AGENDA

Budget Advisory Committee
May 21, 2012 – 6:00 -7:30 p.m.
City Hall Council Chambers

1. Call Meeting to Order
2. Roll Call
3. Approval of the Minutes of the Special May 16, 2012 Meeting
4. General Fund Status
5. Formulation of Recommendations to the City Council
6. Staff & Committee comments
7. Adjourn Meeting

AFFIDAVIT OF POSTING			
DATE:	May 18, 2012	**TIME:**	2:30 pm
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

MINUTES

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

Special Meeting

1. Meeting Called to Order at 6:00 pm

2. Roll Call
    a. Present - Committee Members King, Langman, Stewart, Halbert, Council Member Tucker, Vice Chair Verduzco, Chair Fosi.
    b. Absent - Committee Member Roman

3. Motion to Approve the Minutes of the April 2, 2012 Meeting as is by Committee Member Stewart, 2nd by Committee Member King.
    a. Ayes: 5 Nays: 0 Abstentions: 1 (Vice Chair Verduzco)

4. Motion to Approve the Minutes of the April 16, 2012 Meeting as is by Committee Member Stewart, 2nd by Committee Member King.
    a. Ayes: 4 Nays: 0 Abstentions: 2 (Vice Chair Verduzco & Chair Fosi)

5. Development Services Budgets: Continued from April 16, 2012 Meeting
    a. Finance Director presented the Sewer Fund Budget.
        i. Committee to recommend that Council adopt an ordinance requesting that homeowners maintain the sewer laterals (sewer line from the house to the sewer main) through a possible cost sharing program.
        ii. Chair Fosi expressed concern as to where the WWTP budgeted for the State Water Resources Control Board Annual Permit.
    b. Finance Director presented the Water Fund Budget.
    c. Finance Director presented the Neighborhood Improvement budget.
        i. Committee Member Langman questioned whether the Sheriff STAR's volunteers can be used to assist with code enforcement.
    d. Finance Director presented the Equipment Pool Fund

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

6. Contract Services Discussion: Continued from April 16, 2012 Meeting
    a. Committee to recommend that Request for Proposal's be issued every seven years for service contracts.
    b. City Manager Jill Anderson explained that for contracts such as solid waste a long term contract is preferred due to the capital investment required.
    c. Committee Member King questioned whether the City Attorney accounted for his hours.
        i. Committee Member Langman suggested that we survey several cities to see if their attorney's log their hours.
    d. Council Member Tucker expressed the concerns of Vice Mayor Nygard regarding reducing the number of times for street sweeping.
        i. Committee suggested that the city include a note regarding not parking on the street on street sweeping days.
        ii. To be included in the next newsletter.

7. City Council, City Manager, Legal Department Budgets
    a. City Manager Jill Anderson and the Finance Director presented the budgets for the City Council, City Manager and the Legal Departments.
        i. Chair Fosi requested clarification on the State/County Fee expenditure shown under the City Council budget.
            1. Staff explained that it was for the Fire District Assessments and the City's obligation to pay for those assessments.
        ii. City Manager Jill Anderson explained her desire to have training funds available to offer city-wide training for all employees.

8. Staff & Committee comments
    a. Next Meeting to formulate recommendations: Monday, May 21

9. Meeting adjourned by Chair Fosi at 7:24 pm.

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 4

Meeting Date: May 21, 2012

Subject/ Title: General Fund Status

Submitted by: Marisela Hernandez, Director of Finance

STAFF SUMMARY:

Over the past several months, City staff has been diligently working towards decreasing the General Fund shortfall that has been anticipated. Currently this shortfall amounts to **$196,935**.

General Fund revenue projections were discussed with the Committee at the February 14, 2012 meeting. Several revisions to the revenue projections have resulted in projecting a 4.57% increase in revenues. Several changes include the following:

1. Increase of $40,200 in Prop 84 Grant Administration funds to reimburse for staff time spent in the Planning Division and the Finance Department.
2. Increase of $187,725 in Transfer in of Management Fee Revenues to offset the increase of the Building Inspector and Construction Inspector salaries.

General Fund expenditures for the fiscal year are anticipated to increase 3.97% or $305,569.

