



Adopted Financial Plan
FY 2017-2019

City of Tracy
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Chapter 1: Budget Message

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Budget Message



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June 20, 2017

Honorable Mayor and City Council:

I am pleased to provide you with a recommended Fiscal Year (FY) 2017-18 and 2018-19 two-year Financial Plan and Capital Improvement Program for the City of Tracy. This spending plan reflects our commitment to provide a high level of service to our residents and businesses, while providing a platform for a continued forward focus on the City's long-term financial sustainability. This longer-term view is intended to illustrate the City's ability to continue functioning as a viable entity well beyond this financial plan.

The proposed City's FY 2017-18 Operating, Debt and Capital Budget total is \$226.4 million of which \$65.4 million is in the General Fund and FY 2018-19 Operating, Debt and Capital Budget total is \$275.1 million of which \$65.9 million is in the General Fund. The financial plan includes a slow return to pre-recession staffing that is strategic to improving the City's effectiveness that provides leadership in public safety, maintenance and enhancements to our facilities and streets, and visionary planning and development to the community. Our investment in Capital reflects our commitment to maintaining and enhancing City facilities and streets.

The General Fund budget also reflects a surplus resulting from the recent passage of a half-cent Sales Tax, Measure V. Our current fiscal status would not be possible without the support of the City Council and voters. Measure V is expected to provide more than \$8 million annually in revenue to the City over the next 20 years. These funds are being set aside during this financial plan to return later during the budget cycle with a focus on Community Projects, both capital and operational, that meet the desires of the City Council and the community survey results. Some examples that have been raised as potential use of Measure V funds are the completion of the new aquatic center, completion of Legacy Fields sports complex, and the ongoing maintenance and operations of these facilities. The City Council's and the community's confidence in and support of City services and amenities is reflected in the passage of Measure V.

SUMMARY:

The plan places significant investment in key areas the City underfunded as it weathered the economic recession of 2007-2009, the greatest economic downturn since the Great Depression. The City's biggest asset, its employees, contributed mightily back to the organization during the recession by forgoing raises and cost-of-living adjustments. During the past several years, many services were eliminated or consolidated in an attempt to align the cost of providing the services to the contracting funding resources resulting from lower Property Tax revenues. Basic municipal service levels; however, remained constant in public works and public safety; and residents benefitted from a responsive, nimble City. As we exit the recession, the FY 2017-19 Financial Plan continues our investment in taking a prudent approach to utilizing our resources to provide a sustainable pathway toward our service delivery, as well as making further



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investment into the City's infrastructure which is certainly showing signs of aging.

Over the last two years, Tracy has seen significant economic activity both in diversifying its housing market and in developing relationships with businesses and job growth. These developments have strengthened the City's fiscal health; however, development activity is at a level that has been outpacing available staffing in many departments. The organization as structured is well-fit to be lean and responsive as required during a recession; resulting in a dependence on the use of outside resources to assist with workflow, particularly in Development Services. In order to provide resources and to maintain Citywide service levels, it is necessary to invest in services we hold critical which means invest in City employees.

We began our discussion on adequate staffing levels back in 2015 when Department Heads and Senior Managers held a two-day retreat to develop a five-year strategy. Our goal was to solve the problem of how to move the City forward to restore and bolster crucial staff levels and services while remaining flexible in our structure to meet changes in service demands and limited resources. During the retreat, each department presented a plan to address immediate staffing needs, identify gaps in current services, and also explored how to enhance services in ways that would minimally impact our City funds. In FY 2016-17 32 full time equivalent (FTE) positions were added citywide. In the FY 2017-19 Financial Plan, another 21 (FTE) positions are proposed to be added to the rosters.

Overall, staffing levels proposed for FY 2017-19 are 9.5% higher than FY 2015-16. With every request for staffing, the City evaluates the unmet needs against the fiscal sustainability of funding a new position. Fiscal sustainability is defined as the ability of the City to fund current and future year spending with available resources without threatening the government's ability to remain solvent and to meet its obligations. To be fiscally sustainable, the City's on-going revenues must fund the on-going costs of its workforce, including potential cost of living negotiations, increased pension and health care costs, and other long-term liabilities associated with employee salaries and benefits. Considerately, we are mindful that the growth in the City's revenues must meet projected costs in the five-year forecast and beyond. On-going monitoring of the forecast will allow the City to make the appropriate adjustments, as needed.

The proposed budget echoes our continued investment in City services to our residents and businesses, but also to those we invite to work and/or visit the City of Tracy. A number of economic development efforts have been a City focus for several years, with job creation and growth being at the forefront. This continues to be a priority for the City, including ensuring a positive working relationship with the business community, so that the City's business attraction efforts result in bringing in targeted industries and retailers. Tracy strives to provide services that promote a safe community to its residents and businesses and remains a high priority to the City Council and my administration. The financial plan exhibits each department's operations' desired outcomes as they relate to the City Council's four Strategic Priorities:

- Economic Development Strategy
To enhance the competitiveness of the City while further developing a strong and diverse economic base.
- Public Safety
To enhance community safety by promoting a responsive public safety system that includes civic engagement and partnerships, community involvement, public education and offering prevention, intervention, and suppression services that meet the needs of



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Tracy's residents.

- Quality of Life
To provide an outstanding quality of life by enhancing the City's amenities, business mix and services, and cultivating connections to promote a positive change and progress in our community.
- Governance
To retain and attract new talent, enhance fiscal sustainability, improve the use of technology, and enhance transparency for the betterment of the Tracy community.

FINANCIAL HIGHLIGHTS

FY 2017-19 CITY FINANCIAL PLAN OVERVIEW

Each biennial year, the City of Tracy must formally adopt, by resolution, annual operating and capital financial plan of each entity and includes appropriations presented to the City Council.

Summary of the Citywide Financial Plan

Revenues		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
(in thousands)	GENERAL FUND	62,568	60,690	68,328	69,310	70,696	72,110
	DEVELOPMENT SERVICES	7,623	12,084	12,911	12,156	12,399	12,647
	GAS TAX	1,866	1,746	2,550	3,597	3,669	3,742
	South County Fire Authority	6,532	6,487	6,562	6,562	6,693	6,827
	ASSESSMENT DISTRICTS	2,737	2,736	2,736	2,736	2,791	2,847
	SPECIAL REVENUE	12,610	8,130	3,790	3,790	3,866	3,943
	INTERNAL SERVICES FUNDS	11,374	9,753	10,624	10,645	10,858	11,075
	AIRPORT	465	478	799	799	815	832
	TRANSPORTATION	2,258	10,424	4,915	4,948	5,047	5,148
	SOLID WASTE	25,347	26,077	26,077	26,077	26,599	27,131
	STORM DRAIN	808	825	825	825	841	858
	WASTEWATER	16,898	54,504	15,120	15,120	15,423	15,731
	WATER	17,488	15,351	15,351	15,351	15,658	15,971
Revenues Total		\$ 168,574	\$ 209,285	\$ 170,588	\$ 171,916	\$ 175,355	\$ 178,862
Expenditures		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	GENERAL FUND	59,566	58,580	62,075	62,584	63,835	65,112
	DEVELOPMENT SERVICES	9,130	12,091	12,909	12,155	12,398	12,646
	GAS TAX	2,722	3,735	960	960	979	998
	South County Fire Authority	5,873	6,405	6,398	6,399	6,527	6,658
	ASSESSMENT DISTRICTS	2,660	3,944	3,882	3,945	4,024	4,104
	SPECIAL REVENUE	23,098	64,993	2,995	2,997	3,057	3,118
	INTERNAL SERVICES FUNDS	9,917	11,496	13,139	13,151	13,414	13,682
	AIRPORT	3,214	5,354	926	945	964	983
	TRANSPORTATION	3,368	10,425	4,803	4,836	4,933	5,031
	SOLID WASTE	21,605	21,792	22,423	22,423	22,871	23,329
	STORM DRAIN	3,662	1,032	771	771	786	802
	WASTEWATER	18,179	49,106	13,795	13,797	14,049	14,306
	WATER	25,287	18,221	17,934	17,938	18,296	18,662
Expenditures Total		\$ 188,281	\$ 267,174	\$ 163,010	\$ 162,901	\$ 166,133	\$ 169,431
Change in Net Position		\$ (19,707)	\$ (57,889)	\$ 7,578	\$ 9,015	\$ 9,222	\$ 9,431



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Summary of the General Fund Financial Plan

		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Property Tax	392,427	400,000	400,000	400,000	408,000	416,160
	Assessment Tax	19,876,737	19,834,520	20,905,107	21,521,181	21,951,605	22,390,637
	Sale Tax	17,945,555	19,127,594	20,306,924	20,849,062	21,266,043	21,691,364
	Sale Tax-Local	6,425,447	1,862,463	8,105,031	8,196,437	8,360,366	8,527,573
	Other Taxes	4,844,818	5,003,528	5,025,282	5,047,254	5,148,199	5,251,163
	Revenues from Other Agencies	1,623,066	1,245,370	1,245,370	1,245,370	1,270,277	1,295,683
	Charges for Services	164,018	140,300	140,300	140,300	143,106	145,968
	Permits and Licenses	237,437	265,500	270,810	276,226	281,751	287,386
	Fines and Forfeitures	4,833,571	4,453,700	4,514,850	4,577,223	4,668,767	4,762,143
	Other Revenues	3,426,507	6,200,000	5,239,772	4,863,497	4,960,767	5,059,982
	Use of Money	1,548,231	907,300	925,046	943,147	962,010	981,250
	Transfers In	1,250,000	1,250,000	1,250,000	1,250,000	1,275,000	1,300,500
Revenues Total		\$ 62,567,814	\$ 60,690,275	\$ 68,328,492	\$ 69,309,698	\$ 70,695,891	\$ 72,109,809
Expenditures	Personnel	40,594,673	39,386,644	41,611,600	42,814,623	43,670,916	44,544,334
	Purchased Services and Supplie	15,858,115	15,933,785	17,203,649	16,509,784	16,839,979	17,176,779
	Capital	1,827,564	2,021,000	2,021,000	2,021,000	2,061,420	2,102,648
	Debt	1,285,298	1,238,400	1,238,400	1,238,400	1,263,168	1,288,431
Expenditures Total		\$ 59,565,650	\$ 58,579,829	\$ 62,074,648	\$ 62,583,807	\$ 63,835,483	\$ 65,112,193
Net Change to Fund Balance		\$ 3,002,164	\$ 2,110,446	\$ 6,253,844	\$ 6,725,891	\$ 6,860,408	\$ 6,997,617

Fund Level Financial Plan: The proposed FY 2017-19 Fund Level Financial Plan were presented to City Council at a Budget Workshop on May 23, 2017. The proposed Citywide Financial Plan total estimated revenues are \$170.6 million and total proposed expenditures are \$163 million. Total Net Position increases \$7.6 million in FY 2017-18. The proposed Citywide Financial Plan total estimated revenues are \$171.9 million and total proposed expenditures are \$162.9 million. Total Net Position increases \$9 million in FY 2018-19.

The proposed General Fund Financial Plan total estimated revenues are \$68.3 million and total proposed expenditures are \$62.1 million. Total Net Position increases \$6.3 million in FY 2017-18. The proposed Citywide Financial Plan total estimated revenues are \$69.3 million and total proposed expenditures are \$62.6 million. Total Net Position increases \$6.7 million in FY 2018-19.



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Summary of Operating Budget Citywide

Expenditures		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
(in thousands)	City Attorney Office	810	1,029	1,223	1,224	1,249	1,274
	City Council	163	201	261	261	266	271
	City Manager	3,465	4,552	4,815	4,862	4,959	5,058
	Development Services	10,215	13,698	14,790	13,794	14,070	14,351
	Finance	3,346	4,645	5,016	5,054	5,155	5,258
	Fire Department	16,652	15,223	15,819	16,919	17,257	17,602
	Human Resources	4,801	6,177	6,437	6,423	6,551	6,683
	Non-Departmental	66,363	133,442	19,797	19,569	19,936	20,312
	Police	23,243	24,503	25,015	25,031	25,532	26,042
	Parks and Recreation	5,678	7,764	10,860	10,917	11,135	11,358
	Public Works	38,326	39,058	41,770	41,634	42,467	43,316
	Utilities	15,218	16,882	17,205	17,211	17,555	17,906
Expenditures Total		\$ 188,280	\$ 267,174	\$ 163,008	\$ 162,899	\$ 166,132	\$ 169,431

Summary of Operating Budget General Fund

Expenditures		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
(in thousands)	City Attorney Office	810	1,029	1,223	1,224	1,249	1,274
	City Council	163	201	261	261	266	271
	City Manager	1,695	2,746	2,674	2,716	2,770	2,826
	Development Services	1,203	1,675	2,236	1,765	1,800	1,836
	Finance	1,319	3,589	3,897	3,935	4,013	4,094
	Fire Department	10,236	9,295	9,978	11,076	11,298	11,524
	Human Resources	774	1,304	1,474	1,467	1,496	1,526
	Non-Departmental	13,231	7,329	5,010	5,010	5,110	5,213
	Police	23,107	24,317	24,849	24,865	25,362	25,869
	Parks and Recreation	3,574	2,934	5,405	5,409	5,518	5,628
	Public Works	2,994	3,843	4,695	4,479	4,569	4,660
	Utilities	460	318	374	376	384	392
Expenditures		\$ 59,566	\$ 58,580	\$ 62,076	\$ 62,583	\$ 63,835	\$ 65,113

Department Operating Financial Plan: The proposed FY 2017-19 Department Operating Financial Plan was presented to City Council at a Budget Workshop on June 6, 2017. The operating budgets to be adopted are identical to that presented at the workshop as the City Council did not request any changes. The proposed Citywide Operating Budgets are \$163 million for FY 2017-18 and \$162.9 million for FY 2018-19. The General Fund Operating Budgets are \$62.1 million in FY 2017-18 and \$62.6 million in FY 2018-19.

Capital Improvement Project Financial Plan: The proposed FY 2017-19 Capital Improvement Project Financial Plan were presented to City Council at a Budget Workshop on May 2, 2017. The proposed projects to be adopted are identical to that presented at the workshop as the City Council did not request any changes. The proposed CIP Financial Plan are \$44.3 million for FY 2017-18 and \$93.1 million for FY 2018-19. The General Fund CIPs are \$2 million in FY 2017-18 and \$2 million in FY 2018-19.



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Debt Financial Plan: The proposed FY 2017-19 Debt Financial Plan were presented to City Council as part of the Fund Level Budget Workshop on May 23, 2017. The proposed CIP Financial Plan are \$19.1 million for FY 2017-18 and \$19.2 million for FY 2018-19. The General Fund CIPs are \$1.3 million in FY 2017-18 and \$1.3 million in FY 2018-19. The City's General Fund Reserves continues to be strong. As of June 30, 2016, the City's total reserves were \$37.6 million, of that \$31.5 was spendable.

Beginning in FY 2014-2015, the City Council, through budget adoption, approved a minimum fund balance in the General Fund to be equal to 30% of operating revenues; 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves.

General Fund Estimated Reserves

	<u>Actuals</u>	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>Proposed Budget</u>	<u>Projected Budget</u>	<u>Projected Budget</u>
	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
Revenues Total	62,567,814	60,690,275	68,328,492	69,309,698	70,695,891	72,109,809
Expenditures Total	59,565,650	58,579,829	62,074,648	62,583,807	63,835,483	65,112,193
Net Change to Fund Balance	\$ 3,002,164	\$ 2,110,446	\$ 6,253,844	\$ 6,725,891	\$ 6,860,408	\$ 6,997,617
Beginning Fund Balance						
Nonspendable Fund Balance	5,872,541	5,872,541	5,872,541	5,872,541	5,872,541	5,872,541
Committed Fund Balance						
20% Fund Balance	11,913,130	11,715,966	12,414,930	12,516,761	12,767,097	13,022,439
10% Fund Balance	5,956,565	5,857,983	6,207,465	6,258,381	6,383,548	6,511,219
Measure E Fund Balance	7,000,000	-	-	-	-	-
Measure V Fund Balance		1,862,463	9,967,494	18,163,931	26,524,297	35,051,870
Assigned Fund Balance	358,441	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Unallocated	6,552,756	13,446,644	6,403,613	4,308,272	2,298,294	248,117
Ending Fund Balance	\$ 40,655,597	\$ 42,766,043	\$ 49,019,886	\$ 55,745,777	\$ 62,606,185	\$ 69,603,802

- **General Fund Contingency Reserve:** The Contingency Reserve funds help mitigate the effects of unanticipated situations such as natural disasters and severe, unforeseen events. This reserve should be used only in extreme situations. The Contingency Reserve was established with a targeted goal of 20% of the General Fund's adopted annual budget for expenditures, including recurring transfers out. At June 30, 2017, the estimated Economic/Budget Stability Reserve will be \$11,715,966.
- **General Fund Economic/Budget Stability Reserve:** The Economic/Budget Stability Reserve is intended to offset revenue/expenditure uncertainty while stabilizing service levels through economic cycles. The Economic/Budget Stability Reserve was established with a targeted goal of 10% of the General Fund's adopted annual budget for expenditures and recurring transfers out. At June 30, 2017, the estimated Economic/Budget Stability Reserve will be \$5,857,983.



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- General Fund “Measure E” Mitigation Reserve: The “Measure E” Mitigation Reserve is to be used as bridge funding upon the sunset of the Measure E sales tax in FY 2015-16. This temporary reserve is to be used over a multi-year period to mitigate the loss of revenue from the half cent sales tax and allow the City time to transition to the reduced revenue level. The “Measure E” Mitigation Reserve was established at \$7 million, as this was estimated to be the peak revenue prior to the measure’s expiration in March 2016. The FY 2016-17 Budget included the use of \$3.8 million of this reserve to fund services in public safety and public works. At midyear, Council authorized \$255K to be appropriated for the purchase of ALS Cardiac Monitors and safety gear for the Fire Department. Per the budget policy, the remaining balance at \$2.95 million may be allocated to the public safety budget and closed out to Unallocated at the end of FY 2016-17.

Water Fund

The Water Fund has projected revenues of \$15.3 million in Fiscal Year 2017-18 and \$15.3 million in Fiscal Year 2018-19, respectively. The Fund has anticipated expenses of \$17.9 million in Fiscal Year 2017-18 and \$17.9 million in Fiscal Year 2018-19, respectively. The decrease in revenues for the past several years is a direct result of mandatory conservation efforts to meet current State mandates. The City is currently undergoing a municipal water rate study that will be completed in Fiscal Year 2017-18. The Utilities department has deferred several key capital projects in order to minimize the impacts of the lower revenues on the Water fund.

Water Proposed Capital Improvement Projects:

Primary clarifier rehabilitation	\$ 1.3 M
Louis Manner Well rehabilitation	\$ 0.4M
Groundwater Sustainability Agency formation	\$ 0.5M

Wastewater Fund

The Wastewater Fund has projected revenues of \$15.1 million in Fiscal Year 2017-18 and \$15.1 million in Fiscal Year 2018-19, respectively. The Fund has anticipated expenses of \$13.8 million in Fiscal Year 2017-18 and \$13.8 million in Fiscal Year 2018-19, respectively. The change in revenues and expenses are due to one-time Development improvements in the Wastewater Treatment Plant.

Wastewater Proposed Capital Improvement Projects:

Wastewater Treatment Plant expansion	\$ 30.0 M
Wastewater outfall project	\$ 30.0 M
Wastewater headworks screen	\$ 1.2 M
Wastewater storage pond improvements	\$ 1.2 M
Recycled water project (\$18 M grant funding)	\$ 21.0 M

LONG TERM FIVE YEAR FORECAST

The City adopts a two year budget, however, staff forecasts five years into the future for long term analysis. Assumptions are based upon the economic trends reported by numerous factors, including property sale reports for both residential and commercial, sales tax indicators such as reports from the State Franchise Tax Board and Federal Department of Commerce, as well as other national economists’ estimates on the national and local recovery from the 2008



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recession. Staff also looks at historical trends and economic indicators within our own sources. For example, housing and commercial inventory increases are a reflection of internal development agreements throughout the City. They also have an influence on our assumptions on sales tax growth and other revenues. As Tracy continues to diversify its commercial and industrial markets, the City's volatility softens and strengthens our revenues against large swings in the economy; creating greater stability in our fiscal health. However, these same trends also impact the demand on services. Maintaining adequate service levels to provide a healthy and safe community is paramount to the City's Strategic Goals. A long term forecasts allows the City to be strategic in how it will respond to the future needs while focusing on fiscal sustainability.

The budget projections are staffs' best estimates of future sources of revenues and cost increases in expenditures. The purpose of a long-term forecast is to help create a sustainable financial vision for the City. A budget forecast does not remain static; it is a dynamic tool that allows for consideration of the most reasonable outcomes. To that end, the forecast will continue to be updated at least annually. This will allow the City to better anticipate future challenges and opportunities, thereby creating a solid foundation to make strategic decisions about the City's financial position. Further, the forecast is reflective of conservative estimations and assumptions based upon what is known today. It should be noted that this report represents the financial outlook assuming the City maintains existing services into the future.

Overall, the forecast has revenues holding pace with the strategic planning of service demands. On the next page is a table that shows total General Fund and Citywide Total historical activity and the five-year forecast.

ECONOMIC OUTLOOK

The future is exciting and holds a great deal of promise due to the resurgence in development activity reflective of the City's economic recovery. The Development Services department is reviewing and improving new commercial applications at a steady pace. More importantly, the Economic Development division is actively recruiting businesses to the City of Tracy. The City Council recently adopted the City's Economic Development Marketing & Outreach Program for Fiscal years 2016 through 2018 that focuses on attracting new businesses to the community, retaining and enhancing existing businesses, supporting small businesses, and promoting opportunities for entrepreneurial investment with an overall goal of industry diversification and the attraction of employers who pay "head-of-household" wages. Economic development efforts and use of resources are tailored to meet the needs of the local economy, while complimenting the regional workforce and the target industry sectors within the retail, commercial and industrial markets.

The continued development of the International Park of Commerce (IPC) is exceeding growth projections. Both the 1,000,000 sq. ft. Medline and the 651,000 FedEx facilities began operations in FY2016-17. Smuckers is also under construction in the IPC with a 403,000 sq. ft. facility and a tenant has been identified for the 1,000,000 sq. ft. spec building. These facilities will add hundreds of jobs to the City as well as enhance property taxes from the IPC.

In the commercial space, there is growth in hospitality, restaurant, and retail markets. The retail markets are showing a growth both in the consumer sales and in business-to-business sales activity that improves the overall diversification of Sales Tax revenues and reliance on one focused market demographic. The development applications of two new hotels and interest from



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other companies looking in Tracy for potential site locations promises to increase future Transient Occupancy Tax revenues.

Tracy also has several residential developments (such as the Ellis project and Tracy Hills) underway which demonstrates continuance of a healthy real estate recovery. The housing market remains active with a number of projects in the pipeline which will add more residents in the City. The age-restricted Ponderosa project at the corner of Valpico and Lammers Rd. will add 600 single family homes at full build out. Adding to the City's diverse housing stock are the Aspire II, Grantline and Valpico apartment projects. Once completed, this will improve the property tax base of the City. While property tax revenues have not rebounded back to pre-recession levels, they are expected to improve over the next two years due to improvements in assessed value from the aforementioned projects.

In addition to new development, the housing market is slowly returning to pre-recession housing prices. The median home prices in Tracy have grown at a pace of 5-7% annually since 2013. During the low of the housing recession, the median home market value in Tracy was close to \$250,000. It is expected to reach over \$450,000 in 2017. As homes are resold at the higher market values, the City's Property Tax revenues are expected to increase.

FUTURE CHALLENGES

As discussed earlier, this budget is presented with cautious optimism. The economy is recovering both in housing prices that bolster Property Tax and diversification in commercial and retail that grows and strengthens our Sales Tax revenues. But the economy has natural growth and contractions ebbs and flows that are outside of the City's control. The financial plan and long-term forecasting cannot predict all future outcomes. The City has built healthy financial reserves, written strong fiscal policies, and passed important revenue measures to support the City services. The City is positioned itself well to manage its fiscal responsibilities. However, the City, like all governments, is faced with unmet needs in an environment where resources are limited. Highlighted below are some of the larger unmet or underfunded needs within the City that will require strategic planning to address in the future.

Pension Obligations

Developing appropriate staffing levels, as well as building strong recruitment and retention plans for existing staff, will continue to drive our determination to meet the City Council's goals and priorities. The challenges of maintaining competitive salaries and benefits are hampered by unfunded pension obligations and other escalating costs outside the City's control. Over the next two years, staff will be evaluating many options to balance the limited resources against the rising costs in personnel so as to continue providing adequate staffing levels to all departments.

In particular is the rising cost of employee pension. Over the last few years, CalPERs has been evaluating their investment and actuarial assumptions. As CalPERs assumptions shift to a more conservative approach, an increase is passed on to the employer contributions.



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CALPERS CHANGES

- Contribution policy changes
- Assumption changes
- Risk Pool changes
- Risk Mitigation Strategy
- CalPERS Board will change their discount rate:

*Source Bartel Associates, 2017.

	<u>Rate</u>	<u>Initial</u>	<u>Full</u>
● 6/30/16 valuation	7.375%	18/19	22/23
● 6/30/17 valuation	7.25%	19/20	23/24
● 6/30/18 valuation	7.00%	20/21	24/25
● Risk mitigation suspended until 6/30/18 valuation			

Who Pays for CalPERS Pensions?

Some people believe that taxpayers fund the total cost of public pensions. This is untrue—CalPERS' investment earnings pay the majority of our public pension costs. Data from 1997-2016 shows that for every dollar CalPERS pays in pensions, 62 cents comes from CalPERS investments.

Public employees who are CalPERS members pay a part of their pensions as well. Each month they contribute a percentage of their paychecks toward their pensions—some up to 15.25 percent of each monthly paycheck.

Every dollar paid to CalPERS retirees comes from three sources:

62¢

Investment Earnings

25¢

CalPERS Employers

13¢

CalPERS Members



Source: CalPERS income over the last 20 years as of June 2016



Budget Message

The result in growing increases in CalPERS costs for local agencies. The impacts of the CalPERS's discount rate take effect in FY 2018-19. The Citywide increase in pension costs is expected to grow from \$9.1 million in FY 2017-18 to \$10.4 million in FY 2018-19, a 14.3% increase. The City is currently conducting a ten-year actuarial forecast to prepare for future costs of pension obligations. This report is expected to be completed in the first quarter of FY 2017-18. CalPERS projected Citywide costs in the Financial Plan for the City of Tracy are reflected in the chart below, but are expected to be updated following the actuarial study.

CALPERS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Safety	\$5.00	\$5.20	\$5.20	\$5.90	\$6.60	\$7.60	\$8.30	\$8.90
Miscellaneous	\$3.50	\$3.70	\$3.90	\$4.50	\$5.20	\$6.00	\$6.50	\$7.00
Total	\$8.50	\$8.90	\$9.10	\$10.40	\$11.80	\$13.60	\$14.80	\$15.90

CALPERS								
Safety		4.00%	0.00%	13.46%	11.86%	15.15%	9.21%	7.23%
Miscellaneous		5.71%	5.41%	15.38%	15.56%	15.38%	8.33%	7.69%
% change		4.71%	2.25%	14.29%	13.46%	15.25%	8.82%	7.43%

Facility and Infrastructure Funding

One significant and continuing challenge facing the City is the increasing cost of maintaining its infrastructure. This is due to the following three factors: (1) as Tracy ages, so does its public infrastructure; (2) increased growth results in additional infrastructure maintenance, which further stretches City's resources; and (3) maintenance requirements, which are regulatory in nature, have increased and add significant costs. Addressing this concern becomes even more challenging given competing priorities for City resources.

One area of concern is the current fund balance reserve in the Building Maintenance Internal Service fund. The projected reserve level for June 30, 2017 is under \$200,000. For each major repair that has arisen in the last three years, the City has drawn from General Fund reserves, because the reserve levels are very inadequate in the Building Maintenance Fund given the number of City assets it supports. The fund serves all city buildings, including Civic Center and Police buildings, 6 fire stations, the Library and Community buildings including the Grand Theater, Boyd's Service and Maintenance Yard, and numerous parks and facilities throughout the City. Below are some of the unfunded projects that staff has identified, but it far from a comprehensive list. The actual liability cost of the City's facilities is unknown, because the last Master Plan occurred nearly two decades ago. Staff estimates a new master plan would cost between \$350,000-\$450,000 for a comprehensive evaluation of the capital facilities needs throughout the City. The master plan would identify priority areas for capital funds and will allow the City to evaluate the liability risks.

- Renovation and expansion of the Central Garage/Fleet Maintenance Facility; including renovation of Parks/Building shops, Transit Division expansion, and pavement of Corporation Yard
- Remodel and expansion of Police Facility and Support Service Facility
- Roof at the Library
- Various City park improvements; including equipment replacement, irrigation update, and landscaping redesign and replacement



Budget Message

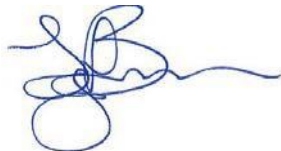
CONCLUSION

The City of Tracy is proud of its prudent use of resources, which has enabled it to successfully navigate through the prolonged recession. The economic recovery has reshaped our landscape and how we all think about long-term fiscal health and sustainability. Measure V will provide resources to amenitize the community through the implementation of a Community Improvement Plan which will be presented to the City Council during FY 2017-18. Developing a financial plan that focuses on improving quality of life and building public projects that enhance the community are forefront for the use of Measure V funds. Past fiscal discipline and wise stewardship has made it possible for the City to take a balanced approach so that once we begin to strategically plan for the future, we can financially sustain the programs that are developed and maintain the infrastructure that is built.

A strong organization knows where it is going and sets goals to continue to propel it forward. I would like to thank the City Council, the community, and staff in all departments that worked tirelessly making the City of Tracy such an amazing and dynamic city to work, play, and live. I would especially like to thank Karin Schnaider, Director of Finance, Martha Garcia, Finance Manager and Thomas Hedegard, Budget Officer for their effort in development of the Two-Year Financial Plan.

Your efforts to maintain and enhance the City of Tracy's values and traditions are reflected in the decisions you make and policies you endorse. Our City employees value the traditions of hard work, great customer service, and pride in working for the City of Tracy. It is reflected in professionalism and the attitude and I am grateful for their commitment.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Troy Brown', with a long horizontal flourish extending to the right.

Troy Brown City Manager



Chapter 2: City Maps and Statistics

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-6000
www.ThinkInsideTheTriangle.com



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City of Tracy, California

FINANCIAL PLAN

FISCAL YEARS 2017-2018 & 2018-2019

*Prepared by the Staff of the
Finance Department*

June 2017

CITY COUNCIL

ROBERT RICKMAN

Mayor

VERONICA VARGAS

Mayor Pro Tem

JUANA L. DEMENT

Council Member

RHODESIA RANSOM

Council Member

NANCY D. YOUNG

Council Member

Other Elected Official

RAYMOND MCCRAY

City Treasurer



City of Tracy, California

FINANCIAL PLAN

FISCAL YEARS 2017-2018 & 2018-2019

EXECUTIVE TEAM

TROY S. BROWN

City Manager

STEPHANIE GARRABRANT-SIERRA

Assistant City Manager

BILL SARTOR

City Attorney

KARIN SCHNAIDER

Finance Director

LARRY ESQUIVEL

Chief of Police

RANDALL BRADLEY

Fire Chief

ANDREW MALIK

Development Services Director

DON SCHOLL

Public Works Director

ANDRE PICHLY

Parks & Recreation Director

KUL SHARMA

Utilities Director

MIDORI LICHTWARDT

Human Resources Director



GFOA Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tracy
California**

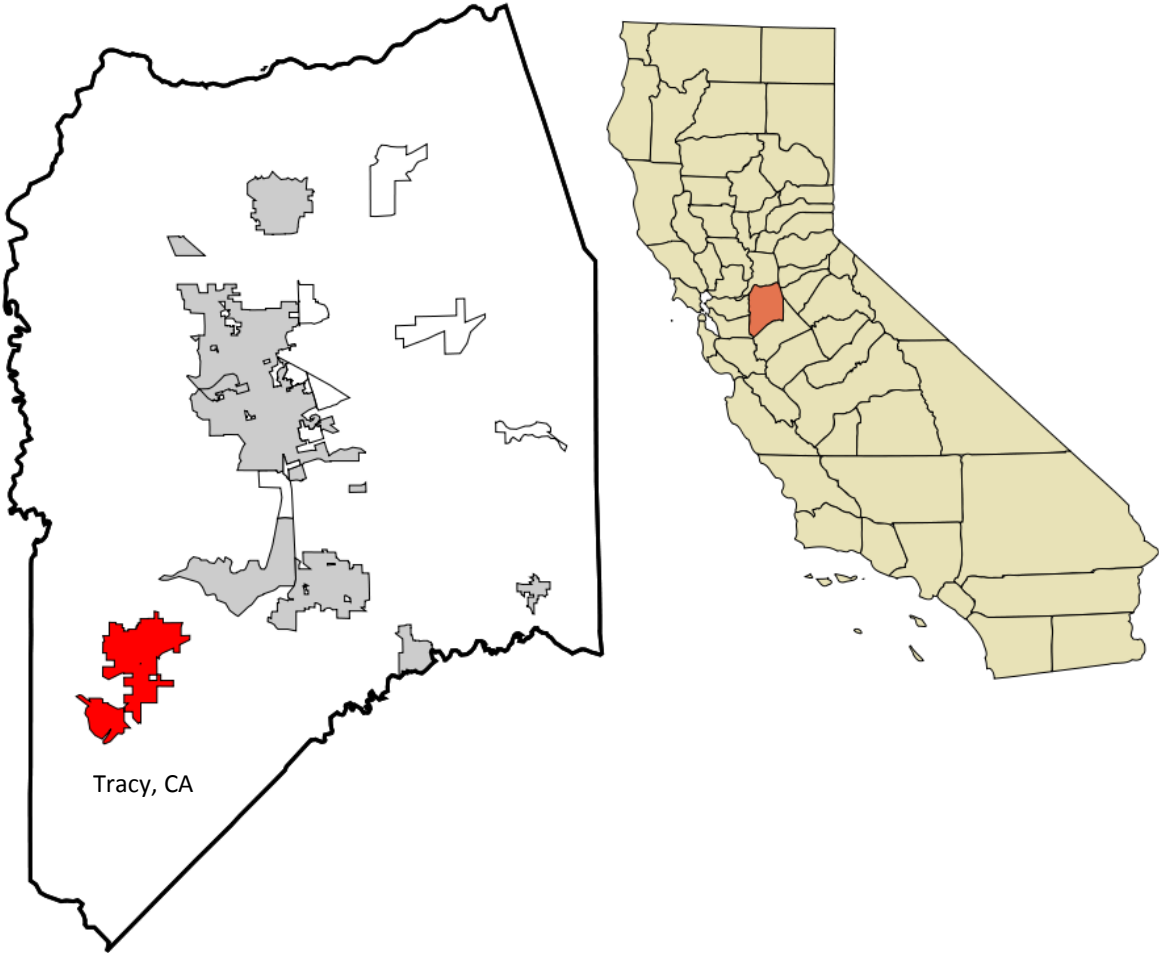
For the Biennium Beginning

July 1, 2016

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

Executive Director

Tracy Map



Location in San Joaquin County and the State of California



Chapter 3:
Fund Level
Financial Plan FY 17-19

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-6000
www.ThinkInsideTheTriangle.com



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Fund Budgets

FUND ACTIVITY

The City of Tracy's fiscal activities are budgeted and accounted for through the use of funds. A fund is a separate fiscal entity, which is self-balancing and free standing. The use of funds enables the maintaining of separate records for particular purposes. GFOA recommends that every state or local government that uses fund accounting establish clear criteria for determining whether a given fund in its accounting system should be treated as a fund for purposes of external financial reporting. The application of these criteria to individual funds should be documented and then periodically reviewed to take into account changes in circumstances (for example, a significant decrease in a revenue source reported as a separate special revenue fund). A government's periodic review of its fund structure ought to specifically consider whether the goals of general purpose external financial reporting could better be achieved by combining similar funds in the accounting system into a single fund for financial reporting purposes. For example, for budget reporting, all Special Assessment and small Special Revenue funds are consolidated in this financial plan.

The fund categories are: Governmental Funds, Proprietary Funds, and Fiduciary Funds. The eight fund types are: General, Special Revenue, Capital Projects, Debt Service, Enterprise, Internal Services, Trust, and Agency. Below is a list of City funds by fund type.

Definition of Fund Types:

Governmental Funds – Funds generally used to account for tax-supported activities.

- The General Fund is the primary operating fund of the City. The General Fund is used to account for resources traditionally associated with government which are not required by law or by sound financial management practice to be accounted for in another fund.
- Special Revenue Funds (SRFs) account for the proceeds of revenue sources that are restricted by law or administrative action to expend for specific purposes. Primary sources of SRF revenue are federal, state, local and private grants; contractual agreements. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.
- Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.
- Debt service funds are used to account for accumulations of resources that are restricted, committed, or assigned to expenditure for principal and interest.

Proprietary Funds – Funds used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector. These funds are considered self-supporting in that the services rendered by them are generally financed through user charges or on a cost reimbursement basis.

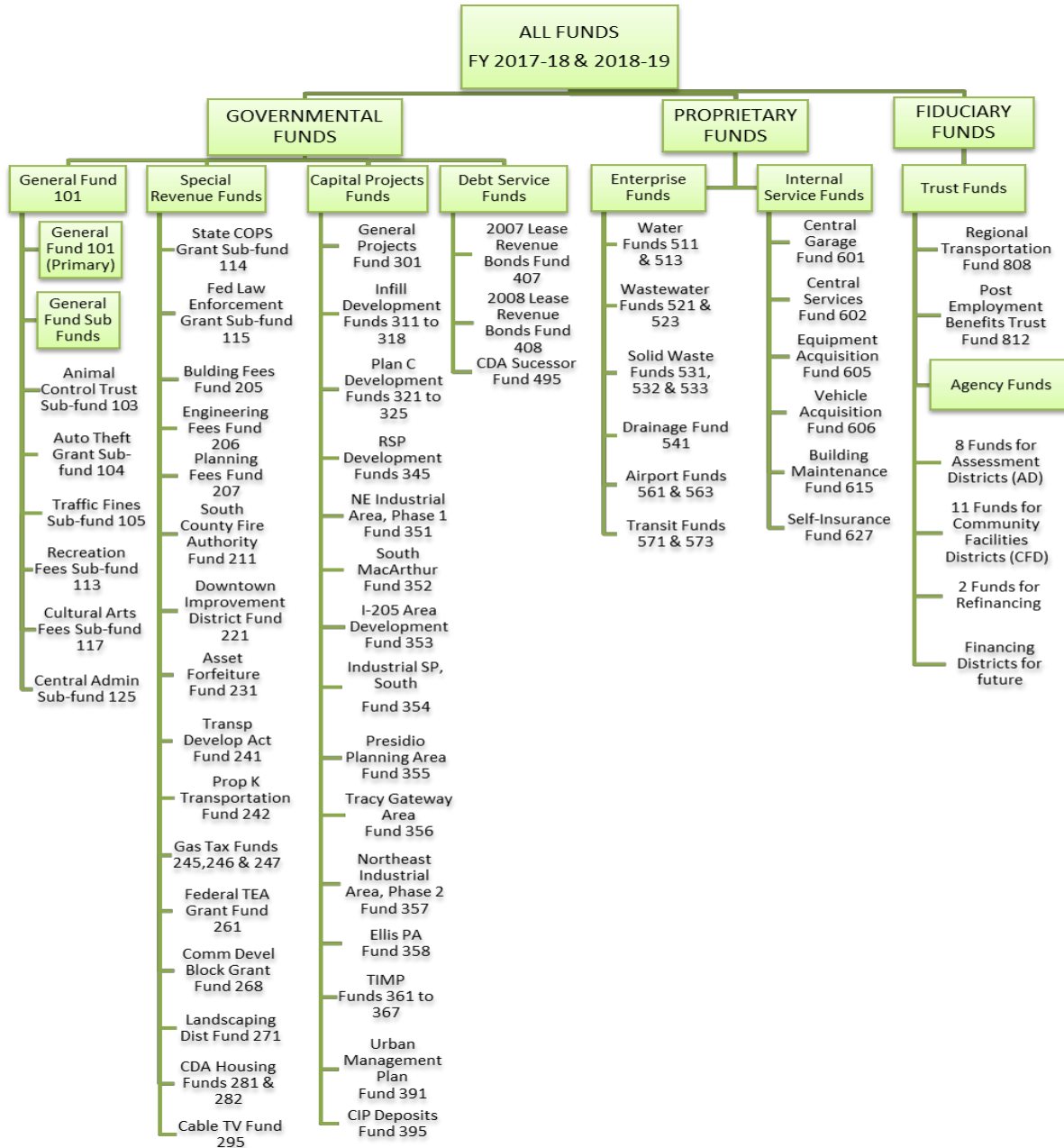
- Internal Services funds are established to finance, administer, and account for departments or agencies of a government whose exclusive or nearly exclusive purpose is to provide goods or services (e.g. central garage services) to the government's other departments on a cost-reimbursement basis.



Fund Budgets

- Enterprise Funds are established to account for activities of a government that provide goods or services primarily to the public at large on a consumer charge basis. Most business-type activities of a government are accounted for and reported in this fund.

City of Tracy Fund Structure



Fund Budgets

CITYWIDE SUMMARY

In preparation for the FY 2017-19 biennial budget, staff prepared and presented the draft financial plan with the estimated revenues and proposed appropriations for all funds on May 23, 2017. The fund revenues and expenditures are shown categorically both historically and into the five year forecast. At the end of this chapter is the detail for revenues categories. The next chapters provide the program level operating expenditure budgets, capital and debt service schedules.

The chart below is a summary of revenues and expenditure categories for each fund type. For comparison, six years are shown: Actuals for FY 2015-16 through Projected FY 2021-22. It is important to note that over the last three years, the City has replaced its accounting software and replaced the chart of accounts. This resulted in a restructure of most program level budgets. In addition, due to regular review of funds, many accounts have been either segregated or collapsed over the years. Beginning in FY 2015-16, Community Development Services Fund were segregated from the General Fund and reported as a Special Revenue Fund. Beginning in FY 2016-17, the COPs and Federal Grants were reported in Special Revenue Funds.

Summary of the Citywide Financial Plan

Revenues		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
(in thousands)	GENERAL FUND	62,568	60,690	68,328	69,310	70,696	72,110
	DEVELOPMENT SERVICES	7,623	12,084	12,911	12,156	12,399	12,647
	GAS TAX	1,866	1,746	2,550	3,597	3,669	3,742
	South County Fire Authority	6,532	6,487	6,562	6,562	6,693	6,827
	ASSESSMENT DISTRICTS	2,737	2,736	2,736	2,736	2,791	2,847
	SPECIAL REVENUE	12,610	8,130	3,790	3,790	3,866	3,943
	INTERNAL SERVICES FUNDS	11,374	9,753	10,624	10,645	10,858	11,075
	AIRPORT	465	478	799	799	815	832
	TRANSPORTATION	2,258	10,424	4,915	4,948	5,047	5,148
	SOLID WASTE	25,347	26,077	26,077	26,077	26,599	27,131
	STORM DRAIN	808	825	825	825	841	858
	WASTEWATER	16,898	54,504	15,120	15,120	15,423	15,731
	WATER	17,488	15,351	15,351	15,351	15,658	15,971
Revenues Total		\$ 168,574	\$ 209,285	\$ 170,588	\$ 171,916	\$ 175,355	\$ 178,862
Expenditures		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
	GENERAL FUND	59,566	58,580	62,075	62,584	63,835	65,112
	DEVELOPMENT SERVICES	9,130	12,091	12,909	12,155	12,398	12,646
	GAS TAX	2,722	3,735	960	960	979	998
	South County Fire Authority	5,873	6,405	6,398	6,399	6,527	6,658
	ASSESSMENT DISTRICTS	2,660	3,944	3,882	3,945	4,024	4,104
	SPECIAL REVENUE	23,098	64,993	2,995	2,997	3,057	3,118
	INTERNAL SERVICES FUNDS	9,917	11,496	13,139	13,151	13,414	13,682
	AIRPORT	3,214	5,354	926	945	964	983
	TRANSPORTATION	3,368	10,425	4,803	4,836	4,933	5,031
	SOLID WASTE	21,605	21,792	22,423	22,423	22,871	23,329
	STORM DRAIN	3,662	1,032	771	771	786	802
	WASTEWATER	18,179	49,106	13,795	13,797	14,049	14,306
	WATER	25,287	18,221	17,934	17,938	18,296	18,662
Expenditures Total		\$ 188,281	\$ 267,174	\$ 163,010	\$ 162,901	\$ 166,133	\$ 169,431
Change in Net Position		\$ (19,707)	\$ (57,889)	\$ 7,578	\$ 9,015	\$ 9,222	\$ 9,431



Fund Budgets

ANALYSIS

Major changes to the FY 2017-19 budget include the full annual appropriations of the 32 positions that were added during the mid-year budget augmentations for FY 2016-17 and the 21 new full-time equivalent positions (FTE) proposed in the FY 2017-19 budget. In total, FY 2017-19 has 53 FTE, or 9.5%, more FTE than FY 2015-16. Of which roughly 23 FTE's are allocated to the General Fund and the remaining 30 FTE's are charged to various other funds. Other minor adjustments to Purchased Services and Supplies have been included in department operations, approximate increase is less than 5%. Overall the budget was formulated to maintain current service levels while adding in staff to meet increased demand for services and restore service levels to improve effectiveness. The proposed budget also includes the General Fund allocation of \$2 million in General Fund (101) unallocated reserves in the General Fund Capital budget (Fund 301) as directed at the April 18th City Council Budget CIP Workshop. The General Fund budget includes a one-time use of General Fund unallocated reserves set aside to fund project management and contracted services appropriations to complete a revision to the Gateway Specific Plan, estimated cost is \$500,000.

GENERAL FUND

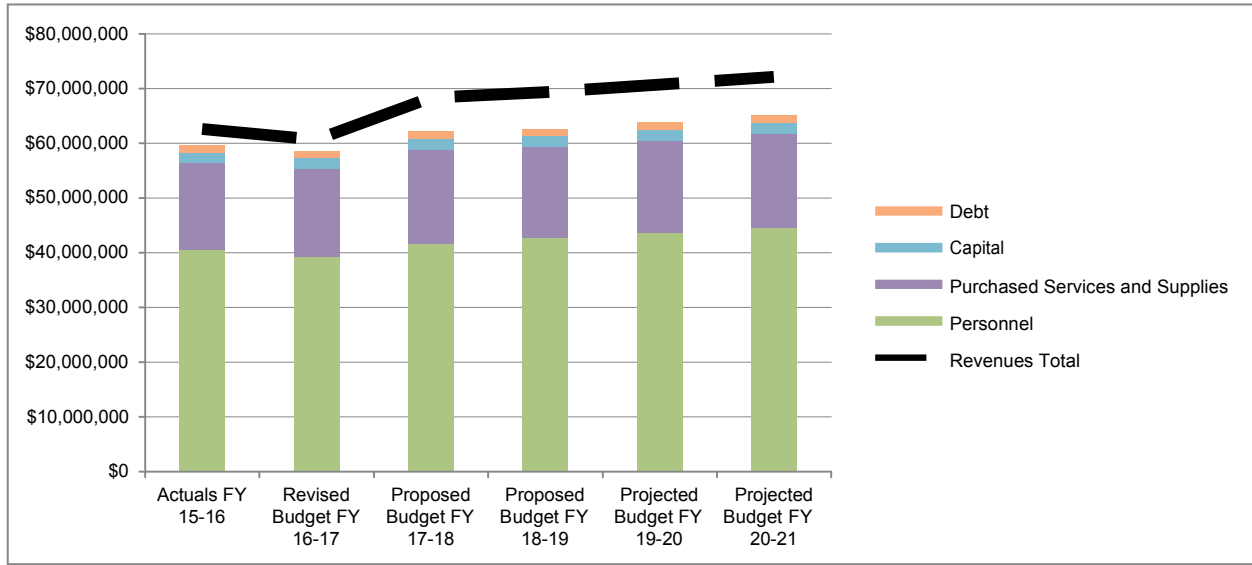
The following provides an overview of estimated revenues and proposed expenditures for the upcoming FY 2017-19 General Fund Biennial Budget. Below is the summary of the proposed budget.

Summary of Proposed Revenues and Expenditures for the General Fund

		Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
Revenues	Property Tax	392,427	400,000	400,000	400,000	408,000	416,160
	Assessment Tax	19,876,737	19,834,520	20,905,107	21,521,181	21,951,605	22,390,637
	Sale Tax	17,945,555	19,127,594	20,306,924	20,849,062	21,266,043	21,691,364
	Sale Tax-Local	6,425,447	1,862,463	8,105,031	8,196,437	8,360,366	8,527,573
	Other Taxes	4,844,818	5,003,528	5,025,282	5,047,254	5,148,199	5,251,163
	Revenues from Other Agencies	1,623,066	1,245,370	1,245,370	1,245,370	1,270,277	1,295,683
	Charges for Services	164,018	140,300	140,300	140,300	143,106	145,968
	Permits and Licenses	237,437	265,500	270,810	276,226	281,751	287,386
	Fines and Forfeitures	4,833,571	4,453,700	4,514,850	4,577,223	4,668,767	4,762,143
	Other Revenues	3,426,507	6,200,000	5,239,772	4,863,497	4,960,767	5,059,982
	Use of Money	1,548,231	907,300	925,046	943,147	962,010	981,250
	Transfers In	1,250,000	1,250,000	1,250,000	1,250,000	1,275,000	1,300,500
Revenues Total		\$ 62,567,814	\$ 60,690,275	\$ 68,328,492	\$ 69,309,698	\$ 70,695,891	\$ 72,109,809
Expenditures	Personnel	40,594,673	39,386,644	41,611,600	42,814,623	43,670,916	44,544,334
	Purchased Services and Supplies	15,858,115	15,933,785	17,203,649	16,509,784	16,839,979	17,176,779
	Capital	1,827,564	2,021,000	2,021,000	2,021,000	2,061,420	2,102,648
	Debt	1,285,298	1,238,400	1,238,400	1,238,400	1,263,168	1,288,431
Expenditures Total		\$ 59,565,650	\$ 58,579,829	\$ 62,074,648	\$ 62,583,807	\$ 63,835,483	\$ 65,112,193
Net Change to Fund Balance		\$ 3,002,164	\$ 2,110,446	\$ 6,253,844	\$ 6,725,891	\$ 6,860,408	\$ 6,997,617

Fund Budgets

Composite of General Fund Revenues and Expenditures



REVENUES

Property Tax Revenues:

Property Tax revenues continue to increase year-over-year improving the financial position of the City. Property Tax is the second largest revenue source to the City at 30%. The estimated revenues in FY 2016-17 are expected to increase \$.7M over the prior year, a 5.8% growth. In FY 2017-18, staff is projecting an increase of \$.7M (5% growth) over FY 2016-17 estimates; and in FY 2018-19, staff is projecting an increase of \$.4M (3% growth) over FY 2017-18.

Staff is remaining conservative in terms of actual growth potential in the City's Property Tax. When considering the assumptions used in the estimates, staff began with the inflation rate allowed under Proposition 13 of 2%. On top of this inflation estimate, staff is assuming an additional growth of 1.6% in the first year and 0.9% for the second year. This additional increase occurs when the prior year's assessment values are raised by factors, such as, new home sales, homes sold at a market rate higher than the prior year's assessment value, and for Proposition 8 Recapture values by the County. The median home prices in Tracy have grown at a pace of 5-7% annually since 2013. During the low of the housing recession, the median home market value in Tracy was close to \$250,000. It is expected to reach over \$450,000 in 2017. As homes are resold at the higher market values, the City's revenues increase. However, the revenue growth is not solely reliant on homes resale. As mentioned, the City is expecting the County to begin reassessing home values that were repressed as a result of Proposition 8. Proposition 8 occurs when a home's market value is lower than the assessed value. The County records the lower of the two values. If the market value improves, the County returns to the assessed value for determining the tax revenues.

Last year in San Joaquin County, approximately 35,000 properties were assessed at the market value (Proposition 8), which was less than the Proposition 13 assessed value. In FY 2016-17, as the housing market has continued to improve, the County reassessed 8,000 properties County-wide at the higher Proposition 13 value. Approximately 27,000 County-wide properties are still being assessed at the housing recession market value instead of the Proposition 13 value, because the County has yet to determine the current market value. In a 2012 study by the County, it was deemed that 62.7% of Tracy's overall property tax roll was at the Proposition



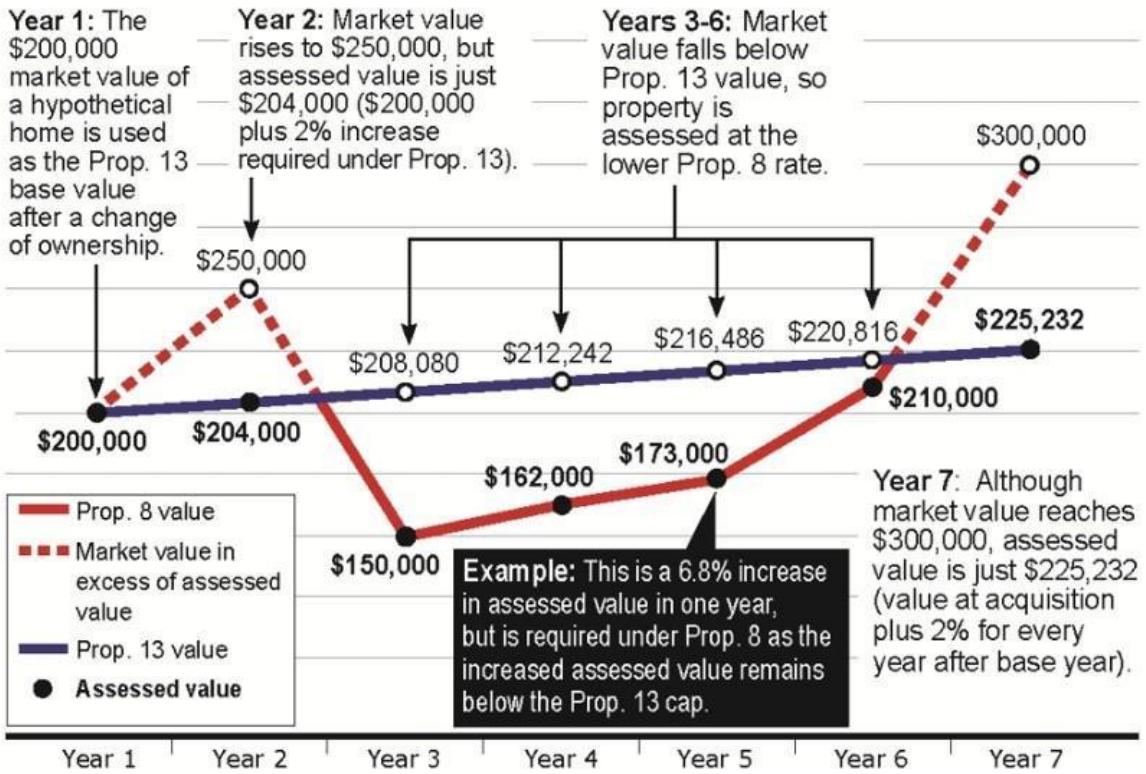
Fund Budgets

8 assessment level, providing for the potential recapture of the Proposition 13 assessed values. The reassessment to Proposition 13 values may increase the tax rolls over the next few years. The County is projecting a 6% growth in assessed valuation of the current secured residential and supplemental tax rolls County-wide, although actual tax rolls are not completed until June 2017. Given the Proposition 8 recapture and improved housing markets, staff is remaining cautiously optimistic that Property Tax revenues may come in over estimates over the next two years. The City Council will remain updated through the quarterly budget reports, as information becomes available.

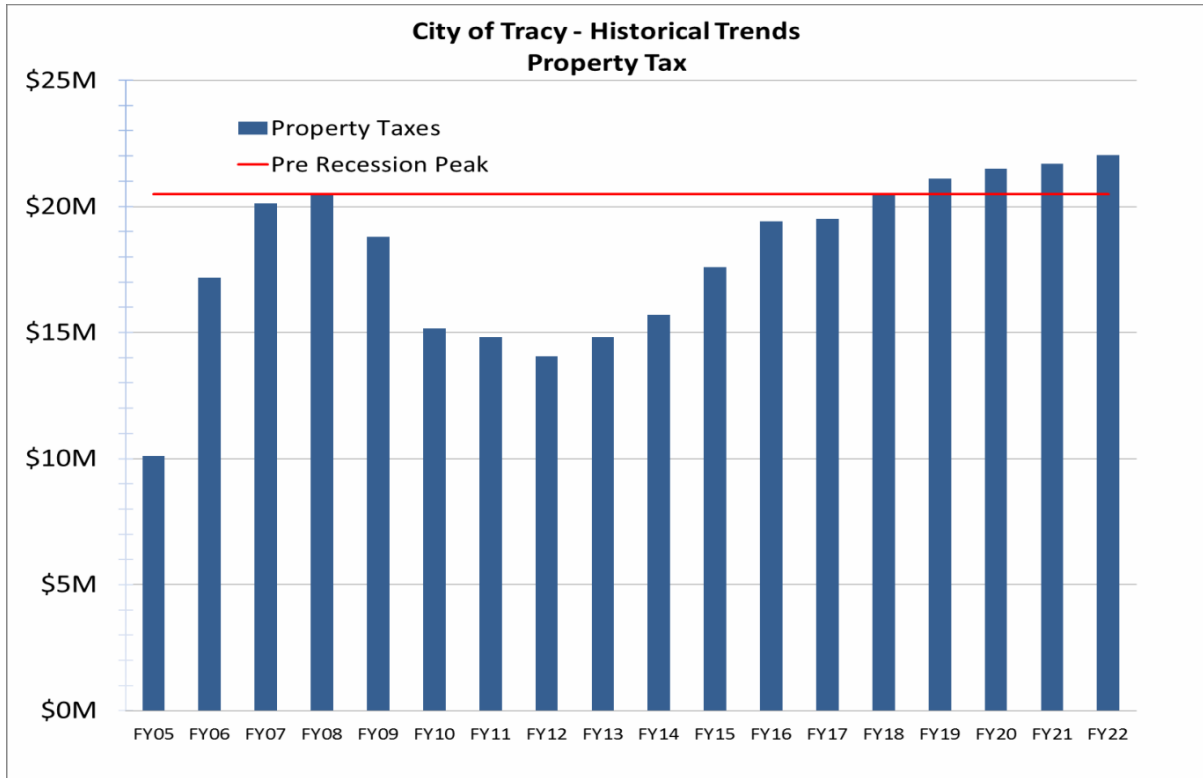
Below is an illustration explaining the way Proposition 8 recapture is applied.

How property values are assessed

California's Proposition 13 caps the growth of a property's assessed value at no more than 2 percent a year unless the market value of a property falls lower. When that happens, Proposition 8, which also passed in 1978, allows the property to be temporarily reassessed at the lower value. However, as the value of the property rises, the assessed value and resulting property taxes may increase more than 2 percent a year up to the annually adjusted Prop. 13 cap.



Fund Budgets



Sales and Use Tax Revenues-Bradley Burns:

In California, sales and use tax is imposed on the retail price of any tangible personal property and the use or storage of such property when sales tax is not paid. It is imposed on retailers for the privilege of selling tangible personal property and on the purchaser of a product from out-of-State and delivered for storage, use or consumption in California. Excluded from this tax are resale and wholesale sales, as well as the cost of professional services and food for home consumption. The use tax is charged to a purchaser, at the same rate as the sales tax, where sales taxes were not collected (such as out-of-State or out-of-Country purchases) and the items were purchased to be used in California. In total, the City receives 1% of eligible point-of-sale transactions.

The City's total revenue growth has been primarily related to growth in the City's commercial areas and the overall economic recovery of the region. As reflected in the annual consumer price index, the economy is growing by more than 3% and indicators are strong for the remaining year. Sales Tax revenues are directly correlated to the growing economy as well as the growth in new retail sources within Tracy. The City has a blend of both retail to consumer and retail business to business that steadies the volatility of the market sales. Continued interest in new building permits within the City's business park show encouraging signs that the Sales Tax growth is likely to continue for the next two years or longer.

The proposed budget reflects an estimated increase of \$1.2M in FY 2016-17 over the prior year, or 6.5%. Due to growth in the business park and retail areas, estimated revenues in FY 2017-18 are expected to grow \$1.2 million, or 6.1% over the current year. A continued growth is expected in FY 2018-19 with estimated revenues increasing \$.5M, or 2.6%.

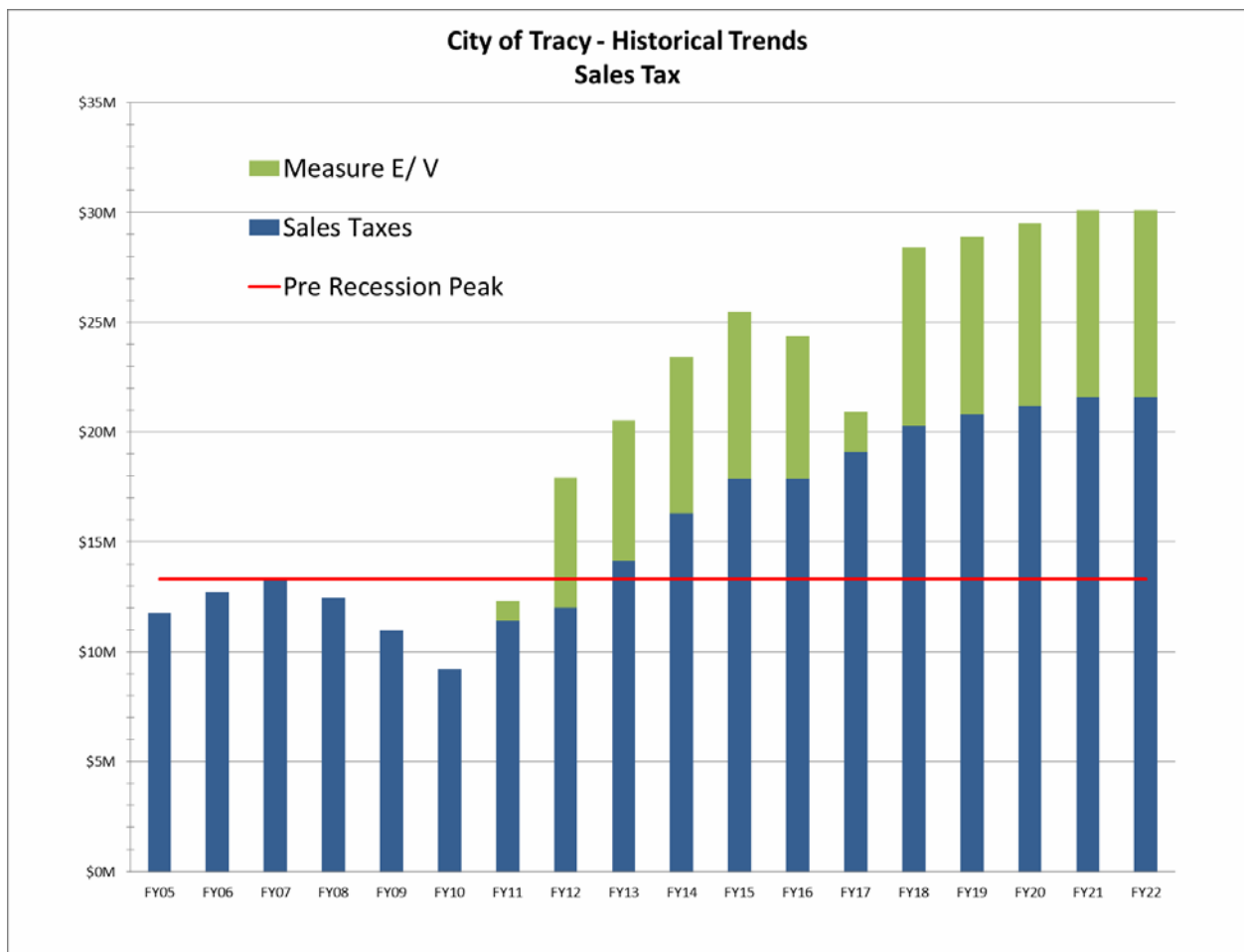
Sales and Use Tax Revenues-Local (Measure V)



Fund Budgets

In November 2016, the voters approved a half cent (0.5%) Sale and Use Tax revenue for the City of Tracy, known as Measure V. This revenue replaced a prior half-cent Sales and Use Tax revenue that had expired in April 2016. This revenue is distinct from the Bradley-Burns Sales and Use Tax in that it is applied to purchased goods that are used or delivered within the City's jurisdictional boundaries; whereas, the Bradley Burns one cent tax is based upon the City's share of the State and County wide sales tax revenues. Therefore it is not a 1 to 1 relationship.

Measure V is a 20 year tax beginning in April 2017 and sunsets in April 2037. The City will receive one quarter of the local revenues in FY 2016-17 estimated at \$1.9 million. The General Fund revenue impact of Measure V local Sales Tax is expected to be over \$8 million dollars annually going forward. For forecasting, staff has kept this revenue flat given that this revenue is primarily generated by an established business base within the City limits. Whereas the Bradley Burns revenue are higher due to items sold and delivered outside Tracy's city limits.



Other Tax Revenues:

The taxes that comprise Other Tax Revenues are Franchise Fees, Business License Tax, and Transient Occupancy Tax for a combined total of \$5 million annually, or 11% of the total General Fund revenues. Franchise Fees are relatively stable and unchanged year over year and are projected at a 1% growth. Business License tax is set by ordinance and only increased with establishment of new business. It is assumed flat. Transient Occupancy Tax is expected to have a large growth, 6%, beginning in FY 2017-18 as revenue from two new hotels have



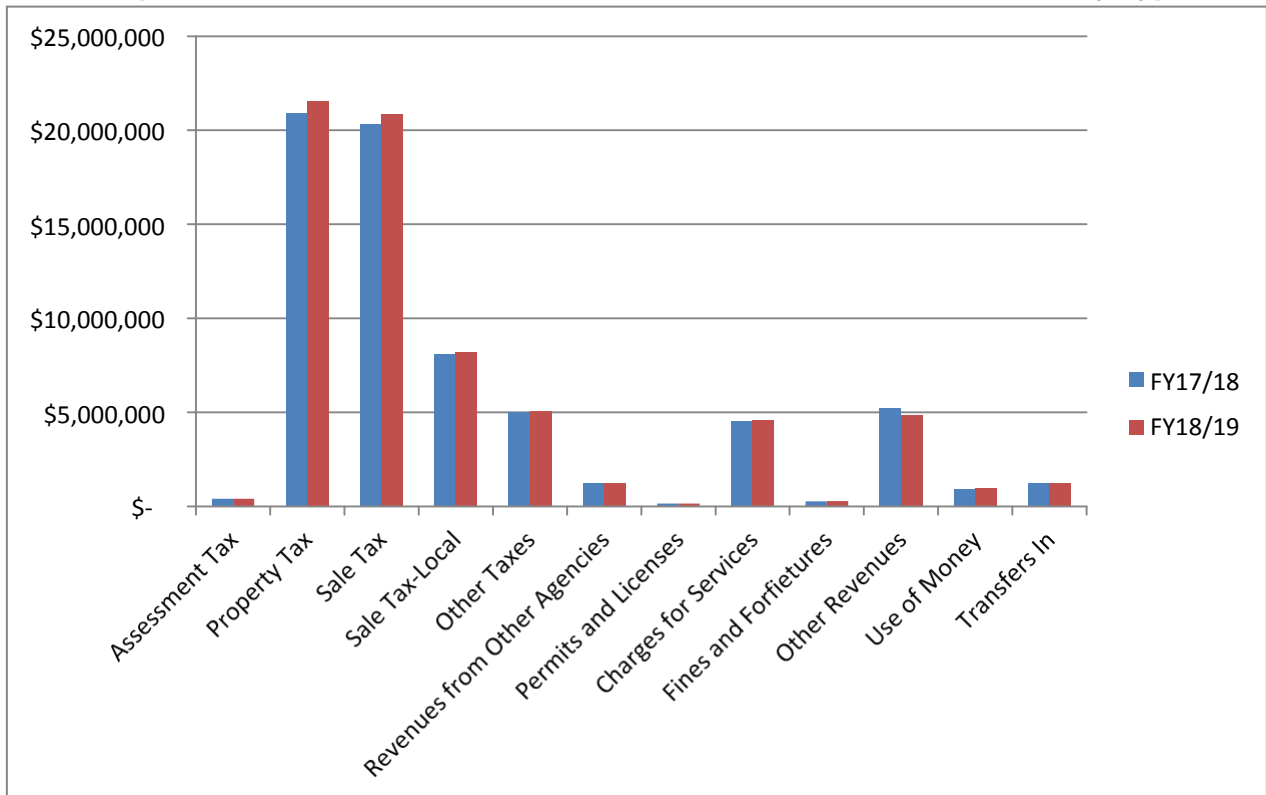
Fund Budgets

been approved by the City Council. The City has continued to receive interest from other parties attracted to Tracy for potential hotel sites.

