



# CITY OF LODI

# COUNCIL COMMUNICATION

**AGENDA TITLE:** Review Significant Expenditure Requests Submitted as Part of the 2003-05 Financial Plan and Budget

**MEETING DATE:** April 2, 2003

**PREPARED BY:** Deputy City Manager

**RECOMMENDED ACTION:** That Council review the City Manager's recommendations for Significant Expenditure Requests for inclusion in the 2003-05 Financial Plan and Budget.

**BACKGROUND INFORMATION:** During the budget process, Departments submit not only their requested operating budgets but also submit Significant Expenditure Requests (SER). SERs are required for submittal if they meet one or more of the following criteria:

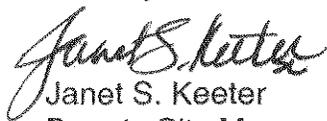
1. Any change in regular staffing
2. Significant one-time costs
3. Major service curtailments or expansions
4. Changes in operations that will significantly affect other departments or customer services
5. Changes that affect current policy
6. Dollar parameters vary by Department; however, changes that increase activity costs by more than \$5,000 may be considered a major expenditure change.

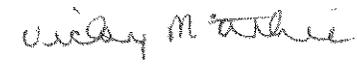
Attached for Council's review are two lists with accompanying back-up information. The first list "Summary of Significant Expenditure and Staffing Changes – City Manager's Recommended" will be highlighted during the Council presentation. The second list "Summary of Significant Expenditure and Staffing Changes – NOT Recommended" is also provided for Councils' information, however it is not the intention of staff to include these in the presentation.

Overall, staff is recommending approximately \$545,940 in SERs of which only \$91,990 is attributable to the General Fund. The balance of \$453,950 is either offset by revenues or is part of an Enterprise Fund (Water, Wastewater, and Electric). Only one new staffing position, Electrical Technician, is recommended for the 2003-04 fiscal year.

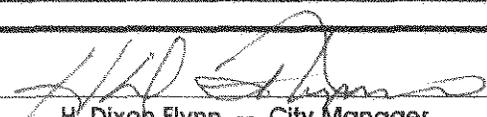
Funding: None

Thank you,

  
Janet S. Keeter  
Deputy City Manager

  
Vicky McAthie  
Finance Director

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

# 2003-05 FINANCIAL PLAN AND BUDGET

City Manager Recommended  
Significant Expenditure  
& Staffing Changes  
4/2/03

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## Process



- Requests submitted
- Requests compiled
- Review Team receives direction from City Manager
- Departmental budget hearings held
- City Manager recommendations presented to Council

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## Police Department

- |   |  |
|---|--|
| • Re-class Management Analyst II<br>• \$4,185<br>• 10/1/03                          | • DUI overtime<br>• \$80,000<br>• Recommended \$40,000       |
| • Service Agreement Dock Alpha<br>• \$0,200   | • Animal Control Professional<br>• Vet services<br>• \$8,500 |
| • High Crime Investigators (3)<br>• \$80,000<br>• 10/1/03<br>• Pursue grant funding | • Animal Control Rental of Office<br>• Space<br>• \$5,000    |

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## Fire Department

- Q Purchase Breathing Air System
  - \$8,000
  - One time cost
  - From 172 funds
- Q Hire Firefighters 641
  - \$22,435
  - Defor one year
  - Includes some one time charges
- Q Investment Paramedic Program
  - \$886,245
  - Defor one year if fully funded
  - Possible revenue source
- Q Fund Firefighter Academy
  - \$22,500
- Q Fund Emergency Vehicle Operations Course
  - \$12,500
  - 2004-05 request

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## Water/Wastewater Utility

- Q Stormwater Management Program
  - \$110,500 (2003-04); \$52,500 (2004-05)
  - Multi-year program
- Q Organization Evaluation and Restructure
  - \$25,000 (2003-04); \$75,000 (2004-05)
  - Defor one year

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## Electric Utility

- Q Professional Services
  - \$80,000
  - Partial offset by salary savings
- Q Replace Large Format Printer
  - \$5,000
  - One time charge
- Q Upgrade AutoCAD software
  - \$2,000
  - One time charge
- Q Automated Meter Reading
  - \$21,000
- Q Replace computers 161
  - \$1,000
  - Defor one year
- Q Hire Electrical Technician
  - \$127,075
  - Includes Truck & tools
- Q Contract Safety Consultant
  - \$20,000
- Q Purchase Office Furniture
  - \$60,000
  - One time charge
- Q Purchase Safety Clothing
  - \$8,000
- Q Annual Training Funding
  - \$10,000
- Q Substation painting
  - \$20,000

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## Transportation

- Q **Convert Management Analyst to F/T authorized position**
  - No additional cost
  - Defer one year
  - Review during Reorganization

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## Parks & Recreation Department

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|---|--|
| Q <b>Indoor Storage Space</b> <ul style="list-style-type: none"><li>• \$8,000</li><li>• Issue</li></ul>                                   | Q <b>Lodi Softball Umpire Association</b> <ul style="list-style-type: none"><li>• \$28,500</li><li>• Offset by revenue</li></ul> |
| Q <b>Intern CAD operator</b> <ul style="list-style-type: none"><li>• \$12,000</li><li>• Defer one year</li></ul>                          | Q <b>Maintenance Material for ball fields</b> <ul style="list-style-type: none"><li>• \$8,000</li></ul>                          |
| Q <b>After School Programs</b> <ul style="list-style-type: none"><li>• \$0 offset by revenue</li></ul>                                    | Q <b>Tree Maintenance</b> <ul style="list-style-type: none"><li>• \$20,000</li><li>• Recommend \$10,000 year two</li></ul>       |
| Q <b>Pay Increase for Officials</b> <ul style="list-style-type: none"><li>• \$10,000</li><li>• Offset by revenue</li></ul>                | Q <b>Grapher Control</b> <ul style="list-style-type: none"><li>• \$2,220</li></ul>   |
| Q <b>Covered Soccer Field Operation</b> <ul style="list-style-type: none"><li>• \$100,070</li><li>• More than offset by revenue</li></ul> | Q <b>Refinish Basketball Floors</b> <ul style="list-style-type: none"><li>• \$8,000</li></ul>                                    |

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## Parks & Recreation (continued)

- Q **F/T Laborer**
  - \$20,000
  - Recommend \$12,000 in additional p/t funds
- Q **Fund Salmon Festival**
  - \$10,000
  - Offset by revenue
- Q **Fund Camp Lodi Lake Summer Program**
  - \$2,100
  - Offset by revenue
- Q **Purchase Sod Cutter**
  - \$5,000
  - One time cost
  - 2004-05 request

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## Community Center

### Q Digital Projector

- \$9,500
- Offset by revenue

### Q Contract for Security Guards

- \$26,000
- Offset by revenue

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## Community & Economic Development

### Q Community Development

- Re-class Admin Clerk II to Permit Technician  
- \$10,000

### Q Public Works Engineering

- Re-class Engineering positions  
- \$26,000
- Defer one year

### Q Community Promotion

- Reduction in funding for Community Promotion  
- (\$10,000)

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## City Manager

### Q Re-class Deputy CM to Assistant CM

- \$6,000
- Recommend re-class year one - additional cost year two

### Q Rental of server for web interaction

- \$2,720

### Q Convert ISD to Department

- No additional cost

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## Facilities Services

- ◊ **Re-class Admin Clerk to Senior Admin Clerk**
  - \$3,555
  - 50% General Fund funding
- ◊ **Additional Maintenance cost**
  - \$128,500
  - 2004-05 request
  - Includes \$50,000 for city wide utilities

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## Total Recommendations

General Fund		91,990	5	1,041,455
Offset by Revenue		6,000		69,000
Water Fund		890		
Wastewater Fund		119,385		(41,000)
Electric Fund	1	327,675		(26,000)
<b>Total</b>	<b>1</b>	<b>545,940</b>	<b>5</b>	<b>1,043,455</b>

2004-05 -  
tentative recommendation subject to review some time next year

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## Budget Calendar

- ◊ **Review of Capital Project Requests**  
4/16/03
- ◊ **Discuss Fund Balance and Release of Draft Budget Document**  
5/07/03
- ◊ **City Council Review of Financial Plan & Budget**  
6/04/03
- ◊ **City Council Review of Financial Plan and Budget - Special meeting**  
6/5/03
- ◊ **Adopt Financial Plan and Budget**  
6/18/03

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**2003-05**

**FINANCIAL PLAN AND BUDGET**

**City Manager  
Recommended  
Significant Expenditure & Staffing Changes**

**CITY OF LODI  
CALIFORNIA**

04/02/03

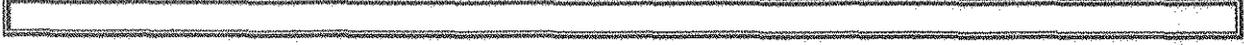
SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

City Manager Recommended

PG #	FTE	2003-04 Requested Cost	FTE	City Manager Recommended	FTE	2004-05 Requested Cost	FTE	City Manager Recommended	Comment
<b>Public Safety</b>									
Police Protection									
Police Administration									
1		5,185						5,185	
2		6,200		6,200					
Support Services									
3	1	69,000			2		1	69,000	grant funds (\$143,000) over yr two
Police Operations									
4		80,000		40,000					
Animal Control									
5		5,500		5,500					
6		5,000		5,000					
Fire Safety									
Emergency Operations									
7		6,000		6,000					one time charge - Prop 172 funds
8	4	324,435					4	324,435	one time charges included in year 1
9	17	506,845				34,845		506,845	offset by some revenue (\$478,080)
Fire Training									
12		22,500		22,500					
13						12,595		12,595	one time charge
<b>Total Public Safety</b>		<b>22.0</b>	<b>1,098,165</b>	<b>85,200</b>	<b>2</b>	<b>53,525</b>	<b>5</b>	<b>918,060</b>	
<b>Public Utilities</b>									
Water/Wastewater Utility Services									
14		118,500		118,500		(66,000)		(66,000)	has additional 3 years costs associated
16		25,000				75,000		25,000	
Electric Utility Services									
Business Planning & Marketing									
17		95,000		95,000		10,000		10,000	partial offset by 100 series savings
Electrical Engineering & Operations									
18		8,500		8,500					one time charge
19		7,300		7,300					one time charge
20		21,000		21,000		2,000		2,000	
22		7,000						7,000	
Electric Construction & Maintenance									
23	1	127,875	1	127,875		(45,000)		(45,000)	includes 1 truck & tools - one time costs
24		20,000		20,000					
25		10,000		10,000					one time costs
Electric Substations & Systems									
26		8,000		8,000					
27		10,000		10,000					
28		20,000		20,000					
<b>Total Public Utilities</b>		<b>4.00</b>	<b>710,625</b>	<b>1.00</b>	<b>446,175</b>	<b>(37,110)</b>		<b>(67,000)</b>	
<b>Transportation</b>									
Streets and Flood Control									
29	1					72,000			defer to yr 2 -no additional cost
<b>Total Transportation</b>		<b>2.00</b>	<b>401,500</b>	<b>-</b>	<b>-</b>	<b>72,000</b>	<b>-</b>	<b>-</b>	
<b>Leisure, Cultural &amp; Social Services</b>									
Parks and Recreation									
Recreation Administration									
30		9,600		9,600					
Parks Administration									
31		11,495						11,495	
After School Playgrounds									
32									recommended offset by rev (50,730) 03-04
33									recommended --offset by rev (43,030) 04-05
34									recommended -- offset by rev (43,030) 03-04
35									recommended --offset by rev (9,500) 03-04
36									recommended -- offset by rev (6,840) 03-04
Youth/Teen Sports									
37									recommended --offset by rev (10,000)
38		(12,530)		(12,530)					recommended --offset by rev (136,070) cost)
Adult Sports									
41									Recommended --offset by transfer (23,500)
Sports Facilities									
42		5,000		5,000					
43		20,000						10,000	
44		2,220		2,220					
45		5,000						5,000	
Lodi Lake									
46	1	35,800		12,000					
47									Recommended --cost offset by rev (10,000)
48									Recommended --cost offset by rev (3,150)
Equipment Maintenance									
49						5,000		5,000	one time costs
Community Center									
50									Recom yr 2 --offset by rev (9,500)
51									Recommended --offset by rev (26,000)
<b>Total Leisure, Cultural &amp; Social Ser</b>		<b>4.0</b>	<b>325,095</b>	<b>16,290</b>	<b>1.0</b>	<b>20,770</b>		<b>31,495</b>	



# PUBLIC SAFETY



## 2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST

**ACTIVITY:** Police Department – Administration  
**REQUEST TITLE:** Reclassification of Position

### **REQUEST SUMMARY**

It is requested that the current Management Analyst II position title be reclassified to a Management Analyst III. This position is directly accountable to the Chief of Police.

### **PRIMARY OBJECTIVE**

The objective of the reclassification request is to more closely align the position with the level of responsibilities and duties regularly performed on an independent basis.

### **SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The complexity, and diversity, of management, administrative and professional responsibilities have significantly increased for this position over the years. This position functions independently from other classifications, reporting directly to the Chief of Police. This position's responsibilities exceed the depth, and scope, of the duties listed for the Management Analyst II generalist duties of journey level in the job specifications provided by Human Resources and are more indicative of an advanced journey level position. The current Management Analyst II (Betsy Gandy), has been in this position for 13 years.

One area that exemplifies the scope of responsibility is the fiscal management of the department. The Management Analyst II position assists the Chief in the preparation and review of the department budget, but is additionally responsible for monitoring and advising the Chief regarding the Police budget on a continuing basis. The PD currently has over \$800,000 in grants, which are also administered and monitored by this position.

### **ALTERNATIVES**

To have the classification remain the same and give additional duties to the Lieutenants.

### **COST SUMMARY**

It is requested that the salary schedule of a Management Analyst III (Job Type 439), be implemented.

	<u>Step D</u>	<u>Step E</u>
Management Analyst II	4,321.20	4,537.22
Management Analyst III	4,969.36	5,217.80

Additional Yearly Cost: 2003-2004: \$5,185 (based on Step D)  
2004-2005: \$8,170 (based on Step E)

### **IMPLEMENTATION**

With approval of this request, the reclassification should be able to be completed by the start of the 2003-2004 fiscal year (July 1, 2003).

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department – Administration (Information Systems)  
**REQUEST TITLE:** Service Agreement – Deck Alpha

**REQUEST SUMMARY**

It is requested that the cost for a maintenance agreement for the Deck Alpha equipment be approved.

**PRIMARY OBJECTIVE**

To provide ongoing maintenance and an immediate response to a system failure for the Computer Aided Dispatch/9-1-1 system at the Lodi Police Department.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

A maintenance agreement for the service of the Deck Alpha server in Dispatch will ensure that we will have a technician responding to any hardware problems we might encounter; guaranteed response time is 4 hours. This server is a vital component in the 9-1-1 emergency system and is the backbone for all of our other information systems.

**ALTERNATIVES**

We currently have no agreement for service on this crucial piece of equipment. In the event that we have a hardware problem, this system could be down for an undetermined amount of time. When the Alpha Deck server system is down the Lodi Police Department has no CAD, CLETS, Report Writing or RMS system functions.

**COST SUMMARY**

	2003 – 2004	2004 – 2005
Yearly Maintenance Agreement	\$6,200	\$ 6,200

**IMPLEMENTATION**

This maintenance contract would become effective July 1, 2003, if approved.

**2003-2005 SIGNIFCANT EXPENDITURE REQUEST**

**ACTIVITY** Police Department Staffing/Support Services Division  
**REQUEST TITLE** High Tech Crime/Financial Crimes Investigators

**REQUEST SUMMARY**

We would like to form a High Tech/Financial Crimes Unit consisting of three investigators (police officers on special assignment). This will require adding three Police Officer positions over the next two years to fill these positions

We are requesting one position be filled in the fiscal year 2003-2004 and the remaining two positions be in the 2004-2005 budget year.

**PRIMARY OBJECTIVE**

To provide properly trained personnel to investigate the rising number of financial and computer related crimes and to work in partnership with the community and Crime Prevention to deter these types of crimes.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Currently we have one part-time investigator (20 hrs per week) working exclusively on these types of investigations. The remaining cases are being spread among the rest of the investigations division including the school resource officers and the special investigations unit. These investigations are frequently very involved and require a great deal of time, which takes them away from their other investigations.

Fraud cases have increased greatly in the past few years. These "white collar" crimes are often times very complicated and involve a great deal of personnel resources to properly investigate. These crimes require specialized knowledge to investigate properly, especially in the area of Identity theft and Internet crimes. This unit would be responsible for the investigation of child exploitation cases that are becoming more prevalent on the internet. Having a specialized unit that is responsible for investigating these crimes exclusively would improve the investigations and thereby enhance our ability to arrest and prosecute offenders in many of these cases. Additionally it would provide the resources to allow us to partner with the business community to help deter these offenses. These crimes include Forgery, Embezzlement, Identity Theft, Financial Elder Abuse, Internet Crimes, and Internet Child Exploitation Crimes.

Statistics:

Year	<u>2000</u>	<u>2001</u>	<u>2002 (Through November)</u>
Forgery	88	141	254
Embezzlement	5	20	11
Identity Theft*	unk.	*15	57

\* In March 2002 a classification for identify Identity theft crimes was established to properly track these types of crimes. Prior to that time these cases were classified as Fraud or Grand Theft investigations so the 2001 statistics may be inaccurate.

**COST SUMMARY**

Fiscal Year 2003-2004

Staffing (Police Officer pay and benefits) \$69,000.00  
(This position to be filled only if the city does not suffer any significant reduction in funding because of the state budget shortfall)

Fiscal Year 2004-2005

Staffing (Police Officer Salary & Benefits) - 0 -  
(These position to be filled contingent on the police department obtaining grant funds to pay the initial costs with the stipulation that the city will absorb the cost on the expiration of the grant)

Total Cost (two year budget) \$69,000.00  
(Grant funds would cover \$143,000.00 during the last year of this budget)

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department – Operations Division

**REQUEST TITLE:** DUI Overtime

**REQUEST SUMMARY**

It is requested that additional overtime be approved to continue the DUI enforcement program.

**PRIMARY OBJECTIVE**

The objective of the additional overtime, to be used specifically for DUI enforcement, is to continue to control the incidents of drunk drivers within the City of Lodi.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Lodi Police Department received approval from the Office of Traffic Safety, in 2000, to participate in their Traffic Safety Initiative Grant. The Lodi City Council approved participation in the OTS grant, for the amount of \$279,000, on Resolution #2000-208. The purpose of the OTS grant was to develop and implement a comprehensive traffic safety enforcement program to reduce fatal and injury collisions where the primary collision factor was DUI. The DUI enforcement consisted of 2 patrol cars dedicated to DUI and traffic safety, every Friday and Saturday night. In addition, DUI checkpoints were conducted on the first Saturday of each month. This program screened approximately 11,000 vehicles, resulted in Lodi having more DUI arrests than larger cities (i.e., Stockton), and significantly reducing the accident rate.

The funds have been utilized and the OTS grant completed. To continue our successful traffic safety enforcement program, we will need additional overtime to be allocated for DUI checkpoints. The requested additional overtime of \$40,000 yearly will allow the Police Department to have one patrol vehicle, on Friday and Saturday nights, to be dedicated to DUI enforcement. The funds would also allow for approximately 6 DUI checkpoints yearly.

**ALTERNATIVES**

The alternative is to eliminate the Traffic Safety Initiative /DUI Checkpoint Program at its current enforcement standard. If no funds are available for DUI enforcement, we anticipate DUI related accidents to revert to previous levels.

**COST SUMMARY**

	2003-04	2004-05
Overtime for DUI Enforcement	\$80,000	\$80,000

**IMPLEMENTATION**

We would like to continue the current DUI enforcement program without a break in enforcement level.

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:**            *Animal Shelter*

**REQUEST TITLE:** *Professional Services for Animal Shelter*

**REQUEST SUMMARY**

It is requested that line item 7232 in the Animal Shelter, be increased by \$5,500 to accommodate veterinary visits to the Animal Shelter.

**PRIMARY OBJECTIVE**

The objective of this request is to make the dog and cat population at the Animal Shelter healthier. Healthy animals are more likely to be adopted by families, thus minimizing the number of animals that must be euthanized.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The goal of the Animal Shelter is to eliminate, as much as possible, the euthanization of cats and dogs. Public education on the benefits of spaying and neutering their animals is part of the approach. For the animals that are already unwanted, the Animal Shelter either must find new homes for them or put them to sleep. It is, of course, preferable to have the cats and dogs adopted. To try and make adoption as likely as possible, the animals need to be healthy and well groomed. The Animal Shelter would like to have funds available to have local veterinarians come to the Shelter and give vaccinations for rabies, Parvo and other basic inoculations that would increase the likelihood of adoption.

**ALTERNATIVES**

The alternative is to have funding remain the same (\$8,000), which is primarily for Koefran costs to dispose of euthanized animal bodies.

**COST SUMMARY**

	2003-04	2004-05
Profession Services (Veterinarian)	\$5,500	\$5,500

**IMPLEMENTATION**

Animal Services would like to start implementation of the healthy animal project at the beginning of the next fiscal year.

**2003-2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department – Animal Shelter  
**REQUEST TITLE:** Rental of Office Space

**REQUEST SUMMARY**

It is requested that the City continue to rent office space for the Animal Shelter staff and volunteers. The older portion of the Animal Shelter is completed used for the housing of the animals themselves, with no room for office space.

