employee Benefit	409			
134-459.000-708.005	Medicare	3,612			
134-459.000-708.006	PERS Retirement	23,464			
134-459.000-708.007	Payroll Taxes	4,340			
134-459.000-708.008	Health, Dental, Vis Ins	26,086			
134-459.000-708.009	National Retirement	7,140			
134-459.000-708.010	Workers' Compensation	21,259			
134-459.000-708.012	Deferred Compensation	5,841			
	Total	329,871	-16,494	-23,091	-32,987
	Target Amount		**16,494**	**23,091**	**32,987**

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City of Riverbank
Budget Narrative for Budget Reduction Exercise 2012-2013
Recreation Department

5% Reduction

134.459.701.002 Personnel Temporary
- Reduce by $7,644

Impact: This would reduce a combination of Teen Center hours, pool recreation swim hours, special event hours to reduce part time staff hours. Some voids could be filled with full time staff with flexible hours and volunteers but these cuts would be felt by the community.

134.459.702.030 Maintenance Operation Equipment
- Reduce by $300

Impact: No funds to repair equipment if it breaks.

134.459.703.027 Recreation Supplies
- Reduce by $1,700

Impact: Work cost of supplies into cost of event or class. No free activities that involve supplies such as the Easter Egg Hunt. Operate on donations for supplies.

134.459.703.027 Travel & Conferences
- Reduce by $2,850

No memberships covered for CPRS and no trainings or conference.

134.459.706.065 Printing
- No Activity Guides would be printed, no printing expenses.

7% Reduction

Same reductions as above with the following in addition:

134.459.701.001 Personnel Regular
- Reduce by $6,597

Impact: Reduce full time Administrative Clerk to 2 part time positions for one year.

10% Reduction

Same reductions as above with the following in addition:

134.459.701.001 Personnel Regular

- Reduce by an additional $9.896.

Impact: Reduce full time Administrative Clerk to a larger extent. This may require Rec. Supervisor and Director to work front desk more often if desk is vacant for portion of the day.

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City of Riverbank
Annual Operating Budget -- Fiscal Year 2012-2013

Fund 118: Community Center Fund

Est. Reserve @ July 1, 2012		**$34,306**
Add:		
Projected '12-'13 Revenues		**$114,000**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$45,580	
OPERATING EXPENSES	60,000	
CAPITAL OUTLAY	0	
TRANSFERS OUT	0	
Total Appropriations		**$105,580**
Projected Reserve @ June 30, 2013		**$42,726**

COMMUNITY CENTER REVENUES

	BUDGET 11/12	BUDGET 12/13
CUSTOMER DEPOSITS FORFEITED	0	0
DONATIONS	1,600	0
JACOB MEYER PARKING FEES	25,000	25,000
MISCELLANEOUS REVENUES	10,000	10,000
COMMUNITY CENTER FEES	26,000	26,000
CONTRACT PROGRAMS	30,000	35,000
SUMMER LUNCH PROGRAM	0	0
MISC PROGRAM INCOME	18,000	18,000
TRANSFERS IN	0	0
	$110,600	$114,000

AGENDA ITEM NO. 5

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City of Riverbank
Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.002	PERSONNEL TEMPORARY	39,615	38,000	33,757	40,000	5%
708.005	MEDICARE	585	600	489	580	-3%
708.007	PAYROLL TAXES	4,447	5,000	3,906	5,000	0%
	Total Personnel Salaries & Benefits	**$44,647**	**$43,600**	**$38,152**	**$45,580**	**5%**
	Operating Expenses					
702.032	PROFESSIONAL/SPECIAL SERVICES	411	9,700	198	500	-95%
703.030	CONTRACT PROGRAMS	20,398	13,000	9,395	13,000	0%
703.031	SUMMER LUNCH PROGRAM	0	0	0	0	0%
703.066	JMP PARKING EXPENSE	5,870	19,000	14,394	18,000	0%
704.021	UTILITIES	28,710	33,000	19,473	29,000	-12%
706.010	DEPRECIATION EXPENSE	8,928	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	5,039	6,000	7,677	10,000	67%
706.029	MAINT. OF BLDG & STRUCTURES	5,675	3,500	5,833	5,000	43%
706.035	INSURANCE & SURETY BONDS	2,078	2,000	1,139	2,000	0%
706.056	STATE/COUNTY FEES	479	500	493	500	0%
999.000	TRANSFERS OUT	0	0	0	0	0%
	Total Operating Expenses	**$77,588**	**$86,700**	**$58,602**	**$78,000**	**-10%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	10,551	1,500	0	-100%
	Total Capital Outlay	**$0**	**$10,551**	**$1,500**	**$0**	**0%**
	Total Department Appropriations	**$122,235**	**$140,851**	**$98,254**	**$123,580**	**-12%**

CAPITAL EXPENDITURES:

