

ITEM 4.6

**CITY MANAGER'S REPORT
JUNE 8, 2020 CITY COUNCIL REGULAR MEETING**

ITEM: **RATIFICATION OF THE SAN JOAQUIN COUNCIL OF GOVERNMENTS' ANNUAL FINANCIAL PLAN**

RECOMMENDATION: **Adopt Resolution Ratifying the San Joaquin Council of Governments (SJCOG) Annual Financial Plan for FY 2020-21**

BACKGROUND:

Every year pursuant to Section 7(b) of the San Joaquin Council of Governments' (SJCOG) Joint Powers Agreement, in anticipation of the new fiscal budget year, SJCOG provides a letter, resolution, and report requesting that each City ratify SJCOG's Annual Financial Plan (AFP) for the upcoming fiscal year. Attached and referenced herein as Attachment B is the proposed Fiscal Year Budget for 2020-2021. Similar requests from SJCOG have been submitted to participating Cities and ratified annually since the Joint Powers Agreement went into effect December 7, 2000.

The SJCOG AFP for Fiscal Year 2020-2021 was adopted by their Board on April 16, 2020. The AFP provides a detail of expenditures by cost category and line item comparing the proposed 2020-2021 budgets with the current fiscal year's (FY 2019-2020) adopted budget. Additionally, at the April 16, 2020 SJCOG Board Meeting, the Board adopted the FY 2020-2021 AFP recognizing the AFP reflected pre-COVID 19 assumptions (SJCOG Resolution R-20-28 attached). When the economic outlook becomes clearer, SJCOG staff will be providing the SJCOG Board with a review of those revenue sources and amendments to the AFP as necessary.

REASON FOR RECOMMENDATION:

The SJCOG Joint Powers Agreement requires that the Annual Financial Plan be delivered to its jurisdictional member agencies for ratification. Therefore, it is recommended that the City Council ratify the SJCOG's Annual Financial Plan for Fiscal Year 2020-21.

FISCAL IMPACT:

No fiscal impact for Lathrop. However, the SJCOG letter dated April 27, 2020, highlights the following significant changes for FY 20-21 when compared to FY 19-20:

<i>SJCOG Annual Financial Plan Summary</i>		
<i>Revenue Funds</i>	FY 2019-2020	FY 2020-2021
<i>Federal Grants</i>	\$4,787,233	\$5,019,336
<i>State Grants</i>	3,547,225	3,023,089
<i>Local Funding</i>	4,744,609	5,602,069
<i>Interest & Other</i>	20,000	49,000
<i>Total Revenues</i>	\$13,099,067	\$13,693,494

**CITY MANAGER'S REPORT
 JUNE 8, 2020 CITY COUNCIL REGULAR MEETING
 RATIFICATION OF SJCOG ANNUAL FINANCIAL PLAN FOR FY 20-21**

SJCOG Annual Financial Plan Summary

<i>Expenditure Funds</i>	FY 2019-2020	FY 2020-2021
<i>Salary & Benefits</i>	\$4,466,831	\$4,641,882
<i>Services & Supplies</i>	1,282,470	1,207,300
<i>Professional Services</i>	7,154,266	7,648,812
<i>Capital Outlay</i>	195,500	195,500
<i>Total Expenditures</i>	\$13,099,067	\$13,693,494

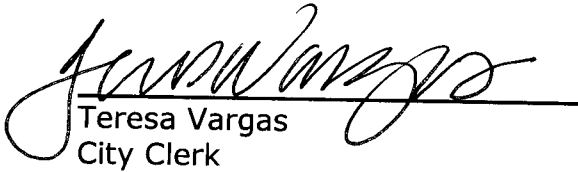
- Highlights:
 - General Fund Operating Revenues increased by \$594,430
 - Budgeted Expenditures are \$13,693,497
 - Federal Funding for General Fund Activities increased by 4.85%
 - State Funding Sources decreased by 14.78%
 - Salaries and Benefits increased by 3.92%
 - Services and Supplies decreased by 5.86%
 - Training & Travel is expected to increase reflecting higher transportation costs and new staff, percentage not available.
 - Professional Services increased from \$494,456 to 7,648,812, citing Regional Transportation Plan and Sustainable Communities Strategies Cycles and the I-205 Managed Lanes Project.
 - Fixed Assets remained the same at \$195,000.

