

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

**AGENDA**

**WEDNESDAY, JANUARY 13, 2016 6:00 PM**

**CALL TO ORDER: CHAIR ARLENE FIGUEROA**

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

**There is currently one (1) Committee Vacancy**

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**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 not appearing 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 the November 4, 2015 Meeting Minutes

**Recommendation:** Motion to move approval of minutes by Roll Call vote.

**Item 2.2:** 2014 City Council Recommendations Update

**Recommendation:** Review 2014 Recommendations

**Item 2.3:** Vehicle Use Policy Review

**Recommendation:** Review and Discussion of current City Policy

**Item 2.4** Fiscal Year 2016-17 Budget Preparation Calendar

**Recommendation:** Review of Proposed Meeting Calendar

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

**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**

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<b>AFFIDAVIT OF POSTING</b>			
<b>DATE:</b>	January 7, 2016	<b>TIME:</b>	9:00 AM
<b>NAME:</b>	Marisela H. Garcia	<b>TITLE:</b>	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 Committee 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 Committee 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, not privileged or of a closed session, produced by Budget Advisory Committee staff and distributed to a majority of the Budget Advisory Committee regarding any item on this agenda will be made available at South City Hall, 6617 Third Street, Riverbank, CA.

AGENDA ITEM 2.1  
**BUDGET ADVISORY COMMITTEE**  
**RIVERBANK CITY HALL NORTH**  
**COUNCIL CHAMBER**  
**6707 THIRD STREET**  
**RIVERBANK CA 95367-2305**

**MINUTES**  
**WEDNESDAY, NOVEMBER 4, 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, Evelyn Halbert, and Council Member Jeanine Tucker.*

*Absent: None.*

*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**

**Item 2.1:**    Approval of the July 29, 2015 Meeting Minutes

*Motion to approve July 29, 2015 meeting minutes as is by Chair Figueroa, 2<sup>nd</sup> by Vice Chair McKinney.*

*Ayes: 3        Noes: 0        Abstentions: 1 (Halbert)        Motion Passed 3-0*

**Item 2.2:**    2015 City Council Recommendations

*Marisela Garcia, Director of Finance provided an overview of the Recommendations discussed at the July 29, 2015 meeting and which will be presented to the City Council.*

*Vice Chair McKinney discussed the potential to develop a Vehicle Tow Agreement with local tow companies used by the Riverbank Police Services and be able to receive a percentage of the revenues they collect. The Committee asked for additional information prior to any further discussion on making this a recommendation.*

**Item 2.3:**    2015 Financial Forecast

*Marisela Garcia, Director of Finance, provided an overview of the 2015 Financial Forecast prepared for the City Council.*

AGENDA ITEM 2.1

**Item 2.4** Fiscal Year 2015-16 1<sup>st</sup> Quarter Financial Report

*Marisela Garcia, Director of Finance, provided an overview of the 1<sup>st</sup> quarter Financial Report for the Fiscal Year 2015-16 Budget.*

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

*No Informational Items.*

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

**Item 4.1:** Staff Comments.

*Staff to send e-mail to Committee members regarding scheduling for the December meeting.*

**Item 4.2:** Council Liaison Comments.

*Council Member Tucker stated that she enjoyed being able to participate with the Committee and on behalf of the Council stated her appreciation for the work the Committee has done.*

**Item 4.3:** Committee Member Comments.

*Vice Chair McKinney expressed his appreciation for the great Cheese & Wine event this year.*

**5. ADJOURNMENT:** Chair Figueroa adjourned the meeting at 7:00 pm.

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**BUDGET ADVISORY COMMITTEE**

**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** BUDGET ADVISORY COMMITTEE  
**SUBJECT:** COMMITTEE RECOMENDATIONS  
**DATE:** JUNE 1, 2014  
**CC:**

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Honorable Mayor and Members of the City Council,

The Budget Advisory Committee has been meeting on a monthly (and sometimes bi-monthly) basis with the goal of formulating recommendations for Council that should be taken into consideration and that may provide the City with solutions to closing current and future budget deficits.

Having reviewed all of the department budgets over the past several months, the Committee has now formulated recommendations that will allow the City to continue presenting a balanced budget. The recommendations that are being presented to you hope to create a long-term impact on the City's budget, thereby allowing the City to balance its budget and not use reserves to cover expenses. In addition, several of these recommendations are made with the intention that the City be fiscally prudent when procuring services or purchasing equipment from vendors.

**Recommendations**

1. The City of Riverbank should program the issuance of a Request for Proposals for rate studies in the Water and Sewer Enterprise Funds every five years.

**Rationale:** By reviewing rates every five years, the City can ensure itself that the revenues collected are sufficient to meet the rising costs of maintenance and new state regulations. The cost to prepare the rate studies should be collected over the five year period during which the rates are in effect in order to provide a continual funding source for this project.