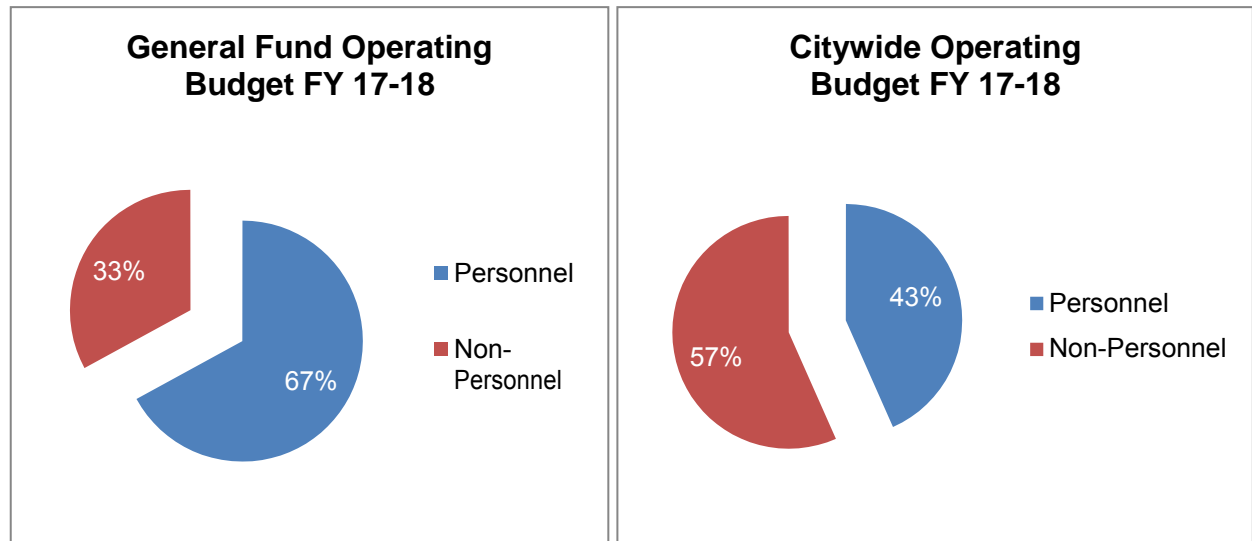
Other Revenues:

Other revenues are a composite of Revenues from Other Agencies, Charges for Services, Investment Incomes and Staff is projecting a moderate growth of 2% for all other revenues.

Comparison of Revenues FY 2017-18 to FY 2018-19 in the General Fund by Type



EXPENSES



Fund Budgets

Personnel:

The General Fund uses 67% of its resources on Personnel as compared to Citywide at 43%. During the FY 2016-17 budget cycle, the City Council approved several key positions within the City to help sustain service levels throughout the City, of which 23 FTE were allocated to the General Fund; resulting in approved personnel increases of \$3.3 million. In the proposed FY 2017-19 biennial budget, another 21 full-time equivalent positions (FTE) Citywide in the budget, of which 4.85 FTE are allocated to the General Fund. The fiscal impact is approximately \$500,000 to the General Fund. The remaining 16.15 are charged to various other funds. The full list is of approved positions by fund is provided at the end of this chapter. Below is the proposed staffing in the General Fund.

Proposed General Fund Staffing Increases for FY 2017-19

# of positions	Department	Position Title	Funding Source	Salary	Fringe Benefits	Associated Cost	Total Cost	Comments - Additional Cost
0.50	Public Works	Maintenance Worker II	25% 101-23701	29,155	11,662	15,000	55,817	3/4 Ton flatbed
0.05	Public Works	Landscape inspector	5% 101-23701	4,128	1,651	2,100	7,879	F-150
0.50	Public Works	PT Laborers	50% 101-23702	30,000	12,000		42,000	
0.50	Public Works	PT Laborers	50% 101-23703	30,000	12,000		42,000	
1.00	Public Works	Public Works Supervisor	100% 101-23702	95,000	38,000	42,000	175,000	F-150
0.25	Public Works	Public Works Supervisor	25% 101-23406	23,750	28,500	10,500	62,750	F-150
0.05	Public Works	Plan check examiner	5% 101-23701	4,500	1,750	2,100	8,350	F-150
1.00	City Manager	Box Office Assistant	100% 101-63701	45,964	18,386		64,350	
0.50	City Manager	Front of the House Coordinator	50% 117-63704	30,384	12,154		42,538	
0.50	City Manager	Front of the House Coordinator	50% 117-63705	30,384	12,154		42,538	



Fund Budgets

Purchased Services and Supplies:

The category of Purchased Services and Supplies is comprised of contract services, materials and supplies, and various overhead charges. The budget proposes an increase of \$700,000, 4.5% increase, in ongoing maintenance and services contracts; and a one-time use of General Fund reserves of \$500,000 for providing project management and delivery of a revised Specific Plan for the Gateway project area in Development Services.

Debt and Capital Projects:

On April 18, the City Council directed staff to include the use of General Fund reserves to fund \$2 million in each fiscal year for various Capital Improvement Projects, see CIP chapter. This funding will come from the General Fund unallocated fund balance. The City also budgets \$1.3 million annually for debt service payments related to repayment of loans used to fund the Police Department building and Fire Station constructions.

Fund Balance:

Beginning in FY 2014-2015, the City Council, through budget adoption, approved a minimum fund balance in the General Fund to be equal to 30% of operating revenues; 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves.

General Fund Estimated Reserves

	Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues Total	62,567,814	60,690,275	68,328,492	69,309,698	70,695,891	72,109,809
Expenditures Total	59,565,650	58,579,829	62,074,648	62,583,807	63,835,483	65,112,193
Net Change to Fund Balance	\$ 3,002,164	\$ 2,110,446	\$ 6,253,844	\$ 6,725,891	\$ 6,860,408	\$ 6,997,617
Beginning Fund Balance						
Nonspendable Fund Balance	5,872,541	5,872,541	5,872,541	5,872,541	5,872,541	5,872,541
Committed Fund Balance						
20% Fund Balance	11,913,130	11,715,966	12,414,930	12,516,761	12,767,097	13,022,439
10% Fund Balance	5,956,565	5,857,983	6,207,465	6,258,381	6,383,548	6,511,219
Measure E Fund Balance	7,000,000	-	-	-	-	-
Measure V Fund Balance		1,862,463	9,967,494	18,163,931	26,524,297	35,051,870
Assigned Fund Balance	358,441	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Unallocated	6,552,756	13,446,644	6,403,613	4,308,272	2,298,294	248,117
Ending Fund Balance	\$ 40,655,597	\$ 42,766,043	\$ 49,019,886	\$ 55,745,777	\$ 62,606,185	\$ 69,603,802

- **General Fund Contingency Reserve:** The Contingency Reserve funds help mitigate the effects of unanticipated situations such as natural disasters and severe, unforeseen events. This reserve should be used only in extreme situations. The Contingency Reserve was established with a targeted goal of 20% of the General Fund's adopted annual budget for expenditures, including recurring transfers out. At June 30, 2017, the estimated Economic/Budget Stability Reserve will be \$11,715,966.

Fund Budgets

- General Fund Economic/Budget Stability Reserve: The Economic/Budget Stability Reserve is intended to offset revenue/expenditure uncertainty while stabilizing service levels through economic cycles. The Economic/Budget Stability Reserve was established with a targeted goal of 10% of the General Fund's adopted annual budget for expenditures and recurring transfers out. At June 30, 2017, the estimated Economic/Budget Stability Reserve will be \$5,857,983.
- General Fund "Measure E" Mitigation Reserve: The "Measure E" Mitigation Reserve is to be used as bridge funding upon the sunset of the Measure E sales tax in FY 2015-16. This temporary reserve is to be used over a multi-year period to mitigate the loss of revenue from the half cent sales tax and allow the City time to transition to the reduced revenue level. The "Measure E" Mitigation Reserve was established at \$7 million, as this was estimated to be the peak revenue prior to the measure's expiration in March 2016. The FY 2016-17 Budget included the use of \$3.8 million of this reserve to fund services in public safety and public works. At midyear, Council authorized \$255K to be appropriated for the purchase of ALS Cardiac Monitors and safety gear for the Fire Department. Per the budget policy, the remaining balance at \$2.95 million may be allocated to the public safety budget and closed out to Unallocated at the end of FY 2016-17.

SPECIAL REVENUE FUNDS

Community Development Funds:

Community Development Funds (205, 206, 207) provides planning and development services for the City including advance and current planning, building plan review and inspections, code enforcement, engineering services, and economic development. With heightened development from Tracy Hills, Ellis, and Cordes Ranch as well as delivering Capital Improvement Projects, the fund is positioned for increased expenditures that are funded through developer fees and reimbursements. Three positions (3 FTEs) are proposed for the Development Services Department, Administrative Assistant II, Assistant Planner, and Management Analyst. These positions will augment services and increase efficiencies in processing of development applications in the City, as well as managing the various development fee programs.

There are sufficient revenues to cover these requests. In addition, two positions (1.8 FTE in Development Services Funds; 0.2 FTE in General Fund provided earlier) are proposed for Public Works department, Landscape Inspector and Plan Check Inspector (specific to landscape plan review and construction inspection). The Public Works positions are being added to address maintenance issues and to accommodate an increasing demand on upkeep of streets, infrastructure, parks and athletic facilities. There are sufficient revenues to cover the costs of these staffing requests. *Note that these funds were previously included in the General Fund for FY 2014-15 and were classified as Special Revenue beginning in FY 2015-16.



Fund Budgets

Summary of Proposed Revenues and Expenditures for the Development Services Fund

Development Services Funds							
		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
BUILDING SERVICES							
Rev	Charges for Services	1,316,295	1,800,000	1,800,000	1,800,000	1,836,000	1,872,720
	Permits and Licenses	1,834,147	1,785,000	2,785,000	2,785,000	2,840,700	2,897,514
	Use of Money	4,037	0	0	0	0	0
Rev Total		3,154,479	3,585,000	4,585,000	4,585,000	4,676,700	4,770,234
Exp	Personnel	1,465,923	1,922,300	2,378,505	2,383,762	2,431,438	2,480,066
	Purchased Services and Supplie	1,651,503	1,593,558	2,040,015	1,529,015	1,559,595	1,590,787
Exp Total		3,117,427	3,515,858	4,418,520	3,912,777	3,991,033	4,070,854
BUILDING SERVICES Total		37,052	16,247	69,142	166,480	672,223	685,667
ENGINEERING SERVICES							
Rev	Charges for Services	3,165,167	6,302,500	6,314,500	6,314,500	6,440,790	6,569,606
	Permits and Licenses	123,507	175,000	180,000	180,000	183,600	187,272
	Other Revenues	5,384	0	0	0	0	0
Rev Total		3,294,058	6,477,500	6,494,500	6,494,500	6,624,390	6,756,878
Exp	Personnel	2,491,057	3,786,630	4,116,396	4,121,308	4,203,734	4,287,809
	Purchased Services and Supplie	2,344,606	3,431,854	2,379,316	2,373,316	2,420,783	2,469,198
Exp Total		4,835,663	7,218,484	6,495,712	6,494,624	6,624,517	6,757,007
ENGINEERING SERVICES Total		(1,541,606)	(740,984)	(1,212)	(124)	(127)	(129)
PLANNING SERVICES							
Rev	Charges for Services	359,573	633,200	633,200	633,200	645,864	658,781
	Permits and Licenses	20,820	18,000	18,000	18,000	18,360	18,727
	Other Revenues	815,140	1,370,000	1,180,000	425,000	433,500	442,170
Rev Total		1,195,532	2,021,200	1,831,200	1,076,200	1,097,724	1,119,678
Exp	Personnel	835,041	1,002,341	1,543,918	1,390,785	1,418,601	1,446,973
	Purchased Services and Supplie	310,712	322,977	418,998	324,998	331,498	338,128
	Debt	31,290	31,500	31,500	31,500	32,130	32,773
Exp Total		1,177,042	1,356,818	1,994,416	1,747,283	1,782,228	1,817,873
PLANNING SERVICES Total		18,490	664,382	(163,216)	(671,083)	(684,504)	(698,194)
DEVELOPMENT SERVICE FUND TOTAL		(1,486,064)	(60,355)	(95,286)	(504,727)	(12,408)	(12,657)
Beginning Fund Balance		0	(1,486,064)	(1,546,419)	(1,641,705)	(2,146,432)	(2,158,841)
Ending Fund Balance		(1,486,064)	(1,546,419)	(1,641,705)	(2,146,432)	(2,158,841)	(2,171,498)



Fund Budgets

Gas Tax Funds:

(Funds 245, 246, 247) These funds are used to account for the City's share of the motor vehicle gas tax imposed under the provisions of the Street and Highway Code of the State of California under Sections 325, 2105, 2106, 2107, and 2107.5, which are legally restricted for the acquisition, construction, improvement and maintenance of public streets. Revenue sources for this fund include the City's share of the State gas tax. The Governor recently signed SB1, the Road Repair and Accountability Act of 2017 that will provide substantial new and more stable funding for state and local streets and roads. In the Governor's 2017-18 budget, a new 12 cent per gallon Gas Tax revenue was approved. This will increase the City's Gas Tax revenues by \$.8M and are tied directly to street maintenance and repair work. Projects will need to be developed and designed during the budget cycle and will return for appropriation during the regular quarterly budget updates.

Summary of Proposed Revenues and Expenditures for the Gas Tax Fund

Gas Tax							
		<u>Actuals</u>	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>Proposed Budget</u>	<u>Projected Budget</u>	<u>Projected Budget</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
Revenues	Revenues from Other Agencies	1,831,404	1,746,020	2,549,615	3,596,994	3,668,934	3,742,313
	Use of Money	35,026	0	0	0	0	0
Revenue Total		1,866,430	1,746,020	2,549,615	3,596,994	3,668,934	3,742,313
Expenditures	Personnel	395,362	568,000	567,683	567,683	579,037	590,617
	Purchased Services and Supplie	2,137,129	2,976,812	202,000	202,000	206,040	210,161
	Transfers Out	190,000	190,000	190,000	190,000	193,800	197,676
Expenditures Total		2,722,491	3,734,812	959,683	959,683	978,877	998,454
GAS TAX Total		-856,060.45	-1,988,792.13	1,589,932.00	2,637,311.00	2,690,057.22	2,743,858.36
Beginning Fund Balance		2,770,828	1,914,768	(74,025)	1,515,907	4,153,218	6,843,276
Ending Fund Balance		1,914,768	(74,025)	1,515,907	4,153,218	6,843,276	9,587,134

South County Fire Authority Fund:

The South County Fire Authority (fund 211) is a joint powers agreement between the City of Tracy and the Tracy Rural Fire District. The South County Fire Authority budgets for six fire stations and fire administration. The costs are shared between the two agencies based upon shared agreements. Costs borne by the City are reflected in the City's General Fund and costs borne by Tracy Rural are reflected in this Special Revenue fund. The General Fund portion is reflected in the Transfers In line of the budget.

Fund Budgets

Summary of Proposed Revenues and Expenditures for the South County Fire Authority

		Actuals	Revised Budget	Proposed	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	Budget FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Revenues from Other Agencies	6,208,237	6,225,000	6,300,000	6,300,000	6,426,000	6,554,520
	Charges for Services	313,523	262,000	262,000	262,000	267,240	272,585
	Use of Money	9,883	0	0	0	0	0
Revenue Total		6,531,644	6,487,000	6,562,000	6,562,000	6,693,240	6,827,105
Expenditures	Personnel	4,755,194	3,795,845	3,815,303	3,817,057	3,893,398	3,971,266
	Purchased Services and Supplies	1,118,068	2,608,859	2,582,350	2,582,350	2,633,997	2,686,677
Expenditures Total		5,873,262	6,404,704	6,397,654	6,399,407	6,527,395	6,657,943
South County Fire Authority Total		658,382	82,295.68	164,346.35	162,593.11	165,844.97	169,161.87
Beginning Fund Balance		1,152,127	1,810,509	1,892,804	2,057,151	2,219,744	2,385,589
Ending Fund Balance		1,810,509	1,892,804	2,057,151	2,219,744	2,385,589	2,554,751

Other Special Revenue Funds:

The City has nine other Special Revenue Funds that serve a variety of City services and various Special Assessment Districts. The City received over \$20 million in State and Local highway funds that are one time grants in FY 2016-17. Other adjustments include Public Works has proposed .85 FTE to be charged to the Landscape Districts starting in FY 2017-18. See attached personnel allocation listing for full details at the end of this chapter. The fund balance at FY 2016-17 is due to Federal Transportation expenses that will be reimbursed at the completion of the project, approximately \$54 million.

- COPS Grant Fund 114
- Federal Law Enforcement Grants Fund 115
- Downtown Improvement District Fund 221 - This fund is used to accumulate revenues from business assessments and promotional income from special events to promote Downtown Tracy.
- Asset Forfeiture Fund 231 - This fund is used to account for the revenues that result from asset seizures. They are specifically restricted for law enforcement purposes.
- Transportation Development Fund 241 - This fund is used to account for the City's share of the quarter cent statewide transportation sales tax devoted to street maintenance purposes. The first claim on the tax goes to the Transit Fund and then any balance goes to this fund.
- Proposition K Transportation Tax Fund 242 - This fund is used to account for the City's share of the half-cent transportation sales tax for San Joaquin County. It is used for street maintenance and repairs.
- Federal TEA Grant Fund 261 - This fund is used to account for the revenues from federal aid for transportation projects.
- Community Development Block Grant Fund 268 - These funds are used to account for the federal grant monies received from the Housing and Urban Development Department for Community Development Block Grants.
- Landscaping District Fund 271 - This fund is used to account for the revenues collected from benefit assessment districts established to provide landscaping services in certain areas of the City. These districts cover all the newer developments in the City since 1985.



Fund Budgets

- Community Development Agency Housing Fund 281 - This fund was used to account for the 20% portion of tax increment funds received for redevelopment related purposes, and set aside for low and moderate-income housing. With the disbanding of the Community Development Agency, a CDA Housing Successor Fund 282 was established to receive Fund 281 assets.
- Cable TV Fund 295 – This fund is used to account for the portion of cable television franchise fees allocated to provide a community access cable television channel in the City of Tracy.

Summary of Proposed Revenues and Expenditures for the Other Special Revenues and Assessment Districts

		Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
Revenues	Assessment Tax	2,787,970	2,824,700	2,824,700	2,824,700	2,881,194	2,938,818
	Sale Tax	2,801,821	2,825,000	2,825,000	2,825,000	2,881,500	2,939,130
	Revenues from Other Agencies	8,491,980	4,848,600	508,600	508,600	518,772	529,147
	Permits and Licenses	201,558	215,000	215,000	215,000	219,300	223,686
	Fines and Forfeitures	435,397	50,000	50,000	50,000	51,000	52,020
	Charges for Services	9,188	500	500	500	510	520
	Other Revenues	432,392	62,000	62,000	62,000	63,240	64,505
	Use of Money	187,162	40,000	40,000	40,000	40,800	41,616
Revenue Total		15,347,470	10,865,800	6,525,800	6,525,800	6,656,316	6,789,442
Expenditures	Personnel	3,152,020	-296,646	4,007,407	4,073,524	4,154,994	4,238,094
	Purchased Services and Supplies	22,174,675	68,832,052	2,345,443	2,344,243	2,391,128	2,438,950
	Debt	431,758	401,400	524,000	524,000	534,480	545,170
Expenditures Total		25,758,454	68,936,806	6,876,850	6,941,766	7,080,602	7,222,214
		-10,410,983.91	-58,071,005.50	-351,050.09	-415,966.48	-424,285.81	-432,771.53
Beginning Fund Balance		19,557,002	9,146,018	(48,924,988)	(49,276,038)	(49,692,004)	(50,116,290)
Ending Fund Balance		9,146,018	(48,924,988)	(49,276,038)	(49,692,004)	(50,116,290)	(50,549,061)

CAPITAL IMPROVEMENT FUNDS

Capital Project funds are used to account for the acquisition and development of major capital facilities, other than those financed by proprietary or trust funds. The revenues to fund most capital projects are derived from the General Fund development impact fees, bond proceeds, and/or special revenues. A full description of projects are presented later in the Capital Improvement Chapter.

These funds are as follows:

- General Projects Fund 301 - This fund is used to account for capital projects financed through the transfer of General Fund monies or proceeds for community wide benefit. The City Council outlined a spending plan for \$2 million in Capital Improvement Plan needs at the April 18th council meeting for General Fund Capital (Fund 301). In addition, the list of other special capital projects was provided. Future Measure V discussions will occur over the Summer 2017 and will be presented for consideration for First Quarter amendments.
- Infill Development Funds - These funds are used to account for capital projects financed through capital development fees levied upon developers in the City's infill area. There are separate funds as follows:



Fund Budgets

Fund 311	-	Infill-Parks
Fund 312	-	Infill-Storm Drainage
Fund 313	-	Infill-Arterials
Fund 314	-	Infill-Building & Equipment
Fund 315	-	Infill-Program Management
Fund 316	-	Downtown Improvement
Fund 317	-	Redevelopment Agency Obligations
Fund 318	-	Downtown Projects

- New Areas Development Funds - These funds are used to account for capital projects financed through capital development fees levied upon developers in respective new development areas.
- RSP Development – 1987 Residential Specific Plan (RSP) Any and all funds from 1987 Residential Specific Plan (RSP) were closed at the end of FY 07-08. Now, these funds are used as an economic development fund for the City.
- Plan C Development
 - Fund 321 - Plan C Areas-Parks
 - Fund 322 - Plan C Areas-Arterials
 - Fund 323 - Plan C Areas-Drainage
 - Fund 324 - Plan C Areas-General Facilities
 - Fund 325 - Plan C Areas-Utilities
- Other Planning Areas:
 - Fund 351 - Northeast Industrial Area, Phase 1
 - Fund 352 - South MacArthur Planning Area
 - Fund 353 - I-205 Development Area
 - Fund 354 - Industrial Specific Plan, South
 - Fund 355 - Presidio Planning Area
 - Fund 356 - Tracy Gateway Area
 - Fund 357 - Northeast Industrial Area, Phase 2
 - Fund 358 - Ellis Planning Area
- Tracy Infrastructure Master Plan – For newer development, starting in FY 2014-15, capital development fees are collected under the Tracy Infrastructure Master Plan (TIMP), and they and their projects are accounted for through the following funds.
 - Fund 361 - TIMP -- Parks
 - Fund 362 - TIMP – Storm Drainage
 - Fund 363 - TIMP – Traffic
 - Fund 364 - TIMP – Wastewater
 - Fund 365 - TIMP – Water
 - Fund 366 - TIMP – Public Facilities
 - Fund 367 - TIMP – Public Safety
- Community Development Agency Project Fund 381 - This fund is used to account for construction projects related to the redevelopment project area. These projects are financed by bond proceeds and loans pledging repayment from tax increment monies. Effective January 31, 2012, redevelopment agencies were disbanded by the State. Agency assets are to be liquidated.
- Urban Management Plan Facilities Fund 391 - This fund is used to account for expenditures for the planning, design, and program management required for new development in new areas in a preliminary stage and before an approved financing plan.



Fund Budgets

- Capital Improvement Program Deposits Fund 395 - This fund is used to account for monies received from developers, contractors and other entities for the purpose of reimbursing the City for expenditures incurred in studies, research, etc., regarding their proposed development or for construction of facilities that would normally be the owner's responsibility. For budgeting, it is also used to measure in-kind contributions from developers of constructed facilities.

INTERNAL SERVICE FUNDS

The City has six Internal Services funds. Internal Service Funds are utilized to account for financing goods, services, and costs within the City organization. These funds typically operate on a cost reimbursement basis and such funds have an integral role in accumulating and managing City resources for fund related activity. The City is currently undertaking a comprehensive look at the cost allocations that support the Internal Services Funds. Staff will return during the FY 2017-19 budget cycle with amendments, as needed, to reflect the results of the study. For FY 2017-19 staff have proposed three positions (3.0 FTEs) in the Internal Services funds. One Fleet Supervisor in the Central Garage; one Building Maintenance Worker in the Building Maintenance fund; and one Safety Coordinator in the Self-Insurance Fund. There are sufficient resources to fund these requests. At the end of FY 2017-19, the ISF will have a decrease in net income of approximately \$5 million. This is to use accumulated resources in Self Insurance and Vehicle Replacement. During FY 2017-19, Finance will be completing a full central vehicle and equipment evaluations to determine the appropriate also something timing for asset replacement. In addition, in FY 2017-18 the City will be updating the Self Insurance Actuarial report for establishing reserve levels.

Building Maintenance Fund:

The Building Maintenance Fund accounts for maintenance and remodeling of City-owned or leased buildings and facilities including Civic Center Plaza, Community and Parks Facilities, Fire and Police Facilities, the Library and Water and Wastewater Administration Facilities. Costs are fully reimbursed annually by charges to other funds.

Central Garage:

The Central Garage Fund accounts for expenses related to the preparation, maintenance, and repair of mechanical equipment and vehicles for other City departments. Costs are fully reimbursed annually by charges to other funds.

Central Services:

The Central Services Fund accounts for expenses related to the preparation, maintenance, and repair of information technology, computers, and programs for other City departments. Costs are fully reimbursed annually by charges to other funds.

Equipment Replacement Fund:

The Equipment Replacement Fund accounts for the accumulation of resources to replace identified operating equipment within the General Fund departments. Currently, Water and Wastewater fund separate vehicle and equipment replacement funds. Funding for equipment replacement is achieved through charging rates intended to recover the cost of equipment utilized in government operations.

Self-Insurance Fund:

The City is a member of a Joint Powers Insurance Authority that supplies Worker's Compensation and Liability insurance for the City. Costs are fully reimbursed annually by charges to other funds through payroll charges to City departments. Staff is recommending the

Fund Budgets

use of reserves created from prior year refunds. During FY 2017-18 the City will update its reserve policies and actuarial reports that relate to Self-Insurance.

Vehicle Replacement Fund:

The Vehicle Replacement Fund accounts for the City's vehicle fleet. Funding for vehicle replacement is achieved through charge rates intended to recover the cost of the replacement vehicles utilized in governmental operations including Fire trucks, Police patrol vehicles, and Parks maintenance vehicles. Currently, Water and Wastewater fund separate vehicle and equipment replacement funds. Staff is recommending the use of reserves that were accumulated for the replacement of vehicles during the FY 2017-19 budget. During FY 2017-18, the City will be issuing a Request for Proposal (RFP) to a citywide vehicle and equipment inventory and replacement plan to set targeted reserve levels to maintain and enhance the financial reporting.

Internal Services Funds							
		Actuals	Revised Budget FY	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
BUILDING MAINTENANCE							
Rev	Charges for Services	760,867	1,003,340	1,128,340	1,135,340	1,158,047	1,181,208
	Use of Money	0	1,000	1,000	1,000	1,020	1,040
Rev Total		760,867	1,004,340	1,129,340	1,136,340	1,159,067	1,182,248
Exp	Personnel	708,309	641,380	682,692	684,936	698,635	712,607
	Purchased Services and Supplie	294,604	401,769	447,103	450,853	459,870	469,068
Exp Total		1,002,913	1,043,149	1,129,795	1,135,789	1,158,505	1,181,675
CENTRAL GARAGE		-242,047	-38,809	-455	551	562	573
CENTRAL GARAGE							
Rev	Charges for Services	1,471,030	1,434,670	2,005,670	2,016,670	2,057,003	2,098,143
	Use of Money	0	600	600	600	612	624
Rev Total		1,471,030	1,435,270	2,006,270	2,017,270	2,057,615	2,098,768
Exp	Personnel	632,615	550,890	686,557	686,682	700,416	714,424
	Purchased Services and Supplie	1,067,617	1,274,497	1,319,829	1,329,829	1,356,426	1,383,554
Exp Total		1,700,232	1,825,387	2,006,386	2,016,511	2,056,842	2,097,978
CENTRAL GARAGE Total		(229,202)	(390,117)	(116)	759	774	789
CENTRAL SERVICES							
Rev	Charges for Services	1,981,432	1,815,270	1,990,270	1,993,270	2,033,135	2,073,798
	Use of Money	9,672	1,000	1,000	1,000	1,020	1,040
Rev Total		1,991,104	1,816,270	1,991,270	1,994,270	2,034,155	2,074,839
Exp	Personnel	1,046,760	1,086,640	1,164,672	1,167,539	1,190,890	1,214,708
	Purchased Services and Supplie	583,307	719,902	826,150	826,150	842,673	859,526
Exp Total		1,630,068	1,806,542	1,990,822	1,993,689	2,033,563	2,074,234
CENTRAL SERVICES Total		361,036	9,728	448	581	593	604



Fund Budgets

Internal Services Funds (continued)							
		Actuals	Revised Budget FY	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
EQUIPMENT REPLACEMENT							
Rev	Charges for Services	998,332	732,400	732,400	732,400	747,048	761,989
	Use of Money	553,317	1,000	1,000	1,000	1,020	1,040
Rev Total		1,551,649	733,400	733,400	733,400	748,068	763,029
Exp	Personnel	0	-120,804	0	0	0	0
	Purchased Services and Supplie	146,895	842,853	627,654	627,654	640,207	653,011
	Debt	0	0	0	0	0	0
Exp Total		146,895	722,049	627,654	627,654	640,207	653,011
EQUIPMENT REPLACEMENT Total		1,404,753	11,351	105,746	105,746	107,861	110,018
SELF INSURANCE							
Rev	Charges for Services	3,489,461	3,153,230	3,153,230	3,153,230	3,216,295	3,280,620
	Use of Money	788,801	812,000	812,000	812,000	828,240	844,805
Rev Total		4,278,262	3,965,230	3,965,230	3,965,230	4,044,535	4,125,425
Exp	Personnel	517,334	471,860	549,370	549,933	560,931	572,150
	Purchased Services and Supplie	3,509,979	4,401,376	4,413,670	4,406,170	4,494,293	4,584,179
Exp Total		4,027,312	4,873,236	4,963,040	4,956,103	5,055,225	5,156,329
SELF INSURANCE Total		250,949.80	(908,005.50)	(997,810.00)	(990,872.50)	(1,010,689.95)	(1,030,903.75)
VEHICLE REPLACEMENT							
Rev	Charges for Services	1,131,880	797,680	797,680	797,680	813,634	829,906
	Other Revenues	66,000	0	0	0	0	0
	Use of Money	122,846	1,000	1,000	1,000	1,020	1,040
Rev Total		1,320,726	798,680	798,680	798,680	814,654	830,947
Exp	Personnel	0	-1206629	0	0	0	0
	Purchased Services and Supplie	(40,451)	2,431,960	2,420,880	2,420,880	2,469,297	2,518,683
	Debt	68441.09	0	0	0	0	0
Exp Total		27,990	1,225,331	2,420,880	2,420,880	2,469,297	2,518,683
VEHICLE REPLACEMENT Total		1,292,736.03	(426,650.53)	(1,622,199.53)	(1,622,199.53)	(1,654,643.52)	(1,687,736.39)
Grand Total		2,838,226	(1,742,503)	(2,514,387)	(2,505,436)	(2,555,544)	(2,606,655)
Beginning Working Capital		11,914,367	16,495,097	17,266,982	17,258,032	17,308,141	17,359,253
Ending Working Capital		14,752,593	14,752,594	14,752,595	14,752,596	14,752,597	14,752,598



Fund Budgets

ENTERPRISE FUNDS

Airport Fund:

This fund accounts for the operation of the Tracy Airport. Primary revenue sources for this fund include hangar rental fees, office space leases, fees for tie downs, landing fees, a passenger facility charge, ultralight vehicle fees, and taxes levied on the owners of aircraft housed in Tracy. The Airport fund also receives FAA grants for capital improvements. Currently, Charges for Services (Airport Fees) are not sufficient to cover operations. Staff is researching potential revenue options, in addition, Federal Grants have repaired areas of the airport that were perceivably underutilized, potentially increasing activity at the airport.

Summary of Proposed Revenues and Expenditures for the Airport Funds

AIRPORT							
		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Revenues from Other Agencies	60,000	20,000	20,000	20,000	20,400	20,808
	Charges for Services	402,961	456,160	777,936	777,936	793,495	809,365
	Use of Money	1,761	1,500	1,500	1,500	1,530	1,561
Revenue Total		464,722	477,660	799,436	799,436	815,425	831,733
Expenditures	Personnel	264,249	267,056	412,955	431,779	440,415	449,223
	Purchased Services and Supplie	515,169	397,559	472,332	472,332	481,779	491,414
	Debt	52,924	40,770	40,770	40,770	41,585	42,417
Expenditures Total		832,342	705,385	926,057	944,881	963,779	983,054
AIRPORT Total		(367,620)	(227,725)	(126,621)	(145,445)	(148,354)	(151,321)
Beginning Working Capital		1,877	183,745	(43,980)	(170,601)	(316,047)	(464,401)
Ending Working Capital		183,745	(43,980)	(170,601)	(316,047)	(464,401)	(615,722)

Transit:

These funds account for the operation of the City's transit system, including fixed-route buses, dial-a-ride, and the downtown transit station. Principal revenue sources in this fund include a portion of the State's 0.25% sales tax for transportation (Local Transportation Fund), Federal funds, transit-related grants, and rider fares. Two additional positions are proposed for the Transit fund, Maintenance Worker II and Project Manager. There are sufficient revenues to support this request.

Fund Budgets

Summary of Proposed Revenues and Expenditures for the Transit Funds

		<u>Actuals</u>	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>Proposed Budget</u>	<u>Projected Budget</u>	<u>Projected Budget</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
TRANSPORTATION							
Revenues	Sale Tax	1,026,121	890,500	890,500	890,500	908,310	926,476
	Revenues from Other Agencies	1,060,492	9,376,000	3,867,103	3,899,782	3,977,778	4,057,333
	Charges for Services	95,470	106,600	106,600	106,600	108,732	110,907
	Permits and Licenses	1,000	0	0	0	0	0
	Use of Money	74,874	51,100	51,100	51,100	52,122	53,164
Revenue Total		2,257,957	10,424,200	4,915,303	4,947,982	5,046,942	5,147,880
Expenditures	Personnel	596,508	388,876	750,263	782,942	798,601	814,573
	Purchased Services and Supplie	1,733,725	10,035,756	4,053,039	4,053,039	4,134,100	4,216,782
Expenditures Total		2,330,233	10,424,632	4,803,303	4,835,982	4,932,701	5,031,355
TRANSPORTATION Total		(72,276)	(432)	112,000	112,000	114,240	116,525
Beginning Fund Balance		2,691,575.2	2,619,299	2,618,867	2,730,868	2,842,868	2,957,108
Ending Fund Balance		2,619,299	2,618,867	2,730,868	2,842,868	2,957,108	3,073,634

Water:

This fund accounts for the City's water utility. All expenses relating to the provision of purchasing, treating, and providing water services are charged to this fund, which is financed with customer utility rate payments and connection fees. This fund also accounts for debt issued on behalf of the water utility and for the repayment of such debt. Revenues in the water fund vary based on metered water usage by customers. The statewide drought that began in 2013 led to water rationing and other conservation measures across California. As a result, less water was consumed and revenues declined. In response, the utility has only responded to urgent repairs and maintenance costs. The fund is currently conducting a rate study to collect the revenues needed to maintain the City's operations, debt, and capital needs in the water fund. This includes funding two new Lab Technicians to meet quality control standards. These costs are shared with the Wastewater fund.

The Water Fund has projected revenues of \$15.3 million in Fiscal Year 2017-18 and \$15.3 million in Fiscal Year 2018-19, respectively. The Fund has anticipated expenses of \$17.9 million in Fiscal Year 2017-18 and \$17.9 million in Fiscal Year 2018-19, respectively. The decrease in revenues for the past several years is a direct result of mandatory conservation efforts to meet current State mandates. The City is currently undergoing a municipal water rate study that will be completed in Fiscal Year 2017-18. The Utilities department has deferred several key capital projects in order to minimize the impacts of the lower revenues on the Water fund.

Water Proposed Capital Improvement Projects:

- Primary clarifier rehabilitation \$ 1.3 M
- Louis Manner Well rehabilitation \$ 0.4M
- Groundwater Sustainability Agency formation \$ 0.5M



Fund Budgets

Summary of Proposed Revenues and Expenditures for the Water Funds

WATER							
		<u>Actuals</u>	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>Proposed Budget</u>	<u>Projected Budget</u>	<u>Projected Budget</u>
		<u>FY 15-16</u>	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>
Revenues	Charges for Services	12,900,460	13,320,000	13,320,000	13,320,000	13,586,400	13,858,128
	Developer Fees	123,587	750,530	750,530	750,530	765,541	780,851
	Fines and Forfeitures	200,707	190,000	190,000	190,000	193,800	197,676
	Use of Money	3,571,794	1,050,000	1,050,000	1,050,000	1,071,000	1,092,420
	Transfers In	691,079	40,770	40,770	40,770	41,585	42,417
Revenue Total		17,487,628	15,351,300	15,351,300	15,351,300	15,658,326	15,971,493
Expenditures	Personnel	5,985,289	4,910,750	7,249,933	7,253,431	7,398,500	7,546,470
	Purchased Services and Supplie	9,076,598	12,052,301	9,426,052	9,426,052	9,614,573	9,806,864
	Debt	1,132,923	1,258,100	1,258,100	1,258,100	1,283,262	1,308,927
Expenditures Total		16,194,810	18,221,151	17,934,085	17,937,583	18,296,334	18,662,261
		1,292,818	(2,869,851)	(2,582,785)	(2,586,283)	(2,638,008)	(2,690,768)
Beginning Working Capital		2,235,952	3,528,770	658,919	(1,923,865)	(4,510,148)	(7,148,156)
Ending Working Capital		3,528,770	658,919	(1,923,865)	(4,510,148)	(7,148,156)	(9,838,925)

Wastewater:

This fund accounts for the City's sewer utility. All expenses relating to the provision of sewer services are charged to this fund, which is financed with customer utility rate payments and connection fees. This fund also accounts for debt issued on behalf of the sewer utility and for the repayment of such debt. The Sewer Fund revenues are projected to be flat as all prior rate increases have been adopted. A rate study will occur during the next budget cycle to maintain proper funding for operations, capital improvement and maintenance, and for debt. The proposed budget includes funding two new Lab Technicians to meet quality control standards. These costs are shared with the Water fund.

The Wastewater Fund has projected revenues of \$15.1 million in Fiscal Year 2017-18 and \$15.1 million in Fiscal Year 2018-19, respectively. The Fund has anticipated expenses of \$13.8 million in Fiscal Year 2017-18 and \$13.8 million in Fiscal Year 2018-19, respectively. The change in revenues and expenses are due to one-time Development improvements in the Wastewater Treatment Plant.

Wastewater Proposed Capital Improvement Projects:

- Wastewater Treatment Plant expansion \$ 30.0 M
- Wastewater outfall project \$ 30.0 M
- Wastewater headworks screen \$ 1.2 M
- Wastewater storage pond improvements \$ 1.2 M
- Recycled water project (\$18 M grant funding) \$ 21.0 M



Fund Budgets

Summary of Proposed Revenues and Expenditures for the Wastewater Funds

WASTEWATER							
		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Revenues from Other Agencies	-	18,000,000	-	-	-	-
	Charges for Services	13,374,709	13,540,000	13,540,000	13,540,000	13,810,800	14,087,016
	Developer Fees	227,539	1,207,100	1,207,100	1,207,100	1,231,242	1,255,867
	Fines and Forfeitures	241,253	250,000	250,000	250,000	255,000	260,100
	Other Revenues	-	14,000,000	-	-	-	-
	Use of Money	3,054,968	7,506,519	123,000	123,000	125,460	127,969
Revenue Total		16,898,469	54,503,619	15,120,100	15,120,100	15,422,502	15,730,952
Expenditures	Personnel	3,917,946	3,954,210	5,768,657	5,769,833	5,885,229	6,002,934
	Purchased Services and Supplie	4,469,349	8,383,481	6,102,324	6,102,324	6,224,370	6,348,858
	Debt	1,900,330	1,924,415	1,924,415	1,924,415	1,939,375	1,954,634
	Capital	(3,759,807)	34,844,384	-	-	-	-
Expenditures Total		6,527,817	49,106,490	13,795,396	13,796,571	14,048,974	14,306,426
		10,370,652	5,397,129	1,324,704	1,323,529	1,373,528	1,424,527
Beginning Working Capital		20,614,363	30,985,015	36,382,144	37,706,848	39,030,377	40,403,904
Ending Fund Balance		30,985,015	36,382,144	37,706,848	39,030,377	40,403,904	41,828,431

Storm Drain Fund:

This fund accounts for the City's maintenance and operations of City storm drains. All expenses relating to the provision of these services are charged to this fund, which is financed with customer utility rate payments and connection fees.

Summary of Proposed Revenues and Expenditures for the Storm Drain Funds

STORM DRAIN							
		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Charges for Services	598,701	622,800	622,800	622,800	635,256	647,961
	Fines and Forfeitures	10,228	10,000	10,000	10,000	10,200	10,404
	Use of Money	199,266	2,000	2,000	2,000	2,040	2,081
	Transfers In	0	190,000	190,000	190,000	193,800	197,676
Revenue Total		808,195	824,800	824,800	824,800	841,296	858,122
Expenditures	Personnel	216,849	331,690	367,026	367,151	374,494	381,984
	Purchased Services and Supplie	443,451	700,014	403,505	403,505	411,575	419,807
Expenditures Total		660,300	1,031,704	770,531	770,656	786,069	801,791
STORM DRAIN Total		147,895	(206,904)	54,269	54,144	55,227	56,331
Beginning Working Capital		815,811	963,706	756,802	811,071	865,215	920,442
Ending Fund Balance		963,706	756,802	811,071	865,215	920,442	976,773



Fund Budgets

Solid Waste Fund:

This fund provides for the collection of fees related to solid waste disposal. The City contracts its services to Tracy Disposal. All expenses relating to the provision of these services are charged to this fund, which is financed with customer utility rate payments and connection fees.

Summary of Proposed Revenues and Expenditures for the Solid Waste Funds

SOLID WASTE							
		Actuals	Revised Budget	Proposed Budget	Proposed Budget	Projected Budget	Projected Budget
		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	Revenues from Other Agencies	0	0	0	0	0	0
	Charges for Services	24,805,526	25,781,000	25,781,000	25,781,000	26,296,620	26,822,552
	Fines and Forfeitures	350,744	150,000	150,000	150,000	153,000	156,060
	Use of Money	190,927	146,000	146,000	146,000	148,920	151,898
Revenue Total		25,347,197	26,077,000	26,077,000	26,077,000	26,598,540	27,130,511
Expenditures	Personnel	833,301	195,829	1,324,298	1,324,423	1,350,912	1,377,930
	Purchased Services andSupplie	20,771,297	21,596,593	21,098,367	21,098,367	21,520,334	21,950,741
	Debt	-	-	-	-	-	-
Expenditures Total		21,604,598	21,792,422	22,422,665	22,422,790	22,871,246	23,328,671
SOLID WASTE Total		3,742,599	4,284,578	3,654,335	3,654,210	3,727,294	3,801,840
Beginning Working Capital		12,424,001	16,166,600	20,451,178	24,105,513	27,759,722	31,487,016
Ending Fund Balance		16,166,600	20,451,178	24,105,513	27,759,722	31,487,016	35,288,856





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Fund Revenues





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Fund Revenues

Exp/Rev	(Multiple Items)	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	Property Tax						
	CPT: CDA Allocation	-1,235,146	-250,000	-263,750	-271,663	-277,096	-282,638
	CPT: Cur Secured	-11,601,427	-12,296,320	-12,972,618	-13,361,796	-13,629,032	-13,901,613
	CPT: Cur Unsecured	-707,572	-735,000	-775,425	-798,688	-814,662	-830,955
	CPT: Prior Year	-402	-14,000	-14,770	-15,213	-15,517	-15,828
	CPT: Supplemental	-275,381	-200,000	-211,000	-217,330	-221,677	-226,110
	CPT: VLF in Lieu	-5,687,888	-5,969,900	-6,298,245	-6,487,192	-6,616,936	-6,749,274
	Real Prop Tr Tax	-369,922	-369,300	-369,300	-369,300	-376,686	-384,220
	Property Tax Total	-19,876,737	-19,834,520	-20,905,107	-21,521,181	-21,951,605	-22,390,637
	Assessment Tax						
	Operating Assessments	-392,427	-400,000	-400,000	-400,000	-408,000	-416,160
	Assessment Tax Total	-392,427	-400,000	-400,000	-400,000	-408,000	-416,160
	Sale Tax						
	General Sales Tax	-14,650,416	-19,127,594	-20,306,924	-20,849,062	-21,266,043	-21,691,364
	Genl Sales Tax - PT in Lieu	-3,295,139	0	0	0	0	0
	Sale Tax Total	-17,945,555	-19,127,594	-20,306,924	-20,849,062	-21,266,043	-21,691,364
	Sale Tax-Local						
	Sales Tax - Measure E	-6,425,447	-1,862,463	-8,105,031	-8,196,437	-8,360,366	-8,527,573
	Sale Tax-Local Total	-6,425,447	-1,862,463	-8,105,031	-8,196,437	-8,360,366	-8,527,573
	Other Taxes						
	Business License Tax	-690,031	-730,000	-737,300	-744,673	-759,566	-774,758
	FF: Cable TV	-907,353	-940,000	-940,000	-940,000	-958,800	-977,976
	FF: Gas & Electric	-637,850	-657,100	-657,100	-657,100	-670,242	-683,547
	FF: Gas & Oil	-781	-1,000	-1,000	-1,000	-1,040	-1,040
	FF: Solid Waste	-1,230,000	-1,230,000	-1,230,000	-1,230,000	-1,254,600	-1,279,692
	Transient Lodging Tax	-1,378,802	-1,445,428	-1,459,882	-1,474,481	-1,503,971	-1,534,050
	Other Taxes Total	-4,844,818	-5,005,282	-5,005,282	-5,047,254	-5,148,199	-5,251,163
	Revenues from Other Agencies						
	Fed Law Enf Grants	-5,753	-6,500	-6,500	-6,500	-6,630	-6,763
	Motor Vehicle License Tax	-34,416	-35,000	-35,000	-35,000	-35,700	-36,414
	Other County Grants	-45,606	-40,000	-40,000	-40,000	-40,800	-41,616
	Other Local Grants & Reimb	-384,054	0	0	0	0	0
	Property Tax Relief	-130,245	-144,800	-144,800	-144,800	-147,696	-150,650
	Public Safety Tax	-443,674	-450,000	-450,000	-450,000	-459,000	-468,180
	School Gt - Cross Gds	-51,224	-51,300	-51,300	-51,300	-52,326	-53,373
	School Gt - PD SRO	-213,391	-230,400	-230,400	-230,400	-235,008	-239,708
	State Law Enf Grants	-154,733	-227,370	-227,370	-227,370	-231,917	-236,556
	State Mandates Reimb	-135,412	-30,000	-30,000	-30,000	-30,600	-31,212
	State POST Reimb	-24,557	-30,000	-30,000	-30,000	-30,600	-31,212
	Revenues from Other Agencies Total	-1,629,066	-1,245,370	-1,245,370	-1,245,370	-1,270,277	-1,295,683
	Charges for Services						
	Animal Shelter Fees	-10,178	-15,500	-15,810	-16,126	-16,449	-16,778
	Aquatics Fees	-101,112	-80,000	-80,000	-80,000	-81,600	-83,232
	Arts Education Fees	-101,455	-120,000	-120,000	-120,000	-122,400	-124,848
	Athletics Fees	-60,359	-180,000	-180,000	-180,000	-183,600	-187,272
	Ballfield Rentals	-111,529	-51,400	-52,428	-53,477	-54,546	-55,637
	BI PI Ch Fees: Comm & Indus	0	0	0	0	0	0
	BI PI Ch Fees: SF Dwelling	0	0	0	0	0	0
	Bldg Reinspect Fees	0	0	0	0	0	0
	Box Office Fees	0	-3,700	-3,700	-3,700	-3,774	-3,849
	CIP Overhead Charges	-182,120	-200,000	-200,000	-200,000	-204,000	-208,080
	Community Events Fees	-30,666	-35,000	-35,700	-36,114	-37,142	-37,885
	Copying & Postage Fees	0	-8,000	-8,160	-8,323	-8,490	-8,659
	Demolition Fees	0	-2,040	-2,040	-2,081	-2,122	-2,165
	Development Review Fees	0	0	0	0	0	0
	Digitizing Fees	0	-500	-510	-520	-531	-541
	Election Fees	-360,046	-3,200	-3,264	-3,329	-3,396	-3,464
	Eng Inspections Fees	0	0	0	0	0	0
	Eng Plan Review Fees	0	0	0	0	0	0
	Facilities Rentals	-126,006	-70,000	-71,400	-72,828	-74,285	-75,770
	Financial Services Fees	-359,940	-330,000	-330,000	-330,000	-336,600	-343,332
	Gallery Fees	-3,185	-6,500	-6,500	-6,500	-6,630	-6,763
	Haz Mat Clean-up Fees	-536	0	0	0	0	0
	Map & Document Sales	-1,355	-500	-510	-520	-531	-541
	Other Bldg Fees	0	0	0	0	0	0
	Other Gen Govt Fees	0	0	0	0	0	0
	Other Plan/Zoning Fees	0	0	0	0	0	0
	Other Recreation Fees	-49,564	0	0	0	0	0
	Police Service Fees	-152,442	-150,000	-153,000	-156,060	-159,181	-162,365
	ROW Maintenance Fees	-2,721,400	-2,721,400	-2,721,400	-2,851,545	-2,882,971	-2,985,751
	Senior Program Fees	-13,866	-24,000	-24,000	-24,000	-24,480	-24,970
	Special Interest Class Fees	-143,251	-105,000	-105,000	-105,000	-107,100	-109,242



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
Th Presentation Fees	-107,935	-200,000	-200,000	-200,000	-204,000	-208,080
Th Rentals Fees	-87,730	-68,000	-68,000	-68,000	-69,360	-70,747
Youth Program Fees	-108,897	-79,000	-79,000	-79,000	-80,580	-82,192
Zoning Fees	0	0	0	0	0	0
Charges for Services Total	-4,833,571	-4,453,700	-4,514,850	-4,577,223	-4,668,767	-4,762,143
Permits and Licenses						
Animal Lic - Livestock	-33,719	-32,000	-32,000	-32,000	-32,640	-33,293
Animal Lic - Rabies	-3,501	-3,800	-3,800	-3,800	-3,876	-3,954
Bicycle Licenses	-14	-100	-100	-100	-102	-104
Bldg Pt: Comm & Indus	0	0	0	0	0	0
Bldg Pt: Single Fam Dwelling	0	0	0	0	0	0
Bus Lic Fees - Disab Access	-1,699	-2,000	-2,000	-2,000	-2,040	-2,081
Bus Lic Fees - New	-42,750	-40,700	-40,700	-40,700	-41,514	-42,344
Bus Lic Fees - Renewal	-79,730	-60,000	-60,000	-60,000	-61,200	-62,424
Electrical Permits	0	0	0	0	0	0
Enroachment Permits	0	0	0	0	0	0
Home Occup Permit	-2,480	-1,700	-1,700	-1,700	-1,734	-1,769
Other Bldg Permits	-125	0	0	0	0	0
Plumbing Permits	0	0	0	0	0	0
Sign & Zoning Permits	0	0	0	0	0	0
SZP: Temporary Use Permits	0	0	0	0	0	0
Permits and Licenses Total	-164,018	-140,300	-140,300	-140,300	-143,106	-145,968
Fines and Forfeitures						
Admin Citation Receipts	-900	-2,500	-2,500	-2,601	-2,653	-2,706
City Fines	-14,124	-15,300	-15,300	-15,600	-15,918	-16,236
Parking Penalties	-74,875	-75,000	-75,000	-78,030	-79,591	-81,182
Receivable Penalties	-19,628	-23,000	-23,460	-23,929	-24,408	-24,896
Vehicle Code Fines	-127,910	-150,000	-153,000	-156,060	-159,181	-162,365
Fines and Forfeitures Total	-237,437	-265,500	-270,810	-276,226	-281,751	-287,386
Other Revenues						
IF Trfrs - Operating	0	0	0	0	0	0
Indirect Costs (Blank)	-2,995,507	-6,200,000	-4,149,772	-3,773,497	-3,848,967	-3,925,946
	-431,000	0	-1,090,000	-1,090,000	-1,111,800	-1,134,036
Other Revenues Total	-3,426,507	-6,200,000	-5,239,772	-4,863,497	-4,960,767	-5,059,982
Use of Money						
Cap Contrib - Cash	-135,120	-136,000	-138,720	-141,494	-144,324	-147,211
Cash Over/Short	200	-500	-510	-520	-531	-541
Damage Reimts	0	-10,000	-10,200	-10,404	-10,612	-10,824
Fair Market Offset	-678,083	0	0	0	0	0
Interest Earnings	-1,426,005	-500,000	-510,000	-520,200	-530,604	-541,216
Interest on Receivables	-15,915	0	0	0	0	0
Misc Revenues	-306,528	0	0	0	0	0
NSF Checks	75,542	-500	-510	-520	-531	-541
Oper Contributions	0	-20,000	-20,000	-20,000	-20,400	-20,808
Other Reimts	-3,695	-3,000	-3,060	-3,121	-3,184	-3,247
Other Reimbursements	-37,428	-15,000	-15,300	-15,606	-15,918	-16,236
Pooled Earnings	1,167,403	0	0	0	0	0
Property Tax Interest	-11,213	-9,300	-9,486	-9,676	-9,869	-10,067
Refunds	0	-1,020	-1,020	-1,040	-1,061	-1,082
Rental Income	-177,389	-210,000	-214,200	-218,484	-222,854	-227,311
Sale of Personal Property	0	-1,020	-1,020	-1,040	-1,061	-1,082
Sale of Real Property	0	-1,020	-1,020	-1,040	-1,061	-1,082
Use of Money Total	-1,548,231	-907,300	-925,046	-943,147	-962,010	-981,250
Transfers In						
IF Trfrs - Loan Repay	-1,250,000	-1,250,000	-1,250,000	-1,250,000	-1,275,000	-1,300,500
Transfers In Total	-1,250,000	-1,250,000	-1,250,000	-1,250,000	-1,275,000	-1,300,500
GENERAL FUND Total	-62,567,814	-60,690,275	-68,328,492	-69,309,698	-70,695,891	-72,109,809

Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
DEVELOPMENT SERVICES						
Charges for Services						
Bl Pt Ch Fees: All Others	-252,969	-300,000	-300,000	-300,000	-306,000	-312,120
Bl Pt Ch Fees: Comm & Indus	-734,200	-800,000	-800,000	-800,000	-816,000	-832,320
Bl Pt Ch Fees: N/F Dwelling	-26,864	-50,000	-50,000	-50,000	-51,000	-52,020
Bl Pt Ch Fees: SF Dwelling	-441,631	-600,000	-600,000	-600,000	-612,000	-624,240
Bldg Reinspect Fees	-37,320	-50,000	-50,000	-50,000	-51,000	-52,020
CIP Overhead Charges	-1,125,038	-2,700,000	-2,700,000	-2,700,000	-2,754,000	-2,809,080
Copying & Postage Fees	-6,580	0	0	0	0	0
Development Review Fees	-152,051	-268,100	-268,100	-268,100	-273,462	-278,931
Digitizing Fees	-11,404	0	0	0	0	0
Eng Inspections Fees	-683,149	-600,000	-600,000	-600,000	-612,000	-624,240
Eng Map Review Fees	-16,642	-200,000	-200,000	-200,000	-204,000	-208,080
Eng Plan Review Fees	-1,453,970	-3,000,000	-3,000,000	-3,000,000	-3,060,000	-3,121,200
Eng Segregation Fees	-1,011	2,500	2,500	2,500	2,500	2,501
Envir Review Fees	-222	-104,000	-104,000	-104,000	-106,080	-108,202
Financial Services Fees	-33,369	0	-12,000	-12,000	-12,240	-12,485
Map & Document Sales	-3,002	0	0	0	0	0
Other Bldg Fees	193,885	0	0	0	0	0
Other Engineer Fees	0	0	0	0	0	0
Other Plan/Zoning Fees	-1,859	0	0	0	0	0
Planning Fees	-14,064	-19,100	-19,100	-19,100	-19,482	-19,872
Zoning Fees	-41,576	-42,000	-42,000	-42,000	-42,840	-43,697
Charges for Services Total	-4,841,035	-8,735,700	-8,747,700	-8,747,700	-8,922,654	-9,101,107
Permits and Licenses						
Bldg Pt: All Others	-859,035	-300,000	-300,000	-300,000	-306,000	-312,120
Bldg Pt: Comm & Indus	-1,247	-50,000	-50,000	-50,000	-51,000	-52,020
Bldg Pt: Multiple Fam Dwelling	-12,006	-50,000	-50,000	-50,000	-51,000	-52,020
Bldg Pt: Single Fam Dwelling	-1,546,475	-1,000,000	-2,000,000	-2,000,000	-2,040,800	-2,080,800
Electrical Permits	-174,085	-175,000	-175,000	-175,000	-178,500	-182,070
Encroachment Permits	-86,151	-25,000	-25,000	-25,000	-26,400	-26,808
Grading Permits	-25,257	-150,000	-150,000	-150,000	-153,000	-156,060
Mechanical Permits	-63,191	-75,000	-75,000	-75,000	-76,500	-78,030
Other Bldg Permits	1,002,412	0	0	0	0	0
Other Engin Permits	-123	0	0	0	0	0
Plumbing Permits	-159,716	-135,000	-135,000	-135,000	-137,700	-140,454
Sign & Zoning Permits	-17,862	0	0	0	0	0
Street Permits	-11,976	0	-10,000	-10,000	-10,200	-10,404
SZP: Conditional Use Permits	0	-2,000	-2,000	-2,000	-2,040	-2,081
SZP: Sign Permits	0	-16,000	-16,000	-16,000	-16,320	-16,646
SZP: Temporary Use Permits	-2,958	0	0	0	0	0
Excavation/Trench Permits	0	0	0	0	0	0
Permits and Licenses Total	-1,957,668	-1,978,000	-2,983,000	-2,983,000	-3,042,660	-3,103,513
Other Revenues						
IF Trfrs - Operating	-820,524	-1,370,000	-1,180,000	-425,000	-433,500	-442,170
Other Revenues Total	-820,524	-1,370,000	-1,180,000	-425,000	-433,500	-442,170
Use of Money						
Other Reimbursements	-4,037	0	0	0	0	0
Use of Money Total	-4,037	0	0	0	0	0
DEVELOPMENT SERVICES Total	-7,623,264	-12,083,700	-12,910,700	-12,155,700	-12,398,814	-12,646,790



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GAS TAX						
Revenues from Other Agencies						
Gas Tax, R&T 7360	-438,162	-532,730	-1,000,110	-2,047,489	-2,088,439	-2,130,208
Gas Tax, Sec 2105	-478,894	-201,180	-530,611	-530,611	-541,223	-552,048
Gas Tax, Sec 2106	-283,252	-264,830	-325,419	-325,419	-331,577	-338,566
Gas Tax, Sec 2107	-623,586	-739,780	-685,975	-685,975	-699,695	-713,688
Gas Tax, Sec 2107.5	-7,500	-7,500	-7,500	-7,500	-7,650	-7,803
Revenues from Other Agencies Total	-1,831,404	-1,746,020	-2,549,615	-3,596,994	-3,668,934	-3,742,313
Use of Money						
Fair Market Offset	-19,252	0	0	0	0	0
Interest Earnings	-15,774	0	0	0	0	0
Use of Money Total	-35,026	0	0	0	0	0
GAS TAX Total	-1,866,430	-1,746,020	-2,549,615	-3,596,994	-3,668,934	-3,742,313

Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
South County Fire Authority						
Revenues from Other Agencies						
Fed Fire Serv Grants	-273,196	0	0	0	0	0
Fed Law Enf Grants	0	-225,000	0	0	0	0
SCFA Proceeds - MHCSO	-427,546	0	0	0	0	0
SCFA Proceeds - TRFD	-5,256,793	-6,000,000	-6,300,000	-6,300,000	-6,426,000	-6,554,520
State Fire Mutual Aid	-250,702	0	0	0	0	0
Revenues from Other Agencies Total	-6,208,237	-6,225,000	-6,300,000	-6,300,000	-6,426,000	-6,554,520
Charges for Services						
Fire Fees	-148	0	0	0	0	0
Fire Inspections Fees	-232,708	-30,500	-30,500	-30,500	-31,110	-31,732
Fire Permit Fees	-192	0	0	0	0	0
Fire Plan Checks Fees	-44,820	-224,000	-224,000	-224,000	-228,480	-233,050
Fire Response Fees	-26,366	500	-500	-500	-510	-520
Haz Mat Clean-up Fees	0	-2,000	-2,000	-2,000	-2,040	-2,081
Weed/Lot Cleaning Fees	-9,289	-5,000	-5,000	-5,000	-5,100	-5,202
Charges for Services Total	-313,523	-262,000	-262,000	-262,000	-267,240	-272,585
Use of Money						
Fair Market Offset	-8,625	0	0	0	0	0
Interest Earnings	-759	0	0	0	0	0
Interest on Loans	-499	0	0	0	0	0
Revenue Offset	0	0	0	0	0	0
Use of Money Total	-9,883	0	0	0	0	0
South County Fire Authority Total	-6,531,644	-6,487,000	-6,562,000	-6,562,000	-6,693,240	-6,827,105



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
ASSESSMENT DISTRICTS						
Assessment Tax						
Landscaping Districts Assmts	-2,664,266	-2,701,000	-2,701,000	-2,701,000	-2,755,020	-2,810,120
Assessment Tax Total	-2,664,266	-2,701,000	-2,701,000	-2,701,000	-2,755,020	-2,810,120
Charges for Services						
Financial Services Fees	-9,000	0	0	0	0	0
Charges for Services Total	-9,000	0	0	0	0	0
Use of Money						
Fair Market Offset	-35,428	0	0	0	0	0
Interest Earnings	-28,445	-35,000	-35,000	-35,000	-35,700	-36,414
Other Reimbs	-165	0	0	0	0	0
Use of Money Total	-64,038	-35,000	-35,000	-35,000	-35,700	-36,414
ASSESSMENT DISTRICTS Total	-2,737,304	-2,736,000	-2,736,000	-2,736,000	-2,790,720	-2,846,534

Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
SPECIAL REVENUE						
Assessment Tax						
DTBA Assessments	-123,705	-123,700	-123,700	-123,700	-126,174	-128,697
Assessment Tax Total	-123,705	-123,700	-123,700	-123,700	-126,174	-128,697
Sale Tax						
Prop K Sales Tax	-1,276,225	-1,300,000	-1,300,000	-1,300,000	-1,326,000	-1,352,520
TDA Sales Tax - Streets	-1,525,596	-1,525,000	-1,525,000	-1,525,000	-1,555,500	-1,586,610
Sale Tax Total	-2,801,821	-2,825,000	-2,825,000	-2,825,000	-2,881,500	-2,939,130
Revenues from Other Agencies						
Com Dev Block Grants	-360,564	-368,600	-368,600	-368,600	-375,972	-383,491
Fed Highways Grants	-7,927,343	-4,340,000	0	0	0	0
State Law Enf Grants	-204,073	-140,000	-140,000	-140,000	-142,800	-145,656
Revenues from Other Agencies Total	-8,491,980	-4,848,600	-508,600	-508,600	-518,772	-529,147
Charges for Services						
Copying & Postage Fees	0	-500	-500	-500	-510	-520
Map & Document Sales	-188	0	0	0	0	0
Charges for Services Total	-188	-500	-500	-500	-510	-520
Permits and Licenses						
FF Cable TV	-201,558	-215,000	-215,000	-215,000	-219,300	-223,686
Permits and Licenses Total	-201,558	-215,000	-215,000	-215,000	-219,300	-223,686
Fines and Forfeitures						
Asset Seizure Proceeds	-435,397	-50,000	-50,000	-50,000	-51,000	-52,020
Fines and Forfeitures Total	-435,397	-50,000	-50,000	-50,000	-51,000	-52,020
Other Revenues						
Loan Repayments	-109,892	-62,000	-62,000	-62,000	-63,240	-64,505
Principal Repayment	-322,500	0	0	0	0	0
Other Revenues Total	-432,392	-62,000	-62,000	-62,000	-63,240	-64,505
Use of Money						
Fair Market Offset	-26,144	0	0	0	0	0
Interest Earnings	-12,833	0	0	0	0	0
Interest on Loans	-84,148	-5,000	-5,000	-5,000	-5,100	-5,202
Use of Money Total	-123,124	-5,000	-5,000	-5,000	-5,100	-5,202
SPECIAL REVENUE Total	-12,610,166	-8,129,800	-3,789,800	-3,789,800	-3,865,596	-3,942,908



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
INTERNAL SERVICES FUNDS						
Charges for Services						
Bldg Maint Charges	-760,867	-1,003,340	-1,128,340	-1,135,340	-1,158,047	-1,181,208
Central Garage Charges	-1,471,030	-1,434,670	-2,005,670	-2,016,670	-2,057,003	-2,098,143
Central Service Charges	-1,981,432	-1,815,270	-1,990,270	-1,993,270	-2,033,135	-2,073,798
Eqpt Replace Charges	-998,332	-1,530,080	-1,530,080	-1,530,080	-1,560,682	-1,591,895
Self-Insurance Charges	-3,489,461	-3,153,230	-3,153,230	-3,153,230	-3,216,295	-3,280,620
Vehicle Replace Charges	-1,131,880	0	0	0	0	0
Charges for Services Total	-9,833,002	-8,936,590	-9,807,590	-9,828,590	-10,025,162	-10,225,665
Other Revenues						
IF Trfrs - Loan Repay	-66,000	0	0	0	0	0
Other Revenues Total	-66,000	0	0	0	0	0
Use of Money						
Cap Acq Other Fds	-704,016	0	0	0	0	0
Damage Reimbs	-24,585	-2,000	-2,000	-2,000	-2,040	-2,081
Gain/Loss on FA Disposals	28,534	0	0	0	0	0
Other Reimbursements	0	-4,600	-4,600	-4,600	-4,692	-4,786
Prem Refds - Wkrs Comp	-472,668	-520,000	-520,000	-520,000	-530,400	-541,008
Sale of Personal Property	-10,352	0	0	0	0	0
State Disability Refds	-76,849	0	0	0	0	0
Wkrs Comp Refds	-214,699	-290,000	-290,000	-290,000	-295,800	-301,716
Use of Money Total	-1,474,635	-816,600	-816,600	-816,600	-832,932	-849,591
INTERNAL SERVICES FUNDS Total	-11,373,637	-9,753,190	-10,624,190	-10,645,190	-10,858,094	-11,075,256

Fund Revenues

	Actuals FY 15-16	Revised Budget FY16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
AIRPORT						
Revenues from Other Agencies						
Fed Airport Grants	0	0	0	0	0	0
State Airport Grants	-60,000	-20,000	-20,000	-20,000	-20,400	-20,808
Revenues from Other Agencies Total	-60,000	-20,000	-20,000	-20,000	-20,400	-20,808
Charges for Services						
Aircraft Tie-Down Fees	-229,306	-6,550	-3,360	-3,360	-3,427	-3,496
Airport Crop Income	-17,222	-170,000	-150,000	-150,000	-153,000	-156,060
Airport FBO Lease	0	-28,610	-29,076	-29,076	-29,658	-30,251
Airport Fuel Sales	-156,433	-50,000	-350,700	-350,700	-357,714	-364,868
Airport Ground leases	0	-16,000	-25,608	-25,608	-26,120	-26,643
Hangar Rentals	0	-185,000	-219,192	-219,192	-223,576	-228,047
Charges for Services Total	-402,961	-456,160	-777,936	-777,936	-793,495	-809,365
Use of Money						
Cap Acq Other Fds	0	0	0	0	0	0
Interest Earnings	-1,761	-500	-500	-500	-510	-520
Other Reimbursements	0	-1,000	-1,000	-1,000	-1,020	-1,040
Rental Income	0	0	0	0	0	0
Use of Money Total	-1,761	-1,500	-1,500	-1,500	-1,530	-1,561
AIRPORT Total	-464,722	-477,660	-799,436	-799,436	-815,425	-831,733



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
TRANSPORTATION						
Sale Tax						
TDA Sales Tax - Transit	-1,026,121	-890,500	-890,500	-890,500	-908,310	-926,476
Sale Tax Total	-1,026,121	-890,500	-890,500	-890,500	-908,310	-926,476
Revenues from Other Agencies						
FTA - Transit Operating	-1,002,910	-8,940,000	-3,431,103	-3,463,782	-3,533,058	-3,603,719
State Mandates Reimb	0	-337,000	-337,000	-337,000	-343,740	-350,615
State Transit Assistance	-57,582	-99,000	-99,000	-99,000	-100,980	-103,000
FTA - Transit Capital	0	0	0	0	0	0
Revenues from Other Agencies Total	-1,060,492	-9,376,000	-3,867,103	-3,899,782	-3,977,778	-4,057,333
Charges for Services						
Fixed Route Ticket Sales	-18,630	-20,000	-20,000	-20,000	-20,400	-20,808
Regular Fixed Route Fares	-45,621	-30,000	-30,000	-30,000	-30,600	-31,212
Regular Paratransit Fares	28,840	-54,000	-54,000	-54,000	-55,080	-56,182
Taxi Ticket Sales	-2,380	-2,600	-2,600	-2,600	-2,652	-2,705
Charges for Services Total	-95,470	-106,600	-106,600	-106,600	-108,732	-110,907
Permits and Licenses						
Taxi Permits	-1,000	0	0	0	0	0
Permits and Licenses Total	-1,000	0	0	0	0	0
Use of Money						
Cap Acq Other Fds	-14,895	0	0	0	0	0
Cash Over/Short	-12,153	0	0	0	0	0
Gain/Loss on FA Disposals	17,106	0	0	0	0	0
Interest Earnings	-4,259	-500	-500	-500	-510	-520
Other Reimbursements	0	-600	-600	-600	-612	-624
Rental Income	-60,674	-50,000	-50,000	-50,000	-51,000	-52,020
Use of Money Total	-74,874	-51,100	-51,100	-51,100	-52,122	-53,164
TRANSPORTATION Total	-2,257,957	-10,424,200	-4,915,303	-4,947,382	-5,046,942	-5,147,880



