

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

AGENDA

WEDNESDAY, JULY 29, 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 Council Member Leanne Jones Cruz.*

Absent: Committee Member Evelyn Halbert

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 from the floor was received.

2. ACTION & DISCUSSION ITEMS

Item 2.1: Approval of the March 18, 2015 Meeting Minutes

Motion to approve March 18, 2015 meeting minutes as is by Committee Member Fosi, 2nd by Chair Figueroa.

Ayes: 3 Noes: 0 Abstentions: 0 Motion Passed 3-0

Item 2.2: Approval of the April 15, 2015 Meeting Minutes

Motion to approve April 15, 2015 meeting minutes as is by Vice Chair McKinney, 2nd by Committee Member Fosi.

Ayes: 3 Noes: 0 Abstentions: 0 Motion Passed 3-0

Item 2.3: Approval of the May 20, 2015 Meeting Minutes

Motion to approve May 20, 2015 meeting minutes as is by Committee Member Fosi, 2nd by Vice Chair McKinney.

Ayes: 3 Noes: 0 Abstentions: 0 Motion Passed 3-0

Item 2.4: 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 as adopted in the FY 2015-16 budget. She also reviewed the All Fund Summary which reflected budgets for Special Revenue Funds, Housing Fund, System Development Fee Funds, Sewer Enterprise and Water Enterprise Funds.

A discussion ensued regarding the activities and funding for the Teen Center. From this discussion several recommendations were commented:

- *Explore grant opportunities to offer a larger variety of teen programs in the Teen Center (such as job searching, college application assistance).*
- *Revisit a membership fee for the Teen Center (for example, \$25 per year) that will help to generate funds to offer more programs. Possibly review a fee based on income. Also review a variety of payment methods to alleviate having to pay it all upfront. Explore opportunity for non-profit organizations to sponsor teens to be able to attend.*
- *Look at possible sponsorships. Advertise sponsorships on the website or some other form.*
- *Evaluate the possibility of renting the Teen Center for small parties or meetings.*

Mrs. Garcia stated that she would include this discussion as part of the draft recommendations to the City Council.

Item 2.5: 2015 Budget Advisory Committee Recommendations

The Committee discussed recommendations that would be drafted and finalized at their next meeting. The recommendations discussed at the time included the following:

- *An annual review of all Recreation Fees should be done to reflect seasonal adjustments.*
- *A recommendation for the City Council to issue a Request for Proposal for landscaping services in the fall and should be programmed every five years.*
- *Chair Figueroa requested that capital items and large expenditures be brought forward to the Budget Advisory Committee prior to Council approval.*
- *Reviewing (if existing) or developing (if none exists) the City's Vehicle Use Policy to ensure that the city is not exposing itself to any liability and decrease expenses.*

Marisela Garcia, Director of Finance, stated to the Committee that capital items and expenditure requests will be discussed with the Committee as a standard practice during the Committee meetings. Quarterly updates will be scheduled for review by the Committee.

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

Item 3.1: *Discussion regarding setting a date for next Budget Advisory Meeting to discuss the Water & Sewer Rate Proposals. The Committee proposed meeting on Wednesday, August 12, 2015.*

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

Item 4.1: Staff Comments. *No Comments.*

Item 4.2: Council Liaison Comments.

Council Member Jones-Cruz requested that a Committee Members be available at the Council meeting to provide a brief report on the activities of the Committee. She also reminded the Committee that although the City is looking at a lower reserve, we should celebrate that we are paying off debt and the more we can take care of those items the better off the City will be in the long run.

Item 4.3: Committee Member Comments.

Chair Figueroa stated that although we are in a deficit the budget is sound and as long as we are not heading towards bankruptcy, that is a good thing and hopefully the things coming in the future will move the City forward.

5. ADJOURNMENT: *Chair Figueroa adjourned the meeting at 7:19 pm.*