**PRIMARY OBJECTIVE**

To continue to provide enough office space for employees, and volunteers, of the Lodi Animal Shelter, while furnishing the animals with adequate facilities until they are adopted.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The city council, employees, and citizens have had numerous discussions regarding the updating of the Lodi Animal Shelter to meet with government mandates and the needs of the abandon animals. No new facility has been built to date. We would like to maintain our temporary, interim level facility until a resolution has been reached regarding the ultimate fate of the Animal Shelter.

**ALTERNATIVES**

To let the lease expire on the existing rental buildings and revert to the previous conditions. If conditions revert to what was previously available, we are not able to care for as many animals and the duration of time is decreased. Euthanasia and Kofran animal body compacting costs will increase if we go back to a smaller facility.

**COST SUMMARY**

Currently rental of the Animal Shelter office space is paid from the City's General Fund. It is requested that rental of office space for the Animal Shelter be continued from the came source:

	2003-04	2004-05
Rental Fees	\$5,000	\$5,000

**IMPLEMENTATION**

Continue with existing rental situation.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Emergency Operations  
**REQUEST TITLE:** Breathing Air System for Truck 1

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**REQUEST SUMMARY**

Purchase and installation of breathing air system on Truck 1 for aerial operations and elevated firefighting situations.

**PRIMARY OBJECTIVE**

This air system will allow continuous functioning of emergency personnel on the aerial ladder or on upper floors or roof without having to descend after short duration of activities.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Safe and efficient firefighting operations with elevated platforms require the ability to have a constant air supply. The Self-Contained Breathing Apparatus (SCBA) firefighters carry on their backs is sufficient for approximately 15 minutes of vigorous work in most firefighting conditions. The installation of the proposed breathing air system will increase operating time during extended above ground operations. Moreover, installing a breathing air system will limit respiratory hazard exposure to firefighters working on upper floors and roofs. In addition, firefighters will be able to fill air cylinders at the ladder tip rather than transporting cylinders to ground floor for exchange. Funding for this request will come from Proposition 172 funds.

**ALTERNATIVES**

1. Do not install the upgraded breathing air system and continue the present operational procedures

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing		
Supplies, Material and Services	<b>\$6,000</b>	
Minor Equipment		
<b>Total</b>	<b>\$6,000</b>	
Savings		
<b>Net Cost</b>	<b>\$6,000</b>	

2003-2005 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Emergency Operations  
**REQUEST TITLE:** Add Four (4) Firefighters

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**REQUEST SUMMARY**

The addition of four firefighters will complete the number needed to re-establish Engine 1 at Station 1.

**PRIMARY OBJECTIVE**

Re-establish a fire company in the downtown area.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

- March, 2002 Engine moved from fire Station 1 to Fire Station 4
- Staffing for Fire Station 1 reduced from 6 to 4 firefighters per shift.
- City Manger/Council agreement to hire 10 firefighters over 4 years 2001-2004.
- High value downtown left with no protection during truck company operations.

**ALTERNATIVES**

1. Delay re-establishing the engine company at Station 1 (downtown) for 1 year.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing	\$291,035	
Supplies, Material and Services	\$29,800	
Minor Equipment	\$4,600	
<b>Total</b>	<b>\$324,435</b>	
Savings		
<b>Net Cost</b>	<b>\$324,435</b>	

**Additional Information:**

In 2002, the Lodi Fire Department answered 4344 calls for service. 28.74% of these calls were in the Station 1 (downtown) area. The Station #1 calls were answered by the new Quint fire apparatus. The Quint functions as both an engine (firefighting capacity) and truck company (Rescue, ventilation, support services). In addition to coverage in the downtown area, the truck (2051) has city-wide response responsibility. While the truck may function as either an engine company or a truck company in the downtown response area, it functions primarily as a support unit throughout the city. The support function includes, search and rescue, ventilation, laddering, forcible entry, as well as salvage and overhaul duties on the fire ground.

As a result of the multiple tasks and the multiple duties assigned to the truck (2051), there are times when the downtown area is left uncovered. This is also true during times when the truck company is responding to medical emergencies either in the downtown area or to auto accidents or other incidents within the city. The downtown area has some of the highest valuation within the City of Lodi. The City has invested tremendous amounts of time, energy, and money to make the downtown area successful and vibrant. Therefore it is imperative that an engine company be re-established at Fire Station #1.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Emergency Operations  
**REQUEST TITLE:** Paramedic Program

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**Request Summary**

Implement paramedic program within the City of Lodi Fire Department.

**PRIMARY OBJECTIVE**

Increase the level of emergency medical care provided by the Lodi Fire Department from Basic Life Support (BLS) to Advanced Life Support (ALS). This objective will require 17 new positions in the Lodi Fire Department. Moreover, the City of Lodi may consider implementing a First Responder Fee to recover cost of providing services to the private providers.

The Lodi Fire Department answered 4344 emergency calls in 2002. Of these calls, 3018 were medical emergencies. In addition, the department answered 279 fire calls of which 51 were structure fires, there were an additional 88 hazardous conditions incidents that had the potential to become life threatening events.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In September 2002, Council unanimously approved and directed the fire department to proceed with providing paramedics on its engine companies and to present Council with a plan to phase in the program during the 2003-2005 budget-cycles. (September 18, 2002 council minutes) Additional information included. Revenue estimates are based on LFD First Responder Fee implementation.

The paramedic program is designed to increase level of emergency care to the community beyond the basic life support system already in place. In addition to providing an enhanced level of service to the community, paramedic services enhance the safety of Swat team operations, fire ground operations, as well as provide Homeland Security support. By providing paramedic services, the City of Lodi is better able to handle a wide variety of natural and person caused disasters. In September, 2002, Council directed the fire department to develop an implementation schedule for an engine company based paramedic program.

**Expenditure breakdown:**

Staffing 2003-04 Firefighter II salary and benefits		<b>\$456,765</b>
Supplies, Materials, Services:	Unit/Person	Total
Personnel Protective Equipment	\$2,500	\$ 15,000
Uniforms	\$ 450	\$ 2,700
Fire Academy	\$4,500	\$ 27,000
License	\$ 130	\$ 780
<b>Total</b>	<b>\$7580</b>	<b>\$45,480</b>
Minor Equipment (Computers, station equipment)		\$ 4,600
<b>Total</b>		<b>\$506,845</b>

**Strength, Weaknesses, Opportunities, and Threats (SWOT) Analysis Paramedic Program**

**Strength:**

- Enhances the level of medical care to the community
- Fire Station location allows for rapid response
- Fire Department paramedics are dual roll/multi-task personnel.
- Fire Department paramedics involved in Homeland Security.
- Fire Department paramedics provide additional emergency scene safety.
- Fire Department paramedics provide tactical medical support for Police Department SWAT team operations.
- Fire Department paramedics enhance hazardous Materials Team Operations.

**Weaknesses:**

- Paramedic program adds cost to City budget.
- Uncertain State budget crisis
- Difficulty gaining access to County transport plan

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Emergency Operations  
**REQUEST TITLE:** Paramedic Program

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**Opportunity:**

- Enhance level of emergency care within the community.
- Increased level of emergency preparedness.
- Ability to partner with Stockton Fire Department Paramedic Program
- Homeland Security grants for training and equipment

**Threats:**

- Uncertain revenue/reimbursements

**ALTERNATIVES**

1. Obtain ALS certification permit and hire paramedics on current firefighter eligibility list.
2. Postpone program until state budget crisis relieved.
3. Direct Fire Department to develop revenue stream.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing	\$456,765	\$491,610
Supplies, Material and Services	\$45,480	\$45,480
Minor Equipment	\$4,600	\$4,600
<b>Sub-Total</b>	<b>\$506,844</b>	<b>\$541,690</b>
<b>Total Net Cost</b>	<b>\$506,845</b>	<b>\$541,690</b>

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Emergency Operations  
**REQUEST TITLE:** Paramedic Program

**REQUEST SUMMARY**

Implement paramedic program within the City of Lodi Fire Department.

**PRIMARY OBJECTIVE**

Increase the level of emergency medical care provided by the Lodi Fire Department from Basic Life Support (BLS) to Advanced Life Support (ALS). This objective will require 17 new positions in the Lodi Fire Department. Moreover, the City of Lodi may consider implementing a First Responder Fee to recover cost of providing services to the private providers.

The Lodi Fire Department answered 4344 emergency calls in 2002. Of these calls, 3018 were medical emergencies. In addition, the department answered 279 fire calls of which 51 were structure fires, there were an additional 88 hazardous conditions incidents that had the potential to become life threatening events.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In September 2002, Council unanimously approved and directed the fire department to proceed with providing paramedics on its engine companies and to present Council with a plan to phase in the program during the 2003-2005 budget-cycles. (September 18, 2002 Council minutes). Revenue estimates are based on LFD First Responder Fee implementation. The paramedic program is designed to increase level of emergency care to the community beyond the basic life support system already in place. In addition to providing an enhanced level of service to the community, paramedic services enhance the safety of Swat team operations, fire ground operations, as well as provide Homeland Security support. By providing paramedic services, the City of Lodi is better able to handle a wide variety of natural and person caused disasters. In September, 2002, Council directed the fire department to develop an implementation schedule for an engine company based paramedic program. Due to the uncertainty of the state financial health, the fire department developed a First Responder Fee program to offset the cost of providing this service.

**First Responder Fee Revenue Analysis:**

The first responder fee is designed to recover costs associated with the provision of Emergency Medical Services. EMS response by the fire department is a valuable asset to the private sector ambulance provider. Ideally, the first responder fee would allow the private provider to reduce costs by reducing the number of ambulances or lowering staffing or both, the fire department to increase the level of care, and the community would receive advanced care sooner without paying more. The fee is based upon a one (1) hour rate. A medical emergency call takes approximately 1 hour from start (dispatch) to finish (report writing). In 2002, the Lodi Fire Department answered 4344 emergency calls, 3018 were medical emergency. Firefighters arrived on scene first, rendered aid until the arrival of the private provider, assisted the private provider, before returning to service. Using the 1 hour rate for calculations:

Fire Apparatus	\$45.00 (California State Fire Chiefs Rate/CD rate)		
1 Captain	\$22.43/hour		
1 Engineer	\$19.37/hour		
1 Firefighter	\$17.57/hour		
1 Paramedic	\$20.21/hour		
Dispatch cost	\$13.17/emergency call		
Administrative Fee@15%	\$20.66		
<b>Total</b>		<b>\$158.41</b>	<b>3018 X \$158.41 = \$478,080</b>

**ALTERNATIVES**

1. Obtain ALS certification permit and hire paramedics on current firefighter eligibility list.
2. Postpone program until state budget crisis relieved.
3. Direct Fire Department to implement program without revenue.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing	\$456,765	\$491,610
Supplies, Material and Services	\$45,480	\$45,480
Minor Equipment	\$4,600	\$4,600
<b>Sub-Total</b>	<b>\$506,845</b>	<b>\$541,690</b>
<b>Revenue from First Responder Fee</b>	<b>\$478,080</b>	<b>\$492,425</b>
<b>Total Net Cost</b>	<b>\$28,765</b>	<b>\$49,265</b>

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Training  
**REQUEST TITLE:** Firefighter Academy

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**REQUEST SUMMARY**

New hire training for recruit firefighters through a joint participation with the Stockton Fire Department.

**PRIMARY OBJECTIVE**

To provide a cost effective and consistent program of delivery of state required training for all entry level firefighters.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

There have been recent changes in the firefighter entry level requirements that dictate the need to provide the CSFM Firefighter I curriculum to new employees. New state requirements for training to the level of Firefighter I now require more training hours than in the past and additional specialized curriculum. The department has the need, and strives to develop these young employees with an eye on consistency of training for all new personnel.

Two other important factors are the shortage of fire training facilities within the city of Lodi and the potential number of firefighters to be hired in the next budget cycle. The current shortage of a fire training facilities and state certified training sites within the city means a significant amount of this training could require contracting services to other agencies or locations anyway. The number of new personnel that are projected to be hired and trained over the next budget cycle would require a full time academy director at a minimum of six months of each year. A study done by the Fire Training Division showed the joint academy with Stockton Fire cost less per recruit than the cost of conducting a similar course completely in house. Anticipated costs are for five recruits per year based on the average over the past four years excluding additional positions which will be included in additional personnel request.

**ALTERNATIVES**

1. Send recruits away out of county to another academy.
2. Hold academy in house at a cost per candidate exceeding this request.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing		
Supplies, Material and Services	\$22,500	\$22,500
Minor Equipment		
<b>Total</b>	<b>\$22,500</b>	<b>\$22,500</b>
Savings		
<b>Net Cost</b>	<b>\$22,500</b>	<b>\$22,500</b>

2003-2005 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Training  
**REQUEST TITLE:** Emergency Vehicle Operator Course (EVOC)

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**REQUEST SUMMARY**

Specialized training for Emergency Vehicle Operator

**PRIMARY OBJECTIVE**

To enhance the training for personnel that may be assigned to drive apparatus during emergency situations and reduce the risk of accidents, injuries and potential liabilities that may be caused. The request is to have five drivers annually complete the three day class and have five complete the two day refresher course to be included annually in the training budget.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Emergency vehicle operations nationwide account for a large portion of injuries in the fire service. Lack of experience and training are often cited as factors in these accidents. A Sacramento County study indicates that there is a correlation between the severity and the number of accidents in relation to having completed Emergency Vehicle Operation Course training. There was also a reduction in incidents for up to a year following completion of a refresher EVOC.

There are currently fifteen Engineer positions in Lodi Fire Department. Five of these Engineers have less than two years experience. Additionally there are fifteen firefighters that will, over the next year and a half, be trained to drive apparatus for relief duty. The Lodi Fire Department currently facilitates the training and certification for employees Class B California Drivers Licenses through the DMV with an Employer Testing Program. This program however is focused on the basics of driving a commercial vehicle with emphasis on the equipment of a particular apparatus to be operated. This course does not offer the in depth or hands on defensive driving techniques offered at an EVOC training site.

**ALTERNATIVES**

1. Identify and develop a local site for this type of training.
2. Continue as we currently do with no change.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing (Overtime)		\$8,845
Supplies, Material and Services		\$3,750
Minor Equipment		
<b>Total</b>		<b>\$12,595</b>
Savings		
<b>Net Cost</b>		<b>\$12,595</b>

# PUBLIC UTILITIES



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Public Works Dept. – Wastewater- Drainage Water Quality  
**REQUEST TITLE:** Stormwater Management Program

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**REQUEST SUMMARY**

This request is to fund the City’s Stormwater Management Program required by the Environmental Protection Agency (EPA) and Regional Water Quality Control Board (RWQCB) to be implemented over a time period of five years.

**PRIMARY OBJECTIVE**

Cities with a population of under 100,000 falls into the National Pollutant Discharge Elimination System (NPDES) Phase II Plan and are required to obtain a stormwater discharge permit and maintain a stormwater management program. A major requirement of obtaining a permit is to identify and put into place Best Management Practices (BMPs) to eliminate pollutants from entering our waterways. Areas to be addressed are Mokelumne River discharges, Woodbridge Irrigation Canal discharges, commercial and industrial facilities discharges, street cleaning practices, and construction activities.

**PRIOR WORK**

City staff has hired a consultant to complete the City’s Stormwater Management Program. Implementation will need to take place post the March 10, 2003 deadline to turn in a Notice of Intent (NOI) and NPDES permit application.

This is an unfunded mandate. Primary funding will be from a designated Wastewater account.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

- Requirement of the EPA and RWQCB.
- Environmentally, the correct action to support.
- Protect the City from potentially significant fines/lawsuits (citizen).

**ALTERNATIVES**

Staff can find no acceptable alternatives. If a Stormwater Management Program is not in place, it is anticipated that the Central Valley Regional Water Quality Control Board and others will be bringing heavy fines to those agencies not in compliance.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	<b>\$118,500</b>	<b>\$52,500</b>
Minor Equipment		
Total		
Savings		
Net Cost	<b>\$118,500</b>	<b>\$52,500</b>

Attached is a detailed 2003-2005 Program Cost Summary. Approximate costs for the remaining three years of the program are as follows: \$188,000 in 2005; \$37,000 in 2006; and \$36,500 in 2007.

**BMP IMPLEMENTATION COST**

**OUT OF POCKET**

<b>COST SUMMARY</b>	<b>2003-2004</b>		<b>2004-2005</b>
Additional Costs:			
Citizen Report Hotline or Internet access	<b>\$ 1,000</b>	Participate in Stormwater Video	<b>\$ 1,000</b>
Increase Storm Drain Detectives Participation	<b>\$ 1,000</b>	Illicit Discharge Program	<b>\$30,000</b>
Identify and Evaluate Illicit Discharge	<b>\$ 30,000</b>	Continued Cost for Contractor Training Program	<b>\$ 5,000</b>
Develop Training Materials for Contractors	<b>\$ 30,000</b>		
<b>Subtotal out of pocket costs:</b>	<b>\$ 62,000</b>		<b>\$ 36,000</b>

**IN HOUSE**

<b>COST SUMMARY</b>	<b>2003-2004</b>		<b>2004-2005</b>
Additional In House (time) Costs:			
Develop Inspection Program **	<b>\$ 7,500</b>	Continued Cost for Hotline or Website **	<b>\$ 500</b>
Ordinance Development **	<b>\$ 45,000</b>	Annual Poster Contest **	<b>\$ 2,000</b>
Annual Program Review and Record Keeping **	<b>\$ 4,000</b>	Construction site inspection **	<b>\$10,000</b>
		Annual Program Review and Record Keeping **	<b>\$ 4,000</b>
<b>Subtotal in house costs:</b>	<b>\$ 56,500</b>		<b>\$16,500</b>
<b>Subtotal out of pocket costs:</b>	<b>\$ 62,000</b>		<b>\$ 36,000</b>
<b>Net Cost:</b>	<b>\$ 118,500</b>		<b>\$ 52,500</b>

\*\* Indicates time cost for work that can be done in-house by City staff (MSC Management Analyst; position included in staffing request), approximately \$ 73,000 total. Out of pocket cost to be contracted out, approximately \$ 98,000 total.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Water and Wastewater Utility Service  
**REQUEST TITLE:** Organization Evaluation and Restructure

---

**REQUEST SUMMARY**

This request is for an evaluation and probable restructure of the management and organization of the Water/Wastewater Division of the Public Works Department.

**PRIMARY OBJECTIVE**

To provide cost-effective and quality service to the City’s water and wastewater customers and keep up with public expectations, regulatory mandates, new technology and practices, and to ensure continued operations in a cost-effective manner.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

A variety of factors lead to this recommendation; they include:

- Increasing Federal and State Mandates for water supply planning and operations, including development review and operator certifications
- Increased emphasis on water supply planning and conservation, including groundwater management and/or recharge and surface water supply
- Complexity of operations and demands upon employees – For example, should we continue to expect all water/wastewater employees to be fully certified and competent in both disciplines or should we begin some degree of specialization?
- Integration of storm water into the wastewater utility and implementation of the mandated storm water program.
- Potential integration of water quality and conservation related activities into one operational unit, emphasizing public (and business) education and assistance
- Anticipated retirements of long-term employees within the Water/Wastewater Division within this budget cycle

This request assumes that the study would be performed by a combination of city staff (from both Public Works and Human Resources) and outside consulting assistance in 03/04 for implementation in 04/05. The actual schedule may vary and the amount for the second year is simply a placeholder based on the cost of a Division Manager.

**ALTERNATIVES**

Continue with present organization and operation modes and add staff as needed within that framework. This alternative is “business as usual”, which has served the City well in the past. However, periodically reviewing your operations is considered good business practice.

COST SUMMARY	2003-2004	2004-2005
Additional Costs		
Staffing		\$100,000
Supplies, Materials, Services	\$25,000	
Minor Equipment		
Total		
Savings		
Net Cost	\$25,000	\$100,000

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Business Planning and Marketing

**REQUEST TITLE:** Professional Services

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**REQUEST SUMMARY**

Professional Services

**PRIMARY OBJECTIVE**

To provide professional services related to rates, financial analysis and power supply. One contract, Borismetrics, performs major daily duties in the positions of: Manager, Business Planning and Marketing and Manager, Rates and Resources, which are presently vacant. The amount related to this contract is \$125,000 for FY 2003/2004. It is anticipated that if this contract were discontinued, then the vacant positions need to be filled.

The second contract, McDonald Partners, Inc., provides highly technical analysis and services related to power market. Given the size of the Electric Utility Department's power supply budget, their assistance is critical in a changing power market to insure the best transaction for wholesale power we purchase or sell. The amount related to this contract is \$125,000 for FY 2003/2004.

The increase in funds for professional services is from \$50,000 in the current budget year to \$250,000 in 2003-04 and \$260,000 in 2004-05. This increase is off set by the 160603 101 series reduction of \$110,000 FY 2003/2004 and of \$117,000 in 2004/2005 whereby the Manager of Business Planning & Marketing position is not filled given the professional consulting support. The current 101 series contains this salary and benefit cost for that position and will be transferred to professional services upon approval.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The increase in professional services budget reflects the major duties performed by contract services related to the open positions which is a budget change from the last full budget cycle. The need for additional power market analytic services reflects a need to have more capability given the volatility in power markets since the last budget cycle.

**ALTERNATIVES**

None at this time.

Increased Cost	003-04	2004-05
Professional Services	200,000	210,000
Savings from unfilled position	-110,000	-117,000
Net increase in 160603	90,000	93,000

**IMPLEMENTATION**

Upon approval, implement during 2003-2005 budget cycle.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** HP Large Format Printer (replacement)

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**REQUEST SUMMARY**

Replace HP750 Design Jet Printer.

