

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

AGENDA

WEDNESDAY, MARCH 16, 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
Committee Member Daniel Park
Council Member Leanne Jones Cruz**

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: Review of Fiscal Year 2016-17 Administrative Services Department and Parks & Recreation Department Proposed Budgets

Recommendation: Committee to Review Proposed Budgets and Discuss Recommendations.

Item 2.2: 2015 Committee Recommendation Update

Recommendation: Committee to Receive a Report regarding the status of the 2015 Committee 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:	March 14, 2016	TIME:	10:00 AM
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.



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

Fund:	101	GENERAL FUND	Department:	408
Function:		General Government		Administrative Services

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 and Benefits							
701.001	PERSONNEL REGULAR	281,281	281,400	223,545	374,000	92,600	32.9%
701.002	PERSONNEL PART-TIME	86,995	42,300	4,887	0	-42,300	-100.0%
701.003	PERSONNEL OVERTIME	21	0	167	200	200	0.0%
701.080	SALARY REQUEST	0	40,000	0	0	-40,000	-100.0%
708.004	MISC EMPLOYEE BENEFITS	3,518	0	-24,433	0	0	0.0%
708.005	MEDICARE	5,040	4,700	3,133	5,400	700	14.9%
708.006	PERS RETIREMENT	44,642	47,800	31,980	53,400	5,600	11.7%
708.007	PAYROLL TAXES	2,682	1,700	2,057	2,200	500	29.4%
708.008	HEALTH DENTAL VISION INSURANCE	51,793	35,000	34,272	76,100	41,100	117.4%
708.009	NATIONAL RETIREMENT	11,609	11,300	9,015	17,600	6,300	55.8%
708.010	WORKERS' COMPENSATION	41,340	30,100	26,529	54,100	24,000	79.7%
708.012	DEFERRED COMPENSATION	7,144	5,300	4,606	9,100	3,800	71.7%
	Total Personnel Salaries & Benefits	\$536,065	\$499,600	\$315,758	\$592,100	\$92,500	18.5%
Operating Expenses							
702.030	MAINT. OF OPERATIONS EQUIPMENT	8,740	10,200	3,869	11,200	1,000	9.8%
702.031	RENTS & LEASES	5,185	4,600	2,780	4,600	0	0.0%
702.032	PROFESSIONAL SERVICES	44,030	47,800	33,443	65,800	18,000	37.7%
702.034	OTHER CONTRACT SERVICES	2,290	10,800	3,415	5,700	-5,100	-47.2%
702.039	SPECIAL COMMUNITY SERVICES	8,214	15,000	95	15,000	0	0.0%
703.023	ADVERTISING	2,965	1,000	707	1,000	0	0.0%
703.024	POSTAGE	155	500	49	500	0	0.0%
703.025	OFFICE EXPENSE	3,470	4,000	1,142	4,000	0	0.0%
704.022	COMMUNICATIONS	0	1,000	455	2,400	1,400	140.0%
706.014	MISC. PERSONNEL EXPENSE	1,151	1,500	1,439	1,500	0	0.0%
706.035	INSURANCE & SURETY BOND	318	400	318	400	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	774	1,100	130	1,100	0	0.0%
706.037	CONFERENCES & MEETINGS	691	500	341	500	0	0.0%
706.042	SAFETY	124	500	211	500	0	0.0%
706.047	WEBSITE	12,372	12,000	12,097	12,000	0	0.0%
706.066	ELECTIONS	13,053	1,500	4,682	26,500	25,000	1666.7%
	Total Operating Expenses	\$103,532	\$112,400	\$65,173	\$152,700	\$40,300	35.9%
CAPITAL OUTLAY							
707.002	CAPITAL EXPENDITURES	0	43,000	0	0	-43,000	-100.0%
707.003	EQUIPMENT/PROJECTS	3,000	0	0	0	0	0.0%
707.017	COMPUTER COMPONENTS	1,993	4,000	0	4,000	0	0.0%
	Total Capital Outlay	\$4,993	\$47,000	\$0	\$4,000	-\$43,000	-91.5%
	Total Department Appropriations	\$644,590	\$659,000	\$380,931	\$748,800	\$89,800	13.6%

