AGENDA

Budget Advisory Committee
April 16, 2012 – 6:00 -7:30 p.m.
City Hall Council Chambers

1. Call Meeting to Order
2. Roll Call
3. Motion to Move Approval of the April 2, 2012 Meeting Minutes to the May 10, 2012 Meeting
4. General Fund Status
5. Development Services Budgets
6. Contract Services Discussion
7. Staff & Committee comments
8. Adjourn Meeting

AFFIDAVIT OF POSTING			
DATE:	April 12, 2012	**TIME:**	9:32 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.

choose civility

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 4

Meeting Date:	April 16, 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 $585,896** 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 1.37% increase in General Fund Revenues from $7,484,150 in FY 2011-12 to $7,586,658 in FY 2012-13.

General Fund expenditures for the fiscal year are anticipated to increase 6.23% or $479,116.

At the March 16, 2012 meeting, the status of the General Fund projected a shortfall of $672,767. Since then, the shortfall has decreased to $585,896. The major factors attributed to this change are as follows:

1. Beginning Reserve Estimate as of July 1, 2012 increased by $106,000. This was caused by the following two factors:
   a. Increase in Legal Department of $10,000 for the Quo Warranto Matter (Approved by Council in January, figures were not updated).
   b. Decrease of $116,000 in the Police Services FY 11-12 budget. Salary and Services & Supplies savings that are anticipated.
2. Increase of $38,623 in the Projected '12-'13 Revenues cause by revisions to three accounts as discussed at the 04/02/2012 meeting as well as an increase in the Transfers in of Management Fees of $14,900 to offset Building Department Operating Expenses.
3. Decreases in various departments made by the City Manager's during her initial review of $20,980.

Return to Agenda Page

4. Overall increase of $59,970 in the Police Services budget. Although the Chief has reviewed all accounts and has recommended savings, these savings are not sufficient to cover the increases in retirement costs and the salaries of the two deputies that were covered by the ARRA grant.

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

1. General Fund Summary 04/02/2012
2. General Fund Summary 04/16/2012

Return to Agenda Page

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**		

Return to Agenda Page

04/16/2012

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 101: General Fund

Projected Reserve @ July 1, 2012		**$759,569**	10.15%	
			FY 11/12 Budget	**% Increase (Decrease)**
Add:				
Projected '12-'13 Revenues		**$7,586,658**	**$7,484,150**	**1.37%**
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	583,011	607,041	-3.96%
LEGAL	404	152,250	293,007	-48.04%
PLANNING	405	337,612	357,716	-5.62%
BUILDING	406	226,509	0	100.00%
BUILDING MAINTENANCE	407	159,565	177,422	-10.06%
CITY CLERK	408	741,184	746,716	-0.74%
POLICE	409	3,645,834	3,264,169	11.69%
CODE COMPLIANCE	411	215,927	209,080	3.27%
PUBLIC WORKS	412	543,756	482,059	12.80%
STREET MAINTENANCE	413	231,590	234,994	-1.45%
PARKS	414	625,428	622,515	0.47%
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		**$8,173,457**	**7,694,341**	**6.23%**
Projected Reserve @ June 30, 2013		**$172,770**		
% of Reserve To Budget		**2.28%**		
Required 10% Reserve		**$758,666**		
Budget Deficit to Reserve		**-$585,896**		
Structural Deficit (Rev vs. Exp)		**-$586,799**		

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	101	GENERAL FUND	Department:	405
Function:		Community Development		PLANNING

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	112,274	186,234	144,579	184,272	-1.1%
701.002	PERSONNEL TEMPORARY	5,122	0	0	0	0.0%
701.005	PLANNING COMMISSIONER COMP.	1,000	6,000	900	6,000	0.0%
708.004	MISC EMPLOYEE BENEFITS	-373	1,749	0	1,858	6.2%
708.005	MEDICARE	1,721	2,700	1,964	2,672	-1.0%
708.006	PERS RETIREMENT	19,141	32,535	18,094	20,843	-35.9%
708.007	PAYROLL TAXES	835	868	868	868	0.0%
708.008	GROUP HEALTH, DENTAL, VISION	2,829	7,783	1,747	7,782	0.0%
708.009	NATIONAL RETIREMENT	2,445	4,302	2,859	4,760	10.6%
708.010	WORKERS' COMPENSATION	11,740	20,024	15,027	21,711	8.4%
708.012	DEFERRED COMPENSATION	1,027	3,546	2,742	3,546	0.0%
	Total Personnel Salaries & Benefits	**$157,761**	**$265,741**	**$188,780**	**$254,312**	**-4.3%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	207	1,200	0	600	-50.0%
702.031	RENTS & LEASES	2,500	2,500	270	2,500	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	13,485	11,200	9,767	11,000	-1.8%
702.034	OTHER CONTRACT SERVICES (ED)	0	55,000	8,389	55,000	0.0%
703.024	POSTAGE	978	2,000	1,571	1,000	-50.0%
703.025	OFFICE EXPENSE	1,852	3,375	1,131	2,000	-40.7%
704.022	COMMUNICATIONS	1,254	1,200	784	1,200	0.0%
706.023	ADVERTISING	1,382	4,000	2,638	2,000	-50.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	3,027	6,500	2,736	4,000	-38.5%
706.037	CONFERENCES & MEETINGS	419	5,000	402	4,000	-20.0%
	Total Operating Expenses	**$25,104**	**$91,975**	**$27,688**	**$83,300**	**-9.4%**
	Total Department Appropriations	**$182,865**	**$357,716**	**$216,468**	**$337,612**	**-5.6%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($32,441)
	WATER FUND	($32,441)
	NET GENERAL FUND ALLOCATION	$272,730

Return to Agenda Page

AGENDA ITEM NO. 5

PLANNING DEPARTMENT BUDGET DETAIL

ACCOUNT NUMBER	DESCRIPTION	2012-13 BUDGET	2012-13 ACTUAL	BAL.
101-405.000-701.001				
Personnel Regular	Salaries 2 employees	184,272		184,272
	Development Services Dir.			
	Sr. Planning Technician	$184,272	0	$184,272
101-405.000-701.005				
Planning Commissioners	Compensation 5 Commissioners			
	Est. 12 meeting/yr @ $100/meeting	$6,000	$0	$6,000
101-405.000-702.030				
Maint. Of Operations Equip	Copier Maintenance	$600	0	$600
101-405.000-702.031				
Rents & Leases	Building Replacement Fund	2,100	0	2,100
	Copier Lease - De Lage	400	0	400
		$2,500	0	$2,500
101-405.000-702.032	LAFCO Annual Contribution	6,200	0	6,200
Professional Services	Planning Assistance	4,800	0	4,800
		$11,000	0	$11,000
101-405.000-702.034				
Other Contract Serv.	Real Estate Services - DT	20,000	0	20,000
	Econ Dev. Assistance	35,000	0	35,000
		$55,000	$0	$55,000
101-405.000-703.024				
Postage	Postage Expense	1,000	0	1,000
		$1,000	0	$1,000
101-405.000-703.025				
Office Expense	Offices Expenses	2,000	0	2,000
	Wardens/Staples	$2,000	0	$2,000
101-405.000-704.022				
Communications	Communication Expenses	1,200	0	1,200
	AT&T	$1,200	$0	$1,200
101-405.000-706.023				
Advertising	Riverbank News	2000	0	2,000
	Planning Comm. Hearings	$2,000	$0	$2,000
101-405.000-706.036				
Membership, Dues, Books	American Planning Assoc.	680	0	680
	Cal. Redevelopment Agency	1,600	0	1,600
	Planning Comm. Materials	1,000	0	1,000
	Planning Department Materials	720	0	720
		$4,000	$0	$4,000
101-405.000-706.037				
Conferences & Meetings	Conference Expenses-Director	4,000		4,000
		$4,000	0	$4,000
101-405.000-708.004 -				
101-405.000-708.012	All Benefits 2 employees	$64,040		
Total Planning Dept FY 2012-13 Budget		**$337,612**		

Return to Agenda Page

Budget Reduction Exercise

Planning Department

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
101-405.000-701.001	Personnel Regular	184,272			
101-000.000-699.000	Salary Transfer In	-64,124			
101-405.000-701.005	Planning Comm. Comp.	6,000			
101-405.000-702.030	Maint. Of Equipment	600			
101-405.000-702.031	Rents & Leases	2,500			
101-405.000-702.032	Professional Serv.	11,000			
101-405.000-702.034	Other Contract Services	55,000	30,737	21,032	6,474
101-405.000-703.024	Postage	2,000			
101-405.000-703.025	Office Expense	3,000			
101-405.000-704.022	Communication	1,200			
101-405.000-706.023	Advertising	3,000			
101-405.000-706.036	Membership, Dues,	5,000			
101-405.000-706.037	Travel, Conf, Meet.	5,000			
**Salary & Benefits for	Misc Employee Benefit	1,858			
101-405.000-708.005	Medicare	2,672			
101-405.000-708.006	PERS Retirement	20,843			
101-405.000-708.007	Payroll Taxes	868			
101-405.000-708.008	Health, Dental, Vis Ins	7,782			
101-405.000-708.009	National Retirement	4,760			
101-405.000-708.010	Workers' Compensation	18,918			
101-405.000-708.012	Deferred Compensation	3,546			
	Total	275,695	30,737	21,032	6,474
	Target Reduction		**13,785**	**19,299**	**27,570**

