

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

AGENDA

WEDNESDAY, APRIL 19, 2017 6:00 PM

CALL TO ORDER: CHAIR ARLENE FIGUEROA

**ROLL CALL: Chair Arlene Figueroa
Vice Chair Anthony McKinney
Committee Member Rob Christensen
Committee Member Evelyn Halbert
Council Member Leanne Jones Cruz
There is one (1) Committee Vacancy**

CONFLICT OF INTEREST

Declaration by Committee Members who would have a direct Conflict of Interest on any scheduled item to be considered should be stated at this time.

1. PUBLIC BUSINESS FROM THE FLOOR (No action can be taken.)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Committee.

2. ACTION & DISCUSSION ITEMS (These items will be individually discussed prior to Committee action)

Item 2.1: Selection of the 2017 Committee Chair and Vice Chair

Recommendation: Members to submit nominations for the 2017 Chair & Vice-Chair positions and Approve by consensus.

Item 2.2: Approval of the June 8, 2016 Meeting Minutes

Recommendation: Committee to Review and Approve Minutes by consensus.

Item 2.3: Review of Fiscal Year 2017-18 Department Budgets

- (a) City Council
- (b) City Manager
- (c) Finance
- (d) Legal
- (e) Administrative Services

Recommendation:

Committee to Review Proposed Budgets and discuss recommendations.

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

Item 3.1: 2017 Labor Negotiations

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

Item 4.1: Staff Comments.

Item 4.2: Council Liaison Comments.

Item 4.3: Committee Member Comments.

5. ADJOURNMENT

AFFIDAVIT OF POSTING			
DATE:	April 14, 2017	TIME:	2:30 PM
NAME:	Marisela H. Garcia	TITLE:	Director of Finance

Notice Regarding Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at (209) 863-7122. Notification 48-hours before the meeting will enable the Committee to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102.35.104 ADA Title II].

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the Budget Advisory Committee shall be in English and anyone wishing to address the Committee is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the City Council or LRA Board will be available for public inspection at the address where the meeting is taking place as indicated on the agenda, at the same time that the public records are distributed or made available to the City Council or LRA Board.

AGENDA ITEM 2.2
BUDGET ADVISORY COMMITTEE
RIVERBANK CITY HALL NORTH
COUNCIL CHAMBER
6707 THIRD STREET
RIVERBANK CA 95367-2305

MINUTES
WEDNESDAY, JUNE 8, 2016

CALL TO ORDER: *Chair Figueroa called the meeting to order at 6:00 pm*

ROLL CALL: *Present: Chair Arlene Figueroa, Vice Chair Anthony McKinney, Committee Members Evelyn Halbert and Cindy Fosi, and Committee Member Daniel Park.*

Absent: Council Member Leanne Jones Cruz.

CONFLICT OF INTEREST

No conflict of interest was declared.

1. PUBLIC BUSINESS FROM THE FLOOR

No public business from the floor was received.

2. ACTION & DISCUSSION ITEMS

Item 2.1: Approval of the May 18, 2016 Committee Meeting Minutes

Motion to approve May 18, 2016 meeting minutes as is by Chair Figueroa, 2nd by Vice Chair McKinney.

Ayes: 4 Noes: 0 Abstentions: 1 (Park) Motion Passed 4-0

Item 2.2: 2016 Budget Advisory Committee Recommendations

Marisela Garcia, Director of Finance, presented this item to the Committee. Ms. Garcia explained that this was the Committees opportunity to formulate recommendations for the City Council that could help increase revenues for the City or decrease expenditures.

The Committee discussed the possibility of having paid parking (parking meters) installed downtown. The revenues could be used to eventually pay for some type of parking structure. After much discussion, the Committee decided not to move forward with this recommendation.

The Committee took the opportunity to ask general questions related to the operations of the City.

AGENDA ITEM 2.2

In the future, the Committee feels that the City should investigate avenues for the construction of a parking garage in the downtown area. The Committee would like a presentation regarding the downtown specific plan to gauge what can and cannot be built in our downtown area.

