

PERSONNEL LISTING - POLICE DEPARTMENT

FY 2020-21 Annual Budget

	FY 2017-18	FY 2018-19	FY 2019-20	Staffing Changes	FY 2020-21	
GENERAL FUND						
010-2410 Police Administration						
Administrative Analyst I/II/Sr	3	3	3	(1)	2	PD01
Community Service Officer I/II	1	2	2		2	
Executive Assistant	1	1	1		1	
Finance Assistant I/II	2	2	2		2	
Office Asst I/II/Specialist/Secretary/Technician	3	3	3		3	
Program Manager I/II	1	1	1	1	2	PD01
Police Fiscal Affairs & Planning Manager	1	1	1		1	
Sr Finance Assistant	1	1	1		1	
Supervising Office Assistant	1	1	1		1	
Chief of Police	1	1	1		1	
Deputy Chief of Police I/II	2	2	2		2	
Police Captain	1	1	1		1	
Police Lieutenant	4	4	4		4	
Police Officer/Trainee	12	12	12		12	
Police Sergeant	7	7	7	(1)	6	PD02
	41	42	42	(1)	41	
010-2420 Police Field Services						
Administrative Analyst I/II/Sr	1	1	0		0	
Code Enforcement Field Manager	1	1	1		1	
Code Enforcement Officer I/II	20	20	20		20	
Code Enforcement Supervisor	2	2	2		2	
Community Service Officer I/II	25	24	24	1	25	PD03
Graffiti Abatement Technician	4	4	4		4	
Office Asst I/II/Specialist/Secretary/Technician	9	9	9		9	
Police Court Coordinator	1	1	1		1	
Police Records Assistant I/II/III/Sr	1	1	1		1	
Police Services Manager	1	1	1		1	
Program Manager I/II	0	0	1		1	
Sr Code Enforcement Officer	3	3	3		3	
Sr Community Service Officer	1	1	1		1	
Sr Finance Assistant	1	1	1		1	
Supervising Office Assistant	1	1	1		1	
Police Captain	2	2	2		2	
Police Lieutenant	9	9	10		10	
Police Officer/Trainee	258	266	240	38	278	PD04
Police Sergeant	36	34	34	1	35	PD02
	376	381	356	40	396	

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	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
010-2430 Police Investigations						
Crime Analyst	0	0	1	(1)	0	PD05
Community Service Officer I/II	3	3	3	(1)	2	PD03
Evidence Technician I/II	12	12	12		12	
Office Asst I/II/Specialist/Secretary/Technician	3	3	3		3	
Police Records Assistant I/II/III/Sr	3	3	2		2	
Sr Evidence Technician	6	6	6		6	
Supervising Evidence Technician	2	2	2		2	
Police Captain	1	1	1		1	
Police Lieutenant	4	4	3		3	
Police Officer/Trainee	106	99	125	(38)	87	PD04
Police Sergeant	14	16	16		16	
	154	149	174	(40)	134	
010-2462-63 Police Support Services						
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Police Records Assistant I/II/III/Sr	25	26	27	1	28	PD05
Property Clerk	5	4	4		4	
Property Room Supervisor	1	1	1		1	
Supervising Police Records Assistant	2	2	2		2	
Police Captain	1	1	1		1	
	35	35	36	1	37	
010-2466-67 Police Animal Control						
Animal Services Assistant I/II	7	7	7	1	8	PD06
Animal Services Officer/Sr	5	5	4		4	
Animal Services Supervisor	1	1	2		2	
Office Asst I/II/Specialist/Secretary/Technician	3	3	3	(1)	2	PD06
Police Services Manager	1	1	1		1	
	17	17	17	0	17	
010-2470 Police Telecommunications						
Administrative Analyst I/II/Sr	0	1	1		1	
Crime Analyst	7	6	5		5	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Police Records Assistant I/II/III/Sr	1	0	0		0	
Police Telecommunicator Call Taker	0	2	1		1	
Police Telecommunicator I/II	41	39	40		40	
Police Telecommunications Supervisor	6	6	6		6	
Police Services Manager	2	2	2		2	
Supervising Crime Analyst	0	1	1		1	
	58	58	57	0	57	
Total General Fund	681	682	682	0	682	

PERSONNEL LISTING - POLICE DEPARTMENT

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	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>
<u>SPECIAL REVENUE FUNDS</u>					
Police Grant Funded					
024-6426 COPS Grant: Community Service Officer	2	2	2		2
025-6478 CCP Task Force: Crime Analyst	1	0	0		0
025-6478 CCP Task Force: Police Officer	1	1	1		1
025-6478 CCP Task Force: Police Sergeant	1	1	1		1
025-6436 VAWA Grant: Police Officer	1	0	0		0
025-6468 Firearms Examiner	1	1	1		1
025-6498 Admin Analyst I/II/Sr	1	0	0		0
	8	5	5	0	5
081-2436 Police Safe Neighborhood Measure W					
Police Officer/Trainee	24	24	24		24
Total	24	24	24	0	24
Total Special Revenue Funds	32	29	29	0	29
Total Police	713	711	711	0	711
Police Department Summary					
Sworn Positions					
General Fund	458	459	459		459
Safe Neighborhood Measure W	24	24	24		24
Grant Funded	3	2	2		2
	485	485	485	0	485
Non-Sworn Positions					
General Fund	223	223	223		223
Grant Funded	5	3	3		3
	228	226	226	0	226
Total Police Department	713	711	711	0	711

PERSONNEL LISTING - FIRE DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>GENERAL FUND</u>						
010-2610 Fire Administration						
Deputy Fire Chief I/II	2	2	2		2	
Executive Assistant	1	1	1		1	
Fire Battalion Chief	1	1	1	(1)	0	FD01
Fire Chief	1	1	1		1	
Office Asst I/II/Specialist/Secretary	2	2	2		2	
Office Technician	1	1	1		1	
Program Manager I/II	0	1	2		2	
Program Manager III	2	1	0		0	
Project Manager I/II/III	1	1	1		1	
Supervising Office Assistant	1	1	1		1	
	12	12	12	(1)	11	
010-2620 Fire Suppression/Rescue						
Fire Battalion Chief	6	6	6		6	
Fire Captain	45	45	45	1	46	FD02
Fire Fighter	47	47	47		47	
Fire Fighter Engineer	49	49	49		49	
	147	147	147	1	148	
010-2650 Fire Training						
Fire Battalion Chief	1	1	1		1	
Fire Captain	2	2	2		2	
	3	3	3	0	3	
010-2660 Fire Dispatch						
Emergency Communications Manager	1	1	1		1	
Fire Battalion Chief	0	0	0	1	1	FD01
Fire Captain	1	1	1	(1)	0	FD02
Fire Telecom Call Taker	0	0	0	4	4	FD03
Fire Telecommunicator I/II	10	12	12	2	14	FD04
Fire Telecommunications Supervisor	3	3	3		3	
	15	17	17	6	23	
Total General Fund	177	179	179	6	185	

PERSONNEL LISTING - FIRE DEPARTMENT

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	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>
<u>SPECIAL REVENUE FUNDS</u>					
048-2630 Development Services - Fire Prevention					
Community Development Technician	0	1	1		1
Fire Battalion Chief	1	1	1		1
Fire Captain	1	1	1		1
Fire Prevention Inspector I/II	3	5	6		6
Fire Protection Specialist	1	1	1		1
Office Asst I/II/Specialist/Secretary/Technician	1	2	2		2
Plan Checker I/II	1	1	0		0
Program Manager I/II	1	0	0	1	1
Project Manager I/II/III	0	1	1	(1)	0
	9	13	13	0	13
081-2636 Fire Safe Neighborhood Measure W					
Fire Captain	6	6	6		6
Fire Fighter	14	14	14		14
Fire Fighter Engineer	5	5	5		5
	25	25	25	0	25
Total Special Revenue Funds	34	38	38	0	38
Total Fire	211	217	217	6	223
Fire Department Summary					
Sworn Positions					
General Fund	155	155	155		155
Safe Neighborhood Measure W	25	25	25		25
Development Services - Fire Prevention	2	2	2		2
	182	182	182	0	182
Non-Sworn Positions					
General Fund	22	24	24	6	30
Development Services - Fire Prevention	7	11	11		11
	29	35	35	6	41
Total Fire Department	211	217	217	6	223

