AGENDA

Budget Advisory Committee
May 10, 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 April 2, 2012 Meeting
4. Approval of the Minutes of the April 16, 2012 Meeting
5. Development Services Budgets: Continued from April 16, 2012 Meeting
6. Contract Services Discussion: Continued from April 16, 2012 Meeting
7. City Council, City Manager, Legal Department Budgets
8. Staff & Committee comments
9. Adjourn Meeting

AFFIDAVIT OF POSTING			
DATE:	May 7, 2012	**TIME:**	2:00 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.

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MINUTES

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

1. Chair Fosi called the meeting to order @ 6:00 pm

2. Roll Call
   a. Present – Committee Members King, Langman, Stewart, Halbert, Vice Mayor Nygard, Chair Fosi.
   b. Absent – Committee Member Roman, Vice Chair Verduzco

3. Motion to approve minutes of the March 19, 2012 Meeting as is by Committee Member Stewart, second by Committee Member Langman.
   a. Ayes: 4 Nays: 0 Abstentions: 1 (Chair Fosi)

4. General Fund Status
   a. Finance Director Marisela Hernandez gave an updated status of the General Fund.
   b. Sheriff's Budget continues to be reviewed line item by line item for the FY 2012-13 and will change projections.

5. Building Maintenance, Parks & Recreation Budgets
   a. Building Maintenance
      i. Committee member Langman questioned the rents & leases account for the department.
      ii. Committee member King questioned whether any salary increases were anticipated.
      iii. Discussion ensued regarding the operations and maintenance of the Teen Center.
      iv. Vice Mayor Nygard brought up the possibility of installing solar power.
         1. Comments from the audience from Councilmember Richard O'Brien regarding solar power savings.
      v. Committee member Langman: formal recommendation to Council to evaluate solar power on city buildings.
      vi. Committee member Stewart: recommend evaluation of solar on the Highway 108 water fountain.
      vii. Committee member Langman requested for the Historical Society to provide written confirmation of the shared cost of the roof replacement.

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    viii. Discussion ensued regarding the safety of the Del Rio Building.
  b. Parks
    i. Chair Fosi inquired whether the city had explored the possibility of closing the park restrooms during the winter.
    ii. Chair Fosi inquired whether grants or corporate sponsorships for the parks had been researched.
    iii. Vice Mayor Nygard inquired whether the city has researched partnering with the school district for landscape services.
    iv. Committee member Langman questioned whether we had evaluated the possibility of having a joint contract with other cities to increase our buying power.
    v. Comment from the public: Mr. Scott McRitchie questioned whether the Highway 108 water fountain could be ran only once a week on Saturday to reduce costs.
  c. Recreation Budget
    i. Committee member Langman suggested a recommendation that the Sports Complex be more thoroughly promoted.
  d. Community Center Budget
    i. Recommended increased promotion of parking pass for Jacob Myer Park.
    ii. Research possibility of accepting credit cards for the parking fee.

6. Administrative Services Budget
  a. Vice Mayor Nygard asked whether we could explore a shared position between the school district and the city.

7. Follow-Up Items from Prior Meetings
  a. Vice Mayor Nygard questioned whether the street sweeping can be evaluated for possible reduction in days or the seasons it is done.
  b. Committee Member King requested that the contract services listing be brought back to the next meeting.
  c. Finance Director Marisela Hernandez read a memorandum written by current City attorney Tom Hallinan and said memorandum is herein incorporated to the minutes as Exhibit A.

8. Staff & Committee comments
  a. No comments made

9. Chair Fosi adjourned the meeting at 7:42 pm.

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EXHIBIT A

LAW OFFICE

BUSH, ACKLEY, MILICH & HALLINAN

ESTABLISHED 1923

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

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

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

MEMORANDUM

TO: RIVERBANK BUDGET ADVISORY BOARD MEMBERS

FROM: TOM HALLINAN, CITY ATTORNEY

RE: BUDGET FOR LEGAL SERVICES

DATE: April 2, 2012

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

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

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

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

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

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MINUTES

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

1. Meeting called to Order by Committee Member Joan Stewart @ 6:03 pm

2. Roll Call
   a. Present: Committee Members King, Langman, Roman, Stewart, Halbert, and Vice Mayor Nygard.
   b. Absent – Vice Chair Verduzco and Chair Fosi