Reduction includes Planning and Building Divsions from other contract services

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**101**	**GENERAL FUND**	Department:	**406**
Function:		**Community Development**		**BUILDING**

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	24,300	0	0	133,016	0.0%
708.004	MISC EMPLOYEE BENEFITS	1,107	0	0	0	0.0%
708.005	MEDICARE	339	0	0	1,929	0.0%
708.006	PERS RETIREMENT	4,020	0	0	15,294	0.0%
708.007	PAYROLL TAXES	207	0	0	868	0.0%
708.008	GROUP HEALTH, DENTAL, VISION	3,840	0	0	40,037	0.0%
708.009	NATIONAL RETIREMENT	1,186	0	0	4,760	0.0%
708.010	WORKERS' COMPENSATION	2,468	0	0	15,705	0.0%
708.012	DEFERRED COMPENSATION	891	0	0	0	0.0%
	Total Personnel Salaries & Benefits	**$38,358**	**$0**	**$0**	**$211,609**	**0.0%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	207	0	0	0	0.0%
702.031	RENTS & LEASES (VEHICLES)	8,000	0	0	8,000	0.0%
703.024	POSTAGE	214	0	0	400	0.0%
703.025	OFFICE EXPENSE	1,158	0	0	1,000	0.0%
704.022	COMMUNICATIONS	2,744	0	0	2,500	0.0%
706.027	BOOT & JACKET ALLOWANCE	0	0	0	300	0.0%
706.028	SMALL TOOLS	0	0	0	100	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	0	0	0	1,200	0.0%
706.037	CONFERENCES & MEETINGS	0	0	0	1,400	0.0%
706.038	STAFF DEVELOPMENT	0	0	0	0	0.0%
	Total Operating Expenses	**$12,323**	**$0**	**$0**	**$14,900**	**0.0%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$50,681**	**$0**	**$0**	**$226,509**	**0.0%**

TRANSFER IN OF MANAGEMENT FEES	SPECIAL BUILDING PROJECTS FUND (125)	($14,900)
	NET GENERAL FUND ALLOCATION	$211,609

Return to Agenda Page

AGENDA ITEM NO. 5

BUILDING DEPARTMENT BUDGET DETAIL

ACCOUNT NUMBER	DESCRIPTION	2012-13 BUDGET	2012-13 ACTUAL	BAL.
101-406.000-701.001				
Personnel Regular	Salaries 2 employees	133,016	0.00	133,016
	Building Inspector II			
	Construction Inspector	$133,016	0	$133,016
101-406.000-702.031				
Rents & Leases	Vehicle Replacement/Maint.	8,000	0	8,000
		$8,000	0	$8,000
101-406.000-703.024				
Postage	Postage Expense	400	0	400
		$400	0	$400
101-406.000-703.025				
Office Expense	Offices Expenses	1,000	0	1,000
	Wardens/Staples	$1,000	0	$1,000
101-406.000-704.022				
Communications	Communication Expenses	2,500	0	2,500
	AT&T/Cell Phones	$2,500	$0	$2,500
101-406.000-706.027				
Boot & Jacket Allowance	Boot Allowance	300	0	300
	$150/ employee	$300	$0	$300
101-406.000-706.028				
Small Tools	Inspection Tools	100	0	100
		$100	$0	$100
101-406.000-706.036				
Membership, Dues, Books	Building Inspector Annual Cert.	1,200	0	1,200
		$1,200	$0	$1,200
101-406.000-706.037				
Conferences & Meetings	Inspectors Annual Training	1,400	0	1,400
		$1,400	0	$1,400
101-406.000-708.004 -				
101-406.000-708.012	All Benefits 2 employees	$78,593		
Total Building Dept FY 2012-13 Budget		**$226,509**		

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund: 101	**GENERAL FUND**	Department:	**412**
Function:	**Public Works**		**DEVELOPMENT SERVICES ADMIN**

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	139,582	276,335	204,325	327,251	18.4%
701.002	PERSONNEL TEMPORARY	0	0	0	0	0.0%
701.003	PERSONNEL OVERTIME	211	0	65	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-2,587	0	0	0	0.0%
708.005	MEDICARE	2,083	4,299	2,744	4,745	10.4%
708.006	PERS RETIREMENT	19,672	41,095	24,723	34,149	-16.9%
708.007	PAYROLL TAXES	887	2,178	2,414	2,287	5.0%
708.008	GROUP HEALTH, DENTAL, VISION	31,199	94,035	59,706	102,486	9.0%
708.009	NATIONAL RETIREMENT	3,480	10,217	5,966	11,900	16.5%
708.010	WORKERS' COMPENSATION	12,058	31,913	21,579	38,638	21.1%
708.012	DEFERRED COMPENSATION	1,101	3,413	2,183	3,900	14.3%
	Total Personnel Salaries & Benefits	**$207,686**	**$463,485**	**$323,705**	**$525,356**	**13.3%**
	Operating Expenses					
702.031	RENTS & LEASES	3,600	3,600	1,785	3,600	0.0%
702.032	PROFESSIONAL SERVICES	2,930	1,500	280	1,500	0.0%
703.023	ADVERTISING	471	200	0	200	0.0%
703.024	POSTAGE	1,165	1,200	1,206	1,500	25.0%
703.025	OFFICE EXPENSE	2,516	2,000	1,494	2,000	0.0%
704.021	UTILITIES	4,211	3,000	2,412	3,000	0.0%
704.022	COMMUNICATIONS	3,275	1,500	852	1,500	0.0%
706.026	MISCELLANEOUS EXPENSE	1,732	1,474	1,127	1,000	-32.2%
706.027	BOOT & JACKET ALLOWANCE	0	0	0	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	301	500	108	500	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	584	600	440	600	0.0%
706.037	CONFERENCES & MEETINGS	783	1,000	123	1,000	0.0%
706.038	STAFF DEVELOPMENT	1,987	2,000	1,845	2,000	0.0%
	Total Operating Expenses	**$23,555**	**$18,574**	**$11,672**	**$18,400**	**-0.9%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$231,241**	**$482,059**	**$335,377**	**$543,756**	**12.8%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($157,721)
	WATER FUND	($208,901)
	LTF	($6,281)
	NET GENERAL FUND ALLOCATION	$170,853

Return to Agenda Page

AGENDA ITEM NO. 5

DEVELOPMENT SERVICES ADMINISTRATION DEPARTMENT BUDGET DETAIL

ACCOUNT NUMBER	DESCRIPTION	2012-13 BUDGET	2012-13 ACTUAL	BAL.
101-412.000-701.001				
Personnel Regular	Salaries 5 employees	327,251		327,251
	Development Services Dir.			
	Sr. Planning Technician	$327,251	0	$327,251
101-412.000-702.031				
Rents & Leases	Building Replacement Fund	3,600	0	3,600
		$3,600	0	$3,600
101-412.000-702.032				
Professional Services	Tire Amensty Program-Grant	1,500	0	1,500
		$1,500	0	$1,500
101-412.000-703.023				
Advertising	Riverbank News	200	0	200
	Bid Advertising	$200	$0	$200
101-412.000-703.024				
Postage	Postage Expense	1,500	0	1,500
		$1,500	0	$1,500
101-412.000-703.025				
Office Expense	Offices Expenses	2,000	0	2,000
	Wardens/Staples	$2,000	0	$2,000
101-412.000-704.021				
Utilities	Utility Expenses	3,000	0	3,000
	PG&E	$3,000	$0	$3,000
101-412.000-704.022				
Communications	Communication Expenses	1,500	0	1,500
	AT&T-Fax Line	$1,500	$0	$1,500
101-412.000-706.026				
Miscellaneous Expense	Miscellaneous Items	1,000	0	1,000
		$1,000	$0	$1,000
101-412.000-706.029				
Maint. Of Bldg	Building Maintenance Items	500	0	500
		$500	$0	$500
101-412.000-706.036				
Membership, Dues, Books	Administration Materials	600	0	600
		$600	$0	$600
101-412.000-706.037				
Conferences & Meetings	Conference & Training Expenses	1,000		1,000
		$1,000	0	$1,000
101-412.000-706.038				
Staff Development	Admin Staff Development	2,000		2,000
		$2,000	0	$2,000
101-412.000-708.004 -				
101-412.000-708.012	All Benefits 5 employees	$198,105		
Total Dev. Services Admin FY 2012-13 Budget		**$543,756**		