FD05

FD05

PERSONNEL LISTING - PUBLIC WORKS DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>GENERAL FUND</u>						
010-3010 Public Works Administration						
Administrative Analyst I/II/Sr	2	2	3	(1)	2	PW01
Deputy Public Works Director/City Engineer	0	0	1		1	
Engineering Services Manager	0	0	1		1	
Executive Assistant	1	1	1		1	
Office Asst I/II/Specialist/Secretary	3	2	3		3	
Office Technician	0	1	1		1	
Program Manager I/II	1	1	1		1	
Program Manager III	1	1	1		1	
Public Works Director	1	1	1		1	
Records Specialist	1	1	1		1	
Supervising Office Assistant	1	1	1		1	
	11	11	15	(1)	14	
010-3061 Public Works Operations & Maintenance						
Deputy Public Works Dir/Ops & Maint	1	1	1		1	
Engineering Services Manager	0	1	1		1	
Office Asst I/II/Specialist/Secretary	3	2	2		2	
Office Technician	0	1	1		1	
Program Manager I/II	1	1	1		1	
Project Manager I/II/III	0	0	0	1	1	PW02
Public Works Safety Training Officer	0	1	1		1	
Sr Civil Engineer	1	0	0		0	
Supervising Office Assistant	1	1	1		1	
	7	8	8	1	9	
010-3070 Public Works Parks & Street Trees						
Parks Manager	1	1	1		1	
Project Manager I/II/III	1	1	1		1	
Public Works Field Specialist	3	3	3		3	
Public Works Maintenance Worker I/II/Sr	2	2	2		2	
Public Works Supervisor	3	3	3		3	
Sr Tree Surgeon	1	1	1		1	
Tree Surgeon	4	4	4	(2)	2	PW03
Tree Worker	0	0	0	2	2	PW03
	15	15	15	0	15	
010-3090 Public Works Facilities Maintenance						
Craft Maintenance Worker I/II	5	5	5		5	
Electrician I/II/Sr	3	3	3		3	
Facilities Maintenance Worker I/II/III	4	4	2		2	
Facilities Manager	0	1	1		1	
Heating, Ventilation and Air Mechanic	3	3	3		3	
Janitor	0	0	2		2	
Office Asst I/II/Specialist/Secretary	1	1	1		1	
Program Manager III	1	0	0		0	
Project Manager I/II/III	2	2	2		2	
Public Works Safety Training Officer	1	0	0		0	
Public Works Supervisor	1	1	1		1	
	21	20	20	0	20	
Total General Fund	54	54	58	0	58	

PERSONNEL LISTING - PUBLIC WORKS DEPARTMENT

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<u>SPECIAL REVENUE FUNDS</u>						
030-3020 Gas Tax - Street Maintenance Engineering						
Administrative Analyst I	0	1	0		0	
Assistant City Traffic Engineer	1	1	1		1	
City Traffic Engineer	1	1	1		1	
Deputy Public Works Director/City Engineer	1	1	0		0	
Engineering Aide/Eng Technician I/II/Sr	1	1	0		0	
Engineering Services Manager	1	1	1		1	
Jr/Asst/Assoc Engineer/Civil Engineer	12	15	15	1	16	PW04
Office Asst I/II/Specialist/Secretary	0	1	0		0	
Parks Facility Planner	1	1	0		0	
Project Manager I/II/III	2	2	2	(1)	1	PW04
Public Works Inspector	4	4	5		5	
Supervising Public Works Inspector	1	1	1		1	
Sr Civil Engineer	3	3	3		3	
	28	33	29	0	29	
030-3060 Gas Tax Street Maintenance and Operations						
Civil Engineer Assoc/Sr	1	1	1		1	
Engineering Aide/Engineering Technician I/II/Sr	1	1	1		1	
Jr/Asst/Assoc Engineer/Civil Engineer	1	1	2	(1)	1	PW05
Maintenance Repair Technician I/II	10	10	10		10	
Project Manager I/II/III	0	0	0	1	1	PW05
Public Works Heavy Equipment Operator	2	2	2		2	
Public Works Maintenance Worker	2	2	2		2	
Public Works Supervisor	1	1	1		1	
Public Works Supervisor/Electrical	1	1	1		1	
Sr Maintenance Repair Technician	5	5	5		5	
Sr Traffic Signal Electrician	1	1	1		1	
Traffic Signal Electrician/Trainee	6	7	7		7	
	31	32	33	0	33	
Total Gas Tax Fund	59	65	62	0	62	

PERSONNEL LISTING - PUBLIC WORKS DEPARTMENT

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020-0137 San Joaquin Area Flood Control Agency						
Deputy Public Works Director/City Engineer	1	1	1		1	
Jr/Asst/Assoc Engineer/Civil Engineer	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Project Manager I/II/III	1	1	1		1	
Sr Civil Engineer	1	1	1		1	
	5	5	5	0	5	
072-6900 Assessment Districts						
Assessment District Program Coordinator	1	1	1		1	
Project Manager I/II/III	2	2	2		2	
	3	3	3	0	3	
047-3080 Solid Waste & Recycling						
Administrative Analyst I/II/SR	0	0	0	1	1	PW01
Office Asst I/II/Specialist/Secretary	0	0	0	1	1	PW06
Program Manager I/II/III	1	1	1		1	
Project Manager I/II/III	3	3	4		4	PW02 PW07 PW08
Public Works Field Specialist	1	1	1	2	3	
Recycling Specialist	1	1	0		0	
Solid Waste Manager	1	1	1		1	
Sr Maintenance Repair Technician	2	2	0	2	2	PW09
	9	9	7	6	13	
082-3087 Measure K Street Maintenance						
Sr Maintenance Repair Technician	0	0	2	(2)	0	PW09
Total Special Revenue Funds	76	82	79	4	83	
<u>INTERNAL SERVICE FUNDS</u>						
FLEET						
501-5021 Fleet Administration						
Fleet Manager	1	1	1		1	
Office Asst I/II/Specialist/Secretary	2	2	2		2	
Project Manager I/II/III	1	1	1		1	
Supervising Mechanic	2	2	2		2	
	6	6	6	0	6	
501-5023 Fleet Equipment Maintenance						
Facilities Maintenance Worker I/II/III	3	3	3	(1)	2	PW10
Sr. Facilities Maint Worker	0	0	0	1	1	PW10
Mechanic I/II/III	17	17	17		17	
Welder/Fabricator Specialist	1	1	1		1	
	21	21	21	0	21	
Total Internal Service Funds	27	27	27	0	27	
Total Public Works Department	157	163	164	4	168	

PERSONNEL LISTING - COMMUNITY SERVICES DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>SPECIAL REVENUE FUNDS</u>						
LIBRARY						
041-3510 Administration						
Administrative Analyst I/II/Sr	1	1	1		1	
Deputy Dir of Comm Services/City Librarian	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	2	2	2		2	
Program Manager III	1	1	1		1	
	5	5	5	0	5	
041-3524/30 Outreach/Technical Services						
Circulation Assistant	1	1	1	(1)	0	CS01
Librarian I/II/Trainee	2	2	1	1	2	CS01
Library Assistant I/II	2	3	3		3	
Library Driver/Clerk	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	2	2	2		2	
Supervising Librarian	1	1	1	(1)	0	CS02
	9	10	9	(1)	8	
041-3550 City Branches						
Circulation Assistant I/II	6	6	6		6	
Librarian I/II/Trainee	7	7	7		7	
Library Aide I/II	2	3	1		1	
Library Assistant I/II/Sr	8	7	9		9	
Supervising Librarian	1	2	2	(2)	0	CS03
Library Manager	0	0	0	2	2	CS03
	24	25	25	0	25	
041-3540 County Branches						
Circulation Assistant I/II	6	6	6		6	
Librarian I/II/Trainee	8	8	11		11	
Library Aide I/II	2	1	2		2	
Library Assistant I/II/Sr	10	10	8		8	
Supervising Librarian	2	1	1	(1)	0	CS04
Library Manager	0	0	0	1	1	CS04
	28	26	28	0	28	
Total Library Fund	66	66	67	(1)	66	

PERSONNEL LISTING - COMMUNITY SERVICES DEPARTMENT

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RECREATION						
044-3610 Recreation-Administration						
Administrative Analyst I/II/Sr	1	1	1		1	
Deputy Director of Community Services	1	1	1		1	
Director of Community Services	1	1	1		1	
Executive Assistant	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	4	3	3		3	
	8	7	7	0	7	
044-3600 Recreation Services						
Recreation Assistant I/II/Sr	9	9	9		9	
Recreation Program Coordinator	4	4	4	(1)	3	CS05
Recreation Supervisor	3	3	3	(1)	2	CS06
	16	16	16	(2)	14	
Total Recreation Fund	24	23	23	(2)	21	
083 - Strong Communities Tax-Measure M						
Administrative Analyst I/II/Sr	2	2	2		2	
Circulation Assistant I/II	2	2	2		2	
Librarian I/II	1	1	1		1	
Library Assistant I/II/Sr	6	6	6		6	
Recreation Assistant I/II/Sr	8	8	8	1	9	CS05
Recreation Program Coordinator	2	2	2		2	
Recreation Supervisor	0	0	0	1	1	CS06
Recreation Superintendent	1	1	1		1	
Supervising Office Assistant	1	1	1		1	
Total Strong Communities Tax Fund	23	23	23	2	25	
Total Community Services Department	113	112	113	(1)	112	

