



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Direct staff to: 1) pursue long-term lease agreements for the City Hall Annex and retail/office space in the Lodi Station Parking Structure; and 2) continue with plans to remodel the old Public Safety Building and City Hall to accommodate the relocation of certain departments

MEETING DATE: January 2, 2003

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the city Council direct staff to pursue:

- a) A long-term lease for the City Hall Annex for the Finance and Information Systems Departments;
- b) A long-term lease of the retail/office space in the Lodi Station Parking Structure to the private sector, as previously directed; and
- c) Continue with plans to remodel the old Public Safety Building for Fire Administration, Fire Station No. 1, Community Development and Public Works Departments, and for City Hall to house the Administration, Finance and Human Resources Departments.

BACKGROUND INFORMATION: The Finance Department has been located in leased space in the City Hall Annex, 212 West Pine Street (The Beckman Building), for approximately eight years. The lease expired on August 31, 2002. We are presently on a month-to-month rental arrangement.

Given the issues surrounding air-borne PCE/TCE contamination relating to this facility, staff was directed by the City Council last Spring to develop alternatives for moving the Finance Department to other office space. This work has been done in conjunction with current planning studies for the remodel of the old Public Safety Building once the Police Department moves to their new building in early 2004.

At a recent Shirtsleeve Session Staff presented a number of alternatives for relocating the affected departments. The presentation handouts from that session are attached. In addition to those alternatives shown, staff also presented an option of leaving the Finance and IS Departments in the Annex with the understanding that air quality and other issues staff has with the building could be mitigated. At the conclusion of the meeting, staff indicated we would pursue these mitigations.

Since that Shirtsleeve session, the ductwork and attic space in the Annex has been cleaned and the interior of the building was cleaned. Another round of air quality testing was done and the results indicate there is no compelling reason to vacate the building based on air quality issues. We will need be vigilant in our maintenance schedules and there are some minor repairs/improvements to be made. A summary of the report is also attached.

A meeting with the consultant and building staff was held on December 19, in two sessions, so that all interested employees could attend. While most of the Finance staff attended, no one from Information Systems attended. Finance staff was clear in their opinion that they should be moved from the building.

APPROVED:

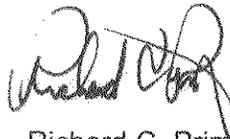

H. Dixon Flynn -- City Manager

Dealing with issues surrounding building air quality complaints in the absence of measurable air contamination is difficult at best. While there is no question of how most of the building's employees feel and symptoms they present, there is no consensus that any specific action will solve the problem. For example, owners of brand-new buildings can experience similar issues.

Additional air quality testing has been done recently at City Hall and Carnegie Forum for comparison purposes and results will be presented at the Council meeting.

In the event Council directs that Finance be moved from the Annex, staff would recommend that one of the options utilizing the parking structure be selected. From the long term perspective, Option 3 which puts Finance back in City Hall, their planned future location, makes good sense. In that case, Information Systems would be moved to Carnegie Forum as soon as the Police Building is finished.

FUNDING: None at this time.



Richard C. Prima, Jr.
Public Works Director

RCP/DC/pmf

Attachments

cc: Randy Hays, City Attorney
Vicky McAthie, Finance Director
Rad Bartlam, Community Development Director
Mike Pretz, Fire Chief

Susan Blackston, City Clerk
Joanne Narloch, Human Resources Director
Jerry Adams, Police Chief
Steve Mann, Information Systems Manager

Civic Center Space Planning

Interim Relocations Pending Public Safety Building Remodel

City Council Shirtsleeve Presentation – October 15, 2002

Decisions/Assumptions to Date

- Council Directed that Finance Dept. vacate Annex by Spring 2003.
- New Police Bldg. to House Police Dept. in 2004
- Information Systems to occupy Carnegie Forum basement following Police move to new building (2004).
- Fire Station Administration, Station 1, Public Works and Community Development to occupy old PSB in 2005/06 following remodel.
- City Administration, Finance and Human Resources to occupy City Hall (2005/06).
- Police Bldg. includes 6,370 SF open space on second floor for lease; future Police use after 30+/- years.

City Hall Space Current Issues

- Inadequate space for current Community Development Dept. staff.
- Inadequate space for current Human Resources Dept. staff.
- Inadequate space for growth in other Departments.
- Goal to move full-time office staff from basement.

Other Constraints & Issues

- Parking – for both public and employees.
- Concern over vibration adjacent to RR tracks on AS/400 disk array (IS).
- Prefer to avoid moving computers twice (IS).
- Adjacency/interaction among City Depts.
- City has planned to use portion of old Saks Building for interim staff needs

Disclaimers !!

- Given the rough level of the planning for the scenarios, cost estimates are preliminary and need to be refined. However, they should be adequate for comparison purposes.
- Potential lease terms may also affect costs or feasibility of the scenarios.
- Space layouts are also preliminary and are done to enough detail only to determine feasibility. They will need to be refined as we work with the individual departments.
- Scenario numbers are for identification only, they do not indicate any suggested priority.

Interim Space Scenarios

- 1) Finance & HR to Parking Structure, IS to old Saks Building, CDD expands to HR area in City Hall.
- 2) Finance to Parking Structure, HR to mobile office, IS to old Saks Building, CDD expands to HR area.
- 3) CDD & Public Works to Parking Structure, IS to old Saks Building, Finance to City Hall, City Hall modifications to allow HR expansion.
- 4) CDD & Public Works to offsite mobile office, Finance & IS to City Hall, HR expansion per 3).
- 5) Finance to City Hall, CDD & Public Works Admin to Annex, HR expansion per 3).