The Committee reached consensus that the following recommendation will be made to the City Council:

The City should explore the possibility of considering a Resolution or an Ordinance that would establish "No Parking Days" on days when the street sweeper is scheduled to go through a street.

Motion by Vice Chair McKinney, 2nd by Committee Member Fosi approving the recommendation to the City Council.

Ayes: 5 Noes: 0 Abstentions: 0 Motion Passed 5-0

3. INFORMATIONAL ITEMS

No Informational Items.

4. COMMENTS

Item 4.1: Staff Comments.

No comments.

Item 4.2: Council Liaison Comments.

No comments.

Item 4.3: Committee Member Comments.

Vice Chair McKinney stated that the City is doing a great job, the City is getting out of the hole and moving forward.

Chair Figueroa stated that this is the best budget she had seen compared to prior years and would like to find a way to bring back our downtown.

5. ADJOURNMENT *Chair Figueroa adjourned the meeting at 6:55 pm*

AGENDA ITEM 2.3 (a)

CITY COUNCIL

Account Number	Account Title	2015-16 Prior Year Actual	2016-17 Current Year Budget	2016-17 Current Year Actual	2017-18 Department Request	% Change
101-401.000-701.001	PERSONNEL REGULAR	21,600.00	22,700.00	14,400.00	21,600.00	-5%
101-401.000-702.031	RENTS & LEASES	10,577.11	10,000.00	0	10,000.00	0%
101-401.000-702.032	PROFESSIONAL/SPECIAL SERV	26,695.37	13,900.00	8,851.88	11,700.00	-16%
101-401.000-703.024	POSTAGE	107.33	200	7.4	200.00	0%
101-401.000-703.025	OFFICE EXPENSE	882.88	2,800.00	838.45	2,800.00	0%
101-401.000-706.026	MISCELLANEOUS EXPENSE	86.27	0	0	0.00	0%
101-401.000-706.033	PROMOTIONAL EXPENSE	2,161.14	3,000.00	1,283.75	3,000.00	0%
101-401.000-706.036	MEMBERSHIPS, DUES, BOOKS, ETC	11,298.96	11,300.00	8,386.00	11,300.00	0%
101-401.000-706.037	CONFERENCES & MEETINGS	5,591.06	11,500.00	3,472.49	11,500.00	0%
101-401.000-706.056	STATE/COUNTY FEES	22,555.74	23,000.00	22,555.74	23,000.00	0%
101-401.000-708.005	MEDICARE	301	400	200.96	400.00	0%
101-401.000-708.006	PERS RETIREMENT	1,432.93	1,400.00	1,348.90	1,200.00	-14%
101-401.000-708.007	PAYROLL TAXES	0	0	43.40	0.00	0%
101-401.000-709.001	PRIOR YEAR ENCUMBRANCES	0	0	-2,764.94	0.00	0%
Total CITY COUNCIL:		103,289.79	100,200.00	58,624.03	96,700.00	

AGENDA ITEM 2.3 (a)
CITY COUNCIL
PROPOSED BUDGET
FY 2017-18

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-401.000-701.001 Personnel Regular	City Council Monthly Stipends	<u>21,600</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	8,500
		<u>11,700</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>

AGENDA ITEM 2.3 (b)

