

CITY COUNCIL MEETING
June 22, 1993

1993-94 OPERATING BUDGET REVIEW

CC-21 (b)

CITY MANAGER'S BUDGET

Assistant City Manager Glenn presented an overview of the City Manager's budget and answered questions regarding the reductions of the salaries, the title changes, and the duties of the two administrative assistants. Questions were also asked regarding travel and business expenses and regarding the addition of one-third of the Legal Secretary's salary.

Speaking on the matter was Frank Alegre, 2000 Edgewood Drive, Lodi.

PERSONNEL DEPARTMENT'S BUDGET

Assistant City Manager Glenn presented the budget for the Personnel Department informing the City Council of the reduction of one position and the reduction in the conference and business expenses.

Questions followed regarding the necessity of the Assistant City Manager, the duties of both the Personnel Analyst and the Personnel Director and whether or not Personnel should be its own department.

RISK MANAGEMENT BUDGET

Assistant City Manager Glenn gave a brief history of risk management and presented the budget for same, followed by brief questions from the City Council.

PUBLIC WORKS DEPARTMENT BUDGET

Assistant City Manager Glenn presented an overview of the Building Maintenance Division and the Equipment Division, in the Public Works Department respectively.

Questions followed regarding the maintenance shop being in one location and the accountability of the employees by using time cards to show time spent on each project.

*Continued on
Page 3*

JUNE 8, 1993

cc-21 (b)

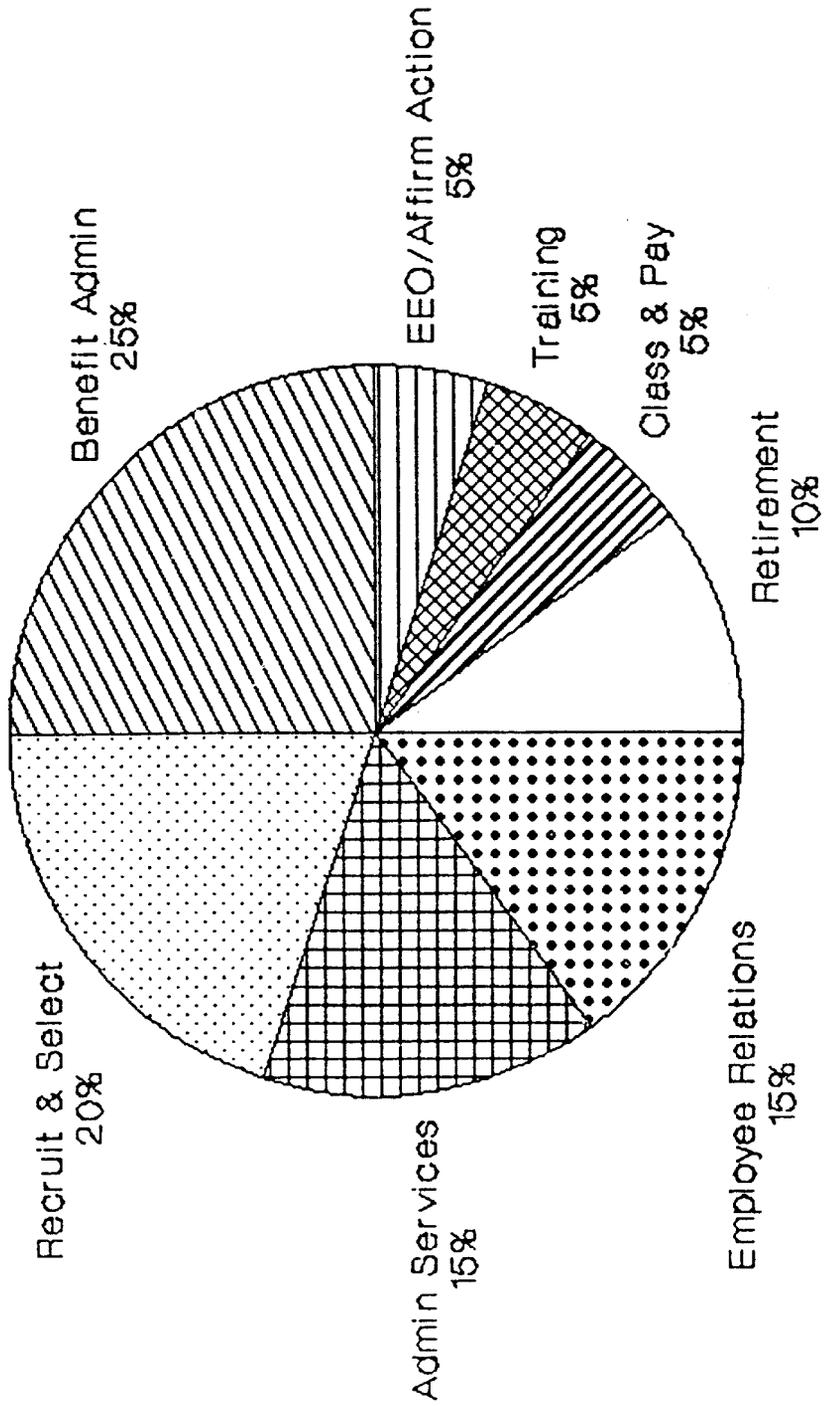
PERSONNEL DEPARTMENT

PROGRAM AREAS

FY 93/94

Budget Hearing
June 8, 1993

PROGRAM AREAS



25%

BENEFIT ADMINISTRATION

Legal Mandates

Sick Leave Conversion Plan (Local)
Internal Revenue Code, Section 125 (Federal)
Consolidated Omnibus Budget Reconciliation Act (Federal)

What Does This Mean?

- ▶ Dental
- ▶ Vision
- ▶ Medical
- ▶ Chiropractic
- ▶ Safety Glasses
- ▶ Life Insurance
- ▶ Long Term Disability
- ▶ Deferred Compensation
- ▶ Sick Leave Conversion
- ▶ Flexible Spending Account
- ▶ Employee Assistance Program
- ▶ Post Employment Health Coverage

20%

RECRUITMENT AND SELECTION

Legal Mandates

Civil Rights Act of 1991 (Federal)
Fair Employment and Housing Act (State)
Executive Orders 11246 and 11357 (Federal)
Drug-Free Workplace Act of 1988, (Federal)
Age Discrimination in Employment Act of 1976 (Federal)
Civil Rights Act of 1964, Title VII as ammended (Federal)
Uniform Guidelines on Employee Selection Procedures
(Federal)
Americans With Disabilities Act of 1990, Titles I, II (Federal)

What Does This Mean?

A, required by law...

- ▶ Develop/review Job Analysis
- ▶ Examination validation
- ▶ Develop all examinations including written, oral and performance exams.
- ▶ Validation and implementation of all post-offer/pre-employment exams (e.g. medical and fitness for duty examinations)
- ▶ Valid, fair and equitable administration of all (open and promotional) examinations
- ▶ Ensure department staffing needs are met by the exam process

15%

ADMINISTRATIVE SERVICES

Legal Mandates

Memoranda of Understanding (Local)
Rules for Personnel Administration (Local)
Administrative Policy and Procedure Manual (Local)
New Legislation (State and Federal)

What Does This Mean?

Day-to-day administration:

- ▶ Processing and reconciliation of personnel actions (e.g. new hires, promotions, terminations, salary changes, etc.)
- ▶ Verifications of employment
- ▶ Maintain position allocation and control roster
- ▶ Prepare, maintain and update Administrative Policy and Procedure Manual and Rules for Personnel Administration
- ▶ Respond to employee/public/management inquiries
- ▶ Implement changes in policy based upon law (i.e. Americans With Disabilities Act, Family Care and Medical Leave Act)
- ▶ Administer layoff actions

15%

EMPLOYEE RELATIONS

Legal Mandates

Meyers-Milias-Brown Act (State)
Fair Labor Standards Act (Federal)
Memoranda of Understanding (Local)
National Labor Relations Act (Federal)
Employee-Employer Relations Resolution (Local)
Age Discrimination in Employment Act of 1976 (Federal)

What Does This Mean?

- ▶ Serve on negotiation team
- ▶ Complete all surveys and data analysis for negotiations
- ▶ Advise and assist employees/supervisors in resolving complaints
- ▶ Respond to day-to-day inquiries on MOU interpretation and application
- ▶ Assist departments in implementation of disciplinary actions

10%

RETIREMENT

Legal Mandates

Public Employees' Retirement Law (State)
(Government Code Sections 20000 - 21612)
Omnibus Budget Reconciliation Act (Federal)

What Does This Mean?