PERSONNEL LISTING - COMMUNITY DEVELOPMENT DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>DEVELOPMENT SERVICES FUND</u>						
048-1810 Development Services-Administration						
Community Development Director	1	1	1		1	
Community Development Assistant Director	1	1	1		1	
Community Development Tech I/II/Sr	3	4	5	(5)	0	CD01
Executive Assistant	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	0	1		1	
Assistant/Associate Planner	0	0	0	1	1	CD02
Planning Technician I/II	1	1	0		0	
Planning Manager	1	1	1		1	
Program Manager I/II	2	2	2		2	
Program Manager III	1	1	1		1	
Revenue Assistant I/II	1	2	2		2	
	13	14	15	(4)	11	
048-1820 Development Services-Planning						
Assistant/Associate Planner	2	3	4	(1)	3	CD02
Deputy Dir - Engineering & Transportation	1	1	1		1	
Eng Aide/Engineering Technician I/II/Sr	1	1	1		1	
Junior/Assistant/Associate Civil Engineer	2	2	2		2	
Office Asst I/II/Specialist/Secretary/Technician	0	1	0		0	
Planning Manager	3	3	3		3	
Sr Planner	1	1	1	3	4	CD03
	10	12	12	2	14	
048-1830 Development Services-Building						
Community Development Tech I/II/Sr	1	1	0	5	5	CD01
Combination Inspector I/II	5	7	7		7	
Deputy Director - Building	1	1	1		1	
Deputy Building Official	1	1	1		1	
Plan Check Engineer	1	1	1		1	
Plan Checker I/II/Sr	4	4	4	1	5	CD03
Sr Building Inspector	1	1	1		1	
Supervising Combination Inspector	1	1	1	1	2	CD03
	15	17	16	7	23	
Total Community Development Department	38	43	43	5	48	

PERSONNEL LISTING - ECONOMIC DEVELOPMENT DEPARTMENT
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	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>GENERAL FUND</u>						
010-1700 Economic Development						
Asst Economic Development Director	1	1	1		1	
Director of Economic Development	1	1	1		1	
Economic Development Analyst I/II/Sr	3	3	2		2	
Executive Assistant	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Program Manager III	1	1	1		1	
Real Property Agent I/II/Sr	0	0	1		1	
Total General Fund	8	8	8	0	8	
<u>SPECIAL REVENUE FUND</u>						
054-8120 Housing - Community Development Block Grant						
Administrative Analyst I/II/Sr	1	1	1	1	2	ED01
Deputy Housing Director	0	0	0	1	1	ED02
Economic Development Analyst I/II/Sr	1	1	1	(1)	0	ED01
Office Asst I/II/Specialist/Secretary/Technician	1	1	0		0	
Program Manager I	0	0	0	1	1	ED02
Program Manager III	1	1	1		1	
Project Manager I/II/III	1	1	1		1	
	5	5	4	2	6	
<u>AGENCY FUND</u>						
633-7310 Successor Agency (RDA)						
Program Manager I/II	1	1	1	(1)	0	ED03
Program Manager III	0	0	0	1	1	ED03
	1	1	1	0	1	
<u>ENTERPRISE FUND</u>						
418-4000 Parking Authority						
Administrative Analyst I/II/Sr	0	0	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Parking Enforcement Officer	2	2	2		2	
Parking & Venues Manager	0	0	0	1	1	ED04
Program Manager III	1	1	1	(1)	0	ED04
Supervising Parking Enforcement Officer	1	1	1		1	
	5	5	6	0	6	
Total Other Funds	11	11	11	2	13	
Total Economic Development Department	19	19	19	2	21	

PERSONNEL LISTING - MUNICIPAL UTILITIES DEPARTMENT

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	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2020-21</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>WATER FUND</u>						
421-4210 Water Administration						
Deputy Director Water Resource Planning	1	1	1		1	
Office Asst I/II/ Office Specialist/Secretary	2	1	1		1	
Program Manager III	1	1	1	1	2	MD01
	4	3	3	1	4	
421-4223 Hydrant Maintenance						
Hydrant Worker/Sr	0	0	0	2	2	MD02
	0	0	0	2	2	
421-4231 Water Distribution						
Hydrant Worker/Sr	1	2	2	(2)	0	MD02
Office Asst I/II/ Specialist/Secretary/Technician	1	1	1		1	
Plant Operations Supervisor	1	0	0		0	
Water Field Technician	2	4	4		4	
Water Systems Superintendent	1	1	1		1	
Water Systems Supervisor	0	0	1		1	
Water Systems Operator I/II/Sr	20	18	18		18	
Water/Sewer Equipment Operator	1	1	1		1	
	27	27	28	(2)	26	
421-4234/35 Water Operations & Maintenance						
Chief Plant Operator	1	1	1		1	
Electrical Technician I/II	2	2	2	(1)	1	MD03
Sr Electrical Technician	0	0	0	1	1	MD03
Plant Maintenance Mechanic	3	3	3		3	
Plant Operator I/II/Sr	8	8	8		8	
Plant Operations Supervisor	1	1	1		1	
Sr Plant Maintenance Mechanic	1	1	1		1	
Water Systems Operator I/II/Sr	4	4	4		4	
	20	20	20	0	20	
Total Water	51	50	51	1	52	

PERSONNEL LISTING - MUNICIPAL UTILITIES DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2020-21</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>WASTEWATER FUND</u>						
431-4311 Wastewater Administration						
Administrative Analyst I/II/Sr	0	0	1		1	
Assistant MUD Director	1	2	2		2	
Director of Municipal Utilities	1	1	1		1	
Executive Assistant	1	1	1		1	
MUD Finance Officer	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	5	6	5		5	
Program Manager III	1	1	1		1	
Supervising Office Assistant	0	0	1		1	
	10	12	13	0	13	
431-4312 Engineering & Capital Projects						
Assistant MUD Director	1	0	0		0	
Engineering Services Manager	1	1	1		1	
Junior/Assistant/Associate Civil Engineer	7	7	7		7	
Office Asst I/II/Specialist/Secretary/Technician	2	2	2		2	
Principal Civil Engineer	1	1	1		1	
Public Works Inspector	1	1	1		1	
Sr Civil Engineer	2	2	2		2	
	15	14	14	0	14	
431-4331 Wastewater Operations						
Chief Plant Operator	1	1	1		1	
Deputy Director Wastewater	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	2	2	2		2	
Plant Operator in Training/I/II/Sr	25	25	25		25	
Plant Operations Supervisor	2	2	2		2	
Program Manager III	1	1	1		1	
	32	32	32	0	32	
431-4331 Wastewater Maintenance						
Electrical Technician I/II	3	3	3	(2)	1	MD04
Sr Electrical Technician	0	0	0	2	2	MD04
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Plant Maintenance Machinist	1	1	1		1	
Plant Maintenance Mechanic	11	11	10		10	
Plant Maintenance Worker I/II	2	2	1		1	
Plant Maintenance Supervisor	1	1	1		1	
Program Manager III	0	0	1		1	
Sr Plant Maintenance Mechanic	3	3	3		3	
Sr Plant Maintenance Supervisor	1	1	1		1	
	23	23	22	0	22	

PERSONNEL LISTING - MUNICIPAL UTILITIES DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2020-21</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
431-4332 Sanitary Sewers/Collections						
Collection Systems Operator I/II/Sr	34	34	34		34	
Sr Collection Systems Supervisor	1	1	1		1	
Collection Systems Supervisor	2	2	2		2	
Deputy Director Maintenance & Collections	1	1	1		1	
Program Manager III	1	1	1		1	
Office Asst I/II/ Office Specialist/Secretary	1	1	1		1	
Water/Sewer Equipment Operator	2	2	2		2	
	42	42	42	0	42	
431-4333 Sanitary Pump Stations						
Electrical Technician I/II	2	2	2	(1)	1	MD05
Sr Electrical Technician	0	0	0	1	1	MD05
Plant Maintenance Mechanic	10	10	11		11	
Plant Maintenance Worker I/II	0	0	1		1	
Plant Maintenance Supervisor	1	1	1		1	
Sr Plant Maintenance Mechanic	1	1	1		1	
	14	14	16	0	16	
431-4341 Environmental Control						
Environmental Control Officer	3	3	3		3	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Sr Environmental Control Officer	2	2	2		2	
Technical Services Supervisor	1	1	1		1	
	7	7	7	0	7	
Total Wastewater	143	144	146	0	146	

