BUDGET ADVISORY COMMITTEE

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

AGENDA

WEDNESDAY, APRIL 23, 2014 – 6:00-7:30PM

CALL TO ORDER: CHAIR SUZANNE DEAN

ROLL CALL:
Committee Member Zack Davidson
Committee Member Arlene Figueroa
Committee Member Evelyn Halbert
Committee Member Anthony McKinney
Vice Chair Erick Winchester
Chair Suzanne Dean
Council Member Leanne Jones Cruz

There is currently one (1) Committee Vacancy

CONFLICT OF INTEREST

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

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

At this time, members of the public may comment on any item <u>not appearing</u> on the agenda, and within the subject matter jurisdiction of the Committee.

2. ACTION & DISCUSSION ITEMS

(These items will be individually discussed prior to Committee action)

Item 2.1: Approval of Minutes from the April 9, 2014 Meeting.

<u>Recommendation:</u> Motion to Approve by Roll Call Vote.

Item 2.2: Fiscal Year 2014-15 General Fund Projection Overview

<u>Recommendation:</u> Review of Current Projections for the General Fund.

Item 2.3: Fiscal Year 2014-15 Departmental Expenditure Review

(A) Development Services
- (1) Planning Division
- (2) Building Division
- (3) Development Services Administration Division

(4) Street Maintenance Division
(5) Gas Tax Fund
(6) Sewer Fund
(7) Water Fund
(8) Neighborhood Improvement Fund
(9) Equipment Pool Fund

Recommendation: Review of Proposed Department Expenditure Requests.

3. INFORMATIONAL ITEMS

No Informational Items.

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

Item 4.1: Staff Comments.
Item 4.2: Council Liaison Comments.
Item 4.3: Committee Member Comments.

5. ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	April 18, 2014	**TIME:**	11:30 AM
NAME:	Marisela H. Garcia	**TITLE:**	Director of Finance

Notice Regarding Americans with Disabilities Act:
In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (209) 863-7122. Notification 48-hours before the meeting will enable the Board to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102.35.104 ADA Title II].

Notice Regarding Non-English Speakers:
Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the Budget Advisory Committee shall be in English and anyone wishing to address the Board is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

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

Return to Agenda Page

AGENDA ITEM 2.1

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

MINUTES
WEDNESDAY, APRIL 9, 2014 – 6:00-7:30PM

CALL TO ORDER: ***Committee Member Figueroa called the meeting to order at 6:00 pm.***

ROLL CALL: ***Present: Committee Members Zack Davidson, Arlene Figueroa, Evelyn Halbert, Anthony McKinney, and Council Member Leanne Jones Cruz***
Absent: Vice Chair Erick Winchester, and Chair Suzanne Dean

There is currently one (1) Committee Vacancy

CONFLICT OF INTEREST

No Conflict of Interest was declared.

1. PUBLIC BUSINESS FROM THE FLOOR

No public business was presented.

2. ACTION & DISCUSSION ITEMS

Item 2.1: Approval of Minutes from the March 26, 2014 Meeting.

Motion by Committee Member Davidson to approve the minutes, 2nd by Committee Member McKinney.

Vote: 4-Ayes 0-Nays 0-Abstentions

Motion passes 4-0

Item 2.2: Fiscal Year 2014-15 General Fund Projection Overview

Marisela Garcia, Director of Finance, provided an update regarding the current status of the General Fund.

Mrs. Garcia explained that she and the City Manager will be meeting with the department heads to evaluate the departmental budgets and capital requests.

Return to Agenda Page

Committee Member Davidson inquired as to the decrease in the Economic Development Department. Mrs. Garcia explained that in the upcoming fiscal year the City will not have grant expenditures related to the SR108 Relinquishment grant and the Energy Efficient Vehicles Grant.

Item 2.3: Fiscal Year 2014-15 Departmental Expenditure Review

(A) Parks & Recreation Department

Marisela Garcia, Director of Finance introduced Sue Fitzpatrick, Parks & Recreation Director to discuss the Parks & Recreation Budgets.

(1) Building Maintenance Division

Mrs. Garcia explained that the Personnel Salary & Benefit changes were due to the eligibility of a merit increase for the Facilities Maintenance Worker II. Increases in Personnel Temporary are due to having additional staff available on the Friday's when the City is closed.

Mrs. Fitzpatrick explained the capital budget items that were requested. She explained that her requests were consistent with the City Council's Strategic Plan goal of Improving & Maintaining Infrastructure and facilities.

Committee Member Davidson inquired as to the wet seal coat proposal for the painting of City Hall South of approximately $2,000 as well as the types of carpet that were quoted for the carpet replacement project at City Hall South.

(2) Parks Division

Mrs. Garcia explained that the Personnel Regular account is noting a decrease due to a salary increase in the current fiscal year that was anticipated at the beginning of the year and did not occur until mid-year, therefore savings are anticipated. Mrs. Garcia explained that both the PERS Retirement and National Retirement costs will increase through all of the departments. She also explained that the Personnel Temporary costs for the part-time park maintenance aides are offset by the collection of the parking fees at Jacob Myer Park.

Mrs. Fitzpatrick explained the Parks Division equipment requests. Parks has requested the purchase of a Bobcat tractor. They currently borrow a large tractor from the Streets Department when replacing playground equipment. She explained that the $45,000 cost of the equipment could be offset by delaying the bark/fiber replacement of $12,000 to the 2015-16 fiscal year *and use Landscape & Lighting funds. This would reduce the General Fund allocation to $16,000.*

Committee Member McKinney inquired whether the Bobcat could be leased or if our current landscape consultant (Grover) could provide those services. Committee Member McKinney inquired as to whether the equipment would result in increased maintenance costs.

Committee Member McKinney inquired as to how often the City requests quotes for landscape services.

(3) Recreation Division

Mrs. Garcia explained the changes in Personnel Salaries & Benefits, including the increase in Personnel Regular which was due to the Director's ability to cash out executive leave. This cost was not included in the current fiscal year since the Director chose to take the leave in lieu of cashing it out.

Mrs. Fitzpatrick explained the increase in Teen Center staffing costs to ensure there is staffing available to interact with the students that attend the Teen Center as well as to provide more field trip opportunities for the students.

Mrs. Garcia explained that the capital item request of $5,000 for architect services will be removed from the 2014-15 fiscal year as the City Council has allocated the funds during the current fiscal year.

(4) Community Center Division

Mrs. Garcia explained the changes in revenues including a decrease in donations, JMP Parking Fee and Contract programs.

Committee Member Halbert inquired as to where in the budget the seed money allocated for the Cheese & Wine would be reflected. Mrs. Garcia explained that a separate budget would be developed for this event.

(B) Police Services Department

Marisela Garcia, Director of Finance, introduced Seth Rogers, Business Manager for the Stanislaus County Sheriff's Department. Mr. Rogers was available to take questions regarding the changes in the 2014-15 Sheriff's Contract Budget. Mr. Rogers provided the Committee with an attachment (herein included as Exhibit A).

Return to Agenda Page

Committee Member McKinney inquired as to the increase in vehicle costs. Mr. Rogers explained that the fleet in Riverbank is aging and require additional maintenance. He also explained that three vehicles will be cycling out this year and are anticipated to be replaced. The vehicle replacement cost is paid through the mileage fee every year and the equipment costs (laptop, lights, etc.) are paid through the new fee.

3. INFORMATIONAL ITEMS

Item 3.1 Follow-Up Information from the March 26, 2014 Meeting

City Manager Jill Anderson provided information regarding the request for additional funds for the City newsletter. Ms. Anderson explained that this item came from discussions with the City Council during the Strategic Planning Process in an effort to improve our communication with our residents and the business community.

Committee Member McKinney inquired as to what these additional funds would be used for. Ms. Anderson explained that we would be looking at creating a newsletter that would draw our attention (including different types of paper, graphic arts assistance and color).

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

Item 4.1: Staff Comments.

Mrs. Garcia announced that the next meeting would be held on April 23, 2014 at 6:00pm in the City Council Chambers.

Item 4.2: Council Liaison Comments.

Council Member Jones-Cruz expressed her appreciation to the Committee for their time spent reviewing the City's budget and to the staff.

Item 4.3: Committee Member Comments.

Committee Member McKinney expressed his appreciation to all that presented their budgets and for all that the employees do on such a small budget.

ADJOURNMENT

Committee Member Figueroa adjourned the meeting at 7:40 pm.

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

As Of: 04/18/2014

Fund 101: General Fund

Projected Reserve @ July 1, 2014 **$1,106,904**

Add:

Projected FY 2014-2015 Revenues **$8,145,915**

Less:

Requested Appropriations by Department

		Proposed	Current Yr.	Diff.	% Change
CITY COUNCIL	401	$99,431	139,052	-39,621	-39.8%
CITY MANAGER	402	217,275	206,580	10,695	4.9%
FINANCE	403	635,650	604,433	31,217	4.9%
LEGAL	404	217,250	217,250	0	0.0%
PLANNING	405	275,100	294,161	-19,061	-6.9%
BUILDING	406	232,500	231,858	642	0.3%
BUILDING MAINTENANCE	407	205,442	197,519	7,923	3.9%
ADMINISTRATIVE SERVICES	408	630,150	628,469	1,681	0.3%
POLICE	409	3,739,226	3,686,328	52,898	1.4%
CODE COMPLIANCE	411	224,050	221,564	2,486	1.1%
DEVELOP. SERVICES ADMIN	412	635,252	653,078	-17,826	-2.8%
STREET MAINTENANCE	413	47,800	53,400	-5,600	-11.7%
PARKS	414	688,530	634,371	54,159	7.9%
ECONOMIC DEVELOPMENT	439	102,250	205,650	-103,400	-101.1%
RECREATION	459	326,700	326,281	419	0.1%
Total Appropriations		**$8,276,606**	**$8,299,994**	-23,388	-0.3%

Projected Reserve @ June 30, 2015 **$976,213**

% of Reserve To Budget **11.98%**

Required 10% Reserve **$814,592**

Surplus to Reserve Requirement **$161,622**

Structural Deficit (Rev vs. Exp) **-$130,691**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (1)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	252,636	83,400	49,444	64,100	-19,300	-23.1%
701.005	PLANNING COMMISSIONER COMP.	1,900	6,000	2,700	6,000	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-20,463	1,858	334	1,200	-658	-35.4%
708.005	MEDICARE	3,462	2,819	684	900	-1,919	-68.1%
708.006	PERS RETIREMENT	23,095	23,480	6,155	8,600	-14,880	-63.4%
708.007	PAYROLL TAXES	868	868	434	400	-468	-53.9%
708.008	HEALTH DENTAL VISION INSURANCE	3,306	3,463	1,439	1,700	-1,763	-50.9%
708.009	NATIONAL RETIREMENT	4,551	5,262	1,976	2,900	-2,362	-44.9%
708.010	WORKERS' COMPENSATION	28,079	26,765	6,950	9,400	-17,365	-64.9%
708.012	DEFERRED COMPENSATION	3,446	3,546	1,728	2,200	-1,346	-38.0%
	Total Personnel Salaries & Benefits	**$300,880**	**$157,461**	**$71,844**	**$97,400**	**-$60,061**	**-38.1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	615	300	0	1,800	1,500	500.0%
702.031	RENTS & LEASES	2,566	2,500	142	2,500	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	13,547	104,200	75,254	100,800	-3,400	-3.3%
702.034	OTHER CONTRACT SERVICES (ED)	15,002	13,700	4,581	61,700	48,000	350.4%
703.024	POSTAGE	1,768	1,800	354	1,800	0	0.0%
703.025	OFFICE EXPENSE	1,939	2,000	1,207	2,200	200	10.0%
704.022	COMMUNICATIONS	994	1,200	739	1,200	0	0.0%
706.023	ADVERTISING	2,829	2,500	1,180	2,500	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	4,298	3,500	1,358	700	-2,800	-80.0%
706.037	CONFERENCES & MEETINGS	2,150	5,000	3,502	2,500	-2,500	-50.0%
	Total Operating Expenses	**$45,708**	**$136,700**	**$88,317**	**$177,700**	**$41,000**	**30.0%**
	Total Department Appropriations	**$346,588**	**$294,161**	**$160,161**	**$275,100**	**-$19,061**	**-6.5%**