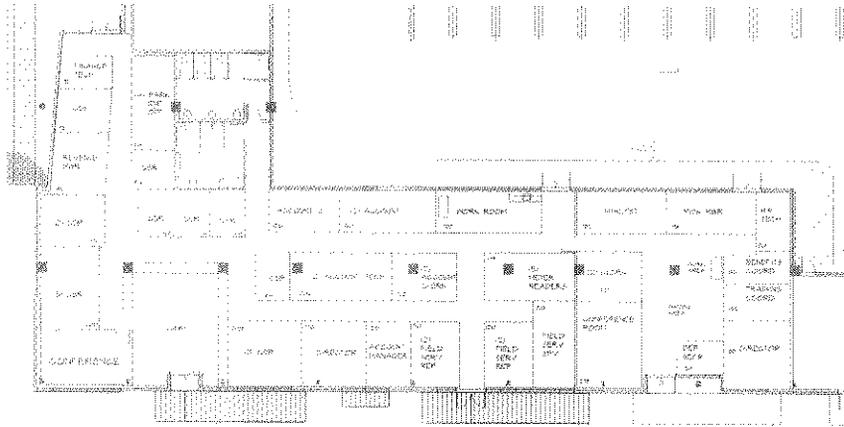
Other Scenarios Not Developed

- Rent finished office space
 - Insufficient space Downtown
 - Costs would vary depending on location/state of building
 - Generally problematic for public/city staff
 - If Scenario 4) is preferred, we should reconsider this possibility
- Mobile offices within Civic Center
 - Severe parking impacts
 - Previously dismissed by City Council
- Lease space in Police Building
 - No parking improvement
 - Cost for TI's approximately \$390,000
 - Space identified for San Joaquin County
 - Space could accommodate Finance Dept. only

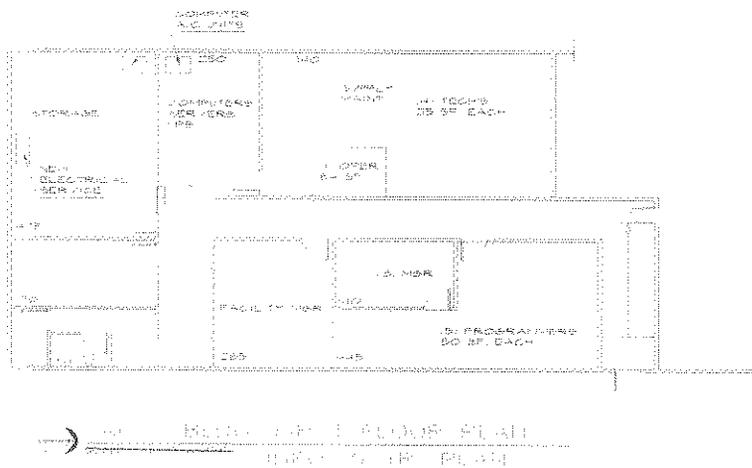
Scenario Details - 1) Fin. & HR to Parking Structure, IS to Saks Bldg.

- Saks Bldg. – currently leased for PCE/TCE Public Document archive. Lease would need to be extended.
- Small portion planned for some City staff.
- Unused storage space could be converted for IS with some additional walls, electrical & data line work.
- Costs include:
 - \$75,000 for tenant improvements
 - \$36,000 for lease (assumed 18 months)

Scenario Details - 1) Fin. & HR to Parking Structure, ... (cont'd)



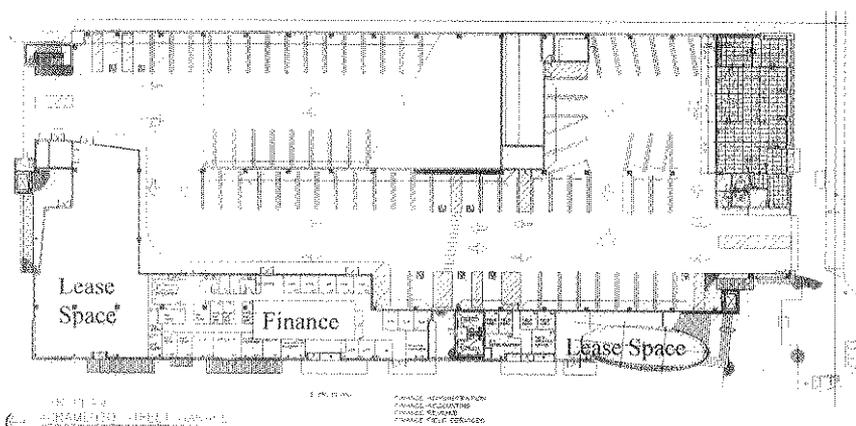
Scenario Details - 1) ...IS to Saks Bldg. (cont'd)



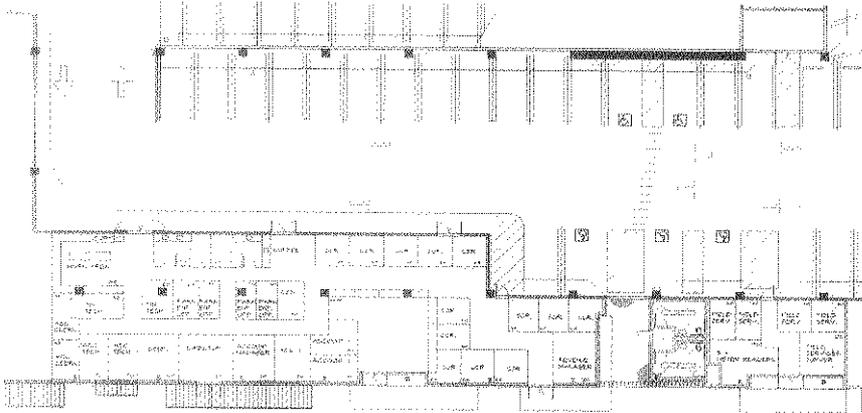
Scenario Details - 2) Fin. in Parking Str., HR in mobiles, IS in Saks Bldg.

- ❑ Leaves major restaurant space at north end available
- ❑ Helps solve Civic Center parking and loss of Annex parking lot on Oak.
- ❑ Costs include:
 - \$324,000 for tenant improvements
 - Slightly over half reusable by future developer
 - Mobile office costs approx. \$130,000
 - Assumed located in grass next to parking lot north of Carnegie Forum away from Vet's Fountain
 - Saks same as Scenario 1)

Scenario Details - 2) Finance to Parking Structure... (cont'd).



