

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

AGENDA

WEDNESDAY, FEBRUARY 17, 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

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 January 13, 2016 Meeting Minutes

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

Item 2.2: Selection of 2016 Committee Chair and Vice Chair

Recommendation: Members to Submit Nominations for the 2016 Chair & Vice Chair and Approve by Roll Call Vote.

Item 2.3: FY 2015-16 Mid-Year Budget Revisions

Recommendation: Review of the Fiscal Year 2015-16 Mid-Year Budget Revisions

Item 2.4: Review of Fiscal Year 2016-17 City Council, City Manager, and Legal Department Proposed Budgets

Recommendation: Committee to Review Proposed Budgets and Discuss Recommendations.

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



AFFIDAVIT OF POSTING			
DATE:	February 11, 2016	TIME:	12:00 PM
NAME:	Marisela H. Garcia	TITLE:	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 City Hall South, 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, JANUARY 13, 2016

CALL TO ORDER: *Chair Figueroa called the meeting to order at 6:01 pm*

ROLL CALL: *Present: Chair Arlene Figueroa, Vice Chair Anthony McKinney, Committee Member Cindy Fosi, and Council Member Jeanine Tucker.*

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 November 4, 2015 Meeting Minutes

Motion to approve November 4, 2015 meeting minutes as is by Vice Chair McKinney, 2nd by Chair Figueroa.

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

Item 2.2: 2014 City Council Recommendations Update

Marisela Garcia, Director of Finance, presented an update of the recommendations made by the 2014 Budget Advisory Committee.

A Motion to move forward with item #7 on the 2014 recommendations to be included in the discussions for the preparation of the 2016-17 budget was made by Vice Chair McKinney, and 2nd by Committee Member Fosi.

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

Chair Figueroa would like to see the City advertise the Senior & Disabled garbage low-income rate program at the Farmers' Market.

AGENDA ITEM 2.1

Item 2.3: Vehicle Use Policy Review

Marisela Garcia, Director of Finance, presented the City's current Vehicle Use Policy as requested by the Budget Advisory Committee.

A Motion to recommend that the Vehicle Use Policy be disseminated to all employees by the Human Resources Division was made by Committee Member Fosi, 2nd by Chair Figueroa.

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

Item 2.4 Fiscal Year 2016-17 Budget Preparation Calendar

The Committee reviewed the proposed dates for the Budget Advisory Committee meetings for February – June 2016 and recommended no changes. Council Member Jones Cruz advised the Committee that Vice Mayor Tucker (Committee Alternate) would be attending the June 8, 2016 meeting.

3. INFORMATIONAL ITEMS

No informational items were presented.

4. COMMENTS

Item 4.1: Staff Comments.

Marisela Garcia commented that she was looking forward to another great budget preparation season with the Committee.

Item 4.2: Council Liaison Comments.

Council Member Jones Cruz commented to the Committee that she had been re-appointed to the Committee and thanked staff for providing updates on the water, sewer, and garbage rate increases.

Item 4.3: Committee Member Comments.

Vice Chair McKinney stated he was looking forward to an outstanding 2016 and moving a lot of things forward like the Committee did in 2015.