Professional Services

Contract Planner $93,000 Staffing: 1 Sr. Community Development Specialist

Other Contract Services

Housing Element $50,000

Fund 101: Planning 405

702.030	**Maintenance Operations Equipment**		**$ 1,800**
	Computer/Miscellaneous Repairs	$ 300	
	California CAD-Quarterly Maint.	$ 1,500	
702.031	**Rents & Leases**		**$ 2,500**
702.032	**Professional/Special Services**		**$100,800**
	Contribution to LAFCO	$ 5,800	
	California CAD – GIS Extra	$ 1,500	
	Structural Analysis – Insp. Serv.	$ 500	
	Planning Consultant Services	$93,000	
702.034	**Other Contract Services**		**$ 11,700**
	Alliance – Annual Investment	$ 3,200	
	Traffic Engineering Services	$ 8,500	
702.024	**Postage**		**$ 1,800**
703.025	**Office Expense**		**$ 2,200**
704.022	**Communications**		**$ 1,200**
704.023	**Advertising**		**$ 2,500**
706.036	**Membership, Dues, Books**		**$ 1,700**
	Planning Education Materials	$ 200	
	Certification & Contact Hours	$1,000	
	CEQA Books	$ 500	
706.037	**Travel, Conference & Meetings**		**$ 2,500**
	League of California Cities	$1,000	
	State APA Conference	$1,000	
	Stanislaus County	$ 300	
	Transportation Land Use Class	$ 200	

Return to Agenda Page

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Planning	J. Anderson, Contract Planner	03/14/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	101-405.000-702.034	2014-2023 Housing Element Update	$50,000	

AGENDA ITEM 2.3 (A) (1)

CITY OF RIVERBANK

PROPOSAL FOR 2014-2023 HOUSING ELEMENT UPDATE

March 14, 2014

Submitted By:

J.B. ANDERSON
LAND USE PLANNING

139 South Stockton Ave.
Ripon, CA 95366
Phone: 209.599.8377
Fax: 209.599.8399

TABLE OF CONTENTS

SECTION 1 INTRODUCTION

J.B. Anderson Land Use Planning is pleased to present this proposal to the City of Riverbank for the preparation of the County's 2014-2023 Housing Element Update. This update represents an update to the City's 2009-2014 Housing Element, which was adopted by the City Council on August 24, 2009.

Located in the Central Valley, and established in 1993, J.B. Anderson Land Use Planning is vastly experienced and knowledgeable in Housing Element Law, and has worked on a variety of Housing Element Updates within the Central Valley, Sierra Nevada Foothills, and Sierra Nevada Mountain Range.

Most recently, our Firm has been commissioned to assist the County of Mariposa in preparing updates to their respective General Plan Housing Elements. In recent past, we have successfully prepared Housing Element Updates for the Cities of Ceres and Livingston, and the County of Mariposa.

For the purposes of organization, this Proposal is presented in the following sections:

Section 1, Introduction: This Section provides City staff with a description of our understanding of the County's Housing Element Update, our Technical Approach, and how this Proposal is organized.

Section 2, Scope of Services and Cost Proposal: This Section provides City staff a description of the Scope of Work associated with preparing the Housing Element Update, and a Cost Proposal for costs associated with performing Project tasks.

SECTION 1.2 PROJECT UNDERSTANDING

J.B. Anderson Land Use Planning understands that the City of Riverbank is seeking the services of a qualified consultant to prepare an update to the County's Housing Element, previously adopted in August 2009. Based on discussions with City Staff, the proposed scope of work shall be focused on a technical update to the current Housing Element and the Goals and Policies contained therein. The ultimate goal of the Housing Element update process is to secure certification by the State Department of Community Development (HCD). It has been suggested that the chosen consultant team develop an approach to update the previously certified Housing Element, and bring current the source data (as necessary), and update the goals, policies, objectives, and programs to reflect the current legislature.

We understand through communication with HCD staff, as well as a review of the Draft Regional Housing Needs Allocation Plan for Stanislaus County 2014-2023, dated January 2014 that the new Regional Housing Needs Allocation for the City for the planning period of January 1, 2014 through June 30, 2023 is 1,280 residential housing units. The City has been allocated the following housing types by income classification, by HCD through the Planning Period of 2014-2023.

HCD Regional Housing Needs Determination

Family Income Categories				
Very Low	Low	Moderate	Above Moderate	Total
321	206	217	536	1,280

As City staff may be aware, Section 65580 of the Government Code declares, "The availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian, including farmworkers, is a priority of highest order." State law also recognizes the most critical decisions about supply and affordability of housing shall occur at a local level. As such, the Housing Element Update process shall play a critical role in identifying and addressing housing needs for all residents of the City of Riverbank.

In accordance with Section 65583 of the Government Code, the Housing Element shall contain the following:

- An analysis of the existing housing needs;
- An analysis of population and employment trends;
- An analysis and documentation of household characteristics;
- An inventory of land suitable for residential development, including vacant sites and suitable for redevelopment;

- An identification of a zone or zones where emergency shelters are allowed or permitted without a conditional use or other discretionary permit;
- An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development housing for all income levels;
- An analysis of potential and actual non-governmental constraints upon the maintenance, improvement, or development housing for all income levels;
- An analysis of all special housing needs (i.e. those residents with disabilities, large families, farmworkers, etc.);
- An analysis of opportunities for energy conservation with respect to residential development;
- An analysis of existing assisted housing developments that may be eligible to change from low-income housing uses during the next 10 years;
- A statement of the County's goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing; and
- An identification of housing programs within the County to provide housing opportunities for all income levels.

The City's Housing Element Update shall be completed eighteen (18) months upon adoption of the StanCOG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The RTP/SCS is scheduled for adoption in June 2014. As such, the City has until December 2015 to complete the Housing Element Update.

J.B. Anderson Land Use Planning recognizes the City currently has a certified Housing Element. As such, to the extent that the update process can be streamlined through maintaining information obtained in the City's current Housing Element, J.B. Anderson Land Use Planning will adjust our contract proposal to reflect a most effective process.

SECTION 2 SCOPE OF SERVICES

TASK 1 PUBLIC PARTICIPATION

The Project Team shall coordinate with City Staff to develop and implement the Project's Public Participation Plan. Based on our experience in the City, as well as other jurisdictions, we suggest the following meetings and tasks in an effort to solicit public comment on the Housing Element Update:

- One (1) Public Workshop;
- Links on the City's Website that allow County residents to provide comment; and,
- One (1) Planning Commission Study Session/Presentation.

JBA Staff shall be responsible for preparing the appropriate Staff Reports, Presentation materials, and provide verbal presentations during the above meetings. In addition, JBA Staff will coordinate with City staff in developing material for posting on the City's website.

Deliverables: Staff Reports, Presentation Materials (i.e. PowerPoint), Meeting Notes, etc.

Meetings: Up to two (2) meetings are assumed for this task.

TASK 2 HOUSING NEEDS ASSESSMENT

The Project Team shall collect all data pertinent to the preparation of the Project. Such data shall include, but is not limited to:

- Population trends and census data and other demographic information from U.S. Department of Finance;
- Regional Housing Needs Allocation Plan, to be adopted by StanCOG;
- Annual Housing Reports (if applicable);
- Number of existing affordable housing units within the City;
- List and information of current residential development projects with entitlements (if applicable);
- An inventory of "at risk" residential units (units that have developed with some level of governmental assistance, which may be at risk of converting to market rate units within a five (5) year period);
- Building Permit trends for the last ten (10) years;

- Review of the City's Zoning Ordinance.

Deliverables: None. The housing needs and assessment prepared as part of this task will be incorporated into the 2014-2019 Housing Element.

Meetings: Meetings are not required for this task. Although, phone calls and emails with County staff are assumed as part of this task.

TASK 3 HOUSING CONSTRAINTS AND OPPORTUNITIES

The Project Team shall evaluate the City's constraints and opportunities as it relates to the development of housing in the City. This evaluation shall include; Market Constraints, Governmental Constraints, Non-Governmental Constraints (i.e. environmental, geographic, etc.), Infrastructure Constraints, and Housing Issues unique to Mariposa County. The Project Team will evaluate a variety of documents and sources as part of this task; including, but not limited to, Current Mortgage Interest Rates, Land and Construction Costs based on discussions with local Real Estate Agents, City's Zoning Code, Land Use Application Fees, Land Use Application Processes, Environmental issues affecting housing development, Infrastructure (i.e. water, sewer, etc.).

Deliverables: None. The evaluation of housing constraints and opportunities will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not required for this task.

TASK 4 HOUSING RESOURCES

As part of Task 4, the Project Team shall prepare the Housing Resources Chapter of the 2014-2019 Housing Element Update. This Chapter consists of the Vacant Sites Inventory, and the evaluation of financial resources currently available in the County for the development and rehabilitation of affordable housing.

Vacant Sites Inventory:

The Project Team shall evaluate vacant properties in each of the Communities identified above, and confirm their General Plan land use designation and zoning. Vacant parcels identified for residential development will be inventoried (Refer to Table 4-2 of the 2009-2014 Housing Element), and evaluated for their respective ability to yield residential units. This evaluation will include the City's General Plan, and the densities permissible within each land use designation allowing for residential development.

Additionally, as part of this inventory, the Project Team will evaluate approved but not yet constructed Projects.

Financial Resources:

The Project Team shall evaluate the resources and programs available for the development and rehabilitation of housing in the City. Said resources and programs are primarily available from the HCD website. In addition, the Project Team shall also review local programs, including but not limited to, Habitat for Humanity, etc.

Deliverables: None. The Housing Resources section will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not required for this task. However, this task will require numerous communications with City staff and outside Agencies (i.e. Habitat for Humanity) via email and phone communications.

TASK 5 REVIEW AND EVALUATION OF 2009-2014 HOUSING ELEMENT

As current Contract Planners for the City, the Project Team is vastly familiar with the Policies and Programs incorporated into the Housing Element. This familiarity should allow our staff to streamline the review the Policies and Programs adopted as part of the 2009-2014 Housing Element. Our staff shall coordinate with City staff on each Policy and Program, and identify the progress made in implementing these Policies and Programs. The evaluation of each Policy and Program shall identify; 1) Was it implemented? 2) Was it successful/not successful? 3) Why was it successful/not successful?

In addition, as noted previously, through the adoption of the City's 2009-2014, the City committed to implementing various Programs, including but not limited to; Density Bonus Program, Inclusionary Housing Ordinance, and Rezone of lands to achieve RHNA. As part of Task, the Project Team shall coordinate with HCD Staff to potentially implement these Programs prior to submittal to HCD. Should HCD require these Programs be implemented prior to the certification of the 2014-2023 Housing Element, the Project Team shall prepare a separate Scope of Work to implement said Programs.