Scenario Details - 2) Finance to Parking Structure... (cont'd)



Scenario Details - 2) ...HR to Mobiles... (cont'd)

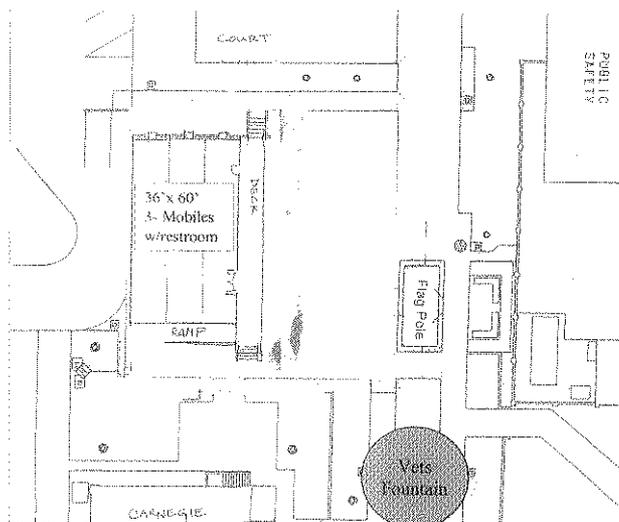
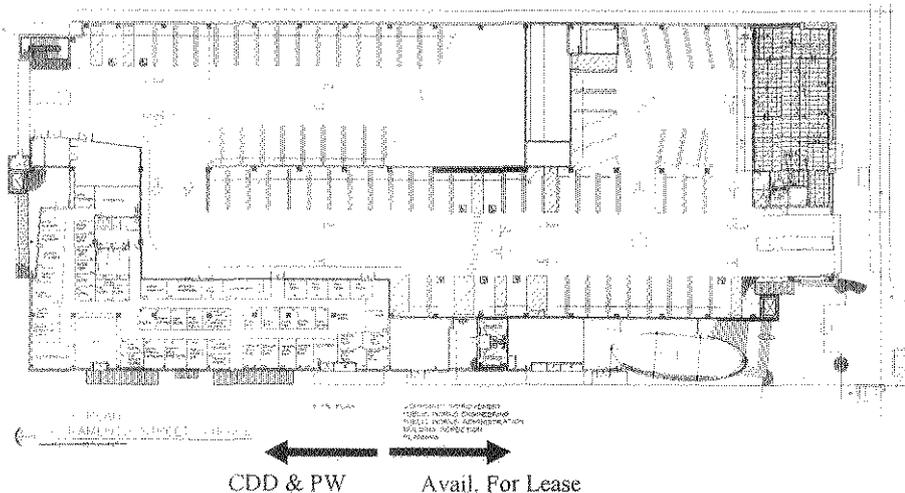


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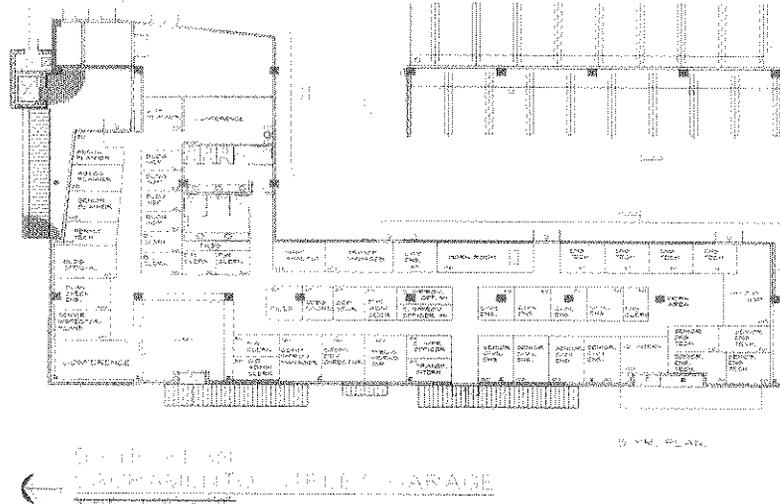
Scenario Details - 3) CDD & PW to Parking Str., Fin. to CH, IS to Saks.

- CDD & PW would need 8,000 SF at north end (leaves 2,725 SF for lease).
- Helps solve Civic Center parking and loss of Annex parking lot on Oak.
- Costs include:
 - \$467,000 for tenant improvements
 - Slightly over half reusable by future developer
 - Some work in City Hall, compatible with long-term plan
 - Saks same as Scenario 1)

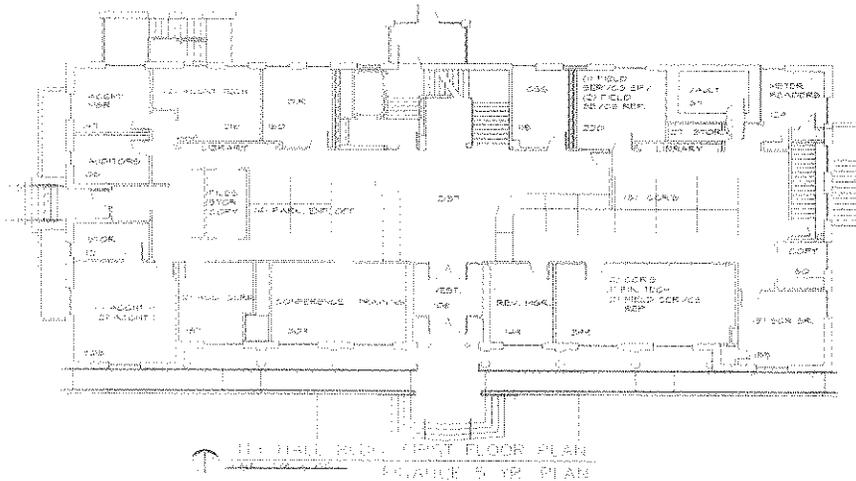
Scenario Details - 3) CDD & PW to Parking Structure....(cont'd)



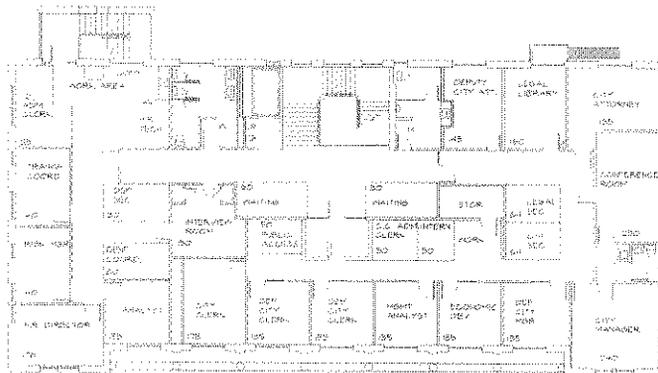
Scenario Details - 3) CDD & PW to Parking Structure... (cont'd)



Scenario Details - 3) ...Finance to City Hall (cont'd)



Scenario Details - 3) ...City Hall Modifications for HR expansion.