- ▶ Make initial determinations on disability retirements for local safety members
- ▶ Reconcile disputes between workers' compensation and retirement issues
- ▶ Assist employees in filing retirement applications
- ▶ Apply changes in PERS laws as they occur
- ▶ Administer part-time employees' retirement plan

5%

CLASSIFICATION AND PAY

Legal Mandates

Equal Pay Act (Federal)
Memoranda of Understanding (Local)
Civil Rights Act of 1964, Title VII as ammended (Federal)
Uniform Guidelines on Employee Selection Procedures
(Federal)

What Does This Mean?

For classification and reclassification studies:

- ▶ Conduct job audit and analysis
- ▶ Determine internal classification structure alignment
- ▶ Conduct external classification surveys

For compensation studies:

- ▶ Determine internal pay equity alignment
- ▶ Conduct external compensation surveys and analysis
- ▶ Determine compensation based upon classification functions, requirements, value of service to the City.

5%

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION

Legal Mandates

Civil Rights Act of 1991 (Federal)
Rehabilitation Act of 1973 (Federal)
Fair Employment and Housing Act (State)
Civil Rights Act of 1964 as ammended (Federal)
Americans With Disabilities Act of 1990 (Federal)
Urban Mass Transportation Administration (Federal)*

What Does This Mean?

- ▶ Establish and maintain an AA/EEO program and plan
- ▶ Provide mandated sexual harassment training
- ▶ Monitor recruitment and selection activities
- ▶ Resolve and redress discrimination and sexual harassment complaints
- ▶ Prevent arbitrary practices affecting protected group members by using validated employment practices
- ▶ Achieve and maintain employment levels for protected group members relative to their availability in the labor market

* If receiving capitol grants of over \$1 million or providing transit services which receive funds under Federal grant assistance.

5%

TRAINING

Legal Mandates

Fair Employment and Housing Act (State)
Civil Rights Act of 1964, Title VII as ammended (Federal)

What Does This Mean?

Provide proactive and maintenance training in the following areas:

- ▶ Discipline
- ▶ Supervision
- ▶ Sexual Harassment
- ▶ Cultural Diversity
- ▶ Performance Appraisal
- ▶ Americans With Disabilities

CITY OF LODI
PUBLIC WORKS DEPARTMENT

BUDGET REVIEW

June 22 and 24, 1993



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MEMORANDUM, City of Lodi, Public Works Department

TO: City Manager
City Council

FROM: Public Works Director

DATE: June 17, 1993

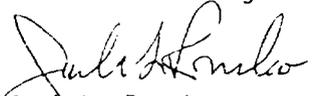
SUBJECT: Supplemental Budget Material for the Public Works Department

Attached is some supplemental budget material which may be helpful in evaluating and reviewing the overall Public Works budget. The Public Works budget is found on Pages 32 through 35 and the Sewer and Water Utility Funds are shown on Pages 42 through 44 in the City's 1993/94 recommended budget.

The attachment includes the following information:

1. The Public Works Department's Mission and Value Statements
2. The Mission Statements for each Division
3. Sheets from our Department's 1993/94 Operations and Maintenance budget submittal which includes:
 - °A complete description of each Public Works account found in the City's printed budget
 - °A detailed description of all increases and decreases included in the account
 - °A comparison of 1992/93 and 1993/94 budget requests
4. A memo from the Street Superintendent describing how we would continue to provide adequate street sweeping with the elimination of one employee in the 10-503.07 Street Cleaning Account. This proposal will provide street sweeping in residential areas on a monthly basis with only minor reductions in other areas and increased sweeping on arterial streets. The proposal will also provide better sweeping results in many areas due to a regular sweeping schedule; i.e., certain day of each month (versus every 12 working days). This could make an appreciable difference in the eastside area or other areas that experience high street parking demands. This memo can be found behind the 10-503.07 Street Cleaning Account, on pages 25 through 29.

I am hopeful that this information will help you in reviewing the overall Public Works budget.


Jack L. Ronsko
Public Works Director

JLR/im
attachment



CITY OF LODI
PUBLIC WORKS DEPARTMENT

"BUILDING A BETTER COMMUNITY"

OUR MISSION

To provide responsive and courteous service and to plan, design, construct, operate and maintain the City facilities assigned to Public Works in an efficient and professional manner.

WE VALUE:

LODI'S FUTURE

- We take pride in conserving resources.
- We plan our work anticipating future needs.
- We work to make Lodi a better place to live.
- We encourage innovation and look for better ways.

QUALITY SERVICE

- We believe in doing it right the first time.
- We strive for excellence and take pride in our work.
- We are responsive to citizen complaints and concerns.
- We anticipate, listen, and respond to the needs of our community.

TEAMWORK

- We encourage participation and ideas from all levels.
- We believe our success depends on teamwork, trust, and honesty.
- We believe that all employees play an important role in the departmental team.
- We recognize our different values and skills; this diversity contributes to our success.

THE INDIVIDUAL

- We take suggestions and complaints seriously.
- We encourage individual initiative and acceptance of responsibility.
- We promote the personal and professional growth of our employees.
- We care about people, treat them fairly, and explain the decisions we make.

HEALTH & SAFETY

- We plan our work with safety in mind.
- We consider public health and safety our top priority.
- We work safely and encourage others to do the same.
- We provide protective clothing, equipment and training to work safely and efficiently.

PUBLIC WORKS DEPARTMENT

ADMINISTRATION

MISSION STATEMENT

Our mission is to provide administrative and management support for department divisions and ensure consistency with City policies and Council direction. This is accomplished under the guidance of the Public Works Department's mission and values.

PUBLIC WORKS DEPARTMENT
ADMINISTRATION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
10-301.01

ACTIVITY DESCRIPTION

This activity includes the overall administration of the Public Works Department including its four operations of Engineering, Streets, Water/Wastewater, and Building and Equipment Maintenance. The Department has 95 permanent full-time and 12± part-time positions.

Additional activities include the operational planning, capital improvement planning, grant applications and personnel administration for the department as well as secretarial services for the Engineering operation. This activity also includes departmental safety training, in-service training, conferences and meetings for the administrative personnel.

COST COMPARISONS

There is an overall increase in this account of \$1,365.

100 Series

The \$3,070 increase is due to salary and fringe benefit increases.

200 Series

The \$165 decrease is due to changes in phone and postage estimates.

300 Series

The \$1,555 decrease is due mainly to:

- \$ 100 decrease in Printing, Binding & Duplicating (301)
- \$ 100 decrease in Business Expense (314)
- \$ 655 decrease in Conference Expense (315)
- \$1,000 decrease in Training (358)
- \$ 160 increase in Employee Relations (361) for tuition reimbursement
- \$ 725 increase for Reimbursable Expenses (398)

	100	200	300	400	500	600	TOTAL
1992-93	220,490	3,395	19,690	-0-	-0-	-0-	243,575
1993-94	223,575	3,230	18,135	-0-	-0-	-0-	244,940
Difference	+ 3,085	- 165	- 1,555	-0-	-0-	-0-	+ 1,365
Approved 1993-94							

PUBLIC WORKS DEPARTMENT

ENGINEERING

MISSION STATEMENT

Our mission is to apply professional civil engineering principles, standards and judgment in planning, designing and constructing City facilities. This is accomplished under the guidance of the Public Works Department's mission and values.

PUBLIC WORKS DEPARTMENT
ENGINEERING

ACTIVITY DESCRIPTION
AND
COST COMPARISON

GENERAL ENGINEERING
10-302.01

ACTIVITY DESCRIPTION

The Engineering Division is responsible for planning, designing, constructing and mapping the City's street, water, wastewater and drainage systems in conformance with the General Plan and as specifically outlined in the City's Capital Improvement Program. The Division also provides engineering services for other City departments, mainly Parks and Recreation Department. Such work is either done in-house or by outside consultants depending on the scope of the project.

The majority of projects are constructed under the formal bidding process. This necessitates the preparation of specifications and contract documents, contract administration and inspection.

100 Series

There is an overall increase in this series of \$18,920 due to:

- a) Overtime (103) increased \$2,470 due to estimated usage based on 1992/93 actual data.
- b) \$6,075 in Administrative Leave Pay (110) was added.
- c) The balance of \$10,375 is due to step increases and promotions and adjustments in fringe benefits.

