CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: **Review and Discuss Fiscal Years 2003-05 Financial Plan and Budget Alternatives**

MEETING DATE: **May 7, 2003**

PREPARED BY: **Deputy City Manager and Finance Director**

RECOMMENDED ACTION: That Council receive the DRAFT 2003-05 Financial Plan and Budget for review and discussion prior to the request to adopt the FINAL 2003-05 Financial Plan and Budget on June 18, 2003.

BACKGROUND INFORMATION: As per Council's request, the City Manager will release the DRAFT version of the 2003-05 Financial Plan and Budget on May 7, 2003. During the meeting, staff will review the key components of the document and will be available to respond to questions and suggestions regarding the content of the DRAFT Budget. Staff will also present an overview of the Fund Balances which will include the General Fund, Electric Utility Fund, Water Fund, Wastewater Fund, Library Fund, and various other funds.

As Council will recall, staff previously presented the proposed Revenue projections, requested and recommended Significant Expenditure Requests and the requested and recommended Capital Requests. The aforementioned information has been incorporated in the DRAFT budget.

The budget schedule this year was greatly accelerated to ensure that the document could be presented to Council on May 7th, and therefore will not include any anticipated final recommendations resulting from the May 6, 2003 Special 7:00 a.m. Council meeting. Any forthcoming recommendations will be incorporated in the Final version prior to adoption on June 18, 2003.

Finally, the City Manager invites Council Members to meet with him individually after receiving the DRAFT budget to review the details of the proposed operating and capital budgets. This will ensure that each member has a full understanding of the document and will ensure that all questions and concerns can be addressed prior to final adoption of the Budget.

Funding: None

Janet S. Keeter
Deputy City Manager

Vicky McAthie
Finance Director

APPROVED: _____
H. Dixon Flynn -- City Manager

filed 5-7-03

DRAFT

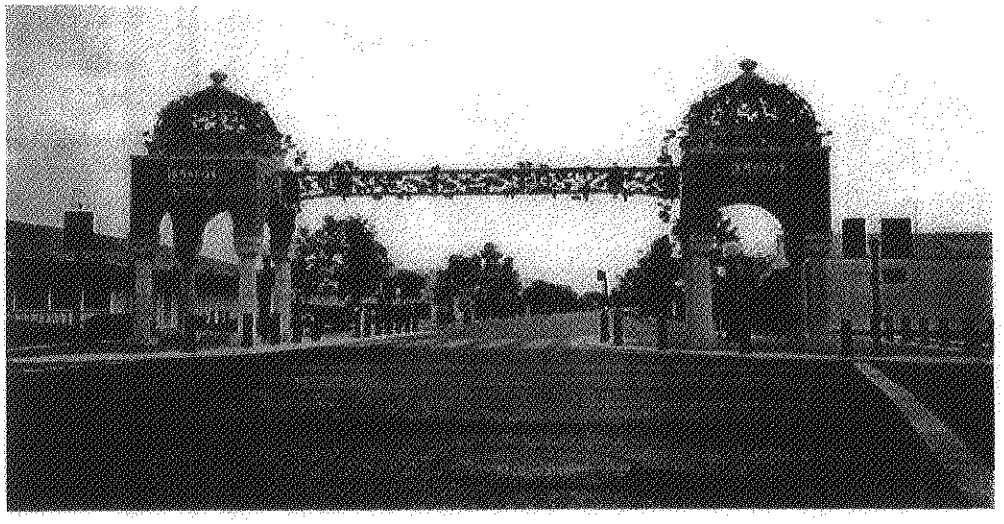
2003-05
FINANCIAL PLAN AND BUDGET

Susan Hitchcock, Mayor
Emily Howard, Mayor Pro Tempore
John Beckman, Council Member
Larry Hansen, Council Member
Keith Land, Council Member

H. Dixon Flynn, City Manager

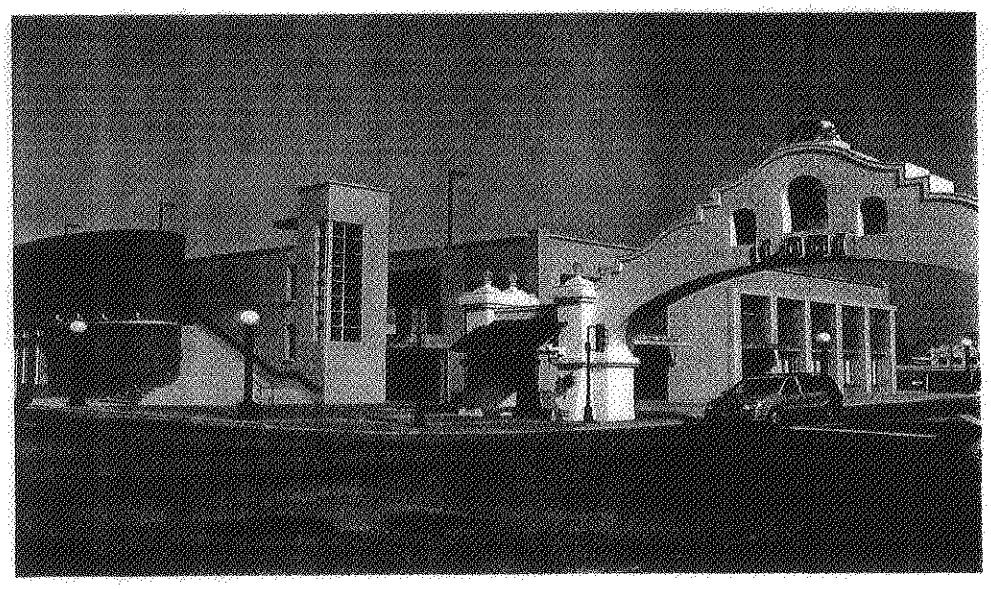
Prepared by the Staff
of the
City of Lodi

CITY OF LODI, CALIFORNIA



City of Lodi
Mission Statement

"The City of Lodi's purpose is to enhance the quality of life for Lodi residents reflecting our high community standards."



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REPORT PRODUCTION AND ANALYSIS

Budget Review Team
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Janet S. Keeter, Deputy City Manager
Janet L. Hamilton, Management Analyst, Administration
Joanne Narloch, Human Resources Director
Maxine Cadwallader, Revenue Manager
Vicky McAthie, Finance Director
Ruby Paiste, Accounting Manager
Cory Wadlow, Senior Accountant