PERSONNEL LISTING - MUNICIPAL UTILITIES DEPARTMENT

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2020-21</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
<u>STORMWATER FUND</u>						
441-4410 Stormwater-Policy, Planning, Management						
Environmental Control Officer	0	0	1		1	
Program Manager III	1	1	1	1	2	MD06
Project Manager I/II	1	1	1	(1)	0	MD06
Public Works Inspector	1	1	0		0	
	3	3	3	0	3	
441-4431 Stormwater Collections						
Collections Systems Operator I/II/Sr	2	2	2		2	
	2	2	2	0	2	
441-4432 Stormwater Pump Stations						
Sr Plant Maintenance Mechanic	1	1	1		1	
	1	1	1	0	1	
Total Stormwater	6	6	6	0	6	
<u>OPERATIONAL SUPPORT SERVICES</u>						
Laboratory						
Chemist	2	2	2		2	
Laboratory Technician	3	3	3		3	
Laboratory Supervisor	1	1	1		1	
Microbiologist	1	1	1		1	
	7	7	7	0	7	
Regulatory Compliance, Outreach, SCADA						
Electrical Technician I/II	1	1	0		0	
GIS Specialist I/II	1	1	1		1	
Occupational Health/Safety Compliance Specialist	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Program Manager I/II	1	1	1		1	
Program Manager III	1	1	1		1	
Regulatory Compliance Officer	1	1	0		0	
SCADA/CMMS Manager	1	1	1		1	
Utility Technology Specialist	1	1	1		1	
	9	9	7	0	7	
Total Municipal Utilities Department	216	216	217	1	218	

PERSONNEL LISTING - ADMINISTRATIVE AND SUPPORT DEPARTMENTS

FY 2020-21 Annual Budget

	FY 2017-18	FY 2018-19	FY 2019-20	Staffing Changes	FY 2020-21	
CITY COUNCIL						
Councilmember	6	6	6		6	
Executive Assistant to the Mayor	1	1	1		1	
Public Information Officer	1	1	1		1	
Mayor	1	1	1		1	
Mayor's Senior Policy Advisor	1	1	1		1	
	10	10	10	0	10	
CITY MANAGER						
Administrative Aide I/II	2	2	2	(1)	1	CM01
Executive Assistant to the Deputy CM's	0	0	0	1	1	CM01
Assistant to the City Manager	0	0	0	1	1	CM02
City Manager	1	1	1		1	
Deputy City Manager I/II	4	4	4	(2)	2	CM02
Executive Assistant to City Manager	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	1	1	1		1	
Deputy of Performance & Data Analytics	0	0	0	1	1	CM02
Management Assistant / Data & Performance	0	0	0	1	1	CM03
Program Manager III	3	3	3		3	
	12	12	12	1	13	
CITY ATTORNEY						
Assistant City Attorney	1	1	1		1	
City Attorney	1	1	1		1	
Deputy City Attorney	6	6	6		6	
Executive Assistant to City Attorney	1	1	1		1	
Paralegal	1	1	1		1	
Legal Secretary I/II	2	2	2		2	
	12	12	12	0	12	
CITY CLERK						
Assistant City Clerk I/II	1	1	1		1	
City Clerk	1	1	1		1	
Deputy City Clerk I/II/Sr	4	4	4		4	
Records Research Specialist	1	1	1		1	
	7	7	7	0	7	
NON-DEPARTMENTAL						
Administrative Aide I/II	2	2	2		2	
Community Relations Officer	1	1	1		1	
	3	3	3	0	3	
OFFICE OF VIOLENCE PREVENTION						
Administrative Aide I/II	1	1	1		1	
Community Engagement Coordinator	0	0	1		1	
Director of the Office of Violence Prevention	0	0	0	1	1	CM04
Management Assistant	1	1	1		1	
Office of Violence Prevention Program Asst	1	1	0		0	
Office of Violence Prevention Manager	1	1	1	(1)	0	CM04
Outreach Supervisor	2	2	2		2	
Outreach Worker	8	8	8		8	
	14	14	14	0	14	
Total Non-Departmental	17	17	17	0	17	

PERSONNEL LISTING - ADMINISTRATIVE AND SUPPORT DEPARTMENTS

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
ADMINISTRATIVE SERVICES DEPARTMENT						
<u>GENERAL FUND</u>						
010-1310 Administration						
Assistant Chief Financial Officer	1	1	1		1	
Chief Financial Officer	1	1	1		1	
Executive Assistant	1	1	1		1	
Office Asst I/II/Specialist	4	4	4	(1)	3	AS01
Administrative Aide I/II	0	0	0	1	1	AS01
Program Manager III	1	1	1		1	
	8	8	8	0	8	
010-1320/60 Financial Services						
Accountant I/II/Sr	7	7	7		7	
Accounting Manager	1	1	1		1	
Finance Assistant I/II/Sr	8	8	8		8	
Payroll Supervisor	1	1	1		1	
Program Manager I/II	2	2	2		2	
Supervising Accountant	2	2	2		2	
	21	21	21	0	21	
010-1322 Budget						
Budget Officer	1	1	1		1	
Budget Analyst I/II/Sr	5	5	5		5	
	6	6	6	0	6	
010-1331 Revenue/Collections						
Revenue Assistant I/II/Sr	11	11	11	1	12	AS02
Revenue Collector	1	1	0		0	
Revenue Officer	1	1	1		1	
Revenue Supervisor	1	1	1	1	2	AS03
	14	14	13	2	15	
010-1340 Procurement						
Materials Specialist	3	3	3		3	
Procurement Manager	1	1	1		1	
Procurement Specialist I/II/Sr	4	4	4		4	
Supervising Procurement Specialist	2	2	2		2	
	10	10	10	0	10	
010-1350/51 Utility Billing/Customer Service						
Customer Service Assistant	2	2	2		2	
Revenue Assistant I/II/Sr	13	13	13	(1)	12	AS02
Revenue Collector	4	4	5		5	
Revenue Supervisor	2	2	2	(1)	1	AS03
	21	21	22	(2)	20	
Total General Fund	80	80	80	0	80	
<u>INTERNAL SERVICE FUNDS</u>						
502-5400 Document Services						
Reprographics/Mailroom Supervisor	1	1	1		1	
Reprographics/Mailroom Technician I/II	1	1	1		1	
	2	2	2	0	2	
Total Administrative Services Department	82	82	82	0	82	

PERSONNEL LISTING - ADMINISTRATIVE AND SUPPORT DEPARTMENTS

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
HUMAN RESOURCES						
<u>GENERAL FUND</u>						
010-1610 Recruitment & Workforce Planning						
Human Resources Analyst I/II/Sr	4	4	4	1	5	HR07
Human Resources Asst I/II /Specialist	1	1	1		1	
Office Asst I/II/Specialist/Secretary/Technician	0	0	0	1	1	HR02
Supervising Human Resource Analyst	1	1	1		1	
	6	6	6	2	8	
010-1620 Administration & Employee Labor Relations						
Administrative Aide I/II	1	1	1	(1)	0	HR01
Assistant Director of Human Resources	1	1	1		1	
Director of Human Resources	1	1	1		1	
Executive Assistant (Confidential)	1	1	1		1	
Human Resources Analyst I/II/Sr	2	2	2	(1)	1	HR07
Human Resources Asst/Specialist I/II	1	1	1	(1)	0	HR02
Human Resources Program Assistant	1	1	1	(1)	0	HR03
Human Resources Technician	2	2	2	1	3	HR03
Program Manager III	1	1	1		1	
Supervising Human Resource Analyst	1	1	1		1	HR01
Training & Internship Coordinator	0	0	0	2	2	HR04
	12	12	12	(1)	11	
Total General Fund	18	18	18	1	19	
<u>INTERNAL SERVICE FUNDS</u>						
552-5500 Health Benefits						
Deputy Director of Human Resources	1	1	1		1	
Human Resources Analyst I/II/Sr	1	1	1		1	
Human Resources Asst/Specialist I/II	1	1	1		1	
Human Resources Technician	2	2	2	(1)	1	HR05
Supervising Human Resources Analyst	1	1	1		1	
	6	6	6	(1)	5	
551-5600 Workers Compensation						
Human Resources Analyst I/II/Sr	0	0	0	1	1	HR06
Human Resources Manager/Safety Officer	1	1	1		1	
Risk Analyst I/II	2	2	2		2	HR05
	3	3	3	1	4	HR06
541-5700 General Liability Insurance						
Liability Claims Investigator I/II	1	1	1	(1)	0	HR04
Risk Analyst I/II	1	1	1		1	
Risk/Loss Control Specialist	1	1	1		1	
	3	3	3	(1)	2	
Total Internal Service Funds	12	12	12	(1)	11	
Total Human Resources Department	30	30	30	0	30	

PERSONNEL LISTING - ADMINISTRATIVE AND SUPPORT DEPARTMENTS

FY 2020-21 Annual Budget

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>Staffing Changes</u>	<u>FY 2020-21</u>	
INFORMATION TECHNOLOGY DEPARTMENT						
<u>INTERNAL SERVICE FUNDS</u>						
502-5100 Information Technology						
Administrative Analyst I/II/Sr	1	2	3		3	
Director of Information Technology	1	1	1		1	
Executive Assistant	1	1	1		1	
Information Technology Officer	2	2	2		2	
Information Technology Supervisor	3	3	3		3	
GIS Analyst I/II/Sr	2	2	1		1	
GIS Specialist I/II/Sr	1	1	0		0	
Network Support Analyst I/II/Sr	4	4	4		4	
Office Asst I/II/Specialist/Secretary/Technician	3	3	2		2	
Program Manager I/II	2	2	2	2	4	IT01
Program Manager III	7	7	7	(2)	5	IT01
Systems Analyst I/II/Sr	19	18	18	1	19	IT02
Technology Project Coordinator	1	1	1		1	
Technology Support Specialist I/II	6	5	5		5	
Technology Training Coordinator	0	1	1		1	
	53	53	51	1	52	
503-5200 Radio						
Technology Project Coordinator	0	0	0	1	1	IT03
Project Manager I/II	1	1	1	(1)	0	IT03
	1	1	1	0	1	
Total Information Technology Department	54	54	52	1	53	