5. ADJOURNMENT: *Chair Figueroa adjourned the meeting at 6:44 pm.*

AGENDA ITEM 2.3

FY 2015-16 Mid-Year Budget Adjustments

<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>Reason</u>	<u>Adjustment</u>	<u>Budget</u>	
					<u>Original</u>	<u>Amended</u>
101: General Fund						
Revenues	101-000.000-400.010	Property Tax Current Secured	Negative adjustment due to reimbursement of an overpayment by the County in FY 2014-15	(40,700)	1,226,400	1,185,700
	101-000.000-400.060	Property Transfer Tax	Increase in Transfer Tax revenues due to home sales	20,000	41,600	61,600
	101-000.000-400.070	Unitary Taxes	Annual allocation from property taxes based on actual revenues received	14,100	0	14,100
	101-000.000-400.090	Motor Vehicle in Lieu	Allocation of Excess proceeds from the State	9,500	0	9,500
	101-000.000-400.131	State Apportionment	Reimbursement of Mandated cost claims submitted to the State	8,700	0	8,700
	101-000.000-400.190	VLF Swap - Property Tax	Increase in VLF Swap revenues received from the State.	34,600	1,624,800	1,659,400
	101-000.000-450.030	Building Permit Fees	Increase in fees received from permits issued for new construction and solar system installation	50,000	150,000	200,000
	101-000.000-501.001	Grants	Grant awarded by SJVAPCD for Parks Golf Cart	10,800	0	10,800
	101-000.000-600.030	Police/Traffic Reports	Increase in police reports issued	400	500	900
	101-000.000-600.090	Plan Check Fees	Increase in plan check fees for building permits issued	40,000	20,300	60,300
	101-000.000-600.100	Planning & Zoning Fees	Increase in fees for processing of applications and work for new development	8,000	2,000	10,000
	101-000.000-600.170	Vehicle Code Fines	Decrease in revenues received from the State	(60,000)	113,900	53,900
	101-000.000-675.050	AB 939 Reimbursement	Reimbursement from Stan. County of AB 939 Fees	800	500	1,300
	101-000.000-675.340	Public Works Fees	Increase in grading permit and encroachment permit revenue	3,700	700	4,400
	101-000.000-699.000	Transfers in of Management Fees	Salary savings from vacant full-time HR Manager Position	(24,600)	1,527,000	1,502,400
		Net Increase General Fund Revenues		75,300	\$8,431,700	\$8,507,000
Expenditures						
City Council	101-401.000-706.036	Membership, Dues & Books	Annual membership for the U.S. Conference of Mayors	1,200	10,100	11,300
City Manager	101-402.000-704.022	Communications	Cell Phone Allowance as per employee contract	600	0	600
Planning	101-405.000-704.022	Communications	Cell Phone Allowance as per Union MOU	600	1,200	1,800
	101-405.000-706.037	Conferences & Meetings	Conference & Travel Costs for Planning Commissioners Academy	8,100	2,500	10,600
	101-405.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	(2,700)	19,600	16,900

AGENDA ITEM 2.3

FY 2015-16 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget	
					Original	Amended
Building	101-406.000-701.003	Personnel Overtime	Increase in overtime for building inspections & construction inspections performed	1,000	0	1,000
	101-406.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	500	36,600	37,100
Building Maintenance	101-407.000-704.022	Communications	Cell Phone Allowance as per Union MOU	200	9,500	9,700
	101-407.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	300	12,000	12,300
Administrative Services	101-408.000-701.002	Personnel Regular	Salary Savings - Vacant HR Manager Position	(37,300)	281,400	244,100
	101-408.000-702.034	Other Contract Services	Data Network Cabling	5,400	5,400	10,800
	101-408.000-704.022	Communications	Cell Phone Allowance as per Union MOU	1,000	0	1,000
	101-408.000-707.002	Capital Expenditures	Allworx Telephone System	43,000	0	43,000
	101-408.000-708.005	Medicare	Benefit Savings - Vacant HR Manager Position	(600)	5,300	4,700
	101-408.000-708.006	PERS Retirement	Benefit Savings - Vacant HR Manager Position	(2,800)	50,600	47,800
	101-408.000-708.007	Payroll Expenses	Benefit Savings - Vacant HR Manager Position	(400)	2,100	1,700
	101-408.000-708.008	Health, Dental, Vision Insurance	Benefit Savings - Vacant HR Manager Position	(17,000)	52,000	35,000
	101-408.000-708.009	Union Pension	Benefit Savings - Vacant HR Manager Position	(1,500)	12,800	11,300
	101-408.000-708.010	Self Insurance	Benefit Savings - Vacant HR Manager Position	(13,000)	43,100	30,100
	101-408.000-708.012	Deferred Compensation	Benefit Savings - Vacant HR Manager Position	(1,900)	7,200	5,300
	Police Services	101-409.000-702.031	Rents & Leases	Temporary Generator Lease	5,500	19,500
101-409.000-706.072		SDEA Contribution	Decrease in annual contribution per SDEA Budget	(9,400)	40,000	30,600
101-409.000-708.006		PERS Retirement	Unfunded Liability for Safety Plan established by PERS	10,400	0	10,400
Code Compliance	101-411.000-999.000	Transfers Out	Decrease in general fund subsidy to Neighborhood Imp. Fund	(3,600)	69,700	66,100
Development Services Admin	101-412.000-704.022	Communications	Cell Phone Allowance as per Union MOU	600	1,300	1,900
Parks	101-414.000-704.022	Communications	Cell Phone Allowance as per Union MOU	600	400	1,000
	101-414.000-707.002	Capital Expenditures	Park Host Golf Cart replacement-Grant Funded	11,500	0	11,500
Economic Development	101-439.000-702.032	Professional/Special Services	SR 108 Relinquishment Grant Payment-Reserve Funded	16,000	0	16,000
Recreation	101-459.000-999.000	Transfers Out	Increase in General Fund Subsidy to Recreation Fund 134 for repairs to Community Gym and additional printing costs	4,700	373,300	378,000
Net Increase General Fund Expenditures				21,000	\$8,702,800	\$8,723,800
Net General Fund Revenue Adjustments				75,300		
Net General Fund Expenditure Adjustments				21,000		
Net Effect to the General Fund Reserve				54,300		