Departments
Jerry Adams, Chief, Police
Ann Areida-Hintz, Senior Services Coordinator, Community Center
Roger Baltz, Parks & Recreation Director, Parks & Recreation
Konradt Bartlam, Community Dev. Director, Community Development
Frank Beeler, Asst. Water/Wastewater Superintendent, Public Works
Susan Bjork, Management Analyst, Parks and Recreation
Susan Blackston, City Clerk, City Clerk's Office
George Bradley, Street Superintendent, Public Works
Dennis Callahan, Fleet and Facilities Manager, Public Works
Kirk Evans, Senior Management Analyst, Human Resources
Tiffani Fink, Transportation Manager, Public Works Transit
Fran Forkas, Water/Wastewater Superintendent, Public Works
Betsy Gandy, Management Analyst, Police
Tony Goehring, Economic Development Coordinator, Administration
Mel Grandi, Electric Service Manager, Electric Utility
Randall Hays, City Attorney, City Attorney's Office
Del Kerlin, Wastewater Assistant Treatment Superintendent, Public Works
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Charlene Lange, Community Center Director, Community Center
Rob Lechner, Customer Programs Manager, Electric Utility
Steve Mann, Information Systems Manager, Information Systems
Nancy Martinez, Library Services Director, Library
Tyson Mordhorst, IS Programmer/Analyst, Information Systems
David Morimoto, Senior Planner, Community Development
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Verne Person, Fire Division Chief, Fire
Mike Pretz, Fire Chief, Fire
Richard Prima, Public Works Director, Public Works
Boris Prokop, Manager, Rates and Resources, Electric Utility
Gregory Ramirez, Administrative Secretary, Community Center
Jim Siemers, Building Inspector, Community Development
Tea Silvestre, Arts Coordinator, Community Center
Nancy Spinelli, Accounts Clerk, Finance
Linda Tremble, Administrative Secretary, Electric Utility
Alan Vallow, Electric Utility Director, Electric Utility

HOW TO USE THE FINANCIAL PLAN DOCUMENT

This budget and financial plan is divided into the nine sections listed and described below. The financial tables are organized to provide financial information for four years: last year actual; current year budget; the requested budget; and the proposed budget. The City appropriates the budget annually and uses the projections in the second year to anticipate known significant changes in revenues and expenditures for financial planning purposes. The budget is not adjusted for inflation in the second year (proposed budget) with the exception of major revenues.

You will note that most of the financial and statistical information is organized by mission. These are broad categories of service provided by the City and basically parallels the service categories used to prepare the State Controller's Report. By using this format, the City can readily develop comparative data to measure performance and productivity. Another benefit of this format is to de-emphasize Department budgets and the relationship between departments. By focusing the budget and financial plan on the City's missions, the City is promoting the teamwork required to deliver services.

Section A - Introduction
Includes the Budget Message, a Directory of City Officials and an Organization Chart.

Section B - Policies and Objectives
Summarizes general budget policies and new significant policies that guide in the preparation and management of the budget. This section also includes major City goals.

Section C - *Budget Graphics and Summaries*
Provides tables and graphs to highlight key financial relationships and trends.

Section D - Operating Activities
Presents the City's operating activities around the City's major service missions that allow the City to accomplish the following tasks:

* Establish policies and goals, which define the nature and level of services to be provided.
* Identify activities performed in delivering these services.
* Propose objectives for improving the delivery of service.
* Identify and appropriate resources required to provide services, accomplish objectives and provide facilities.

The City's operating activities are organized into six major missions which in many instances cross departmental lines and funding sources:

* Public Safety
* Public Utilities
* Transportation
* Leisure, Cultural and Social Services
* Community and Economic Development
* General Government

Section E - Capital Improvement Budget
Presents the City's Capital Improvement Budget which includes all construction projects, maintenance projects and capital purchases which cost more than $10,000. The Capital Improvement Budget and Capital Improvement Plan allow the City to systematically plan, schedule and finance capital projects in conformance with City policies.

Section F - Debt Service Requirements
Summaries of the City's debt obligations.

Section G - Changes in Fund Balance
Provides combined and individual statements of revenues, expenditures and changes in fund balance for each of the City's operating funds.

Section H - Financial and Statistical Tables
Includes summaries necessary to integrate the other Sections of the Financial Plan into a comprehensive operations and financial planning document.

Section I - Budget Reference Material
Describes major policy documents, includes a Budget Glossary and provides budget preparation guidelines.

Section A
INTRODUCTION

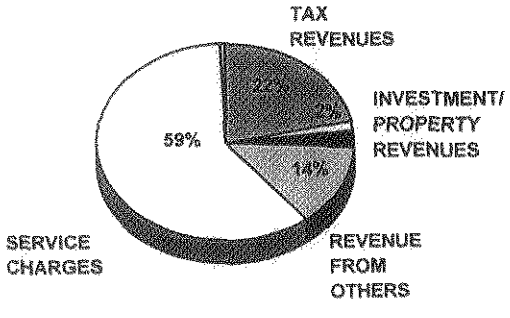
BUDGET GRAPHICS AND SUMMARIES

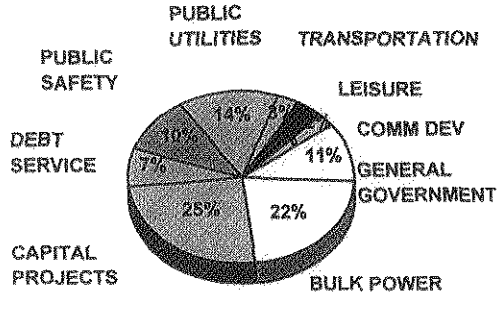
ALL FUNDS COMBINED

2003-04 ALL FUNDS COMBINED - $149,451,351

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
Revenues				
Tax Revenues	$23,247,526	$24,816,495	$25,398,870	$26,440,345
Licenses and Permits	1,464,450	1,655,554	1,555,905	1,586,115
Fines and Forfeitures	806,212	854,227	870,090	822,945
Investment/Property Revenues	3,371,300	5,006,927	2,336,275	2,236,665
Revenue from Others	25,573,746	16,155,978	16,117,776	19,412,476
Service Charges	61,139,189	70,559,748	70,303,100	72,011,645
Other Revenues	3,077,367	1,066,105	744,780	730,765
	118,679,790	120,115,034	117,326,796	123,240,956
Other Sources (Uses)/Reserves	21,311,724	9,171,225	32,124,555	12,419,577
TOTAL	$139,991,514	$129,286,259	$149,451,351	$135,660,533

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
Expenditures				
Public Safety	$13,600,512	$13,571,753	$15,229,994	$16,866,399
Public Utilities	17,428,170	18,930,759	20,925,965	21,600,710
Transportation	4,123,686	4,716,571	4,491,700	4,700,975
Leisure, Cultural & Social Services	5,310,496	5,274,630	5,928,306	6,095,336
Community & Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government	13,039,220	13,944,575	16,243,957	17,498,199
Bulk Power Purchase	52,375,146	30,551,000	32,723,000	32,650,000
Capital Projects	18,508,368	29,928,574	36,318,130	26,314,810
Debt Service	4,745,490	9,856,479	10,635,918	9,032,447
	132,283,649	130,225,703	145,786,380	138,316,146
Fund Balance	7,707,865	(939,444)	3,664,971	(2,655,613)
TOTAL	$139,991,514	$129,286,259	$149,451,351	$135,660,533



