



NOTICE AND CALL OF A  
CITY OF RIVERBANK  
**SPECIAL CITY COUNCIL MEETING**

(Budget Workshop)  
City Hall Council Chambers  
6707 Third Street, Suite B • Riverbank • CA 95367

## AGENDA

**MONDAY, MAY 23, 2016, AT 6:00 P.M.**

(The agenda packet is posted at the City Clerk's office and at [www.riverbank.org](http://www.riverbank.org))

- CALL TO ORDER:** Mayor Richard D. O'Brien
- FLAG SALUTE:** Mayor Richard D. O'Brien
- ROLL CALL:** Mayor Richard D. O'Brien  
Vice Mayor Jeanine Tucker  
Councilmember Darlene Barber-Martinez  
Councilmember Cal Campbell  
Councilmember Leanne Jones Cruz

### **CONFLICT OF INTEREST**

Any Council Member and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict at this time.

### **1. PUBLIC BUSINESS FROM THE FLOOR (No Action Can Be Taken)**

Pursuant to Government Code in reference to a special meeting, the public has the opportunity to address the City Council only on items appearing on this special meeting notice. Individual comments are limited to a **maximum of 5 minutes** per person and each person may speak once during this time. Time cannot be yielded to another person.

### **2. BUSINESS**

- Item 2.1:** **Fiscal Year 2016-17 Budget Workshop** – It is recommended that the City Council participate in the Fiscal Year 2016-17 Budget Workshop and provide feedback in anticipation of the adoption of the Final Budget on June 28, 2016.

### **ADJOURNMENT**

Any documents that are not privileged or part of a Closed Session provided to a majority of the City Council after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at North City Hall, 6707 Third Street, Suite A, Riverbank, CA, during normal business hours.

### AFFIDAVIT OF POSTING

*I, Annabelle Aguilar, do hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted 24 hours prior to the meeting in accordance to the Brown Act.*

*Dated this 19<sup>th</sup> day of May, 2016*

*/s/ Annabelle H. Aguilar, CMC, City Clerk*

**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 72-hours before the meeting will enable the City 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 City of Riverbank City Council/LRA Board shall be in English and anyone wishing to address the Council 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.

### GENERAL INFORMATION

<b>Meeting Schedule</b>	<p><u>Regular City Council Meetings:</u> 6:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month, unless otherwise noticed.</p> <p><u>Local Redevelopment Authority Board:</u> Meets on an "as needed" basis. The City Council also serves as the LRA Board.</p>
<b>City Council / LRA Agenda &amp; Reports</b>	<p>The City Council/LRA Board agenda is posted pursuant to the California Brown Act, which only requires these agenda title pages to be posted near the entrance of the location where the meeting is to be held and, when technologically able, on the City's website. Additional documents may be provided by the City in its efforts of transparency to keep the public well informed. <b>The agenda packet (agenda plus supporting documents) are posted for public review at the City Clerk's Office, 6707 Third Street, Riverbank, CA and at <a href="http://www.riverbank.org">www.riverbank.org</a> upon distribution to a majority of the City Council/LRA Board.</b> A subscription to receive the agenda can be purchased for a nominal fee through the City Clerk's Office.</p>
<b>Public Hearings</b>	<p>In general, a public hearing is an open consideration within a regular meeting of the City Council or a meeting of the LRA, for which special notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present protests or offer support for the subject under consideration.</p>
<b>Televised / Video of Meetings</b>	<ul style="list-style-type: none"> <li>• Charter – Channel 2</li> <li>• AT&amp;T Uverse – Channel 99</li> </ul> <p>Visit <a href="http://www.riverbank.org">www.riverbank.org</a> to connect to meeting videos. (Note: Technical difficulty occurs on occasion preventing the televising or recording of the meeting.)</p>
<b>City Hall Hours</b>	<p>City Hall is open Monday – Thursday; 7:30 am – 5:30 pm and Fridays: 8:00 am – 5:00 pm; CLOSED alternating Fridays</p>
<b>Questions</b>	<p>Contact the City Clerk at (209) 863-7122 or <a href="mailto:cityclerk@riverbank.org">cityclerk@riverbank.org</a></p>

# SPECIAL RIVERBANK CITY COUNCIL AGENDA ITEM NO. 2.1

## SECTION 2: NEW BUSINESS

<b>Meeting Date:</b>	May 23, 2016
<b>Subject:</b>	Fiscal Year 2016-17 Budget Workshop
<b>From:</b>	Jill Anderson, City Manager
<b>Submitted by:</b>	Marisela H. Garcia, Director of Finance

### RECOMMENDATION

It is recommended that the City Council participate in the Fiscal Year 2016-17 Budget Workshop and provide feedback in anticipation of the adoption of the Final Budget on June 28, 2016.

### SUMMARY

An overview of the proposed Fiscal Year 2016-17 budget will be presented to the City Council in anticipation of the adoption of the final budget in June.

### GENERAL FUND RESERVE PROJECTIONS

The Finance Department has calculated initial projections for General Fund Reserve, Revenue, and Expenditures for the 2016-17 Fiscal Year. Projections for the status of the General Fund is as follows:

Beginning Reserve	<b>\$ 880,026 (10.7%)</b>
Estimated Revenues	\$ 8,654,800
Estimated Expenditures	\$ 8,854,200
Anticipated Ending Reserve	<b>\$ 680,626 (7.9%)</b>
Required Minimum Reserve (10%)	\$ 865,480
Reserve Deficit	(\$ 184,854)
Operating Structural Deficit	(\$ 199,400)

Currently, a projected **structural operating deficit (expenditures exceeding revenues) of \$199,400 is anticipated.** This operating deficit includes the proposed allocation of funds necessary for One-Time Expenditures of \$100,000. **The deficit attributable to on-going expenditures is \$99,400.**

## **GENERAL FUND REVENUE PROJECTIONS**

General Fund revenue projections were discussed with the Budget Advisory Committee at their May 18, 2016 meeting. Overall, staff is projecting a 1.7% increase in General Fund Revenues when compared to the FY 2015-16 projections.

<b>FY Budget</b>	<b>2015-16</b>	<b>FY Budget</b>	<b>2016-17</b>	<b>Difference</b>	<b>% Change</b>
\$8,507,000		\$8,654,800		+\$147,800	+1.7%

Several factors have contributed to an overall net increase of 1.7% in anticipated General Fund Revenue and include the following:

1. Assessed Values throughout the City continue to increase. Although figures have not yet been released by the Stanislaus County Assessor's Office, it is anticipated that housing values continue to grow. Conservative increases in Assessed Value have been factored in to several revenue sources including:
  - 5% Increase in Property Tax Revenue = \$59,300 increase
  - 6% Increase In Property Tax in Lieu of VLF = \$99,600 increase
2. Discussions with our sales tax consultants have resulted in obtaining positive figures for the upcoming fiscal year. Although we remain optimistic that our sales tax will continue to increase, we remain conservative with our projections. A 2% increase has been factored which equates to \$55,000 in revenue.
3. A decrease of \$219,700 is anticipated in one-time revenues. These decreases are attributed to the following:
  - \$100,000 decrease in Building Permit Fees has been factored in. Plans for Diamond Bar West are currently in Plan Check stage but it is difficult to predict when building will begin to occur.
  - A decrease of \$119,700 in Transfers In from other funds to reimburse for work being done on capital projects.
4. Increase of \$60,000 in revenues for the annual repayment of the loan from Riverbank Oil Transfer.

## **GENERAL FUND EXPENDITURE PROJECTIONS**

General Fund expenditures for the fiscal year are projected to decrease as reflected below.

<b>FY Budget</b>	<b>2015-16</b>	<b>FY Budget</b>	<b>2016-17</b>	<b>Difference</b>	<b>% Change</b>
\$8,724,400		\$8,854,200		+\$129,800	+1.5%

Major Expenditure changes in the General Fund include the following:

Department	Projected Amendments
Finance	<p><b><u>\$26,500 Increase</u></b> in Personnel Costs due to Merit Increases for eligible employees &amp; negotiated Cost of Living Adjustments.</p> <p><b><u>\$23,500 Decrease</u></b> in Capital Expenditures related to the Financial Software Upgrade.</p>
Economic Development	<p><b><u>\$124,900 Decrease</u></b> due to the final repayment of the ED Bank Loan made in the current FY.</p>
Legal	<p><b><u>\$32,700 Increase</u></b> for legal fees associated with the 2017 labor negotiations.</p>
Planning	<p><b><u>\$51,200 Decrease</u></b> in Professional Services due to cost of MSR/SOI update budgeted in the current FY.</p> <p><b><u>\$10,000 Decrease</u></b> in Other Contract Services due to costs associated with Building Inspections being transferred to the correct department.</p>
Building	<p><b><u>\$10,000 Increase</u></b> in Professional Services for Building Inspection Services. (Transferred from Planning).</p>
Administrative Services	<p><b><u>\$111,000 Increase</u></b> in Personnel Costs due to Merit Increases for eligible employees, negotiated Cost of Living Adjustments and a full year of salary &amp; benefits for the Personnel Manager position that is currently vacant.</p> <p><b><u>\$21,000 Increase</u></b> in Professional Services due to increases in the IT contract costs and the codification of the City's Ordinances.</p> <p><b><u>\$40,000 Increase</u></b> in Special Community Services related to upgrades to the Council Chamber camera system. This project is being funded directly by the PEG Fee Reserve.</p> <p><b><u>\$28,500 Increase</u></b> in Elections expenses related to the November 2016 elections.</p> <p><b><u>\$60,000 Increase</u></b> in Capital Expenditures related to the preparation of a Classification &amp; Compensation Study as agreed to in the labor contract.</p>
Police Services	<p><b><u>\$45,500 Increase</u></b> in the County's Vehicle Mileage Fee</p> <p><b><u>\$63,000 Decrease</u></b> for the 2016-17 Sheriff's Contract due to savings related to the SR 911 Communications (one-time savings).</p>

Storm Drain Administration	<b><u>\$17,000 Increase</u></b> in Professional Services for work related to the Year 3 MS4 permit requirements.
Parks	<b><u>\$19,000 Increase</u></b> in Personnel Costs due to merit increases for eligible employees & negotiated Cost of Living Adjustments and additional part-time employee costs. <b><u>\$5,800 Decrease</u></b> in Professional Services for the landscaping contract with Grover. <b><u>\$12,000 Decrease</u></b> in Bark/Fiber Account. This project is required only every other fiscal year.
General Fund Subsidy Account	<b><u>\$21,700 Increase</u></b> in subsidy funds to the Recreation Fund for Personnel Costs and the Cheese & Wine Fund.
Recreation Fund	<b><u>\$24,000 Increase</u></b> in Personnel Costs due to the negotiated Cost of Living Adjustment and adjustments to the Part-Time employee costs.

As proposed, the General Fund is projected to be at a **structural operating deficit (expenditures exceeding revenues) of \$199,400.** This operating deficit includes the proposed allocation of one-time funds of \$100,000 related to the camera system upgrade and the classification & compensation study. **The deficit attributable to on-going expenditures is \$99,400.**

### ***General Fund One-Time Capital Expenditures***

In March 2016, the City Council, through its Strategic Plan, continued to support the following three-year goals:

- Improve & Maintain Infrastructure and Facilities, and
- Enhance Professionalism and Customer Service

With the achievement of these goals in mind, staff will be recommending feedback regarding the following one-time expenditures within the General Fund:

<b>Project</b>	<b>Department</b>	<b>Allocation Request</b>
Camera System Upgrade* (funded via PEG Fee Reserves)	Administrative Services	\$40,000
Classification & Compensation Study*	Administrative Services	\$60,000
Housing Loan Servicing Program	Finance/Housing	\$7,200
HVAC Replacement	Building Maintenance	\$30,000
Pool Heater Replacement	Building Maintenance	\$30,000
<b>Total</b>		<b>\$167,200</b>

\*The camera system upgrade and the classification and compensation study have already been included in the proposed budget due to the following reasons:

1. Camera System Upgrade - This project is directly funded via PEG Fee Reserves. These funds can only be used for programs and projects related to public education and government.
2. Classification & Compensation Study – This item was agreed to during the 2014 labor negotiations.

### ***Personnel Needs***

As development (residential and commercial) continues to grow within the City, the City Council will need to be strategic in its funding for the staff necessary to be able to provide residents with responsive, prompt service. Additional staffing is necessary in the following departments:

1. Building Department: Increases in building activity and the issuance of building permits has led to staff having to be reassigned to this duty, thus leaving little to no time to attend to other necessary duties. **This, and other staffing needs due to increases in development, will be considered by the City Manager as the new fiscal year progresses.**
2. Administrative Services: Administrative support is needed in order to assist with the increasing work related to Water Violation Appeals and District Elections this fiscal year. **A part-time position has been included within the proposed budget at a cost of \$17,000.**
3. Recreation Department: With only two full-time staff members, this department has relied significantly on part-time staff in order to provide customer service to our residents at the counter and over the phone. A full-time position is necessary in order provide residents with reliable, consistent service. **Transitioning to a full-time position would require an additional allocation of \$33,000 from the General Fund.**
4. Development Services Administration: Several years ago the City implemented its Fats, Oils, and Grease (FOG) Program. One of the requirements of the program is that the City perform annual inspections and provide educational information to all businesses with a grease trap. The City has not been actively performing this function due to lack of staff. Fees are currently being collected that would partially offset the cost of a part-time employee to perform this function. This position would be funded via the Sewer Fund. **This position will be reconsidered during the mid-year budget preparation.**

### ***Future Items to Consider***

Several items for future consideration that could potentially have an effect on the General Fund are as follows:

1. Future impacts of the State Budget
2. Unfunded Mandates (including Storm Drain)

3. Zoning Code Update
4. Municipal Code Update
5. 7<sup>th</sup> Street Storm Line Repairs
6. Non-Motorized Transportation Plan
7. Parks and Recreation Master Plan
8. Minimum Wage Increases in future years affecting full-time wages

**GAS TAX FUND RESERVE PROJECTIONS**

Initial projections for the Gas Tax Fund have been calculated. This fund is currently self-sufficient with no subsidy required to fund street maintenance. This may not be the case for the 2017-18 fiscal year based on initial reserve projections. For the 2016-17 Fiscal Year, the following reserve projection has been calculated:

Beginning Reserve	\$ 259,500
Estimated Revenues	\$ 662,400
Estimated Expenditures	\$ 833,000
Anticipated Ending Reserve	\$ 88,900 (13.4%)
Structural Deficit	\$ 170,600

**GAS TAX REVENUE PROJECTIONS**

The Gas Tax Fund receives 71% of its revenues from the State Highway Users Tax Allocation. Funds are allocated to cities based on population, per capita, and registered vehicles. Revenue projections are received from the State but the City conservatively budgets 5% below these projections.

For the 2016-17 Fiscal Year Highway Users Tax revenues will continue to decrease when compared to the current fiscal year. This decrease is due to changes in the Excise Tax Rate that is charged for each gallon of fuel purchased. The Board of Equalization has made amendments to this rate that will lead to a reduction in revenues. Decreasing gasoline prices have also contributed to decreasing gas tax revenues.

FY Budget	2015-16	FY Budget	2016-17	Difference	% Change
\$666,100		\$662,400		-\$3,700	-0.5%

**GAS TAX EXPENDITURE PROJECTIONS**

Expenditures for the 2016-17 Fiscal Year are anticipated to decrease by a net of 5% (\$42,900). Significant expenditure adjustments are projected as follows:

Account	Projected Reductions
Personnel Salaries & Benefits	<b><u>\$25,300 Increase</u></b> in Personnel Costs due to merit increases and negotiated Cost of Living Adjustments.

Maintenance of Operations Equipment	<b><u>\$8,000 Decrease</u></b> based on historical expense trends.
Professional Services	<b><u>\$36,900 Decrease</u></b> in Professional Services. Current fiscal year budget included an allocation for the preparation of a traffic study that will be concluded by this fiscal year.
Utilities	<b><u>\$10,900 Decrease</u></b> in utility costs for street lights and traffic signals
Capital Outlay	<b><u>\$11,800 Decrease</u></b> due to the completion of several one-time projects

Capital Outlay requests for the 2016-17 Fiscal Year consist of the following projects:

Project	Allocation Request
ADA Improvements (as required in our ADA Transition Plan)	\$50,000

Due to the instability of the fund and the low Reserve projection being made, the Finance Department will be closely monitoring this fund throughout the upcoming fiscal year. If at mid-year the projections remain the same, the Finance Department will propose the removal of the funding for the ADA Improvements in order to reallocate the funds to the Reserve.

### **SEWER FUND RESERVE PROJECTIONS**

With the adoption of revised rates in October 2015, the Sewer Fund has begun to replenish its reserve. Although a structural deficit is projected, it is anticipated that the deficit will be closed by the end of the 2016-17 fiscal year. For the 2016-17 Fiscal Year, the Finance Department has made the following reserve projections:

Beginning Reserve	<b>\$ 924,400</b>
Estimated Revenues	\$ 2,226,800
Estimated Expenditures	\$ 2,320,200
Anticipated Ending Reserve	<b>\$ 831,000 (37%)</b>
Structural Deficit	\$ 93,400

### **SEWER FUND REVENUE PROJECTIONS**

The Sewer Fund receives 94% of its revenue from user fees charged to customers (residential, commercial, and industrial). Based on historical billings over the past year, a net increase of 1.3% is anticipated in Sewer Fund revenues.

FY Budget	2015-16	FY Budget	2016-17	Difference	% Change
\$2,198,300		\$2,226,800		+\$28,500	+1.3%

New sewer rates will take effect on July 1, 2016 as approved by the City Council.

**SEWER FUND EXPENDITURE PROJECTIONS**

Overall, Sewer Fund expenditures are projected to increase by 1.6%.

<b>Division</b>	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>Difference</b>	<b>% Change</b>
Sewer Collection	\$1,407,800	\$1,509,300	+\$101,500	+7%
Sewer Treatment	\$924,900	\$810,900	-\$114,000	-12.3%

Significant Expenditure Adjustments for the Sewer Fund are as follows:

*Sewer Collection:*

<b>Account</b>	<b>Projected Reductions</b>
Personnel Expenses	<b><u>\$12,100 Increase</u></b> in Personnel Costs for merit increases and negotiated Cost of Living Adjustments.
Other Contract Services	<b><u>\$14,000 Increase</u></b> in Contract Services for the maintenance of the Utility Billing Software.
Utility Rate Assistance Program	<b><u>\$25,000 Increase</u></b> for the allocation of Fines towards the Utility Rate Assistance Program.
Maintenance of Bldg. & Structures	<b><u>\$14,400 Increase</u></b> for equipment necessary for the maintenance of the sewer system.
Equipment/Projects	<b><u>\$8,800 Decrease</u></b> as projects were completed in the fiscal year.

*Sewer Treatment:*

<b>Account</b>	<b>Projected Reductions</b>
Professional Services	<b><u>\$10,000 Increase</u></b> for the preparation of additional required reports.
Utilities	<b><u>\$140,000 Decrease</u></b> due to energy savings (initial decrease only, a long term decrease is being calculated by Schneider Electric).
Capital Expenditures	<b><u>\$30,000 Increase</u></b> for maintenance to the disposal ponds.

**WATER FUND RESERVE PROJECTIONS**

For the 2016-17 Fiscal Year, the Water Fund is anticipated to run an operating structural deficit of \$155,100 and will end with a healthy reserve of 80%.

Beginning Reserve	<b>\$ 1,559,900</b>
Estimated Revenues	\$ 1,753,400
Estimated Expenditures	\$ 1,908,500
Anticipated Ending Reserve	<b>\$ 1,404,800 (80%)</b>
Structural Deficit	\$ 155,100

In the 2016-17 Fiscal Year, the City will impose a drought surcharge on all water usage based on the approved rates in October 2015. It is anticipated that this surcharge will generate sufficient revenues in order to fund the deficit projected.

### **WATER FUND REVENUES**

The Water Fund receives 99% of its revenues from residential, commercial, and industrial customers throughout the City. For the upcoming fiscal year, revenues are projected to decrease by 3% overall. This figure does not include the drought surcharge that will begin on July 1, 2016. A mid-year adjustment will be made to include the revenues generated from the surcharge.

<b>FY Budget</b>	<b>2015-16</b>	<b>FY Budget</b>	<b>2016-17</b>	<b>Difference</b>	<b>% Change</b>
\$1,806,700		\$1,753,400		-\$53,300	-3%

Governor Brown has issued an Executive Order to strengthen the State's ability to manage our water in drought conditions and has asked all residents to redouble their efforts to conserve water. As the drought continues and our residents continue their water conservation efforts, we will continually watch our revenues to ensure that our revenue continues to fund the City's Water operations.

### **WATER FUND EXPENDITURES**

Overall, fund expenditures are estimated to increase by 5%.

<b>FY Budget</b>	<b>2015-16</b>	<b>FY Budget</b>	<b>2016-17</b>	<b>Difference</b>	<b>% Change</b>
\$1,821,400		\$1,908,500		+\$87,100	+5%

Significant expenditure adjustments are noted in the following accounts:

<b>Account</b>	<b>Projected Reductions</b>
Personnel Expenses	<b><u>\$64,700 Increase</u></b> in Personnel Costs for merit increases and negotiated Cost of Living Adjustments. In addition, a full-time Water Conservation Officer position has been included as per the Conservation Order.

<b>Other Contract Services</b>	<b><u>\$14,000 Increase</u> in Contract Services for the maintenance of the Utility Billing Software.</b>
Utility Rate Assistance Program	<b><u>\$25,000 Increase</u> for the allocation of Fines towards the Utility Rate Assistance Program.</b>
Capital Outlay	<b><u>\$66,800 Decrease</u> due to projects being completed in the current fiscal year and no fund allocation for Water Meters as the new water meters will be covered by warranty.</b>

***Personnel Needs***

In compliance with the Conservation Order received from the State, the Water Division is requesting a full-time Water Conservation Coordinator. **Transitioning from a part-time position to a full-time position requires an additional allocation of \$54,000. Because this is a requirement of the Conservation Order, it has been included with the proposed budget.**

**RECOMMENDATION**

It is recommended that the City Council participate in the Fiscal Year 2016-17 Budget Workshop and provide feedback in anticipation of the adoption of the Final Budget on June 28, 2016.

**FINANCIAL IMPACT**

There is no financial impact associated with this presentation.