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	(\$57,103)
	WATER FUND	(\$69,111)
	NET GENERAL FUND ALLOCATION	<u>\$622,586</u>

COMPUTER COMPONENTS:
 COMPUTER REPLACEMENT PROGRAM \$4,000

EMPLOYEES:
 1 HUMAN RESOURCE MANAGER
 1 CITY CLERK
 1 ADMINISTRATIVE ASSISTANT/CONFIDENTIAL
 1 HUMAN RESOURCE ANALYST
 1 HUMAN SERVICES SPECIALIST/ADMINISTRATIVE ANALYST II

AGENDA ITEM 2.1

**Administrative Services Department
16/17 Base Budget Request**

	FY 16/17	Description
702.030 Maintenance of Oper & Equip		
COOP Maintenance Fee	500	Emergency Management Plans (Admin; CD; PW)
Emergency Management	1,000	
ECS Imaging Incorporated	5,100	Laserfiche Management
American Legal	500	Uncodified Ordinance Online (additional renewal costs)
HRN Management - Appraisal	1,300	Performance Appraisal Software
People Track Annual Maintenance	1,400	Human Services Program (additional renewal costs)
AdTech (Filtering)	<u>1,400</u>	Filtering Email - Annual Cost
Total	\$11,200	
702.031 Rents & Leases		
Toshiba's Copier Lease	\$2,200	
Charter Monthly Charge (Internet Connection)	<u>2,400</u>	
Total	\$4,600	
702.032 Professional/Special Services		
Codification of Municipal Code	\$3,000	Codify Municipal Code - Laws of the City
Charter - Web Hosting/Registration	3,600	Previously split between 3 Departments - all in Admin for efficiency
Adtech Annual Service	49,200	\$2600 monthly charge for IT services
Management Training	<u>10,000</u>	Professional Trainer Costs/ City Wide Training
Total	\$65,800	
702.034 Other Contract Services		
OES Contract	\$1,200	Contract services with Stan County Office of Emergency Services
Centration	2,000	Mandated costs
Liebert, Cassidy, Whitmore	<u>2,500</u>	Employment Consortium (additional renewal costs)
Total	\$5,700	
702.039 Special Community Services		
Government Channel - Filming	<u>\$15,000</u>	Money received rom PEG fees
Total	\$15,000	
703.023 Advertising	\$1,000	Reduced because each dept. pays own noticing charges
703-024 Postage	\$500	Recruitments; Daily
703.025 Office Expense	\$4,000	Office Supplies; Copy Count Distribution
706.014 Misc. Personnel Expense	\$1,500	Physicals; Fingerprints; Annual DOT
706.014 Miscellenous Expense	\$0	

AGENDA ITEM 2.1

**Administrative Services Department
16/17 Base Budget Request**

	FY 16/17	Description
706.035 Insurance & Bonds		
CC Bond	\$400	
706.036 Memberships, Dues, Books, etc.		
Safety Council	\$200	
IIMC	400	
Riverbank News	100	
CCAC Annual Dues	300	
Modesto Bee	100	
	<hr/>	
	\$1,100	
706.037 Travel, Conf & Meetings	\$500	
706.042 Safety	\$500	
706.047 New Web Site Development	\$12,000	Yearly cost for new website
706.066 Elections	\$1,500	2016 Election Publications
707.002 Capital Expenditures	\$0	City Computer Replacement Program
707.017 Computer Components	4,000	



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

Fund: 101	GENERAL FUND	Department: 407
Function:	Parks & Recreation	BUILDING MAINTENANCE