Return to Agenda Page

Budget Reduction Exercise

Development Services Department
Administration

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
101-412.000-701.001	Personnel Regular	327,251			**
101-000.000-699.000	Salary Transfer In	-369,299			
101-412.000-702.031	Rents & Leases	3,600			
101-412.000-702.032	Professional Serv.	1,500			
101-412.000-703.023	Advertising	200			
101-412.000-703.024	Postage	1,500			
101-412.000-703.025	Office Expense	2,000			
101-412.000-704.021	Utilities	3,000			
101-412.000-704.022	Communications	1,500			
101-412.000-706.026	Miscellaneous Expense	1,000			
101-412.000-706.029	Maint. Of Bldg.	500			
101-412.000-706.036	Membership, Dues,	600			
101-412.000-706.037	Travel, Conf, Meet.	1,000			
101-412.000-706.038	Staff Development	3,000			
101-412.000-708.005	Medicare	4,745			
101-412.000-708.006	PERS Retirement	34,149			
101-412.000-708.007	Payroll Taxes	2,287			
101-412.000-708.008	Health, Dental, Vis Ins	102,486			
101-412.000-708.009	National Retirement	11,900			
101-412.000-708.010	Workers' Compensation	33,598			
101-412.000-708.012	Deferred Compensation	3,900			
	Total	170,417	0	0	0
	Target Amount		**8,521**	**11,929**	**17,042**

****Transferring Cheryl out of the general fund should generate a cost savings of around $22,000, which would calculate to over a 10% reduction in the Development Services Administration budget.**

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	101	**GENERAL FUND**	Department:	**413**
Function:		**Public Works**		**STREET 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	52,662	103,623	82,042	103,623	0.0%
701.003	PERSONNEL OVERTIME	75	1,000	0	0	0.0%
701.004	STANDBY PAY	0	2,000	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	128	0	0	0	0.0%
708.005	MEDICARE	357	751	548	751	0.0%
708.006	PERS RETIREMENT	9,091	11,634	10,020	11,915	2.4%
708.007	PAYROLL TAXES	424	868	823	868	0.0%
708.008	GROUP HEALTH, DENTAL, VISION	18,411	40,138	27,597	40,138	0.0%
708.009	NATIONAL RETIREMENT	2,312	4,302	2,868	4,760	10.6%
708.010	WORKERS' COMPENSATION	5,572	11,153	8,310	12,235	9.7%
	Total Personnel Salaries & Benefits	**$89,032**	**$175,469**	**$132,208**	**$174,290**	**-0.7%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	14,336	17,000	7,453	15,000	-11.8%
702.031	RENTS & LEASES (VEHICLES)	700	15,000	0	15,000	0.0%
702.032	PROFESSIONAL SERVICES	0	7,500	2,750	7,000	0.0%
703.055	BARRICADES W/ FLASHERS	672	800	531	800	0.0%
704.021	UTILITIES	7,707	12,000	5,863	12,000	0.0%
706.027	BOOT & JACKET ALLOWANCE	102	300	141	300	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	5,500	6,375	5,435	6,500	2.0%
706.056	STATE/COUNTY FEES	549	550	566	700	0.0%
706.073	UNIFORMS & RAGS	88	0	0	0	0.0%
999.000	TRANSFER TO GAS TAX FUND	15,543	0	0	0	0.0%
	Total Operating Expenses	**$45,197**	**$59,525**	**$22,739**	**$57,300**	**-3.7%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$134,229**	**$234,994**	**$154,947**	**$231,590**	**-1.4%**

TRANSFER IN OF MANAGEMENT FEES	GAS TAX FUND	($43,588)
	LTF	($18,294)
	CROSSROADS LANDSCAPE & LIGHTING DISTRICT	($17,423)
	NET GENERAL FUND ALLOCATION	$152,285

Return to Agenda Page

AGENDA ITEM NO. 5

STREET MAINTENANCE DEPARTMENT BUDGET DETAIL

ACCOUNT NUMBER	DESCRIPTION	2012-13 BUDGET	2012-13 ACTUAL	BAL.
101-413.000-701.001				
Personnel Regular	Salaries 2 employees			
	2 Sr St. Maintenance Workers	103,623	0.00	103,623
		$103,623	0	$103,623
101-413.000-702.030				
Maint Operations Equip	Traffic Signal Maintenance	15,000	0	15,000
		$15,000	0	$15,000
101-413.000-702.031				
Rents & Leases	Vehicle Maint/Replacement Fund	15,000	0	15,000
		$15,000	0	$15,000
101-413.000-702.032				
Professional Services	Electrical Wiring Replacement	7,000	0	7,000
		$7,000	0	$7,000
101-413.000-703.055				
Barricades	St. Barricades: Safe T Lite	800	0	800
		$800	$0	$800
101-413.000-704.021				
Utilities	108 Waterfall Utilities	12,000	0	12,000
	MID	$12,000	$0	$12,000
101-413.000-706.027				
Boot & Jacket Allowance	Boot Allowance	300	0	300
	2 employes @ $150/employee	$300	$0	$300
101-413.000-706.029				
Maint. Of Bldg	Oakdale Rd Landscape Maint.	6,500	0	6,500
	Grover	$6,500	$0	$6,500
101-413.000-706.056				
Membership, Dues, Books	Fire Dist. Assessment Fees	700	0	700
	SCFPD	$700	$0	$700
101-413.000-708.012	All Benefits 5 employees	$70,667		
Total St Maintenance FY 2012-13 Budget		**$231,590**		

Return to Agenda Page

Budget Reduction Exercise

Street Maintenance

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	10% Reduction
101-413.000-701.001	Personnel Regular	103,623	0	0	0
101-000.000-699.000	Salary Transfer In	-78,578	0	0	0
101-413.000-701.002	Personnel Overtime	0	0	0	0
101-413.000-701.003	Standby Pay	0	0	0	0
101-413.000-702.030	Maint. Of Equipment	15,000	0	0	0
101-413.000-702.031	Rents & Leases	15,000	0	0	0
101-413.000-702.032	Professional Serv.	7,000	5,000	6,000	7,000
101-413.000-703.055	Barricades	800	0	0	800
101-413.000-704.021	Utilities	12,000	0	0	0
101-413.000-706.027	Boot & Jacket Allowance	300	0	0	0
101-413.000-706.029	Maint. Of Bldg.	6,500	2,571	4,599	6,500
101-413.000-706.056	State/County Fees	700	0	0	0
101-413.000-708.005	Medicare	751	0	0	0
101-413.000-708.006	PERS Retirement	11,915	0	0	0
101-413.000-708.007	Payroll Taxes	868	0	0	0
101-413.000-708.008	Health, Dental, Vis Ins	40,138	0	0	0
101-413.000-708.009	National Retirement	4,760	0	0	0
101-413.000-708.010	Self Insurance	10,639	0	0	0
	Total	151,416	7,571	10,599	14,300 **
	Target Amount		**7,571**	**10,599**	**15,142**

Professional Serv.
101-413.000.702.032
This account is used for street light repair due to vandalism. A 5% reduction is manageable, but a 7% or 10% reduction will cause street lights which are vandalised to remain dark.

Barricades
101-413.000.703.055
Eliminating barricade purchases will force streets department to use use older barricades, which could cause a safety issue.

Maint. Of Bldg.
101-413.000.706.029
This account is used for landscape maintenance along Oakdale Road, which is not covered by the Landscape & Lighting District. Reduction of 5%, 7% or 10% will limit maintenance by Grover and force area to be left unmaintained or increase the work load of either our Streets or Parks personnel.

**** Unable to reduce to 10%. All other accounts are set amounts that cannot be touched.**

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**101**	**GENERAL FUND**	Department:	**457**
Function:		**Public Works**		**CONTRACT ENGINEERING**

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Operating Expenses					
702.032	PROFESSIONAL/SPECIAL SERVICES	81,368	75,000	22,955	70,000	-6.7%
706.999	BAD DEBTS (GARBAGE)	30,162	0	95	0	0.0%
	Total Operating Expenses	**$111,530**	**$75,000**	**$23,050**	**$70,000**	**-6.7%**
	Total Department Appropriations	**$111,530**	**$75,000**	**$23,050**	**$70,000**	**-6.7%**

Return to Agenda Page

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 102: Gas Tax Fund

Reserve @ July 1, 2012	**$132,312**

Add:

Projected '12-'13 Revenues	**$688,023**

Less:

Requested Appropriations

SALARIES & BENEFITS	$265,520	
CONTRACT SERVICES	120,400	
UTILITIES	120,000	
OTHER OPERATING EXPENSES	85,750	
TRANSFERS OUT	43,588	
CAPITAL OUTLAY	0	
Total Gas Tax Appropriations		**$635,258**
Projected Reserve @ June 30, 2013		**$185,077**
% Of Revenues		**26.90%**