300 Series

There is an overall increase in this series of \$260 due to:

- a) Materials and Supplies (307) shows an apparent \$3,150 increase because it now includes Special Department Materials (352), Photo Supplies (354) and General Supplies (355), per the Budget Preparation Manual. Small Tools and Equipment (355) has also been combined with Materials and Supplies (307). When the combined 1992/93 functions are compared with the 1993/94 Materials and Supplies (307), there is no change.
- b) Conference Expense (315) again shows \$700. It is recommended that funds be available for the ITS Conference so staff can stay current on changes in the State and Federal Transportation Program.

*This does not include Reimbursable Expense (398) shown in the 1992/93 appropriation.

	100	200	300	400	500	600	TOTAL
1992-93	747,030	3,510	37,860*			-0-	788,400
1993-94	765,950	3,360	38,120			650	808,080
Difference	18,920	- 150	260			650	19,680
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
ENGINEERING

ACTIVITY DESCRIPTION
AND
COST COMPARISON

GENERAL ENGINEERING
10-302.01

ACTIVITY DESCRIPTION (CONT.)

Final subdivision maps, as well as parcel maps and off-site improvement plans for private developments, are reviewed to ensure conformance to City standards and master plans. The Division also performs construction inspection of private developers' off-site improvements; any curb, gutter, sidewalk and driveways installed under encroachment permits; as well as underground improvements installed by the various utilities.

600 Series

\$650 was placed in the Special Payment NOC (699) function to pay the licensing fee for the three nuclear gages used by the Public Works Inspectors. The California Department of Health Services is now assessing the City an annual radioactive materials license fee.

PUBLIC WORKS DEPARTMENT

BUILDING & EQUIPMENT MAINTENANCE

MISSION STATEMENTS

Building Maintenance

Our mission is to manage and maintain City buildings in a professional and efficient manner, providing responsive service to all City departments. This is accomplished under the guidance of the Public Works Department's mission and values.

Equipment Maintenance

Our mission is to manage and maintain the equipment and vehicles for all departments. This is accomplished under the guidance of the Public Works Department's mission and values.

PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

CITY BUILDING MAINTENANCE
AND ADMINISTRATION
10-351.01

ACTIVITY DESCRIPTION

This activity includes 50% of the Building and Equipment Maintenance Superintendent's salary and administrative leave; Building Maintenance Workers' salaries; janitorial contract services; maintenance and repair operations for City Hall, Public Safety Building, Carnegie Forum, Fire Stations #2 and #3, Fire Prevention Building, Animal Shelter and Municipal Service Center buildings; and the maintenance of the two Building Maintenance vehicles and the six building generators.

This activity also includes repairs and replacements of all mounted equipment in the buildings, and coordination with Risk Manager's office of vehicle accident reports and claims submitted by citizens and all City departments.

COST COMPARISONS

There is an overall decrease in this activity of \$41,511.

100 Series

There is a \$2,245 decrease due to lower salaries (-\$4,745), decreased overhead costs, more part-time hours (\$2,040), and budgeting of administrative leave (\$480).

200 Series

There is a \$20,930 increase mainly due to:

- a. Decrease in telephone costs (-\$125)
- b. Increase in electrical costs and usage (\$13,385)
- b. Increase in natural gas cost and usage (\$7,340)
- d. Decrease in water charges (-\$265)
- e. Increase in sewer costs (\$475)
- f. Increase in refuse costs (\$120)

300 Series

There is a \$60,196 decrease mainly due to:

- a. Decrease in materials and supplies (-\$985), reallocated last year per Finance Dept.
- b. Decrease in professional services (-\$4,800)
- c. Increase in rental of land and facilities (\$10) - NEW FUNCTION ADDED

	100	200	300	400	500	600	TOTAL
1992-93	126,790	158,250	240,931	-0-	-0-		525,971
1993-94	124,545	179,180	180,735	-0-	-0-		484,460
Difference	- 2,245	20,930	- 60,196	-0-	-0-		-41,511
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
BUILDING MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

CITY BUILDING MAINTENANCE
AND ADMINISTRATION
10-351.01, Continued

ACTIVITY DESCRIPTION

COST COMPARISONS (cont.)

- d. Decrease in repairs to machinery and equipment (-\$1,250)
- e. Addition of General Supply Account (\$1,450) deleted last year
- f. Decrease in repairs to auto equipment (-\$1,345)
- g. Addition of photo supplies account (\$200) deleted last year
- h. Addition of repairs to communication equipment account (\$475), deleted last year per Finance Dept.
- i. Decrease in training and education (-\$150)
- j. Decrease in small tools and equipment (-\$400)
- k. Decrease in repairs to buildings (-\$36,175)
- l. Increase in sublet service contracts (\$2,390)
- m. Decrease in janitorial supplies and costs (-\$371)
- n. Decrease in rental of equipment (-\$18,860)
- o. Decrease in supplies, materials and services NOC (-\$260)

400 Series

No depreciation is budgeted per the Finance Dept.

500 Series

No equipment is budgeted for 1993/94.

PUBLIC WORKS DEPARTMENT
EQUIPMENT MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

SHOP MAINTENANCE
AND ADMINISTRATION
10-551.01

ACTIVITY DESCRIPTION

This activity includes the maintenance and depreciation of the Municipal Service Center equipment shop, steam cleaner, engine analyzer, brake lathe, hoists, alignment machine and miscellaneous repair of other equipment located in the shop. It includes 100% of the Equipment Maintenance Supervisor's salary, 50% of the Building and Equipment Maintenance Superintendent's salary and administrative leave, 50% of the Lead Equipment Mechanic's salary, and 1% of other shop personnel salaries.

This function includes general administration, safety meetings, training, planning, inventories, vehicle and equipment evaluation, inspections and liaison with other agencies and departments.

COST COMPARISONS

There is an overall increase in this activity of \$10,176.

100 Series

The \$9,020 increase is caused by salary increases and increase in the percentage of time the Lead Equipment Mechanic charges to the administrative account (\$13,175), the elimination of the Parts Coordinator position due to the hiring freeze, a decrease in overhead (-\$3,765), increase in salaries for part-time laborer and secretarial support (\$4,885), reduction in overtime (-\$605), decrease in incentive pay (-\$3,300), and an increase by budgeting for administrative leave (\$480).

200 Series

The \$700 decrease is caused by a decrease in telephone costs (\$-700).

300 Series

The \$1,656 increase is caused mainly by:

- a. Increase in printing costs (\$230)
- b. Increase in laundry and dry cleaning costs (\$477)
- c. Increase in cost of uniform cleaning/rental service (\$300)
- d. Decrease in cost of office supplies (-\$3,375)
- e. Addition of General Supply Account (\$600), deleted last year per Finance Dept.

	100	200	300	400	500	600	TOTAL
1992-93	126,655	1,800	31,294	-0-	-0-	3,320	163,069
1993-94	135,575	1,100	34,050	-0-	-0-	3,520	174,345
Difference	9,020	- 700	2,756	-0-	-0-	200	11,276
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
EQUIPMENT MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

SHOP MAINTENANCE
AND ADMINISTRATION
10-551.01 (Continued)

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COST COMPARISONS

300 Series (Continued)

- f. Increase in repairs to automotive equipment (\$505)
- g. Addition of Special Departmental Materials Account (\$3,600), deleted last year per Finance Dept.
- h. Increase in sublet service contracts cost (\$205)
- i. Decrease in small tools and equipment costs (-\$3,690)
- j. Increase in cost of books and periodicals (\$100)
- k. Decrease in conference expenses (-\$150)
- l. Increase in cost of repairs to machinery and equipment (\$1,500)
- m. Increase in cost of medical supplies (\$294)
- n. Decrease in cost of safety equipment (-\$400)

400 Series

No depreciation was budgeted per the Finance Dept.

500 Series

There is no change in this series for 1993/1994.

600 Series

There is an increase in payments and fees to State and County agencies (\$200).

PUBLIC WORKS DEPARTMENT
EQUIPMENT MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

EQUIPMENT MAINTENANCE
MOTOR POOL-
10-551.02

ACTIVITY DESCRIPTION

This activity includes the maintenance and fuel for vehicles which have been replaced in the different departments and assigned to the motor pool, including one car and one van kept at and scheduled through City Hall. It also includes the removal of mounted equipment and radios from these vehicles.

COST COMPARISONS

There is an overall increase in this activity of \$210.