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 and Benefits							
701.001	PERSONNEL REGULAR	50,415	50,500	32,403	52,900	2,400	4.8%
701.002	PERSONNEL PART-TIME	2,514	2,000	1,656	2,500	500	25.0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	-161	0	-4,164	0	0	0.0%
708.005	MEDICARE	704	700	458	800	100	14.3%
708.006	PERS RETIREMENT	6,786	8,100	5,268	8,700	600	7.4%
708.007	PAYROLL TAXES	636	700	591	800	100	14.3%
708.008	HEALTH DENTAL VISION INSURANCE	10,962	12,300	8,434	13,500	1,200	9.8%
708.009	NATIONAL RETIREMENT	2,902	3,200	1,873	3,500	300	9.4%
708.010	WORKERS' COMPENSATION	7,453	7,700	4,957	7,600	-100	-1.3%
	Total Personnel Salaries & Benefits	\$82,211	\$85,200	\$51,476	\$90,300	\$5,100	6.0%
Operating Expenses							
702.030	MAINT. OF OPERATIONS EQUIPMENT	2,194	2,000	1,784	2,000	0	0.0%
702.031	RENTS & LEASES (VEHICLES)	5,000	5,000	0	5,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	16,175	16,600	10,159	16,600	0	0.0%
703.028	SMALL TOOLS	79	200	0	200	0	0.0%
704.021	UTILITIES	25,367	26,000	14,447	26,000	0	0.0%
704.022	COMMUNICATIONS	11,844	9,700	7,983	12,000	2,300	23.7%
706.027	BOOT & JACKET ALLOWANCE	200	200	0	200	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	12,227	12,000	4,167	12,000	0	0.0%
706.056	STATE/COUNTY FEES	2,267	3,000	2,208	3,000	0	0.0%
706.073	UNIFORMS & RAGS	957	1,500	307	1,300	-200	-13.3%
	Total Operating Expenses	\$76,310	\$76,200	\$41,055	\$78,300	\$2,100	2.8%
Capital Outlay							
707.002	CAPITAL EXPENDITURES	26,550	0		0	0	#DIV/0!
707.003	EQUIPMENT/PROJECTS	14,469	0		0	0	#DIV/0!
	Total Capital Outlay	\$41,019	\$0	\$0	\$0	\$0	#DIV/0!
	Total Department Appropriations	\$199,540	\$161,400	\$92,531	\$168,600	\$7,200	4.5%

EQUIPMENT/PROJECTS

STAFFING:

1 SR. FACILITIES MAINTENANCE WORKER

No Equipment/Projects

AGENDA ITEM 2.1

**BUILDING MAINTENANCE DIVISION
PROPOSED BUDGET 2015-16**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<u>101.407.701.002</u> Part time Personnel	<u>Coverage for alternating Fridays</u> <u>Coverage for full time custodian absence</u>	<u>2,500</u>
101.407.702.030 Maint. Operation Equip	Funds for misc. repair (in-house) key copies, lock replacement Corp Yard Gate Service Flag Replacement	1,000 200 300 500 <u>2,000</u>
101.407.702.031 Rents & Leases	Non-Discretionary Item	<u>5,000</u>
101.407.702.032 Professional Services	Bay Alarm HVAC Contracts Fire Extinguisher Service Pest Control Service Unexpected Repairs (Service Agree.)	7,000 5,700 500 1,827 1,500 <u>16,527</u>
101.407.703.028 Small Tools	Tools needed for repairs or maintenance	<u>150</u>
101.407.704.021 Utilities	MID/PG&E/Water	<u>26,000</u>
101.407.704.022 Communications	City Telephones/AT&T/MCI	<u>12,000</u>
101.407.706.027 Boot & Jacket Allowance	Boots	<u>200</u>
101.407.706.029 Maint of Bldg./Structures/Gr.	Cleaning Supplies Paper Supplies Misc. equipment	<u>12,000</u>
101.407.706.056 State/County Fees	SCFPD Annual Assessment	<u>3,000</u>
101.407.706.073 Uniforms & Rags	Uniforms Rags	265 1,000 <u>1,265</u>