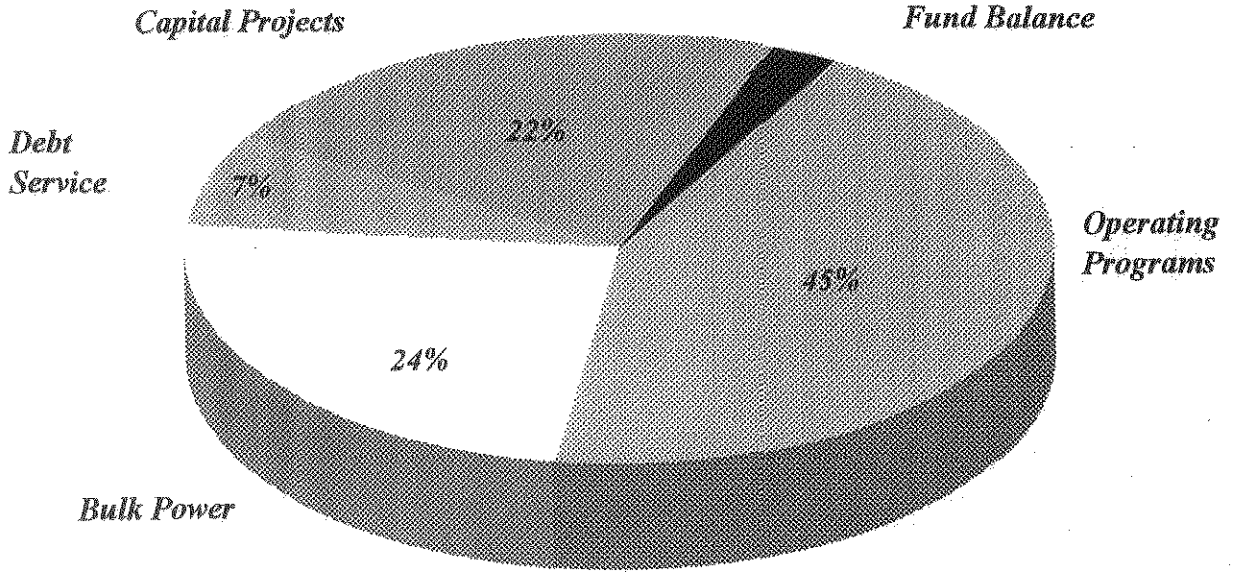


BUDGET GRAPHICS AND SUMMARIES

TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENDITURES

2003-04 ALL FUNDS COMBINED - $149,451,351

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
Operating Programs	56,654,645	59,889,650	66,109,332	70,318,889
Capital Projects	18,508,368	29,928,574	36,318,130	26,314,810
Debt Service	4,745,490	9,856,479	10,635,918	9,032,447
Bulk Power	52,375,146	30,551,000	32,723,000	32,650,000
Fund Balance	7,707,865	(939,444)	3,664,971	(2,655,613)
TOTAL	$ 139,991,514	129,286,259	149,451,351	135,660,533



BUDGET MESSAGE

TO: City Council

FROM: H. Dixon Flynn, City Manager

NEW MESSAGE will be included after budget is adopted

OVERVIEW

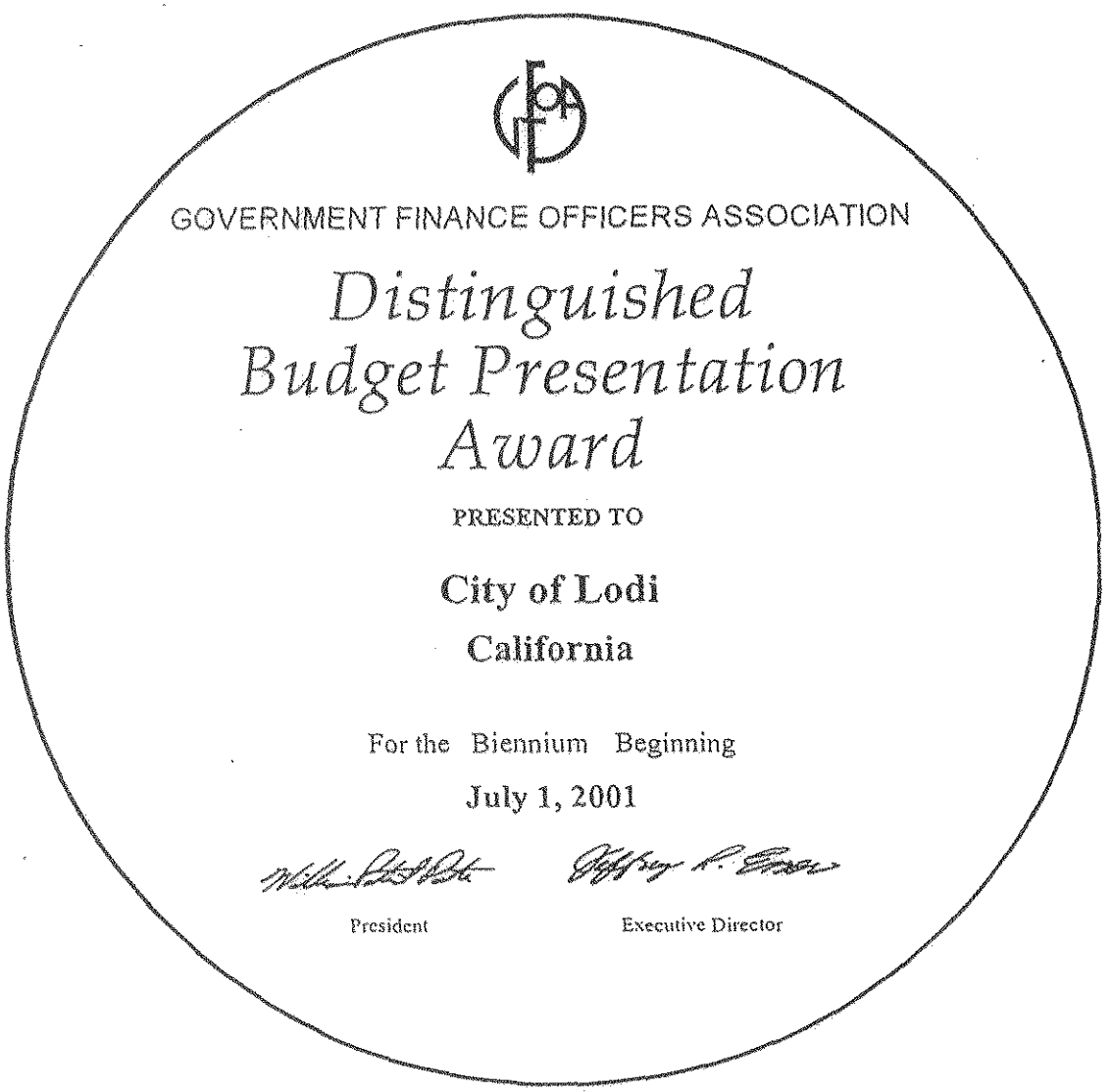
FINANCIAL CONDITION SUMMARY

MAJOR OPERATING ACTIVITY CHANGES

CAPITAL IMPROVEMENT BUDGET

MAJOR CITY GOALS

DISTINGUISED BUDGET PRESENTATION AWARD



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Lodi, California for its biannual budget for the fiscal year beginning July 1, 2001.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of two years. The City of Lodi has received the Distinguished Budget Presentation Award since 1995. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

EXCELLENCE IN OPERATIONAL BUDGETING AWARD

California Society of
Municipal Finance Officers

Certificate of Award

Excellence in Operational Budgeting 2001-2003

Presented to

City of Lodi

This certificate recognizes the achievement of Excellence in Operational Budgeting and reflects an outstanding budget document and the underlying budgeting process through which the budget is implemented.