AGENDA ITEM 2.3

FY 2015-16 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget	
					Original	Amended
102: Gas Tax						
Expenditures	102-418.000-701.003	Personnel Overtime	Increase in Overtime costs due to storm activity	1,000	2,500	3,500
	102-418.000-701.004	Standby Pay	Increase in Standby Overtime due to additional staff on standby	1,500	4,000	5,500
	102-418.000-702.032	Professional/Special Services	Engineering & Traffic Study	23,900	35,900	59,800
	102-418.000-702.036	Street Sweeping	Annual CPI Increase to contract	3,600	84,500	88,100
	102-418.000-704.022	Communications	Cell Phone Allowance as per Union MOU	900	0	900
	102-418.000-707.002	Capital Expenditures	Replacement of Heat Pumps at Corp Yard	3,000	8,800	11,800
	102-418.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	2,000	70,200	72,200
		Total Gas Tax Expenditure Adjustments		35,900		
106: Sewer Fund						
Revenues	106-000.000-600.180	Sewer Service Charge	Adjustment to reflect rate increase	50,000	1,926,200	1,976,200
		Total Sewer Fund Revenue Adjustments		50,000		
Expenditures	106-423.000-701.003	Personnel Overtime	Increase in overtime due to storm activity	1,500	500	2,000
	106-423.000-701.004	Standby Pay	Increase in standby overtime	3,000	8,000	11,000
	106-423.000-704.022	Communications	Cell Phone Allowance as per Union MOU	600	2,000	2,600
	106-423.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	(2,000)	25,200	23,200
	106-423.000-707.003	Equipment/Projects	Replacement of Heat Pumps at Corp Yard	3,000	8,800	11,800
	106-423.000-999.000	Transfers Out	Decrease due to Salary Savings for Vacant HR Manager Position	(12,300)	1,124,200	1,111,900
	106-424.000-701.003	Personnel Overtime	Increase in overtime based on actuals	5,000	25,000	30,000
	106-424.000-704.022	Communications	Cell Phone Allowance as per Union MOU	800	900	1,700
	106-424.000-706.050	Safety Equipment	Purchase of AED for emergencies	1,800	3,300	5,100
		Total Sewer Fund Expenditure Adjustments		1,400		
114: Water Fund						
Revenues	114-000.000-600.140	Water Revenues	Adjustment to reflect rate increase	50,000	1,700,100	1,750,100
		Total Water Fund Revenue Adjustments		50,000		
Expenditures	114-433.000-701.002	Personnel Part-Time	Staffing Costs for Water Conservation & Water Utility Workers	58,800	0	58,800
	114-433.000-701.003	Personnel Overtime	Increase in overtime based on actuals	6,000	19,000	25,000
	114-433.000-701.004	Standby Overtime	Increase in overtime based on actuals	5,000	13,000	18,000
	114-433.000-707.002	Capital Expenditures	Replacement of Heat Pumps at Corp Yard	3,000	0	3,000
	114-433.000-708.005	Medicare	Benefit costs for Water Conservation & Water Utility Workers	900	2,900	3,800
	114-433.000-708.006	PERS Retirement	Benefit costs for Water Conservation Worker	800	40,700	41,500
	114-433.000-708.007	Payroll Taxes	Benefit costs for Water Conservation & Water Utility Workers	4,500	2,200	6,700
	114-433.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	1,000	65,300	66,300
	114-433.000-999.000	Transfers Out	Decrease due to Salary Savings for Vacant HR Manager Position	(12,300)	616,300	604,000
		Net Increase Water Fund Expenditures		67,700		