**STRATEGIC PLAN**

This report has been prepared to accomplish the following Goal established at the April 5, 2016 Strategic Planning Session:

“Achieve and maintain financial stability and sustainability”

**ATTACHMENT**

1. FY 2016-17 Major Fund Budget Projections



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

**Fund 101: General Fund**

**Projected Reserve @ July 1, 2016** **10.7%**      **\$880,026**

Add:

**Projected FY 2016-2017 Revenues** **\$8,654,800**

Less:

**Requested Appropriations by Department**

CITY COUNCIL	401	\$100,200
CITY MANAGER	402	243,100
FINANCE	403	704,400
LEGAL	404	250,000
PLANNING	405	386,000
BUILDING	406	276,500
BUILDING MAINTENANCE	407	168,900
ADMINISTRATIVE SERVICES	408	874,500
POLICE	409	3,797,300
CODE COMPLIANCE	411	235,200
DEVELOP. SERVICES ADMIN.	412	695,700
STREET MAINTENANCE	413	26,600
PARKS	414	685,500
ECONOMIC DEVELOPMENT	439	10,000
RECREATION	459	400,300

**Total Appropriations** **\$8,854,200**

**Projected Reserve @ June 30, 2017** **\$680,626**

**% of Reserve To Revenues** **7.9%**

**10% Reserve Requirement** **\$865,480**

**Surplus/(Deficit) to Reserve Requirement** **(\$184,854)**

**Structural Surplus/(Deficit) [Rev vs. Exp]** **(\$199,400)**

**One-Time Expenses** **100,000**



**CITY OF RIVERBANK**

**GENERAL FUND REVENUE PROJECTIONS -- FISCAL YEAR 2016-2017**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>FY 14-15 ACTUAL</b>	<b>FY 15-16 BUDGET</b>	<b>FY 15-16 REVENUES TO DATE</b>	<b>PROJECTED FY 16-17 REVENUES</b>	<b>PROJECTED INCREASE (DECREASE)</b>	<b>% CHANGE</b>
400.010	PROP TAX CURRENT SECURED	\$1,179,964	\$1,185,700	\$640,182	\$1,245,000	\$59,300	5.00%
400.020	PROP TAX CURRENT UNSECURED	64,900	66,200	65,721	67,000	\$800	1.21%
400.030	PROP TAX PRIOR SECURED	28,778	7,200	6,330	7,600	\$400	5.56%
400.040	PROP TAX PRIOR UNSECURED	1,348	1,800	1,305	1,500	(\$300)	-16.67%
400.050	SALES TAX	\$2,756,970	2,748,600	\$1,700,811	2,803,600	\$55,000	2.00%
400.060	PROP TRANSFER TAX	67,575	61,600	71,470	62,200	\$600	0.97%
400.070	UNITARY TAXES	22,862	14,100	14,147	18,500	\$4,400	31.21%
400.080	PAYMENT IN LIEU OF TAXES (PILOT)	30,795	29,700	31,976	30,000	\$300	1.01%
400.090	MOTOR VEHICLE IN LIEU TAX	9,525	9,500	9,476	0	(\$9,500)	-100.00%
400.100	HOMEOWNERS PROP TAX RELIEF	12,039	15,600	7,925	14,900	(\$700)	-4.49%
400.130	S/B 813 SUPPL. TAXES	16,069	13,200	14,388	17,400	\$4,200	31.82%
400.131	STATE APPORTIONMENTS	27,141	8,700	8,705	0	(\$8,700)	-100.00%
400.190	PROPERTY TAX IN LIEU OF VLF	1,547,436	1,659,400	829,740	1,759,000	\$99,600	6.00%
450.000	BUSINESS LICENSE	64,344	61,400	60,916	62,500	\$1,100	1.79%
450.010	ANIMAL CONTROL FEES	12,711	9,900	10,046	11,300	\$1,400	14.14%
450.020	MISC LIC-BIKE/YARD SALE	630	1,000	490	600	(\$400)	-40.00%
450.030	BUILDING PERMIT FEES	168,718	200,000	288,070	100,000	(\$100,000)	-50.00%
501.000	COPS GRANT	106,230	100,000	102,259	100,000	\$0	0.00%
501.001	GRANTS	271,206	10,800	0	0	(\$10,800)	-100.00%
501.002	SPECIFIC PLAN LOAN	0	0	0	0	\$0	0.00%
600.000	FRANCHISE FEES - GARBAGE	256,455	249,000	209,040	288,900	\$39,900	16.02%
600.010	POLICE SERVICES	7,612	6,000	11,240	6,000	\$0	0.00%
600.030	POLICE/TRAFFIC REPORTS	541	900	1,673	900	\$0	0.00%
600.040	SB 1186 REVENUES	540	300	212	300	\$0	0.00%
600.050	BOOKING FEES	2,340	1,000	1,057	1,000	\$0	0.00%
600.060	PLANNING FEES/SPECIFIC PLAN	0	0	0	0	\$0	0.00%
600.090	PLAN CHECK FEES	39,999	60,300	77,872	43,200	(\$17,100)	-28.36%
600.100	PLANNING & ZONING FEES	10,500	10,000	14,009	10,000	\$0	0.00%
600.120	PEG FEES	24,055	22,000	14,665	22,500	\$500	2.27%
600.130	FRANCHISE FEES - OTHER	294,037	266,500	253,622	277,900	\$11,400	4.28%
600.160	MISC CURRENT SERVICES	1,704	2,300	1,262	2,000	(\$300)	-13.04%
600.170	VEHICLE CODE FINES	100,459	53,900	64,213	60,000	\$6,100	11.32%
655.000	FINES, FORFEITURES, PENALTIES	38,306	31,500	26,755	34,000	\$2,500	7.94%
660.040	VEHICLE RELEASES	16,100	18,900	13,300	15,000	(\$3,900)	-20.63%
664.000	INTEREST INCOME	50,487	41,900	21,171	49,000	\$7,100	16.95%
665.000	RENTS	0	0	0	0	\$0	0.00%
673.040	LEGAL FEE REIMBURSEMENT	0	0	0	0	\$0	0.00%
673.050	PTAF REIMBURSEMENT	0	0	0	0	\$0	0.00%
673.060	LOAN REPAYMENT	0	0	10,000	60,000	\$60,000	0.00%
675.050	AB 939 REIMBURSEMENT	10,532	1,300	1,256	1,000	(\$300)	-23.08%
675.060	MISC REVENUE-OTHER AGENCIES	24,552	0	0	0	\$0	0.00%
675.090	MISCELLANEOUS REVENUES	13,990	5,000	23,870	10,000	\$5,000	100.00%
675.340	PUBLIC WORKS FEES	895	4,400	6,548	2,000	(\$2,400)	-54.55%
675.350	CAPTIAL PROJECT REIMBURSEMENTS	2,566	0	0	0	\$0	0.00%
675.550	UNCLAIMED MONEY REVENUE	0	0	0	0	\$0	0.00%
680.025	MISC PROGRAM INCOME	22,906	25,000	17,500	25,000	\$0	0.00%
680.034	REALIZED GAIN ON INVESTMENTS	-3,159	0	0	0	\$0	0.00%
699.000	TRANSFERS IN	148,898	400,000	0	280,300	(\$119,700)	-29.93%
699.000	TRANSFERS IN OF MGMT FEES	1,061,924	1,102,400	540,732	1,164,700	\$62,300	5.65%
<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$8,515,480</b>	<b>\$8,507,000</b>	<b>\$5,173,953</b>	<b>\$8,654,800</b>	<b>\$147,800</b>	<b>1.74%</b>



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>401</b>
Function:	<b>General Government</b>	<b>CITY COUNCIL</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries &amp; Benefits</b>							
701.001	PERSONNEL REGULAR	21,600	21,600	18,000	22,700	1,100	5.1%
708.005	MEDICARE	297	350	251	400	50	14.3%
708.006	PERS RETIREMENT	1,432	1,200	1,093	1,400	200	16.7%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$23,329</b>	<b>\$23,150</b>	<b>\$19,344</b>	<b>\$24,500</b>	<b>\$1,350</b>	<b>5.8%</b>
<b>Operating Expenses</b>							
702.031	RENTS & LEASES	10,000	10,000	2,605	10,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	14,165	13,000	11,305	13,900	900	6.9%
703.024	POSTAGE	5	200	102	200	0	0.0%
703.025	OFFICE EXPENSE	1,936	2,800	541	2,800	0	0.0%
706.026	MISCELLANEOUS EXPENSE	0	400	34	0	-400	-100.0%
706.033	PROMOTIONAL EXPENSE	2,104	3,000	1,142	3,000	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	9,886	11,300	11,299	11,300	0	0.0%
706.037	CONFERENCES & MEETINGS	11,895	11,500	6,521	11,500	0	0.0%
706.056	STATE/COUNTY FEES	22,556	23,000	22,556	23,000	0	0.0%
	<b>Total Operating Expenses</b>	<b>\$72,547</b>	<b>\$75,200</b>	<b>\$56,105</b>	<b>\$75,700</b>	<b>\$500</b>	<b>0.7%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
	<b>Total Department Appropriations</b>	<b>\$95,876</b>	<b>\$98,350</b>	<b>\$75,449</b>	<b>\$100,200</b>	<b>\$1,850</b>	<b>1.9%</b>

**CITY COUNCIL**  
**PROPOSED BUDGET**  
**FY 2016-17**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>BUDGET</u></b>
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: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>402</b>	<b>CITY MANAGER</b>
Function:	<b>General Government</b>		

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	151,981	162,900	132,240	164,700	1,800	1.1%
708.004	MISC EMPLOYEE BENEFITS	5,128	2,400	-26,369	2,400	0	0.0%
708.005	MEDICARE	2,131	2,400	1,821	2,400	0	0.0%
708.006	PERS RETIREMENT	11,721	10,900	8,287	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	6,871	7,900	400	5.3%
708.009	NATIONAL RETIREMENT	2,902	3,200	2,411	3,500	300	9.4%
708.010	WORKERS' COMPENSATION	21,704	25,000	19,807	24,500	-500	-2.0%
708.012	DEFERRED COMPENSATION	5,048	5,000	4,183	5,000	0	0.0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$208,344</b>	<b>\$219,700</b>	<b>\$149,685</b>	<b>\$222,300</b>	<b>\$2,600</b>	<b>1.2%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	0	600	0	0	-600	-100.0%
702.031	RENTS & LEASES	3,700	3,700	286	3,700	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	900	3,000	219	3,000	0	0.0%
703.024	POSTAGE	3	200	4	100	-100	-50.0%
703.025	OFFICE EXPENSE	1,132	1,100	434	1,100	0	0.0%
704.022	COMMUNICATIONS	0	600	260	800	200	0.0%
706.015	EMPLOYEE FUNCTIONS	3,138	2,800	2,070	3,000	200	7.1%
706.035	INSURANCE & SURETY BONDS	625	700	625	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	2,496	5,000	0	0.0%
706.038	STAFF DEVELOPMENT	0	1,500	0	1,500	0	0.0%
	<b>Total Operating Expenses</b>	<b>\$18,309</b>	<b>\$21,000</b>	<b>\$8,065</b>	<b>\$20,800</b>	<b>-\$200</b>	<b>-1.0%</b>
<b>CAPITAL OUTLAY</b>							
707.006	OFFICE EQUIPMENT	0	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
	<b>Total Department Appropriations</b>	<b>\$226,653</b>	<b>\$240,700</b>	<b>\$157,750</b>	<b>\$243,100</b>	<b>\$2,400</b>	<b>1.0%</b>

TRANSFER IN OF MANAGEMENT FEES

SEWER FUND  
WATER FUND  
NET GENERAL FUND ALLOCATION

(\$43,030)  
(\$43,030)  
\$157,040

**CITY MANAGER**  
**PROPOSED BUDGET**  
**FY 2016-17**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>BUDGET</u></b>
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>



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>404</b>
Function:	<b>General Government</b>	<b>LEGAL</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Operating Expenses</b>							
702.032	PROFESSIONAL/SPECIAL SERVICES	0	0	0	0	0	0.0%
702.033	SPECIAL LEGAL COUNSEL	350,191	217,300	176,185	250,000	32,700	15.0%
706.009	LEGAL SETTLEMENT	287,815	0	0	0	0	0.0%
	<b>Total Operating Expenses</b>	<b>\$638,006</b>	<b>\$217,300</b>	<b>\$176,185</b>	<b>\$250,000</b>	<b>\$32,700</b>	<b>15.0%</b>
	<b>Total Department Appropriations</b>	<b>\$638,006</b>	<b>\$217,300</b>	<b>\$176,185</b>	<b>\$250,000</b>	<b>\$32,700</b>	<b>15.0%</b>

Proposed

**LEGAL DEPARTMENT**  
**PROPOSED BUDGET**  
**FY 2016-17**

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



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>403</b>	<b>FINANCE</b>
Function:	<b>General Government</b>		

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
						Change	Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	341,327	351,500	295,893	365,400	13,900	4.0%
701.002	PERSONNEL PART-TIME	8,484	10,600	8,592	14,000	3,400	32.1%
701.003	PERSONNEL OVERTIME	272	300	640	500	200	66.7%
708.004	MISC EMPLOYEE BENEFITS	3,957	500	-45,295	500	0	0.0%
708.005	MEDICARE	4,842	5,300	4,210	5,500	200	3.8%
708.006	PERS RETIREMENT	45,816	56,600	46,782	60,200	3,600	6.4%
708.007	PAYROLL TAXES	2,981	3,300	2,909	3,500	200	6.1%
708.008	HEALTH DENTAL VISION INSURANCE	51,168	53,100	48,370	56,000	2,900	5.5%
708.009	NATIONAL RETIREMENT	14,512	16,000	12,056	17,600	1,600	10.0%
708.010	WORKERS' COMPENSATION	49,965	53,900	43,933	54,400	500	0.9%
708.012	DEFERRED COMPENSATION	11,345	11,100	9,400	11,100	0	0.0%
<b>Total Personnel Salaries &amp; Benefits</b>		<b>\$534,669</b>	<b>\$562,200</b>	<b>\$427,489</b>	<b>\$588,700</b>	<b>\$26,500</b>	<b>4.7%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	14,707	16,100	1,927	16,200	100	0.6%
702.031	RENTS & LEASES	20,800	20,800	4,784	20,800	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	59,871	51,200	55,544	52,100	900	1.8%
702.034	OTHER CONTRACT SERVICES	9,974	10,000	11,306	10,000	0	0.0%
703.024	POSTAGE	4,283	5,000	4,165	5,000	0	0.0%
703.025	OFFICE EXPENSE	6,888	6,800	2,491	6,800	0	0.0%
706.023	ADVERTISING	294	700	145	700	0	0.0%
706.035	INSURANCE & SURETY BONDS	625	700	625	700	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	375	400	375	400	0	0.0%
706.037	CONFERENCES & MEETINGS	4,098	3,000	2,396	3,000	0	0.0%
706.999	BAD DEBT EXPENSE - GARBAGE	13,136	0	0	0	0	0.0%
<b>Total Operating Expenses</b>		<b>\$135,051</b>	<b>\$114,700</b>	<b>\$83,758</b>	<b>\$115,700</b>	<b>\$1,000</b>	<b>0.9%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	23,500	20,452	0	-23,500	-100.0%
<b>Total Capital Outlay</b>		<b>\$0</b>	<b>\$23,500</b>	<b>\$20,452</b>	<b>\$0</b>	<b>-\$23,500</b>	<b>-100.0%</b>
<b>Total Department Appropriations</b>		<b>\$669,720</b>	<b>\$700,400</b>	<b>\$531,698</b>	<b>\$704,400</b>	<b>\$4,000</b>	<b>0.6%</b>

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	(\$177,214)
	WATER FUND	(\$181,170)
	SYS DEV FUND	(\$26,373)
	NET GENERAL FUND ALLOCATION	\$319,643

EMPLOYEES:

- 1 DIRECTOR OF FINANCE
- 1 ACCOUNTING MANAGER
- 3 ACCOUNT CLERK II
- 1 PART-TIME COLLECTIONS CLERK

FINANCE BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2016-2017</u> <u>BUDGET</u>
101-403.000-701.002	Personnel Temporary	\$14,000
101-403.000-701.003	Staff Overtime	\$500
101-403.000-702.030	Maint. Operations Eq.	
	Comm/IT	300
	Executime Software	0
	FundBalance Software	0
	Ez Signer Maintenance	200
	PSI Business License Software	3,000
	Misc. Maintenance	300
	Caselle Maintenance 1/3 costs	12,320
		<u>0</u>
		<u>\$16,120</u>
101-403.000-702.031	Rents & Leases	
	Savin Copier Lease	3,300
	Mail Equipment Lease	500
	Equip. Pool Allocation: Fuel/Maint	17,000
		<u>0</u>
		<u>\$20,800</u>
101-403.000-702.032	Prof/Special Services	
	Audit Fees	33,175
	CalPers	3,440
	Thales Consulting-SCO Reports	4,200
	MBIA-Sales Tax Audits	3,000
	Info Send	8,200
		<u>0</u>
		<u>\$52,015</u>
101-403.000-702.034	Other Contract Serv.	
	B of A Banking Fees	10,000
		<u>\$10,000</u>

FINANCE BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-403.000-703.024	Postage Expense	5,000
		<u>0</u>
		<u>\$5,000</u>
101-403.000-703.025	Misc. Office Items	2,640
Office Expense	Copier Count	2,000
	Window Envelopes (AP & UB)	360
	Water Forms	600
	A/P Check Stock	400
	Payroll Check Stock	300
	W-2's, 1099's, Envelopes	200
	Pacific Storage	300
		<u>0</u>
		<u>\$6,800</u>
101-403.000-704.022	Communications	
	Cell Phone Stipend	<u>0</u>
101-403.000-705.041	Vehicle Fuel	<u>\$0</u>
	Fuel Reimbursements	<u>0</u>
101-403.000-706.023	Advertising	<u>\$0</u>
	AB 1600	160
	Annual Budget, Mid-Year	550
	Financial Summary, Prelim Budget	<u>\$710</u>
101-403.000-706.035	Surety Bonds	
	Treasurer Surety Bond	<u>625</u>
101-403.000-706.036	Membership, Dues, etc.	<u>\$625</u>
	CSMFO (2 members)	220
	CMTA	155
	TRAINING IN HOUSE	<u>0</u>
101-403.000-706.037	Travel, Conf. Meetings	<u>\$375</u>
	League Finance Officers Seminar	0
	Annual Training	2,000
	Other Conf./Meetings & Expenses	<u>1,000</u>
101-403.000-706.038	Staff Development	<u>\$3,000</u>
	UB Webinar	<u>0</u>
		<u>\$0</u>



## Marisela Garcia

---

**From:** Rosa Casas  
**Sent:** Thursday, March 03, 2016 8:11 AM  
**To:** Marisela Garcia  
**Subject:** FW: CDM QUOTE

**Follow Up Flag:** FollowUp  
**Due By:** Thursday, March 03, 2016 8:31 AM  
**Flag Status:** Flagged

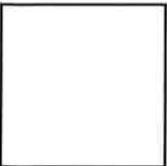
**From:** Steve Berg [mailto:sberg@cursorcontrol.com]  
**Sent:** Wednesday, March 02, 2016 2:33 PM  
**To:** Rosa Casas  
**Cc:** Steve Berg  
**Subject:** Re: CDM QUOTE

Hi Rosa,

The annual cost for 2 users would be \$2,700. We do offer and recommend our 2 day training that we do on-site at your location. The cost of that is \$4,500 and includes hands on training with CDM as well as getting you started with getting your data into CDM. The price is all-inclusive and we will provide each attendee with a 75 page training manual as well. Other than that - no other setup costs!

Regards,

Steve



On Tue, Mar 1, 2016 at 12:52 PM, Rosa Casas <[rcasas@riverbank.org](mailto:rcasas@riverbank.org)> wrote:

Good Afternoon,

I have been asked to get a quote from you on a host program for two computers with setup and support. She would also would like to know if there is any set-up fees that may be incurred with the setup? Thank you for your assistance.

Rosa Casas

# SALES QUOTE



2847 Gundry Ave  
Long Beach CA 90755  
Tel: 800.833.3343  
Fax: 562.426.5535  
<http://www.theloanofficesoftware.com>

QUOTE #	NEW
DATE	2/23/2016
SALES REP.	Wyatt A. Gilbert

## QUOTE TO:

Rosa Casas  
City of Riverbank  
6707 3rd Street  
Riverbank CA 95367

## THANK YOU FOR YOUR BUSINESS!

Thank you for the opportunity to provide you with the following quotation. If this quote does not reflect everything discussed, please let us know so that we can quickly revise it to meet your needs. We look forward to completing this order to your satisfaction.

ITEM #	PRODUCT DESCRIPTION	EXTENDED PRICE
TLO	The Loan Office™ - licensed for 1 computers.	\$2,995.00
	Software Maintenance - 12 months	\$503.16
	CD	\$10.00

NOTE: Software will be delivered electronically.

 This quotation is valid through 2/29/2016 and is subject to Applied Business Software, Inc.'s latest Software License Agreement ("SLA") and Software Maintenance Agreement ("SMA"). All licenses are per-computer (this is not a concurrent-use license). Please review sample SLA and SMA contracts by visiting <http://www.theloanofficesoftware.com/contracts.aspx>.

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and license. This information may not be given to outside parties or used for any other purpose without the written consent of Applied Business Software, Inc. Note: All prices are in US dollars.

This quote supersedes all prior quotations, proposals, offers or communications whether written or oral between the parties. Items not specifically included in this quote are specifically excluded. ALL SALES ARE FINAL.

<b>SUBTOTAL</b>	\$3,508.16
<b>SALES TAX</b>	\$0.00
<b>TOTAL</b>	\$3,508.16

To accept this quotation, please sign your name below and return to Applied Business Software by US mail or fax to 562.426.5535.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>411</b>
Function:	<b>Public Safety</b>	<b>CODE COMPLIANCE</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Operating Expenses</b>							
702.034	ANIMAL CONTROL SERVICES	155,582	159,000	105,647	160,000	1,000	0.6%
999.000	TRANSFERS OUT TO FUND 117	65,287	66,100	0	75,200	9,100	13.8%
	<b>Total Operating Expenses</b>	<b>\$220,869</b>	<b>\$225,100</b>	<b>\$105,647</b>	<b>\$235,200</b>	<b>\$10,100</b>	<b>4.5%</b>
	<b>Total Department Appropriations</b>	<b>\$220,869</b>	<b>\$225,100</b>	<b>\$105,647</b>	<b>\$235,200</b>	<b>\$10,100</b>	<b>4.5%</b>

Proposed



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>439</b>
Function:	<b>Community Development</b>	<b>ECONOMIC DEVELOPMENT</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Operating Expenses</b>							
702.043	AMMO PLANT SPECIFIC PLAN	0	0	0	0	0	0%
702.032	SR 108 RELINQUISHMENT GRANT	250,892	16,000	16,086	0	-16,000	-100%
702.034	OTHER CONTRACT SERVICES	10,100	10,000	0	10,000	0	0%
707.122	PUBLIC BENEFIT GRANT	0	0	0	0	0	0%
706.026	DEBT SERVICE - ED BANK LOAN	101,736	124,900	124,218	0	-124,900	-100%
	<b>Total Operating Expenses</b>	<b>\$362,728</b>	<b>\$150,900</b>	<b>\$140,304</b>	<b>\$10,000</b>	<b>-\$140,900</b>	<b>-93%</b>
	<b>Total Department Appropriations</b>	<b>\$362,728</b>	<b>\$150,900</b>	<b>\$140,304</b>	<b>\$10,000</b>	<b>-\$140,900</b>	<b>-93%</b>

Proposed



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

Fund:	<b>101</b>	<b>GENERAL FUND</b>	Department:	<b>408</b>
Function:		<b>General Government</b>		<b>Administrative Services</b>

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	281,281	281,400	278,428	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	17,000	-23,000	-57.5%
708.004	MISC EMPLOYEE BENEFITS	3,518	0	-24,433	0	0	0.0%
708.005	MEDICARE	5,040	4,700	3,839	5,400	700	14.9%
708.006	PERS RETIREMENT	44,642	47,800	39,917	53,400	5,600	11.7%
708.007	PAYROLL TAXES	2,682	1,700	2,100	2,200	500	29.4%
708.008	HEALTH DENTAL VISION INSURANCE	51,793	35,000	46,747	76,100	41,100	117.4%
708.009	NATIONAL RETIREMENT	11,609	11,300	11,169	17,600	6,300	55.8%
708.010	WORKERS' COMPENSATION	41,340	30,100	34,713	55,600	25,500	84.7%
708.012	DEFERRED COMPENSATION	7,144	5,300	5,981	9,100	3,800	71.7%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$536,065</b>	<b>\$499,600</b>	<b>\$403,515</b>	<b>\$610,600</b>	<b>\$111,000</b>	<b>22.2%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	8,740	10,200	5,969	11,200	1,000	9.8%
702.031	RENTS & LEASES	5,185	4,600	3,143	4,600	0	0.0%
702.032	PROFESSIONAL SERVICES	44,030	47,800	41,243	69,500	21,700	45.4%
702.034	OTHER CONTRACT SERVICES	2,290	10,800	3,590	5,700	-5,100	-47.2%
702.039	SPECIAL COMMUNITY SERVICES	8,214	15,000	95	55,000	40,000	266.7%
703.023	ADVERTISING	2,965	1,000	707	1,000	0	0.0%
703.024	POSTAGE	155	500	82	500	0	0.0%
703.025	OFFICE EXPENSE	3,470	4,000	1,416	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	1,557	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	350	1,100	0	0.0%
706.037	CONFERENCES & MEETINGS	691	500	535	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	30,000	28,500	1900.0%
	<b>Total Operating Expenses</b>	<b>\$103,532</b>	<b>\$112,400</b>	<b>\$76,451</b>	<b>\$199,900</b>	<b>\$87,500</b>	<b>77.8%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	43,000	23,194	60,000	17,000	39.5%
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%
	<b>Total Capital Outlay</b>	<b>\$4,993</b>	<b>\$47,000</b>	<b>\$23,194</b>	<b>\$64,000</b>	<b>\$17,000</b>	<b>36.2%</b>
	<b>Total Department Appropriations</b>	<b>\$644,590</b>	<b>\$659,000</b>	<b>\$503,159</b>	<b>\$874,500</b>	<b>\$215,500</b>	<b>32.7%</b>

TRANSFER IN OF MANAGEMENT FEES:	SEWER FUND	(\$57,263)
	WATER FUND	(\$69,302)
	NET GENERAL FUND ALLOCATION	\$747,935

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

## Administrative Services Department 16/17 Base Budget Request

	FY 16/17	Description
<b>702.030 Maintenance of Oper &amp; Equip</b>		
COOP Maintenance Fee	500	Emergency Management Plans (Admin; CD; PW)
<b>Emergency Management</b>	<b>1,000</b>	
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
<b>Total</b>	<b>\$11,200</b>	
<b>702.031 Rents &amp; Leases</b>		
Toshiba's Copier Lease	\$2,200	
Charter Monthly Charge (Internet Connection)	<u>2,400</u>	
<b>Total</b>	<b>\$4,600</b>	
<b>702.032 Professional/Special Services</b>		
Codification of Municipal Code	\$6,700	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	<b>49,200</b>	\$2600 monthly charge for IT services
Management Training	<u>10,000</u>	Professional Trainer Costs/ City Wide Training
<b>Total</b>	<b>\$69,500</b>	
<b>702.034 Other Contract Services</b>		
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 )
<b>Total</b>	<b>\$5,700</b>	
<b>702.039 Special Community Services</b>		
Government Channel - Filming	<u>\$15,000</u>	Money received rom PEG fees
<b>Total</b>	<b>\$15,000</b>	
<b>703.023 Advertising</b>	<b>\$1,000</b>	Reduced because each dept. pays own noticing charges
<b>703-024 Postage</b>	<b>\$500</b>	Recruitments; Daily
<b>703.025 Office Expense</b>	<b>\$4,000</b>	Office Supplies; Copy Count Distribution
<b>706.014 Misc. Personnel Expense</b>	<b>\$1,500</b>	Physicals; Fingerprints; Annual DOT
<b>706.014 Miscellenous Expense</b>	<b>\$0</b>	

## Administrative Services Department 16/17 Base Budget Request

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



City of Riverbank  
Fiscal Year 2016-2017

ANNUAL BUDGET

NEW PERSONNEL REQUEST FORM

DEPARTMENT: Administration	PROPOSED TITLE: Administrative Clerk
SALARY RANGE: \$15.52/hour	DIVISION: City Clerk

FULL-TIME	<input type="checkbox"/>	PART-TIME	<input checked="" type="checkbox"/>	PERMANENT	<input type="checkbox"/>	TEMPORARY	<input checked="" type="checkbox"/>
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JOB DESCRIPTION (Describe duties and responsibilities):

The temporary Administrative Clerk will be assigned to the City Clerk Division to assist in the preparation of the upcoming General Municipal Elections. The Administrative Clerk will be performing a variety of clerical and office support duties, including answering phones, filing, copying, typing, and faxing; assists the public regarding City policies, complaints, and questions; writes a variety of correspondence; performs other duties as assigned.