**PRIMARY OBJECTIVE**

Replace the HP750C Design Jet large format printer that was purchased over 6 years ago and is approaching the end of its useful life.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Engineering Division, with eight (8) AutoCAD users, depends upon a high-speed reliable large format printer every day. The HP Design Jet 1050C large format printer is a complete production system solution for CAD users. Since the HP printer will allow Engineering staff to print from 24" and 36" multi-roll feeders a reduction in paper waste will be realized. The printer delivers outstanding line and image quality drawings for Electric Utility Department work orders, maps and illustrations as well as quality drawings for presentations.

**ALTERNATIVES**

Do nothing. This alternative is not recommended

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities		
Supplies, Materials, Service		
Minor Equipment	\$8,500	
Savings		
Total	\$8,500	

**IMPLEMENTATION**

Upon Approval, the purchase will be coordinated with the Purchasing Officer.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** AutoCAD 2002 Software (upgrade, 7 licenses)

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**REQUEST SUMMARY**

Purchase AutoCAD 2002 software (upgrade, 7 licenses).

**PRIMARY OBJECTIVE**

Stay current with industry standards for design software. Develop and maintain Engineering Division's drawing standards.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Since AutoCAD is the primary design software for all engineering companies, it is important that the Engineering Division keep up with industry standards. AutoCAD 2002 has some new timesaving features with useful tools to help manage attributes inside a drawing and create "fly-out tags" for the electrical system maps. In addition, the Engineering Division can develop design, dimensioning and scaling standards that can be applied to all drawing files. This software will be an upgrade from our current AutoCAD 2000 design software.

**ALTERNATIVES**

Do nothing. This alternative is not recommended

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities		
Supplies, Materials, Service		
Minor Equipment	\$7,300	
Savings		
Total	\$7,300	

**IMPLEMENTATION**

Upon Approval, the purchase will be coordinated with the Purchasing Officer.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Automated Meter Reading, Data Processing and Customer Display

---

**REQUEST SUMMARY**

Funding for contractor to remotely and daily interrogate time-of-use customers' electric meter data, process such data for billing by the Finance Department and post the data for customer access (viewing) via secured internet connection.

**PRIMARY OBJECTIVE**

To provide time-of-use customers access to their electric consumption data on a near real time basis and to automate the time-of-use billing process.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Time-of-use rates have been available for the largest customers for a number of years. Data for this process was originally retrieved monthly by metering staff via a laptop computer and processed for billing by the Finance Department. A significant amount of "hands on" work was involved and in-house modified software (spreadsheet) has been used for the data processing. The data was also processed into graph form and mailed to the customers on a monthly basis. The data retrieval process was improved by installing either phone lines or cell phones at each site (at present 46 sites). This system enabled data to be retrieved at any time from the Department's office. However, the data processing and formatting for billing was still a very time consuming and "hands on" process utilizing the in house developed software.

The Department has been searching for an automated process to meet the billing and data presentation requirements. A firm has been located that specializes in this type of service for small utilities. This firm interrogates the meters daily via the phone/cell phone connections, processes the data for billing use monthly and posts the data daily for the customers to view via a secure internet connection. This process has been in a test mode since fall 2002. At this time it is recommended that this system be implemented on a permanent basis. The recommended system has a number of advantages as compared to the earlier in-house system.

Some of the advantages are: availability of nearly real time data to the customer (at most 24 hours old); commercially developed software is used for the data processing which provides data validation; data alarm points for out of range data and automatic data processing. The Department is also notified immediately in the event data cannot be retrieved. This enables the Department to correct the problem with a minimal amount of data loss. In the past as much as one month of data could be lost and would have to be estimated based on historical data.

**ALTERNATIVES**

Do nothing. This alternative is not recommended. The Department would revert back to the "hands on" mode with monthly update to the customer of load data and would again introduce a significant risk from data loss, processing errors and no data validation. In addition a significant amount of staff time would once again be expended on this process. All of these items can be expected to expand over time as the time-of-use system is growing.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE (CONTINUED)**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Automated Meter Reading, Data Processing and Customer Display

---

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities	\$10,000	\$11,000
Supplies, Materials, Services	\$11,000	\$12,000
Minor Equipment		
Savings		
Total	\$21,000	\$23,000

**IMPLEMENTATION**

Upon approval the system, as it is presently functioning in the test mode, will be implemented on a permanent basis.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Desktop and Laptop Computers (upgrade and/or replacement)

---

**REQUEST SUMMARY**

Replace and/or upgrade four (4) desktop and laptop computers.

**PRIMARY OBJECTIVE**

Replace existing slow processor speed computers and laptops in the Engineering Division.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The dynamic software used in the Engineering Division requires computers with a faster processing speed. The new computers with hyper-threading technology enable the processor to execute instruction threads in parallel which allows the processor to complete more tasks in a given amount of time maximizing employee efficiency. The computer purchase includes Windows and Microsoft Office software.

**ALTERNATIVES**

Do nothing. This alternative is not recommended

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities		
Supplies, Materials, Service	\$800	\$800
Minor Equipment	\$6,200	\$6,200
Savings		
Total	\$7,000	\$7,000

**IMPLEMENTATION**

Upon Approval, the purchase will be coordinated with the Purchasing Officer.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Construction and Maintenance  
**REQUEST TITLE:** Electrical Technician

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**REQUEST SUMMARY**

To add a position of one (1) Electrical Technician (Substations) to work in the Construction/Maintenance Division. This request also includes Truck and tools necessary for the Electrical Technician to perform his/her job assignments.

**PRIMARY OBJECTIVE**

To increase the Technical services section staffing level by one (1) Electrical Technician in response to increasing maintenance at substations and substation maintenance not being performed for several years due to the lack of personnel.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City of Lodi Electric Utility has four (4) substations that need periodic maintenance. In the next several years there will be two (2) substations added to the Electric Utility system, one (1) on the west side of the city and one (1) at White Slough. With the existing staffing levels the periodic maintenance of the existing four (4) substations are not being completed when scheduled. At this time the maintenance is two (2) years behind schedule. When the two (2) new substations are added to the Electric system it will be impossible to keep scheduled maintenance with existing staff. The two Electrical Technicians' now on staff will be retiring in the next five (5) years. Therefore it is imperative that an Electrical Technician be added to staff in order to be trained on the City of Lodi substations' and maintenance schedules. This training will ensure continuity of procedures and maintenance for the City of Lodi Electric system upon the retirement of existing staff.

**ALTERNATIVES**

Continue to operate with existing personnel and let the substations continue to degenerate. Or hire a substation maintenance contractor. The cost is usually higher and the work is inferior to the performance of existing staff.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Electrical Technician	\$ 82,875	
Panel Truck	\$ 30,000	
Tools	\$ 15,000	
<b>Total</b>	<b>\$127,875</b>	
Savings		
<b>Net Cost</b>	<b>\$127,875.</b>	

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003-2004 fiscal year.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Construction and Maintenance  
**REQUEST TITLE:** Safety Consultant (Certified Trainer)

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**REQUEST SUMMARY**

Current safety and work procedure training.

**PRIMARY OBJECTIVE**

To keep the Electric Utility field crews current on safety procedures, work procedures and to keep in compliance with CAL/OSHA Rules & Regulations.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

To be in compliance with CAL/OSHA Rules and Regulations for requirements for periodic training of field personnel. There is a need to have a certified consultant/trainer to do programs to keep in compliance, i.e. trench safety, updated rubber glove training, defensive driving, cable terminating, etc. There is in house training being done, but consultant/trainers are needed to keep in compliance. There is a need to have a training program established with intervals required to stay in compliance.

**ALTERNATIVES**

None. Need to be in compliance with CAL/OHSA Rules and Regulations.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Sub Contract	\$ 20,000.	\$ 20,000.
<b>Total</b>	<b>\$ 20,000.</b>	<b>\$ 20,000.</b>
Savings		
<b>Net Cost</b>	<b>\$ 20,000.</b>	<b>\$ 20,000.</b>

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003/2004 and 2004/2005 fiscal year.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Construction and Maintenance  
**REQUEST TITLE:** Office Furniture

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**REQUEST SUMMARY**

Purchase module office furniture.

**PRIMARY OBJECTIVE**

To replace the existing furniture in the Electric Utility Superintendent Office and Construction/Maintenance Supervisor office.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The two offices now utilize a mixture of used and unmatched furniture and file cabinets that cause overcrowding and does not utilize the office space to the maximum efficiency possible. There is a lack of storage space for files, books, and paraphernalia needed to conduct daily business. The computer station is an old desk.

New module furniture will enable the office space to be utilized efficiently and to provide a friendly work environment. Also will provide a comfortable environment when talking to customers, vendors and employees.

**ALTERNATIVES**

Continue to use existing furniture and file cabinets.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs	\$ 10,000.	
<b>Total</b>	<b>\$ 10,000.</b>	
Savings		
<b>Net Cost</b>	<b>\$ 10,000.</b>	

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003-2004 fiscal year.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Substations and Systems  
**REQUEST TITLE:** Jackets, Flame Resistant (Safety Clothing)

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**REQUEST SUMMARY**

Provide jackets (Safety Clothing) to field crews.

**PRIMARY OBJECTIVE**

To provide the proper safety clothing to field personnel to be in compliance with CAL/OSHA rules and regulations.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Electric Utility Department now provides flame resistant shirts and 100% cotton jeans to field crews, but no jackets. Flame resistant clothing meets all the safety clothing standards for CAL/OSHA and FED/OSHA rules and regulations. Fabrics made of acetate, nylon, polyester and rayon are prohibited. The majority of winter jackets purchased today by the employee are made of the prohibited materials or a blend of them. Improper clothing could result in an increase of extent of injuries. The crews now use hot sticks to perform work on energized conductors, which keep them two (2) feet or more from the conductor. The new M.O.U. agreed on by the I.B.E. W. and City of Lodi 2003-2005, provides for rubber glove training. This training will have the employee working on energized conductors with rubber gloves. This method of work has the employee in the vicinity, in the event of flame or electric arc then he would be hot sticking. Without the proper safety clothing the injury would be worsened. To be in compliance with CAL/OSHA, but most important of all, to have the safest working environment for the employee it is essential to provide proper safety protection.

**ALTERNATIVES**

None

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs	\$ 8,000.	\$ 8,000.
<b>Total</b>	<b>\$ 8,000.</b>	<b>\$ 8,000.</b>
Savings		
<b>Net Cost</b>	<b>\$ 8,000.</b>	<b>\$ 8,000.</b>

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003-2004 and 2004-2005 fiscal year.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Construction and Maintenance  
**REQUEST TITLE:** Training

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**REQUEST SUMMARY**

Annual Training

**PRIMARY OBJECTIVE**

Provide the annual training that is required by CAL/OSHA, to keep the field crews at their peak performance to carry out their job assignment in the safest work environment possible.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

During 2002 the field crews (line section) participated in two (2) skilled set competitions. The first one was held in the Los Angeles area and the second was held in the Kansas City area. In both competitions two (2), three (3) man teams participated. Skilled set competitions are one of the best training tools available to bring out the greatest potential of each individual participating. The practice that is required for each event requires speed and skill which hones the individual to be at their peak performance. Each required event is a job that would be performed by each utility. Also the crews observe how other utilities do the same task. Another plus, the crews learn how to work as a team and improves moral. This type of training coupled with Hot Line Schools are essential to keep and have the best trained and safest workforce possible.

**ALTERNATIVES**

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs	\$ 10,000.	\$ 10,000.
<b>Total</b>	\$ 10,000.	\$ 10,000.
Savings		
<b>Net Cost</b>	\$ 10,000.	\$ 10,000.

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003-2004 and 2004-2005 fiscal year.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Substations and Systems  
**REQUEST TITLE:** Contract for Professional Services (Painting)

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**REQUEST SUMMARY**

Contract for Substation Equipment Painting

**PRIMARY OBJECTIVE**

Prevent further degradation of exterior surfaces of substation equipment.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The exterior surfaces of the power substation transformers and power circuit breakers are in need of painting. Damage to the exterior surfaces of the power circuit breakers and transformers have caused rust to form. This rust will in time cause the transformer cooling radiators and tap changers to leak oil. Due to the expertise needed in applying the commercial coatings needed for this type of equipment, contracting for this service is necessary.

**ALTERNATIVES**

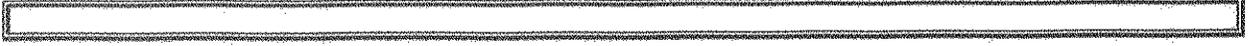
Delay painting to a later budget cycle. (Not recommended.)

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Sub Contract	\$ 20,000.	\$ 20,000.
<b>Total</b>	<b>\$ 20,000.</b>	<b>\$ 20,000.</b>
Savings		
<b>Net Cost</b>	<b>\$ 20,000.</b>	<b>\$ 20,000.</b>

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Bid and contract each budget year 2003-2004 and 2004-2005.

# TRANSPORTATION



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Public Works Dept. – Municipal Service Center

**REQUEST TITLE:** Convert MSC Contract Management Analyst to Full-Time Permanent Position

**REQUEST SUMMARY**

Convert contract Management Analyst position assigned to the Municipal Service Center into a full-time permanent position.

**PRIMARY OBJECTIVE**

The primary objective is to assist the Water/Wastewater Superintendent and the Street Superintendent and their respective staffs with new, deferred, and overdue project implementations. This position provides a valuable liaison between Public Works and other departments (i.e., Finance, Human Resources, and Community Development) on various projects.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

During the past several years, newly mandated programs have surfaced and more are anticipated in the immediate future. These programs have not been and cannot be adequately addressed by current staffing levels. Some areas that have been addressed by the contract Management Analyst and that will need ongoing maintenance are:

- NPDES permit needs (White Slough, Storm Systems, Storm drain and environment quality issues),
- Research availability of grants and loans (plant expansion, Eastside infrastructure rebuild),
- Monitoring and maintenance of White Slough land lease agreements,
- Develop and implement public relations activities (citizens' awareness),
- Safety Loss Control Manual updates (department safety committee/program revitalization),
- Ordinance update,
- Public Works policy update.

Many of these programs and issues are Federal and State mandates. These mandates require policy and program development and implementation.

This position would serve the Water/Wastewater and Street Divisions. It is proposed that this position would be funded 25% Water, 25% White Slough, 25% Wastewater Administration, and 25% Street Division. This position would work closely with the Public Works Management Analyst at City Hall in order to provide a working knowledge of all phases of the Public Works operation. There is no cost increase related with this conversion as the current contract position enjoys all the same benefits associated with its full-time counterpart.

**ALTERNATIVES**

1. Terminate the contract Management Analyst and leave many of the above issues unresolved, deal with the consequences of Federal and State penalties, and miss opportunities for badly needed grants/low interest loans.
2. Enter into an extended contractual agreement with the current Management Analyst.
3. At no increased cost, convert this position to a full-time position. The current contract for the Management Analyst will end on July 31, 2003.
4. Retain a consultant.

COST SUMMARY	2003-2004	2004-2005
Additional Costs		
Staffing	\$0	\$0
Supplies, Materials, Services		
Minor Equipment		
Capital Equipment - Vehicle		
Total		
Savings		
Net Cost	\$0	\$0

# LEISURE, CULTURAL & SOCIAL SERVICES



**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**  
**ACTIVITY:** Recreation Administration  
**REQUEST TITLE:** Rental of Storage Space

**REQUEST SUMMARY**

Lease indoor space to store various donated items from Breakaway Sports.

**PRIMARY OBJECTIVE**

To provide storage space for a variety of donated items from Breakaway Sports.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City Council authorized the acceptance of various donated items from Breakaway Sports, a former sports facility in Galt. Some of these items include a basketball floor, roller hockey floor, bleachers, tables, chairs, and counters. The city currently does not have adequate indoor space in which to store these items until such a time as they can be put into use. Space is estimated to cost \$800 per month and will be needed until such a time as all the items are put into use.

**ALTERNATIVES**

Construct a shelter for the equipment to be stored outdoors; however, there is a risk of damage.

<b>COST SUMMARY</b>	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services	\$9,600	
Minor Equipment		
<b>Total</b>	\$9,600	
Savings		
<b>Net Cost</b>	\$9,600	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Parks Administration  
**REQUEST TITLE:** Part-time Intern/CAD Operator

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**REQUEST SUMMARY**

Hire part-time CAD Operator to assist in the preparation of construction drawings for park improvement projects. By doing in-house design and construction documents, the Parks Division could save on consulting fees, which would allow us to put those savings back into projects.

**PRIMARY OBJECTIVE**

To save consultant fees by accomplishing in-house design and construction drawings of our park projects. To efficiently and economically accomplish the in-house design of Parks and Recreation projects for a complete package of construction drawings and specifications.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

With the existence of the Intern/CAD Operator position, the Parks Division has successfully proven that we can save consulting fees by doing construction drawings and specifications in-house. This position has shown it provides the necessary staffing to accomplish our objectives efficiently.

In addition, the Parks and Recreation Department has approximately \$700,000 for park projects in per capita funds from Prop. 12 and 40 grant dollars. This position will assist in the design portion of those projects along with many other projects that will be are responsibility in the next two years.

**ALTERNATIVES**

1. Use outside consulting services. This alternative would leave fewer funds available for construction.
2. No CAD Operator. The department would rely upon consultants or Public Works to perform design work.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing	\$11,495	
Supplies, Materials, Services		
Minor Equipment		
Total	\$11,495	
<b>Savings</b>		
Net Cost	\$11,495	

**2003-05 Financial Plan and Budget**

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** After School Playground Programs  
**REQUEST TITLE:** Lois Borchardt School After School Program

**REQUEST SUMMARY**

Provide an after school program at the new Lois Borchardt Elementary School.

**PRIMARY OBJECTIVE**

To create an after school program for students attending the new Lois Borchardt Elementary School.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Parents and Principal of the new Lois Borchardt Elementary School are requesting an After School Program. This program will provide the students with an after school program at their own school so they do not have to be transported to other after school sites. Children in the after school program are provided with homework assistance, organized sports, and arts and crafts in a supervised atmosphere.

This program will be 100% cost recovery.

**ALTERNATIVES**

Do not offer this program

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$43,230.00	
Supplies, Materials, Services	\$7,000.00	
Minor Equipment	\$500.00	
Total	\$50,730.00	
Savings	(\$50,730.00)	
Net Cost	-0-	

**2003-05 Financial Plan and Budget**

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** After School Playground Program

**REQUEST TITLE:** Woodbridge Middle After School Program

**REQUEST SUMMARY**

Offer a new program for Woodbridge Middle School students to attend after school.

**PRIMARY OBJECTIVE**

To provide Woodbridge Middle students with a quality, supervised after school program that would promote education, life skills, and organized sports.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Parents have expressed a need to have quality, supervised programs for youth in the twelve to fourteen age group. Currently, there is a lack of programs in the city for the middle school-aged child, especially during the after school time when this group is least likely to be supervised.

This program will be 100% cost recovery as mandated by the city council.

**ALTERNATIVES**

Do not offer this program

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing		\$30,630
Supplies, Materials, Services		\$11,900
Minor Equipment		\$500
Total		\$43,030
Savings		(\$43,030)
Net Cost		-0-

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: After School Playground Program  
REQUEST TITLE: Lodi Middle After School program

**REQUEST SUMMARY**

Offer a new program for Lodi Middle School students to attend after school.

**PRIMARY OBJECTIVE**

To provide Lodi Middle students with a quality, supervised after school program that would promote education, life skills, and organized sports.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Parents have expressed a need to have quality, supervised programs for youth in the twelve to fourteen age group. Currently, there is a lack of programs in the city for the middle school-aged child, especially during the after school time when this group is least likely to be supervised.

This program will be 100% cost recovery as mandated by the city council. Fees are anticipated to be between \$85 - \$100 per month.

**ALTERNATIVES**

Do not offer this program

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing	\$30,630	
Supplies, Materials, Services	\$11,900	
Minor Equipment	\$500	
Total	\$43,030	
Savings	(\$43,030)	
Net Cost	-0-	

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** After School Playgrounds Program

**REQUEST TITLE:** After School Support Staff (Intern)

**REQUEST SUMMARY**

Hire one support staff (intern)

**PRIMARY OBJECTIVE**

To support the Recreation Supervisor, Coordinator, and clerical staff in the daily operations of the after school programs.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Attendance in the After School Program has grown steadily over the past few years. Staff has been successful in eliminating wait lists at the five school sites. The increase in enrollments requires additional staff time to run the program efficiently, including clerical duties, purchase of supplies, and staff liaison with community groups (LUSD, Family Resource and Referral, Lodi Police Department) as well as meeting with parents.

Hiring a support staff person to handle more mundane tasks for the After School Programs will free up the Recreation Supervisor to continue to developing community partnerships, new programs, and to do on site visitations for reporting requirements for the After School Program.

This position will be paid by the after school program parents 100%

**ALTERNATIVES**

Maintain the program at its current staffing level.

	2003-04	2004-05
Additional Costs		
Staffing	\$9,500	
Supplies, Materials, Services		
Minor Equipment		
Total	\$9,500	
Savings	(\$9,500)	
Net Cost	\$0.00	

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** After School Playground Programs

**REQUEST TITLE:** Recreation Leader for Lakewood After School Program

**REQUEST SUMMARY**

One Recreation Leader for Lakewood After School Program

**PRIMARY OBJECTIVE**

To provide appropriate levels of staffing by lowering the child/staff ratio from 20:1 to 15:1 at the Lakewood After School Program site.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The After School Program has seen a steady increase in participation. Parents pay a monthly fee of \$70.00 per month, which covers the entire cost of the program as mandated by City Council. An additional Recreation Leader is needed to achieve a 15:1 child/staff ratio at this site, which the intention of the department when the fee was increased in July 2001.