JBA staff assumes that after negotiations with HCD that some of the Programs (i.e. Density Bonus Ordinance, etc.) can be managed as part of our monthly Planning Services. This provides a substantial benefit to the City.

Deliverables: None. The evaluation of the 2009-2014 Housing Element Policies and Programs will be incorporated into the 2014-2019 Housing Element Update.

Meetings: Meetings are not anticipated for this task.

TASK 6 ADMINISTRATIVE DRAFT 2014-2023 HOUSING ELEMENT

Based on the documents and information collected and reviewed, the Project Team shall prepare a Draft Housing Element for submittal to City staff and City Council for review and comment. The Draft Housing Element shall be prepared in accordance with Section 65583 of the Government Code, and contain the information and contents completed under Task 1-5, above.

Please note that five (5) copies of the Administrative Draft 2014-2023 Housing Element shall be provided to City Staff for review and comment.

Deliverables: Five (5) electronic copies of the Administrative Draft 2014-2023 Housing Element.

Meetings: None. However, this will task will include communications via phone and email to discuss any comments provided by the City on the Administrative Draft.

TASK 7 CEQA ANALYSIS AND DOCUMENTATION

The Project Team will prepare an Initial Study in an administrative draft form for City staff to review. The Initial Study will consist of a Project Description, CEQA Environmental Checklist, Discussion of Environmental Issues, and References. The project description will summarize the proposed Housing Element amendments, areas of the City affected by specific programs that may have significant impacts, and will include a general location map showing the areas of the City affected by those proposed programs. The Initial Study will include an analysis of each environmental issue as it relates to the policies and actions of the Project. Additionally, the Initial Study will provide an analysis of other mandatory CEQA findings. We will provide five (5) copies and an electronic version (MS Word) of the Administrative Draft Initial Study.

The Administrative Draft Initial Study will be submitted to County staff concurrently with the Administrative Draft 2014-2023 Housing Element, as described in Task 7, above. Comments received from City staff shall be incorporated into a Public Review Draft

Initial Study, and the public review draft shall be submitted to the City in preparation of the 30-day public review period.

The Public Review Draft Initial Study will be released for public review at the same time as the Public Review Draft 2014-2023 Housing Element, as described below in Task 9. Comments received on the Initial Study during this public review period will be addressed, as appropriate.

Deliverables: Ten (10) hard copies and two (2) electronic copies total of the Administrative and Public Review Draft Initial Study. Copies of the Public Review Initial Study shall be produced in accordance with the California Office of Planning and Research requirements. It is anticipated that the Project Team will coordinate with City staff for production responsibilities.

Meetings: Meetings are not required for this task. However, communications via phone and email may be required to discuss comments on the Draft Initial Study.

TASK 8 PUBLIC REVIEW DRAFT 2014-2023 HOUSING ELEMENT

In accordance with Section 65585 of the Government Code, the Draft Housing Element shall be released for a sixty (60) day public review period. It is assumed that up to fifteen (15) hard copies shall be provided to City staff for the public review period. Prior to submittal to HCD, the Project Team shall conduct a Joint Planning Commission/City Council Meeting, requesting authorization to submit the Housing Element to HCD.

The Project Team shall also be responsible for preparing the necessary Public Notices, Staff Report, and presentation materials (i.e. PowerPoint Presentation) as part of the Joint Meeting.

The Project Team assumes that during the public review process, HCD Staff will contact City Staff and /or the Project Team to discuss the element prior to the HCD's issuance of their written findings. In accordance with Section 65585, the Project Team assumes that written findings shall be received from HCD Staff within sixty (60) days of receiving the Draft 2014-2019 Housing Element.

Deliverables: Up to fifteen (15) hard copies of the 2014-2019 Housing Element, and one (1) electronic copy. These copies will be submitted to City staff, Planning Commissioners, City Council Members, and HCD.

Meetings: One (1) Joint Planning Commission/City Council Meeting, asking for authorization to submit the 2014-2023 Housing Element to HCD.

TASK 9 FINAL DRAFT HOUSING ELEMENT UPDATE

Upon completion of the public review period, the Project Team shall prepare the Final Draft Housing Element Update for ultimate review and consideration by the City's Planning Commission and City Council. The Project Team shall prepare the necessary public notices, Staff Reports, and Resolutions in preparation for the Planning Commission and City Council Public Hearings.

In addition, as described in Task 7, above, the Project Team shall prepare the Housing Element's Mitigation Monitoring Program and required CEQA Findings prior to the Planning Commission and City Council Public Hearing.

Deliverables: Up to fifteen (15) hard copies of the 2014-2019 Housing Element, and one (1) electronic copy. These copies will be submitted to County staff, Planning Commissioners, Supervisors, and HCD. In addition, other materials, the final CEQA documents referenced above shall be provided.

Meetings: Meetings are not required for this task.

TASK 10 PUBLIC HEARINGS

Upon completion of the Final Draft 2014-2019 Housing Element Update, the Project Team shall coordinate with City staff to schedule the required Planning Commission and City Council Public Hearings.

It is also assumed that the Project Team will be tasked with preparing the necessary Staff Reports, PowerPoint presentations, and other presentation materials required for the Public Hearings.

Deliverables: Planning Commission and City Council Staff Reports, PowerPoint Presentation materials, and other information as requested by County staff.

Meetings: One (1) Meeting each at the Planning Commission and City Council. Total of two (2) meetings are assumed for this task.

TASK 11 SUBMIT ADOPTED HOUSING ELEMENT TO HCD

The Project Team shall submit the adopted Housing Element to HCD for review and comment. In accordance with Section 65585 of the Government Code, the HCD shall be permitted ninety (90) days for review.

The Project Team shall coordinate with HCD Staff to address any comments received and achieve HCD Certification of the Housing Element. As such, Task 11 includes coordinating with HCD Staff on issues necessary to achieve State Certification of the City's Housing Element Update.

Deliverables: Adopted 2014-2023 Housing Element to both the City and HCD. Five (5) hard copies and one (1) electronic copy shall be provided to the City. One (1) hard copy and 1 electronic copy shall be submitted to HCD.

Meetings: Meetings are not required for this task. However, communications via phone and email with HCD staff may be required.

ASSUMPTIONS:

1. J.B. Anderson Land Use Planning assumes the Scope of Work provided above does not include implementing Programs adopted by the City of Riverbank as part of the 2009-2014 Housing Element. These Programs include the following:

   - Adopt a Density Bonus Program in compliance with State Law;
   - Revise the R-3 zoning to include emergency shelters;
   - Rezone and GPA for eighty (80) acres of land identified in the General Plan to higher density uses;
   - Adopt an Inclusionary Housing Ordinance which would require a mixture of housing opportunities for projects creating 5 or more lots;
   - Adopt an Ordinance to facilitate housing for special needs groups; and,
   - Adopt a Reasonable Accommodations Ordinance.

   At this time, it is unclear if the State Housing and Community Development Department (HCD) will require the implementation of these Programs prior to certification of the 2014-2023 Housing Element. Due to lack of funding for adequate Planning staff to administer, this will be determined through the Housing Element Update process. Should HCD require implementation of these Programs, the Project Team shall prepare a separate Scope of Work and Cost Estimate for City review and consideration.

SECTION 3 COST PROPOSAL

J.B. Anderson Land Use Planning proposes the following NOT-TO-EXCEED Cost Proposal for the City's 2014-2023 Housing Element Update:

Task 1:	Public Participation	$3,904.00
Task 2:	Housing Needs Assessment	$7,104.00
Task 3:	Housing Constraints and Opportunities	$4,704.00
Task 4:	Housing Resources	$5,024.00
Task 5:	Review and Evaluation of 2009-2014 Housing Element	$5,344.00
Task 6:	Administrative Draft 2014-2023 Housing Element	$4,544.00
Task 7:	CEQA Analysis and Documentation	$6,488.00
Task 8:	Public Review Draft 2014-2023 Housing Element	$4,704.00
Task 9:	Final Draft Housing Element Update	$1,984.00
Task 10:	Public Hearings	$2,304.00
Task 11:	Submit Adopted Housing Element to HCD	$1,584.00
	Admin. Expenses:	$2,000.00
	Total:	**$49,688.00**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (2)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/22/2013	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	133,017	133,998	103,330	134,000	2	0.0%
701.002	PERSONNEL OVERTIME	0	300	256	0	-300	-100.0%
708.004	MISC EMPLOYEE BENEFITS	1,367	0	0	0	0	0.0%
708.005	MEDICARE	1,755	1,975	1,370	1,900	-75	-3.8%
708.006	PERS RETIREMENT	13,846	17,128	12,870	18,100	972	5.7%
708.007	PAYROLL TAXES	868	868	868	900	32	3.7%
708.008	HEALTH DENTAL VISION INSURANCE	34,692	35,784	32,591	36,200	416	1.2%
708.009	NATIONAL RETIREMENT	4,742	5,262	3,951	5,800	538	10.2%
708.010	WORKERS' COMPENSATION	17,997	19,943	14,631	19,700	-243	-1.2%
	Total Personnel Salaries & Benefits	**$208,284**	**$215,258**	**$169,867**	**$216,600**	**$1,342**	**0.0%**
	Operating Expenses						
702.031	RENTS & LEASES (VEHICLES)	8,234	8,000	22	8,000	0	0.0%
703.024	POSTAGE	182	400	69	300	-100	-25.0%
703.025	OFFICE EXPENSE	1,124	1,000	919	1,400	400	40.0%
704.022	COMMUNICATIONS	2,009	2,000	1,262	2,000	0	0.0%
706.027	BOOT/ JACKET ALLOWANCE, UNIFORMS	150	700	150	700	0	0.0%
706.028	SMALL TOOLS	28	100	0	100	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	0	1,500	1,650	500	-1,000	-66.7%
706.037	CONFERENCES & MEETINGS	0	400	36	400	0	0.0%
706.038	STAFF DEVELOPMENT	569	2,500	200	2,500	0	0.0%
	Total Operating Expenses	**$12,296**	**$16,600**	**$4,308**	**$15,900**	**-$700**	**-4.2%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$220,580**	**$231,858**	**$174,175**	**$232,500**	**$642**	**0.3%**

Staffing: 1 Building Inspector
1 Construction Inspector

Return to Agenda Page

Fund 101: Building 406

703.024	**Postage**		**$ 300**
703.025	**Office Expense**		**$ 1,400**
704.022	**Communications**		**$ 2,000**
	AT&T-Calnet 2		
706.027	**Boot & Jacket Allowance**		**$ 700**
706.028	**Small Tools**		**$ 100**
706.036	**Memberships, Dues, Books, Etc.**		**$ 500**
	Building Code Updates	$500	
706.037	**Conferences & Meetings**		**$ 400**
	CASP Certificate Training	$200	
	(roll over from FY 13/14)		
	ICC Classes	$200	
706.038	**Staff Development**		**$ 2,500**
	CASP Certification Training	$1,800	
	(roll over from FY 13/14)		
	ICC Classes	$700	