**JOB REQUIREMENTS (Include special licenses, education, etc.):**

The minimum experience and education required for the Administrative Clerk is to possess the equivalent of one year of general clerical and receptionist experience, and a high school diploma or equivalent.

The incumbent must also possess a valid Class "C" California driver's license.

**BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):**

To meet customer service demands. As the City goes into a new election system in which there are now four designated voting districts and a Mayor elected at-large, the City Clerk (Elections Official) is now required to prepare for and provide specific attention to each voting boundary as opposed to what used to be one entire City boundary as a whole. As a result of the new election system, the preparation of various distinct materials, the assistance provided to distinct boundary candidates, and the time needed by the City Clerk to study, research, and apply new election laws summons the need for office assistance. In addition, the implementation of water code enforcement and the related appeal hearings has tremendously impacted the City Clerk. The effect of these new services on an already overloaded Office, commands the assistance of an Administrative Clerk to help the City Clerk ensure that all required duties in the City Clerk's Office continue with the utmost accuracy and quality of work and service.

**ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):**

The total annual cost for this position is estimated to be \$17,000.





Striving to be the Best

**OFFICE OF COUNTY CLERK / RECORDER  
REGISTRAR OF VOTERS  
ELECTIONS DIVISION**

**LEE LUNDRIGAN**  
Clerk / Recorder / Registrar of Voters  
Commissioner of Civil Marriage

Elections: 1021 "I" Street, Suite 101, Modesto, CA 95354  
Telephone: 209.525.5200  
Facsimile: 209.525.5802

## 2016 Presidential General Election Cost Estimate City of Riverbank

Number of Registered Voters City of Riverbank	8,800	8,000-10,000 (projected estimate)
Number of Voters Council District 2	2,010	2,000-3,000 (projected estimate)
Number of Voters Council District 4	2,515	2,500-3,500 (projected estimate)

Printing  
Publications  
Polls  
Personnel  
Information Technology Support  
Miscellaneous

**Estimate includes:**

Cost to conduct citywide mayoral election  
Cost to conduct citywide City Council election for two seats

1. County ROV services to conduct mayoral election on Nov. 8, 2016: \$1.50-\$2.50 per voter  
(Costs dependent and can increase contingent on number of candidate statements.)

2. County ROV services to conduct City Council election for Districts 2 and 4 on Nov. 8, 2016: \$1.00-\$1.75 per voter  
(Costs based on adding a council election to existing citywide election. Costs dependent and can increase contingent on number of candidate statements.)

Lee Lundrigan, County Clerk / Recorder / Registrar of Voters  
March 9, 2016

## Alvaro Zamora

---

**From:** Teresa Webster <twebster@cpsshr.us>  
**Sent:** Tuesday, March 01, 2016 12:27 PM  
**To:** Alvaro Zamora  
**Subject:** RE: Contact an HR Specialist

Hello Alvaro,

Thank you for asking. I can give you a broad estimate for scoping purposes based on the number of classifications. Actual costs, of course, depend on many factors. A comprehensive classification and compensation study for 50 classes runs from \$50,000 to \$65,000. For 75 classes, the study would run from \$75,000 to \$95,000. Thank you again for asking and take care,

**CPS HR  CONSULTING**

*Teresa Webster*

[teresa@cpsshr.us](mailto:teresa@cpsshr.us)

o: (916) 471-3462

c: (541) 200-4232

f: (916) 561-7262

[www.cpsshr.us](http://www.cpsshr.us)

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**From:** Alvaro Zamora [mailto:azamora@riverbank.org]  
**Sent:** Tuesday, March 1, 2016 12:07 PM  
**To:** Teresa Webster <twebster@cpsshr.us>  
**Subject:** Contact an HR Specialist

Good afternoon Teresa,

Right now we are working on our 2016-2017 fiscal year budget. One of the major projects for the 2016/2017 fiscal year is to conduct a Classification & Compensation Study. Which eventually we will be issuing an RFP. To assist me better budget for the Class & Comp Study I was wondering if you could give me a rough cost estimate for a full Class & Comp Study. We have about 69 job classifications & currently 44 full-time employees.

I understand that you may not be able to provide me with a rough cost estimate but nonetheless I appreciate your time.

*Sincerely,*



*Alvaro Zamora, HR Analyst*

City of Riverbank | 6707 Third St., Riverbank, CA 95367

Phone: 209.863.7125 | Fax: 209.869.7100

## Alvaro Zamora

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**From:** Matt Weatherly <mweatherly@compensationconsulting.com>  
**Sent:** Thursday, March 03, 2016 12:48 PM  
**To:** Alvaro Zamora  
**Subject:** RE: Classification & Compensation Study

Hi Alvaro,

If I understand your note correctly, you have more job descriptions than you do people.

We would likely begin with having employees complete job questionnaires, and from there some options ensure including desk audit interviews, job description writing or updating, etc.

Survey-wise, only question would be base pay versus total compensation + benefits.

In total, with interviews, job descriptions, and total compensation, a study cost should be 35k-40k at the most, and perhaps as "skinny" as 20k-25k depending on options.

Happy to formalize this if you need something on our letterhead.

Regards,  
Matt Weatherly, President  
Public Sector Personnel Consultants  
888.522.7772  
[www.pspc.us](http://www.pspc.us)

---

**From:** Alvaro Zamora [mailto:azamora@riverbank.org]  
**Sent:** Tuesday, March 01, 2016 5:49 PM  
**To:** info@compensationconsulting.com  
**Subject:** Classification & Compensation Study

Good afternoon,

Right now we are working on our 2016-2017 fiscal year budget. One of the major projects for the 2016/2017 fiscal year is to conduct a Classification & Compensation Study. Which eventually we will be issuing an RFP. To assist me in budgeting for the Class & Comp Study I was wondering if you could give me a rough cost estimate for a full Class & Comp Study. We have about 69 job classifications & currently 44 full-time employees.

I understand that you may not be able to provide me with a rough cost estimate but nonetheless I appreciate your time.

*Sincerely,*



*Alvaro Zamora, HR Analyst*

City of Riverbank | 6707 Third St., Riverbank, CA 95367

Phone: 209.863.7125 | Fax: 209.869.7100



**Submittal date: March 14, 2016**

# Cost Estimate for Classification and Compensation Study

**City of Riverbank**

Submitted By:

## **Koff & Associates**

**GEORG S. KRAMMER**  
Chief Executive Officer

2835 Seventh Street  
Berkeley, CA 94710  
[www.KoffAssociates.com](http://www.KoffAssociates.com)

[gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com)  
Tel: 510.658.5633  
Fax: 510.652.5633

March 14, 2016

**Submitted Via Email**

Mr. Alvaro Zamora  
Human Resources Analyst  
6701 Third Street  
Riverbank, CA 95367

Dear Mr. Zamora:

Thank you for the opportunity to respond to your request for a cost estimate for a Classification and Compensation Study for the City of Riverbank ("City"). We are most interested in assisting the City with this important project and feel that we are uniquely qualified to provide value to your city based on our experience performing similar studies for other similar agencies throughout California regarding their classification and compensation plans, structures, and philosophies.

Koff & Associates is an experienced Human Resources consulting firm that has been providing classification and compensation consulting services to cities, counties, special districts, courts, educational institutions, and other public agencies for over thirty years. Founded in 1984, the firm is a woman-owned California small business corporation and has achieved a reputation for working successfully with management, employees, and union representatives. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies, including our recommendations for classification and compensation plan designs and structures.

As President of the firm, Katie Kaneko would assume the role of Project Director and be responsible for the successful completion of the projects. She can be reached at our Berkeley address and phone number listed below and on the cover page; her email is [kkaneko@koffassociates.com](mailto:kkaneko@koffassociates.com). I am reachable at the same phone number and mailing address; my email is [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com).

This cost estimate will remain valid for ninety (90) days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the City of Riverbank.

Sincerely yours,



Georg S. Krammer  
Chief Executive Officer



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Proposal Signature Page	



## Classification & Compensation Study – Cost Estimate

City of Riverbank

Task	<b>Phase I: Classification Study</b>	Hours
A.	Initial Document Review/Meetings with Project Team and HR/Management Staff	4
B.	Orientation Meetings with Employees and Distribution of PDQ	12
C.	Position Description Questionnaire Completion & Review (44 employees)	15
D.	Employee/Supervisor/Management Interviews (44 employees)	25
E.	Classification Concept/Preliminary Allocation Development	12
F.	Class Description Development/Update (approx. 69 classifications)	180
G.	Draft Class Description Review/Employee Feedback & Review Process	25
H.	Finalize Classification Plan/Draft Interim Report/Final Report	12
	<b>Total Professional Hours</b>	<b>285</b>
	Combined professional and clerical composite rate: <b>\$118/Hour</b>	<b>\$33,630</b>
	<b>Phase II: Total Compensation Study</b>	
A.	Identify/Confirm Comparator Agencies, Benchmark Classifications, Benefits to Be Collected	10
B.	Compensation Data Collection: <i>up to 45 benchmarks (if the City wishes to survey its unfunded classifications as well), 10-12 comparator agencies, total compensation (salaries and benefits)</i>	110
C.	Analysis and Preliminary Data Review	55
D.	Draft Compensation Findings/Additional Analysis/Project Team Meeting	25
E.	Internal Relationship Analysis/Internal Alignment/Internal Equity	8
F.	Compensation Structure and Implementation Plan Development	12
G.	Development of Draft Final and Final Report and Deliverables	12
H.	Final Presentation to the Project Team and City Council	5
	Additional meetings with study Project Team, employees, and/or other stakeholders	5
	<b>Total Professional Hours</b>	<b>242</b>
	Combined professional and clerical composite rate: <b>\$118/Hour</b>	<b>\$28,556</b>
	Expenses are <b>included</b> in our hourly rate:	<b>N/A</b>
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, mileage, travel time, hotels, etc.</i>	
	<b>TOTAL PROJECT COST FOR CLASSIFICATION AND COMPENSATION STUDY NOT TO EXCEED:</b>	<b>\$62,186</b>
	<i>*Additional consulting will be honored at composite rate (\$118)</i>	



## Proposal Signature Page

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: **KOFF & ASSOCIATES**  
State of California

March 14, 2016

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Georg S. Krammer  
Chief Executive Officer

Date



**Koff & Associates**  
Solving the Human Resources Puzzle for 30 Years

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INTEROFFICE MEMORANDUM

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**TO:** ALVARO ZAMORA  
**FROM:** NORMA TORRES-MANRIQUEZ *NM*  
**SUBJECT:** 2015-2016 BUDGET ITEM- PEG EQUIPMENT  
**DATE:** MARCH 9, 2016  
**CC:** MARISELA GARCIA  
**SUBJECT:** **2016 PROJECT- TO UPDATE THE VIDEO CAMERAS AND NEEDED EQUIPMENT FOR OUR PEG CHANNELS**

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Our PEG (Public Access Government) televising equipment was installed about ten years ago. The system has been slowly deteriorating and in the last six months we have been experiencing camera failures that have thankfully have not affected the airing and recording of our City Council or Planning Commission meetings. In an effort to be proactive I feel it is important to set the PEG equipment on replacement schedule; this will help ensure that we can broadcast the public meetings to our Riverbank Community efficiently and reliably.

Over the last month I have received four quotes ranging from \$8,374.23 to \$61,694.79. All four vendors have provided their suggestions on how to best update our current equipment and some have also provided the quote in phases to help spread the cost out (quotes are attached). After reviewing the quotes closely my recommendation would be to work with Mediastar (\$39,514) they are a company that specifically works with Cities throughout the United States on PEG channels; they do nothing else but work with PEG request. They truly seem to understand the process and the needs of having a PEG channel.

Arbor Communications  
 1840 Hammond Dr.  
 Turlock, CA 95382

(209)668-3933  
 troyblack@sbcglobal.net

# Quote

Date	Quote #
11/19/2015	1113
Exp. Date	
01/31/2016	

**Address**  
 Norma Torres Manriquez  
 City of Riverbank  
 6707 Third St.  
 Riverbank, Ca. 95367

Activity	Quantity	Rate	Amount
• Work location: Counsel Room The following is a quote upgrade existing camera hardware and cable for video feed to TV carrier's			
• Labor to install new hardware and cables to existing TV's / Projector and feed to TV carrier's	14	115.00	1,610.00
• Multi Camera Controller	1	2,175.00	2,175.00T
• PTZ cameras	3	1,345.00	4,035.00T
• <del>7" TV monitor</del> <i>Already purchased</i>	<del>1</del>	<del>75.00</del>	<del>75.00T</del>

*Cameras only*

Estimate must be signed and faxed or emailed back for work to begin.

SubTotal	\$7,895.00
Tax (7.625%)	\$479.23
<b>Total</b>	<b>\$8,374.23</b>

Accepted By

Accepted Date



Proposal for the City of Riverbank, CA
For an automated Master Control System for 1 channel, to replace and upgrade the audio system, cameras and controls, video inputs and wiring
Norma Torres-Manriquez, Human Services Specialist/Administrative Analyst II
Prepared by Leslie Clavey

DRAFT – COMPANY CONFIDENTIAL (NOT TO BE SHARED OUTSIDE OF CITY)

March 9th, 2016

1 of 7

Mediastar single channel Production, Playback and MPEG/H.264 playback system inclusive configuration:

Fully-Integrated Master control system with MPEG2 and still-frame playback for one television channel..... \$ 29,500

- Scheduling workstation: Mediastar integrated hardware and software package:
Production – create templated or scripted frames for maximum efficiency
Editing - storyboard "thumb-nails" for quick editing, pre-air proofing
Scheduling - unlimited advanced user-friendly scheduling, automatic drop-offs
32-bit (RS170M) broadcast-quality Image Capture board (no scan conversion)
21" work monitor (can be shared with Netstar if desk space is limited)
Multi-channel RGB/S-Video/Composite NTSC display monitor, with under-scan

Master Control server: Mediastar integrated Master Control software package:
Auto-recovery after power failure
Device control for up to 8 bi-directional A/V devices (contact sales for list)
32-bit (RS170M) NTSC broadcast-quality Image Display board
Schedulable/controllable 2 channel on-air mixer for background audio ramping

Integrated Bulletin-board: Mediastar integrated broadcast-grade bulletin-board (not scan converted video):
Slides can play as individual or grouped together
Slides can be grouped together as virtual "shows" with videos
Slides can be automatically scheduled to expire and stop playing

On-air Audio/Video router: Mediastar integrated Audio/Video router with remote control:
10X1 A/V switcher, with manual operator override

HD/SD video server: HD/SD video server with built-in HD to SD scaling (can play HD content in SD).
This video server meets or exceeds the following specifications:
Standard Definition Specifications: MPEG 2 SD: MP@ML up to 15 Mbs, MPEG SD: 422@ML up to 50 Mbs and AVC/H.264: MP@L3.1 up to 10 Mbs
High Definition Specifications: MPEG2 HD: MP@HL up to 60 Mbs, AVC/H.264 HD: MP@L4.1 and HP@L4.1 up to 20 Mbs
The video server has been upgraded to include 30 hours of local transport (hard-drive storage) for added reliability

Note: The Scheduling/editing workstation requires internet access

Omit Netstar encoder/NLE workstation (assumes Roland V-4EX is capable of NTSC capture) ..... \$<6,550>





**Proposal for the City of Riverbank, CA**

**For an automated Master Control System for 1 channel, to replace and upgrade the audio system, cameras and controls, video inputs and wiring**

**Norma Torres-Manriquez, Human Services Specialist/Administrative Analyst II**

**Prepared by Leslie Clavey**

**DRAFT – COMPANY CONFIDENTIAL (NOT TO BE SHARED OUTSIDE OF CITY)**

March 9<sup>th</sup>, 2016

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**Additional broadcast equipment specified:**

- Remotestar - Manage all your Mediastar equipment remotely** ..... \$ 3,550  
Connect and manage all the **Mediastar** equipment (including Production, **Netstar**, Playback and MPEG2 players such as **Vstar compatible MPEG2 player**) from any Ethernet connected PC or MAC, or dial-up connected PC or MAC or any Mobile PC capable cellular telephone. Over-ride schedules, do "live" switches, diagnose problems, update schedules, upload and download files to all **Mediastar** equipment, including your **Vstar compatible MPEG2 player**. Includes Slingbox for remote viewing and KVM over I/P for remote management (note: Remotestar is mandatory for FSC clients). Requires internet access.
- 1 Vstar compatible DVD player - Industrial-grade, bi-directionally controlled on-air DVD player** ..... \$ 1,350  
This industry-standard industrial-grade DVD player has been upgraded to be controlled by Mediastar and will offer your channel an inexpensive alternative for playing your MPEG2 content. Plays DVD-R and DVD-RW disks. The Vstar DVD player will automatically recover from a power failure.

**Camera equipment and controller:**

- Sony BRC-300 3 chip camera, broadcast grade (quantity 3)** ..... \$ 9,300  
Image Device: 1/4.7 Inch (0.213 inches) 3-CCD, Signal System: NTSC, Lens 3.6 mm to 46.2 mm (12x Optical Zoom) f/1.6-2.8, Number of Pixels: 1,070,000 Total Pixels, Horizontal Resolution: 600 TV Lines, Minimum Illumination 7 Lux at f/1.6. \$3,100 each.
- Wall bracket for BRC-300 camera (quantity 3 – replacing existing, reusing power – new signal/control cables)....** \$ 360  
Flat brackets to replace existing camera mounts.
- Sony RM-BR300 camera controller (Qty 1)** ..... \$ 1,350  
The Sony RM-BR300 is an advanced remote control unit for the BRC-300, camera all while using the VISCA control system. A joystick controller gives precision camera moves and focus adjustments. Up to 6 preset camera and lens positions can be programmed for immediate recall. Controller operations include adjustments for auto-focus, white balance, the auto-exposure feature and backlight compensation. This controller can perform these functions with up to seven cameras

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<b>Custom cabling</b> (video and control), <b>signal processing</b> (VDA, ADA & RS232 extenders).....	\$ 100
Home-run connections to all 6 cameras with separate video and PTZ control cabling to each camera. RS232 extenders and VDA/ADA amplifiers added as needed. Current camera wiring is not sufficient for broadcast control and is wired in series versus "home run" or star configuration, which ensures that if a single camera fails, only that signal will be lost.	
<b>On-air monitor</b> (Sony PVM-14 broadcast-grade monitors – factory remanufactured stock) (Qty 1) .....	\$ 750
<b>Remote AC power switches</b> (controlled via Cat-5 on private LAN) .....	\$ 300
These broadcast-grade cameras should be powered-off when not in use. This option adds the ability for the operator to remotely turn of the power to these cameras without having to re-wire the existing electrical sockets.	

**Note:** We will recommend replacing existing fluorescent bulbs with LED equivalent, this will save on electricity usage and provide better lighting for the broadcast-grade cameras.

**Replacement audio equipment:**

<b>Remotely controlled 10 input mixer with mic light and mute switch control</b> (quantity 2) .....	\$ 4,000
The Nexia platform is a digital signal processor with 10 mic/line inputs and 6 mic/line outputs. Intended for a variety of conferencing and broadcast applications such as boardrooms, courtrooms, and council chambers. Nexia includes a broad selection of audio components, routing options, and signal processing. The internal system design is completely user definable via PC software, and can be controlled via daVinci™ software screens, RS-232 control systems, and/or a variety of optional remote control devices. Multi-unit Nexia systems can be created utilizing Ethernet and NexLink digital audio linking. There will be 8 fixed microphone inputs, 2 wireless inputs and 6 laptop/staff inputs.	

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T (530) 82 MEDIA • F (530) 898-9588  
[www.Mediastar-SG.com](http://www.Mediastar-SG.com)

Employee owned and operated!



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March 9th, 2016

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Replace microphones (with manual control, lighting and remotely mutable/un-mutable) (qty 8 - 1 spare)..... \$ 2,240
The Shure MicroFlex MX418 microphone is a fully adjustable 18" gooseneck microphone designed for podium and desktop use in speech, presentations, conferences and more. The MicroFlex gooseneck microphone series offers the flexibility of removable capsules offering cardioid (included), supercardioid and omnidirectional polar patterns. In addition, the MicroFlex series features high sensitivity and balanced, transformerless output for maximum immunity to electromagnetic hum and RF interference, even over long cable runs. This proposal is for a total of 9 microphones; 8 for the council chamber and 1 spare stock.

Replace existing cabling as needed to add mute/un-mute control and light indicator (cable only)..... \$ 100
Adding cabling to allow each mic to be able to be remotely turned-on or off. In addition, adding lighting to each mic so that the user will know the mic is on.

Operator headset..... \$ 100
The MDR-7506 is a staple within the recording, film and live arenas. Due to its low impedance and closed ear design, the headphone does an outstanding job of cutting down background noise while providing plenty of volume in the studio or in the field. Additionally, the closed around-the-ear design helps eliminate "headphone bleed" when overdubbing in the studio or if there is background noise such as a live meeting

Staff PC and dais input device:

Laptop inputs to broadcast-grade video..... \$ 2,875
Broadcasting laptop/PC graphics can be challenging. Both the signal types and physical connectors vary from device to device. Mediastar has built a universal solution that is adapted to fit both the variety of connection types commonly available. The system accommodates the following connection methods: VGA, DVI, HDMI, mini-HDMI, mini-DVI, DisplayPort and mini-DisplayPort (current iMac display standard) and converts all these video standards to a DVI signal compatible with the proposed video switch. The podium laptop signal will be routed to the control room as a fully digital signal and into the new digital video switcher being proposed. The product includes an integrated 8X1 switch to allow up to 8 sources to be switched on-air (i.e. staff PC, dais inputs etc.).

Staff and dais audio inputs..... \$ 280
The audio signal from the laptop will be converted and used as an input to the broadcast mixer for live broadcast of video presentations from the staff or the podium.

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March 9th, 2016

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Additional equipment and cabling for dais inputs, Projector and TV:

Table listing equipment items and costs: HDMI from staff desk to projector (\$100), HDMI from staff desk to big screen TV (\$40), HDMI 4X1 amplifier (\$400), Control cable for Projector (\$15), HDMI short cables for staff desk (\$30), HDMI monitor for staff desk (\$640).

New rack and monitors:

Table listing rack and monitor items and costs: 1/2 height rack with door (22-24 RUs – used refurbished) (\$600), Dual SD LCD monitor for rack (\$540).

Capital Subtotal ..... \$ 51,970

Installation expenses:

Table listing installation expenses: On-site Installation 7 days (\$7,000), On-site training 2 days (\$1,600), Per Diem 1 day travel (\$1,744), Shipping and handling (\$200).