AGENDA ITEM 2.3

FY 2015-16 Mid-Year Budget Adjustments

Fund	Account	Account Name	Reason	Adjustment	Budget	
					Original	Amended
117: Neighborhood Improvement Fund						
Revenues	117-000.000-655.000	Fines, Forfeitures, Penalties	Lien Payoff that was not anticipated to be received	4,000	1,000	5,000
	117-000.000-699.000	Transfers In	Decrease in General Fund Subsidy due to additional revenues being received	(3,600)	69,700	66,100
	Total Neighborhood Improvement Fund Revenue Adjustments			400		
Expenditures	117-411.000-704.022	Communications	Transition to Smartphone for access to e-mail and permit system while in the field	400	600	1,000
	Net Increase Neighborhood Improvement Fund Expenditures			400		
119: Equipment/Motor Pool Fund	119-442.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	300	12,900	13,200
125: Special Projects Fund						
Revenues	125-000.000-655.010	System Administration Fees	Increase in revenues received from from building permits issued for new construction	20,000	5,000	25,000
	Total Special Projects Fund Revenue Adjustments			20,000		
Expenditures	125-448.000-999.000	Transfers Out	Transfer of Admin Fees to General Fund to reimburse for staff salaries	15,000	0	15,000
	Net Increase Special Projects Fund Expenditures			15,000		
126: Asset Seizure/Tow Fund	126-449.006-675.090	AB 109 Realignment Funds	AB 109 funds received from the State of CA	23,900	0	23,900
134: Recreation Fund						
Revenues	134-000.000-672.003	Donations	Donations received from the community for recreational activities	300	800	1,100
	134-000.000-675.090	Miscellaneous Revenues	Revenues received for recreation classes	1,500	600	2,100
	Net Increase Recreation Fund Revenues			1,800		
Expenditures	134-459.000-701.003	Personnel Overtime	Overtime worked by Part-Time Employees	100	0	100
	134-459.000-706.052	Gym Expenses	Annual maintenance for Community Gym floor & alarm system repairs	3,500	16,000	19,500
	134-459.000-706.065	Printing Expenses	Additional funding for printing of summer activity guide	1,000	4,000	5,000
	134-459.000-708.008	Health, Dental, Vision Insurance	Adjustment to reflect actual costs	200	9,100	9,300
	Net Increase Recreation Fund Expenditures			4,800		
207: System Dev. Fees Waste Water	207-467.000-707.002	Capital Expenditures	Re-appropriation of funds authorized in FY 14-15 for the California Ave. Sewer Line design	17,250	6,500	23,750

Mid-Year Revision General Fund Status
FY 2015-16

	Amended Budget	Mid-Year Revise	Difference
Beginning Reserve	901,616	917,716	16,100
Estimated Revenues	8,431,700	8,507,000	75,300
Estimated Expenditures	8,702,800	8,723,800	21,000
Anticipated Ending Reserve	<u>630,516</u>	<u>700,916</u>	<u>70,400</u>
Reserve %	7.48%	8.24%	
Required Minimum Reserve (10%)	843,170	850,700	7,530
Reserve Surplus (Deficit)	(212,654)	(149,784)	62,870
Structural Surplus (Deficit)	(271,100)	(216,800)	54,300
 One-Time Approved Expenditures			
ED Bank Loan		123,600	
Finance Software		23,500	
MSR/SOI Consulting		38,200	
Total One-Time Expenditures FY 2015-16		<u>185,300</u>	
 On-Going Structural Deficit		 (31,500)	