Return to Agenda Page

AGENDA ITEM 2.3 (A) (3)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget		% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	333,169	349,673	269,011	352,700	3,027	0.9%
701.002	PERSONNEL TEMPORARY	548	15,280	11,524	15,652	372	2.4%
708.004	MISC EMPLOYEE BENEFITS	2,218	0	0	0	0	0.0%
708.005	MEDICARE	4,492	5,265	3,759	5,300	35	0.7%
708.006	PERS RETIREMENT	32,295	39,599	29,985	41,900	2,301	5.8%
708.007	PAYROLL TAXES	2,238	3,675	3,547	3,700	25	0.7%
708.008	HEALTH DENTAL VISION INSURANCE	85,450	79,796	75,850	74,100	-5,696	-7.1%
708.009	NATIONAL RETIREMENT	11,856	13,155	9,878	14,500	1,345	10.2%
708.010	WORKERS' COMPENSATION	45,078	52,435	38,202	52,000	-435	-0.8%
708.012	DEFERRED COMPENSATION	3,900	3,900	3,000	3,900	0	0.0%
	Total Personnel Salaries & Benefits	**$521,244**	**$562,778**	**$444,756**	**$563,752**	**$974**	**0.2%**
	Operating Expenses						
702.031	RENTS & LEASES	4,860	3,600	2,136	3,600	0	0.0%
702.032	PROFESSIONAL SERVICES	931	21,500	2,446	1,500	-20,000	-93.0%
702.035	CONTRACT ENGINEERING	21,158	50,000	22,798	50,000	0	0.0%
703.023	ADVERTISING	-264	200	595	200	0	0.0%
703.024	POSTAGE	1,485	2,000	1,690	2,000	0	0.0%
703.025	OFFICE EXPENSE	3,180	2,000	1,613	2,400	400	20.0%
704.021	UTILITIES	3,542	3,000	1,437	3,000	0	0.0%
704.022	COMMUNICATIONS	1,094	1,500	633	1,500	0	0.0%
706.026	MISCELLANEOUS EXPENSE	1,133	300	363	300	0	0.0%
706.027	BOOT/ JACKET ALLOWANCE/UNIFORMS	0	300	0	300	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	209	500	0	500	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	532	600	223	1,000	400	66.7%
706.037	CONFERENCES & MEETINGS	392	1,000	946	1,000	0	0.0%
706.038	STAFF DEVELOPMENT	933	3,800	2,388	4,200	400	10.5%
	Total Operating Expenses	**$39,185**	**$90,300**	**$37,268**	**$71,500**	**-$18,800**	**-20.8%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$560,429**	**$653,078**	**$482,024**	**$635,252**	**-$17,826**	**-2.7%**

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	($162,167)
	WATER FUND	($212,640)
	LTF	($6,372)
	GAS TAX	($25,633)
	LANDSCAPE & LIGHTING	($4,273)
	NET GENERAL FUND ALLOCATION	$224,167

Staffing:
1 Deputy Director of Development Services
1 Sr. Management Analyst
1 Project Coordinator
2 Administrative Assistants
1 Part-Time Administrative Clerk

Return to Agenda Page

Fund 101: Public Works 412

702.031	**Rents & Leases**		**$ 3,600**
	Copier Lease/Count		
702.032	**Professional/Special Services**		**$ 1,500**
	Software Updates/Changes	$400	
	DBE Annual Report	$1,200	
702.035	**Contract Engineering**		**$50,000**
703.023	**Advertising**		**$ 200**
703.024	**Postage**		**$ 2,000**
703.025	**Office Expense**		**$ 2,400**
704.021	**Utilities**		**$ 3,000**
	MID		
703.022	**Communications**		**$ 1,500**
	AT&T-Calnet 2		
706.026	**Miscellaneous Expense**		**$ 300**
	Computer Repairs/Maintenance		
706.027	**Boot & Jacket Allowance**		**$ 300**
706.029	**Maint. Of Bldg. & Structures**		**$ 500**
	Administration Office/PW Trailer		
706.036	**Memberships, Dues, Books, Etc.**		**$ 1,000**
	APWA Membership	$200	
	Notary Renewal	$600	
	Stanislaus County Safety Council	$100	
	Reference Books	$100	
706.037	**Travel, Conference & Meetings**		**$ 1,000**
	League of California Cities	$600	
	Caltrans Workshops	$400	

Return to Agenda Page

706.038	**Staff Development**		**$ 4,200**
	Continuing Education Classes	$1,000	
	League of California Cities	$ 700	
	Project Management Certification **(roll over from FY 13/14 budget)**	$1,800	
	Construction Inspector Classes	$ 700	

Return to Agenda Page

AGENDA ITEM 2.3 (A) (4)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	**101**	**GENERAL FUND**	Department:	**413**
Function:		**Public Works**		**STREET MAINTENANCE**

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	51,812	0	0	0	0	0.0%
701.003	PERSONNEL OVERTIME	224	0	0	0	0	0.0%
701.004	STANDBY PAY	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-1,935	0	0	0	0	0.0%
708.005	MEDICARE	0	0	0	0	0	0.0%
708.006	PERS RETIREMENT	5,306	0	0	0	0	0.0%
708.007	PAYROLL TAXES	434	0	0	0	0	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	20,226	0	0	0	0	0.0%
708.009	NATIONAL RETIREMENT	2,371	0	0	0	0	0.0%
708.010	WORKERS' COMPENSATION	7,010	0	0	0	0	0.0%
	Total Personnel Salaries & Benefits	**$85,448**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	13,143	15,000	10,576	15,000	0	0.0%
702.031	RENTS & LEASES (VEHICLES)	15,438	15,000	1,252	15,000	0	0.0%
702.032	PROFESSIONAL SERVICES	2,695	13,900	9,103	8,200	-5,700	-41.0%
703.055	BARRICADES	95	800	1,275	800	0	0.0%
704.021	UTILITIES	6,258	8,100	2,227	8,100	0	0.0%
706.027	BOOT & JACKET ALLOWANCE	150	0	0	0	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	11,409	0	41	0	0	0.0%
706.056	STATE/COUNTY FEES	666	600	645	700	100	16.7%
706.073	UNIFORMS & RAGS	0	0	0	0	0	0.0%
	Total Operating Expenses	**$49,854**	**$53,400**	**$25,119**	**$47,800**	**-$5,600**	**-10.5%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$135,302**	**$53,400**	**$25,119**	**$47,800**	**-$5,600**	**-10.5%**

Fund 101: Street Maintenance 413

702.030	**Maintenance Operation Equipment**		**$ 15,000**
	City of Modesto – Traffic Signal Maint.	$10,000	
	Road Maintenance	$5,000	
702.031	**Rents & Leases**		**$ 15,000**
	Vehicle Maintenance		
702.032	**Professional/Special Services**		**$ 8,200**
	Street Light Repair	$4,000	
	Viaduct Maintenance	$3,300	
	California CAD	$900	
702.055	**Barricades w/Flashers**		**$ 800**
704.021	**Utilities**		**$ 8,100**
	MID	$7,500	
	City of Riverbank	$600	
706.056	**State/County Fees**		**$ 600**
	Property Taxes		

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 102: Gas Tax Fund

Projected Reserve @ July 1, 2014		**$267,658**
Add:		
Projected '14-'15 Revenues		**$722,559**
Less:		
Requested Appropriations		
SALARIES & BENEFITS	$377,100	
CONTRACT SERVICES	121,500	
UTILITIES	80,000	
OTHER OPERATING EXPENSES	87,700	
TRANSFERS OUT	31,000	
CAPITAL OUTLAY	73,000	
Total Gas Tax Appropriations		**$770,300**
Projected Reserve @ June 30, 2015		**$219,917**
% Of Revenues		**30.44%**

GAS TAX REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SECTION 2103 GAS TAX	$243,131	$210,498	$227,600
SECTION 2105 GAS TAX	101,736	67,594	104,600
SECTION 2106 GAS TAX	72,002	49,255	85,900
SECTION 2107 GAS TAX	151,468	110,862	128,500
SECTION 2107.5 GAS TAX	5,000	0	5,000
INTEREST INCOME	0	58	100
STREET SWEEPING	4,159	2,080	4,159
MISCELLANEOUS REVENUE	0	642	0
TRANSFER IN OF MGMT FEES	163,904	84,044	166,700
	$741,400	**$525,033**	**$722,559**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (5)

CITY OF RIVERBANK

GAS TAX FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
400.140	STATE GAS TAX 2106	$73,012	$72,002	$49,255	$85,900	$13,898	19.30%
400.150	STATE GAS TAX 2107	$162,530	$151,468	$110,862	$128,500	($22,968)	-15.16%
400.160	STATE GAS TAX 2107.5	5,000	5,000	0	5,000	$0	0.00%
400.170	STATE GAS TAX 2105	99,186	101,736	67,594	104,600	$2,864	2.82%
400.175	STATE GAS TAX 2103	180,097	243,131	210,498	227,600	($15,531)	-6.39%
600.020	STREET SWEEPING	4,159	4,159	2,080	4,159	$0	0.00%
664.000	INTEREST INCOME	28	0	$58	100	$100	0.00%
675.090	MISCELLANEOUS REVENUES	0	0	642	0	$0	0.00%
699.000	TRANSFERS IN	98,435	163,904	84,044	166,700	$2,796	1.71%
TOTAL GAS TAX FUND REVENUES		**$622,447**	**$741,400**	**$525,033**	**$722,559**	**-$18,841**	**-2.54%**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (5)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	121,868	231,838	176,060	228,100	-3,738	-2%
701.002	PERSONNEL TEMPORARY	7,201	4,500	5,360	0	-4,500	-100%
701.003	PERSONNEL OVERTIME	2,644	2,500	2,240	2,500	0	0%
701.004	STANDBY PAY	6,746	4,000	3,601	4,000	0	0%
708.004	MISC EMPLOYEE BENEFITS	4,744	0	0	0	0	0%
708.005	MEDICARE	1,473	2,660	1,557	2,500	-160	-6%
708.006	PERS RETIREMENT	11,690	25,944	17,436	25,800	-144	-1%
708.007	PAYROLL TAXES	2,182	2,515	2,585	2,200	-315	-13%
708.008	HEALTH DENTAL VISION INSURANCE	40,489	61,104	56,087	64,000	2,896	5%
708.009	NATIONAL RETIREMENT	7,114	13,155	9,112	14,500	1,345	10%
708.010	WORKERS' COMPENSATION	16,489	32,051	22,749	33,500	1,449	5%
	Total Personnel Salaries & Benefits	**$222,640**	**$380,267**	**$296,787**	**$377,100**	**-$3,167**	**-1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	1,626	3,000	111	3,000	0	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	15,694	10,000	0	10,000	0	0%
702.032	PROFESSIONAL/SPECIAL SERVICES	27,190	42,000	7,160	22,000	-20,000	-48%
702.036	STREET SWEEPING CONTRACT	84,525	85,200	63,888	84,500	-700	-1%
702.037	STREET LIGHT REPAIR	117	2,000	11	2,000	0	0%
703.028	SMALL TOOLS	1,770	1,000	425	1,000	0	0%
703.062	STREET SIGNS/STRIPING	55,717	56,000	39,446	56,000	0	0%
704.021	UTILITIES	90,503	85,500	59,965	80,000	-5,500	-6%
706.026	MISCELLANEOUS EXPENSE	948	2,000	2,574	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	247	750	281	750	0	0%
706.029	MAINT. OF BLDG. & STRUCTURES	22,541	21,000	5,102	21,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS,ETC.	511	1,500	441	1,500	0	0%
706.037	CONFERENCES & MEETINGS	0	250	458	250	0	0%
706.038	STAFF DEVELOPMENT	1,350	1,800	650	1,800	0	0%
706.050	SAFETY EQUIPMENT	1,455	1,600	1,252	1,600	0	0%
706.073	UNIFORMS & RAGS	520	2,100	1,086	1,800	-300	-14%
999.000	TRANSFER OUT OF MGMT FEES	22,425	24,256	14,889	31,000	6,744	28%
	Total Operating Expenses	**$327,139**	**$339,956**	**$197,739**	**$320,200**	**-$19,756**	**-6%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	95,315	85,000	9,029	73,000	-12,000	-14%
	Total Capital Outlay	**$95,315**	**$85,000**	**$9,029**	**$73,000**	**-$12,000**	**-14%**
	Total Department Appropriations	**$645,094**	**$805,223**	**$503,555**	**$770,300**	**-$34,923**	**-4%**