GAS TAX REVENUES

	BUDGET 11/12	BUDGET 12/13
SECTION 2103 GAS TAX	$233,690	$238,364
SECTION 2105 GAS TAX	111,000	113,220
SECTION 2106 GAS TAX	71,552	72,983
SECTION 2107 GAS TAX	147,986	150,946
SECTION 2107.5 GAS TAX	5,000	5,000
STREET SWEEPING	4,159	4,159
MISCELLANEOUS REVENUE	0	0
INTEREST INCOME	0	0
TRANSFER IN OF MGMT FEES	112,165	103,351
	$685,552	$688,023

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**102**	**GAS TAX**	Department:	**418**
Function:		**Public Works**		**STREETS**

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	117,643	160,212	114,864	156,256	-2%
701.002	PERSONNEL TEMPORARY	0	7,000	6,132	0	0%
701.003	PERSONNEL OVERTIME	2,115	3,000	1,040	2,000	-33%
701.004	STANDBY PAY	6,630	6,000	3,053	3,500	-42%
701.007	SALARY REQUEST	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	663	0	0	0	0%
708.005	MEDICARE	1,411	2,425	1,149	2,266	-7%
708.006	PERS RETIREMENT	21,175	23,693	14,937	16,719	-29%
708.007	PAYROLL TAXES	1,003	1,342	1,994	1,329	-1%
708.008	GROUP HEALTH, DENTAL, VISION	37,290	57,861	32,323	57,861	0%
708.009	NATIONAL RETIREMENT	4,258	6,453	3,659	7,140	11%
708.010	WORKERS' COMPENSATION	12,985	17,997	12,585	18,449	3%
708.012	DEFERRED COMPENSATION	0	0	0	0	0%
	Total Personnel Salaries & Benefits	**$205,173**	**$285,983**	**$191,736**	**$265,520**	**-7%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	1,232	3,000	39	3,000	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	5,000	10,000	0	10,000	0%
702.032	PROFESSIONAL/SPECIAL SERVICES	8,840	20,900	18,157	20,900	0%
702.036	STREET SWEEPING CONTRACT	82,943	82,500	55,360	82,500	0%
702.037	STREET LIGHT REPAIR	4,786	4,000	3,661	4,000	0%
703.028	SMALL TOOLS	416	1,000	0	1,000	0%
703.062	GALV POSTS - STREET SIGNS	6,863	4,000	8,486	56,000	1300%
704.021	UTILITIES	118,089	120,000	76,134	120,000	0%
706.026	MISCELLANEOUS EXPENSE	1,106	1,000	108	1,000	0%
706.027	BOOT & JACKET ALLOWANCE	314	450	307	600	33%
706.029	MAINT. OF BLDG. & STRUCTURES	7,435	15,000	12,032	21,000	40%
706.036	MEMBERSHIP, DUES, BOOKS,ETC.	592	1,000	481	1,000	0%
706.038	STAFF DEVELOPMENT	0	1,800	240	1,800	0%
706.050	SAFETY EQUIPMENT	605	1,300	1,344	1,300	0%
706.073	UNIFORMS & RAGS	0	650	0	2,050	215%
999.000	TRANSFER OUT OF MGMT FEES TO GF	0	43,133	21,636	43,588	0%
	Total Operating Expenses	**$238,221**	**$309,733**	**$197,985**	**$369,738**	**19%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	9,829	5,650	23,525	0	-100%
	Total Capital Outlay	**$9,829**	**$5,650**	**$23,525**	**$0**	**-100%**
	Total Department Appropriations	**$453,223**	**$601,366**	**$413,246**	**$635,258**	**6%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($48,468)
	LTF	($2,212)
	WATER FUND	($16,499)
	STERLING RIDGE STORM DRAIN DISTRICT	($9,364)
	HEARTLANDS STORM DRAIN DISTRICT	($9,364)
	CROSSROADS LANDSCAPE & LIGHTING DISTRICT	($16,499)
	NET GAS TAX FUND ALLOCATION	$532,852

Return to Agenda Page

Fund 102: Gas Tax 418.000

702.030	**Maintenance Operation Equipment**	**$ 3,000**
	Grover Landscaping	$ 1,000
	Home Depot - Riverbank	$ 300
	City of Modesto – Traffic Signal	$ 1,700
702.031	**Rents & Leases**	**$ 10,000**
	Non-Discretionary Account	$ 10,000
702.032	**Professional/Special Services**	**$ 20,900**
	SWRCB – Annual Permit Fee	$ 8,000
	Industrial Electric	$ 2,000
	Far West	$ 2,000
	Revel Environmental	$ 3,000
	SWRCB – Discharge Permit	$ 5,900
702.036	**Street Sweeping Contract**	**$ 82,500**
	Gilton Solid Waste Management	$ 82,500
702.037	**Street Light Repair**	**$ 4,000**
	Trombetta Electrical	$ 500
	Choice Lighting Supply	$ 2,500
	Grainger	$ 1,000
703.028	**Small Tools**	**$ 1,000**
	United Rentals	$ 400
	Home Depot	$ 500
	CSK Auto, Inc.	$ 100
703.062	**Galv Posts – Street Signs**	**$ 56,000**
	Fine Line Stripping	$ 52,000
	Safe T Lite	$ 2,500
	Modesto Steel	$ 500
	United Rentals	$ 1,000
704.021	**Utilities**	**$120,000**
	MID	$ 500
	PG & E	$114,500
	Department of Transportation	$ 5,000

Return to Agenda Page

706.026	**Miscellaneous Expense**	**$ 1,000**
	Ad Tech	$ 1,000
706.027	**Boot & Jacket Allowance**	**$ 600**
	4 – Employees	$ 600
706.029	**Maintenance/Bldg/Structures/Grds**	**$21,000**
	Grover Landscaping	$ 6,000
	Home Depot	$ 4,800
	Howk Systems	$ 2,000
	CSK Auto, Inc.	$ 500
	Munn & Perkins	$ 3,000
	Autrey's Water Truck & Sweeper	$ 200
	Tractor Supply	$ 2,000
	Sunrise Rock & Redi Mix	$ 1,500
	Houston Control	$ 1,000
706.036	**Memberships, Dues, Books, Etc.**	**$ 1,000**
	Undergroud Service Alert – Membership	$ 400
	California Rural Water Assoc.	$ 300
	Books for Certifications	$ 300
706.038	**Staff Development**	**$ 1,800**
	Training Classes/Certifications	$ 1,800
706.050	**Safety Equipment**	**$ 1,300**
	Fastenal Company	$ 500
	Safe T Lite	$ 800
706.073	**Uniform & Rags**	**$ 2,050**
	Aramark Uniforms	$ 500
	Safety Work Shirts	$ 1,550

Return to Agenda Page

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 106: Sewer Fund Summary

Reserve @ July 1, 2012	$403,348
Add:	
Projected '12-'13 Revenues	$2,166,015
Less:	
Requested Appropriations	

	SEWER COLLECTION	SEWER TREATMENT
SALARIES & BENEFITS	$142,138	$307,278
CONTRACT SERVICES	55,000	140,000
UTILITIES	25,000	400,000
OPERATING EXPENSES	23,450	58,795
BOND EXPENSES	0	14,960
CAPITAL OUTLAY	0	0
TRANSFERS OUT	993,034	0
	$1,238,622	$921,033

Total Sewer Fund Appropriations	$2,159,655
Projected Reserve @ June 30, 2013	$409,708
% of Reserve to Budget	18.92%

SEWER REVENUES

	BUDGET 11/12	BUDGET 12/13
SEWER SERVICE CHARGES	1,874,224	1,858,940
FINES, FORFEITURES, PENALTIES	31,675	33,274
INTEREST INCOME	9,000	5,000
INDUSTRIAL PERMITS	199,918	156,534
INSPECTION FEES	1,000	0
MISCELLANEOUS REVENUES	1,000	500
TRANSFER IN	65,563	65,563
TRANSFER IN MANAGEMENT FEES	56,773	46,204
TRANSFER IN OF LOAN PROCEEDS	903,000	0
	$3,142,153	$2,166,015

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**106**	**SEWER FUND**	Department:	**423**
Function:		**Public Works**		**SEWER COLLECTION**