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
SOLID WASTE						
Revenues from Other Agencies						
Other State Grants	0	0	0	0	0	0
Revenues from Other Agencies Total	0	0	0	0	0	0
Charges for Services						
Other Solid Waste Fees	-97,860	-100,000	-100,000	-100,000	-102,000	-104,040
Solid Waste Write-offs	71,804	82,000	82,000	82,000	83,640	85,313
SW Chgs - Collection - Others	-8,466,485	-8,556,000	-8,556,000	-8,556,000	-8,727,120	-8,901,662
SW Chgs - Collection - SPH	-10,502,746	-11,036,200	-11,036,200	-11,036,200	-11,256,924	-11,482,062
TMRF Excess Weight Fees	-89,439	-100,000	-100,000	-100,000	-102,000	-104,040
TMRF Material Sales	-2,147,215	-2,500,000	-2,500,000	-2,500,000	-2,550,000	-2,601,000
TMRF Tipping Fees	-3,573,584	-3,570,800	-3,570,800	-3,570,800	-3,642,216	-3,715,060
Charges for Services Total	-24,805,526	-25,781,000	-25,781,000	-25,781,000	-26,296,620	-26,822,552
Fines and Forfeitures						
NSF Checks	-75	0	0	0	0	0
Receivable Penalties	-350,669	-150,000	-150,000	-150,000	-153,000	-156,060
Fines and Forfeitures Total	-350,744	-150,000	-150,000	-150,000	-153,000	-156,060
Use of Money						
Fiscal Agent Earnings	-2,460	-13,000	-13,000	-13,000	-13,260	-13,525
Interest Earnings	-89,467	-20,000	-20,000	-20,000	-20,400	-20,808
Other Reimbursements	0	-3,000	-3,000	-3,000	-3,060	-3,121
Rental Income	-99,000	-110,000	-110,000	-110,000	-112,200	-114,444
Use of Money Total	-190,927	-146,000	-146,000	-146,000	-148,920	-151,898
SOLID WASTE Total	-25,347,197	-26,077,000	-26,077,000	-26,077,000	-26,598,540	-27,130,511

Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
STORM DRAIN						
Charges for Services						
Drng Chgs - Comm & Indus	-251,690	-252,800	-252,800	-252,800	-257,856	-263,013
Drng Chgs - MHH	-32,599	-35,000	-35,000	-35,000	-35,700	-36,414
Drng Chgs - SFH	-313,461	-334,000	-334,000	-334,000	-340,680	-347,454
Drng Write-offs	-961	-1,000	-1,000	-1,000	-1,020	-1,040
Charges for Services Total	-598,701	-622,800	-622,800	-622,800	-635,256	-647,961
Fines and Forfeitures						
Receivable Penalties	-10,228	-10,000	-10,000	-10,000	-10,200	-10,404
Fines and Forfeitures Total	-10,228	-10,000	-10,000	-10,000	-10,200	-10,404
Use of Money						
Cap Acq Other Fds	-193,277	0	0	0	0	0
Interest Earnings	-5,989	-2,000	-2,000	-2,000	-2,040	-2,081
Use of Money Total	-199,266	-2,000	-2,000	-2,000	-2,040	-2,081
Transfers In						
If Reimbursements	0	-190,000	-190,000	-190,000	-193,800	-197,676
Transfers In Total	0	-190,000	-190,000	-190,000	-193,800	-197,676
STORM DRAIN Total	-808,195	-824,800	-824,800	-824,800	-841,296	-858,122

Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
WASTEWATER						
Revenues from Other Agencies	0	-18,000,000				
Other State Grants	0	-18,000,000				
Revenues from Other Agencies Total	0	-18,000,000				
Charges for Services						
Ballfield Rentals	0	0	0	0	0	0
Other WWtr Fees	-49,909	-40,000	-40,000	-40,000	-40,800	-41,616
WWtr Chgs - Comm & Indud	-2,152,962	-2,400,000	-2,400,000	-2,400,000	-2,448,000	-2,496,960
WWtr Chgs - MFH	-1,988,197	-1,500,000	-1,500,000	-1,500,000	-1,530,000	-1,560,600
WWtr Chgs - Other	-377,729	-400,000	-400,000	-400,000	-408,000	-416,160
WWtr Chgs - SFH	-9,131,574	-9,000,000	-9,000,000	-9,000,000	-9,180,000	-9,363,600
WWtr Disposal Fees	-310,535	-240,000	-240,000	-240,000	-244,800	-249,696
WWtr Writeoffs	46,197	40,000	40,000	40,000	40,800	41,616
Charges for Services Total	-13,374,709	-13,540,000	-13,540,000	-13,540,000	-13,810,800	-14,087,016
Developer Fees						
Cap Dev Fees: Wastewater	-227,539	-1,207,100	-1,207,100	-1,207,100	-1,231,242	-1,255,867
Developer Fees Total	-227,539	-1,207,100	-1,207,100	-1,207,100	-1,231,242	-1,255,867
Fines and Forfeitures						
Receivable Penalties	-241,253	-250,000	-250,000	-250,000	-255,000	-260,100
Fines and Forfeitures Total	-241,253	-250,000	-250,000	-250,000	-255,000	-260,100
Other Revenues						
Bond Proceeds	0	-14,000,000	0	0	0	0
Other Revenues Total	0	-14,000,000	0	0	0	0
Use of Money						
Cap Acq Other Fds	-1,034,991	0	0	0	0	0
Cap Contrib - Cash	0	-7,400,000	0	0	0	0
Fair Market Offset	-41	0	0	0	0	0
Fiscal Agent Earnings	-1,823	-3,000	-3,000	-3,000	-3,060	-3,121
Gain/Loss on FA Disposals	209	0	0	0	0	0
Interest Earnings	-157,697	-30,000	-30,000	-30,000	-30,600	-31,212
Interest on Loans	124,996	0	0	0	0	0
Other Reimts	-4,000	0	0	0	0	0
Other Reimbursements	-5,868	-15,000	-15,000	-15,000	-15,300	-15,606
Rental Income	-168,874	-75,000	-75,000	-75,000	-76,500	-78,030
Sale of ECU's	0	0	0	0	0	0
(blank)	-1,806,880	16,481	0	0	0	0
Use of Money Total	-3,054,968	-7,506,519	-123,000	-123,000	-125,460	-127,969
WASTEWATER Total	-16,898,469	-54,503,619	-15,120,100	-15,120,100	-15,422,502	-15,730,952



Fund Revenues

	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
WATER						
Charges for Services						
Bulk Water Sales	-86,970	-300,000	-300,000	-300,000	-306,000	-312,120
Other Water Fees	-1,960	-125,000	-125,000	-125,000	-127,500	-130,050
Water Connection Fees	-110,217	-125,000	-125,000	-125,000	-127,500	-130,050
Water Sales - Comm & Indus	-3,309,559	-3,000,000	-3,000,000	-3,000,000	-3,060,000	-3,121,200
Water Sales - MFH	-953,827	-1,000,000	-1,000,000	-1,000,000	-1,020,000	-1,040,400
Water Sales - SFH	-8,095,066	-8,600,000	-8,600,000	-8,600,000	-8,772,000	-8,947,440
Water Write-offs	-218,342	10,000	10,000	10,000	10,200	10,404
WS: Construction Meters	-94,629	-150,000	-150,000	-150,000	-153,000	-156,060
WS: Fire Sprinklers	-25,890	-30,000	-30,000	-30,000	-30,600	-31,212
Charges for Services Total	-12,900,460	-13,320,000	-13,320,000	-13,320,000	-13,586,400	-13,858,128
Developer Fees						
Cap Dev Fees: Water	-123,587	-750,530	-750,530	-750,530	-765,541	-780,851
Developer Fees Total	-123,587	-750,530	-750,530	-750,530	-765,541	-780,851
Fines and Forfeitures						
Receivable Penalties	-200,707	-190,000	-190,000	-190,000	-193,800	-197,676
Fines and Forfeitures Total	-200,707	-190,000	-190,000	-190,000	-193,800	-197,676
Use of Money						
Cap Acq Other Fds	-3,142,701	0	0	0	0	0
Cap Contrib - Cash	-380,693	0	0	0	0	0
Fiscal Agent Earnings	0	-5,000	-5,000	-5,000	-5,100	-5,202
Interest Earnings	-43,043	-1,030,000	-1,030,000	-1,030,000	-1,050,600	-1,071,612
NSF Checks	-5,300	0	0	0	0	0
Other Reimbursements	-58	-15,000	-15,000	-15,000	-15,300	-15,606
Refunds	0	0	0	0	0	0
Sale of ECU's	0	0	0	0	0	0
Use of Money Total	-3,571,794	-1,050,000	-1,050,000	-1,050,000	-1,071,000	-1,092,420
Transfers In						
IF Trfrs - Loan Repay	-20,379	-40,770	-40,770	-40,770	-41,585	-42,417
(blank)	-670,700	0	0	0	0	0
Transfers In Total	-691,079	-40,770	-40,770	-40,770	-41,585	-42,417
WATER Total	-17,487,628	-15,351,300	-15,351,300	-15,351,300	-15,655,326	-15,971,458
Grand Total	\$ (168,574,427)	\$ (209,284,564)	\$ (170,588,736)	\$ (171,916,000)	\$ (175,354,320)	\$ (178,861,406)



Approved Staffing





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Approved Staffing

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Accountant	2.00	2.00	2.00
Accounting Asst	5.00	5.00	5.00
Accounting Coordinator	1.00	1.00	1.00
Accounting Technician	3.00	3.00	3.00
Admin Asst II	14.00	15.00	15.00
Admin Asst III	3.00	3.00	3.00
Airport Coordinator	1.00	1.00	1.00
Animal Serv Aide	2.00	2.00	2.00
Animal Serv Officer I	2.00	2.00	2.00
Animal Serv Officer II	2.00	2.00	2.00
Animal Serv Sup	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00
Assistant Planner	1.00	2.00	2.00
Associate Civil Engineer	2.00	2.00	2.00
Associate Planner	1.00	1.00	1.00
Asst City Manager	1.00	1.00	1.00
Asst Director	1.00	1.00	1.00
Bldg Maintenance Asst	1.00	1.00	1.00
Bldg Maintenance Worker	3.00	4.00	4.00
Bldg Permit Technician	3.00	3.00	3.00
Box Office Assistant		1.00	1.00
Box Office Coordinator	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00
Building Inspector I	5.00	5.00	5.00
Building Inspector II	3.00	3.00	3.00
Building Official	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Engineer/Asst DES Director	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
City Treasurer	0.15	0.15	0.15
Clerical	5.08	5.08	5.08
Clerical	0.75	0.75	0.75
Clerical	1.00	1.00	1.00
Clerical (1)	0.67	0.67	0.67
Code Enforce Mgr	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	3.00
Comm Access Coordinator	0.50	0.50	0.50
Comm Preservation Mgr	1.00	1.00	1.00
Comm Unit Supervisor	1.00	1.00	1.00
Community Services Officer	3.00	3.00	3.00
Construction Inspector	3.00	3.00	3.00
Council Member	4.00	4.00	4.00
Crime Analyst	1.00	1.00	1.00
Crime Prevention Specialist	2.00	2.00	2.00
Crime Scene Technician	4.00	4.00	4.00
Crime Scene/Prop Unit Super	1.00	1.00	1.00
Cul Arts Commissioner	1.12	1.12	1.12



Approved Staffing

Cul Arts Mgr-Visual Arts	1.00	1.00	1.00
DARE Officer	0.45	0.45	0.45
Deputy City Attorney II	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Devel Services Director	1.00	1.00	1.00
Division Manager II	1.00	1.00	1.00
Econ Development Analyst	1.00	1.00	1.00
Econ Development Manager	1.00	1.00	1.00
Electrician	1.00	1.00	1.00
EMS Manager	1.00	1.00	1.00
Engineering Prgm Mgr	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00
Envir Compliance Officer	1.00	1.00	1.00
Envir Compliance Tech	1.00	2.00	2.00
Equipment Mechanic I	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00
Exec Asst	1.00	1.00	1.00
Exec Asst to City Mgr	1.00	1.00	1.00
Executive Asst	2.00	2.00	2.00
Executive Asst	6.00	6.00	6.00
Facilities Maint Supt	1.00	1.00	1.00
Facility Attendant	7.00	7.00	7.00
Finance Director	1.00	1.00	1.00
Finance Division Mgr	1.00	1.00	1.00
Fire Batt Chief	3.00	3.00	3.00
Fire Captain	22.00	22.00	22.00
Fire Chief	1.00	1.00	1.00
Fire Div Chief	2.00	2.00	2.00
Fire Engineer	22.00	22.00	22.00
Fire Inspector	2.00	2.00	2.00
Fire Marshall	1.00	1.00	1.00
Fire Reserve	6.00	6.00	6.00
Firefighter	17.00	17.00	17.00
Firefighter/Paramedic	7.00	7.00	7.00
Fleet Supervisor		1.00	1.00
Front of House Coordinator		1.00	1.00
GIS Technician	1.00	1.00	1.00
HR Director	1.00	1.00	1.00
HR Division Manager II	1.00	1.00	1.00
Human Resources Analyst II	2.00	2.00	2.00
Human Resources Technician	3.00	3.00	3.00
Inform Sys Tech - PS I	1.00	1.00	1.00
Inform Systems Tech I	1.00	1.00	1.00
Inform Systems Tech II	5.00	5.00	5.00
Inform Tech Mgr	1.00	1.00	1.00
Inform Technology Spec	1.00	1.00	1.00
Instrumentation Tech	2.00	2.00	2.00
Intern	1.50	1.50	1.50
Junior Civil Engineer	2.00	2.00	2.00
Laboratory QA Officer		1.00	1.00



Approved Staffing

Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician	4.00	4.00	4.00
Laborer	3.50	4.50	4.50
Landscape Inspector		1.00	1.00
Lead Public Safety Dispatcher	4.00	4.00	4.00
Legal Secretary	1.00	1.00	1.00
Lifeguard	12.50	12.50	12.50
Maintenance Worker I	7.00	7.00	7.00
Maintenance Worker II	40.00	45.00	45.00
Management Analyst I	1.00	1.00	1.00
Management Analyst II	3.00	3.00	3.00
Mayor	1.00	1.00	1.00
Media Services Coord	1.00	1.00	1.00
Meter Reader	3.00	3.00	3.00
Mgmt Analyst I	2.00	3.00	3.00
Mgmt Analyst II	3.00	3.00	3.00
P&R Commissioners	1.12	1.12	1.12
Parks Director	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Plan Check Examiner		1.00	1.00
Planning Commissioner	0.80	0.80	0.80
Plans Check Engineer	1.00	1.00	1.00
Plans Check Examiner	3.00	3.00	3.00
Plant Mechanic I	2.00	2.00	2.00
Plant Mechanic II	4.00	4.00	4.00
Pol Reserve Officer	0.35	0.35	0.35
Police Captain	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00
Police Corporal	11.00	11.00	11.00
Police Intern	0.50	0.50	0.50
Police Lieutenant	5.00	5.00	5.00
Police Officer	37.00	37.00	37.00
Police Officer (NRO)	1.00	1.00	1.00
Police Officer (Detective)	7.00	7.00	7.00
Police Officer (Sch RO)	3.00	3.00	3.00
Police Officer (SEU)	6.00	6.00	6.00
Police Officer (SIU)	3.00	3.00	3.00
Police Officer (Traffic)	3.00	3.00	3.00
Police Records Asst I	6.00	6.00	6.00
Police Records Asst II	1.00	1.00	1.00
Police Sergeant	11.00	11.00	11.00
Police Support Oper Mgr	1.00	1.00	1.00
Pool Manager	2.00	2.00	2.00
Principal Civil Engineer	1.00	1.00	1.00
Prof Standards Officer	0.50	0.50	0.50
Program Assistant	0.50	0.50	0.50
Program Asst/(Stage Help)	0.55	0.55	0.55
Project Manager		1.00	1.00
Project Specialist	5.00	5.00	5.00
Project Specialist I	2.00	2.00	2.00



Approved Staffing

Project Specialist II	2.50	2.50	2.50
Project Specialist II -CCTV	0.50	0.50	0.50
Project Specialist- Legal Sec	1.00	1.00	1.00
Pub Works Director	1.00	1.00	1.00
Pub Works M&O Supt	3.00	3.00	3.00
Public Safety Dispatcher I	5.00	5.00	5.00
Public Safety Dispatcher II	7.00	7.00	7.00
Public Works Supervisor		2.00	2.00
Range Master	0.11	0.11	0.11
Receptionist	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00
Recreation Coord	1.00	1.00	1.00
Recreation Leader I	0.20	0.20	0.20
Recreation Leader I	0.18	0.18	0.18
Recreation Leader II	10.50	10.50	10.50
Recreation Leader II	1.05	1.05	1.05
Recreation Leader III	0.95	0.95	0.95
Recreation Leader III	2.15	2.15	2.15
Recreation Prgm Coord I	3.00	3.00	3.00
Recreation Prgm Coordinator	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Safety Coordinator		1.00	1.00
Safety Specialist	0.40	0.40	0.40
Senior Accountant	1.00	1.00	1.00
Senior Accounting Asst	4.00	4.00	4.00
Senior Civil Engineer	10.00	10.00	10.00
Senior Electrician	3.00	3.00	3.00
Senior Equipment Mechanic	1.00	1.00	1.00
Senior Lifeguard	3.00	3.00	3.00
Senior Maintenance Worker	15.00	15.00	15.00
Senior Planner	3.00	3.00	3.00
Sr Bldg Maintenance Worker	1.00	1.00	1.00
Sr Inform Systems Tech	1.00	1.00	1.00
Supervising Bldg & Fire Inspector	1.00	1.00	1.00
Supervising Constr Inspector	1.00	1.00	1.00
Tech Theatre Supervisor	1.00	1.00	1.00
Temp PD Dispatcher	0.34	0.34	0.34
Temporary Laborer	6.00	6.00	6.00
Theatre Oper & Tech Asst	1.00	1.00	1.00
Theatre Tech (H)	0.50	0.50	0.50
Transportation Commissioners	1.53	1.53	1.53
UPO or Sr Wtr Plant Oper	8.00	8.00	8.00
UPO or Sr WWtr Plant Oper	9.00	9.00	9.00
Utilites Lines Maint Supt	1.00	1.00	1.00
Utilities Director	1.00	1.00	1.00
Water Plant Supt	1.00	1.00	1.00
WW Oper Supt	1.00	1.00	1.00
Grand Total	571.45	592.45	592.45





Chapter 4:
Department Operating Level
Financial Plan FY 17-19

City of Tracy
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Tracy, CA 95376
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Department Operating Budgets

OPERATING ACTIVITY

The City's budget represents the financial and organizational plan by which the City's policies and programs are implemented. Through the budget process and ongoing activity, the City Council oversees the operations of the City and sets forth community priorities and policies to be implemented by the City Manager. The City Manager directs the Department Heads in the administration of City programs and service delivery. The City Manager establishes administrative policy in areas under his/her purview. To monitor and evaluate departmental effectiveness, a project performance measurement program has been initiated.

The budget emphasizes reporting and controlling of programs within departments. City services are distributed among twelve departments which are further divided by programs to meet more specific City goals. A variety of programs representing major work efforts are established within each department. A budget is developed for each program in order to more accurately measure the true cost of providing services. Services are assigned into each departmental structure according to similarity in services provided. Departments may receive funding from one or more sources. Funds are appropriated to meet these service levels based upon applicable legal or accounting requirements.

Under a program system, the City's budget is organized around programs subject to review and analysis. Each budgetary program has performance objectives that represent its intended level of service. Under this method, each department sets forth the projects and programs to be undertaken during the fiscal year. Projects and programs may be short-term (with specific completion dates), or they may be ongoing programs. Each department's performance measurements (listed within each department's section of the budget) directly tie city services and personnel to meeting one or more of the City Council's Strategic Priorities. These performance measures are reviewed as part of the City's mid-year and end-of-year reviews to the City Council.

The purpose of utilizing a program approach for the operating budget is to achieve the following:

1. An emphasis on the services and activities of City departments rather than only detailed expense items. Budget justifications can then focus on public needs, departmental responses, and the resources needed for such.
2. Improved management capabilities. Rather than relying only on line-item accounting control, budget management can focus on service delivery and allow flexibility in managing resources.
3. Improved performance evaluation of City activities and operations. Budget preparation will require the formulation of specific performance objectives, and the budget execution can be evaluated against these objectives.
4. The use of manageable cost centers. Budget management can focus on more detailed breakdowns for various City activities, when necessary.



Department Operating Budgets

The following sections are designed to provide information about the activities of the City as a whole and present a longer-term view of the City's finances. This longer-term view is intended to illustrate the City's ability to continue functioning as a viable entity well beyond the next fiscal year's operations.

The City Council's Strategic Priorities:

- Economic Development Strategy
 - *To enhance the competitiveness of the City while further developing a strong and diverse economic base.*
- Public Safety
 - *To enhance community safety by promoting a responsive public safety system that includes civic engagement and partnerships, community involvement, public education and offering prevention, intervention, and suppression services that meet the needs of Tracy's residents.*
- Quality of Life
 - *To provide an outstanding quality of life by enhancing the City's amenities, business mix and services, and cultivating connections to promote a positive change and progress in our community.*
- Governance
 - *To retain and attract new talent, enhance fiscal sustainability, improve the use of technology, and enhance transparency for the betterment of the Tracy community.*

These four (4) strategic priorities reflect the community's desire to have a fiscally sustainable and efficiently-operated City organization that is committed to maintaining its financial health. Additionally, a number of economic development efforts have been the focus of several years, with job creation being at the forefront. This continues to be a priority for the City, including ensuring a positive working relationship with the business community, so that the City's business attraction efforts result in bringing in targeted industries and retailers. Tracy strives to provide services that promote a safe community to its residents and businesses and remains a high priority to the City Council and City administration.

Attached to this chapter are the departments' operation's budgets. Below is a summary department for each fund category. For comparison, six years are shown: Actuals for FY 15-16 through Projected FY 2019-2020. It is important to note that over the last three years, the City has replaced its accounting software and restructured most of the program level budgets. Many accounts have been either segregated or collapsed and may not align to prior years.



Department Operating Budgets

GENERAL FUNDS ENTERPRISE BY DEPARTMENT

<u>Expenditures</u>	<u>Actuals FY 15-16</u>	<u>Revised Budget FY 16-17</u>	<u>Proposed Budget FY 17-18</u>	<u>Proposed Budget FY 18-19</u>	<u>Projected Budget FY 19-20</u>	<u>Projected Budget FY 20-21</u>
(in thousands) City Attorney Office	810	1,029	1,223	1,224	1,249	1,274
City Council	163	201	261	261	266	271
City Manager	1,695	2,746	2,674	2,716	2,770	2,826
Development Services	1,203	1,675	2,236	1,765	1,800	1,836
Finance	1,319	3,589	3,897	3,935	4,013	4,094
Fire Department	10,236	9,295	9,978	11,076	11,298	11,524
Human Resources	774	1,304	1,474	1,467	1,496	1,526
Non-Departmental	13,231	7,329	5,010	5,010	5,110	5,213
Police	23,107	24,317	24,849	24,865	25,362	25,869
Parks and Recreation	3,574	2,934	5,405	5,409	5,518	5,628
Public Works	2,994	3,843	4,695	4,479	4,569	4,660
Utilities	460	318	374	376	384	392
<u>Expenditures</u>	59,566	58,580	62,076	62,583	63,835	65,113

SPECIAL REVENUE FUNDS ENTERPRISE BY DEPARTMENT

<u>Expenditures</u>	<u>Actuals FY 15-16</u>	<u>Revised Budget FY 16-17</u>	<u>Proposed Budget FY 17-18</u>	<u>Proposed Budget FY 18-19</u>	<u>Projected Budget FY 19-20</u>	<u>Projected Budget FY 20-21</u>
(in thousands) City Manager	140	0	150	152	155	158
Development Services	8,898	11,821	12,241	11,715	11,949	12,188
Finance	114	15	16	16	16	17
Fire Department	6,416	5,928	5,841	5,842	5,959	6,078
Non-Departmental	22,111	68,474	2,719	2,491	2,540	2,591
Police	136	186	166	166	170	173
Public Works	4,914	4,314	5,581	5,644	5,756	5,872
Utilities	754	430	430	430	439	447
Expenditures Total	43,483	91,168	27,144	26,456	26,984	27,524



Department Operating Budgets

INTERNAL SERVICES FUNDS ENTERPRISE BY DEPARTMENT

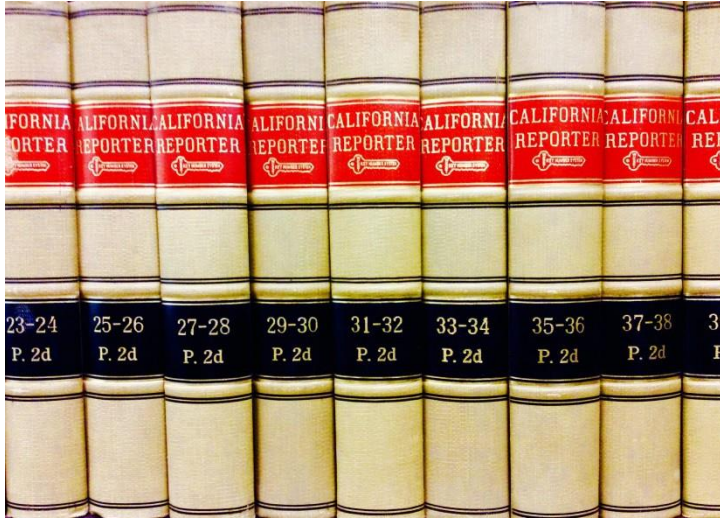
<u>Expenditures</u>	<u>Actuals FY 15-16</u>	<u>Revised Budget FY 16-17</u>	<u>Proposed Budget FY 17-18</u>	<u>Proposed Budget FY 18-19</u>	<u>Projected Budget FY 19-20</u>	<u>Projected Budget FY 20-21</u>
(in thousands) City Manager	1,630	1,807	1,991	1,994	2,034	2,074
Human Resources	4,027	4,873	4,963	4,956	5,055	5,156
Non-Departmental	1,554	1,947	3,049	3,049	3,110	3,172
Public Works	2,705	2,869	3,136	3,152	3,215	3,280
Expenditures Total	9,916	11,496	13,139	13,151	13,414	13,682

ENTERPRISE FUNDS ENTERPRISE BY DEPARTMENT

<u>Expenditures</u>	<u>Actuals FY 15-16</u>	<u>Revised Budget FY 16-17</u>	<u>Proposed Budget FY 17-18</u>	<u>Proposed Budget FY 18-19</u>	<u>Projected Budget FY 19-20</u>	<u>Projected Budget FY 20-21</u>
(in thousands) Development Services	114	201	314	314	321	327
Finance	1,912	1,041	1,103	1,103	1,126	1,148
Non-Departmental	29,467	55,692	9,019	9,019	9,176	9,336
Parks and Recreation	2,103	4,830	5,456	5,507	5,617	5,730
Public Works	27,714	28,032	28,359	28,359	28,926	29,505
Utilities	14,004	16,134	16,401	16,405	16,733	17,067
Expenditures Total	75,314	105,930	60,652	60,707	61,899	63,113



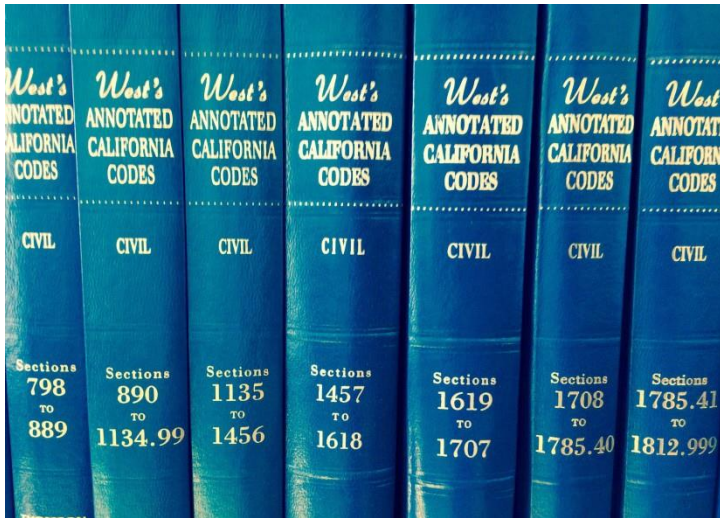
City Attorney's Office



MISSION STATEMENT

Safeguarding the rights and interests of our Community

Bill Sartor
City Attorney





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City Attorney's Office

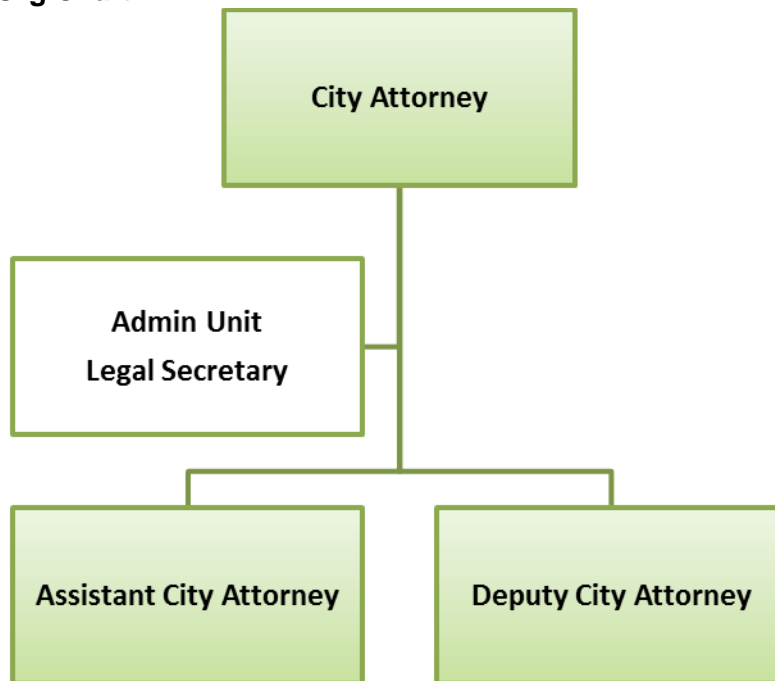
Department Overview:

The City Attorney provides legal counsel to the City Council, the Planning Commission, and City Staff.

Services Provided:

Drafts and reviews the contracts for public works, general services and professional services. Review and comment on all staff reports that go to City Council, City Boards and Commissions. Attend all of the City Council, Planning Commission, Successor Agency, and South County Fire Authority meetings. Prepares and/or assists in the preparation of and/or review of all legal documents: ordinances, resolutions, real property purchase and sales agreements and leases. Prepares and/or assists in the negotiation of all contracts. Provide legal advice to the City Council, Boards, Commissions, and City staff. Prosecutes misdemeanor and infraction Tracy Municipal Code violations in Superior Court and administratively. Coordinates and supervises outside counsel services, including litigation. Provides training on Public Records Act, Brown Act, CEQA, Ethics (AB 1234), and other regulatory statutes as needed and/or requested.

Department Org Chart:



Mission:

Safeguarding the rights and interests of our Community



City Attorney's Office

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – GOVERNANCE

- Reviewed and processed over 700 documents with a turnaround time of 10 days or less.
- Reviewed and commented on over 250 staff reports.
- Prepared for and attended all City Council, Planning Commissions, Successor Agency, and Fire Authority meetings. Prepare and/or assisted in the preparation of and/or review of all legal documents, ordinances, resolutions, and leases.
- Prepared and/or assisted in the negotiation of all contracts.
- Provided legal advice to City Council, City Boards and Commissions, and City Staff.
- Prosecuted Tracy Municipal Code Violations. Coordinated and supervised outside counsel.
- Provided training on the Public Records Act, Brown Act, CEQA, Ethics (AB 1234), and other regulatory statutes as needed and/or requested.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – GOVERNANCE

- Process over 1,500 document reviews. Review and comment on over 600 staff reports.
- Attend all City Council, Planning Commission, Successor Agency and Fire Authority meetings.
- Prepare and/or assist in the negotiation of all contracts.
- Provide legal advice to the City Council, Commissions, Boards and City Staff.
- Prosecute Tracy Municipal Code Violations. Coordinate and supervise outside counsel.
- Provide training on the Public Records Act, Brown Act, CEQA, Ethics (AB 1234), and other regulatory statutes as needed and/or requested.
- Staff will participate in Continuing Legal Education as required by the State Bar.

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Assistant City Attorney	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Deputy City Attorney II	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00
Project Specialist	1.00	1.00	1.00
Project Specialist- Legal Sec	1.00	1.00	1.00
Grand Total	6.00	6.00	6.00

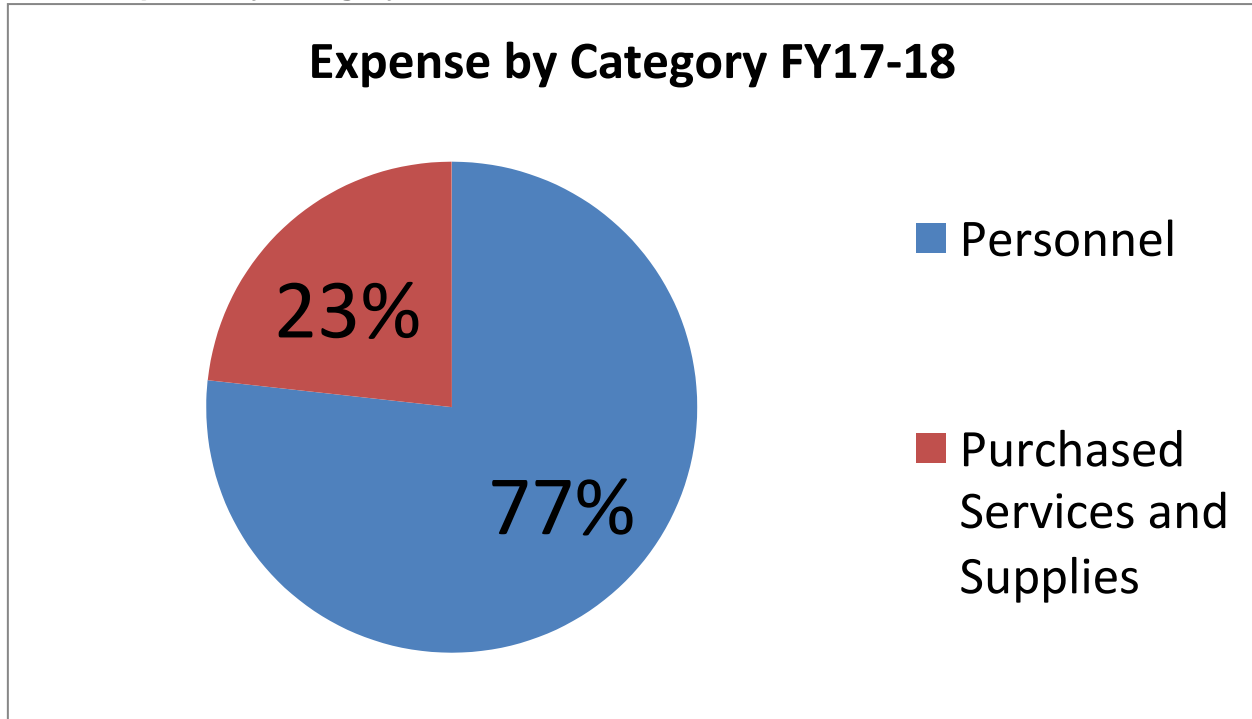
Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	62101	Personnel	670,324	746,100	938,884	940,120	958,922	978,101
		Purchased Services and Supplies	139,352	282,650	284,230	284,230	289,915	295,713
		62101 Total	809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814
GENERAL FUND Total			809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814
Grand Total			809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814



City Attorney's Office

Use of Expense by Category



Expenditures by Fund/ Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	62101	Legal Counsel	809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814
GENERAL FUND Total			809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814
Grand Total			809,676	1,028,750	1,223,114	1,224,350	1,248,837	1,273,814





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City Manager's Office

MISSION STATEMENT

The City Manager's Office provides executive leadership and oversight of City programs and operations in accordance with the policies and vision formulated by the Tracy City Council

Troy Brown
City Manager





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City Manager's Office

Department Overview:

The City Manager's Office supervises the City Clerk's Office, (MCYSN) Mayor's Community Youth Support Network, and Public Affairs including the City's Cable TV/Channel 26 programs, Community Promotions and the Cultural Arts and Information Technology Divisions.

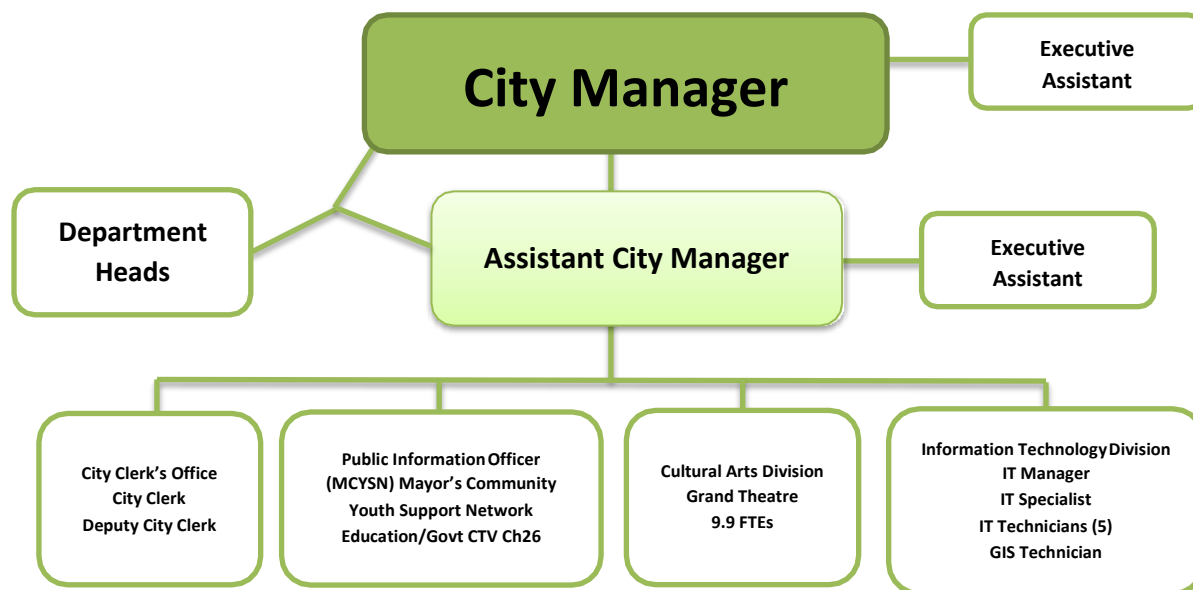
Division and Programs:

Manage and administer the various services provided by operational and support departments, including public safety. Provide policy and program development support to the City Council. Recommend action on legislation. Respond to Council and constituency inquiries. Manage the allocation of City's resources and administer a comprehensive and equitable personnel system. Provide the fiscal foundation for municipal services through planning, budgeting, and reporting. Promote city services and awareness through various communication channels.

Boards/Committee Liaison:

- City/Schools Liaison Committee
- City/Chamber Liaison Committee

Department Org Chart:



Mission:

The City Manager's Office provides executive leadership and oversight of City programs and operations in accordance with the policies and vision formulated by the Tracy City Council.

Vision:

Our purpose is to preserve and improve the quality of life for Tracy so that we become the most prosperous community in California.



City Manager's Office

Values:

The values we operate by daily include:

- **Customer Service** - We serve our community by providing superior customer service as we work collaboratively to support our common values and vision as we strive to achieve shared goals of our departments and the City of Tracy as a whole.
- **Honesty** – We nurture an atmosphere of openness, honesty and integrity in our communication and action throughout our organization and with the greater public whom we serve.
- **Excellence** – We meet expectations in the performance of our professional duties and delivery of our services through leadership, innovation, efficiency and follow-through to excellent results and accomplishments.
- **Respect** – We respect our colleagues and each individual or business of Tracy that we serve in our communications and through the delivery of our services.
- **Innovation** – We participate in and cultivate a creative and learning environment where each employee has access to continuing education, training and technology to excel in the delivery of outstanding services to the community.
- **Stewardship** – We utilize the resources entrusted to the City for the benefit of the community of Tracy and in consideration of the environment we wish to preserve for Tracy's future.
- **Hospitality** – We maintain a positive and welcoming atmosphere and offer excellent customer service for the diverse community members and businesses that interact with the City of Tracy.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – GOVERNANCE

- Created Finance and Human Resources Departments and hired Department Heads.
- Completed analysis of City consultant usage over FY 2013-14, 2014-15, 2015-16.
- Completed Tracy 20/20 Employee Engagement Initiative.
- Refined production work flows to improve operational efficiencies.
- Reestablished Finance and Human Resources Departments. Brought IT Division into the City Manager's Office.

City Council Strategic Priorities – QUALITY OF LIFE

- Opened Cycle 9 of the MCYSN, Reconnecting Our Youth Grant (ROY). Awarded ROY Grants to five (5) local service providers in the areas of: counseling, mentoring, tutoring, career preparation and technical training. Printed and distributed copies of the MCYSN Youth Resource Guide.
- Reinstated City Marketing and Outreach Team.
- Created the City of Tracy's Next-door account which allows staff to outreach to roughly 5,000 community subscribers.
- Produced over 60 City promotional and informational videos through Channel 26. Trained 12 student interns in video production through Delta Charter Media Internship Program. Promoted 5 high profile community events through targeted video and digital media outreach.



City Manager's Office

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE

- Open Cycle 10 of the MCYSN, Reconnecting Our Youth Grant Program.

City Council Strategic Priorities – PUBLIC SAFETY

- Collaborate with Tracy Police Department PAL (Police Athletic League) Program on youth prevention/intervention activities.

City Council Strategic Priorities – GOVERNANCE

- Complete Council Chambers Audio/Visual HD Upgrade (CIP). Finalize audio/visual administrative policies and procedures.
- Finalize city-wide communication policies and procedures.
- Work with City departments to expand the City's digital outreach and engagement efforts.
- Explore opportunities to upgrade Channel 26 office and studio space. Provide training and professional development opportunities to staff to maximize production capabilities.

City Council Strategic Priorities –QUALITY OF LIFE/GOVERNANCE/ECONOMIC DEVELOPMENT STRATEGY

- Supports efforts to promote Notre Dame de Namur University's Tracy Campus.

City Council Strategic Priorities – PUBLIC SAFETY/QUALITY OF LIFE/GOVERNANCE/ECONOMIC DEVELOPMENT STRATEGY

- Finalize City Council Strategic Priorities for FY 17-19.



City Manager's Office

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	1.00	1.00	1.00
Asst City Manager	1.00	1.00	1.00
Box Office Assistant		1.00	1.00
Box Office Coordinator	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Clerical	1.00	1.00	1.00
Comm Access Coordinator	0.50	0.50	0.50
Cul Arts Commissioner	1.12	1.12	1.12
Cul Arts Mgr-Visual Arts	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Division Manager II	0.50	0.50	0.50
Exec Asst to City Mgr	1.00	1.00	1.00
Executive Asst	1.00	1.00	1.00
Front of House Coordinator		1.00	1.00
Inform Sys Tech - PS I	1.00	1.00	1.00
Intern	0.50	0.50	0.50
Management Analyst II	1.00	1.00	1.00
Media Services Coord	1.00	1.00	1.00
Program Assistant	0.50	0.50	0.50
Program Asst/(Stage Help)	0.55	0.55	0.55
Project Specialist II	1.50	1.50	1.50
Project Specialist II -CCTV	0.50	0.50	0.50
Recreation Leader II	0.25	0.25	0.25
Recreation Leader III	1.00	1.00	1.00
Recreation Prgm Coord I	1.00	1.00	1.00
Tech Theatre Supervisor	1.00	1.00	1.00
Theatre Oper & Tech Asst	1.00	1.00	1.00
Theatre Tech (H)	0.50	0.50	0.50
Grand Total	23.42	25.42	25.42



City Manager's Office

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	00-00-000-00000-000	Personnel	-370,000	-1,495,000	-1,845,000	-1,845,000	-1,881,900	-1,919,538
	00-00-000-00000-000 Total		-370,000	-1,495,000	-1,845,000	-1,845,000	-1,881,900	-1,919,538
	63101	Personnel	798,051	933,367	935,347	937,099	955,841	974,958
		Purchased Services and Supplies	141,739	143,833	150,900	150,900	153,918	156,996
	63101 Total		939,790	1,077,200	1,086,247	1,087,999	1,109,759	1,131,955
	63102	Personnel	263,685	268,600	281,807	285,020	290,720	296,535
		Purchased Services and Supplies	53,236	185,624	178,510	183,510	187,180	190,924
	63102 Total		316,921	454,224	460,317	468,530	477,901	487,459
	63103	Personnel	0	10,000	10,000	10,000	10,200	10,404
		Purchased Services and Supplies	0	0	0	0	0	0
	63103 Total		0	10,000	10,000	10,000	10,200	10,404
	63105	Personnel	0	151,600	151,600	151,600	154,632	157,725
		Purchased Services and Supplies	0	45,820	47,320	47,320	48,266	49,232
	63105 Total		0	197,420	198,920	198,920	202,898	206,956
	63106	Personnel	144,765	152,399	150,292	150,292	153,298	156,364
		Purchased Services and Supplies	231,626	229,670	256,410	256,410	261,538	266,769
	63106 Total		376,391	382,069	406,702	406,702	414,836	423,133
	63108	Purchased Services and Supplies	199,719	228,401	159,150	184,150	187,833	191,590
	63108 Total		199,719	228,401	159,150	184,150	187,833	191,590
	63701	Personnel	0	229,879	344,671	347,383	354,331	361,417
		Purchased Services and Supplies	0	457,920	457,000	457,000	466,140	475,463
	63701 Total		0	687,799	801,671	804,383	820,471	836,880
	63702	Personnel	0	256,857	274,374	276,989	282,529	288,179
		Purchased Services and Supplies	0	212,780	211,270	211,270	215,495	219,805
	63702 Total		0	469,637	485,644	488,259	498,024	507,985
	63703	Personnel	0	80,800	83,620	83,620	85,293	86,999
		Purchased Services and Supplies	0	40,640	41,770	41,770	42,605	43,458
	63703 Total		0	121,440	125,390	125,390	127,898	130,456
	63704	Personnel	0	132,543	172,472	177,242	180,787	184,403
		Purchased Services and Supplies	0	285,170	385,770	380,770	388,385	396,153
	63704 Total		0	417,713	558,242	558,012	569,173	580,556
	63705	Personnel	0	114,000	166,634	168,612	171,984	175,424
		Purchased Services and Supplies	0	75,750	79,650	79,650	81,243	82,868
	63705 Total		0	189,750	246,284	248,262	253,227	258,292
	65101	Purchased Services and Supplies	7,724	5,000	5,000	5,000	5,100	5,202
	65101 Total		7,724	5,000	5,000	5,000	5,100	5,202
	65109	Purchased Services and Supplies	224,521	0	-24,450	-24,450	-24,939	-25,438
	65109 Total		224,521	0	-24,450	-24,450	-24,939	-25,438



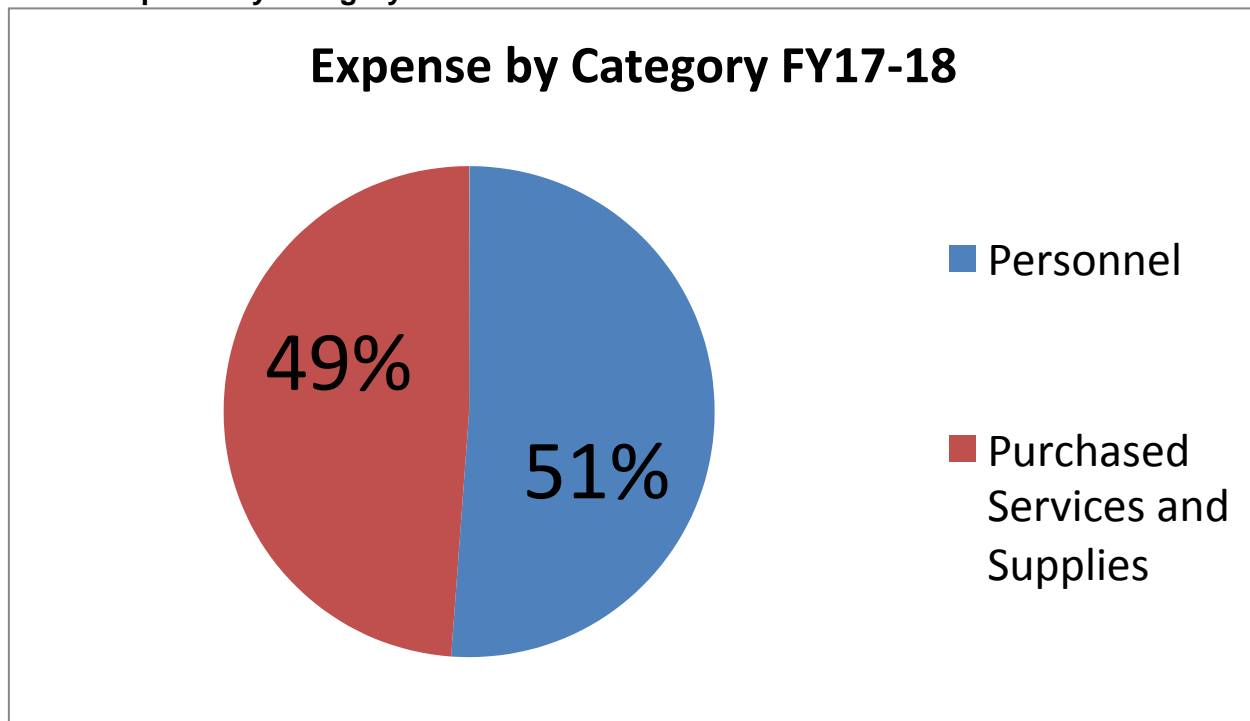
City Manager's Office

GENERAL FUND Total			1,695,066	2,745,653	2,674,117	2,716,159	2,770,482	2,825,891
SPECIAL REVENUE	63105	Personnel	95,830	0	149,984	151,808	154,844	157,941
		Purchased Services and Supplies	44,513	0	0	0	0	0
	63105 Total		140,343	0	149,984	151,808	154,844	157,941
SPECIAL REVENUE Total			140,343	0	149,984	151,808	154,844	157,941
	65701	Personnel	20,333	26,420	40,504	42,559	43,410	44,278
		Purchased Services and Supplies	77,804	86,492	89,000	89,000	90,780	92,596
	65701 Total		98,137	112,912	129,504	131,559	134,190	136,874
	65801	Personnel	960,657	917,227	974,600	975,413	994,921	1,014,819
		Purchased Services and Supplies	434,072	495,410	599,150	599,150	611,133	623,356
	65801 Total		1,394,729	1,412,637	1,573,750	1,574,563	1,606,054	1,638,175
	65802	Personnel	60,195	190,900	197,475	197,475	201,424	205,453
		Purchased Services and Supplies	150,562	138,000	138,000	138,000	140,760	143,575
	65802 Total		210,757	328,900	335,475	335,475	342,184	349,028
	69501	Personnel	5,576	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0	0
	69501 Total		5,576	0	0	0	0	0
	96100	Purchased Services and Supplies	-67,708	0	0	0	0	0
	96100 Total		-67,708	0	0	0	0	0
	97104	Purchased Services and Supplies	-11,423	0	0	0	0	0
	97104 Total		-11,423	0	0	0	0	0
	99101	Personnel	0	-47,907	-47,907	-47,907	-48,865	-49,842
		Purchased Services and Supplies	0	0	0	0	0	0
	99101 Total		0	-47,907	-47,907	-47,907	-48,865	-49,842
INTERNAL SERVICES FUNDS Total			1,630,068	1,806,542	1,990,822	1,993,689	2,033,563	2,074,234
Grand Total			3,465,477	4,552,195	4,814,923	4,861,655	4,958,888	5,058,066



City Manager's Office

Use of Expense by Category



Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	00-00-000-00000-000	Unallocated	-370,000	1,495,000	1,845,000	1,845,000	1,881,900	1,919,538
	63101	City Admin	939,790	1,077,200	1,086,247	1,087,999	1,109,759	1,131,955
	63102	City Clerk	316,921	454,224	460,317	468,530	477,901	487,459
	63103	CC - Public Records Requests	0	10,000	10,000	10,000	10,200	10,404
	63105	Ed/Govt CTV	0	197,420	198,920	198,920	202,898	206,956
	63106	MCYSN-CMO	376,391	382,069	406,702	406,702	414,836	423,133
	63108	Comm Promotions	199,719	228,401	159,150	184,150	187,833	191,590
	63701	CMO-Cultural Arts	0	687,799	801,671	804,383	820,471	836,880
	63702	CMO-Arts Education	0	469,637	485,644	488,259	498,024	507,985
	63703	CMO-Art Gallery	0	121,440	125,390	125,390	127,898	130,456
	63704	CMO-Theatre Presentation	0	417,713	558,242	558,012	569,173	580,556
	63705	CMO-Theatre Rentals	0	189,750	246,284	248,262	253,227	258,292
	65101	Admin Services Overhead	7,724	5,000	5,000	5,000	5,100	5,202
	65109	CH Support	224,521	0	-24,450	-24,450	-24,939	-25,438
GENERAL FUND Total			1,695,066	2,745,653	2,674,117	2,716,159	2,770,482	2,825,891
SPECIAL REVENUE	63105	Ed/Govt CTV	140,343	0	149,984	151,808	154,844	157,941
SPECIAL REVENUE Total			140,343	0	149,984	151,808	154,844	157,941
INTERNAL SERVICES FUNDS	63801	Information Technology	0	0	0	0	0	0
	65701	Central Services	98,137	112,912	129,504	131,559	134,190	136,874
	65801	Inform Systems	1,394,729	1,412,637	1,573,750	1,574,563	1,606,054	1,638,175



City Manager's Office

65802	Geog Inf Sys	210,757	328,900	335,475	335,475	342,184	349,028
69501	Spec Reserves	5,576	0	0	0	0	0
96100	Pensions	-67,708	0	0	0	0	0
97104	Expenditure Offset Acct	-11,423	0	0	0	0	0
99101	Operating Reserves	0	-47,907	-47,907	-47,907	-48,865	-49,842
INTERNAL SERVICES FUNDS Total		1,630,068	1,806,542	1,990,822	1,993,689	2,033,563	2,074,234
Grand Total		3,465,477	4,552,195	4,814,923	4,861,655	4,958,888	5,058,066



City Manager's Office-City Council

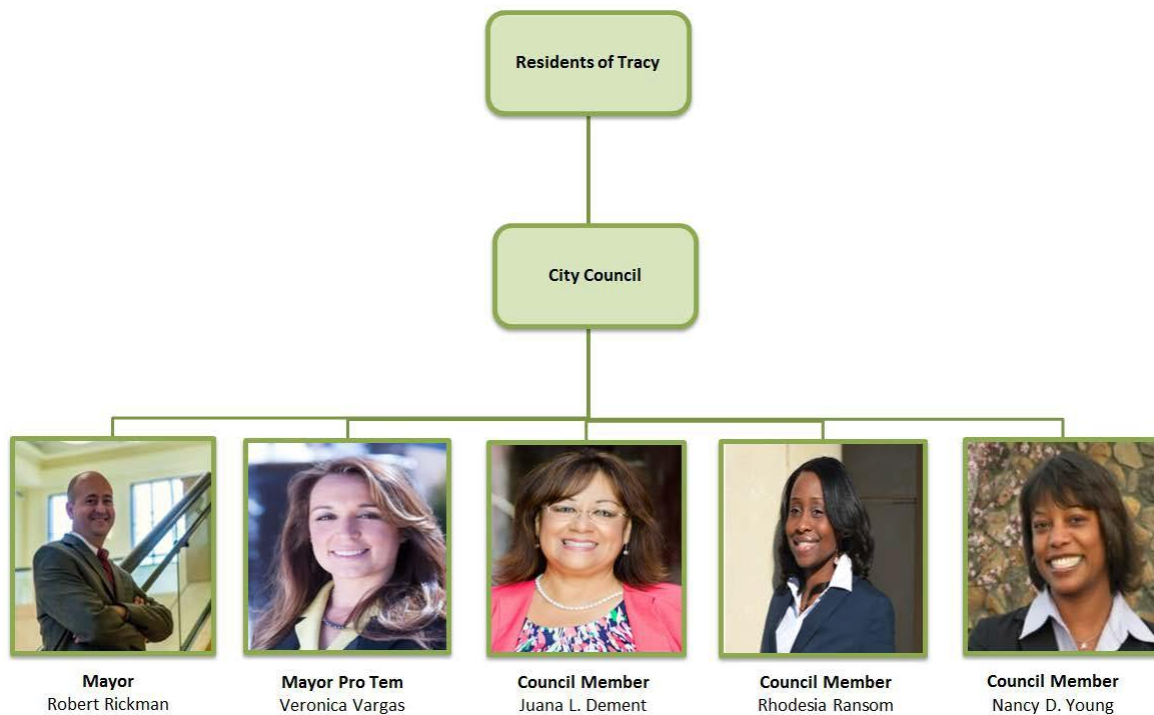
Department Overview:

The City Council, consisting of a Mayor and 4 Council Members, is the City's governing body and enacts City legislation and policies.

Division and Programs:

Enact legislation and policies which protect the health, safety, and general welfare of the citizenry. Protect the City's environment while providing growth and economic development. Oversee the financial affairs of the City. Participate in regional issues. Enhance the quality of life through recreational and cultural activities.

Department Org Chart:



Mission:

The City of Tracy provides the Community with basic and extended services that offer opportunities for individuals, families and businesses to prosper as they live, work and play in Tracy.

Vision:

Our purpose is to preserve and improve the quality of life for Tracy so that we become the most prosperous community in California.

City Manager's Office-City Council

Values:

The values we operate by daily include:

- **Customer Service** - We serve our community by providing superior customer service as we work collaboratively to support our common values and vision as we strive to achieve shared goals of our departments and the City of Tracy as a whole.
- **Honesty** – We nurture an atmosphere of openness, honesty and integrity in our communication and action throughout our organization and with the greater public who we serve.
- **Excellence** – We meet expectations in the performance of our professional duties and delivery of our services through leadership, innovation, efficiency and follow-through to excellent results and accomplishments.
- **Respect** – We respect our colleagues and each individual or business of Tracy that we serve in our communications and through the delivery of our services.
- **Innovation** – We participate in and cultivate a creative and learning environment where each employee has access to continuing education, training and technology to excel in the delivery of outstanding services to the community.
- **Stewardship** – We utilize the resources entrusted to the City for the benefit of the community of Tracy and in consideration of the environment we wish to preserve for Tracy's future.
- **Hospitality** – We maintain a positive and welcoming atmosphere and offer excellent customer service for the diverse community members and businesses that interact with the City of Tracy.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – PUBLIC SAFETY/QUALITY OF LIFE/GOVERNANCE/ ECONOMIC DEVELOPMENT STRATEGY

- Adopted City Council Five Point Plan which includes efforts to address City beautification, public safety, public amenities and economic development.

City Council Strategic Priorities – GOVERNANCE

- Appointed City Attorney.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – PUBLIC SAFETY/QUALITY OF LIFE/GOVERNANCE/ ECONOMIC DEVELOPMENT STRATEGY

- Approve City Council Strategic Priorities for FY 2017-19
- Identify community improvement funding priorities utilizing Measure V tax dollars



City Manager's Office-City Council

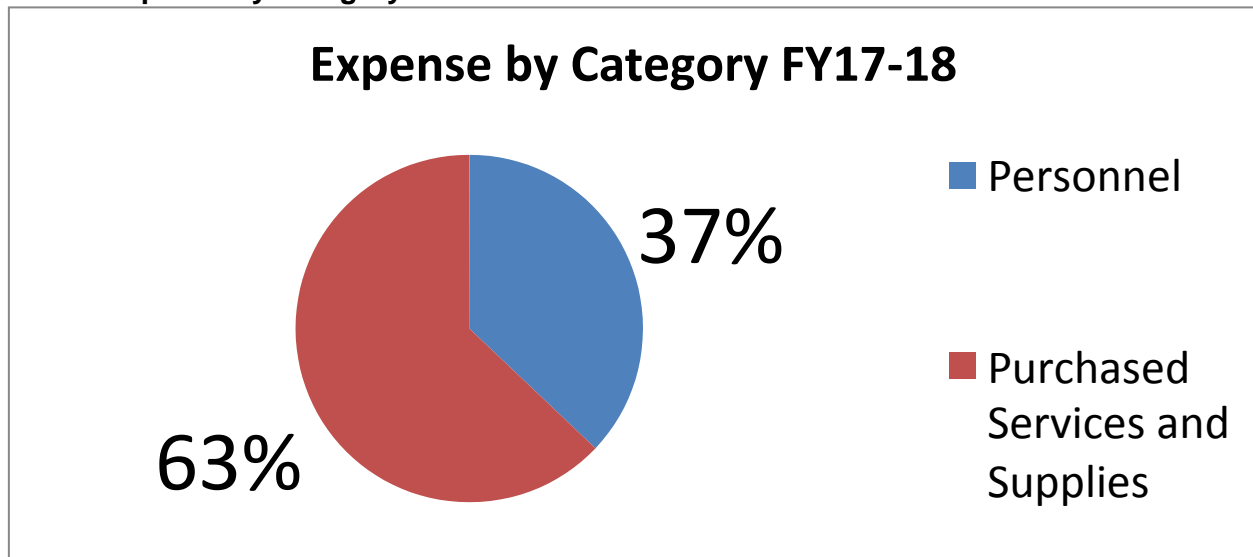
Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Council Member	4.00	4.00	4.00
Mayor	1.00	1.00	1.00
Grand Total	5.00	5.00	5.00

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	61101	Personnel	84,916	44,727	96,787	96,787	98,723	100,697
		Purchased Services and Supplies	77,716	156,470	164,150	164,150	167,433	170,782
	61101 Total		162,632	201,197	260,937	260,937	266,156	271,479
	61109	Purchased Services and Supplies	0	0	0	0	0	0
	61109 Total		0	0	0	0	0	0
GENERAL FUND Total			162,632	201,197	260,937	260,937	266,156	271,479
Grand Total			162,632	201,197	260,937	260,937	266,156	271,479

Use of Expense by Category



Expenditures by Fund

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	61101	Legislation & Policy	162,632	201,197	260,937	260,937	266,156	271,479
	61109	Elections	0	0	0	0	0	0
GENERAL FUND Total			162,632	201,197	260,937	260,937	266,156	271,479
Grand Total			162,632	201,197	260,937	260,937	266,156	271,479



City Manager's Office – Cultural Arts

Department Overview:

Provide the management of the Cultural Arts Division, Grand Theatre Center for the Arts, and the Tracy Arts Commission. Develop and the implementation of the City's cultural arts activities, including seasonal programming, special events, and public and private rentals.

Division and Programs:

The Cultural Arts Division is comprised of the following five operational and programming areas:

Cultural Arts Administration

Manage the City's cultural arts activities and volunteer development; provide Staff support to the Tracy Arts Commission and the Grand Foundation.

Arts Education Program

Manage and provide a multi-disciplinary program that teaches the arts and fosters a diverse appreciation at the Grand Theatre Center for the Arts. Programming is developed to include life-long, tiered learning in dance, drama, literary arts, music, and visual arts through classes, workshops, special events, and professional development.

Exhibitions Program

Manage and provide combinations of professionally produced exhibitions and events featuring diverse artists, arts educators, and arts organizations in all disciplines and genres at the Grand Theatre Center for the Arts. Programming is developed to include educational and interactive components such as demonstrations, gallery talks, receptions, residencies, and workshops.

Presenting Program

Manage and provide a diverse annual season of theatre presentations at the Grand Theatre Center for the Arts. Programming is developed to incorporate both community and professional shows including concerts, comedy, fine arts performance, movies and presentations of all kinds.

Rental Program

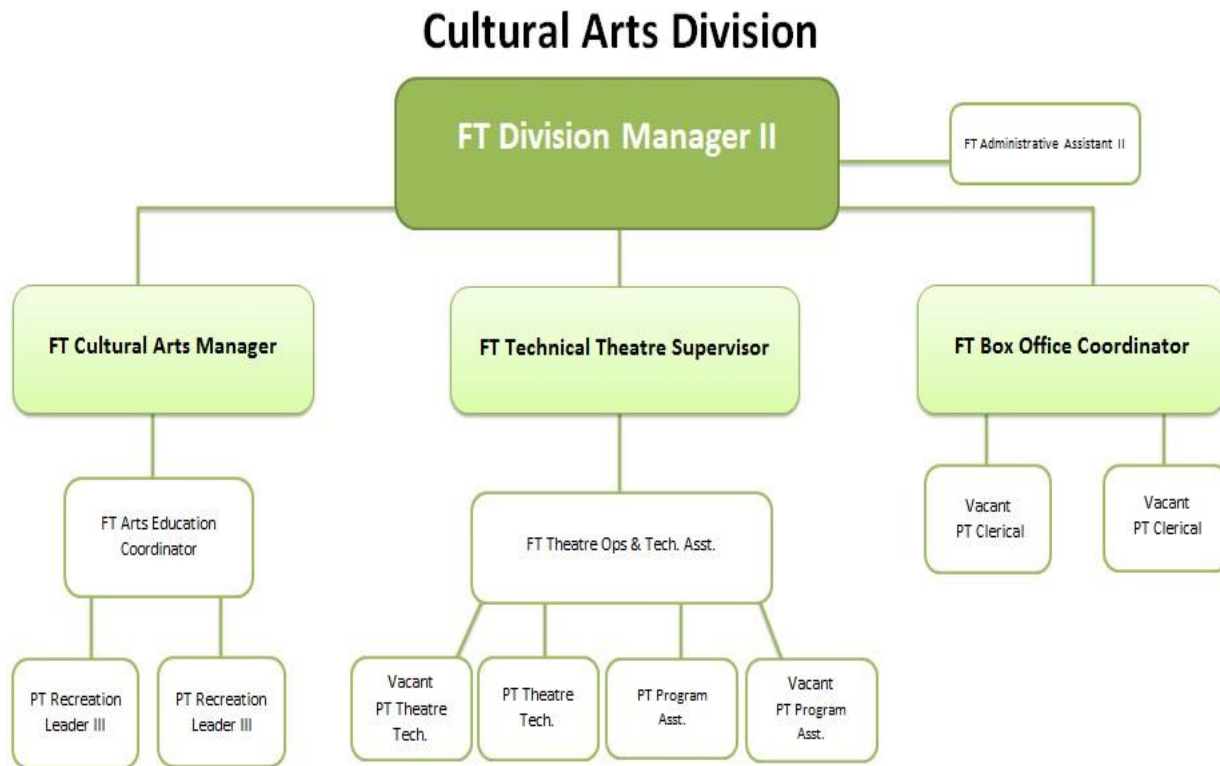
Manage and provide rental client use of the theatres and spaces at the Grand Theatre Center for the Arts. Programming is supported by Cultural Arts Division Staff for performances and community events to both non-profit and commercial rentals.

Boards/Committee Liaison:

- Tracy Arts Commission – Staff Liaison, Cultural Arts Manager
- Grand Foundation (Non-Profit Fundraising Partner – 501.c3) Liaison, Division Manager II

City Manager's Office – Cultural Arts

Department Org Chart:



*February 2, 2017

Mission:

The Grand Theatre Center for the Arts is an interdisciplinary arts center owned and operated by the City of Tracy, serving the region. The Grand Theatre Center for the Arts offers fine arts programming through a partnership between the City Of Tracy and the Grand Foundation. Through the Arts Education, Exhibitions, and Presenting Programs, the Center provides professional and diverse experiences to our audiences.

Vision:

The Grand Theatre Center for the Arts aspires to enrich the quality of life in our community through exhibitions, life-long arts education, and live performances. We present opportunities for all Tracy families to experience and participate in the learning, fun, and fulfillment of creative expression.

The collaboration between the City of Tracy and the Grand Foundation serves as a model of cooperation, and together we actively seek the input from those we serve.

City Manager's Office – Cultural Arts

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – QUALITY OF LIFE

- In 16/17 the Grand Theatre Center for the Arts celebrated the 10th Anniversary Season with a high profile marketing plan and a successful series of special events across the Arts Education, Exhibitions, and Presenting Programs.
- Arts Education significantly redeveloped Dia de los Muertos family programming which resulted in new audiences and collaborators, and is expected to grow as part of new seasonal Halloween offerings. Literary Arts will be added to the teaching disciplines of Arts Education Program, beginning in May 2017, expanding community education and contributing to the effort to increase literacy in San Joaquin County.
- Exhibitions opened 16/17 with *Local Presence – Paintings by Carolyn Lord*, a community-based project investigating the local landscape and architecture of Livermore, the Altamont Pass, and Tracy. New programming honoring the service and exploring the struggles of our veterans was offered in November 2016. A blockbuster exhibition, *Vivid Increments – the making of Stop Motion Animation*, and event series featuring celebrated special effects professionals will be presented in June 2017.
- The Presenting Season program hosted 37 performance events. The Rental program supported thirty four rentals. Twenty seven of the thirty four rentals were non-profit groups who rented the Grand Theatre.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE

- To effectively manage business systems of the Cultural Arts Division and the Grand Theatre Center for the Arts resulting in a high level of internal and external communications.
- To provide Cultural Arts Division level budget oversight, identifying expenditure and revenue trends and goals.
- To serve a diverse student population including children, teens, adults, seniors, and the disabled. To provide on-going opportunities for artists to create, exhibit, and interact with audiences. To provide a diverse and professional presenting season that increases audience attendance. To collaborate with other performing arts organizations to strengthen community co-presenting opportunities.
- To increase cross-collaboration of the Arts Education, Exhibitions and Presenting Programs resulting in new seasonal holiday programming and special events in 2017-19.

Expenditures by Category
(See City Manager's Office Administration)

Use of Expense by Category
(See City Manager's Office Administration)

Expenditures by Fund
(See City Manager's Office Administration)



City Manager's Office – Information Technology

Division Overview:

The Information Technology Division (IT) has the responsibility of supporting and maintaining network connectivity, all IT related hardware, approved software, and operating systems used by the City. In addition, IT is responsible for supporting and maintaining core applications and the integration of new hardware/software enhancements. Further, IT is responsible for ensuring security of the environment by maintaining firewalls, anti-virus/anti-malware tools, spam filtering, and backups for all application servers.