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AGENDA ITEM 2.4
City of Riverbank
Annual Operating Budget -- Fiscal Year 2016-2017

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

APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
Personnel Salaries & Benefits							
701.001	PERSONNEL REGULAR	21,600	21,600	12,600	22,700	1,100	5.1%
708.005	MEDICARE	297	350	174	400	50	14.3%
708.006	PERS RETIREMENT	1,432	1,200	797	1,400	200	16.7%
	Total Personnel Salaries & Benefits	\$23,329	\$23,150	\$13,571	\$24,500	\$1,350	5.8%
Operating Expenses							
702.031	RENTS & LEASES	10,000	10,000	1,269	10,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	14,165	13,000	6,319	13,900	900	6.9%
703.024	POSTAGE	5	200	93	200	0	0.0%
703.025	OFFICE EXPENSE	1,936	2,800	404	2,800	0	0.0%
706.026	MISCELLANEOUS EXPENSE	0	400	25	0	-400	-100.0%
706.033	PROMOTIONAL EXPENSE	2,104	3,000	601	3,000	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	9,886	10,100	2,876	11,300	1,200	11.9%
706.037	CONFERENCES & MEETINGS	11,895	11,500	4,653	11,500	0	0.0%
706.056	STATE/COUNTY FEES	22,556	23,000	22,556	23,000	0	0.0%
	Total Operating Expenses	\$72,547	\$74,000	\$38,796	\$75,700	\$1,700	2.3%
CAPITAL OUTLAY							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	0.0%
	Total Department Appropriations	\$95,876	\$97,150	\$52,367	\$100,200	\$3,050	3.1%

AGENDA ITEM 2.4
CITY COUNCIL
PROPOSED BUDGET
FY 2016-17

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-401.000-701.001 Personnel Regular	City Council Monthly Stipends	<u>22,700</u>
101-401.000-702.031 Rents & Leases	Savin Copier Lease	2,000
	Building Replacement Fund	8,000
		<u>10,000</u>
101-401.000-702.032 Prof/Special Services	InfoSend: Bi-Monthly Utility Newsletter	3,200
	Strategic Planning/Teambuilding	8,200
	Focus on Prevention	2,500
		<u>13,900</u>
101-401.000-703.024 Postage	Postage Expense	200
		<u>200</u>
101-401.000-703.025 Office Expense	City Council Office Supplies	2,300
	Business Card Expense	500
		<u>2,800</u>
101-401.000-706.026 Miscellaneous Expense	Misc. Expenditures	0
		<u>0</u>
101-401.000-706.033 Promotional Expense	Flag Posting	300
	Promotional Items	2,700
		<u>3,000</u>
101-401.000-706.036 Membership, Dues, etc.	StanCOG	900
	League of California Cities	8,200
	US Conference of Mayors	2,000
	Chamber of Commerce	200
		<u>11,300</u>
101-401.000-706.037 Travel, Conf. Meetings	League Annual Conference	6,000
	National Conference of Mayors	1,500
	Other Conferences, Travel Allowance	4,000
		<u>11,500</u>
101-401.000-706.056 State/County Fees	Housing Authority Fire Assessments	23,000
		<u>23,000</u>