3. Motion to Move Approval of the April 2, 2012 Meeting Minutes to the May 10, 2012 Meeting by Vice Mayor Nygard, 2nd by Committee Member King.
   a. Ayes: 5 Nays: 0 Abstentions: 0

4. General Fund Status
   a. Finance Director provided an update to the General Fund Status.

5. Development Services Budgets
   a. Planning
      i. Introduction of amended budget sheets provided by the Development Services department is hereby incorporated into the minutes as Exhibit A.
      ii. New budget will reflect an amended amount of $10,000 in the Other Contract Services Budget account.
   b. Building
      i. Discussion ensued regarding the functions of the current inspectors.
      ii. Portion of Construction Inspector salary to be reimbursed by grant funds for federal projects.
      iii. Discussion ensued regarding the vehicle maintenance charges reflected in each budget.
   c. Development Services Administration
      i. Administrative Clerk salary to be reallocated decreasing the amount of funding from General Funds.
   d. Street Maintenance
      i. Committee member Langman to request recommendation regarding the potential to remove the pumps from the Highway 108 Waterfall feature to achieve savings.
         1. Recommend to set aside $25-$50 per month to provide funds to reinstall the pump.

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2. Vice Mayor Nygard recommended 10% of savings to be set aside.

e. Contract Engineering
   i. Staff to move bad debt expense to the Finance Department budget.
f. Gas Tax
   i. Discussion ensued regarding the street sweeping contract.
   ii. Director JD Hightower commented that the Utilities account will be decreased due to the upgrade of current street lights to LED lights.
   iii. Vice Mayor Nygard recommended a notice to residents regarding parking off the street during street sweeping days.
g. Sewer Fund
   i. This item was continued to a subsequent meeting set for April 24.
h. Water Fund
   i. This item was continued to a subsequent meeting set for April 24.
i. Neighborhood Improvement
   i. This item was continued to a subsequent meeting set for April 24.
j. Equipment Pool
   i. This item was continued to a subsequent meeting set for April 24.

6. Contract Services Discussion
   a. This item was continued to a subsequent meeting set for April 24.

7. Staff & Committee comments
   a. Next Meeting: April 24, 2012 at 6:00 pm

8. Motion to adjourn meeting at 7:35pm by Committee Member Langman, 2nd by Vice Mayor Nygard.

EXHIBIT A

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Budget Reduction Exercise

Planning Department

Account	Description	FY 2012-13 Request	5% Reduction	7% Reduction	19% Reduction
101-405.000-701.001	Personnel Regular	184,272			184,272
101-000.000-699.000	Salary Transfer In	-64,124			-64,124
101-405.000-701.005	Planning Comm. Comp.	6,000			6,000
101-405.000-702.030	Maint. Of Equipment	600			600
101-405.000-702.031	Rents & Leases	2,500			500
101-405.000-702.032	Professional Serv.	11,000			11,000
101-405.000-702.034	Other Contract Services	55,000			10,000
101-405.000-703.024	Postage	2,000			1,000
101-405.000-703.025	Office Expense	3,000			2,000
101-405.000-704.022	Communication	1,200			1,200
101-405.000-706.023	Advertising	3,000			2,000
101-405.000-706.036	Membership, Dues,	5,000			4,000
101-405.000-706.037	Travel, Conf, Meet.	5,000			4,000
**Salary & Benefits for:	Misc Employee Benefit	1,858			1,858
101-405.000-708.005	Medicare	2,672			2,672
101-405.000-708.006	PERS Retirement	20,843			20,843
101-405.000-708.007	Payroll Taxes	868			868
101-405.000-708.008	Health, Dental, Vis Ins	7,782			7,782
101-405.000-708.009	National Retirement	4,760			4,760
101-405.000-708.010	Workers' Compensation	18,918			18,918
101-405.000-708.012	Deferred Compensation	3,546			3,546
	Total	275,695	0	0	223,695
	Target Reduction		**13,785**	**19,299**	**52,382**