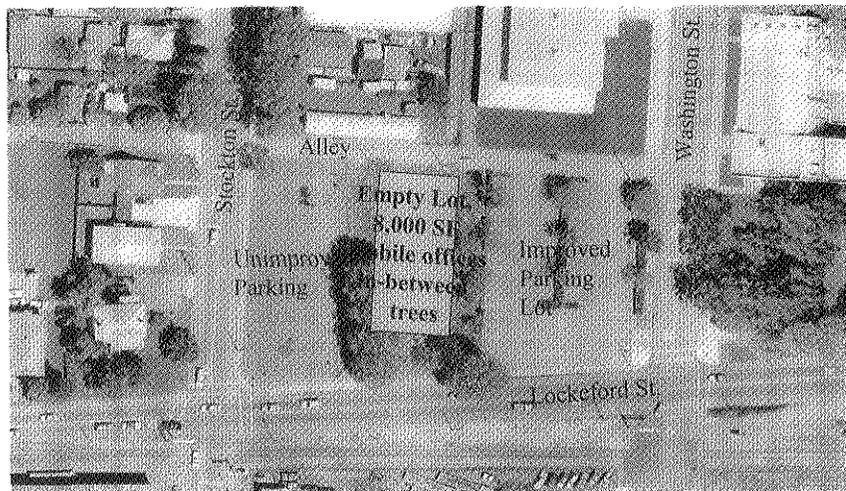


11.000.000 - FLOOR PLAN
FLOOR PLAN
CITY MANAGER
CITY ATTORNEY
CITY CLERK
HR
ECONOMIC DEV.
CITY MANAGER

Scenario Details - 4) CDD & PW to mobiles, Finance/IS to City Hall

- ❑ Offsite City-owned locations include:
 - N. side Lockeford btwn. Stockton & Washington
 - Roget Park site
 - Hutchins Street Square
 - Guild Ave./Thurman St. property
- ❑ Cost is approximately \$400,000 and up depending on site work needed.
- ❑ Public convenience & other issues with moving outside Downtown

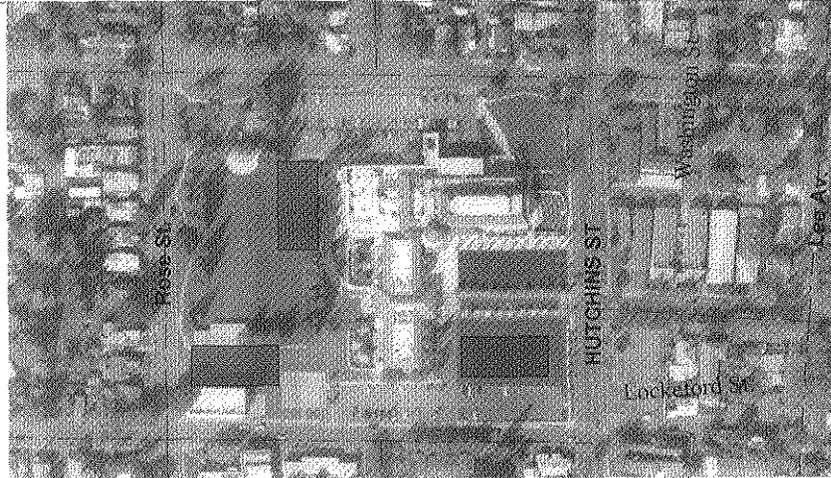
Potential Lockeford St. Site



Potential Roget Park Site



Potential Hutchins St. Square Sites



Potential Industrial Site



Scenario Details - 5) CDD & PW

Admin to Annex, Finance to City Hall

- Minimal improvements needed in Annex
- Mostly puts Finance & HR in final places
- Some minor improvements in City Hall to accommodate HR & Finance similar to 3)
- PW Engineering to remain in City Hall basement until other space available
- Main cost is continued Annex rent (no current lease, on month-to-month basis)
- Parking as-is

Cost Summary

Civic Center Interim Space Needs Costs

Item	Scenario:				
	1) Finance & HR in Parking Structure, IS in old Saks Building.	2) Finance in Parking Structure, HR in mobile office, IS in old Saks Building.	3) CDD & Public Works in Parking Structure, IS in old Saks Building, Finance to City Hall	4) CDD & Public Works in offsite mobile office; Finance & IS to City Hall	5) CDD & Public Works Admin to Annex, IS stays in Annex, Finance to City Hall
Tenant Improvements					
Parking Structure (permanent)	\$255,000	\$146,000	\$266,000	\$0	\$0
Parking Structure (interim)	\$197,000	\$178,000	\$201,000	\$0	\$0
Saks Bldg (interim)	\$75,000	\$75,000	\$75,000	\$0	\$0
Mobile Office Lease (42 mos)	\$0	\$68,040	\$0	\$246,000	\$0
Saks Rent (18 mos)	\$36,000	\$36,000	\$36,000	\$0	\$0
Parking Structure "Rent"	\$20,000	\$20,000	\$20,000	\$0	\$0
City Hall Minor Modifications	\$0	\$0	\$108,000	\$128,000	\$108,000
Annex Rent (42 months)	\$0	\$0	\$0	\$0	\$281,000
Mobile Office site work, misc	\$0	\$62,000	\$0	\$110,000	\$0
Moving expenses incl. data (2002/03)	\$53,000	\$53,000	\$100,000	\$105,000	\$72,000
Total:	\$636,000	\$638,040	\$806,000	\$589,000	\$461,000
"Permanent" subtotal:	\$255,000	\$146,000	\$374,000	\$128,000	\$108,000
Net (total - permanent):	\$381,000	\$492,040	\$432,000	\$461,000	\$353,000
Increased cost over renting annex:	\$100,000	\$211,040	\$151,000	\$180,000	\$72,000