PERSONNEL LISTING - FOOTNOTES
FY 2020-21 Annual Budget

Police Department

PD01 Reclassify one Sr. Administrative Analyst to Program Manager II
PD02 Move one Police Sergeant to Field Services from Administration
PD03 Move one Community Service Officer I/II to Field Services from Investigations
PD04 Move 38 Police Officers to Field Services from Investigations
PD05 Reclassify one Crime Analyst to Police Records Assistant III and move to Support Services from Investigations
PD06 Reclassify one Office Assistant II to Animal Services Assistant I/II

Fire Department

FD01 Move one Fire Battalion Chief to Fire Dispatch from Fire Administration
FD02 Move one Fire Captain to Fire Suppression from Fire Dispatch
FD03 NEW - four Fire Call Taker positions
FD04 NEW - two Fire Telecommunicator II positions
FD05 Reclassify one Project Manager to Program Manager I

Public Works Department

PW01 Move one Administrative Analyst to Solid Waste & Recycling from Administration
PW02 Move one Project Manager II to Operations & Maintenance from Solid Waste & Recycling
PW03 Reclassify two Tree Surgeon to Tree Worker
PW04 Reclassify one Project Manager to Junior Engineer
PW05 Reclassify one Associate Engineer to Project Manager
PW06 NEW - one Office Specialist position
PW07 NEW - one Project Manager I position
PW08 NEW - two Public Works Field Specialist positions
PW09 Move two Sr. Maintenance Repair Technicians to Solid Waste & Recycling from Measure K Street Maintenance
PW10 Reclassify one Facilities Maintenance Worker III to Sr Facilities Maintenance Worker

Community Services Department

CS01 Reclassify one Circulation Assistant to Librarian
CS02 Eliminate one Supervising Librarian position
CS03 Reclassify two Supervising Librarians to Library Manager
CS04 Reclassify one Supervising Librarian to Library Manager
CS05 Underfilled Recreation Program Coordinator with Recreation Assistant I/II/SR
CS06 Move one Recreation Supervisor to Strong Communities from Recreation Services

Community Development Department

CD01 Move five Community Development Technicians to Building from Administration
CD02 Move one Assistant Planner to Administration from Planning
CD03 Five additional positions approved by Reso 2019-12-17-1106 on 12/17/2019

Economic Development Department

ED01 Reclassify one Economic Development Analyst to Administrative Analyst
ED02 Two additional positions approved by Reso 2020-03-24-1103 on 3/24/2020
ED03 Reclassify one Program Manager I/II to Program Manager III
ED04 Reclassify one Program Manager III to Parking & Venues Manager

PERSONNEL LISTING - FOOTNOTES
FY 2020-21 Annual Budget

Municipal Utilities Department

MD01 NEW - one Program Manager III position
MD02 Move two Hydrant Workers to Hydrant Maintenance from Water Distribution
MD03 Reclassify one Electrical Technician to Sr. Electrical Technician
MD04 Reclassify two Electrical Technician to Sr. Electrical Technician
MD05 Reclassify one Electrical Technician to Sr. Electrical Technician
MD06 Reclassify one Project Manager to Program Manager

City Manager's Office

CM01 Reclassify one Administrative Aide to Executive Assistant to Deputy City Manager
CM02 Reclass two Deputy City Manager to one Assistant to the City Manager and one Deputy of Performance & Data Analytics
CM03 NEW - one Management Assistant / Data & Performance position
CM04 Reclassify one Office of Violence Prevention Manager to Director of the Office of Violence Prevention

Administrative Services Department

AS01 Reclassify one Office Specialist to Administrative Aide
AS02 Move one Revenue Assistant I from Utility Billing/Customer Service to Revenue/Collections
AS03 Move one Revenue Supervisor from Utility Billing/Customer Service to Revenue/Collections

Human Resources Department

HR01 Reclassify one Administrative Aide to Training & Internship Coordinator
HR02 Reclassify one Human Resources Assistant to Office Assistant
HR03 Reclassify one Human Resources Program Assistant to Human Resources Technician
HR04 Reclassify one Liability Claims Investigator to Training & Internship Coordinator and move to Administration & Employee Labor Relations
HR05 Reclassify one Human Resources Technician to Risk Analyst and moved to Workers Compensation from Health Benefits
HR06 Reclassify one Risk Analyst II to Human Resources Analyst Sr
HR07 Move one Human Resource Analyst from Administration & Employee Labor Relations to Recruitment & Workforce Planning

Information Technology Department

IT01 Reclassify two Program Manager III to Program Manager I/II
IT02 NEW - one Sr. Systems Analyst position
IT03 Reclassify one Project Manager to Technology Project Coordinator

PERSONNEL LISTING - END NOTES
FY 2020-21 Annual Budget

- (A) Grant funded positions are authorized to be added as grant funding is received. Positions may be eliminated when grant funding ends. Positions correspond to the grant period, and do not necessarily correspond to the City's fiscal year.
- (B) The City Manager is authorized to establish additional Library positions if mid-year funding is provided by San Joaquin County.
- (C) When separations are imminent, but have not yet occurred, the City Manager is authorized to fill unfunded positions, as necessary, subject to availability, for the effective conduct of training and transition, and to avoid excessive overtime.
- (D) The City Manager is authorized to fill Police Officers as Police Officer Trainees or Police Officers, and with recommendation of the Human Resources Director, can reclassify Police Officer Trainees as Police Officers.
- (E) Persons employed by the City who are later defined by the State of California PERS, the Internal Revenue Service, the City Attorney, or other rulings, to be City employees performing on-going City activities may be converted to City positions and added to the City's position list during the fiscal year.
- (F) Fire Captains and Firefighters in Fire Prevention may be designated as Deputy Fire Marshals.
- (G) Groupings on the Personnel Listing of various classification titles does not indicate a "deep classification" or other form of alternative staffing.

BUDGET AND FISCAL POLICIES

BUDGET AND FINANCIAL POLICIES

Fund Structure

The City organizes its accounts into funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The operation of each fund is maintained with a self-balancing set of accounts that comprise its assets, liabilities, fund balance or net position, revenues, and expenditures or expenses. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related requirements. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into generic fund types and broad fund categories as follows:

Governmental funds

- **General Fund:** The General Fund is the City's general operating fund. It is used to account for all financial resources that are not required to be accounted for in another fund. Transactions related to municipal government services supported by taxes, intergovernmental revenues, charges for services and other governmental type revenues are reported within the General Fund.
- **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.
- **Debt Service Funds:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
- **Capital Projects Funds:** The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust / Agency Funds).

Proprietary funds

- **Enterprise funds:** Enterprise Funds are used to account for operations:
 - (a) That are financed and operated like private business enterprises where the governing body intends the full costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
 - (b) Where the governing body has decided periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
- **Internal Service Funds:** Internal service funds account for the financing of goods and services provided by one department in the City to other departments in the City on a cost reimbursement basis as a basis for allocation.
- **Fiduciary funds:** Fiduciary funds are used to account for assets held by the City in a trustee or agent capacity for individuals, private organizations, other governments, and other funds.

BUDGET AND FINANCIAL POLICIES

Basis of Accounting

The term “basis of accounting” is used to describe the timing of recognition, that is when the effects of transactions or events should be recognized. The basis of accounting used for purposes of financial reporting in accordance with generally accepted accounting principles (GAAP) is not necessarily the same basis used in preparing the budget document. The City uses the modified accrual basis of accounting for governmental funds (general, special revenue, debt service, and capital projects) and agency funds. The City recognizes revenues for these funds when they become measurable and available, and recognizes expenditures when the liability is incurred, except for principal and interest on long-term debt, which is recognized when due. The City records Federal and State reimbursement-type grants as revenue when it incurs related eligible expenditures.

The City uses the full accrual basis of accounting for proprietary and permanent funds. Under the full accrual basis of accounting, the City recognizes revenues when earned, and expenses are recognized when incurred.

The City’s *Comprehensive Annual Financial Report* can be found at:
<http://www.stocktongov.com/government/departments/adminServices/finRep.html>

Basis of Budgeting

The City’s operating budget is prepared using the *current financial resources measurement* focus and the *modified accrual basis* of accounting for all funds, which recognizes revenues when they become available and measurable and recognizes expenditures when liabilities are incurred. Some exceptions to this recognition of expenditures include those related to debt service, compensated absences, and claims and judgments which are recorded only when due. With respect to real and personal property tax revenue and other local taxes, the term “available” is limited to collection within 60 days of the fiscal year-end.