Core Services:

Help Desk Services

- Desktop support for approximately 350 computers and 30 tablets
- Application level support for over 100 different pieces of software
- Phone support for approximately 350 phones

Network Systems

- Network file servers
- Network infrastructure
- Telephone system
- Email system

Infrastructure Services

- LAN (Local Area Network) switches
- Firewalls
- Wireless access points
- Routers for connectivity between sites

Client Systems

- Desktop Computers
- Software applications

Data Systems

- Tyler MUNIS ERP
- CRW for Permits
- West Covina CAD/RMS (Police)
- Geographic Information Systems (GIS)
- Laserfiche document management
- Government Outreach CRM
- Chameleon Animal Care and Control
- Microsoft Exchange eMail
- ActiveNet program registration
- Granicus for streaming public meetings
- VMWare virtualization
- Veeam backup and recovery
- Other departmental system applications

City Manager's Office – Information Technology

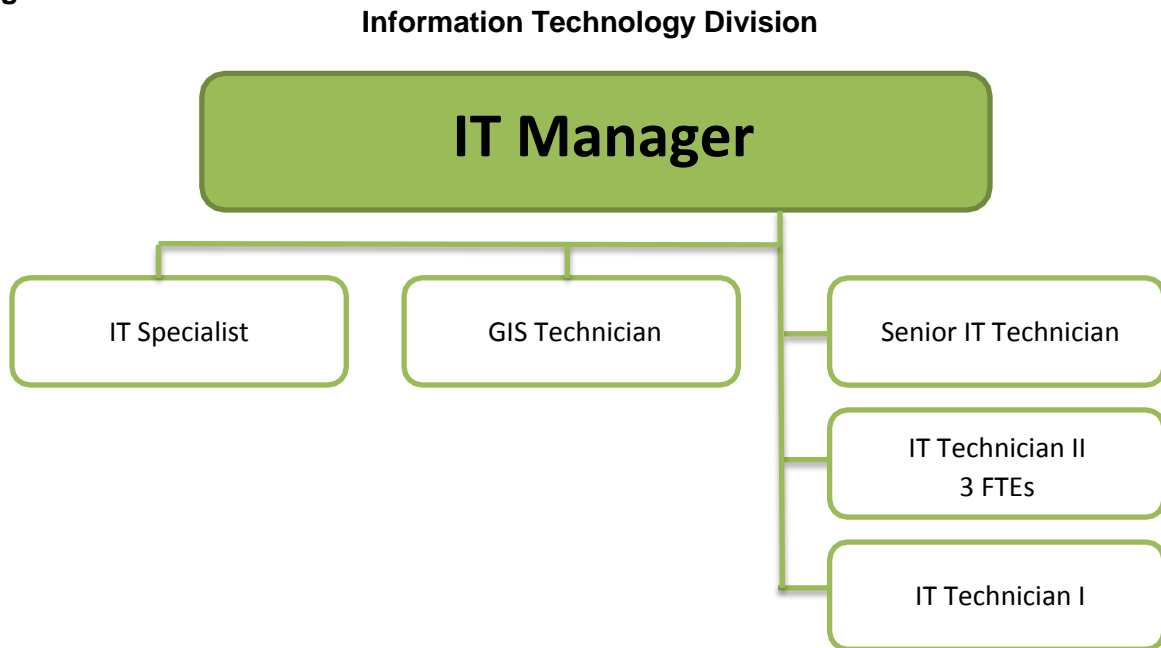
Customer Interface Systems

- City website and intranet
- Video streaming of Council and other civic meetings

Security

- VPN
- Firewalls
- Protection from virus, malware, and SPAM
- Windows desktop and server patch management

Org Chart:



Mission:

Enable technology solutions to provide the most strategic, innovative, cost effective, and efficient ways to support both internal City operations and business activities while maintaining exceptional customer service and uncompromising standards of excellence.

Vision:

To provide continuous technology, voice and data services to all other departments within the City's infrastructure with little to no "down time", IT will provide access to and support of technology resources, for both information and communication, which is timely, accurate, reliable and secure.

Values:

- Committed to delivery of quality service
- Strive to be proactive, innovative, and plan for the future
- Committed to leadership, teamwork, empowerment and employee development

City Manager's Office – Information Technology

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – PUBLIC SAFETY/GOVERNANCE

- Rolled out e-Citation for police officers.
- Higher Ground hardware/software Upgrade
- Netmotion upgrade
- Upgrade Mobile Command Post computers

City Council Strategic Priorities –QUALITY OF LIFE/GOVERNANCE

- Upgraded WAN infrastructure
- Install, configure, and deploy Cisco AMP endpoint protection
- Install video surveillance at the Joe Wilson Pool
- Add network timer for City Council
- Network configuration for ICCPro Irrigation software
- Completed Joe Wilson Pool network/connectivity design, specification, and installation
- Change domain to CityofTracy.org.
- Install, configure, and deploy Voice Over IP (VOIP) to (WWTP) Waste Water Treatment Plant.
- Complete WiFi rollout
- Create City Owned Property layer

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE/GOVERNANCE

- Maintain 95% customer satisfaction via Help Desk surveys.
- Meet PCI (Payment Card Industry) compliance standards.
- Upgrade Firewalls.
- Complete access control hardware/software upgrade at City Hall and the Transit Station.
- Integrate Parcel Plan data into GIS
- Upgrade server infrastructure to Windows 2012 Server.
- Upgrade Microsoft Active Directory
- Upgrade Microsoft Exchange (evaluate possible move to Office 365)
- Upgrade Telestaff to a Cloud based hosted solution for the Fire Department.
- Centralize domain and Domain Name System (DNS) management.

City Council Strategic Priorities – PUBLIC SAFETY/GOVERNANCE

- Implement 2 factor authentications for Police.
- Replace existing Taser Body CAMS.
- Replace L3 in car camera system in police cars.
- Standardize, configure, test, and deploy ruggedized tablets for detectives at the Police Department
- Setup VPN connectivity for West Covina CAD/RMS
- Add L3 camera system to 2 interview rooms in the Police Department

City Manager's Office – Information Technology

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
GIS Technician	1.00	1.00	1.00
Inform Systems Tech I	1.00	1.00	1.00
Inform Systems Tech II	5.00	5.00	5.00
Inform Tech Mgr	1.00	1.00	1.00
Inform Technology Spec	1.00	1.00	1.00
Sr Inform Systems Tech	1.00	1.00	1.00
Grand Total	10.00	10.00	10.00

Expenditures by Category
(See City Manager's Office Administration)

Use of Expense by Category
(See City Manager's Office Administration)

Expenditures by Fund
(See City Manager's Office Administration)



Development Services Department

MISSION STATEMENT

Through High Quality Service,
Protect Public Health and Safety
and Enhance Long-Term
Development Character

Andrew Malik
Development Services Director





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Development Services

Department Overview:

The Development Services Department provides planning and development services for the City, including advance and current planning, building plan review and inspections, code enforcement, engineering services and economic development.

Division and Programs:

Economic Development Division

Promote and coordinate business attraction, expansion and retention efforts for the City. Additional services include administration of grant programs, the Grow Tracy loan program, project facilitation, and incentive promotion.

Planning Division

The Planning Division develops and maintains the City's General Plan, Zoning Code, Specific Plans, and related land use policy documents. The Division implements these policies through analysis and implementation of current projects and programs as well as work on long range and regional planning issues. Areas of focus include land use analysis, development and design review, environmental analysis and project master planning.

Engineering Division

The Engineering Division plans, designs, and manages the construction of the capital improvement projects for the City of Tracy. The division also supports the City with traffic engineering services. The division also supports the City's entitlement process by providing engineering support with technical studies, infrastructure planning, plan checking services, and inspection services.

Building Division

Process and review plans and applications for building and construction projects within the City. Issue building permits and maintain the plans and records for such projects. Perform field inspections on permitted building and construction projects to ensure compliance to adopted codes and ordinances. Perform enforcement against any unpermitted projects.

Code Enforcement

Perform field inspections and respond to complaints to enforce codes and ordinances related to zoning, land-use, and sub-standard dwellings.

Boards/Committee Liaison:

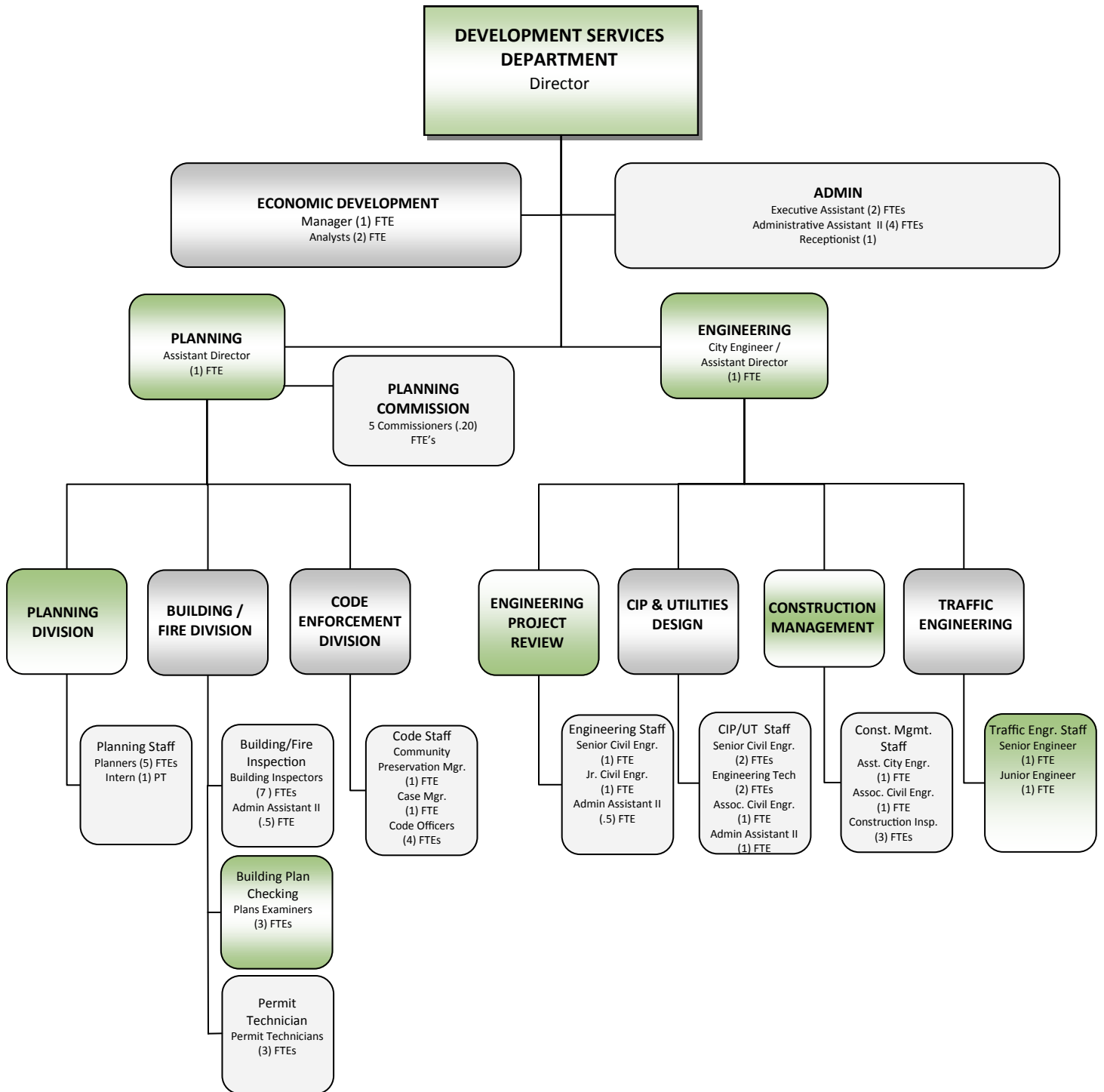
Planning Commission – The City of Tracy Planning Commission consists of five members appointed by the City Council. Planning Commission duties include:

- Prepare and recommend adoption, amendment or repeal of the City's General Plan
- Make recommendations to the proper City officials regarding maps or plats of land subdivision in accordance with State Subdivision Map Act and City Code
- Hold hearings on planning and zoning matters per State and City laws
- Advise and recommend regarding acquisition, use, or disposition of City-owned property



Development Services

Department Org Chart:



Mission:

Through high quality service, protect public health and safety and enhance long-term development Character.



Development Services

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities –QUALITY OF LIFE/GOVERNANCE/ECONOMIC DEVELOPMENT STRATEGY

Economic Development

- Conducted 45 business retention visits.
- Reached targeted goal of issuing 2 new Grow Tracy Fund Loans.
- Collaborated with the Chamber of Commerce on educational workshops for small businesses.
- Performed 2 annual Business Forum events.
- Conducted direct outreach to Bay Area companies within target industries.
- Continued partnership with West Valley Mall and other regional center(s) to promote retail recruitment efforts along I-205 corridor.
- Attended 6 tradeshows focused on outreach and recruitment of businesses within target industries.
- Pursued opportunities with local partners for development of new park-and-ride location.

Planning Division

- Amend the I-205 Specific Plan to further streamline development approvals.
- Publish Draft EIR and Draft Specific Plan for 130-acre Ponderosa Homes project at Valpico and Corral Hollow Roads.
- Complete administrative Draft EIR and Draft Specific Plan for The Avenues project.
- Complete amendments to the Development Review and Planned Unit Development Ordinances to modernize, clarify, and streamline development review processes.
- Complete amendments to industrial zoning in various areas of the City to increase flexibility for retail development.
- Adopt new design standards for the I-205 overlay and minor updates for citywide design standards.
- Publish draft zoning district and annexation documents for 10-acre Larch Clover Area.
- Implement first phases of the Tracy Hills Specific Plan and Ellis Specific Plan.
- Complete development review and building permits for one new employer in the Cordes Ranch Specific Plan area.
- Approve over 150 land use permit actions, including more than 15 major projects requiring Commission or Council action in the I-205 Corridor Specific Plan, Infill, Northeast Industrial Area, and South Industrial Areas Specific Plan areas.

Engineering Division

- Completed 34 FY15-16 Capital Improvements Projects to enhance the City of Tracy's quality of life; this represents the design, bidding, and/or construction management of approximately \$34M of publicly funded Capital Improvement Projects.
- Completed the Larch Road Force Main Project and complete about 50% of the rehabilitation of the Hansen Sewer Lift Station.
- Completed the construction management of the Legacy Fields Sport Complex, Joe Wilson Swimming Pool, and the traffic signal at Sycamore and Valpico.
- Installed Fiber Optics on Tracy Blvd and provided advanced controllers and video cameras for traffic monitory funded from San Joaquin Valley Pollution Control District.
- Completed 11th street bridge phase 1 (Temporary Bridge) and phase 2 (demolition of old bridge).



Development Services

- Completed the design, review and inspection of approximately \$72M worth of new public infrastructure associated with (and funded by) the International Park of Commerce development.
- Completed all Engineering review and approvals for Tracy Hills and Ellis subdivisions which includes approximately \$300M worth of developer funded water, sewer, drainage, and road improvements.
- Completed funding for the Lammers and Old Schulte Traffic Signal Project and completed 100% design for the project.

Building Division

- Continue to digitize fire prevention files. Goal – 15% of files by fiscal year's end.
- Continue weekly in-house training for plans examiners, fire and building inspectors and permit technicians to assist in meeting AB717 training requirements.
- Continue to exercise the efficiencies created to meet the goal of 65% of all permits to be issued over the counter (OTC) or instantly on-line.
- Complete 90% of all plan review targeted for a maximum of: a 20-day review within that 20-day period; a 10-day review within that 10-day period; a 5-day review within that 5-day period.
- Complete 95% of all plan review targeted for same day service within that given day.

City Council Strategic Priorities –PUBLIC SAFETY/QUALITY OF LIFE/GOVERNANCE

Code Enforcement

- Host the City's 8th Annual Free Mosquito Fish Program, sponsored by San Joaquin Mosquito and Vector Control.
- Conduct four IDEA Team meetings and neighborhood walkthrough.
- Work with the City's Finance Department on loss prevention methods resulting from water theft.
- Work with court ordered community service individuals on volunteer opportunities regarding removal of illegal signage, neighborhood cleans up and vegetation abatement.
- Work with Tracy Police and legal counsel on amending the massage parlor ordinance, requiring all massage therapist be licensed through the California Massage Therapy Council.
- Vacated The Great Plate, the Tracy Theater of Performing Arts and former Westside Market, due to structural deficiencies.
- Participate in the implementation of the Public Safety Strategy implementation.
- Participated in Operation Helping Hands, an outreach effort to assist with displaced members of the community.
- Participated in the 2017 San Joaquin County Point In Time Homeless Count on January 23, 2017.
- Established a standard operating procedure on the enforcement of abandoned shopping carts.
- Added two Code Enforcement Officer positions to enhance and provide a higher level of public service and community beatification.



Development Services

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities –QUALITY OF LIFE/GOVERNANCE/ECONOMIC DEVELOPMENT STRATEGY

Economic Development

- Increase overall job growth by 5% citywide annually.
- To approve 2 Grow Tracy Fund loans to new/existing businesses.
- To attract 5 retailers unique to the trade area.
- To increase sales tax revenue by 5% annually.
- To increase the attraction and/or expansion of head-of-household wage jobs by 5%.

Planning Division

- To process 125 land use permit applications, including 15 major projects involving Planning Commission and City Council approval.
- To provide accurate, timely information to the public regarding City land-use and development policies and standards, and return phone and email inquiries on zoning matters within 244-hours, 90% of the time.
- To complete initial planning staff reviews on development applications within 30-days, and planning staff reviews on re-submitted applications within 30-days, 90% of the time.
- To complete amendments to Tracy Hills Specific Plan, Cordes Ranch Specific Plan, complete Tracy Village Specific Plan, zoning code amendments related to food trucks and increased flexibility for retail in industrial areas, complete code amendments related to development review and the planned Unit Development ordinance.
- To generate \$600,000 in program revenues and recover 55% of program costs.

Engineering Division

- To complete design of 4 major and 10 minor projects.
- To prepare construction documents for 10 projects; ready to award.
- To complete design for widening of MacArthur Drive between Schulte and Valpico Road, and EIR for I-205/Chrisman Road.
- Complete work on right-of-way design of I-205/Lammers Road. Construct the widening of Corral Hollow Road between Byron Rd and Grantline Road.
- Construct Phase 1 of the “Choke Point” Sewer Project in the Corral Hollow Road.
- To continue right-of-way acquisitions for MacArthur Drive Widening and I-205.
- To complete EIR for I-205/Mountain House and I-580/Mountain House Interchanges.
- To generate at least \$1,500,000 in program revenues from CIP charges, recover program costs and part of overhead costs.

Building Division

- Continue to develop capabilities/ skills of plans examiners, fire and building inspectors and permit technicians through weekly training meetings/team building sessions to assist in meeting AB717 training requirements.
- Digitize 25% of Fire Prevention files by end of FY18-19.
- Continue to exercise the efficiencies created to meet the goal of 60% of all permits to be issued over the counter (OTC) or instantly (on-line permitting).
- Complete 90% of all plan review targeted for a maximum of: a 20-day review within that 20-day period; a 10-day review within that 10-day period.
- Complete 90% of all residential photovoltaic plan reviews within targeted 5-day review



Development Services

period.

- Complete 95% of all plan review targeted for same day service within that given day.
- Complete 99% of all inspections within 24 hours of received request.
- Complete the 'Green Review' process wherein the Development Services Department will be able to perform electronic plan review.
- To perform 16,500 building inspections, and 4,500 fire inspections each fiscal year.
- To issue 2,800 building permits, and 110 construction fire permits each fiscal year.
- To generate \$3,820,000 in building permit/plan review revenue for FY17-18 and \$3,135,000 for FY18-19.
- To generate \$200,000 in fire permit (construction & operational)/plan review revenue from projects within the City and \$20,000 from projects within the Tracy Rural Fire District each fiscal year.
- Review 2,000 plans in the building review process (in-house and contract staff reviews).
- Review 300 plans in fire prevention review process (in-house and contract staff reviews).
- Implement new tracking software MUNIS before end of FY17-18.

City Council Strategic Priorities –PUBLIC SAFETY/QUALITY OF LIFE/GOVERNANCE

Code Enforcement

- Host the City's 9th Annual Free Mosquito Fish Program, sponsored by San Joaquin Mosquito and Vector Control.
- Continue involvement in Operation Helping Hands Homeless Outreach Program.
- Coordinate and implement new programs and PSAs associated with the plight of homelessness.
- "A Better Way To Give," a new outreach effort, will provide community education on alternatives to providing monetary donations to the homeless.
- Prepare curriculum and education material on building safety, graffiti and other public nuisances for presentation to elementary school aged children.
- Respond to Tracy Police Department and Tracy Fire Department requests for inspections on substandard housing, marijuana grow houses, and other quality of life concerns.
- Hire and train new staff (a Code Case Analyst and two Code Enforcement Officers).
- Begin an anti-blight campaign, beginning with enforcement of illegal signage.
- Proactively address the issue of utility service disconnections by educating our residents on state law requirements and the hazards associated with the lack of these utilities.



Development Services

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	4.00	5.00	5.00
Assistant Planner	1.00	2.00	2.00
Associate Civil Engineer	2.00	2.00	2.00
Associate Planner	1.00	1.00	1.00
Asst Director	1.00	1.00	1.00
Bldg Permit Technician	2.80	2.80	2.80
Building Inspector I	5.00	5.00	5.00
Building Inspector II	3.00	3.00	3.00
Building Official	0.90	0.90	0.90
City Engineer/Asst DES Director	1.00	1.00	1.00
Clerical	0.75	0.75	0.75
Code Enforce Mgr	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	3.00
Comm Preservation Mgr	1.00	1.00	1.00
Construction Inspector	3.00	3.00	3.00
Devel Services Director	1.00	1.00	1.00
Econ Development Analyst	1.00	1.00	1.00
Econ Development Manager	1.00	1.00	1.00
Engineering Prgm Mgr	1.00	1.00	1.00
Engineering Technician	2.00	2.00	2.00
Executive Asst	2.00	2.00	2.00
Intern	0.50	0.50	0.50
Junior Civil Engineer	2.00	2.00	2.00
Mgmt Analyst I	1.00	2.00	2.00
Planning Commissioner	0.80	0.80	0.80
Plans Check Engineer	1.00	1.00	1.00
Plans Check Examiner	3.00	3.00	3.00
Principal Civil Engineer	1.00	1.00	1.00
Project Specialist	0.45	0.45	0.45
Receptionist	1.00	1.00	1.00
Senior Civil Engineer	8.00	8.00	8.00
Senior Planner	3.00	3.00	3.00
Supervising Bldg & Fire Inspector	1.00	1.00	1.00
Supervising Constr Inspector	1.00	1.00	1.00
Grand Total	62.20	65.20	65.20



Development Services

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21	
GENERAL FUND	31101	Personnel	46,450	484,372	475,178	478,558	488,129	497,892	
		Purchased Services and Supplies	74,264	83,337	81,505	81,505	83,135	84,797	
		31101 Total	120,715	567,709	556,682	560,063	571,264	582,689	
	31201	Personnel	0	0	0	0	0	0	
		Purchased Services and Supplies	67,827	69,878	69,878	69,878	71,276	72,701	
		31201 Total	67,827	69,878	69,878	69,878	71,276	72,701	
	31501	Personnel	360,202	565,061	575,261	589,711	601,505	613,535	
		Purchased Services and Supplies	72,263	109,074	110,544	110,544	112,755	115,010	
		31501 Total	432,465	674,135	685,805	700,255	714,260	728,545	
	31605	Personnel	0	-329,800	-329,800	-329,800	-336,396	-343,124	
		Purchased Services and Supplies	0	0	0	0	0	0	
		31605 Total	0	-329,800	-329,800	-329,800	-336,396	-343,124	
	31801	Personnel	332,366	385,456	412,608	423,708	432,182	440,826	
		Purchased Services and Supplies	249,276	307,852	840,500	340,500	347,310	354,256	
		31801 Total	581,641	693,308	1,253,108	764,208	779,492	795,082	
	GENERAL FUND Total			1,202,648	1,675,313	2,235,756	1,764,686	1,799,980	1,835,980
	DEVELOPMENT SERVICES	31101	Personnel	282,208	0	0	0	0	0
			Purchased Services and Supplies	0	1,200	1,200	1,200	1,224	1,248
			31101 Total	282,208	1,200	1,200	1,200	1,224	1,248
		31201	Personnel	835,041	1,029,052	1,286,528	1,361,785	1,389,021	1,416,801
Purchased Services and Supplies			280,712	321,297	417,318	323,318	329,784	336,380	
Debt			31,290	31,500	31,500	31,500	32,130	32,773	
		31201 Total	1,147,042	1,381,849	1,735,346	1,716,603	1,750,935	1,785,953	
31203		Purchased Services and Supplies	0	1,680	1,680	1,680	1,714	1,748	
		31203 Total	0	1,680	1,680	1,680	1,714	1,748	
31401		Personnel	587,682	991,301	993,872	994,060	1,013,941	1,034,220	
		Purchased Services and Supplies	541,243	647,985	696,802	696,802	710,738	724,952	
		31401 Total	1,128,924	1,639,286	1,690,674	1,690,861	1,724,679	1,759,172	
31402		Personnel	757,202	912,900	1,123,633	1,128,702	1,151,276	1,174,302	
		Purchased Services and Supplies	854,571	871,374	1,269,014	758,014	773,174	788,637	
		31402 Total	1,611,773	1,784,274	2,392,646	1,886,716	1,924,450	1,962,939	
31601		Personnel	404,530	394,432	671,850	674,920	688,418	702,187	
		Purchased Services and Supplies	272,172	1,063,161	662,330	662,330	675,576	689,088	
		31601 Total	676,702	1,457,593	1,334,179	1,337,249	1,363,994	1,391,274	
31602		Personnel	748,567	1,286,989	966,120	967,262	986,607	1,006,339	
		Purchased Services and Supplies	166,333	169,754	199,035	193,035	196,896	200,834	
	31602 Total	914,900	1,456,743	1,165,155	1,160,297	1,183,503	1,207,173		
31604	Personnel	-195	0	274,950	275,138	280,640	286,253		



Development Services

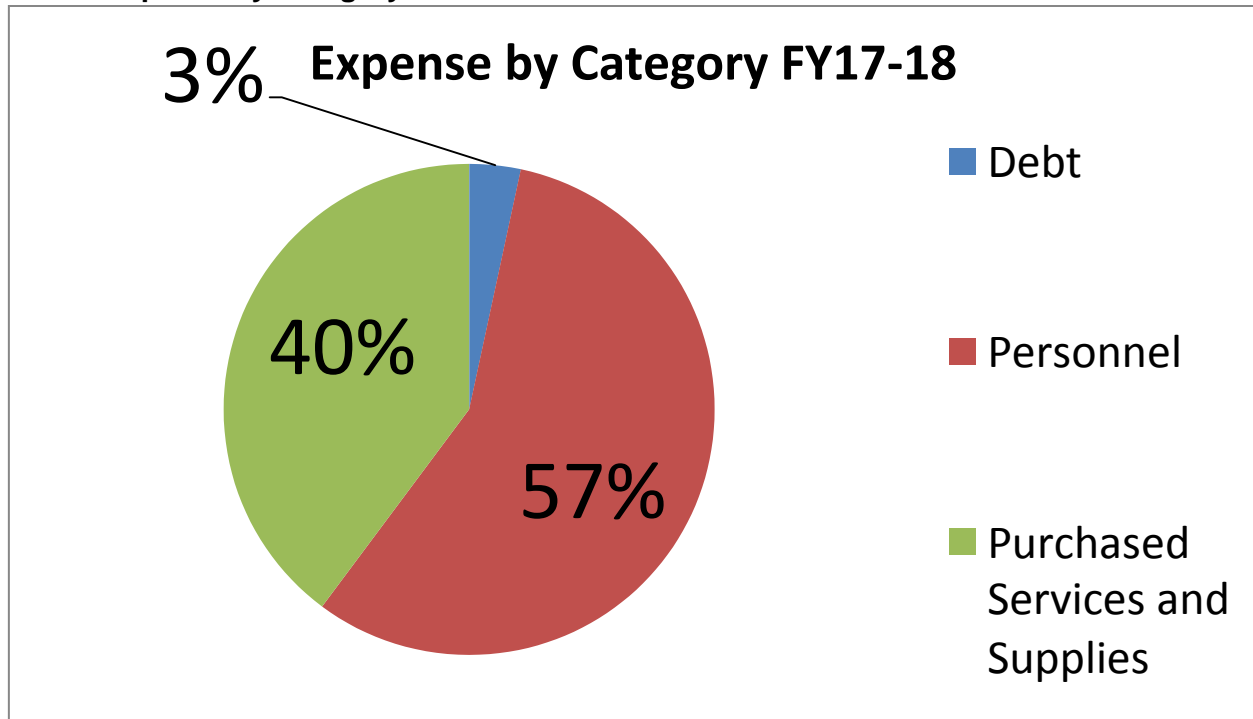
		Purchased Services and Supplies	8,883	4,195	4,195	4,195	4,278	4,364
31604 Total			8,688	4,195	279,145	279,332	284,919	290,617
31605	Personnel		-30,486	308,493	409,244	409,756	417,952	426,311
		Purchased Services and Supplies	74,705	82,978	193,431	193,431	197,299	201,245
31605 Total			44,219	391,471	602,674	603,187	615,251	627,556
31606	Personnel		490,344	732,465	732,465	732,465	747,114	762,057
		Purchased Services and Supplies	115,399	175,756	184,317	184,317	188,003	191,763
31606 Total			605,743	908,221	916,782	916,782	935,118	953,820
31607	Personnel		481,389	182,000	184,600	184,600	188,292	192,058
		Purchased Services and Supplies	216,607	1,500,500	700,500	700,500	714,510	728,800
31607 Total			697,996	1,682,500	885,100	885,100	902,802	920,858
31608	Personnel		235,739	215,000	215,000	215,000	219,300	223,686
		Purchased Services and Supplies	806,737	365,510	365,510	365,510	372,820	380,276
31608 Total			1,042,476	580,510	580,510	580,510	592,120	603,962
DEVELOPMENT SERVICES Total			8,160,672	11,289,522	11,585,091	11,059,517	11,280,708	11,506,322
GAS TAX	31604	Purchased Services and Supplies	0	0	0	0	0	0
	31604 Total		0	0	0	0	0	0
GAS TAX Total			0	0	0	0	0	0
SPECIAL REVENUE	31604	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0	0
	31604 Total		0	0	0	0	0	0
	31605	Personnel	331,280	164,900	164,900	164,900	168,198	171,562
		Purchased Services and Supplies	0	0	0	0	0	0
	31605 Total		331,280	164,900	164,900	164,900	168,198	171,562
	31621	Personnel	3,916	15,100	16,330	16,393	16,720	17,055
		Purchased Services and Supplies	400	0	0	0	0	0
	31621 Total		4,316	15,100	16,330	16,393	16,720	17,055
	31804	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0	0
		Debt	278,054	237,400	360,000	360,000	367,200	374,544
	31804 Total		278,054	237,400	360,000	360,000	367,200	374,544
	31805	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	183	200	200	200	204	208
		Debt	123,704	114,000	114,000	114,000	116,280	118,606
	31805 Total		123,887	114,200	114,200	114,200	116,484	118,814
SPECIAL REVENUE Total			737,537	531,600	655,430	655,493	668,602	681,974
STORM DRAIN	31603	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0	0
	31603 Total		0	0	0	0	0	0
	31604	Purchased Services and Supplies	0	15,000	15,000	15,000	15,300	15,606



Development Services

		31604 Total	0	15,000	15,000	15,000	15,300	15,606
STORM DRAIN Total			0	15,000	15,000	15,000	15,300	15,606
WASTEWATER	31603	Personnel	12,241	0	83,102	83,480	85,150	86,853
		Purchased Services and Supplies	29,516	0	0	0	0	0
		31603 Total	41,757	0	83,102	83,480	85,150	86,853
	31604	Personnel	0	57,800	57,800	57,800	58,956	60,135
		Purchased Services and Supplies	0	37,740	38,081	38,081	38,842	39,619
		31604 Total	0	95,540	95,881	95,881	97,798	99,754
WASTEWATER Total			41,757	95,540	178,982	179,361	182,948	186,607
WATER	31603	Personnel	43,357	58,300	86,980	87,358	89,105	90,887
		Purchased Services and Supplies	28,956	32,510	32,750	32,750	33,405	34,073
		31603 Total	72,313	90,810	119,730	120,108	122,510	124,960
WATER Total			72,313	90,810	119,730	120,108	122,510	124,960
Grand Total			10,214,927	13,697,784	14,789,989	13,794,165	14,070,048	14,351,449

Use of Expense by Category



Development Services

Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	31101	Devel Serv Admin	120,715	567,709	556,682	560,063	571,264	582,689
	31201	Planning Services	67,827	69,878	69,878	69,878	71,276	72,701
	31501	Code Enforcement	432,465	674,135	685,805	700,255	714,260	728,545
	31601	Eng Project Review	0	83	83	83	85	86
	31605	Traffic Engineering	0	-329,800	-329,800	-329,800	-336,396	-343,124
	31801	Economic Development	581,641	693,308	1,253,108	764,208	779,492	795,082
GENERAL FUND Total			1,202,648	1,675,313	2,235,756	1,764,686	1,799,980	1,835,980
DEVELOPMENT SERVICES	31101	Devel Serv Admin	282,208	1,200	1,200	1,200	1,224	1,248
	31201	Planning Services	1,147,042	1,381,849	1,735,346	1,716,603	1,750,935	1,785,953
	31203	Devel Reviews	0	1,680	1,680	1,680	1,714	1,748
	31401	Bldg Plan Chkg	1,128,924	1,639,286	1,690,674	1,690,861	1,724,679	1,759,172
	31402	Bldg Inspections	1,611,773	1,784,274	2,392,646	1,886,716	1,924,450	1,962,939
	31601	Eng Project Review	676,702	1,457,593	1,334,179	1,337,249	1,363,994	1,391,274
	31602	Cap Project Design	914,900	1,456,743	1,165,155	1,160,297	1,183,503	1,207,173
	31604	Utilities Engin - Wastewater	8,688	4,195	279,145	279,332	284,919	290,617
	31605	Traffic Engineering	44,219	391,471	602,674	603,187	615,251	627,556
	31606	Construction Mgmt	605,743	908,221	916,782	916,782	935,118	953,820
	31607	Project Inspections	697,996	1,682,500	885,100	885,100	902,802	920,858
	31608	EPC - Project PI Checks	1,042,476	580,510	580,510	580,510	592,120	603,962
DEVELOPMENT SERVICES Total			8,160,672	11,289,522	11,585,091	11,059,517	11,280,708	11,506,322
GAS TAX	31604	Utilities Engin - Wastewater	0	0	0	0	0	0
GAS TAX Total			0	0	0	0	0	0
SPECIAL REVENUE	31604	Utilities Engin - Wastewater	0	0	0	0	0	0
	31605	Traffic Engineering	331,280	164,900	164,900	164,900	168,198	171,562
	31621	SJCOG Activities	4,316	15,100	16,330	16,393	16,720	17,055
	31804	Comm Dev Bk Grant	278,054	237,400	360,000	360,000	367,200	374,544
	31805	Downtown Promotion	123,887	114,200	114,200	114,200	116,484	118,814
SPECIAL REVENUE Total			737,537	531,600	655,430	655,493	668,602	681,974
STORM DRAIN	31603	Utilities Engin - Water	0	0	0	0	0	0
	31604	Utilities Engin - Wastewater	0	15,000	15,000	15,000	15,300	15,606
STORM DRAIN Total			0	15,000	15,000	15,000	15,300	15,606
WASTEWATER	31603	Utilities Engin - Water	41,757	0	83,102	83,480	85,150	86,853
	31604	Utilities Engin - Wastewater	0	95,540	95,881	95,881	97,798	99,754
WASTEWATER Total			41,757	95,540	178,982	179,361	182,948	186,607
WATER	31603	Utilities Engin - Water	72,313	90,810	119,730	120,108	122,510	124,960
WATER Total			72,313	90,810	119,730	120,108	122,510	124,960
Grand Total			10,214,927	13,697,784	14,789,989	13,794,165	14,070,048	14,351,449





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Finance Department



MISSION STATEMENT

To facilitate open and accountable municipal financial services, manage and safeguard the City's resources in a prudent and comprehensive manner that will provide fiscal sustainability to support City services. To be responsible for the overall financial management of the City, the Finance Department ensures that generally accepted accounting standards are followed and appropriate internal controls are in place to safeguard City assets

Karin Schnaider
Finance Director





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Finance Department

Department Overview:

The Finance Department provides financial accounting and reporting for its citizens, other agencies, and internal departments. Finance is also responsible for payroll, Water and Sewer billing, Business License compliance, billing for City services, and general customer service.

Division Overview:

Cash Management

The City Treasurer is responsible for the management of the City's cash and investment portfolio.

Budget Coordination

Coordinate the preparation, review, and control of the City's operating budget and Capital Improvement Program; monitor fiscal transactions and trends; provide internal fiscal reports and perform fiscal analysis.

Fiscal Operations

Process the City's payroll and payables, maintain supporting fiscal records, and disburse City checks for employees, vendors, contractors and other payees.

Accounting Services

Maintain the City's accounting records and prepares the City's financial reports and coordinates the audits of the City's finances.

Revenue Collection

Record the receipt of all revenues received by the City including utility billings, delinquencies, business licenses, miscellaneous accounts receivables (MARS). Record the City fee for County property tax collection.

Central Services

Provide central duplicating and mail services for City Departments. Also, provides an overhead cost center for programs located at City Hall.

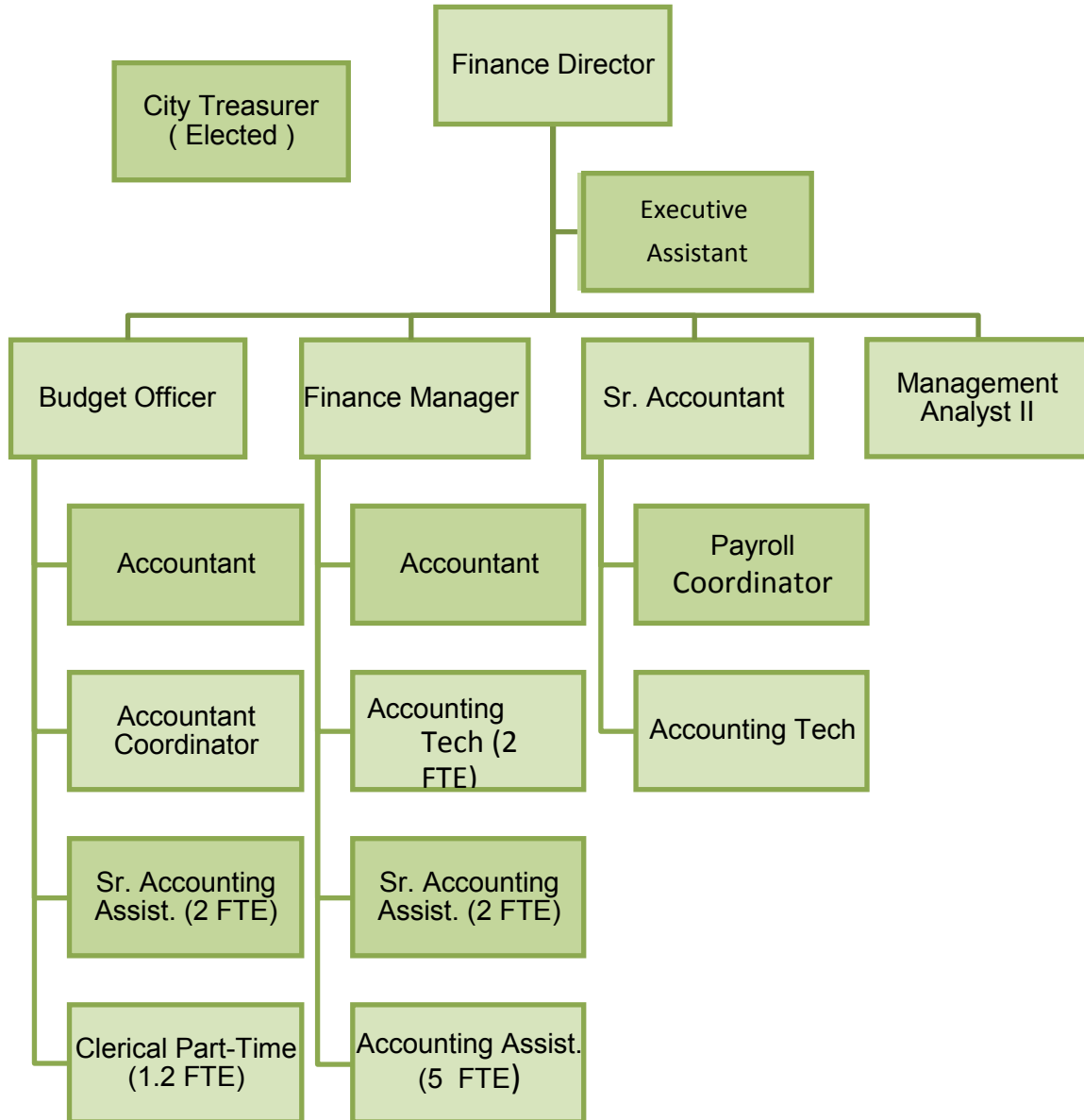
Boards/Committee Liaison:

Measure V



Finance Department

Department Org Chart:



Finance Department

Mission:

To facilitate open and accountable municipal financial services, manage and safeguard the City's resources in a prudent and comprehensive manner that will provide fiscal sustainability to support City services. To be responsible for the overall financial management of the City, the Finance Department ensures that generally accepted accounting standards are followed and appropriate internal controls are in place to safeguard City assets.

Vision:

To constantly improve the services we deliver to our customers, both internally and externally.

Values:

We value ethical conduct and personal integrity, service excellence, open communication and transparency, financial accountability, customer appreciation, continuous improvement, and teamwork.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – GOVERNANCE

- Cash Management
To invest City funds, with a portfolio of over \$150 million, in accordance with sound treasury management, California Government Code, and City policy. To insure safety of funds first, liquidity to meet cash flows second, and yield consistent with these others. Prepare monthly report of treasury activities within 45 days of the close of the month.
- Budget Coordination
Prepare the FY 16-17 program budget and capital improvement program, while maintaining GFOA & CSFMO award's status. Prepare and distribute monthly and quarterly budget reports. Prepare long-range forecasts and other analyses pertaining to the City's fiscal condition. To develop and implement a scheduling and monitoring system for the Capital Improvement Program, which budgets over \$100 million for capital projects in FY 17-18.
- Fiscal Operations
To process fiscal transactions disbursing over \$175 million authorized by the City's budget. To process the City's payroll twice a month and issue over 8,500 payroll checks. To process the City's payables weekly and process 21,000 invoices.
- Accounting Services
To prepare the City's annual comprehensive financial report (CAFR). To maintain CSFMO and GOFA award winning status for financial reporting. To prepare all other financial and accounting reports as required by auditors, the State of California, and other agencies.
- Revenue Collection
To identify and bill all businesses that required licenses and collect all fees and taxes billed. Estimate about 4,700 businesses'. To accurately and timely prepare 291,000 utility bills to utility system customers. To maintain collection of active utility accounts at 98% of current bills. To courteously assist customers regarding their utility accounts, other receivable accounts, or other inquiries of municipal services.
- Central Services
Process all incoming and outgoing mail prior to postal deadlines. To account for all telephone expenses in such a way as to provide effective control, identification, and review of the expenditures. To account for duplicating expenses in such a way as to provide effective control, identification and review of the expenditures.
- Created and hired two Accountant positions to enhance and provide a higher level of financial reporting by maintaining the quality of financial reporting right at the source where the numbers and figures are produced.



Finance Department

Desired Outcomes and Performance Measures Fiscal Years 2017-2018:

City Council Strategic Priorities – GOVERNANCE

- Replace financial software, including Utility Billing, Building Permitting, and Business License software, with full implementation by the end of FY 2017-2018.
- Increase the number of electronic transaction options for customers, including
 - Payment
 - Work orders
 - Calls for Service
 - Application processing
 - Renewals
- Creation of digital financial recording, filing, retrieving, and reporting processes.
- Provide continuous training to staff for efficiency and development of professional abilities.
- Provide continued departmental support regarding changes in information processes,
- Develop electronic initiation, authorization and completion to improve timely recording and reconciliation of financial transactions.
- Review and consider modifications to financial policies and related ordinances.
- Create and maintain a City webpage for City financial policies.
- Assist departments in meeting grant requirements.
- Assist departments in completion of budget implementation process.
- Develop an equipment replacement and financing policy for City equipment and vehicles.
- Update the existing asset control information and create a digital record.
- Assist in the completion of a rate study for water and wastewater funds to maintain operations, debt, capital, and reserve levels so as to maintain the sustainability of these utilities.
- Continue to produce award winning audits and budgets and create avenues to communicate effectively and efficiently the financial position of the City and all of its resources.



Finance Department

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Accountant	2.00	2.00	2.00
Accounting Asst	5.00	5.00	5.00
Accounting Coordinator	1.00	1.00	1.00
Accounting Technician	3.00	3.00	3.00
Budget Officer	1.00	1.00	1.00
City Treasurer	0.15	0.15	0.15
Clerical	0.80	0.80	0.80
Executive Asst	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00
Finance Division Mgr	1.00	1.00	1.00
Intern	0.50	0.50	0.50
Mgmt Analyst II	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Project Specialist	2.50	2.50	2.50
Senior Accountant	1.00	1.00	1.00
Senior Accounting Asst	4.00	4.00	4.00
Grand Total	25.95	25.95	25.95

Expenditures by Category

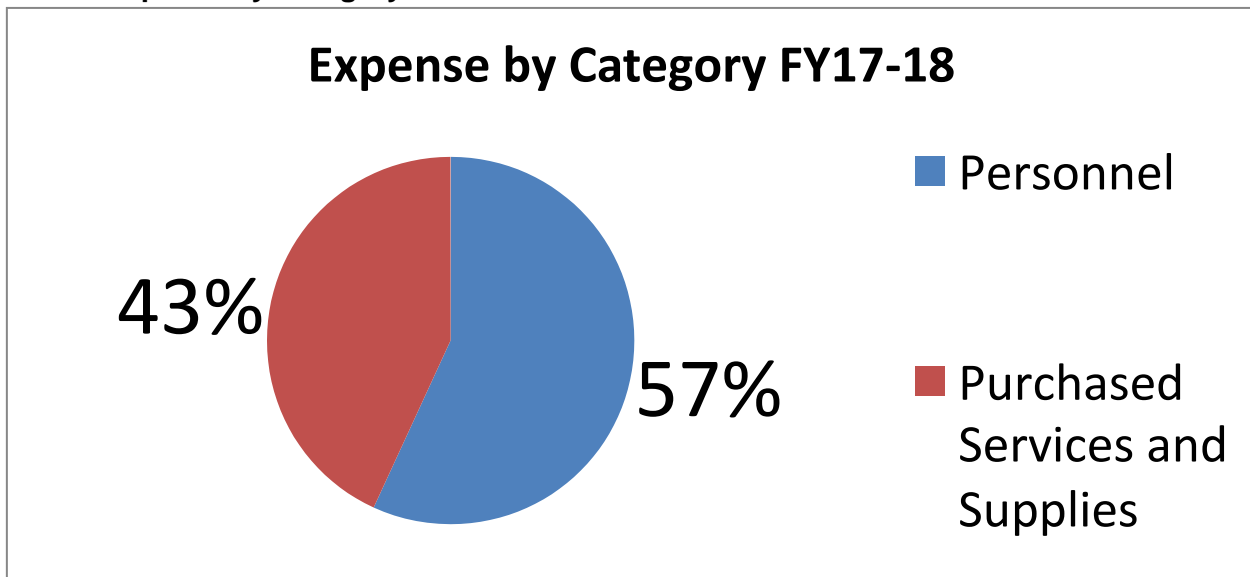
Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	65101	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	1,096	0	0	0	0	0
	65101 Total		1,096	0	0	0	0	0
	65109	Purchased Services and Supplies	-229,774	0	0	0	0	0
	65109 Total		-229,774	0	0	0	0	0
	65401	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	82,669	0	0	0	0	0
	65401 Total		82,669	0	0	0	0	0
	65702	Personnel	59,653	61,700	96,188	96,251	98,176	100,139
		Purchased Services and Supplies	282,863	295,640	329,240	329,240	335,825	342,541
	65702 Total		342,516	357,340	425,428	425,491	434,001	442,681
	65703	Personnel	373,355	494,920	531,023	533,347	544,014	554,894
		Purchased Services and Supplies	68,516	210,970	229,210	229,210	233,794	238,470
	65703 Total		441,871	705,890	760,233	762,557	777,808	793,364
	65704	Personnel	497,089	618,870	641,825	648,217	661,181	674,405
		Purchased Services and Supplies	120,280	193,121	276,125	276,125	281,648	287,280
	65704 Total		617,369	811,991	917,950	924,342	942,829	961,685
	65705	Personnel	189,526	380,316	392,182	392,472	400,321	408,328
		Purchased Services and Supplies	177,999	319,420	333,970	340,120	346,922	353,861
	65705 Total		367,525	699,736	726,152	732,592	747,244	762,189
	65706	Personnel	-957,269	73,746	106,172	116,728	119,063	121,444



Finance Department

		Purchased Services and Supplies	653,058	940,253	960,990	972,975	992,435	1,012,283
	65706 Total		-304,211	1,013,999	1,067,162	1,089,703	1,111,497	1,133,727
GENERAL FUND Total			1,319,060	3,588,956	3,896,925	3,934,685	4,013,378	4,093,646
ASSESSMENT DISTRICTS	65706	Personnel	114,180	15,000	15,900	15,900	16,218	16,542
		Purchased Services and Supplies	0	0	0	0	0	0
	65706 Total		114,180	15,000	15,900	15,900	16,218	16,542
ASSESSMENT DISTRICTS Total			114,180	15,000	15,900	15,900	16,218	16,542
SOLID WASTE	65706	Personnel	599,400	291,500	308,990	308,990	315,170	321,473
		Purchased Services and Supplies	0	0	0	0	0	0
	65706 Total		599,400	291,500	308,990	308,990	315,170	321,473
SOLID WASTE Total			599,400	291,500	308,990	308,990	315,170	321,473
STORM DRAIN	65706	Personnel	28,540	28,600	30,316	30,316	30,922	31,541
		Purchased Services and Supplies	0	0	0	0	0	0
	65706 Total		28,540	28,600	30,316	30,316	30,922	31,541
STORM DRAIN Total			28,540	28,600	30,316	30,316	30,922	31,541
WASTEWATER	65706	Personnel	428,160	233,400	247,404	247,404	252,352	257,399
		Purchased Services and Supplies	0	0	0	0	0	0
	65706 Total		428,160	233,400	247,404	247,404	252,352	257,399
WASTEWATER Total			428,160	233,400	247,404	247,404	252,352	257,399
WATER	65706	Personnel	856,300	487,500	516,750	516,750	527,085	537,627
		Purchased Services and Supplies	0	0	0	0	0	0
	65706 Total		856,300	487,500	516,750	516,750	527,085	537,627
WATER Total			856,300	487,500	516,750	516,750	527,085	537,627
Grand Total			3,345,640	4,644,956	5,016,285	5,054,045	5,155,125	5,258,228

Use of Expense by Category



Finance Department

Expenditures by Fund

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	65101	Admin Services Overhead	1,096	0	0	0	0	0
	65109	CH Support	-229,774	0	0	0	0	0
	65401	Human Resources	82,669	0	0	0	0	0
	65702	Cash Management	342,516	357,340	425,428	425,491	434,001	442,681
	65703	Bud Coordination	441,871	705,890	760,233	762,557	777,808	793,364
	65704	Fiscal Operations	617,369	811,991	917,950	924,342	942,829	961,685
	65705	Acctg Services	367,525	699,736	726,152	732,592	747,244	762,189
	65706	Revenue Collection	-304,211	1,013,999	1,067,162	1,089,703	1,111,497	1,133,727
GENERAL FUND Total			1,319,060	3,588,956	3,896,925	3,934,685	4,013,378	4,093,646
ASSESSMENT DISTRICTS	65706	Revenue Collection	114,180	15,000	15,900	15,900	16,218	16,542
ASSESSMENT DISTRICTS Total			114,180	15,000	15,900	15,900	16,218	16,542
SOLID WASTE	65706	Revenue Collection	599,400	291,500	308,990	308,990	315,170	321,473
SOLID WASTE Total			599,400	291,500	308,990	308,990	315,170	321,473
STORM DRAIN	65706	Revenue Collection	28,540	28,600	30,316	30,316	30,922	31,541
STORM DRAIN Total			28,540	28,600	30,316	30,316	30,922	31,541
WASTEWATER	65706	Revenue Collection	428,160	233,400	247,404	247,404	252,352	257,399
WASTEWATER Total			428,160	233,400	247,404	247,404	252,352	257,399
WATER	65706	Revenue Collection	856,300	487,500	516,750	516,750	527,085	537,627
WATER Total			856,300	487,500	516,750	516,750	527,085	537,627
Grand Total			3,345,640	4,644,956	5,016,285	5,054,045	5,155,125	5,258,228





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Fire Department



MISSION STATEMENT

Committed to Providing a
Diversity of Services for a Better
Quality of Life

Randall Bradley
Fire Chief





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Fire Department

Department Overview:

The Fire Department provides fire prevention, fire suppression, and rescue services within the jurisdictional area of the South County Fire Authority (SCFA). The SCFA jurisdictional area includes the incorporated City of Tracy and the surrounding rural community. The total service area is about 170 square miles, with approximately 29.0 in the City. The populations served are about 89,210 in the City and 26,200 outside.

Division and Programs:

Fire Administration

The Fire Administration Division administers and directs the fire department, providing the necessary administrative support for all programs and operations.

Fire Operations

The Fire Operations Division provides all-risk emergency services to the community through fire suppression, emergency medical, rescue, and hazardous materials response. Service is provided from six fire stations housing six fire engines and one ladder truck each staffed with three personnel. Each unit is staffed with emergency medical technicians and a minimum of one licensed paramedic which allows the department to provide Advanced Life Support services to the community.

Fire Training

The Fire Training Division is responsible for coordinating and conducting training for all career and reserve personnel. This division administers all skills maintenance, state mandated, and industry best practices training to ensure compliance with training requirements.

Fire Prevention

The Fire Prevention Division minimizes fire and life safety risk to the jurisdictional area of the South County Fire Authority. Risk reduction is accomplished through the application of the fire code, plans checking, permit issuance, and fire inspection programs. The Fire Prevention Division is also responsible to coordinate fire investigations and fire safety education to the community.

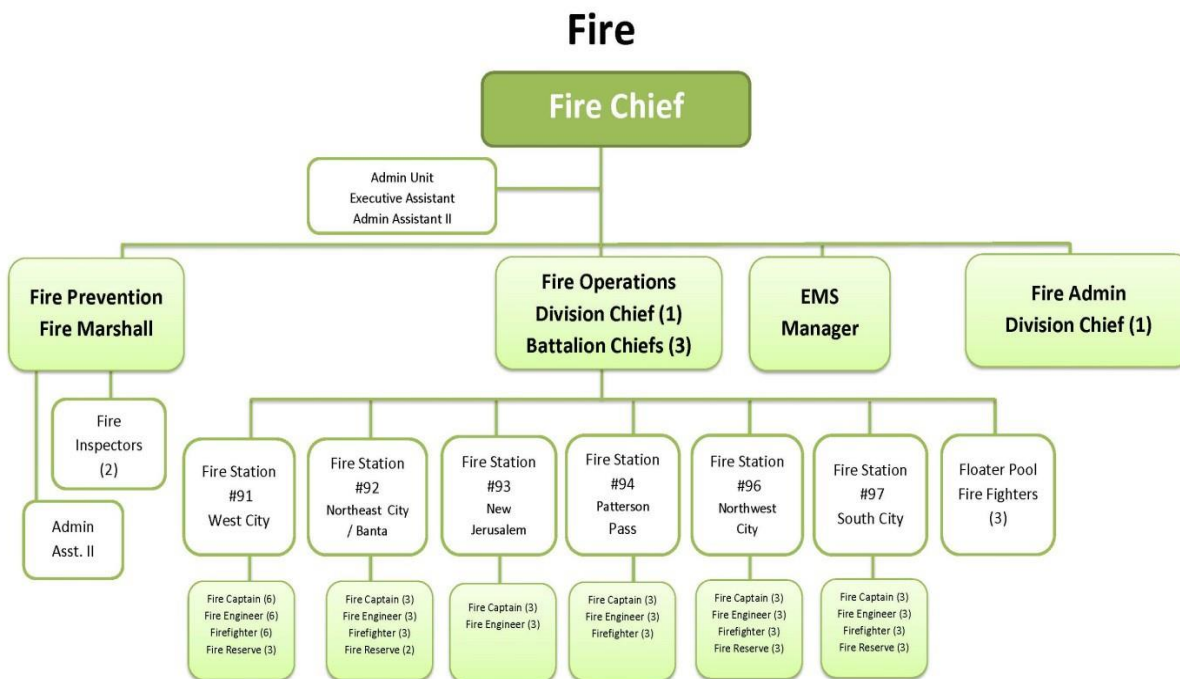
Boards/Committee Liaison:

The City of Tracy and the Tracy Rural Fire Protection District (TRFPD) are “member agencies” of the joint powers authority known as the South County Fire Authority (SCFA). The SCFA Board of Directors is comprised of two representatives of each member agency. The fire department staff serves as the liaison between member agencies, regularly working with the Board of Directors of both the TRFPD and the SCFA.



Fire Department

Department Org Chart:



*May 17, 2017

Mission:

Committed to providing a diversity of services for a better quality of life...

Vision:

We are committed to providing a diversity of services for a better quality of life. We accomplish efficient delivery of customer services with state of the art technologies and continuing education programs.

The leadership of the organization is dedicated to promoting excellence in performance of personnel throughout the organization. We encourage the leaders of the organization to participate and do the right thing(s) with the utmost integrity.

Personnel matters will be handled with the highest regard for objectivity and fairness. The development of supervisor skills is a priority and their growth will provide a source for enjoyment and satisfaction in the workplace and the community.

The Tracy Fire Department's operational abilities will meet the functional mandate given us by our city. We will work together, as a team, addressing operational needs quickly and appropriately. We will be an ethical organization that is a model of "Quality Fire Protection and Education" for every department within the State of California.

Fire Department

Values:

We value being a dedicated team that is proactive and accountable.

- Promote an atmosphere that encourages prudent risk taking, and that recognizes that growth and learning may be accomplished by mistakes.
- Promote and discuss the positive aspects of the service we provide to the community.
- Require a standard of professional performance for all members of the department.

We value a professional department which strives for unity through adaptability, teamwork, and strong leadership.

- Promote training, education and experience in the areas of teamwork through a dedicated program for the development of personnel.
- Create an environment that fosters teamwork in the way we do business.
- Encourage all members of the organization to participate in the development of team concepts.

We value an organization that provides a safe and healthy work environment.

- The organization encourages and devotes time to physical fitness and mental health programs.
- The members of the organization practice and preach the message of safety.
- A group dedicated to creating a safe and healthy environment in the workplace and the community it serves.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – PUBLIC SAFETY/GOVERNANCE

Fire Administration

Fire Administration managed the four functional program areas of the fire department with an adopted departmental budget of \$16,044,840, including an authorized staff of 75.70 full-time equivalents.

- Through open recruitment and promotional processes completed the promotion and hiring of the following ranks: Division Chief, Battalion Chief, Captain, Engineer, Firefighter and Reserve Firefighter.
- Added ten positions to enhance and provide a higher level of public safety. Positions include: six Firefighters, one Fire Marshal, one Administrative Assistant II, and two Fire Inspectors.
- Completed a Standards of Cover study to evaluate fire service resource deployment and concentration efficiencies to the jurisdictional area of the South County Fire Authority.
- Established the Facility and Apparatus Committees who work to create a scope and design of planned fire stations and develop specifications for new and replacement fire apparatus.
- Initiated negotiations between the department and the San Joaquin County Emergency Medical Services Agency for a new Advanced Life Support Agreement.
- Gained approval to reallocate the functional fire prevention services from the Development Services department back under the purview of the fire department.

Fire Department

Fire Training and Safety

- The Fire Training program ensures that all personnel are appropriately trained to respond safely and effectively to emergency incidents ensuring operational readiness.
- Completed in-house training academy for four lateral firefighter new hires
- Completed in-house Battalion Chief academy for 3 new Battalion Chiefs and 3 Captains
- Completed the recertification of all (44) department emergency medical technicians
- Provided continuing education training for all (26) department paramedics.
- Completed Hazardous Materials First Responder Operational training for all personnel.
- Completed Sexual Harassment training for all supervisors and managers.

City Council Strategic Priorities – PUBLIC SAFETY

Fire Operations

The Fire Operations program operated and maintained 6 stations, 6 Engine and 1 Truck companies, 24 hours per day, utilizing 3 platoons. In addition:

- Strived to respond to all emergency calls within the City of Tracy within 6.5 minutes total reflex time, 90% of the time.
- Strived to respond to all emergency calls within the Tracy Rural Fire District within 10 minutes total reflex time, 90% of the time.
- Performed hydrant maintenance in the SCFA service area on a continual basis per NFPA standards.
- Provided fire and safety education to the public through schools, public event, and social media.

Fire Prevention

The Fire Prevention program minimized fire and life safety risk to the jurisdictional area of the South County Fire Authority by:

- Conducted annual fire safety inspections within the South County Fire Authority's area for 888 licensed businesses, 859 operational fire permits, and 16 state-mandated occupancies.
- Issued 80 fire permits for fire alarm systems, fire sprinkler systems, and hood & duct protection systems.
- Performed 120 plan reviews for projects within the South County Fire Authority's area.
- Reviewed and provided comments/approval for 80 other development applications for projects within the SCFA's area.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – PUBLIC SAFETY/GOVERNANCE

Fire Administration

- Lead and manage the four functional program areas of the fire department with an adopted departmental budget of \$16M, including an authorized staff of 88.35 full-time equivalents.
- Complete the recruitment process for Fire Marshal.
- Establish funding for Fire Captain position assigned to the Training program



Fire Department

- Review, recommend, and implement resource deployment efficiencies identified as a result of the 2017 Standards of Cover study.
- Establish workgroups to address the five strategies identified within the department 2017 Strategic Plan

Fire Prevention

- Complete reallocation of fire prevention services to the fire department through recruitment of fire inspectors and related staff.
- Conduct annual fire safety inspections within the South County Fire Authority's area for licensed businesses, operational fire permits, and state-mandated occupancies.
- Issue fire permits for fire alarm systems, fire sprinkler systems, and hood & duct protection systems.
- Perform plan reviews for all projects within the South County Fire Authority's area.
- Evaluate opportunities for enhanced Community Risk Reduction programs such as Water Watchers, Tracy C.A.R.E.S., and Learn not to Burn.

City Council Strategic Priorities – PUBLIC SAFETY

Fire Operations

- Respond to all emergencies within the City of Tracy within 6.5 minutes total reflex time, 90% of the time
- Respond to all emergencies within the Tracy Rural Fire District within 10 minutes total reflex time, 90% of the time
- Confine all fires to the room of origin 90% of the time in the City and in the Tracy Rural Fire District
- Place tractor drawn aerial (TDA) ladder truck and Type III pumper into service
- Place Office of Emergency Services Type II Hazardous Materials unit into service

Fire Training

- Complete new hire firefighter recruit academy in cooperation with the City of Stockton Fire Department
- Host the California Fire Explorer Association Training Academy for youth ages 15-21 years of age.
- Implement health and wellness training as identified by the department Health and Safety Committee.
- Train all personnel on new fire apparatus including the ladder truck, type III pumper, and the OES hazardous materials vehicle.
- Provide and maintain state mandated company training hours of 20 hours per month, per person.



Fire Department

Significant Changes Fiscal Years 2017-2019:

- The department intends to operate under a new Advanced Life Support agreement which allows fire department resources to respond to all emergency medical service incidents without restrictions.
- All fire prevention functions will be reallocated from Development Services department to the Fire Department.
- Additional FTE's of Fire Marshal and Administrative Assistant to staff the Fire Prevention program.
- Anticipated acceptance of a tractor-drawn aerial (TDA) ladder truck with increased capability to be placed in service to the benefit of personnel and the community.

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	2.00	2.00	2.00
Bldg Permit Technician	0.20	0.20	0.20
Building Official	0.10	0.10	0.10
EMS Manager	1.00	1.00	1.00
Executive Asst	1.00	1.00	1.00
Fire Batt Chief	3.00	3.00	3.00
Fire Captain	22.00	22.00	22.00
Fire Chief	1.00	1.00	1.00
Fire Div Chief	2.00	2.00	2.00
Fire Engineer	22.00	22.00	22.00
Fire Inspector	2.00	2.00	2.00
Fire Marshal	1.00	1.00	1.00
Fire Reserve	6.00	6.00	6.00
Firefighter	17.00	17.00	17.00
Firefighter/Paramedic	7.00	7.00	7.00
Project Specialist	1.05	1.05	1.05
Grand Total	88.35	88.35	88.35



Fire Department

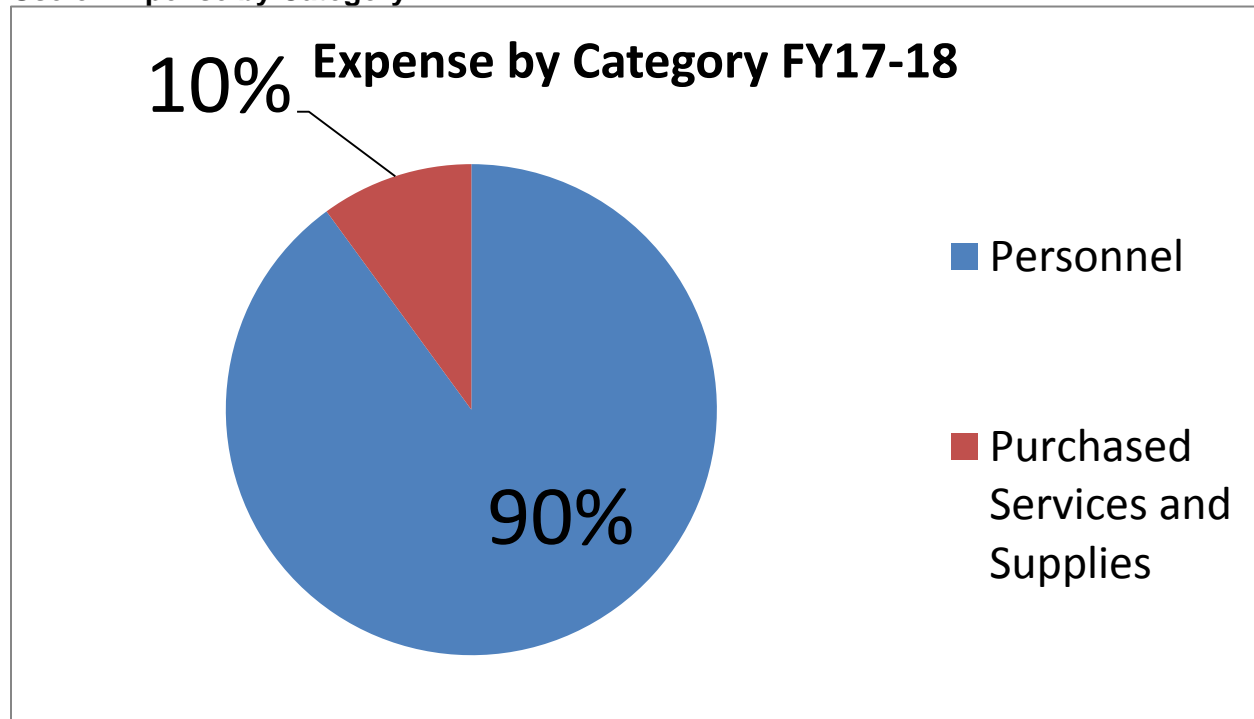
Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	22101	Personnel	381,559	374,480	374,480	374,480	381,970	389,609
		Purchased Services and Supplies	12,080	37,080	37,080	37,080	37,822	38,578
		22101 Total	393,639	411,560	411,560	411,560	419,791	428,187
	22105	Personnel	218,267	8,120	8,120	8,120	8,282	8,448
		Purchased Services and Supplies	12,000	12,000	12,000	12,000	12,240	12,485
		22105 Total	230,267	20,120	20,120	20,120	20,522	20,933
	22201	Personnel	9,355,156	8,394,170	9,076,698	10,175,198	10,378,702	10,586,276
		Purchased Services and Supplies	204,000	224,000	224,000	224,000	228,480	233,050
		22201 Total	9,559,156	8,618,170	9,300,698	10,399,198	10,607,182	10,819,326
	22203	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0	0
		22203 Total	0	0	0	0	0	0
	22205	Personnel	49,629	242,390	242,390	242,390	247,238	252,183
		Purchased Services and Supplies	3,160	3,160	3,160	3,160	3,223	3,288
		22205 Total	52,789	245,550	245,550	245,550	250,461	255,470
GENERAL FUND Total			10,235,851	9,295,400	9,977,928	11,076,428	11,297,957	11,523,916
South County Fire Authority	22101	Personnel	108,351	557,674	476,370	476,933	486,471	496,201
		Purchased Services and Supplies	120,806	150,480	125,863	125,863	128,380	130,948
		22101 Total	229,157	708,154	602,233	602,796	614,851	627,148
	22105	Personnel	-120,345	184,444	269,450	269,513	274,903	280,401
		Purchased Services and Supplies	248,206	328,641	332,068	332,068	338,709	345,484
		22105 Total	127,862	513,085	601,518	601,581	613,612	625,884
	22109	Purchased Services and Supplies	0	50,060	50,060	50,060	51,061	52,082
		22109 Total	0	50,060	50,060	50,060	51,061	52,082
	22201	Personnel	4,403,338	2,293,614	2,217,002	2,217,752	2,262,107	2,307,349
		Purchased Services and Supplies	1,406,437	1,721,206	1,719,355	1,719,355	1,753,742	1,788,817
		22201 Total	5,809,775	4,014,820	3,936,357	3,937,107	4,015,849	4,096,166
	22203	Personnel	217,793	232,000	240,000	240,000	244,800	249,696
		Purchased Services and Supplies	1,520	0	0	0	0	0
		22203 Total	219,313	232,000	240,000	240,000	244,800	249,696
	22205	Personnel	-38,574	300,113	304,381	304,760	310,855	317,072
	Purchased Services and Supplies	68,932	109,542	106,074	106,074	108,196	110,360	
	22205 Total	30,359	409,655	410,456	410,834	419,051	427,432	
South County Fire Authority Total			6,416,465	5,927,774	5,840,624	5,842,377	5,959,224	6,078,409
Grand Total			16,652,316	15,223,174	15,818,552	16,918,805	17,257,181	17,602,325



Fire Department

Use of Expense by Category



Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	22101	Fire Admin	393,639	411,560	411,560	411,560	419,791	428,187
	22105	Fire Prev & Educ	230,267	20,120	20,120	20,120	20,522	20,933
	22201	Fire Operations	9,559,156	8,618,170	9,300,698	10,399,198	10,607,182	10,819,326
	22203	Fire Mutual Aid	0	0	0	0	0	0
	22205	Fire Trng & Saf	52,789	245,550	245,550	245,550	250,461	255,470
GENERAL FUND Total			10,235,851	9,295,400	9,977,928	11,076,428	11,297,957	11,523,916
South County Fire Authority	22101	Fire Admin	229,157	708,154	602,233	602,796	614,851	627,148
	22105	Fire Prev & Educ	127,862	513,085	601,518	601,581	613,612	625,884
	22109	Fire Support	0	50,060	50,060	50,060	51,061	52,082
	22201	Fire Operations	5,809,775	4,014,820	3,936,357	3,937,107	4,015,849	4,096,166
	22203	Fire Mutual Aid	219,313	232,000	240,000	240,000	244,800	249,696
	22205	Fire Trng & Saf	30,359	409,655	410,456	410,834	419,051	427,432
South County Fire Authority Total			6,416,465	5,927,774	5,840,624	5,842,377	5,959,224	6,078,409
Grand Total			16,652,316	15,223,174	15,818,552	16,918,805	17,257,181	17,602,325



Human Resources Department



MISSION STATEMENT

The mission of the Human Resources Department is to support the City of Tracy by responding to the needs of our employees and the public. We accomplish this by ensuring equal employment opportunities, fostering collaborative work environments. Identify, assess and minimize risk through the protection of City resources which include employees, volunteers, visitors and property. It is our responsibility to develop, initiate and maintain forward thinking and strategic programs and strategies for the growth and wellness of our workforce and community

Midori Lichtwardt
Human Resources Director





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Human Resources

Department Overview:

Human Resources staff is a committed team of competent and ethical professionals who provide a full range of proactive and innovative personnel services for the organization and community of Tracy. We demonstrate leadership by ensuring equal employment opportunities through the integrity and consistency of our recruitment and retention processes. We provide services that are responsive to the needs of our employees and the public, as well as meet the City's legal obligations. Our efforts guarantee a highly qualified staff that is diverse, motivated and enthusiastic about contributing to the City, enhancing its quality and providing for a welcoming and inclusive environment.