CITY MANAGER

Account Number	Account Title	2015-16 Prior Year Actual	2016-17 Future year Budget	2016-17 Current Year Actual	2017-18 Department Request	% Change
101-402.000-701.001	PERSONNEL REGULAR	159,415.90	97,400.00	37,517.37	151,100.00	55%
101-402.000-702.031	RENTS & LEASES	3,734.19	3,700.00	0	3,700.00	0%
101-402.000-702.032	PROFESSIONAL/SPECIAL SERV	416.13	3,000.00	116.81	3,000.00	0%
101-402.000-702.040	SPECIAL EVENT	0	0	-39.4	0.00	0%
101-402.000-703.024	POSTAGE	6.13	100	0	100.00	0%
101-402.000-703.025	OFFICE EXPENSE	481	1,100.00	739.64	1,100.00	0%
101-402.000-704.022	COMMUNICATIONS	325	800	195	800.00	0%
101-402.000-706.015	EMPLOYEE FUNCTIONS	2,922.74	3,000.00	1,907.11	3,000.00	0%
101-402.000-706.023	ADVERTISING	0	0	0	0.00	0%
101-402.000-706.035	INSURANCE & SURETY BONDS	625	700	625	700.00	0%
101-402.000-706.036	MEMBERSHIPS,DUES,BOOKS,ETC	1,671.66	1,900.00	0	2,000.00	5%
101-402.000-706.037	CONFERENCES & MEETINGS	2,542.07	5,000.00	1,448.42	5,000.00	0%
101-402.000-706.038	STAFF DEVELOPMENT	0	1,500.00	0	1,500.00	0%
101-402.000-708.004	MIS EMPLOYEE BENEFITS	4,222.23	400	-29,681.49	0.00	-100%
101-402.000-708.005	MEDICARE	2,061.49	2,400.00	938.53	2,200.00	-8%
101-402.000-708.006	PERS RETIREMENT	10,972.28	8,400.00	4,131.98	10,600.00	26%
101-402.000-708.007	PAYROLL TAXES	434	500	0	400.00	-20%
101-402.000-708.008	HEALTH DENTAL VISION INSURANCE	7,530.48	600	1,935.37	1,800.00	200%
101-402.000-708.009	NATIONAL RETIREMENT	3,206.88	2,400.00	915.98	3,900.00	63%
101-402.000-708.010	SELF INS. PREMIUM	23,892.74	14,600.00	5,725.30	21,500.00	47%
101-402.000-708.012	DEFERRED COMPENSATION	5,038.52	3,400.00	875.01	5,000.00	47%
101-402.000-709.001	PRIOR YEAR ENCUMBRANCES	0	0	-1,125.43	0.00	0%
101-402.000-999.100	PRIOR YEAR ADJUSTMENTS	0	0	0	0.00	0%
Total CITY MANAGER:		229,498.44	150,900.00	26,225.20	217,400.00	

AGENDA ITEM 2.3 (b)
CITY MANAGER
PROPOSED BUDGET
FY 2017-18

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

AGENDA ITEM 2.3 (c)

FINANCE DEPARTMENT

Account Number	Account Title	2015-16 Prior year Actual	2016-17 Current year Budget	2016-17 Current year Actual	2017-18 Requested Budget	% Change
101-403.000-701.001	PERSONNEL REGULAR	357,524.29	344,500.00	177,256.50	373,000.00	8%
101-403.000-701.002	PERSONNEL PART TIME	10,649.52	22,100.00	14,580.90	23,000.00	4%
101-403.000-701.003	PERSONNEL OVERTIME	871.19	2,700.00	2,100.40	1,200.00	-56%
101-403.000-702.030	MAINT. OPERATION EQUIP	6,381.44	16,200.00	14,339.29	17,300.00	7%
101-403.000-702.031	RENTS & LEASES	21,396.56	20,800.00	220.59	21,000.00	1%
101-403.000-702.032	PROFESSIONAL/SPECIAL SERV	60,985.32	67,200.00	46,618.09	57,100.00	-15%
101-403.000-702.034	OTHER CONTRACT SERVICES	10,493.81	10,000.00	0	10,000.00	0%
101-403.000-703.024	POSTAGE	4,835.15	5,000.00	-131.71	5,100.00	2%
101-403.000-703.025	OFFICE EXPENSE	5,529.50	6,800.00	7,877.40	7,000.00	3%
101-403.000-704.022	COMMUNICATIONS	0.00	0.00	0.00	100.00	0%
101-403.000-706.023	ADVERTISING	316.94	2,300.00	1,633.70	1,000.00	-57%
101-403.000-706.035	INSURANCE & SURETY BONDS	625	700	0	700.00	0%
101-403.000-706.036	MEMBERSHIPS,DUES,BOOKS,ETC	375	400	265	800.00	100%
101-403.000-706.037	CONFERENCES & MEETINGS	2,397.87	3,000.00	458.61	7,600.00	153%
101-403.000-708.004	MIS EMPLOYEE BENEFITS	3,566.84	500	-48,541.24	400.00	-20%
101-403.000-708.005	MEDICARE	4,981.15	5,100.00	2,950.14	5,700.00	12%
101-403.000-708.006	PERS RETIREMENT	57,763.88	52,000.00	30,811.13	67,800.00	30%
101-403.000-708.007	PAYROLL TAXES	3,101.25	3,500.00	2,953.92	4,000.00	14%
101-403.000-708.008	HEALTH DENTAL VISION INSURANCE	52,969.40	51,100.00	31,199.03	92,700.00	81%
101-403.000-708.009	NATIONAL RETIREMENT	16,034.40	16,100.00	7,314.32	19,400.00	20%
101-403.000-708.010	SELF INS. PREMIUM	52,951.97	51,100.00	26,757.79	54,100.00	6%
101-403.000-708.012	DEFERRED COMPENSATION	11,323.64	7,900.00	5,110.17	6,300.00	-20%
Total FINANCE DEPARTMENT:		722,288.45	696,200.00	323,774.03	775,300.00	11%