Common differences between the basis of accounting and the basis of budgeting include:

Activity	Type	Budgetary Basis	Accounting Basis
<u>All Types of Funds</u>			
Fair value on investments	Revenue	No	Yes
Encumbrances	Expenditure	Yes	No
Compensated absences	Expenditure	No	Yes
<u>Proprietary Funds Only</u>			
Long-term debt proceeds	Revenue	Yes	No
Capital outlay	Expenditure	Yes	No
Debt service principal payments	Expenditure	Yes	No
Depreciation	Expenditure	No	Yes
Amortization	Expenditure	No	Yes

BUDGET AND FINANCIAL POLICIES

Financial Policies

Balanced Budget

Section 1905 of the City Charter states: “The total proposed expenditures shall not exceed the total of estimated income, estimated unencumbered balances of funds to be carried over from the preceding year and unencumbered available reserves.” If the City meets these criteria, the budget is considered balanced. The budget is considered balanced when the total amount of revenues, including transfers in from other funds and the use of fund balance, equals the total amount of expenditures. The budget is also considered balanced, however, when total expenditures are less than total revenues, which is technically a surplus. Instances also arise when the City plans to spend fund balances from previous years on one-time or non-routine expenditures. The City also considers the budget to be balanced in this case, provided the funding from previous years is available, and a plan is in place to create on-going expenditures with one-time funding.

Long-Range Financial Plan

The City Council’s Strategic Work Plan includes Fiscal Sustainability as a Strategic Target and has a Tier 1 Priority Goal to “Adopt a budget and allocate resources consistent with the Long-Range Financial Plan; implement solutions that provide financial transparency to the community.”

To ensure long-term sustainability, the City utilizes the Long-Range Financial Plan (L-RFP) as part of budget development. The City created L-RFP as part of the bankruptcy process to demonstrate the financial viability of the Plan of Adjustment over a 20-year period. This window is longer than most long-term forecasts but was necessary to adequately present significant changes such as debt restructuring, pension costs, and equipment replacement. The City continues to update and refine the L-RFP and is proving to be a useful framework to make budget decisions. By incorporating the L-RFP into its decision-making process, the City Council has an effective tool to forecast the future effects of its decisions. Because so many facets of City services include long-term commitments such as labor, infrastructure improvements and sufficient reserves, it is imperative for the City to take a long-term view.

Reserve Policies

The City Council has adopted policies establishing minimum target levels of unreserved fund balance to be maintained in various funds. These target reserves protect the City’s financial exposure to severe unforeseen emergencies and economic uncertainties and are an important component of the City’s long-term financial management. The following are examples of reserve policies for different funds:

- General Fund: Priority I targets for a Working Capital Reserve and Known Contingencies, and Priority II targets for risk-based contingencies;
- Measure W: 25% of anticipated annual revenue; and
- Municipal Utilities: Six months of operating expenditures.

In March 2016, the City Council adopted a reserve policy for the General Fund that describes various reserve types, funding priorities, and calculation guidelines. The Working Capital Reserve target is based on a percentage of total budgeted General Fund expenditures, and the current Known Contingencies Reserve target is a list of known future expenses, contingent on as of yet

BUDGET AND FINANCIAL POLICIES

unknown facts or circumstances that require significant resources. The Risk-Based Reserves are based on potential costs related to infrastructure replacement, extreme events/disasters, legal claims, and severe economic or revenue volatility. The reserve targets are reviewed annually in accordance with the Council's General Fund – Fund Balance and Reserve Policy.

The reserve policies were adopted with the goal to accumulate the targeted reserves over the course of future years. The following links for City reserve policies are:

General Fund Policy - http://www.stocktongov.com/files/General_Fund_Reserve_Policy.pdf
Municipal Utilities Funds Policy -
http://qcode.us/codes/stockton-cpm/view.php?topic=700-700_5&frames=on

Investment Policy

The City adopts an investment policy annually that is intended to provide guidelines for the prudent investment of the City's cash balances and outlines the policies to assist in maximizing the efficiency of the City's cash management system while meeting the daily cash flow demands of the City. The City's investment policy can be found at:

<http://www.stocktonca.gov/government/departments/adminServices/debt.html>

Debt Policies

Policies Capital Financing and Debt Management Policy and the *Policies and Procedures for Land-Secured Financing* can be found at:

<http://www.stocktonca.gov/government/departments/adminServices/debt.html>

Budget Amendments

It may be necessary to amend the budget for unforeseen circumstances that arise during the year. The City Manager may amend the budget up to the limit of his authority as defined in the annual budget resolution. Amendment can also be approved by resolution with the concurrence of at least four members of the City Council for items above the City Manager's authority.

The City Manager may approve transfers of appropriations between departments within a fund.

All transfers of appropriation from Priority II Risk Based Reserves require City Council approval by a super majority (6 out of 7).

BUDGET AND FINANCIAL POLICIES

Budget Process

The City annually adopts and executes a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget controls the expenditure of money for all City purposes during the ensuing fiscal year. City departments receive guidance and training from the Budget Office to assist in preparing budget requests and narratives. Departments are provided current salary projections and staffing allocations for their review and revision for the budget year. All fees for service are reviewed and updated by departments and a multi-departmental fee review team. Likewise, departments submit capital project requests for review by the Public Works Department and the City Manager's Office. Departments submit budget plans and new requests to the Budget Office that incorporate updates to resource allocations, service delivery, programs, and staffing.

The City's L-RFP greatly restricts growth in General Fund expenditures. The Budget Office provides each department that relies on General Fund support a baseline budget amount, and the Budget Office and City Manager review any proposed expenditure growth above that baseline for approval. Budget staff review all submitted budgets for reasonableness and compliance with the guidelines and budget priority direction provided by the Council and City Manager.

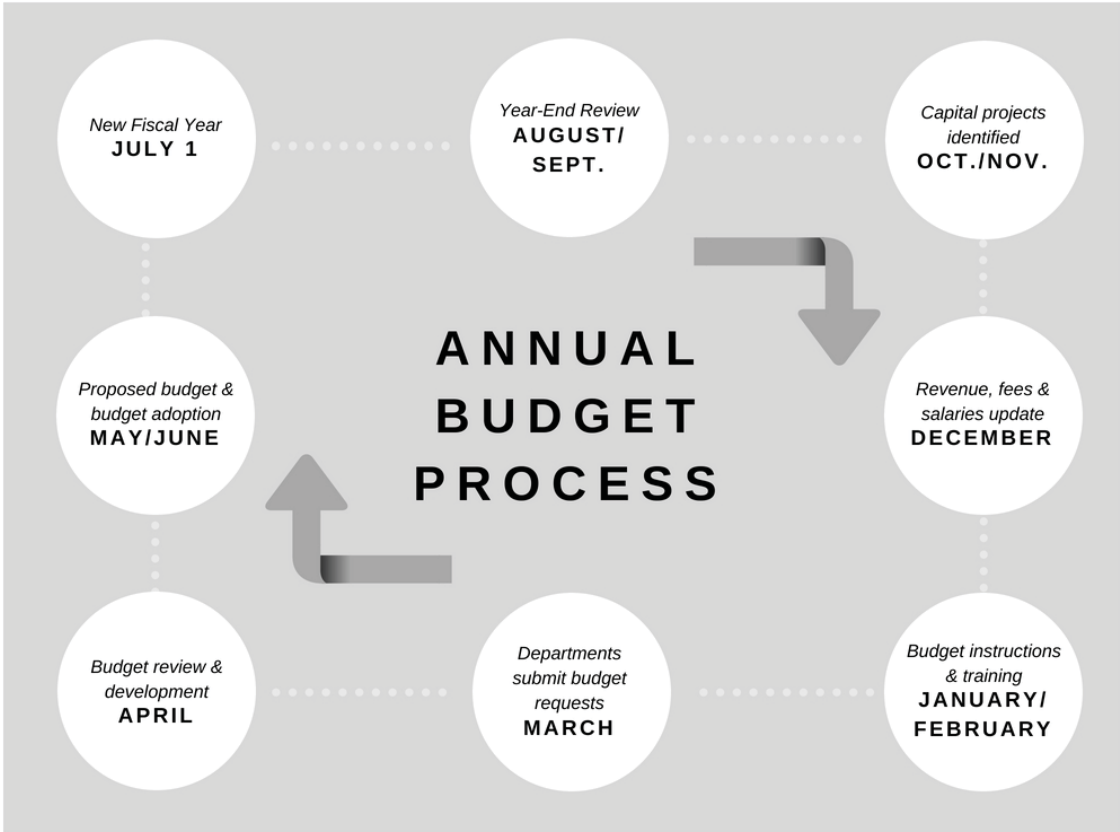
Following the City Manager review, the City Manager's Proposed Budget is released. City departments each presents its budget recommendations to the City Council during a budget study session. During this session, the Council also reviews General Fund revenues, Special Revenues, the Capital Improvement Program, and fee changes as proposed by the City Manager. The Council asks each department questions about their budget proposals and makes policy decisions and suggestions for changes to the City Manager.