ATTACHMENTS:

- A. Resolution Ratifying the San Joaquin Council of Governments Annual Financial Plan for FY 2020-21
- B. Letter from SJCOG Dated April 27, 2020, including SJCOG Resolution R-20-28 Adopting the FY 2020-21 Annual Financial Plan

**CITY MANAGER'S REPORT
JUNE 8, 2020 CITY COUNCIL REGULAR MEETING
RATIFICATION OF SJCOG ANNUAL FINANCIAL PLAN FOR FY 20-21**

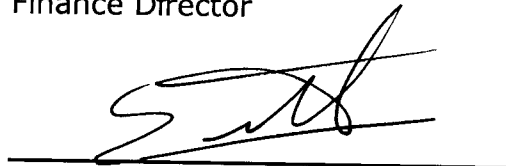
APPROVALS:


Teresa Vargas
City Clerk


5/30/2020
Date


Cari James
Administrative Services &
Finance Director

6/2/2020
Date


Salvador Navarrete
City Attorney

6-1-2020
Date


Stephen J. Salvatore
City Manager

6-3-2020
Date

RESOLUTION NO. 20-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP RATIFYING THE SAN JOAQUIN COUNCIL OF GOVERNMENTS' ANNUAL FINANCIAL PLAN FOR FY 2020-2021

WHEREAS, every year pursuant to Section 7(b) of the San Joaquin Council of Governments' (SJCOG) Joint Powers Agreement, in anticipation of the new fiscal budget year, SJCOG provides a letter, resolution, and report requesting that each City ratify SJCOG's Annual Financial Plan (AFP) for the upcoming fiscal year; and

WHEREAS, the San Joaquin Council of Governments' (SJCOG) Board approved the Annual Financial Plan for FY 2020-21 on April 16, 2020; and

WHEREAS, the Annual Financial Plan provides a detail of expenditures by cost category and line item comparing the proposed 2020-21 budgets with the current fiscal year's (FY 2019-20) adopted budget; and

WHEREAS, at the April 16, 2020 SJCOG Board Meeting, the Board adopted SJCOG Resolution R-20-28 for the FY 2020-2021 AFP recognizing the AFP reflected pre-COVID 19 assumptions; and

WHEREAS, when the economic outlook becomes clearer, SJCOG staff will be providing the SJCOG Board with a review of those revenue sources and amendments to the AFP as necessary; and

WHEREAS, the SJCOG Joint Powers Agreement requires that the Financial Plan be delivered to its member agencies for ratification;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lathrop hereby ratify the FY 2020-21 Annual Financial Plan for the San Joaquin Council of Governments.

The foregoing resolution was passed and adopted this 8th day of June, 2020, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

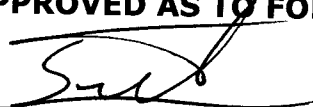
ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney



SAN JOAQUIN COUNCIL OF GOVERNMENTS

555 E. Weber Avenue • Stockton, California 95202 • P 209.235.0600 • F 209.235.0438 • www.sjco.org

April 27, 2020

Stephen Salvatore
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

ATTACHMENT B

Dear Mr. Salvatore:

Enclosed is a summary of the San Joaquin Council of Governments' Annual Financial Plan (AFP) for Fiscal Year 2020/21. The Board adopted the Plan on April 16, 2020 recognizing the AFP reflected pre-COVID-19 assumptions. The Board adopted the AFP acknowledging there will be amendments to it as more definitive information regarding the length and depth of the pandemic's economic impacts, primarily on sales tax generated sources, are determined. **When the economic outlook becomes clearer, staff will be providing the Board with a review of those revenue sources and amendments to the AFP as necessary. While Local Transportation Fund and Measure K are important operational resources for SJCOG, the agency has many other revenues sources, as noted below, with which to maintain our work program.**

The SJCOG Board staff report is included in this letter as well as copy of the adopting resolution. Pursuant to SJCOG's Joint Powers Agreement, following adoption of the budget by the SJCOG Board, it is to be delivered to member agencies for ratification by each governing body. Approval by governing bodies representing 55% or more of the county's population is considered ratification.