February 21, 2002

Chair, Budgeting & Financial Management

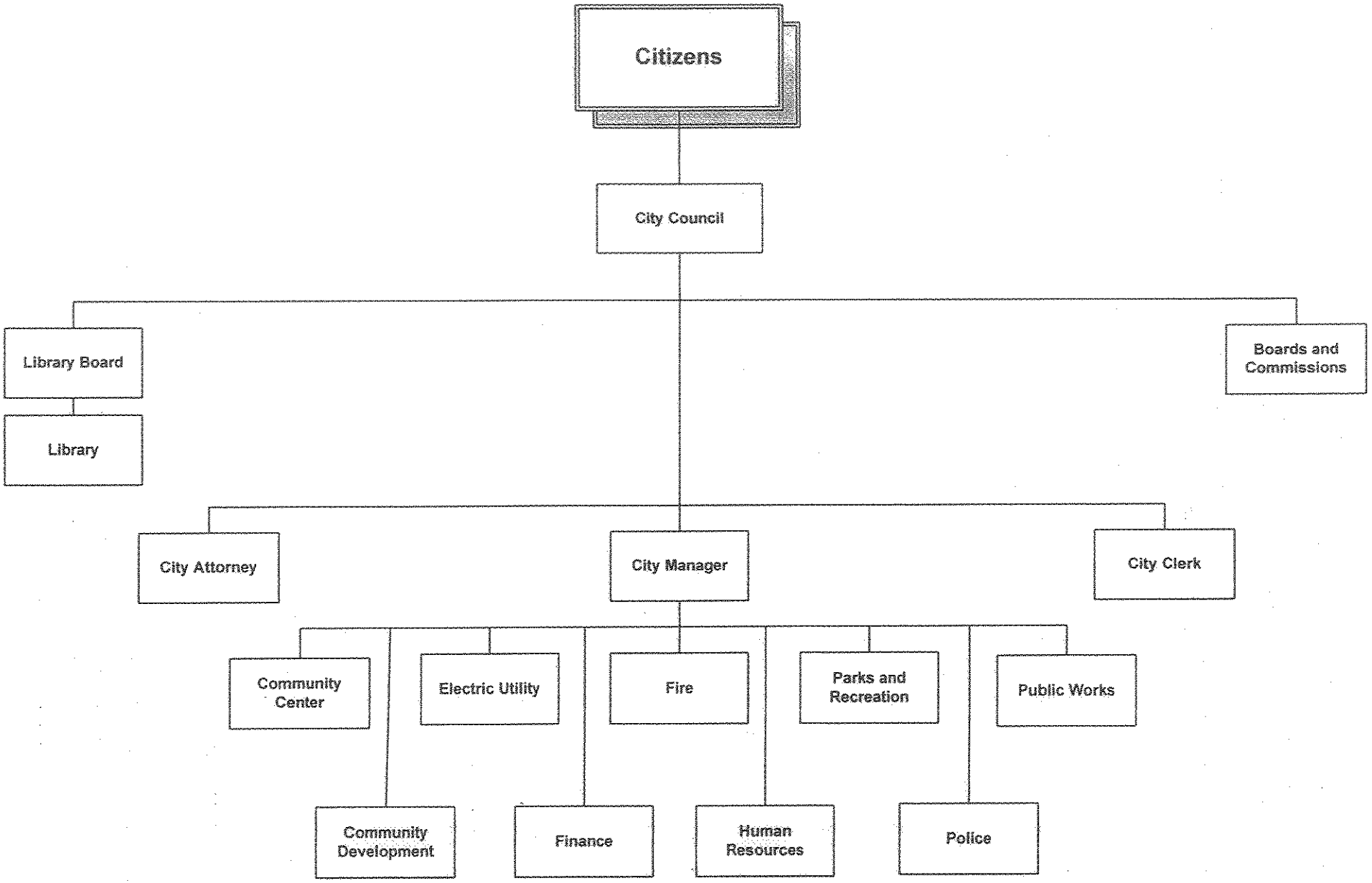
Vice-Chair, Budgeting & Financial Management

Dedicated to Excellence in Municipal Financial Management

The California Society of Municipal Finance Officers (CSMFO) presented a Certificate of Award for Excellence in Operational Budgeting to the City of Lodi, California for its 2001-03 budget.

The Budget Award Program is designed to recognize those agencies that have prepared a budget document or communication tool that meets certain standards.

The City of Lodi has received the Excellence in Operational budgeting Award since 1994-95. We believe our current budget continues to conform to program requirements, and we are submitting it to CSMFO to determine its eligibility for another award.



Prepared by Human Resources

5-5-03

DIRECTORY OF OFFICIALS AND ADVISORY BODIES

CITY COUNCIL

Susan Hitchcock, Mayor
Emily Howard, Mayor Pro Tempore
John Beckman, City Council Member
Larry Hansen, City Council Member
Keith Land, City Council Member

ADVISORY BODIES

Planning Commission
Library Board
Arts Commission
Youth Commission
Site Plan and Architectural Review Committee
Recreation Commission
Senior Citizens' Commission
East Side Improvement Committee

MANAGEMENT

H. Dixon Flynn, City Manager
Randall A. Hays, City Attorney
Susan Blackston, City Clerk
Jerry Adams, Police Chief
Roger Baltz, Parks and Recreation Director
Konradt Bartlam, Community Development Director
Janet S. Keeter, Deputy City Manager
Charlene J. Lange, Community Center Director
Vicky L. McAthie, Finance Director
Nancy Martinez, Library Services Director
Joanne Narloch, Human Resources Director
Mike Pretz, Fire Chief
Richard Prima, Public Works Director
Alan Vallow, Electric Utility Director

Resolution Adopting Budget will be inserted in June prior to official publication

Section B
POLICIES AND GOALS

OVERVIEW - BUDGET POLICIES AND GOALS

OVERVIEW

The overall goal of the City's Financial Plan and Budget is to establish and maintain effective management of the City's resources. Formal statements of budget policy and major goals provide the foundation for effective planning. Accordingly, this section describes the basic budget policies used in guiding the preparation and management of the City's overall budget. This section is composed of the following major units:

* Budget Management and Control Policies

* Major City Goals

Some of the benefits to establishing financial policy include:

1. Publicly adopted policy statements contribute greatly to the credibility of and public confidence in the City. For the credit rating industry and prospective investors, such statements show the City's commitment to sound financial management and fiscal integrity.
2. Established policy saves time and energy. Once decisions are made at the policy level, the issues do not need to be discussed each time a decision has to be made.
3. The process of developing overall policy directs the attention of staff and Council to the City's total financial condition rather than single-issue areas. Moreover, this process requires staff and Council to think about linking long-term financial planning with day-to-day operations.
4. As overall policies are developed, the process of trying to tie issues together can bring new information to the surface and reveal further issues that need to be addressed.
5. Developing financial policies reinforces the Council's policy role in maintaining good financial condition.
6. Setting financial policies can improve the City's fiscal stability by setting a forward-looking approach to planning.
7. Explicit policies contribute to continuity in handling the City's financial affairs.

BUDGET MANAGEMENT AND CONTROL POLICIES

The following policies guide the preparation and execution of the 2003-05 Financial Plan and Budget:

* Financial Plan Organization
* Budget Administration
* General Revenue Management
* Recreation and Community Center Fees
* Enterprise Fund Fees and Rates
* Other Fees and Rates
* Revenue
* Appropriation Limitation
* Fund Balance Designations and Reserves
* Investments
* Capital Financing and Debt Management
* Capital Improvement Budget
* Human Resource Management
* Productivity Reviews
* Contracting For Services
* Allocating Cost of Services
* Carryover Policy
* Fleet Policy

OVERVIEW - BUDGET POLICIES AND GOALS

MAJOR CITY GOALS

The involvement of the City Council in setting major City goals is essential to the budget process. These goals provide short term and long term direction to staff, determine the allocation of resources and establish priorities. These goals will provide focus to the organization-wide efforts of staff and ensure that the most important, highest priority objectives are accomplished and, that these priorities are communicated to the public.