Notes:

(permanent) means expenses that would likely be recouped through future lease or use of City property that would otherwise need to be done

(interim) means expenses that would likely be retained by owner or redone by future tenant and of no long-term benefit to City

Parking Structure rent based on estimated lost income from potential lease to private developer

Does not include office systems furniture for any planned staff additions nor any parking improvements

Figures in italics very preliminary estimates still to be confirmed

**Triasterane
Analytical & Safety Services**

**Chemical Consulting & Analysis
2798 Forest Lake Road
Acampo, CA. 95220-9533
(209) 334-6420**

City of Lodi
Public Works Department
221 West Pine Street
Lodi, CA. 95241-1910
Attn: Mr. Dennis Callahan
Fleet and Facilities Manager

December 19, 2002

Mr. Callahan,

Air sampling on December second, 2002, at the City of Lodi, City Hall Annex Building, located at 221 W. Pine, and subsequent lab analysis has resulted in the recommendations contained herein.

This report is an executive summary listing results, recommendations and status of each item. This report will also serve as a working document that can be utilized to track the status of each of the items requiring action.

All results are summarized in the tables listed below with a brief summary in italics following each table.

Carbon Dioxide and Carbon Monoxide

Air sampling (Dosimeter tubes), for carbon dioxide, resulted in readings that were all below the Occupational Safety and Health Association (OSHA), American Conference of Governmental Industrial Hygienists (ACGIH) and National Institute for Occupational Safety and Health (NIOSH) limits of 5000 ppm. The average carbon dioxide (CO₂) levels throughout the building were below the lower end of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE) recommended guidelines of 700 ppm above the outdoor air concentration. CO₂ concentrations in acceptable outdoor air typically range from 300 to 500 ppm. High CO₂ concentrations in the outdoor air can be an indicator of combustion and/or other contaminant sources. The typical CO₂ concentration in the Stockton area is 350 ppm; therefore, the upper level for acceptable indoor CO₂ concentrations is 1050 ppm. The maximum reading from any location was 859 ppm.

Air sampling (Dosimeter badge), for carbon monoxide resulted in readings that were below the ACGIH, NIOSH and OSHA limits of 25 ppm. NAAQS (National Ambient Air Quality Standards) suggest a carbon monoxide level of 9 ppm. Sample results contained a high reading of <0.63 ppm.

Carbon Dioxide & Carbon Monoxide Results (Dosimeter Tubes)

		Sample #1	Sample #2	Sample #3	Sample #4	Sample #5	Sample #6	Sample #7	Sample #8			
	OSHA PEL	Rm 113 South	Rm 113 North	Rm 112 Central	Rm 118	Rm 102 West	Rm 102 East	Rm 111	Rm 104	ACGIH TLV	NAAQS TLV	ASHRAE TLV
<u>12/02/02</u>		Data Processing		Accounting		Billing Collections	Billing Collections	Break Room	Gail's Office			
Carbon Dioxide	5000 ppm	628	620	704	---	739	783	859	688	5000 ppm		~1050 ppm
Carbon Monoxide	25 ppm	<0.56	<0.59	<0.59	---	<0.59	<0.59	<0.63	<0.55	25 ppm	9 ppm	
Carbon Dioxide	Blank = 0	Reference = 18500										
Carbon Monoxide	Blank = 0	Reference = 23.5										
<u>12/01/00</u>		Sample #1		Sample #3		Sample #8	Sample #9	Sample #16	Sample #13			
Carbon Dioxide		888		910		924	919	726	693			
Carbon Monoxide		0.89		0.90		0.67	1.22	1.00	0.69			
Carbon Dioxide	Blank = 0	Reference = 5000										
Carbon Monoxide	Blank = 0	Reference = 10										

Air sampling for carbon dioxide, with a continuous monitoring system, resulted in only one reading above the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc (ASHRAE) recommended upper guideline (~1050 ppm). The maximum reading was 1219 ppm, which is just above the ASHRAE recommended upper guideline. The carbon dioxide (CO₂) levels throughout the building averaged 668 and 760 ppm, which is considerably below the (ASHRAE) recommended guidelines of 700 ppm above the outdoor air concentration.

Air sampling for carbon monoxide, with a continuous monitoring system, resulted in readings that were below the ACGIH, NIOSH and OSHA limits. NAAQS (National Ambient Air Quality Standards) suggest a carbon monoxide level of 9 ppm. The highest reading was 7 ppm, but only for one minute. The average readings were 0 and 1 ppm.

Carbon Dioxide & Carbon Monoxide Results (Continuous Monitoring)

AREA	DATE	Carbon Dioxide			Carbon Monoxide			Temperature			Humidity		
		5000 ppm			25 ppm			°F			%		
	12/2/02	Min	Avg	Max	Min	Avg	Max	Min	Avg	Max	Min	Avg	Max
Test 1	9:11-11:31	515	668	975	0	1	7	48.2	72.4	121	12.7	39.5	83.5
Test 2	11:46-11:59	398	481	574	0	0	1	64.7	71.2	75.8	34.6	39.4	43.0
Test 3	3:42-4:10	524	760	1219	0	0	2	71.7	73.0	73.9	36.7	38.9	42.9

The chemical sampling performed for carbon dioxide and carbon monoxide at this location indicates there is no exposure to hazardous levels for these chemicals.

The results obtained from the 12/01/00 sampling that correlate to the 12/02/02 sampling locations are included for reference only. However, the values from the 12/01/00 sampling are not significantly different from the 12/02/02 sampling.

Dust

Air sampling for total dust, resulted in readings that were below the OSHA limit of 10 mg/m³ ppm.

Dust Sampling

		Location #1	Location #2	Location #3	Location #4	Blank
	OSHA PEL	Data Processing	Accounting	Billing/ Collections	Offices Room 104	
	12/02/02					
Dust	10 mg/m ³	0.00010	0.00010	0.00021	0.00092	0.000
	12/01/00	Sample #1	Sample #3	Sample #8	Sample #13	
Dust		N/A	N/A	N/A	N/A	

The sampling performed for dust at this location indicates there is no exposure to hazardous levels.

Dust samples were not collected during the 12/01/00 sampling.