A combined Council public hearing on the Capital Improvement Program, Operating Budgets, Successor Agency Budget and Fee Schedule is held in June each year. The Council adopts the budget before the beginning of the fiscal year. The budget resolution defines the level of budgetary control which determines if the budget can be amended administratively or if Council approval is required.

BUDGET AND FINANCIAL POLICIES

Budget Process Calendar

<p>October Nov. - Dec. January February</p>	<p>Departments work with Public Works Department to identify capital needs. Salary projections, fee review and internal service fund analysis begins. Mid-year review of City funds and fee adjustments due. Budget instruction memo sent to City departments. Capital project requests submitted to Budget Office.</p>
<p>March April April 28 May May 15</p>	<p>Departments submit operating budget requests to Budget Office. City Manager reviews department budgets. Budget Update provided to City Council. Draft Capital Improvement Plan to Planning Commission. City Manager submits Proposed Budget, Capital Improvement Plan, and Fee Scheduel to Mayor and City Council.</p>
<p>May 27 – June 4 June 10-16 June 23</p>	<p>Review of Proposed Budget at Citizen Advisory Committee meetings. Council holds a budget study session to review the Proposed Budget. Council holds a Public Hearing to adopt the City’s Operating, Capital, and other agency budgets along with the Fee Schedule for the fiscal year.</p>





LEGAL DEBT MARGIN

LEGAL DEBT MARGIN

(Dollar amounts in thousands)

	Fiscal Year			
	2019	2018	2017	2016
Assessed valuation	\$ 22,407,298	\$ 21,362,446	\$ 20,337,129	\$ 19,628,594
Conversion percentage	<u>25%</u>	<u>25%</u>	<u>25%</u>	<u>25%</u>
Adjusted assessed valuation	5,601,825	5,340,612	5,084,282	4,907,149
Debt limit percentage	<u>15%</u>	<u>15%</u>	<u>15%</u>	<u>15%</u>
Debt Limit	840,274	801,092	762,642	736,072
Total net debt applicable to limit	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Legal debt margin	<u>\$ 840,274</u>	<u>\$ 801,092</u>	<u>\$ 762,642</u>	<u>\$ 736,072</u>
Legal debt margin/debt limit	100%	100%	100%	100%

Under State law, the City has a legal debt limitation not to exceed 15% of the total assessed valuation of taxable property within the City boundaries, adjusted for subsequent legislative actions. In accordance with California Government Code Section 43605, only the City's general obligation bonds are subject to the legal limit. The City of Stockton does carry bonded debt secured by special assessments and other revenue sources, but at this time, doesn't have any outstanding general obligation bonds. The City is not at risk of exceeding its legal debt limit.

GLOSSARY

GLOSSARY

Account: Basic component of a formal accounting system. Individual record of increases and decreases in a specific asset, liability, revenue, expenditure or expense.

Accrual basis of accounting: Revenue and expenses are recorded in the period in which they are earned or incurred, regardless of whether cash is received or disbursed in that period. The enterprise and internal service funds use the accrual basis of accounting for external reporting purposes.

Actual: Actual level of revenues or expenditures in the fiscal year noted.

Ad Valorem: In proportion to the value. Basis of property taxes, both real and personal, imposed by the City.

Appropriation: Authorization by a governing body to incur obligations for specific purposes. Appropriations are limited to amount, purpose, and time. All appropriations of the City Council lapse on June 30th, unless provided for by the City Council in a direct action.

Adopted budget: Version of the operating budget approved by the City Council through a formal process.

Agency Funds: Funds to account for resources held by a government in a custodial capacity.

Approved budget: Adopted budget plus Council approved and administrative budget amendments.

Assess: Place a value on property for tax purposes.

Assessed valuation of assessment: Dollar value placed upon real estate or personal property as a basis for levying taxes of the governing body.

Assessment: Tax revenue related to the assessed value of real or personal property.

Assets: Resources owned by the City that have a monetary value.

Audit: Examination of records or financial accounts to form an opinion whether they are prepared in conformity with a specific standard.

Authorized positions: Number and classification of the full-time staffing levels approved by the City Council funded in a budget cycle.

Available balance: The uncommitted, undesignated portion of liquid assets less liabilities available for operations. Fund balance represents the working capital portion of a fund's equity, which excludes capital assets, debt, obligations incurred but not yet paid, and other non-current items.

Bad debt expense: Incurred when a buyer fails to pay for goods or services acquired from the City.

Balanced budget: Within a fund, the total revenues, including transfers in from other funds and use of fund balance equals the total amount of expenditures, including transfers out to other funds and contributions to fund balance.

Bankruptcy: Bankruptcy for Municipalities is covered under Chapter 9 of the United States Bankruptcy Code to provide a financially-distressed municipality protection from its creditors while it develops and negotiates a plan for adjusting its debts.

GLOSSARY

Baseline: An estimate of spending, revenue, related the deficit or surplus expected during a fiscal year under current laws, labor agreements, and policy. The baseline is a starting point for measuring the budgetary effects of proposed changes in revenues and spending.

Basis of accounting: Timing of recognition for financial reporting purposes. The basis of accounting determines when revenues, expenses, assets and liabilities are recognized and reported. Cash, accrual and modified accrual are the three accounting methods used by local governments. Modified accrual, with a focus on current financial resources, is used for budgetary purposes.

Beginning/ending fund balance: Resources available in a fund after payment of prior/current year expenses.

Benchmarking: Ongoing search for best practices and processes that produce superior performance when adopted and implemented in an organization.

Block grant: Awarded primarily to general-purpose governments, block grants are distributed according to formulas established in the law and can be used for any locally determined activities that fall within the functional purpose of the grant.

Bond: A type of debt security sold to finance capital improvements, projects or purchases.

Brown Act: Governs the conduct of public meetings in the State of California under Government Code Sec. 54953.

Budget: A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal services. The City uses a fiscal year for the budgetary period of time. The budget is the primary tool by which most of the financing, acquisition, spending, and service delivery activities of a government are planned and controlled. The approved budget is authorized by City Council action and thus specifies the legal spending limits for the fiscal year.

Budget adoption: Formal process through which a governing body approves a budget. The City adopts its budget by a resolution following a public hearing.

Budget hearing: A public meeting to allow citizens to comment of a proposed budget.

Budget resolution: Method used by the City to move spending authority already budgeted and appropriated from one fund to another, from contingencies, or from budgetary fund balances.

Budgeted positions: The number of full-time positions funded in a fiscal year.

Capital budget: Appropriations for the acquisition or construction of fixed assets or tangible property subject to capitalization under City policy. Current City capitalization threshold is \$5,000.

Capital Improvement Program (CIP): A list of capital project needs and related funding sources for a five-year period, which is updated annually.

Capital outlay/Capital Purchase: Expenditures for tangible property of relatively permanent nature. Current capital asset threshold is \$5,000.

Capital project: Major construction, acquisition or renovation which result in added value to a government's physical assets or significantly increase their useful life. In order to be a capital project, a project must have a cost greater than \$50,000.

GLOSSARY

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures that are possible, but cannot be predicted with certainty.

Debt service: Payment of interest and principal on an obligation resulting from the issuance of bonds and notes.

Debt service fund: Account groups in the financial system to record the payment of principal and interest on debt.

Deficit: A description of the state whereby more money is spent than is received. Used to describe the excess of liabilities over assets or of expenditures over revenue during a single budget year.

Defined benefit plan: Employer sponsored retirement plan based on paying a specific amount for each year of retirement.

Defined contribution plan: Employer sponsored retirement plan based on paying a specific amount into the plan during the term of employment.

Department: A major organizational unit of the City that has management responsibility for related operations.

District fund: A fund used to account for the resources, revenues and expenditures of separate special districts formed to provide certain public services.

Division: A sub-unit of a department which encompasses more specific functions of that department and may consist of several activities.

Encumbrance: Obligation against budgeted appropriations in the form of a purchase order or contract. Encumbrances cease when obligations are paid or otherwise terminated.

Enterprise fund: A classification of proprietary fund type whereby a set of accounts within the financial system used to record specific activities wherein fees and charges are sufficient to cover the cost of providing goods and services.

Expenditure: A term used to describe the cost of goods or services in a governmental fund recorded on the modified accrual basis of accounting.

Fiduciary funds: Account groups in the financial system used when a governmental unit acts in a trustee or agent capacity.

Financial policy: City's policy with respect to taxes, spending, debt and reserve management as related to the provision of City services, programs and capital investment.

Fixed asset: Individual assets used in operations of the City that have a value greater than or equal to \$5,000 and a useful life of greater than one year, e.g., buildings, vehicles, furniture, etc.

