

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

**AGENDA**

**WEDNESDAY, MAY 20, 2015 6:00 PM**

**CALL TO ORDER:** *Chair Figueroa called the meeting to order at 6:00 pm*

**ROLL CALL:** *Present: Chair Arlene Figueroa, Vice Chair Anthony McKinney, Committee Members Cindy Fosi and Evelyn Halbert, Council Member Leanne Jones Cruz.*

*There is currently one (1) Committee Vacancy*

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**CONFLICT OF INTEREST**

*No conflict of Interest was declared.*

**1. PUBLIC BUSINESS FROM THE FLOOR**

*No public business from the floor was received.*

**2. ACTION & DISCUSSION ITEMS** (These items will be individually discussed prior to Committee action)

**Item 2.1:** Request to Move Approval of the April 15, 2015 Meeting Minutes to the June 17, 2015 Meeting

*Motion to move the approval of the April 15, 2015 meeting minutes to the June 17, 2015 meeting by Committee Member Fosi, 2<sup>nd</sup> by Committee Member Halbert.*

*Ayes: 4      Noes: 0      Abstentions: 0      Motion Passed 4-0*

**Item 2.2:** Review of Fiscal Year 2015-16 Base Budgets

(a) Planning

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Kathleen Cleek, Development Services Administration Manager, provided an overview of the operating costs and responded to questions from the Committee. Mrs. Cleek advised the Committee that a reduction of \$1,300 was made to the Conference and Meetings account.*

(b) Building

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Kathleen Cleek, Development Services Administration Manager, provided an overview of the operating costs and responded to questions from the Committee.*

(c) Development Services Administration

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Kathleen Cleek, Development Services Administration Manager, provided an overview of the operating costs and responded to questions from the Committee. Mrs. Cleek provided the Committee with information regarding upcoming Stormwater Mandates and the funding (or lack thereof) necessary to comply with all of the new regulations.*

(d) Neighborhood Improvement

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Kathleen Cleek, Development Services Administration Manager, provided an overview of the operating costs and responded to questions from the Committee. Mrs. Cleek advised the Committee that a reduction of \$2,000 was made to the Weed and Rubbish account.*

(e) Street Maintenance

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Michael Riddell, Public Works Superintendent, provided an overview of the operating costs and responded to questions from the Committee. Mr. Riddell informed the Committee of the status of the emergency work performed on the 7<sup>th</sup> Street Storm Outfall. The Geo-Tech work has been completed and a design is being prepared. The General Fund will need to allocate funds for this project.*

(f) Gas Tax Fund

*Marisela Garcia, Director of Finance, provided an overview of the personnel costs.*

*Michael Riddell, Public Works Superintendent, provided an overview of the operating costs and responded to questions from the Committee.*

(g) Sewer Fund

*Marisela Garcia, Director of Finance, provided an overview of the Sewer Fund and explained that this fund has been running a deficit for the past five fiscal years. A draft rate study was presented to the City Council who has directed staff to prepare rates that would smooth the initial increase over the five year period so that the rate payer is not impacted. Mrs. Garcia provided the Committee with an overview of the Proposition 218 process.*

*Vice Chair McKinney excused himself from the meeting at 6:45 pm.*

*Mrs. Garcia provided an overview of the personnel expenses.*

*Michael Riddell, Public Works Superintendent, provided an overview of the operating costs and responded to questions from the Committee. Mr. Riddell advised the Committee that a reduction was made to the Professional Services account of \$8,000 in Sewer Collection.*

(h) Water Fund

*Marisela Garcia, Director of Finance, provided an overview of the Water Fund revenues. Mrs. Garcia explained that a rate study is currently being prepared. She also provided an overview of the personnel costs, including the transfer of water conservation program funds from operating expenses to personnel costs for the hiring of a Water Conservation Coordinator.*

*Michael Riddell, Public Works Superintendent, provided an overview of the operating costs and responded to questions from the Committee.*

(i) Vehicle/Equipment Maintenance Fund

*Marisela Garcia, Director of Finance, provided an overview of the revenues for the Equipment Maintenance Fund and an overview of the Personnel Costs.*

*Michael Riddell, Public Works Superintendent, provided an overview of the operating costs and responded to questions from the Committee.*

**Item 2.3: Review of Fiscal Year 2015-16 General Fund Reserve Status**

*Marisela Garcia, Director of Finance, provided an overview of the status of the General Fund to date. The Sheriff's contract budget was received with an increase of \$60,000. Final figures from the County Assessor's Office for property values have not been released.*

**3. INFORMATIONAL ITEMS** (Informational Only – No action to be taken)

**Item 3.1:** *Marisela Garcia, Director of Finance, announced that the next Committee meeting was scheduled for June 17, 2015 and will be discussing Development Services.*

*An invitation for the City Council Budget Workshop scheduled for June 2, 2015 was given to the Committee.*

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

**Item 4.1:** Staff Comments. *No comments were made.*

**Item 4.2:** Council Liaison Comments.

*Council Member Jones Cruz stated she would not be present at the June 2, 2015 Budget Workshop and thanked the Committee for their work.*

**Item 4.3:** Committee Member Comments.

*Chair Figueroa thanked the staff and stated how informative the meeting was.*

**5.** *Chair Figueroa adjourned the meeting at 7:17 pm*

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