300 Series

There is an increase in this activity due to:

- a. Increase in the quantity of fuel used and its cost
- b. Increased parts required for repair and servicing
- c. Increased utilization of motor pool by all departments

	100	200	300	400	500	600	TOTAL
1992-93			13,190				13,190
1993-94			13,400				13,400
Difference			210				210
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
EQUIPMENT MAINTENANCE

ACTIVITY DESCRIPTION
AND
COST COMPARISON

CITY EQUIPMENT
MAINTENANCE
10-556.01

ACTIVITY DESCRIPTION

This activity includes the maintenance, repairs, contract maintenance, labor and overhead, fuel and the depreciation of all City vehicles, equipment and generators maintained by the Equipment Maintenance shop. Not included in this account are the large trucks and equipment assigned to the Fire Department and the equipment maintained by the Parks Department.

COST COMPARISONS

There is an overall increase in this activity of \$59,540.

100 Series

The increase of \$21,380 is due to increases in salaries and overhead costs.

300 Series

The \$38,160 increase is mainly caused by:

- a. Increase for parts and amounts of parts needed (\$58,055)
- b. Projected fuel and lube decrease (-\$20,395)
- c. Increase for car wash expenses (\$500)

400 Series

Depreciation was removed in 1992/93 and not budgeted for 1993/94 per the Finance Department.

	100	200	300	400	500	700	TOTAL
1992-93	258,575	-0-	318,215	-0-			576,790
1993-94	279,955	-0-	356,375	-0-			636,330
Difference	21,380	-0-	38,160	-0-			59,540
Approved 1993-94							

PUBLIC WORKS DEPARTMENT

STREET

MISSION STATEMENT

Our mission is to manage and maintain streets, curbs, gutters, sidewalks, City trees, traffic and street signs and markings, the storm drainage system and provide street cleaning services. This is accomplished under the guidance of the Public Works Department's mission and values.

PUBLIC WORKS DEPARTME...
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
10-501.01

ACTIVITY DESCRIPTION

This activity includes the administration of the Street Maintenance Operation; 100% of the Supervising Administrative Clerk; 15% salary of Assistant Street Superintendent; 1/2% salaries of Street personnel for safety meetings and training; street equipment maintenance, depreciation and part-time secretarial help.

This function also includes general planning, cost accounting, system evaluation, coordinating insurance claims, liaison with other utilities, agencies and customer relations for the Street Operation.

COST COMPARISONS

There is an overall increase in this activity of \$17,400.

100 Series

The \$1,535 increase is mainly caused by:

- a. Decreased costs for new Superintendent salary (-\$4,875);
- b. Increased costs for merit salary increase for Supervising Administrative Clerk (\$1,130); and
- c. Provides administrative leave (\$4,650).

200 Series

The \$16,615 increase is mainly caused by:

- a. Increased costs (25%) for refuse projected by administration (\$16,725); and
- b. Decreased costs for telephone per administration (-\$110).

300 Series

The \$955 increase is mainly caused by:

- a. Increased costs for uniform laundry (\$660);

	100	200	300	400	500	600	TOTAL
1992-93	117,050	68,755	237,000		0	4,705	427,510
1993-94	118,585	85,370	237,955		3,000	0	449,910
Difference	1,535	16,615	955		3,000	-4,705	17,400
Approved 1993-94							

PUBLIC WORKS DEPARTME
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
10-501.01

ACTIVITY DESCRIPTION

COST COMPARISONS

300 Series (continued)

- b. Decreased costs for safety equipment (-\$300);
- c. Decreased membership (-\$120);
- d. Decreased books and periodicals (-\$25);
- e. Increased conference expense because of area where conference and equipment show will be held (\$530);
- f. Decreased costs for professional services to update Pesticide/Herbicide program mandated by State (-\$250);
- g. Increased costs for sublet services contracts for printer and copier (\$395);
- h. Decreased costs for photo supplies because of fewer pictures being taken of graffiti (-\$150);
- i. Decreased costs for printing, binding, and duplicating, based on 1992-93 expenditure (-\$220);
- j. Decreased costs of repair to communication equipment (-\$90); and
- k. Increased costs for software to upgrade Street Superintendent's computer (\$600).

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
10-501.01

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The \$3,000 increase is mainly caused by:

- a. Provides funds replace Street Superintendent's computer (\$3,000).

600 Series

The -\$4,705 decrease is mainly caused by:

- a. There were no funds requested for state tax on diesel fuel because 1992-93 expenditure report does not indicate any charges.

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
TRAVELED WAYS, GAS TAX
10-503.01

ACTIVITY DESCRIPTION

This activity includes the labor and material for maintenance of the City's 156 miles of streets, using gas tax funds as specified in Section 2107 of the Streets and Highway Code.

The maintenance programs used are routine and general maintenance, which include material to patch streets, seal streets, overlay 312,000 square feet of streets by City forces, and funds to slurry seal 1,000,000 square feet of streets by contract. Prior year funds to accomplish the Street maintenance program were funded under two accounts, 10-503.01 and 10-503.02. This year we are combining the two accounts.

COST COMPARISONS

There is an overall increase in this activity of \$71,310.

100 Series

The \$72,625 increase is mainly caused by:

- a. Increased costs for merit, salary, and incentive pay for employees working in this activity, added more workhours to this activity to maintain streets (\$30,390);
- b. Added salary for retiring Street Superintendent to this activity (\$8,060);
- c. Increased costs for overhead (\$32,455);
- d. Increased costs for overtime based on past year's experience (\$1,500); and
- e. Increased costs for part-time clerical and seasonal help (\$355).

300 Series

The -\$890 decrease is mainly caused by:

- a. Decreased cost on asphalt material based on 1992 bids (-\$890).

* The 1992-93 cost comparisons are based on accounts 10-503.01 and 10-503.02

	100	200	300	400	500	600	TOTAL
1992-93*	403,450		143,185		47,475		594,110
1993-94	476,075		142,295		47,050		665,420
Difference	72,625		-890		-425		71,310
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
TRAVELED WAYS, GAS TAX
10-503.01

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The -\$425 decrease is mainly caused by:

- a. Decreased cost to purchase a vibratory plate compactor instead of a wacker tamper (-\$425).

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - ALLEYS
10-503.04

ACTIVITY DESCRIPTION

This activity includes the maintenance of 16 miles of alleys. Maintenance includes paving, sealing and patching.

COST COMPARISONS

There is an overall increase in this activity of \$2,670.

100 Series

The \$2,710 increase is mainly caused by:

- a. Increased costs for merit, salary, and incentive increases of employees working in this activity (\$1,125); and
- b. Increased costs for overhead (\$1,585).

300 Series

The -\$40 decrease is mainly caused by:

- a. Decreased costs for asphalt material based on 1992 bids (-\$40).

	100	200	300	400	500	600	TOTAL
1992-93	27,475		14,700				42,175
1993-94	30,185		14,660				44,845
Difference	2,710		-40				2,670
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - SIDEWALKS
CURBS AND GUTTERS
10-503.05

ACTIVITY DESCRIPTION
This activity includes removal, replacement and repair of curb, gutter, sidewalk and alley approaches conducted by contract or City forces, and temporary summer help to patch existing sidewalks.

COST COMPARISONS
There is an overall increase in this activity of \$7,730.
100 Series
The \$7,730 increase is mainly caused by:
a. Increased costs for merit, salary, and incentive increases of employees working in this activity (\$1,975);
b. Increased costs for part-time clerical and seasonal employees (\$1,535); and
c. Increased costs for overhead (\$4,220).

	100	200	300	400	500	600	TOTAL
1992-93	58,100		950		21,000		80,050
1993-94	65,830		950		21,000		87,780
Difference	7,730		0		0		7,730
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - TREES
10-503.06

ACTIVITY DESCRIPTION

This activity includes maintaining 4,940 trees in parkways, tree wells, emergency trimming of park trees; planting approximately 90 trees per year; spraying, restaking, trimming, root surgery and the removal of trees.

COST COMPARISONS

There is an overall increase in this activity of \$14,230.

100 Series

The \$13,890 increase is mainly caused by:

- a. Increased costs for merit, salary and incentive increases of employees working in this activity (\$5,320);
- b. Decreased costs for overtime based on last year's cost (-\$400); and
- c. Increased costs for overhead (\$8,170).

300 Series

The -\$12,160 decrease is mainly caused by:

- a. Increased costs for special departmental materials (\$340); and
- b. Eliminated function 399 and shifted the cost to function 520 (-\$12,500).