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	293,329	90,235	62,353	79,281	-12%
701.003	PERSONNEL OVERTIME	651	1,000	884	1,000	0%
701.004	STANDBY PAY	11,649	5,000	10,591	5,000	0%
708.004	MISC EMPLOYEE BENEFITS	-1,453	0	0	0	0%
708.005	MEDICARE	4,158	1,308	1,062	1,150	-12%
708.006	PERS RETIREMENT	48,809	10,131	8,601	7,868	-22%
708.007	PAYROLL TAXES	2,178	868	1,115	868	0%
708.008	GROUP HEALTH, DENTAL, VISION	72,460	32,850	19,887	32,850	0%
708.009	NATIONAL RETIREMENT	9,506	4,302	2,975	4,760	11%
708.010	WORKERS' COMPENSATION	29,953	9,712	7,235	9,361	-4%
708.012	DEFERRED COMPENSATION	5,513	0	0	0	0%
	Total Personnel Salaries & Benefits	**$476,753**	**$155,406**	**$114,703**	**$142,138**	**-9%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIP.	12,867	15,000	7,668	15,000	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	30,000	30,000	656	30,000	0%
702.032	PROFESSIONAL SERVICES	37,644	18,088	20,229	10,000	-45%
703.023	ADVERTISING	0	500	0	250	0%
703.024	POSTAGE	6,728	7,000	5,876	7,000	0%
703.025	OFFICE EXPENSE	747	1,000	915	1,000	0%
703.049	CHEMICALS	648	400	182	400	0%
704.021	UTILITIES	24,750	25,000	20,268	25,000	0%
704.022	COMMUNICATIONS	1,990	2,000	1,140	2,000	0%
706.010	DEPRECIATION EXPENSE	125,334	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	0	0	170	1,000	0%
706.027	BOOT & JACKET ALLOWANCE	220	300	316	300	0%
706.028	SMALL TOOLS	764	500	878	500	0%
706.029	MAINT. OF BLDG & STRUCTURES	7,779	7,000	5,698	7,000	0%
706.036	MEMBERSHIP,DUES,BOOKS,ETC.	669	500	415	500	0%
706.038	STAFF DEVELOPMENT	202	2,000	435	2,000	0%
706.050	SAFETY EQUIPMENT	423	1,000	155	1,000	0%
706.073	UNIFORMS & RAGS	0	500	0	500	0%
706.099	BAD DEBTS (SEWER SERVICES)	35,261	0	109	0	0%
999.000	TRANSFERS OUT (BOND/CIP FUND)	530,312	520,000	353,942	520,000	0%
999.000	TRANSFER OUT MANAGEMENT FEE	0	445,052	197,884	473,034	6%
	Total Operating Expenses	**$816,338**	**$1,075,840**	**$616,936**	**$1,096,484**	**2%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	2,424	1,334	0	0	-100%
707.003	EQUIPMENT/PROJECTS-LOAN	0	903,000	252,256	0	-100%
	Total Capital Outlay	**$2,424**	**$904,334**	**$252,256**	**$0**	**-100%**
	Total Department Appropriations	**$1,295,515**	**$2,135,580**	**$983,895**	**$1,238,622**	**-42%**

Return to Agenda Page

Fund 106: Sewer Fund 423.000 Sewer Collection

702.030	**Maintenance Operation Equipment**	**$15,000**
	Industrial Electric	$ 5,000
	Howk Systems	$ 6,000
	Willie Electric Supply Co., Inc.	$ 4,000
702.032	**Professional/Special Services**	**$10,000**
	California Rural Water Association	$ 1,500
	Stantec	$ 4,000
	ABS Presort, Inc. – Prop 218 Notices	$ 2,000
	SWRCB Accounting Office	$ 2,500
703.023	**Advertising**	**$ 250**
	Oakdale Leader – Advertisements	$ 250
703.024	**Postage**	**$ 7,000**
	U. S. Postmaster – Utility Billings	$ 7,000
703.025	**Office Expense**	**$ 1,000**
	Staples – Office Supplies	$ 300
	Wardens – Office Supplies	$ 300
	Mo-Cal – Copier Lease/Toner	$ 100
	Printing Systems – Env./Delinq. Notices	$ 300
703.049	**Chemicals**	**$ 400**
	Commercial Maintenance Chemical	$ 400
704.021	**Utilities**	**$25,000**
	Pacific Gas & Electric	$24,500
	Bay Alarm Company	$ 500
704.022	**Communications**	**$ 2,000**
	AT&T Mobility	$ 840
	AT&T – Calnet 2 –	$ 1,160
706.026	**Miscellaneous**	**$ 1,000**
	(Emergency/Unexpected Needs)	$ 1,000

Return to Agenda Page

706.027	**Boot & Jacket Allowance**	**$**	**300**
	2 – Employees	$	300
706.028	**Small Tools**	**$**	**500**
	Home Depot – Replacement of Broken Tools	$	500
706.029	**Maintenance of Bldg/Structures/Grds**	**$**	**7,000**
	Radio Shack – voltage reducer	$	100
	Groeniger & Company	$	1,500
	Home Depot	$	1,200
	Bills Safe & Lock	$	200
	Howk Systems	$	2,000
	ABS Pumps	$	2,000
706.036	**Memberships, Dues, Books, Etc.**	**$**	**500**
	Employee books for Certification Exams	$	500
706.038	**Staff Development**	**$**	**2,000**
	Employee Training/Education/Certs.	$	2,000
706.050	**Safety Equipment**	**$**	**1,000**
	Granite Construction	$	500
	O-Reilly Automotive, Inc.	$	500
706.073	**Uniform & Rags**	**$**	**500**
	Safety Shirts/Jackets (Yellow & Orange)	$	500

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**106**	**SEWER FUND**	Department:	**424**
Function:		**Public Works**		**SEWER TREATMENT**

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	176,994	167,439	130,526	167,439	0%
701.003	PERSONNEL OVERTIME	23,249	24,000	21,037	24,000	0%
701.080	SALARY REQUEST	0	0	0	7,852	0%
708.004	MISC EMPLOYEE BENEFITS	-54	0	0	0	0%
708.005	MEDICARE	2,896	2,428	2,117	2,428	0%
708.006	PERS RETIREMENT	28,474	23,739	17,089	19,252	-19%
708.007	PAYROLL TAXES	1,449	1,302	1,302	1,302	0%
708.008	GROUP HEALTH, DENTAL, VISION	41,341	54,646	33,082	54,646	0%
708.009	NATIONAL RETIREMENT	5,730	6,453	4,301	7,140	11%
708.010	WORKERS' COMPENSATION	17,466	18,021	14,148	19,769	10%
708.012	DEFERRED COMPENSATION	3,535	3,335	2,667	3,450	3%
	Total Personnel Salaries & Benefits	**$301,080**	**$301,363**	**$226,269**	**$307,278**	**2%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	25,000	25,000	8,332	25,000	0%
702.031	RENTS & LEASES (VEH REP./MAINT)	20,000	20,000	7,918	25,000	25%
702.032	PROFESSIONAL SERVICES	37,281	50,000	25,498	75,000	50%
702.056	PIRTS & APPRAISALS, TAXES	1,069	15,000	2,525	15,000	0%
703.025	OFFICE EXPENSE	983	1,000	418	4,000	300%
703.049	CHEMICALS	2,481	2,500	1,712	2,500	0%
704.021	UTILITIES	397,601	400,000	247,157	400,000	0%
704.022	COMMUNICATIONS	678	800	734	850	6%
706.010	DEPRECIATION EXPENSE	243,559	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	772	1,845	557	2,845	54%
706.027	BOOT & JACKET ALLOWANCE	437	450	341	450	0%
706.028	SMALL TOOLS	1,954	2,000	1,061	3,000	50%
706.029	MAINT. OF BLDG & STRUCTURES	5,347	20,000	16,146	20,000	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,196	1,500	1,193	1,500	0%
706.038	STAFF DEVELOPMENT	1,363	2,500	800	2,500	0%
706.050	SAFETY EQUIPMENT	503	500	502	3,000	500%
706.053	LEVEE REPAIR & A.C.	3,808	8,000	4,893	8,000	0%
706.060	INTEREST PAYMENTS	9,784	8,480	0	7,150	-16%
706.073	UNIFORMS & RAGS	2,637	2,655	1,880	3,000	13%
706.076	BOND INTEREST EXPENSE	16,670	16,862	5,780	14,960	-11%
999.000	TRANSFERS OUT	0	0	0	0	0%
	Total Operating Expenses	**$773,123**	**$579,092**	**$327,447**	**$613,755**	**6%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	1,334	0	0	100%
707.043	AERATOR REPLACEMENT	0	0	0	0	100%
	Total Capital Outlay	**$0**	**$1,334**	**$0**	**$0**	**100%**
	Total Department Appropriations	**$1,074,203**	**$881,789**	**$553,716**	**$921,033**	**4%**

Return to Agenda Page

Fund 106: Sewer Fund 424.000 Sewer Treatment

702.030	**Maintenance Operation Equipment**	**$ 25,000**
	Granger	$ 6,250
	Tilbury Auto Parts	$ 7,250
	R & T Power Equipment	$ 6,500
	Stanislaus Implement	$ 5,000
702.031	**Rents & Leases**	**$ 13,000**
	(Non-Discretionary Funds)	
702.032	**Professional/Special Services**	**$ 75,000**
	Far West	$ 25,000
	J L Analytical Services, Inc.	$ 5,000
Northstar	~~Stantec~~ Consulting Services	$ 20,000
	GWMW Sampling & Engineering	$ 25,000
702.056	**~~Pirts & Appraisals~~, Taxes**	**$ 15,000**
	Shabbir A. Khan – Property Taxes	$ 15,000
703.025	**Office Expense**	**$ 4,000**
	Staples – Office Supplies	$ 400
	Wardens – Office Supplies	$ 3,600
703.049	**Chemicals**	**$ 2,500**
	Stanislaus Farm Supply	$ 1,500
	Colin Supply Co.	$ 1,000
704.021	**Utilities**	**$400,000**
	Pacific Gas & Electric	$ 10,000
	MID	$390,000
704.022	**Communications**	**$ 850**
	AT&T Mobility	$ 850
706.026	**Miscellaneous Expense**	**$ 2,845**
	Arrowhead	$ 1,500
	Emergency/Unexpected Needs	$ 1,345