AGENDA ITEM 2.3 (c)

ACCOUNT NUMBER	DESCRIPTION	FYE18 REQUESTED
101-403.000-701.002	Personnel Temporary/Part-Time Personnel Temporary	<u>\$ 23,000.00</u>
101-403.000-701.003	Personnel Overtime Personnel Overtime	<u>\$ 1,200.00</u>
101-403.000-702.030	Maint. Operations Equipment Comm/IT Ez Signer Maintenance PSI Business License Software Misc. Maintenance Caselle Maintenance 1/3 costs	\$ 300.00 \$ 200.00 \$ 3,300.00 \$ 500.00 <u>\$ 13,000.00</u> <u>\$ 17,300.00</u>
101-403.000-702.031	Rents & Leases Savin Copier Lease Mail Equipment Lease Equip. Pool Allocation: Fuel/Maint	\$ 3,500.00 \$ 500.00 \$ 17,000.00 <u>\$ 21,000.00</u>
101-403.000-702.032	Professional/Special Services Audit Fees CalPers Thales Consulting-SCO Reports MBIA-Sales Tax Audits Info Send	\$ 33,000.00 \$ 3,400.00 \$ 4,200.00 \$ 8,200.00 \$ 8,300.00 <u>\$ 57,100.00</u>
101-403.000-702.034	Other Contract Services WAB Banking Fees	\$ 10,000.00 <u>\$ 10,000.00</u>
101-403.000-703.024	Postage Expense	<u>\$ 5,100.00</u>
101-403.000-703.025	Office Expense Misc. Office Items Copier Count Window Envelopes (AP & UB) Water Forms A/P Check Stock Payroll Check Stock W-2's, 1099's, Envelopes Pacific Storage	\$ 2,500.00 \$ 2,000.00 \$ 400.00 \$ 600.00 \$ 400.00 \$ 300.00 \$ 250.00 \$ 550.00

AGENDA ITEM 2.3 (c)