**ALTERNATIVES**

1. Cap the number of participants in the programs.
2. Maintain a 20:1 ratio and lower the program fees at this site.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$6,840	
Supplies, Materials, Services		
Minor Equipment		
Total	\$6,840	
Savings	(\$6,840)	
Net Cost	\$0.00	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Youth and Adult Sports  
**REQUEST TITLE:** Pay Increase for Officials

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**REQUEST SUMMARY**

Increase the amount paid to officials in youth and adult programs to stay competitive with leagues in adjoining communities.

**PRIMARY OBJECTIVE**

To supplement the budget and enable the City to retain experienced officials.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Official's fees have increased substantially during the last few years. This increase will allow us to recruit and retain officials. Existing pay rates will cause experienced officials to leave the program for appropriate pay from other leagues, leaving the City with inexperienced staff. Officials, if new or with lesser training will diminish the quality of these program offerings. Revenues for increase are anticipated to come from a \$5.00 increase in BOBS programs.

**ALTERNATIVES**

1. Continue offering a pay scale for officials that is unattractive, thus creating difficulties in obtaining and retaining officials.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$10,000	
Supplies, Materials, Services		
Minor Equipment		
Total	\$10,000	
Savings		
Additional Revenue	(\$10,000)	
Net Cost	0	

If approved, the account distribution would be as follows:

107022.7100 \$7,000  
 107025.7100 \$3,000

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Youth Sports  
**REQUEST TITLE:** Covered Soccer Field Operations

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**REQUEST SUMMARY**

Allocate funds for operations and maintenance of the covered soccer field facility

**PRIMARY OBJECTIVE**

To operate a year-round soccer facility serving youth and adults.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In December, 2002 Council approved moving forward with the installation of the 2 donated soccer fields from Breakaway Sports. In anticipation of completion of the project, staff is needed to run the programs. Revenues are anticipated to offset expenses.

This proposal represents staff's best estimate of operation costs and potential revenue of the facility. See attachment.

**ALTERNATIVES**

1. Operate facility under current staffing levels, which is not feasible.
2. Operate facility as a possible element of Park system, which is not feasible.
3. Do not proceed with the project.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$79,670	
Supplies, Materials, Services	\$56,400	
Minor Equipment		
Total	\$136,070	
Savings	(\$148,600)	
Net Cost	(\$12,530)	

If approved, account distribution would be as follows:

107022.7100 \$53,520  
 107022.7300 \$44,400  
 107521.7100 \$26,150  
 107521.7300 \$12,000

Estimated Revenue Potential for Proposed Covered Soccer Facility

PROGRAM	GROUP	WEEKS IN SEASON	NUMBER OF TEAMS	NUMBER OF PLAYERS	PRICE PER PLAYER	REVENUE
<b>SOCCER</b>						
YOUTH (roughly based upon prior Breakaway Sports totals)				<u>10 players per team</u>		
U-7	BOYS	8	9	90	\$35	\$3,150
U-10	BOYS	8	9	90	\$35	\$3,150
U-12	BOYS	8	9	90	\$35	\$3,150
U-14	BOYS	8	9	90	\$35	\$3,150
U-16	BOYS	8	9	90	\$35	\$3,150
U-19	BOYS	8	9	90	\$35	\$3,150
U-7	GIRLS	8	7	70	\$35	\$2,450
U-10	GIRLS	8	9	90	\$35	\$3,150
U-12	GIRLS	8	9	90	\$35	\$3,150
U-14	GIRLS	8	9	90	\$35	\$3,150
U-16	GIRLS	8	7	70	\$35	\$2,450
U-19	GIRLS	8	7	70	\$35	\$2,450
Subtotal Youth			102			\$35,700
3 V3 Tournament	1	Weekends	15		\$75	\$1,125
Full Team Tournament	1	Weekends	10		\$150	\$1,500
Subtotal Tournament						\$2,625
ADULT (roughly based upon prior Breakaway Sports totals)				Price Per Team		
COED	"A" League	8	12	120	\$450	\$5,400
WOMEN'S	"A" League	8	4	40	\$450	\$1,800
MEN'S	"A" League	8	8	80	\$550	\$4,400
MEN'S	"B" League	8	8	80	\$550	\$4,400
MEN'S 30+	"A" League	8	6	60	\$550	\$3,300
Subtotal Adult			38	1400		\$19,300
<b>TOTAL SOCCER REVENUE</b>						<b>\$57,625</b>
<b>TOTAL HOURS OF PLAY/WEEK</b>			<u>70</u>			

<b>FLAG FOOTBALL</b>						
YOUTH (programs are currently provided by Parks and Recreation at various facilities)						
6-7		*Numbers are taken from		37 *		\$1,290
8-9		2001 enrollments.		66 *		\$2,295
10-11				62 *		\$2,155
12-14				34 *		\$1,175
Total Football				198		\$6,915

<b>TOT PROGRAMS</b>						
*tot programs are currently provided by the Parks and Recreation Department at various facilities						
Tot Kickball				100	\$35	\$3,500
Tot Soccer			10	100	\$35	\$3,500
Tot T-Ball			10	100	\$35	\$3,500
Total Tot Programs				300		\$10,500

RENTALS/FEES (roughly based on Breakaway Sports totals)	# OF KIDS	# OF PARTIES	\$ PER KID	
End of Season Parties (Net Profit)	0	0	\$0.00	\$0
Facility Rental		0	\$0	\$0

<b>CONCESSIONS</b> (roughly based on Breakaway Sports totals)			
Profit per participant			\$0
Number of participants			-
Number of Weeks			0
Concession Profit			0
			\$0

**TOTAL REVENUE** \$75,040

	<u>Hours</u>	<u>Rate</u>	
<b>EXPENSES</b>			
<b>OFFICIALS</b>			
Referee Coordinator	320	\$11.00	\$3,520
Soccer Supervisor	450	\$12.00	\$5,400
<b>TOTAL OFFICIALS</b>			<u>\$8,920</u>
***Game referees covered under a separate referee charge.			

<b>EQUIPMENT AND SUPPLIES PER 8-WEEK SEASON</b>			
Maintenance Supplies			\$1,500
First Aid Supplies			\$500
Restroom Supplies			\$500
Sports Supplies( Balls, and Trophies)	Expense/Team	\$35.00	\$4,900
<b>TOTAL EQUIPMENT</b>			<u>\$7,400</u>
**Uniforms covered under separate charge.			

<b>SPECIAL EVENTS</b>			
Promotion			\$0

<b>MARKETING</b>			
Advertising			\$2,000
Brochures			\$0
Printing			\$0
Photocopies			\$0
Registration Equipment			\$0
Postage			\$0
<b>TOTAL MARKETING</b>			<u>\$2,000</u>

**TOTAL EXPENSES FOR 8-WEEK SEASON** \$18,320

<b>MAINTENANCE &amp; OPERATIONS ANNUAL COST</b>			
General Maintenance	*Maintenance Worker (1650 hours @ \$11)		\$18,150
Utilities	*lighted facility approximately 900 hours @\$5.50/HR		\$5,000
Communications			\$3,000
<b>TOTAL MAINTENANCE</b>			<u>\$26,150</u>

**TOTAL EXPENSE ANNUALLY** \$136,070 \*(\$2,290 X 48 WEEKS )+ \$26,150

<b>ANNUAL NET INCOME</b>			
4 Adult Soccer Seasons			\$77,200
2 Youth Soccer Seasons			\$71,400
2 Flag Football Seasons			\$13,830
1 Tot Program each/year			<u>\$10,500</u>
<b>TOTAL NET INCOME</b>			<u>\$172,930</u>

ANNUAL NET INCOME (ONLY SOCCER PROGRAMS)	\$148,600
ANNUAL NET EXPENSE	<u>\$136,070</u>
	<u>\$12,530</u>

ANNUAL NET INCOME	\$172,930
ANNUAL NET EXPENSE	<u>\$136,070</u>
	<u>\$36,860</u>

\* The indoor soccer fields have an anticipated life expectancy of 10-12 years. The field has been used approximately 6 years. We anticipate replacing the floors in 6 years.

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Adult Sports  
**REQUEST TITLE:** Contract with Lodi Softball Umpire Association

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**REQUEST SUMMARY**

To provide game officials for all adult softball games (900 games) through a professional services contract.

**PRIMARY OBJECTIVE**

To allow this Association the ability to recruit, retain and assign all softball officials.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

With the increase of high school and competitive softball programs, a larger group of officials is needed. During busy times of the softball season, city league games are cancelled due to the lack of officials.

The Association has asked, and city staff agrees, that the Association would administer the training and assignment of officials with more flexibility than currently exists under the City's requirements. The Association would be able to draw umpires from adjoining communities for use when necessary.

The funding would come from a transfer of monies from the 100 series to the 300 series.

**ALTERNATIVES**

Continue with past practice of hiring all officials as City employees at these rates. This may require cancellation of some activities at game time if staff is not available, and that may incur an additional expense by other staff members.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	23,500	
Minor Equipment		
Total		
Savings	23,500	
Net Cost	0	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Maintenance Materials for Ball Fields

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**REQUEST SUMMARY**

Provide \$5,000 in funding for additional maintenance needed for recently renovated ball fields.

**PRIMARY OBJECTIVE**

To provide a higher standard of maintenance to ball fields at Zupo, Blakely and Kofu parks.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In recent years, the city has received over \$75,000 in community donations for ball field renovation projects at Zupo, Blakely, and Kofu parks. These donations have brought the playing condition of the fields up to an acceptable standard. Staff desires to maintain the fields to the current standard. In so doing, additional services will be implemented at the sites to include fertilization four times per year, implementation of postemergence weed control program, infield soil enhancement, replacement of turf as needed.

**ALTERNATIVES**

Allow the newly renovated field to receive limited maintenance.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	\$5,000	
Minor Equipment		
Total	\$5,000	
Savings		
Net Cost	\$5,000	

107521.7323 \$10,000  
 107523.7323 \$10,000

If approved, the account distribution would be as follows:

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services	\$20,000	
Minor Equipment		
Total	\$20,000	
Savings		
Net Cost	\$20,000	

Handle tree maintenance and management case-by-case and on an as-needed basis.

**ALTERNATIVES**

In 2002, ACRT completed a comprehensive tree inventory of park trees. The Urban Forestry Management Plan calls for tree removals, pruning and replacement of park trees. Our existing maintenance budget does not allow Parks Division staff to contract for the necessary work. Additional funds will allow staff to be very systematic with Urban Forestry maintenance needs allowing staff to be proactive.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

To provide additional funds for the maintenance of Parks Department trees: necessary removals, pruning and replacement planting of park trees.

**PRIMARY OBJECTIVE**

Provide the Parks Division with additional funds for tree maintenance.

**REQUEST SUMMARY**

ACTIVITY: Sports Facilities  
 REQUEST TITLE: Tree Maintenance Funds

**2003-05 Financial Plan and Budget  
 SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

2003-05 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Gopher control

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**REQUEST SUMMARY**

Fund a service to control the gophers at Salas Park.

**PRIMARY OBJECTIVE**

Control the gopher population at Salas Park.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

There is a large gopher problem at Salas Park. Staff needs to keep the gophers out of the park for the safety of all that use the fields for sport programs. Staff has tried this service at other facilities and it has helped with the problem.

**ALTERNATIVES**

1. Continue with the practice of filling in all the gopher holes. The playing area will be unsafe.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	\$2,220	
Minor Equipment		
Total	\$2,220	
Savings		
Net Cost	\$2,220	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Basketball floor refinishing

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**REQUEST SUMMARY**

Refinish one of two basketball floors on an annual basis.

**PRIMARY OBJECTIVE**

Perform preventive maintenance on both of the basketball floors at the Grape Pavilion on an annual rotation basis.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Parks and Recreation department has (2) portable basketball floor location at the Grape Pavilion. To maintain the floors and extend their life, each basketball floor needs to be refinished every (2) years. Staff has developed a schedule of refinishing one floor a year. This has proven to work very well, as our floors are old but still is relatively good shape.

**ALTERNATIVES**

1. Defer maintenance, thus shorting the life of the floors.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing		
Supplies, Materials, Services	\$5,000	
Minor Equipment		
Total	\$5,000	
<b>Savings</b>		
Net Cost	\$5,000	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Lodi Lake Park  
**REQUEST TITLE:** Full Time Laborer

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**REQUEST SUMMARY**

Hire one full time laborer for maintenance of Lodi Lake Park. With the completion of Katzakian Park and Phase II of the Bicycle/Pedestrian Path to be completed this year, a significant impact has been placed on our ability to maintain the rest of the park. With the addition of this person we will have a better control on maintenance of the Nature Area, West Bank, Candy Cane Park, Lodi Lake Park and Katzakian Park.

**PRIMARY OBJECTIVE**

The Lodi Lake crew has been given the added responsibility of maintaining Katzakian Park. They will also have more responsibilities when Phase II of the Bicycle/Pedestrian Path is finished. This person will help with the daily maintenance of Katzakian Park as well as with the maintenance of the Nature Area.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

We currently do not have additional hours specifically budgeted for Lodi Lake Park. With the completion of Katzakian Park, we have additional maintenance with all the new landscaping. We are asking for a full time laborer to allow for maintenance. Additionally, Nature Area and West Bank (13 Acres west of Lodi Lake) need attention especially in the area of edging, trimming and spraying.

**ALTERNATIVES**

1. Hire additional part-time 1500 hour employee.
2. Increase current part-time hours allocation.
3. Attempt to complete maintenance to the best of our ability.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$35,800	
Supplies, Materials, Services		
Minor Equipment		
Total	\$35,800	
Savings		
Net Cost	\$35,800	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Parks Programs  
**REQUEST TITLE:** Salmon Festival

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**REQUEST SUMMARY**

Provide the community of Lodi with an educational festival on the annual salmon migration and the importance of the Mokelumne River Region around Lodi Lake Park.

**PRIMARY OBJECTIVE**

To allocate \$10,000 for the annual Salmon Festival.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Currently special donations by sponsors along with vendor fees go into the Parks and Recreation Trust account. As invoices and expenditures are submitted, the money is transferred to cover costs. This event was established in 1998 and is supported by the community.

**ALTERNATIVES**

Continue use of trust account for revenue holding and request transfer allocation upon close of event.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	\$10,000	
Minor Equipment		
Total	\$10,000	
Savings	\$10,000	
Net Cost	\$0	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Parks Programs  
**REQUEST TITLE:** Camp Lodi Lake Program

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**REQUEST SUMMARY**

Provide a summer camp program for children 8 – 14 years old.

**PRIMARY OBJECTIVE**

To offer three separate 3-day summer camps at Lodi Lake Park for area residents.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Camp Lodi Lake was established and funded by a San Joaquin County grant program that is no longer available. For a nominal fee, staff could provide a 100% cost recovery program available to local youth. The camp would foster outdoor awareness, team building, nature appreciation, crafts, water activities, educational speakers and more.

**ALTERNATIVES**

Do not offer a Camp Lodi Lake program.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing	\$1,980	
Supplies, Materials, Services	\$1,170	
Minor Equipment		
Total	\$3,150	
Savings	(\$3,150)	
Net Cost	-0-	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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ACTIVITY: Equipment Maintenance

REQUEST TITLE: Sod Cutter

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**REQUEST SUMMARY**

Purchase (1) Sod Cutter

**PRIMARY OBJECTIVE**

To remove worn and/or diseased sod and high spots of athletic fields and parks. The Sod Cutter allows us to recycle sod being removed, and also provides an exceptional installation and or repair of our turf. This unit pays for itself in sod and labor savings as well as allowing us to provide a quality product that could not be attained otherwise.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The sod cutter is in constant demand by our crews. Our existing Sod Cutter is subject to severe impact and vibration during operation, loading and unloading. Due to the demand and use, the Sod Cutter is constantly in need of repairs, thereby increasing downtime and labor cost as well as hindering our commitment to improving facilities.

**ALTERNATIVES**

Continue to use existing sod cutter, incurring more down time and increasing maintenance cost.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		\$5,000
Total		\$5,000
Savings		
Net Cost		\$5,000

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Performing Arts Theatre  
**REQUEST TITLE:** Digital Projector

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**REQUEST SUMMARY**

Purchase a portable digital projector to be rented to various groups that use the Square for business and social events. The projector would also be available for use on-site by various City departments.

Currently, rental clients must provide their own projector. Due to the high cost for this item, most clients rent from stores in Stockton or Sacramento. Projectors of this type rent in our area for upwards of \$500 per day. At minimum the Square would be able to rent this projector 6-8 times per year (on average this is how many requests we receive from rental clients asking if we have a digital projector), which would allow for a 2-3 year cost recovery of the equipment.

**PRIMARY OBJECTIVE**

Provide added value service to our clients by providing modern tools for various events. The cost of the projector would be recouped through rental revenues generated.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

More rental bookings can be had if we have the tools available for businesses to make presentations, have seminars, etc. In addition, the projector could be used for other revenue producing events, for example showing fine arts films in the Performing Arts Theatre, and for other community wide activities.

**ALTERNATIVES**

None.

**IMPLEMENTATION**

Immediate.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		<b>9,500</b>
Total		<b>9,500</b>
Savings (estimated rental fees collected over 3+ years, average of 6 rentals per year at \$500=\$3,000)		<b>9,500</b>
Net Cost		<b>0</b>

**SIGNIFICANT EXPENDITURE AND STAFFING CHANGES**

**ACTIVITY:** Culture & Leisure, Arts & Culture  
**REQUEST TITLE:** Security Guards for After Hours Events, and Evening and Weekend Arts Classes

**REQUEST SUMMARY**

Provide security guards for after-hours activities including hall rentals, use of the Performing Arts Theatre, and arts specialty classes.

**PRIMARY OBJECTIVE**

Help ensure the safety and well-being of persons using the Square after-hours and those attending arts specialty classes as well as the safeguarding the property and facilities of Hutchins Street Square.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

With the increase in general usage and the amount of arts classes offered at the Square, it has become impossible to ensure that over-sight of the property, facilities and persons at the Square are safe and secure.

For the Arts Specialty classes, in the past, several options have been tried: 1) certain instructors were provided with keys to the facility to open and close for themselves, however due to security issues, the instructors were required to return their keys; 2) Lodi Arts Commission staff has stayed late or come in on the weekends, however the overtime costs and number of hours required after normal work-hours is prohibitive as well as not having enough staff to cover every evening and weekend.

Hall rentals after-hours on weekdays require over-sight by security for open and close, using Maintenance staff for this purpose would be cost prohibitive as well as not having enough staff to cover.

On weekends, maintenance staff usually opens for our clients with security being assigned during the actual event time for over-sight and eventually close. Using Maintenance staff for over-sight and close would be cost prohibitive as well as not having enough staff to cover all events.

**ALTERNATIVES**

1. Have existing staff on site during evening and weekend hours, incurring overtime pay.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Professional Services (108026)	5,000	6,000
Professional Services (108403)	21,500	21,500
Total	26,000	27,000
<b>Savings</b>		
(108026) Offset by current registration revenues.	5,000	6,000
(108403) Offset by rental revenue (cost billed to client).	21,500	21,500
Net Cost	None	None

**IMPLEMENTATION**

As we are already paying for security now, implementation will continue as before.

# COMMUNITY & ECONOMIC DEVELOPMENT



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Building & Safety

**REQUEST TITLE:** Re-Classification of Administrative Clerk II to Permit Technician

**REQUEST SUMMARY**

Re-classifying the vacant Administrative Clerk II position to a Permit Technician.

**PRIMARY OBJECTIVE**

The objective is to improve public service at the front counter by re-classifying the position. The person in this position will be able to answer routine code questions, process plans and have the ability to issue permits for minor construction projects.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The volume of customers at the public counter has increased significantly. The public expects to have building code questions answered and plans and permits processed in a timely manner. The two administrative clerks assigned to the front counter cannot answer the more technical questions or review construction drawings for intake. A permit technician will be able to answer routine code questions, review plans for intake and process the permit application. This will reduce the time the Building Inspectors and Senior Building Inspector spends at the counter, thereby improving the plan check turn around time as well.

**ALTERNATIVES**

1. Assign a building inspector at the counter. This would reduce the time spent in the field inspecting and possibly increase response time and impact construction project schedules.
2. Continue to have the administrative clerks be the first point of contact. The public will continue to wait for service and the duplication of effort with the building inspectors will continue.
3. Hire a contract Permit Technician. Most consulting firms, including the one we have currently, do not provide for this type of position.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing Full Time Permit Technician	9,120	9,300
Supplies, Materials, Services	880	700
Minor Equipment		
Total	10,000	10,000
<b>Savings</b>		
Net Cost	10,000	10,000

**IMPLEMENTATION**

Upon approval of this request, the item will be referred to the Human Resources Department to prepare a job classification study.

The objective of improved service should be achieved immediately. Success will be measured in a faster turn around time in plan check. Minor projects can be issued over the counter and then the Building Inspector and Senior Building Inspector will have more time for uninterrupted plan check of major projects. There will be fewer complaints on plan check delays and possible reduction in overtime.

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REDUCTION REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Community Promotions  
**REQUEST TITLE:** Reduction of Funding for Community Promotions

**REQUEST SUMMARY**

Request \$18,000 reduction in donations for the purpose of Community Promotions.

**PRIMARY OBJECTIVE**

To implement cost savings measures by reducing City contributions for Community Promotions.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Over the years, City contributions for Community Promotions and Economic Development have increased along with services, population, and revenues. In light of the impending reduction in revenues and possible cutback of non-essential services, it is recommended that the City reduce its annual contributions to the Downtown Lodi Business Partnership and the Lodi Conference and Visitors Bureau to 90% of the amount requested in the prior budget cycle.