At the March 16, 2012 meeting, the status of the General Fund projected a shortfall of $585,896. Since then, the shortfall has decreased to $196,935. The major factors attributed to this change are as follows:

1. Administrative Clerk from the Administrative Services department was promoted to the Local Redevelopment Authority at the former Riverbank Army Ammunition Plant. Her position will remain vacant and her duties re-allocated to other staff members. This will amount to $79,000 in savings.
2. A current vacancy of the Administrative Service Director position is currently being filled by a part-time interim director. The City Manager has proposed that the position remain vacant, the current Deputy City Clerk has been reclassified to an Acting City Clerk position, and a part-time personnel manager to be hired. This will result in savings of $64,000.

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

1. General Fund Summary 04/16/2012
2. General Fund Summary 05/21/2012

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

05/21/2012

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		**$7,826,007**	**$7,484,150**	**4.57%**
Less:				
Requested Appropriations by Department				
CITY COUNCIL	401	$102,559	130,285	-21.28%
CITY MANAGER	402	208,853	146,270	42.79%
FINANCE	403	587,176	607,041	-3.27%
LEGAL	404	152,250	293,007	-48.04%
PLANNING	405	295,730	357,716	-17.33%
BUILDING	406	228,797	0	100.00%
BUILDING MAINTENANCE	407	160,341	177,422	-9.63%
CITY CLERK	408	584,461	746,716	-21.73%
POLICE	409	3,645,834	3,264,169	11.69%
CODE COMPLIANCE	411	216,865	209,080	3.72%
PUBLIC WORKS	412	549,387	482,059	13.97%
STREET MAINTENANCE	413	233,372	234,994	-0.69%
PARKS	414	628,934	622,515	1.03%
ECONOMIC DEVELOPMENT	439	0	0	0.00%
CONTRACT ENGINEERING	457	70,000	75,000	-6.67%
RECREATION	459	335,351	348,067	-3.65%
Total Appropriations		**$7,999,910**	**7,694,341**	**3.97%**

Projected Reserve @ June 30, 2013	**$585,666**
% of Reserve To Budget	**7.48%**
Required 10% Reserve	**$782,601**
Budget Deficit to Reserve	**-$196,935**
Structural Deficit (Rev vs. Exp)	**-$173,903**

Return to Agenda Page

BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 5

Meeting Date:	May 21, 2012
Subject/ Title:	Formulation of Recommendations to the City Council
Submitted by:	Marisela Hernandez, Director of Finance

RECOMMENDATION:

Committee to formulate recommendations on cost cutting measures to be presented to the City Council.

STAFF SUMMARY:

Over the past several months, the Committee has worked diligently to review each of the City's departmental budgets. Throughout the course of the meetings, the Committee has suggested several recommendations that could potentially provide cost savings and would aid in the long term financial health of the City.

The following recommendations were documented within the minutes of the Committee meetings and can be used as a basis to begin formulating the final recommendations:

1. Evaluate whether utility bills can be rounded up and the overage donated to the Sheriff's Office.
2. Evaluate the potential of placing solar panels on all city buildings.
3. Evaluate placing solar on the Hwy 108 Waterfall feature.
4. Evaluate potential of corporate sponsorships and grants to go towards park maintenance.
5. Evaluate partnering with other cities to increase purchasing power.
6. Increase promotion of the Sports Complex.
7. Increase promotion of the Jacob Myer seasonal parking pass.
8. Evaluate potential of accepting credit cards at Jacob Myer Park for the parking fee.
9. Evaluate sharing positions for landscape maintenance and IT services with the school district.
10. Evaluate reduction in street sweeping services.
11. Remove pumps at the Hwy 108 Waterfall feature.
    a. Set aside $25-$50/month or 10% of savings for future reinstallation.

Return to Agenda Page

12. Send notices to residents regarding parking off the street on street sweeping days.
13. City should adopt an ordinance making homeowners responsible for maintaining the sewer lateral from the property line to their home through a cost sharing or similar program.
14. Can STAR's be used to assist with code enforcement?
15. Requests for Proposals (RFP's) should be issued every seven years for service contracts.

This is only a sampling of the recommendations that the Committee may want to discuss. The Committee should reach a consensus on those items that will be presented to the City Council. The results of tonight's discussion will result in a formal document that will be presented by Chair Fosi to the City Council at the June 4, 2012 City Council Budget Workshop.

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

1. None.