AGENDA ITEM 2.2

2. The City of Riverbank should issue a Request for Proposals for the HVAC systems that are proposed to be upgraded.

**Rationale:** A request for proposal would ensure that the City is obtaining the best service at a low cost.

3. The City of Riverbank should issue a Request for Proposal for the preparation of the Housing Element.

**Rationale:** A request for proposal would ensure that the City is obtaining the best service at a low cost.

4. The City should develop a low income/fixed income program for utilities that is subsidized by the General Fund. A budget should be set annually based on the City Council's discretion.

**Rationale:** This program would allow the City to provide assistance to the low-income customers and decrease the number of delinquencies, particularly the elderly and senior.

5. The City should utilize high school students or volunteers to get information out into the community regarding current payment assistance programs.

**Rationale:** Disseminating the information would inform the senior community about these programs so that they may take advantage of them. By utilizing high school students or volunteers the City would be able to perform this service at no-to-low cost and would provide students with community service experience that would aid them in the future.

6. The City should review, and possibly issue a Request for Proposals, existing landscape maintenance contracts to verify that they are still the best solution for the City.

AGENDA ITEM 2.2

**Rationale:** A request for proposal would ensure that the City is obtaining the best service at a low cost.

7. The City should look at the cost of fencing the parking area for the Riverbank Police Services and approach the County regarding possibly sharing the cost of this fence.

**Rationale:** Fencing this area would provide extra protection for the Police Services vehicles and equipment and minimize the opportunity for vandalism.

With these recommendations, the Committee hopes to be able to provide the City Council with ideas that will help provide a more balanced budget and will help with the long-term financial stability of the City.

Sincerely,

**The Budget Advisory Committee**

Chair Suzanne Dean

Vice-Chair Erick Winchester

Committee Member Evelyn Halbert

Committee Member Arlene Figueroa

Committee Member Zachary Davidson

Committee Member Anthony McKinney

Council Member Leanne Jones-Cruz

**City of Riverbank**

**ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

<b>Section:</b>	<b>Operations</b>	<b>Date:</b>	<b>December 2007</b>
<b>Subject:</b>	<b>Vehicle Use Policy</b>	<b>Supersedes:</b>	<b>May 2002</b>
<b>Ref:</b>	<b>APP-5</b>	<b>City Manager Approval:</b>	
<b>Applies to:</b>	<b>All Employees</b>		
<b>Page:</b>	<b>1 of 4</b>		

**PURPOSE**

To establish City policy, procedures, guidelines, and conditions for the use of City-owned, rental and privately owned vehicles in connection with official City business.

**POLICY**

When an employee is required to travel by vehicle on City business, the employee will be assigned the use of a City vehicle, or the use of a rental vehicle or reimbursed for the use of their personal vehicle. Personnel are to operate vehicles in a manner that is lawful, courteous, safe and in compliance with the procedure set forth below.

**PROCEDURES**

**A. Assignment of City Vehicles**

1. Department Assignment
  - a. A Department Head, or his/her designee, must authorize the assignment of a City vehicle to an employee for the purpose of carrying out official City business.
  - b. Vehicle assignments are usually for the limited time period. The duration of a temporary vehicle assignment normally depends on the type of vehicle, its intended use, the duties or task of the employee and/or the circumstances of the assignment. Typically, temporary vehicle assignments are made on a day-to-day basis, but may be for a longer duration as circumstances warrant; i.e., training, custodial or public works/parks field worker, or a City emergency.
  - c. If a City vehicle is not available a rental vehicle may be used. The duration of a rental vehicle depends on the assignment and length of use. Typically, temporary rental vehicle assignments are made on a day-to-day basis, but may be for a longer duration as circumstances warrant. Use of rental vehicle is to be scheduled through your Department Head in each department.

2. Use of Private Vehicle For City Business

- a. A Department Head, or his/her designee, may authorize an employee to use his/her privately owned vehicle in the performance of City business. Private vehicle use is reimbursed at the current IRS rate minus .05 cents for actual miles (via the most direct route) traveled for City business.

**B. Personal Use of City Vehicles**

1. Employees are limited from using City vehicles for personal purposes, unless such personal use is de minimis. De minimis refers to small, trifling, and insignificant personal use that is incidental to business use. Employees may use city vehicles for breaks and lunches when in the field. Employees will not leave city limits during lunch hour or breaks in City vehicle (i.e. travel to another county or city during this time) unless on city related business.