500 Series

The \$12,500 increase is mainly caused by:

- a. Shifting services N.O.C. function 399 to function 502 (\$12,500).

	100	200	300	400	500	600	TOTAL
1992-93	148,925		17,565		775		167,265
1993-94	162,815		5,405		13,275		181,495
Difference	13,890		-12,160		12,500		14,230
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
STREET CLEANING
10-503.07

ACTIVITY DESCRIPTION

This activity includes sweeping of all City streets with an accumulative total of 320 curb miles, 16 miles of alley bi-annually; maintaining 2.6 miles of median which consists of cleaning, weed abatement and pruning of trees and shrubs, funds to administer landscape maintenance contract of Public Works facilities.

The account also includes the annual leaf removal program, which yields approximately 6,500 cubic yards of leaves annually, and the weed control program.

COST COMPARISONS

There is an overall decrease in this activity of -\$22,115.

100 Series

The \$1,160 increase is mainly caused by:

There is no significant change in this series, the reason being more work, i.e., low-limb clearing, tree well cleaning, will be performed by tree crews as part of tree maintenance (\$1,160).

300 Series

The -\$23,650 decrease is mainly caused by:

- a. Decreased costs for sweeper lease payments, sweeper is paid off (-\$14,850);
- b. Increased costs to maintain backpack blowers and hedge trimmers (\$100);
- c. Decreased costs for purchase of sweeper brooms, they will be purchased under equipment maintenance account (-\$11,000);
- d. Increased costs to maintain downtown garbage receptacles (\$1,500); and
- e. Increased costs for herbicides (\$600).

	100	200	300	400	500	600	TOTAL
1992-93	177,145		47,925		0		225,070
1993-94	178,305		24,275		375		202,955
Difference	1,160		-23,650		375		-22,115
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
STREET CLEANING
10-503.07

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The +\$375 increase is mainly caused by:

- a. Funds to replace gas powered hedge trimmer (\$375).

MEMORANDUM, City of Lodi, Public Works Department

TO: Public Works Director
FROM: Street Superintendent
DATE: June 15, 1993
SUBJECT: Reduction in Street Cleaning Due to Budget Restraints

This proposal is in response to necessary budget reductions that the City of Lodi is facing for Fiscal Year 1993-94.

Existing Program:

Currently the Street Cleaning Program consists of two employees, one operates the sweeper and the other cleanup truck. The downtown area is swept three times a week, and the residential areas are swept once every twelve working days. The arterial streets (attached) are swept when the district they coincide with is swept. Public parking lots are swept on an as needed basis, usually once a week. Alleys in the downtown area are swept once a week, and alleys that are not in the downtown area are swept biannually. The City of Lodi also sweeps the State highways including on and off ramps biannually, for which we are reimbursed. During leaf pickup season the residential areas are swept every ten working days. The cleanup truck's duties are listed on pages 2 & 3.

Recommendation:

That the City's street sweeping program be modified to include a revised sweeping schedule and elimination of the cleanup truck's operations.

Revised Street Sweeping Schedule

The following table outlines our existing street sweeping schedule. The proposed schedule takes into account the elimination of the cleanup truck.

STREET CLEANING TASK	EXISTING	PROPOSED
Residential Areas	Every 12 days	Every 22 days (Once a month)
Downtown Area	3 times a week	3 times a week
Alleys & State Highways	Biannually	Biannually
Parking Lots	Once a week	Once a month
Arterials	Every 12 days	Every 10 days

With the proposed elimination of the cleanup truck, it will be necessary to reduce the size of the sweeper districts. It is anticipated that 15 or 16 sweeper districts will be required. There are now 12 districts. Some advantages to this proposal are that sweeping the districts would be scheduled consistently, such as: District 1, the first Monday of the month, every month. This consistent and regular schedule, together with more publicity, could help reduce the number of parked vehicles in the scheduled districts without the cost of installing and maintaining neighborhood signs. Another advantage is that arterial streets would be swept more often. One disadvantage to this proposal is that residential streets would be swept once a month instead of 1.8 times per month. However, overall appearance may improve especially on the Eastside because the simpler schedule would be easier to remember and also easier to publicize.

Elimination of Cleanup Truck

This proposal would eliminate a full-time position and the service provided by the position. Elimination of this service would mean that downtown sidewalks would no longer be swept by hand and parking lots would not be inspected daily. The elimination of this position will require reassigning someone to respond to emergency calls. The cleanup truck would still be scheduled to operate four months per year during the leaf season cleanup.

The projected savings to the Street Cleaning account is approximately \$26,800 in salary/benefit costs. Savings would also be realized in vehicle maintenance and operation costs. The total savings to the City is the cost of a full-time position. (\$39,000)

During leaf season (October through January) residential streets would be swept every ten working days with the assistance of the cleanup truck. Additional crews will continue to be reassigned in November and December. A second sweeper would be added part-time to insure the districts are swept on schedule.

The following is a list of duties of the cleanup truck operator and how these duties will be handled under this proposal:

<u>EXISTING</u>	<u>PROPOSED</u>
Pick up piles dumped in the district by the sweeper.	Sweeper will be required to travel to dump sites at MSC or Sanitary City.
Pick up piles in advance of sweeper.	This service will be eliminated, property owners will not be allowed to place piles of leaves in the street. (Except during leaf season)
Clear limbs obstructing regulatory, warning and informational signs, also low limbs obstructing sweeper and pedestrians.	Tree crew will be assigned the majority of this work.
Check business district every morning and pick up debris (including days sweeper does not sweep area). Clean around all trash containers and hand sweep downtown sidewalks.	Property owner will be responsible to maintain their frontage. City will respond to hazards such as broken glass.
Check downtown, Civic Center area and City parking lots.	Sweeper operator will monitor while doing the downtown routes. City will respond to reported hazards when operator is not in the area.
Spray weeds in City parking lots and public right-of-way.	Schedule maintenance crews as needed.
Check business district trash containers daily. Replace lids as needed. Empty containers that overflow other than on pick up days. Sanitary City picks up Tuesday and Friday.	Schedule maintenance crews as needed.

EXISTING

PROPOSED

Water downtown planters and medians on Elm Street between Crescent and California, Monday, Wednesday, and Friday.

Install more efficient time clock for planters and Elm Street medians (battery system not working).

Hand sweep around downtown planters.

Schedule maintenance crews as needed.

Report abandoned vehicles.

Sweeper operator.

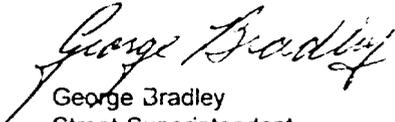
Operate sweeper in relief of operator.

Schedule maintenance crews as needed.

Summary:

The most significant service level reduction is reduced residential sweeping and the elimination of the cleanup truck for approximately eight months of the year. The duties of the cleanup operator would be absorbed by maintenance crews, the tree crew, the sweeper operator and property owners or merchants.

A recent telephone survey (attached) revealed that half of the cities surveyed are on a once a month schedule for sweeping residential streets, and very few run a cleanup truck.


George Bradley
Street Superintendent

GB/sh

Attachments

cc: Street Supervisors

ARTERIAL STREETS

Cherokee Lane	5.2 miles
Lodi Avenue	6.0 miles
Lockeford Street	3.0 miles
Turner Road	5.2 miles
Victor Road	0.2 miles
Kettleman Lane	5.7 miles
Hutchins Street	5.2 miles
Ham Lane	6.25 miles
Elm Street	2.0 miles
Lower Sacramento Road	3.3 miles

STREET CLEANING SURVEY

CITY	STREET MILES	RESIDENTIAL	BUSINESS	LEAF PICKUP	SWEPT BY CITY/CONTRACT	COMMENTS
Manteca	120	10 days*	3 x's wk	Yes	City	2 Sweepers
Pleasanton	167	1 x month		Yes**	Contract	\$17.50 a curb mile
Roseville	226	20 days*	3 x's wk	Yes	City	3 Sweepers
Modesto	540	1 x month	5 x's wk	Yes	City	7 Sweepers & operators for 2 wks then collect refuse for 2 wks
Livermore	200	1 x month	3 x's wk	Yes	City	
Tracy	154	1 x month	2 x's wk	Yes	City	1 Sweeper
Turlock	109	10 days*	3 x's wk	No	Contract	Cost unknown
Davis	119	5 days*	2 x's wk	Yes***	Contract	\$26.00 a curb mile
Stockton	650	10 days*	2 x's wk	Yes	City	3 Sweepers & a cleanup truck
Woodland	132	5 days*	3 x's wk	Yes***	Contract	Cost unknown
Lodi (currently)	172	12 days*	3 x's wk	Yes	City	1 Sweeper & a cleanup truck

* Days indicate number of working days.