Trichloroethylene (TCE) and Tetrachloroethylene (PCE - Perchloroethylene)

Air sampling for trichloroethylene resulted in readings that were all below the OSHA, ACGIH and NIOSH limits of 25, 50 and 25 ppm respectively. The highest trichloroethylene concentration reported was <0.031 ppm, which is <0.012% of the OSHA limit.

Air sampling for tetrachloroethylene resulted in readings that were all below the OSHA, ACGIH and NIOSH limits of 25 ppm. The highest tetrachloroethylene concentration reported was <0.012 ppm, which is <0.048% of the OSHA limit.

Tichloroethylene (TCE) & Tetrachloroethylene (PCE) Sampling

		Location #1	Location #2	Location #3	Location #4	Blank	
	12/02/02	OSHA PEL	Data Processing	Accounting	Billing/ Collections	Offices Room 104	ACGIH TLV
Trichloroethylene (TCE)	25 ppm	<0.031	<0.015	<0.014	<0.025	<0.001	50 ppm
Tetrachloroethylene (PCE)	25 ppm	<0.011	<0.012	<0.011	<0.011	<0.000737	25 ppm
	12/01/00	Sample #1	Sample #3	Sample #8	Sample #13		
Trichloroethylene (TCE)		N/A	N/A	N/A	N/A		
Tetrachloroethylene (PCE)		0.0198	0.107	<0.0173	<0.0136		

The chemical sampling performed for trichloroethylene and tetrachloroethylene at this location indicates there is no exposure to hazardous levels for these chemicals.

The results obtained from the 12/01/00 sampling that correlate to the 12/02/02 sampling locations are included for reference only. However, the values from the 12/01/00 sampling reported values at two locations that were greater than the 12/02/02 sampling, but still less than the OSHA limits.

NOISH Organics

Air sampling for Organics per NIOSH methods 1500, 1501 and 1003 provided results that were all below the OSHA and ACGIH limits for each of the chemicals. All concentrations were below the detection limit for the samples.

12/02/02

NIOSH 1500, 1501 and 1003 Sampling

	OSHA PEL	Location #1 Data Processing	Location #2 Accounting	Location #3 Billing/ Collections	Location #4 Offices Room 104	Sample #6 Blank	ACGIH TLV
1,1,2-Trichloroethane	10 ppm	<0.014	<0.015	<0.014	<0.014	<0.000916	10 ppm
1,1-Dichloroethane	100 ppm	<0.019	<0.020	<0.019	<0.019	<0.001	100 ppm
1,2,3-Trichloropropane	10 ppm	<0.013	<0.013	<0.013	<0.013	<0.000829	10 ppm
1,2-Dichlorobenzene	25 ppm	<0.013	<0.013	<0.013	<0.013	<0.0008315	25 ppm
1,2-Dichloroethane	1 ppm	<0.019	<0.020	<0.019	<0.019	<0.001	10 ppm
1,4-Dichlorobenzene	10 ppm	<0.013	<0.013	<0.013	<0.013	<0.0008315	10 ppm
Benzal Chloride	1 ppm	<0.015	<0.016	<0.015	<0.015	<0.0009665	1 ppm
Benzene	1 ppm	<0.024	<0.025	<0.024	<0.024	<0.001	0.5 ppm
Bromochloromethane	200 ppm	<0.015	<0.015	<0.015	<0.014	<0.0009445	200 ppm
Bromoform	0.5 ppm	<0.008	<0.008	<0.008	<0.007	<0.0004835	0.5 ppm
Carbon Tetrachloride	2 ppm	<0.012	<0.012	<0.012	<0.012	<0.0007945	5 ppm
Chlorobenzene	10 ppm	<0.017	<0.018	<0.017	<0.017	<0.001	10 ppm
Chloroform	2 ppm	<0.016	<0.017	<0.016	<0.016	<0.001	10 ppm
Cumene	50 ppm	<0.016	<0.016	<0.016	<0.016	<0.001	50 ppm
Cyclohexane	300 ppm	<0.022	<0.024	<0.023	<0.022	<0.001	100 ppm
Cyclohexene	300 ppm	<0.023	<0.024	<0.023	<0.023	<0.001	300 ppm
Ethylbenzene	100 ppm	<0.018	<0.019	<0.018	<0.018	<0.001	100 ppm
Ethylendichloride	1 ppm	<0.026	<0.026	<0.026	<0.026	<0.001663	10 ppm
Heptane	400 ppm	<0.019	<0.020	<0.019	<0.019	<0.000516	400 ppm
Hexachloroethane	1 ppm	<0.008	<0.008	<0.008	<0.008	<0.001	1 ppm
Hexane	50 ppm	<0.022	<0.023	<0.022	<0.022	<0.001	50 ppm
Methylchloroform	350 ppm	<0.014	<0.015	<0.014	<0.014	<0.001	350 ppm
Methylcyclohexane	400 ppm	<0.019	<0.020	<0.019	<0.019	<0.001	400 ppm
Naphthalene	10 ppm	<0.015	<0.015	<0.015	<0.015	<0.0009535	10 ppm
Octane	300 ppm	<0.017	<0.017	<0.017	<0.016	<0.001	300 ppm
Pentane	600 ppm	<0.026	<0.027	<0.026	<0.026	<0.001	600 ppm
Styrene	50 ppm	<0.018	<0.019	<0.018	<0.018	<0.001	20 ppm
Tetrachloroethene	25 ppm	<0.011	<0.012	<0.011	<0.011	<0.000737	25 ppm
Toluene	50 ppm	<0.021	<0.021	<0.021	<0.020	<0.001	50 ppm
Trichloroethene	25 ppm	<0.031	<0.015	<0.014	<0.025	<0.001	25 ppm
Vinyltoluene	50 ppm	<0.016	<0.017	<0.016	<0.016	<0.001	50 ppm
Xylene	100 ppm	<0.018	<0.019	<0.018	<0.018	<0.001	100 ppm
a-Methylstyrene	50 ppm	<0.016	<0.017	<0.016	<0.016	<0.001	50 ppm
p-t-Butyltoluene	1 ppm	<0.013	<0.013	<0.013	<0.013	<0.0008245	1 ppm