**C. Requirements of Employees Operating Vehicles on City Business**

No employee shall operate any vehicle in the course and scope of their employment, unless the following is adhered to:

1. The employee has a current and valid driver license to operate the vehicle to which they are assigned.
  - a. Any employee whose duties include driving on City business must promptly report the revocation, suspension, or other restriction of their driver license to the Risk Manager.
2. The driver of a privately owned vehicle is insured in compliance with the financial responsibility law. (The driver of a City vehicle is covered under the City's liability insurance.)
3. The vehicle is operated in a manner that is courteous, safe, and lawful. All occupants shall be in compliance with safety restraint laws.
4. No posters, signs, decals, or advertisements of any form shall be placed upon City vehicles without approval of the City Manager.
5. Vehicles are to be reasonably inspected prior to operation. Inspections may include, but are not limited to; tire inflation (including spare), brake pedal resistance, fluid levels, window visibility, damage, lighting, and signals.
6. No one is allowed to drive a City Vehicle under the influence of alcohol or drugs.
7. Transporting of passengers other than for City business is restricted to emergency situations. Emergency situation are defined, as prior to transportation of individual(s), Police Services will give instruction as to direction of transportation (i.e. lost child).

AGENDA ITEM 2.3

8. The driver of a City vehicle who discovers a mechanical defect shall report it for repair. A report is to be submitted and processed in a manner required by their Department Head. If the vehicle is unsafe to drive, the reporting employee is to immediately take precautions that would reasonably warn or prevent others from driving it.
9. Vehicles assigned to employees during normal working hours will not be used for personal business, with the following exceptions:
  - a. Use of City vehicles for travel to approved meals and breaks when in the field is acceptable when an employee is out of the City limits on business; or
  - b. When an employee is within City limits at a location where driving to obtain his or her vehicle would result in extra time and wasted fuel.
10. An employee who becomes involved in a collision with another vehicle or any object is to immediately, or as soon as practical, before the end of the employees work shift, report the collision to the law enforcement agency having jurisdiction.
  - a. The employee is to request an officer to investigate the collision, if it involves another vehicle, and make a written report.
  - b. A Collision Packet can be found in each City vehicle. The Collision Packet, unless impractical under the circumstances, is to be completed at the collision scene. If you use or discover that a Collision Packet is missing from a City vehicle, you are to request a replacement packet from the City Clerk's Office immediately, for replacement.
    1. In the absence of a Collision Packet, the employee is to document as much identifying information about the other involved parties, vehicles and witnesses as may be reasonable under the circumstances.
  - c. The employee is not to comment on fault, assign blame, or negotiate.
  - d. The employee is to report the collision immediately or before the end of the employees work shift to their Department Head or his/her designee.
  - e. The Department Head is to report to the following:
    - a) City Manager
    - b) City Clerk
    - c) Human Resource Analyst
11. Vehicles that require towing should normally be taken to the corporation yard, unless another location would be more reasonable given the nature and circumstances of the mechanical problem.

**D. After Hours and Emergency Use of City Vehicles:**

1. Take home use of a City vehicle shall be restricted to those employees who are assigned to standby during off-duty hours and only while the employee is actually assigned to standby.
2. When the use of a vehicle is required, a City vehicle may be taken home on the night before a training session or business meeting upon the prior approval of the Department Director or City Manager.

These are the only circumstances in which an employee can park a city vehicle at their residence overnight.

**E. Employees found in violation of this policy are subject to disciplinary action as described in the City of Riverbank's Personnel Rules and Regulations.**

**Acknowledgement**

*I acknowledge that I have read and understand the City of Riverbank's vehicle use policy. I agree to abide by this policy, and understand that any violation of this policy may result in disciplinary action including termination.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

# FY 2016-2017 Budget Calendar

## January 2016

January '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January 13** - Budget Advisory Committee Meeting

## February 2016

February '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**February 11** - Departments to develop and submit base budget expenditure limits and 16/17 Departmental Revenue estimates.

**February 15-19** - Finance to compile Preliminary FY 15-16 Base Budget & prepare non-departmental Revenue Projections

**February 23** - Mid-Year Adjustment Presentation to Council.

**February 24** - Budget Advisory Committee Meeting: Finance, Administrative Services, City Council & City Manager

## March 2016

March '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**March 4** - All Departments to submit supplemental budget requests. These requests outline new programs, equipment/projects, and personnel needs and their funding requirements.

**March 16** - Budget Advisory Committee Meeting: Parks & Recreation

**March 28-31** - Budget Meetings with Department Heads. City Manager & Finance to meet with department heads to discuss the merits of the requests and the impact to the General Fund (if any).

April '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## April 2016

**April 13** - Budget Advisory Committee Meeting: Development Services

**April 18-21** - Finance to prepare proposed Budget.

## May 2016

May '16						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**May 18** - Budget Advisory Committee Meeting: Capital Requests & Other Funds

**May 27** - Departments to submit Department Narratives & Organizational Charts.

City Manager to present proposed budget to the City Council at the Budget workshops.

June '16						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## June 2016

**June 6-10** - Finance to prepare Budget Revisions based on Council recommendations (if any).

**June 8** - Budget Advisory Committee Meeting: Final Budget Review & Recommendation Discussion

**June 28** - Council to Adopt FY 2016-17 Operating Budget