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EXHIBIT A

Fund 101: Planning 405.000

702.030	**Maintenance Operation Equipment**	**$ 600**
	Computer/Miscellaneous Repairs	
702.031	**Rents & Leases**	**$ 500**
	Copier Lease	$ 500
702.032	**Professional/Special Services**	**$ 11,000**
	Stanislaus County Auditors Office	$ 9,500
	California C.A.D - GIS	$ 1,000
	Gary Bufkin – Computer Software	$ 500
702.034	**Other Contract Services**	**$ 10,000**
	Alliance – Annual Investment	$ 3,200
	Technical Assistance	$ 6,800
702.024	**Postage**	**$ 1,000**
	U.S. Postal Service	$ 1,000
703.025	**Office Expense**	**$ 2,000**
	Wardens	$ 100
	Zee Medical Services	$ 50
	Pacific Storage	$ 400
	Staples	$ 1,100
	Western Graphix	$ 350
703.022	**Communications**	**$ 1,200**
	AT&T-Calnet 2	$ 1,200
704.023	**Advertising**	**$ 2,000**
	Oakdale Leader	$ 2,000
706.036	**Memberships, Dues, Books, Etc.**	**$ 4,000**
	American Planning Association	$ 700
	Sustainable Communities	$ 500
	Zoning News	$ 200
	Building Code Books	$ 1,000
	Certification & Contact Hours	$ 1,600

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EXHIBIT A

706.037	**Travel, Conference & Meetings**	**$ 4,000**
	League of California Cities	$ 1,500
	State APA Conference	$ 1,500
	State APWA Conference	$ 1,000

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EXHIBIT A

Fund 101: Public Works 412.000

702.031	**Rents & Leases**	**$ 3,600**
	Copier Lease	$ 1,400
	Copier Count	$ 2,200
702.032	**Professional/Special Services**	**$ 1,500**
	Gary Bufkin – Computer Software	$ 500
	Harrity Consulting – DBE Annual Report	$ 1,000
704.023	**Advertising**	**$ 200**
	Oakdale Leader	$ 200
702.024	**Postage**	**$ 1,500**
703.025	**Office Expense**	**$ 2,000**
	Wardens	$ 100
	Zee Medical Services	$ 50
	Pacific Storage	$ 400
	Staples	$ 1,100
	Western Graphix	$ 350
704.021	**Utilities**	**$ 3,000**
	Charter Communications	$ 100
	MID	$ 2,900
703.022	**Communications**	**$ 1,500**
	AT&T-Calnet 2	$ 1,500
706.026	**Miscellaneous Expense**	**$ 1,000**
	Computer Repairs	$ 750
	A & A Portables – Recycling Program	$ 250
706.029	**Maint. Of Bldg. & Structures**	**$ 500**
	Administration Office/PW Trailer	$ 500

EXHIBIT A

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706.036	**Memberships, Dues, Books, Etc.**	**$**	**600**
	APWA Membership	$	200
	Public Construction Law Manual	$	100
	Stanislaus County Safety Council	$	240
	Reference Books	$	60
706.037	**Travel, Conference & Meetings**	**$**	**1,000**
	League of California Cities	$	500
	PW Project Management Bootcamp	$	500
706.038	**Staff Development**	**$**	**2,000**
	Rockhurst University Continuing Ed.	$	900
	PW Project Management Bootcamp	$	400
	League of California Cities	$	700

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Fund 101: Street Maintenance 413.000

702.030	**Maintenance Operation Equipment**	**$ 15,000**
	City of Modesto – Traffic Signal Maint.	$ 14,500
	George Reed	$ 500
702.031	**Rents & Leases**	**$ 15,000**
	Vehicle Maintenance	$ 15,000
702.032	**Professional/Special Services**	**$ 7,000**
	John Lopes Electric – Street Light Repair	$ 7,000
702.055	**Barricades w/Flashers**	**$ 800**
	Safe T Lite	$ 800
704.021	**Utilities**	**$ 12,000**
	MID	$ 11,500
	City of Riverbank	$ 500
706.027	**Boot & Jacket Allowance**	**$ 300**
	2 – Employees	$ 300
706.029	**Maintenance/Bldg/Structures/Grds**	**$ 6,500**
	Grover Landscaping	$ 6,500
706.056	**State/County Fees**	**$ 1,000**
	Property Taxes	$ 1,000