Therefore, SJCOG requests you place SJCOG's Annual Financial Plan for Fiscal Year 2020/21 on a forthcoming agenda prior to June 30, 2020 for approval. We understand the challenges all public agencies are trying to navigate through and hope this ratification schedule can be accomplished.

The Annual Financial Plan implements the FY 2020/21 Overall Work Program (OWP) that was also adopted by the SJCOG Board on April 16, 2020.

The attached Annual Financial Plan (AFP) provides a detail of expenditures by cost category and line item comparing the proposed budgets with the current year (FY 2019/20) adopted budget, as most recently amended, along with FY 2018/19 actual expenditures. The Annual Financial Plan represents the general fund budget for SJCOG. The revenues and expenditures in the AFP are the same as the Overall Work Program (OWP) presented in a traditional line item format compared to the work element format of the OWP.

The attached includes a summary of revenues and expenditures in the AFP and schedules detailing each of those categories (Revenues, Service and Supplies, Transportation, Training and Travel, Professional Services and Fixed/Capital Assets). The attached includes a summary of revenues and expenditures in the AFP and detail for each of those categories.

Doug Kuchinc
CHAIR
Sol Jobrack
VICE CHAIR
Andrew T. Chesley
EXECUTIVE DIRECTOR
Member Agencies
CITIES OF
ESCALON
LATHROP
LODI
MANTECA
RIPON
STOCKTON
TRACY
AND
THE COUNTY OF SAN
JOAQUIN

Readers should note several differences between SJCOG and member agency's budgets:

- SJCOG revenue sources are quite different from our member agencies.
- SJCOG employs staff on an at-will basis vis-à-vis civil service and has its own employee handbook and policies.
- SJCOG has its own Financial and Accounting Policy guiding our financial matters including procurement procedures.
- SJCOG employees are exempted from Social Security except Medicare.
- As noted below, SJCOG offers a defined contribution retirement plan to its employees. SJCOG has no CalPERS or post employments benefit obligations except limited sick leave conversion as noted.

The following assumptions are incorporated in the budget:

1. Work will not begin, and expenses will not be incurred, unless anticipated revenue sources are secured.
2. The AFP anticipates SJCOG to be fully staffed. The budget includes a 6.7% pool that can be drawn upon for merit-based increases and potential promotions. The full impact of that pool is incorporated into the salary driven benefits (retirement, Medicare, disability).
3. SJCOG has no significant liability exposure for post-employment benefits.
 - a. The employee retirement program is a defined contribution program managed by the International City Managers Association Retirement Program.
 - b. SJCOG employee vacation accruals are capped at two times the individual's annual leave.
 - c. Upon retirement (50 years of age/20 years of SJCOG employment), an employee can convert accrued sick leave hours to pay for health care premiums until their sick leave account is exhausted and is based upon the employee's salary at retirement. There is no inflation factor in post-retirement years. Payout is limited to a maximum of one year's value of documented premium costs per year.

REVENUES

Compared to the current year amended AFP, SJCOG general fund operating revenues are proposed to increase from \$13,099,067 to \$13,693,497, \$594,427 higher. Budgeted expenditures are \$13,693,497.

Overall, federal funding for general fund activities is 4.85%, or \$232,103 higher than FY 2019-20 due to:

- Regional Surface Transportation Program (RSTP) programmed for I-205 Managed Lanes widening
- Increases in Federal Highways Administration (FHWA) planning funds (PL) and FTA Metropolitan Planning Organization planning funds (5303).