System total prior to discounts (does not include Full Service Contract – deferred until next fiscal yr: July 2016).... \$ 62,514

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**Discounts for contract:**

Reference site discounts .....	\$ <6,500 >
Small PEG discount .....	\$ <6,000 >
Trade-in discount (all equipment as seen in 2/4/2016 email not needed for broadcast) .....	\$ <10,500 >
 System total after discounts .....	 \$ 39,514

Note: the scope of this project includes the disassembling of the existing rack, removal of all equipment from rack and under dais. Lowering a portion of the dais as directed by staff. Adding structural support as needed. Adding a monitor to allow staff to control audio, manage recording, add slides and manage channel, while facing forward. Mediastar engineers will work with staff to design the optimal configuration to include both the existing equipment still being used (i.e. the Roland V-4EX) and new equipment being added. Effort will be made to match the existing look and feel of the dais surface.

**Note: Full Service Contract is required for year 1 (deferred until fiscal 2016):**

<b>First year of Full Service Contract for Mediastar system (first year is mandatory) .....</b>	<b>\$ 4,950</b>
Continuation of site license, 40% discount on in-house labor, unlimited live-US-based telephone support, operational consulting, free loaner equipment, 25% discount on parts, unlimited software upgrades, guaranteed spare parts for your system. The 2 <sup>nd</sup> and subsequent years of Full Service Contract is discounted by 30%.	

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**Future Options to Add to the Mediastar System:**

- SD/HD capture upgrade** ..... \$ 1,000  
Adding direct composite capture from video switcher, instead of using Roland V4-EX streaming software capability, this addition gives the Mediastar system direct hardware audio and video encoding to Harddrive. In addition, editing and management tools are added to give the operator additional flexibility for presenting their videos on-air.
- Downstream broadcast-grade (RS-170a compliant) Character Generator MSCG-101** ..... \$ 5,280  
Built on the Datavideo PCR-100 platform, the Mediastar CG system includes remote management and a more robust design. The MSCG-101 uses a NTSC overlay video card to produces lower thirds, text rolls and more. It can import .TGA animations, text files, still images and even display onscreen time. Any font installed on the system can be used by our character generator, as well as special characters languages. You can create and save title screens and quickly overlay them on-air during live meetings.
- Messagestar - Downstream, controllable crawl and bug using luminance keying** ..... \$ 5,450  
**Messagestar** for **Mediastar** is a downstream, controllable, crawl and bug overlay system using luminance keying (as in CNN, FoxNews etc.). Create your own emergency messages or brand your channel (or purchase the **Messagestar** option without the Bug option for only \$4,350). Messagestar is an additional device for the FSC.
- Weathersite-SG - Insert real-time on-air weather data on your channel** ..... \$ 3,500  
Using wired weather instruments, display temperature, wind, barometric pressure, dew point, rainfall, humidity, date as well as current time display from local instruments (versus NOAA data from a nearby airport). These rooftop instruments will give your channel a 24-hour display that will add to your viewership (wireless connectivity is available as a separate upgrade).
- Weathersite - Wireless upgrade; protect your Playback equipment from lightening strikes** ..... \$ 1,500

702 Mangrove Ave. #221 • Chico, California 95926-3948



The WCSL Corporation dba West Coast Sound & Light



Quote # 2140  
Date 2/11/2016

Bill To:

**City of Riverbank**  
**6707 Third St.**  
**Riverbank, CA 95367**

*Total \$59,625.03*

Item	Description	Qty	Project
	Parts and labor to complete Phase 2 Complete system upgrade in the City Council Chambers -Price does not include any general contracting or electrical related fees. -The only piece of equipment that we will utilize will be the existing equipment rack.		
60-1238-12	Extron IN1608 IPCP SA Control Processor and Stereo Amp, DTP 330	1	
60-1366-13	Extron DTP T UWP 232D HDMI, VGA Decora Tx, White – 230 feet (70 m)	5	
60-1178-01	Extron DMP 128 C	1	
60-1271-13	Extron DTP HDMI 230 Rx	7	
60-1271-12	Extron DTP HDMI 230 Tx	5	
60-1343-02	Extron TLP Pro 1520TG 15" Tabletop TouchLink Pro Touchpanel	1	
60-845-01	Extron MPA 401-70V power amp- 40 watts	2	
42-141-03	Extron FF 220T Full-Range Flat Field® Speakers with Low Profile Enclosure and 70/100 V Transformer	3	
KiPro Mini	Kipro Mini HD Hard Drive Recorder	1	
60-998-01	Extron HDMI DA, four output	1	
60-841-21	Extron Two Input HDMI Switcher w/ Contact Closure	1	
SLX4	Shure SLX receiver	3	
SLX2/BETA58	Shure BETA 58 Handheld wireless mic	2	
MX415LP/C	Shure Microflex podium microphone 15"	1	
MX890	Shure Wireless desktop base.	1	
UA505	Shure wall mount antenna bracket	2	
		<b>Subtotal</b>	
		<b>Sales Tax (7.625%)</b>	
		<b>Total</b>	

Please review this Quote.  
Feel free to contact us if you have any questions.  
This is a Quote only and is valid for 30 days.  
To confirm, sign at bottom and Fax to 209-521-2876.

Approved by: \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
209-522-4896	209-521-2876	leslieinoffice@wcsl.org	www.wcslonline.com

The WCSL Corporation dba West Coast Sound & Light



Quote # 2140  
Date 2/11/2016

Bill To:

**City of Riverbank**  
**6707 Third St.**  
**Riverbank, CA 95367**

Item	Description	Qty	Project
UA820	Shure Wave antenna	2	
UA844SWB	Shure Antenna SLX & ULX 470-952 MHz	1	
BL1	1 SPACE (1 3/4") FLANGED ALUMINUM BLANK PANEL, BLACK BRUSHED FINISH	15	
U1V	1 SPACE (1 3/4") VENTED RACKSHELF	3	
Parts-COG	speaker wire, mic/line wire, CATVE/CAT6 wire, connectors, rigging parts, HDMI patch cables, misc. parts	1	
Labor	Labor to program, install, test, train	1	
		<b>Subtotal</b>	\$43,472.11
		<b>Sales Tax (7.625%)</b>	\$2,628.50
		<b>Total</b>	\$46,100.61

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The WCSL Corporation dba West Coast Sound & Light



Quote # 2136  
Date 2/10/2016

Bill To:

**City of Riverbank**  
**6707 Third St.**  
**Riverbank, CA 95367**

Item	Description	Qty	Project
999-9933-000W	Parts and labor to complete Phase 1 Camera upgrade in the City Council Chambers  -Camera preset control will happen from the remote or web interface. We did not want to give you an actual camera controller, because it would not be needed on phase 2. You can do everything you need to from the remote for now.  Vaddio RoboSHOT 30 HD-SDI (white) Professional Class, HD PTZ Camera featuring: • Simultaneous HD-SDI, HDMI and IP (H.264) Streaming • 30X Optical Zoom Lens • Exmor 1/2.8-Type 2.34 Megapixel Image Sensor • 2.3° (tele) to 65° (wide) Horizontal Field of View • Tri-Synchronous Motion (simultaneous 3-axis motion) • PoE+ Gb Ethernet port for power extension • Embedded web server for configuration, control and remotemanagement Includes: • RoboSHOT 30 HD-SDI Camera (white) • IR Remote Commander • 12 VDC, 3.0 Amp Power Supply with AC Cord Set • Thin Profile Wall Mount (white) with Mounting Hardware • EZCamera Control Adapter (DE-9 to RJ-45)	2	
999-9590-000	Vaddio OneLINK for Vaddio RoboSHOT HDMI Cameras Single Cat-5e camera extension system using HDBaseTTM • Extends HDMI video, power, Ethernet and RS-232 up to 328'(100m) on a single Cat-5e cable System Includes: • OneLINK HDMI Interface (head-end) • OneLINK HDMI EZIM (camera end) and camera cables including:- Two 1' (305mm) Cat-5e Patch cables for RS-232 and Network - One 1' (305mm) HDMI cable- One 1' (305mm) Power cable • Power Supply and AC Cord Set	2	
Parts-COG	Misc. parts and supplies to complete job CATV cable, misc. parts and connectors	1	
		<b>Subtotal</b>	
		<b>Sales Tax (7.625%)</b>	
		<b>Total</b>	

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The WCSL Corporation dba West Coast Sound & Light



1295 N. Emerald Ave. Ste. L  
 Modesto, CA 95351

Quote # 2136  
 Date 2/10/2016

Bill To:

**City of Riverbank**  
**6707 Third St.**  
**Riverbank, CA 95367**

		Project
Item	Description	Qty
Labor	Labor to, install, test, train -includes 1 year service warranty on warranty related labor. Equipment carries the manufacturers warranty -price does not include any electrical or general contractor related fees	1
		<b>Subtotal</b> \$12,679.60
		<b>Sales Tax (7.625%)</b> \$844.82
		<b>Total</b> \$13,524.42

Please review this Quote.  
 Feel free to contact us if you have any questions.  
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 To confirm, sign at bottom and Fax to 209-521-2876.

Approved by: \_\_\_\_\_

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Professional Video and Sound

PO Box 576687  
 Modesto, CA 95357

# Estimate

Date	Estimate #
1/6/2016	4957

Name / Address
City of Riverbank 6707 Third Street Riverbank, CA 95367

*Total Cost \$61,894.79*

Project
Council AV Upgrade

Description	Qty	Rate	Total
Vaddio RoboSHOT 12 QCCU System	3	4,895.00	14,685.00T
Vaddio ProductionVIEW HD High Definition Camera Control and Switcher System	1	3,995.00	3,995.00T
Marshall Electronics Four 4' Rackmounted Full Color Active Matrix LCD Panel	1	1,699.00	1,699.00T
Tascam Solid State Digital Audio Recorder	1	599.00	599.00T
Cables, Connectors, etc.		595.00	595.00T
Installation of Equipment and Re-Wire/Configuration of Main Rack		7,995.00	7,995.00
Shipping and Handling		150.00	150.00T
Call me with any questions.		<b>Sales Tax (7.625%)</b>	\$1,656.38
		<b>Total</b>	\$31,374.38

Phone #
209-595-7625

E-mail	Web Site
curtis@pvs.cc	www.pvs.cc

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PO Box 576687  
 Modesto, CA 95357

# Estimate

Date	Estimate #
1/7/2016	4959

Name / Address
City of Riverbank 6707 Third Street Riverbank, CA 95367

Project
Projector/Screen

Description	Qty	Rate	Total
Da-Lite Cosmopolitan Electrol 16:10 Format, 60" x 96" Matte White Surface with I.VC Built In	1	1,118.00	1,118.00T
Eiki DLP 4600 Lumen HD Widescreen Meeting Room Projector	1	1,499.00	1,499.00T
Installation of Equipment		695.00	695.00
Shipping and Handling		165.00	165.00T
Call me with any questions.		<b>Sales Tax (7.625%)</b>	\$212.13
		<b>Total</b>	\$3,689.13

Phone #
209-595-7625

E-mail	Web Site
curtis@pvs.cc	www.pvs.cc

Professional Video and Sound

PO Box 576687  
 Modesto, CA 95357

# Estimate

Date	Estimate #
1/7/2016	4960

Name / Address
City of Riverbank 6707 Third Street Riverbank, CA 95367

Project
Internet Streaming

Description	Qty	Rate	Total
Leightronix UltraNexus HD Video Server with Built-In VOD	1	13,995.00	13,995.00T
Leightronix 1TB USB Hard Drive	1	999.00	999.00T
Leightronix IncodeX Stream Live Streaming Media Encoder	1	3,995.00	3,995.00T
Leightronix Viebit Live (Yearly Subscription Fee)	1	2,388.00	2,388.00T
Leightronix Viebit VOD BASIC (Yearly Subscription Fee)	1	2,388.00	2,388.00T
Installation of Equipment		995.00	995.00
Shipping and Handling		55.00	55.00T
Call me with any questions.		<b>Sales Tax (7.625%)</b>	\$1,816.28
		<b>Total</b>	\$26,631.28

Phone #
209-595-7625

E-mail	Web Site
curtis@pvs.cc	www.pvs.cc



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>409</b>	<b>POLICE SERVICES</b>
Function:	<b>Public Safety</b>		

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	766	1,500	1,066	1,500	0	0.0%
702.031	RENTS & LEASES/BLDG REPLACE.	40,223	25,000	8,000	19,500	-5,500	-22.0%
702.034	VEHICLE MILEAGE FEE	148,576	154,500	105,340	200,000	45,500	29.4%
702.039	SPECIAL COMMUNITY SERVICES	0	15,000	0	15,000	0	0.0%
702.060	CONTRACT SHERIFF SERVICES	3,453,364	3,531,500	2,313,798	3,468,500	-63,000	-1.8%
703.024	POSTAGE	1,226	1,500	400	1,000	-500	-33.3%
703.025	OFFICE EXPENSE	3,014	2,000	1,313	2,000	0	0.0%
704.021	UTILITIES	33,593	40,000	23,645	36,000	-4,000	-10.0%
704.022	COMMUNICATIONS	3,314	3,000	1,582	3,000	0	0.0%
706.023	ADVERTISING	108	100	133	200	100	100.0%
706.026	MISCELLANEOUS EXPENSE	408	200	0	200	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	189	0	0	0	0	0.0%
706.072	SDEA CONTRIBUTION	48,709	30,600	0	32,000	1,400	4.6%
708.006	PERS UNFUNDED LIABILITY	0	10,400	10,357	18,400	8,000	76.9%
	<b>Total Operating Expenses</b>	<b>\$3,733,490</b>	<b>\$3,815,300</b>	<b>\$2,465,634</b>	<b>\$3,797,300</b>	<b>-\$18,000</b>	<b>-0.5%</b>
<b>Capital Outlay</b>							
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
	<b>Total Department Appropriations</b>	<b>\$3,733,490</b>	<b>\$3,815,300</b>	<b>\$2,465,634</b>	<b>\$3,797,300</b>	<b>-\$18,000</b>	<b>-0.5%</b>

**STAFFING:**

- 1 Lieutenant (Chief of Police)
- 2 Sergeants
- 15 Deputy Sheriff/Detective
- 1 Supervising Legal Clerk
- 2 Legal Clerks
- 1 Community Services Officer

**POLICE SERVICES**  
**PROPOSED BUDGET**  
**FY 2016-17**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>BUDGET</u></b>
101-409.000-702.030	Maint. Operations Eq.      Equipment Maint./Lidar Guns	1,500 <u>\$1,500</u>
101-409.000-702.031	Rents & Leases      Building Replacement Fund	15,700
	Copier Lease - MoCal	3,800 <u>\$19,500</u>
101-409.000-702.034	Other Contract Serv.      Sheriff Vehicle Maintenance	200,000
	Stan County	<u>\$200,000</u>
101-409.000-702.039	Special Comm. Services      Special Enforcement	15,000 <u>\$15,000</u>
101-409.000-702.060	Contract Sheriff Services      Sheriff's Contract - Stan County	3,468,500 <u>\$3,468,500</u>
101-409.000-703.024	Postage      Postage Expense	1,000 <u>\$1,000</u>
101-409.000-703.025	Office Expense      Citation Books	1,000
	Mo-Cal Copy County	1,000 <u>\$2,000</u>
101-409.000-704.021	Utilities      Building Utilities - PG&E	36,000 <u>\$36,000</u>
101-409.000-704.022	Communications      Communication System	3,000
	AT&T	<u>\$3,000</u>
101-409.000-706.023	Advertising      Riverbank News	200
	SLESF Public Hearing	<u>\$200</u>
101-409.000-706.026	Miscellaneous Expense      Charter Communications	120
	Administrative Hearing Officer	80 <u>\$200</u>
101-409.000-706.029	Maint. Of Blding      Maintenance Expenses	0 <u>\$0</u>
101-409.000-706.072	SDEA Contribution      Stan Drug Enforcement Agency	32,000 <u>\$32,000</u>
<b>Total Police Services FY 2016-17 Budget</b>		<u><u>\$3,778,900</u></u>

EXHIBIT C

3/29/2016

STANISLAUS COUNTY SHERIFF'S DEPARTMENT  
 CONTRACT RATES FOR  
 CITY OF RIVERBANK  
 2016/2017

**DRAFT**

	Budget 2015/2016	Est Actuals 2015/2016	Est Budget 2016/2017	Budget Var (16/17-15/16)	Var %
<b>Staffing</b>					
Lieutenant	1	1	1	0	0%
Sergeants	2	2	2	0	0%
Deputy Sheriff/Detective	15	15	15	0	0%
Supervising Legal Clerk	1	1	1	0	0%
Legal Clerk	2	2	2	0	0%
Community Services Officer	1	1	1	0	0%
<b>Total Officers including Lieutenant</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0%</b>
Officers per 1,000 based on Population of 23,504	0.77	0.77	0.77	0	0%
<b>Salaries and Benefits</b>	<b>2,644,783</b>	<b>2,585,170</b>	<b>2,686,787</b>	<b>101,616</b>	<b>2%</b>
<b>Overtime and Extra Help</b>	<b>398,500</b>	<b>380,943</b>	<b>376,565</b>	<b>(21,935)</b>	<b>-5.5%</b>
<b>Services and Supplies</b>	<b>69,641</b>	<b>61,398</b>	<b>70,275</b>	<b>634</b>	<b>0.9%</b>
<b>SR911 Dispatch services</b>	<b>397,582</b>	<b>397,581</b>	<b>294,903</b>	<b>(102,679)</b>	<b>-25.8%</b>
<b>Other Charges (County CAP's)</b>	<b>81,436</b>	<b>80,593</b>	<b>75,609</b>	<b>(5,827)</b>	<b>-7.2%</b>
<b>Transcription Costs</b>	<b>19,000</b>	<b>25,604</b>	<b>25,000</b>	<b>6,000</b>	<b>31.6%</b>
<b>Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Patrol Vehicle Costs (Actual Fleet Costs)</b>	<b>109,470</b>	<b>115,296</b>	<b>0</b>	<b>(109,470)</b>	<b>-100.0%</b>
<b>Vehicle Replacement Costs ( was Depreciation only 15/16)</b>	<b>25,000</b>	<b>42,967</b>	<b>200,000</b>	<b>175,000</b>	<b>0.0%</b>
<b>Total Cost of City Contract</b>	<b>3,745,411</b>	<b>3,689,552</b>	<b>3,729,139</b>	<b>43,340</b>	<b>-0.4%</b>
<b>Revenues:</b>					
City LE Svcs	3,665,942	3,641,770	3,668,426	2,484	0.1%
AB109	40,000	13,995	40,000	0	0.0%
Wine and Cheese	1,000	1,000	1,000	0	0.0%
OTS STEP Grant	38,469	32,788	19,712	(18,757)	-48.8%
<b>Total Revenue</b>	<b>3,745,411</b>	<b>3,689,552</b>	<b>3,729,139</b>	<b>(16,272)</b>	<b>-0.4%</b>

Type of Vehicle	Mileage Rate
Patrol Car	\$ 0.90
Intermediate Sedan	\$ 0.66
Full Size Sedan	\$ 0.83
SUV Patrol	\$ 1.47

Current vehicle inventory as of March 2016:

Description	Vehicle #
2006 Ford Police Interceptor (Crown Victoria)	06-15
2006 Ford Taurus	06-56
2006 Ford Taurus	06-59
2007 Buick LaCrosse	07-63
2009 Ford F-150/CSO	09-36
2010 Ford Police Interceptor (Crown Victoria)	10-02
2011 Ford Police Interceptor (Crown Victoria)	11-10
2011 Chevy Tahoe K9	11-17
2013 Ford Police Interceptor	13-04
2013 Ford Police Interceptor	13-05
2013 Ford Explorer Patrol SUC	13-27
2015 Ford Explorer Patrol SUV	15-05
2015 Ford Explorer Patrol SUV	15-07
<b>Additional Vehicles not included in the replacement program</b>	
2008 Dodge Charger	08-78
2010 Kawasaki Motorcycle	10-15
2013 Harley Motorcycle	13-20

**SHERIFF CONTRACT EXPENDITURE ALLOCATION**

	<b>Current FY 2015-16</b>	<b>Proposed FY 2016-17</b>	<b>% Increase</b>
101-409.000-702.060			
SALARIES & BENEFITS	2,667,672	2,686,787	0.72%
Less: COPS Grant	0	0	
OVERTIME	375,612	376,565	0.25%
Less: Grant-Funded OT	-79,469	-60,712	
SERVICES & SUPPLIES	170,076	170,884	0.48%
INTERNAL SERVICE FUND			
LIABILITY COVERAGE	0	0	0.00%
COMMUNICATION SERV.	397,582	294,903	-25.83%
STORES	0	0	0.00%
<b>TOTAL 702.060</b>	<b>3,531,473</b>	<b>3,468,427</b>	-1.79%
OTHER CONTRACT SERVICES			
101-409.000-702.034			
PATROL VEHICLE CHARGES	154,470	200,000	29.47%
<b>TOTAL 702.034</b>	<b>154,470</b>	<b>200,000</b>	29.47%
<b>TOTAL ESTIMATED BUDGET</b>	<b>3,685,943</b>	<b>3,668,427</b>	-0.48%
Difference		<b>-17,516</b>	



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>407</b>
Function:	<b>Parks &amp; Recreation</b>	<b>BUILDING MAINTENANCE</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	50,415	50,500	42,431	52,900	2,400	4.8%
701.002	PERSONNEL PART-TIME	2,514	2,000	3,463	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	602	800	100	14.3%
708.006	PERS RETIREMENT	6,786	8,100	6,722	8,700	600	7.4%
708.007	PAYROLL TAXES	636	700	665	800	100	14.3%
708.008	HEALTH DENTAL VISION INSURANCE	10,962	12,300	11,649	13,500	1,200	9.8%
708.009	NATIONAL RETIREMENT	2,902	3,200	2,411	3,500	300	9.4%
708.010	WORKERS' COMPENSATION	7,453	7,700	6,454	7,900	200	2.6%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$82,211</b>	<b>\$85,200</b>	<b>\$70,234</b>	<b>\$90,600</b>	<b>\$5,400</b>	<b>6.3%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	2,194	2,000	2,034	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	21,333	16,600	0	0.0%
703.028	SMALL TOOLS	79	200	49	200	0	0.0%
704.021	UTILITIES	25,367	26,000	18,519	26,000	0	0.0%
704.022	COMMUNICATIONS	11,844	9,700	10,694	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	7,355	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%
	<b>Total Operating Expenses</b>	<b>\$76,310</b>	<b>\$76,200</b>	<b>\$62,499</b>	<b>\$78,300</b>	<b>\$2,100</b>	<b>2.8%</b>
<b>Capital Outlay</b>							
707.002	CAPITAL EXPENDITURES	26,550	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	14,469	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$41,019</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
	<b>Total Department Appropriations</b>	<b>\$199,540</b>	<b>\$161,400</b>	<b>\$132,733</b>	<b>\$168,900</b>	<b>\$7,500</b>	<b>4.6%</b>

EQUIPMENT/PROJECTS

No Equipment/Projects

STAFFING:

1 SR. FACILITIES MAINTENANCE WORKER

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

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
<u>101.407.701.002</u> <u>Part time Personnel</u>	<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  
Strategic Plan Information  
Improving And Maintaining Infrastructure and Facilities**

**OBJECTIVE: EVALUATE THE NEED FOR HVAC AND POOL BOILER REPLACEMENT**

Information: This is complete. Norquist reviewed all HVAC systems and made the attached evaluation of our systems and gave their recommendations.

**My recommendation is as follows:**

Develop a 4 Year Plan and within 4 years we will be in a good position with our HVAC on all City buildings.

<ul style="list-style-type: none"> <li>• Year 1: Scout Hall      2 old units with multiple repairs      \$11,000</li> <li style="padding-left: 100px;">Museum      29 years old, days are limited      \$ 5,500</li> </ul>	<hr style="width: 100%; border: 0; border-top: 1px solid black;"/> <b>complete</b> \$16,500
<ul style="list-style-type: none"> <li>• Year 2: Community Center Building 2 units, 20 years old</li> </ul>	\$30,000
<ul style="list-style-type: none"> <li>• Year 3: Sheriff's Building 3 units, 20 years old</li> </ul>	\$19,500
<ul style="list-style-type: none"> <li>• Year 4: Sheriff's Building 3 units, 20 years old</li> </ul>	\$19,500

**POOL BOILER:**

The cost of the new Pool Heater is \$30,000. This request would be in Year 3 2016-2017

The cost for a new Thermal Blanket is \$9,400 with a PG&E incentive of \$2,900 that we qualify for. Our Thermal Blanket is 13 years old and in need of replacement.