During the fiscal year 1992-1993, the City granted \$78,000 to outside agencies such as the Lodi District Chamber of Commerce, the Lodi Downtown Business Association, the Arts Commission\*, and the San Joaquin Partnership. By fiscal year 2002-2003, the contribution amounts had grown to \$396,000.

	Current Allocations	10% Reduction	Reduced Allocation
* Arts Commission	\$25,000		
* Downtown Lodi Business Partnership	\$50,000	\$5,000	\$45,000
* Lodi Conference and Visitors Bureau	\$130,000	\$13,000	\$117,000
* Lodi-Tokay Rotary (event coordination)	\$36,000		
* Lodi District Chamber of Commerce	\$25,000		
* San Joaquin Partnership	\$30,000		

During this same time period, Transient and Occupancy Tax revenues increased from \$236,000 annually to \$439,000. Estimates for 2003-2004, however, are projected to be \$289,000, a level not seen since 1997-98, when our contribution levels were at \$137,000. The \$18,000 reduction is one of many recommended in order to present a balanced budget.

\*This contribution to the Arts Commission serves as grants to outside organizations. This is not the funding for the Commission or its functions.

**ALTERNATIVES**

To continue with the current level of funding, further reducing funds available for essential services.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Total		
Savings (current budgeted fee)		
Special Payments	\$18,000	\$18,000
Net Savings	\$18,000	\$18,000

2003- 05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Engineering  
**REQUEST TITLE:** Flexible Staffing Technician Classification

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**REQUEST SUMMARY**

To expand the Senior Engineering Technician classification by providing promotional opportunities for Senior Engineering Technicians who meet the upgrade qualifications and have been identified as having advanced skills and perform at a higher level.

**PRIMARY OBJECTIVE**

1. Retain highly skilled technical staff.
2. Provide incentive for technical staff to continue employment with the City and to encourage continued professional development of employees in this classification.
3. Compensate Senior Engineering Technicians performing tasks typically assigned at the Assistant Engineer level.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In California, the engineering demand is high and the supply is low. The new classification will provide an incentive for employees to maintain employment with the City and/or seek advancement within the city's engineering division.

The request is for the Human Resource Department to study and determine a method to implement this advancement for the Senior Engineering Technician. This promotional opportunity is proposed to recognize qualified Senior Engineering Technicians that due to their advanced technical skills and job knowledge provide great value to the Public Works Department. The intent of this opportunity is to retain qualified personnel, and reduce staff turnover.

**ALTERNATIVES**

If this upgrade is not approved, the City may risk increased staff turnover of highly skilled individuals and reduced productivity.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing	\$26,400	\$26,400
Supplies, Materials, Services	0	0
Minor Equipment	0	0
Total	\$26,400	\$26,400
<b>Savings</b>	<b>None</b>	<b>None</b>
Net Cost	\$26,400	\$26,400

The estimated cost is based upon three of four existing positions receiving a 10% pay differential.

# GENERAL GOVERNMENT



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** City Manager

**REQUEST TITLE:** Reclassification of Deputy City Manager to Assistant City Manager

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**REQUEST SUMMARY**

That the current position of Deputy City Manager be reclassified to Assistant City Manager, to provide the position with supervisory responsibility and to adopt the pay range consistent with the reclassification.

**PRIMARY OBJECTIVE**

The Assistant City Manager will further assist the City Manager in the day-to-day operations of the City by assuming Supervisory duties of the following administrative departments and/or divisions: Facilities Maintenance, Finance, Human Resources and Information Technology.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City Manager is tasked with a multitude of tasks to include the day-to-day operations of the City, long term planning and strategizing, fiscal stability, and project development. With the ever-increasing responsibilities, the CM will delegate specific supervisory duties to the Assistant City Manager.

The responsibilities of the Deputy City Manager have grown broadly, to include ever increasing interactions with elected officials, duties as the Public Information Officer for the City, budget review and development, agenda/staff report preparation and review, official representation, and more. The next progressive step in the development of the position is to add supervisory responsibilities, beginning with the administrative functions of the city organization, Facilities Maintenance, Finance, Information Systems, and Human Resources. Department/Division directors/manager will report directly to the Assistant City Manager. One of the factors driving this request is possible attrition within the next two years.

**ALTERNATIVES**

To continue with the current organizational structure, restricting the development opportunities for the position.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	<b>\$ 6,000</b>	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	<b>\$ 6,000</b>	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Community Promotions  
**REQUEST TITLE:** Funding to Expand the Size and Functionality of the Web Site

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**REQUEST SUMMARY**

Request \$3200 annually for web site hosting.

**PRIMARY OBJECTIVE**

To increase capacity and functionality of the City of Lodi web site.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City of Lodi web site is quickly exceeding the capacity of its current web hosting server, and it won't be long before our current provider can no longer host it due to size and throughput limitations. Moving to a dedicated server in will allow for the maintenance and complete control of the machine. It would provide the following benefits:

- Assign additional upload/access privileges
- Host multiple sites and multiple domains
- Have up to 40 GB of storage space
- Install additional web-enabled applications
- Run a more advanced reporting software
- Install other services like DNS or a mail relay

**ALTERNATIVES**

To continue with the current arrangement, limiting the functionality of the web site.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services	\$3200	\$3200
Minor Equipment		
Total		
Savings (current budgeted fee)	\$480	\$480
Net Cost	\$2720	\$2720

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Information Systems

**REQUEST TITLE:** Convert Information Systems Division to a Department

**REQUEST SUMMARY**

Remove Information Systems from Administration and place it in its own department, i.e. Information Systems Department. There are no known costs associated with this request.

**PRIMARY OBJECTIVE**

To separate ISD from Administration for the purposes of identity, efficiency and structure.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

- Information Systems needs its own identity. In the earlier days of data processing, IS shops were little more than “paperwork factories” with simple missions to print checks and reports, produce customer bills, and process payments. Today the focus has totally changed. IS departments are now charged with producing management information, maintaining the infrastructure, securing the systems and data, and consulting with top management on organizational issues. ISD’s role in today’s environment is to be the organizational resource for everything from radios to networks, from mainframes to PCs. ISD is a service group dedicated to supporting the entire City organization, much like the Human Resources and Finance Departments. ISD’s services are separate and unique from those of any other department in the city. While IS services began as an attachment to Finance, ISD now supports the entire organization, and in some cases the public at large. ISD is also at the table, as it should be, when many organizational decisions are being developed. Accordingly, Information Systems should be recognized as an independent department serving the IT needs of the organization.
- Information Systems is currently a division of Administration. With approximately 10 employees, ISD represents 75 percent of the staffing accounted for in the City Manager’s Office. This disproportionate number unfairly inflates Administration staffing levels.
- A quick and informal survey of California IT departments revealed that many IS shops are already departments, and among those that are still divisions there is a movement to make them departments. The reasons cited for the changes were uniformly the recognition that IS shops serve the whole enterprise and that their functions are as important as they are unique. (It is interesting to note that most of the IS shops started out as a function of the Finance Department, but as their roles expanded they were made separate departments).

**ALTERNATIVES**

Do nothing and leave Information Systems as a division of the Administration.

COST SUMMARY	2003-04	2004-05
Additional Costs	0	0
Staffing	0	0
Supplies, Materials, Services	0	0
Minor Equipment	0	0
Total		
Savings	N/A	N/A
Net Cost	0	0

**2003/05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Fleet Services  
**REQUEST TITLE:** Reclassify Administrative Clerk to Senior Administrative Clerk

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**REQUEST SUMMARY**

Reclassify Administrative Clerk to Senior Administrative Clerk

**PRIMARY OBJECTIVES**

1. Properly compensate employee per classification plan and City practices.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Administrative Clerk for the Fleet Services Division provides extensive support services to this Division of Public Works by managing and maintaining the Shop's computer management system, generating a variety of reports for supervisors and management, and directing data entry work by the Parts Clerk. The Administrative Clerk provides supervision over part-time and contract employees doing data entry and preparing reports, and works as the Fleet Division's computerized management system administrator, providing lead direction and coordination for that database. We believe that this person has been working out of class, and needs to be upgraded.

This Administrative Clerk works independently in a stand-alone office environment, supporting the Fleet Shop's operations exclusively. This staff member oversees the Fleet Shop's filing system and records, types and prepares all Fleet Division memorandums and letters, and prepares complex reports and specialized documents using the Fleet management system for Finance and other departments. This person acts as the Division's receptionist, trains others, confirms that internal and external reports and deadlines are maintained, and provides a variety of other support duties as required.

**ALTERNATIVES**

1. Do nothing. This is not advised, since we have the responsibility to run our operation in the most efficient and professional manner we can, which includes evaluating "how we do business" and implementing better ways to accomplish our mission, when possible.

COST SUMMARY		2003-04	2004-05
Additional Costs (Preliminary Estimate)			
Staffing:	Senior Administrative Clerk		
	10% Upgrade Salary Differential	\$3,150	
	Addl. Benefits Expense	405	
	Net Cost	\$3,555	

**IMPLEMENTATION**

As soon as authorization is received and funds budgeted, the review and re-classification will be implemented.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Facilities Services  
**REQUEST TITLE:** Addition of New Police Facility

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**REQUEST SUMMARY**

Add moneys in **2004/2005** to the City's budget, particularly the Facilities Services section of the Fleet and Facilities Division, to help service the addition of the New Police Facility.

**PRIMARY OBJECTIVES**

1. Provide supplies, materials, services, and manpower needed to service the 52,500 square foot Police Facility.
2. Maintain the current staffing level, at least for one year, of the Facilities Services Division while bringing the Police Facility on-line.
3. Allow a period of time of at least one year to evaluate efficiency of operation and facility needs.
4. Provide a reliable, functional, and safe facility for Police employees and volunteers using the building.
5. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
6. Provide funds that will allow a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
7. Ensure that this new City facility presents a positive image to the public.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The new Police Facility, under construction now, is scheduled to be complete in January 2004. This will add approximately 52,500 additional sq. ft. of 24 hours per day, 7 days per week, high maintenance facility to take care of.

Adding the Police Facility will require significant resources to maintain it. Options are to either add full-time staff or budget for large increases in contracted services, or a combination of both. Our recommendation is to begin by providing for anticipated increases in some contracted services plus add moneys to the budget, at least the first year, to allow for additional service contracts rather than add staff. This will allow an evaluation period to decide how to best meet the needs of the Police Department in this new building, and whether more full-time maintenance staff is necessary.

The Facilities Services Section currently maintains a total of 20 facilities and associated equipment totaling approximately 277,470 square feet, serving the entire City except for Park and Recreation and Community Center facilities. The current allocated staff consists of 4.5 full-time positions. There are two (2) Facilities Maintenance Workers and one (1) Senior Facilities Worker that actively take care of building needs and employee requests, one (1) Facilities Supervisor, and one (1) Fleet and Facilities Manager that provides administrative oversight (the Fleet and Facilities Manager's time is allocated 50% to fleet and 50% to facilities).

In the last fiscal year responsibility for the Lodi Station Parking Structure and the Fire Department's recently constructed Fire Station #4 were added to the total number of square feet maintained. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will add another 71,000 sq. ft. to the facilities inventory. Additions and remodeling to the existing Municipal Service Center, the Fleet Services Shop, and additional leased space or trailers in the Civic Center area (especially during remodel of the Public Safety Building) are likely. All these must be considered along with the addition of the Police Facility when evaluating service and staffing levels. In **2005/2006**, a Facilities Maintenance Worker position might need to be added to maintain a fair balance between the number of facilities/equipment and the number of staff servicing them.

**ALTERNATIVES**

1. Do nothing. Keeping the same levels of budget while adding this significant facility is not advised. Especially as a 24/7 building, it will have considerable expenses in utilities and other operational expenses that must be provided for.

2003-2005 Financial Plan and Budget  
 SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services  
 REQUEST TITLE: Addition of New Police Facility

ALTERNATIVES (continued):

- Immediately add Facilities Services staff as well as moneys for supplies, materials, and services. One measure of workload is the amount of facility that each staff member maintains. One year ago (before the additions of the Parking Structure and Fire Station #4) the amount of facilities that each staff member maintained was 67,787 square feet (203,360 total square footage divided by 3 staff). Currently that amount is 92,490 square feet per staff member (277,470 divided by 3 staff). When the Police Facility is completed that total will be revised to 329,970. Maintaining the existing staff level will push the square foot amount that each staff member maintains to 109,990. Normally, considering this, the recommendation would be to add staff. In this case, however, we suggest waiting for one year (this is NOT recommended for the long-term, but only as a short-term solution).
- Utilize only additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management. The Police Facility will require a high level of security clearance as well, which cannot be easily or quickly attained for part-time help.

COST SUMMARY	2003-04	2004-05
7331 - REPAIRS TO MACHINERY & EQUIPMENT		
Add \$2,000 for New Police Facility in FY 04-05.		\$ 2,000
7334 - REPAIRS TO BUILDINGS		
FY 04-05 will be under warranty		0
7335 - SUBLET SERVICE CONTRACTS		
Elevator Contract Maintenance		6,640
Landscape Contract Maintenance		10,360
Janitorial Contract Maintenance		21,600
Jail Smoke Detection (additional \$125 quarterly)		500
Fire Extinguisher Maintenance		1,000
Pest Control Maintenance		2,000
HVAC Contracted Service/Repairs		4,000
Bldg. Security & Smoke/Fire Systems Maintenance		2,400
OTHER MISC. CONTRACTED SERVICES		25,000
7353 - JANITORIAL SUPPLIES		2000
Add \$500 in FY 04-05 for New Police Facility		500
7356 - GENERAL SUPPLIES		
Add \$500 in FY 04-05 for New Police Facility		500
7399 - GENERAL SUPPLIES		
Add \$500 in FY 04-05 for New Police Facility		500
7300 Sub-total		\$78,500
100243,7200 - CITY-WIDE UTILITIES		
Add \$50,000 in FY 04-05 for New Police Facility		\$50,000
100243,7200 Sub-total		\$128,500
GRAND TOTAL	- 0 -	

IMPLEMENTATION

Materials and supplies will be purchased as appropriate, and service contracts will be arranged.

**2003-05**

**FINANCIAL PLAN AND BUDGET**

**City Manager  
Not Recommended  
Significant Expenditure & Staffing Changes**

**CITY OF LODI  
CALIFORNIA**

04/02/03

## SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

**NOT Recommended**

PG #	FTE	2003-04 Requested Cost	FTE	2004-05 Requested Cost	Comment
<b>Public Safety</b>					
Police Protection					
Police Administration					
1		Increase funds for P/t Detective		10,000	
2		Anti Terrorism Training		22,500	
Support Services					
3		Forensic Service funding		35,000	
Police Operations					
4		Police Cadet Program			offset by rev (cost \$ 36400 not recommended)
6		Convert Parking Enforcement Officer			Not recommended -- no additional costs
Fire Training					
7		Purchase Emergency Training Network		6,085	one time charge
		<b>Total Public Safety</b>		<b>67,500</b>	<b>6,085</b>
<b>Public Utilities</b>					
Electric Utility Services					
Electrical Engineering & Operations					
8		Replace operator console		16,500	one time charge
9	1	Hire Electrical Engineer		88,040	15,410 in addition to vacant position
10	1	Hire Electrical Estimator		68,700	3,480
11		Lease temporary office trailer & furniture		32,000	(20,000) some one time costs
Electric Construction & Maintenance					
12	1	Hire Administrative Clerk		27,210	(12,000) N/R --new of savings -- some one time costs
	<b>3.00</b>	<b>Total Public Utilities</b>		<b>232,450</b>	<b>(13,110)</b>
<b>Transportation</b>					
Streets and Flood Control					
14		Traffic Signal supplies & EVP equip replace		47,000	45,000
16		Tree Maintenance Projects		308,500	(53,000) some one time costs in year one
17	1	Traffic Signal Technician		35,000	100,000 vehicle in yr two
18		Computerized Sign Making System		11,000	one time charge
	<b>1.00</b>	<b>Total Transportation</b>		<b>401,500</b>	<b>72,000</b>
<b>Leisure, Cultural &amp; Social Services</b>					
Parks and Recreation					
Recreation Administration					
19		Lease of American Legion facility		86,500	(60,000) N/R --offset by rev (56,000); 1 time cap costs
20		Purchases tables & chairs for Annex		3,000	one time charge
Parks Administration					
21		P/t intern free manager computer operator		9,315	
Sports Facilities					
22		Hire p/t employee - Salas Park		8,800	
23	1	Hire f/t Facilities Maint Worker I/II		38,200	
24		Purchase floor scrubber		7,300	one time costs
25		Fence replacement		5,000	
26		Purchase alarm system - Blakely Pool		5,900	(3,600)
Other Parks					
27	1	Hire f/t laborer		35,800	
Equipment Maintenance					
28		Purchase riding lawn mower			3,000 one time costs
29		Purchase aerator			5,000 one time costs
30		Purchase tiller			3,000 one time costs
31		Purchase Aerifier			2,000 one time costs
32		Increase p/t hours		8,165	
33		Purchase closed circuit monitoring system		8,500	one time costs
34		Purchase cab for John Deere 110 Tractor		8,500	one time costs
Library					
35	1	Hire Literacy Program Coordinator		17,530	18,620 portion offset by grant funding
Community Center					
36		HVAC compressor replacement		6,000	one time costs
37		Contract for Stage Technician			offset by rev (43,000)
38		Replace copy machine			9,750 one time costs
39		Hire f/t Administrative Clerk			38,000
	<b>3.0</b>	<b>Total Leisure, Cultural &amp; Social Ser</b>		<b>248,510</b>	<b>15,770</b>

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

**NOT Recommended**

PG #		FTE	2003-04 Requested Cost	FTE	2004-05 Requested Cost	Comment
<b>Community &amp; Economic Development</b>						
<b>Community Improvement</b>						
40	Purchase 4 Motorola Portable Radios		8,030			funding - vehicle abatement service
	Community & Econ Dev		8,030			
<b>General Government</b>						
<b>City Council</b>						
41	Purchase Council Chamber computer equip		6,390			one time costs
<b>City Clerk</b>						
42	Consultant services - City wide records retention		9,975			one time costs
44	Consultant services - City wide records retention			15,280		one time costs
<b>Human Resources</b>						
45	Hire f/t Benefits Coordinator	1	40,000		5,000	
48	Hire f/t Training Coordinator	1	34,410			offset portion by transfers from other dept
<b>Facilities Services</b>						
50	City wide HVAC duct cleaning		35,000			
	<b>Total General Government</b>	2	125,775		20,280	
	<b>TOTAL OPERATING BUDGET</b>	<b>3.0</b>	<b>1,083,765</b>	<b>1.0</b>	<b>101,025</b>	

**FUNDING SOURCES:**

General Fund	825,755	1.0	95,515
Vehicle Abatement Fund	8,030		
Library Fund	17,530		18,620
Electric Fund	3	232,450	(13,110)
	<b>3.0</b>	<b>1,083,765</b>	<b>1.0</b>
			<b>101,025</b>

# PUBLIC SAFETY





**2003-2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department – Administration  
**REQUEST TITLE:** Anti-Terrorism Training

**REQUEST SUMMARY**

It is requested that additional funds of \$22,500 be added to line item 7358, for Anti-Terrorism training for the staff of the Lodi Police Department.

**PRIMARY OBJECTIVE**

The objective if the additional training is to provide the employees of the Lodi Police Department with knowledge, and training, of proper response tactics in case of a terrorist attack. This pre-conceived response is part of the general homeland defense strategy.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

After the terrorist attacks of 9-11 and the subsequent implementation of the homeland security goal, first responders should be thoroughly training on what to do in case of a terrorist attack. Terrorist attacks can take many forms; bombs, bio-terrorism, contamination of water, long-term interruption of electricity and generalized fear and panic of the population. If a worst case scenario occurs, we must be prepared to respond.

**ALTERNATIVES**

The alternative is to adopt a “deal with it, if it happens” philosophy. This could have catastrophic consequences if a terrorist attack comes to pass.

**COST SUMMARY**

	<b>2003-04</b>	<b>2004-05</b>
Department of Justice Training	\$22,500	\$22,500

The Senate Appropriations Committee is continuing hearings on homeland defense. We are hopeful that first responders, at a local level, will be able to obtain Federal funds for anti-terrorist/homeland security training. If this occurs these additional training funds would not be necessary.

**IMPLEMENTATION**

If approved, we would like to train half of the Police Department employees at the Department of Justice Advanced Training Center, each fiscal year.

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY**                      **Police Department/Support Services Division**  
**REQUEST TITLE**      **Forensic Services**

**REQUEST SUMMARY**

We request that funding be provided for forensic services. Currently, the State of California Forensic Laboratories as part of criminal investigations supply forensic services. If the State begins charging for previously free services we need to be prepared for their fees.

**PRIMARY OBJECTIVE**

To provide necessary forensic services, as required, by investigations conducted by the Lodi Police Department.

**SUMMARY OF THE FACTORS DRIVING THE REQUEST FOR CHANGE**

The State of California is currently undergoing a budget crisis. One of the steps they are considering to help resolve this issue, is to charge local police agencies for forensic services which were previously free of charge. These services would include, but are not limited to, DNA testing, firearm comparisons and blood/alcohol analysis.

This is currently under discussion, there are no set fees or a list of what services will be impacted. It is difficult to determine actual anticipated costs because of the nature of our business, and not necessarily being able to predict the number of crimes, and the nature of the investigations requiring forensic assistance.