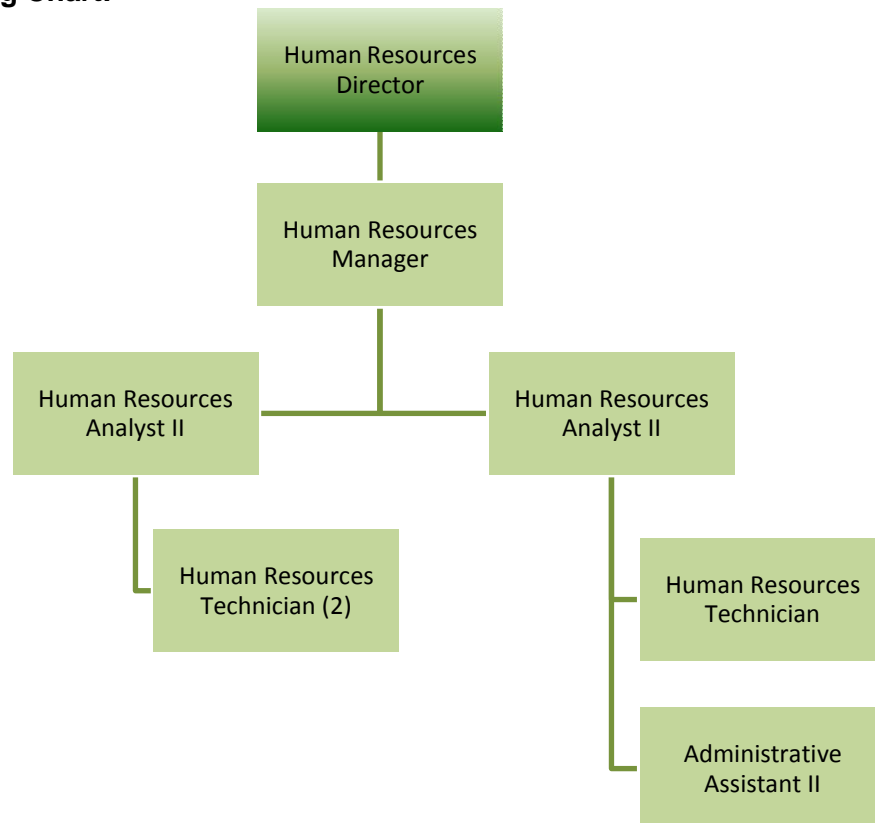
Division and Programs:

Human Resources provide central personnel services including compensation review, recruitment, examinations, transaction processing, employee development, and records maintenance. Risk Management manages workers compensation, public liability insurance, and safety and loss prevention activities. Costs covered by the Self-Insurance Fund, which is funded by charges against other City programs based upon their staffing and proportional risks.

Boards/Committee Liaison:

Human Resources actively participates on the Executive Committee and the Board of Directors for the Central San Joaquin Valley Risk Management Authority (CSJVRMA).

Department Org Chart:



Human Resources

Mission:

The mission of the Human Resources Department is to support the City of Tracy by responding to the needs of our employees and the public. We accomplish this by ensuring equal employment opportunities, fostering collaborative work environments. Identify, assess and minimize risk through the protection of City resources which include employees, volunteers, visitors and property. It is our responsibility to develop, initiate and maintain forward thinking and strategic programs and strategies for the growth and wellness of our workforce and community.

Vision:

Our vision is to maximize human potential, engage our organizational culture and strategize future growth through innovation and results driven performance. We strive to recruit, identify, develop and retain a diverse, talented and professional workforce where strengths and knowledge maximize efficiency and effectiveness. By providing the highest standard of customer service through professionalism, integrity and responsiveness, our Human Resources team exemplifies the operating principles and values of the City of Tracy.

Values:

- **Integrity** - We strive to model clear organizational and individual integrity that is fully aligned with the City's positive ethical values.
- **Customer Service** – Providing both internal and external customers with excellent customer service that utilized dignity and respect, a professional image, positive attitude, reliability, resourcefulness and courteous interactions.
- **Employee Development** – Recognizing and identifying current and future trends in the workplace fosters an environment where maximizing human potential is paramount. By aiding in skill development, educational advancement, performance reviews and career path planning, we invest in our people and support the growth and development of a knowledgeable and talent based workforce.
- **Leadership** – Exhibiting professional and technical expertise, solving problems and analyzing issues, displaying honesty, character, fostering teamwork, taking initiative, communicating, building relationships, and effective collaborations are all skills that our Human Resources staff strive to model.
- **Teamwork** – Managing an organization that blends together people from different backgrounds, with different ideas, skills, education, abilities and experiences, creates a positive and collaborative environment where innovation and new objectives can be explored and maximized to the overall benefit of the community we serve.
- **Diversity** – Our goal is to attract and retain a mosaic of professional and skilled individuals that will promote the culture of the City through their diverse experiences, knowledge, strengths, individualism and where organizational structure and operations is inclusive of all employee and public contributions.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – GOVERNANCE

- Human Resources
Updated and distributed Family Medical Leave Act (FMLA) Policy & Procedures and Tobacco Use Policy from our Administrative Policies and Procedures to employees. As part of the City-wide conversion of the new ERP system, implementation of the payroll module was completed, in conjunction with Finance. Implemented provisions of all 9 adopted labor agreements



Human Resources

- Risk Management
Actively pursued cost recovery through subrogation. Actively participated on the Board of Directors for the Risk Management Authority and provided timely reports of injury to Authority. Continued to provide risk management education in order to prevent or reduce potential litigation and liability

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – GOVERNANCE

- Human Resources
Update and distribute three Administrative Policies & Procedures to employees. Continue installation and implementation of new HR modules of City-wide conversion (ERP). To provide leadership and expertise in identifying, evaluating and resolving departmental personnel issues. To perform progressive outreach and timely recruitments that assures a well-qualified and diverse City workforce.
- Risk Management
Increase safety awareness and enhance safe work practices to decrease the number of injuries in the workplace. Continue to actively participate on the Board of Directors of the Risk Management Authority and provide Authority with timely reports of injury. Continue to actively pursue cost recovery through subrogation. Actively manage Workers Compensation and Liability programs to mitigate potential risks and reduce costs.

Significant Changes Fiscal Years 2017-2019:

Human Resources is expecting to have an uptick in recruitment needs.

The focus will be on enhancing employee training and focusing on succession planning implementation.

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	1.00	1.00	1.00
HR Director	1.00	1.00	1.00
HR Division Manager II	1.00	1.00	1.00
Human Resources Analyst II	2.00	2.00	2.00
Human Resources Technician	3.00	3.00	3.00
Safety Coordinator		1.00	1.00
Grand Total	8.00	9.00	9.00

Human Resources

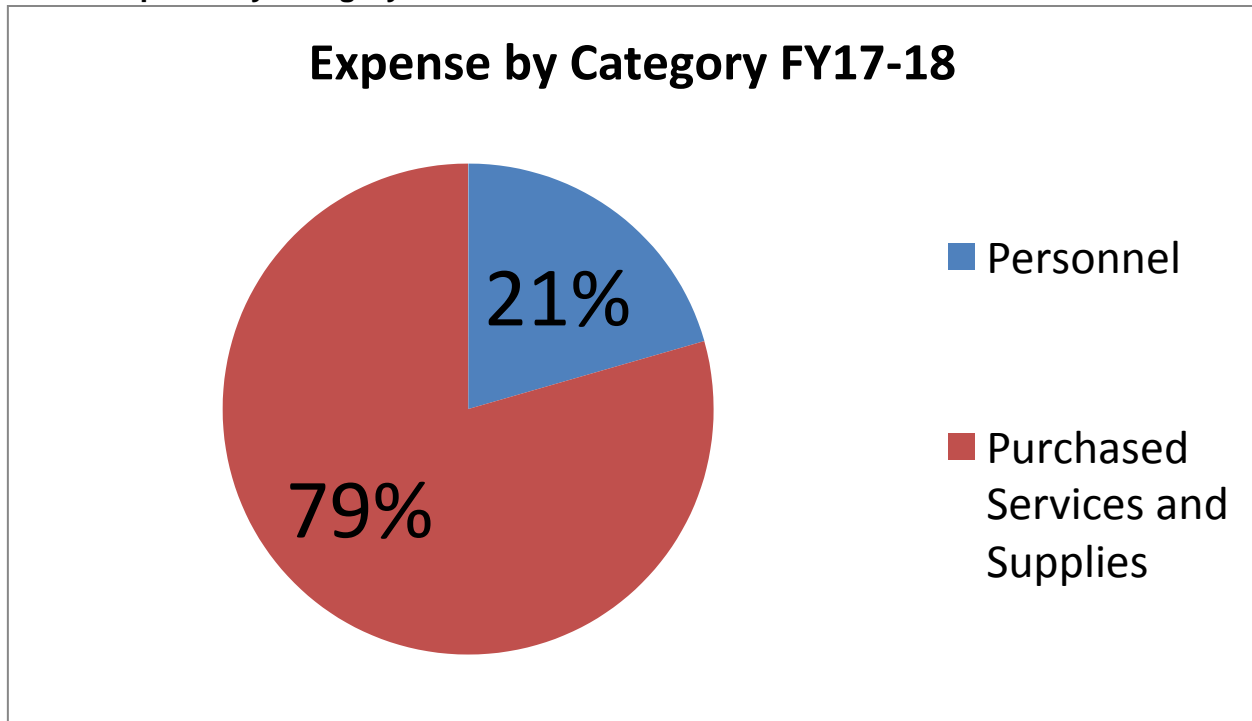
Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	64101	Personnel	0	0	0	0	0	0
	64101 Total		0	0	0	0	0	0
	65401	Personnel	450,984	697,802	730,907	731,525	746,155	761,078
		Purchased Services and Supplies	264,700	584,320	646,060	638,560	651,331	664,358
	65401 Total		715,684	1,282,122	1,376,967	1,370,085	1,397,486	1,425,436
	65405	Personnel	3,000	1,000	6,000	6,000	6,120	6,242
		Purchased Services and Supplies	43,564	-300	44,700	44,700	45,594	46,506
	65405 Total		46,564	700	50,700	50,700	51,714	52,748
	65406	Personnel	6,617	9,300	34,267	34,438	35,126	35,829
		Purchased Services and Supplies	5,195	11,700	11,700	11,700	11,934	12,173
	65406 Total		11,812	21,000	45,967	46,138	47,060	48,002
	GENERAL FUND Total			774,060	1,303,822	1,473,635	1,466,922	1,496,261
INTERNAL SERVICES FUNDS	64102	Personnel	0	0	0	0	0	0
	64102 Total		0	0	0	0	0	0
	65402	Personnel	539,292	515,000	592,510	593,073	604,934	617,033
		Purchased Services and Supplies	105,472	156,076	168,370	160,870	164,087	167,369
	65402 Total		644,764	671,076	760,880	753,943	769,021	784,402
	65406	Personnel	0	3,200	3,200	3,200	3,264	3,329
		Purchased Services and Supplies	0	15,900	15,900	15,900	16,218	16,542
	65406 Total		0	19,100	19,100	19,100	19,482	19,872
	69401	Purchased Services and Supplies	3,220,280	3,870,500	3,870,500	3,870,500	3,947,910	4,026,868
	69401 Total		3,220,280	3,870,500	3,870,500	3,870,500	3,947,910	4,026,868
	69402	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	187,487	358,900	358,900	358,900	366,078	373,400
	69402 Total		187,487	358,900	358,900	358,900	366,078	373,400
	69501	Personnel	-21,958	0	0	0	0	0
	69501 Total		-21,958	0	0	0	0	0
	96100	Purchased Services and Supplies	-25,416	0	0	0	0	0
	96100 Total		-25,416	0	0	0	0	0
	97102	Purchased Services and Supplies	12,700	0	0	0	0	0
	97102 Total		12,700	0	0	0	0	0
	97104	Purchased Services and Supplies	9,456	0	0	0	0	0
97104 Total		9,456	0	0	0	0	0	
99101	Personnel	0	-46,340	-46,340	-46,340	-47,267	-48,212	
99101 Total		0	-46,340	-46,340	-46,340	-47,267	-48,212	
INTERNAL SERVICES FUNDS Total			4,027,312	4,873,236	4,963,040	4,956,103	5,055,225	5,156,329
Grand Total			4,801,372	6,177,058	6,436,675	6,423,025	6,551,485	6,682,515



Human Resources

Use of Expense by Category



Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	64101	Human Resources	0	0	0	0	0	0
	65401	Human Resources	715,684	1,282,122	1,376,967	1,370,085	1,397,486	1,425,436
	65405	Spec Recruitments	46,564	700	50,700	50,700	51,714	52,748
	65406	Employee Awards	11,812	21,000	45,967	46,138	47,060	48,002
GENERAL FUND Total			774,060	1,303,822	1,473,635	1,466,922	1,496,261	1,526,186
INTERNAL SERVICES FUNDS	64102	Risk Management	0	0	0	0	0	0
	65402	Risk Mgmt	644,764	671,076	760,880	753,943	769,021	784,402
	65406	Employee Awards	0	19,100	19,100	19,100	19,482	19,872
	69401	Insurance Premiums	3,220,280	3,870,500	3,870,500	3,870,500	3,947,910	4,026,868
	69402	Claims & Litigation	187,487	358,900	358,900	358,900	366,078	373,400
	69501	Spec Reserves	-21,958	0	0	0	0	0
	96100	Pensions	-25,416	0	0	0	0	0
	97102	CIP/Fixed Assets Offset	12,700	0	0	0	0	0
	97104	Expenditure Offset Acct	9,456	0	0	0	0	0
	99101	Operating Reserves	0	-46,340	-46,340	-46,340	-47,267	-48,212
	INTERNAL SERVICES FUNDS Total			4,027,312	4,873,236	4,963,040	4,956,103	5,055,225
Grand Total			4,801,372	6,177,058	6,436,675	6,423,025	6,551,485	6,682,515





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Parks & Recreation Department



MISSION STATEMENT

To promote health and wellness;
foster positive social interaction;
facilitate play, celebration and
awesome experiences; to amenitize
the City and provide quality
transportation services

Andre Pichly
Parks & Recreation Director





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Parks and Recreation

Department Overview:

Parks & Recreation provides programs for children, adults and seniors, including: after school programs, adults & youth sports, aquatics, senior center services, and facility operations, management and rentals. Department manages and maintains general aviation airport facilities, and coordinates contracted services for public transportation through the Tracer Bus line. Department manages 3 commissions: Parks & Community Services Commission, Transportation Commission, and Youth Advisory Commission - all serve in an advisory capacity at the pleasure of the City Council.

Division and Programs:

Administration Division

Administrative Division manages and directs the department and provides the necessary administrative support for its programs, services, and activities, which includes the processing of payables, personnel forms, management of Parks Commission, correspondence, staff report writing and review of all department staff reports, and active involvement in park design review and project development.

Recreation Division

The Recreation Division is comprised of the following program areas:

- Community Events: Plan, develop, and coordinate special events for the community
- Mayor's Community Youth Support Network (MCYSN): develop and administer recreational youth activities focused on Youth Continuum of Care (Prevention and Intervention).
- Seniors: programming and Senior Center operations
- Special Interest classes: management of contracted services
- Teens: programs and activities for middle school afterschool program
- Youth Development: which includes recreation activities at school sites before and after school during the school year and day camps at schools and on City park sites during school closures.

Community Services Division

The Community Services Division is comprised of the following program areas:

- Airport: operations and management of Tracy Municipal Airport & New Jerusalem
- Aquatics: swim lessons, rec-swim, special events and pool rentals
- Athletics: youth and adult sports
- Community Facilities: rentals, coordinate league/team scheduling at City sports complexes
- Transit: coordination of contracted public bus services (Tracer)

Boards/Committee Liaison:

Parks and Community Services Commission – André Pichly, Parks & Recreation Director

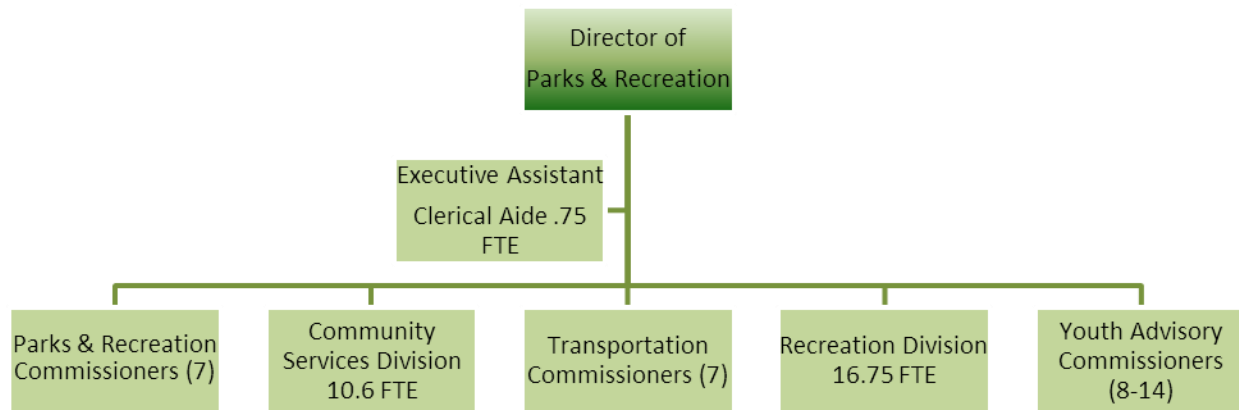
Transportation Commission – Ed Lovell, Management Analyst II

Youth Advisory Commission – Amanda Jensen, Recreation Coordinator



Parks and Recreation

Department Org Chart:



Mission:

Promote Health & Wellness

Provide opportunities for residents to engage in and increase their physical activity levels, through activities, programs, events, park and pedestrian/bikeway design, and facility design and operations.

Foster Positive Social Interaction

Provide opportunities for residents to engage and interact in positive, fun and meaningful ways with each other and staff, through programs, events, and facilities that bring people out and together, and sets the tone for those experiences that build memories, friendships, civic pride, and respect for others.

Facilitate Play, Celebration & Awesome Experiences

Provide opportunities for residents of all ages and abilities to have fun, celebrate moments big and small, enjoy awesome experiences, through self-directed and directed activities, programs, and events; in parks, pools, and indoor facilities; and through engagement and interaction between staff and participants as we involve our customers in “the show”.

Amenitize the City

Fund, design, and develop recreation facilities and amenities that help meet the recreation and leisure needs of Tracy residents that contribute positively to their overall quality of life.

Provide Quality Transportation Services

Operate, maintain, and improve local public transportation via our Tracer Bus Service; operate, maintain, and improve airport operations that serve our local aviation community and become a destination for pilots near and far.



Parks and Recreation

Vision:

The Tracy Parks & Recreation Department is known as a leader in the community because of the exceptional services and facilities which create memories enrich people's lives and link Tracy's past, present, and future.

Values:

The Tracy Parks & Recreation Department's Core Values are:

- Inclusivity
- Spirituality
- Environmental Stewardship
- Professional Growth
- Accessibility
- Life Long Learning
- Personal Development
- Fun and Celebration
- Diversity of Experience
- Service to Community
- Healthy Lifestyles

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – QUALITY OF LIFE

Administrative Division

- Community Facilities, Recreation, and Transportation Divisions were brought together for the reformation of the Parks & Recreation Department.
- Lease agreement with Tracy Little League at Legacy Fields.

Recreation Division

- Hosted two Girl's Night Out events with 1,000 in attendance, 70 vendors and at each event.
- Partnered with the Jr. Warriors to facilitate youth basketball program with 230 boys and girls.
- Continue to host the Downtown Summer Block party series for a total of 6 events.
- Joe Wilson Community Pool was reopened for recreation swim and drop in classes.
- Special Interest classes (sports technology, health & wellness, cooking, and enrichment) served over 2500 participants.

Community Services Division

- Facility Reservations Handbook was developed.
- Over 820 facility use and special event permits were issued
- 46 different organizations rented City sports fields.
- New vendor contracted to provide concession services at Tracy Sports Complex and Joe Wilson Pool.
- Awarded construction contract for reconstruction of general aviation ramp area at Tracy Municipal Airport.
- Completed reconstruction of the runways and taxiways at the Tracy Municipal Airport.
- Contracted with Ride Right, LLC for the operation and maintenance of the Tracer bus service.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE

Administrative Division

- Begin and complete renovation of the interior of the Community Center.
- Begin and complete the expansion and renovation of the Senior Center.
- Begin and complete the installation of a recirculation system for the splash pad at McDonald Park.



Parks and Recreation

- Begin construction on Legacy Fields Phase 1C.
- Seek approval from Council for Legacy Fields Lighting and Amenities funding allocation.
- Seek approval from Council for the final design of the Aquatic Center.
- Seek approval from Council for design and maintenance agreement of a South County Park with San Joaquin County.
- Coordinate an intergovernmental agreement to transfer property for active and passive park facilities adjacent to Legacy Fields.

Recreation Division

- Senior Center: continue senior programming and assist over 100 new seniors.
- Youth & Teen Division: offer 4 teen summer camps and increase participation by 15%.
- Community Events: host Blues, Brew & BBQ event (15 local vendors; 1500 attendees).
- Special Interest: will seek at least 4 new contractors to teach new health & wellness and technology classes.
- Youth Advisory Commission: will continue to increase their visibility in the community to assist in marketing teen programs and conduct several community service projects that benefit the Tracy Community.

Community Services Division

- Aquatics: increase participation by 10% for swim lessons and recreation swim; generate at least \$155,000 revenue.
- Athletics: Junior Giants program to reach over 600 boys and girls and 60 volunteers.
- Provide fixed route service for over 140,000 riders; provide Paratransit service for over 15,000 riders, operating services Monday through Saturday.
- Generate at least \$50,000 in revenue from rentals at the Tracy Transit Station.
- Maintain a constant lease rate of 95% of the 51 available city-owned hangars.
- Generate at least \$50,000 in net revenue from fuel sales at the airport.
- New Jerusalem Airport property lease for agricultural use with net revenue of at least \$50,000 annually.
- Generate over \$234,100 in program revenues.
- Installation of security cameras at the Transit Station and Park and Ride Lot.
- Complete reconstruction of the general aviation ramp area at the Tracy Airport.
- Purchase of additional replacement fixed route and Paratransit buses.
- Award contract for the replacement of the AWOS at the Tracy Municipal Airport.
- Installation of a new PAPI unit on Runway 30 at the Tracy Municipal Airport.

Significant Changes Fiscal Years 2017-2019:

Capital Projects

- Legacy Fields: 8 soccer fields operational by fall of 2017; Phase 1C construction to conclude by summer of 2018.
- McDonald Park Splash Pad recirculation system installation construction - start late summer 2017, complete by fall 2017.
- Community Center Phase 1 renovations complete by fall 2017.
- Senior Center: expansion to begin by March 2018 and continue through fall of 2019
- Tracy Branch Library: new roof construction to be complete by fall 2017



Parks and Recreation

- Transit: Update Short Range Transit Plan; purchase of replacement buses for Fixed Route and Paratransit; install additional security cameras at Transit Station; update Bikeways Master Plan
- Airport: install new AWOS (Automated Weather Observation System); install PAPI (Precision Approach Path Indicator) on Runway 30; reconstruction of pavements in south hangar area; installation of new airport beacon.

Programming

- Aquatics: Junior Lifeguard Class (corresponds to Junior Guard program)
- Seniors: Senior Center will be offering one new cooking and baking class.
- Youth & Teens: 3 new teen camps will be offered for summer programming.

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	1.00	1.00	1.00
Airport Coordinator	1.00	1.00	1.00
Clerical	4.28	4.28	4.28
Division Manager II	0.50	0.50	0.50
Executive Asst	1.00	1.00	1.00
Facility Attendant	7.00	7.00	7.00
Lifeguard	12.50	12.50	12.50
Maintenance Worker II		1.00	1.00
Mgmt Analyst I	1.00	1.00	1.00
Mgmt Analyst II	1.00	1.00	1.00
P&R Commissioners	1.12	1.12	1.12
Parks Director	1.00	1.00	1.00
Pool Manager	2.00	2.00	2.00
Project Manager		1.00	1.00
Recreation Coord	1.00	1.00	1.00
Recreation Leader I	0.20	0.20	0.20
Recreation Leader I	0.18	0.18	0.18
Recreation Leader II	10.50	10.50	10.50
Recreation Leader II	0.80	0.80	0.80
Recreation Leader III	0.95	0.95	0.95
Recreation Leader III	1.15	1.15	1.15
Recreation Prgm Coord I	2.00	2.00	2.00
Recreation Prgm Coordinator	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Senior Lifeguard	3.00	3.00	3.00
Senior Maintenance Worker	1.00	1.00	1.00
Transportation Commissioners	1.53	1.53	1.53
Grand Total	57.71	59.71	59.71

Parks and Recreation

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	23708	Personnel	386,667	0	365,620	365,620	372,932	380,391
		Purchased Services and Supplies	77,225	1,462	63,555	63,555	64,826	66,123
	23708 Total		463,892	1,462	429,175	429,175	437,759	446,514
	41101	Personnel	247,123	469,467	551,484	551,484	562,514	573,764
		Purchased Services and Supplies	122,422	191,552	188,260	188,260	192,025	195,866
	41101 Total		369,545	661,019	739,744	739,744	754,539	769,630
	41103	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	179,284	195,660	201,060	201,060	205,081	209,183
	41103 Total		179,284	195,660	201,060	201,060	205,081	209,183
	41401	Personnel	76,892	79,010	84,215	84,560	86,252	87,977
		Purchased Services and Supplies	134,665	168,810	168,990	168,990	172,370	175,817
	41401 Total		211,558	247,820	253,205	253,550	258,621	263,794
	41402	Personnel	18,802	239,880	115,464	116,672	119,005	121,385
		Purchased Services and Supplies	125,734	75,110	222,245	222,245	226,690	231,224
	41402 Total		144,536	314,990	337,709	338,917	345,695	352,609
	41403	Personnel	7,446	26,900	48,871	49,588	50,580	51,591
		Purchased Services and Supplies	82,430	99,730	99,930	99,930	101,929	103,967
	41403 Total		89,876	126,630	148,801	149,518	152,508	155,558
	41404	Personnel	107,903	135,300	170,996	171,272	174,698	178,192
		Purchased Services and Supplies	43,525	56,600	56,790	56,790	57,926	59,084
	41404 Total		151,428	191,900	227,786	228,062	232,624	237,276
	41405	Personnel	116,262	108,300	111,654	112,207	114,451	116,741
		Purchased Services and Supplies	112,889	127,772	130,990	130,990	133,610	136,282
	41405 Total		229,151	236,072	242,644	243,197	248,061	253,023
	41406	Personnel	4,243	10,100	10,777	10,777	10,993	11,213
		Purchased Services and Supplies	12,388	16,200	16,460	16,460	16,789	17,125
	41406 Total		16,631	26,300	27,237	27,237	27,782	28,338
	41408	Personnel	97,904	99,863	1,948,274	1,949,735	1,988,730	2,028,504
		Purchased Services and Supplies	93,277	116,960	117,460	117,460	119,809	122,205
	41408 Total		191,181	216,823	2,065,734	2,067,195	2,108,539	2,150,710
	41409	Personnel	56,335	60,900	65,572	65,865	67,182	68,526
		Purchased Services and Supplies	25,010	35,270	35,580	35,580	36,292	37,017
	41409 Total		81,345	96,170	101,152	101,445	103,473	105,543
	41501	Personnel	0	399,734	399,734	399,734	407,729	415,883
		Purchased Services and Supplies	0	219,670	230,505	230,505	235,115	239,817
	41501 Total		0	619,404	630,239	630,239	642,844	655,701



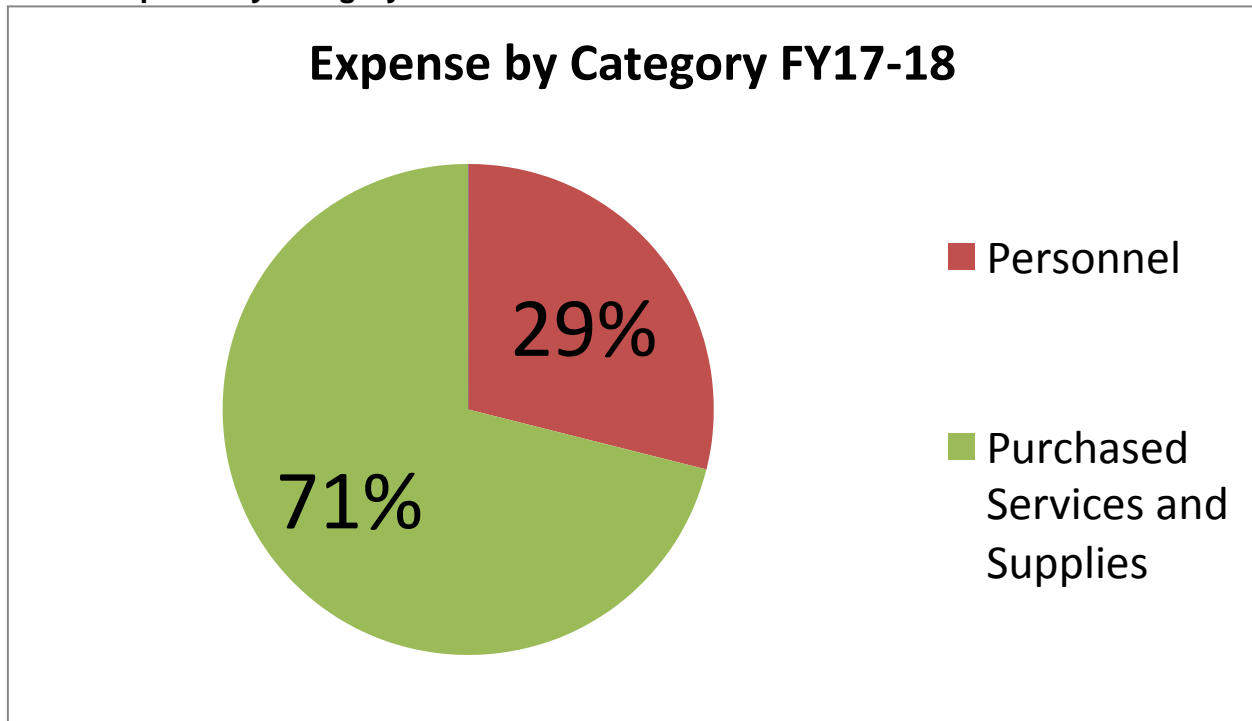
Parks and Recreation

41701	Personnel	144,387	0	0	0	0	0
	Purchased Services and Supplies	442,369	48	48	48	49	50
41701 Total		586,756	48	48	48	49	50
41702	Personnel	183,188	0	0	0	0	0
	Purchased Services and Supplies	165,511	0	0	0	0	0
41702 Total		348,699	0	0	0	0	0
41703	Personnel	82,037	0	0	0	0	0
	Purchased Services and Supplies	32,902	0	0	0	0	0
41703 Total		114,940	0	0	0	0	0
41704	Personnel	95,424	0	0	0	0	0
	Purchased Services and Supplies	166,470	0	0	0	0	0
41704 Total		261,895	0	0	0	0	0
41705	Personnel	95,228	0	0	0	0	0
	Purchased Services and Supplies	38,207	0	0	0	0	0
41705 Total		133,435	0	0	0	0	0
GENERAL FUND Total		3,574,151	2,934,299	5,404,534	5,409,388	5,517,576	5,627,928
AIRPORT							
23902	Personnel	171,574	0	273,103	291,927	297,766	303,721
	Purchased Services and Supplies	233,356	2,523	76,320	76,320	77,846	79,403
23902 Total		404,929	2,523	349,423	368,247	375,612	383,124
41901	Personnel	0	170,606	0	0	0	0
	Purchased Services and Supplies	0	386,720	387,696	387,696	395,450	403,359
41901 Total		0	557,326	387,696	387,696	395,450	403,359
AIRPORT Total		404,929	559,849	737,119	755,943	771,062	786,483
TRANSPORTATION							
23901	Personnel	315,749	0	356,856	389,534	397,325	405,272
	Purchased Services and Supplies	1,380,684	51,829	134,850	134,850	137,547	140,298
23901 Total		1,696,433	51,829	491,706	524,384	534,872	545,570
41101	Purchased Services and Supplies	2,034	0	0	0	0	0
41101 Total		2,034	0	0	0	0	0
41801	Personnel	0	313,346	313,346	313,346	319,613	326,005
	Purchased Services and Supplies	0	3,904,870	3,913,585	3,913,585	3,991,856	4,071,693
41801 Total		0	4,218,216	4,226,931	4,226,931	4,311,469	4,397,698
TRANSPORTATION Total		1,698,468	4,270,045	4,718,636	4,751,315	4,846,341	4,943,268
Grand Total		5,677,548	7,764,193	10,860,289	10,916,646	11,134,979	11,357,679



Parks and Recreation

Use of Expense by Category



Expenditures by Fund

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	23708	Community Facilities	463,892	1,462	429,175	429,175	437,759	446,514
	41101	Recreation Management	369,545	661,019	739,744	739,744	754,539	769,630
	41103	Library	179,284	195,660	201,060	201,060	205,081	209,183
	41401	Spec Interest Classes	211,558	247,820	253,205	253,550	258,621	263,794
	41402	Aquatics	144,536	314,990	337,709	338,917	345,695	352,609
	41403	Athletics	89,876	126,630	148,801	149,518	152,508	155,558
	41404	Youth Development	151,428	191,900	227,786	228,062	232,624	237,276
	41405	Senior Citizens	229,151	236,072	242,644	243,197	248,061	253,023
	41406	MCYS - P&C	16,631	26,300	27,237	27,237	27,782	28,338
	41408	Comm Events	191,181	216,823	2,065,734	2,067,195	2,108,539	2,150,710
	41409	Teen Recreation	81,345	96,170	101,152	101,445	103,473	105,543
	41501	Community Facilities	0	619,404	630,239	630,239	642,844	655,701
	41701	Cultural Arts	586,756	48	48	48	49	50
	41702	Art Education	348,699	0	0	0	0	0
	41703	Art Gallery	114,940	0	0	0	0	0
	41704	Theatre Present	261,895	0	0	0	0	0
41705	Theatre Rentals	133,435	0	0	0	0	0	
GENERAL FUND Total			3,574,151	2,934,299	5,404,534	5,409,388	5,517,576	5,627,928



Parks and Recreation

AIRPORT	23902	Airport Operations	404,929	2,523	349,423	368,247	375,612	383,124
	41901	Airport Operations	0	557,326	387,696	387,696	395,450	403,359
AIRPORT Total			404,929	559,849	737,119	755,943	771,062	786,483
TRANSPORTATION	23901	Transit Operations	1,696,433	51,829	491,706	524,384	534,872	545,570
	41101	Recreation Management	2,034	0	0	0	0	0
	41801	Transit Operations	0	4,218,216	4,226,931	4,226,931	4,311,469	4,397,698
TRANSPORTATION Total			1,698,468	4,270,045	4,718,636	4,751,315	4,846,341	4,943,268
Grand Total			5,677,548	7,764,193	10,860,289	10,916,646	11,134,979	11,357,679





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Police Department



MISSION STATEMENT

Committed to Community
Partnerships

Larry Esquivel
Police Chief





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Police Department

Department Overview:

The Police Department provides for law enforcement and public safety within the City through patrol, traffic, investigations, animal control, and communication services.

Division and Programs:

Bureau of Field Operations

The Bureau of Field Operations is the uniformed front-line law enforcement section of the department and which is broken down into two divisions. The Patrol Division consists of 6 patrol units, the Crisis Response Unit, and the Training Cadres. The Community Services Division is comprised of the Traffic Unit and Community Policing Unit, which includes Neighborhood Resource Officers, School Resource Officers, Crime Prevention and the Volunteers in Police Service (VIPS).

Bureau of Support Services

The Bureau of Support Services is one of three major divisions of the Tracy Police Department. The Bureau has a variety of specialized units dedicated to providing quality customer service to the community we serve. Support Services is comprised of the following: Communications 9-1-1, Records, Fiscal, Animal Services, and Crime Analysis.

Bureau of Investigations

The General Investigations Unit (GIU) consists of one sergeant and eight detectives. GIU investigates crimes against persons, forcible rape, robberies, homicides, crimes against juveniles. GIU also investigates crimes against property such as burglaries, grand thefts, vehicle thefts, and high tech crimes. The Special Investigations Unit (SIU) is staffed with four detectives and one sergeant. SIU investigates cases involving illegal drugs, vice and human trafficking. The Special Enforcement Unit (SEU) consists of one sergeant and six officers. SEU is a high visibility enforcement unit that addresses current issues in the City. The Forensic Services Unit is staffed with four crime scene technicians and one supervisor. The FSU responsibilities are to respond to crime scenes, document and collect evidence and are also responsible for the release and disposal of property.

Boards/Committee Liaison:

Community Advisory Board (CAB)

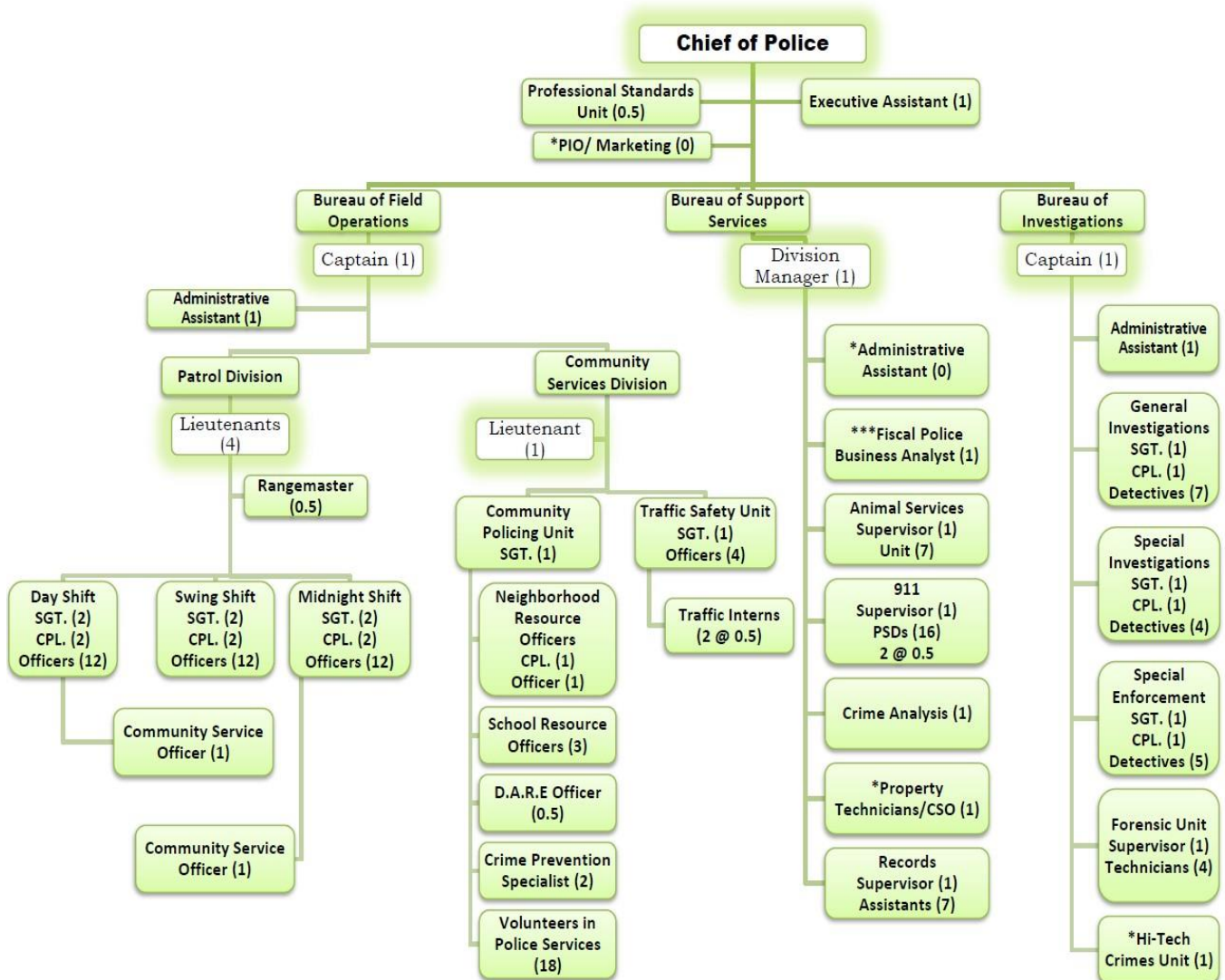
The Community Advisory Board (CAB) is made up of residents and community leaders with a mission to keep the lines of communication open between the people of Tracy and the police. The mission of the board is “to enhance relationships, have courageous conversations when needed, erase misconceptions, focus on youth, conduct outreach and develop a better understanding of each other and work together toward common goals.”

Tracy Police Activity League (PAL)

The Police Activities League (PAL) is a non-profit organization created through donations from the community. The Tracy PAL provides an opportunity for officers to engage with the community’s youth to instill self-discipline, self-respect, and a positive image role model. Over the next year, the organizers will be seeking additional donations and fundraisers to increase the activities to include a junior baseball team and boxing programs. The Tracy PAL will also be searching for a place to have a Tracy PAL headquarters to provide programs in neighborhoods to accommodate more youth activities.

Police Department

Department Org Chart:



Mission:

A professional organization trusted by our community to ensure a safe and prosperous environment while enhancing the quality of life. The Mission of the Bureau of field Operations is to protect life and property, while building community partnerships and maintaining the quality of life in the City of Tracy. The Mission of the Bureau of Support Services is to provide the residents and community of Tracy with emergency and non-emergency police services in a courteous, professional and timely manner. The mission of the Bureau of Investigations is to objectively investigate crimes while honoring established legal principles, properly document investigations, process evidence and present the findings for the District Attorney's review.

Police Department

Vision:

Advancing the standard by which courageous, ethical, and innovative policing is measured.

Values:

Service

Always seek long term resolutions to problems; provide honest, open and timely (HOT) feedback; support organizational goals and strive to achieve them; stand against gossip and rumors; provide prompt response to requests and communications; promote proactive attitudes.

Integrity

Honesty in thought and actions; address behaviors, not reputations; practice organizational loyalty over personal loyalties; place organizational priorities over personal agendas.

Excellence

Challenge status-quo by promoting new creative and innovative ideas; always be proud of your profession and department; ascribe to being lifelong learner; always perform at department's highest level or organizational standards; lead by example; always go the extra step to meet the community's needs.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – PUBLIC SAFETY/QUALITY OF LIFE

- Bureau of Field Operations

With the assistance of the City Attorney's Office, modified the current municipal codes to better address the quality of life issues within the City. Reduced Part 1 crimes by 20% with the use of technology. Responded to over 75,000 calls for service. Made 2,701 arrests. Attended or held over 40 community outreach events, including National Night Out block parties, Safety Fair, and community meetings.

- Bureau of Support Services

The implementation of electronic citation writers for patrol and traffic officers was completed. The use of the technology enhances the efficiency and effectiveness by reducing the redundant data entry by Records and Court personnel. The data is transferred electronically to the Records Management System and Courts. Our department increased our outreach to the community through the use of social media, such as Facebook and Twitter.

- Bureau of Investigations

In 2016 the General Investigations Unit was assigned 465 cases, closed 255 and suspended 143. The clearance rate in 2016 was 54% for all crimes. The Special Investigations Unit made 44 arrests, seized 1,230 pounds of marijuana, half a pound of methamphetamine, 8 firearms and served 60 search warrants. The Forensic Service Unit performed 798 investigations and collected and processed a total of 9,181 individual items of evidence.



Police Department

City Council Strategic Priorities – PUBLIC SAFETY/GOVERNANCE

- Added nine positions to enhance and provide a higher level of public safety and quality of life. Positions include: four Police Officers, two Public Safety Dispatcher Is, one Crime Prevention Specialist, and two Community Service Officers.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – PUBLIC SAFETY/QUALITY OF LIFE

- Bureau of Field Operations
Reduce homelessness by a multi-faceted approach to include Restorative Policing and Operation Helping Hands. Reduce crime through crime prevention education, technology and deployment of resources. To increase community engagement through community watch groups, community presentations, and the community oriented policing model. To reduce collision related injuries through education, engineering and enforcement.
- Bureau of Support Services:
Increase our efforts towards reducing property crimes through crime analysis.
- Bureau of Investigations
To keep the clearance rate above 50% for all cases assigned to the General Investigations Unit. Reduce crime rate through enforcement and education. Conduct operations to reduce theft through the use of bait cars and packages. Work with our transportation hubs and businesses to reduce the shipping of illegal drugs. Add a hi-tech position to GIU and a property clerk position to Forensic Services.

Significant Changes Fiscal Years 2017-2019:

In April 2017, the City Council approved the addition of four new police officers, a crime prevention officer, two public safety dispatchers and two community services officer. The addition of sworn and non-sworn personnel is vital to the organization to provide services to the new development in both commercial and residential growth.



Police Department

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	3.00	3.00	3.00
Animal Serv Aide	2.00	2.00	2.00
Animal Serv Officer I	2.00	2.00	2.00
Animal Serv Officer II	2.00	2.00	2.00
Animal Serv Sup	1.00	1.00	1.00
Comm Unit Supervisor	1.00	1.00	1.00
Community Services Officer	3.00	3.00	3.00
Crime Analyst	1.00	1.00	1.00
Crime Prevention Specialist	2.00	2.00	2.00
Crime Scene Technician	4.00	4.00	4.00
Crime Scene/Prop Unit Super	1.00	1.00	1.00
DARE Officer	0.45	0.45	0.45
Exec Asst	1.00	1.00	1.00
Executive Asst	1.00	1.00	1.00
Lead Public Safety Dispatcher	4.00	4.00	4.00
Pol Reserve Officer	0.35	0.35	0.35
Police Captain	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00
Police Corporal	11.00	11.00	11.00
Police Intern	0.50	0.50	0.50
Police Lieutenant	5.00	5.00	5.00
Police Officer	37.00	37.00	37.00
Police Officer (NRO)	1.00	1.00	1.00
Police Officer (Detective)	7.00	7.00	7.00
Police Officer (Sch RO)	3.00	3.00	3.00
Police Officer (SEU)	6.00	6.00	6.00
Police Officer (SIU)	3.00	3.00	3.00
Police Officer (Traffic)	3.00	3.00	3.00
Police Records Asst I	6.00	6.00	6.00
Police Records Asst II	1.00	1.00	1.00
Police Sergeant	11.00	11.00	11.00
Police Support Oper Mgr	1.00	1.00	1.00
Prof Standards Officer	0.50	0.50	0.50
Public Safety Dispatcher I	5.00	5.00	5.00
Public Safety Dispatcher II	7.00	7.00	7.00
Range Master	0.11	0.11	0.11
Records Unit Supervisor	1.00	1.00	1.00
Temp PD Dispatcher	0.34	0.34	0.34
Grand Total	141.25	141.25	141.25



Police Department

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	21101	Personnel	615,176	625,783	628,747	629,560	642,151	654,994
		Purchased Services and Supplies	144,757	147,809	149,309	149,309	152,295	155,341
	21101 Total		759,933	773,592	778,056	778,869	794,446	810,335
	21109	Purchased Services and Supplies	0	0	-22,980	-22,980	-23,440	-23,908
	21109 Total		0	0	-22,980	-22,980	-23,440	-23,908
	21201	Personnel	9,617,797	9,810,410	9,655,650	9,655,963	9,849,082	10,046,063
		Purchased Services and Supplies	1,278,013	1,345,680	1,366,166	1,366,166	1,393,489	1,421,359
	21201 Total		10,895,809	11,156,090	11,021,816	11,022,129	11,242,571	11,467,422
	21202	Personnel	1,030,592	1,002,500	1,069,059	1,069,870	1,091,267	1,113,093
		Purchased Services and Supplies	56,479	86,957	85,985	85,985	87,705	89,459
	21202 Total		1,087,071	1,089,457	1,155,044	1,155,855	1,178,972	1,202,551
	21203	Personnel	143,537	151,200	171,630	171,951	175,390	178,897
		Purchased Services and Supplies	29,683	38,670	39,484	39,484	40,273	41,079
	21203 Total		173,219	189,870	211,114	211,434	215,663	219,976
	21204	Personnel	0	20,330	96,941	96,941	98,879	100,857
		Purchased Services and Supplies	4,299	16,000	16,000	16,000	16,320	16,646
	21204 Total		4,299	36,330	112,941	112,941	115,199	117,503
	21206	Personnel	715,736	741,524	780,096	782,447	798,096	814,058
		Purchased Services and Supplies	136,218	151,550	154,589	154,589	157,680	160,834
	21206 Total		851,954	893,074	934,685	937,035	955,776	974,891
	21207	Personnel	603,295	612,020	721,837	722,145	736,588	751,319
		Purchased Services and Supplies	54,570	59,910	60,815	60,815	62,031	63,272
	21207 Total		657,865	671,930	782,652	782,960	798,619	814,591
	21208	Personnel	419,416	552,460	701,168	704,758	718,853	733,230
		Purchased Services and Supplies	65,516	70,820	72,678	72,678	74,132	75,614
	21208 Total		484,932	623,280	773,846	777,436	792,984	808,844
	21209	Personnel	0	-150,000	-153,000	-156,060	-159,181	-162,365
		Purchased Services and Supplies	222,044	240,000	240,000	240,000	244,800	249,696
	21209 Total		222,044	90,000	87,000	83,940	85,619	87,331
	21225	Personnel	17,963	62,720	62,720	62,720	63,974	65,254
		Purchased Services and Supplies	0	7,280	7,280	7,280	7,426	7,574
	21225 Total		17,963	70,000	70,000	70,000	71,400	72,828
	21301	Personnel	1,850,873	1,943,049	1,919,250	1,919,438	1,957,826	1,996,983
		Purchased Services and Supplies	197,336	219,294	225,249	225,249	229,753	234,349
	21301 Total		2,048,209	2,162,343	2,144,499	2,144,686	2,187,580	2,231,331
	21303	Personnel	1,018,888	1,030,500	1,116,434	1,116,559	1,138,890	1,161,668
		Purchased Services and Supplies	145,739	153,600	156,871	156,871	160,008	163,209
	21303 Total		1,164,628	1,184,100	1,273,305	1,273,430	1,298,898	1,324,876



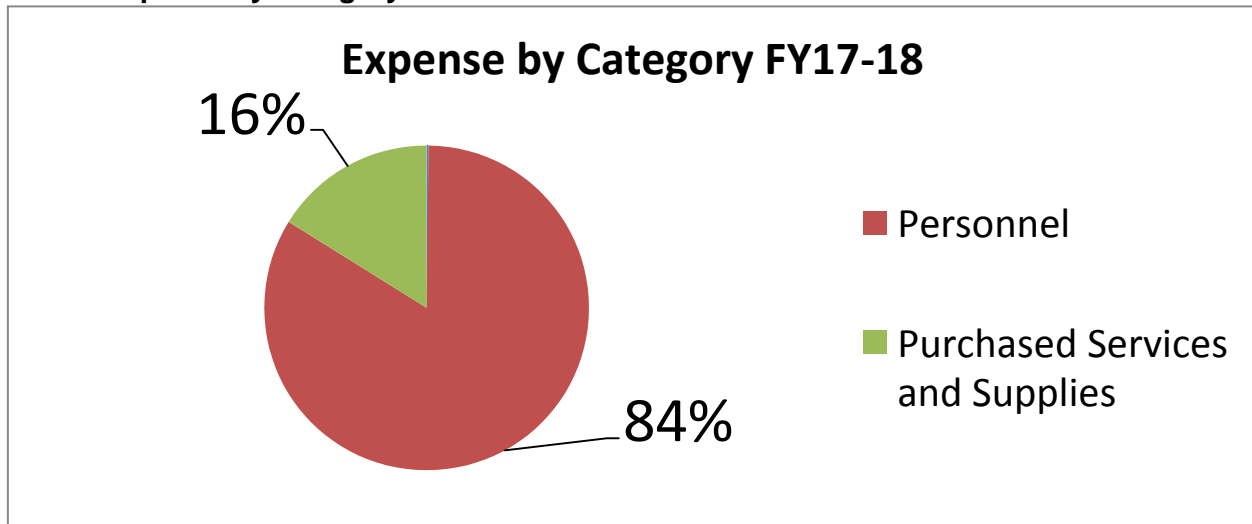
Police Department

21304	Personnel	710,847	727,900	791,852	792,102	807,944	824,103
	Purchased Services and Supplies	104,424	156,323	159,012	159,012	162,192	165,436
21304 Total		815,272	884,223	950,864	951,114	970,136	989,539
21401	Personnel	870,211	942,048	986,773	987,398	1,007,146	1,027,289
	Purchased Services and Supplies	401,316	442,430	448,030	448,030	456,991	466,130
21401 Total		1,271,527	1,384,478	1,434,803	1,435,428	1,464,137	1,493,420
21406	Personnel	1,814,221	2,174,362	2,184,342	2,193,365	2,237,233	2,281,977
	Purchased Services and Supplies	469,845	584,370	591,332	591,332	603,159	615,222
21406 Total		2,284,066	2,758,732	2,775,674	2,784,697	2,840,391	2,897,199
21503	Personnel	159,056	149,400	149,400	149,400	152,388	155,436
	Purchased Services and Supplies	0	0	0	0	0	0
21503 Total		159,056	149,400	149,400	149,400	152,388	155,436
21504	Personnel	662	0	0	0	0	0
	Purchased Services and Supplies	93,358	107,020	121,420	121,420	123,848	126,325
21504 Total		94,020	107,020	121,420	121,420	123,848	126,325
21505	Personnel	31,782	28,000	29,300	29,300	29,886	30,484
	Purchased Services and Supplies	10,282	13,590	13,693	13,693	13,967	14,246
21505 Total		42,064	41,590	42,993	42,993	43,853	44,730
21506	Personnel	38,237	20,000	20,300	20,300	20,706	21,120
	Purchased Services and Supplies	0	0	0	0	0	0
21506 Total		38,237	20,000	20,300	20,300	20,706	21,120
21508	Purchased Services and Supplies	35,043	31,410	31,664	31,664	32,297	32,943
21508 Total		35,043	31,410	31,664	31,664	32,297	32,943
GENERAL FUND Total		23,107,210	24,316,920	24,849,094	24,864,749	25,362,044	25,869,285
SPECIAL REVENUE	21201	Personnel	0	0	0	0	0
	21201 Total	0	0	0	0	0	0
	21501	Purchased Services and Supplies	106,165	135,906	116,256	116,256	118,581
		Debt	30,000	50,000	50,000	50,000	52,020
	21501 Total	136,165	185,906	166,256	166,256	169,581	172,973
SPECIAL REVENUE Total		136,165	185,906	166,256	166,256	169,581	172,973
Grand Total		23,243,375	24,502,826	25,015,350	25,031,005	25,531,625	26,042,258



Police Department

Use of Expense by Category



Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	21101	Police Admin	759,933	773,592	778,056	778,869	794,446	810,335
	21109	Police Support	0	0	-22,980	-22,980	-23,440	-23,908
	21201	Patrol Force	10,895,809	11,156,090	11,021,816	11,022,129	11,242,571	11,467,422
	21202	Traffic Enforcement	1,087,071	1,089,457	1,155,044	1,155,855	1,178,972	1,202,551
	21203	Parking Enforcement	173,219	189,870	211,114	211,434	215,663	219,976
	21204	Pol Reserve	4,299	36,330	112,941	112,941	115,199	117,503
	21206	Animal Services	851,954	893,074	934,685	937,035	955,776	974,891
	21207	Youth Services	657,865	671,930	782,652	782,960	798,619	814,591
	21208	Crime Prevention	484,932	623,280	773,846	777,436	792,984	808,844
	21209	School Crossing Gds	222,044	90,000	87,000	83,940	85,619	87,331
	21225	Traffic Enforce Gts	17,963	70,000	70,000	70,000	71,400	72,828
	21301	Gen Investigations	2,048,209	2,162,343	2,144,499	2,144,686	2,187,580	2,231,331
	21303	Gang & Narcotics Enforce	1,164,628	1,184,100	1,273,305	1,273,430	1,298,898	1,324,876
	21304	Property/Evidence	815,272	884,223	950,864	951,114	970,136	989,539
	21401	Police Records	1,271,527	1,384,478	1,434,803	1,435,428	1,464,137	1,493,420
	21406	PD Communications	2,284,066	2,758,732	2,775,674	2,784,697	2,840,391	2,897,199
	21503	PD COPS Grant	159,056	149,400	149,400	149,400	152,388	155,436
	21504	Police Training	94,020	107,020	121,420	121,420	123,848	126,325
	21505	PD SWAT Team	42,064	41,590	42,993	42,993	43,853	44,730
	21506	PD Spec Events	38,237	20,000	20,300	20,300	20,706	21,120
21508	Mobile Cmmd Post	35,043	31,410	31,664	31,664	32,297	32,943	
GENERAL FUND Total			23,107,210	24,316,920	24,849,094	24,864,749	25,362,044	25,869,285
SPECIAL REVENUE	21201	Patrol Force	0	0	0	0	0	0
	21501	Fund 231 Activities	136,165	185,906	166,256	166,256	169,581	172,973
SPECIAL REVENUE Total			136,165	185,906	166,256	166,256	169,581	172,973
Grand Total			23,243,375	24,502,826	25,015,350	25,031,005	25,531,625	26,042,258



Public Works Department

MISSION STATEMENT

Maintain and operate Tracy's public facilities and infrastructure in an efficient and cost effective manner while preserving the health, safety, and aesthetics of our community.

Don Scholl
Public Works Director





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Public Works

Department Overview:

The Public Works Department provides maintenance services for the City's streets, sidewalks, traffic systems, parks, sports facilities, urban forest, Landscape Maintenance District (LMD), public buildings, and city vehicles. The Department also maintains and repairs fire hydrants and the water distribution, sewer collection, and storm drain systems. Public Works assists in reducing blight within the community through graffiti abatement and clean-up of illegal dumping on public property, and provides support for Code Enforcement efforts. Finally, the Department manages the City's solid waste and recycling programs, and coordinates and provides support for community and special events.

Divisions and Programs:

Administrative Division

This division administers and directs over 20 different Public Works programs. It administers a budget of over \$40,000,000 and manages over 80 employees. Key among the Division's roles is to assure quality customer service to residents, businesses and visitors to Tracy, and to provide the necessary administrative support and resources for the Department's operations staff.

Solid Waste and Recycling Division

This division oversees the agreements for all waste collection, disposal and recycling throughout the City. It is also charged with the task of educational outreach on the benefits of recycling. Staff works with the contracted service providers to develop new programs to assure compliance with regulations and to address customer concerns.

Internal Services Division

Fleet Services provides fuel, repairs and preventative maintenance for City-owned vehicles and equipment. *Fleet* administers and monitors contracted repairs and maintains vehicle records. *Building Maintenance* provides maintenance and repair services for all City buildings and facilities. Such services include: structural, electrical, plumbing, HVAC, and roofing. *Custodial Services* provides custodial services for City owned buildings. *Graffiti Abatement* provides graffiti removal services to City property.

Utilities Maintenance Division

Water Distribution maintains and repairs the City's water distribution system including water mains, service connections, valves and fire hydrants. *Water Meters* reads, tests, repairs and replaces water meters on the City's water system and provide water turn-on and turn-off services. *Wastewater Collection* maintains and repairs the City's sewer collection system including sewer mains and laterals. *Storm Drainage* maintains and repairs the City's storm drainage system including storm drains, catch basins, channel ways, ditches and detention basins.

Landscape Maintenance District Division

This division administers the operation and maintenance of the City's Landscape Maintenance District (LMD), including streetscapes, medians and parks; this includes both internal and contracted services.

Aquatics Maintenance Division

This division performs all maintenance and repair of City splash pads, water features and pool.



Public Works

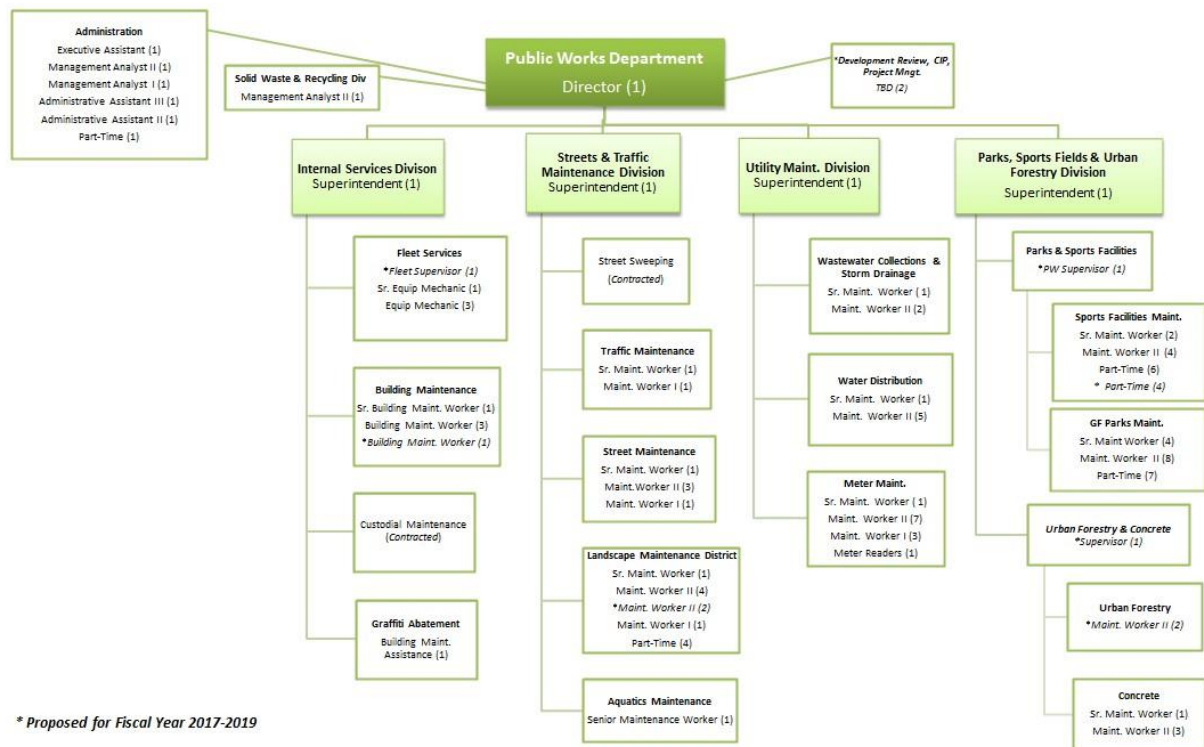
Street and Traffic Maintenance Division

Streets maintains and repairs over 241 centerline miles of roadway surfaces. Street maintenance and repairs include resurfacing roadways, crack sealing, filling potholes, and replacing deteriorated asphalt. Management of the City's street sweeping contractor is also included. This program supports the efforts of Code Enforcement through the removal of illegal dumping and homeless encampments. *Traffic Maintenance* maintains all City signs and street markings in the public right-of-way. Traffic control for community events and rentals such as parades and downtown block parties are provided by this division.

Parks, Sports Fields & Urban Forestry Division

The *General Fund Parks Maintenance* program is responsible for the maintenance and repair of over 200 acres of developed land consisting of 21 neighborhood and community parks such as Lincoln and Dr. Powers parks, various landscaped sites such as the Downtown Plaza and the Civic Center complex. In-house staff performs the entire range of duties required for park and landscape maintenance. *Sports Facility Maintenance* is responsible for the preparation, maintenance and repair of all City sports facilities and fields. This includes Legacy Fields, Tracy Sports Complex, Placencia Fields and several neighborhood park sports fields. *Urban Forestry* is responsible for the maintenance of approximately 37,000+ trees located throughout the city. The key tasks include: response to customer concerns, management of contracted tree services, and coordination of emergency response to storm related tree hazard. *Concrete* maintains and repairs concrete surfaces of City streets, sidewalks, curbs and gutters.

Department Org Chart:



Public Works

Mission:

Maintain and operate Tracy's public facilities and infrastructure in an efficient and cost effective manner while preserving the health, safety, and aesthetics of our community.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – QUALITY OF LIFE

Administrative Division

In FY 16-17, the division added a part-time clerical position to address the increasing levels of customer requests and implemented effective tracking systems for construction and development plan reviews. Management oversight of construction was provided for the development of Phase 1B of Legacy Fields.

Solid Waste and Recycling Division

An organizational team successfully negotiated a long-term agreement for material processing and disposal through the Tracy Material Recovery Facility (TMRF). Staff also increased educational outreach efforts regarding the City's recycling program.

Internal Service Maintenance Division

Fleet Services maintained over 235 vehicles and 139 pieces of equipment and completed all mandatory smog, opacity testing, and completed all State, County, and Federal mandated reporting. *Building Maintenance* completed over 980 requests for service on top of regular preventative maintenance of HVAC equipment, plumbing, electrical, and roof maintenance on 50 City facilities with over 271,849 square feet. *Custodial Services* maintained 21 City facilities five days per week and seven facilities seven days per week. *Graffiti Abatement* responded within 24 to 72 hours of notification graffiti and reported all incidents to the Police Department for data tracking and possible cost recovery.

Utilities Maintenance Division

Water Distribution investigated over 240 requests of water leaks and repaired a combination of 135 water main breaks and service leaks; repaired or replaced over 100 fire hydrants. *Water Meters* installed over 4,000 Flex-Net meters. Tested and/or replaced over 80 water meters, and verified GPS locations for all water meters. *Wastewater Collection* repaired 12 sewer laterals totaling over 110' of 4" pipe. Crews completed the cleaning of 15 miles of sewer lines and responded to over 200 calls for sewer repair services. *Storm Drainage* implementation of the volunteer "Maintain-a-Drain" program was completed; removed over eight tons of debris from detention basins and cleaned over 60 drop inlets.

Landscape Maintenance District Division

The Division exceeded park and landscape irrigation water conservation goals. The initial phase of upgrades to the centralized irrigation control systems was completed. Staff continuously worked on improving contractor performance of landscape and park maintenance within the LMD.

Aquatics Division

Began maintenance of the renovated Joe Wilson Pool.

Street and Traffic Maintenance Division

Street Maintenance implemented a new street sweeping contract that improved service and customer satisfaction. Responded to 322 service calls during the calendar year. *Traffic*



Public Works

Maintenance responded to 79 service calls in addition to routine maintenance tasks. *Concrete* removed and replaced 40 damaged or hazardous sites.