Our cost would be \$6,500. This request will be included in the April City Council meeting.      **complete**



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

Fund:	<b>101</b>	<b>GENERAL FUND</b>	Department:	<b>414</b>
Function:		<b>Parks &amp; Recreation</b>		<b>PARKS</b>

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	209,536	218,600	184,971	224,500	5,900	2.7%
701.002	PERSONNEL PART-TIME	33,122	39,300	24,804	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	1,910	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	2,929	4,000	200	5.3%
708.006	PERS RETIREMENT	27,678	35,200	28,754	37,000	1,800	5.1%
708.007	PAYROLL TAXES	5,481	6,500	4,286	7,300	800	12.3%
708.008	HEALTH DENTAL VISION INSURANCE	64,902	66,800	61,000	70,700	3,900	5.8%
708.009	NATIONAL RETIREMENT	11,038	12,800	9,645	14,100	1,300	10.2%
708.010	WORKERS' COMPENSATION	29,895	33,500	26,934	33,400	-100	-0.3%
708.012	DEFERRED COMPENSATION	1,969	2,000	1,631	2,000	0	0.0%
<b>Total Personnel Salaries &amp; Benefits</b>		<b>\$395,689</b>	<b>\$423,500</b>	<b>\$331,289</b>	<b>\$442,500</b>	<b>\$19,000</b>	<b>4.5%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	268	300	156	500	200	66.7%
702.031	RENTS & LEASES	51,800	51,800	1,797	51,800	0	0.0%
702.032	PROFESSIONAL SERVICES	95,923	93,800	71,864	88,000	-5,800	-6.2%
703.025	OFFICE EXPENSE	227	200	338	500	300	150.0%
703.028	SMALL TOOLS	409	500	60	400	-100	-20.0%
703.049	CHEMICALS	1,102	5,000	3,408	4,000	-1,000	-20.0%
703.050	POOL EXPENSES & CHEMICALS	26,246	22,000	6,517	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	21,570	26,000	0	0.0%
704.022	COMMUNICATIONS	378	1,000	479	1,300	300	30.0%
706.027	BOOT & JACKET ALLOWANCE	730	800	394	800	0	0.0%
706.029	MAINT. OF BLDG & STRUCTURES	33,980	28,000	29,887	28,000	0	0.0%
706.038	STAFF DEVELOPMENT	2,736	3,000	2,777	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	335	2,300	1,600	228.6%
706.081	DOWNTOWN & WATERFALL MAINT.	2,390	3,000	1,301	2,500	-500	-16.7%
<b>Total Operating Expenses</b>		<b>\$245,366</b>	<b>\$252,100</b>	<b>\$144,455</b>	<b>\$235,000</b>	<b>-\$17,100</b>	<b>-6.8%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	11,500	11,072	0	-11,500	-100.0%
707.003	EQUIPMENT/PROJECTS	5,295	8,000	9,480	8,000	0	0.0%
<b>Total Capital Outlay</b>		<b>\$5,295</b>	<b>\$19,500</b>	<b>\$20,553</b>	<b>\$8,000</b>	<b>-\$11,500</b>	<b>-59.0%</b>
<b>Total Department Appropriations</b>		<b>\$646,350</b>	<b>\$695,100</b>	<b>\$496,297</b>	<b>\$685,500</b>	<b>-\$9,600</b>	<b>-1.4%</b>

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 \$653,200

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

**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
	<b>**JMP</b>	12,300
	<b>(To be reimbursed by Parking Fee)</b>	
	<b>Restroom closing 2 days alt. Fridays</b>	2,700
		<u>45,000</u>
101.414.702.030	Unplanned Minor Repairs	<u>500</u>
Maint. Operation Equip		
101.414.702.031	Copier	
Rents & Leases	Motor Pool	<u>51,800</u>
101.414.702.032	Landscaping Contract	<u>93,800</u>
Professional Services	(Parks, Downtown, Museum)	
	<b>(Offset by \$15,000 Sports Complex revenue)</b>	
101.414.703.025	General office supplies	<u>500</u>
101.414.703.028	Tools needed for repairs or	<u>400</u>
Small Tools	maintenance	
101.414.703.049	Pesticides and other	<u>4,000</u>
Chemicals	chemicals needed	
101.414.703.050	Pool Expenses	
Pool Expenses & Chemicals	Pool chemicals	
	Water feature chemicals	<u>22,000</u>
101.414.703.051	Bark fiber for playground surfacing	<u>0</u>
Bark		
101.414.704.021	MID	
Utilities	PG&E	
	Water Feature at Plaza	<u>26,000</u>
101.414.704.022		

Communications	phone system	400
101.414.706.027 Boot & Jacket Allowance	Boots & jackets	800
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	28,000
101.414.706.038 Staff Development	Certificate renewals, CEU requirements, Pesticide, Playground, Pool	3,000
101.414.706.050 Safety Equipment	safety glasses and other equipment	400
101.414.706.056 State & County Fees	Fees	3,500
101.414.706.073 Uniforms & Rags	Uniform costs Rags	2,250
101.414.706.081 Downtown & Waterfall Maint	Repairs, supplies, general expense downtown & waterfall	2,500



**MID-YEAR BUDGET REQUEST FORM**  
**EXPENDITURE INCREASE**

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the current fiscal year Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** Parks and Recreation

**Division:** Parks Department

**Department Head Signature:** 

**Request Priority Number:** 1

**Increase Description (Describe the nature of your request):**

New vehicle for Parks Department. Vehicle plus shelves. This vehicle would be used by our Senior Park Maintenance that also performs building tech duties.

**Increase Justification (Describe how the City will benefit from this request):**

Current vehicles are "hand me down" trucks from other departments. Current vehicles are undersized and utilize small tool boxes, which make finding tools and supplies very time consuming. Building tech has specialty tools that are too large to fit inside current tool boxes.

**One-Time Expenditure**  **-OR-** **Annual On-Going Expenditure**

**Estimated FY 2015-2016 Cost:** \$ 27,000.00

**Estimated Costs for Future Fiscal Years (if on-going):** \$ 0.00

**Account Number or Fund Number:** 101.414.707.003

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**FOR FINANCE USE ONLY**

**City Manager's Approval:** \_\_\_\_\_  
**(signature will be obtained after consideration by the City Manager & Finance Director)**

Most recent supplement changes are in **Bold**, *Blue Italics*

Contact Line Item # (CLIN)	Description	FOB	UNSPSC Code	Unit of Measure (UOM)	Quantity in Unit of Measure	Make	Model	Vehicle Contract Unit Price	Service Plan Contract Unit Price	Dealer	Contract #
17	Full Size Pickup, 4x2, Extra Cab, Regular Box , 360 Horsepower, <b>GASOLINE</b> Fueled, 141 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F250	\$21,186.00	N/A	Wondries Fleet Group	1-14-23-20E
18	Full Size Pickup, 4x2, Crew Cab, Short Box , 360 Horsepower, <b>GASOLINE</b> Fueled, 149 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F250	\$22,113.00	N/A	Wondries Fleet Group	1-14-23-20E
19	Full Size Pickup, 4x4, Regular Cab, Regular Box , 360 Horsepower, <b>GASOLINE</b> Fueled, 133 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F250	\$21,719.00	N/A	Downtown Ford Sales	1-14-23-20A
20	Full Size Pickup, 4x4, Extra Cab, Regular Box , 360 Horsepower, <b>GASOLINE</b> Fueled, 141 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F250	\$23,476.00	N/A	Downtown Ford Sales	1-14-23-20A
21	Full Size Pickup, 4x4, Crew Cab, Short Box , 360 Horsepower, <b>GASOLINE</b> Fueled, 149 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ram	Ram 2500	\$24,360.00	N/A	Elk Grove Auto Group	1-14-23-20B
22	Full Size Pickup, 4x2, Regular Cab, Regular Box , <b>CNG</b> Fueled, 133 in. WB, 8500 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F250	\$28,153.00	N/A	Downtown Ford Sales	1-14-23-20A
23	Full Size Pickup, 4X2, Regular Cab, Regular Box , 380 lb.-ft. Torque, <b>GASOLINE</b> Fueled, 133 in. WB, 10100 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101507	Each	1	Ford	F350	\$20,347.00	N/A	Wondries Fleet Group	1-14-23-20E
24	Truck, Cab & Chassis, 4X2, Regular Cab, 380 lb.-ft. Torque, <b>GASOLINE</b> Fueled, 60 in. CA, 10200 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101600	Each	1	Ford	F350	\$21,532.00	N/A	Downtown Ford Sales	1-14-23-20A
25	Truck, Cab & Chassis, 4X2, Regular Cab, 380 lb.-ft. Torque, <b>GASOLINE</b> Fueled, 60 in. CA, 15000 lb. GVWR, in accordance with Specification 2310-2626 Dated 9/24/13	Sacramento	25101600	Each	1	Ford	F450	\$26,898.00	N/A	Wondries Fleet Group	1-14-23-20E

Park's Sup.

+ Plus Tax  
Shelves

**MID-YEAR BUDGET REQUEST FORM**  
**EXPENDITURE INCREASE**

This form identifies additional resources, above the current, level, a department head is requesting the City Manager include in the current fiscal year Budget. Please provide supporting documentation (quotes, bids, etc.) when available.

**Department:** Parks and Recreation

**Division:** Parks Department

**Department Head Signature:**



**Request Priority Number:** 2

**Increase Description (Describe the nature of your request):**

New vehicle for Parks Supervisor.

**Increase Justification (Describe how the City will benefit from this request):**

The current vehicle is over 10 years old and was a hand me down from the building department. The Parks Department at this time does not have any 4 wheel drive trucks that can carry heavy loads. No space for tools or to carry items. This vehicle has been wrecked and needs some work.

**One-Time Expenditure**



**-OR-**

**Annual On-Going Expenditure**



**Estimated FY 2015-2016 Cost:** \$ 27,000.00

**Estimated Costs for Future Fiscal Years (if on-going):** \$

**Account Number or Fund Number:** 101.414.707.003

---

**FOR FINANCE USE ONLY**

**City Manager's Approval:** \_\_\_\_\_  
**(signature will be obtained after consideration by the City Manager & Finance Director)**

CNGP530

VEHICLE ORDER CONFIRMATION

09/21/15 11:52:51

==>

Dealer: F72402

2016 TRANSIT NA

Page: 1 of 1

Order No: 8000 Priority: L1 Ord FIN: QB248 Order Type: 5B Price Level: 615  
Ord PEP: 101A Cust/Flt Name: RIVERBANK PO Number:

RETAIL		RETAIL	
R1C	TRAN 250 MR VAN \$32515	20B	9000# GVWR NC
	130" WHEELBASE	425	50 STATE EMISS NC
YZ	OXFORD WHITE	43B	BACK UP ALARM 125
V	VINYL	53B	TRAILER TOW PKG 465
K	PEWTER	59B	.TRAILR WIR PROV
101A	PREF EQUIP PKG		SP DLR ACCT ADJ
	.XL TRIM		SP FLT ACCT CR
57B	.MANUAL A/C NC		FUEL CHARGE
99M	3.7L TIVCT V6	B4A	NET INV FLT OPT NC
446	.6-SPD AUTO SST		DEST AND DELIV 1195
TC8	.235/65R16 BSW		TOTAL BASE AND OPTIONS 34300
X73	3.73 REG X73 NC		TOTAL 34300
	JOB #1 ORDER		*THIS IS NOT AN INVOICE*
	CA BOARD FEES NC		
	FRT LICENSE BKT NC		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT  
fmcdealr@bvflml10  
Sep 21, 2015 8:53:59 AM

QC07742

250 Med. Roof, Reg. WB  
9000 GVW

City of Riverbank - 22,860 plus tax  
80 Doc Fee  
8.75 Title Fee

Tax \$ 1,743<sup>02</sup>

\$24,691<sup>82</sup>

Big Valley Ford - Doug Sabbe - 870-4473

## Reasons for Parks and Building Maintenance vehicle request

Current vehicles are undersized and utilize small tool boxes, which make finding tools and supplies very time consuming.

Current trucks are “hand me down” trucks from other departments.

Parks department currently has no 4 wheel drive truck or a truck with the ability to haul heavy loads.

Building Tech has specialty tools (generators, saws etc)that are too large to fit inside current tool boxes and require more security than tool boxes can offer.

Due to the variety of task performed and the amount or different tools and supplies required, the current vehicles do not offer the ability to carry or organize in an efficient manner.



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>459</b>
Function:	<b>Culture &amp; Liesure</b>	<b>RECREATION</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
	<b>Operating Expenses</b>						
706.026	MISCELLANEOUS EXPENSE	-4,300	0	4,300	0	0	0.0%
999.000	GENERAL FUND SUBSIDIES	334,200	378,600	160,698	400,300	21,700	5.7%
	<b>Total Operating Expenses</b>	<b>\$329,900</b>	<b>\$378,600</b>	<b>\$164,998</b>	<b>\$400,300</b>	<b>\$21,700</b>	<b>5.7%</b>
	<b>Total Department Appropriations</b>	<b>\$329,900</b>	<b>\$378,600</b>	<b>\$164,998</b>	<b>\$400,300</b>	<b>\$21,700</b>	<b>5.7%</b>

General Fund Subsidies:

Recreation Fund	369,400
Community Center Fund	15,900
Cheese & Wine Advance	15,000
	<u>\$400,300</u>

Proposed



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

**Fund 118: Recreation Enterprise Fund**

**Projected Reserve @ July 1, 2016** \$0

Add:

**Projected '16-'17 Revenues** \$146,200

Less:

**Requested Appropriations**

SALARY & BENEFITS	\$46,600	
OPERATING EXPENSES	56,300	
CAPITAL OUTLAY	0	
TRANSFERS OUT	0	
<hr/>		
<b>Total Appropriations</b>		<b>\$102,900</b>

**Projected Reserve @ June 30, 2017** \$43,300

**COMMUNITY CENTER REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
DONATIONS	500	1,050	300
JACOB MEYER PARKING FEES	27,500	26,275	39,000
CUSTOMER DEPOSITS FORFEITED	0	0	0
MISCELLANEOUS REVENUES	8,500	10,621	10,500
COMMUNITY CENTER FEES	26,000	36,688	30,000
CONTRACT PROGRAMS	28,000	7,527	12,000
MISC PROGRAM INCOME	3,000	4,935	3,000
GENERAL FUND SUBSIDIES	15,000	15,000	15,900
SOCCER LEAGUE REVENUE	6,350	6,541	6,000
SWIM TEAM REVENUE	6,400	15	6,500
HALLOWEEN HAYRIDE REVENUE	6,000	3,142	3,000
TOT TIME REVENUE	16,000	8,612	8,500
DAY CAMP REVENUE	8,000	1,853	7,000
JMP DEVELOPMENT SET ASIDE	0	2,001	4,500
	<b><u>\$151,250</u></b>	<b><u>\$124,260</u></b>	<b><u>\$146,200</u></b>



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

Fund: <b>118</b>	COMMUNITY CENTER	Department:	<b>441</b>
Function:	Recreation & Park Development		<b>COMMUNITY CENTER</b>

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
						Change	Change
<b>Personnel Salaries and Benefits- GENERAL</b>							
701.002	PERSONNEL PART-TIME	55,526	14,800	18,768	16,000	1,200	8%
701.003	PERSONNEL OVERTIME	127	0	0	0	0	0%
708.005	MEDICARE	808	200	316	200	0	0%
708.006	PERS RETIREMENT	202	300	5,487	200	-100	-33%
708.007	PAYROLL TAXES	6,495	1,800	2,272	2,000	200	11%
<b>Total Personnel Salaries &amp; Benefits</b>		<b>\$63,158</b>	<b>\$17,100</b>	<b>\$26,843</b>	<b>\$18,400</b>	<b>\$1,300</b>	<b>8%</b>
<b>Operating Expenses - GENERAL</b>							
702.032	PROFESSIONAL/SPECIAL SERVICES	888	1,500	318	1,000	-500	-33%
703.030	CONTRACT PROGRAMS	8,239	13,000	1,960	5,000	-8,000	-62%
704.021	UTILITIES	31,893	29,000	20,621	31,000	2,000	7%
706.010	DEPRECIATION EXPENSE	2,615	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	18,412	10,000	10,202	10,500	500	5%
706.029	MAINT. OF BLDG & STRUCTURES	4,620	5,000	933	5,000	0	0%
706.035	INSURANCE & SURETY BONDS	1,456	2,500	1,306	1,500	-1,000	-40%
706.056	STATE/COUNTY FEES	508	500	508	500	0	0%
<b>Total Operating Expenses</b>		<b>\$68,631</b>	<b>\$61,500</b>	<b>\$35,849</b>	<b>\$54,500</b>	<b>-\$7,000</b>	<b>-11%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
<b>Total Capital Outlay</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>SOCCER LEAGUE PROGRAM (441.002)</b>							
701.002	PERSONNEL PART-TIME	0	3,700	74	3,700	0	0%
706.026	MISCELLANEOUS EXPENSE	0	2,650	0	0	-2,650	-100%
708.005	MEDICARE	0	100	1	100	0	0%
708.007	PAYROLL TAXES	0	400	12	400	0	0%
<b>Total Soccer League Program Expenses</b>		<b>\$0</b>	<b>\$6,850</b>	<b>\$87</b>	<b>\$4,200</b>	<b>-\$2,650</b>	<b>-39%</b>
<b>SWIM TEAM PROGRAM (441.003)</b>							
701.002	PERSONNEL PART-TIME	0	3,600	3,145	4,300	700	0%
706.026	MISCELLANEOUS EXPENSE	0	1,300	659	600	-700	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%
<b>Total Swim Team Expenses</b>		<b>\$0</b>	<b>\$5,400</b>	<b>\$4,240</b>	<b>\$5,400</b>	<b>\$0</b>	<b>0%</b>
<b>HALLOWEEN HAYRIDE (441.004)</b>							
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%
<b>Total Haunted Hayride Expenses</b>		<b>\$0</b>	<b>\$5,100</b>	<b>\$3,477</b>	<b>\$3,400</b>	<b>-\$1,700</b>	<b>-33%</b>



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

Fund:	<b>118</b>	COMMUNITY CENTER	Department:	<b>441</b>
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
<b>TOT TIME (441.005)</b>							
701.002	PERSONNEL PART-TIME	0	11,000	8,369	10,000	-1,000	-9%
706.026	MISCELLANEOUS EXPENSE	0	0	0	0	0	0%
708.005	MEDICARE	0	200	91	200	0	0%
708.006	PERS RETIREMENT	0	0	223	200	200	100%
708.007	PAYROLL TAXES	0	1,400	556	1,400	0	0%
	<b>Total Tot Time Expenses</b>	<b>\$0</b>	<b>\$12,600</b>	<b>\$9,238</b>	<b>\$11,800</b>	<b>-\$800</b>	<b>-6%</b>
<b>DAY CAMPS (441.006)</b>							
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%
	<b>Total Day Camp Expenses</b>	<b>\$0</b>	<b>\$5,900</b>	<b>\$1,880</b>	<b>\$5,400</b>	<b>-\$500</b>	<b>-8%</b>
<b>JMP IMPROVEMENTS (441.007)</b>							
706.026	MISCELLANEOUS EXPENSE	0	0	0	0	0	0%
	<b>Total JMP Improvement Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>JMP PARKING FEE (441.008)</b>							
703.066	JMP PARKING EXPENSE	35,240	22,000	30,045	35,000	13,000	59%
706.079	PARK HOST	2,068	2,000	1,495	2,100	100	5%
	<b>Total JMP Parking Fee Expenses</b>	<b>\$37,308</b>	<b>\$24,000</b>	<b>\$31,540</b>	<b>\$37,100</b>	<b>\$13,100</b>	<b>55%</b>
	<b>Total Department Appropriations</b>	<b>\$169,097</b>	<b>\$138,450</b>	<b>\$113,154</b>	<b>\$140,200</b>	<b>\$1,750</b>	<b>1%</b>



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

**Fund 134: Recreation & Park Development**

**Reserve @ July 1, 2016** **\$0**

Add:

**Projected '16-'17 Revenues** **\$416,000**

Less:

Requested Appropriations

SALARY & BENEFITS	\$381,900
OPERATING EXPENSES	34,100
TRANSFERS OUT	0
CAPITAL OUTLAY	0

Total Appropriations **\$416,000**

**Projected Reserve @ June 30, 2017** **\$0**

**RECREATION REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
POOL REVENUE	25,000	10,066	30,000
POOL CONCESSIONS	200	155	400
POOL/RECREATION DONATIONS	1,100	1,291	1,200
MISCELLANEOUS REVENUES	2,100	1,840	1,000
OPEN GYM	10,500	12,230	14,000
SUMMER PROGRAMS	0	200	0
MISC PROGRAM INCOME	0	0	0
GENERAL FUND SUBSIDY-TR. IN	353,300	145,698	369,400
	<b>\$392,200</b>	<b>\$171,480</b>	<b>\$416,000</b>



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

Fund: <b>134</b>	<b>RECREATION &amp; PARK DEVELOPMENT</b>	Department: <b>459</b>	<b>RECREATION</b>
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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
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	180,879	186,100	158,059	199,800	13,700	7%
701.002	PERSONNEL PART-TIME	71,312	77,500	57,525	82,200	4,700	6%
701.003	PERSONNEL OVERTIME	203	100	99	0	-100	-100%
708.004	MISC EMPLOYEE BENEFITS	2,810	400	-9,722	400	0	0%
708.005	MEDICARE	3,530	3,800	2,971	4,100	300	8%
708.006	PERS RETIREMENT	25,464	29,500	27,771	34,500	5,000	17%
708.007	PAYROLL TAXES	7,019	10,500	4,499	8,200	-2,300	-22%
708.008	HEALTH DENTAL VISION INSURANCE	9,432	9,300	8,394	10,000	700	8%
708.009	NATIONAL RETIREMENT	5,805	6,400	4,823	7,100	700	11%
708.010	WORKERS' COMPENSATION	25,760	28,500	22,718	29,800	1,300	5%
708.012	DEFERRED COMPENSATION	5,897	5,800	4,886	5,800	0	0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$338,111</b>	<b>\$357,900</b>	<b>\$282,024</b>	<b>\$381,900</b>	<b>\$24,000</b>	<b>7%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	302	300	600	300	0	0%
702.031	RENTS & LEASES	175	1,500	6	400	-1,100	-73%
702.032	PROFESSIONAL SERVICES	987	1,000	862	1,000	0	0%
703.024	POSTAGE	311	300	342	300	0	0%
703.025	OFFICE EXPENSE	1,141	1,000	984	1,300	300	30%
703.027	RECREATION PROGRAM SUPPLIES	3,233	3,200	1,289	3,200	0	0%
704.022	COMMUNICATIONS	1,441	1,200	786	1,200	0	0%
706.023	ADVERTISING	2,044	1,500	1,910	2,000	500	33%
706.027	BOOT & JACKET ALLOWANCE	385	300	380	400	100	33%
706.037	CONFERENCES & MEETINGS	2,558	2,500	3,274	2,500	0	0%
706.052	GYM EXPENSES	15,544	19,500	10,602	17,000	-2,500	-13%
706.065	PRINTING EXPENSE	3,987	5,000	5,084	4,500	-500	-10%
	<b>Total Operating Expenses</b>	<b>\$32,108</b>	<b>\$37,300</b>	<b>\$26,120</b>	<b>\$34,100</b>	<b>-\$3,200</b>	<b>-9%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
	<b>Total Department Appropriations</b>	<b>\$370,219</b>	<b>\$395,200</b>	<b>\$308,144</b>	<b>\$416,000</b>	<b>\$20,800</b>	<b>5.3%</b>

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

**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	

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  
Fiscal Year 2016-2017**

**ANNUAL BUDGET**

**NEW PERSONNEL REQUEST FORM**

DEPARTMENT: Parks and Recreation	PROPOSED TITLE: Administration Clerk
SALARY RANGE:	DIVISION: Parks and Recreation

FULL-TIME	<input checked="" type="checkbox"/>	PART-TIME	<input type="checkbox"/>	PERMANENT	<input type="checkbox"/>	TEMPORARY	<input type="checkbox"/>
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**JOB DESCRIPTION (Describe duties and responsibilities):**

Duties include customer service at front desk for recreation program registrations, facility reservations, park reservations, sport fields reservations, and resident concerns. Online registration, website updates, social media. Record keeping, filing, processing payments and deposits.

Overall office and clerical support for Department Director, Recreation Supervisor and Park Supervisor.

**JOB REQUIREMENTS (Include special licenses, education, etc.):**

Experience in basic computer programs which include but are not limited to Microsoft word, Excel, and PowerPoint. Experience with website updates, social media and online recreation registration programs.

Excellent customer service skills and organizational skills.

**BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):**

Good customer service. The front desk in the recreation office is very busy. Having one full time person in this position could avoid costly mistakes or double bookings. Constant changes in part time staff manning the responsibilities of the front desk reduces efficiency. With this position vacant at any point in time required the Recreation Supervisor and/or Director to work the front desk which is not cost effective.

**ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):**

The position would be funding through the General Fund. The position could be split between the three divisions that it supports but would continue to be funded through the General Fund.

Annual Position Cost with Salary & benefits:

**Estimated Yearly Benefits  
FT - ADMIN CLERK: RECREATION**

<b>COST</b>	<b>Estimated Budget</b>	<b>Current Budget</b>	<b>Add. Request</b>
GROSS PAY	\$ 34,412.52	30,200.00	4,212.52
PERS	2,255.74	1,979.61	276.13
MEDICAL	18,462.91	0.00	18,462.91
DENTAL	1,500.00	0.00	1,500.00
SELF INS	5,127.47	0.00	5,127.47
ICMA	-	0.00	0.00
LIFE	100.20	0.00	100.20
VISION	214.56	0.00	214.56
AFLAC	-	0.00	0.00
MEDICARE	498.98	437.90	61.08
SUTA	434.00	868.00	-434.00
SOCIAL SECURITY	-	0.00	0.00
UNION RET	3,515.20	0.00	3,515.20
<b>TOTAL</b>	<b>\$ 66,521.57</b>	<b>\$ 33,485.51</b>	<b>\$ 33,036.06</b>
			<b>\$ 33,000.00</b>

All amounts are approximate.

<b>Hrly Rate w/ Benefits</b>	<b>\$ 31.98</b>
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**City of Riverbank**  
**Annual Operating Budget -- Fiscal Year 2016-2017**

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>405</b>
Function:	<b>Community Development</b>	<b>PLANNING</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	74,327	166,900	142,046	179,800	12,900	7.7%
701.003	PERSONNEL OVERTIME	245	0	24	0	0	0.0%
701.005	PLANNING COMMISSIONER COMP.	4,200	6,000	3,650	6,000	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	1,572	1,200	-401	1,200	0	0.0%
708.005	MEDICARE	1,038	2,400	1,950	2,600	200	8.3%
708.006	PERS RETIREMENT	9,388	16,900	14,171	18,500	1,600	9.5%
708.007	PAYROLL TAXES	868	900	868	900	0	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	1,631	16,900	10,814	19,400	2,500	14.8%
708.009	NATIONAL RETIREMENT	3,147	6,400	4,823	7,100	700	10.9%
708.010	WORKERS' COMPENSATION	10,905	25,600	21,539	26,700	1,100	4.3%
708.012	DEFERRED COMPENSATION	2,362	3,500	3,510	4,200	700	20.0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$109,683</b>	<b>\$246,700</b>	<b>\$202,994</b>	<b>\$266,400</b>	<b>\$19,700</b>	<b>8.0%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	0	500	0	500	0	0.0%
702.031	RENTS & LEASES	2,500	2,500	1,135	2,500	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	166,677	112,200	79,829	61,000	-51,200	-45.6%
702.034	OTHER CONTRACT SERVICES (ED)	65,277	35,000	9,367	25,000	-10,000	-28.6%
703.024	POSTAGE	2,046	1,800	592	2,000	200	11.1%
703.025	OFFICE EXPENSE	2,235	2,200	2,047	2,200	0	0.0%
704.022	COMMUNICATIONS	1,256	1,800	857	1,200	-600	-33.3%
706.023	ADVERTISING	14,596	6,000	7,634	14,000	8,000	133.3%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,000	1,700	1,197	1,700	0	0.0%
706.037	CONFERENCES & MEETINGS	1,862	10,600	7,276	9,500	-1,100	-10.4%
	<b>Total Operating Expenses</b>	<b>\$257,449</b>	<b>\$174,300</b>	<b>\$109,933</b>	<b>\$119,600</b>	<b>-\$54,700</b>	<b>-31.4%</b>
	<b>Total Department Appropriations</b>	<b>\$367,132</b>	<b>\$421,000</b>	<b>\$312,927</b>	<b>\$386,000</b>	<b>-\$35,000</b>	<b>-8.3%</b>

Staffing: 1 Planning & Building Manager  
 1 Sr. Community Development Specialist

Transfer In of Management Fees:  
 Sewer (40,143)  
 Water (40,143)  
 Net General Fund Allocation \$305,714

**DEPARTMENT 101-405: PLANNING**

<b>702.030</b>	<b>Maintenance of Operations Equipment</b> Computer/Misc. Repairs	<b>\$500</b>
<b>702.031</b>	<b>Rents &amp; Leases</b> Vehicle Replacement Fee	<b>\$2,500</b>
<b>702.032</b>	<b>Professional/Special Services</b> LAFCO Fees \$6,000 GIS Services \$5,000 Planning Assistance \$50,000	<b>\$61,000</b>
<b>702.034</b>	<b>Other Contract Services</b> Traffic Engineering \$10,000 CEQA, Environmental \$15,000	<b>\$25,000</b>
<b>703.024</b>	<b>Postage</b>	<b>\$2,000</b>
<b>703.025</b>	<b>Office Expense</b>	<b>\$2,250</b>
<b>704.022</b>	<b>Communications</b> AT&T & AT&T Mobility	<b>\$1,250</b>
<b>706.023</b>	<b>Advertising</b> Public Notices Special Mailings	<b>\$14,000</b>
<b>706.036</b>	<b>Membership, Dues, Books, etc.</b> Planning Education Materials \$1,100 AICP Certification \$600	<b>\$1,700</b>
<b>706.037</b>	<b>Conferences &amp; Meetings</b> Planning Commission Academy \$8,300 County Plan. Comm. Conference \$200 APA Conference \$1,000	<b>\$9,500</b>



**City of Riverbank  
Fiscal Year 2016-2017**

**ANNUAL BUDGET**

**NEW PERSONNEL REQUEST FORM**

<b>DEPARTMENT:</b> Community Development	<b>PROPOSED TITLE:</b> Contract GIS Technician
<b>SALARY RANGE:</b> \$80 per hour contract position	<b>DIVISION:</b> Planning

<b>FULL-TIME</b>	<input type="checkbox"/>	<b>PART-TIME</b>	<input checked="" type="checkbox"/>	<b>PERMANENT</b>	<input type="checkbox"/>	<b>TEMPORARY</b>	<input checked="" type="checkbox"/>
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**JOB DESCRIPTION (Describe duties and responsibilities):**

<p>Duties may include, but are not limited to, the following:</p> <p>Creates new maps for use as source material for City-wide GIS automation program; codes map manuscripts with attribute data.</p> <p>Assists in the development and maintenance of database systems associated with GIS mapping and subsequent map layers; maintains map data for mobile data users.</p> <p>Develops, tests, maintains, and troubleshoots new and existing data processing applications and database systems; creates and maintains reports for system applications.</p> <p>Reviews a variety of data and prepares reports for use by City departments and external recipients.</p> <p>Ensures accuracy of manual and automated mapping and related data.</p> <p>Updates a variety of maps, including utility, zoning, reference, topographic, political boundary and Assessor parcel maps; makes changes and draws new boundaries to ensure maps are current.</p> <p>Prepares maps, line drawings, color graphics, charts, graphs, architectural renderings and other documents or materials for use in brochures, reports and presentations to the City Council, boards and commissions, and other public agencies.</p> <p>Codes and digitizes maps and geographic feature data into the GIS database following established procedures and sequences to update layers within the system.</p> <p>Participates, as assigned, in City committees and groups to provide input to GIS planning and implementation strategies and work plans; and provides technical assistance to others as needed.</p>
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**JOB REQUIREMENTS (Include special licenses, education, etc.):**

**Education:**

Two years of responsible experience performing duties similar to that of a GIS Technician.

Equivalent to an Associate's degree from an accredited college or university in geographic information technology, computer science, data management, engineering, land surveying, or a related field.

Essential duties require the mental and/or physical ability to:

work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; on a continuous basis, sit at a drafting table or computer station; intermittently stand at a counter for long periods of time; visually differentiate between colors on land use maps; sit for prolonged periods of time; stand, walk, reach, twist, turn,

**BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):**

1. Benefit of acquiring data and maps for City Council reports and presentations, in a timely manner.
2. Up-to-date resources such as General Plan maps, Zoning maps, Precinct maps, census maps, flood maps, truck routes, bus routes, bike paths, street-sweeping locations and schedules, race routes, park maps, water and sewer lines, well and utility locations, code enforcement areas, and others and imagination allows.
3. Ability to integrate County, State, school district, fire district, and developer data into City databases.
4. Up-to-date website information for all departments without losing critical staff time needed for other tasks.
5. If position is eventually full-time, online GIS access to citizens for property maps and relevant property information; the ability to look up parcels and associated data from home or phone.

**ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):**

This would be a part time contract position for one year at \$80 per hour.

Since the mapping and website work would benefit all city departments, the funding could be pieced together from numerous accounts.

**ANNUAL PROJECT AND FINANCIAL PLAN  
PROJECTS FOR OTHER PURPOSES  
FY 2015/16**

(Use additional forms as necessary)

**TABLE 5**

Briefly describe all proposed projects and indicate proposed project expenditures					
Project Title & Brief Description	Will this Project add new travel lanes? Yes or No	Will this Project use Federal Funds? Yes or No	Is this Project consistent with the RTP Yes or No	Total Project Cost	LTF Funds Utilized
Personnel-Street Maintenance				\$ 82,500	\$ 82,500
Personnel-GIS Mapping/Administration				\$ 24,636	\$ 24,636
Other Street Maintenance Projects	No	No		\$ 634,566	\$ 634,566
<b>TOTAL</b>				<b>741,702.00</b>	<b>741,702.00</b>

1. LTF carryover applied towards FY 2015/16 Other Purposes	627,987.00
2. Interest earned on LTF carryover (required by State law)	219.07
3. FY 2015/16 apportionment applied towards FY 2015/16 Other Purposes	113,496.00
) Total of Lines 1, 2 and 3 above	741,702.07



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>406</b>
Function:	<b>Community Development</b>	<b>BUILDING</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	137,572	142,900	120,038	149,700	6,800	4.8%
701.002	PERSONNEL OVERTIME	1,412	1,000	1,003	1,000	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	4,483	0	-17,397	0	0	0.0%
708.005	MEDICARE	1,855	2,100	1,625	2,200	100	4.8%
708.006	PERS RETIREMENT	18,460	23,000	19,107	24,600	1,600	7.0%
708.007	PAYROLL TAXES	868	900	868	900	0	0.0%
708.008	HEALTH DENTAL VISION INSURANCE	33,960	37,100	33,847	40,100	3,000	8.1%
708.009	NATIONAL RETIREMENT	5,805	6,400	4,823	7,100	700	10.9%
708.010	WORKERS' COMPENSATION	20,097	21,900	17,834	22,300	400	1.8%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$224,512</b>	<b>\$235,300</b>	<b>\$181,747</b>	<b>\$247,900</b>	<b>\$12,600</b>	<b>0.0%</b>
<b>Operating Expenses</b>							
702.031	RENTS & LEASES (VEHICLES)	8,000	8,000	3	8,000	0	0.0%
702.032	PROFESSIONAL/SPECIAL SERVICES	0	0	0	10,000	10,000	0.0%
703.024	POSTAGE	240	300	32	300	0	0.0%
703.025	OFFICE EXPENSE	2,342	2,200	852	2,400	200	9.1%
704.022	COMMUNICATIONS	2,301	2,000	1,776	2,700	700	35.0%
706.027	BOOT & JACKET ALLOWANCE	200	700	387	400	-300	-42.9%
706.028	SMALL TOOLS	53	100	190	100	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	528	500	490	500	0	0.0%
706.037	CONFERENCES & MEETINGS	85	400	426	400	0	0.0%
706.038	STAFF DEVELOPMENT	50	2,500	1,551	2,500	0	0.0%
706.073	UNIFORMS & RAGS	0	0	0	1,300	1,300	0.0%
	<b>Total Operating Expenses</b>	<b>\$13,799</b>	<b>\$16,700</b>	<b>\$5,708</b>	<b>\$28,600</b>	<b>\$11,900</b>	<b>71.3%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
	<b>Total Department Appropriations</b>	<b>\$238,311</b>	<b>\$252,000</b>	<b>\$187,455</b>	<b>\$276,500</b>	<b>\$24,500</b>	<b>9.7%</b>

Staffing: 1 Building Inspector II  
1 Construction Inspector II

**DEPARTMENT 101-406: BUILDING**

<b>702.031</b>	<b>Rents &amp; Leases</b> Vehicle Replacement Fee	<b>\$8,000</b>
<b>702.032</b>	<b>Professional/Special Services</b> Pacific Plan Review (Inspections)	<b>\$10,000</b>
<b>703.024</b>	<b>Postage</b>	<b>\$300</b>
<b>703.025</b>	<b>Office Expense</b>	<b>\$2,400</b>
<b>704.022</b>	<b>Communications</b> AT&T & AT&T Mobility	<b>\$2,700</b>
<b>706.027</b>	<b>Boot &amp; Jacket Allowance</b>	<b>\$400</b>
<b>706.028</b>	<b>Small Tools</b>	<b>\$100</b>
<b>706.036</b>	<b>Membership, Dues, Books, etc.</b> Building Code Updates	<b>\$500</b>
<b>706.037</b>	<b>Conferences &amp; Meetings</b> ICC Classes (Travel Allowance)	<b>\$400</b>
<b>706.038</b>	<b>Staff Development</b> Construction Inspector Classes \$1,000 ICC Classes \$700 Building Inspector Classes \$800	<b>\$2,500</b>
<b>706.073</b>	<b>Uniforms &amp; Rags</b>	<b>\$1,300</b>



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

**Fund 117: Neighborhood Improvement Fund**

**Reserve @ July 1, 2016** **\$0**

Add:

**Projected '16-'17 Revenues** **\$92,700**

Less:

**Requested Appropriations**

SALARY & BENEFITS \$86,300

OPERATING EXPENSES 6,400

TRANSFERS OUT 0

CAPITAL OUTLAY 0

**Total Appropriations** **92,700**

**Projected Reserve @ June 30, 2017** **\$0**

**NEIGHBORHOOD IMPROVEMENT REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
FINES, FORFEITURES, PENALTIES	5,000	5,522	1,000
ABANDONED VEHICLE	16,000	12,020	16,000
MISCELLANEOUS REVENUES	500	550	500
OTHER FINANCIAL RESOURCES	0	0	0
TRANSFERS IN OF MGMT FEES	66,100	0	75,200
	<b>\$87,600</b>	<b>\$18,093</b>	<b>\$92,700</b>



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

Fund:	<b>117</b>	NEIGHBORHOOD IMPROVEMENT	Department:	<b>411</b>
Function:		Administration		<b>CODE COMPLIANCE</b>

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	57,663	58,700	49,325	61,400	2,700	5%
701.002	PERSONNEL PART-TIME	0	0	0	0	0	0%
701.003	PERSONNEL OVERTIME	0	0	0	0	0	0%
708.004	MISC EMPLOYEE BENEFITS	6	0	-438	0	0	0%
708.005	MEDICARE	746	900	644	900	0	0%
708.006	PERS RETIREMENT	7,364	9,000	7,502	9,600	600	7%
708.007	PAYROLL TAXES	434	400	434	400	0	0%
708.008	HEALTH DENTAL VISION INSURANCE	1,631	1,800	1,572	1,800	0	0%
708.009	NATIONAL RETIREMENT	2,902	3,200	2,411	3,500	300	9%
708.010	WORKERS' COMPENSATION	8,088	8,500	7,130	8,700	200	2%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$78,834</b>	<b>\$82,500</b>	<b>\$68,581</b>	<b>\$86,300</b>	<b>\$3,800</b>	<b>5%</b>
<b>Operating Expenses</b>							
702.034	OTHER CONTRACT SERVICES	949	0	0	900	900	0%
702.042	RELEASE OF LIENS	0	0	0	0	0	0%
703.025	OFFICE EXPENSE	958	1,000	284	1,000	0	0%
704.022	COMMUNICATIONS	414	1,000	835	1,200	200	20%
706.025	WEED & RUBBISH REMOVAL	0	1,000	0	1,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	200	200	159	200	0	0%
706.028	SMALL TOOLS	0	300	0	300	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	150	100	300	200	100	100%
706.037	CONFERENCES & MEETINGS	1,349	1,300	1,511	1,400	100	8%
706.073	UNIFORMS EXPENSE	183	200	0	200	0	0%
706.077	SPRING CLEAN/ALLEY CLEANUP	0	0	0	0	0	0%
	<b>Total Operating Expenses</b>	<b>\$4,203</b>	<b>\$5,100</b>	<b>\$3,089</b>	<b>\$6,400</b>	<b>\$1,300</b>	<b>25%</b>
<b>CAPITAL OUTLAY</b>							
707.013	EQUIPMENT GRANT	0	0	0	0	0	0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
	<b>Total Department Appropriations</b>	<b>\$83,037</b>	<b>\$87,600</b>	<b>\$71,670</b>	<b>\$92,700</b>	<b>\$5,100</b>	<b>6%</b>

TRANSFER IN OF MANAGEMENT FEES:

GENERAL FUND  
NET NEIGHBORHOOD IMPROVEMENT ALLOCATION

(\$75,200)  
\$17,500

STAFFING:

1 NEIGHBORHOOD IMPROVEMENT OFFICER II

## Fund 117: Neighborhood Improvement

<b>702.034</b>	<b>Other Contract Services</b>		<b>\$950</b>
	Technical/Legal Services		
<b>703.025</b>	<b>Office Expense</b>		<b>\$1,000</b>
<b>704.022</b>	<b>Communications</b>		<b>\$1,200</b>
	AT&T – Mobility		
<b>706.025</b>	<b>Weed &amp; Rubbish Removal</b>		<b>\$1,000</b>
<b>706.027</b>	<b>Boot and Jacket Allowance</b>		<b>\$200</b>
<b>706.028</b>	<b>Small Tools</b>		<b>\$300</b>
<b>706.036</b>	<b>Membership, Dues, Books, Etc.</b>		<b>\$150</b>
	CACEO		
<b>706.037</b>	<b>Conferences and Meetings</b>		<b>\$1,350</b>
	California Association of Code		
	Enforcement Officers	\$1,000	
	Contract Hour Classes	\$350	
<b>706.073</b>	<b>Uniforms and Rags</b>		<b>\$200</b>



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>412</b>
Function: <b>Public Works</b>		<b>DEVELOPMENT SERVICES ADMIN</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
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**Personnel Salaries and Benefits**

701.001	PERSONNEL REGULAR	342,882	373,600	309,623	382,400	8,800	2.4%
701.002	PERSONNEL PART-TIME	17,980	18,500	16,187	20,300	1,800	9.7%
701.003	PERSONNEL OVERTIME	98	0	120	100	100	0.0%
701.080	SALARY & BENEFIT REQUEST	0	0	0	0	0	0.0%
708.004	MISC EMPLOYEE BENEFITS	1,489	0	-10,362	0	0	0.0%
708.005	MEDICARE	4,876	5,700	4,348	5,800	100	1.8%
708.006	PERS RETIREMENT	41,878	51,700	41,148	54,400	2,700	5.2%
708.007	PAYROLL TAXES	2,604	2,700	2,442	2,600	-100	-3.7%
708.008	HEALTH DENTAL VISION INSURANCE	69,455	74,800	64,398	81,200	6,400	8.6%
708.009	NATIONAL RETIREMENT	13,866	16,000	11,016	17,600	1,600	10.0%
708.010	WORKERS' COMPENSATION	50,505	57,200	45,777	57,800	600	1.0%
708.012	DEFERRED COMPENSATION	3,938	3,900	3,263	3,900	0	0.0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$549,571</b>	<b>\$604,100</b>	<b>\$487,958</b>	<b>\$626,100</b>	<b>\$22,000</b>	<b>3.6%</b>

**Operating Expenses**

702.031	RENTS & LEASES	3,600	3,600	2,322	3,600	0	0.0%
702.032	PROFESSIONAL SERVICES	560	2,000	360	2,000	0	0.0%
702.035	CONTRACT ENGINEERING	42,298	50,000	39,563	50,000	0	0.0%
703.023	ADVERTISING	988	350	520	700	350	100.0%
703.024	POSTAGE	848	1,000	1,827	2,000	1,000	100.0%
703.025	OFFICE EXPENSE	2,699	2,400	2,292	3,200	800	33.3%
704.021	UTILITIES	2,747	3,000	2,501	0	-3,000	-100.0%
704.022	COMMUNICATIONS	1,076	1,900	828	1,300	-600	-31.6%
706.026	MISCELLANEOUS EXPENSE	65	300	314	300	0	0.0%
706.027	BOOT & JACKET ALLOWANCE	0	300	0	300	0	0.0%
706.029	MAINT. OF BLDG. & STRUCTURES	73	0	0	0	0	0.0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	343	1,000	558	800	-200	-20.0%
706.037	CONFERENCES & MEETINGS	4,517	800	1,114	0	-800	-100.0%
706.038	STAFF DEVELOPMENT	522	2,200	3,625	5,400	3,200	145.5%
	<b>Total Operating Expenses</b>	<b>\$60,336</b>	<b>\$68,850</b>	<b>\$55,824</b>	<b>\$69,600</b>	<b>\$750</b>	<b>1.1%</b>

**CAPITAL OUTLAY**

707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0.0%
707.003	EQUIPMENT/PROJECTS	0	0	0	0	0	0.0%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

**Total Department Appropriations**

<b>\$609,907</b>	<b>\$672,950</b>	<b>\$543,782</b>	<b>\$695,700</b>	<b>\$22,750</b>	<b>3.4%</b>
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TRANSFER IN OF MANAGEMENT FEES:

SEWER FUND	(\$184,748)
WATER FUND	(\$235,831)
LTF	(\$7,964)
GAS TAX	(\$36,852)
LANDSCAPE & LIGHTING	(\$6,143)
NET GENERAL FUND ALLOCATION	<u>\$224,162</u>

Staffing:

- 1 Public Works Superintendent
- 1 Development Services Administration Manager
- 1 Project Coordinator
- 2 Administrative Assistants
- 1 Part-Time Administrative Clerk

## Fund 101-412: Development Services Administration

<b>702.031</b>	<b>Rents &amp; Leases</b> Copier Lease/Count	<b>\$ 3,600</b>
<b>702.032</b>	<b>Professional/Special Services</b> DBE Annual Report	<b>\$ 2,000</b> \$2,000
<b>702.035</b>	<b>Contract Engineering</b>	<b>\$ 50,000</b>
<b>703.023</b>	<b>Advertising</b>	<b>\$ 700</b>
<b>703.024</b>	<b>Postage</b>	<b>\$ 1,000</b>
<b>703.025</b>	<b>Office Expense</b>	<b>\$ 2,400</b>
<b>704.021</b>	<b>Utilities</b> MID	<b>\$ 3,000</b>
<b>703.022</b>	<b>Communications</b> AT&T-Calnet 2	<b>\$ 1,300</b>
<b>706.026</b>	<b>Miscellaneous Expense</b> Computer Repairs/Maintenance	<b>\$ 300</b>
<b>706.027</b>	<b>Boot &amp; Jacket Allowance</b>	<b>\$ 300</b>
<b>706.036</b>	<b>Memberships, Dues, Books, Etc.</b> APWA Membership	<b>\$ 200</b> \$200
<b>706.038</b>	<b>Staff Development</b> Storm water Annual Conference/Classes Resident Engineer's Academy – 2 Employees Federal Aid 5 Class Series – 2 Employees Public Works Project Boot Camp	<b>\$ 5,400</b> \$1,500 \$1,700 \$2,200 \$1,200



City of Riverbank  
Fiscal Year 2016-2017

**ANNUAL BUDGET**

**NEW PERSONNEL REQUEST FORM**

DEPARTMENT: Development Services Administration	PROPOSED TITLE: Fats, Oils, & Grease (FOG) Program Coordinator
SALARY RANGE: \$20.09 - \$23.93	DIVISION: Administration

FULL-TIME	<input type="checkbox"/>	PART-TIME	<input checked="" type="checkbox"/>	PERMANENT	<input type="checkbox"/>	TEMPORARY	<input type="checkbox"/>
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JOB DESCRIPTION (Describe duties and responsibilities):

Please see attached job description.

**JOB REQUIREMENTS (Include special licenses, education, etc.):**

**BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):**

City currently needs a part time employee to inspect and monitor the City's food establishments for source of fats, oil and grease, including grease interceptors and sewers. Develop and implement an education outreach program with commercial food establishments that prepare and serve food. This employee will initially work closely with the Construction Inspector II.

**ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):**

\$20.09 - \$23.93 Hourly  
\$1,606.88 - \$1,914.04 Biweekly



## Fats, Oils, & Grease (FOG) Program Coordinator

Class Code:  
4332

Bargaining Unit: Municipal Employee Association

CITY OF DES MOINES  
Revision Date: Aug 15, 2007

### SALARY RANGE

\$20.09 - \$23.93 Hourly  
\$1,606.88 - \$1,914.04 Biweekly  
\$3,481.58 - \$4,147.08 Monthly  
\$41,779.00 - \$49,765.00 Annually

### GENERAL STATEMENT OF DUTIES:

Under direct supervision, to coordinate with Commercial Food Establishments within the metropolitan area and to monitor discharges of fats, oils, and grease wastes into the sewerage or storm water systems and to do related work as required.

### DISTINGUISHING FEATURES OF THE CLASS:

The principal function of an employee in this class is to develop and implement an educational outreach program with commercial food establishments that prepare and serve food, of the detriments of discharging fats, oils, and grease into the sewerage or storm water system. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, Food Industry Business owners and the Public.

### EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY):

- Assists in the development and implementation of an educational program, which educates the Commercial Food Industry and the Public of the detriments of fats, oils, and grease discharging to the sewerage or storm water systems.
- Inspects and monitors source of fats, oil and grease, including grease interceptors and sewers.
- Assists in the development of a general maintenance program for the maintenance of fats, oils, and grease interceptors to assure routine cleaning activities are performed.
- Educates commercial food establishment owners of proper maintenance of grease traps or interceptors and assists them in developing training program for their employees.
- Reviews the businesses spill control plans for compliance with federal, state, and city requirements
- Monitors for compliance with local, state and federal wastewater discharge regulations; attempts to bring about voluntary compliance; initiates enforcement actions where necessary.
- Responds to complaints and makes routine inspections and inquiries as required.
- Conducts facility inspections.
- Performs data management procedures including data entry, reporting, and billing.
- Coordinates communication with commercial establishments regarding discharges.
- Confers with representatives of other departments concerning problems on ensuring compliance with the Wastewater Reclamation Authority's National Pollution Discharge Elimination System Permit (NPDES).
- Answers and directs telephone calls and performs simple typing as assigned or in the absence of clerical personnel.
- Maintains files and records of daily work activities.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in the discharge of fats, oils, and grease discharges.
- Conducts meetings, conferences, workshops and training sessions and develops publications and audio-visual materials to commercial food establishments and the public on current best management practices on the discharge of fats, oils, and grease.
- Responds to citizens questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### Required Knowledge, Skills and Abilities

- Knowledge of the functions of government in a municipality;
- Ability to establish and maintain effective working relationships with the public, City officials and other employees;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to train and evaluate the work of others relative to programs being used;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

- Extensive knowledge of work place safety, specifically personal protective equipment and confined space entry;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to develop, prepare and present accurate and reliable reports containing findings and recommendations;
  
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Knowledge of utility billing and invoicing systems;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Ability to locate sources of pollution.
- Ability to read City sewer maps and blueprints

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Graduation from High School and five years experience in sewer maintenance operations, public health, environmental health, or industrial pretreatment inspections or any equivalent combination in which two years of college education in environmental, public or community health, sanitation engineering, biology, public relations or a closely related field may be substituted for the required experience.
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- Directly related experience to fats, oils and grease outreach program(s) preferred.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**REQUIRED SPECIAL QUALIFICATIONS:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hard copy;
- Sufficient dexterity with or without reasonable accommodation, which permits the employee to lift sewer hatches and covers to inspect sewer and grease lines.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

**ESSENTIAL PHYSICAL ABILITIES:**

- Possession of a valid motor vehicle operator's license issued by the State of Iowa



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

Fund: <b>101</b>	<b>GENERAL FUND</b>	Department: <b>413</b>
Function:	<b>Public Works</b>	<b>STORM DRAIN ADMINISTRATION</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	14,548	0	8,467	0	0	0.0%
702.031	RENTS & LEASES	15,000	15,000	0	0	-15,000	-100.0%
702.032	PROFESSIONAL SERVICES	8,538	4,300	4,641	21,900	17,600	409.3%
703.055	BARRICADES	643	800	628	0	-800	-100.0%
704.021	UTILITIES	3,979	5,000	2,208	4,000	-1,000	-20.0%
706.029	MAINT. OF BLDG. & STRUCTURES	0	0	540	0	0	0.0%
706.056	STATE/COUNTY FEES	584	700	676	700	0	0.0%
706.073	UNIFORMS & RAGS	0	0	0	0	0	0.0%
	<b>Total Operating Expenses</b>	<b>\$43,292</b>	<b>\$25,800</b>	<b>\$17,161</b>	<b>\$26,600</b>	<b>\$800</b>	<b>3.1%</b>
<b>CAPITAL OUTLAY</b>							
707.003	EQUIPMENT/PROJECTS	38,399	10,500	10,440	0	-10,500	-100.0%
	<b>Total Capital Outlay</b>	<b>\$38,399</b>	<b>\$10,500</b>	<b>\$10,440</b>	<b>\$0</b>	<b>-\$10,500</b>	<b>-100.0%</b>
	<b>Total Department Appropriations</b>	<b>\$81,691</b>	<b>\$36,300</b>	<b>\$27,600</b>	<b>\$26,600</b>	<b>-\$9,700</b>	<b>-26.7%</b>

Proposed

**DEPARTMENT 101-413: STORMWATER MANAGEMENT**

<b>702.032</b>	<b>Professional/Special Services</b>	<b>\$21,900</b>
	Storm Water Consultant	\$17,600
	Via Duct Maintenance	\$3,300
	GIS Updates	\$1,000
<b>704.021</b>	<b>Utilities</b>	<b>\$4,000</b>
	SR 108 Waterfall	
<b>706.056</b>	<b>State/County Fees</b>	<b>\$700</b>
	SR 108 Waterfall	

**Seventh Street Slide Repair  
City of Riverbank  
March 18, 2016  
Estimate For The Repair Per The Crawford Report**

<b>Description</b>	<b>Quantity</b>	<b>Type</b>	<b>Cost/Unit</b>	<b>Total</b>
<b>Demolition</b>				
Mobilization	1	LS	\$5,000.00	\$5,000.00
Rip- Rap Removal	1	LS	\$10,000.00	\$10,000.00
Clearing & Grubbing	1	LS	\$5,000.00	\$5,000.00
Erosion Protection	1	LS	\$5,000.00	\$5,000.00
Traffic Control	1	LS	\$5,000.00	\$5,000.00
			Subtotal	\$30,000.00
<b>Grading</b>				
Keyway Excavation	1	LS	\$5,000.00	\$5,000.00
Bench For Fill Slope	12	EA	\$1,000.00	\$12,000.00
Mirafi Fabric Placement	1	LS	\$1,500.00	\$1,500.00
Backfill	2,000	CY	\$10.00	\$20,000.00
Rip Rap Replacement	1	LS	\$15,000.00	\$15,000.00
			Subtotal	\$53,500.00
<b>Retaining Wall</b>				
Footing Excavation	1	LS	\$4,000.00	\$4,000.00
Wall Construction	500	SF	\$65.00	\$32,500.00
Backfill	1	LS	\$1,000.00	\$1,000.00
			Subtotal	\$37,500.00
<b>Storm Drainage</b>				
24 inch PVC Storm	350	LF	\$100.00	\$35,000.00
Storm Manhole	2	EA	\$5,000.00	\$10,000.00
Patch Paving	1	LS	\$2,000.00	\$2,000.00
CDS Storm Separator	1	LS	\$30,000.00	\$30,000.00
			Subtotal	\$77,000.00
Contingency				\$20,000.00
<b>TOTALS</b>				<b>\$218,000.00</b>

Estimate does not include permits, desgn, contingencies or inspections



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

**Fund 102: Gas Tax Fund**

**Projected Reserve @ July 1, 2016** **\$259,500**

Add:

**Projected '16-'17 Revenues** **\$662,400**

Less:

**Requested Appropriations**

SALARIES & BENEFITS	\$433,600
CONTRACT SERVICES	134,900
UTILITIES	90,000
OTHER OPERATING EXPENSES	88,200
TRANSFERS OUT	36,300
CAPITAL OUTLAY	50,000

**Total Gas Tax Appropriations** **\$833,000**

**Projected Reserve @ June 30, 2017** **\$88,900**

**% Of Revenues** **13.4%**

**Structural Deficit** **(\$170,600)**

**GAS TAX REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
SECTION 2103 GAS TAX	\$109,500	\$79,289	\$55,000
SECTION 2105 GAS TAX	126,200	97,573	139,300
SECTION 2106 GAS TAX	69,600	59,844	76,400
SECTION 2107 GAS TAX	173,400	124,927	193,500
SECTION 2107.5 GAS TAX	5,000	0	5,000
STREET SWEEPING	4,200	2,080	4,200
INTEREST INCOME	100	333	200
MISCELLANEOUS REVENUE	0	46	0
TRANSFER IN OF MGMT FEES	178,100	80,131	188,800
	<b>\$666,100</b>	<b>\$444,221</b>	<b>\$662,400</b>



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

Fund: <b>102</b>	<b>GAS TAX</b>	Department:	<b>418</b>
Function:	<b>Public Works</b>		<b>STREETS</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
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**Personnel Salaries and Benefits**

701.001	PERSONNEL REGULAR	232,173	241,000	189,424	247,700	6,700	3%
701.002	PERSONNEL PART-TIME	0	0	0	0	0	0%
701.003	PERSONNEL OVERTIME	4,658	3,500	3,972	3,500	0	0%
701.004	STANDBY PAY	5,637	5,500	6,316	5,000	-500	-9%
708.004	MISC EMPLOYEE BENEFITS	4,578	0	-22,153	0	0	0%
708.005	MEDICARE	2,580	2,700	2,457	2,800	100	4%
708.006	PERS RETIREMENT	23,705	28,200	19,404	25,000	-3,200	-11%
708.007	PAYROLL TAXES	2,170	2,200	2,213	2,200	0	0%
708.008	HEALTH DENTAL VISION INSURANCE	55,059	72,200	55,199	93,000	20,800	29%
708.009	NATIONAL RETIREMENT	14,512	16,000	10,722	17,600	1,600	10%
708.010	WORKERS' COMPENSATION	33,879	37,000	26,879	36,800	-200	-0.5%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$378,951</b>	<b>\$408,300</b>	<b>\$294,433</b>	<b>\$433,600</b>	<b>\$25,300</b>	<b>6%</b>

**Operating Expenses**

702.030	MAINT. OF OPERATIONS EQUIPMENT	2,017	18,000	9,635	10,000	-8,000	-44%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	10,000	10,000	1,720	10,000	0	0%
702.032	PROFESSIONAL/SPECIAL SERVICES	19,068	59,800	25,562	22,900	-36,900	-62%
702.034	OTHER CONTRACT SERVICES	0	5,000	0	0	-5,000	-100%
702.036	STREET SWEEPING CONTRACT	86,031	88,100	65,064	91,000	2,900	3%
702.037	STREET LIGHT REPAIR	3,430	2,000	2,426	1,000	-1,000	-50%
703.028	SMALL TOOLS	946	1,000	371	1,000	0	0%
703.062	STREET SIGNS/STRIPING	53,018	56,000	35,803	56,000	0	0%
704.021	UTILITIES	98,134	100,900	66,782	90,000	-10,900	-11%
706.026	MISCELLANEOUS EXPENSE	1,706	2,000	1,227	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	685	1,000	200	1,000	0	0%
706.029	MAINT. OF BLDG. & STRUCTURES	12,772	21,000	10,451	21,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	60	1,500	245	1,500	0	0%
706.037	CONFERENCES & MEETINGS	317	500	280	500	0	0%
706.038	STAFF DEVELOPMENT	298	1,800	1,185	1,800	0	0%
706.050	SAFETY EQUIPMENT	1,683	1,600	945	1,600	0	0%
706.073	UNIFORMS & RAGS	1,952	1,800	1,314	1,800	0	0%
999.000	TRANSFER OUT OF MGMT FEES	31,405	33,800	16,582	36,300	2,500	7%
	<b>Total Operating Expenses</b>	<b>\$323,522</b>	<b>\$405,800</b>	<b>\$239,792</b>	<b>\$349,400</b>	<b>-\$56,400</b>	<b>-14%</b>

**CAPITAL OUTLAY**

707.002	CAPITAL EXPENDITURES	0	11,800	8,200	0	-11,800	-100%
707.003	EQUIPMENT/PROJECTS	89,378	50,000	0	50,000	0	0%
	<b>Total Capital Outlay</b>	<b>\$89,378</b>	<b>\$61,800</b>	<b>\$8,200</b>	<b>\$50,000</b>	<b>-\$11,800</b>	<b>-19%</b>

**Total Department Appropriations**

<b>\$791,851</b>	<b>\$875,900</b>	<b>\$542,426</b>	<b>\$833,000</b>	<b>-\$42,900</b>	<b>-5%</b>
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TRANSFER IN OF MANAGEMENT FEES:

SEWER FUND	(\$103,655)
LTF	(\$21,366)
WATER FUND	(\$12,502)
STERLING RIDGE STORM DRAIN DISTRICT	(\$10,577)
HEARTLANDS STORM DRAIN DISTRICT	(\$10,577)
CROSSROADS LANDSCAPE & LIGHTING DISTRICT	(\$30,132)
NET GAS TAX FUND ALLOCATION	<u>\$644,191</u>

EQUIPMENT/PROJECTS:

ADA IMPROVEMENTS 50,000

STAFFING:

1 PUBLIC WORKS SUPERVISOR  
1 SR. MAINTENANCE WORKERS  
3 MAINTENANCE WORKER I

## Fund 102-418: Gas Tax

702.030	<b>Maintenance Operation Equipment</b> Road Maintenance/Repairs	\$ 10,000
702.031	<b>Rents &amp; Leases</b>	\$ 10,000
702.032	<b>Professional/Special Services</b>	\$ 35,000
	State Permits/Fees	\$7,500
	Stormwater Testing/Filters	\$5,500
	Pump Repairs	\$5,400
	Dry Well Maintenance	\$3,600
	Storm water Requirements	\$13,000
702.036	<b>Street Sweeping Contract</b>	\$ 84,500
702.037	<b>Street Light Repair</b> Maintenance/Vandalism Repairs	\$ 1,000
703.028	<b>Small Tools</b>	\$ 1,000
703.062	<b>Street Signs/Striping</b>	\$ 56,000
	Street Signs	\$25,411
	Striping	\$30,589
704.021	<b>Utilities</b>	\$ 90,000
	MID	\$600
	PG & E	\$84,400
	Department of Transportation	\$5,000
706.026	<b>Miscellaneous Expense</b>	\$ 2,000
	Computers/Repairs	\$1,800
	Radio Repairs	100
	Tools	100
706.027	<b>Boot &amp; Jacket Allowance</b>	\$ 1,000
706.029	<b>Maintenance/Bldg/Structures</b>	\$ 21,000
	Asphalt Maintenance/Parts	\$12,200
	Signals-Battery System Backups	\$3,800
	Other Maintenance	\$5,000

<b>706.036</b>	<b>Memberships, Dues, Books, Etc.</b>		<b>\$ 1,500</b>
	Underground Service Alert	\$100	
	CW Environmental Assoc.	\$50	
	Books for Certifications	\$1,140	
	American Public Works	\$200	
	Pesticide Regulations	\$60	
<b>706.037</b>	<b>Conferences &amp; Meetings</b>		<b>\$ 500</b>
<b>706.038</b>	<b>Staff Development</b>		<b>\$ 1,800</b>
	Training Classes/Certifications	\$950	
	CWEA	\$100	
	APWA	\$750	
<b>706.050</b>	<b>Safety Equipment</b>		<b>\$ 1,600</b>
<b>706.073</b>	<b>Uniform &amp; Rags</b>		<b>\$ 1,800</b>
	Aramark Uniforms		
<b>707.003</b>	<b>ADA Improvements</b>		<b>\$ 50,000</b>



## City of Riverbank

### Annual Operating Budget -- Fiscal Year 2016-2017

#### Fund 106: Sewer Fund Summary

<b>Projected Reserve @ July 1, 2016</b>	<b>\$924,400</b>
Add:	
<b>Projected '16-'17 Revenues</b>	<b>\$2,226,800</b>
Less:	
<b>Requested Appropriations</b>	

	<u>SEWER COLLECTION</u>	<u>SEWER TREATMENT</u>
SALARIES & BENEFITS	\$167,300	\$338,600
CONTRACT SERVICES	91,000	167,500
UTILITIES	25,000	210,000
OPERATING EXPENSES	65,700	56,300
BOND EXPENSES	0	8,500
CAPITAL OUTLAY	0	30,000
TRANSFERS OUT	1,160,300	0
	\$1,509,300	\$810,900

**Total Appropriations** **\$2,320,200**

**Projected Reserve @ June 30, 2017** **\$831,000**

**% of Reserve to Budget** 37%

**Structural Surplus (Deficit)** **(\$93,400)**

#### SEWER REVENUES

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
SEWER SERVICE CHARGES	1,976,200	1,405,058	2,000,000
INSPECTION FEES (FOG)	500	543	500
FINES, FORFEITURES, PENALTIES	34,800	25,308	35,500
INTEREST INCOME	7,200	3,675	6,800
MISCELLANEOUS REVENUES	0	200	0
INDUSTRIAL PERMITS	60,000	59,336	60,000
TRANSFER IN for SRF LOAN PYMT	65,600	0	65,600
TRANSFER IN MANAGEMENT FEES	54,000	25,467	58,400
TRANSFER IN OF LOAN PROCEEDS	0	0	0
	<b>\$2,198,300</b>	<b>\$1,519,587</b>	<b>\$2,226,800</b>



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

Fund:	<b>106</b>	<b>SEWER FUND</b>	Department:	<b>423</b>
Function:		<b>Public Works</b>		<b>SEWER COLLECTION</b>

APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	86,448	87,000	75,160	91,100	4,100	5%
701.003	PERSONNEL OVERTIME	1,583	2,000	1,089	2,000	0	0%
701.004	STANDBY PAY	12,498	11,000	6,765	11,000	0	0%
708.004	MISC EMPLOYEE BENEFITS	2,924	0	-7,912	0	0	0%
708.005	MEDICARE	1,227	1,300	1,072	1,300	0	0%
708.006	PERS RETIREMENT	9,347	10,100	8,605	11,000	900	9%
708.007	PAYROLL TAXES	868	900	868	900	0	0%
708.008	HEALTH DENTAL VISION INSURANCE	23,618	23,200	21,320	29,400	6,200	27%
708.009	NATIONAL RETIREMENT	5,805	6,400	4,823	7,100	700	11%
708.010	WORKERS' COMPENSATION	12,655	13,300	11,201	13,500	200	2%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$156,973</b>	<b>\$155,200</b>	<b>\$122,990</b>	<b>\$167,300</b>	<b>\$12,100</b>	<b>8%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIP.	11,880	15,000	1,419	15,000	0	0%
702.031	RENTS & LEASES (VEHICLE REP/MAINT)	30,000	30,000	3,632	30,000	0	0%
702.032	PROFESSIONAL SERVICES	31,339	22,000	11,026	22,000	0	0%
702.034	OTHER CONTRACT SERVICES	9,940	10,000	7,643	24,000	14,000	140%
703.023	ADVERTISING	0	300	91	300	0	0%
703.024	POSTAGE	7,144	7,000	7,176	7,000	0	0%
703.025	OFFICE EXPENSE	488	1,000	368	1,000	0	0%
703.049	CHEMICALS	1,041	1,500	717	1,500	0	0%
703.068	UTILITY RATE ASSISTANCE PROGRAM	0	0	0	25,000	25,000	0%
704.021	UTILITIES	26,227	25,000	19,924	25,000	0	0%
704.022	COMMUNICATIONS	2,710	2,600	2,563	2,000	-600	-23%
706.010	DEPRECIATION EXPENSE	177,353	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	276	2,000	175	2,000	0	0%
706.027	BOOT & JACKET ALLOWANCE	308	400	200	400	0	0%
706.028	SMALL TOOLS	-289	500	500	500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	9,707	7,000	2,278	21,400	14,400	206%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	245	500	76	500	0	0%
706.038	STAFF DEVELOPMENT	2,097	2,000	2,685	2,000	0	0%
706.050	SAFETY EQUIPMENT	427	1,300	118	1,300	0	0%
706.073	UNIFORMS & RAGS	723	800	437	800	0	0%
706.099	BAD DEBTS (SEWER SERVICES)	13,644	0	0	0	0	0%
999.000	TRANSFERS OUT (BOND/CIP FUND)	542,667	544,700	364,817	546,400	1,700	0%
999.000	TRANSFER OUT MANAGEMENT FEE	488,970	567,200	272,155	613,900	46,700	8%
	<b>Total Operating Expenses</b>	<b>\$1,356,897</b>	<b>\$1,240,800</b>	<b>\$697,998</b>	<b>\$1,342,000</b>	<b>\$101,200</b>	<b>8%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	0	0	0%
707.003	EQUIPMENT/PROJECTS	0	11,800	8,800	0	-11,800	-100%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$11,800</b>	<b>\$8,800</b>	<b>\$0</b>	<b>-\$11,800</b>	<b>-100%</b>
	<b>Total Department Appropriations</b>	<b>\$1,513,870</b>	<b>\$1,407,800</b>	<b>\$829,788</b>	<b>\$1,509,300</b>	<b>\$101,500</b>	<b>7%</b>

## Fund 106-423: Sewer Collection

702.030	<b>Maintenance Operation Equipment</b>	<b>\$15,000</b>
702.031	<b>Rents &amp; Leases</b>	<b>\$30,000</b>
702.032	<b>Professional/Special Services</b>	<b>\$22,000</b>
	State Licenses	\$2,000
	Monitoring Fees	\$3,000
	Special/Emergency Work	\$10,000
	CVCWA	\$1,000
	Work Order Software Maintenance	\$1,000
	SWRCB Annual Permit	\$3,000
	Sewer Management Plan	\$2,000
702.032	<b>Other Contract Services</b>	<b>\$10,000</b>
	Banking Fees	
703.023	<b>Advertising</b>	<b>\$ 300</b>
703.024	<b>Postage</b>	<b>\$ 7,000</b>
703.025	<b>Office Expense</b>	<b>\$ 1,000</b>
703.049	<b>Chemicals</b>	<b>\$ 1,500</b>
704.021	<b>Utilities</b>	<b>\$25,000</b>
	Pacific Gas & Electric	
704.022	<b>Communications</b>	<b>\$ 2,000</b>
	AT&T Mobility	
	AT&T – Calnet 2	
706.026	<b>Miscellaneous</b>	<b>\$ 2,000</b>
	Computer Replacement	\$750
	Emergency Needs	\$1,250
706.027	<b>Boot &amp; Jacket Allowance</b>	<b>\$ 400</b>
706.028	<b>Small Tools</b>	<b>\$ 500</b>
706.029	<b>Maintenance of Bldg/Structures</b>	<b>\$21,400</b>
	<b>* Increase due to Maintenance &amp; Equipment Purchase</b>	
	Sewer System Repairs	\$15,556
	Turbo Flexible Chain Cutter	\$ 5,844

<b>706.036</b>	<b>Memberships, Dues, Books, Etc.</b>		<b>\$ 500</b>
	Employee books for Certification	\$305	
	CWEA	\$195	
<b>706.038</b>	<b>Staff Development</b>		<b>\$ 2,000</b>
	Employee Training/Education/Certs.		
<b>706.050</b>	<b>Safety Equipment</b>		<b>\$ 1,300</b>
<b>706.073</b>	<b>Uniform &amp; Rags</b>		<b>\$ 800</b>
	Aramark		





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

Fund: <b>106</b>	<b>SEWER FUND</b>	Department: <b>424</b>	<b>SEWER TREATMENT</b>
Function:	<b>Public Works</b>		