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 106: Sewer Fund Summary

Reserve @ July 1, 2012			$403,348
Add:			
Projected '12-'13 Revenues			$2,166,015
Less:			
Requested Appropriations			
	SEWER COLLECTION	SEWER TREATMENT	
SALARIES & BENEFITS	$142,138	$307,278	
CONTRACT SERVICES	55,000	140,000	
UTILITIES	25,000	400,000	
OPERATING EXPENSES	23,450	58,795	
BOND EXPENSES	0	14,960	
CAPITAL OUTLAY	0	0	
TRANSFERS OUT	993,034	0	
	$1,238,622	$921,033	
Total Sewer Fund Appropriations			$2,159,655
Projected Reserve @ June 30, 2013			$409,708
% of Reserve to Budget			18.92%

SEWER REVENUES

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	293,329	90,235	62,353	79,281	-12%
701.003	PERSONNEL OVERTIME	651	1,000	884	1,000	0%
701.004	STANDBY PAY	11,649	5,000	10,591	5,000	0%
708.004	MISC EMPLOYEE BENEFITS	-1,453	0	0	0	0%
708.005	MEDICARE	4,158	1,308	1,062	1,150	-12%
708.006	PERS RETIREMENT	48,809	10,131	8,601	7,868	-22%
708.007	PAYROLL TAXES	2,178	868	1,115	868	0%
708.008	GROUP HEALTH, DENTAL, VISION	72,460	32,850	19,887	32,850	0%
708.009	NATIONAL RETIREMENT	9,506	4,302	2,975	4,760	11%
708.010	WORKERS' COMPENSATION	29,953	9,712	7,235	9,361	-4%
708.012	DEFERRED COMPENSATION	5,513	0	0	0	0%
	Total Personnel Salaries & Benefits	**$476,753**	**$155,406**	**$114,703**	**$142,138**	**-9%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIP.	12,867	15,000	7,668	15,000	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	30,000	30,000	656	30,000	0%
702.032	PROFESSIONAL SERVICES	37,644	18,088	20,229	10,000	-45%
703.023	ADVERTISING	0	500	0	250	0%
703.024	POSTAGE	6,728	7,000	5,876	7,000	0%
703.025	OFFICE EXPENSE	747	1,000	915	1,000	0%
703.049	CHEMICALS	648	400	182	400	0%
704.021	UTILITIES	24,750	25,000	20,268	25,000	0%
704.022	COMMUNICATIONS	1,990	2,000	1,140	2,000	0%
706.010	DEPRECIATION EXPENSE	125,334	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	0	0	170	1,000	0%
706.027	BOOT & JACKET ALLOWANCE	220	300	316	300	0%
706.028	SMALL TOOLS	764	500	878	500	0%
706.029	MAINT. OF BLDG & STRUCTURES	7,779	7,000	5,698	7,000	0%
706.036	MEMBERSHIP,DUES,BOOKS,ETC.	669	500	415	500	0%
706.038	STAFF DEVELOPMENT	202	2,000	435	2,000	0%
706.050	SAFETY EQUIPMENT	423	1,000	155	1,000	0%
706.073	UNIFORMS & RAGS	0	500	0	500	0%
706.099	BAD DEBTS (SEWER SERVICES)	35,261	0	109	0	0%
999.000	TRANSFERS OUT (BOND/CIP FUND)	530,312	520,000	353,942	520,000	0%
999.000	TRANSFER OUT MANAGEMENT FEE	0	445,052	197,884	473,034	6%
	Total Operating Expenses	**$816,338**	**$1,075,840**	**$616,936**	**$1,096,484**	**2%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	2,424	1,334	0	0	-100%
707.003	EQUIPMENT/PROJECTS-LOAN	0	903,000	252,256	0	-100%
	Total Capital Outlay	**$2,424**	**$904,334**	**$252,256**	**$0**	**-100%**
	Total Department Appropriations	**$1,295,515**	**$2,135,580**	**$983,895**	**$1,238,622**	**-42%**

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Fund 106: Sewer Fund 423.000 Sewer Collection