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

Fund:	101 GENERAL FUND	Department:	414
Function:	Parks & Recreation		PARKS

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	209,536	218,600	142,236	224,500	5,900	2.7%
701.002	PERSONNEL PART-TIME	33,122	39,300	22,426	45,000	5,700	14.5%
701.003	PERSONNEL OVERTIME	1,519	1,000	1,308	1,500	500	50.0%
701.004	STANDBY PAY	2,899	4,000	1,690	3,000	-1,000	-25.0%
708.004	MISC EMPLOYEE BENEFITS	4,218	0	-16,884	0	0	0.0%
708.005	MEDICARE	3,432	3,800	2,307	4,000	200	5.3%
708.006	PERS RETIREMENT	27,678	35,200	22,654	37,000	1,800	5.1%
708.007	PAYROLL TAXES	5,481	6,500	3,923	7,300	800	12.3%
708.008	HEALTH DENTAL VISION INSURANCE	64,902	66,800	44,019	70,600	3,800	5.7%
708.009	NATIONAL RETIREMENT	11,038	12,800	7,491	14,100	1,300	10.2%
708.010	WORKERS' COMPENSATION	29,895	33,500	20,685	32,500	-1,000	-3.0%
708.012	DEFERRED COMPENSATION	1,969	2,000	1,256	2,000	0	0.0%
	Total Personnel Salaries & Benefits	\$395,689	\$423,500	\$253,111	\$441,500	\$18,000	4.3%
Operating Expenses							
702.030	MAINT. OF OPERATIONS EQUIPMENT	268	300	156	500	200	66.7%
702.031	RENTS & LEASES	51,800	51,800	1,069	51,800	0	0.0%
702.032	PROFESSIONAL SERVICES	95,923	93,800	56,039	93,800	0	0.0%
703.025	OFFICE EXPENSE	227	200	126	500	300	150.0%
703.028	SMALL TOOLS	409	500	60	400	-100	-20.0%
703.049	CHEMICALS	1,102	5,000	1,025	4,000	-1,000	-20.0%
703.050	POOL EXPENSES & CHEMICALS	26,246	22,000	5,995	22,000	0	0.0%
703.051	BARK/FIBER	0	12,000	0	0	-12,000	-100.0%
704.021	UTILITIES	24,935	26,000	16,960	26,000	0	0.0%
704.022	COMMUNICATIONS	378	1,000	410	1,300	300	30.0%
706.027	BOOT & JACKET ALLOWANCE	730	800	289	800	0	0.0%
706.029	MAINT. OF BLDG & STRUCTURES	33,980	28,000	21,647	28,000	0	0.0%
706.038	STAFF DEVELOPMENT	2,736	3,000	2,377	3,000	0	0.0%
706.050	SAFETY EQUIPMENT	219	400	75	400	0	0.0%
706.056	STATE/COUNTY FEES	3,494	3,600	3,497	3,500	-100	-2.8%
706.073	UNIFORMS & RAGS	529	700	60	2,300	1,600	228.6%
706.081	DOWNTOWN & WATERFALL MAINT.	2,390	3,000	1,301	2,500	-500	-16.7%
	Total Operating Expenses	\$245,366	\$252,100	\$111,086	\$240,800	-\$11,300	-4.5%
CAPITAL OUTLAY							
707.002	CAPITAL EXPENDITURES	0	11,500	0	0	-11,500	-100.0%
707.003	EQUIPMENT/PROJECTS	5,295	8,000	6,042	0	-8,000	-100.0%
	Total Capital Outlay	\$5,295	\$19,500	\$6,042	\$0	-\$19,500	-100.0%
	Total Department Appropriations	\$646,350	\$695,100	\$370,239	\$682,300	-\$12,800	-1.8%

EQUIPMENT AND PROJECTS:
 PLAYGROUND EQUIPMENT REPLACEMENT PROGRAM \$8,000

JMP Parking Fee Reimbursement (12,300)
 Crossroads L&L Reimbursement (20,000)
 NET GENERAL FUND EFFECT \$650,000

STAFFING:
 1 PARKS SUPERVISOR
 2 SR. PARKS MAINTENANCE WORKERS
 1 PARKS MAINTENANCE WORKER II
 V PT PARKS MAINTENANCE AIDES (SEASONAL)