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	181,236	182,200	147,826	180,100	-2,100	-1%
701.003	PERSONNEL OVERTIME	31,424	30,000	21,630	30,000	0	0%
708.004	MISC EMPLOYEE BENEFITS	729	0	-18,995	0	0	0%
708.005	MEDICARE	2,905	2,600	2,327	2,600	0	0%
708.006	PERS RETIREMENT	24,265	29,400	22,692	24,400	-5,000	-17%
708.007	PAYROLL TAXES	1,302	1,300	1,302	1,300	0	0%
708.008	HEALTH DENTAL VISION INSURANCE	51,276	54,400	44,076	61,300	6,900	13%
708.009	NATIONAL RETIREMENT	8,707	9,600	6,695	10,600	1,000	10%
708.010	WORKERS' COMPENSATION	26,291	27,900	20,292	26,800	-1,100	-4%
708.012	DEFERRED COMPENSATION	1,514	1,500	1,255	1,500	0	0%
708.020	PENSION EXPENSE	-4,406	0	0	0	0	0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$325,243</b>	<b>\$338,900</b>	<b>\$249,100</b>	<b>\$338,600</b>	<b>-\$300</b>	<b>0%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	21,139	35,000	11,331	35,000	0	0%
702.031	RENTS & LEASES (VEH REP./MAINT)	25,000	25,000	0	25,000	0	0%
702.032	PROFESSIONAL SERVICES	95,168	95,000	55,531	105,000	10,000	11%
702.056	TAXES	4,046	2,500	1,719	2,500	0	0%
703.025	OFFICE EXPENSE	3,240	4,000	1,903	4,000	0	0%
703.049	CHEMICALS	2,611	2,500	1,845	3,700	1,200	48%
704.021	UTILITIES	214,956	350,000	133,792	210,000	-140,000	-40%
704.022	COMMUNICATIONS	414	1,700	705	1,200	-500	-29%
706.010	DEPRECIATION EXPENSE	262,218	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	847	2,900	447	2,900	0	0%
706.027	BOOT & JACKET ALLOWANCE	703	600	200	600	0	0%
706.028	SMALL TOOLS	2,200	3,000	1,245	3,000	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	15,936	20,000	6,908	20,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	1,503	3,000	1,696	3,000	0	0%
706.038	STAFF DEVELOPMENT	1,232	3,000	1,046	3,000	0	0%
706.050	SAFETY EQUIPMENT	2,810	5,100	3,347	3,300	-1,800	-35%
706.053	LEVEE REPAIR & A.C.	6,558	8,000	4,118	8,000	0	0%
706.060	INTEREST PAYMENTS (I-F LOAN)	4,408	3,000	0	1,600	-1,400	-47%
706.073	UNIFORMS & RAGS	2,887	3,000	2,228	2,000	-1,000	-33%
706.076	SRF LOAN INTEREST EXPENSE	11,333	9,900	3,588	8,500	-1,400	-14%
999.000	TRANSFERS OUT	0	0	0	0	0	0%
	<b>Total Operating Expenses</b>	<b>\$679,209</b>	<b>\$577,200</b>	<b>\$231,648</b>	<b>\$442,300</b>	<b>-\$134,900</b>	<b>-23%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	0	0	30,000	30,000	0%
707.043	AERATOR REPLACEMENT	0	8,800	8,800	0	-8,800	-100%
	<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$8,800</b>	<b>\$8,800</b>	<b>\$30,000</b>	<b>\$21,200</b>	<b>100%</b>
	<b>Total Department Appropriations</b>	<b>\$1,004,452</b>	<b>\$924,900</b>	<b>\$489,548</b>	<b>\$810,900</b>	<b>-\$114,000</b>	<b>-12.3%</b>

STAFFING: 1 WASTE WATER TREATMENT PLANT SUPERVISOR  
 1 SR. WATER WATER TREATMENT PLANT OPERATOR  
 1 WASTE WATER TREATMENT PLANT OPERATOR

## Fund 106-424: Sewer Treatment

702.030	<b>Maintenance Operation Equipment</b>	\$ 35,000
702.031	<b>Rents &amp; Leases</b>	\$ 25,000
702.032	<b>Professional/Special Services</b>	\$105,000*
	* Increase due to engineering, consulting and lab costs	
	Lab Analysis	\$13,000
	Regional Reporting	\$24,000
	Lab Testing	\$13,000
	Water Monitoring	\$30,000
	Misc. Professional Services	\$25,000
702.056	<b>Taxes</b>	\$ 2,500
	Property Taxes	
703.025	<b>Office Expense</b>	\$ 4,000
703.049	<b>Chemicals</b>	\$ 3,700
	Treatment Plant Chemicals	
704.021	<b>Utilities</b>	\$350,000
	Pacific Gas & Electric - Office	\$10,000
	MID - Treatment Plant	\$340,000
704.022	<b>Communications</b>	\$ 900
	AT&T Mobility	
706.026	<b>Miscellaneous Expense</b>	\$ 2,900
	Emergency/Unexpected Needs	\$2,300
	Bottled Water	\$600
706.027	<b>Boot &amp; Jacket Allowance</b>	\$ 600
706.028	<b>Small Tools</b>	\$ 3,000
706.29	<b>Maintenance of Bldg/Structures/Grds</b>	\$ 20,000
	Treatment Plant Maintenance	
706.036	<b>Memberships, Dues, Books, Etc.</b>	\$ 3,000
	CW Environment Assoc.	\$1,500
	State Water Resources	\$300
	Staff Development Books	\$1,200
706.038	<b>Staff Development</b>	\$ 3,000

Employee Training/Education/Certs/Exams

<b>706.050</b>	<b>Safety Equipment</b>	<b>\$ 3,300</b>
<b>706.053</b>	<b>Levee Repair and A.C.</b>	<b>\$ 8,000</b>
<b>706.073</b>	<b>Uniform &amp; Rags</b> Aramark Uniform Services	<b>\$ 3,000</b>

## Requested increases to the following WWTP accounts.

- **106-424-000-702-032**  
**Professional services,**  
Increase \$15,000, from \$95,000 to \$110,000  
Due to increases in engineering, consulting and lab costs.
- **109-424-000-703-049**  
**Chemicals**  
Increase of \$1,200, From \$2,500 to \$3,600.  
Increased chemical cost and use, due to weeds, algae, and rodents.
- **106-424-000-707-002**  
**Capital Expenditures**  
Est. \$30,000 For contracting out deep ripping of disposal ponds.  
The last time the ponds were deep ripped was 16 years ago. The ponds are sealing up, we will be in trouble if we have extended heavy rains.  
We currently have more standing water in the ponds than we've had in years.  
Depending on what ponds we can get dried out so the contractor is able to get equipment in them, estimates are \$500 an acre, we would like 50~60 acres ripped if we are able.

We also need to move forward with the construction of pond 9 as soon as we can. Giuliani and Kull have already done some preliminary engineering for pond 9 back in 2014.



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

**Fund 114: Water Fund Summary**

**Projected Reserve @ July 1, 2016** **\$1,559,900**

Add:

**Projected '16-'17 Revenues** **\$1,753,400**

Less:

**Requested Appropriations**

	<b>WATER COLLECTION</b>
SALARY & BENEFITS	\$623,500
CONTRACT SERVICES	207,000
UTILITIES	300,000
OPERATING EXPENSES	135,800
BOND EXPENSES	0
CAPITAL OUTLAY	0
TRANSFERS OUT	642,200
	<b>\$1,908,500</b>

**Total Appropriations** **1,908,500**

**Projected Reserve @ June 30, 2017** **\$1,404,800**

**% of Reserve to Budget** **80%**

**Structural Surplus/(Deficit)** **-\$155,100**

**WATER REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
WATER SERVICE CHARGES	\$1,750,100	\$1,155,621	\$1,700,000
GRANTS	\$0	0	\$0
BACKFLOW INSPECTIONS	300	0	0
FINES, FORFEITURES, PENALTIES	47,800	37,513	46,000
INSPECTION FEES	0	0	0
INTEREST INCOME	8,000	4,249	7,100
MISCELLANEOUS REVENUES	500	8,050	300
TRANSFERS IN (FIXED ASSETS)	0	0	0
	<b><u>\$1,806,700</u></b>	<b><u>\$1,205,434</u></b>	<b><u>\$1,753,400</u></b>



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

Fund: <b>114</b>	<b>WATER</b>	Department: <b>433</b>
Function: <b>Public Works</b>		<b>WATER COLLECTION</b>

**APPROPRIATION DETAIL**

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	% Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	275,974	278,100	240,602	287,700	9,600	3%
701.002	PERSONNEL PART-TIME	1,699	58,800	43,015	51,200	-7,600	-13%
701.003	PERSONNEL OVERTIME	28,231	25,000	16,087	25,000	0	0%
701.004	STANDBY PAY	18,454	18,000	13,708	18,000	0	0%
701.080	SALARY REQUEST	0	0	0	54,000	54,000	0%
708.004	MISC EMPLOYEE BENEFITS	4,600	0	-36,540	0	0	0%
708.005	MEDICARE	3,189	3,800	3,323	3,800	0	0%
708.006	PERS RETIREMENT	34,210	41,500	34,645	44,600	3,100	7%
708.007	PAYROLL TAXES	2,374	6,700	6,280	5,100	-1,600	-24%
708.008	HEALTH DENTAL VISION INSURANCE	60,142	66,300	60,439	71,600	5,300	8%
708.009	NATIONAL RETIREMENT	14,512	16,000	12,056	17,600	1,600	10%
708.010	WORKERS' COMPENSATION	39,737	42,600	34,648	42,900	300	1%
708.012	DEFERRED COMPENSATION	1,969	2,000	1,631	2,000	0	0%
708.020	PENSION EXPENSE (BOOK ONLY)	-4,484	0	0	0	0	0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$480,607</b>	<b>\$558,800</b>	<b>\$429,895</b>	<b>\$623,500</b>	<b>\$64,700</b>	<b>11.6%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	63,426	68,000	40,123	68,000	0	0%
702.031	RENTS & LEASES (Vehicle Rep/Maint)	22,000	22,000	3,632	22,000	0	0%
702.032	PROFESSIONAL SERVICES	93,000	93,000	31,400	93,000	0	0%
702.034	OTHER CONTRACT SERVICES	10,353	10,000	7,470	24,000	14,000	140%
703.023	ADVERTISING	0	300	550	300	0	0%
703.024	POSTAGE	7,749	7,000	7,702	7,000	0	0%
703.025	OFFICE EXPENSE	1,714	2,000	820	2,000	0	0%
703.064	BACKFLOW INSPECTION EXPENSES	0	3,000	0	3,000	0	0%
703.067	WATER CONSERVATION PROGRAM	2,601	25,000	15,623	25,000	0	0%
703.068	UTILITY RATE ASSISTANCE PROGRAM	0	0	0	37,000	37,000	0%
704.021	UTILITIES	339,308	300,000	217,081	300,000	0	0%
704.022	COMMUNICATIONS	1,713	1,200	1,529	1,200	0	0%
706.010	DEPRECIATION EXPENSE	308,072	0	0	0	0	0%
706.026	MISCELLANEOUS EXPENSE	3,834	2,200	704	2,200	0	0%
706.027	BOOT & JACKET ALLOWANCE	734	1,000	139	1,000	0	0%
706.028	SMALL TOOLS	471	1,500	1,703	1,500	0	0%
706.029	MAINT. OF BLDG & STRUCTURES	23,644	25,000	11,350	25,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	2,134	1,800	449	1,800	0	0%
706.038	STAFF DEVELOPMENT	4,967	4,500	3,662	4,500	0	0%
706.050	SAFETY EQUIPMENT	2,447	2,800	2,751	2,800	0	0%
706.056	STATE & COUNTY WATER FEES	16,558	19,000	17,374	19,000	0	0%
706.073	UNIFORMS & RAGS	2,394	2,500	1,882	2,500	0	0%
706.999	BAD DEBTS (WATER SERVICE)	8,717	0	0	0	0	0%
999.000	TRANSFERS OUT	64,981	52,000	40,289	52,500	500	1%
999.000	TRANSFERS OUT MANAGEMENT FEE	465,507	552,000	259,255	589,700	37,700	7%
	<b>Total Operating Expenses</b>	<b>\$1,446,324</b>	<b>\$1,195,800</b>	<b>\$665,490</b>	<b>\$1,285,000</b>	<b>\$89,200</b>	<b>7%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	0	3,000	0	0	-3,000	-100%
707.003	EQUIPMENT/PROJECTS	0	8,800	8,200	0	-8,800	-100%
707.010	WATER METERS	32,959	50,000	5,620	0	-50,000	-100%
707.011	TWO INCH WATER METERS	5,000	5,000	0	0	-5,000	-100%
	<b>Total Capital Outlay</b>	<b>\$37,959</b>	<b>\$66,800</b>	<b>\$13,820</b>	<b>\$0</b>	<b>-\$66,800</b>	<b>-400%</b>
	<b>Total Department Appropriations</b>	<b>\$1,964,890</b>	<b>\$1,821,400</b>	<b>\$1,109,205</b>	<b>\$1,908,500</b>	<b>\$87,100</b>	<b>5%</b>

STAFFING: 1 - WATER SUPERVISOR  
 1 - SR. WATER MW  
 2 - WATER MW II  
 1 - WATER MW I

### Fund 114-433: Water Collection

<b>702.030</b>	<b>Maintenance Operation Equipment</b> Water System/Water Wells	<b>\$ 68,000</b>
<b>702.031</b>	<b>Rents &amp; Leases</b>	<b>\$ 22,000</b>
<b>702.032</b>	<b>Professional/Special Services</b>	<b>\$ 93,000</b>
	Software Licenses	\$4,358
	Testing/Sampling	\$10,205
	Backflow Testing	\$7,760
	CRWA	\$937
	American Water Works	\$2,000
	MCC Control Systems	\$920
	SJVAPCD Permit	\$2,020
	E & M Electric & Machinery	\$2,000
	Equarius Waterworks	\$7,000
	Other Services	\$20,000
	Stanislaus, Tuolumne Groundwater Assoc.	\$23,000
<b>702.034</b>	<b>Other Contract Services</b>	<b>\$ 10,000</b>
<b>703.023</b>	<b>Advertising</b>	<b>\$ 300</b>
<b>703.024</b>	<b>Postage</b>	<b>\$ 7,000</b>
<b>703.025</b>	<b>Office Expense</b>	<b>\$ 2,000</b>
<b>703.064</b>	<b>Backflow Inspection Expenses</b> Testing	<b>\$ 3,000</b>
<b>703.067</b>	<b>Water Conservation Program</b>	<b>\$ 25,000</b>
<b>704.021</b>	<b>Utilities</b>	<b>\$300,000</b>
	Pacific Gas & Electric	\$172,000
	MID	\$128,000
<b>704.022</b>	<b>Communications</b> AT&T Mobility	<b>\$ 1,200</b>
<b>706.026</b>	<b>Miscellaneous Expense</b>	<b>\$ 2,200</b>
	Emergency/Unexpected Needs	\$1,500
	Computer Replacement	\$700
<b>706.027</b>	<b>Boot &amp; Jacket Allowance</b>	<b>\$ 1,000</b>

<b>706.028</b>	<b>Small Tools</b>		<b>\$ 1,500</b>
<b>706.029</b>	<b>Maintenance of Buildings/Structures</b>		<b>\$ 25,000</b>
	Water System Repairs/Maintenance		
<b>706.036</b>	<b>Memberships, Dues, Books, Etc.</b>		<b>\$ 1,800</b>
	Employee Books for Certification Exams	\$1,300	
	American Waterworks	\$500	
<b>706.038</b>	<b>Staff Development</b>		<b>\$ 4,500</b>
	Employee Training/Education/Certifications	\$1,500	
	CWEA Classes/Training	\$1,500	
	CRWA Classes/Training	\$1,500	
<b>706.050</b>	<b>Safety Equipment</b>		<b>\$ 2,800</b>
<b>706.056</b>	<b>State/County Fees</b>		<b>\$ 19,000</b>
	California Department of Public Health	\$13,440	
	SJVAPCD	\$5,560	
<b>706.073</b>	<b>Uniform &amp; Rags</b>		<b>\$ 2,500</b>
	Aramark		



**City of Riverbank  
Fiscal Year 2016-2017**

**ANNUAL BUDGET**

**NEW PERSONNEL REQUEST FORM**

<b>DEPARTMENT:</b> Development Services Public Works	<b>PROPOSED TITLE:</b> Water Conservation Coordinator
<b>SALARY RANGE:</b>	<b>DIVISION:</b> Water

<b>FULL-TIME</b>	<input checked="" type="checkbox"/>	<b>PART-TIME</b>	<input type="checkbox"/>	<b>PERMANENT</b>	<input checked="" type="checkbox"/>	<b>TEMPORARY</b>	<input type="checkbox"/>
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**JOB DESCRIPTION (Describe duties and responsibilities):**

The Water Conservation Coordinator is a journey level classification responsible for a wide variety duties related to public education and enforcement of the City's water conservation program. Incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a variety of complex specialized functions, as well as exercise responsibility for the investigation of complaints and violations concerning water conservation polices, City code, other County and State codes. The work requires independence and discretion in working with the public and in conducting inspections and involves a proactive implementation of applicable codes and regulations. Incumbents may be required to work a flexible work schedule (including evenings and weekends) to monitor water conservation activities.

**JOB REQUIREMENTS (Include special licenses, education, etc.):**

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Water Conservation Coordinator. A typical way of obtaining the required qualifications is to possess to three years of water conservation programs, municipal or private enforcement inspections or investigation services, or similar field, including public contact experience, and a high school diploma or equivalent.

**License/Certificate:**

Possession of a valid Class C California driver's license at the time of appointment, to be maintained as a condition of continued employment; possession of AWWA Grade I Conservation Practitioner Certificate is desirable but not required.

**BENEFITS TO THE CITY (Include any revenues or cost savings associated with this position):**

Due to the Conservation Order received by the City on December 17, 2015 from State Water Resource Control Board. The city is required to hire staff to help reduce the water use within the City of Riverbank. In the order one of the requirements is that the city shall hire or allocate one (1) new or existing employee that will be dedicated to coordinating and implementing the City's water conservation program. This will help the City meet it's 32% water use reduction mandated by the Governors Executive Order.

**ANNUAL POSITION COST (Salary & benefits - from what source(s) will the position be funded):**

[Empty box for Annual Position Cost information]

**Estimated Yearly Benefits  
FT - WATER CONSERVATION COORDINATOR**

<b>COST</b>	<b>Estimated Budget</b>	<b>Current Budget</b>	<b>Add. Request</b>
GROSS PAY	\$ 44,572.68	22,796.80	21,775.88
PERS	2,921.74	1,494.33	1,427.41
MEDICAL	18,462.91	0.00	18,462.91
DENTAL	1,500.00	0.00	1,500.00
SELF INS	6,641.33	0.00	6,641.33
ICMA	-	0.00	0.00
LIFE	100.20	0.00	100.20
VISION	214.56	0.00	214.56
AFLAC	-	0.00	0.00
MEDICARE	646.30	330.55	315.75
SUTA	434.00	434.00	0.00
SOCIAL SECURITY	-	0.00	0.00
UNION RET	3,515.20	0.00	3,515.20
<b>TOTAL</b>	<b>\$ 79,008.92</b>	<b>\$ 25,055.68</b>	<b>\$ 53,953.24</b>
			<b>\$ 54,000.00</b>

All amounts are approximate.

<b>Hrly Rate w/ Benefits</b>	<b>\$ 37.99</b>
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**City of Riverbank**  
**Annual Operating Budget -- Fiscal Year 2016-2017**

**Fund 119: Vehicle Maintenance Fund**

Reserve @ July 1, 2016 \$0

Add:

**Projected '16-'17 Revenues \$304,700**

Less:

**Requested Appropriations**

SALARY & BENEFITS	\$101,200
OPERATING EXPENSES	203,500
TRANSFER OUT	0
CAPITAL OUTLAY	0

**Total Appropriations \$304,700**

**Projected Reserve @ June 30, 2017 \$0**

**EQUIPMENT POOL REVENUES**

	<b>BUDGET 15/16</b>	<b>ACTUAL 15/16</b>	<b>BUDGET 16/17</b>
SALE OF FUEL	15,000	8,390	10,000
VEHICLE & EQUIP RENTAL	125,000	0	125,000
MAINT. CHARGES - LABOR	97,400	0	101,200
MAINT. CHARGES - PARTS	71,800	0	68,500
SALE OF CAPITAL ASSETS	0	1,250	0
MISCELLANEOUS REVENUES	300	0	0
TRANSFERS IN	0	0	0
	<b><u>\$309,500</u></b>	<b><u>\$9,640</u></b>	<b><u>\$304,700</u></b>



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

Fund:	<b>119</b>	Department:	<b>442</b>
Function:	<b>VEHICLE MAINTENANCE Public Works</b>		<b>Vehicle Maintenance</b>

### APPROPRIATION DETAIL

Account	Account Description	FY 2014-15 Actual	FY 2015-16 Budget	2015-16 Expenses To Date	FY 2016-17 Budget	Difference	%
							Change
<b>Personnel Salaries and Benefits</b>							
701.001	PERSONNEL REGULAR	60,877	60,900	50,763	62,300	1,400	2%
708.004	MISC EMPLOYEE BENEFITS	-467	0	-7,806	0	0	0%
708.005	MEDICARE	802	900	673	900	0	0%
708.006	PERS RETIREMENT	8,118	9,800	8,312	10,300	500	5%
708.007	PAYROLL TAXES	434	400	434	400	0	0%
708.008	HEALTH DENTAL VISION INSURANCE	10,513	13,200	11,616	14,500	1,300	10%
708.009	NATIONAL RETIREMENT	2,902	3,200	2,411	3,500	300	9%
708.010	WORKERS' COMPENSATION	8,706	9,300	7,419	9,300	0	0%
	<b>Total Personnel Salaries &amp; Benefits</b>	<b>\$91,885</b>	<b>\$97,700</b>	<b>\$73,822</b>	<b>\$101,200</b>	<b>\$3,500</b>	<b>4%</b>
<b>Operating Expenses</b>							
702.030	MAINT. OF OPERATIONS EQUIPMENT	4,335	3,200	1,700	3,200	0	0%
702.038	SPRINT LEASE/PURCHASE	2,865	2,600	2,740	5,000	2,400	92%
702.044	CNG FUELING PUMP MAINTENANCE	6,200	20,000	11,119	20,000	0	0%
703.025	OFFICE EXPENSE	329	300	213	300	0	0%
704.021	UTILITIES	19,017	30,000	20,671	30,000	0	0%
704.022	COMMUNICATIONS	792	1,500	764	1,500	0	0%
705.040	VEHICLE MAINTENANCE EXPENSE	68,717	65,000	41,773	65,000	0	0%
705.041	VEHICLE FUEL	71,919	80,000	40,019	70,000	-10,000	-13%
706.026	MISCELLANEOUS EXPENSE	549	300	423	300	0	0%
706.027	BOOT & JACKET ALLOWANCE	0	200	124	200	0	0%
706.028	SMALL TOOLS	777	1,000	759	1,000	0	0%
706.036	MEMBERSHIP, DUES, BOOKS, ETC.	100	300	318	300	0	0%
706.037	TRAVEL, CONF & MEETINGS	157	500	0	500	0	0%
706.040	PERMITS & LICENSES	1,347	3,000	1,510	3,000	0	0%
706.050	SAFETY EQUIPMENT	108	1,100	366	1,100	0	0%
706.056	STATE/COUNTY FEES	978	1,100	978	1,100	0	0%
706.073	UNIFORMS & RAGS	1,059	2,000	928	1,000	-1,000	-50%
	<b>Total Operating Expenses</b>	<b>\$179,249</b>	<b>\$212,100</b>	<b>\$124,405</b>	<b>\$203,500</b>	<b>-\$8,600</b>	<b>-4%</b>
<b>CAPITAL OUTLAY</b>							
707.002	CAPITAL EXPENDITURES	16,144	0	0	0	0	0%
	<b>Total Capital Outlay</b>	<b>\$16,144</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
	<b>Total Department Appropriations</b>	<b>\$287,278</b>	<b>\$309,800</b>	<b>\$198,227</b>	<b>\$304,700</b>	<b>-\$5,100</b>	<b>-2%</b>

STAFFING: 1 CITY MECHANIC

## Fund 119: Equipment Pool

702.030	<b>Maintenance Operation Equipment</b> Certified Operator Testing	\$ 3,200
702.038	<b>Sprint Lease/Purchase</b> Phone Service	\$ 2,600
703.044	<b>CNG Maintenance</b>	\$ 20,000
703.025	<b>Office Expense</b>	\$ 300
704.021	<b>Utilities</b> PG & E \$ 20,000 MID \$ 10,000	\$ 30,000
704.022	<b>Communications</b> AT&T Mobility/CalNet 2	\$ 1,500
705.040	<b>Vehicle Maintenance Expense</b>	\$ 65,000
705.041	<b>Vehicle Fuel</b> Gas/CNG	\$ 70,000
706.026	<b>Miscellaneous Expense</b>	\$ 300
706.027	<b>Boot &amp; Jacket Allowance</b>	\$ 200
706.028	<b>Small Tools</b>	\$ 1,000
706.036	<b>Memberships, Dues, Books, Etc.</b>	\$ 300
706.037	<b>Travel, Conference &amp; Meetings</b> Mechanic Conferences/Meetings	\$ 500
706.040	<b>Permits &amp; Licenses</b> SJVAPCD State Board of Equalization	\$ 3,000
706.050	<b>Safety Equipment</b>	\$ 1,100
706.056	<b>State/County Fees</b> Property Taxes	\$ 1,100
706.73	<b>Uniform &amp; Rags</b> Aramark	\$ 2,000