Fiscal year: The 12-month period designated as the budget year from July 1 through June 30.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording assets, liabilities, fund balance or net assets, revenues and expenditures or expenses.

GLOSSARY

Fund category: Financial activities for state and local governments fall into three groups or categories. Categories can be broken down further into fund types. The three fund categories used in governmental accounting are governmental, proprietary and fiduciary.

Fund balance: A term to describe assets less liabilities of governmental fund types. In the context of the City's budget discussions, fund balance generally refers to the undesignated spendable fund balance that has not been appropriated nor designated for reserves or other uses.

Fund type: Fund categories can be further broken down into fund types. General, special revenue, capital projects, debt service and non-expendable trust are governmental category fund types. Enterprise and internal service funds are proprietary category fund types. Trust and agency funds are fiduciary fund types.

General Fund: Set of accounts for all financial transactions not required to be accounted for in any other fund. The General Fund accounts for the normal recurring activities of the City departments such as public safety, public works, recreation, library, and other governmental departments. These activities are funded by revenue sources such as general property taxes, permits, fees, licenses, and charges for services.

General liability insurance: Protection against risk of financial loss due to a civil wrong that results in property damage or bodily injury. Included in the general liability insurance internal service fund are the costs to administer and litigate claims, in addition to any damages or premiums.

General obligation bond: A debt instrument backed by the full faith and credit of the issuing government. In California, local governments can only issue such bonds with voter approval subject to a legal debt limit.

Governmental funds: Funds used to record activities that are financed through taxes, grants, licenses and similar general government revenues. The measurement focus of governmental funds recognizes events when they affect current financial resources. Reductions are called expenditures. These funds operate on a modified accrual basis.

Grants: Award given by a government to a public agency in a lower level of government or a special recipient for a specified purpose.

Indirect costs: Elements of cost necessary in the production of a good or service that are not directly traceable to the product or service. These are sometimes referred to as overhead costs.

Investment proceeds: Income or loss earned on the investment of available cash.

Internal service fund: A set of accounts created to provide a mechanism to allocate shared costs to promote efficiency or effectiveness of a shared activity.

Legal debt margin: Excess of the amount of debt legally authorized over the amount of debt outstanding. California code defines the amount of general obligation debt the City is legally authorized to issue as not to exceed 15% of the total assessed valuation of taxable property within the City boundaries, adjusted for subsequent legislative actions.

Lien: A document recorded with the County Recorder placing a debt against a parcel of land.

Long-term debt: Debt with a maturity of more than one year after the date of issuance.

GLOSSARY

Marshall plan: A City of Stockton Strategic Initiative adopted by the Council to reduce crime and increase public safety. Funding for these efforts are appropriated from Measure A sales tax revenues. Specific elements of the Marshall Plan are present in the Measure B Implementation Plan (see Council meetings June 25, 2013 and February 25, 2014)

Measure A: A general transaction and use tax measure approved by the citizens of Stockton on November 5, 2013 for $\frac{3}{4}$ cent sales tax effective April 1, 2014. Revenue from Measure A sales tax is reported in the General Fund to pay for law enforcement services, to emerge from bankruptcy and restore other City services.

Measure B: A non-binding advisory measure approved by the citizens of Stockton on November 5, 2013 related to the Measure A $\frac{3}{4}$ cent general sales tax effective April 1, 2014, 65% of which is to be used for law enforcement and crime prevention services in the City.

Measure K: A San Joaquin County special transaction and use tax measure approved in 1990 for 1/2 cent sales tax dedicated to transportation projects. This original sales tax increase was to expire in 2011; however, in 2006, voters passed a 30-year extension. The program is administered by the San Joaquin Council of Governments.

Measure W: A special transaction and use tax measure approved by the citizens of Stockton in November 2004 for 1/4 cent sales tax dedicated to public safety services. Proceeds from the measure are allocated 50% to Fire Department and 50% to Police Department.

Municipal code: Codification of ordinances (laws) of a municipality.

Non-departmental: Program costs that do not relate to any one department, but represent costs of a general citywide nature.

Operating budget: Annual appropriation of funds for on-going program costs, including personnel, operations, capital outlay, and debt service.

Operating transfers: Transfers from a fund receiving revenue to a fund which will expend the resources.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it conflicts with any higher form of law such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution.

Permanent fund: A governmental fund type to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for government programs.

Personnel costs: The cost of a City department, including wage/salary, direct and indirect benefits such as health insurance, retirement contribution, workers' compensation, unemployment insurance, etc.

Plan of adjustment: A long term financial plan, approved by the bankruptcy court, which comprehensively restructures financial commitments through creditor settlement agreements to demonstrate solvency.

Proclamation: An official announcement or public declaration.

Reserve: Amount of fund balance designated for a specific purpose.

GLOSSARY

Resolution: A document confirming City Council administrative action.

Resources: Total amounts available for appropriation during the fiscal year, including revenues, fund transfers, and beginning fund balances.

Revenue: Money received from taxes, fees, permits, licenses, interest, inter-governmental sources, and other sources.

Section 108: Section 108 is the loan guarantee provision of the Community Development Block Grant (CDBG) program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects.

Section 115 Trust: An Internal Revenue Code Section 115 Trust enables public agency employers to fund post-retirement benefits for employees. The City participates as a member in a Sec. 115 trust to pre-fund future retirement related payments. Once assets are placed in the trust, they may only be used for the purpose of pension costs.

Special assessments: Compulsory charges levied by a government to finance current or permanent public services or facilities to a particular group or persons or property.

Special revenue fund: A governmental fund type to account for and report proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. which collects revenues that are restricted by the City, State, or Federal Government as to the purpose of spending.

Strategic planning: Continuous and systematic process whereby guiding members of the City make decisions about the future, develop the necessary procedures and operations to achieve the future, and determine how success will be measured.

Successor Agency: An agency that replaces a redevelopment agency as dissolved by Assembly Bill x1 26 (AB1 26 or Dissolution Act) which was signed into law by Governor Brown on June 28, 2011 which was later amended by Assembly Bill 1484 in June 2012. The Successor Agency became operative February 1, 2012, and is responsible for unwinding the affairs of the former Stockton Redevelopment Agency and ensuring recognized obligations are met.

Surplus: The result of taking in more than is spent. Either the excess of fund assets over liabilities or the excess of revenue over expenditures or expenses during a single budget year.

Taxes: Compulsory charges levied by a government to finance services performed.

User fee: Charges for services provided only to those benefiting from the service

ACRONYMS

CalPERS: California Public Employees' Retirement System is an agency the City contracts with to administer the defined benefit pension plan for its eligible employees.

Caltrans: California Department of Transportation

CDBG: Community Development Block Grant - Funded from the Federal Department of Housing and Urban Development provides programs for general community development to eliminate blight and provide to low and moderate income persons.

CEQA: California Environmental Quality Act

COPs: Certificates of Participation – This financing technique provides long-term financing through a lease installment sale agreement or loan agreement. Certificates of Participation (COPs) allow the public to purchase participation relating to the acquisition or construction of specific equipment, land, or facilities.

CPI: Consumer Price Index, measure of inflation in area of consumer products.

CTSP: Citywide Technology Strategic Plan

CWEA: California Water Environment Association

DOJ: Department of Justice

EIR: Environmental Impact Report - A detailed document describing and analyzing the significant environmental effects of a project and ways to mitigate or avoid the effects.

EMS: Emergency Medical Services

EPA: Environmental Protection Agency

FEMA: Federal Emergency Management Agency

FLSA: Fair Labor Standards Act

GAAP: Generally Accepted Accounting Principles - The guidelines established for financial accounting and reporting which govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time.

GASB: Governmental Accounting Standards Board

HOME: Home Investment Partnership Program

HUD: Housing and Urban Development - The Federal department which provides various housing and community direct loans, guarantees, and grants.

LTD: Long Term Disability insurance

MBE: Minority Business Enterprise

ACRONYMS

MDC: Mobile Data Computers

MFF: Mobile Field Force

MOE: Maintenance of Effort

NPDES: National Pollutant Discharge Elimination System

OSHA: Occupational Safety and Health Administration

OVP: Office of Violence Prevention

PERS: Public Employees Retirement System

POST: Police Officers Standards and Training

RDA: Redevelopment Agency – An entity created by a legislative body in accordance with state statutes which has elected to exercise the powers granted to it for planning, development, replanning, redesign, clearance, reconstruction, or rehabilitation of an area.

RFP: Request for Proposal

RWQCB: Regional Water Quality Control Board - Issues the wastewater treatment plant discharge permit and regulates its programs.

SMC: Stockton Municipal Code

SRDA: Stockton Redevelopment Agency

SRF: State Revolving Fund

SWAT: Special Weapons and Tactics Team

SWRCB: State Water Resources Control Board

TFCA: Transportation Fund for Clean Air

UAAL: Unfunded Accrued Actuarial Liability - The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.

UBC: Uniform Building Code

VIPS: Volunteers in Police Service

VLF: Vehicle License Fees