** Leaf pickup by city crews.

*** Leaf pickup by contract.

Lodi's current cost per curb mile for sweeping \$14.00

Lodi's current cost per curb mile for cleanup truck 6.60

Total \$20.60

PUBLIC WORKS DEPARTME
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
TRAFFIC CONTROL
10-503.08

ACTIVITY DESCRIPTION

This activity includes maintenance of 4,748 street name, warning, regulatory and guide signs; electric usage for 40 signalized intersections, four flashing beacon intersections, and three new proposed signalized intersection - fiscal year 1993-94.

This activity also includes maintenance of 9.8 miles of curb painting, pavement legends, crosswalks, railroad crossings, parking stalls and 106.7 miles of lane lines which are painted by contract.

COST COMPARISONS

There is an overall increase in this activity of \$14,195.

100 Series

The \$8,985 increase is mainly caused by:

- a. Increased costs for merit, salary, and incentive increases for employees working in this activity (\$2,805);
- b. increased costs for overtime to maintain traffic signs knocked down after normal working hours (\$600); and
- c. Increased costs for overhead (\$5,580).

200 Series

The -\$365 decrease is mainly caused by:

- a. Decreased costs for electric KWH usage based on last year usage and projected KWH usage for three (3) new signalized intersections (-\$365).

	100	200	300	400	500	600	TOTAL
1992-93	178,340	52,035	61,685		10,050		302,110
1993-94	187,325	51,670	42,210		35,100		316,305
Difference	8,985	-365	-19,475		25,050		14,195
Approved 1993-94							

PUBLIC WORKS DEPARTMENT...
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
TRAFFIC CONTROL
10-503.08

ACTIVITY DESCRIPTION

COST COMPARISONS

300 Series (continued)

The -\$19,475 decrease is mainly caused by:

- a. Increased costs for membership (\$10);
- b. Increased costs for the City's 50% charge to maintain signalized intersections on State highway based on last year's cost (\$3,800);
- c. Decreased costs for signs (-\$610); and
- d. Shifting costs for lane line painting from function 399 to function 520 (-\$22,675).

500 Series

The \$25,050 increase is mainly caused by:

- a. Increased costs for signal light material requested by Electric Utility Department (\$1,550); and
- b. Budgeted lane line painting by contract in this series and projected 10% increase in cost to paint lane lines (\$23,500).

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
STORM DRAINS
10-503.09

ACTIVITY DESCRIPTION

This activity includes maintenance of the storm drain system, which includes 102 miles of underground, 2,432 catch basins, 1,242 manholes, 14 pumping stations, 45 pumps; special maintenance and operation of this system, including eight retention basins, during rain storms; and the maintenance of Pixley and G ponding basins.

This account also includes the discharge fees to Woodbridge Irrigation District for discharge into the canal at Beckman and Shady Acres Pumping Stations.

COST COMPARISONS

There is an overall increase in this activity of \$5,280.

100 Series

The \$1,920 increase is mainly caused by:

- a. Increased costs of merit, salary, and incentive increases for employees working in this activity (\$1,655); and
- b. Increased costs for overhead (\$265).

200 Series

The \$3,945 increase is mainly caused by:

- a. Increased costs on lease lines to monitor eight storm drain pumping stations (\$1,365); and
- b. Increased costs for electricity usage at storm drain pumping stations based on current and last year's usage (\$2,580).

300 Series

The \$300 increase is mainly caused by:

- a. Eliminated laboratory cost to sample storm water discharges (-\$2,650);

	100	200	300	400	500	600	TOTAL
1992-93	100,565	16,120	15,650		1,450	5,965	139,750
1993-94	102,485	20,065	15,950		0	6,530	145,030
Difference	1,920	3,945	300		-1,450	565	5,280
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
STORM DRAINS
10-503.09

ACTIVITY DESCRIPTION

COST COMPARISONS

300 Series (continued)

- b. Increased costs for storm drain maintenance requested by Electric Utility Department (\$450); and
- c. Increased costs to disc by contract, unimproved storm ponding basin acreage (\$2,500).

500 Series

The -\$1,450 decrease is mainly caused by:
No equipment is proposed to be purchased under this series.

600 Series

The \$565 increase is mainly caused by:
a. Increased acreage within the City limits as of January 1, 1993.

Remarks: The City of Lodi and Woodbridge Irrigation District have an agreement that the City pay \$1.00 per acre for acreage annexed within the City of Lodi. Total annexed acreage January 1, 1993 is 6,528 acres.

Department PUBLIC WORKS Account No. 010.0-503.10
Streetlight Maintenance

Amount Requested: 1992-93 \$369,985 1993-94 \$393,460

Explain increases/decreases:

100 Series - Increase of \$10,675 due to an increase of \$7,000 in Code 101 resulting from increased activity in the maintenance function based on actual expenditures during previous and current fiscal years; budgeting additional funds for corrosion testing of non-galvanized streetlight standards and a wage increase. The remainder of the increase is due to increases of \$2,590 in fringe benefits and \$1,085 in Code 198.

200 Series - Increase of \$4,100 due to a net increase in consumption resulting from an increase in number of luminaires, but offset by the energy savings realized from the conversion program. Additionally, a portion of the increase can be attributed to budgeting electrical energy for fiscal year 1992-93 at \$0.092/kwhr. as compared to the rate of \$0.09256/kwhr. being used for preparation of this budget and actually billed this fiscal year (\$1,873). The estimated yearly energy consumption is 3.349 Gwhr.

300 Series - No change.

500 Series - Increase of \$8,700 due to an increase of \$8,200 in Code 507 resulting from increased costs of luminaires, lamps, etc. (approximately \$10/unit); higher cost per unit of conversion material for the concrete type standards (approximately \$20/unit) - 60 units of this type of streetlight are scheduled for conversion in this budget, and budgeting funds for materials associated with the corrosion testing. The remainder of the increase is \$300 in Code 513 and \$200 in Code 519, both based on estimates of material needed for the corrosion testing program.

This budget includes estimated costs of labor and material for conversion of the streetlighting system to high pressure sodium in the following areas:

Location	# Lights	Project Cost
Ham Lane between Louie Ave. & Turner Road, Lockeford St. between Ham Lane and Fairmont Ave.	4	\$ 710
Area between Main St. & Calaveras St., Donner Drive & Lockeford St.	28	4,420

(continued)

Department PUBLIC WORKS Account No. 010.0-503.10
Streetlight Maintenance

Location	# Lights	Project Cost
Beckman Rd. - Turner Rd. to Black Diamond Way	11	1,770
Turner Rd. E/O Beckman Rd. & Cluff Avenue - Turner Rd. to Lockeford St.	16	2,450
Ham Lane - Lodi Ave. to Vine St.	10	1,590
Various locations on wood poles between Hutchins St. and Sacramento St., Lockeford St. & Oak St.	11	1,630
Various locations on wood poles between Main St. and Cherokee Lane, Lockeford St. & Lodi Ave.	28	3,935
300 block of Flora & Eden St.	8	1,050
Various locations on wood poles, Sacramento St. to Garfield St. & Lodi Ave. to Vine St.	13	1,880
Hansen Dr. & Lodi Ave.	8	1,120
Ham Lane - Vine St. to Kettleman Lane	15	2,230
Kettleman Lane - WID Canal to Hutchins St.	12	1,895
Streetlight Grid #11 - various locations	11	1,715
1700 South Cherokee Lane	2	255
Orange Ave. & Avena Ave. - Oak St. to Lodi Ave., Crescent Ave. - Pine St. to Lodi Ave., Oak Street - Orange Ave. to Rose St.	<u>60</u>	<u>9,670</u>
Total:	237	\$36,320

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE -
PARKING LOTS
10-504.01

ACTIVITY DESCRIPTION

This activity includes the maintenance of 18 City lots and one leased parking lot. Maintenance includes painting of parking stalls, cleaning, patching, overlays and sealing.

COST COMPARISONS

There is an overall increase in this activity of \$1,715.