12/01/00

NIOSH 1500, 1501 and 1003 Sampling

	OSHA PEL	Sample #1 Data Processing	Sample #3 Accounting	Sample #8 Billing/ Collections	Sample #13 Offices Room 104	Blank	ACGIH TLV
1,1,2-Trichloroethane	10 ppm	<0.0169	<0.0373	<0.0215	<0.0169	<10	10 ppm
1,1-Dichloroethane	100 ppm	<0.0227	<0.0503	<0.0290	<0.0228	<10	100 ppm
1,2,3-Trichloropropane	10 ppm	<0.0153	<0.0338	<0.0195	<0.0153	<10	10 ppm
1,2-Dichlorobenzene	25 ppm	<0.0153	<0.0339	<0.0195	<0.0154	<10	25 ppm
1,2-Dichloroethane	1 ppm	<0.0232	<0.0513	<0.0296	<0.0233	<10	10 ppm
1,4-Dichlorobenzene	10 ppm	<0.0153	<0.0339	<0.0195	<0.0154	<10	10 ppm
Benzal Chloride	1 ppm	<0.0178	<0.0393	<0.0227	<0.0178	<10	1 ppm
Benzene	1 ppm	<0.0312	<0.0637	<0.0367	<0.0289	<10	0.5 ppm
Bromochloromethane	200 ppm	<0.0174	<0.0385	<0.0222	<0.0174	<10	200 ppm
Bromoform	0.5 ppm	<0.00890	<0.0197	<0.0113	<0.00893	<10	0.5 ppm
Carbon Tetrachloride	2 ppm	<0.0146	<0.0324	<0.0187	<0.0147	<10	5 ppm
Chlorobenzene	10 ppm	<0.0200	<0.0442	<0.0255	<0.0201	<10	10 ppm
Chloroform	2 ppm	<0.0188	<0.0417	<0.0240	<0.0189	<10	10 ppm
Cumene	50 ppm	<0.0187	<0.0414	<0.0239	<0.0188	<10	50 ppm
Cyclohexane	300 ppm	<0.0267	<0.0592	<0.0341	<0.0268	<10	100 ppm
Cyclohexene	300 ppm	<0.0274	<0.0606	<0.0349	<0.0275	<10	300 ppm
Ethylbenzene	100 ppm	<0.0212	<0.0469	<0.0270	<0.0213	<10	100 ppm
Ethylenedichloride	1 ppm	<0.0227	<0.0503	<0.0290	<0.0228	<10	10 ppm
Heptane	400 ppm	<0.0224	<0.0497	<0.0286	<0.0225	<10	400 ppm
Hexachloroethane	1 ppm	<0.00949	<0.0210	<0.0121	<0.00953	<10	1 ppm
Hexane	50 ppm	0.0454	<0.0578	<0.0333	<0.0262	<10	50 ppm
Methylchloroform	350 ppm	<0.0169	<0.0373	<0.0215	<0.0169	<10	350 ppm
Methylcyclohexane	400 ppm	<0.0229	<0.0507	<0.0292	<0.0230	<10	400 ppm
Naphthalene	10 ppm	<0.0175	<0.0388	<0.0224	<0.0176	<10	10 ppm
Octane	300 ppm	<0.0197	<0.0436	<0.0251	<0.0198	<10	300 ppm
Pentane	600 ppm	<0.0312	0.279	0.0398	<0.0313	<10	600 ppm
Styrene	50 ppm	<0.0216	<0.0478	<0.0275	<0.0217	<10	20 ppm
Tetrachloroethene	25 ppm	0.0198	0.107	<0.0173	<0.0136	<10	25 ppm
Toluene	50 ppm	<0.0244	<0.0540	<0.0311	<0.0245	<10	50 ppm
Trichloroethene	25 ppm					<10	25 ppm
Vinyltoluene	50 ppm	<0.0190	<0.0421	<0.0243	<0.0191	<10	50 ppm
Xylene	100 ppm	<0.0212	<0.0469	<0.0270	<0.0213	<10	100 ppm
a-Methylstyrene	50 ppm	<0.0190	<0.0421	<0.0243	<0.0191	<10	50 ppm
p-t-Butyltoluene	1 ppm	<0.0152	<0.0336	<0.0194	<0.0152	<10	1 ppm

The chemical sampling performed for this group of NIOSH chemicals at this location indicates there is no exposure to hazardous levels for these chemicals.

The results obtained from the 12/01/00 sampling that correlate to the 12/02/02 sampling locations are included for reference only. However, the values from the 12/01/00 sampling reported a few values that were greater than the 12/02/02 sampling, but still less than the OSHA limits.

The bold values represent the reference samples, the values in italics indicate bioaerosols values that were higher than the reference sample, and the values underlined represent bioaerosol values that were present in the indoor sample but not in the reference sample. NIOSH states that the biological levels should be equal to or less than the outside levels and comparison of the indoor and outdoor organisms should be similar in type. Samples 1, 2, 10, 3, 4, and 11 were compared to reference sample #14. Samples 5, 6, 12, 7, 8, and 9 were compared to reference sample #13.

There does not appear to be an indoor source of microbial/fungal growth or amplification in this work area at this time. There are a few locations where the concentration of mold/fungal growth is greater than the reference sample for that area, but these results do not indicate a major problem or cause for concern. Previous surveys of these work areas indicated there was visible water damage in the ceiling. The water damaged building materials should be repaired if this has not yet occurred.