State funding sources are \$524,136 lower or -14.78% due to:

- \$572,000 drawdown on prior year's Freeway Service Patrol funding.
- \$1.7 million is available for FY 20-21 future years of Freeway Service Patrol funding.

- \$675,400 draw down has occurred on four years of Senate Bill 1 Sustainable Transportation Planning Grants offset by a FY 20-21 allocation of \$341,671.

Local revenues are higher by \$857,460 or 18.7% due primarily to programming \$695,000 Measure K for the dibs, Transportation Demand Management, program.

EXPENDITURES

Salaries and Benefits are proposed to increase by 3.92% \$4,466,831 to \$4,641,882 when compared to the FY 19-20 amended budget. The budget includes a 6.7% pool for merit-based raises. The salary-driven benefits adjust accordingly.

Services and Supplies is proposed to be decrease by 5.86 % \$ \$1,282,470 to \$ \$1,207,300 due decreases in Office Supplies and Communications reflecting continued shifting to digital processes and a reduction in Rents and & Leases Equipment allocation.

Transportation, travel and training is proposed to increase reflecting higher transportation costs and more training due to several newer members being added to the staff in the past year.

Professional Services is increasing \$494,546 to \$7,648,812 reflecting the ramping up of the next Regional Transportation Plan and Sustainable Communities Strategies cycles and the I-205 Managed Lanes project development.

Fixed Assets/capital remains the same as the previous year at \$195,000.

SALARY AND CLASSIFICATION SCHEDULE

Included in this package is a revised salary and classification schedule. In May 2015, the Board adopted the findings of salary and classification study. One finding was to adjust the minimum and maximum levels of the salary ranges by the annual Consumer Price Index (CPI) change to keep the ranges relevant to the marketplace. Ranges have been adjusted 2.79061% per the California CPI.

SJCOG staff would be pleased to appear before your policymakers to answer any questions they might have regarding this matter. **We request ratification prior to June 30, 2020** Please let me know when this will be on your agenda. If you have any questions regarding this matter, don't hesitate to contact me at 235-0600.

Thank you for your assistance.

Sincerely,



STEVE DIAL
Deputy Executive Director/Chief Financial Officer

STAFF REPORT

SUBJECT: FY 2020-2021 Proposed Annual Financial Plan (AFP)

RECOMMENDED ACTION: That the Board Adopt Resolution 20-28 Approving the FY 2020-2021 Annual Financial Plan

The attached Annual Financial Plan (AFP) provides a detail of expenditures by cost category and line item comparing the proposed FY 2020-2021 budgets with the current year (FY 2019-2020) adopted budget, as most recently amended, along with FY 2018-2019 actual expenditures. The Annual Financial Plan represents the general fund budget for SJCOG. The revenues and expenditures in the AFP are the same as the Overall Work Program (OWP), however, presented in a traditional line item format compared to the work element format of the OWP.

With the arrival of the Coronavirus pandemic, and the severe economic downturn, sales tax related revenues, Local Transportation Fund (LTF) and Measure K, will certainly be impacted. For FY 2019-20, sales taxes have been received through the 2nd quarter of the FY, December 2019. Sales taxes were expected to be fairly robust for the 3rd quarter with the Wayfair decision starting to be felt. The potential for sales tax reduction started later in February and likely will extend through the end of the 2019-20 fiscal year and into FY 2020-21.

There are many factors that will determine how deep and long this recession will be. There are expected to be at least five major stimulus packages passed by Congress. These spending bills are substantially larger than those passed at the beginning of the 2008 recession. The intent is to soften the impacts of this recession by providing direct cash, increased sick leave and unemployment benefits, and insurance coverage for COVID-19 testing and treatment, among other programs.

When the economic outlook becomes clearer, staff will be providing the board with a review of those revenue sources and amendments to the AFP as necessary. While LTF and Measure K are important operational resources for SJCOG, the agency has many other revenues sources, as noted below, with which to maintain our work program.