**COST SUMMARY**

The cost is arrived by speculation. The actual costs could be significantly higher or lower depending on what occurs with the State and what crimes will occur in the City of Lodi.

Forensic Services	2003-2004:	\$35,000
	2004-2005:	\$35,000

**IMPLEMENTATION**

Implementation is dependent upon what is decided at the State level. Refer to attached correspondence from Attorney General Bill Lockmeyer regarding possible funding cuts.

## **2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department – Operations

**REQUEST TITLE:** Police Cadets Program

### **REQUEST SUMMARY**

It is requested that the Lodi Police Department match the staffing, which will be provided by the California Human Development Corporation, by hiring five (5), part-time Police Cadets in the 2004-2005 fiscal year.

### **PRIMARY OBJECTIVE**

The objective is to match the number of cadets provided by the California Human Development Corporation (CHDC), bringing the total number to ten (10) Police Cadets in 2004 – 2005 fiscal year. These five cadets will be employees of LPD, but without the application requirements to be in a low-income bracket, which is required by CHDC. In the 2004-2005 fiscal year the Cadet Program would expand to 10 total Police Cadets; 5 would be grant/CHDC employees and 5 Police Department employees. This program will benefit young adults in our community and be an additional option for our Explorer Post members who have reached the age of 18. The goal of the Cadet Program is to eventually foster these employees into full-time positions with the City of Lodi.

### **SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The CDHC has worked with other law enforcement agencies, including the San Joaquin County Sheriff's Office, with great success, implementing Police Cadet Programs. Currently this grant program is still available from the State of California via the California Human Development Corporation. Five cadet positions at the Lodi Police Department would be sponsored by CDHC and completely funded by them through grants. The Cadet Program would expand its size in the 2004-2005 fiscal year by 5 additional Police Cadets which would be LPD employees.

Participants in this program would be responsible for assisting our sworn and non-sworn staff, in various tasks. As training progresses, the Police Cadets would have less direct supervision, thus giving the staff additional time to work with the more complex responsibilities of their job.

One specific program which could be implemented with the Cadets, is the Alarm Program. For 2002, we collected approximately half of the commercial alarm renewal fees, which equaled \$9,600 in revenue; the remaining permit fees are delinquent. No billings or collections have been done on excessive false alarm fees. If the Alarm Program is implemented using the Cadet's we could collect additional revenues.

Eventually, the Police Cadets could be able to transition into full-time positions with the City of Lodi. Utilization of this program would give the City an opportunity to provide young citizens with positive role models and reinforcement from the law enforcement sector.

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST (continued)**

**ACTIVITY: Police Department – Operations**

**REQUEST TITLE: Police Cadets Program**

**ALTERNATIVES**

An alternative would be to only hire grant sponsored Cadet youth through CDHL. This alternative would be dependant on grant funds and be available only to those individuals that fit the guidelines established by CDHL. CDHL guidelines would limit our ability to attract and recruit a cross-section of qualified young people.

If the Cadet Program is not approved, another alternative would be to have a permanent position as an Alarm Coordinator added to staff. Alarm permit concerns are now addressed by our Volunteer Supervisor, who also trains and oversees 110 senior volunteers. She currently utilizes senior volunteers to assist with some of the alarm collections, but without additional help to address the alarm permit concerns, the program will be overwhelming with her other responsibilities. The majority of cities the size of Lodi have a full-time position dedicated to issues of alarm permits, updating of emergency contacts, excessive false alarms and collections

**COST SUMMARY**

Yearly Cost	<u>2003-2004</u>	<u>2004-2005</u>
Staffing 5 Cadets (5 cadets @ \$7/hr. x 20 hrs. wk. x 52 wks/yr.)	0	\$36,400.00
Total	\$ 0	\$36,400.00
Anticipated Revenues from Alarm Program		
Commercial Alarm Permit Revenues	\$22,350.00	\$22,350.00
Excessive False Alarm Fees/Revenues	24,840.00	24,840.00
Cadet Salaries	0	36,400.00
Total Anticipated Yearly Revenues	\$47,190.00	\$10,790.00
Net Revenues for 2-year Budget Cycle	<b>\$57,980.00</b>	

**IMPLEMENTATION**

If approved, the Police Cadet Program would be implemented as soon as possible with the California Human Development Corporation. Start up of the Alarm Program would begin as after initial training of the Cadet's was completed. The City funded additions to the cadet program would not be implemented until the beginning of the 2004-2005 Fiscal Year (July 1, 2004). It is understood that if grant funding was eliminated, the Cadet staffing level would revert to five (5), part-time Cadets.

**2003 – 2005 SIGNIFICANT EXPENDITURE REQUEST**

**ACTIVITY:** Police Department Operations – Parking Enforcement

**REQUEST TITLE:** Conversion of Position

**REQUEST SUMMARY**

It is requested that the current part-time contractual Parking Enforcement Assistant be converted back to a full-time permanent position.

**PRIMARY OBJECTIVE**

The Parking Enforcement Assistant should be returned to its original permanent, full-time position. This would return the parking patrol area back to its previous strength of the past 25 years.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City of Lodi continues to expand its perimeters. The Downtown Business Association and the revitalization of the downtown Lodi sector have been an important part of Lodi's growth and development. We need to make certain that parking enforcement is able to meet its commitment to provide service to the downtown businesses and patrons, with a set schedule of patrol. We want to expand the parking enforcement schedule to include weekends. We are not able to accomplish this with the current situation.

**ALTERNATIVES**

1) We could expand the hours of the contract employee to full-time; making certain weekend parking enforcement is available. 2) Have the situation remain the same and not provide complete weekend service to the downtown business district.

**COST SUMMERY**

It is requested that the salary schedule for the Parking Enforcement Assistant (Job Type 288) be implemented.

Additional Yearly Cost:	2003-2004:	no additional costs
	2004-2005:	

**IMPLEMENTATION**

With approval of this request, the Parking Enforcement Assistant would return to a permanent, full-time position at the beginning of the next Fiscal Year (July 1, 2003).

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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ACTIVITY: Training  
 REQUEST TITLE: Fire Emergency Training Network (FETN)

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**REQUEST SUMMARY**

Purchase equipment and subscriptions for online training capabilities.

**PRIMARY OBJECTIVE**

To increase the efficiency and effectiveness of specialized fire company based video training throughout the department.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

With the opening of the fourth station and Fire Administration moving to a new location, the department has become increasingly spread out. The current video training program that we utilize is a VHS format and requires the tapes to be manually distributed from the Training Division among the four stations and the three shifts. This often may require the company to leave its district to pick up the required material from another location thereby potentially increasing the response time in an emergency. The efficiency and effective delivery of this information is hindered by the amount of time that is required to circulate the material through to all companies.

A greater emphasis than ever has been place on the company officers to schedule and coordinate the training needs of their personnel. The programming is broadcast 16 hours a day seven days a week. The study materials and tests are available online 24 hrs a day seven days a week. The database allows the Training Division to assign training and monitor the completion of the training. The amount of hours of training provided daily by this program, affords the flexibility for companies or individuals, to acquire training and information related to many aspects of their job, increasing the flexibility of scheduling training. FETN also affords a greater inventory of resource training supplies for learning of fire personnel.

In addition, the cataloging and maintaining of the video library has drawbacks. We are currently near capacity with our storage of these videos. Without this change in format, the department will be required to purchase equipment to support this growing library. Upon purchase of the equipment the monthly subscription cost would only minimally increase the training budget.

**ALTERNATIVES**

1. Continue to purchase the VHS video program we currently use and purchase racks to accommodate the growing library.
2. Have the city negotiate with AT&T for a channel on their broadband to distribute the video training. This would require the installation of a cable feed to Fire Administration, a monthly service fee, and would require that companies be available during the broadcast.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Cost		
Staffing		
Supplies, Material and Services		\$2,160.00
Minor Equipment		\$4,925.00
<b>Total</b>		<b>\$7,085.00</b>
Savings		\$1,000.00
<b>Net Cost</b>		<b>\$6,085.00</b>

# PUBLIC UTILITIES



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Operator Console (replacement).

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**REQUEST SUMMARY**

Replace the existing operator console in the dispatch center.

**PRIMARY OBJECTIVE**

To improve the work environment for the Utility Service Operators.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The operator console in the dispatch center was designed for two workstations each having one monitor for the system control and data acquisition (SCADA) system. Over the years additional monitors have been added at each station for the SCADA system in addition to personal computers and the video security system. In order to accommodate the monitors elevated platforms have been added to the console resulting in the monitors being positioned above eye level.

It was anticipated that this condition would have been eliminated with the relocation to the proposed new service center. However, since the relocation has been deferred, it is recommended that the current work environment be improved at this time by replacing the existing console with a user friendly system having recessed (below eye level) areas for the monitors.

It should be noted, that due to space limitations, the replacement console will have to be custom made.

**ALTERNATIVES**

Do nothing. This alternative is not recommended.

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities		
Supplies, Materials, Services		
Minor Equipment (furniture)	\$16,500	
Savings		
Total	\$16,500	

**IMPLEMENTATION**

Upon approval, the console will be designed, constructed and installed.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Electrical Engineer Position

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**REQUEST SUMMARY**

Add position of Electrical Engineer (*Note: This is in addition to the vacant Electrical Engineer position*).

**PRIMARY OBJECTIVE**

To provide sufficient professional engineering staff to address and promptly respond to the ongoing engineering issues associated with the operation of an electric utility.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Electric Utility Department has engineering issues, both long range and day to day, that are not being properly addresses or not at all considered. The issues range from system planning and design, protection and coordination, system studies to material and equipment application, specification, evaluation and failure analysis. In addition such matters as power quality, surge protection and large customer energy evaluations are not being performed at all. Staff training of a technical nature and staff technical support is at best extremely limited due to other demands on available personnel.

The Department had two Electrical Engineer positions filled until the summer of 1994 when one was eliminated due to the City's financial condition. The other position has remained vacant since 1996.

Outside professional services have been utilized to assist on specific and definable projects. However, such assistance does not address the daily issues and has proved to impact existing staff, been quite costly and not practical to replace permanent staff. Permanent staff by working on a daily basis with the system gain invaluable knowledge about the system. Such knowledge is lost if outside professional services are utilized in lieu of permanent staff.

It is strongly recommended that this request be approved and the position filled. An Electric Utility the size of Lodi's has sufficient engineering matters on a daily and ongoing basis to employ two full time Electrical Engineers.

**ALTERNATIVES**

Do nothing – not recommended. This alternative has hidden costs examples of which are missed opportunities due to poor planning resulting in costly retrofits. Likewise the system's capabilities are not maximized, resulting in under-utilized facilities, miscoordination causing excessive outage all of which has an associated cost factor to both the City and its customers.

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing	\$81,240	\$103,100
Utilities	300	350
Supplies, Materials, Services		
Minor Equipment	6,500	
Savings		
Total	\$88,040	\$103,450

**IMPLEMENTATION**

Upon approval, recruitment will be initiated for the position.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Electrical Estimator Position

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**REQUEST SUMMARY**

Increase Engineering staff by one (1) Electrical Estimator.

**PRIMARY OBJECTIVE**

To staff the Electrical Engineering Division with sufficient professional personnel to meet the demands from new developments, maintenance and capital projects, lighting design projects and review/comment items from developers and other City departments.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Due to increased demands on this division from the various tasks listed under "Primary Objective", existing staff is unable to design, estimate and process maintenance and system improvement projects. These maintenance and system improvement projects are vital to the reliability and performance of the City's electric system as well as for the continued service to our ratepayers. Over the last 5 years, the Engineering Division has benefited by employees from the Construction and Maintenance Division being rotated through the Engineering Division, primarily for exposure to the engineering aspect of the utility business. However, the Construction and Maintenance Division can no longer afford this rotational arrangement. Additionally three retirements are expected in this division over the next 2-3 years. Considering that it takes 3 to 5 years to fully train an Electrical Estimator the urgency of adding this position at this time cannot be overemphasized. Therefore, it is strongly recommended that this position be approved

**ALTERNATIVES**

None recommended. Utilizing outside consulting firms do not solve the problem. This type of staff must be in-house and ready and able to respond independently and without burdening other staff members. Upon notification of pending retirements, EUD will resubmit request off-budget.

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing	\$68,700	\$72,180
Utilities		
Supplies, Materials, Services		
Minor Equipment		
Savings		
Total	\$68,700	\$72,180

**IMPLEMENTATION**

Upon approval the recruitment will be initiated.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Utility, Engineering and Operations

**REQUEST TITLE:** Temporary Office Trailer and Furniture.

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**REQUEST SUMMARY**

Funding for the lease of temporary office trailer and purchase of furniture.

**PRIMARY OBJECTIVE**

Add needed office space to the Engineering and Customer Service Divisions.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Engineering Division's work area is severely overcrowded and does not provide a productive work environment for the employees that work in this area. The existing Engineering Office was designed for five (5) work areas, eight (8) employees currently share this space. The Department also has a vacant Electrical Engineer position with no location to house the position. In addition the Department is requesting two new positions, namely a second Electrical Engineer and a fourth Electrical Estimator elsewhere in this Financial Plan and Budget. Housing for these positions likewise is non-existent at this time. The Customer Service Division is also in need of additional office space. Employees in this Division currently are "doubling up" in spaces designed as one work area. The temporary office trailer will offer adequate space to meet the needs of both Divisions.

This temporary office trailer will also provide a work area free of noise and distractions from co-workers thereby improving productivity as well as the needed privacy to meet with developers, contractors, field personnel, customers, etc. The office trailer will remain on site until the new Electric Utility office building is constructed. The furniture that will be purchased for the temporary office trailer will be transferred to new office spaces within the new building.

The budget request for 2003-04 includes first year's lease, setup and removal of the trailer and furniture. Funding for the lease during 2004-05 is also included in this request. Additionally funding for lease during 2005-06, estimated at \$12,000, will be included in the 2005-07 Financial Plan and Budget. The total cost for the three-year period is \$56,000.

**ALTERNATIVES**

Do nothing. This alternative is not recommended.

**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing		
Utilities		
Supplies, Materials, Services	\$17,000	\$12,000
Minor Equipment (furniture)	15,000	
Savings		
Total	\$32,000	\$12,000

**IMPLEMENTATION**

Upon approval, the bidding and lease will be coordinated with the Purchasing Officer.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Electric Construction and Maintenance  
**REQUEST TITLE:** Administrative Clerk

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**REQUEST SUMMARY**

Add the position of Administrative Clerk to work in the Electric Construction and Maintenance Division. This request also includes necessary office furnishings and a personal computer workstation.

**PRIMARY OBJECTIVE**

To increase staffing level to perform the more technical clerical type duties specific to the Electric Construction and Maintenance Division.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Electric Utility Department is always striving for efficiency in all areas. At this time, this division functions without fully dedicated clerical support, utilizing the time of the departments full time Administrative Clerk on a limited, time-permitting basis. A large portion of the clerical duties and record keeping is currently being done by the Electric Utility Superintendent, the Construction/Maintenance Supervisor, the Technical Service Manager and the Apparatus Mechanic. The Administrative Clerk now performs all duties assigned from all divisions; the Construction/Maintenance Division is allocated approximately 20% of the clerk's time. The existing filing system and record keeping methods are in serious need of reorganization, updating and consolidation. The Maintenance/Inspection records required by General Order #165 needs to have a program developed and computerized, as well as yearly reports that are required by the Public Utilities Commission. This position will enable the record keeping and clerical work of the Electric Construction/Maintenance Division to be brought up to an adequate level of standards and will allow compliance with regulations, legislation, and General Orders.

Duties will include but are not limited to the following:

Provide customer support services by receiving calls from customers for scheduling of inspections. Work with the Superintendent and Construction/Maintenance Supervisor to schedule daily Service Orders; develop and maintain updated customized databases for safety, training, tool and equipment inventories, General Order #95 (Tree Trimming), General Order #128, General Order #165 (mandated interval inspections of overhead and underground electrical system). Prepare yearly reports required by the Public Utilities Commission; class A drivers license and drivers physicals; inspection records for all field equipment which require periodic inspections. Maintain purchase orders records; verify shipments of materials and equipment received prior to releasing invoices for payments. Obtain price quotes; ship parts for repairs and returns; assign budget account numbers to invoices after verifying prices; draft and/or type letters, memorandums, and electrical reports as instructed. Type and assemble material and equipment specification documents required to obtain bids for material or services; recap payroll hours worked and maintain sick leave, overtime and vacation records for division employees. Type and assemble preliminary budget documents for the division; organize and post safety meetings, take and post meeting minutes.

This position will significantly reduce the time the Electric Superintendent (20%), Construction/Maintenance Supervisor (20%), Technical Service Manager (25%), Apparatus Mechanic (25%) spend on record keeping and clerical work, which will result in more time spent on technical duties relating to utility services and training.

**2003-2005 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ALTERNATIVES**

Continue with the Electric Superintendent, Construction/Maintenance Supervisor, Apparatus Mechanic and Technical Services Manager doing the record keeping and clerical work (not recommended).

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Additional Costs		
Administrative Clerk	\$21,196.	
Overhead	\$ 5,088.	
Computer Workstation & Furniture	\$12,000.	
<b>Total</b>	<b>\$38,284.</b>	
Savings	\$11,075.	
<b>Net Cost</b>	<b>\$27,209.</b>	

**FINANCE 2003-2005**  
**IMPLEMENTATION**

Upon approval, implement during 2003/2004 fiscal year.

# TRANSPORTATION





2003- 05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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ACTIVITY: Streets Division

REQUEST TITLE: Traffic Signal Supplies, Batteries, and Emergency Vehicle Preemption (EVP) Equipment Replacement

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COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$47,000	\$45,000
Total		
Savings		
Net Cost	\$47,000	\$45,000

Note: In 2005/06, a Significant Expenditure will be requested for replacement of Light Emitting Diode (LED) vehicle and pedestrian indications for \$135,000.

2003- 2005 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST**

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**ACTIVITY:** Public Works Dept. – Street Division  
**REQUEST TITLE:** Tree Maintenance Projects

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**REQUEST SUMMARY**

This request is to fund costs associated with the backlog of care due the City’s urban forest. This funding is in addition to the operating budget monies.

**PRIMARY OBJECTIVE**

The primary objective is to provide additional maintenance, which includes trimming, pruning, removal, planting, insect control, fertilization and mistletoe removal, to the City’s urban forest. Maintenance of our trees needs to be done on a greater scale than that which we are currently performing.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Street Division has currently reported 7,945 trees under its jurisdiction. Of those trees, there are a number that will need to be removed, replanted, pruned, trimmed, or replaced due to regular maintenance needs, request by homeowners or damage by vandalism, auto accidents or other causes. Other factors driving this request are:

- Beautification of the City throughout.
- More shade for citizens (reducing the “urban heat island effect”).
- Safety precautions; avoiding/alleviating possible liability claims.

**ALTERNATIVES**

1. Do nothing and become vulnerable to liability claims dealing with City trees that have either fallen, have not been trimmed, are unhealthy, or have caused accidents.
2. Decrease the pride citizens have in the appearance of the City.

<b>COST SUMMARY</b>	<b>2003-2004</b>	<b>2004-2005</b>
Removal of reported trees	\$ 21,500	\$ 21,500
Annual Pruning	\$ 160,000	\$ 160,000
Insect Control and Fertilization	\$ 14,000	\$ 14,000
Annual Vacancy Planting	\$ 39,000	\$ 39,000
Mistletoe Removal	\$ 21,000	\$ 21,000
<b>Annual Subtotal</b>	<b>\$ 255,500</b>	<b>\$ 255,500</b>
Downtown- School Street London Plane Trim *	\$ 33,000	
Cherokee Oak Tree Trim *	\$ 20,000	
<b>Net Cost</b>	<b>\$ 308,500</b>	<b>\$ 255,500</b>

\* indicates immediate need; work necessary during first budget year.

**NOTE**

According to their review, ACRT recommends an annual cost of \$214,000 for tree maintenance and planting. This provides for a cost-effective five-year maintenance plan and does not include costs for immediate needs or mistletoe and tree removal.

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Public Works Dept. – Streets Division

**REQUEST TITLE:** Signal Maintenance Services

**REQUEST SUMMARY**

To fund traffic Signal Maintenance Technician.

**PRIMARY OBJECTIVE**

1. To provide preventive maintenance services for the existing forty-one signalized intersections.
2. To reduce the City's liability exposure.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City of Lodi currently has 41 signalized intersections. With one under construction, and two more being planned for installation this year, the total will be forty-four signalized intersections. In addition, auxiliary equipment such as the battery backup systems, have been installed in half of the signalized intersections requiring additional staff time for proper maintenance. We currently budget for 52.4% of an electrician (two at 26.2% each), which equates to 1090 hours. This time is shared with other needed electrical projects within the Public Works Department, which does not allow for the expected minimum level of preventive maintenance. The recommended ratio by the Institute of Transportation Engineers, from the "Traffic Signal Installation and Maintenance Manual" is 27 intersections, based on 60 man-hours per intersection, to 1 electrician. As per the I.T.E. ratio, we should have 1.63 electricians, for a total of 2,640 man-hours, for a proper preventive maintenance program for the number of signals within the City of Lodi by the time the last two intersections are completed later this year.

The electrician(s) that currently perform the maintenance on the signals, works for the Electric Utility Department, and is budgeted to maintain all the traffic signals. In addition to the traffic signals, the electrician works on water wells, storm pumps, and at White Slough. This seriously compromises the City's ability to complete preventive maintenance programs on signalized intersections, as suggested from I.T.E. Maintenance Manual, which is the nationally accepted minimum standard. This places the City in an unacceptable position of liability.