706.027	**Boot & Jacket Allowance**	**$**	**450**
	3 – Employees	$	450
706.028	**Small Tools**	**$**	**3,000**
	R & T Power Equipment	$	1,500
	Grainger	$	500
	Additional Lab Equipment	$	1,000
706.29	**Maintenance of Bldg/Structures/Grds**	**$**	**20,000**
	N & S Tractor	$	1,000
	Grainger	$	4,250
	Denair Lumber Co.	$	3,500
	Home Depot	$	4,500
	Waterman Industries	$	3,000
	Bay Alarm Company	$	650
	Modesto Steel	$	1,000
	Escalon Portable Welding	$	2,100
706.036	**Memberships, Dues, Books, Etc.**	**$**	**1,500**
	California Rural Water Association	$	500
	State Water Resources Control Board	$	1,000
706.038	**Staff Development**	**$**	**2,500**
	Employee Training/Education/Certs/Exams	$	2,500
706.050	**Safety Equipment**	**$**	**3,000**
	Delta Rubber	$	200
	Grainger	$	300
	Purchase Chemical/Flamable Storage Locker	$	2,500
706.053	**Levee Repair and A.C.**	**$**	**8,000**
	Annual Repairs – Rock Purchase	$	8,000
706.073	**Uniform & Rags**	**$**	**3,000**
	Aramark Uniform Services	$	3,000

Return to Agenda Page

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 114: Water Fund Summary

Reserve @ July 1, 2012	$380,922
Bond Reserve @ July 1, 2012*	$195,086

Add:

Projected '12-'13 Revenues	$1,746,019

Less:

Requested Appropriations

	WATER COLLECTION	WATER CONNECTION
SALARY & BENEFITS	$437,069	$0
CONTRACT SERVICES	160,000	0
UTILITIES	370,000	0
OPERATING EXPENSES	70,950	0
BOND EXPENSES	0	225,781
CAPITAL OUTLAY	0	55,000
TRANSFERS OUT	555,293	0
	$1,593,312	$280,781

Total Water Fund Appropriations	1,874,093
Projected Reserve @ June 30, 2013	$447,934
% of Reserve to Budget	26%

WATER REVENUES

	BUDGET 11/12	BUDGET 12/13
WATER SERVICE CHARGES	$1,700,000	$1,690,494
BACKFLOW INSPECTIONS	2,000	500
FINES, FORFEITURES, PENALTIES	55,986	51,025
INSPECTION FEES	300	0
INTEREST INCOME	8,000	3,000
MISCELLANEOUS REVENUES	1,000	1,000
TRANSFERS IN (FIXED ASSETS)	18,569	0
	$1,785,855	$1,746,019

Bond Reserve to be used for final 1998 Water COP Bond Payment

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**114**	**WATER**	Department:	**433**
Function:		**Public Works**		**WATER COLLECTION**

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2010-11 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	511,679	210,645	144,772	258,107	23%
701.002	PERSONNEL TEMPORARY	0	59,747	47,013	0	0%
701.003	PERSONNEL OVERTIME	22,096	23,000	13,755	15,000	-35%
701.004	STANDBY PAY	11,849	20,000	12,851	15,000	-25%
708.004	MISC EMPLOYEE BENEFITS	4,759	0	0	0	0%
708.005	MEDICARE	6,453	2,897	2,263	2,719	-6%
708.006	PERS RETIREMENT	84,326	28,589	19,451	28,348	-1%
708.007	PAYROLL TAXES	4,046	7,610	7,171	2,170	-71%
708.008	GROUP HEALTH, DENTAL, VISION	137,546	58,547	41,186	69,051	18%
708.009	NATIONAL RETIREMENT	17,111	8,604	4,985	11,900	38%
708.010	WORKERS' COMPENSATION	51,745	22,671	16,373	30,474	34%
708.012	DEFERRED COMPENSATION	10,359	4,300	3,324	4,300	0%
	Total Personnel Salaries & Benefits	**$861,969**	**$446,610**	**$313,144**	**$437,069**	**-2%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	59,675	68,000	62,958	68,000	0%
702.031	RENTS & LEASES	22,000	22,000	2,864	22,000	0%
702.032	PROFESSIONAL SERVICES	52,318	70,000	47,162	70,000	0%
703.023	ADVERTISING	1,071	500	0	250	-50%
703.024	POSTAGE	6,738	7,000	6,273	7,000	0%
703.025	OFFICE EXPENSE	2,974	2,000	2,254	2,000	0%
703.064	BACKFLOW INSPECTION EXPENSES	1,027	1,500	2,656	1,500	0%
704.021	UTILITIES	367,548	370,000	231,385	370,000	0%
704.022	COMMUNICATIONS	1,093	1,000	477	1,000	0%
706.010	DEPRECIATION EXPENSE	252,173	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	386	500	1,302	2,200	340%
706.027	BOOT & JACKET ALLOWANCE	662	750	300	600	-20%
706.028	SMALL TOOLS	1,535	1,500	0	1,500	0%
706.029	MAINT. OF BLDG & STRUCTURES	20,896	25,000	14,066	25,000	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,556	1,500	0	1,500	0%
706.038	STAFF DEVELOPMENT	3,393	4,000	1,279	4,000	0%
706.050	SAFETY EQUIPMENT	2,306	1,400	2,017	2,500	79%
706.056	STATE & COUNTY WATER FEES	16,297	19,000	11,014	19,000	0%
706.073	UNIFORMS & RAGS	392	500	233	2,900	480%
706.999	BAD DEBTS (WATER SERVICE)	18,439	0	67	0	0%
999.000	TRANSFERS OUT	50,941	50,000	34,004	50,000	0%
999.000	TRANSERS OUT MANAGEMENT FEE	0	438,029	207,687	505,293	0%
	Total Operating Expenses	**$883,420**	**$1,084,179**	**$627,998**	**$1,156,243**	**7%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	1,334	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$1,334**	**$0**	**$0**	**-100%**
	Total Department Appropriations	**$1,745,389**	**$1,532,123**	**$941,142**	**$1,593,312**	**4%**

CAPITAL EXPENDITURES

Return to Agenda Page

Fund 114: Water Fund 433.000 Water Collection

702.030	**Maintenance Operation Equipment**	**$**	**68,000**
	Ditch Witch Central California	$	2,500
	Industrial Electric	$	14,000
	Howk Systems	$	16,000
	Groeniger & Company	$	16,000
	Denair Lumber Company	$	1,300
	Home Depot	$	4,400
	Borges & Mahoney Co.	$	1,500
	Fastenal Company	$	2,300
	McCrometer, Inc.	$	1,000
	Measurement Controls	$	5,000
	Fluid IQs	$	4,000
702.032	**Professional/Special Services**	**$**	**70,000**
	California Rural Water Association	$	1,000
	E and M – Wonderware Software	$	11,000
	Howk Systems	$	20,000
	Far West – Sample Testing	$	20,800
	Universal Systems Automation	$	4,000
	Health Services	$	5,000
	California Laboratory Services	$	1,200
	Clear channel Broadcasting – Conser. Advert.	$	1,500
	American Water Works	$	500
	California Urban Water	$	3,000
	SJVAPCD	$	2,000
703.023	**Advertising**	**$**	**250**
	Oakdale Leader – Advertisements	$	250
703.024	**Postage**	**$**	**7,000**
	U. S. Postmaster – Utility Billings	$	7,000
703.025	**Office Expense**	**$**	**2,000**
	Staples – Office Supplies	$	700
	Wardens – Office Supplies	$	500
	Mo-Cal – Copier Lease/Toner	$	300
	Printing Systems – Envelopes/Delinquent Notices	$	500
703.064	**Backflow Inspection Expenses**	**$**	**1,500**
	Commercial Maintenance Chemical – Chemicals	$	1,500