The major City goals are provided in this part of the 2003-05 Financial Plan and Budget.

BUDGET POLICIES

FINANCIAL PLAN ORGANIZATION

A. Through its financial plan, the City will:

1. Identify community needs for essential services
2. Organize the activities required to provide these services.
3. Establish policies and goals that define the nature and level of services required.
4. Identify activities performed in delivering services.
5. Propose objectives for improving the delivery of services.
6. Identify and appropriate resources required to perform services and accomplish objectives.
7. Set standards to measure and evaluate the:
   a. Output of activities
   b. Accomplishment of objectives
   c. Expenditure of appropriations

B. The City will use a two-year financial plan and budget concept to emphasize long-range planning and effective management of services. The benefits of a two-year financial plan and budget are:

1. Reinforces long-range planning
2. Concentrates on the development and budgeting for significant objectives
3. Establishes realistic schedules for completing objectives
4. Provides for orderly and structured operations
5. Promotes orderly spending patterns

C. The two-year financial plan and budget will establish measurable objectives and allow reasonable time to accomplish those objectives.

D. The status of major program objectives will be reported to the Council semi-annually.

E. The City Council will review and amend appropriations, if necessary, semi-annually.

BUDGET ADMINISTRATION

A. **City Council**

The City Council is ultimately responsible to the public for the delivery and conduct of City services and facilities. Accordingly, the Council appropriates funds to ensure the delivery of services at the levels and in the priority established by the Council.

BUDGET POLICIES

B. **City Manager**
The City Manager as the chief administrative officer provides the City Council and Staff with general direction in the development and formulation of the staff's budget recommendation. This includes: evaluating and assessing current and projected issues confronted by the City; determining the demand for services and facilities; identifying the concerns of the voters; assessing the current and projected financial condition of the City; and determining the final staff recommendation.

C. **Finance Director/Treasurer**
The Finance Director as the chief financial officer is responsible for budget development and administration. This includes: developing and issuing the budget instructions and calendar; advising the City Manager on budget policies, including recommended annual target funding levels for fleet funds; reviewing budget requests to ensure they are complete and accurate; preparing the preliminary budget recommendation for review by the City Manager; and, publication of the approved budget.

D. **Public Works Director**
The Public Works Director is responsible for preparing the City's capital improvement budget (CIB) and the City's Equipment Replacement Schedule (ERS). In this capacity, the Public Works Director works closely with the Electric Utility Director to prepare an integrated CIB and ERS in recognition of the unique responsibilities and scope of services offered by the Electric Department.

E. **Department Directors**
Department Directors are responsible for preparing their operating budget requests and capital budget requests in accordance with the City's budget instructions.

F. **Fleet Committees**
Fleet committees were established to serve the City Manager in all vehicle-related matters to include budgeting, acquisition, disposition, assignments, vehicle operations, maintenance and insurance.

G. **Failure to Adopt Budget**
If the City Council fails to adopt the budget by July 1, the City Council may elect one of the following courses of action until passage of a budget and the appropriation of funds: (1) Provide the City Manager with Continuing Resolution Authority to allow continued services at expenditure levels not greater than those levels approved in the prior year budget; or (2) Require staff to obtain prior approval for the expenditure (disbursement) of City funds.

H. **Public Record**
Copies of the adopted City budget shall be public records available to the public upon request.

GENERAL REVENUE MANAGEMENT

A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

BUDGET POLICIES

B. To emphasize and facilitate long-range planning, the City will project operating revenues for the succeeding five years.

C. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by accruing future revenues, rolling over short term debt or borrowing reserves of one fund to another.

RECREATION AND COMMUNITY CENTER FEES

A. Recreation service cost recovery goals are addressed as an integral component of the City's annual comprehensive user fee analysis process. It is the City's goal that a minimum of 35% of the total cost of the City's recreation and 40% of the total cost of the City's community center programs should be recovered through fees and charges for recreation activities and the use of City facilities and equipment. In achieving these overall cost recovery goals, the following guidelines will be used:

1. Cost recovery for activities directed to adults should be relatively high.

2. Cost recovery for activities for youth should be relatively low.

   Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community wide benefit to encourage high-levels of participation in youth recreation activities regardless of financial status.

3. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents.

4. These policy guidelines are sufficient in themselves in providing direction for setting the recreation and community center fees. Although these targets may be internally useful in administering recreation fees, the City's management should have as much flexibility as possible in setting specific activity fees as long as they meet the objectives and criteria provided above. However, the Recreation Department and Community Center will prepare and submit a summary of internal cost recovery targets to the City Manager for various activity categories at least annually.

B. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee support categories listed above.

C. The Recreation Department and Community Center may waive fees with the approval of the City Manager when it is determined that an undue hardship exists or when in the best interests of the City.

BUDGET POLICIES

ENTERPRISE FUND FEES AND RATES

A. The City will set fees and rates at levels which fully cover the total direct and indirect costs .....including operations, capital outlay and debt service..... of the following enterprise programs: electrical, water, sewer, and transit.

B. The City will annually review and adjust enterprise fund fees and rates as required to ensure that they remain appropriate and equitable; and to stem large rate increases.

OTHER FEES AND RATES

A. **Ongoing Review**
Fees and rates will be reviewed and updated on an ongoing basis to ensure that they are correct and appropriate based on the changing needs of the community, i.e. economic concerns, social issues, public safety.

B. **General Concepts Regarding the Use of Service Fees and Rates**
The use of fees and rates should be subject to the following general concepts:

1. Revenues normally will not exceed the reasonable cost of providing the service.

2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization wide cost such as accounting, personnel, date processing, vehicle maintenance and insurance.

3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service and the influence rates and fees have on economic development.

5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

C. **Low Cost Recovery Services**
Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general purpose revenues, not user fees.

1. Maintaining and developing public facilities that are provided on a uniform, community wide basis such as streets, parks and general purpose buildings.
2. Delivery of social service programs and economic development activities.

D. **Comparability with Other Communities**

1. Fee surveys should never be the sole or primary criteria in setting City fees. There are many factors that affect how and why other communities have set their fees at their levels. For example:

   a. What level of cost recovery is their fee intended to achieve compared with Lodi's cost recovery objectives?

   b. What costs have been considered in computing the fees?

   c. When was the last time that their fees were comprehensively evaluated?

   d. What level of service do they provide compared with Lodi's service or performance standards?

   e. Is their rate structure significantly different than Lodi's and what is it intended to achieve?

2. Surveys comparing the City's fees to other communities are useful background information in setting fees for several reasons:

   a. They reflect the "market" for these fees and can assist in assessing the reasonableness of the City's fees.

   b. If prudently analyzed, they can serve as a benchmark for how cost effective the City provides services.

   These are difficult questions to address in fairly evaluating fees among different cities.

REVENUE

The Council recognizes that generally accepted accounting principles for local government discourage the "earmarking" of General Fund revenues, and accordingly, the practice of earmarking general fund revenues for specific programs should be minimized. Approval of the following Revenue Distribution policies for 2003-05 does not prevent future Councils from directing General Fund resources to other funds and activities as necessary.