**City of Riverbank
Annual Operating Budget -- Fiscal Year 2016-2017**

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

APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
Personnel Salaries and Benefits							
701.001	PERSONNEL REGULAR	151,981	162,900	96,048	164,700	1,800	1.1%
708.004	MISC EMPLOYEE BENEFITS	5,128	2,400	0	2,400	0	0.0%
708.005	MEDICARE	2,131	2,400	1,344	2,400	0	0.0%
708.006	PERS RETIREMENT	11,721	10,900	6,271	11,400	500	4.6%
708.007	PAYROLL TAXES	434	400	434	500	100	25.0%
708.008	HEALTH DENTAL VISION INSURANCE	7,295	7,500	4,961	7,900	400	5.3%
708.009	NATIONAL RETIREMENT	2,902	3,200	1,873	3,500	300	9.4%
708.010	WORKERS' COMPENSATION	21,704	25,000	14,283	25,200	200	0.8%
708.012	DEFERRED COMPENSATION	5,048	5,000	3,029	5,000	0	0.0%
	Total Personnel Salaries & Benefits	\$208,344	\$219,700	\$128,243	\$223,000	\$3,300	1.5%
Operating Expenses							
702.030	MAINT. OF OPERATIONS EQUIPMENT	0	600	0	0	-600	-100.0%
702.031	RENTS & LEASES	3,700	3,700	202	3,700	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	900	3,000	219	3,000	0	0.0%
703.024	POSTAGE	3	200	1	100	-100	-50.0%
703.025	OFFICE EXPENSE	1,132	1,100	343	1,100	0	0.0%
704.022	COMMUNICATIONS	0	0	195	800	800	0.0%
706.015	EMPLOYEE FUNCTIONS	3,138	2,800	2,020	3,000	200	7.1%
706.035	INSURANCE & SURETY BONDS	625	700	0	700	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,595	1,800	1,672	1,900	100	5.6%
706.037	CONFERENCES & MEETINGS	7,216	5,000	1,226	5,000	0	0.0%
706.038	STAFF DEVELOPMENT	0	1,500	0	1,500	0	0.0%
	Total Operating Expenses	\$18,309	\$20,400	\$5,878	\$20,800	\$400	2.0%
CAPITAL OUTLAY							
707.006	OFFICE EQUIPMENT	0	0	0	0	0	0.0%
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	0.0%
	Total Department Appropriations	\$226,653	\$240,100	\$134,121	\$243,800	\$3,700	1.5%

TRANSFER IN OF MANAGEMENT FEES	SEWER FUND	(\$42,891)
	WATER FUND	(\$42,891)
	NET GENERAL FUND ALLOCATION	<u>\$158,018</u>

AGENDA ITEM 2.4
CITY MANAGER
PROPOSED BUDGET
FY 2016-17

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-402.000-702.030	Maint. Operations Equipment Computer Maintenance	<u>0</u>
101-402.000-702.031	Rents & Leases	
	Savin Copier Lease	1,000
	Building Replacement Fund	2,700
		<u>3,700</u>
101-402.000-702.032	Prof/Special Services	
	City Manager Annual Evaluation	1,000
	Other Professional Services	2,000
		<u>3,000</u>
101-402.000-703.024	Postage Expense	100
Postage		<u>100</u>
101-402.000-703.025	City Manager Office Supplies	<u>1,100</u>
Office Expense		
101-402.000-704.022	Cell Phone Stipend	<u>800</u>
Communications		
101-402.000-706.015	Employee Functions	
	Annual Employee Luncheon	1,800
	Other Employee Functions	1,200
		<u>3,000</u>
101-402.000-706.035	Insurance & Surety Bond	
	Public Officials Bond	700
		<u>700</u>
101-402.000-706.036	Membership, Dues, etc.	
	ICMA	1,300
	CCMA	400
	Other Memberships	200
		<u>1,900</u>
101-402.000-706.037	Travel, Conf. Meetings	
	League Annual Conference	1,000
	Other Conf./Meetings & Expenses	4,000
		<u>5,000</u>
101-402.000-706.038	Staff Development	
	Tuition Reimbursement (Per MOU) For Staff	1,500
		<u>1,500</u>



AGENDA ITEM 2.4
City of Riverbank
Annual Operating Budget -- Fiscal Year 2016-2017

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

APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
Operating Expenses							
702.032	PROFESSIONAL/SPECIAL SERVICES	0	0	0	0	0	0.0%
702.033	SPECIAL LEGAL COUNSEL	350,191	217,300	119,569	250,000	32,700	15.0%
706.009	LEGAL SETTLEMENT	287,815	0	0	0	0	0.0%
	Total Operating Expenses	\$638,006	\$217,300	\$119,569	\$250,000	\$32,700	15.0%
	Total Department Appropriations	\$638,006	\$217,300	\$119,569	\$250,000	\$32,700	15.0%

AGENDA ITEM 2.4
LEGAL DEPARTMENT
PROPOSED BUDGET
FY 2016-17

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-404.000-702.033 Special Counsel	Legal Matters City Attorney Labor Relations	<u>250,000</u>