Parks, Sports Fields & Urban Forestry Division

General Fund Parks thoroughly inspected all playgrounds each month and safety checked each week. Continuation of various Integrated Pest Management (IPM) strategies to reduce the weeds and pests while using fewer pesticides. *Sports Facility Maintenance* completed minor renovations to the Tracy Ball Park re-grading the infield and reconstruction of the pitchers mound. Installation of security gates around the perimeter of the Sports Complex ball fields was completed. Assumed maintenance of all fields and installed landscaping at Legacy Fields.

Urban Forestry conducted Tracy's second Arbor Day celebration and planted 150 trees throughout several parks and numerous streets. Landscape Maintenance District (LMD) zones have established a programmed pruning cycle. The Division was awarded a \$300,000 Cal Fire urban forestry management plan and tree planting grant.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE/GOVERNANCE

Administrative Division

- Provide support and direction to our 20+ programs within the Department.
- Oversee the Department's budget of over \$40 million.
- Improve the City's quality of life through efficient, sustainable, and innovative practices
- Enhance Tracy's built environment through effective resource and contract management.
- Maintain the City's infrastructure to meet current and future needs of our neighborhoods, support development, and reduce the City's exposure to liability.
- Implement a cohesive employee training program to improve employee safety and encourage personal and career development.
- Leverage existing resources by seeking grants and private partnerships.
- Enhance volunteerism and sponsorship opportunities.
- Increase social media presence emphasizing the Department's value to the community and its accomplishments.

Solid Waste and Recycling Division

- Develop a plan for, and begin implementation of an organic food waste recycling program.
- Increase educational outreach efforts at schools and community events.
- Continue the successful battery recycling program.

Internal Service Maintenance Division

- Implement a revised Fleet Management Program for all City vehicles and equipment.
- Provide fuel, repairs, and preventative maintenance for all City owned vehicles and equipment.
- Maintain all vehicle operation & maintenance cost data.
- Provide maintenance and repair services for all City buildings and facilities.
- Create a plan for replacement of critical building components for all City buildings.
- Continue retrofitting of existing building lighting systems with more energy efficient options.
- Administer Custodial Services contract for 25 City facilities.



Public Works

Utilities Division

- To maintain the expanding water distribution system currently consisting of over 430 miles of water lines and 24,000+ water service connections.
- To inspect and maintain approximately 2,150 fire hydrants and replace approximately 15 aging hydrants per year.
- Continue to update and maintain GIS infrastructure data for all City utility systems.
- To expand the water main flushing and valve exercising programs.
- To respond to water main breaks and service leaks within one hour.
- To complete all USA (Underground Service Alert) service requests within 48 hours.
- To read over 24,000 water meters on a monthly basis and provide data for regular service billing.
- To improve the system by replacing approximately 4,000 meters with Flex-Net automated devices.
- To maintain and test meters over 2”.
- To maintain a wastewater collection system of over 425 miles of sewer lines and 24,000+ sewer service connections.
- Expand preventative maintenance of the collection system by cleaning 20 miles of sewer mains as required by State regulations.
- Division will respond to sewer complaints within one hour of receiving the complaint.
- Continue the sewer main TV inspection program.
- Maintain 180 miles of storm drains and 20 miles of channel ways.
- Prevent the intrusion of hazardous materials into the storm drainage system by responding quickly to spills and illegal dumping.

Landscape Maintenance District Division

- To manage and maintain the LMD with 42 zones, including 51 parks and over 220 park acres.
- Improve irrigation system performance and water use throughout the LMD.
- Continue upgrades to the centralized irrigation control system.
- Develop and implement revised strategies for management of the City's landscape maintenance contractor.
- Manage the levy and collection of the District's special assessments.
- Implement an outreach and educational program for the District.
- Develop a plan for, and begin implementation of various LMD beautification/renovation projects.

Aquatics Maintenance Division

- Continue maintenance and efficient operation of all City water features and the Joe Wilson Pool.

Street and Traffic Maintenance Division

- Implement planned inspection and temporary repair of roadways and signage.
- Work cooperatively with the Engineering Division to develop a list of needed street reconstruction and overlay projects.
- Increase frequency of reapplication of thermoplastic and painted street markings in high-traffic areas.



Public Works

Parks, Sports Fields & Urban Forestry Division

- Maintain all General Fund (GF) parks and amenities in a safe and aesthetically pleasing condition.
- Complete minor renovations to various planter beds and turf areas as needed.
- Enhance pest and weed control efforts at all sites through IPM practices.
- Improve irrigation efficiency and continue upgrades to centralized control system.
- Maintain all City sports complexes and fields at a high standard to ensure safety and playability.
- Continue establishment of the new soccer fields at Legacy Fields.
- Make continuous improvements in the aesthetics of all sports facilities to enhance the customer experience and improve marketability of the facilities.
- Manage the City's inventory of 37,000+ street, park and public facility trees.
- Implement the recently awarded \$300,000 Cal Fire Urban Forestry Management Plan and tree planting grant.
- Increase public outreach and education related to the value of trees within the community.
- Repair or replace sidewalk trip hazards throughout the city.
- Improve processing and coordination of sidewalk repairs related to tree root impacts.

Significant Changes Fiscal Years 2017-2019:

Administrative Division

Creation of a Development Review, CIP and Project Management Division to assist Public Works with checking developer plans; tracking recommended changes to submittals; updating City standards and guidelines that impact the maintenance of City infrastructure; inspecting construction of public parks, landscaping and sports facility installations; and preparing plans for minor improvement projects throughout the city. Two new positions are proposed but the exact job descriptions have yet to be fully developed.

Additional positions aimed at service enhancements, community beautification and improved efficiency may be added over the next two fiscal years based on possible funding from Measure V and/or upon completion of fee studies including a comprehensive water rate study.

Internal Service Maintenance Division

Fleet Services will assume responsibility of sixteen (16) new vehicle/equipment in FY 17/18 and continue to replace and maintenance vehicle/equipment. A new Fleet Maintenance Supervisor is proposed to assist in developing a comprehensive Fleet Management Plan and to manage day to day operations of the Fleet program.

Utilities Division

Purchasing of new GIS & GPS technology to better locate underground utilities and update GIS maps. At mid-year during the previous fiscal year, the Water Distribution program added two new maintenance workers and purchased a mini excavator and an additional Vac-trailer.



Public Works

Landscape Maintenance District Division

In the LMD, there are increases in the Capital Improvement Program that focus on projects that enhance the City's image and quality of life. The Division is requesting to increase staffing levels to meet demand of new development by hiring an additional two Maintenance Workers.

Parks, Sports Fields & Urban Forestry Division

Award of 2016/2017 Urban and Community Forestry California Climate Investment Grant sponsored by Cal FIRE and California Climate Investments in the amount of \$300,000 for a three year period. The grant project titled "Tracy Trees for Tomorrow" will plant over 600 tree in disadvantage communities within Tracy and assist with funding for an Urban Forestry Management Plan. The Division will be adding an Urban Forestry Supervisor and two Maintenance Workers to improve and maintain the City's urban forest as well as provide services within the solid waste and recycling programs. The GF parks and sports fields will be managed by a newly created supervisor position to improve management of the programs resulting in better safety, service levels and beautification of these highly used public facilities. Additional seasonal staff (1 FTE) are also being requested.



Public Works

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	1.00	1.00	1.00
Admin Asst III	1.10	1.10	1.10
Bldg Maintenance Asst	1.00	1.00	1.00
Bldg Maintenance Worker	3.00	4.00	4.00
Clerical (1)	0.67	0.67	0.67
Equipment Mechanic I	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00
Executive Asst	1.00	1.00	1.00
Facilities Maint Supt	0.10	0.10	0.10
Fleet Supervisor		1.00	1.00
Instrumentation Tech	0.05	0.05	0.05
Laborer	3.00	4.00	4.00
Landscape Inspector		1.00	1.00
Maintenance Worker I	5.00	5.00	5.00
Maintenance Worker II	38.00	42.00	42.00
Management Analyst I	1.00	1.00	1.00
Management Analyst II	1.00	1.00	1.00
Meter Reader	3.00	3.00	3.00
Mgmt Analyst II	1.00	1.00	1.00
Plan Check Examiner		1.00	1.00
Plant Mechanic I	0.10	0.10	0.10
Plant Mechanic II	0.15	0.15	0.15
Project Specialist I	2.00	2.00	2.00
Project Specialist II	0.50	0.50	0.50
Pub Works Director	1.00	1.00	1.00
Pub Works M&O Supt	3.00	3.00	3.00
Public Works Supervisor		2.00	2.00
Senior Electrician	0.05	0.05	0.05
Senior Equipment Mechanic	1.00	1.00	1.00
Senior Maintenance Worker	14.00	14.00	14.00
Sr Bldg Maintenance Worker	1.00	1.00	1.00
Temporary Laborer	6.00	6.00	6.00
Utilites Lines Maint Supt	1.00	1.00	1.00
Grand Total	92.72	103.72	103.72



Public Works

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	23101	Personnel	-175,844	492,612	502,944	503,757	513,832	524,108
		Purchased Services and Supplies	121,841	126,940	175,103	133,103	135,765	138,480
	23101 Total		-54,003	619,552	678,047	636,860	649,597	662,589
	23109	Purchased Services and Supplies	0	0	-11,080	-11,080	-11,302	-11,528
		23109 Total		0	0	-11,080	-11,080	-11,302
	23305	Personnel	0	62,300	62,300	62,300	63,546	64,817
		Purchased Services and Supplies	0	37,910	38,651	38,651	39,424	40,212
	23305 Total		0	100,210	100,951	100,951	102,970	105,029
	23401	Personnel	102,575	-242,468	-225,253	-220,939	-225,358	-229,865
		Purchased Services and Supplies	16,010	272,918	274,559	274,559	280,050	285,651
	23401 Total		118,585	30,450	49,306	53,620	54,692	55,786
	23402	Personnel	245,740	-455,460	-491,700	-491,055	-500,876	-510,894
		Purchased Services and Supplies	-84,645	240,069	207,600	207,600	211,752	215,987
	23402 Total		161,096	-215,391	-284,100	-283,455	-289,124	-294,907
	23404	Personnel	149,193	-134,880	-123,158	-123,096	-125,558	-128,069
		Purchased Services and Supplies	-12,279	160,292	158,079	158,079	161,240	164,465
	23404 Total		136,914	25,412	34,920	34,983	35,682	36,396
	23406	Personnel	31,841	0	74,575	74,575	76,066	77,588
		Purchased Services and Supplies	27,328	0	600	100	102	104
	23406 Total		59,168	0	75,175	74,675	76,168	77,692
	23407	Personnel	57,578	0	63,050	63,113	64,375	65,662
		Purchased Services and Supplies	37,752	102	3,980	3,980	4,060	4,141
	23407 Total		95,330	102	67,030	67,093	68,434	69,803
	23409	Personnel	8,581	19,700	19,700	19,700	20,094	20,496
		Purchased Services and Supplies	1,720	5,200	5,200	5,200	5,304	5,410
	23409 Total		10,301	24,900	24,900	24,900	25,398	25,906
	23601	Purchased Services and Supplies	0	140,830	140,830	140,830	143,647	146,520
		23601 Total		0	140,830	140,830	140,830	143,647
	23701	Personnel	1,261,088	1,289,280	1,400,374	1,408,019	1,436,180	1,464,903
		Purchased Services and Supplies	555,140	745,619	800,660	749,660	764,653	779,946
	23701 Total		1,816,228	2,034,899	2,201,034	2,157,679	2,200,833	2,244,849
	23702	Personnel	202,086	191,300	366,274	366,336	373,663	381,136
		Purchased Services and Supplies	173,070	214,601	254,839	254,839	259,936	265,134
	23702 Total		375,157	405,901	621,113	621,175	633,599	646,271
	23703	Personnel	19,359	184,570	433,821	433,821	442,498	451,348
		Purchased Services and Supplies	29,371	160,668	161,502	161,502	164,732	168,026
	23703 Total		48,729	345,238	595,323	595,323	607,229	619,374
	23704	Personnel	0	113,300	115,500	115,500	117,810	120,166



Public Works

	Purchased Services and Supplies	0	152,340	154,960	154,960	158,059	161,220
23704 Total		0	265,640	270,460	270,460	275,869	281,387
23705	Personnel	0	0	-200,000	-200,000	-204,000	-208,080
	Purchased Services and Supplies	106,491	1,916	222,006	131,006	133,626	136,298
23705 Total		106,491	1,916	22,006	-68,994	-70,374	-71,782
23707	Personnel	0	-192,200	-192,200	-192,200	-196,044	-199,965
	Purchased Services and Supplies	0	255,440	256,228	256,228	261,352	266,579
23707 Total		0	63,240	64,028	64,028	65,308	66,614
23708	Personnel	0	0	0	0	0	0
	Purchased Services and Supplies	119,772	0	0	0	0	0
23708 Total		119,772	0	0	0	0	0
23801	Purchased Services and Supplies	0	0	45,000	0	0	0
23801 Total		0	0	45,000	0	0	0
GENERAL FUND Total		2,993,768	3,842,899	4,694,941	4,479,045	4,568,626	4,659,999
GAS TAX	23401	Personnel	0	0	0	0	0
		Purchased Services and Supplies	251,760	2,000	2,000	2,000	2,081
	23401 Total		251,760	2,000	2,000	2,040	2,081
	23402	Personnel	0	0	0	0	0
		Purchased Services and Supplies	230,000	0	0	0	0
	23402 Total		230,000	0	0	0	0
	23404	Personnel	0	0	0	0	0
		Purchased Services and Supplies	100,000	0	0	0	0
	23404 Total		100,000	0	0	0	0
	23406	Personnel	0	0	0	0	0
		Purchased Services and Supplies	100,000	0	0	0	0
	23406 Total		100,000	0	0	0	0
	23504	Personnel	0	0	0	0	0
		Purchased Services and Supplies	0	0	0	0	0
		Transfers Out	190,000	190,000	190,000	193,800	197,676
	23504 Total		190,000	190,000	190,000	193,800	197,676
	23603	Purchased Services and Supplies	0	200,000	200,000	200,000	204,000
	23603 Total		0	200,000	200,000	204,000	208,080
	23705	Personnel	0	0	0	0	0
		Purchased Services and Supplies	198,257	0	0	0	0
	23705 Total		198,257	0	0	0	0
	23707	Personnel	0	74,260	74,260	74,260	77,260
	23707 Total		0	74,260	74,260	75,745	77,260
	25408	Purchased Services and Supplies	0	0	0	0	0
	25408 Total		0	0	0	0	0
GAS TAX Total			1,070,018	466,260	466,260	466,260	475,585
							485,097



Public Works

ASSESSMENT DISTRICTS	23101	Personnel	186,920	77,330	77,330	77,330	78,877	80,454
		Purchased Services and Supplies	0	0	0	0	0	0
	23101 Total		186,920	77,330	77,330	77,330	78,877	80,454
	23601	Personnel	0	944,634	944,634	944,634	963,527	982,797
		Purchased Services and Supplies	0	1,607,390	1,610,340	1,610,340	1,642,547	1,675,398
	23601 Total		0	2,552,024	2,554,974	2,554,974	2,606,073	2,658,195
	23705	Personnel	828,687	-200,000	1,031,771	1,096,001	1,117,921	1,140,280
		Purchased Services and Supplies	1,277,945	3,479	35,590	34,390	35,078	35,779
	23705 Total		2,106,631	-196,521	1,067,361	1,130,391	1,152,999	1,176,059
ASSESSMENT DISTRICTS Total			2,293,551	2,432,833	3,699,665	3,762,695	3,837,949	3,914,708
SPECIAL REVENUE	23401	Personnel	1,000,000	448,000	448,000	448,000	456,960	466,099
		Purchased Services and Supplies	0	0	0	0	0	0
	23401 Total		1,000,000	448,000	448,000	448,000	456,960	466,099
	23402	Personnel	200,000	400,000	400,000	400,000	408,000	416,160
		Purchased Services and Supplies	0	0	0	0	0	0
	23402 Total		200,000	400,000	400,000	400,000	408,000	416,160
	23404	Personnel	200,000	190,900	190,900	190,900	194,718	198,612
		Purchased Services and Supplies	0	0	0	0	0	0
	23404 Total		200,000	190,900	190,900	190,900	194,718	198,612
	23406	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	150,000	0	0	0	0	0
	23406 Total		150,000	0	0	0	0	0
	23705	Personnel	0	200,000	200,000	200,000	204,000	208,080
		Purchased Services and Supplies	0	0	0	0	0	0
	23705 Total		0	200,000	200,000	200,000	204,000	208,080
	23707	Personnel	0	175,740	175,740	175,740	179,255	182,840
		Purchased Services and Supplies	0	0	0	0	0	0
	23707 Total		0	175,740	175,740	175,740	179,255	182,840
SPECIAL REVENUE Total			1,550,000	1,414,640	1,414,640	1,414,640	1,442,933	1,471,791
INTERNAL SERVICES FUNDS	23101	Personnel	181,100	95,700	95,700	95,700	97,614	99,566
		Purchased Services and Supplies	0	0	0	0	0	0
	23101 Total		181,100	95,700	95,700	95,700	97,614	99,566
	23301	Personnel	499,492	520,036	653,436	653,561	666,632	679,965
		Purchased Services and Supplies	806,424	1,274,497	1,319,829	1,329,829	1,356,426	1,383,554
	23301 Total		1,305,917	1,794,533	1,973,265	1,983,390	2,023,058	2,063,519
	23302	Personnel	504,798	531,700	568,779	570,897	582,315	593,962
		Purchased Services and Supplies	280,591	331,406	341,833	342,083	348,925	355,904
	23302 Total		785,389	863,106	910,612	912,981	931,240	949,865
	23303	Personnel	42,606	59,900	61,147	61,272	62,497	63,747
		Purchased Services and Supplies	39,457	70,363	105,270	108,770	110,945	113,164
	23303 Total		82,063	130,263	166,417	170,042	173,443	176,911



Public Works

	69201	Personnel	82,187	87,570	92,824	92,824	94,681	96,574
		Purchased Services and Supplies	0	0	0	0	0	0
	69201 Total		82,187	87,570	92,824	92,824	94,681	96,574
	69303	Purchased Services and Supplies	4,720	0	0	0	0	0
	69303 Total		4,720	0	0	0	0	0
	69501	Personnel	30,742	0	0	0	0	0
	69501 Total		30,742	0	0	0	0	0
	71110	Purchased Services and Supplies	102,774	0	0	0	0	0
	71110 Total		102,774	0	0	0	0	0
	96100	Purchased Services and Supplies	-60,700	0	0	0	0	0
	96100 Total		-60,700	0	0	0	0	0
	97104	Purchased Services and Supplies	188,955	0	0	0	0	0
	97104 Total		188,955	0	0	0	0	0
	99101	Personnel	0	-102,636	-102,636	-102,636	-104,689	-106,782
		Purchased Services and Supplies	0	0	0	0	0	0
	99101 Total		0	-102,636	-102,636	-102,636	-104,689	-106,782
	INTERNAL SERVICES FUNDS Total		2,703,145	2,868,536	3,136,182	3,152,301	3,215,347	3,279,654
AIRPORT	23902	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	62,692	0	0	0	0	0
	23902 Total		62,692	0	0	0	0	0
AIRPORT Total			62,692	0	0	0	0	0
TRANSPORTATION	23901	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	390,700	0	0	0	0	0
	23901 Total		390,700	0	0	0	0	0
TRANSPORTATION Total			390,700	0	0	0	0	0
SOLID WASTE	23101	Personnel	21,780	9,620	9,620	9,620	9,812	10,009
		Purchased Services and Supplies	0	0	0	0	0	0
	23101 Total		21,780	9,620	9,620	9,620	9,812	10,009
	23403	Personnel	21,716	22,700	114,413	114,475	116,765	119,100
		Purchased Services and Supplies	371,710	369,650	369,690	369,690	377,084	384,625
	23403 Total		393,425	392,350	484,103	484,165	493,849	503,725
	23801	Personnel	6,290	6,100	131,242	131,305	133,931	136,610
		Purchased Services and Supplies	17,673,676	18,168,310	18,028,638	18,028,638	18,389,211	18,756,995
	23801 Total		17,679,966	18,174,410	18,159,880	18,159,943	18,523,142	18,893,605
	23802	Personnel	119,692	133,582	266,513	266,513	271,843	277,280
		Purchased Services and Supplies	2,342,161	2,695,633	2,697,039	2,697,039	2,750,980	2,805,999
	23802 Total		2,461,853	2,829,215	2,963,552	2,963,552	3,022,823	3,083,280
	23805	Personnel	2,072	1,000	1,000	1,000	1,020	1,040
		Purchased Services and Supplies	0	3,000	3,000	3,000	3,060	3,121
	23805 Total		2,072	4,000	4,000	4,000	4,080	4,162



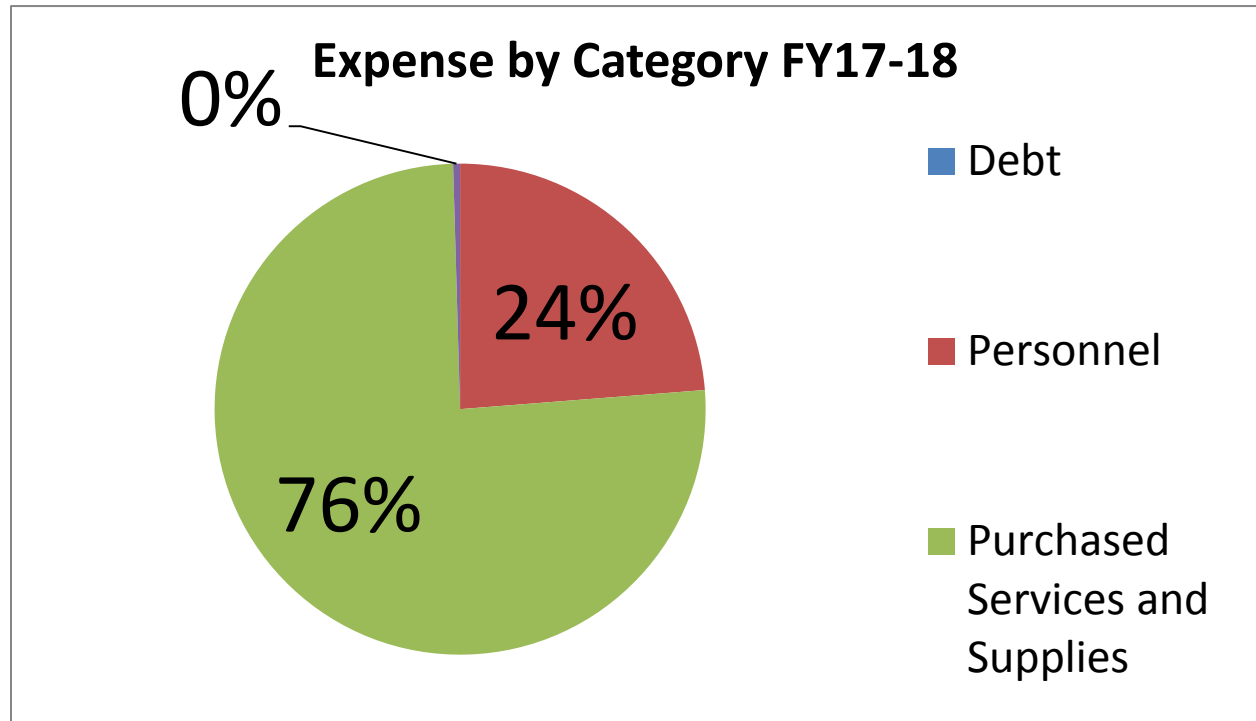
Public Works

SOLID WASTE Total			20,559,096	21,409,595	21,621,155	21,621,280	22,053,706	22,494,780	
STORM DRAIN	23101	Personnel	51,600	25,980	25,980	25,980	26,500	27,030	
		Purchased Services and Supplies	0	0	0	0	0	0	
	23101 Total		51,600	25,980	25,980	25,980	26,500	27,030	
	23504	Personnel	99,855	81,300	83,314	83,439	85,108	86,810	
		Purchased Services and Supplies	157,145	177,044	177,625	177,625	181,178	184,801	
	23504 Total		257,000	258,344	260,939	261,064	266,285	271,611	
	23602	Purchased Services and Supplies	0	116,880	116,880	116,880	119,218	121,602	
		23602 Total		0	116,880	116,880	116,880	119,218	121,602
	23705	Personnel	0	0	0	0	0	0	
		Purchased Services and Supplies	120,481	0	24,000	24,000	24,480	24,970	
	23705 Total		120,481	0	24,000	24,000	24,480	24,970	
	23706	Purchased Services and Supplies	0	0	0	0	0	0	
23706 Total		0	0	0	0	0	0		
STORM DRAIN Total			429,081	401,204	427,799	427,924	436,482	445,212	
WASTEWATER	23101	Personnel	38,740	19,250	19,250	19,250	19,635	20,028	
		Purchased Services and Supplies	0	0	0	0	0	0	
	23101 Total		38,740	19,250	19,250	19,250	19,635	20,028	
	23503	Personnel	308,631	353,960	272,300	272,363	277,810	283,366	
		Purchased Services and Supplies	1,384,653	1,500,416	1,438,145	1,438,145	1,466,908	1,496,246	
	23503 Total		1,693,285	1,854,376	1,710,445	1,710,508	1,744,718	1,779,612	
	WASTEWATER Total			1,732,025	1,873,626	1,729,695	1,729,758	1,764,353	1,799,640
	WATER	23101	Personnel	361,260	179,340	179,340	179,340	182,927	186,585
			Purchased Services and Supplies	0	0	0	0	0	0
		23101 Total		361,260	179,340	179,340	179,340	182,927	186,585
		23501	Personnel	825,393	845,568	994,580	994,705	1,014,599	1,034,891
			Purchased Services and Supplies	1,842,695	1,841,298	1,844,828	1,844,828	1,881,725	1,919,359
23501 Total		2,668,088	2,686,866	2,839,408	2,839,533	2,896,324	2,954,250		
23502		Personnel	1,074,357	963,020	1,059,344	1,059,469	1,080,658	1,102,271	
		Purchased Services and Supplies	409,392	455,391	437,418	437,418	446,166	455,090	
23502 Total		1,483,748	1,418,411	1,496,762	1,496,887	1,526,825	1,557,361		
23505		Personnel	16,263	40,800	41,400	41,400	42,228	43,073	
		Purchased Services and Supplies	11,178	22,540	23,160	23,160	23,623	24,096	
23505 Total		27,441	63,340	64,560	64,560	65,851	67,168		
WATER Total			4,540,536	4,347,957	4,580,070	4,580,320	4,671,926	4,765,365	
Grand Total			38,324,612	39,057,550	41,770,408	41,634,223	42,466,908	43,316,246	



Public Works

Use of Expense by Category



Expenditures by Fund		Actuals FY 15-16	Budget FY 16-17	Budget FY 17-18	Budget FY 18-19	Budget FY 19-20	Budget FY 20-21	
GENERAL FUND	23101	Pub Wks Adm	-54,003	619,552	678,047	636,860	649,597	662,589
	23109	Pub Wks Support	0	0	-11,080	-11,080	-11,302	-11,528
	23305	Graffiti Removal	0	100,210	100,951	100,951	102,970	105,029
	23401	Rdwy Maint	118,585	30,450	49,306	53,620	54,692	55,786
	23402	Sdwb&Med Maint	161,096	-215,391	-284,100	-283,455	-289,124	-294,907
	23404	Traffic Maintenance	136,914	25,412	34,920	34,983	35,682	36,396
	23406	St Tree Maintenance	59,168	0	75,175	74,675	76,168	77,692
	23407	Graffiti Removal	95,330	102	67,030	67,093	68,434	69,803
	23409	Pub Wks Spec Events	10,301	24,900	24,900	24,900	25,398	25,906
	23601	Landscaping Districts	0	140,830	140,830	140,830	143,647	146,520
	23701	Parks Maint	1,816,228	2,034,899	2,201,034	2,157,679	2,200,833	2,244,849
	23702	Sports Comp Maint	375,157	405,901	621,113	621,175	633,599	646,271
	23703	Legacy Fields Maint	48,729	345,238	595,323	595,323	607,229	619,374
	23704	Pool Maintenance	0	265,640	270,460	270,460	275,869	281,387
	23705	Landscape Districts	106,491	1,916	22,006	-68,994	-70,374	-71,782
	23707	Street Tree Maintenance	0	63,240	64,028	64,028	65,308	66,614
	23708	Community Facilities	119,772	Revised ⁰	Proposed ⁰	Proposed ⁰	Projected ⁰	Projected ⁰
	23801	SW Coll & Disposal	0	0	45,000	0	0	0
	Fund Category Total							
GENERAL FUND Total			2,993,768	3,842,899	4,694,941	4,479,045	4,568,626	4,659,999



Public Works

GAS TAX	23401	Rdwy Maint	251,760	2,000	2,000	2,000	2,040	2,081
	23402	Sdwb&Med Maint	230,000	0	0	0	0	0
	23404	Traffic Maintenance	100,000	0	0	0	0	0
	23406	St Tree Maintenance	100,000	0	0	0	0	0
	23504	Drainage Maintenance	190,000	190,000	190,000	190,000	193,800	197,676
	23603	LD Streets	0	200,000	200,000	200,000	204,000	208,080
	23705	Landscape Districts	198,257	0	0	0	0	0
	23707	Street Tree Maintenance	0	74,260	74,260	74,260	75,745	77,260
GAS TAX Total			1,070,018	466,260	466,260	466,260	475,585	485,097
ASSESSMENT DISTRICTS	23101	Pub Wks Adm	186,920	77,330	77,330	77,330	78,877	80,454
	23601	Landscaping Districts	0	2,552,024	2,554,974	2,554,974	2,606,073	2,658,195
	23705	Landscape Districts	2,106,631	-196,521	1,067,361	1,130,391	1,152,999	1,176,059
ASSESSMENT DISTRICTS Total			2,293,551	2,432,833	3,699,665	3,762,695	3,837,949	3,914,708
SPECIAL REVENUE	23401	Rdwy Maint	1,000,000	448,000	448,000	448,000	456,960	466,099
	23402	Sdwb&Med Maint	200,000	400,000	400,000	400,000	408,000	416,160
	23404	Traffic Maintenance	200,000	190,900	190,900	190,900	194,718	198,612
	23406	St Tree Maintenance	150,000	0	0	0	0	0
	23705	Landscape Districts	0	200,000	200,000	200,000	204,000	208,080
	23707	Street Tree Maintenance	0	175,740	175,740	175,740	179,255	182,840
SPECIAL REVENUE Total			1,550,000	1,414,640	1,414,640	1,414,640	1,442,933	1,471,791
INTERNAL SERVICES FUNDS	23101	Pub Wks Adm	181,100	95,700	95,700	95,700	97,614	99,566
	23301	Central Garage	1,305,917	1,794,533	1,973,265	1,983,390	2,023,058	2,063,519
	23302	Bldg Maintenance	785,389	863,106	910,612	912,981	931,240	949,865
	23303	Custodial Maint	82,063	130,263	166,417	170,042	173,443	176,911
	69201	Indirect Costs	82,187	87,570	92,824	92,824	94,681	96,574
	69303	D53 PW Eqpt -	4,720	0	0	0	0	0
	69501	Spec Reserves	30,742	0	0	0	0	0
	71110	Gen Govt Facilities	102,774	0	0	0	0	0
	96100	Pensions	-60,700	0	0	0	0	0
	97104	Expenditure Offset Acct	188,955	0	0	0	0	0
	99101	Operating Reserves	0	-102,636	-102,636	-102,636	-104,689	-106,782
INTERNAL SERVICES FUNDS Total			2,703,145	2,868,536	3,136,182	3,152,301	3,215,347	3,279,654
AIRPORT	23902	Airport Operations	62,692	0	0	0	0	0
AIRPORT Total			62,692	0	0	0	0	0
TRANSPORTATION	23901	Transit Operations	390,700	0	0	0	0	0
TRANSPORTATION Total			390,700	0	0	0	0	0



Public Works

SOLID WASTE	23101	Pub Wks Adm	21,780	9,620	9,620	9,620	9,812	10,009
	23403	Street Sweeping	393,425	392,350	484,103	484,165	493,849	503,725
	23801	SW Coll & Disposal	17,679,966	18,174,410	18,159,880	18,159,943	18,523,142	18,893,605
	23802	SW Recycling	2,461,853	2,829,215	2,963,552	2,963,552	3,022,823	3,083,280
	23805	SW Debris Collection	2,072	4,000	4,000	4,000	4,080	4,162
SOLID WASTE Total			20,559,096	21,409,595	21,621,155	21,621,280	22,053,706	22,494,780
STORM DRAIN	23101	Pub Wks Adm	51,600	25,980	25,980	25,980	26,500	27,030
	23504	Drainage Maintenance	257,000	258,344	260,939	261,064	266,285	271,611
	23602	LD - Drainage	0	116,880	116,880	116,880	119,218	121,602
	23705	Landscape Districts	120,481	0	24,000	24,000	24,480	24,970
	23706	LD Drainage	0	0	0	0	0	0
STORM DRAIN Total			429,081	401,204	427,799	427,924	436,482	445,212
WASTEWATER	23101	Pub Wks Adm	38,740	19,250	19,250	19,250	19,635	20,028
	23503	Wwtr Collection	1,693,285	1,854,376	1,710,445	1,710,508	1,744,718	1,779,612
WASTEWATER Total			1,732,025	1,873,626	1,729,695	1,729,758	1,764,353	1,799,640
WATER	23101	Pub Wks Adm	361,260	179,340	179,340	179,340	182,927	186,585
	23501	Wtr Distribution	2,668,088	2,686,866	2,839,408	2,839,533	2,896,324	2,954,250
	23502	Wtr Meters	1,483,748	1,418,411	1,496,762	1,496,887	1,526,825	1,557,361
	23505	Utilities Standby	27,441	63,340	64,560	64,560	65,851	67,168
WATER Total			4,540,536	4,347,957	4,580,070	4,580,320	4,671,926	4,765,365
Grand Total			38,324,612	39,057,550	41,770,408	41,634,223	42,466,908	43,316,246



Utilities Department



MISSION STATEMENT

Maintain and operate Tracy's public facilities and infrastructure related to Water, Wastewater, Storm Drainage, Street Lights and Signals in an efficient and cost effective manner while complying with the regulatory requirements and preserving the health, safety and aesthetics of our community

Kul Sharma
Utilities Director





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Utilities Department

Department Overview:

The Utilities Department constructs, operates and maintains the City's Water and Wastewater systems, Street Lights and Traffic signals. The Department also provides Laboratory testing of water and wastewater, enforces Environmental Compliance, Water Conservation and Storm Drainage Compliance. The seven divisions within the department provide these services and support the network of essential services to enhance the quality of life for our City's residents.

Division and Programs:

Administrative Division

This Division administers and directs various programs and manages more than 50 professional and para professional employees with an annual budget of \$17 million to assure uninterrupted water, wastewater and street light and traffic signal services throughout the City.

Wastewater Treatment Operations Division

This division operates the City's wastewater systems 24/7, which includes the Wastewater Treatment Plant, Lift Stations and Pump Stations throughout the City. The City's Wastewater Treatment Plant provides treatment to the City's wastewater. The treated effluent is discharged into the Old River north of Tracy. This division deals with multiple State and Federal agencies for various permits to operate the Wastewater Treatment Plant. The permit conditions are stringent and require preparation of operating and monitoring reports on a monthly, quarterly and annual basis for such elements as salinity, mercury, lead, ammonia, etc. There are additional monitoring reports required for ground water as well.

Water Treatment Operations Division

The Water Treatment Operations division not only operates the existing John Johns Water Treatment Plant, located in the southern part of our City, but it also operates nine ground wells including an Aquifer Storage Recovery (ASR) well, six water reservoirs and various pump stations and pressure relief valves (PRV) throughout the City to provide water to our City Residents 24/7. This division also operates two booster pump stations. The City mixes pristine Sierra water from the South San Joaquin Irrigation District with treated water from the Delta Mendota Canal at the Plant.

Laboratory and Environmental Enforcement Division

This division provides services for testing of both water and wastewater samples collected throughout the City at points of discharge of the wastewater effluent at the Old River to ensure the City's compliance with the various State and Federal regulations. This division is also responsible for the enforcement of Fats, Oil and Grease (FOG) removal and illegal dumping into the wastewater system.

Water Conservation and Storm Drainage Enforcement

This division is in the forefront of enforcing Water Conservation throughout the City and Natural Pollutant Discharge Elimination System (NPDES) requirements for storm drainage in new development projects. The State has recently relaxed their water conservation requirements; however, cities are still required to achieve a 20% reduction in water use by the end of the year 2020. This division also supports the Development Services Department to provide plan checking and inspection of construction related to the NPDES permits.



Utilities Department

Facilities Maintenance Division

The Facilities Maintenance Division provides maintenance of heavy industrial equipment at the Water and Wastewater Treatment Plants, Ground Wells, Water Reservoirs, Booster Pump Stations, Pump Stations and miscellaneous facilities throughout the City. In addition to the ongoing maintenance, most of the equipment in the above facilities is old and deteriorated due to wear and tear and is in need of replacement. This division also provides maintenance and operations of approximately 7,500 street lights and 90 traffic signals. The work load is increasing in this area as the city adds more street lights and traffic signals in the new areas of development.

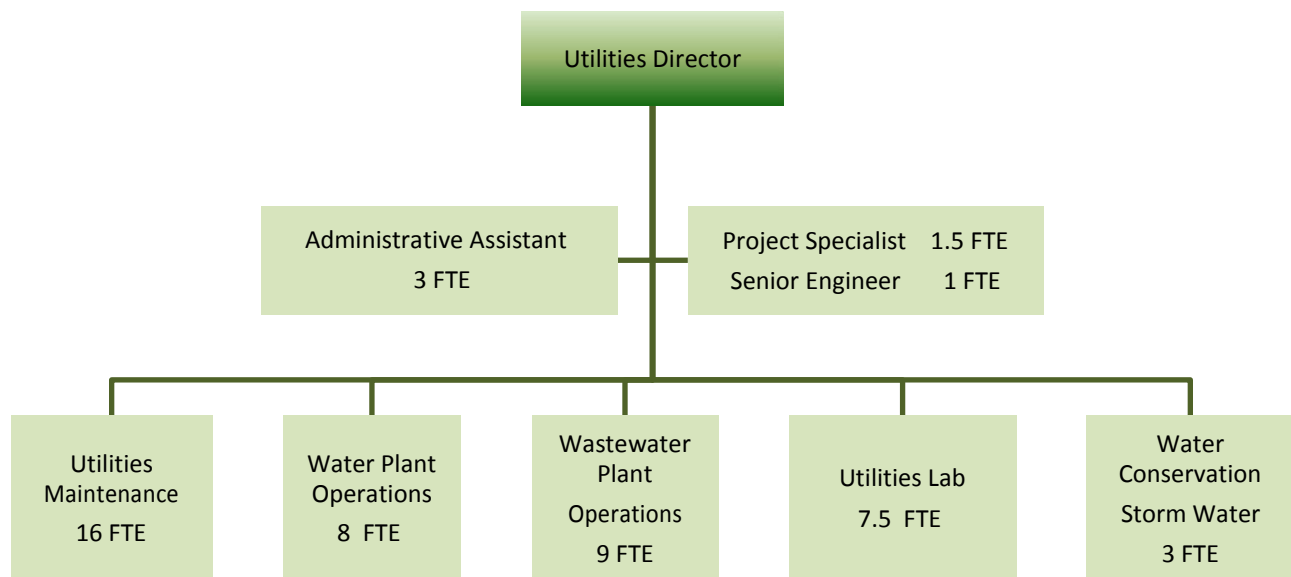
Engineering Division

The Engineering division provides design, engineering services, technical support, engineering analysis, construction documents, acquiring services of consultants, bidding of contracts for various maintenance, operational, and construction projects for water and wastewater systems, street light and traffic signals.

This division is also responsible to work with the Bureau of Reclamation, State Water Board, South San Joaquin Irrigation District and various other agencies for renewal of permits and agreements related to water and wastewater services.

This division manages consultants, provides design reviews, performs construction management and other technical support services to the various divisions within the Utilities Department. The responsibilities also include acquisition of new water supplies, updates to the Urban Water Management Plan and Water and Wastewater Master Plans. The Engineering Division also represents the City as the Groundwater Sustainability Agency and manages the Groundwater Sustainability Plan.

Department Org Chart:



Utilities Department

Mission:

Maintain and operate Tracy's public facilities and infrastructure related to Water, Wastewater, Storm Drainage, Street Lights and Signals in an efficient and cost effective manner while complying with the regulatory requirements and preserving the health, safety and aesthetics of our community.

Vision:

Preserve and improve the City's water, wastewater, street lights, traffic signals and other infrastructure facilities to provide the best services to the community and preserve the environment.

Values:

We work vigorously to exceed the City values of Honesty, Excellence, Customer Service, Respect, Innovation, Stewardship and Hospitality.

Accomplishments/Milestones Fiscal Years 2016-2017:

City Council Strategic Priorities – QUALITY OF LIFE

- Initiated the design of the Recycled Water Grant funded project, coordinated with PG&E to upgrade their street lights to LED lights. Updated the Urban Water Management Plan and the Tracy Municipal Code 11.28 to comply with the State Water Resources Control Board Emergency Drought Regulations thus achieving an overall 22% reduction in water usage in 2016 over 2013 usages.
- An upgrade of the SCADA system for the John Jones Water Treatment Plant is in progress.
- Ongoing removal of accumulated deposits of fats oils and grease from the Wastewater Treatment Plant Headworks.
- Completing Right of Ways and Easements for construction of the Outfall projects.
- Awarded Maintenance Agreement to replace three filters at the John Jones Water Treatment Plant.

Desired Outcomes and Performance Measures Fiscal Years 2017-2019:

City Council Strategic Priorities – QUALITY OF LIFE

Continue to plan and prioritize improvements in water, wastewater, storm drainage, traffic signals and street light systems to operate efficiently and in a cost effective manner and plan for the organized growth.

Significant Changes Fiscal Years 2017-2019:

- Begin the process of planning and design of the next phase of expansion of the Wastewater Treatment Plant.
- Initiate the Fat, Oil and Grease (FOG) removal program for wastewater.
- Replace and repair the Wastewater Treatment Plant Headworks screens.
- Start construction of the City's Zone 3 booster pump station and water distribution lines within the John Jones Water Treatment Plant. Begin the replacement of equipment in both the John Jones Water Treatment and Wastewater Treatment Plants which have deteriorated and passed their normal life span due to wear and tear.



Utilities Department

Position Control

Job Class	Sum of 16-17 FTE	Sum of 17-18 FTE	Sum of 18-19 FTE
Admin Asst II	1.00	1.00	1.00
Admin Asst III	1.90	1.90	1.90
Electrician	1.00	1.00	1.00
Envir Compliance Officer	1.00	1.00	1.00
Envir Compliance Tech	1.00	2.00	2.00
Facilities Maint Supt	0.90	0.90	0.90
Instrumentation Tech	1.95	1.95	1.95
Laboratory QA Officer		1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician	4.00	4.00	4.00
Laborer	0.50	0.50	0.50
Maintenance Worker I	2.00	2.00	2.00
Maintenance Worker II	2.00	2.00	2.00
Management Analyst II	1.00	1.00	1.00
Plant Mechanic I	1.90	1.90	1.90
Plant Mechanic II	3.85	3.85	3.85
Project Specialist II	0.50	0.50	0.50
Safety Specialist	0.40	0.40	0.40
Senior Civil Engineer	2.00	2.00	2.00
Senior Electrician	2.95	2.95	2.95
UPO or Sr Wtr Plant Oper	8.00	8.00	8.00
UPO or Sr WWtr Plant Oper	9.00	9.00	9.00
Utilities Director	1.00	1.00	1.00
Water Plant Supt	1.00	1.00	1.00
WW Oper Supt	1.00	1.00	1.00
Grand Total	50.85	52.85	52.85

Expenditures by Category

Fund Category	Segment	Object Category	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	25205	Personnel	-10,996	-171,400	-139,433	-136,641	-139,373	-142,161
		Purchased Services and Supplies	74,452	96,760	98,320	98,320	100,286	102,292
		25205 Total	63,456	-74,640	-41,113	-38,321	-39,087	-39,869
	25206	Personnel	-5,000	-460,000	-460,000	-460,000	-469,200	-478,584
		Purchased Services and Supplies	10,394	0	0	0	0	0
		25206 Total	5,394	-460,000	-460,000	-460,000	-469,200	-478,584
	25207	Purchased Services and Supplies	327,908	852,550	852,550	852,550	869,601	886,993
		Debt	63,278	0	0	0	0	0
		25207 Total	391,185	852,550	852,550	852,550	869,601	886,993
	25408	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	0	22,100	22,100	22,542	22,993
		25408 Total	0	0	22,100	22,100	22,542	22,993
GENERAL FUND Total			460,035	317,910	373,537	376,329	383,856	391,533



Utilities Department

GAS TAX	25205	Personnel	240,000	200,000	200,000	200,000	204,000	208,080
		Purchased Services and Supplies	0	0	0	0	0	0
	25205 Total		240,000	200,000	200,000	200,000	204,000	208,080
	25206	Personnel	5,000	230,000	230,000	230,000	234,600	239,292
		Purchased Services and Supplies	79,403	0	0	0	0	0
	25206 Total		84,403	230,000	230,000	230,000	234,600	239,292
	25207	Purchased Services and Supplies	255,000	0	0	0	0	0
	25207 Total		255,000	0	0	0	0	0
GAS TAX Total			579,403	430,000	430,000	430,000	438,600	447,372
SPECIAL REVENUE	25205	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	100,000	0	0	0	0	0
	25205 Total		100,000	0	0	0	0	0
	25206	Purchased Services and Supplies	5,000	0	0	0	0	0
	25206 Total		5,000	0	0	0	0	0
	25207	Purchased Services and Supplies	70,000	0	0	0	0	0
	25207 Total		70,000	0	0	0	0	0
SPECIAL REVENUE Total			175,000	0	0	0	0	0
SOLID WASTE	25103	Purchased Services and Supplies	0	0	0	0	0	0
	25103 Total		0	0	0	0	0	0
SOLID WASTE Total			0	0	0	0	0	0
STORM DRAIN	25105	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	47,284	88,200	70,000	70,000	71,400	72,828
	25105 Total		47,284	88,200	70,000	70,000	71,400	72,828
STORM DRAIN Total			47,284	88,200	70,000	70,000	71,400	72,828
WASTEWATER	25101	Personnel	221,141	247,178	242,206	242,456	247,305	252,251
		Purchased Services and Supplies	22,615	153,849	62,188	62,188	63,431	64,700
	25101 Total		243,756	401,027	304,393	304,643	310,736	316,951
	25201	Personnel	59,976	66,900	79,200	79,310	80,896	82,514
		Purchased Services and Supplies	142,650	100,650	100,674	100,674	102,687	104,741
	25201 Total		202,625	167,550	179,874	179,983	183,583	187,254
	25203	Personnel	793,265	956,100	985,539	985,789	1,005,505	1,025,615
		Purchased Services and Supplies	540,699	667,209	511,176	511,176	521,400	531,828
	25203 Total		1,333,964	1,623,309	1,496,716	1,496,966	1,526,905	1,557,443
	25301	Personnel	1,341,357	1,137,817	1,514,111	1,514,111	1,544,393	1,575,281
		Purchased Services and Supplies	2,224,596	2,496,576	2,446,738	2,446,738	2,495,672	2,545,586
		Debt	0	0	0	0	0	0
	25301 Total		3,565,953	3,634,393	3,960,848	3,960,848	4,040,065	4,120,866
	25401	Personnel	425,465	445,294	446,400	446,525	455,456	464,565
		Purchased Services and Supplies	245,296	307,235	280,424	280,424	286,032	291,753
	25401 Total		670,761	752,529	726,824	726,949	741,487	756,317
WASTEWATER Total			6,017,058	6,578,807	6,668,654	6,669,389	6,802,776	6,938,832



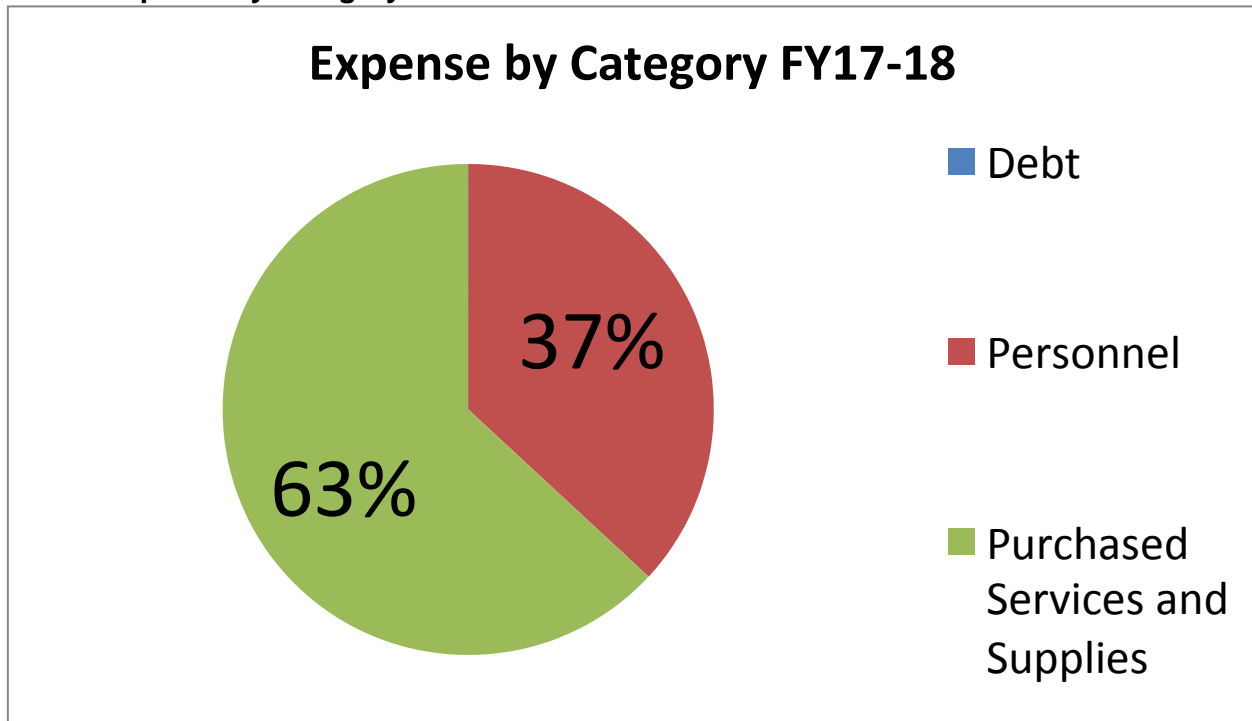
Utilities Department

WATER	25101	Personnel	221,143	422,110	512,070	512,320	522,566	533,018
		Purchased Services and Supplies	57,577	90,848	62,818	62,818	64,074	65,355
	25101 Total		278,720	512,958	574,888	575,138	586,640	598,373
	25103	Personnel	0	0	0	0	0	0
		Purchased Services and Supplies	0	88,100	88,100	88,100	89,862	91,659
	25103 Total		0	88,100	88,100	88,100	89,862	91,659
	25105	Personnel	162,323	224,760	218,391	219,424	223,812	228,288
		Purchased Services and Supplies	50,408	152,606	149,728	149,728	152,723	155,777
	25105 Total		212,731	377,366	368,119	369,152	376,535	384,065
	25202	Personnel	199,918	215,200	258,067	258,349	263,516	268,786
		Purchased Services and Supplies	418,237	568,068	522,936	522,936	533,395	544,063
	25202 Total		618,155	783,268	781,003	781,285	796,910	812,849
	25204	Personnel	500,692	612,300	616,661	616,786	629,122	641,704
		Purchased Services and Supplies	156,160	137,702	131,500	131,500	134,129	136,812
	25204 Total		656,852	750,002	748,160	748,285	763,251	778,516
	25401	Personnel	219,455	234,500	362,174	363,230	370,494	377,904
		Purchased Services and Supplies	115,729	172,868	168,870	168,870	172,247	175,692
	25401 Total		335,184	407,368	531,044	532,100	542,742	553,597
	25501	Personnel	1,199,865	1,082,884	1,280,111	1,280,236	1,305,841	1,331,958
		Purchased Services and Supplies	4,638,134	5,465,081	5,291,012	5,291,012	5,396,832	5,504,768
	25501 Total		5,837,999	6,547,965	6,571,123	6,571,248	6,702,673	6,836,726
WATER Total			7,939,640	9,467,027	9,662,437	9,665,307	9,858,613	10,055,785
Grand Total			15,218,420	16,881,944	17,204,629	17,211,025	17,555,245	17,906,350



Utilities Department

Use of Expense by Category



Expenditures by Fund / Program

Fund Category	Segment	segment name	Actuals FY 15-16	Revised Budget FY 16-17	Proposed Budget FY 17-18	Proposed Budget FY 18-19	Projected Budget FY 19-20	Projected Budget FY 20-21
GENERAL FUND	25205	Electrical Maintenance	63,456	-74,640	-41,113	-38,321	-39,087	-39,869
	25206	EM Traffic Signals	5,394	-460,000	-460,000	-460,000	-469,200	-478,584
	25207	EM Street Lights	391,185	852,550	852,550	852,550	869,601	886,993
	25408	Traffic Electric	0	0	22,100	22,100	22,542	22,993
GENERAL FUND Total			460,035	317,910	373,537	376,329	383,856	391,533
GAS TAX	25205	Electrical Maintenance	240,000	200,000	200,000	200,000	204,000	208,080
	25206	EM Traffic Signals	84,403	230,000	230,000	230,000	234,600	239,292
	25207	EM Street Lights	255,000	0	0	0	0	0
GAS TAX Total			579,403	430,000	430,000	430,000	438,600	447,372
SPECIAL REVENUE	25205	Electrical Maintenance	100,000	0	0	0	0	0
	25206	EM Traffic Signals	5,000	0	0	0	0	0
	25207	EM Street Lights	70,000	0	0	0	0	0
SPECIAL REVENUE Total			175,000	0	0	0	0	0
SOLID WASTE	25103	Utilities Engineering	0	0	0	0	0	0
SOLID WASTE Total			0	0	0	0	0	0
STORM DRAIN	25105	Water Management	47,284	88,200	70,000	70,000	71,400	72,828
STORM DRAIN Total			47,284	88,200	70,000	70,000	71,400	72,828



Utilities Department

WASTEWATER	25101	Utilities Admin	243,756	401,027	304,393	304,643	310,736	316,951
	25103	Utilities Engineering	0	0	0	0	0	0
	25201	WW Lift Stations	202,625	167,550	179,874	179,983	183,583	187,254
	25203	WWT Plt Maintenance	1,333,964	1,623,309	1,496,716	1,496,966	1,526,905	1,557,443
	25301	WWT Plant Operations	3,565,953	3,634,393	3,960,848	3,960,848	4,040,065	4,120,866
	25401	Utilities Laboratory	670,761	752,529	726,824	726,949	741,487	756,317
WASTEWATER Total			6,017,058	6,578,807	6,668,654	6,669,389	6,802,776	6,938,832
WATER	25101	Utilities Admin	278,720	512,958	574,888	575,138	586,640	598,373
	25103	Utilities Engineering	0	88,100	88,100	88,100	89,862	91,659
	25105	Water Management	212,731	377,366	368,119	369,152	376,535	384,065
	25202	Wtr Wells & Pumps	618,155	783,268	781,003	781,285	796,910	812,849
	25204	Wtr Plt Maintenance	656,852	750,002	748,160	748,285	763,251	778,516
	25401	Utilities Laboratory	335,184	407,368	531,044	532,100	542,742	553,597
	25501	Water Plant Operations	5,837,999	6,547,965	6,571,123	6,571,248	6,702,673	6,836,726
WATER Total			7,939,640	9,467,027	9,662,437	9,665,307	9,858,613	10,055,785
Grand Total			15,218,420	16,881,944	17,204,629	17,211,025	17,555,245	17,906,350





Chapter 5:
Capital Improvement
Financial Plan FY 17-19

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
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Capital Improvement Program

CIP Overview:

The Capital Improvement Program (CIP) is the City's comprehensive multi-year plan for the development of the City's capital facilities and improvements. The plan identifies all the capital maintenance, facilities, and improvements needed within the next five years. The projects to accomplish or develop usually involve high costs, take a year or more to complete and result in the creation of a capital asset. The project costs identified for the first two years of the Capital Improvement Program plan make up the adopted Capital Budget for Fiscal Years 2017-18 and 2018-19.

CIP Format:

The format for the CIP emphasizes the functional grouping of CIP projects. All CIP projects of a similar type are listed together regardless of their funding sources. The format also shows the projects over their respective project lives. Thus, the long-term history and projection of expenditures can be viewed for each project and considered in relation to similar projects.

Functional Groups

Under the format, CIP projects are grouped into nine functional groups as follows:

Group 71: General Government and Public Safety Facilities

Group 72: Traffic Safety

Group 73: Streets & Highways

Group 74: Wastewater Improvements

Group 75: Water Improvements

Group 76: Drainage Improvements

Group 77: Airport and Transit Improvements

Group 78: Parks & Recreation Improvements

Group 79: Miscellaneous Projects

CIP Project Numbering

CIP Projects are numbered in the following manner "7xyy". The "7x" component designates the respective project group, for example, 71000. A "yy" designates an active project or one proposed to become a new capital project.

Summary by Functional Groups

The first schedule on page 5-5 summarizes the City's CIP plan for Fiscal Years 2017-18 & 2018-19. For each functional group, the numbers of current and new projects are listed. A current project would be any CIP project active for a substantial portion of FY 2016-17 for which funds have been previously appropriated. Most of these projects will not require any additional appropriations for completion.



Capital Improvement Program

However, some projects require additional appropriations in FY 2017-18 and/or future years for completion.

A new project would be any CIP project approved and expected to become active in FY 2017-18 or FY 2018-19. The approved budget provided the necessary appropriations for them to become active.

The new appropriations approved for fiscal years 2017-18 and 2018-19 are highlighted in the columns labeled “Approved Capital Budget”.

Summary by Funding Sources

The second schedule shows the totals of funding appropriated and required for the CIP plan. Totals are provided on pages 5-28 and 5-31, which summarize the total requirements necessary for each funding source for each fiscal year of the CIP plan.

The first page of each group section details the funding sources for the projects in each functional group in the CIP plan. For each group, the funding previously appropriated and the new appropriations required are detailed by funding sources.

Listings of CIP Projects

Starting on page 5-6 are the project listings by functional group. For each functional group there are two project listings, one for current projects and one for new projects. The project numbers are keyed to the functional category to which the project belongs. For each project, the following is shown:

1. Project Number and Title
2. Project Carryovers and Appropriations for fiscal years 2017-18 and 2018-19

Capital Budget

The Council’s budget review included consideration of the proposed capital budget. Any modifications to the proposed capital budget resulting from City Council deliberations have been incorporated into the proposed Capital budget, which will provide authorization for City staff to start work upon the approved capital projects.

Capital Budget Carryovers

Outstanding encumbrances and unexpended appropriations for uncompleted capital projects from the prior fiscal year capital budget are eligible to be carried over at the end of the fiscal year. The capital budget figures for fiscal years 2017-18 and 2018-19 reflect only new appropriations and do not include any such carryovers. During the first quarter of the new fiscal year, a determination will be made as to which encumbrances and unexpended appropriations will be carried forward and added to the adopted capital budget.