AGENDA ITEM 2.1

**PARK MAINTENANCE DIVISION
PROPOSED BUDGET 2015-16**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<u>101.414.701.002</u>	Restroom open & close	3,200
<u>Personnel Part time</u>	Seasonal Park Aides (July-Oct)	13,900
	Seasonal Park Aides (May-June)	6,200
	Winter (Nov. -Feb)	5,200
	River Cove	1,500
	**JMP	12,300
	(To be reimbursed by Parking Fee)	
	Restroom closing 2 days alt. Fridays	2,700
		45,000
101.414.702.030	Unplanned Minor Repairs	500
Maint. Operation Equip		
101.414.702.031	Copier	
Rents & Leases	Motor Pool	51,800
101.414.702.032	Landscaping Contract	93,800
Professional Services	(Parks, Downtown, Museum)	
	(Offset by \$15,000 Sports Complex revenue)	
101.414.703.025	General office supplies	500
101.414.703.028	Tools needed for repairs or	400
Small Tools	maintenance	
101.414.703.049	Pesticides and other	4,000
Chemicals	chemicals needed	
101.414.703.050	Pool Expenses	
Pool Expenses & Chemicals	Pool chemicals	
	Water feature chemicals	22,000
101.414.703.051	Bark fiber for playground surfacing	0
Bark		
101.414.704.021	MID	
Utilities	PG&E	
	Water Feature at Plaza	26,000
101.414.704.022		

AGENDA ITEM 2.1

Communications	phone system	<u>400</u>
101.414.706.027 Boot & Jacket Allowance	Boots & jackets	<u>800</u>
101.414.706.029 Maint/Blgs/Grounds	Supplies & Equip for al all Parks & other areas Toilet paper, hand towels irrigation repair, construction supplies, plumbing, faucets	<u>28,000</u>
101.414.706.038 Staff Development	Certificate renewals, CEU requirements, Pesticide, Playground, Pool	<u>3,000</u>
101.414.706.050 Safety Equipment	safety glasses and other equipment	<u>400</u>
101.414.706.056 State & County Fees	Fees	<u>3,500</u>
101.414.706.073 Uniforms & Rags	Uniform costs Rags	<u>2,250</u>
101.414.706.081 Downtown & Waterfall Maint	Repairs, supplies, general expense downtown & waterfall	<u>2,500</u>



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

Fund 118: Recreation Enterprise Fund

Projected Reserve @ July 1, 2015 **\$0**

Add:

Projected '16-'17 Revenues **\$146,700**

Less:

Requested Appropriations

SALARY & BENEFITS	\$45,900	
OPERATING EXPENSES	94,100	
CAPITAL OUTLAY	0	
TRANSFERS OUT	0	
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Total Appropriations		\$140,000

Projected Reserve @ June 30, 2016 **\$6,700**

COMMUNITY CENTER REVENUES

	BUDGET 15/16	ACTUAL 15/16	BUDGET 16/17
DONATIONS	500	1,050	800
JACOB MEYER PARKING FEES	27,500	23,938	39,000
CUSTOMER DEPOSITS FORFEITED	0	400	0
MISCELLANEOUS REVENUES	8,500	9,950	10,500
COMMUNITY CENTER FEES	26,000	26,857	30,000
CONTRACT PROGRAMS	28,000	6,253	12,000
MISC PROGRAM INCOME	3,000	2,316	3,000
GENERAL FUND SUBSIDIES	15,600	15,000	15,900
SOCCER LEAGUE REVENUE	6,350	-424	6,000
SWIM TEAM REVENUE	6,400	0	6,500
HALLOWEEN HAYRIDE REVENUE	6,000	3,142	3,000
TOT TIME REVENUE	16,000	4,879	8,500
DAY CAMP REVENUE	8,000	1,070	7,000
JMP DEVELOPMENT SET ASIDE	0	2,001	4,500
	<u><u>\$151,850</u></u>	<u><u>\$96,432</u></u>	<u><u>\$146,700</u></u>



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

Fund: 118	COMMUNITY CENTER	Department: 441
Function:	Recreation & Park Development	COMMUNITY CENTER