100 Series

The \$1,715 increase is mainly caused by:

- a. Increased costs for merit, salary, and incentive increases for employees working in this activity (\$605); and
- b. Increased costs for overhead (\$1,110).

300 Series

There is no change in this series.

	100	200	300	400	500	600	TOTAL
1992-93	17,275		7,030				24,305
1993-94	18,990		7,030				26,020
Difference	1,715		0				1,715
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
STREET DIVISION

ACTIVITY DESCRIPTION
AND
COST COMPARISON

GRAFFITI

ACTIVITY DESCRIPTION

This activity includes the removal of graffiti on private and public facilities.

COST COMPARISONS

This is a new account. In 1992, City Council approved the program and \$9,000 was transferred from the Hotel/Motel fund to account 134.0-503.08-500. Since then through February 1993, the funds were used as follows:

100 Series	\$7,790	
300 Series	<u>1,720</u>	
TOTAL		\$9,510

	100	200	300	400	500	600	TOTAL
1992-93							
1993-94	13,555		980		1,850		16,385
Difference							
Approved 1993-94							

PUBLIC WORKS DEPARTMENT

WATER/WASTEWATER

MISSION STATEMENTS

Water

Our mission is to manage and deliver a reliable supply of safe drinking water to meet the residential, commercial, industrial and fire protection needs of Lodi. This is accomplished under the guidance of the Public Works Department's mission and values.

Wastewater

Our mission is to provide quality wastewater services and promote a healthier environment through collection, treatment, reuse, and disposal of wastewater generated by the City of Lodi. This is accomplished under the guidance of the Public Works Department's mission and values.

PUBLIC WORKS DEPARTMENT.
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
17-401.01

ACTIVITY DESCRIPTION

This activity includes funds for the administration of the Domestic and Industrial Wastewater Systems Operations; 50% of the Administrative Clerk II at the Municipal Service Center; and vehicle fuel and lubricants for the Wastewater Operation. This activity also includes general planning, cost accounting, system evaluation, coordinating insurance claims, liaison with other utilities and agencies, and customer relations for the Wastewater Operation.

COST COMPARISONS

There is an overall increase in this activity of \$755.

100 Series

The \$1,795 increase is mainly caused by the reestablishment of Administrative Leave pay per Administration.

200 Series

The -\$400 decrease is caused by a reduction on estimated phone usage.

300 Series

The \$985 increase is mainly caused by:

- a. Costs for employees uniforms (\$2,580);
- b. Miscellaneous increases in employee membership fees and reimbursement for incentive program certificates (\$500);
- c. Increased City membership fee in WEF's Research Foundation (\$300);
- d. Addition of WEF Regional meeting in Salt Lake City, Utah by Superintendent while serving as California's Representative to National organization and as member of WEF's Government Affairs Committee (\$1,055);
- e. Adjustment of sublet services costs (-\$300); and
- f. Miscellaneous adjustments in several minor functions (-\$560).

	100	200	300	400	500	600	TOTAL
1992-93	69,915	1,800	135,865	0	2,690	950	211,220
1993-94	71,710	1,400	136,850	0	2,015	0	211,975
Difference	1,795	-400	985	0	-675	-950	755
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
17-401.01

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The -\$675 decrease is caused by less small priced tool needs.

600 Series

The -\$950 decrease is caused by no anticipated taxes for diesel fuel.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

WASTEWATER TREATMENT
FACILITY
17-403.01

ACTIVITY DESCRIPTION

This activity includes the operation, maintenance and repair of the White Slough Water Pollution Control Facility and monitoring of the industrial and domestic wastewater systems and the discharge receiving waters. The facility presently processes 2,100 million gallons of domestic wastewater and 250 million gallons of industrial wastewater per year.

COST COMPARISONS

There is an overall increase in this activity of \$109,805.

100 Series

The \$26,440 increase is mainly caused by:

- a. Increase as a result of salary negotiations and step increases (\$18,325);
- b. Proper budgeting of compensatory time pay under overtime (\$6,730);
- c. Reinstatement of Administrative Leave Pay per Administration March 8, 1993 (\$1,000); and
- d. Anticipated increase in incentive program costs (\$2,100).

200 Series

The \$14,030 increase is mainly caused by:

- a. Decrease in telephone use (-\$1,695);
- b. Increase in electrical use (\$21,300); and
- c. Decrease in refuse costs, one time expenditure completed (-\$5,575).

300 Series

The \$34,995 increase is mainly caused by:

- a. Increased usage of office supplies (\$200);
- b. Increased membership and dues participation (\$465);

	100	200	300	400	500	600	TOTAL
1992-93	750,585	298,160	171,965	0	5,100	5,285	1,231,095
1993-94	777,025	312,190	206,960	0	8,675	36,050	1,334,900
Difference	26,440	14,030	34,995	0	3,575	30,765	109,805
Approved 1993-94							

ACTIVITY DESCRIPTION

COST COMPARISONS

300 Series (continued)

- c. Decrease in data processing software expenditure (-\$6,950);
- d. Increase in business expense (\$215);
- e. Increase in training expense (\$1,165);
- f. Increased usage of rental equipment (\$100);
- g. Function 323 decrease of moving janitorial services (-\$7,500) to function 335 was offset by overall increase (\$31,740) due to mandated State Regulations;
- h. Increase in repairs to machinery and equipment (\$2,500);
- i. Decrease in office equipment repairs (-\$200);
- j. Increased repairs to buildings (\$1,700);
- k. Function 335 increased by addition of janitorial service and increased weed abatement program (\$9,425);
- l. Decreased need in paint and electrical supplies (-\$1,140);
- m. Increased usage of janitorial supplies (\$150);
- n. Increase in chemical costs (+\$3,140);
- o. Increased training cost (\$600);
- p. Decreased overtime meals (-\$100);
- q. Decreased laboratory supply needs (-\$20);
- r. Decreased needs in supplies, materials and services (-\$445).

500 Series

The \$3,575 increase is for the purchase and replacement of equipment needed to operate and maintain the White Slough Water Pollution Control Facility.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

WASTEWATER TREATMENT
FACILITY
17-403.01

ACTIVITY DESCRIPTION

COST COMPARISONS

600 Series

The \$30,765 increase is due to fees for State and Local Regulatory agencies mandated programs.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - DOMESTIC
WASTEWATER SYSTEM
17-404.01

ACTIVITY DESCRIPTION

This activity includes the operation, maintenance and repair of the domestic wastewater system consisting of approximately 162 miles of collection lines, approximately 23,000 customer service connections and six domestic wastewater lift stations.

COST COMPARISONS

There is an overall increase in this activity of \$75,720.

100 Series

The \$84,135 increase is mainly caused by:

- a. Decrease in overtime due to correction of major deficiencies in the collection system (\$-2,180);
- b. A one year aggressive program to correct bad sections of wastewater main lines on the eastside with Water/Wastewater construction crew (\$48,000);
- c. Adjustment of salary and step increases (\$7,750); and
- d. Adjustment of labor overhead (\$25,580).

200 Series

The -\$1,875 decrease is mainly caused by:

- a. A slight downward adjustment of electrical usage (\$-1,170); and
- b. An adjustment of water charges (-\$905).

	100	200	300	400	500	600	TOTAL
1992-93	221,365	13,940	16,300	0	3,000	0	254,605
1993-94	305,500	12,065	12,760	0	0	0	330,325
Difference	84,135	-1,875	-3,540	0	-3,000	0	75,720
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - DOMESTIC
WASTEWATER SYSTEM
17-404.01

ACTIVITY DESCRIPTION

COST COMPARISONS

300 Series

The -\$3,540 decrease is mainly caused by:

- a. Less equipment rental needs (-\$250);
- b. Less equipment repair needs due to new T.V. system (-\$1,000);
- c. Less material needs due to correction of problem areas within the collection system (-\$1,500); and
- d. Less small tool needs, tools lasting longer due to correcting system deficiencies (-\$700).

500 Series

The -\$3,000 decrease is due to a one time expense being completed.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WASTEWATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

MAINTENANCE - INDUSTRIAL
WASTEWATER SYSTEM
17-404.02

ACTIVITY DESCRIPTION

This activity includes the operation, maintenance and repair of the industrial wastewater system consisting of five in-service connections, two miles of collection lines, seven miles of outfall line, and one industrial wastewater lift station.

COST COMPARISONS

There is an overall decrease in this activity of -\$4,870.

100 Series

The -\$1,215 decrease is mainly caused by shifting electric personnel to water utility and a slight adjustment on overtime needs.