An alternative to hiring additional staff is to outsource the maintenance work. Some agencies have experienced high costs with outsourcing the maintenance work. However, since the city will still have electricians perform the majority of the electrical work, at this time, staff requests executing a contract with an electrical maintenance company for the first fiscal year (03/04). Prior to the next fiscal year (04/05), staff will evaluate the workmanship and cost effectiveness of the maintenance contract and compare it to hiring staff and equipment/vehicle. If it is determined it's too costly to outsource this work, staff will process a request to hire a full-time Traffic Signal Technician. Either method will provide for an improved preventive maintenance program on signalized intersections.

**ALTERNATIVES**

Do nothing and continue the current practice of providing preventive maintenance as time permits. This potentially compounds the City's exposure to liability claims as the number of signalized intersections increase and preventive maintenance continues to fall behind.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing	\$ 35,000	\$ 80,000
Supplies, Materials, Services		
Minor Equipment /New Vehicle		\$ 55,000
Total	\$ 35,000	\$135,000

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Public Works Dept. – Municipal Service Center

**REQUEST TITLE:** Computerized Sign Making System

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**REQUEST SUMMARY**

Purchase new computerized sign making system, including hardware and software.

**PRIMARY OBJECTIVE**

1. Purchase new sign making system to provide quicker turn-around on custom and standard signs.
2. Provide an easy-to-use cost-effective system that would handle the unique signs we have in Lodi.
3. Greatly reduce quantity of on-hand stock; stock only aluminum panels.
4. Reduce waiting time for specialty sign orders.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

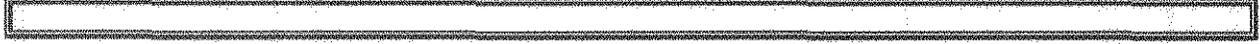
The Street Division has an antiquated vacuum heat system for making signs, which cannot make the special signs often installed at locations as directed by the City Council. This request would eventually eliminate the need for the antiquated equipment, eliminate the need to purchase expensive pre-cut letters, and allow us to make our own letters, special signs and graphic designs (emblems) for vehicles. This system would speed up the process and result in a lower operating cost for materials. If approved, the Street Division would purchase sign making software for approximately \$2,750, a plotter that includes all hardware, and stand for approximately \$6,400, and use an existing Street Division laptop computer.

**ALTERNATIVES**

Do nothing and continue to outsource most specialty signs.

COST SUMMARY	2003-2004	2004-2005
Additional Costs		
Staffing		
Supplies, Materials, Services	\$11,000	
Minor Equipment		
Total		
Savings		
Net Cost	\$11,000	

# LEISURE, CULTURAL & SOCIAL SERVICES



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Recreation Administration

**REQUEST TITLE:** Five-Year Lease of American Legion Facility

**REQUEST SUMMARY**

Lease of American Legion facility, to include a monthly lease payment, utilities, maintenance costs and improvements.

**PRIMARY OBJECTIVE**

To lease the American Legion facility thereby providing additional indoor space for recreational programs and community needs.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Discussions began several years ago with the concept of a five-year lease of the American Legion facility which would provide the department much needed indoor space. Negotiations, still in progress, have included lease payments, insurance needs, facility repairs, and current revenue stream.

The department has an interest in offering additional programs to the community in the areas of special interest classes, instructional programs and an off-track child care program. Limited city-owned indoor space has been a challenge for the department.

**ALTERNATIVES**

1. Continue negotiating with the American Legion to lower initial and future maintenance costs and monthly lease payments.
2. Negotiate to purchase the facility.
3. Maintain status quo and not pursue a lease agreement.

COST SUMMARY		2003-04	2004-05
Additional Costs			
Staffing		\$51,600	
Utilities		\$10,500	
Supplies, Materials, Services		\$20,400	
Minor Equipment			
Capital Improvements (one time cost)		\$60,000	
Total		\$142,500	
Savings (Estimated current revenue flow)		(\$56,000)	
Net Cost		\$86,500	

NOTE: Negotiations are under way. It is our intent to obtain credit for capital improvements, which the City would complete.

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Recreation Administration  
**REQUEST TITLE:** Purchase of tables and chairs for Recreation Annex

**REQUEST SUMMARY**

Purchase of 5 tables and 30 chairs to replace damaged equipment for Recreation Annex rentals and other recreational program needs on an annual basis.

**PRIMARY OBJECTIVE**

To equip the Recreation Annex with adequate tables and chairs for various rentals of the facility and other recreational program needs.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The Recreation Annex is marketed to the community for various rental needs such as wedding and baby showers, meetings, family gatherings, etc. As part of the rental, the department provides seating for up to 200. Tables and chairs need to be replaced periodically due to wear and tear. The Annex tables and chairs, when not in use for rentals, are also used for a variety of recreational program needs.

**ALTERNATIVES**

1. Utilize the existing inventory of tables and chairs.
2. Do not provide tables and chair for users of the Recreation Annex. This option will require applicants to obtain their own tables and chairs, thereby making the rental of the city's facility less appealing. There is a high potential for loss of revenue as people will look elsewhere for adequately supplied indoor space.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	\$3,000	
Minor Equipment		
Total	\$3,000	
Savings		
Net Cost	\$3,000	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Parks Administration

**REQUEST TITLE:** Part-time Intern Maxicom/Tree Manager Computer Operator

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**REQUEST SUMMARY**

Hire a part-time computer operator to enter data, monitor data and produce reports. Parks Division currently has eight park facilities that have Maxicom hardware. Parks staff wants to increase the number of facilities that should have Maxicom hardware. ACRT has a complete park tree inventory.

**PRIMARY OBJECTIVE**

By having this part-time position it would allow staff to work toward putting Maxicom on-line. This position would also keep our tree inventory and tree work history current.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Even though we have a number of park sites where Maxicom hardware has been installed, staff has not been able to put this water management tool to use due to not having a staff person to enter data and monitor the software program. Without this position, staff suggests that no additional hardware be installed at other park sites until the existing hardware is brought on line.

To assist staff in the management of our park trees, the now available Tree Manager software program will need to be kept current. This position will assist in entering tree data, work history and produce required tree work.

**ALTERNATIVES**

1. Use outside consulting services.
2. No Maxicom/Tree Manager Computer Operator. This alternative will result in staff not putting the Maxicom and Tree Manager programs online.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$9,315	
Supplies, Materials, Services		
Minor Equipment		
Total	\$9,315	
Savings		
Net Cost	\$9,315	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Part time employee to assist Salas Park

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**REQUEST SUMMARY**

Hire one (1) 1000-hour part time employee.

**PRIMARY OBJECTIVE**

Help provide general maintenance to the four ballfields and the park. Provide a quality facility and maintain our high level of service to our facility users.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

This 26-acre multi-use facility is very popular for sports events such as softball, hardball, soccer, football and cheerleading. This facility is also used for picnics through our reservation program and walk-ins. The playground area is popular with all ages. Staff has determined that this facility requires two employees during high-use times of the year to maintain all of the facility improvements at a high standard.

**ALTERNATIVES**

Continue to have one person handle a facility with four diamonds, thus lowering the quality of desired maintenance.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing	\$8,800	
Supplies, Materials, Services		
Minor Equipment		
<b>Total</b>	<b>\$8,800</b>	
<b>Savings</b>		
<b>Net Cost</b>	<b>\$8,800</b>	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Full time Facilities Maintenance Worker I/II

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**REQUEST SUMMARY**

Hire one (1) full time Facilities Maintenance Worker I/II employee.

**PRIMARY OBJECTIVE**

Hire one (1) full-time employee to perform plumbing, irrigation, carpentry and pool maintenance task within our sports facilities.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Currently the Parks Division has one (1) employee doing the same duties at all 28 developed park facilities. The entire division can be more efficient with an additional staff person dedicated to Sports Facilities. The addition of this position would allow tasks to be accomplished in a timely manner.

**ALTERNATIVES**

1. Continue with status quo and not get needed tasks accomplished in a timely manner.
2. Contract out special repairs as needed and as budget allows.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$38,200	
Supplies, Materials, Services		
Minor Equipment		
Total	\$38,200	
Savings		
Net Cost	\$38,200	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Floor scrubber

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**REQUEST SUMMARY**

Purchase one (1) 36v-floor scrubber

**PRIMARY OBJECTIVE**

Purchase a floor scrubber that can clean both hardwood basketball floors at the Grape Pavilion without having to recharge the unit. This would allow staff to provide clean, safe playable courts.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Currently we have one 24V-floor scrubber, which we use at two separate facilities, the National Guard Armory and the Grape Pavilion. This unit has very limited charging capacity which requires staff to recharge the unit between doing the floor services. This unit is used on three floors at the two different locations requiring staff to transport the unit from site to site. By using this one lower voltage unit hinders our operations plus staff is concerned about the wear and tear on the unit. Staff can be much more efficient with the purchase of the new unit.

**ALTERNATIVES**

1. Continue to use the one machine, risking damage to the machine and operating in an inefficient way.
2. Attempt to utilize the scrubber provided by the Breakaway Sports donation.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$7,300	
Total	\$7,300	
Savings		
Net Cost	\$7,300	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Fence replacement

---

**REQUEST SUMMARY**

Fund the replacement of some of the fencing in the parks.

**PRIMARY OBJECTIVE**

Large areas of fencing in some of our parks need to be replaced. Staff also needs to start replacing our portable fence panels, which we use at the ball diamonds.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

There is fencing at our facilities that has been over looked in the years past. This was most likely overlooked because these areas are not a high visual section of our park. These fences do the job of keeping people out when they are not allowed in the facility. They also serve the purpose to keep the public safe as well as to help prevent vandalism.

The portable fencing is used at ball diamonds and other special events. The fence panels are old and after years of taken them up and down and moving them around, the panels are showing their age. The intent is to replace the panels a little at a time so not to impact the budget.

**ALTERNATIVES**

Status quo leaving the fences easily breached.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services	\$5,000	
Minor Equipment		
Total	\$5,000	
Savings		
Net Cost	\$5,000	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Sports Facilities  
**REQUEST TITLE:** Blakely Pool Alarm System

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**REQUEST SUMMARY**

The purchase, installation and monitoring of an alarm system at Blakely pool.

**PRIMARY OBJECTIVE**

The department would like to install an alarm system at Blakely pool.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Staff would have better control of who is getting into the pools. Staff has noticed in the past where there has been evidence of people swimming in the facility when no one was scheduled to be there. From the point of safety and security staff feels the area should be alarmed. Staff request funds for the purchase, installation and monitoring in fiscal year 2003-04, thereafter, only monitoring costs are needed.

**ALTERNATIVES**

Do not install the alarm system.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing		
Supplies, Materials, Services	\$5,900	\$2,300
Minor Equipment		
Total	\$5,900	\$2,300
<b>Savings</b>		
Net Cost	\$5,900	\$2,300

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Other Parks

**REQUEST TITLE:** One Full Time Laborer for General Park Maintenance & Weekend Rental Clean Up

---

**REQUEST SUMMARY**

Hire one full time laborer. This request is to assist with added maintenance responsibilities and to maintain parks rental facilities (Recreation rooms and picnic areas).

**PRIMARY OBJECTIVE**

To provide general maintenance of parks. To provide clean rental facilities for those who are paying to reserve those areas.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Currently "Other Parks" has three recreation rooms and six picnic areas (including restrooms) that staff clean and maintains for weekday and weekend rentals. For the majority of the year all or most of these facilities are rented on Saturdays and Sundays. Due to our current staff levels and the desire to maintain all of our facilities at a high level, staff has found it necessary to work overtime to provide the required services during weekends and evenings.

With the addition of this position we can decrease our demands on our overtime account and provide even better service both during the week and weekends. The workweek for this position would be Thursday through Monday.

**ALTERNATIVES**

1. Continue to clean and maintain for weekend rentals on overtime.
2. Discontinue cleaning and maintaining for weekend rentals.
3. Increase part-time budget by \$8,800 for a 1,000 hour position

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$35,800	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	\$35,800	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Riding Mower

---

**REQUEST SUMMARY**

Purchase (1) Riding Mower

**PRIMARY OBJECTIVE**

To be stationed at Salas Park for mowing of diamonds and Park fronts.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The old mower is out dated and in need of major repairs.

**ALTERNATIVES**

Continue to use push mowers or rebuild riding mower.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		\$3,000
Minor Equipment		
Total		\$3,000
Savings		
Net Cost		\$3,000

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Aerator

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**REQUEST SUMMARY**

Purchase (1) Aerator

**PRIMARY OBJECTIVE**

To reduce soil compaction in areas where tractor use is limited or would have adverse effects.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The condition of the existing aerator, commitment to improving facilities.

**ALTERNATIVES**

Continue to use existing aerator, incurring more down time and increasing maintenance cost.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		\$5,000
Total		\$5,000
Savings		
Net Cost		\$5,000

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Tiller

---

**REQUEST SUMMARY**

Purchase (1) Tiller

**PRIMARY OBJECTIVE**

To add soil modifiers and grading of athletic fields and parks.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Athletic field renovation schedule, commitment to improving facilities.

**ALTERNATIVES**

Continue to till by hand, slowing production and efficiency.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
<b>Additional Costs</b>		
Staffing		
Supplies, Materials, Services		\$3,000
Minor Equipment		
Total		\$3,000
<b>Savings</b>		
Net Cost		\$3,000

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Aerifier

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**REQUEST SUMMARY**

Purchase (1) Aerifier

**PRIMARY OBJECTIVE**

To reduce soil compaction, thereby creating healthier more esthetically pleasing facility, as well as improving watering and maintenance efficiency.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Unhealthy turf resulting in unsightly facilities, water waste and increased maintenance cost.

**ALTERNATIVES**

Continue with over watering, seeding and fertilizing.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		\$2,000
Minor Equipment		
Total		\$2,000
Savings		
Net Cost		\$2,000

2003-05 Financial Plan and Budget  
 SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Equipment Maintenance  
 REQUEST TITLE: Increase Hours for Part-Time Assistant

REQUEST SUMMARY

Increase part time assistant hours from 340 to 1000.

PRIMARY OBJECTIVE

To continue our commitment of improving our facilities and equipment.  
 To more efficiently maintain workload of playgrounds and maintenance of equipment.  
 To meet the increasing demand of playground safety

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The continuing increase of mechanics duties, due in part to facility additions and use, fleet size and age, increasing playground standards and training responsibilities.

ALTERNATIVES

Maintain current level of hours for this position.

COST SUMMARY		2003-04	2004-05
Additional Costs			
Staffing	\$8,165		
Supplies, Materials, Services			
Minor Equipment			
Total	\$8,165		
Savings			
Net Cost	\$8,165		

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Closed Circuit Monitoring System

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**REQUEST SUMMARY**

Purchase (1) Closed Circuit Monitoring System

**PRIMARY OBJECTIVE**

To monitor equipment and facility.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Our current system is dated and provides very poor quality video.

**ALTERNATIVES**

Not to have monitoring capability of equipment and facility.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$8,500	
Total	\$8,500	
Savings		
Net Cost	\$8,500.	

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Equipment Maintenance  
**REQUEST TITLE:** Cab for 110 Tractor

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**REQUEST SUMMARY**

Purchase Cab for John Deere 110 Tractor.

**PRIMARY OBJECTIVE**

To protect operator from dirt, debris and elements. Providing a safe and productive work environment.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The cab was not available when tractor was purchased.

**ALTERNATIVES**

1. Limit use of tractor pending conditions.
2. Continue to use tractor in existing condition

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$8,500	
Total	\$8,500	
Savings		
Net Cost	\$8,500	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Library  
**REQUEST TITLE:** Literacy Program Coordinator

**REQUEST SUMMARY:** Provide a regular position for the Coordinator of the Adult Literacy Services program at the Lodi Public Library

**PRIMARY OBJECTIVE:** To create a permanently funded and staffed literacy services program for the Lodi Public Library to continue offering literacy service to the residents of Lodi.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:** In FY 2000/01 Lodi Public Library received a California Library Literacy Service (CLLS) grant through the California State Library for its then all volunteer Adult Literacy Program. Library administration received authorization from the Library Board of Trustees at their April 17, 2000 meeting to apply for participation in the CLLS program. Under the award grants moneys were available to remodel office space for the program and hire a project coordinator and office assistant. The grant is renewable on an annual basis. The funding schedule varies throughout the five year period starting with 75% of the operating budget in the first year, full funding in years 2 and 3, and 75% and 50% respectively in years 4 and 5. Following the fifth year of the grant period, up to 50% of the operating costs are available through the CLLS program. FY 2003/04 and FY 2004/05 will be years 4 and 5 of the grant cycle. Of note, in a 1999 survey of California residents entitled *Public Perception of Public Libraries* conducted by META Information Services "over one third of the respondents felt it was "absolutely critical" that public libraries provide literacy programs." In FY 2001/02 the Lodi Public Library Adult Literacy Services program provided over 4500 hours of volunteer one-on-one tutoring for more than 60 adult learners.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing	59,660	61,796
Utilities	650	700
Supplies, Materials, Services	9,450	9,800
Minor Equipment		
Total	69,760	72,296
Savings (Grant Funding)	(52,230)	(36,148)
Net Cost	17,530	36,148

2003-05 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** HSS Maintenance  
**REQUEST TITLE:** HVAC Compressor Replacement

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**REQUEST SUMMARY**

Replace 2 HVAC compressors that are having continuous problems.

**PRIMARY OBJECTIVE**

To keep the now working HVAC units in good condition and prolong the life of these units.  
 To provide uninterrupted heating and cooling in the areas covered by these units which are used on a daily basis.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The 2 units in question (one serves the Senior Center, and the other serves Thomas Theatre) have been having compressor problems for more than a year. The Maint. Dept. has been doing service on these units monthly and outside contractors have also been working on these units to make minor repairs. The breakers are continuously tripping on the compressors and we have to bypass switches to keep units working during some events. Heavier usage is causing more frequent problems and with our continuing growth more problems will occur disrupting paying clientele which gives us a negative appearance.

**ALTERNATIVES**

Continue repairing problems, which will eventually cause failure of the units, resulting in complete replacement of the HVAC unit at a much greater cost then replacing the compressors.

**IMPLEMENTATION**

Once these units have the compressors replaced we will have extended the service life of these units and be able to give uninterrupted service to those areas covered by these HVAC units.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	\$6,000	
Total	\$6,000	
Savings	None	
Net Cost	\$6,000	

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Performing Arts Theatre  
**REQUEST TITLE:** Contract Stage Technician

**REQUEST SUMMARY**

With the increase in the use of the Performing Arts Theatre the need has arisen for an additional full-time contract staff member to assist with theatrical productions, equipment maintenance and repair.

If this request is approved, the need for an independent contractor would be negated resulting in a \$20,000 decrease in professional services for this cost center (108404.7323). Additionally, net cost to the city on an annual basis will be close to zero in that the contractor's services will be billed to the rental client.

**PRIMARY OBJECTIVE**

To assist in the preparation and staffing of theatrical productions including conferences and seminars. To also assist in the maintenance and repair of theatre technical equipment.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

With the increase in usage of the theatre and in an effort to more closely control the quality of technical assistance offered to rental clients, the addition of a full-time contract employee would be of great benefit. The benefits of having the additional full-time staff member are also financial. For what it costs to bring in technical assistance on an as needed basis, by offering full-time employment the amount earned per day drops considerably. This allows for the much needed full-time assistance in the maintenance and repair of technical equipment.

Furthermore, having the additional staff member will allow us to have more than one function in the community center at a time which generates more revenue. We also benefit financially in some savings in the overtime earned by the other technical staff.

**ALTERNATIVES**

I. Continue to hire contractors on a by the job basis. This alternative will cost the city more in that the mark up will not be as great. Furthermore we will encounter full day tech rates for maintenance on non-rental days which we cannot bill out for.

**IMPLEMENTATION**

With approval of these costs, the contract can be executed immediately.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	43,000	43,000
Total	43,000	43,000
Savings (cost billed to clients):	43,000	43,000
Net Cost	0	0

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Community Center Administration

**REQUEST TITLE:** Copy Machine

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**REQUEST SUMMARY**

The copy machine in the Hutchins Street Square Administration office was placed into service in November 1999. Due to the high volume of copies processed through this machine a "solid work-horse" machine is needed. By 2004 this machine will definitely be at the end of its lifecycle.

**PRIMARY OBJECTIVE**

Efficient operation of the Hutchins Street Square Administration office in meeting our photo-copying needs.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The copier machine has broken down several times at critical points requiring staff to take the copying job to outside vendors (at additional expense) for completion due to deadline and time constraints.

On occasion the copier has been down for 3-5 days waiting for service and/or parts for repair.

**ALTERNATIVES**

None.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		9,750
Total		
Savings		None
Net Cost		9,750

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** HSS Administration  
**REQUEST TITLE:** Administrative Clerk

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**REQUEST SUMMARY**

Hire a full-time Administrative Clerk for the Administration section of Hutchins Street Square due to increased rental usage and public contact.

**PRIMARY OBJECTIVE**

Expand the programs offered to the public through the HSS Administration including gift boxes, rentals, conference and event planning.

Better serve the individuals and groups in the City who utilize the Square for events.

Decrease dependency on part-time staff that does not work a normal 40 hour work week.

Increase efficiency and customer service.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Usage of Hutchins Street Square continues to increase, from paid rentals to community oriented clubs and events.

Having a full-time Administrative Clerk would enhance consistency and customer service to the public and would provide for continued growth and expansion of the Square as the premiere conference center in the area.