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

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AGENDA ITEM NO. 5

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	176,994	167,439	130,526	167,439	0%
701.003	PERSONNEL OVERTIME	23,249	24,000	21,037	24,000	0%
701.080	SALARY REQUEST	0	0	0	7,852	0%
708.004	MISC EMPLOYEE BENEFITS	-54	0	0	0	0%
708.005	MEDICARE	2,896	2,428	2,117	2,428	0%
708.006	PERS RETIREMENT	28,474	23,739	17,089	19,252	-19%
708.007	PAYROLL TAXES	1,449	1,302	1,302	1,302	0%
708.008	GROUP HEALTH, DENTAL, VISION	41,341	54,646	33,082	54,646	0%
708.009	NATIONAL RETIREMENT	5,730	6,453	4,301	7,140	11%
708.010	WORKERS' COMPENSATION	17,466	18,021	14,148	19,769	10%
708.012	DEFERRED COMPENSATION	3,535	3,335	2,667	3,450	3%
	Total Personnel Salaries & Benefits	**$301,080**	**$301,363**	**$226,269**	**$307,278**	**2%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	25,000	25,000	8,332	25,000	0%
702.031	RENTS & LEASES (VEH REP./MAINT)	20,000	20,000	7,918	25,000	25%
702.032	PROFESSIONAL SERVICES	37,281	50,000	25,498	75,000	50%
702.056	PIRTS & APPRAISALS, TAXES	1,069	15,000	2,525	15,000	0%
703.025	OFFICE EXPENSE	983	1,000	418	4,000	300%
703.049	CHEMICALS	2,481	2,500	1,712	2,500	0%
704.021	UTILITIES	397,601	400,000	247,157	400,000	0%
704.022	COMMUNICATIONS	678	800	734	850	6%
706.010	DEPRECIATION EXPENSE	243,559	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	772	1,845	557	2,845	54%
706.027	BOOT & JACKET ALLOWANCE	437	450	341	450	0%
706.028	SMALL TOOLS	1,954	2,000	1,061	3,000	50%
706.029	MAINT. OF BLDG & STRUCTURES	5,347	20,000	16,146	20,000	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,196	1,500	1,193	1,500	0%
706.038	STAFF DEVELOPMENT	1,363	2,500	800	2,500	0%
706.050	SAFETY EQUIPMENT	503	500	502	3,000	500%
706.053	LEVEE REPAIR & A.C.	3,808	8,000	4,893	8,000	0%
706.060	INTEREST PAYMENTS	9,784	8,480	0	7,150	-16%
706.073	UNIFORMS & RAGS	2,637	2,655	1,880	3,000	13%
706.076	BOND INTEREST EXPENSE	16,670	16,862	5,780	14,960	-11%
999.000	TRANSFERS OUT	0	0	0	0	0%
	Total Operating Expenses	**$773,123**	**$579,092**	**$327,447**	**$613,755**	**6%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	1,334	0	0	100%
707.043	AERATOR REPLACEMENT	0	0	0	0	100%
	Total Capital Outlay	**$0**	**$1,334**	**$0**	**$0**	**100%**
	Total Department Appropriations	**$1,074,203**	**$881,789**	**$553,716**	**$921,033**	**4%**

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AGENDA ITEM NO. 5

Fund 106: Sewer Fund 424.000 Sewer Treatment

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

AGENDA ITEM NO. 5

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

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

Fund 114: Water Fund Summary

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

Add:

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

Less:

Requested Appropriations

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

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

WATER REVENUES

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

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

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

CAPITAL EXPENDITURES

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AGENDA ITEM NO. 5

Fund 114: Water Fund 433.000 Water Collection

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

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AGENDA ITEM NO. 5

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

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

CAPITAL EXPENDITURES

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

Fund 117: Neighborhood Improvement Fund

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

NEIGHBORHOOD IMPROVEMENT REVENUES

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	27,300	57,506	43,831	57,506	0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	-195	0	0	0	0%
708.005	MEDICARE	395	834	570	834	0%
708.006	PERS RETIREMENT	4,642	6,119	5,302	6,267	2%
708.007	PAYROLL TAXES	217	434	434	434	0%
708.008	GROUP HEALTH, DENTAL, VISION	793	3,892	833	3,892	0%
708.009	NATIONAL RETIREMENT	1,256	2,151	1,434	2,380	11%
708.010	WORKERS' COMPENSATION	2,845	6,182	4,411	6,743	9%
	Total Personnel Salaries & Benefits	**$37,253**	**$77,118**	**$56,815**	**$78,056**	**1%**
	Operating Expenses					
702.034	OTHER CONTRACT SERVICES	0	500	0	500	0%
702.042	RELEASE OF LIENS	0	0	0	0	0%
703.024	POSTAGE	0	0	0	0	0%
703.025	OFFICE EXPENSE	1,124	500	158	500	0%
704.022	COMMUNICATIONS	799	600	734	600	0%
706.025	WEED & RUBBISH REMOVAL	983	1,000	3,985	5,000	29%
706.027	BOOT & JACKET ALLOWANCE	150	150	0	150	0%
706.028	SMALL TOOLS	44	300	309	300	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	75	100	0	100	0%
706.037	CONFERENCES & MEETINGS	2	300	0	300	0%
706.077	SPRING CLEAN	227	1,000	0	1,000	0%
	Total Operating Expenses	**$3,404**	**$4,450**	**$5,186**	**$8,450**	**90%**
	CAPITAL OUTLAY					
707.013	EQUIPMENT GRANT	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$40,657**	**$81,568**	**$62,001**	**$86,506**	**6%**

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

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

Fund 119: Equipment Pool Fund Summary
Vehicle Maint. Fund

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

Add:

Projected '12-'13 Revenues **$416,677**

Less:

Requested Appropriations

SALARY & BENEFITS	$98,587	
OPERATING EXPENSES	318,090	
TRANSFER OUT	0	
CAPITAL OUTLAY	0	
Total Appropriations		**$416,677**
Projected Reserve @ June 30, 2013		**$0**

EQUIPMENT POOL REVENUES

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

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AGENDA ITEM NO. 5

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	54,320	58,138	43,849	58,138	0%
708.004	MISC EMPLOYEE BENEFITS	990	0	0	0	0%
708.005	MEDICARE	765	843	589	843	0%
708.006	PERS RETIREMENT	9,384	6,527	5,722	6,685	2%
708.007	PAYROLL TAXES	434	434	434	434	0%
708.008	GROUP HEALTH, DENTAL, VISION	16,617	23,243	13,747	23,243	0%
708.009	NATIONAL RETIREMENT	2,137	2,151	1,434	2,380	11%
708.010	WORKERS' COMPENSATION	5,756	6,257	4,741	6,864	10%
	Total Personnel Salaries & Benefits	**$90,403**	**$97,593**	**$70,516**	**$98,587**	**1.0%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	4,642	5,000	3,267	3,200	-36%
702.038	SPRINT LEASE/PURCHASE	2,580	2,640	1,980	2,640	0%
702.044	CNG MAINTENANCE	21,538	25,000	960	50,000	100%
703.025	OFFICE EXPENSE	300	300	89	300	0%
704.021	UTILITIES	27,342	35,000	21,351	30,000	-14%
704.022	COMMUNICATIONS	1,293	1,500	1,416	1,500	0%
705.040	VEHICLE MAINTENANCE EXPENSE	45,100	50,000	46,179	75,000	50%
705.041	VEHICLE FUEL	87,755	125,000	65,889	145,000	16%
706.026	MISCELLANEOUS EXPENSE	541	300	172	300	0%
706.027	BOOT & JACKET ALLOWANCE	106	150	0	150	0%
706.028	SMALL TOOLS	887	800	448	800	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	100	0	0	100	0%
706.037	TRAVEL,CONF & MEETINGS	0	0	0	500	0%
706.040	PERMITS & LICENSES	3,089	4,000	2,268	4,000	0%
706.050	SAFETY EQUIPMENT	325	300	0	900	200%
706.056	STATE/COUNTY FEES	917	1,000	947	1,000	0%
706.073	UNIFORMS & RAGS	2,609	2,700	1,537	2,700	0%
	Total Operating Expenses	**$199,124**	**$253,690**	**$146,503**	**$318,090**	**25.4%**
	CAPITAL OUTLAY					
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0%**
	Total Department Appropriations	**$289,527**	**$351,283**	**$217,019**	**$416,677**	**18.6%**

AGENDA ITEM NO. 5

Fund 119: Equipment Pool 442.000

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

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

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BUDGET ADVISORY COMMITTEE
AGENDA ITEM NO. 6