TRANSFER IN OF MANAGEMENT FEES:

SEWER FUND	($85,400)
LTF	($20,248)
WATER FUND	($11,277)
STERLING RIDGE STORM DRAIN DISTRICT	($10,390)
HEARTLANDS STORM DRAIN DISTRICT	($10,390)
CROSSROADS LANDSCAPE & LIGHTING DISTRICT	($27,886)
NET GAS TAX FUND ALLOCATION	$604,709

EQUIPMENT/PROJECTS:

ADA IMPROVEMENTS	50,000
EQUIP. PARKING STRUCTURE	23,000
	73,000

STAFFING:

1 PUBLIC WORKS SUPERVISOR
2 SR. MAINTENANCE WORKERS
2 MAINTENANCE WORKER I

Fund 102: Gas Tax 418

702.030	**Maintenance Operation Equipment**		**$ 3,000**
	Road Maintenance/Repairs		
702.031	**Rents & Leases**		**$ 10,000**
702.032	**Professional/Special Services**		**$ 22,000**
	State Permits/Fees	$7,500	
	Stormwater Testing/Filters	$5,500	
	Pump Repairs	$5,400	
	Dry Well Maintenance	$3,600	
702.036	**Street Sweeping Contract**		**$ 84,500**
	Gilton Solid Waste Management	$84,500	
702.037	**Street Light Repair**		**$ 2,000**
	Maintenance/Vandalism Repairs		
703.028	**Small Tools**		**$ 1,000**
703.062	**Street Signs/Striping**		**$ 56,000**
	Street Signs	$25,411	
	Striping	$30,589	
704.021	**Utilities**		**$ 80,000**
	MID	$600	
	PG & E	$74,400	
	Department of Transportation	$5,000	
706.026	**Miscellaneous Expense**		**$ 2,000**
	Computers/Repairs	$1,800	
	Radio Repairs	100	
	Tools	100	
706.027	**Boot & Jacket Allowance**		**$ 750**

Return to Agenda Page

706.029	**Maintenance/Bldg/Structures**		**$ 21,000**
	Asphalt Maintenance/Parts	$12,200	
	Signals-Battery System Backups	$3,800	
	Other Maintenance	$5,000	
706.036	**Memberships, Dues, Books, Etc.**		**$ 1,500**
	Underground Service Alert	$100	
	CW Environmental Assoc.	$50	
	Books for Certifications	$1,140	
	American Public Works	$200	
	Pesticide Regulations	$60	
706.037	**Conferences & Meetings**		**$ 250**
706.038	**Staff Development**		**$ 1,800**
	Training Classes/Certifications	$950	
	CWEA	$100	
	APWA	$750	
706.050	**Safety Equipment**		**$ 1,600**
706.073	**Uniform & Rags**		**$ 2,100**
	Aramark Uniforms		

Return to Agenda Page

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Streets/Sewer	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	102.418.000.707.112	Storage bay Corp Yard	23,000.00	

FASTENAL®

AGENDA ITEM 2.3 (A) (5)

Return to Agenda Page

February 19, 2014

Price Quotation
CONFIDENTIAL

CITY OF RIVERBANK
2901 High Street
Riverbank, CA 95367-2305
ATTN: Curtis Myer

Phone: 209-869-7108
Fax: 209-869-1849
Contract No: 7-11-51-01

Account #: ODCA0275
Quote #: 56226
Job #:

Due Date:
Expiration Date: 03/19/2014
PO #:

Part #	Customer Part #	Description	Quantity	Price/EA	Extended Price
<Cust part desc> 72'x26'x14' Covering Back and sides covered		72'x26'x14' Covering Back and sides covered	1	$19,999.9900	$19,999.99

USD Subtotal:	**$19,999.99**
Shipping & Handling:	**$799.00**
USD Total:	**$20,798.99**

INSTALLED

CAN ADD ROLL UP DOORS

-DOORS-

Thank you,

FASTENAL
509 Armstrong Way, Suite E
OAKDALE, CA 95361
Phone: (209)848-0962
F[illegible]09)848-0967
E-mail: CAOAD@stores.fastenal.com

*Shipping & Handling charges are subject to change.

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund 106: Sewer Fund Summary

Projected Reserve @ July 1, 2014	$343,694
Add:	
Projected '14-'15 Revenues	$2,061,850
Less:	
Requested Appropriations	

	SEWER COLLECTION	SEWER TREATMENT
SALARIES & BENEFITS	$147,900	$321,600
CONTRACT SERVICES	85,000	132,500
UTILITIES	25,000	400,000
OPERATING EXPENSES	25,800	58,495
BOND EXPENSES	0	11,400
CAPITAL OUTLAY	0	0
TRANSFERS OUT	1,043,400	0
	$1,327,100	$923,995

Total Appropriations	$2,251,095
Projected Reserve @ June 30, 2015	$154,449
% of Reserve to Budget	7.49%
Structural Surplus (Deficit)	**($189,245)**

SEWER REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SEWER SERVICE CHARGES	1,909,435	1,251,136	1,871,900
FINES, FORFEITURES, PENALTIES	34,162	23,763	34,500
INTEREST INCOME	3,000	2,439	3,000
INDUSTRIAL PERMITS	30,000	33,937	34,300
INSPECTION FEES (FOG)	1,000	1,051	0
MISCELLANEOUS REVENUES	250	0	250
TRANSFER IN for SRF LOAN PYMT	65,563	65,563	65,600
TRANSFER IN MANAGEMENT FEES	49,741	24,687	52,300
TRANSFER IN OF LOAN PROCEEDS	0	0	0
	$2,093,151	$1,402,576	$2,061,850

Return to Agenda Page

CITY OF RIVERBANK

SEWER FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
600.180	SEWER SERVICE CHARGE	$1,872,254	$1,909,435	$1,250,800	$1,871,900	($37,535)	-1.97%
600.225	INSPECTION FEES	0	1,000	1,051	0	($1,000)	-100.00%
655.000	FINES, FORFEITURES,PENALTIES	35,126	34,162	23,794	34,500	$338	0.99%
664.000	INTEREST INCOME	3,607	3,000	2,239	3,000	$0	0.00%
675.090	MISCELLANEOUS REVENUES	206	250	$0	250	$0	0.00%
675.160	INDUSTRIAL PERMIT REVENUE	35,752	30,000	32,880	34,300	$4,300	14.33%
680.035	UNREALIZED GAIN/LOSS ON INV.	-3,784	0	4,474	0	$0	0.00%
699.000	TRANSFERS IN	343,725	115,304	24,687	117,900	$2,596	2.25%
TOTAL SEWER FUND REVENUES		**$2,286,886**	**$2,093,151**	**$1,339,925**	**$2,061,850**	**-$31,301**	**-1.50%**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (6)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	80,207	63,865	44,299	84,900	21,035	33%
701.003	PERSONNEL OVERTIME	212	500	291	500	0	0%
701.004	STANDBY PAY	12,075	11,000	6,333	8,000	-3,000	-27%
708.004	MISC EMPLOYEE BENEFITS	3,260	0	0	0	0	0%
708.005	MEDICARE	1,117	1,191	618	1,200	9	1%
708.006	PERS RETIREMENT	6,958	8,819	4,162	9,200	381	4%
708.007	PAYROLL TAXES	868	868	868	900	32	4%
708.008	HEALTH DENTAL VISION INSURANCE	29,673	27,144	26,330	24,900	-2,244	-8%
708.009	NATIONAL RETIREMENT	4,742	5,262	2,964	5,800	538	10%
708.010	WORKERS' COMPENSATION	10,852	9,863	6,537	12,500	2,637	27%
	Total Personnel Salaries & Benefits	**$149,964**	**$128,512**	**$92,402**	**$147,900**	**$19,388**	**15%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIP.	15,154	15,000	6,124	15,000	0	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	37,189	30,000	1,772	30,000	0	0%
702.032	PROFESSIONAL SERVICES*	7,954	10,000	6,270	30,000	20,000	200%
702.034	OTHER CONTRACT SERVICES	9,893	9,779	5,991	10,000	221	2%
703.023	ADVERTISING	271	250	0	250	0	0%
703.024	POSTAGE	6,169	7,000	8,624	7,000	0	0%
703.025	OFFICE EXPENSE	1,137	1,000	638	1,000	0	0%
703.049	CHEMICALS	873	1,000	517	1,000	0	0%
704.021	UTILITIES	24,368	25,000	17,319	25,000	0	0%
704.022	COMMUNICATIONS	1,743	2,000	1,652	2,000	0	0%
706.010	DEPRECIATION EXPENSE	161,829	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	439	2,000	1,423	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	393	450	310	450	0	0%
706.028	SMALL TOOLS	114	500	25	500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	1,808	7,000	1,095	7,000	0	0%
706.036	MEMBERSHIP,DUES,BOOKS,ETC.	75	500	267	500	0	0%
706.038	STAFF DEVELOPMENT	1,755	2,000	1,086	2,000	0	0%
706.050	SAFETY EQUIPMENT	624	1,300	118	1,300	0	0%
706.073	UNIFORMS & RAGS	173	1,000	364	800	-200	-20%
706.099	BAD DEBTS (SEWER SERVICES)	19,883	0	0	0	0	0%
999.000	TRANSFERS OUT (BOND/CIP FUND)	534,486	532,800	268,451	535,900	3,100	1%
999.000	TRANSFER OUT MANAGEMENT FEE	473,703	508,517	231,807	507,500	-1,017	0%
	Total Operating Expenses	**$1,300,033**	**$1,157,096**	**$553,853**	**$1,179,200**	**$22,104**	**2%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	29,748	33,000	14,398	0	-33,000	-100%
707.003	EQUIPMENT/PROJECTS-LOAN	216,530	0	0	0	0	0%
	Total Capital Outlay	**$246,278**	**$33,000**	**$14,398**	**$0**	**-$33,000**	**-100%**
	Total Department Appropriations	**$1,696,275**	**$1,318,608**	**$660,653**	**$1,327,100**	**$8,492**	**1%**

STAFFING 2 - MAINTENANCE WORKERS

*Professional Services Request $20,000 Completion of the SSMP Required by the State

Return to Agenda Page

Fund 106: Sewer Collection 423

702.030	**Maintenance Operation Equipment**		**$15,000**
702.031	**Rents & Leases**		**$30,000**
702.032	**Professional/Special Services**		**$10,000**
	State Licenses	$1,530	
	Monitoring Fees	$1,000	
	Special/Emergency Work	$6,900	
	CVCWA	$270	
	Work Order Software Maintenance	$300	
702.032	**Other Contract Services**		**$10,000**
703.023	**Advertising**		**$ 250**
703.024	**Postage**		**$ 7,000**
703.025	**Office Expense**		**$ 1,000**
703.049	**Chemicals**		**$ 1,000**
	Lift Station Maintenance		
704.021	**Utilities**		**$25,000**
	Pacific Gas & Electric		
704.022	**Communications**		**$ 2,000**
	AT&T Mobility		
	AT&T – Calnet 2		
706.026	**Miscellaneous**		**$ 2,000**
	Computer Replacement	$750	
	Emergency Needs	$1,250	
706.027	**Boot & Jacket Allowance**		**$ 450**
706.028	**Small Tools**		**$ 500**

706.029	**Maintenance of Bldg/Structures** Sewer System Repairs		**$ 7,000**
706.036	**Memberships, Dues, Books, Etc.** Employee books for Certification CWEA	 $305 $195	**$ 500**
706.038	**Staff Development** Employee Training/Education/Certs.		**$ 2,000**
706.050	**Safety Equipment**		**$ 1,300**
706.073	**Uniform & Rags** Aramark		**$ 800**

Return to Agenda Page

City of Riverbank

Fiscal Year 2014-2015

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Streets/Sewer	M. H. Garcia	02/28/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval (CM)
1	106-423.000-702.032	Completion of SSMP document	$20,000	

ENTERED 2/28

Michael Riddell

From: Neal Colwell <ncolwell@ksninc.com>
Sent: Friday, August 30, 2013 10:31 AM
To: Michael Riddell
Subject: SSMP Update

Michael,

Based on my review of your SSMP document sent on Friday of last week, I see the following potential areas for document improvement/update:

Element 1: Goals

This is a pretty basis section and it seem s like you have this well covered unless you want to highlight some particular element over another. I don't see a real need to spend any time on this.