Biological Sampling

	Ref											Ref			
	Sample #1	Sample #2	Sample #10	Sample #3	Sample #4	Sample #11	Sample #14	Sample #5	Sample #6	Sample #12	Sample #7	Sample #8	Sample #9	Sample #13	Sample #15
	DP	DP	DP	A	A	A	R-DP-A	B/C	B/C	B/C	O	O	O	R-B/C-	B
	Rm	Rm	Rm	Rm	Rm	Rm	Roof	Rm	Rm	Rm	Rm	Rm	Rm	O	
	113	113	113	112	118	112		102	102	102	111	104	106		
Mycelial Fragments	<7	7	<7	7	7	13	<7	13	40	<7	13	7	7	20	0
Pollen Count	<7	<7	<7	<7	<7	<7	7	7	7	<7	7	<7	<7	<7	0
Total Fungal Spores	180	180	53	453	453	293	4347	1587	2073	813	720	1273	680	6033	0
Alternaria						7	7		20	13		13	7	47	
Amerospores	100	87	27	113	153	40	387	520	720	40	320	347	167	487	
Arthrinium								13	7					7	
Ascospores	27			33	47	40	213	73	180	27	33	100	20	200	
Aspergillus/Penicillium				53		13	27	13	33	40				240	
Basidiospores	33	33	20	87	87	107	1113	233	540	233	213	247	193	1667	
Bipolaris/Dreschlera				<u>7</u>				<u>7</u>	<u>7</u>		<u>7</u>				
Chaetomium												7	13	7	
Cladosporium	13	60	7	100	120	73	2600	647	460	453	87	473	200	3333	
Curvularia														7	
Nigrospora								7	7		7			13	
Oidium/Peronospora				<u>7</u>										7	
Pithomyces/Ulocladium								<u>7</u>	<u>7</u>		<u>13</u>				
Rusts									<u>27</u>				<u>7</u>		
Smuts/Myxomycetes				<u>40</u>	<u>27</u>	<u>13</u>		<u>60</u>	<u>60</u>	<u>7</u>	<u>40</u>	<u>80</u>	<u>73</u>		
Stachybotrys				<u>7</u>											
Torula															7
Unidentified Conidia	<u>7</u>			<u>13</u>	<u>13</u>			7	7				7	13	

DP = Data Processing; A = Accounting; R = Reference; B/C = Billing/Collections; O = Offices

The biological sampling performed at this location indicates that there does not appear to be an indoor source of microbial/fungal growth or amplification in this work area at this.

Samples 1 and 3 were compared to reference sample #18. Samples 8 and 9 were compared to reference sample #19. Samples 13 and 16 were compared to reference sample #20.

Biologicals

	12/01/00								
	Sample #1	Sample #3	Sample #18	Sample #8	Sample #9	Sample #19	Sample #13	Sample #16	Sample #20
	Data Processing	Accounting	Ref	Billing/ Collections	Billing/ Collections	Ref	Offices Room 104	Break Room	Ref
Mycelial Fragments	<7	<7	20	<7	13	<7	<7	<7	<7
Pollen Count	<7	<7	<7	<7	7	<7	<7	<7	<7
Total Fungal Spores	80	73	1087	67	107	833	180	140	760
Altermaria		7	20			13	7	7	
Amerospores	13	13	133	20	27	60	13	27	40
Arthrinium									
Ascospores	7	7	247	13	7	93	73	7	127
Aspergillus/Penicillium			193			133			147
Basidiospores		7	200	27	13	153	20	7	167
Chaetomium						7			
Cladosporium	60	27	247		47	340		67	280
Curvularia									
Nigrospora									
Oidium/Peronospora							7		
Rusts			7		7				
Smuts/Myxomycetes		7	13	7	7	7	40	7	
Torula									
Unidentified Conidia		7	27			27			

The results obtained from the 12/01/00 sampling that correlate to the 12/02/02 sampling locations are included for reference only. However, the values from the 12/01/00 sampling (as compared to the appropriate reference sample) are not significantly different from the 12/02/02 sampling (as compared to the appropriate reference sample).

A summary of the CIH recommendations from the 12/2/02 sampling and the status of each are as follows:

- Assure regular maintenance of the HVAC system is performed including changing the filters regularly with a medium grade filter.
- Verify the ventilation rate is adequate for the number of occupants in this building. ASHRAE recommends office spaces have a maximum occupancy of 7 individuals per 1000 square feet and 20 cubic feet per minute (cfm) per person of outside air to maintain acceptable indoor air quality parameters.
- Verify the building air intakes are reasonably free from reentrainment of contaminants such as automobile exhaust, cigarette smoke and other outdoor contaminants.
- Assure the outside vents are secured to eliminate any additional entry points to the attic for the pigeons.
- The data processing area, where the major water leak was initially reported in December 2000 appears to be free from mold/fungal growth at this time.

I hope the information provided is clear, however, if you would like or require additional clarification, please do not hesitate to call upon me at your convenience.

Thank you for the opportunity to work with you on this project. I hope that I may be of assistance to you on future projects.

Sincerely,

B.J. Renn
Analytical Chemist Consultant
Triasterane Analytical & Safety Services

I-2**Jennifer Perrin**

From: Jennifer Perrin
Sent: Tuesday, December 31, 2002 8:15 AM
To: 'sheri@sheris.com'; Susan Blackston; Susan Hitchcock; Emily Howard; Keith Land; John Beckman; Larry Hansen
Cc: Dixon Flynn; Janet Keeter; Randy Hays; Richard Prima
Subject: RE: RETAIL SPACES IN THE NEW PARKING GARAGE

Dear Mr. and Mrs. Didreckson:

This reply is to confirm that your message was received by the City Clerk's Office and each member of the City Council. In addition, by copy of this e-mail, we have forwarded your message to the following departments for information, referral, or handling: 1) City Manager, 2) City Attorney, and 3) Public Works Director.

/s/ Jennifer M. Perrin, Deputy City Clerk

-----Original Message-----

From: sheri@sheris.com [mailto:sheri@sheris.com]
Sent: Monday, December 30, 2002 6:02 PM
To: Susan Blackston; Susan Hitchcock; Emily Howard; Keith Land; John Beckman; Larry Hansen
Subject: RETAIL SPACES IN THE NEW PARKING GARAGE

Happy New Year to all!

We would like to express our opinion on the aspect of relocating city offices into the retail spaces at the new parking garage.

Please DO NOT do this. These have been designed as retail spaces to help continue to enhance downtown Lodi. There are way too many offices on the ground floor and we do not need more.

If you need to relocate offices, I am sure there are a lot of other options.

Please let the downtown continue to come to life. We have been downtown for over sixteen years, and we would be happy to further discuss our case not to relocate city offices in the parking garage.

Also, thanks for your hard work in the past and in the future!!!

Darrell & Sheri Didreckson
Sheri's Sonshine Nutrition Center

Sheri Didreckson
Sheri's Sonshine Nutrition Center
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Lodi, CA 95240
(209) 368-4800