ACCOUNT NUMBER	DESCRIPTION	FYE18 REQUESTED
	Total Office Expense	<u>\$ 7,000.00</u>
101-403.000-704.022	Communications	
	Other	<u>\$ 100.00</u>
101-403.000-706.023	Advertising	
	AB 1600	\$ 200.00
	Annual Budget, Mid-Year	\$ 550.00
	Other Advertising	\$ 250.00
		<u>\$ 1,000.00</u>
101-403.000-706.035	Surety Bonds	
	Treasurer Surety Bond	\$ 700.00
		<u>\$ 700.00</u>
101-403.000-706.036	Membership, Dues, Books, etc.	
	CSMFO	\$ 220.00
	CMTA	\$ 155.00
	GFOA	\$ 225.00
	Other department material	\$ 200.00
		<u>\$ 800.00</u>
101-403.000-706.037	Conferences & Meetings	
	CSMFO Annual Conference (1)	\$ 1,700.00
	League-City Manager Dept.Mtng (1)	\$ 1,500.00
	League-Muni Finance Inst. (1)	\$ 1,300.00
	GFOA Training (1)	\$ 1,500.00
	Dept.Meetings/Expenses/Training	\$ 1,600.00
		<u>\$ 7,600.00</u>
		\$151,900.00

AGENDA ITEM 2.3 (d)

LEGAL DEPARTMENT

Account Number	Account Title	2015-16 Prior Year Actual	2016-17 Current Year Budget	2016-17 Current Year Actual	2017-18 Requested Budget	% Change
101-404.000-702.033	SPECIAL COUNSEL	345,679.40	360,000.00	238,260.69	360,000.00	0%
101-404.000-706.009	LEGAL SETTLEMENT	0.00	0.00	0.00	136,000.00	100%
Total LEGAL DEPARTMENT:		345,679.40	360,000.00	238,260.69	496,000.00	

AGENDA ITEM 2.3 (d)
LEGAL DEPARTMENT
PROPOSED BUDGET
FY 2017-18

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>BUDGET</u>
101-404.000-702.033 Special Counsel	Legal Matters City Attorney Labor Relations	<u>360,000</u>
101-404.000-706.009 Legal Settlement	Skate Park Settlement Payment #3	<u>136,000</u>

AGENDA ITEM 2.3 (e)

ADMIN SERVICES		2015-16	2016-17	2016-17	2017-18	
Account Number	Account Title	Prior Year Actual	Current Year Budget	Current Year Actual	Requested Budget	% Change
101-408.000-701.001	PERSONNEL REGULAR	328,677.58	294,400.00	209,295.45	375,100.00	27%
101-408.000-701.002	PERSONNEL PART TIME	4,886.52	15,400.00	10,596.25	15,000.00	-3%
101-408.000-701.003	PERSONNEL OVERTIME	166.98	200	0	0.00	-100%
101-408.000-701.080	SALARY REQUEST	0	0	0	0.00	0%
101-408.000-702.030	MAINT. OPERATION EQUIP	6,479.05	11,200.00	3,054.24	11,200.00	0%
101-408.000-702.031	RENTS & LEASES	4,696.63	4,600.00	0	4,600.00	0%
101-408.000-702.032	PROFESSIONAL/SPECIAL SERV	55,845.55	69,500.00	50,462.94	69,500.00	0%
101-408.000-702.034	OTHER CONTRACT SERVICES	10,149.84	5,700.00	1,653.96	5,700.00	0%
101-408.000-702.039	SPECIAL COMMUNITY SERVICES	95	75,000.00	0	55,000.00	-27%
101-408.000-703.023	ADVERTISING	706.95	1,000.00	620	1,000.00	0%
101-408.000-703.024	POSTAGE	156.83	500	3.72	500.00	0%
101-408.000-703.025	OFFICE EXPENSE	2,031.95	4,000.00	1,575.29	4,000.00	0%
101-408.000-704.022	COMMUNICATIONS	585	2,400.00	1,105.00	2,400.00	0%
101-408.000-706.014	MISC PERSONNEL EXPENSE	1,487.58	1,500.00	570.36	1,500.00	0%
101-408.000-706.026	MISCELLANEOUS EXPENSE	0	0	0	0.00	0%
101-408.000-706.035	INSURANCE & SURETY BONDS	318	400	318	400.00	0%
101-408.000-706.036	MEMBERSHIPS,DUES,BOOKS,ETC	570.4	1,100.00	295.4	1,100.00	0%
101-408.000-706.037	CONFERENCES & MEETINGS	740.09	500	840.52	800.00	60%
101-408.000-706.042	SAFETY	263.1	500	95.27	500.00	0%
101-408.000-706.047	WEB SITE	12,096.94	12,000.00	12,247.11	12,000.00	0%
101-408.000-706.066	ELECTIONS	4,798.32	30,000.00	1,702.24	1,500.00	-95%
101-408.000-707.002	CAPITAL EXPENDITURES	43,000.00	60,000.00	0	0.00	-100%
101-408.000-707.017	COMPUTER COMPONENTS	143.7	4,000.00	0	4,000.00	0%
101-408.000-708.004	MIS EMPLOYEE BENEFITS	6,292.89	0	-30,726.17	0.00	0%
101-408.000-708.005	MEDICARE	4,276.93	4,500.00	2,593.00	5,600.00	24%
101-408.000-708.006	PERS RETIREMENT	48,789.87	48,200.00	33,660.35	66,700.00	38%
101-408.000-708.007	PAYROLL TAXES	2,100.01	3,600.00	1,994.99	3,500.00	-3%
101-408.000-708.008	HEALTH DENTAL VISION INSURANCE	50,872.71	54,900.00	42,785.92	124,700.00	127%
101-408.000-708.009	NATIONAL RETIREMENT	14,351.40	14,100.00	8,233.68	19,400.00	38%
101-408.000-708.010	SELF INS. PREMIUM	42,040.81	43,300.00	30,389.03	54,400.00	26%
101-408.000-708.012	DEFERRED COMPENSATION	7,205.00	7,200.00	4,126.25	9,000.00	25%
101-408.000-709.001	PRIOR YEAR ENCUMBRANCES	0	0	-2,983.08	0.00	0%
Total ADMIN SERVICES:		653,825.63	769,700.00	384,509.72	849,100.00	10%