Element 2: Organization

I think update to this section could be limited to bringing this consistent with your current organization, lines of communication, and current LRO. What I would like to for this is create an easily modifiable org-chart, chain of communications chart, and contact list that can readily be updated if new staff come or if the City makes further changes in the organization. These documents would be included in the SSMP as an attachment or Exhibit replaced and updated as needed.

Element 3: Legal Authority

This section is straight forward and looks completed. If anything, a review and update if necessary could be done based on any Ordinance changes the City has done since 2008.

Element 4: Operations and Maintenance

The O&M element of these really depends on what the agency wants to do. Your current SSMP O&M element seems pretty basic but for a smaller agency should be fine to meet the General Order requirement...however a more well defined training program might be advisable. If, on the other hand, you want the SSMP O&M element to provide more of a guidance and/or prescriptive plan for system maintenance than just meet the minimum SSMP element requirement, you might what to update this. Potential updates could include more detailed information on:

1. Sewer cleaning schedule and procedures;
2. Inspection schedule, criteria, and procedures;
3. Repair and replacement criteria;
4. Lift station/pump station cleaning and maintenance schedules and procedures;
5. Force main monitoring and inspection schedule and procedures;
6. Sewer system flow monitoring program and I/I identification and reduction program;
7. FOG maintenance procedures (coordinated with Element 7); and
8. Reference to City safety programs including the IIPP, Confined Space Entry Program, and LOTO.

Element 5: Design and Performance Provisions

As you mentioned, this seems to be the segment missing. We would look to the City's current sewer ordinance and any rules and regulations or improvement standards already adopted. Those would be incorporated/summarized in this section to meet the requirements of the General Order. I understand that the City has Sewer Design standards and that the 2007 Sewer Master Plan would give us the planning performance criteria. These would be summarized and incorporated into Element 5 with the Sewer Design Standards attached as an exhibit.

Element 6: Overflow Emergency Response Plan

Your OERP probably only needs minor updates to reflect recent changes in the General Order MRP and to reflect any organizational changes in the City since the latest OERP was developed. As with the Organization, I'd want to prepare a document that the City could readily update as changes in the General Order or City organization occur.

Element 7: Fats, Oils, and Grease Program

Is this an issue for the City? Depending on how much of an issue this is for Riverbank and where the City took the drafts or examples (e.g., were any new ordinance adopted?), we could help you with a minor update to the SSMP element and assist with implementation documents if they have not been developed.

Element 8: Sewer Evaluation and Capacity Assurance Plan

This element does not appear to be addressed in your SSMP. I know the City completed a Sewer Master Plan in 2007, and that document appears to have the basic SECAP analysis and CIP requirements. It appears that the results of the Sewer Master Plan and resultant CIP need to be incorporated into the SSMP. Unless the City has seen that the 2007 evaluation has somehow missed the mark, it should have the information you need to prepare the Element 8 portion of the SSMP (which we can help do). Unless major changes have been made or if there are concerns that the 2007 model is not accurate, at this point, I don't see any reason to the flow model verification mentioned in section 5.4 of the SSMP.

Element 9: Monitoring, Measurement, & Program Modifications

I don't see an Element 9 of the SSMP. As I know you know, this should include a program to monitor and measure the effectiveness of the SSMP and provide for a means to modify the SSMP to address changes or required improvements. We can help you develop the Monitoring, Measurement, & Program Modifications element.

Element 10: Program Audits

You should be coming up on an audit fairly soon and the SSMP does not appear to have guidance on how the City intends to complete this requirement of the General Order. The Program Audits section should provide for a schedule and procedure for auditing the implementation and effectiveness of the SSMP. This is also something we can assist you in preparing.

Element 11: Communication Program

The City's SSMP seems to be missing this element as well. There are elements of communication in the FOG documents, but an Element 11 should be included in the SSMP to provide for a program of public education and outreach for the SSMP. As with the other above elements, we can help develop such a program to be included in the SSMP.

Looking at the key elements that you might want help on, I think we could do the following:

1. Minor updates to Elements 1, 2, 3, 6, and 7 for $2,000;
2. Expansion of Element 4 Operation and Maintenance in the range of $4,000 to $8,000; depending on where you might want to go with this;
3. Prepare Element 5: Design and Performance Provisions based on existing ordinance, standards, and criteria. $2,500;
4. Prepare Element 8: Sewer Evaluation and Capacity Assurance Plan based on existing studies and reports, $2,500;
5. Prepare Element 9: Monitoring, Measurement, & Program Modifications Element, $1,500;
6. Prepare Element 10: Program Audits, $1,000; and
7. Prepare Element 11: Communication Program, $1,800

I think a basic scope could entail Nos. 3 and 5 above for a cost not to exceed $5,000 and the others could be added as needed. Let me know what you think and if there are particular items from the above that you think you could use our help and we'll prepare a formal proposal. If you think you could use some help on the O&M element, let me know and we can discuss that scope in further detail.

NTE: $19,300

We are opening our <u>West Sacramento Office @ 1355 Halyard Drive, Suite 180</u> in September

Return to Agenda Page

AGENDA ITEM 2.3 (A) (6)

KJELDSEN SINNOCK NEUDECK INC. Civil Engineers and Land Surveyors

Neal Colwell
Principal Engineer

711 N. Pershing Avenue, Stockton CA 95203
209 946-0268 | fax: 209 946-0296
ncolwell@ksninc.com | http://www.ksninc.com

Return to Agenda Page

AGENDA ITEM 2.3 (A) (6)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	177,984	175,425	133,727	176,900	1,475	1%
701.003	PERSONNEL OVERTIME	26,718	30,000	22,881	25,000	-5,000	-17%
708.004	MISC EMPLOYEE BENEFITS	1,449	0	0	0	0	0%
708.005	MEDICARE	2,806	2,544	2,119	2,600	56	2%
708.006	PERS RETIREMENT	18,495	22,061	16,630	23,800	1,739	8%
708.007	PAYROLL TAXES	1,302	1,302	1,302	1,300	-2	0%
708.008	HEALTH DENTAL VISION INSURANCE	46,467	50,973	46,003	53,900	2,927	6%
708.009	NATIONAL RETIREMENT	7,114	7,893	5,927	8,700	807	10%
708.010	WORKERS' COMPENSATION	23,928	25,956	18,949	26,000	44	0%
708.012	DEFERRED COMPENSATION	3,300	3,450	1,154	3,400	-50	-1%
	Total Personnel Salaries & Benefits	**$309,563**	**$319,604**	**$248,692**	**$321,600**	**$1,996**	**1%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	25,087	47,400	5,128	25,000	-22,400	-47%
702.031	RENTS & LEASES (VEH REP./MAINT)	30,013	25,000	1,293	25,000	0	0%
702.032	PROFESSIONAL SERVICES	44,653	80,000	45,002	80,000	0	0%
702.056	TAXES	2,430	2,500	1,200	2,500	0	0%
703.025	OFFICE EXPENSE	3,639	4,000	1,667	4,000	0	0%
703.049	CHEMICALS	2,579	2,500	792	2,500	0	0%
704.021	UTILITIES	373,529	400,000	192,173	400,000	0	0%
704.022	COMMUNICATIONS	560	850	288	850	0	0%
706.010	DEPRECIATION EXPENSE	250,048	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	1,310	2,845	587	2,845	0	0%
706.027	BOOT & JACKET ALLOWANCE	442	600	300	600	0	0%
706.028	SMALL TOOLS	3,228	3,000	1,135	3,000	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	13,603	20,000	7,838	20,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,291	3,000	1,337	3,000	0	0%
706.038	STAFF DEVELOPMENT	2,459	3,000	1,299	3,000	0	0%
706.050	SAFETY EQUIPMENT	2,192	3,300	1,156	3,300	0	0%
706.053	LEVEE REPAIR & A.C.	5,363	8,000	7,148	8,000	0	0%
706.060	INTEREST PAYMENTS (I-F LOAN)	7,149	5,793	0	4,400	-1,393	-24%
706.073	UNIFORMS & RAGS	3,696	3,000	2,381	3,000	0	0%
706.076	SRF LOAN INTEREST EXPENSE	14,071	12,720	4,499	11,400	-1,320	-10%
999.000	TRANSFERS OUT	0	0	0	0	0	0%
	Total Operating Expenses	**$787,342**	**$627,508**	**$275,223**	**$602,395**	**-$25,113**	**-4%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0%
707.043	AERATOR REPLACEMENT	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**100%**
	Total Department Appropriations	**$1,096,905**	**$947,112**	**$523,915**	**$923,995**	**-$23,117**	**-2%**

STAFFING:
1 WASTE WATER TREATMENT PLANT SUPERVISOR
1 SR. WATER WATER TREATMENT PLANT OPERATOR
1 WASTE WATER TREATMENT PLANT OPERATOR

Equipment/Projects

No Equipments/Projects

Fund 106: Sewer Treatment 424

702.030	**Maintenance Operation Equipment**		**$ 25,000**
702.031	**Rents & Leases**		**$ 25,000**
702.032	**Professional/Special Services**		**$ 80,000**
	Lab Analysis	$10,300	
	Regional Reporting	$8,200	
	Lab Testing	$16,500	
	Water Monitoring	$30,000	
	Misc.Professional Services	$15,000	
702.056	**Pirts & Appraisals, Taxes**		**$ 2,500**
	Property Taxes		
703.025	**Office Expense**		**$ 4,000**
703.049	**Chemicals**		**$ 2,500**
	Treatment Plant Maintenance		
704.021	**Utilities**		**$400,000**
	Pacific Gas & Electric - Office		$ 10,000
	MID - Treatment Plant		$390,000
704.022	**Communications**		**$ 850**
	AT&T Mobility		
706.026	**Miscellaneous Expense**		**$ 2,845**
	Emergency/Unexpected Needs	$2,305	
	Bottled Water	$540	
706.027	**Boot & Jacket Allowance**		**$ 600**
706.028	**Small Tools**		**$ 3,000**
706.29	**Maintenance of Bldg/Structures/Grds**		**$ 20,000**
	Treatment Plant Maintenance		