BUDGET POLICIES

A. Property Tax Allocation

1. The City's property tax serves to provide for general municipal services as well as for debt service, retirement obligations, public improvements and library purposes. The passage of Proposition 13 on June 6, 1978, drastically changed the method of establishing and allocating property tax revenues for all local agencies in California. In addition to limiting annual increases in market value, placing a ceiling on voter approved indebtedness and redefining assessed valuations, Proposition 13 established a maximum County wide levy for general revenue purposes of 1% of market value. Under subsequent state legislation which adopted formulas for the distribution of this countywide levy, the City now receives a percentage of total property tax revenues.

2. As discussed above, the City no longer controls the amount or distribution of its property tax. In distributing property tax revenues between funds since the passage of Proposition 13, the following minimum ratios for special purposes have traditionally been used based on the tax rates that were in effect prior to the passage of Proposition 13:

Fiscal Year 1978-79	**Tax Rate Per $100**	**Percent**
Special Municipal Purposes		
Library	$ .30	17.86%
General Municipal Purposes	1.38	82.14%
TOTAL	$ 1.68	100.00%

3. For 2003-05 property tax revenues will be distributed proportionately to the following funds as follows:

	2003-05
General Fund	50%
Capital Outlay Fund - General Fund	30%
Library Fund	20%
TOTAL	100%

4. The distribution of property tax received on land annexed to the City will be in accordance to the agreement with San Joaquin County.

B. All Gasoline Tax revenues will be used for street maintenance and construction activities. Pursuant to the San Joaquin County's local Transportation Sales Tax (Measure K), the City must meet the "Maintenance of Effort" (MOE) requirement which is based on the annual average of the City's street and road expenditures funded by the General Fund fixed on a three year period.

C. All Transportation Development Act (TDA) revenues will be allocated to alternative transportation programs, including regional and municipal transit systems, bikeway improvements and other programs or projects designed to reduce automobile usage. It is expected that alternative

transportation programs - in conjunction with other state and federal grants for this purpose- will be self-supporting from TDA revenues. As available, TDA funds will also be used for street maintenance projects.

D. Enterprise Fund Allocations to the General Fund

1. The goal of Proposition 4 is to limit growth in appropriations of both state and local government to changes in the cost of living and population in order to control spending levels. Proposition 4 further describes the difference between "tax proceeds" and fees. Tax proceeds are the revenue from regulatory licenses, user charges and user fees to the extent the revenue exceeds the cost of providing the regulation, product or service. (This includes transfers from an enterprise fund to the extent those funds exceeded the cost of providing the services).

2. As discussed above, the funds transferred from the City's enterprise funds to the City's general fund are "In-Lieu of Taxes" to the extent they exceed the cost of services provided by general services (accounting, personnel, legal, insurance, etc.). These taxes will be levied based on prior year revenues as follows:

	2003-05
In-lieu of Tax - Electric	12%
In-lieu of Tax - Water	12%
In-lieu of Tax - Sewer	12%

E. Special Revenue Allocations to the General Fund

Revenues the City receives for specific services (i.e. vehicle tow charges) will not be designated for use by an individual department unless required by statute or approved by the City Council. When required by statute (i.e. asset seizure), these funds will be first allocated to the purchase of necessary and essential equipment and/or services prior to purchase with General Fund resources.

F. Grants and Donations

Council must approve applications for grants or acceptance of donations containing restrictions that may have an impact on the budget.

G. Use of Community Development Block Grant (CDBG) Funds

Each year, the U.S. Department of Housing and Urban Development (HUD) awards cities grants to carry out a number of community development activities in an effort to revitalize neighborhoods, foster economic development and improve community facilities and services. Lodi receives those grant funds in a formula-based allocation to use to address identified community development needs.

BUDGET POLICIES

CDBG funds may be used for activities that include, but are not limited to:

- Acquisition of real property
- Relocation or demolition
- Rehabilitation of residential and non-residential structures
- Construction of new publ8ic facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public Services, within certain limits
- Activities relating to energy conservation and renewable energy resources, and
- Providing assistance to profit-motivated businesses to carry out economic development and job creating/retention activities.

CDBG funds must also be used to meet one of the following national objectives:

- Provide benefit to low- and moderate-income persons, which includes the handicapped and elderly;
- Prevent or eliminate slums or blight; or
- Meet a specific urgent need because of existing conditions, which pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available.

The following local objectives are identified for the allocation of CDBG funds:

1. With the exception of certain administrative costs, each proposed use of CDBG funds is categorized as either a public service or a capital improvement/bricks and mortar project. It is the intent of this Budget Policy to give priority in funding to eligible capital improvement projects over public service-related funding requests.
2. HUD has established guidelines that require that funds be allocated and expended in a timely manner. It is the intent of this Budget Policy to require that any proposed funding request meet a readiness criterion to ensure that the funds will be used in the program year that they are awarded, thereby allowing the City to remain in compliance with HUD regulations.

APPROPRIATION LIMITATION

A. The Council will annually adopt a resolution establishing its appropriation limit calculated in accordance with Article XIIIB of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the City's appropriation limit.

B. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.

C. The City will annually review user fees and charges and report to the Council the amount of program subsidy, if any, that is being provided by the General Fund or Enterprise Funds.

BUDGET POLICIES

FUND BALANCE DESIGNATIONS AND RESERVES

A. The City should maintain fund balances of at least 15% of operating expenditures in the General Fund as well as the Electric, Sewer, and Water Funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local economy.
2. Contingencies for unforeseen operation or capital needs.
3. Cash flow requirements.

B. The City will establish and maintain an Equipment Fund to provide for the timely replacement of vehicles and capital equipment. This includes items with an individual replacement cost of $3,000 or more. The minimum fund balance in the Equipment Fund should allow for annual fluctuations in expenditures while maintaining a level annual transfer and allow for emergency replacement purchases. The annual contribution to the Fund will generally be based on the annual "use allowance" which is determined based on the estimated life of the vehicle or equipment and its original purchase cost. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Fund.

C. The Council may designate specific fund balance levels for future development of capital projects which it has determined to be in the best long-term interests of the City.

D. In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

INVESTMENTS

A. Investments and cash management will be the responsibility of the City Finance Director/Treasurer or designee.

B. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. Safety
2. Liquidity
3. Yield

C. The City will strive to keep idle cash balances fully invested through daily projections of cash flow requirements. To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.

D. As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.

E. The City will invest only in those instruments authorized by the California Government Code Section 53601. The City will not invest in stock, will not speculate, and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles prior to committing City funds to them.

F. Current financial statements will be maintained for each institution in which cash is invested. Investments will be limited to 20 percent of the total net worth of any institution and may be reduced further or refused altogether if an institution's financial situation becomes unhealthy.

G. In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

H. Ownership of the city's investment securities will be protected through third-party custodial safekeeping.

I. The City Finance Director/Treasurer will develop and maintain a comprehensive, well documented investment reporting system which complies with Government Code Section 53607. This system will provide the City Council with appropriate investment performance information.

J. The City Finance Director/Treasurer will develop and maintain an Investment Management Plan which addresses the City's administration of its portfolio, including investment strategies, practices, and procedures.

CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

A. The City will consider the use of debt financing only for one-time capital projects and only under the following circumstances:

1. When the project's useful life will exceed the term of the financing.
2. When project revenues or specific resources will be sufficient to service the long-term debt.