NO CAPITAL EXPENDITURES	0
	0
	$0

AGENDA ITEM NO. 6

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City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	305,660	368,564	288,782	396,257	7.5%
701.002	PERSONNEL TEMPORARY	1,251	32,065	20,992	0	-100.0%
701.003	PERSONNEL OVERTIME	0	200	137	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	919	0	0	0	0.0%
708.005	MEDICARE	4,378	5,809	4,170	5,746	-1.1%
708.006	PERS RETIREMENT	53,653	61,134	34,000	41,411	-32.3%
708.007	PAYROLL TAXES	2,346	2,841	4,048	2,841	0.0%
708.008	GROUP HEALTH, DENTAL, VISION	75,597	91,650	64,351	91,650	0.0%
708.009	NATIONAL RETIREMENT	9,668	12,906	8,174	14,280	10.6%
708.010	WORKERS' COMPENSATION	32,904	43,119	28,765	46,786	8.5%
708.012	DEFERRED COMPENSATION	6,844	9,500	5,536	9,500	0.0%
	Total Personnel Salaries & Benefits	**$493,220**	**$627,788**	**$458,955**	**$608,471**	**-3.1%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	11,349	10,878	5,960	10,963	0.8%
702.031	RENTS & LEASES	4,550	4,550	1,593	4,550	0.0%
702.032	PROFESSIONAL SERVICES	49,650	40,800	31,791	37,800	-7.4%
702.034	OTHER CONTRACT SERVICES	4,626	30,200	2,210	30,200	0.0%
702.039	SPECIAL COMMUNITY SERVICES	6,840	15,000	4,010	15,000	0.0%
703.023	ADVERTISING	2,799	4,300	3,834	1,000	-76.7%
703.024	POSTAGE	391	500	250	500	0.0%
703.025	OFFICE EXPENSE	3,066	4,000	3,523	4,000	0.0%
704.022	COMMUNICATIONS	0	0	0	0	0.0%
706.014	MISC. PERSONNEL EXPENSE	1,427	1,000	1,483	1,000	0.0%
706.026	MISCELLANEOUS EXPENSE	737	500	480	500	0.0%
706.035	INSURANCE & SURETY BOND	313	350	175	350	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,132	850	873	850	0.0%
706.037	TRAVEL, CONF. & MEETINGS	441	500	304	500	0.0%
706.042	SAFETY	91	500	376	500	0.0%
706.047	WEBSITE	900	1,000	0	1,000	0.0%
706.066	ELECTIONS	40,362	0	0	20,000	0.0%
	Total Operating Expenses	**$128,674**	**$114,928**	**$56,862**	**$128,713**	**12.0%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
707.017	COMPUTER COMPONENTS	3,841	4,000	3,770	4,000	0.0%
	Total Capital Outlay	**$3,841**	**$4,000**	**$3,770**	**$4,000**	**0.0%**
	Total Department Appropriations	**$625,735**	**$746,716**	**$519,587**	**$741,184**	**-0.7%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($47,383)
	WATER FUND	($57,755)
	NET GENERAL FUND ALLOCATION	$636,046

COMPUTER COMPONENTS:

COMPUTER REPLACEMENT PROGRAM $4,000

Administrative Services Department
12-13 Base Budget Request

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		FY 12-13	Description
702.030	**Maintenance of Oper & Equip**		
	CAVEO SYSTEM MAINTENANCE	$1,500	GIS Maintenance (Editing/Work/etc.)
	COOP Maintenance Fee	1,500	Emergency Management Plans (Admin; CD; PW)
	ECS Imaging Incorporated	5,003	Laserfice Management
	American Legal	315	Uncodified Ordinances Online
	HRN Management - Appraisal	1,100	Performance Appraisal Software
	People Track Annual Maintenance	1,045	Human Services Program (Keep track of Personnel)
	AdTech (Filtering)	500	Filtering Email - Annual Cost
	Total	**$10,963**	
702.031	**Rents & Leases**		
	Toshiba's Copier Lease	$2,150	
	Charter Monthly Charge (Internet Connection)	2,400	
	Total	**$4,550**	
702.032	**Professional/Special Services**		
	Codification of Municipal Code	$3,000	Codify Municipal Code - Laws of the City
	Charter - Web Hosting/Registration	3,600	Previously split between 3 Departments - all in Admin for efficiency
	Adtech Annual Service	31,200	$2600 monthly charge for IT services
	Total	**37,800**	
702.034	**Other Contract Services**		
	OES Contract	$1,200	Contract services with Stan County Office of Emergency Services
	Centration	2,000	Mandated costs
	Public Information Officer	25,000	
	Liebert, Cassidy, Whitmore	2,000	Employment Consortium
	Total	**$30,200**	
702.039	**Special Community Services**		
	Government Channel - Filming	$15,000	**Money received rom PEG fees**
	Total	**$15,000**	