200 Series

The -\$55 decrease is caused by slight adjustments in utility rates.

300 Series

The -\$3,600 decrease is caused by one-time repair of industrial pump being completed.

	100	200	300	400	500	600	TOTAL
1992-93	3,560	4,005	3,900	0	0	0	11,465
1993-94	2,345	3,950	300	0	0	0	6,595
Difference	-1,215	-55	-3,600	0	0	0	-4,870
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
18-451.01

ACTIVITY DESCRIPTION

This activity includes the administration of the Water System Operation, 50% of Administrative Clerk II salary for secretarial services; and vehicle fuel and lubricants for the Water Operations. The activity also includes the general planning, system evaluation, coordinating insurance claims, liaison with other utilities and agencies, and customer relations for the Water Operation.

COST COMPARISONS

There is an overall increase in this activity of \$18,220.

100 Series

The \$13,895 increase is mainly caused by:

- a. Adjustment of clerical salaries both full and part time employees (\$93,000);
- b. Reestablishment of Administrative leave pay per Administration (\$2,650); and
- c. Adjustment to overhead (\$10,365).

200 Series

The \$600 increase is caused by adjustment of phone charges.

300 Series

The \$5,040 increase is mainly caused by:

- a. Increased assessment fee for City to AWWA's Research Foundation (\$2,450);
- b. Miscellaneous decreases in printing needs and safety supplies (-\$400);
- c. The addition of uniforms for employees (\$2,580);
- d. Miscellaneous employee and City membership fee increases (\$340); and
- e. Anticipated increased expenses for uncollectable accounts (\$1,115).

	100	200	300	400	500	600	TOTAL
1992-93	100,140	3,550	62,710	0	1,240	13,850	181,490
1993-94	114,035	4,150	67,750	0	1,690	12,085	199,710
Difference	13,895	600	5,040	0	450	-1,765	18,220
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

ADMINISTRATION
18-451.01

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The \$450 increase is caused by increased small power tool needs.

600 Series

The -\$1,765 decrease is caused by adjustments in state mandated fees.

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

WATER CONSERVATION
PROGRAM
18-451.03

ACTIVITY DESCRIPTION

This activity includes planning, promotion and enforcement of the Water Conservation Program for the nine-month period of March through November. The Water Conservation Officers will respond to wasting of water complaints, enforce the current ordinance and promote water conservation with citizens. Water conservation will also be promoted in public and private schools (Grades K through 6) on a year-round basis.

The basic costs involve salary for five (5) part-time employees and clerical support, transportation for patrols and the printing and distribution of materials related to public relations activities.

COST COMPARISONS

There is an overall decrease in this activity of -\$1,170.

100 Series

The -\$1,205 decrease is caused by anticipated lower salaries for new Deputy Water Conservation Officers.

200 Series

The \$775 increase is caused by increased phone costs.

300 Series

The -\$540 decrease is mainly caused by:

- a. Anticipated reduction in business expense (-\$300); and
- b. Reduction in materials and supplies (-\$240).

600 Series

The -\$200 decrease is caused by adjustment of contribution to Department of Water Resources.

	100	200	300	400	500	600	TOTAL
1992-93	44,060	525	3,440	0	0	500	48,525
1993-94	42,855	1,300	2,900	0	0	300	47,355
Difference	-1,205	775	-540	0	0	-200	1,170
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

PRODUCTION
18-453.01

ACTIVITY DESCRIPTION

This activity includes the operation, maintenance, repair and general water testing of the water production system, consisting of 24 wells, one elevated water tank, monitoring and other related equipment in producing four and one half billion gallons of domestic water per year.

COST COMPARISONS

There is an overall decrease in this activity of -\$625.

100 Series

The \$22,690 increase is mainly caused by:

- a. Salary adjustments for Water personnel (\$1,670);
- b. Reduction of salaries for Utility Department Systems Operation (-\$23,945);
- c. Addition of salaries for Exempt Utility Department employees (\$24,220); and
- d. Adjustment in overhead costs (\$24,255).

200 Series

The -\$4,275 decrease is projected despite an electrical rate increase due to our goal of achieving a 5% reduction of water usage with full funding for Deputy Water Conservation Officers.

300 Series

The -\$15,610 decrease is mainly caused by:

- a. The -\$12,600 decrease in repair costs anticipated due to one time expenditures;
- b. An adjustment in commercial lab fees (\$-1,000); and
- c. Reduction of material needs (-\$1,580).

	100	200	300	400	500	600	TOTAL
1992-93	124,020	439,130	72,260	0	2,940	740	639,090
1993-94	146,710	434,855	56,650	0	0	250	638,465
Difference	22,690	-4,275	-15,610	0	-2,940	-490	-625
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

PRODUCTION
18-453.01

ACTIVITY DESCRIPTION

COST COMPARISONS

500 Series

The -\$2,940 decrease is caused by a one time expense being complete.

600 Series

The -\$625 decrease is caused by the reduction of hazardous substances at various well sites, thereby reducing permit fees.

PUBLIC WORKS DEPARTMENT,
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

DBCP MONITORING
PROGRAM
18-453.02

ACTIVITY DESCRIPTION

This activity includes operation and maintenance, sampling and water analyses of water production wells for Dibromochloropropane (DBCP) and state-mandated public notification (quarterly).

COST COMPARISONS

There is an overall increase this activity of \$27,960.

100 Series

The -\$760 decrease is caused by reduction in laboratory staff needs.

200 Series

The -\$1,650 decrease is caused by mandated expense due in mailing costs coming from the Water Utility interfund transfer fees (per Dixon Flynn).

300 Series

The \$30,370 increase is mainly caused by:

- a. An adjustment in professional service needs (-\$12,000); and
- b. Possible carbon change out needs (\$43,950).

	100	200	300	400	500	600	TOTAL
1992-93	28,215	1,850	34,360	0	0	0	64,425
1993-94	27,455	200	64,730	0	0	0	92,385
Difference	-760	-1,650	30,370	0	0	0	27,960
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER DIVISION
WATER

ACTIVITY DESCRIPTION
AND
COST COMPARISON

DISTRIBUTION
18-454.01

ACTIVITY DESCRIPTION

This activity includes the operation, maintenance and repair of the City water distribution system which consists of approximately 196 miles of water mains, 23,000 service connections, 750 water meters and numerous backflow devices, and other related equipment to deliver 4.4 billion gallons of water annually to our customers of which 1.1 billion gallons is delivered to metered customers.

COST COMPARISONS

There is an overall increase in this activity of \$87,715.

100 Series

The \$84,140 increase is mainly caused by;

- a. Increase labor needs for aging service lines (\$45,355);
- b. Adjustment of labor costs (\$4,235);
- c. Adjustment of laboratory staff salaries to more properly reflect that expense (\$16,000);
- d. Anticipated increase in overtime calls (\$2,075); and
- e. Adjustment to overhead costs (\$3,660).

300 Series

The \$4,825 increase is mainly caused by laboratory testing under the mandated Lead and Copper Rule (\$5,000).

500 Series

The -\$1,250 decrease is caused by a one time purchase of equipment being complete.

	100	200	300	400	500	600	TOTAL
1992-93	213,505	0	21,775	0	1,250	0	236,530
1993-94	297,645	0	26,600	0	0	0	324,245
Difference	84,140	0	4,825	0	-1,250	0	87,715
Approved 1993-94							

PUBLIC WORKS DEPARTMENT
AND
WATER/WASTEWATER DIVISION

ACTIVITY DESCRIPTION
COST COMPARISON

FIRE HYDRANTS
18-455.01

ACTIVITY DESCRIPTION

This activity includes maintenance and repair of the City's fire hydrant system which consists of 1,511 hydrants, an increase of five hydrants over the 1992-93 budget year.

COST COMPARISONS

There is an overall decrease in this activity of -\$1,200.

100 Series

The -\$3,075 decrease is mainly caused by all 1,500 plus fire hydrants having one time lubrication being complete. Now about 400 per year will be performed in conjunction with hydrant painting program.

300 Series

The \$25 increase is caused by additional small tool needs.

500 Series

The \$1,850 one time expense is for an airless spray system which should increase production and reduce liabilities relating to overspray on private vehicles.

	100	200	300	400	500	600	TOTAL
1992-93	13,620		1,775		0		15,395
1993-94	10,545		1,800		1,850		14,195
Difference	-3,075		25		1,850		-1,200
Approved 1993-94							