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 and Benefits- GENERAL							
701.002	PERSONNEL PART-TIME	55,526	14,800	14,224	16,000	1,200	8%
701.003	PERSONNEL OVERTIME	127	0		0	0	0%
708.005	MEDICARE	808	200	206	200	0	0%
708.006	PERS RETIREMENT	202	300	90	200	-100	-33%
708.007	PAYROLL TAXES	6,495	1,800	1,392	2,000	200	11%
	Total Personnel Salaries & Benefits	\$63,158	\$17,100	\$15,912	\$18,400	\$1,300	8%
Operating Expenses - GENERAL							
702.032	PROFESSIONAL/SPECIAL SERVICES	888	1,500	318	1,000	-500	-33%
703.030	CONTRACT PROGRAMS	8,239	13,000	1,488	5,000	-8,000	-62%
703.066	JMP PARKING EXPENSE	35,240	22,000	24,445	35,000	13,000	59%
704.021	UTILITIES	31,893	29,000	16,533	31,000	2,000	7%
706.010	DEPRECIATION EXPENSE	2,615	0		0	0	0%
706.026	MISCELLANEOUS EXPENSE	18,412	10,000	9,323	10,500	500	5%
706.029	MAINT. OF BLDG & STRUCTURES	4,620	5,000	542	5,000	0	0%
706.035	INSURANCE & SURETY BONDS	1,456	2,500	990	1,500	-1,000	-40%
706.056	STATE/COUNTY FEES	508	500	508	500	0	0%
706.079	PARK HOST	2,068	2,000	1,175	2,100	100	5%
	Total Operating Expenses	\$105,939	\$85,500	\$55,322	\$91,600	\$6,100	7%
CAPITAL OUTLAY							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	0%
SOCCER LEAGUE PROGRAM							
701.002	PERSONNEL PART-TIME	0	3,700	0	3,700	0	0%
706.026	MISCELLANEOUS EXPENSE	0	2,650	0	0	-2,650	-100%
708.005	MEDICARE	0	100	0	100	0	0%
708.007	PAYROLL TAXES	0	400	0	400	0	0%
	Total Soccer League Program Expenses	\$0	\$6,850	\$0	\$4,200	-\$2,650	-39%
SWIM TEAM PROGRAM							
701.002	PERSONNEL PART-TIME	0	3,600	3,145	3,600	0	0%
706.026	MISCELLANEOUS EXPENSE	0	1,300	0	1,300	0	0%
708.005	MEDICARE	0	100	45	100	0	0%
708.006	PERS RETIREMENT	0	0	23	0	0	0%
708.007	PAYROLL TAXES	0	400	369	400	0	0%
	Total Swim Team Expenses	\$0	\$5,400	\$3,582	\$5,400	\$0	0%
HALLOWEEN HAYRIDE							
701.002	PERSONNEL PART-TIME	0	2,400	1,919	2,500	100	4%
706.026	MISCELLANEOUS EXPENSE	0	2,300	1,328	500	-1,800	-78%
708.005	MEDICARE	0	100	27	100	0	0%
708.006	PERS RETIREMENT	0	0	25	0	0	0%
708.007	PAYROLL TAXES	0	300	177	300	0	0%
	Total Haunted Hayride Expenses	\$0	\$5,100	\$3,476	\$3,400	-\$1,700	-33%



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

Fund: 118	COMMUNITY CENTER	Department: 441
Function:	Recreation & Park Development	COMMUNITY CENTER

APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
TOT TIME							
701.002	PERSONNEL PART-TIME	0	11,000	5,802	10,000	-1,000	-9%
706.026	MISCELLANEOUS EXPENSE	0	0	0	0	0	0%
708.005	MEDICARE	0	200	81	200	0	0%
708.006	PERS RETIREMENT	0	0	204	200	200	100%
708.007	PAYROLL TAXES	0	1,400	489	1,400	0	0%
	Total Tot Time Expenses	\$0	\$12,600	\$6,576	\$11,800	-\$800	-6%
DAY CAMPS							
701.002	PERSONNEL PART-TIME	0	4,500	1,652	4,000	-500	-11%
706.026	MISCELLANEOUS EXPENSE	0	700	0	700	0	0%
708.005	MEDICARE	0	100	24	100	0	0%
708.007	PAYROLL TAXES	0	600	205	600	0	0%
	Total Day Camp Expenses	\$0	\$5,900	\$1,881	\$5,400	-\$500	-8%
	Total Department Appropriations	\$169,097	\$138,450	\$86,749	\$140,200	\$1,750	1%



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

Fund 134: Recreation & Park Development

Reserve @ July 1, 2015 **\$0**

Add:

Projected '16-'17 Revenues **\$415,100**

Less:

Requested Appropriations

SALARY & BENEFITS	\$381,000
OPERATING EXPENSES	34,100
TRANSFERS OUT	0
CAPITAL OUTLAY	0

Total Appropriations **\$415,100**

Projected Reserve @ June 30, 2016 **\$0**

RECREATION REVENUES

	BUDGET 15/16	ACTUAL 15/16	BUDGET 16/17
POOL REVENUE	25,000	8,549	30,000
POOL CONCESSIONS	200	155	400
POOL/RECREATION DONATIONS	1,100	1,116	1,200
MISCELLANEOUS REVENUES	2,100	1,840	1,000
OPEN GYM	10,500	9,303	14,000
SUMMER PROGRAMS	0	0	0
MISC PROGRAM INCOME	0	0	0
GENERAL FUND SUBSIDY-TR. IN	353,300	145,698	368,500
	\$392,200	\$166,661	\$415,100



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

Fund: 134	RECREATION & PARK DEVELOPMENT	Department: 459	RECREATION
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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 and Benefits							
701.001	PERSONNEL REGULAR	180,879	186,100	121,468	199,800	13,700	7%
701.002	PERSONNEL PART-TIME	71,312	77,500	47,277	82,200	4,700	6%
701.003	PERSONNEL OVERTIME	203	100	99	0	-100	-100%
708.004	MISC EMPLOYEE BENEFITS	2,810	400	-9,785	400	0	0%
708.005	MEDICARE	3,530	3,800	2,338	4,100	300	8%
708.006	PERS RETIREMENT	25,464	29,500	22,051	34,500	5,000	17%
708.007	PAYROLL TAXES	7,019	10,500	3,709	8,200	-2,300	-22%
708.008	HEALTH DENTAL VISION INSURANCE	9,432	9,300	6,005	10,000	700	8%
708.009	NATIONAL RETIREMENT	5,805	6,400	3,745	7,100	700	11%
708.010	WORKERS' COMPENSATION	25,760	28,500	17,443	28,900	400	1%
708.012	DEFERRED COMPENSATION	5,897	5,800	3,763	5,800	0	0%
	Total Personnel Salaries & Benefits	\$338,111	\$357,900	\$218,113	\$381,000	\$23,100	6%
Operating Expenses							
702.030	MAINT. OF OPERATIONS EQUIPMENT	302	300	300	300	0	0%
702.031	RENTS & LEASES	175	1,500	6	400	-1,100	-73%
702.032	PROFESSIONAL SERVICES	987	1,000	314	1,000	0	0%
703.024	POSTAGE	311	300	156	300	0	0%
703.025	OFFICE EXPENSE	1,141	1,000	906	1,300	300	30%
703.027	RECREATION PROGRAM SUPPLIES	3,233	3,200	977	3,200	0	0%
704.022	COMMUNICATIONS	1,441	1,200	547	1,200	0	0%
706.023	ADVERTISING	2,044	1,500	1,265	2,000	500	33%
706.027	BOOT & JACKET ALLOWANCE	385	300	380	400	100	33%
706.037	CONFERENCES & MEETINGS	2,558	2,500	3,043	2,500	0	0%
706.052	GYM EXPENSES	15,544	19,500	9,872	17,000	-2,500	-13%
706.065	PRINTING EXPENSE	3,987	5,000	2,497	4,500	-500	-10%
	Total Operating Expenses	\$32,108	\$37,300	\$20,263	\$34,100	-\$3,200	-9%
CAPITAL OUTLAY							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0%
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	0%
	Total Department Appropriations	\$370,219	\$395,200	\$238,376	\$415,100	\$19,900	5.0%

STAFFING: 1 PARKS & RECREATION DIRECTOR
 1 RECREATION SUPERVISOR
 V PART-TIME (ADMIN, AQUATICS, TEEN CENTER, REC PROGRAMS)