706.036	**Memberships, Dues, Books, Etc.**		**$**	**3,000**
	CW Environment Assoc.	$1,500		
	State Water Resources	$300		
	Staff Development Books	$1,200		
706.038	**Staff Development**		**$**	**3,000**
	Employee Training/Education/Certs/Exams			
706.050	**Safety Equipment**		**$**	**3,300**
706.053	**Levee Repair and A.C.**		**$**	**8,000**
706.073	**Uniform & Rags**		**$**	**3,000**
	Aramark Uniform Services			

Return to Agenda Page

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 114: Water Fund Summary

Projected Reserve @ July 1, 2014 $722,581

Add:

Projected '14-'15 Revenues $1,715,300

Less:

Requested Appropriations

	WATER COLLECTION	WATER CONNECTION
SALARY & BENEFITS	$460,500	$0
CONTRACT SERVICES	193,000	0
UTILITIES	300,000	0
OPERATING EXPENSES	73,250	0
BOND EXPENSES	0	0
CAPITAL OUTLAY	80,000	0
TRANSFERS OUT	550,000	0
	$1,656,750	$0

Total Appropriations 1,656,750

Projected Reserve @ June 30, 2015 $781,131

% of Reserve to Budget 45.5%

Structural Surplus **$58,550**

WATER REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
WATER SERVICE CHARGES	$1,630,022	$1,192,412	$1,666,000
GRANTS	$0	$60,000	$0
BACKFLOW INSPECTIONS	300	149	300
FINES, FORFEITURES, PENALTIES	48,268	35,347	46,100
INSPECTION FEES	0	150	0
INTEREST INCOME	3,000	2,617	2,400
MISCELLANEOUS REVENUES	0	1,426	500
TRANSFERS IN (FIXED ASSETS)	0	0	0
	$1,681,590	$1,292,101	$1,715,300

AGENDA ITEM 2.3 (A) (7)

CITY OF RIVERBANK

WATER FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
501.001	GRANTS	$0	$0	$60,000	$0	$0	0.00%
600.140	WATER REVENUES	$1,746,380	$1,630,022	$1,192,961	$1,666,000	$35,978	2.21%
600.225	INSPECTION FEES	300	0	150	0	$0	0.00%
600.226	BACKFLOW INSPECTIONS	396	300	149	300	$0	0.00%
655.000	FINES, FORFEITURES,PENALTIES	45,734	48,268	35,210	46,100	($2,168)	-4.49%
664.000	INTEREST INCOME	3,867	3,000	2,311	2,400	($600)	-20.00%
675.090	MISCELLANEOUS REVENUES	265	0	$1,423	500	$500	0.00%
680.035	UNREALIZED GAIN/LOSS ON INV.	-3,689	0	4,381	0	$0	0.00%
699.000	TRANSFERS IN	174,531	0	0	0	$0	0.00%
TOTAL WATER FUND REVENUES		**$1,967,784**	**$1,681,590**	**$1,296,585**	**$1,715,300**	**$33,710**	**2.00%**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (7)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	260,867	268,322	205,324	268,900	578	0%
701.003	PERSONNEL OVERTIME	21,964	24,000	21,136	19,000	-5,000	-21%
701.004	STANDBY PAY	11,655	18,000	13,644	13,000	-5,000	-28%
708.004	MISC EMPLOYEE BENEFITS	-7,759	0	0	0	0	0%
708.005	MEDICARE	2,926	2,764	2,318	2,800	36	1%
708.006	PERS RETIREMENT	27,281	31,641	24,104	33,900	2,259	7%
708.007	PAYROLL TAXES	2,170	2,170	2,170	2,200	30	1%
708.008	HEALTH DENTAL VISION INSURANCE	61,130	61,700	57,895	64,700	3,000	5%
708.009	NATIONAL RETIREMENT	11,856	13,155	9,878	14,500	1,345	10%
708.010	WORKERS' COMPENSATION	35,870	39,552	28,744	39,500	-52	0%
708.012	DEFERRED COMPENSATION	1,877	1,300	1,375	2,000	700	54%
	Total Personnel Salaries & Benefits	**$429,837**	**$462,604**	**$366,588**	**$460,500**	**-$2,104**	**0%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	55,647	68,000	40,933	68,000	0	0%
702.031	RENTS & LEASES	41,180	22,000	8,003	22,000	0	0%
702.032	PROFESSIONAL SERVICES*	80,890	70,000	54,122	93,000	23,000	33%
702.034	OTHER CONTRACT SERVICES	12,851	9,779	6,110	10,000	221	2%
703.023	ADVERTISING	175	250	0	250	0	0%
703.024	POSTAGE	6,462	7,000	8,624	7,000	0	0%
703.025	OFFICE EXPENSE	2,009	2,000	859	2,000	0	0%
703.064	BACKFLOW INSPECTION EXPENSES	852	3,000	1,544	3,000	0	0%
704.021	UTILITIES	354,950	300,000	236,077	300,000	0	0%
704.022	COMMUNICATIONS	1,002	1,000	1,214	1,000	0	0%
706.010	DEPRECIATION EXPENSE	285,082	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	1,060	2,200	438	2,200	0	0%
706.027	BOOT & JACKET ALLOWANCE	575	700	439	750	50	7%
706.028	SMALL TOOLS	1,077	1,500	89	1,500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	22,637	25,000	5,332	25,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	776	1,750	1,102	1,750	0	0%
706.038	STAFF DEVELOPMENT	4,386	4,500	2,600	4,500	0	0%
706.050	SAFETY EQUIPMENT	3,958	2,800	2,808	2,800	0	0%
706.056	STATE & COUNTY WATER FEES	15,169	19,000	11,219	19,000	0	0%
706.073	UNIFORMS & RAGS	1,753	2,900	1,857	2,500	-400	-14%
706.999	BAD DEBTS (WATER SERVICE)	9,696	0	0	0	0	0%
706.997	LOSS ON FIXED ASSET	7,713	0	0	0	0	0%
999.000	TRANSFERS OUT	51,357	51,000	25,806	51,500	500	1%
999.000	TRANSERS OUT MANAGEMENT FEE	501,791	508,777	235,531	498,500	-10,277	-2%
	Total Operating Expenses	**$1,463,048**	**$1,103,156**	**$644,707**	**$1,116,250**	**$13,094**	**1%**
	CAPITAL OUTLAY						
707.002	CAPITAL EXPENDITURES	1,052	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	61,660	113,000	0	25,000	-88,000	-78%
707.010	WATER METERS	45,835	50,000	34,721	50,000	0	0%
707.011	TWO INCH WATER METERS	0	5,000	0	5,000	0	0%
	Total Capital Outlay	**$108,547**	**$168,000**	**$34,721**	**$80,000**	**-$88,000**	**-78%**
	Total Department Appropriations	**$2,001,432**	**$1,733,760**	**$1,046,016**	**$1,656,750**	**-$77,010**	**-4%**

EQUIPMENT AND PROJECTS:
WATER CONSERVATION PROGRAM $ 25,000.00

STAFFING:
1 - WATER SUPERVISOR
1 - SR. WATER MW
2 - WATER MW II
1 - WATER MW I

*Professional Services $23,000 Groundwater Basin Association-Report Update to Meet DWR Requirement

Return to Agenda Page

Fund 114: Water Collection 433

702.030	**Maintenance Operation Equipment**		**$ 68,000**
	Water System/Water Wells		
702.031	**Rents & Leases**		**$ 22,000**
702.032	**Professional/Special Services**		**$ 93,000**
	Software Licenses	$4,358	
	Testing/Sampling	$10,205	
	Backflow Testing	$7,760	
	CRWA	$937	
	American Water Works	$2,000	
	MCC Control Systems	$920	
	SJVAPCD Permit	$2,020	
	E & M Electric & Machinery	$2,000	
	Equarius Waterworks	$7,000	
	Other Services	$20,000	
	Stanislaus, Tuolume Groundwater Assoc.	$23,000	
702.034	**Other Contract Services**		**$ 10,000**
703.023	**Advertising**		**$ 250**
703.024	**Postage**		**$ 7,000**
703.025	**Office Expense**		**$ 2,000**
703.064	**Backflow Inspection Expenses**		**$ 3,000**
	Testing		
704.021	**Utilities**		**$300,000**
	Pacific Gas & Electric	$172,000	
	MID	$128,000	
704.022	**Communications**		**$ 1,000**
	AT&T Mobility		
706.026	**Miscellaneous Expense**		**$ 2,200**
	Emergency/Unexpected Needs	$1,500	
	Computer Replacement	$700	
706.027	**Boot & Jacket Allowance**		**$ 1,000**
706.028	**Small Tools**		**$ 1,500**

Return to Agenda Page

706.029	**Maintenance of Buildings/Structures**		**$ 25,000**
	Water System Repairs/Maintenance		
706.036	**Memberships, Dues, Books, Etc.**		**$ 1,750**
	Employee Books for Certification Exams	$1,300	
	American Waterworks	$450	
706.038	**Staff Development**		**$ 4,500**
	Employee Training/Education/Certifications	$1,500	
	CWEA Classes/Training	$1,500	
	CRWA Classes/Training	$1,500	
706.050	**Safety Equipment**		**$ 2,800**
706.056	**State/County Fees**		**$ 19,000**
	California Department of Public Health	$13,440	
	SJVAPCD	$5,560	
706.073	**Uniform & Rags**		**$ 2,500**
	Aramark		

Return to Agenda Page

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Water	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	114.433.000.702.032	Stanislaus, Tolume Ground Water Basin Asso	23,000.00	

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund 117: Neighborhood Improvement Fund

Reserve @ July 1, 2014		**$0**
Add:		
Projected '14-'15 Revenues		**$87,150**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$79,300	
OPERATING EXPENSES	7,850	
TRANSFERS OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**87,150**
Projected Reserve @ June 30, 2015		**$0**

NEIGHBORHOOD IMPROVEMENT REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
ABANDONED VEHICLE	16,000	13,907	16,000
FINES, FORFEITURES, PENALTIES	5,000	4,098	5,000
INTEREST INCOME	0	0	0
MISCELLANEOUS REVENUES	500	500	500
OTHER FINANCIAL RESOURCES	0	0	0
TRANSFERS IN OF MGMT FEES	65,733	0	65,650
	$87,233	$18,505	$87,150

Return to Agenda Page

CITY OF RIVERBANK

NEIGHBORHOOD IMP. FUND REVENUE PROJECTIONS -- FISCAL YEAR 2014-2015
FUND 117

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12-13 ACTUAL	FY 13-14 BUDGET	FY 13-14 REVENUES TO DATE	PROJECTED FY 14-15 REVENUES	PROJECTED INCREASE (DECREASE)	% CHANGE
655.000	FINES, FORFEITURES, PENALTIES	$6,734	$5,000	$4,098	$5,000	$0	0.00%
660.010	ABANDONED VEHICLE (AVA)	15,813	16,000	13,907	16,000	0	0.00%
675.090	MISCELLANEOUS REVENUES	825	500	500	500	0	0.00%
699.000	GENERAL FUND SUBSIDY	46,207	65,733	0	65,650	(83)	-0.13%
TOTAL NEIGHBORHOOD IMP. FUND REVENUES		**$69,579**	**$87,233**	**$18,505**	**$87,150**	**-$83**	**-0.10%**