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703.023	**Advertising**	**$1,000**	Reduced because each dept. pays own noticing charges
703-024	**Postage**	**$500**	Recruitments; Daily
703.025	**Office Expense**	**$4,000**	Office Supplies; Copy Count Distribution
704.022	**Communications**	**$0**	Cell Phone Stipend
705.041	**Vehicle Fuel**	**$0**	
706.014	**Misc. Personnel Expense**	**$1,000**	Physicals; Fingerprints; Annual DOT
706.014	**Miscellenous Expense**	**$500**	
706.035	**Insurance & Bonds**		
	CC Bond	$200	
	Life Insurance	150	
		$350	
706.036	**Memberships, Dues, Books, etc.**		
	Safety Council	$120	
	IIMC	340	
	Riverbank News	55	
	CCAC Annual Dues	235	
	Modesto Bee	100	
		$850	
706.037	**Travel, Conf & Meetings**	**$500**	

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706.042	Safety	$500	
706.047	New Web Site Development	$1,000	
706.066	Elections	$20,000	Election Year
707.002	Capital Expenditures	$0	City Computer Replacement Program
707.003	Equipment/Projects	$0	
707.004	Software Upgrade	$0	
707.017	Computer Components	4,000	

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Budget Reduction Exercise

Administrative Services
City Clerk/Human Resources/Risk Management/IT

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
101-408.000-701.001	Personnel Regular	396,257			
101-000.000-699.000	Salary Transfer In	-104,074			
101-408.000-702.030	Maint. Of Equipment	10,963			
101-408.000-702.031	Rents & Leases	4,550			
101-408.000-702.032	Professional Serv.	37,800			
101-408.000-702.034	Other Contract Services	30,200	-25,000		
101-408.000-702.039	Special Comm Services	15,000			
101-408.000-703.023	Advertising	1,000			
101-408.000-703.024	Postage	500			
101-408.000-703.025	Office Expense	4,000	-2,000		
101-408.000-706.014	Misc Personnel Expense	1,000			
101-408.000-706.026	Miscellaneous Expense	500			
101-408.000-706.035	Surety Bond	350			
101-408.000-706.036	Membership, Dues,	850			
101-408.000-706.037	Travel, Conf, Meet.	500			
101-408.000-706.042	Safety	500			
101-408.000-706.047	Website	1,000	-1,000		
101-408.000-706.066	Elections	20,000			
101-408.000-707.017	Computer Components	4,000			
101-408.000-708.005	Medicare	5,746			
101-408.000-708.006	PERS Retirement	41,411			
101-408.000-708.007	Payroll Taxes	2,841			
101-408.000-708.008	Health, Dental, Vis Ins	91,650			
101-408.000-708.009	National Retirement	14,280			
101-408.000-708.010	Workers' Compensation	40,682			
101-408.000-708.012	Deferred Compensation	9,500			
	Total	631,006	-28,000	0	0
	Target Amount		**31,550**	**44,170**	**63,101**

*25,000 in Other Contract Services is budgeted at the request of the City Council. We could possibly save funds by eliminating this contract position.

*By restructuring the dept. and not recruiting for an Administrative Director could possibly save the dept. the salary of one full time person.
The Administrative Dept. is pretty lean and difficult to reduce any of the accts. without services being affected city-wide in some areas.

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BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 7

Meeting Date: April 2, 2012

Subject/ Title: Follow-Up Items from Prior Meetings

Submitted by: Marisela Hernandez, Director of Finance

ACTION RECOMMENDATIONS:

1. Committee to review revenue projections and recommend amendments, if necessary.
2. Review Contract Listing (Exhibit A) and prioritize listing.

STAFF SUMMARY:

There were several items that individual committee members or the committee as a whole requested that staff follow-up on and investigate.

1. Committee Member King requested a follow up on the revenues projections for several accounts:

   a. Business License Fees: 101-000.000-450.000
   Three year rolling average was used for the FY 12/13 projection

450.000 Business Licenses		
FY	Amount	% Change
04/05	71,467.30	
05/06	73,841.75	3.32%
06/07	74,067.00	0.31%
07/08	63,450.75	-14.33%
08/09	64,416.26	1.52%
09/10	66,293.82	2.91%
10/11	64,511.00	-2.69%
11/12	65,000.00	0.76%
12/13	65,000.00	0.00%

FY 2009/10 – 2011/12 Total = $195,805/3 yrs = $65,268
Figure was rounded down to $65,000.