AGENDA ITEM 2.3 (e)

**Administrative Services Department
17/18 Base Budget Request**

	FY 17/18	Description
701.002 Personnel Part-Time	\$15,000	Part-time, Temporary staffing as needed.
702.030 Maintenance of Oper & Equip		
COOP Maintenance Fee	500	Emergency Management Plans (Admin; CD; PW)
Emergency Management	1,000	EOC Updates
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)	1,400	Filtering Email - Annual Cost
Total	\$11,200	
702.032 Professional/Special Services		
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	49,200	\$2600 monthly charge for IT services
Management Training	10,000	Professional Trainer Costs/ City Wide Training
Total	\$69,500	
702.034 Other Contract Services		
OES Contract	\$1,200	Contract services with Stan County Office of Emergency Services
Centration	2,000	Mandated costs
Liebert, Cassidy, Whitmore	2,500	Employment Consortium
Total	\$5,700	
702.039 Special Community Services		
Government Channel - Filming	\$55,000	Money received rom PEG fees
Total	\$55,000	
703.023 Advertising	\$1,000	Reduced because each dept. pays own noticing charges
703-024 Postage	\$500	Recruitments; Daily
703.025 Office Expense	\$4,000	Office Supplies; Copy Count Distribution
704.022 Communications	\$2,400	Office Supplies; Copy Count Distribution
706.014 Misc. Personnel Expense	\$1,500	Physicals; Fingerprints; Annual DOT
706.014 Miscellenous Expense	\$0	

AGENDA ITEM 2.3 (e)

**Administrative Services Department
17/18 Base Budget Request**

	FY 17/18	Description
706.035 Insurance & Bonds		
CC Bond	\$400	
706.036 Memberships, Dues, Books, etc.		
Safety Council	\$200	
IIMC	400	
Riverbank News	100	
CCAC Annual Dues	300	
Modesto Bee	100	
Total	\$1,100	
706.037 Travel, Conf & Meetings	\$800	
706.042 Safety	\$500	
706.047 New Web Site Development	\$12,000	Yearly cost for new website
706.066 Elections	\$1,500	2018 Election Publications
707.002 Capital Expenditures	\$0	
707.017 Computer Components	4,000	City Computer Replacement Program