Project Type		Carryovers	FY17-18	FY18-19	TOTAL
Current Project	163	172,389,998	29,477,220	69,288,056	271,155,274
New Projects	<u>77</u>	-	14,861,250	23,807,515	38,668,765
TOTAL	240	172,389,998	44,338,470	93,095,571	309,824,039



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 71 - General Government Public Safety Facilities

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	13	3,766,538	703,000	5,913,106
New Projects	9	-	<u>523,500</u>	<u>3,885,500</u>
Total Projects	22	3,766,538	1,226,500	9,798,606

	Funding Source	Carryovers	FY17-18	FY18-19
241	TDA Sales Tax	-	-	-
247	Gas Tax	120,000	-	90,000
268	Com Dev Block Grant	74,620	50,000	50,000
271	LMD	120,000	-	90,000
295	Cable TV	250,000	250,000	-
301	General Projects	1,521,918	926,500	1,083,606
314	Infill Buildings & Equipment	-	-	10,400
324	Gen Fac - Plan "C"	-	-	666,600
345	RSP Arterials	-	-	-
352	South MacArthur Area	-	-	68,000
354	ISP South Area	-	-	135,000
355	Presidio Area	-	-	-
356	Tracy Gateway Area	-	-	-
358	Ellis Program Area	-	-	-
367	TIMP Public Safety	900,000	-	1,520,000
511	Water	300,000	-	225,000
521	Sewer	300,000	-	225,000
531	Green Waste	180,000	-	135,000
5x3	Water/Wastewater	-	-	-
DC	Developer Contribution	-	-	<u>5,500,000</u>
		<u>3,766,538</u>	<u>1,226,500</u>	<u>9,798,606</u>



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 71 - General Government Public Safety Facilities

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
71050	Public Safety Communications Eqpt	137,492	453,000	283,106
71075	Quarters Modification Fire Station #91	67,541	150,000	-
71076	ADA Door Modifications at Support Services Bldg	74,532	-	-
71078	New Radio Tower	124,500	-	-
71082	Remodeling City Hall	100,563	100,000	-
71084	Electronic Citation Devices	255,500	-	-
71086	New Fire Station - Tracy Hills (TIMP FS C)	900,000	-	5,500,000
71088	Replace Cooling Tower - Police Facility	133,000	-	-
71089	AV Systems Upgrade - CH Council Chambers	392,910	-	-
71091	Pub Works Renovation, Phase II	1,200,000	-	-
71092	Community Center Upgrades	200,000	-	-
71093	Senior Center Upgrades	70,000	-	-
71087	Recarpeting/Repainting Current Police Facility	110,500	-	130,000
13 Total Current Projects		3,766,538	703,000	5,913,106
New Projects:				
71098	ADA Compliance - City Buildings FY17-18	-	59,000	59,000
71099	New Fire Vehicle - Ladder Truck	-	-	880,000
71100	Public Safety Training Facility	-	-	1,520,000
71101	Pub Works Renovation Phase III	-	-	900,000
71102	Roof Replacement Police Annex	-	41,250	323,250
71103	Channel 26 Renovation	-	250,000	-
71104	Grand Theatre HVAC Controls	-	32,000	-
71105	Roof Replacement Fire Admin Facility	-	36,250	203,250
71027	Retrofit Water Towers - 6th Street Tower	-	105,000	-
9 Total New Projects		-	523,500	3,885,500
22 Total Group 71- General Gov't & Public Safety Projects		3,766,538	1,226,500	9,798,606



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 72 - Traffic Safety

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	10	7,317,639	-	701,250
New Projects	16	-	852,000	2,792,750
Total Projects	26	7,317,639	852,000	3,494,000

Funding Source		Carryovers	FY17-18	FY18-19
241	Transp Sales Tax	1,375,305	-	-
242	Transportation Sales Tax	1,350,000	-	-
245	Gas Tax	667,190	852,000	303,100
301	General Projects	-	-	-
313	Infill Arterials	434,000	-	-
323	Arterials Plan "C"	351,800	-	-
351	NE Industrial Area #1	-	-	-
352	South MacArthur PA	-	-	-
353	I205 Area Spec Plan	-	-	309,900
354	Industrial SP, South	540,000	-	1,012,780
355	Presidio Area	-	-	-
356	Tracy Gateway Area	-	-	-
357	NE Industrial Area	-	-	-
358	Ellis Program Area	-	-	474,820
363	TIMP Traffic	-	-	-
DC	Developer Contribution	658,751	-	(185,100)
FD	Future Developments	-	-	-
GF	Grant Funding	1,940,593	-	1,578,500
		7,317,639	852,000	3,494,000



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 72 - Traffic Safety

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
72068	Traffic Signal - Lammers & West Schulte	1,201,144	-	-
72069	Intersection Improvement - 11th Street & Old MacArthur	3,916,448	-	-
72086	Traffic Calming - Various Locations FY13 Phase	99,647	-	-
72090	Traffic Signal - Tracy & Linne Road	84,000	-	-
72094	Traffic Signal - Tracy & Gandy Dancer	350,000	-	-
72095	Traffic Signal - Corral Hollow & Valpico	1,290,000	-	-
72098	Adaptive Traffic System - 11th St., CH to MacArthur	146,000	-	701,250
72099	Loops Installation at Alden Glen & Eleventh	84,000	-	-
72100	In Pavement Lighting on Tenth St., Central & B St.	26,400	-	-
72101	Decorative Street Lights Pole	120,000	-	-
10 Total Current Projects		7,317,639	-	701,250
New Projects:				
72038	Traffic Signal - Tracy Blvd & Valpico	-	-	-
72073	Intersection Improvements - MacArthur & Valpico	-	-	306,100
72074	Intersection Improvements - Tracy & Valpico	-	-	196,100
72102	Traffic Signal - Naglee Road & Auto Plaza Drive	-	-	350,000
72103	Traffic Centerline Stripping - Various Locations	-	-	30,000
72104	Intersection Improvements - Corral Hollow & Linne	-	-	415,300
72105	Lighted Crosswalk/Flashers - Lowell Ave, west of Tracy	-	-	63,000
72106	Red Light Flasher - Linne & Tracy Blvd	-	-	120,000
72107	Traffic Calming - Various Locations , FY17/18-21/22	-	-	50,000
72108	Intersection Improvements - Chrisman & Paradise	-	-	385,000
72109	Study of Pedestrian Crossings - Arterials & Railroads	-	135,000	-
72113	Adaptive Traffic System - CHR, Schulte to Mall	-	165,000	877,250
72111	Replacement of Traffic Loops - FY17/18-21/22	-	176,000	-
72112	Street Light Installation - City Wide	-	84,000	-
72115	Loops Installation at Lauriana & Schulte	-	84,000	-
72101	Traffic Signal Repairs Lincoln & 11th St	-	208,000	-
16 Total New Projects		-	852,000	2,792,750
26 Total Group 72- Traffic Safety Projects		7,317,639	852,000	3,494,000



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 73 - Streets and Highways

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	30	62,738,113	6,775,000	17,542,100
New Projects	7	-	110,000	3,767,100
Total Projects	37	62,738,113	6,885,000	21,309,200

Funding Source		Carryovers	FY17-18	FY18-19
242	Transp Sales Tax	53,099	-	4,640,000
245	Gas Tax	1,718,660	-	9,196,300
268	Comm Dev Block Grant	227,963	-	-
301	General Projects	2,337,768	325,000	-
313	Infill Arterials	(108,573)	-	1,964,200
323	Arterials Plan "C"	1,645,246	-	-
345	RSP Arterials	814,943	-	-
352	South MacArthur PA	2,407,884	-	-
353	I205 Area Spec Plan	2,199,997	110,000	-
354	Industrial SP, South	-	1,000,000	1,344,800
355	Presidio Area	876,800	2,000,000	-
356	Tracy Gateway Area	27,270	-	-
357	NE Industrial Area	1,510,000	-	-
358	Ellis Program Area	-	-	41,900
35x	I205 Area Planning	-	-	-
363	TIMP Traffic	8,262,521	2,700,000	2,000,000
808	Reg Transport Impact	3,092,293	750,000	226,000
DC	Developer's Contribution	-	-	1,146,000
GF	Grant Funding	37,672,242	-	750,000
		62,738,113	6,885,000	21,309,200



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 73 - Streets and Highways

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
73063	Bridge Replacement - 11th Street Bridge	27,773,319	-	-
73084	New Interchange - I205 & Lammers Rd	2,255,545	-	-
73095	Widening - Valpico Road, Tracy to Pebblebrook	140,502	1,000,000	1,444,800
73102	Widening - Corral Hollow Road, Byron to Grant Line, Ph II	5,060,197	-	-
73103	Widening - Corral Hollow Road, 11th to Schulte	1,464,869	-	-
73109	New Interchange - I205 & Paradise Rd	201,366	700,000	-
73126	Widening - MacArthur Drive, Schulte to Valpico, Ph II	5,390,526	-	736,000
73131	Pavement Management System FY16	50,000	-	-
73136	Directional Signs in I205 at 2 locations	814,943	-	-
73140	Street Patch & Overlay Program FY15 Phase	1,219,322	-	-
73141	Improvements - Fabian Road, west of Corral Hollow	829,174	-	-
73142	Street Patch & Overlay Program - FY15/16 Phase	651,368	-	8,100,000
73143	Widening - 11th Street, MacArthur to Chrisman	391,900	-	-
73144	Widening - Corral Hollow Road, Linne to Old Schulte	3,182,823	750,000	5,261,300
73145	Sidewalks & Lights - Mt Diablo & Mt Oso	1,463,768	250,000	-
73146	Overcrossing Upgrade - I205 & Mt House Pkwy	1,639,422	2,000,000	-
73147	Overcrossing Upgrade - I580 & Mt. House Pkwy	2,187,257	-	2,000,000
73148	Bridge Widening - Delta Mendota Canal & Mt House Pkwy	554,095	-	-
73149	Bridge Widening - CA Aqueduct & Mt House Pkwy	581,784	-	-
73150	Bridge Widening - Delta Mendota Canal & Old Schulte Rd	439,763	-	-
73151	Fountain Renovation - 11th & Lammers	12,157	-	-
73156	Street Patch & Overlay Program FY17 Phase	675,000	-	-
73157	Sidewalk, Curb, & Gutter Repairs - FY17 Phase	227,963	-	-
73158	Aqueduct Crossings - Corral Hollow Rd	446,000	-	-
73159	Widening - MacArthur Dr, I205 to Pescadero	1,510,000	-	-
73160	Install Sidewalk - Lowell Ave, southside Tracy to Chester	265,000	-	-
73161	Widening - Corral Hollow Road, I580 to Linne	3,010,000	2,000,000	-
73162	11th Street Beautification, Corral Hollow to MacArthur	70,000	75,000	-
73163	Update City's Standard Plans and Design Standards	40,000	-	-
73164	Thermal Plastic Renovation - Various Locations	88,950	-	-
73165	Widening - Corral Hollow Road, I205 North to City Limits	101,100	-	-
30	Total Current Projects	62,738,113	6,775,000	17,542,100
New Projects:				
73067	Turn Lane - Grant Line Road & I205	-	110,000	-
73166	Street Patch & Overlay Program - Future Phases	-	-	675,000
73167	Sidewalk, Curb, & Gutter Repairs	-	-	150,000
73168	Reconstruction 6th St, west of Tracy Blvd	-	-	200,000
73169	Street Light Repairs - Various Locations	-	-	76,000
73170	Widening - MacArthur Drive, Schulte to Valpico Phase III	-	-	2,416,100
73171	City Sidewalk - Clover Road, 6th St & West St	-	-	250,000
7	Total New Projects	-	110,000	3,767,100
37	Total Group 73 - Streets & Highways Projects	62,738,113	6,885,000	21,309,200



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 74 - Wastewater Improvements

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	28	47,948,313	9,389,000	32,473,260
New Projects	<u>16</u>	<u>-</u>	<u>6,085,000</u>	<u>3,660,000</u>
Total Projects	44	47,948,313	15,474,000	36,133,260

Funding Source		Carryovers	FY17-18	FY18-19
325	Utilities Plan "C"	396,133	-	-
354	Transp Sales Tax	523,950	-	-
356	Tracy Gateway Area	1,402,708	-	-
357	NE Industrial Area #2	1,967,505	-	1,623,200
358	Ellis Program Area	648,019	-	-
364	TIMP Wastewater	1,861,518	5,500,000	6,600,000
365	TIMP Water	-	-	2,820,000
523	Wastewater Capital	7,774,753	3,044,000	4,080,000
DP	Debt Proceeds	11,870,000	-	-
DC	Developer Contribution	17,403,727	6,930,000	747,560
GF	Grant Funding	4,100,000	-	13,900,000
FD	<u>Future Developments</u>	<u>-</u>	<u>-</u>	<u>6,362,500</u>
		47,948,313	15,474,000	36,133,260



City of Tracy
Proposed Capital Improvement Program FY 2017-19
 Sorted by Functional Group

Group 74 - Wastewater Improvements

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
74083	Second Outfall Pipeline - WW Treatment Plant	20,024,505	6,130,000	-
74084	WW Line Upgrades East Grant Line Road	134,289	-	-
74091	Wastewater Recycling Pipeline, Phase I	4,110,081	-	17,500,000
74094	WWCS Capacity Maintenance Mgmt System-Data Acquisition	57,292	-	-
74097	Upgrade WW Collection System - Hansen Road	1,551,502	-	3,198,700
74103	WW Lines Replacement - Bessie Ave, Emerson to Grant Line Rd	1,107,848	-	-
74104	WW Lines Replacement Program - FY14 Phase	118,657	-	-
74106	Pump Station Replacement - Larch Road PS	454,875	-	420,000
74107	Wastewater Treatment Plant Expansion - Phase II	3,000,000	-	-
74110	WWS Improvements - Tracy Hills Area	7,451,133	-	-
74113	Force Main Expansion - Larch Road	1,999,933	-	-
74114	WWCS Improvements - NE Industrial Area #2, Phase II	813,000	-	4,787,000
74118	New WW Lines - Corral Hollow Road	4,509,537	2,500,000	3,247,560
74119	New WW Lines - East side sewer	175,161	-	2,820,000
74120	WW Line Upgrade - Phase II MacArthur Dr and Pacheco	214,500	-	500,000
74121	Replace SCADA System - WW Treatment Plant	350,000	200,000	-
74122	WW Lines Replacement Program - FY17 Phase	270,000	-	-
74123	Wastewater Discharge Permit Studies - FY17 Phases	160,000	-	-
74124	WWT Plant Replacements Program - FY17 Phase	250,000	240,000	-
74125	Rehab Primary Sediment Clarifier - WWTP	175,000	75,000	-
74126	Replace Grit Control & Dewatering System - WWTP	310,000	-	-
74127	Aeration Diffuser Replacement - WWTP	300,000	-	-
74128	Security System Cameras - Wastewater Treatment Plant	36,000	64,000	-
74129	Pond Pump Replacement - Arbor Rd Holding Pond	110,000	-	-
74130	WWTP Emergency Diversion Valve Repair	30,000	-	-
74131	Chain Link Fence - Waste Water Treatment Plant	80,000	80,000	-
74132	Influent Flow Meter - Waste Water Treatment Plant	100,000	-	-
74133	Plant Lighting Upgrade - Waste Water Treatment Plant	55,000	100,000	-
28 Total Current Projects		47,948,313	9,389,000	32,473,260
New Projects:				
74128	WWT Plant Replacements Program - FY18-19 to FY21-22	-	-	250,000
74135	Wastewater Discharge Permit Studies - Future Phases	-	-	160,000
74136	Sewer Manholes	-	150,000	150,000
74137	Cleanup of Pond 1 & Berm Strengthening	-	1,260,000	-
74138	FOG Removal & Septage Receiving System	-	1,200,000	-
74139	Screen & Grit Removal System	-	1,200,000	-
74140	WWTP Facilities Plan Update	-	100,000	-
74141	Sodium Bio Sulfate Chemical Feed System	-	70,000	-
74142	WWTP Lab Roof Repair & Floor Replacement	-	50,000	-
74143	WWTP New Admin & Operations Bldg	-	500,000	3,100,000
74144	Trickling Filters Demo/Abandoned	-	265,000	-
74145	WWTP Asphalt Striping & Repaving	-	350,000	-
74146	Dismantling & Filling Old Industrial Clarifier	-	350,000	-
74147	Replace Influent Screens	-	450,000	-
74148	Install Clean-out Maintenance Hole for drains at Drying Beds	-	40,000	-
74149	Disposal of Contaminated Dirt	-	100,000	-
16 Total New Projects		-	6,085,000	3,660,000
44 Total Group 74 - Wastewater Improvements		47,948,313	15,474,000	36,133,260



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 75 - Water Improvements

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	22	24,599,588	11,592,100	1,862,100
New Projects	8	-	3,240,000	945,000
Total Projects	30	24,599,588	14,832,100	2,807,100

Funding Source		Carryovers	FY17-18	FY18-19
325	Utilities Plan "C"	76,378	-	(859,950)
351	NE Industrial Area 1	3,448	-	907,100
352	South MacArthur PA	54,300	-	-
354	ISP South Area	20,000	-	746,550
356	Tracy Gateway Area	-	-	-
358	Ellis Program Area	2,760,800	-	-
365	TIMP Water	2,027,200	-	-
511	Water Operating	275,000	275,000	275,000
513	Water Capital	2,171,459	4,355,000	1,738,400
DC	Developer Contribution	17,211,003	10,202,100	-
		24,599,588	14,832,100	2,807,100



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 75 - Water Improvements

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
75046	Water Distribution System - NE Industrial Area	3,448	-	907,100
75078	Aquifer Storage & Recovery Program	103,655	100,000	395,000
75085	Water Distribution System -Tracy Gateway Area			
75108	Water Lines - MacArthur Dr., Linne & Valpico	109,645	-	-
75113	WDS Capacity Maintenance Mgmt System Data Acqustn	66,837	25,000	25,000
75118	Construct New Clearwell Water Treatment Plant	4,455,585	-	-
75120	Water Imports - Tracy Hills Area	1,992,089	2,000,000	-
75121	Booster Pump Station - Water Treatment Plant	7,150,029	7,242,100	-
75124	Process Controllers Replacement - Water Treatment Plant	100,000	-	-
75126	Water Filter Replacement-Water Treatment Plant	550,000	550,000	-
75129	Recycled Water Study	150,000	-	-
75130	Replace SCADA System - Water Treatment Plant	430,000	180,000	-
75131	Cordes Ranch Water Tanks & Booster Pumps	8,179,500	-	-
75991	Water Purchases for Storage with Semi-tropic WSD	275,000	275,000	275,000
75136	Water Lines Replacement Program - FY16/17	330,000	-	-
75137	Conjunctive Groundwater Use Study	137,000	-	-
75138	Water Meter Replacement Program FY 17 Phase	-	-	-
75139	Plant Eqpt Replacements - Water Treatment Plant FY17-22	260,000	260,000	260,000
75140	Water Plant Influent Pump Water Treatment Plant	35,000	-	-
75141	Water Plant Baffle Curtain Water Treatment Plant	100,000	-	-
75142	Water Plant Valve Replacement	100,000	-	-
75143	Pump Station - Zone 3	71,800	960,000	-
22	Total Current Projects	24,599,588	11,592,100	1,862,100
New Projects:				
75150	Water Valve Replacement	-	150,000	150,000
75151	Water Valve Covers	-	150,000	150,000
75152	GSA Formation and Management	-	150,000	150,000
75157	Water Lines Replacement Program	-	375,000	375,000
75153	Luis Manner Well Rehab	-	845,000	120,000
75154	Hazardous/Non-Hazardous Waste Disposal	-	120,000	-
75155	Up flow Clarifier Rehab	-	1,300,000	-
75156	WTP UV Upgrade	-	150,000	-
8	Total New Projects	-	3,240,000	945,000
30	Total Group 75 - Water Improvements Projetc	24,599,588	14,832,100	2,807,100



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 76 - Drainage Improvements

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	9	4,304,464	618,700	35,000
New Projects	<u>5</u>	-	<u>150,000</u>	<u>5,521,165</u>
Total Projects	14	4,304,464	768,700	5,556,165

Funding Source		Carryovers	FY17-18	FY18-19
245	Transp Sales Tax	-	-	-
312	Infill Drainage	498,310	-	-
322	Plan C Drainage	126,300	-	172,000
345	RSP Program Management	-	-	-
351	NE Industrial Area #1	340,100	-	-
352	South MacArthur PA	449,453	-	-
354	ISP South Area	573,200	618,700	1,621,419
356	Tracy Gateway Area	-	-	-
357	NE Industrial Area #2	-	-	-
362	TIMP Drainage	1,778,901	-	3,942,265
541	Drainage Enterprise	310,000	150,000	940,000
DC	<u>Developer Contribution</u>	<u>228,200</u>	<u>-</u>	<u>(1,119,519)</u>
		4,304,464	768,700	5,556,165



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 76 - Drainage Improvements

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
76043	Drainage Improvements - NE Industrial Area	340,100	-	-
76059	Drainage Improvements - South MacArthur, Phase II	503,453	-	-
76066	Detention Basin 2B Blue Zone	1,143,810	618,700	-
76068	Storm Drains Replacement Program - FY17 Phase	45,000	-	-
76069	Construction - West side Channel, north of Edgewood	228,200	-	-
76070	Detention Basin 10 Storm Water - Pump N of W. Valley Mall & W. o	265,000	-	35,000
76072	Detention Basin 13	1,778,901	-	-
76045	New Detention Basin 2A - ISP South, Zone 2	-	-	-
76080	Storm Drain - Sterling Park/Johnson (Yellow Zone)	-	-	-
9 Total Current Projects		4,304,464	618,700	35,000
New Projects:				
76085	Storm Drains Replacement Program - Future Phases	-	-	45,000
76081	Drainage Improvements - ISP South, Zone 1	-	-	673,900
76082	Drainage Improvements - Arbor Ave, West of MacArthur Dr	-	-	710,000
76083	Drainage Improvements Greenbelt Parkway 1	-	-	3,942,265
76084	Storm Drain Drop Inlets	-	150,000	150,000
5 Total New Projects		-	150,000	5,521,165
14 Total Group 76 -Drainage Improvements Projects		4,304,464	768,700	5,556,165



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 77 - Airport and Transit Improvements

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	8	5,925,955	-	1,812,000
New Projects	5	-	<u>2,350,600</u>	<u>111,000</u>
Total Projects	13	5,925,955	2,350,600	1,923,000

Funding Source		Carryovers	FY17-18	FY18-19
242	Transp Sales Tax	-	140,000	-
301	General Projects	675,867	47,300	181,200
563	Airport Capital	(204,436)	-	11,000
573	Transit Capital	700,000	354,000	-
GF	Grant Funding	4,433,842	1,809,300	1,730,800
SG	State Aviation Grant	<u>320,682</u>	<u>-</u>	<u>-</u>
		5,925,955	2,350,600	1,923,000



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 77 - Airport and Transit Improvements

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
77036	Fire Protection Water Supply - Tracy Airport	73,948	-	-
77037	Pavement Maintenance - Tracy Airport, Phase I & II	2,108,499	-	1,812,000
77038	Spill Prevention Control & Countermeasure Plan - Airport	158,508	-	-
77040	Upgrade AWOS & Unicom - Tracy Airport	105,000	-	-
77548	Radio Replacements TRACER Buses	50,000	-	-
77549	Paratransit Bus Replacements - FY16	600,000	-	-
77550	Transit Buses Replacements - FY 16	2,700,000	-	-
77551	Short Range Transit Plan	130,000	-	-
8 Total Current Projects		5,925,955	-	1,812,000
New Projects:				
77560	Paratransit Bus Replacements - Future Years	-	750,000	-
77561	Fixed Route Transit Buses Replacements-Future Years	-	1,020,000	-
77562	Relocate Perimeter Fencing - Tracy Airport	-	-	111,000
77564	Transit Station Security Cameras	-	140,000	-
77552	PAPI and AWOS Replacement	-	440,600	-
5 Total New Projects		-	2,350,600	111,000
13 Total Group 77 - Airport and Transit Improvements		5,925,955	2,350,600	1,923,000



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 78 - Parks and Recreation Improvements

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	16	11,602,561	24,420	8,000,000
New Projects	8	-	<u>1,340,150</u>	<u>1,915,000</u>
Total Projects	24	11,602,561	1,364,570	9,915,000

Funding Source		Carryovers	FY17-18	FY18-19
241	TDA Sales Tax	-	100,000	-
271	Landscaping District	1,878,115	790,000	-
301	General Projects	4,003,764	474,570	840,000
311	Infill Parks	-	-	-
321	Parks Plan "C"	-	-	-
324	Gen Fac Plan "C"	1,631,582	-	-
345	RSP Program Management	-	-	-
352	South MacArthur PA	138,800	-	-
353	I205 Area Spec Plan	-	-	-
354	ISP South Area	231,500	-	-
355	Presidio Area	114,700	-	-
358	Ellis Program	-	-	-
366	TIMP Public Facilities	824,100	-	1,075,000
391	UMP Facilities	310,000	-	-
DC	Developer Contribution	2,470,000	-	8,000,000
GF	Grant Funding	-	-	-
		<u>11,602,561</u>	<u>1,364,570</u>	<u>9,915,000</u>



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 78 - Parks and Recreation Improvements

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
78053	Park Renovation - Tracy Ball Park	43,828	-	-
78054	Aquatics Center - Ellis Area	4,426,582	-	8,000,000
78140	Park Revitalization - City Areas - FY 13	109,272	-	-
78148	Wooden Play Structures - Hoyt Park	254,023	-	-
78149	Park Renovation - LMZ 07, Bailor-Hennan, Rippon	497,300	-	-
78150	Park Renovation - LMZ 17, Sullivan & Huck	497,300	-	-
78152	Pool Replacement - Dr Powers Park	247,641	-	-
78154	Roof Replacement - Tracy Public Library	232,000	-	-
78155	Upgrade/Expansion of Lolly Hansen Senior Center	824,100	-	-
78156	Basketball & Tennis Court Resurfacing Various Parks	75,000	-	-
78157	Playground Replacement Larsen Park	250,000	-	-
78159	Upgrade LMD & GF Irrigation Landscape Maint. District & 2 GF Areas	568,515	24,420	-
78160	Playground Equipment Upgrade Various locations within the LMD	315,000	-	-
78161	Public Restrooms Legacy Fields	450,000	-	-
78162	Splash Pad - MacDonald Park	321,000	-	-
78163	Legacy Sports field Site Phase 1C	2,021,000	-	-
78164	Legacy Sports field Site Phase 1D	470,000	-	-
16 Total Current Projects		11,602,561	24,420	8,000,000
New Projects:				
78170	Gretchen Tally Park Phase III	-	-	1,075,000
78171	Bikeways Master Plan	-	100,000	-
78172	Community Center Expansion	-	-	200,000
78173	Playground Replacements Alden & Yasui Parks	-	-	590,000
78174	Kellogg Fountain Renovations	-	140,000	-
78175	LMD Landscape Renovation Program - Various Locations	-	650,000	-
78176	South County Park North Tracy	-	50,000	50,000
78177	Community Center Renovation Ph II	-	400,150	-
8 Total New Projects		-	1,340,150	1,915,000
24 Total Group 78 - Parks & Recreation Improvements		11,602,561	1,364,570	9,915,000



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 79 - Miscellaneous Projects

Project Type		Carryovers	FY17-18	FY18-19
Current Projects	27	4,186,827	375,000	949,240
New Projects	<u>3</u>	<u>-</u>	<u>210,000</u>	<u>1,210,000</u>
Total Projects	30	4,186,827	585,000	2,159,240

Funding Source		Carryovers	FY17-18	FY18-19
268	Transp Sales Tax	171,384	150,000	-
271	LMD	60,000	-	-
301	General Projects	363,877	-	-
318	Comm Dev Block Grant	-	-	-
345	RSP Program Management	2,129,515	-	-
351	NE Industrial Area #1	46,295	-	67,600
352	South MacArthur PA	48,010	-	46,640
353	I205 Area Spec Plan	(9,354)	-	-
354	ISP South Area	126,087	75,000	75,000
355	Presidio Area	72,406	-	-
356	Tracy Gateway Area	331,109	-	100,000
357	NE Industrial Area #2	72,926	-	80,000
358	Ellis Program	205,000	-	200,000
391	UMP Facilities	150,448	-	300,000
513	Water Capital	80,250	-	-
523	Wastewater Capital	80,250	150,000	-
53x	Solid Waste Fund	51,000	-	-
605	Eqpt Acq	406,479	210,000	210,000
606	Vehicle Acq	11,880	-	-
DC	<u>Developer's Contribution</u>	<u>(210,735)</u>	<u>-</u>	<u>1,080,000</u>
		4,186,827	585,000	2,159,240



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Functional Group

Group 79 - Miscellaneous Projects

Project Number	Project Name	Carryovers	FY17-18	FY18-19
Current Projects:				
79201	Infill Program Management	60,079	-	80,000
79203	I205 Area Program Management	(9,354)	-	-
79204	Plan "C" Program Management	64,516	-	100,000
79205	Industrial SP South, Program Management	126,087	75,000	75,000
79206	NE Industrial Area #1 - Program Management	46,295	-	67,600
79207	South MacArthur Area - Program Management	48,010	-	46,640
79208	NE Industrial Area #2 - Program Management	72,926	-	80,000
79209	Tracy Gateway - Program Management	331,109	-	100,000
79210	Presidio Area - Program Management	72,406	-	-
79211	Ellis Area - Program Management	205,000	-	200,000
79212	Tracy Infrastructure MP - Program Management	85,932	-	200,000
79313	Development Reviews - FY13 Projects	204,191	-	-
79314	Developments Reviews - FY14 Projects	102,061	-	-
79315	Developments Reviews - FY14-15 Projects	-	-	-
79316	Developments Reviews - FY15-16 Projects	(577,066)	-	-
79357	Way Finding Signage Program	242,391	-	-
79364b	Downtown Brew Pub/Property Acquisition	953,542	-	-
79366	Retail Incentives - Office/Industrial	17,255	-	-
79367	Property Acquisition - West Schulte & Lammers Area	427,735	-	-
79368	High-Tech Incentive Pilot Program	230,983	-	-
79369	Façade Improvements Grant Program	136,784	-	-
79371	Housing Element Update FY15	50,751	-	-
79372	Economic Development Fund	500,000	-	-
79411	New Financial System - Finance Division	329,843	-	-
79412	Wireless Infrastructure Citywide	39,063	-	-
79417	Computerized Maintenance Management System (CMMS)	281,500	150,000	-
79418	Internal Costs Study Citywide - FY16-17	110,188	-	-
79420	Downtown Façade Improvement Program	34,600	150,000	-
27 Total Current Projects		4,186,827	375,000	949,240
New Projects:				
79121	Development Reviews - Future Years	-	-	1,000,000
79419	Technology Replacements	-	210,000	210,000
3 Total New Projects		-	210,000	1,210,000
30 Total Group 79 - Miscellaneous Projects		4,186,827	585,000	2,159,240



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

Current Projects

Project Number	Project Name	Fund	Carryovers	FY17-18	FY18-19
Current Projects:					
72069	Intersection Improvement - 11th Street & Old MacArthur	241	1,375,305	-	-
Fund 241 Total			1,375,305	-	-
72069	Intersection Improvement - 11th Street & Old MacArthur	242	1,350,000	-	-
73063	Bridge Replacement - 11th Street Bridge	242	(1,898,670)	-	-
73084	New Interchange - I205 & Lammers Rd	242	93,090	-	-
73095	Widening - Valpico Road, Tracy to Pebblebrook	242	140,502	-	100,000
73140	Street Patch & Overlay Program FY15 Phase	242	399,859	-	-
73141	Improvements - Fabian Road, west of Corral Hollow	242	168,000	-	-
73142	Street Patch & Overlay Program - FY15/16 Phase	242	521,368	-	-
73144	Widening - Corral Hollow Road, Linne to Old Schulte	242	-	-	4,000,000
73156	Street Patch & Overlay Program FY17 Phase	242	540,000	-	-
73164	Thermal Plastic Renovation - Various Locations	242	88,950	-	-
Fund 242 Total			1,403,099	-	4,100,000
72069	Intersection Improvement - 11th Street & Old MacArthur	245	191,143	-	-
72086	Traffic Calming - Various Locations FY13 Phase	245	99,647	-	-
72098	Adaptive Traffic System - 11th St., CH to MacArthur	245	146,000	-	-
72099	Loops Installation at Alden Glen & Eleventh	245	84,000	-	-
72100	In Pavement Lighting on Tenth St., Central & B St.	245	26,400	-	-
72101	Decorative Street Lights Pole	245	120,000	-	-
73063	Bridge Replacement - 11th Street Bridge	245	686,293	-	-
73103	Widening - Corral Hollow Road, 11th to Schulte	245	172,197	-	-
73109	New Interchange - I205 & Paradise Rd	245	(19,273)	-	-
73131	Pavement Management System FY16	245	50,000	-	-
73140	Street Patch & Overlay Program FY15 Phase	245	(41,537)	-	-
73142	Street Patch & Overlay Program - FY15/16 Phase	245	130,000	-	8,100,000
73144	Widening - Corral Hollow Road, Linne to Old Schulte	245	158,823	-	285,300
73145	Sidewalks & Lights - Mt Diablo & Mt Oso	245	130,000	-	-
73151	Fountain Renovation - 11th & Lammers	245	12,157	-	-
73156	Street Patch & Overlay Program FY17 Phase	245	135,000	-	-
73160	Install Sidewalk - Lowell Ave, southside Tracy to Chester	245	265,000	-	-
73163	Update City's Standard Plans and Design Standards	245	40,000	-	-
Fund 245 Total			2,385,850	-	8,385,300
71091	Pub Works Renovation, Phase II	247	120,000	-	-
Fund 247 Total			120,000	-	-
71076	ADA Door Modifications at Support Services Bldg	268	74,620	-	-
73157	Sidewalk, Curb, & Gutter Repairs - FY17 Phase	268	227,963	-	-
79369	Façade Improvements Grant Program	268	136,784	-	-
79420	Downtown Façade Improvement Program	268	34,600	150,000	-
Fund 268 Total			473,967	150,000	-
71091	Pub Works Renovation, Phase II	271	120,000	-	-
78149	Park Renovation - LMZ 07, Bailor-Hennan, Rippon	271	497,300	-	-
78150	Park Renovation - LMZ 17, Sullivan & Huck	271	497,300	-	-
78159	Upgrade LMD & GF Irrigation Landscape Maint. District & 2 GF Areas	271	568,515	-	-
78160	Playground Equipment Upgrade Various locations within the LMD	271	315,000	-	-
79417	Computerized Maintenance Management System (CMMS)	271	60,000	-	-
Fund 271 Total			2,058,115	-	-
71089	AV Systems Upgrade - CH Council Chambers	295	250,000	-	-
Fund 295 Total			250,000	-	-
71050	Public Safety Communications Eqpt	301	137,492	453,000	283,106
71075	Quarters Modification Fire Station #91	301	67,541	150,000	-
71076	ADA Door Modifications at Support Services Bldg	301	(88)	-	-
71078	New Radio Tower	301	124,500	-	-
71082	Remodeling City Hall	301	100,563	100,000	-
71084	Electronic Citation Devices	301	255,500	-	-
71087	Recarpeting/Repainting Current Police Facility	301	110,500	-	130,000
71088	Replace Cooling Tower - Police Facility	301	133,000	-	-
71089	AV Systems Upgrade - CH Council Chambers	301	142,910	-	-
71091	Pub Works Renovation, Phase II	301	180,000	-	-
71092	Community Center Upgrades	301	200,000	-	-
71093	Senior Center Upgrades	301	70,000	-	-
73145	Sidewalks & Lights - Mt Diablo & Mt Oso	301	367,768	250,000	-
73161	Widening - Corral Hollow Road, I580 to Linne	301	1,900,000	-	-



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

Current Projects

Project Number	Project Name	Fund	Carryovers	FY17-18	FY18-19
73162	11th Street Beautification, Corral Hollow to MacArthur	301	70,000	75,000	-
77036	Fire Protection Water Supply - Tracy Airport	301	73,948	-	-
77037	Pavement Maintenance - Tracy Airport, Phase I & II	301	443,411	-	181,200
77038	Spill Prevention Control & Countermeasure Plan - Airport Fuel System	301	158,508	-	-
78053	Park Renovation - Tracy Ball Park	301	43,828	-	-
78140	Park Revitalization - City Areas - FY 13	301	109,272	-	-
78148	Wooden Play Structures - Hoyt Park	301	254,023	-	-
78152	Pool Replacement - Dr Powers Park	301	247,641	-	-
78154	Roof Replacement - Tracy Public Library	301	232,000	-	-
78156	Basketball & Tennis Court Resurfacing Various Parks	301	75,000	-	-
78157	Playground Replacement Larsen Park	301	250,000	-	-
78159	Upgrade LMD & GF Irrigation Landscape Maint. District & 2 GF Areas	301	-	24,420	-
78161	Public Restrooms Legacy Fields	301	450,000	-	-
78162	Splash Pad - MacDonald Park	301	321,000	-	-
78163	Legacy Sports field Site Phase 1C	301	2,021,000	-	-
79357	Way Finding Signage Program	301	242,391	-	-
79371	Housing Element Update FY15	301	50,751	-	-
79411	New Financial System - Finance Division	301	(76,636)	-	-
79412	Wireless Infrastructure Citywide	301	39,063	-	-
79417	Computerized Maintenance Management System (CMMS)	301	10,000	-	-
79418	Internal Costs Study Citywide - FY16-17	301	98,308	-	-
Fund 301 Total			8,903,194	1,052,420	594,306
76066	Detention Basin 2B Blue Zone	312	498,310	-	-
Fund 312 Total			498,310	-	-
72090	Traffic Signal - Tracy & Linne Road	313	84,000	-	-
72094	Traffic Signal - Tracy & Gandy Dancer	313	350,000	-	-
73126	Widening - MacArthur Drive, Schulte to Valpico, Ph II	313	(417,173)	-	736,000
73141	Improvements - Fabian Road, west of Corral Hollow	313	308,600	-	-
Fund 313 Total			325,427	-	736,000
76059	Drainage Improvements - South MacArthur, Phase II	322	54,000	-	-
76066	Detention Basin 2B Blue Zone	322	72,300	-	-
76080	Storm Drain - Sterling Park/Johnson (Yellow Zone)	322	-	-	172,000
Fund 322 Total			126,300	-	172,000
72068	Traffic Signal - Lammers & West Schulte	323	351,800	-	-
73103	Widening - Corral Hollow Road, 11th to Schulte	323	1,292,672	-	-
73141	Improvements - Fabian Road, west of Corral Hollow	323	352,574	-	-
Fund 323 Total			1,997,046	-	-
78054	Aquatics Center - Ellis Area	324	1,631,582	-	-
Fund 324 Total			1,631,582	-	-
74113	Force Main Expansion - Larch Road	325	396,133	-	-
75108	Water Lines - MacArthur Dr., Linne & Valpico	325	76,378	-	(859,950)
Fund 325 Total			472,511	-	(859,950)
73136	Directional Signs in I205 at 2 locations	345	814,943	-	-
79366	Retail Incentives - Office/Industrial	345	17,255	-	-
79367	Property Acquisition - West Schulte & Lammers Area	345	427,735	-	-
79368	High-Tech Incentive Pilot Program	345	230,983	-	-
79372	Economic Development Fund	345	500,000	-	-
79364b	Downtown Brew Pub/Property Acquisition	345	953,542	-	-
Fund 345 Total			2,944,458	-	-
75046	Water Distribution System - NE Industrial Area	351	3,448	-	907,100
76043	Drainage Improvements - NE Industrial Area	351	340,100	-	-
79206	NE Industrial Area #1 - Program Management	351	46,295	-	67,600
Fund 351 Total			389,843	-	974,700
73126	Widening - MacArthur Drive, Schulte to Valpico, Ph II	352	1,235,684	-	-
73143	Widening - 11th Street, MacArthur to Chrisman	352	223,700	-	-
73158	Aqueduct Crossings - Corral Hollow Rd	352	254,600	-	-
73161	Widening - Corral Hollow Road, I580 to Linne	352	636,000	-	-
73165	Widening - Corral Hollow Road, I205 North to City Limits	352	57,900	-	-
75108	Water Lines - MacArthur Dr., Linne & Valpico	352	-	-	-
75137	Conjunctive Groundwater Use Study	352	54,300	-	-
76059	Drainage Improvements - South MacArthur, Phase II	352	449,453	-	-
78054	Aquatics Center - Ellis Area	352	138,800	-	-
79207	South MacArthur Area - Program Management	352	48,010	-	46,640
Fund 352 Total			3,098,447	-	46,640



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

Current Projects

Project Number	Project Name	Fund	Carryovers	FY17-18	FY18-19
73102	Widening - Corral Hollow Road, Byron to Grant Line, Ph II	353	2,199,997	-	-
79203	I205 Area Program Management	353	(9,354)	-	-
Fund 353 Total			2,190,643	-	-
72095	Traffic Signal - Corral Hollow & Valpico	354	540,000	-	-
73095	Widening - Valpico Road, Tracy to Pebblebrook	354	-	1,000,000	1,344,800
74084	WW Line Upgrades East Grant Line Road	354	134,289	-	-
74119	New WW Lines - East side sewer	354	175,161	-	-
74120	WW Line Upgrade - Phase II MacArthur Dr and Pacheco	354	214,500	-	-
75108	Water Lines - MacArthur Dr., Linne & Valpico	354	-	-	746,550
75137	Conjunctive Groundwater Use Study	354	20,000	-	-
76045	New Detention Basin 2A - ISP South, Zone 2	354	-	-	947,519
76066	Detention Basin 2B Blue Zone	354	573,200	618,700	-
78054	Aquatics Center - Ellis Area	354	231,500	-	-
79205	Industrial SP South, Program Management	354	126,087	75,000	75,000
Fund 354 Total			2,014,737	1,693,700	3,113,869
73143	Widening - 11th Street, MacArthur to Chrisman	355	168,200	-	-
73158	Aqueduct Crossings - Corral Hollow Rd	355	191,400	-	-
73161	Widening - Corral Hollow Road, I580 to Linne	355	474,000	2,000,000	-
73165	Widening - Corral Hollow Road, I205 North to City Limits	355	43,200	-	-
78054	Aquatics Center - Ellis Area	355	114,700	-	-
79210	Presidio Area - Program Management	355	72,406	-	-
Fund 355 Total			1,063,906	2,000,000	-
73084	New Interchange - I205 & Lammers Rd	356	27,270	-	-
74097	Upgrade WW Collection System - Hansen Road	356	(201,092)	-	-
74113	Force Main Expansion - Larch Road	356	1,603,800	-	-
79209	Tracy Gateway - Program Management	356	331,109	-	100,000
Fund 356 Total			1,761,087	-	100,000
73159	Widening - MacArthur Dr, I205 to Pescadero	357	1,510,000	-	-
74083	Second Outfall Pipeline - WW Treatment Plant	357	1,154,505	-	-
74114	WWCS Improvements - NE Industrial Area #2, Phase II	357	813,000	-	1,623,200
79208	NE Industrial Area #2 - Program Management	357	72,926	-	80,000
Fund 357 Total			3,550,431	-	1,703,200
74118	New WW Lines - Corral Hollow Road	358	648,019	-	-
75118	Construct New Clearwell Water Treatment Plant	358	2,760,800	-	-
79211	Ellis Area - Program Management	358	205,000	-	200,000
Fund 358 Total			3,613,819	-	200,000
76072	Detention Basin 13	362	1,778,901	-	-
Fund 362 Total			1,778,901	-	-
73102	Widening - Corral Hollow Road, Byron to Grant Line, Ph II	363	2,860,200	-	-
73109	New Interchange - I205 & Paradise Rd	363	-	700,000	-
73146	Overcrossing Upgrade - I205 & Mt House Pkwy	363	1,639,422	2,000,000	-
73147	Overcrossing Upgrade - I580 & Mt. House Pkwy	363	2,187,257	-	2,000,000
73148	Bridge Widening - Delta Mendota Canal & Mt House Pkwy	363	554,095	-	-
73149	Bridge Widening - CA Aqueduct & Mt House Pkwy	363	581,784	-	-
73150	Bridge Widening -Delta Mendota Canal & Old Schulte Rd	363	439,763	-	-
Fund 363 Total			8,262,521	2,700,000	2,000,000
74091	Wastewater Recycling Pipeline, Phase I	364	-	-	3,600,000
74107	Wastewater Treatment Plant Expansion - Phase II	364	-	3,000,000	-
74118	New WW Lines - Corral Hollow Road	364	1,861,518	2,500,000	2,500,000
74120	WW Line Upgrade - Phase II MacArthur Dr and Pacheco	364	-	-	500,000
Fund 364 Total			1,861,518	5,500,000	6,600,000
74119	New WW Lines - East side sewer	365	-	-	2,820,000
75118	Construct New Clearwell Water Treatment Plant	365	1,877,200	-	-
75129	Recycled Water Study	365	150,000	-	-
Fund 365 Total			2,027,200	-	2,820,000
78155	Upgrade/Expansion of Lolly Hansen Senior Center	366	824,100	-	-
Fund 366 Total			824,100	-	-
71086	New Fire Station - Tracy Hills (TIMP FS C)	367	900,000	-	-
Fund 367 Total			900,000	-	-
78054	Aquatics Center - Ellis Area	391	310,000	-	-
79204	Plan "C" Program Management	391	64,516	-	100,000
79212	Tracy Infrastructure MP - Program Management	391	85,932	-	200,000
Fund 391 Total			460,448	-	300,000
71091	Pub Works Renovation, Phase II	511	300,000	-	-



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

Current Projects

Project Number	Project Name	Fund	Carryovers	FY17-18	FY18-19
75991	Water Purchases for Storage with Semi-tropic WSD	511	275,000	275,000	275,000
Fund 511 Total			575,000	275,000	275,000
75078	Aquifer Storage & Recovery Program	513	103,655	100,000	395,000
75108	Water Lines - MacArthur Dr., Linne & Valpico	513	33,267	-	113,400
75113	WDS Capacity Maintenance Mgmt System Data Acqstn	513	66,837	25,000	25,000
75124	Process Controllers Replacement - Water Treatment Plant	513	100,000	-	-
75126	Water Filter Replacement-Water Treatment Plant	513	550,000	550,000	-
75130	Replace SCADA System - Water Treatment Plant	513	430,000	180,000	-
75136	Water Lines Replacement Program - FY16/17	513	330,000	-	-
75137	Conjunctive Groundwater Use Study	513	62,700	-	-
75139	Plant Eqpt Replacements - Water Treatment Plant FY17-22	513	260,000	260,000	260,000
75140	Water Plant Influent Pump Water Treatment Plant	513	35,000	-	-
75141	Water Plant Baffle Curtain Water Treatment Plant	513	100,000	-	-
75142	Water Plant Valve Replacement	513	100,000	-	-
79417	Computerized Maintenance Management System (CMMS)	513	80,250	-	-
Fund 513 Total			2,251,709	1,115,000	793,400
71091	Pub Works Renovation, Phase II	521	300,000	-	-
Fund 521 Total			300,000	-	-
74091	Wastewater Recycling Pipeline, Phase I	523	10,081	-	-
74094	WWCS Capacity Maintenance Mgmt System-Data Acquisition	523	57,292	-	-
74097	Upgrade WW Collection System - Hansen Road	523	800,000	(800,000)	-
74103	WW Lines Replacement - Bessie Ave, Emerson to Grant Line Rd	523	1,107,848	-	-
74104	WW Lines Replacement Program - FY14 Phase	523	118,657	-	-
74106	Pump Station Replacement - Larch Road PS	523	454,875	-	420,000
74107	Wastewater Treatment Plant Expansion - Phase II	523	3,000,000	(3,000,000)	-
74121	Replace SCADA System - WW Treatment Plant	523	350,000	200,000	-
74122	WW Lines Replacement Program - FY17 Phase	523	270,000	-	-
74123	Wastewater Discharge Permit Studies - FY17 Phases	523	160,000	-	-
74124	WWTP Plant Replacements Program - FY17 Phase	523	250,000	240,000	-
74125	Rehab Primary Sediment Clarifier - WWTP	523	175,000	75,000	-
74126	Replace Grit Control & Dewatering System - WWTP	523	310,000	-	-
74127	Aeration Diffuser Replacement - WWTP	523	300,000	-	-
74128	Security System Cameras - Wastewater Treatment Plant	523	36,000	64,000	-
74129	Pond Pump Replacement - Arbor Rd Holding Pond	523	110,000	-	-
74130	WWTP Emergency Diversion Valve Repair	523	30,000	-	-
74131	Chain Link Fence - Waste Water Treatment Plant	523	80,000	80,000	-
74132	Influent Flow Meter - Waste Water Treatment Plant	523	100,000	-	-
74133	Plant Lighting Upgrade - Waste Water Treatment Plant	523	55,000	100,000	-
79417	Computerized Maintenance Management System (CMMS)	523	80,250	150,000	-
Fund 523 Total			7,855,003	(2,891,000)	420,000
71091	Pub Works Renovation, Phase II	531	180,000	-	-
Fund 531 Total			180,000	-	-
79417	Computerized Maintenance Management System (CMMS)	53x	51,000	-	-
Fund 53x Total			51,000	-	-
76068	Storm Drains Replacement Program - FY17 Phase	541	45,000	-	-
76070	Detention Basin 10 Storm Water - Pump N of W. Valley Mall & W. of Naglee	541	265,000	-	35,000
Fund 541 Total			310,000	-	35,000
77037	Pavement Maintenance - Tracy Airport, Phase I & II	563	(209,436)	-	-
77040	Upgrade AWOS & Unicom - Tracy Airport	563	5,000	-	-
Fund 563 Total			(204,436)	-	-
77548	Radio Replacements TRACER Buses	573	10,000	-	-
77549	Paratransit Bus Replacements - FY16	573	120,000	-	-
77550	Transit Buses Replacements - FY 16	573	540,000	-	-
77551	Short Range Transit Plan	573	30,000	-	-
Fund 573 Total			700,000	-	-
79411	New Financial System - Finance Division	605	406,479	-	-
Fund 605 Total			406,479	-	-
79418	Internal Costs Study Citywide - FY16-17	606	11,880	-	-
Fund 606 Total			11,880	-	-
73084	New Interchange - I205 & Lammers Rd	808	68,293	-	-
73144	Widening - Corral Hollow Road, Linne to Old Schulte	808	3,024,000	750,000	226,000
Fund 808 Total			3,092,293	750,000	226,000
71086	New Fire Station - Tracy Hills (TIMP FS C)	DC	-	-	5,500,000
72068	Traffic Signal - Lammers & West Schulte	DC	658,751	-	-



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

Current Projects

Project Number	Project Name	Fund	Carryovers	FY17-18	FY18-19
74083	Second Outfall Pipeline - WW Treatment Plant	DC	7,000,000	6,130,000	-
74097	Upgrade WW Collection System - Hansen Road	DC	952,594	800,000	-
74110	WWS Improvements - Tracy Hills Area	DC	7,451,133	-	-
74118	New WW Lines - Corral Hollow Road	DC	2,000,000	-	747,560
75118	Construct New Clearwell Water Treatment Plant	DC	(182,415)	-	-
75120	Water Imports - Tracy Hills Area	DC	1,992,089	2,000,000	-
75121	Booster Pump Station - Water Treatment Plant	DC	7,150,029	7,242,100	-
75131	Cordes Ranch Water Tanks & Booster Pumps	DC	8,179,500	-	-
75143	Pump Station - Zone 3	DC	71,800	960,000	-
76045	New Detention Basin 2A - ISP South, Zone 2	DC	-	-	(947,519)
76069	Construction - West side Channel, north of Edgewood	DC	228,200	-	-
76080	Storm Drain - Sterling Park/Johnson (Yellow Zone)	DC	-	-	(172,000)
78054	Aquatics Center - Ellis Area	DC	2,000,000	-	8,000,000
78163	Legacy Sports field Site Phase 1C	DC	470,000	-	-
79201	Infill Program Management	DC	60,079	-	80,000
79313	Development Reviews - FY13 Projects	DC	204,191	-	-
79314	Developments Reviews - FY14 Projects	DC	102,061	-	-
79316	Developments Reviews - FY15-16 Projects	DC	(577,066)	-	-
Developer Contribution Total			37,760,946	17,132,100	13,208,041
74083	Second Outfall Pipeline - WW Treatment Plant	DP	11,870,000	-	-
Debt Proceeds Total			11,870,000	-	-
74097	Upgrade WW Collection System - Hansen Road	FD	-	-	3,198,700
74114	WWCS Improvements - NE Industrial Area #2, Phase II	FD	-	-	3,163,800
Future Developments Total			-	-	6,362,500
72068	Traffic Signal - Lammers & West Schulte	GF	190,593	-	-
72069	Intersection Improvement - 11th Street & Old MacArthur	GF	1,000,000	-	-
72095	Traffic Signal - Corral Hollow & Valpico	GF	750,000	-	-
72098	Adaptive Traffic System - 11th St., CH to MacArthur	GF	-	-	701,250
73063	Bridge Replacement - 11th Street Bridge	GF	28,985,696	-	-
73084	New Interchange - I205 & Lammers Rd	GF	2,066,892	-	-
73109	New Interchange - I205 & Paradise Rd	GF	220,639	-	-
73126	Widening - MacArthur Drive, Schulte to Valpico, Ph II	GF	4,572,015	-	-
73140	Street Patch & Overlay Program FY15 Phase	GF	861,000	-	-
73144	Widening - Corral Hollow Road, Linne to Old Schulte	GF	-	-	750,000
73145	Sidewalks & Lights - Mt Diablo & Mt Oso	GF	966,000	-	-
74091	Wastewater Recycling Pipeline, Phase I	GF	4,100,000	-	13,900,000
77037	Pavement Maintenance - Tracy Airport, Phase I & II	GF	1,553,842	-	1,630,800
77040	Upgrade AWOS & Unicom - Tracy Airport	GF	100,000	-	-
77548	Radio Replacements TRACER Buses	GF	40,000	-	-
77549	Paratransit Bus Replacements - FY16	GF	480,000	-	-
77550	Transit Buses Replacements - FY 16	GF	2,160,000	-	-
77551	Short Range Transit Plan	GF	100,000	-	-
Grant Funding Total			48,146,677	-	16,982,050
77037	Pavement Maintenance - Tracy Airport, Phase I & II	SA	320,682	-	-
State Aviation Grant Total			320,682	-	-
Total Current Projects			172,389,998	29,477,220	69,288,056



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

New Projects

Project Number	Project Name	Fund	FY17-18	FY18-19
78171	Bikeways Master Plan	241	100,000	-
Fund 241 Total			100,000	-
73166	Street Patch & Overlay Program - FY 18/19	242	-	540,000
77564	Transit Station Security Cameras	242	140,000	-
Fund 242 Total			140,000	540,000
72102	Traffic Signal - Naglee Road & Auto Plaza Drive	245	-	40,100
72103	Traffic Centerline Stripping - Various Locations	245	-	30,000
72105	Lighted Crosswalk/Flashers - Lowell Ave, west of Tracy	245	-	63,000
72106	Red Light Flasher - Linne & Tracy Blvd	245	-	120,000
72107	Traffic Calming - Various Locations , FY17/18-21/22	245	-	50,000
72109	Study of Pedestrian Crossings - Arterials & Railroads	245	135,000	-
72113	Adaptive Traffic System - CHR, Schulte to Mall	245	165,000	-
72111	Replacement of Traffic Loops - FY17/18-21/22	245	176,000	-
72112	Street Light Installation - City Wide	245	84,000	-
72115	Loops Installation at Lauriana & Schulte	245	84,000	-
72101	Traffic Signal Repairs Lincoln & 11th St	245	208,000	-
73166	Street Patch & Overlay Program - FY 18/19	245	-	135,000
73167	Sidewalk, Curb, & Gutter Repairs - FY18/19	245	-	150,000
73168	Reconstruction 6th St, west of Tracy Blvd	245	-	200,000
73169	Street Light Repairs - Various Locations	245	-	76,000
73171	City Sidewalk - Clover Road, 6th St & West St	245	-	250,000
Fund 245 Total			852,000	1,114,100
71101	Pub Works Renovation Phase III	247	-	90,000
Fund 247 Total			-	90,000
71098	ADA Compliance - City Buildings FY17-18	268	50,000	50,000
Fund 268 Total			50,000	50,000
71101	Pub Works Renovation Phase III	271	-	90,000
78174	Kellogg Fountain Renovations	271	140,000	-
78175	LMD Landscape Renovation Program - Various Locations	271	650,000	-
Fund 271 Total			790,000	90,000
71103	Channel 26 Renovation	295	250,000	-
Fund 295 Total			250,000	-
71098	ADA Compliance - City Buildings FY17-18	301	9,000	9,000
71101	Pub Works Renovation Phase III	301	-	135,000
71102	Roof Replacement Police Annex	301	41,250	323,250
71104	Grand Theatre HVAC Controls	301	32,000	-
71105	Roof Replacement Fire Admin Facility	301	36,250	203,250
71027	Retrofit Water Towers - 6th Street Tower	301	105,000	-
77552	PAPI and AWOS Replacement	301	47,300	-
78172	Community Center Expansion	301	-	200,000
78176	Playground Replacements Alden & Yasui Parks	301	-	590,000
78175	LMD Landscape Renovation Program - Various Locations	301	-	-
78176	South County Park North Tracy	301	50,000	50,000
78177	Community Center Renovation Ph II	301	400,150	-
Fund 301 Total			720,950	1,510,500
73170	Widening - MacArthur Drive, Schulte to Valpico Phase III	313	-	1,228,200
Fund 313 Total			-	1,228,200
71099	New Fire Vehicle - Ladder Truck	314	-	10,400
Fund 314 Total			-	10,400
71099	New Fire Vehicle - Ladder Truck	324	-	666,600
Fund 324 Total			-	666,600
71099	New Fire Vehicle - Ladder Truck	352	-	68,000
Fund 352 Total			-	68,000
72102	Traffic Signal - Naglee Road & Auto Plaza Drive	353	-	309,900
73067	Turn Lane - Grant Line Road & I205	353	110,000	-



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

New Projects

Project Number	Project Name	Fund	FY17-18	FY18-19
Fund 353 Total			110,000	309,900
71099	New Fire Vehicle - Ladder Truck	354	-	135,000
72038	Traffic Signal - Tracy Blvd & Valpico	354	-	510,580
72073	Intersection Improvements - MacArthur & Valpico	354	-	306,100
72074	Intersection Improvements - Tracy & Valpico	354	-	196,100
76081	Drainage Improvements - ISP South, Zone 1	354	-	673,900
Fund 354 Total			-	1,821,680
72038	Traffic Signal - Tracy Blvd & Valpico	358	-	59,520
72104	Intersection Improvements - Corral Hollow & Linne	358	-	415,300
73170	Widening - MacArthur Drive, Schulte to Valpico Phase III	358	-	41,900
Fund 358 Total			-	516,720
76083	Drainage Improvements Greenbelt Parkway 1	362	-	3,942,265
Fund 362 Total			-	3,942,265
78170	Gretchen Tally Park Phase III	366	-	1,075,000
Fund 366 Total			-	1,075,000
71100	Public Safety Training Facility	367	-	1,520,000
Fund 367 Total			-	1,520,000
71101	Pub Works Renovation Phase III	511	-	225,000
Fund 511 Total			-	225,000
75150	Water Valve Replacement	513	150,000	150,000
75151	Water Valve Covers	513	150,000	150,000
75152	GSA Formation and Management	513	150,000	150,000
75157	Water Lines Replacement Program	513	375,000	375,000
75153	Luis Manner Well Rehab	513	845,000	120,000
75154	Hazardous/Non-Hazardous Waste Disposal	513	120,000	-
75155	Up flow Clarifier Rehab	513	1,300,000	-
75156	WTP UV Upgrade	513	150,000	-
Fund 513 Total			3,240,000	945,000
71101	Pub Works Renovation Phase III	521	-	225,000
Fund 521 Total			-	225,000
74128	WWTP Plant Replacements Program - FY18-19 to FY21-22	523	-	250,000
74135	Wastewater Discharge Permit Studies - Future Phases	523	-	160,000
74136	Sewer Manholes	523	150,000	150,000
74137	Cleanup of Pond 1 & Berm Strengthening	523	1,260,000	-
74138	FOG Removal & Septage Receiving System	523	1,200,000	-
74139	Screen & Grit Removal System	523	1,200,000	-
74140	WWTP Facilities Plan Update	523	100,000	-
74141	Sodium Bio Sulfate Chemical Feed System	523	70,000	-
74142	WWTP Lab Roof Repair & Floor Replacement	523	50,000	-
74143	WWTP New Admin & Operations Bldg	523	500,000	3,100,000
74144	Trickling Filters Demo/Abandoned	523	265,000	-
74145	WWTP Asphalt Striping & Repaving	523	350,000	-
74146	Dismantling & Filling Old Industrial Clarifier	523	350,000	-
74147	Replace Influent Screens	523	450,000	-
74148	Install Clean-out Maintenance Hole for drains at Drying Beds	523	40,000	-
74149	Disposal of Contaminated Dirt	523	100,000	-
Fund 523 Total			6,085,000	3,660,000
71101	Pub Works Renovation Phase III	531	-	135,000
Fund 531 Total			-	135,000
76085	Storm Drains Replacement Program - Future Phases	541	-	45,000
76082	Drainage Improvements - Arbor Ave, West of MacArthur Dr	541	-	710,000
76084	Storm Drain Drop Inlets	541	150,000	150,000
Fund 541 Total			150,000	905,000
77562	Relocate Perimeter Fencing - Tracy Airport	563	-	11,000
Fund 563 Total			-	11,000
77560	Paratransit Bus Replacements - Future Years	573	150,000	-



City of Tracy
Proposed Capital Improvement Program FY 2017-19
Sorted by Funding Source

New Projects

Project Number	Project Name	Fund	FY17-18	FY18-19
77561	Fixed Route Transit Buses Replacements-Future Years	573	204,000	-
Fund 573 Total			354,000	-
79419	Technology Replacements	605	210,000	210,000
Fund 605 Total			210,000	210,000
72038	Traffic Signal - Tracy Blvd & Valpico	DC	-	(570,100)
72108	Intersection Improvements - Chrisman & Paradise	DC	-	385,000
73170	Widening - MacArthur Drive, Schulte to Valpico Phase III	DC	-	1,146,000
79121	Development Reviews - Future Years	DC	-	1,000,000
Developer's Contribution Total			-	1,960,900
72113	Adaptive Traffic System - CHR, Schulte to Mall	GF	-	877,250
77552	PAPI and AWOS Replacement	GF	393,300	-
77560	Paratransit Bus Replacements - Future Years	GF	600,000	-
77561	Fixed Route Transit Buses Replacements-Future Years	GF	816,000	-
77562	Relocate Perimeter Fencing - Tracy Airport	GF	-	100,000
Grant Funding Total			1,809,300	977,250
New Project Totals			14,861,250	23,807,515





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Chapter 6:

Debt

Financial Plan FY 17-19

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
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Debt Service

Debt service obligations of the City and budgeted amounts required to meet these obligations are presented in this section. These obligations involve long-term debt, which was used to build capital facilities or to acquire equipment that the City is now using.

General Government:

- A. 2007 Lease Revenue Bonds – Series A were issued in October 2007 in the amount of \$2,690,000 to finance the acquisition and construction of Fire Station 97 and to pay costs of issuances, including an insurance premium to acquire a reserve fund surety bond.
- B. 2007 Lease Revenue Bonds – Series B were issued in October 2007 in the amount of \$1,980,000 to repay the outstanding 1995 Refunding Certificates of Participation and to pay the costs of issuances including an insurance premium to acquire a reserve fund surety bond.
- C. 2008 Lease Revenue Bonds were issued in December 2008 in the amount of \$19,765,000 for the acquisition and construction of projects, prepay the outstanding principal balance on the 1998 Certificates of Participation and pay costs of issuance.
- D. Pacific Gas and Electric On-Bill Loan was entered into in December 2014 in the amount of \$247,841 with PG&E for the provision of energy efficiency/demand response equipment and services which qualify for one or more of PG&E's applicable rebate or incentive programs.

Enterprise Funds:

- A. 2004 Wastewater Certificates of Participation were issued in April 2004 in the amount of \$30,955,000 to fund the upgrade of the City's wastewater treatment plant.
- B. State of California Department of Public Health Loan was entered into in 2006 in the amount of \$20,000,000 for assistance in the construction of its new Water Treatment Plant.

Special Assessment Districts:

- A. Special Assessment District Debts with no City commitments was issued to finance infrastructure improvements and facilities within the City boundaries. The City is the collecting and paying agent for the debt issued by these Districts, but has no direct or contingent liability or moral obligations for the payment of this debt.

Interfund Loans:

The City has balances that represent loan activity between funds that is non-current. Interfund balances are expected to be repaid when sufficient cash is available in the borrowing funds.

- A. South County Fire Authority is an advance from the General Fund, does not bear interest and is related to the costs incurred by the General Fund on behalf of the Tracy



Debt Service

Rural Fire District. Repayment of the advance is being amortized over 94 months beginning July 1, 2015.

- B. Municipal Airport advance from the General Fund in June 2009 does not bear interest and is to be repaid when funds are available.
- C. Municipal Airport in January 2012 consolidated four advances from the Water Utility Enterprise Fund totaling \$862,500, which is to be repaid over 33 years at 2.42% interest. The first three years of the loan were interest-only payments, followed by annual payments of \$40,770 for remaining 30 years beginning February 2016.
- D. Northeast Industrial Plan Area #1 advance in August 2012 does not bear interest and is to be repaid when funds are available. The funds were used for projects within the project area.
- E. Water Enterprise Fund advance in the amount of \$2 million for a term of two years with interest at the Local Agency Investment Fund (LAIF) rate.



Debt Service

City of Tracy														
Cashflow for Debt Payments														
FY 2017-18 & 2018-19														
Fiscal Year 2017-2018														
Fund	Name	Debt	7/1/2017	8/1/2017	9/1/2017	10/1/2017	11/1/2017	12/1/2017	1/1/2018	2/1/2018	3/1/2018	4/1/2018	5/1/2018	6/1/2018
407	TOPJPA 2007 Lease Series A	Revenue bonds	-	-	59,750	-	-	-	-	-	59,750	-	-	-
407	TOPJPA 2007 Lease Series B	Revenue bonds	-	-	19,990	-	-	-	-	-	134,990	-	-	-
408	TOPJPA 2008 Lease Revenue Bonds	Revenue bonds	-	-	-	814,938	-	-	-	-	-	559,000	-	-
101	PG&E On-bill Loan	Loan	5,273	5,273	5,273	5,273	5,273	5,273	5,273	5,273	5,273	5,273	5,273	5,273
521	2004 Wastewater Treatment Plant Project	COP	-	-	-	-	-	1,342,458	-	-	-	-	-	551,570
511	State Water Loan (2005)	Loan	628,960	-	-	-	-	-	628,960	-	-	-	-	-
853	CFD 2006-01 NE Industrial # 2	Special tax bonds	-	-	443,946	-	-	-	-	-	284,529	-	-	-
844	CFD 93-1 Tracy Mkt Place (2002)	CFD	-	-	94,399	-	-	-	-	-	53,219	-	-	-
846	TOPJPA 2005 Series A	Revenue bonds	-	4,281,739	-	-	-	-	-	946,339	-	-	-	-
846	TOPJPA 2005 Series B	Revenue bonds	-	274,294	-	-	-	-	-	44,091	-	-	-	-
840	TOPJPA Revenue Bonds 2005 Series C	Revenue bonds	-	-	732,961	-	-	-	-	-	258,428	-	-	-
852	Assessment District No. 2003-01 Berg Ave	A.D.	-	-	55,962	-	-	-	-	-	15,002	-	-	-
854	TOPJPA 2011 Series A	Revenue bonds	-	-	1,015,441	-	-	-	-	-	226,394	-	-	-
844	CFD 93-1 Tracy Mkt Place	CFD	-	-	79,413	-	-	-	-	-	22,680	-	-	-
835	TPFA Revenue bonds 2014	Revenue bonds	-	-	900,900	-	-	-	-	-	74,700	-	-	-
837	TPFA Revenue bonds 2014	Revenue bonds	-	-	926,050	-	-	-	-	-	64,150	-	-	-
850	TPFA Revenue bonds 2015	Revenue bonds	-	-	546,763	-	-	-	-	-	87,763	-	-	-
	Tracy Successor Agency 2016 Tax Allocation	Refunding bonds	-	2,109,225	-	-	-	-	-	738,975	-	-	-	-

Debt Service

City of Tracy														
Cashflow for Debt Payments														
FY 2017-18 & 2018-19														
Fiscal Year 2018-2019														
Fund	Name	Debt	7/1/2018	8/1/2018	9/1/2018	10/1/2018	11/1/2018	12/1/2018	1/1/2019	2/1/2019	3/1/2019	4/1/2019	5/1/2019	6/1/2019
407	TOPJPA 2007 Lease Series A	Revenue bonds	-	-	59,750	-	-	-	-	-	59,750	-	-	-
407	TOPJPA 2007 Lease Series B	Revenue bonds	-	-	17,690	-	-	-	-	-	137,690	-	-	-
408	TOPJPA 2008 Lease Revenue Bonds	Revenue bonds	-	-	-	844,000	-	-	-	-	-	551,875	-	-
101	PG&E On-bill Loan	Loan	5,273	-	-	-	-	-	-	-	-	-	-	-
521	2004 Wastewater Treatment Plant Project	COP	-	-	-	-	-	1,356,570	-	-	-	-	-	534,665
511	State Water Loan (2005)	Loan	628,960	-	-	-	-	-	628,960	-	-	-	-	-
853	CFD 2006-01 NE Industrial # 2	Special tax bonds	-	-	464,529	-	-	-	-	-	279,399	-	-	-
844	CFD 93-1 Tracy Mkt Place (2002)	CFD	-	-	98,219	-	-	-	-	-	51,869	-	-	-
846	TOPJPA 2005 Series A	Revenue bonds	-	4,456,339	-	-	-	-	-	876,139	-	-	-	-
846	TOPJPA 2005 Series B	Revenue bonds	-	279,091	-	-	-	-	-	38,509	-	-	-	-
840	TOPJPA Revenue Bonds 2005 Series C	Revenue bonds	-	-	763,428	-	-	-	-	-	248,013	-	-	-
852	Assessment District No. 2003-01 Berg Ave	A.D.	-	-	55,002	-	-	-	-	-	14,022	-	-	-
854	TOPJPA 2011 Series A	Revenue bonds	-	-	1,046,394	-	-	-	-	-	209,994	-	-	-
844	CFD 93-1 Tracy Mkt Place	CFD	-	-	82,680	-	-	-	-	-	20,790	-	-	-
835	TPFA Revenue bonds 2014	Revenue bonds	-	-	909,700	-	-	-	-	-	58,000	-	-	-
837	TPFA Revenue bonds 2014	Revenue bonds	-	-	934,150	-	-	-	-	-	46,750	-	-	-
850	TPFA Revenue bonds 2015	Revenue bonds	-	-	557,763	-	-	-	-	-	78,363	-	-	-
	Tracy Successor Agency 2016 Tax Allocation	Refunding bonds	-	2,123,975	-	-	-	-	-	711,275	-	-	-	-

Debt Service

City of Tracy															
Cashflow for Interfund Loan Payments															
GY 2017-18 & 2018-19															
Fiscal Year 2017-2018															
Fund	Loan From (Making Payment)	Fund	Loan To (Receiving payment)	7/1/2017	8/1/2017	9/1/2017	10/1/2017	11/1/2017	12/1/2017	1/1/2018	2/1/2018	3/1/2018	4/1/2018	5/1/2018	6/1/2018
211	South County Fire Authority Special Revenue Fund	101	General Fund	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495
561	Municipal Airport	511	Waterutility Enterprise Funds	-	-	-	-	-	-	-	40,770	-	-	-	-
Fiscal Year 2018-2019															
Fund	Name	Fund	Debt	7/1/2018	8/1/2018	9/1/2018	10/1/2018	11/1/2018	12/1/2018	1/1/2019	2/1/2019	3/1/2019	4/1/2019	5/1/2019	6/1/2019
211	South County Fire Authority Special Revenue Fund	101	General Fund	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495	54,495
561	Municipal Airport	511	Waterutility Enterprise Funds	-	-	-	-	-	-	-	40,770	-	-	-	-



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Chapter 7:
City Financial
Resolutions and Policies

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-6000
www.ThinkInsideTheTriangle.com



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Resolutions

RESOLUTION 2017-127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY ADOPTING THE FINANCIAL PLAN FOR FISCAL YEAR 2017-18 AND 2018-19 FOR THE CITY MANAGER'S OPERATING BUDGET

WHEREAS, The City Manager of the City of Tracy is required to prepare a proposed budget for the City Council, and

WHEREAS, The City Manager presented a proposed two-year budget for fiscal years 2017-18 and 2018-19 to the City Council on June 20, 2017 for all Municipal Funds, and

WHEREAS, On June 20, 2017 the City Manager proposed the adoption of the Financial Plan along with specific adjustments directed by the City Council and listed in the attached Financial Plan Summaries attached to this resolution and hereby included herein, and

WHEREAS, The City Council has reviewed the employee positions listed in the budget document and has considered authorizing the City Manager to fill those positions not specifically exempted, provided said positions have sufficient appropriations, and

WHEREAS, The City Council has reviewed the level of budgeting control needed by the City Manager to ensure efficiency in managing the operations of the City, including the authorization of budget transfers within a single fund and within given appropriations of said fund, and

WHEREAS, The City's General Fund will have an anticipated 30% reserves, 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves, during FY 2017-18 as authorized by the City Council's reserve policy, and

WHEREAS, The City's General Fund will have an anticipated 30% reserves, 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves, during FY 2018-19 as authorized by the City Council's reserve policy, and

NOW, THEREFORE, BE IT RESOLVED that the City Council, by resolution, adopt the City of Tracy Financial Plans for Fiscal Year 2017-18 and 2018-19 for City Manager's Operating Budget which was adopted by a separate resolution.



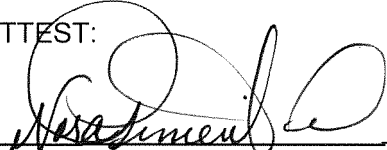
Resolutions

Resolution 2017-127
Page 2

The foregoing Resolution 2017-127 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:

- AYES: COUNCIL MEMBERS: DEMENT, YOUNG, VARGAS, RICKMAN
- NOES: COUNCIL MEMBERS: NONE
- ABSENT: COUNCIL MEMBERS: NONE
- ABSTAIN: COUNCIL MEMBERS: RANSOM


MAYOR

ATTEST:

CITY CLERK



Resolutions

RESOLUTION 2017-128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY ADOPTING THE FINANCIAL PLAN FOR FISCAL YEARS 2017-18 AND 2018-19 EXCLUDING THE CITY MANAGER'S OPERATING BUDGET

WHEREAS, The City Manager of the City of Tracy is required to prepare a proposed budget for the City Council, and

WHEREAS, The City Manager presented a proposed two-year budget for fiscal years 2017-18 and 2018-19 to the City Council on June 20, 2017 for all Municipal Funds, and

WHEREAS, On June 20, 2017 the City Manager proposed the adoption of the Financial Plan along with specific adjustments directed by the City Council and listed in the attached Financial Plan Summaries attached to this resolution and hereby included herein, and

WHEREAS, The City Council has reviewed the employee positions listed in the budget document and has considered authorizing the City Manager to fill those positions not specifically exempted, provided said positions have sufficient appropriations, and

WHEREAS, The City Council has reviewed the level of budgeting control needed by the City Manager to ensure efficiency in managing the operations of the City, including the authorization of budget transfers within a single fund and within given appropriations of said fund, and

WHEREAS, The City's General Fund will have an anticipated 30% reserves, 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves, during FY 2017-18 as authorized by the City Council's reserve policy, and

WHEREAS, The City's General Fund will have an anticipated 30% reserves, 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves, during FY 2018-19 as authorized by the City Council's reserve policy, and

NOW, THEREFORE, BE IT RESOLVED that the City Council, by resolution, adopt the City of Tracy Financial Plans for Fiscal Year 2017-18 and 2018-19 excluding the City Manager's Operating Budget which was adopted by a separate resolution.



Resolutions

Resolution 2017-128
Page 2

The foregoing Resolution 2017-128 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:

AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

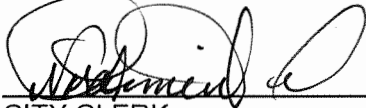
NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:


CITY CLERK



Resolutions

RESOLUTION 2017-129

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY ESTABLISHING AN APPROPRIATIONS LIMIT PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION FOR FISCAL YEAR 2017-18

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total amount appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in the cost of living and population except as otherwise provided in said Article XIII B, and

WHEREAS, Pursuant to said Article XIII B of the Constitution of the State of California, the City Council of the City of Tracy deems it to be in the best interests of the City of Tracy to establish an appropriations limit for the fiscal year 2017-18, and

WHEREAS, The Finance Director of the City of Tracy has determined that the said appropriations limit for the fiscal year 2017-18 be established in the amount of \$57,836,561, and

WHEREAS, The Finance Director of the City of Tracy has determined that the percentage change in per capita income and the county population is the preferred method of calculation in the cost of living adjustment;

NOW, THEREFORE, BE IT RESOLVED that the City Council, by resolution, establish an appropriation limit in the amount of \$57,836,561 pursuant to Article XIII B of the California State Constitution for Fiscal Year 2017-18.

The foregoing Resolution 2017-129 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:

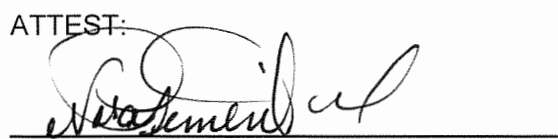
AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:

CITY CLERK



Resolutions

RESOLUTION 2017-130

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY APPROVING GASB 54 AND FUND BALANCE POLICY

WHEREAS, City of Tracy follows Governmental Accounting Standards Board (GASB) for the basis its financial reporting; and

WHEREAS, GASB issued Statement 54: Fund Balance Reporting and Governmental Fund Type Definition and the requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010; and

WHEREAS, the objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions; and

WHEREAS, In response to GASB 54, the City of Tracy finds it desirable to adopt and maintain a GASB 54 and Fund Balance Policy.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Tracy hereby approves the GASB 54 and Fund Balance Policy.


The foregoing Resolution 2017-130 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:


AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:

CITY CLERK



Resolutions

RESOLUTION 2017-131

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY APPROVING GASB 54: FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS

WHEREAS, City of Tracy follows Governmental Accounting Standards Board (GASB) for the basis its financial reporting; and

WHEREAS, GASB issued Statement 54: Fund Balance Reporting and Governmental Fund Type Definition and the requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010; and

WHEREAS, the objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions; and

WHEREAS, the City Council through budget adoption , approved a minimum fund balance in the General Fund to be equal to 30% of operating revenues; 10% for Economic/Budget Stability Reserves and 20% for Contingency Reserves.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Tracy hereby approves the attached list as the Committed Fund Balances for the City's governmental funds, including the General Fund and Special Revenue funds for June 30, 2017.