BUDGET POLICIES

B. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.

C. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility.

D. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

Pay-As-You-Go

1. When current revenues and adequate fund balances are available or when project phasing can be accomplished.
2. When debt levels adversely affect the City's credit rating.
3. When market conditions are unstable or present difficulties in marketing.

Long-Term Financing

1. When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
2. When the project securing the financing is of the type which will support an investment grade credit rating.
3. When market conditions present favorable interest rates and demand for City financing.
4. When a project is mandated by State or Federal requirements and current revenues and available fund balances are insufficient.
5. When the project is required to meet or relieve service requirements.
6. When the life of the project or asset financed is 10 years or longer.

Debt Management

E. The City will not obligate the General Fund to secure long-term financing except when the marketability can be significantly enhanced.

F. No more than 60% of all capital projects other than Enterprise Fund projects will be funded from long-term financing; and direct debt will not exceed 2% of the City's assessed valuation.

G. A feasibility analysis will be prepared for each long-term financing to assess debt service on current and future operations. This will also include an analysis on the reliability of revenues to support a debt service.

BUDGET POLICIES

H. The City will generally conduct debt financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.

I. The City will seek investment grade ratings (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

J. The City will monitor all forms of debt annually coincident with the budget process.

K. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

L. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

CAPITAL IMPROVEMENT BUDGET

A. Construction projects and capital purchases (other than vehicles, equipment and major computer software acquired through the Equipment Fund and projects funded by an Enterprise Fund) which cost more than $10,000 will be included in the Capital Improvement Budget (CIB); minor capital outlays of $10,000 or less will be included with the operating activity budgets. Enterprise Fund projects and major equipment purchases will be based on the capitalization practices of the Enterprise.

B. The purpose of the CIB is to systematically plan, schedule, and finance capital acquisitions to ensure cost-effectiveness as well as conformance with established policies. The CIB will be a four-year plan organized into the same functional groupings used for the operating budget. The CIB will reflect a balance between capital replacement projects which repair, replace, or enhance existing facilities, equipment or infrastructure; and capital facility projects which significantly expand or add to the City's existing fixed assets.

C. Every capital project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

D. A CIB Coordinating Committee, chaired by the Directors of Public Works and the Electric Utility Department, will review project proposals, determine project phasing, recommend project managers, review and evaluate the draft capital budget plan, and report project status at least annually to Council. The Committee should be made up of representative of each Department.

BUDGET POLICIES

E. The Capital Improvement Budget will emphasize project planning, with projects progressing through at least two and up to six of the following phases:

* **DESIGNATED**	Set aside funding for future project development under "pay-as-you-go" financing.
* **STUDY**	Includes concept design, site selection, feasibility analysis, schematic design, environmental determination, property appraisals, scheduling, grant application, grant approval, and specification preparation for equipment purchases.
* **ACQUISITION**	Includes equipment purchases and property acquisition for projects, if necessary.
* **DESIGN**	Includes final design, plan and specification preparation, and construction cost estimation.
* **CONSTRUCTION**	Includes bid administration, construction, project inspection and management, and closeout.
* **DEBT SERVICE**	Installment payments of principal and interest for completed projects funded through debt financing.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased.

F. Funding and related appropriation to a project account will only be made upon approval of each phase by the City Council. Accordingly, project appropriations for acquisition and construction will generally be approved when contracts are awarded.

G. Project phases will be listed as objectives in the program narratives of the Activity responsible for the project.

H. Funding set aside for designated projects will lapse after three years if the project has not made significant movement through the phases, or if the project has not been revalidated. This will ensure funds are not tied up and are available for the timely completion of active projects. The projects where funding set aside has lapsed will have to be resubmitted for consideration in the next budget cycle.

HUMAN RESOURCE MANAGEMENT

A. Regular authorized staffing will be fully budgeted and funded.

B. Staffing and contract service budget ceilings will limit total expenditures for regular employees, temporary employees, overtime and independent contractors hired to provide operating and maintenance services.

C. Regular employees will be the core work force and the preferred means to staff ongoing, year-round activities rather than independent contractors. The city will strive to provide fair compensation and benefit schedules for its authorized regular work force. Each regular employee will:

1. Fill an authorized regular position.
2. Be assigned to an appropriate bargaining unit or representative group.
3. Receive salary and benefits consistent with labor agreements or other compensation plans

D. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:

1. The City Council will authorize all regular positions except in the case of the Library which is governed by the Library Board.

2. The Human Resources Department will coordinate the hiring of all employees and evaluate the reallocation of existing positions.

3. All requests for additional regular positions will include an evaluation of:

   a. The necessity, term, and expected results of the proposed position.
   b. Staffing and material costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
   c. The ability of private industry to provide the proposed service.
   d. Additional revenues or cost savings which may be realized.

4. Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees under a "productivity review".

E. Temporary employees are employees other than regular employees, elected officials, and volunteers budgeted in hours. Temporary employees will augment regular City staffing only as limited term employees, seasonal employees, emergency, intermittent, contract employees, and interns. The City Manager will encourage the use of temporary employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than regular, year-round staffing is required.

F. Contract employees will be defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between six months and two years) projects, programs, or activities requiring specialized or augmented levels of staffing for a specific period of time. The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contact employees will not be used for services that are anticipated to be delivered on an ongoing basis.

BUDGET POLICIES

G. Independent contractors will not be considered City employees. Independent contractors may be used in two situations:

1. Short term, peak workload assignments to be accomplished through the use of personnel contracted through an outside employment agency. All placements through an outside employment agency will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Director.

2. Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.

PRODUCTIVITY REVIEW

The City will constantly monitor and review its methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of issues, including:

A. Maintaining a decentralized approach in managing the City's services. Although some level of centralization is necessary for review and control purposes, decentralization supports productivity by:
- o Encouraging accountability by delegating authority to the lowest possible level.
- o Stimulating creativity, innovation, and individual initiative.
- o Reducing the administrative cost of operation by eliminating unnecessary review procedures.
- o Improving the organization's ability to respond to changing needs and to identify and implement cost saving programs.
- o Assigning responsibility for effective operations and citizen responsiveness to the department.

B. Analyzing systems and procedures to identify and remove unnecessary review requirements.

C. Evaluating the ability of new technologies and related capital investments to improve productivity.

D. Investing in the City's most valuable asset - personnel staff - by developing the skills and abilities of all City employees, with special emphasis on first-line supervisors.

E. Implement annual performance reviews and appropriate methods of recognizing and rewarding exceptional employee performance.

F. Evaluating local market service providers and other government agencies to determine whether the service is available at a lower cost than provided by City staff.

G. Periodic formal review of operations on a systematic, ongoing basis.

BUDGET POLICIES

CONTRACTING FOR SERVICES

A. General Policy Guidelines

1. Contracting with the private sector and other government agencies for the delivery of services provides the City with the opportunity for cost containment and productivity enhancement. As such, the City is committed to using private sector resources in delivering municipal services as a key element in our continuing efforts to provide cost effective services.

2. Private sector contracting approaches under this policy include construction projects, professional services, outside employment agencies, and ongoing operation and maintenance services.

3. In evaluating the costs of private sector contracts compared with in-house performance of the service, indirect, direct and contract administration costs of the City will be identified and considered.

4. Whenever private sector providers are available and can meet established service levels, they will be seriously considered as viable service delivery alternatives using the evaluation criteria outlined below.