Meeting Date: May 10, 2012

Subject/ Title: Contract Services Discussion

Submitted by: Marisela Hernandez, Director of Finance

ACTION RECOMMENDATIONS:

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

SUMMARY:

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

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

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

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

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

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

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

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

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EXHIBIT A: CONTRACT LISTING

Service	Supplier	Budget	Expiration Date	Managing Department	Funding Source
Annual Audit	Clendenin Bird & Company	$32,600	12/31/2012	Finance	General Fund
State Controller's Reports	Thales Consulting	$3,300	6/30/2012	Finance	General Fund
Sales Tax Audits	MuniServices, Inc.	$3,000	Open Ended	Finance	General Fund
UB Printing & Mailing	AIS Information Outsource	$7,800	Open Ended	Finance	General Fund
Legal Services	Tom P. Hallinan, Jr.	$52,250	Open Ended	City Council	General Fund
Special Legal Counsel	Law Offices of D. White	$225/hr	As Needed	City Council	General Fund
Real Estate Services	None-No Contract Exists	$20,000	None	Development Services	General Fund
Economic Dev Assistance	None-No Contract Exists	$35,000	None	Development Services	General Fund
Security Alarms	Bay Alarm	$10,461	7/1/2017	Parks & Recreation	General Fund
HVAC Maintenance	Norquist/Dehart	$5,452	Open Ended	Parks & Recreation	General Fund
Pest Control	Consumers Pest Control	$1,827	Open Ended	Parks & Recreation	General Fund
IT Services	Adtech	$31,200	Open Ended	Administration	General Fund
Public Information Officer	None-No Contract Exists	$25,000	None	Administration	General Fund
Law Enforcement	Stanislaus Co. Sheriff's	$3,335,779	6/30/2015	City Council	General Fund
Animal Control	City of Oakdale	$155,921	Annual Renewal	Administration	General Fund
Traffic Signal Maintenance	City of Modesto	$15,000	Open Ended	Development Services	General Fund
Oakdale Rd. Landscape	Grover	$7,500	Open Ended	Development Services	General Fund
Parks Landscape	Grover	$96,480	Open Ended	Parks & Recreation	General Fund
Pool Maintenance	Knorr Systems	$4,178	Open Ended	Parks & Recreation	General Fund
Engineering	Giuliani & Kull	$70,000	Open Ended	Development Services	General Fund
Street Sweeping	Gilton Solid Waste	$82,500	12/31/2013	Development Services	Gas Tax Fund
Refuse Collection	Gilton Solid Waste	Varies	7/1/2011	Development Services	Rate Payers
Quarterly Montiring Reports	Stantec	$4,000	Open Ended	Development Services	Sewer (WWTP)

EXHIBIT B: 2008 CITY ATTORNEY SURVEY

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

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

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LAW OFFICE
BUSH, ACKLEY, MILICH & HALLINAN
ESTABLISHED 1923

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

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

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

EXHIBIT C

MEMORANDUM

TO: RIVERBANK BUDGET ADVISORY BOARD MEMBERS

FROM: TOM HALLINAN, CITY ATTORNEY

RE: BUDGET FOR LEGAL SERVICES

DATE: April 2, 2012

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

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

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

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

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

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AGENDA ITEM NO. 7

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries & Benefits					
701.001	PERSONNEL REGULAR	19,150	20,606	17,255	22,150	7.5%
708.005	MEDICARE	278	299	245	321	7.4%
708.006	PERS RETIREMENT	2,182	2,295	1,481	1,300	-43.4%
708.008	GROUP HEALTH, DENTAL, VISION	0	18,200	3,584	0	-100.0%
	Total Personnel Salaries & Benefits	**$21,610**	**$41,400**	**$22,565**	**$23,771**	**-42.6%**
	Operating Expenses					
702.031	RENTS & LEASES	10,000	10,000	2,593	10,000	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	3,906	24,400	23,078	4,000	-83.6%
703.024	POSTAGE	201	300	127	300	0.0%
703.025	OFFICE EXPENSE	2,914	2,800	2,535	2,800	0.0%
706.026	MISCELLANEOUS EXPENSE	296	350	117	350	0.0%
706.033	PROMOTIONAL EXPENSE	970	3,000	1,601	3,000	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	9,253	12,000	9,054	12,000	0.0%
706.037	CONFERENCES & MEETINGS	4,293	1,382	1,328	4,400	218.4%
706.045	GRAFFITI REWARD PROGRAM	160	0	0	0	0.0%
706.056	STATE/COUNTY FEES	0	34,653	24,178	41,938	21.0%
	Total Operating Expenses	**$31,993**	**$88,885**	**$64,611**	**$78,788**	**-11.4%**
	CAPITAL OUTLAY					
707.002	CAPITAL EXPENDITURES	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$53,603**	**$130,285**	**$87,176**	**$102,559**	**-21.3%**