**ALTERNATIVES**

Use part-time staff to coordinate rentals, the gift box program, advertising, and event planning.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	<b>0</b>	<b>38,000</b>
Total	<b>0</b>	
Savings		<b>none</b>
Net Cost		<b>38,000</b>

# COMMUNITY & ECONOMIC DEVELOPMENT



**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Community Improvement  
**REQUEST TITLE:** Purchase of Four (4) Motorola Portable Radios

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**REQUEST SUMMARY**

Authorize the purchase of Motorola portable radios, related chargers, batteries and attachments for use by the Community Improvement Officers in the field.

**PRIMARY OBJECTIVE**

1. To provide code enforcement personnel in the field direct communication with the Lodi Police Department Dispatchers and patrol officers for support when involved in vehicle abatement.

**SUMMARY OF FACTORS DRIVING THE REQUEST**

The Community Improvement Division is responsible for the abatement of inoperable, wrecked, or dismantled vehicles from private property. In the course of that activity, code enforcement staff have the need to contact the Lodi Police Department Dispatchers for registration information for the vehicles being tagged for abatement and to verify whether vehicles are stolen or not. In the instance where stolen vehicles are encountered, it is critical that contact is made with the Police Department immediately, for both the recovery of the vehicle and for the safety of the code enforcement officer.

As a participant in the San Joaquin County Vehicle Abatement Authority, the City of Lodi receives funding based upon the Lodi's population in relation to the total population of the County, as well as based upon the number of vehicles abated within the jurisdiction. These funds must be used in total each year for both personnel and equipment costs related to the abatement of vehicles. Based upon population alone, the City of Lodi will receive approximately \$20,000 in the 2002/03 fiscal year.

The purchase of these radios through the Vehicle Abatement Service Authority fund would not impact the General Fund.

The cost for the radios, batteries, remote speaker, battery charger and programming is \$1,862.40 per, plus applicable sales tax.

**ALTERNATIVES**

1. **Continue to use cell phones for contact with Lodi Police Dispatchers.** This has proven to be less than reliable and not as immediate.

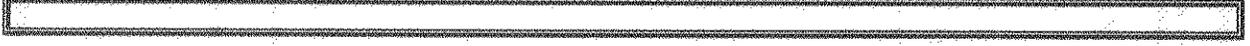
**COST SUMMARY**

Additional Costs	2003-04	2004-05
Staffing	0	0
Supplies, Materials and Services	0	0
Minor Equipment	\$ 8,026.96	0
Total	\$ 8,026.96	0
Savings	None	None
Net Costs	\$ 8,026.96	0

**IMPLEMENTATION**

With approval of this funding, the radios and related equipment and programming could be purchased through the existing San Joaquin County Radio contract.

# GENERAL GOVERNMENT



**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** City Council  
**REQUEST TITLE:** Computer Equipment for Council Chamber

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**REQUEST SUMMARY**

Stationary computer equipment for the Council Chamber podium:

- Proxima UltraLight X350 Projector -- \$2,950
- Replacement bulb -- \$400
  
- Dell Inspiron 2650 Notebook Computer -- \$2,500
- w/docking hardware, licenses & remote -- \$836

**PRIMARY OBJECTIVE**

Pursuant to Council's major goal/objective:  
 To ensure an efficient and productive City organization by enhancing access to information through technology.  
 To provide adequate computer equipment in the Council Chamber of the Carnegie Forum for PowerPoint presentations.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Increased use of PowerPoint presentations and overhead displays of maps, photos, and statistical charts, which are more clearly visible through the projection of an electronic image.

Currently departments that wish to display a PowerPoint presentation during a City Council meeting must obtain a laptop and projector, set it up prior to the meeting, and disassemble it afterwards. Benefits of stationary equipment include increased efficiencies in staff time, less wear and tear on computer equipment, improved clarity of overhead displays, and availability of equipment to other bodies who conduct meetings in the Council Chamber (e.g. the Planning Commission and Recreation Commission).

**ALTERNATIVES**

N/A

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment	6,390	
Total	6,390	
Savings	0	
Net Cost	\$6,390	0

**2003-05 Financial Plan and Budget**  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** City Clerk  
**REQUEST TITLE:** (Part I) Consultant Services for Citywide Records Management Procedures, Manual & Training

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**REQUEST SUMMARY**

The consultant will provide five two-hour training meetings, suitable for citywide participation (which is recommended, using Records Coordinators designated by each department). The following subjects will be covered:

- Program overview and structure
- Responding to public records requests
- Filing procedures
- Disaster recovery and planning
- Disaster recovery procedures
- Inventories
- Electronic records & e-mail
- Records equipment & preservation
- Transfers to inactive storage
- Records disposal

**PRIMARY OBJECTIVE**

Pursuant to Council's major goal/objective:

To ensure an efficient and productive City organization through:

- Developing an effective records management program;
- Providing employee training and education;
- Improve customer service.

Benefits include:

1. Provide employee training and education regarding legal requirements and "best practices" of like departments in other cities.
2. Ensure the City is in compliance with complex regulations.
3. Free space in departments.
4. Eliminate some duplication of effort.
5. Improve operations, efficiency and consistency.
6. Clarify responsibilities within the organization.
7. Improve response times and customer service levels.
8. Provide an efficient "base" for operations in future years.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

External factors:

- New International Records Management Standards (ISO 15489, parts 1 and 2)
- Recently published California Secretary of State's Guidelines for Municipal Government records
- Changes in the Public Records Act
- New technologies and the application of various laws to these new technologies: e-mail, electronic records, databases, electronic document management, and document imaging

Internal factors:

- Documents drive our business; legislation establishes the policies and procedures of every program we administer.
- If we make the records management function more effective, we are able to achieve more of our fundamental missions.
- In times of financial constraint, harnessing the "paper blizzard" becomes essential to maintaining even basic service levels.

**ALTERNATIVES**

N/A

2003-05 Financial Plan and Budget  
**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

ACTIVITY: City Clerk  
 REQUEST TITLE: (Part I) Consultant Services for Citywide Records Management Procedures, Manual & Training

---

COST SUMMARY	2003-04	2004-05
Additional Costs		
Staffing		
Supplies, Materials, Services	\$9,975	
Minor Equipment		
Total	\$9,975	
Savings *(see statements below)		
Net Cost	\$9,975	

“A records management program is actually a money saver – a protection against ineffective operations. It is even more significant as a safeguard against disaster and lawsuits.” (International City/County Management Association)

A recent Coopers & Lybrand study showed that records and information systems often represent 50% of the total cost of doing business, and the average office makes 19 copies of each document.

Average Costs:  
 \$20 to file each document  
 \$1.50 to retrieve each document  
 (\$20 x 19 copies = \$380 to file)

The average office loses 1 out of 20 documents. It then costs:  
 \$120 to search for the document  
 \$250 to recreate it, if lost  
 (1 lost document = \$370)

**2003-05 Financial Plan and Budget**

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** City Clerk

**REQUEST TITLE:** (Part II) Consultant Services for Preparation of Citywide Records Retention Schedule

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**REQUEST SUMMARY**

The consultant will provide:

- An executive staff presentation, a citywide “kickoff” meeting, project management and schedule (1 day on site);
- Meetings with each department, one citywide meeting, discussion of “best practices” in each department (3 days on site);
- Retention schedules, including accurate, current legal citations and document imaging information;
- Index to retention schedules.

Through an interactive process, the firm proposes to develop an easy to use retention schedule for each department, and the City as a whole. The schedules will include a full legal analysis for each record series. The schedule will be organized to reflect each department’s filing structure and preferences, will show which records could be scanned into a document imaging system, and will identify if the paper version should be destroyed after imaging. Statewide guidelines, research, and analysis of applicable Federal and State laws for the records will be used to formulate the retention schedule.

**PRIMARY OBJECTIVE**

Pursuant to Council’s major goal/objective:

To ensure an efficient and productive City organization through:

- Developing an effective records management program
- Providing employee training and education
- Improved customer service

The project will be structured to increase participation, expedite results, minimize costs and ensure the successful implementation of an excellent program. The approach is customized to ensure the program:

- Provides a “one time fix”;
- Is interactive, producing a high level of participation and ownership;
- Matches the organization’s values and structure;
- Provides appropriate solutions;
- Can be implemented quickly;
- Will achieve long-term viability; and
- Has the highest cost/benefit ratio and return on investment.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

The City of Lodi does not have a citywide records retention schedule.

**ALTERNATIVES**

N/A

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing		
Supplies, Materials, Services	<b>0</b>	<b>15,280</b>
Minor Equipment		
Total	<b>0</b>	<b>\$15,280</b>
Savings (*see statement below)		
Net Cost	<b>0</b>	<b>\$15,280</b>

“In today’s litigious society records management is more important than ever, but unfortunately is still overlooked and underfunded at all levels of government. A sound records management program doesn’t cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and proving a legal foundation for how an agency conducts its daily mission.” (California Secretary of State Local Government Records Management Guidelines Section 2-2060)

**2003-05 Financial Plan and Budget**

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Human Resources  
**REQUEST TITLE:** Hire Full Time Benefits Coordinator

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**REQUEST SUMMARY:** Hire a full time Benefits Coordinator to process additional and more complex workload that has significantly impacted the Human Resources Department.

**PRIMARY OBJECTIVES:**

1. Address increases in workload generated by legislation, transfer of responsibilities and increases in the City of Lodi employee population.
2. Assist with processing new workload generated by:
  - Increase in the number of Bargaining Units and variety of benefits offered.
  - Fingerprinting of all employees and volunteers.
  - Increased problems/concerns with health and welfare care
  - Administration of benefit programs
3. Maintain a high level of customer service (internal and external)
4. Keep up with increasing demand for services from retired City of Lodi employees.
5. Assist with the administration of the City's retirement plan (CalPERS).
6. Increase the efficient processing of a broad range of requests from employees, City departments, the general public and other agencies.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:**

Since FY 1994-95 the number of authorized full time positions in the City of Lodi has increased from 379 to 476 today (a 26% increase). Additionally we service a temporary workforce which fluctuates from 200 to 500 employees during the course of a given year. During this period of growth in authorized regular positions as well as temporary and contract employees, the number of staff devoted to the Human Resources function has not increased.

We have also experienced a growth in the number of bargaining units. Since FY 2001-03 the number of Bargaining Units has increased from six (6) represented and five (5) non-represented to eight (8) represented, and three (3) non-represented today. Because of the increase in bargaining units it has also increased our workload in the labor area and thus reduced the amount of time available in the benefits area. Additionally, as a result of growth of the city's workforce, we have increased the number of employees we service which has not been reflected in the department's growth.

Last and most importantly, the time spent on working with CalPERS on retirement and medical issues has increased substantially. To keep informed and participate in the ongoing proposed changes in the medical program as well as legislation which impacts our costs and choices in these programs requires staff preparation and time.

Additional workload has also been placed on Human Resources by the following:

- The recent change of medical plans has required that billing and reconciliation for medical, dental, vision, chiropractic, life insurance and accidental death and dismemberment insurance benefits, revert to an in-house operation. This was previously handled by outside administration.
- Due to the states recent health care crises there has been a need to assist employees more often with problems in dealing with their health insurance. The magnitude of these problems cannot always be handled by the employee and needs to be addressed more frequently by Human Resources staff.

The increased demands placed on the Human Resources Department by the incremental growth of the City's overall workforce, coupled with the assumption of new responsibilities outlined herein, has pressed HR to the point where we are unable to perform all the work in a competent and efficient manner.

The requested position will assist Human Resources in coping with increased workload and will play a vital and specialized role in the department. The cost of this position would be approximately \$40,000.

The Benefits Coordinator will also be responsible for an extensive array of duties including:

- performing complex calculations such as converting accumulated sick leave hours to medical benefits, COBRA payments, eligibility periods, retirement calculations, and others
- preparing reports and statistical summaries regarding affirmative action, position control, salary history, and various reports for State and Federal agencies
- providing information to employees that requires interpretation and application of policies, procedures, and regulations

#### **ALTERNATIVES:**

- Transfer billing and reconciliation, retiree reimbursements, set up and maintenance and data entry responsibilities to another department.
- The use of temporary employees was considered but not determined feasible due to specialized nature of work and on-going need for position.
- Eliminate programs and troubleshooting employee and City of Lodi concerns on medical insurance.
- Reduce service levels.

**COST SUMMARY:**

	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	\$40,000.	45,000

**IMPLEMENTATION:**

With approval of this request, Human Resources staff will:

- **Conduct recruitment for the position of Benefits Coordinator**

2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

---

**ACTIVITY:** Human Resources  
**REQUEST TITLE:** Hire Full Time Training Coordinator

---

**REQUEST SUMMARY:** Hire a full time Training Coordinator to provide city-wide training, education and development for employees.

**PRIMARY OBJECTIVES:**

1. To train, educate, develop and motivate our employees.
2. Coordinate OSHA required training with risk management and user departments.
3. Assist employees to be more innovative, competitive, highly skilled, customer-focused and performance oriented.
4. Partner with local colleges (Delta, UOP) to offer a variety of classes and training.
5. Conduct and coordinate training and development using internal sources as well consulting professionals as needed.
6. Create one central location for all training records and coordination.
7. Provide a City wide Health & Wellness Program.
7. Focus on instilling high morale and excellent customer service throughout the entire City.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:**

The City has never had a focused training program for its employees. As the City continued to grow, the City Manager and City Council have stressed the need to recognize and take care of our employees.

Currently all departments handle their own training and development and the City has no system in place to monitor or measure the success of these programs. As a result, employees may or may not receive the necessary or desired training. The Training Coordinator would identify and assess current training deficiencies. The benefits of a centralized training and development program are well documented --- increased morale, greater skill, greater job satisfaction, and more efficient work force.

The City of Lodi strives to maintain its high quality of services in our community and in order to do so it must commit to the continuing development of our employees.

The cost of this position could be borne or mitigated by transferring funds from user department's training budgets.

**ALTERNATIVES:**

- Have each department responsible for their own training
- Conduct training on a to- be- determined basis
- Conduct training when a problem is discovered

**COST SUMMARY:**

	<b>2003-04</b>	<b>2004-05</b>
Additional Costs		
Staffing	45,878	46,985
Total	45,878	46,985
Transfer from departments	11,469	11,469
Net Cost	34,411	34,411

**IMPLEMENTATION:**

With approval of this request, Human Resources staff will:

- Conduct recruitment for the position of Training Coordinator.

2003/05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

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**ACTIVITY:** Facilities Services

**REQUEST TITLE:** City-wide Heating, Ventilation, and Air Conditioning (HVAC) Duct Cleaning

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**REQUEST SUMMARY**

Begin a program to do City-wide Heating, Ventilation, and Air Conditioning (HVAC) Duct Cleaning in City-owned facilities where needed.

**PRIMARY OBJECTIVES**

1. Clean ducting in City buildings with old, dirty HVAC systems where possible, at a rate of two or three buildings per year, as funding allows.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

In recent years employees have become increasingly concerned about, and critical of, their workplace air quality. In the past two years several buildings have gone through systematic air quality evaluation. Although none have been found to have any problems requiring duct cleaning, a precautionary position has been taken by the City to clean the ductwork in these buildings, when accessible and practical. Many of the City buildings have old HVAC systems that have had no duct cleaning since the buildings were occupied. All systems have had various maintenance and repair work done on them, but some are in poor condition. If facilities are not scheduled for remodeling in the next couple of years, the ducts should be considered as candidates for cleaning.

Estimates were received on some buildings, with the intent that we could do it as part of the existing fiscal year's operating budget, but it was found to be too expensive (the Library alone is estimated to cost \$25,000 to \$28,000). A systematic approach to do these building by building will be developed, if this request is approved.

**ALTERNATIVES**

1. Do nothing. Leave ductwork in buildings as they are.
2. Test for air quality, but don't clean ducts in City facilities.
3. Clean fewer buildings per year, saving money, but increasing the time it takes to service all the facilities that need attention.

<b>COST SUMMARY</b>	<b>2003-04</b>	<b>2004-05</b>
Additional Costs (Preliminary Estimate)		
HVAC Duct Cleaning, City-Wide		
Two Facilities per Year	<b>\$35,000</b>	<b>\$35,000</b>
Total Cost	<b>\$35,000</b>	<b>\$35,000</b>

**IMPLEMENTATION**

As soon as authorization is received and funds budgeted, the review of which buildings will be done first shall be completed (prioritization plan). Secondly, Requests for Proposals for that work will be prepared and solicited. After proposals are received and evaluated, the work will be scheduled.

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

City Manager Recommended

	FTE	2003-04 Requested Cost	FTE	City Manager Recommended	FTE	2004-05 Requested Cost	FTE	City Manager Recommended	Comment
<b>Public Safety</b>									
Police Protection									
Police Administration									
1		5,185						5,185	
2		6,200		6,200					
Support Services									
3	1	69,000			2		1	69,000	grant funds (\$143,000) over yr two
Police Operations									
4		80,000		40,000					
Animal Control									
5		5,500		5,500					
6		5,000		5,000					
Fire Safety									
Emergency Operations									
7		6,000		6,000					one time charge - Prop 172 funds
8	4	324,435					4	324,435	one time charges included in year 1
9	17	506,845				34,845	16	506,845	offset by some revenue (\$478,080)
Fire Training									
12		22,500		22,500					
13						12,595		12,595	one time charge
	22.0	1,098,165		85,200	2	53,525	21	918,060	
<b>Public Utilities</b>									
Water/Wastewater Utility Services									
14		118,500		118,500		(66,000)		(66,000)	has additional 3 years costs associated
16		25,000				75,000		25,000	
Electric Utility Services									
Business Planning & Marketing									
17		95,000		95,000		10,000		10,000	partial offset by 100 series savings
Electrical Engineering & Operations									
18		8,500		8,500					one time charge
19		7,300		7,300					one time charge
20		21,000		21,000		2,000		2,000	
22		7,000						7,000	
Electric Construction & Maintenance									
23	1	127,875	1	127,875		(45,000)		(45,000)	includes 1 truck & tools - one time costs
24		20,000		20,000					
25		10,000		10,000					one time costs
Electric Substations & Systems									
		8,000		8,000					
27		10,000		10,000					
28		20,000		20,000					
	4.00	710,625	1.00	446,175		(37,110)		(67,000)	
<b>Transportation</b>									
Streets and Flood Control									
29	1					72,000			defer to yr 2 - no additional cost
	2.00	401,500							
<b>Leisure, Cultural &amp; Social Services</b>									
Parks and Recreation									
Recreation Administration									
30		9,600		9,600					
Parks Administration									
31		11,495						11,495	
After School Playgrounds									
32									recommended offset by rev (50,730) 03-04
33									recommended --offset by rev (43,030) 04-05
34									recommended -- offset by rev (43,030) 03-04
35									recommended --offset by rev (9,500) 03-04
36									recommended -- offset by rev (6,840) 03-04
Youth/Teen Sports									
37									recommended --offset by rev (10,000)
38		(12,530)		(12,530)					recommended --offset by rev (136,070 cost)
Adult Sports									
41									Recommended --offset by transfer (23,500)
Sports Facilities									
42		5,000		5,000					
43		20,000						10,000	
44		2,220		2,220					
45		5,000						5,000	
Lodi Lake									
46	1	35,800		12,000					
47									Recommended --cost offset by rev (10,000)
48									Recommended --cost offset by rev (3,150)
Equipment Maintenance									
49						5,000		5,000	one time costs
Community Center									
									Recom yr 2 --offset by rev (9,500)
									Recommended --offset by rev (26,000)



2003-05 Financial Plan and Budget

**SIGNIFICANT EXPENDITURE REDUCTION REQUEST AND STAFFING CHANGE**

**ACTIVITY:** Community Promotions  
**REQUEST TITLE:** Reduction of Funding for Community Promotions

**REQUEST SUMMARY**

Request \$18,000 reduction in donations for the purpose of Community Promotions.

**PRIMARY OBJECTIVE**

To implement cost savings measures by reducing City contributions for Community Promotions.

**SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE**

Over the years, City contributions for Community Promotions and Economic Development have increased along with services, population, and revenues. In light of the impending reduction in revenues and possible cutback of non-essential services, it is recommended that the City reduce its annual contributions to the Downtown Lodi Business Partnership and the Lodi Conference and Visitors Bureau to 90% of the amount requested in the prior budget cycle.

During the fiscal year 1992-1993, the City granted \$78,000 to outside agencies such as the Lodi District Chamber of Commerce, the Lodi Downtown Business Association, the Arts Commission\*, and the San Joaquin Partnership. By fiscal year 2002-2003, the contribution amounts had grown to \$396,000.

During this same time period, Transient and Occupancy Tax revenues increased from \$236,000 annually to \$439,000. Estimates for 2003-2004, however, are projected to be \$289,000, a level not seen since 1997-98, when our contribution levels were at \$137,000. The \$18,000 reduction is one of many recommended in order to present a balanced budget.

\*This contribution to the Arts Commission serves as grants to outside organizations. This is not the funding for the Commission or its functions.

	Current Allocations	10% Reduction	Reduced Allocation
• Arts Commission	<b>\$75,000</b>		
• Downtown Lodi Business Partnership	\$50,000	\$5,000	\$45,000
• Lodi Conference and Visitors Bureau	\$130,000	\$13,000	\$117,000
• Lodi-Tokay Rotary (event coordination)	\$36,000		
• Lodi District Chamber of Commerce	\$25,000		
• San Joaquin Partnership	\$30,000		

**ALTERNATIVES**

To continue with the current level of funding, further reducing funds available for essential services.

COST SUMMARY	2003-04	2004-05
Additional Costs		
Total		
Savings (current budgeted fee)		
Special Payments	\$18,000	\$18,000
Net Savings	\$18,000	\$18,000