AGENDA ITEM 2.1

**RECREATION & PARK DEVELOPMENT
PROPOSED BUDGET 2015-16**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<u>134.459.701.002</u>		
Personnel Part time	<u>Substitute Admin. Clerk</u>	500
	<u>Aquatics</u>	29,000
	<u>special events</u>	1500
	<u>Teen Center Staffing</u>	21,000
		<u>52,000</u>
134.459.000.702.030	Unplanned minor repairs	<u>300</u>
Maint. Operation Equip		
134.459.000.702.031	Equipment Lease	<u>350</u>
Rents & Leases		
134.459.000.702.032	Professional Services needed	<u>1,000</u>
Professional Services	for special events	
134.459.000.703.024	Postage	<u>300</u>
Postage		
134.459.000.703.025	copy paper	<u>1,300</u>
Office Expense	general office supplies	
134.459.703.027	Supplies for camps	<u>3,200</u>
Recreation Program Supplies	supplies for Tot Time	
	general supplies	
134.459.000.704.022		
Communication	AT&T invoices	<u>1,200</u>
	Phone lines	
134.459.000.706.023	Employee Recruitment	<u>2,000</u>
Advertising	Public Notices	
134.459.000.706.027		
Boot & Jacket Allowance	Part time staff shirts	<u>400</u>
	Sweatshirts	
134.459.000.706.037		
Conferences & Mtgs	Memberships	<u>2,500</u>
	Conferences & Workshops	

AGENDA ITEM 2.1

134.459.000.706.052

Gym Expenses

Utilites & Supplies

Split with School District

**(revenue offsets this expense
to approx. 14,000)**

17,000

134.459.706.065

Printing Expense

Activity Guides

Misc. Printing needs

4,500



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

Fund: 101	GENERAL FUND	Department: 459
Function:	Culture & Liesure	RECREATION

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						
706.026	MISCELLANEOUS EXPENSE	-4,300	0	4,300	0	0	0.0%
999.000	GENERAL FUND SUBSIDIES	334,200	378,600	160,698	389,400	10,800	2.9%
	Total Operating Expenses	\$329,900	\$378,600	\$164,998	\$389,400	\$10,800	2.9%
	Total Department Appropriations	\$329,900	\$378,600	\$164,998	\$389,400	\$10,800	2.9%

General Fund Subsidies:

Recreation Fund	368,500
Community Center Fund	15,900
Cheese & Wine Advance	5,000
	<u>\$389,400</u>

BUDGET ADVISORY COMMITTEE

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: BUDGET ADVISORY COMMITTEE
SUBJECT: COMMITTEE RECOMENDATIONS
DATE: NOVEMBER 4, 2015
CC:

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 work towards presenting a balanced budget, currently and in the future. 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 depend on reserves to cover on-going 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 consider performing an annual review of all Recreation Program Fees to reflect seasonal adjustments.

Rationale: By reviewing rates on a seasonal basis, the City can ensure that the fees are adequately recouping city costs, including cost increases in utilities and other fixed costs.

AGENDA ITEM 2.2

2. The City of Riverbank should consider issuing a Request for Proposals (RFP) for Landscape Services for both Parks and Landscape and Lighting Districts in the fall. The City should consider issuing an RFP for this service every five years.

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 consider the following proposals related to the Riverbank Teen Center:

- a. Research grant opportunities that would allow the City to offer a larger variety of teen programs in the Teen Center, such as job searching and college application assistance.
- b. Revisit the possibility of assessing a \$25 “membership” fee for the Teen Center that would help to generate revenues to offer programs for our local teens. As part of this review, the City could consider developing different payment options to allow teens to pay their annual fee on a monthly or quarterly basis. The City could also explore the opportunity for non-profit organizations to sponsor the membership for teens who may be going through a financial hardship.
- c. Explore the possibility of corporate or business sponsors for the Teen Center. The City could advertise these sponsors through their website or other social media in exchange for their sponsorship.
- d. Evaluate the possibility of renting the Teen Center for small parties or business meetings.

Rationale: These recommendations are made with the intent to generate revenue that would help to offset the costs associated with operating the Teen Center. It could provide funding for beneficial programs for our teens.

4. The City should review and/or develop a City Vehicle Use Policy to ensure that the City is not exposing itself to any worker's compensation risks or liability by the use of City vehicles to and from the work site. The Vehicle Use Policy should also address the use of the City Vehicle for personal use.

Rationale: Reviewing an existing policy or developing a Vehicle Use policy would help the City to avoid unnecessary fueling cost associated with the personal use of City vehicles, and would help to limit the City's exposure to worker's compensation claims and liability issues.

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 Arlene Figueroa

Vice Chair Anthony McKinney

Committee Member Evelyn Halbert

Committee Member Cindy Fosi

Council Member Leanne Jones-Cruz

Council Member Jeanine Tucker