Return to Agenda Page

AGENDA ITEM 2.3 (A) (8)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

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

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	48,256	56,506	44,683	58,000	1,494	3%
701.002	PERSONNEL TEMPORARY	1,632	0	0	0	0	0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	65	0	0	0	0	0%
708.005	MEDICARE	638	834	574	800	-34	-4%
708.006	PERS RETIREMENT	4,610	6,855	5,274	7,400	545	8%
708.007	PAYROLL TAXES	636	434	434	400	-34	-8%
708.008	HEALTH DENTAL VISION INSURANCE	1,725	1,732	1,439	1,700	-32	-2%
708.009	NATIONAL RETIREMENT	1,963	2,631	1,976	2,900	269	10%
708.010	WORKERS' COMPENSATION	6,123	8,591	6,093	8,100	-491	-6%
	Total Personnel Salaries & Benefits	**$65,648**	**$77,583**	**$60,473**	**$79,300**	**$1,717**	**2%**
	Operating Expenses						
702.034	OTHER CONTRACT SERVICES	85	500	0	500	0	0%
702.042	RELEASE OF LIENS	0	0	0	0	0	0%
703.025	OFFICE EXPENSE	1,047	500	254	700	200	40%
704.022	COMMUNICATIONS	558	600	288	600	0	0%
706.025	WEED & RUBBISH REMOVAL	200	5,000	0	3,000	-2,000	-40%
706.027	BOOT & JACKET ALLOWANCE	150	350	0	350	0	0%
706.028	SMALL TOOLS	30	300	0	300	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	339	100	0	100	0	0%
706.037	CONFERENCES & MEETINGS	588	1,300	1,160	1,300	0	0%
706.073	UNIFORMS EXPENSE	0	0	0	0	0	0%
706.077	SPRING CLEAN/ALLEY CLEANUP	1,000	1,000	0	1,000	0	0%
	Total Operating Expenses	**$3,997**	**$9,650**	**$1,702**	**$7,850**	**-$1,800**	**-19%**
	CAPITAL OUTLAY						
707.013	EQUIPMENT GRANT	0	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$69,645**	**$87,233**	**$62,175**	**$87,150**	**-$83**	**0%**

TRANSFER IN OF MANAGEMENT FEES:	GENERAL FUND	($65,650)
	NET NEIGHBORHOOD IMPROVEMENT ALLOCATION	$21,500

STAFFING: 1 NEIGHBORHOOD IMPROVEMENT OFFICER II

Fund 117: Neighborhood Improvement

702.034	**Other Contract Services** Technical/Legal Assistance		$	500
703.025	**Office Expense**		$	700
704.022	**Communications** AT&T Mobility		$	600
706.025	**Weed & Rubbish Removal** Modesto Sand & Gravel Grover Landscaping		$	3,000
706.027	**Boot & Jacket Allowance** 1 – Employee Aramark – Uniform		$	350
706.028	**Small Tools**		$	300
706.036	**Membership, Dues, Books, etc.** CACEO	 $100	$	100
706.037	**Travel, Conference & Meetings** Code Enforcement Training Contract Hours Classes	 $800 $500	$	1,300
706.077	**Spring Clean**		$	1,000

Return to Agenda Page

City of Riverbank
Annual Operating Budget -- Fiscal Year 2014-2015

Fund 119: Vehicle Maintenance Fund

Reserve @ July 1, 2014		**$0**
Add:		
Projected '14-'15 Revenues		**$320,090**
Less:		
Requested Appropriations		
SALARY & BENEFITS	$92,100	
OPERATING EXPENSES	211,890	
TRANSFER OUT	0	
CAPITAL OUTLAY	16,100	
Total Appropriations		**$320,090**
Projected Reserve @ June 30, 2015		**$0**

EQUIPMENT POOL REVENUES

	BUDGET 13/14	ACTUAL 13/14	BUDGET 14/15
SALE OF FUEL	15,000	11,056	15,000
VEHICLE & EQUIP RENTAL	125,000	0	125,000
MAINT. CHARGES - LABOR	89,896	0	92,100
MAINT. CHARGES - PARTS	82,364	0	87,740
SALE OF CAPITAL ASSETS	5,500	9,000	0
MISCELLANEOUS REVENUES	250	0	250
TRANSFERS IN	0	0	0
	$318,010	$20,056	$320,090

Return to Agenda Page

AGENDA ITEM 2.3 (A) (9)

City of Riverbank

Annual Operating Budget -- Fiscal Year 2014-2015

Fund:	119	EQUIPMENT POOL	Department:	442
Function:		Public Works		Vehicle Maintenance

APPROPRIATION DETAIL

Account	Account Description	FY 2012-13 Actual	FY 2013-14 Budget	2013-14 Expenses 4/9/2014	FY 2014-15 Budget	Difference	% Change
	Personnel Salaries and Benefits						
701.001	PERSONNEL REGULAR	56,720	57,547	44,132	58,600	1,053	2%
708.004	MISC EMPLOYEE BENEFITS	2,546	0	0	0	0	0%
708.005	MEDICARE	738	834	575	900	66	8%
708.006	PERS RETIREMENT	5,904	7,237	5,847	7,900	663	9%
708.007	PAYROLL TAXES	434	434	434	400	-34	-8%
708.008	HEALTH DENTAL VISION INSURANCE	20,226	18,011	17,530	12,800	-5,211	-29%
708.009	NATIONAL RETIREMENT	2,371	2,631	1,976	2,900	269	10%
708.010	WORKERS' COMPENSATION	7,674	8,726	6,342	8,600	-126	-1%
	Total Personnel Salaries & Benefits	**$96,613**	**$95,420**	**$76,836**	**$92,100**	**-$3,320**	**-3%**
	Operating Expenses						
702.030	MAINT. OF OPERATIONS EQUIPMENT	902	3,200	750	3,200	0	0%
702.038	SPRINT LEASE/PURCHASE	2,640	2,640	2,640	2,640	0	0%
702.044	CNG FUELING PUMP MAINTENANCE	49,276	20,000	4,244	20,000	0	0%
703.025	OFFICE EXPENSE	219	300	152	300	0	0%
704.021	UTILITIES	27,413	30,000	15,376	30,000	0	0%
704.022	COMMUNICATIONS	1,688	1,500	723	1,500	0	0%
705.040	VEHICLE MAINTENANCE EXPENSE	50,999	65,000	52,253	65,000	0	0%
705.041	VEHICLE FUEL	68,335	90,000	48,061	80,000	-10,000	-11%
706.026	MISCELLANEOUS EXPENSE	275	300	121	300	0	0%
706.027	BOOT & JACKET ALLOWANCE	150	200	150	200	0	0%
706.028	SMALL TOOLS	817	800	360	800	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	101	250	0	250	0	0%
706.037	TRAVEL,CONF & MEETINGS	0	500	0	500	0	0%
706.040	PERMITS & LICENSES	2,703	3,000	2,467	3,000	0	0%
706.050	SAFETY EQUIPMENT	683	1,100	462	1,100	0	0%
706.056	STATE/COUNTY FEES	947	1,100	978	1,100	0	0%
706.073	UNIFORMS & RAGS	2,171	2,700	974	2,000	-700	-26%
	Total Operating Expenses	**$209,319**	**$222,590**	**$129,711**	**$211,890**	**-$10,700**	**-5%**
	CAPITAL OUTLAY						
707.003	EQUIPMENT/PROJECTS	0	0	0	16,100	16,100	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$16,100**	**$16,100**	**0%**
	Total Department Appropriations	**$305,932**	**$318,010**	**$206,547**	**$320,090**	**$2,080**	**1%**

STAFFING: 1 CITY MECHANIC

Equipment/Projects

Forklift Replacement	$16,100

Return to Agenda Page

Fund 119: Equipment Pool

702.030	**Maintenance Operation Equipment** Certified Operator Testing		$ 3,200
702.038	**Sprint Lease/Purchase** Phone Service		$ 2,640
703.044	**CNG Maintenance**		$ 20,000
703.025	**Office Expense**		$ 300
704.021	**Utilities** PG & E MID	 $ 20,000 $ 10,000	$ 30,000
704.022	**Communications** AT&T Mobility/CalNet 2		$ 1,500
705.040	**Vehicle Maintenance Expense**		$ 65,000
705.041	**Vehicle Fuel** Gas/CNG		$ 80,000
706.026	**Miscellaneous Expense**		$ 300
706.027	**Boot & Jacket Allowance**		$ 200
706.028	**Small Tools**		$ 800
706.036	**Memberships, Dues, Books, Etc.**		$ 250
706.037	**Travel, Conference & Meetings** Mechanic Conferences/Meetings		$ 500
706.040	**Permits & Licenses** SJVAPCD State Board of Equalization		$ 3,000
706.050	**Safety Equipment**		$ 1,100
706.056	**State/County Fees** Property Taxes		$ 1,100
706.73	**Uniform & Rags** Aramark		$ 2,000

Return to Agenda Page

City of Riverbank

Fiscal Year 2012-2013

NEW APPROPRIATIONS REQUEST

(Include all items over $1,000)

Department/Division	Submitted By:	Submittal Date:
Motor Pool	Michael	2/24/2014

Priority	Account Number	Budget Explanation	Amount Requested	Approval
1	119.442.000.707.002	Replace fork lift	15,000.00	

HOLT of California CAT CAT Rental STORE

AGENDA ITEM 2.3 (A) (9)

12/2/13
City of Riverbank
6707 Third St
Riverbank, Ca.

Attn: Curtis Myer

Holt is pleased to present this proposal for 1 Used 2007 Cat Model P-6,000-LP with New Pneumatic Tires. In Stock Retail Ready: Unit # LN04-187

Capacities	6,000 lbs. @ 24" Load Center 186" Maximum Fork Height 85" Overall Lowered Height 36" Free Lift with Load Backrest High Visibility(Triple Stage) Mast
Tilt:	6 Degrees Forward / 6 Degrees Back
Carriage:	39.5" Class III with **Sideshift**
Tires:	Pneumatic Tires
Forks:	48"
Hours:	**3,310 Hours**
New Paint:	**Completed**

Includes: LP Fuel System / Single Speed Powershift Transmission; Power Steering; Elevated Air Intake; Air Cleaner Service Indicator; Full-Floating Powertrain; 47" Load Backrest; Two Forward / Premium Work Light Package;(2 Rear Lights, with Amber Strobe)Power Steering, . All Other Standard Equipment.

Warranty: 30 Days/150 Hours on all components/ 1 Year 2,000 Hours on Drive Train

Sale Price : $15,000 Plus Tax
All prices are guaranteed and/or in effect for 90 days from this date, subject to availability. Local delivery included with purchase.

Presented by Holt Material Handling Division

Rob Stonelake
Territory Manager
209 401-9442
rstonelake@holtca.com

IE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF AND INCORPORATED IN THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE ONSIDERED ENFORCEABLE UNTIL ACCEPTED BY HOLT AND EXECUTED BY ITS OFFICER. ANY INDIVIDUAL SIGNING THIS AGREEMENT REPRESENTS AND WARRANTS I/ 'SHE IS AT LEAST 18 YEARS OLD AND HAS THE AUTHORITY TO BIND CUSTOMER TO THE TERMS OF THIS AGREEMENT.

ATED:	DATED:
OLT RENTAL SERVICES	CUSTOMER
: Rob Stonelake	By:
TLE: Territory Manager	TITLE:

1056 (9/05)