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b. Fines, Forfeitures, etc.: 101-000.000-650.000
Three year rolling average was used for the FY 12/13 projection

655.000 Fines, Forfeitures, Penalties		
FY	Amount	% Change
04/05	22,460.16	
05/06	26,841.69	19.51%
06/07	28,626.87	6.65%
07/08	32,724.50	14.31%
08/09	34,010.68	3.93%
09/10	34,681.43	1.97%
10/11	33,125.00	-4.49%
11/12	34,000.00	2.64%
12/13	34,000.00	0.00%

FY 2009/10 – 2011/12 Total = $101,806/3 yrs = $33,935
Figure was rounded up to $34,000.

c. Vehicle Release: 101-000.000-660.040
Two year rolling average was used for the FY 12/13 projection

660.040 Vehicle Release		
FY	Amount	% Change
04/05	39,975.00	
05/06	37,125.00	-7.13%
06/07	34,560.00	-6.91%
07/08	43,000.00	24.42%
08/09	63,800.00	48.37%
09/10	66,230.00	3.81%
10/11	31,200.00	-52.89%
11/12	40,000.00	28.21%
12/13	30,857.00	-22.86%

FY 2010/11-2011/12 Total = $71,200/2 years = $35,600
Staff will correct the discrepancy of +$4,743.

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d. Miscellaneous Program Income: 101-000.000-680.025
A two year rolling average was used for the FY 12/13 projection.

680.025 Misc. Program Income		
FY	Amount	% Change
04/05		
05/06		
06/07	6,243.32	
07/08	12,523.66	100.59%
08/09	21,048.14	68.07%
09/10	21,312.98	1.26%
10/11	13,696.00	-35.74%
11/12	22,000.00	60.63%
12/13	12,929.50	-41.23%

FY 2010/11-2011/12 Total = $35,696/2 years = $17,848
Staff will correct the discrepancy of +$4,922.50.

e. Franchise Fees – Garbage: 101-000.000-600.000
A two year rolling average was used for the FY 12/13 projection

600.000 Franchise Fees-Garbage		
FY	Amount	% Change
04/05	182,327.17	
05/06	203,072.58	11.38%
06/07	224,101.99	10.36%
07/08	225,366.17	0.56%
08/09	226,191.89	0.37%
09/10	228,706.65	1.11%
10/11	231,337.00	1.15%
11/12	227,000.00	-1.87%
12/13	233,141.00	2.71%

FY 2010/11-2011/12 Total = $458,337/2 years = $229,169
Staff will correct the discrepancy of -$3,972

Overall Corrections to General Fund Revenues: +$5,693.50

2. A listing of all current professional and service contracts. Committee to review and prioritize contracts. This listing is shown on Exhibit A.

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3. Information regarding Contract Attorney vs. In-House Attorney
    a. Currently surveying other cities. Will report back at the April 16th meeting.

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

1. Exhibit A: Contract Listing

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EXHIBIT A: CONTRACT LISTING

Service	Supplier	Budget	Expiration Date	Managing Department	Funding Source
Annual Audit	Clendenin Bird & Company	$32,600	12/31/2012	Finance	General Fund
State Controller's Reports	Thales Consulting	$3,300	6/30/2012	Finance	General Fund
Sales Tax Audits	MuniServices, Inc.	$3,000	Open Ended	Finance	General Fund
UB Printing & Mailing	AIS Information Outsource	$7,800	Open Ended	Finance	General Fund
Legal Services	Tom P. Hallinan, Jr.	$52,250	Open Ended	City Council	General Fund
Real Estate Services	None-No Contract Exists	$20,000	None	Development Services	General Fund
Economic Dev Assistance	None-No Contract Exists	$35,000	None	Development Services	General Fund
Security Alarms	Bay Alarm	$10,461	7/1/2017	Parks & Recreation	General Fund
HVAC Maintenance	Norquist/Dehart	$5,452	Open Ended	Parks & Recreation	General Fund
Pest Control	Consumers Pest Control	$1,827	Open Ended	Parks & Recreation	General Fund
IT Services	Adtech	$31,200	Open Ended	Administration	General Fund
Law Enforcement	Stanislaus Co. Sheriff's	$3,335,779	6/30/2015	City Council	General Fund
Animal Control	City of Oakdale	$155,921	Annual Renewal	Administration	General Fund
Traffic Signal Maintenance	City of Modesto	$15,000	Open Ended	Development Services	General Fund
Oakdale Rd. Landscape	Grover	$7,500	Open Ended	Development Services	General Fund
Parks Landscape	Grover	$96,480	Open Ended	Parks & Recreation	General Fund
Pool Maintenance	Knorr Systems	$4,178	Open Ended	Parks & Recreation	General Fund
Engineering	Giuliani & Kull	$70,000	Open Ended	Development Services	General Fund
Street Sweeping	Gilton Solid Waste	$82,500	12/31/2013	Development Services	Gas Tax Fund
Refuse Collection	Gilton Solid Waste ***RFP Currently Out	Varies	7/1/2011	Development Services	Rate Payers
Quarterly Montiring Reports	Stantec	$4,000	Open Ended	Development Services	Sewer (WWTP)