The attached includes a summary of revenues and expenditures in the AFP and detail for each of those categories.

Readers should note several differences between SJCOG and member agency's budgets:

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- SJCOG employs staff on an at-will basis vis-à-vis civil service and has its own employee handbook and policies.
- SJCOG has its own Financial and Accounting Policy guiding our financial matters including procurement procedures.
- SJCOG employees are exempted from Social Security except Medicare.
- As noted below, SJCOG offers a defined contribution retirement plan to its employees. SJCOG has no CalPERS or post employments benefit obligations except limited sick leave conversion as noted.

Upon adoption by the Board, pursuant to the SJCOG Joint Powers Agreement, the AFP will be sent to the member agencies for ratification. Ratification is achieved when a majority of the member agencies representing 55% of the county population approve the AFP.

The following assumptions are incorporated in the budget:

1. Work will not begin, and expenses will not be incurred, unless anticipated revenue sources are secured.
2. The AFP anticipates SJCOG to be fully staffed. The budget includes a 6.7% pool that can be drawn upon for merit-based increases and potential promotions. The full impact of that pool is incorporated into the salary driven benefits (retirement, Medicare, disability).
3. SJCOG has no significant liability exposure for post-employment benefits.
 - a. The employee retirement program is a defined contribution program managed by the International City Managers Association Retirement Program.
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FISCAL IMPACT

The Annual Financial Plan is required to be adopted by the Board of Directors prior to April 1 each year and disseminated to the member agencies for ratification. However, due to the COVID-19 pandemic, the adoption of the AFP was delayed to the first available Board meeting. The Executive Committee recommended at its March 20th meeting, adoption of the Annual Financial Plan.

The Annual Financial Plan is the traditional line item budget identifying estimated revenues and expenditures for the fiscal year. The Annual Financial Plan is complimentary to the Overall Work Program.

RECOMMENDATION

That the Board adopt Resolution 20-28 approving the FY 2020-2021 Annual Financial Plan.

Prepared by: Steve Dial, Deputy Executive Director/CFO and Grace Orosco, Chief Accountant



**San Joaquin Council of Governments
ANNUAL FINANCIAL PLAN
Fiscal Year 2020/2021**

Proposed March 26, 2020

CHAIR

Mayor Doug Kuehne, City of Lodi

VICE-CHAIR

Councilmember Sol Jobrack, City of Stockton

BOARD OF DIRECTORS

Councilmember Walt Murken
Mayor Sonny Dhaliwal
Councilmember Gary Singh
Councilmember Jesus Andrade
Vice Mayor Dan Wright
Supervisor Bob Elliott
Supervisor Chuck Winn
Supervisor Katherine Miller
Councilmember Leo Zuber
Mayor Robert Rickman

City of Escalon
City of Lathrop
City of Manteca
City of Stockton
City of Stockton
County of San Joaquin
County of San Joaquin
County of San Joaquin
City of Ripon
City of Tracy

EX OFFICIO DIRECTORS

Dan McElhinney, Director
Gary Giovanetti, Director
Anthony Barkett

Caltrans District 10
San Joaquin Regional Transit District
Port of Stockton

SUBMITTED BY:

Andrew T. Chesley
Executive Director

Steve Dial
Deputy Executive Director/
Chief Financial Officer

San Joaquin Council of Governments
ANNUAL FINANCIAL PLAN
 Fiscal Year 2020/2021
 Proposed March 26, 2020