The foregoing Resolution 2017-131 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:

AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

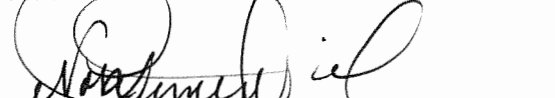
NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:


CITY CLERK



Resolutions

Fund	Fund Number	Department Name	Vendor Name	PO Description	Estimated Amount in Thousands
General Fund	101	CMO-Cultural Arts	Custom Cuts Construction Inc	Grand Theatre door & window replacement	\$ 19,000
General Fund	101	CMO-Cultural Arts	TBD	Printing and Design Services	\$ 21,000
General Fund	101	CMO-Cultural Arts	Seal Furniture	Furniture replacement	\$ 30,000
General Fund	101	Development Srvs	TBD	Services, Supplies and Equipment	\$ 11,000
General Fund	101	Development Srvs	Tracy Chamber	Budget Service Agreement 16-17	\$ 41,000
General Fund	101	Development Srvs	Newmark & Co. Real Estate	Strategic Real Est. Srvc. Business Attraction	\$ 43,000
General Fund	125	Finance	TBD	Actuarial Consulting & Bond Coordination	\$ 34,000
General Fund	125	Finance	Macias Gini & O'Connell	Accounting Services	\$ 250,000
General Fund	101	Fire	Folsom Chevrolet	vehicle #2178	\$ 66,000
General Fund	101	Fire	Meyers Nave	SCFA Consultant Fees	\$ 25,000
General Fund	125	Human Resources	Renne Sloan Holtzman Sakai LLP	Arbitration	\$ 31,000
General Fund	101	Police Department	TBD	Services, Supplies and Equipment	\$ 54,000
General Fund	114	Police Department	Ldv, Inc.	Transport and Equipment Vehicle for SWAT Team	\$ 140,000
General Fund	101	Public Works	TBD	Services, Supplies and Equipment	\$ 62,000
General Fund	101	Public Works	Chrisp	Thermoplastic Re-Application	\$ 40,000
General Fund	101	Public Works	Precision Empri	Contract Concrete Work-Through	\$ 40,000
General Fund	101	Public Works	TBD	Compost for Legacy Fields	\$ 23,000
General Fund	101	Utilities	TBD	Equipment	\$ 15,000
General Fund	101	General Services	N/A	General Fund 10% Economic/Budget Stability Reserves	\$ 5,858,000
General Fund	101	General Services	N/A	General Fund 20% Contingency Reserves	\$ 11,716,000
Community Development Funds	205	Development Srvs	TBD	Services, Supplies and Equipment	\$ 7,000
Community Development Funds	205	Development Srvs	TBD	Building Plan Checking & Inspection Services	\$ 338,000
Community Development Funds	205	Public Works	Tracy Ford Merc	Ford Escape	\$ 25,000
Community Development Funds	206	Development Srvs	TBD	Services, Supplies and Equipment	\$ 37,000
Community Development Funds	206	Development Srvs	TBD	Task Orders	\$ 92,000
Community Development Funds	206	Development Srvs	Storm Water Consulting	Task Orders	\$ 82,000
Community Development Funds	206	Development Srvs	West Yost & Associates	Task Orders	\$ 121,000
Community Development Funds	206	Development Srvs	SNG & Associates	Task Orders	\$ 324,000
Community Development Funds	207	Development Srvs	TBD	Services and Supplies	\$ 2,000
Community Development Funds	207	Development Srvs	Land Logistics	Planning File/Data Mgmt. Project/T.O. #14	\$ 73,000
South County Fire Authority Fund	211	Development Srvs	TBD	Fire Plan Review and Inspection Services	\$ 98,000
South County Fire Authority Fund	211	Development Srvs	West Yost & Associates	Fire Flow Analyses	\$ 3,000
South County Fire Authority Fund	211	Fire	San Joaquin EMS	EMT recertifications	\$ 5,000
Asset Forfeiture Funds	231	Police Department	TBD	Services, Supplies and Equipment	\$ 63,000
Asset Forfeiture Funds	231	Police Department	Ldv, Inc.	Transport and Equipment Vehicle for SWAT Team, CA Sales Tax	\$ 82,000
Community Development Block Grant Fund	268	Development Srvs	TBD	CDBG Programs	\$ 194,000
Landscaping District Fund	271	Public Works	Sandoval Fence	Fence Repairs @ Various Locations	\$ 24,000



Resolutions

RESOLUTION 2017-132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRACY APPROVING THE CITY OF TRACY INVESTMENT POLICY

WHEREAS, The City Council has determined that it is in the City's best interest to adopt and periodically review the City's investment Policy in accordance with California State Government Code Section 53600 et seq, and

WHEREAS, The City Treasurer and Finance Director have reviewed the City Investment Policy and recommend approval of the Investment Policy with no changes; and

WHEREAS, The City Council last reviewed the Investment Policy on June 18, 2013, recognizing the City's investment reporting practices are in accordance with California State Government Code Section 53600 et seq;

NOW, THEREFORE, BE IT RESOLVED that the City Council, hereby approves the City's investment Policy as presented.


The foregoing Resolution 2017-132 is hereby passed and adopted by the Tracy City Council this 20th day of June 2017, by the following vote:

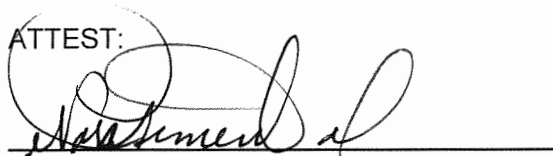
AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:

CITY CLERK



Resolutions

RESOLUTION 2017-058

APPROVING A DEBT MANAGEMENT POLICY FOR THE CITY OF TRACY

WHEREAS, Pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016 and took effect on January 1, 2017, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, In response to SB 1029, the City of Tracy finds it desirable to adopt and maintain a debt management; and

WHEREAS, There has been presented to this meeting a proposed form of debt management (the "Policy");

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tracy that it hereby approves, as follows:

Section 1. Approval of Policy. The City Council hereby approves and adopts the Policy as the debt management policy for the City of Tracy.

Section 2. Effective Date of Resolution. This Resolution becomes effective upon the date of its passage and adoption.

* * * * *

The foregoing Resolution 2017-058 was adopted by the City Council of the City of Tracy on the 21st day of March, 2017, by the following vote:

AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

NOES: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE


MAYOR

ATTEST:

CITY CLERK



Resolutions

RESOLUTION 2017-059

ADOPTING CITY OF TRACY DISCLOSURE POLICY AND PROCEDURES RELATING TO MUNICIPAL BOND TRANSACTIONS

WHEREAS, The Securities and Exchange Commission (the "SEC") recommends that issuers of municipal bonds adopt policies and procedures to govern compliance and implement training with respect to their initial disclosure and continuing disclosure undertakings; and

WHEREAS, In response to the SEC's recommendations and in order to better monitor compliance with its disclosure undertakings, the City of Tracy finds it desirable to adopt and maintain disclosure policies and procedures; and

WHEREAS, There has been presented to this meeting a proposed form of disclosure policies and procedures (the "Procedures");

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The City Council of the City of Tracy hereby approves and adopts the Disclosure Policy and Procedures, included as Attachment A, presented at the meeting at which this resolution is adopted,

Section 2. This resolution shall take effect from and after the date of its passage and adoption.

The foregoing Resolution No. 2017-059 was adopted by the City Council of the City of Tracy, on the 21st day of March, 2017, by the following vote:

AYES: COUNCIL MEMBERS: DEMENT, RANSOM, YOUNG, VARGAS, RICKMAN

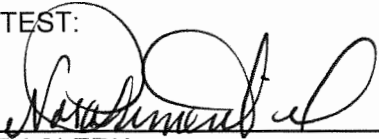
NOES: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE



MAYOR

ATTEST:


CITY CLERK



Policies

BUDGET & FISCAL POLICIES

The City's budget represents the official financial and organizational plan by which City policies and program are implemented. This budget document presents the budget for the fiscal years running July 1, 2017 to June 30, 2018 and July 1, 2018 to June 30, 2019.

The City's budget emphasis reporting and controlling by programs within departments. A variety of programs representing major work efforts are established within each department. A budget is developed for each program in order to more accurately measure the true cost of providing services.

Tracy City Council

Under the council-manager form of government, the elected governing body, City Council, is responsible for establishing policy, passing local ordinances, voting appropriations, and developing an overall vision for the City of Tracy. Under such a government, the Mayor performs primarily ceremonial duties and is the presiding officer of the City Council. Selection of the Mayor and Mayor Pro-Tem (or Vice Mayor) is done in November when there is a City Council election. The Council member receiving the highest number of votes typically also serves as the Vice Mayor until the next City Council election.

The City Council then appoints a City Manager to oversee the daily operations of the government and implement the policies established by the governing body. The City Manager serves the governing body, often with an employment agreement or contract that specifies his or her duties and responsibilities.

The City's budget is prepared by City staff under the direction of the City Manager. The City Manager reviews and considers preliminary budget estimates and proposals submitted by City departments, and then formulates these estimates and proposals into a "Proposed Budget" for submission to the City Council. The City Manager is supported in this budget-making role by the Administrative Services Director, Finance Manager and the Budget Officer.

Budget Review and Adoption

The City Council is required to adopt an annual budget by June 30, prior to beginning of the biennial budget cycle. The budgets are adopted on a basis that does not differ materially from Generally Accepted Accounting Principles GAAP). An appropriated annual budget is legally adopted for all Governmental Funds, except for the Developer Deposits Special Revenue Fund.

The proposed Fiscal Year 2017-18 and 2018-19 budget was released on June 20, 2017. A budget workshop was held on June 6, 2016, where the City Council reviewed and considered the proposed operating budget prepared by City staff. The workshop provided the opportunity for City Council to discuss the budget and to modify the proposed budget to reflect the Council's priorities. The workshop also permitted public comment and participation in the budget process. Copies of the budget are available for public viewing at the City's Public Library and at City Hall.

After review and deliberation, the City Council adopted and approved the budget on June 20, 2016. The adopted budget includes modifications made by the City Council during their review. The resolution adopted appropriates the monies necessary to fund the budget. Along with the budget resolution, the Council adopts a resolution establishing the appropriation limit for tax proceeds for the fiscal year as required by Article XII



Policies

(B) of the State Constitution.

After adoption, the Budget Officer prepared and had the approved budget document published. This document represents the official fiscal policy and plan of the City of Tracy for Fiscal Year 2017-18 and 2018-19. It serves as a communications medium for the general public concerning City activities, as well as a directive to City staff concerning the management and operations of City activities.

Basis of Budgeting

The City's financial records are prepared and maintained in accordance with generally accepted accounting principles (GAAP) of governmental accounting. Under GAAP, the modified accrual basis of accounting is used for governmental funds, while the full accrual basis of accounting is used for proprietary funds.

The City's budget is prepared, recorded, and controlled using a modified accrual basis for all funds budgeted, including proprietary funds. Under this basis of budgeting, capital outlays and debt service principal payments are budgeted and recorded as expenditures. Debt proceeds, capital grants, interfund transfers, and interfund loans exceeding one year are budgeted and recorded as revenues. However, for accounting purposes, these entries in the proprietary funds are adjusted at year-end to comply with the full accrual basis of accounting in the City's Comprehensive Annual Financial Report (CAFR). In City budget documents and periodic budget reports, they are treated as revenues and expenditures.

Mandated Balanced Operating Budgets

The preliminary, adopted, and amended operating budgets for the General Fund and all Enterprise Funds shall be balanced budgets. To maintain a "balanced budget", total expenditures in a fund cannot exceed its total of revenues and its beginning balance. An ending fund balance should always be positive. A negative fund balance indicates that the budget for a fund is not balanced. An ending fund balance for the fiscal year also represents the anticipated reserves of the fund.

Operating budgets shall be defined as regular recurring revenues and expenses required to maintain City Council adopted levels of service to citizens and the community. Non-recurring revenues and expenditures shall be defined as those of a one-time or short-term nature, generally associated with Interfund or External Advances and Loans, grant-funded services, subdivision development or capital improvement projects. All City funds should maintain an adequate reserve level and/or ending fund balance, as determine annually and as appropriate for each fund for the fiscal year. Any supplemental appropriations, after the budget is adopted, would decrease the reserves or projected ending fund balances.

Budget Control Procedures

The Finance Department maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is the department level and within a single fund. The City Manager may authorize transfers between administrative control accounts within a department or within a capital project. Supplemental appropriations during the year must be approved by the City Council. Any transfer of appropriations between departments in the operating budget or between capital projects in the capital budget also requires City Council approval. These appropriations, representing



Policies

amendments to the budget during the year, could be significant in relationship to the original budget as adopted.

Base Budget and Augmentations

A base budget is developed for all operating programs for staff, contracted services and commodities accounts. Normally, the base is determined by utilizing the historical spending; but adjusted for an inflation factor plus the current budget amounts. The budget may also be adjusted for specific one-time items that are not considered to be ongoing.

For purposes of budget preparation and formulation, departmental budget submittals for a program consist of two parts: a base request and augmentation requests to enhance the budget. A program's base request details the fiscal resources necessary to carry on the program at its current level. An augmentation request for a program details the funding to increase or significantly change the program budget from its current level (beyond the base request). Usually the base budget and augmentation requests total more than the amount of funds available. Management reviews all augmentation requests in order to determine priority. If possible, high priority augmentations are included in the budget, while maintaining an acceptable reserve level.

Budget Year-End

Normally, budget appropriations are only valid for a fiscal year and budget authority lapses at the end of a fiscal year. Any unspent funds are returned to their respective fund balances. In certain cases, appropriations are carried over from the prior fiscal year. Such prior appropriations are carried over by the Finance Division without further Council action. Action by the City Council on the budget for a new fiscal year is concerned with new appropriations.

Prior fiscal year appropriations eligible to be carried over at year-end include any outstanding encumbrances for \$1,000 or more against the operating budget still open at year-end. It is expected that these encumbrances will be expended in the new fiscal year. Also, unexpended capital budget appropriations are eligible to be carried over for uncompleted capital projects that are expected to be completed in the new or future fiscal years.

At the end of each fiscal year, the Finance Department requests that each department review its budget for items or programs for which any planned expenditure is pending. This may include a project, which has been initiated, or an item ordered but not completed or received. Administrative carryover requests are reviewed by the Finance Director to determine the merit of the request and to ensure funding is available. A recommendation is made to the City Manager on the carryover request; the City Manager then determines which requests are appropriate and authorizes the administrative carryover request.

Throughout the year, the City Council considers departmental requests for additional appropriations to fund activities not included in the adopted budget.

When carried over and budgeted in the new fiscal year, these appropriations shall be offset against the appropriate fund balance and/or revenue source. These carryovers may be made without further Council actions, since prior authorization has been given for these appropriations.



Policies

Budget and Financial Controls

The finance department is responsible for the City's budget and financial controls. The Finance Division reviews purchasing transactions and payment requests for compliance with City's rules, regulations, and budgetary limits. Finance also administers the City's payable system to review, process, and pay purchasing transactions and expense claims. The Finance Division receives and deposits all City receipts. City deposits are invested by the elected City Treasurer. The Finance Division maintains the records of all City receipts, outlays, and cash balances.

Monthly budget detail reports are prepared and distributed to department heads and program managers. These reports are organized by program and show the budget amount authorized as well as expenditures and encumbrances to date.

The Finance Division, in conjunction with Human Resources, maintains a position control system based on the budget to control City staffing. The Finance Division administers the City's payroll system to process personnel transactions and to review and pay personnel expenses.

In the course of the fiscal year, it may become necessary to amend, transfer, or adjust the amounts appropriated in the adopted budget. Any subsequent appropriation of additional monies for a fiscal year requires approval of the City Council. Any transfer of appropriations between departments in the operating budget or between capital projects in the capital budget also requires Council approval. However, the City Manager may approve transfers between administrative control accounts within a department or within a capital project.

Fund Balance Policy (GASB 54)

The City Council has adopted Fund Balance Policy which establishes the procedures for reporting fund balance in the City of Tracy financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This policy took effect for financial reports for fiscal year ending June 30, 2011.

Financial Structure and Operations

The City's accounting system is organized and operated on a "fund basis" with each fund distinct and self-balancing. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created". Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions or limitations. The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles(GAAP).



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ACCOUNTING POLICIES

The City provides a full range of services to its citizens. These include: police, fire, library, parks and recreation, public works, planning and zoning, water and wastewater utilities, economic development, and general administrative services.

Services are categorized into a departmental structure to afford similarity in service provided. Departments may receive funding from one or more funds. Through the budget process and ongoing activity, the City Council oversees the operation of the City and sets forth community priorities and policies to be implemented by the City Manager. The City Manager directs the departments in the administration of City programs and service delivery. The City Manager establishes administrative policy in areas under his/her purview.

To monitor and evaluate departmental effectiveness, a project performance measurement program has been initiated. Under this program, each department sets forth the projects and programs to be undertaken during the fiscal year. Projects and programs may be short-term, (with a specific completion date), or be ongoing programs. Each department's performance measurement directly ties city services and personnel to meeting one or more of the City Council's Strategic Goals.

Measurement Focus and Basis of Accounting

The City of Tracy's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). Governmental (General, Special Revenue, Debt Service and Capital Projects) Fund Types and Expendable Trust Funds are accounted for on a "current financial resources" measurement focus.

The modified accrual basis of accounting is followed by the Governmental and Expendable Trusts. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable resources. Operating statements for Governmental Fund Types and Expendable Trust Funds report increases (revenues) and decreases (expenditures) in available spendable resources. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred. Liabilities are considered current when they are normally expected to be liquidated with expendable available financial resources.

The Proprietary (Enterprise and Internal Service) Funds are accounted for on an "economic resources" measurement focus. The Proprietary, Nonexpendable Trust, and Pension Trust Funds are accounted for using the accrual basis of accounting. Revenues or contributions are recognized when they are earned or due and expenses or benefits paid are recorded when the related liability is incurred. Accordingly, all assets and liabilities are included on the balance sheet, and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for Proprietary Funds report increases (revenues) and decreases (expenses) in total economic net worth.

In accordance with GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Government Entities That Use Proprietary Fund Accounting, the City applies all GASB pronouncements currently in effect as well as Financial Accounting Standards Board Statements and Interpretations,



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Accounting Principles Board Opinions and Accounting Research Bulletins of the Committee on Accounting Procedures issued on or before November 30, 1989, as long as they do not conflict with GASB pronouncements. The City applies FASB Statement No. 71 to its enterprise activity. Under FASB Statement No. 71, certain revenues and costs are deferred (under the regulation of City Council) as necessary to match revenues with related expenses.

Recognition

The Finance Department would like to acknowledge the enormous amount of work that city management staff put into this budget book. We appreciate and recognize their dedication and experience; and thank them for their unyielding support and assistance.



Policies

GASB 54 FUND BALANCE POLICY

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the City of Tracy financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This policy will take effect for financial reports for fiscal year ending June 30, 2011.

Procedures

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

- Components of fund balance –
 - Nonspendable (inherently nonspendable)
 - not in spendable form or requirement to maintain intact
 - Restricted fund balance (externally enforceable limitations on use)
 - Outside parties
 - Constitutional provisions or enabling legislation
 - Committed fund balance (self-imposed limitations)
 - Formal action by the end of the fiscal period
 - Highest level of decision making
 - Assigned fund balance (limitation resulting from intended use)
 - Less formal action
 - Highest level of decision making or designated body/official
 - Unassigned fund balance (residual net resources)
 - (+) only in the General Fund

Nonspendable Fund Balance

The Nonspendable fund balance component represents amounts that cannot be spent, because they are either not in spendable form (items not expected to be converted to cash; such items are typically inventories, prepaid expenses, and long term receivables (due in more than 12 months). Funds legally or contractually required to be maintained intact, corpus of a permanent fund. However, if proceeds realized from the sale or collection of Nonspendable assets are Restricted, Committed or Assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted Fund Balance

The Restricted fund balance is a constraint placed on the use of the amounts that are externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other



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governments; or imposed by law through constitutional provisions or enabling legislation which require the resources to be used only for a specific purpose. The category of Restricted fund balance is used primarily in Special Revenue, Capital, and Debt Service funds.

Committed Fund Balance

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified purpose/use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur prior to the close of the fiscal reporting period; however, the amount can be determined subsequently.

The resolution or ordinance for Committed fund balance should include:

- A. List specific purpose of funds
- B. List specific conditions to expend funds
- C. State if funds are expected to be replenished/maintained
- D. Establishment of order of priority when setting funds aside

Assigned Fund Balance

Amounts that are constrained by the City's intent to be used for specific purpose/uses, but are neither Restricted nor Committed, should be reported as Assigned fund balance. Both the Committed and Assigned fund balance classifications include amounts constrained to being used for specific purposes by actions taken by the government itself. However, the authority for making an assignment is not required to be the City's highest level of decision-making authority. Furthermore, the nature of the actions necessary to remove or modify an assignment is not as prescriptive as it is with regard to the committed fund balance classification. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts classified as Committed. The action taken to assign fund balance can be done after year end. Assignments cannot cause the fund to report a negative (deficit) fund balance.

This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager for the purpose of reporting these amounts in the annual financial statements. A few examples of assigned fund balance follow.

- Continuing Appropriations
Fund balance levels must be sufficient to meet funding requirements for projects approved in prior years and which must be carried forward into the new fiscal year.
- Debt Service
Established to provide for future debt service obligations.
- Appropriated Fund Balance
Not infrequently, governments balance their budget by appropriating a portion of existing fund balance to bridge the gap between appropriations and estimated revenues. The portion of fund



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balance thus appropriated for the following year would properly be classified as Assigned fund balance.

- Cash Flow Assumptions

The City receives its primary revenue sources twice a year, December and April. To maintain the appropriate level of cash to meet expenditures, the City should set aside enough cash to make payroll, debt payments, and monthly demands.

Unassigned Fund Balance

Unassigned fund balance is the residual classification for the City's General Fund and includes all spendable amounts not contained in the other classifications. The amount may not be reported as a negative; other classifications must be reduced so as to show a positive or zero Unassigned fund balance. Amounts reported in this classification are considered to be used without restriction.

Other Significant Changes under GASB Statement No. 54

- Significant Changes In Fund Types

Special Revenue Funds — The definition of this fund type is probably the one which is most impacted by GASB Statement No. 54. In accordance with Statement No. 54, in order for a fund to be classified as a Special Revenue Fund it must have revenue or proceeds from specific revenue sources which are either restricted or committed for a specific purposes other than debt service or capital projects. This definition means that in order to be considered a Special Revenue fund there must be one or more revenue sources that make up the "foundation" for reporting the activity in a separate fund. Transfers in from another fund are allowed, only so long as the government expected the core revenue source(s) comprise a substantial (more than 60%) portion of the inflows reported in the fund.

- Minimum Fund Balance Policy

GASB recommends that an agency adopt minimum fund balance policy and related note disclosure contain language such as the following to communicate to users the importance of the Reserve for Economic Uncertainties, why it consists of amounts that are unassigned, and what amount is not available for spending. Therefore, in the financial statements, the City will be required to disclose:

- Appropriate level
- Classify Minimum amount for each category "Committed" "Assigned" or "Unassigned"
- Circumstances for spending down
- Policy for replenishment
- Annual review by City Council prior to the close of the fiscal period.

Maintenance of an adequate fund balance is important, because it provides a financial "safety net" in the event of emergencies, economic downturns or other unforeseen circumstances. This minimum reserve will allow Sierra Madre to realize a certain level of investment earnings and provide a minimum reserve for emergencies and contingencies. However, amounts listed in classifications other than Unassigned must be specific in nature so as to provide a catalyst for use



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of the funds and action if any to replenish the reserves. With an appropriate fund balance the City can:

- Avoid excessive short term borrowing thereby avoiding associated interest cost.
- Accumulate sufficient assets to make designated purchases or cover unforeseen expenditure needs.
- Demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs.
- Provide guidance on the order for which fund balance is liquidated as expenditures are incurred.
- City Council should review annually the fund balance policy and apply it appropriately to the various classifications of fund balance so as to meet City Council current and future year priorities.



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INVESTMENT POLICY

The City Council of the City of Tracy (the "City") has adopted this Investment Policy (the "Investment Policy") in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City. All City funds will be invested in accordance with this Investment Policy and with applicable sections of the California Government Code.

I. Statement Objectives

Temporarily idle or surplus funds of the City of Tracy shall be invested in accordance with principles of sound treasury management and in accordance with the provisions of California Government Code Section 53600 et seq., the Tracy Municipal Code, and this Investment Policy.

Overall Risk Profile

The basic objectives of Tracy investment program are, in order of priority:

1. Safety of invested funds;
2. Maintenance of sufficient liquidity to meet cash flow needs; and
3. Attainment of the maximum yield possible consistent with the first two objectives.

The achievement of these objectives shall be accomplished in the manner described below:

Safety of Invested Funds

The City shall ensure the safety of its invested idle funds by limiting credit and interest rate risk. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates.

Credit risk will be mitigated by:

- i. Limited investment to the safest types of securities;
- ii. By pre-qualifying the financial institutions with which it will be doing business;
- iii. By diversifying the investment portfolio so that the failure of any one issuer or backer will not place an undue financial burden on the City;
- iv. By timely monitoring all of the City's investments to anticipate and respond appropriately to a significant reduction of credit worthiness of any of the depositories.

Interest rate risk will be mitigated by:

- i. Structuring the City's portfolio so that securities mature to meet the City's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturation to meet those specific needs; and
- ii. Investing primarily in shorter-term securities, unless it is anticipated that long-term



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- securities can be held to maturity without jeopardizing liquidity requirements.
- iii. Occasionally restructuring the portfolio to minimize the loss of market value and/or maximize cash flows in income.

The physical security or safekeeping of the City's investments is also an important element of safety. Detailed safekeeping requirements are defined in Section III of this Policy.

Liquidity

The City's investment portfolio must be structured in a manner, which will provide that securities mature at the same time as cash is needed to meet anticipated demands (static liquidity). Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). The specific percentage mix of different investment instruments and maturities is described in Section II of the Policy.

Yield

Yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. While it may occasionally be necessary or strategically prudent for the City to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio to meet the current market conditions.

Time Frame for Investment Decisions

The City's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the City's anticipated cash needs. Subject to the safety provisions outlined above, the choice of investment instruments and maturities shall be based upon an analysis of anticipated cash needs, existing and anticipated revenues, interest rate trends and specific market opportunities. The average maturity of the investment portfolio will not exceed three years, and no investment will have a maturity of more than five years from its date of purchase, including U.S. Treasury and/or its Government affiliated Agencies.

Definitions

Maturity: shall mean the period from the date of purchase until the final maturity date stated on the instrument.

Average maturity of the investment portfolio: shall be computed as follows: Sum of \$ x Years

Total \$ of portfolio = Average maturity (years)

Total dollar amount of portfolio: shall mean all monies of the City excluding proceeds from bond issues.

Definition of Idle or Surplus Funds

Idle or surplus funds for the purpose of this Policy are all City funds, which are available for investment at any one time, including the estimated checking account float, excepting those minimum balances



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required by the City's banks to compensate them for the cost of banking services. This policy also applies to the idle or surplus funds of other entities for which the City of Tracy personnel provide financial management services.

Limitations on Reverse Repurchase Agreements

A reverse repurchase agreement is a transaction in which the City sells securities to a counter party and agrees to repurchase the securities from the counter party at a date certain. Under no circumstances shall the City sell securities through reverse repurchase agreements for the purpose of financing the acquisition of other securities. Except as otherwise authorized by the City Council, the use of reverse repurchase agreements will be limited to those occasions where unanticipated, short-term cash requirements can be met more advantageously by initiating a reverse repurchase agreement than by selling a security into the secondary market prior to its maturity. (For example, if a specific cash requirement precedes the maturity of a security, which had been intended to meet that requirement; it may be advantageous to initiate a reverse repurchase agreement by transferring the security to a counterpart rather than selling the security into the secondary market prior to its maturity. Proceeds from the maturity of the security would then be used to close out the reverse repurchase agreement.) When such a reverse repurchase agreement is being considered it shall be reported to the City Council for Council approval.

Standards of Prudence and Ethics

Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall portfolio shall be designed and managed with a degree of professionalism worthy of the public trust. The standard of Prudence to be used by investment officials shall be the prudent investor (see below) and shall be applied in the context of managing an overall portfolio.

Prudent Investor Standard when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

II. INVESTMENT OF IDLE FUNDS

Eligible Securities

The City may invest temporarily idle funds through banks, securities dealers, the State Local Agency Investment Fund (LAIF), California Asset Management Plan (CAMP) and other investment instruments as designated by the California State Code.



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CATEGORY ONE	LOCATION	DOLLAR VALUE	MATURITY
Local Agency Investment Fund	California	Per LAIF Limit	On Demand
California Asset Management Program	California	No Limit	On Demand
Safekeeping Services Sweep Accounts	Banks	Per Investment Type	On Demand
US Treasury Issues	-----	No Limit	NTE 5 Years
US Government Agency Debenture Issues	-----	Per State Code	NTE 5 Years
Insured Deposits Banks	California	Per State Code	On Demand

CATEGORY TWO	LOCATION	DOLLAR VALUE	MATURITY
Repurchase Agreements	Banks and Dealers	No Limit	NTE 1 Year
Reverse Repurchase	Banks and Dealers	NTE 20%	NTE 92 days
Certificates of Deposit	Banks in California	30% Portfolio	NTE 1 Year

CATEGORY THREE	LOCATION	DOLLAR VALUE	MATURITY
	Domestic US		
Bankers Acceptances (1)	Foreign	30% Portfolio	NTE 6 Mo
Commercial Paper	Domestic US	Per State Code	NTE 9 Mo
Negotiable CDs	Domestic US	Per State Code	NTE 18 Mo
Municipal Securities	Domestic US	30% Portfolio	NTE 5 Yrs
Med Tern Corp Notes	Domestic US	30% Portfolio	NTE 5 Yrs
Money Market Funds	Domestic US	20% Portfolio	On Demand

CODE REFERENCES	STATE GOV'T CODE #	FOOTNOTES
US Treasury & Agencies	53601 (b), (f)	1. Must be dollar denominated 2. Money Market Funds must be comprised of eligible securities permitted under policy.
Bankers Acceptance	53601 (g)	
Commercial Paper	53601 (h)	
Certificate of Deposits	53638	
Negotiable CDs	53601 (i)	
Repurchase Agreements	53601 (j) (1), (2)	
Reverse Repo Agreements	53601 (j) (3)	
Medium Term Corp Notes	53601 (k)	
Money Market Funds	53601 (m to 0) (2)	
Municipal Securities	53601 (a)	
LAIF	16429 (l)	
CAMP	53601 (p)	
Active Deposits	53632 (b), (c)	



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No more than 10% of the total portfolio shall be invested in the issuances of any single institution other than securities issued by the U.S. Government, its affiliated agencies, LAIF and CAMP.

Qualification of Brokers, Dealers and Financial Institutions

Aside from LAIF, CAMP, insured deposits, and U.S. Treasury and Government Agency issues, investments shall be placed only in those instruments and institutions rated favorably by a nationally recognized statistical-rating organization (NRSRO). For Banker's Acceptances, domestic depositories shall be limited to banks rated "b" or better, and selected major California banks rated "c" or better. Foreign Bankers Acceptances shall be limited to depositories rated 1/11 or better (the equivalent of an A/B domestic rating) and must be dollar-denominated instruments. An information log containing the type of collateral in the acceptance shall be maintained. Negotiable Certificates of Deposit shall be issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a state-licensed branch of a foreign bank, provided that the senior debt obligations of the issuing institution are rated A or better by a NRSRO. For Time Deposits over \$250,000, depositories shall be limited to California State banks and financial institutions that have received a minimum overall satisfactory rating for meeting the credit needs of California Communities in its most recent evaluation. Except for insured deposits in California banks, City investment transactions will be conducted only with institutions meeting the tests described above, and/or with dealers from the list of Government Security dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York (Exhibit A) and/or with dealers from the list of Commercial Paper dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York (Exhibit B). Except for investment in Banker's Acceptances and Negotiable Certificates of Deposit, the City will limit its investments in banks to those institutions maintaining offices in the State of California.

The California Government Code restricts cities to investing in commercial paper of the highest rankings provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

1. The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization.
2. The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.

The City may not hold more than 5% of an issuing corporation's commercial paper.

The California Government Code restricts cities to investing in medium term corporate notes of a maximum of five years maturity issued by corporations operating within the United States. Securities eligible for investment must be rated A or better by two of the three largest nationally recognized services. Medium-term corporate notes may not exceed 30% of the City's portfolio.

Collateralization Requirements



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Uninsured time deposits with banks shall be collateralized in the manner prescribed by law for depositories accepting municipal investment funds.

Pre-formatted Wire Transfers

Wherever possible, the City will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. When transferring funds to an account not previously approved, the bank is required to call bank a second employee for confirmation that the transfer is authorized.

Requirement for Financial Statements

Each bank, and security dealer, otherwise qualified under the provisions of this policy, who wishes to do business with the City shall submit a copy of its latest financial statement to the City including a balance sheet and profit and loss statement. If the security dealer is a private partnership registered with the SEC, the following shall be required in lieu of a profit and loss statement: 1) disclosure of its excess net capital in the notes to the statement of financial condition, and 2) a separate letter from its CPA firm attesting to the fact that Rule 15c 3-1 has been complied with and the dealer's internal systems and controls have no material inadequacies.

After a review of the financial statement and all other relevant information, the City will determine whether a service agreement should be executed with the institution based on the standards outlined in this Policy. The City requires that an agreement for services be executed prior to entrusting its funds to any dealer or financial institution, and that up-to-date financial statements be sent to the City Treasurer.

Notice to Dealers

The City Treasurer shall annually send a copy of the current edition of this Investment Policy to all institutions, which are approved to handle City of Tracy investments. Receipt of the Policy, including confirmation that it has been reviewed by persons handling the City's account, shall be acknowledged in writing within thirty days.

Requirements for Repurchase Agreements

A repurchase agreement is a transaction in which a counterpart agrees to transfer to the City securities or financial instruments in exchange for funds with a simultaneous agreement by the City to resell the securities to the counterpart at a date certain. In such cases, the transferred securities shall be U.S. Treasury or Government Agency issues whose market value at the time of transfer is equal to at least 102% of the repurchase agreement's face value. For other than overnight investments, the securities transferred shall be marked to market on a daily basis and maintained at an amount equal to at least 102% of the repurchase agreement's face value. The market value of the transferred securities may be required to exceed the repurchase agreement's face value by an amount, which is expected to protect against a sudden decrease in the market value of the transferred securities.

The types of securities to be accepted as transferred securities in repurchase agreements in which the City is



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the buyer shall be limited to the types of eligible U.S. Treasury or Government Agency issues described in Sections II.A and II.B. The maturities of transferred securities shall not be limited as described in Section II.A. Substitutions or transferred securities may not be made without prior approval by the City.

III. SAFEKEEPING OF SECURITIES

Safekeeping Agreement

Securities purchased from Brokers/Dealers shall be held in third party safekeeping by the trust department of the local agency's bank or other designated third party trust, in local agency's name and control, whenever possible. The City may contract with a bank or banks for the safekeeping of marketable securities, which are transferred to the City under the terms of repurchase agreements.

Handling of City-Owned Marketable Securities & Time Deposit Collateral

All marketable securities owned by the City shall be held by its safekeeping agent, except the collateral for time deposits in banks. The collateral for time deposits is held by the Federal Home Loan Bank. The collateral for time deposits in banks is held in the City's name in the bank's trust department or with its correspondent bank (if a safekeeping agreement has been executed) or, alternatively, in the San Francisco Federal Reserve Bank.

Handling of Repurchase Agreement Securities

The securities transferred to the City under the terms of repurchase agreements with banks may be held in the issuing bank's trust department, provided that a master trust agreement has been executed insuring fiduciary separation of these assets from other bank assets. The securities transferred to the City under the terms of repurchase agreements with dealers must be delivered to a third-party custodian with whom the City has established a safekeeping agreement.

IV. STRUCTURE AND RESPONSIBILITY

This section of the Investment Policy defines the overall structure of the investment management program.

Responsibilities of the City Treasurer

The City Treasurer is charged by law with responsibility for the deposit and investment of City funds, which come into his hands in accordance with principles of sound treasury management and in accordance with applicable laws and ordinances, and the development of procedures to implement this investment policy. He is responsible to keep the City Council fully advised as to the financial condition of the City Treasury.

Security Transfers

The authorization to release City securities will be telephoned to the appropriate bank by the Treasurer. A written confirmation outlining details for the transaction and confirming the telephoned instructions will be sent to the bank within five (5) working days.



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Responsibilities of the Finance and Administrative Services Director

The City Finance and Administrative Services Director is responsible for the fiscal procedures of the City. A review of the City's investment program is a part of the responsibility described above.

Verification of Security

Securities transferred to the City under the terms of repurchase agreements and collateral securing time deposits, which are being held in safekeeping for the City, will be verified in writing and examined on a surprise basis during the year. Verification of transferred securities and time deposit collateral will be part of the City's annual independent audit.

Responsibilities of the City Council

The City Council shall consider and adopt, by resolution, an investment policy. As provided in that Policy, the Council shall receive, review, and accept monthly Investment Reports.

V. REPORTING

The City Treasurer shall prepare a monthly Investment Report within 45 days after the close of the month, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and significant transactions made over the past month. This management summary will be prepared in a manner, which will allow the City Manager and City Council to ascertain whether investment activities during the reporting period have deviated from the City's Investment Policy.

A monthly Investment Report will include the following:

- A. Trend of average portfolio maturity;
- B. Maturity aging by type of investment;
- C. Percentage mix of portfolio by type of investment, including a listing of individual securities held at the end of the reporting month;
- D. A statement that the portfolio investments comply with all state and federal laws and are in compliance with this policy. Any prior violations which have been corrected must be so identified;
- E. Trend of rate of return on investments;
- F. Unrealized gains or losses resulting from appreciation or depreciation in the market value of securities;
- G. Interest cost and interest earning from reverse repurchase agreement transactions;
- H. All investment transactions occurring during the month whether or not the transaction has been fully settled; and
- I. As per state applicable laws, demonstrate current market position of all marketable securities.



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The following can be found on file in the City Treasurer's office:

- A. Realized trading gains and losses and interest received on trading activity;
- B. Aggregate commitments to purchase securities or make other payments to dealers in a manner to permit adequate cash need forecasting;
- C. A description of the current investment strategy and the assumptions upon which it is based;
- D. Average rate of return on reporting month's purchases;
- E. Average rate of return on reporting month's sales and/or maturities;
- F. Distribution reports by bank and broker/dealer; and
- G. Cash management projections.

VI. REVIEW OF INVESTMENT MANAGEMENT

Policy Exceptions

There shall be no exceptions to the prescribed limits and obligations of this policy.

Investment Review

The City Council, by Resolution No. 95-087, has established an Investment Review Committee. This Committee, composed of two City Council Members, the City Treasurer, the City Manager, and the Finance and Administrative Services Director shall meet not less than quarterly to review the City Treasurer's report and investment activities.

Policy Review

This Investment Policy shall be reviewed annually to ensure its consistency with respect to the overall objectives of safety, liquidity and yield, and its relevance to current laws and financial trends. Proposed amendments to the Policy shall be prepared by the City Treasurer, and after review and approval by the City Manager, shall be forwarded to the City Council for consideration and approval.

VII. INVESTMENT OF PROCEEDS OF DEBT ISSUANCE

The following section governs the investment of proceeds from debt issuance. Investments can be made in accordance with this policy when not in conflict with applicable provisions of a particular debt financing.

"Permitted Investments" means any of the following, which at the time of investment are legal investments under the laws of the State for the monies proposed to be invested therein:

Direct obligations (including obligations issued or held in book entry form on the books of the Department of the Treasury of the United States of America), or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America; Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored



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enterprises rated “AAA” by an NRSRO.

Interest-bearing demand or time deposits (including certificates of deposit, and bank investment contracts whether negotiable or non-negotiable) in federal or state chartered savings and loan associations or in national or State banks (including the Trustee) provided that either: (a) the obligations of such association or bank or the obligations of the holding company of such association or bank are rated in one of the three highest rating categories by a NRSRO; or (b) such deposits are fully insured by the Federal Deposit Insurance Corporation, provided, however, that the portion of any certificates of deposit in excess of the amount insured by the Federal Deposit Insurance Corporation, if any, shall be secured at all times in the manner provided by law by collateral security having market value not less than the amount of such excess, consisting of securities described in this section, items (1) through (4);

Investment agreements, guaranteed investment contracts, funding agreements, or any other form of corporate note representing the unconditional obligations of entities; (a) the unsecured long-term debt obligations or claims-paying ability ratings of which are rated in the top three rating categories by a NRSRO, or (b) the short-term debt obligation rated in the two highest categories of either of such rating agencies;

Repurchase agreements with financial institutions insured by the FDIC or FSLIC, or any broker-dealer with “retail customers” which falls under the jurisdiction of the Securities Investors Protection Corporation (SIPC), provided that: (a) the over-collateralization is at one hundred two percent (102%), computed weekly, consisting of such securities as described in this section, items (1) through (4); (b) a third party custodian, the Trustee or the Federal Reserve Bank shall have possession of such obligations; © the Trustee shall have perfected a first priority security interest in such obligations; and (d) failure to maintain the requisite collateral percentage will require the Trustee to liquidate the collateral;

Money Market Mutual Funds registered with the Securities and Exchange Commission and rated in the highest category by a NRSRO;

Tax-exempt obligations rated in either of the two highest rating categories by a NRSRO, including money market funds so rated;

Deposits in the Local Agency Investment Fund (LAIF) referred to in Section 16429.1 of the Government Code of the State;

Deposits in the California Asset Management Plan (CAMP) referred to in the JPA Investment, approved by Resolution No. 98-104, of the Tracy City Council on April 7, 1998.

In the event the issue becomes credit enhanced, the foregoing permitted investments must be approved by the credit enhancement agency. In addition, the permitted investments may be expanded to include any other investments approved by the credit enhancement agency.

Amended by:
Resolution 93-103 - 4/6/93
Resolution 94-228 - 7/19/94
Resolution 95-132 - 5/2/95



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Resolution 97-354 - 10/21/97
Resolution 98-190 - 6/16/98
Resolution 99-343 - 9/7/99
Resolution 2000-351 - 8/15/00
Resolution 2001-360 - 10/2/01
Resolution 2002-236 - 8/6/02
Resolution 2004-209 - 7/6/04
Revised by Resolution 2005-300 - 12/6/05
Resolution 2007-002 - 1/2/07
Revised by Resolution 2009-036 - 3/3/09
Revised by Resolution 2011-105 – 6/7/11



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CITY OF TRACY COUNCIL POLICY A-6

DEBT MANAGEMENT POLICY

Article I General

Section 1.01: Purpose – Local governments issue multiple types of debt in order to finance public projects and meet their funding needs. The City of Tracy (the “City”) has previously issued debt and anticipates having to do so in the future. The City seeks to establish a Debt Management Policy (the “Debt Policy”) to standardize and guide the issuance and management of debt by the City. The Debt Policy is subject to City Council approval, and may be amended by the Council as it deems appropriate from time to time in the prudent management of the debt of the City.

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the City, however, circumstances and needs may arise in which Council may elect to deviate from these standards.

Section 1.02: Findings

The City hereby finds and recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City’s sound financial position.
- Ensure that the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City’s debt is consistent with the City’s planning goals and objectives and capital improvement program or budget, as applicable.

Article II Debt Issuance and Management Policies

Section 2.01: Purposes for Which Debt May be Issued

(A) Long-Term Debt – Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.

- (i) Long-term debt financings are appropriate when the following conditions exist:
- When the project to be financed is necessary to provide basic services.



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- When the project to be financed will provide benefit to constituents over multiple years.
 - When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
 - When the debt is used to refinance outstanding debt in order to produce debt services savings or to realize the benefits of a debt restructuring.
- (ii) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
- (iii) The City may use long-term debt financings subject to the following conditions:
- The project to be financed must be approved by the City Council.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
 - The City estimates that sufficient revenues will be available to service the debt through its maturity.
 - The City determines that the issuance of the debt will comply with the applicable state and federal law.
- (iv) Short-term debt – Short-term debt may be issued to provide financing for the City’s operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.
- (B) Financings on Behalf of Other Entities – The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Article III Types of Debt

Section 3.01: The following types of debt are allowable under this Debt Policy:

- General obligation bonds.
- Bond or grant anticipation notes.
- Lease revenue bonds, certificates of participation and lease-purchase transactions.
- Other revenue bonds and certificates of participation.
- Tax and revenue anticipation notes.
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes.



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- Tax increment financing to the extent permitted under state law.
- Conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations.

Section 3.02: The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Section 3.03: Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

Article IV

Relationship of Debt to Capital Improvement Program and Budget

Section 4.01: The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

Section 4.02: The City shall strive to fund the upkeep and maintenance of its infrastructure, including but not limited to roadways, sidewalks, water, sewage and storm drainage systems, etc. and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

Section 4.03: The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

Section 4.04: The City shall seek to avoid the use of debt to fund infrastructure and facilities improvement in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

Section 4.05: The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

Article V

Policy Goals Related to Planning Goals and Objectives

Section 5.01: The City is committed to long-term financial planning, maintaining appropriate reserve levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the City's annual operations budget.

Section 5.02: It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.



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Section 5.03: The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Section 5.04: When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations:

- (i) Minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and
- (ii) Present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

Article VI Internal Control Procedures

Section 6.01: When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with any other applicable local, state and federal regulations and policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Section 6.02: The City will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings under SEC Rule 15c2-12,
- Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- The City's investment policies as they relate to the investment of bond proceeds.

Section 6.03: Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City's Senior Accountant. In those cases where the City finds it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the City's Senior Accountant shall retain records of all expenditures of proceeds through the final payment date for the debt.

Adopted: March 21, 2017
Resolution: 2017-058
Effective: March 21, 2017
Policy Reference: A-6



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CITY OF TRACY COUNCIL POLICY A-7

DISCLOSURE POLICY AND PROCEDURES

Article 1 General

Section 1.01: Purpose – These Disclosure Policies and Procedures (the “Disclosure Procedures”) of the City of Tracy (as further defined below, the “City”) are intended to ensure that the City’s Disclosure Documents (the “Disclosure Documents”), as listed on Exhibit A to these Disclosure Procedures are accurate and comply with all applicable federal and state securities laws.

Section 1.02: Definition of City – For purposes of these Disclosure Procedures, the “City” shall mean the City of Tracy and those independent agencies, joint power authorities, special districts, component units, or other entities created by the City Council or by State law for which the City Council serves as the governing or legislative body, or for which at least one City officer serves as a member of the governing or legislative body in his or her official capacity and the City has agreed to provide initial or continuing disclosure in connection with the issuance of securities.

Article II Key Participants and Responsibilities

Section 2.01: Disclosure Working Groups

- (A) Composition – By adoption of these Disclosure Procedures, the City hereby establishes a disclosure working group (the “Disclosure Working Group”). The members of the Disclosure Working Group shall be the following:
- i. City Manager;
 - ii. Finance Director;
 - iii. City Attorney; and
 - iv. City Treasurer
- (B) Responsibilities – The Disclosure Working Group shall consult with the Financing Group (as defined in Section 2.04) or other interested parties as the Finance Director or any other member of the Disclosure Working Group determines is advisable related to disclosure issues and practices. The Disclosure Working Group shall meet as often as necessary to fulfill its obligations, but not less than once per calendar year. Members of the Disclosure Working Group may participate in meetings by telephone.

The Disclosure Working Group is an internal working group of City staff and not a decision-making or advisory body subject to the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).



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The Disclosure Working Group is responsible for:

- i. Reviewing and approving all preliminary and final official statements, private placement memoranda and remarketing memoranda relating to the City's securities, together with any supplements, for which a continuing disclosure undertaking is required (each, and "Official Statement") as further described in Article III, before such documents are released;
 - ii. Reviewing and approving the City's Financial Statements (as defined and further described in Section 4.02 below);
 - iii. Reviewing and approving any other Disclosure Documents before such documents' are released;
 - iv. Reviewing annually the City's status and compliance with continuing disclosure undertakings including filings of Disclosure Documents and compliance with these Disclosure Procedures and the annual report as described in Article IV below;
 - v. Reviewing any other items referred to the disclosure Working Group; and
 - vi. Evaluating the effectiveness of these Disclosure Procedures and approving changes to these Disclosure Procedures.
- (C) Determination of Disclosure Document Status – Whether or not a particular document or other communication is a Disclosure Document shall be determined by the Disclosure Working Group. At its initial meeting, the Disclosure Working Group shall establish a list of the City's recurring Disclosure Documents, which list shall be added to Exhibit A to these disclosure Procedures to the extent such documents are not already contained therein. The Disclosure working Group shall continue to update Exhibit A to these Disclosure Procedures when appropriate.
- (D) Review and Approval – Following receipt of a Disclosure Document from a disclosure coordinator selected by the Financing Director (the "Disclosure Coordinator") or the Financing Group (as defined in Section 2.03 below), the Disclosure Working Group shall evaluate the Disclosure Document for accuracy and compliance with federal and state securities laws, and shall, if appropriate, ask questions of the Disclosure Coordinator. The Disclosure Working Group may send the Disclosure Document back to the Financing Group for revisions.

The Disclosure Coordinator shall consult with the City's disclosure counsel to the extent the Disclosure Coordinator considers appropriate to perform his responsibilities.



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Section 2.02: Disclosure Coordinator

- (A) The Disclosure Coordinator shall be the City's Finance Department's lead staff member in special bond district formations and contract administration of the City's finance team of consultants for Special Tax Districts.
- (B) Responsibilities – The Disclosure Coordinator is responsible for:
- i. Serving as a “point person” for personnel to communicate issues or information that should be or may need to be included in any Disclosure Document;
 - ii. Monitoring compliance by the City with these Disclosure Procedures, including timely dissemination of the annual report and Listed Event filings;
 - iii. Recommending changes to these Disclosure Procedures to the Disclosure Working Group as necessary or appropriate;
 - iv. Communicating with third parties, including coordination with outside consultants assisting the City, in the preparation and disseminating of Disclosure Documents to make sure that assigned tasks have been completed on a timely basis and making sure that the filings are made on a timely basis and are accurate;
 - v. In anticipation of preparing Disclosure Documents, soliciting “material” information (as defined for purposes of federal securities law) from City departments;
 - vi. Maintaining records documenting the City's compliance with these Disclosure Procedures;
 - vii. Determining when Disclosure Documents are final and ready for review by the Disclosure Working Group to the extent required by these Disclosure Procedures; and
 - viii. Ensuring compliance with training procedures as described below.

The Disclosure Coordinator may file the following documents with the Municipal Securities Rulemaking Board (the “MSRB”) without prior review and approval of the Disclosure Working Group: those Disclosure Documents that (i) the City is contractually obligated to file with the MSRB as a result of the occurrence of a Listed Event (as defined in Section 3.03) or as a result of the timely failure to file the required annual report and (ii) contain no discretionary content.

- (C) Training – Separate training sessions shall be conducted by the City's disclosure counsel, with the assistance of the City Attorney, for the City Council members. At a minimum, each City Council member must participate in a disclosure training session as part of his or her new member orientation.



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Section 2.03: Financing Group – The Finance Director shall identify a Financing Group (the “Financing Group) for each financing (the composition of which may differ for each financing), which shall include, at a minimum, the following individuals:

- i. City Attorney (or a Deputy City Attorney designated by the City Attorney);
- ii. Finance Director
- iii. The City’s Disclosure Coordinator
- iv. The City’s outside bond counsel and disclosure counsel;
- v. The City’s financial advisor (if any);
- vi. The City’s underwriter (if any); and
- vii. Such other members of the Disclosure Working Group as the Finance Director determines to be appropriate.

It is the City’s policy to establish continuing working relationships with professional advisors with expertise in the area of public finance and federal securities laws applicable to the issuance of securities by the City.

Article III Review and Approval of Official Statements

Section 3.01 – Responsibilities of Financing Group

The Financing Group shall prepare the Official Statement and transmit the Official Statement to the Disclosure Working Group. More specifically:

- i. The Financing Group shall be responsible for soliciting “material” information (as defined for purposes of federal securities law) from City departments. The Financing Group shall identify persons assigned to assist with the review or preparation of an Official Statement (“Contributors”) who (a) should prepare portions of the Official Statement, (b) may have information necessary to prepare portions of the Official Statement or (c) should review portions of the Official Statement.
- ii. The Finance Director shall contact the individuals and departments identified as Contributors as soon as possible in order to provide adequate time for them to perform their assigned tasks. At the time a Contributor is first contacted, he or she shall be informed by the Finance Director of the applicable requirements of federal securities law, including the standard established by Rule 10b-5, promulgated by the Securities and Exchange Commission.



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- iii. The Financing Group shall transmit the Official Statement to the Disclosure Working Group, using the cover letter attached to these Disclosure Procedures as Exhibit D. In so doing, the Financing Group shall (a) confirm that the Official Statement accurately states all material information relating to the City and that all information relating to the City has been critically reviewed by an appropriate person, (b) confirm that all information in the Official Statement other than the information described in the previous clause (a) will be addressed by a closing certificate or opinion by and appropriate person, (c) report any significant disclosure issues and concerns to the Disclosure Working Group and (d) confirm that the Official Statement is in substantially final form and is in a form ready to be “deemed final” by the City Council pursuant to Rule 15c2-12, promulgated by the Securities and Exchange Commission.
- iv. The Financing Group shall have at least one all-hands meeting or conference call to review the Official Statement before transmitting it to the Disclosure Working Group.

Section 3.02: Responsibilities of Contributors

A Contributor shall assist in reviewing and preparing the Official Statement using his or her knowledge of the City and, if appropriate, by discussing the Official Statement with other members of the Contributor’s department, all for the purpose of ensuring the accuracy of the relevant portions of the Official Statement. The Financing Group shall identify all Contributors that participated in preparing the Official Statement in the cover letter it uses to transmit the Official Statement to the Disclosure Working Group (See Exhibit D to these Disclosure Procedures).

Section 3.03: Responsibilities of City Attorney

The City Attorney (or a designee) shall review the Official Statement and shall draft for the Official Statement descriptions of (a) any material current, pending or threatened litigation, (b) any material settlements or court orders and (c) any other legal issues that are material information for purposes of the Official Statement.

Section 3.04: Responsibilities of Finance Director

The Finance Director shall review the Official Statement, identify any material difference in presentation of financial information from the Financial Statements and ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the Finance Director (or the Finance Director’s staff) or of relevance to the finances of the City.

In addition, the Finance Director shall determine whether the City’s then-available Financial Statements are appropriate to be included in the Official Statement and whether to seek the consent of the City’s auditor to including the Financial Statements in the Official Statement.

Section 3.05: Review by Disclosure Working Group

Following receipt of the Official Statement from the Financing Group, the Disclosure Working Group shall critically evaluate the Official Statement for accuracy and compliance with federal and state



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securities laws, and shall, if appropriate, ask questions of the Financing Group and of any Contributor or other person who reviewed or drafted any section of the Official Statement. The Disclosure Work Group may send Official Statements back the Financing Group for revisions and may instruct the Financing Group to solicit contributions from additional Contributors.

Section 3.06: Approval by Disclosure Working Group

Upon approval of the Official Statement by the Disclosure Working Group, the Disclosure Working Group shall attach to the Official Statement a cover sheet in the form of Exhibit C to these Disclosure Procedures. Each Official Statement and the attached cover sheet shall be retained in the files of the City Clerk for 5 ears (or such longer period of time as may be required by state law).

Section 3.07: Submission of Official Statement to City Council for Approval

As part of the docketing process, the City Manager shall submit all Official Statements to the City Council for approval using a staff report that is similar in form and substance to the template attached as Exhibit E to these Disclosure Procedures. The approval of an Official Statement by the City Council shall be docketed as a new business matter and shall not be approved as a consent item. The City Council shall undertake such review as deemed necessary by the City Council, following consultation with the Disclosure Coordinator, to fulfill the City Council's responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the City's disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

Article IV **Continuing Disclosure Filings**

Section 4.01: Overview

Under the continuing disclosure undertakings the City has entered into in connection with its debt offerings, the City is required each year to file annual reports with the MSRB's Electronic Municipal Market Access ("EMMA") system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the City's audited financial statements.

Section 4.02: Financial Statement

The Finance Director shall submit draft audited financial statements ("Financial Statements") meaning the City's Comprehensive Annual Financial Report (the "CAFR") or if the City does not prepare a CAFR, the City's audited financial statements, as they are available, to the Disclosure Working Group with a cover sheet in the form of Exhibit F to these Disclosure Procedures. The Disclosure Working Group shall review the draft audited Financial Statements according to these Disclosure Procedures and, when reviewed and approved for disclosure, shall transmit the draft audited Financial Statements to the City Council with a cover sheet in the form of Exhibit C to these Disclosure Procedures.

If the City does not have audited Financial Statements available, the Finance Director shall instead submit the City's unaudited financial statements.



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Section 4.03: Annual Reports

The Disclosure Coordinator shall ensure that the preparation of the City's annual reports shall commence as required under each specific continuing disclosure undertaking. Before any report is submitted to EMMA, the Disclosure Coordinator shall confer with the Disclosure Working Group as needed regarding the content and accuracy of any such annual report.

Section 4.4: Disclosure of Listed Events

Pursuant to Rule 15c2-12(b)(5)(i)(c), the City is obligated to disclose to the MSRB notice of certain specified events with respect to the City's securities (a "Listed Event"). Each member of the Disclosure Working Group shall notify the other members of the Disclosure Working Group if he or she becomes aware of any of the Listed Events listed in the City's continuing disclosure undertakings. The Disclosure Work Group may meet to discuss the event and to determine, in consultation with disclosure counsel to the extent determined by the Disclosure Coordinator, whether a filing is required or is otherwise desirable. If such a filing is deemed necessary, the Disclosure Coordinator shall cause a notice of the Listed Event (a "Listed Event Notice") that complies with Rule 15c2-12 to be prepared, and the Disclosure Coordinator shall file the Listed Event Notice as required by rule 15c2-12. For securities issued after December 1, 2010, and variable rate demand obligations issued at any time but which convert from a mode exempted from Rule 15c2-12 to a mode not so exempted on or after December 1, 2010, such related continuing disclosure undertakings should contain Listed Events as listed in Exhibit B to these Disclosure Procedures.

Article V

Public Statement Regarding Financial Information

Section 5.01: Financial Information

Whenever the City makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets (including, without limitation, all Listed Event Notices, statements in the audited Financial Statements, and other financial reports and statements of the City), the City is obligated to ensure that such statement and information are complete, true, and accurate in all material respects.

Article VI

Miscellaneous

Section 6.01: Documents to be Retained

The Disclosure Coordinator, working with the Records Management Department as needed, shall be responsible for retaining records demonstrating compliance with these Disclosure Procedures. The Disclosure Coordinator shall retain an electronic or paper file ("deal File") for each continuing disclosure annual report that the City completes. Each Deal File shall include final versions of Disclosure Documents accompanied by the cover sheet attached as Exhibit C to these Disclosure Procedures; written confirmations, certifications, letters and legal opinions described herein; copies of these Disclosure Procedures and a list of individuals to whom they have been distributed and the dates of such distributions; and a written record of the dates of meetings of the Disclosure Working Group. The Deal



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file shall be maintained in a central depository for a period of five years form the later of the date of delivery of the securities referenced in the Disclosure Document, or the date the Disclosure Document is published, posted, or otherwise made publicly available, as applicable.

Section 6.02: Education and Training

The Disclosure Coordinator shall ensure that the Disclosure Working Group, all Contributors, and the City Council are properly trained to understand and perform their responsibilities.

The Disclosure Coordinator shall arrange for at least annual disclosure training sessions conducted by the City's disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the City's disclosure obligations under applicable federal and state securities laws and disclosure responsibilities and potential liabilities of members of City staff and members of the City Council. Such training sessions may be conducted using a recorded presentation.

Section 6.03: City's Website

The City shall maintain an investor information section of the City's website. Disclosure Documents that are material to the City's securities, and no other information, shall be posted to the investor information section of the City's website following review and approval as set forth in this Section 6.03. The investor information of the City's website shall include the following statement:

"The only information in this Website that is posted with the intention of reaching the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community, is located in the investor information web pages. Other than the specific information presented in the investor information web pages, no other information on the City's website is intended to be the basis of or should be relied upon in making an investment decision. Because each security issued by the City or its related entities may involve different sources of payment and security, you should refer for additional information to the official statement and continuing disclosure filings for the particular security. The information posted in the investor information web pages speaks only as of its date."

Section 6.04: Amendments

Any provision of these Disclosure Procedures may be waived or amended at any time by written confirmation of the members of the Disclosure Working Group.

Adopted: March 21, 2017
Resolution No.: 2017-059
Effective Date: March 21, 2017
Policy Reference: A-7



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GLOSSARY OF CALIFORNIA GOVERNMENT CODE

The glossary below briefly defines each section of the California Government Code that is referenced in the City's policy and in the order in which they are cited. The City Council, on October 18, 2011, adopted Ordinance No. 11-09 transferring all statutory duties and responsibilities of the City Treasurer (with the exception of countersigning warrants and serving on the Finance Committee) which had not been previously transferred to the County, the City Manager or the Finance Director, to the City Clerk. The Investment Policy delegates responsibility for the daily management of the investment portfolio to the Finance Director and Assistant Finance Director.

Sections 53600- 53609 are collectively 1 referred to as Article 1: Investment of Surplus

- 53600:** Defines the term "local agency".
- 53600.3:** Describes the standard of prudence in California for authorized persons.
- 53600.5:** Defines the prudent investor standard.
- 53600.6:** Declares that the deposit and investment of public funds by local officials and agencies is an issue of statewide concern.
- 53601:** Provides details for types of permitted securities for the investment of public funds.
- 53601.1:** Gives authority for investing in financial futures or financial option contracts.
- 53601.2:** Defines "corporation" to include a limited liability company.
- 53601.5:** Restricts investment purchases to be from authorized issuers and institutions.
- 53601.6:** Restricts agencies from purchasing inverse floaters, range notes, or mortgage-derived, interest-only strips.
- 53601.8:** Outlines the parameters under which a local agency may invest surplus funds in certificates of deposit.
- 53602:** Lists the various types of indebtedness in which a legislative body is permitted to invest.
- 53603:** Dictates how a legislative body may make a direct issue investment.
- 53604:** Allows the legislative body authority to sell or exchange and then reinvest the proceeds of securities that have been purchased.
- 53605:** Gives the legislative body to sell securities so that proceeds may be applied to the purposes for which the original purchase money was placed.
- 53606:** Allows purchased bonds which were issued by the purchaser to be cancelled.



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- 53607:** Delegates authority to invest or reinvest funds of a local agency to the Treasurer for a one-year period.
- 53608:** Defines the terms of safekeeping with a federal or state association.
- 53609:** Outlines the ways in which deferred portions of an employee's compensation may be invested.

Sections 53630- 53686 are collectively referred to as Article 2: Deposit of Funds

- 53630:** Defines the following terms: local agency, Treasurer, depositor, agent of depository, security, pooled securities, administrator, savings association or federal association, federally insured industrial loan company, and corporation.
- 53630.1:** Declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.
- 53630.5:** Defines depositories.
- 53631:** Describes conditions established by the legislative body under which the Treasurer of a local agency may establish accounts at banks and deposit money in those accounts.
- 53632:** Outlines the three classes of deposits.
- 53632.5:** Outlines the three classes of security for deposits.
- 53633:** States that the Treasurer shall determine the amount of money to be deposited as inactive, active, and interest-bearing active deposits.
- 53634:** Defines the circumstances under which the Treasurer may place money in active deposits.
- 53635:** Recognizes the distinct characteristics of investment pools.
- 53635.2:** States that all money belonging to or in the custody of a local agency shall be deposited for safekeeping in state or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in California and selected by the Treasurer.
- 53635.7:** Mandates that the legislative body shall discuss, consider, and deliberate each attempt to borrow \$100,000 or more.
- 53636:** States that money so deposited is deemed to be in the treasury of the local agency.
- 53637:** Requires that the money be deposited in the institutions approved in 53635.2 with the objective of realizing maximum return.



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- 53638:** States that the deposit shall not exceed the shareholder's equity of any depository bank.
- 53639:** Expresses that the depository shall bear the expenses of transportation of money to and from the depository.
- 53640:** States that the depository shall handle, collect, and pay all checks, drafts, and other exchange without cost to the local agency.
- 53641:** Requires the Treasurer to take and preserve a receipt, certificate of deposit, or other evidence of depository when money is deposited in a depository.
- 53642:** Enables the money deposited to be drawn out by check or order of the Treasurer.
- 53643:** Allows the Treasurer to deposit any part of the money as agreed upon between the Treasurer and the depository.
- 53644:** Outlines the options allowed if an agreement is not made as provided for in 53643.
- 53646:** Discusses requirements of a local agencies investment policy and investment reports.
- 53647:** States how interest on deposited money shall be paid.
- 53647.5:** Provides that interest earned on bail money deposited in a bank account shall be allocated for the support of the courts in that county.
- 53648:** Regards the payment of interest of public moneys.
- 53648.5:** Provides for the conditions under which a depository may be terminated.
- 53469:** Allows the Treasurer to be responsible for the safekeeping of money.
- 53651:** Defines eligible securities.
- 53651.2:** Defines the provision with which a promissory note shall comply.
- 53651.4:** Outlines the requirements of reports that depositories using eligible securities shall file.
- 53651.6:** Lists the requirements of letters of credit for eligible securities.
- 53652:** Outlines the collateral required to secure active and inactive deposits.
- 53653:** Provides the conditions under which the Treasurer may waive security for a portion of deposits.
- 53654:** Delineates the circumstances under which the depository may add or substitute securities in a pool.



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- 53655:** Defines the effect that the placement of securities by a depository with an agent of depository shall have.
- 53656:** Defines how the Treasurer shall enter into a contract with a depository.
- 53657:** Defines who shall act as an agent of depositories.
- 53658:** Outlines how an agent of a depository shall hold and pool securities.
- 53659:** Allows for an agent of depository that accepts securities to place such securities for safekeeping.
- 53660:** Outlines the information that the Treasurer shall provide when deposits of a local agency are secured by pooled securities.
- 53661:** Defines the responsibilities of the Commissioner of Financial Institutions.
- 53663:** Defines the information that an agent of depository shall report in writing to the administrator after a withdrawal, substitution, or addition or pooled securities.
- 53664:** States that the individual reports specified in Sections 53654, 53660, 53661, and 53663 are not public documents.
- 53666:** Stipulates that the only liability that shall attach to the administrator as the result of the operation of this article is that which would attach as a result of other laws of this state.
- 53667:** Discusses the expenses incurred by the administrator in conjunction with carrying out the duties and responsibilities assigned to the administrator.
- 53669:** States that the Treasurer or other authorized official is not responsible for money while it is deposited pursuant to this article.
- 53676:** States that the Treasurer is not responsible for securities delivered to and receipted for by any bank, savings and loan association, credit union, federally insured industrial loan company, or trust company.
- 53678:** Calls for the charges for the handling and safekeeping of any such securities not to be charged against the Treasurer but to be paid for by the depository owning the securities.
- 53679:** States how money belonging to a local agency under control of any of its officers shall be deposited.
- 53680:** Mandates that any tax collector of a local agency shall immediately deposit with the Treasurer all money under his control, unless otherwise states.



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- 53681:** Stipulates that an officer of a local agency who deposits money belonging to a local agency in a manner other than prescribed in this article is subject to forfeiture of his office.
- 53682:** Specifies contract requirements for monies being deposited.
- 53683:** States how the consideration payable by the agency shall be paid by the Treasurer.
- 53684:** Outlines how the Treasurer may deposit excess funds in investment pools.
- 53686:** Discusses audits and reports related to the investment of local agency funds.
- 5903(e):** States how the proceeds of bonds may be invested.
- 16429.1:** Pertains to general requirements on how and where public money may be invested.
- 25210:** Outlines the requirements of approved broker/dealers.

GFOA's GLOSSARY OF CASH MANAGEMENT TERMS

Accrued Interest: The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency: A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Amortization: The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

Average Life: The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Basis Point: A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

Bid: The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value: The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.



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Call Price: The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk: The risk to a bondholder that a bond may be redeemed prior to maturity.

Cash Sale/Purchase: A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

Collateralization: Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

Commercial Paper: An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Convexity: A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Coupon Rate: The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

Credit Quality: The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk: The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Current Yield (Current Return): A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Delivery Versus Payment (DVP): A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

Derivative Security: Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Discount: The amount by which the par value of a security exceeds the price paid for the security.

Diversification: A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration: A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.



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Fair Value: The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds): Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Federal Funds Rate: Interest rate charged by one institution lending federal funds to the other.

Government Securities: An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

Interest Rate: See "Coupon Rate."

Interest Rate Risk: The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

Internal Controls: An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities**- Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.



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6. **Written confirmation of transactions for investments and wire transfers**
-Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverted Yield Curve: A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Company Act of 1940: Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Policy: A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Investment-grade Obligations: An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

Liquidity: An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP): An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-Market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk: The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value: Current market price of a security.

Maturity: The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Mutual Fund: Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).



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Mutual Fund: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

Mutual Fund Statistical Services: Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

National Association of Securities Dealers (NASD): A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding.

This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.) $[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$

No Load Fund: A mutual fund which does not levy a sales charge on the purchase of its shares.

Nominal Yield: The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

Offer: An indicated price at which market participants are willing to sell a security or commodity. Also, referred to as the "Ask price."

Par: Face value or principal value of a bond, typically \$1,000 per bond.

Positive Yield Curve: A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium: The amount by which the price paid for a security exceeds the security's par value.



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Prime Rate: A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal: The face value or par value of a debt instrument. Also, may refer to the amount of capital invested in a given security.

Prospectus: A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

Prudent Investor Standard: An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Regular Way Delivery: Securities settlement that calls for delivery and payment on the third business day following the trade date (T+3); payment on aT+1 basis is currently under consideration. Mutual funds are settled on a same day basis; government securities are settled on the next business day.

Reinvestment Risk: The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

Repurchase Agreement (Repo or RP): An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo): An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Rule 2a-7 of the Investment Company Act: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13- month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Serial Bond: A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Sinking Fund: Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Swap: Trading one asset for another.



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Term Bond: Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Total Return: The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

Treasury Bills: Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six- month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes: Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

Treasury Bonds: Long-term U.S. government debt securities with maturities often years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule: SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Volatility: A degree of fluctuation in the price and valuation of securities.

"Volatility Risk" Rating: A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("aaa" by S&P; "V-I" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("ccc-" by S&P, "V-10" by Fitch).

Weighted Average Maturity (WAM): The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

When Issued (WI): A conditional transaction in which an authorized new security has not been issued. All "when issued" transactions are settled when the actual security is issued.

Yield: The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield-to-call (YTC): The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. Yield Curve - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.



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Yield-to-maturity: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities: Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

This glossary has been adapted from an article, entitled "Investment terms for everyday use," that appeared in the April 5, 1996, issue of Public Investor, GFOA's subscription investment newsletter.