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AGENDA ITEM NO. 7

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Personnel Salaries and Benefits					
701.001	PERSONNEL REGULAR	230,160	45,920	26,154	140,095	205.1%
701.002	PERSONNEL TEMPORARY	16,775	64,000	64,990	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-17,844	0	0	654	0.0%
708.005	MEDICARE	3,576	1,594	1,239	2,031	27.4%
708.006	PERS RETIREMENT	17,788	6,316	1,636	10,784	70.7%
708.007	PAYROLL TAXES	1,349	4,836	4,907	434	-91.0%
708.008	GROUP HEALTH, DENTAL, VISION	14,668	7,342	0	11,939	62.6%
708.009	NATIONAL RETIREMENT	1,482	645	206	2,380	269.0%
708.010	WORKERS' COMPENSATION	10,919	4,849	2,276	16,541	241.1%
708.012	DEFERRED COMPENSATION	3,174	0	635	5,000	0.0%
	Total Personnel Salaries & Benefits	**$282,047**	**$135,502**	**$102,043**	**$189,858**	**40.1%**
	Operating Expenses					
702.030	MAINT. OF OPERATIONS EQUIPMENT	152	550	0	550	0.0%
702.031	RENTS & LEASES	3,200	3,200	347	3,200	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	3,586	2,000	2,553	4,400	120.0%
703.024	POSTAGE	101	200	87	300	50.0%
703.025	OFFICE EXPENSE	1,115	1,103	822	1,100	-0.3%
704.022	COMMUNICATIONS	0	240	240	310	0.0%
706.015	EMPLOYEE FUNCTIONS	1,367	1,000	1,020	2,800	180.0%
706.023	ADVERTISING	250	0	0	0	0.0%
706.026	MISCELLANEOUS EXPENSE	45	0	0	0	0.0%
706.035	INSURANCE & SURETY BONDS	0	625	1,250	625	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,630	1,850	0	1,800	-2.7%
706.037	CONFERENCES & MEETINGS	724	0	24	1,500	0.0%
706.038	STAFF DEVELOPMENT	1,500	0	0	0	0.0%
	Total Operating Expenses	**$13,670**	**$10,768**	**$6,343**	**$16,585**	**54.0%**
	CAPITAL OUTLAY					
707.006	OFFICE EQUIPMENT	0	0	0	0	0.0%
	Total Capital Outlay	**$0**	**$0**	**$0**	**$0**	**0.0%**
	Total Department Appropriations	**$295,717**	**$146,270**	**$108,386**	**$206,443**	**41.1%**

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	($37,373)
	WATER FUND	($37,373)
	NET GENERAL FUND ALLOCATION	$131,697

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AGENDA ITEM NO. 7

City of Riverbank

Annual Operating Budget -- Fiscal Year 2012-2013

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

APPROPRIATION DETAIL

Account	Account Description	FY 2010-11 Actual	FY 2011-12 Budget	2011-12 Expenses To Date	FY 2012-13 Budget	% Change
	Operating Expenses					
702.032	PROFESSIONAL/SPECIAL SERVICES	54,000	52,250	42,714	52,250	0.0%
702.033	SPECIAL LEGAL COUNSEL	139,274	240,757	220,802	100,000	-58.5%
702.034	OTHER CONTRACT SERVICES	0	0	0	0	0.0%
	Total Operating Expenses	**$193,274**	**$293,007**	**$263,516**	**$152,250**	**-48.0%**
	Total Department Appropriations	**$193,274**	**$293,007**	**$263,516**	**$152,250**	**-48.0%**