Return to Agenda Page

704.021	**Utilities**	**$370,000**
	Pacific Gas & Electric	$200,000
	Bay Alarm Company	$ 1,000
	MID	$169,000
704.022	**Communications**	**$ 1,000**
	AT&T Mobility	$ 1,000
706.026	**Miscellaneous Expense**	**$ 2,200**
	Home Depot	$ 250
	USA Mobility Wireless	$ 250
	Emergency/Unexpected Needs	$ 1,700
706.027	**Boot & Jacket Allowance**	**$ 750**
	5 – Employees	$ 750
706.028	**Small Tools**	**$ 1,500**
	Home Depot – Replacement of Broken Tools	$ 1,500
706.029	**Maintenance of Buildings/Structures/Grounds**	**$ 25,000**
	Radio Shack	$ 500
	Groeniger & Company	$ 5,000
	Home Depot	$ 5,000
	Howk Systems	$ 14,500
706.036	**Memberships, Dues, Books, Etc.**	**$ 1,500**
	Employee books for Certification Exams	$ 1,500
706.038	**Staff Development**	**$ 4,000**
	Employee Training/Education/Certifications	$ 4,000
706.050	**Safety Equipment**	**$ 2,500**
	Granite Construction	$ 350
	O-Reilly Automotive, Inc.	$ 200
	Safe T Lite	$ 700
	United Rentals, Inc.	$ 150
	Additional Safety Equipment	$ 1,100
706.056	**State/County Fees**	**$ 19,000**
	California Department of Public Health	$ 14,000
	SJVAPCD	$ 5,000
706.073	**Uniform & Rags**	**$ 2,900**
	T's & Topps	$ 1,000
	Print Rite	$ 900
	Aramark	$ 1,000

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**114**	**WATER**	Department:	**437**
Function:		**Public Works**		**WATER CONNECTION**

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Operating Expenses					
706.010	DEPRECIATION EXPENSE	19,445	0	0	0	0%
706.054	DEBT SERVICES	165,000	175,000	175,000	180,000	3%
706.075	BOND COST EXPENSE	2,126	2,200	2,126	0	-100%
706.076	BOND INTEREST EXPENSE	24,160	14,893	14,893	5,040	-66%
706.078	BOND AMORTIZATION EXPENSE	8,519	8,519	0	40,741	378%
	Total Operating Expenses	**$219,250**	**$200,612**	**$192,019**	**$225,781**	**13%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0%
707.010	WATER METERS	50,679	50,000	22,209	50,000	0%
707.011	TWO INCH WATER METERS	0	5,000	0	5,000	0%
	Total Capital Outlay	**$50,679**	**$55,000**	**$22,209**	**$55,000**	**0%**
	Total Department Appropriations	**$269,929**	**$255,612**	**$214,228**	**$280,781**	**10%**

CAPITAL EXPENDITURES

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 117: Neighborhood Improvement Fund

Reserve @ July 1, 2012		**$0**
Add:		
Projected '12-'13 Revenues		**$86,506**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$78,056	
OPERATING EXPENSES	8,450	
TRANSFERS OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**86,506**
Projected Reserve @ June 30, 2013		**$0**

NEIGHBORHOOD IMPROVEMENT REVENUES

	BUDGET 11/12	BUDGET 12/13
ABANDONED VEHICLE	16,000	16,000
FINES, FORFEITURES, PENALTIES	10,000	10,000
INTEREST INCOME	0	0
MISCELLANEOUS REVENUES	500	500
OTHER FINANCIAL RESOURCES	0	0
TRANSFERS IN OF MGMT FEES	53,241	60,006
	$79,741	$86,506

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	117	NEIGHBORHOOD IMPROVEMENT	Department:	411
Function:		Administration		CODE COMPLIANCE

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	27,300	57,506	43,831	57,506	0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	-195	0	0	0	0%
708.005	MEDICARE	395	834	570	834	0%
708.006	PERS RETIREMENT	4,642	6,119	5,302	6,267	2%
708.007	PAYROLL TAXES	217	434	434	434	0%
708.008	GROUP HEALTH, DENTAL, VISION	793	3,892	833	3,892	0%
708.009	NATIONAL RETIREMENT	1,256	2,151	1,434	2,380	11%
708.010	WORKERS' COMPENSATION	2,845	6,182	4,411	6,743	9%
	Total Personnel Salaries & Benefits	**$37,253**	**$77,118**	**$56,815**	**$78,056**	**1%**
	Operating Expenses					
702.034	OTHER CONTRACT SERVICES	0	500	0	500	0%
702.042	RELEASE OF LIENS	0	0	0	0	0%
703.024	POSTAGE	0	0	0	0	0%
703.025	OFFICE EXPENSE	1,124	500	158	500	0%
704.022	COMMUNICATIONS	799	600	734	600	0%
706.025	WEED & RUBBISH REMOVAL	983	1,000	3,985	5,000	29%
706.027	BOOT & JACKET ALLOWANCE	150	150	0	150	0%
706.028	SMALL TOOLS	44	300	309	300	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	75	100	0	100	0%
706.037	CONFERENCES & MEETINGS	2	300	0	300	0%
706.077	SPRING CLEAN	227	1,000	0	1,000	0%
	Total Operating Expenses	**$3,404**	**$4,450**	**$5,186**	**$8,450**	**90%**
	CAPITAL OUTLAY					
707.013	EQUIPMENT GRANT	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$40,657**	**$81,568**	**$62,001**	**$86,506**	**6%**

TRANSFER IN OF MANAGEMENT FEES	GENERAL FUND	($60,006)
	NET NEIGHBORHOOD IMPROVEMENT ALLOCATION	$26,500

Return to Agenda Page

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

Fund 119: Equipment Pool Fund Summary
Vehicle Maint. Fund

Reserve @ July 1, 2012		**$0**
Add:		
Projected '12-'13 Revenues		**$416,677**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$98,587	
OPERATING EXPENSES	318,090	
TRANSFER OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**$416,677**
Projected Reserve @ June 30, 2013		**$0**

EQUIPMENT POOL REVENUES

	BUDGET 11/12	BUDGET 12/13
SALE OF FUEL	65,000	20,000
VEHICLE FUEL CHARGES	115,000	125,000
MAINT. CHARGES - LABOR	100,882	98,587
MAINT. CHARGES - PARTS	70,201	172,890
SALE OF CAPITAL ASSETS	0	0
MISCELLANEOUS REVENUES	200	200
TRANSFERS IN	0	0
	$351,283	$416,677

Return to Agenda Page

AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund:	**119**	**EQUIPMENT POOL**	Department:	**442**
Function:		**Public Works**		**EQUIPMENT POOL**

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	54,320	58,138	43,849	58,138	0%
708.004	MISC EMPLOYEE BENEFITS	990	0	0	0	0%
708.005	MEDICARE	765	843	589	843	0%
708.006	PERS RETIREMENT	9,384	6,527	5,722	6,685	2%
708.007	PAYROLL TAXES	434	434	434	434	0%
708.008	GROUP HEALTH, DENTAL, VISION	16,617	23,243	13,747	23,243	0%
708.009	NATIONAL RETIREMENT	2,137	2,151	1,434	2,380	11%
708.010	WORKERS' COMPENSATION	5,756	6,257	4,741	6,864	10%
	Total Personnel Salaries & Benefits	**$90,403**	**$97,593**	**$70,516**	**$98,587**	**1.0%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	4,642	5,000	3,267	3,200	-36%
702.038	SPRINT LEASE/PURCHASE	2,580	2,640	1,980	2,640	0%
702.044	CNG MAINTENANCE	21,538	25,000	960	50,000	100%
703.025	OFFICE EXPENSE	300	300	89	300	0%
704.021	UTILITIES	27,342	35,000	21,351	30,000	-14%
704.022	COMMUNICATIONS	1,293	1,500	1,416	1,500	0%
705.040	VEHICLE MAINTENANCE EXPENSE	45,100	50,000	46,179	75,000	50%
705.041	VEHICLE FUEL	87,755	125,000	65,889	145,000	16%
706.026	MISCELLANEOUS EXPENSE	541	300	172	300	0%
706.027	BOOT & JACKET ALLOWANCE	106	150	0	150	0%
706.028	SMALL TOOLS	887	800	448	800	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	100	0	0	100	0%
706.037	TRAVEL,CONF & MEETINGS	0	0	0	500	0%
706.040	PERMITS & LICENSES	3,089	4,000	2,268	4,000	0%
706.050	SAFETY EQUIPMENT	325	300	0	900	200%
706.056	STATE/COUNTY FEES	917	1,000	947	1,000	0%
706.073	UNIFORMS & RAGS	2,609	2,700	1,537	2,700	0%
	Total Operating Expenses	**$199,124**	**$253,690**	**$146,503**	**$318,090**	**25.4%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$289,527**	**$351,283**	**$217,019**	**$416,677**	**18.6%**

Return to Agenda Page

Fund 119: Equipment Pool 442.000

702.030	**Maintenance Operation Equipment**	**$ 3,200**
	Donlee Pump	$ 3,200
702.038	**Sprint Lease/Purchase**	**$ 2,640**
	Wilson Technologies	$ 2,640
703.044	**CNG Maintenance**	**$ 50,000**
	Mainsfield Gas	$ 30,000
	Repair of Slow-Fill Station	$ 20,000
703.025	**Office Expense**	**$ 300**
	Wardens	$ 300
704.021	**Utilities**	**$ 35,000**
	PG & E	$ 25,000
	MID	$ 10,000
704.022	**Communications**	**$ 1,500**
	AT&T Mobility	$ 750
	AT&T CalNet 2	$ 750
705.040	**Vehicle Maintenance Expense**	**$ 75,000**
	Les Schwab Tires	$ 13,000
	Tilbury Auto Parts	$ 10,000
	Service Pro	$ 12,000
	5 Points Smog & Tune Up	$ 8,500
	CSK Auto, Inc.	$ 11,000
	Don's Mobile Glass	$ 3,000
	O-Reilly Automotive, Inc.	$ 17,500
705.041	**Vehicle Fuel**	**$145,000**
	E.R. Vine & Sons	$120,000
	Commercial Energy	$ 25,000
706.026	**Miscellaneous Expense**	**$ 300**
	Home Depot	$ 300
706.027	**Boot & Jacket Allowance**	**$ 150**
	1 – Employee	$ 150
706.028	**Small Tools**	**$ 800**
	Tilbury Auto Parts	$ 300
	CSK Auto, Inc.	$ 300
	Fastenal Company	$ 200