REVENUES	FY 2018-19 Actual	FY 2019-20 Amendment #2	FY 2020-21 Proposed	+/- Change	+/- % Change
Federal Grants	\$ 2,968,365	\$ 4,787,233	\$ 5,019,336	\$ 232,103	4.85%
State Grants	\$ 1,170,677	\$ 3,547,225	\$ 3,023,089	\$ (524,136)	-14.78%
Local	\$ 4,238,440	\$ 4,744,609	\$ 5,602,069	\$ 857,460	18.07%
Interest	\$ 19,006	\$ 5,000	\$ 20,000	\$ 15,000	300.00%
Other	\$ 26,712	\$ 15,000	\$ 29,000	\$ 14,000	93.33%
SJCOG OPERATING REVENUE	\$ 8,423,199	\$ 13,099,067	\$ 13,693,494	\$ 594,427	15.82%
EXPENDITURES					
Salaries & Benefits	\$ 4,104,749	\$ 4,466,831	\$ 4,641,882	\$ 175,051	3.92%
Services & Supplies	\$ 1,091,352	\$ 1,282,470	\$ 1,207,300	\$ (75,170)	-5.86%
Office Expense	\$ 229,391	\$ 262,470	\$ 242,500	\$ (19,970)	-7.61%
Communications	\$ 76,144	\$ 80,000	\$ 60,000	\$ (20,000)	-25.00%
Memberships	\$ 40,206	\$ 50,000	\$ 45,000	\$ (5,000)	-10.00%
Maintenance - Equipment	\$ 7,827	\$ 10,000	\$ 10,000	\$ -	0.00%
Rents & Leases - Equipment	\$ 105,285	\$ 225,000	\$ 150,000	\$ (75,000)	-33.33%
Transportation, Travel & Training (In & Out of State)	\$ 144,311	\$ 114,500	\$ 121,000	\$ 6,500	5.68%
Publications & Legal Notices	\$ 2,809	\$ 7,500	\$ 7,500	\$ -	0.00%
Insurance	\$ 110,063	\$ 133,000	\$ 146,300	\$ 13,300	10.00%
Building Operations & Maintenance	\$ 192,173	\$ 200,000	\$ 225,000	\$ 25,000	12.50%
SJCOG Building Debt Service Principal and Interest	\$ 183,144	\$ 200,000	\$ 200,000	\$ -	0.00%
Professional Services	\$ 2,490,577	\$ 7,154,266	\$ 7,648,812	\$ 494,546	6.91%
Capital Outlay	\$ 146,214	\$ 195,500	\$ 195,500	\$ -	0.00%
Unallocated/Reserve					
SJCOG OPERATING EXPENDITURES	\$ 7,832,892	\$ 13,099,067	\$ 13,693,494	\$ 594,427	4.54%



**RESOLUTION
SAN JOAQUIN COUNCIL OF GOVERNMENTS**

R-20-28

**RESOLUTION APPROVING THE ADOPTION OF THE 2020-2021
ANNUAL FINANCIAL PLAN
FOR THE SAN JOAQUIN COUNCIL OF GOVERNMENTS**

WHEREAS, the San Joaquin Council of Governments is required by the Joint Powers Agreement to adopt a budget (Annual Financial Plan) annually, and

WHEREAS, the adopted budget is to be sent to the member agencies for ratification.

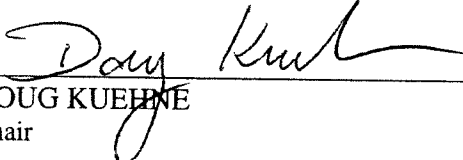
NOW THEREFORE BE IT RESOLVED, that the San Joaquin Council of Governments adopts the FY 2020-2021 Annual Financial Plan and directs the Executive Director to transmit it to the member agencies for ratification.

PASSED AND ADOPTED this 16th day of April 2020 by the following vote of the San Joaquin Council of Governments, to wit:

AYES: Councilman Andrade, Stockton; Supervisor Elliott, SJC; Councilman Jobrack, Stockton; Mayor Kuehne, Lodi; Supervisor Miller, SJC; Councilman Murken, Escalon; Mayor Rickman, Tracy; Councilman Singh, Manteca; Supervisor Winn, SJC; VM Wright, Stockton; Councilman Zuber, Ripon.

NOES: None.

ABSENT: Mayor Dhaliwal, Lathrop.



DOUG KUEHNE
Chair