



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Economic Development Program Assistance

MEETING DATE: October 20, 1993

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council authorize staff to hire a college intern to assist with economic development projects for one college semester.

BACKGROUND INFORMATION: The position of Economic Development Coordinator was assigned to Janet Keeter, Administrative Assistant to the City Manager, effective July 1, 1993. Although economic development has been a high priority thus far, Ms. Keeter's time is not devoted one hundred percent to economic development. Her work load also includes projects such as the day-to-day operation of the Dial-A-Ride program with 15 employees, transportation grant procurement for the fixed route bus system, telecommunications and voice mail administration, and Sister City activities.

After working with businesses, the Lodi District Chamber of Commerce, Lodi Downtown Business Association, the San Joaquin Partnership, the San Joaquin Business Retention Committee, and City staff, Ms. Keeter has compiled an extensive list of economic development projects.

Quite a few of the projects will require surveying businesses over the telephone, going door-to-door to businesses, researching assessor parcel numbers, setting up data bases, and mailing out informational packets to prospects. These duties can be accomplished by hiring an intern from the University of the Pacific Business Administration program. An intern is required to work 15 hours per week for one semester. The average wage for an intern is \$5-\$10 per hour.

FUNDING: \$2,400 Contingency Fund

Respectfully submitted,

Thomas A. Peterson
City Manager

Prepared by Janet S. Keeter
Administrative Assistant to the City Manager

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APPROVED _____

THOMAS A. PETERSON
City Manager



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