Return to Agenda Page

706.036	**Memberships, Dues, Books, Etc.**	**$**	**100**
	Mechanic/Auto Manuals	$	100
706.037	**Travel, Conference & Meetings**	**$**	**500**
	Mechanic Conferences/Meetings	$	500
706.040	**Permits & Licenses**	**$**	**4,000**
	SJVAPCD	$	500
	State Board of Equalization	$	3,500
706.050	**Safety Equipment**	**$**	**900**
	Groeniger	$	900
706.056	**State/County Fees**	**$**	**1,000**
	County Assessor – Property Taxes	$	1,000
706.73	**Uniform & Rags**	**$**	**2,700**
	Aramark	$	2,700

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 6

Meeting Date: April 2, 2012

Subject/ Title: Contract Services Discussion

Submitted by: Marisela Hernandez, Director of Finance

ACTION RECOMMENDATIONS:

1. Review Contract Listing (Exhibit A) and prioritize listing.
2. Review City Attorney Information (Exhibit B & Exhibit C). Committee to decide whether further research should be performed.

SUMMARY:

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

2. Information regarding Contract Attorney vs. In-House Attorney

I sent out a survey request through the finance director's list serve and only received the following responses:

Agency	Type	Monthly Fee/Range	Hours Allowed
Del Mar	Contract	$18,000	Unlimited
East Bay Park Dist.	Employee	$10,296-$15,217	Unlimited
Ripon	Contract	$240/hr	As Needed
Vacaville	Employee	$16,686-$20,280	Unlimited

I have attached a more detailed survey performed back in 2008 as Exhibit B.

Our current City Attorney, Mr. Tom P. Hallinan, has written a memo to the Committee and is attached as Exhibit C.

ATTACHMENTS: (List attachments in order of placement)

1. Exhibit A: Contract Listing
2. Exhibit B: 2008 City Attorney Survey
3. Exhibit C: Memorandum from City Attorney Tom P. Hallinan

Return to Agenda Page

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
Special Legal Counsel	Law Offices of D. White	$225/hr	As Needed	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
Public Information Officer	None-No Contract Exists	$25,000	None	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	Varies	7/1/2011	Development Services	Rate Payers
Quarterly Montiring Reports	Stantec	$4,000	Open Ended	Development Services	Sewer (WWTP)

Return to Agenda Page

City /Agency	Does your City staff a City Attorney or does it contract out for legal services?	How long has it contracted out for legal services?	Do you contract for other key positions?	Comments
Palmdale Water Dist.	contract	NA	NA	
City of Cotati	contract	Since incorporation, 1963.	City Engineer in the past.	
City of La Mirada	contract	NA	NA	CA is contracted out. However he is classified as an employee, receives a paycheck through PR system.
City of Red Bluff	contract	5 years	Computer consultant, City Engineer	
City of Visalia	contract	NA	NA	
City of Thousand Oaks	staff	NA	NA	
City of Ripon	contract	Since incorporation, 1945.	NA	
Town of Moraga	contract	Many years with same firm.	NA	
City of Lomita	contract	Since 1964	Police & Fire services	
City of Burlingame	staff	NA	NA	Considering to contract with a firm.
City of Sonora	contract	Same individual, 20 years	City Engineer	Same individuals for approx. 20 yrs.
San Mateo Harbor Dist.	contract	NA	NA	Contract out for "legal services".
City of Glendora	contract	Has never had an employee CA.	Community Services director	
City of Firebaugh	contract	NA	NA	
Union Sanitary Dist.	contract	Over 15 years.	None	
Town of Portola Valley	contract	Since incorporation, 1964.	NA	
City of Parlier	contract	Always	NA	
City of Foster City	contract	Over 20 years	NA	If IRS reclassifies, PERS might be next.
City La Verne	contract	Over 40 years	City Engineer & Building inspection	
Town of Loomis	contract	22 years	Building inspector	In the past have also contracted for PW Supervisro and Finance Director as long as their time commitment was less than 20 hours per week. Have also worked for Sutter Creek and Wheatland both of which use contracted CA.
City of Tehachapi	contract	Always	City Engineer	If the IRS is going to make your City pay for FICA then they are double taxing. CA's firm must have been paying self employment taxes.
City of Lynwood	contract	Since 1990	No	
City of Campbell	staff	many years	NA	CA is treated as an employee, has an employment agreement as well as his own firm.

Return to Agenda Page

Town of Hillsborough	contract			Contract is with law firm not an individual.
City of Sierra Madre	contract	NA	NA	
City of Dixon	contract	NA	NA	Have worked for City of Suisun, Town of Window, City of St Helena, City of Saratoga, City of Pittsburg and City of Oroville and they all have contracted CAs.
City of Morro Bay	staff	NA	None	City of Porterville also has a contract CA.
City of Poway	contract	2 years	None	Prior to current CA, position was treated as an employee.
City of San Clemente	contract	At least 20 years	None	Many services are contracted out but no key positions.
City of El Cerrito	contract	At least 25 years		
Port of San Diego	staff	NA	None	
City of Roseville	staff	NA	NA	
City of Orinda	contract	NA	NA	Specialized services (development agreements, contracts, etc. provided by other staff.
City of Capitola	contract	Since FY 01-02	None	Converted CA from employee to contractor.
City of Beverly Hills	contract	NA	Several other services.	Firm we contract with is in the business of being City Attorneys.
City of Villa Park	contract	NA	Engineer, Assoc. Planner, Building Inspector	
City of Arvin	contract	NA	City Engineer	
City of Carpinteria	contract	Since incorporation, 1965.	NA	No key positions positions are contracted unless on an interim basis.
City of Tustin	contract	Over 40 years	NA	
City of El Cajon	contract	NA	NA	Contract CA supervises an employed staff attorney and secretary.
City of Coronado	contract	NA	NA	
City of Lake Forrest	contract	Since incorporation, 1991	Majority of building and safey function.	
City of Alhambra	contract	104 years	NA	
City of Encinitas	contract	Since incorporation, 1986	NA	
City of shafter	contract	NA	NA	Do not pay a retainer, only pay for actual staff time according to their individual hourly rates.

Return to Agenda Page

LAW OFFICE

BUSH, ACKLEY, MILICH & HALLINAN

ESTABLISHED 1923

2845 EAST HATCH ROAD #22
MODESTO, CALIFORNIA 95351
209-324-6205
tompathallinan@gmail.com

DAVID F.BUSH 1923-1955
GEORGE H. ACKLEY 1935-1975
HARTLEY H. BUSH 1954-1995

LEO MILCH 1948-1997
THOMAS N. HALLINAN 1966-2006
THOMAS P. HALLINAN 1994-PRESENT

EXHIBIT C

MEMORANDUM

TO: RIVERBANK BUDGET ADVISORY BOARD MEMBERS

FROM: TOM HALLINAN, CITY ATTORNEY

RE: BUDGET FOR LEGAL SERVICES

DATE: April 2, 2012

I am writing to you in response to some issues that have either been raised in your previous meetings, or mentioned in the press recently regarding the city's legal bills.

Whether you look at a 5-year window or any larger increment of time, I am proud to say that the City of Riverbank's legal bills have historically been very low for a city its size.

Even before taking the 5% reduction, your general legal services budget was low: $4,500.00 per month divided by $150.00 hour = 30 hours per month. That equates to a little less than 7 hours per week (4.3 weeks per month). With City Council meetings, planning commission meetings, ROTA meetings, staff meetings, office hours, responding to e-mails and phone calls, etc. that figure is usually exceeded but I never charge for it. (And, when someone like Doug White fills in for me, the city is never charged by the other attorney for that time either).

Regarding outside legal services, as our Finance Director noted in the recent Modesto Bee article, we have only gone into six figures twice in 9 years for outside legal services, and when you consider that we spent only $15,000.00 3 years ago, I would match our outside legal services budget against any other city over the short or long term. And if you look at the last 2 years, when the "Quarry Case" settles, we are going to be reimbursed for almost 60% of these extraordinary fees!

Just wanted to give you my perspective on the numbers, I would welcome the opportunity to discuss them with you in the future. By the way, the least cost effective model is to have a "full service firm." You will get high priced litigators and inexperienced lawyers on the dais.