5. For programs and activities currently provided by City employees, conversions to contract services will generally be made through attrition, reassignment or absorption by the contractor.

B. Evaluation Criteria

Within the general policy guidelines stated above, the cost-effectiveness of contract services in meeting established service levels will be determined on a case-by-case basis using the following criteria:

1. Is a sufficient private sector market available to deliver this service?
2. Can the contract be effectively and efficiently administered?
3. What are the consequences if the contractor fails to perform, and can the contract reasonably be written to compensate the City for any such damages?
4. Can a private sector contractor better respond to expansions, contractions, or special requirements of the service?
5. Can the work scope be sufficiently defined to ensure that competing proposals can be fairly and fully evaluated, as well as the contractor's performance after bid award?
6. Does the use of contract services provide the City with an opportunity to redefine service levels?
7. Will the contract limit the City's ability to deliver emergency or other high priority services?

8. Overall, can the City successfully delegate the performance of the service but still retain accountability and responsibility for its delivery?

ALLOCATING THE COST OF SERVICES

A. General Policy Guidelines

1. The City is committed to achieving efficiency by centralizing general administrative services to the extent they serve the needs of the City as a whole and provide for greater cost efficiency. Accordingly, general and administrative services will be charged to those activities not financed by the General Fund by use of a cost allocation plan.

2. The City will develop a cost allocation plan for general government services provided the City's enterprise fund and special revenue fund activities in accordance with accepted cost allocation methodology.

3. The cost of general government services will be financed by operating transfers established in the cost allocation plan and transferred to the general fund annually at the time the City budget is adopted.

4. The Finance Director will perform periodic reviews of the City's cost allocation plan to ensure the distribution of costs are made in accordance with accepted practices of the City. The results will be used to project annual operating transfers.

5. The City will develop a cost allocation plan in accordance with Federal and State policies to ensure the maximum allowable return to the City of indirect/overhead costs.

B. Cost Allocation Criteria

1. Costs will be allocated considering the following criteria:

   * Cause and effect - the identification of output in proportion to the service provided.
   * Benefits received - the allocation of cost in relation to the benefits received.
   * Fairness and equity - the allocation must be mutually satisfactory to the parties affected.
   * Ability to bear - the allocation of cost must consider the ability to pay and the impact on the services provided.

2. Costs will be allocated to activities when the overall service benefits the City as a whole but a particular cost benefit can not be shown.

3. The criteria for allocating costs will be included in the City budget to allow for evaluation of the cost distribution criteria.

BUDGET POLICIES

CARRYOVER POLICY

The Two year Financial Plan and Budget used by the City provided the City Council and staff with the opportunity to commit operating funds to services over a two-year time frame rather than the traditional one-year period. Under a one-year budget, appropriations lapse at the end of the fiscal year, and favorable budget balances are no longer available for operating expenditures except when encumbered under contractual agreements. The two year financial plan and budget allows for the unexpended operating budget balances to be carried forward to the second year of the Financial Plan. To ensure fund balance projections remain on target, any unexpended operating balances will be reduced if the actual revenue received is materially less than the estimated revenue projected in the Financial Plan.

The use of carryover funds from the first year into the second year of the Financial Plan recognizes that the delivery of new or enhanced services often require more time to staff, equipment, organize and implement than may be possible in a one year time period. Carryover funding for operating programs into the second year provides staff with the opportunity and flexibility to improve service and maintain current operations without significant dislocation or disruptions in service delivery systems. Under this concept, the following carryover policy will be followed:

A. All operating budget appropriations lapse at the end of the second year of the two-year financial plan and budget except for funds encumbered under contractual agreement (which includes commitments made through purchase order) for goods and services which are essential to the operation of the City in the year for which they are encumbered.

B. Operating budgets may be encumbered to ensure adequate funding for goods and services required to conduct City operations in the year in which they are encumbered. Encumbrances must be evidenced by a binding contractual agreement (including purchase orders) between the City and the party required to deliver the goods and services. Under special conditions, requests for carryover may be made by memorandum detailing the need for carryover of funds, and such a request may be considered as an encumbrance at the discretion of the Finance Director. For carryover into the subsequent year, all such contracts, purchase orders, or special request must be submitted by June 15 of each fiscal year.

C. The City Manager is authorized to carry forward the unexpended and unencumbered operating budget balances from the first year to the second year of the City's Financial Plan and Budget and to program these balances for re-appropriation under the following conditions:

   1. The budget balances were unexpended for reasons beyond the control of the operating department.

   2. Re-appropriation of budget balances is required to ensure full funding of programs and services approved by the City Council.

   3. The expenditure of these funds will promote innovation, efficiency, and effectiveness in the delivery of City services and programs.

BUDGET POLICIES

D. The total of all favorable variances regardless of type (personnel, utilities, supplies, services, or minor capital) are available for carryover with the approval of the City Manager, and will be aggregated at the fund level by department. Under this approach, program overages within the department may be offset by program shortfalls. However, in no case may departmental overages in one fund be offset by departmental savings in another.

E. The budget carryover will be accounted for in a non-departmental control account established by the Finance Department.

F. The Finance Department will provide Department Heads with a formal balance of operating funds available for carryover by the end of the second quarter of the second fiscal year. Departments will be able to determine a tentative balance of their carryover funds prior to that date by reviewing the June 30 Financial Reports. However, these are unaudited numbers which are subject to change and, as such, the carryover balances are not official until published by the Finance Department.

G. Department Heads may request through a Special Allocation Request that the unexpended budget balances of their first year operating budget be reappropriated into the second year of the two-year financial plan. All requests must justify the need for the funds in the second year and explain why the funds were not expended or encumbered in the year they were budgeted.

H. When carryover requests are approved by the City Manager, the Finance Department will transfer the funding to the designated line item(s) of the Department Budget as provided on the Special Allocation Request form.

FLEET POLICY

In 1997 Council adopted the Fleet Policies and procedures which are to govern the management, operation, acquisition and disposition of vehicles and equipment owned and leased by the City of Lodi. Under these adopted policy guidelines, the City organized City vehicles into two fleets: General Fund and Enterprise Fund. Fleet committees were established to serve the City Manager in all vehicle-related matters to include budgeting, acquisition, disposition, assignments, vehicle operation, maintenance and insurance.

Under the budget process, replacement vehicles are generally budgeted and funded in the General Fleet Fund or Enterprise Fleet Funds. Based on projected replacement needs, the City Manager and Finance Director recommend an annual target funding level as part of the budget process. This target funding level helps to establish a minimum fund balance in the appropriate Fleet Funds.

BUDGET POLICIES

The recommended target funding is:

General Fund	based on historical replacement needs
Water Fund	based on replacement requests
Wastewater Fund	based on replacement requests
Electric Fund	based on historical replacement needs

The target funding does not authorize specific replacements. Vehicles will be replaced based on target funding if the replacement is justified and approved by the appropriate Fleet Management Committee. The recommendation of the Fleet Management Committee to replace existing vehicles costing $50,000 or less per vehicle is contingent on the approval of the CM. All replacement vehicles costing more than $50,000 require budgetary and subsequent procurement approval by the City Council.

In addition, requests to increase the size of the City fleet will be included in the regular Capital Improvement Budget not the Capital Improvement Budget for Replacement Vehicles.

MAJOR CITY GOALS & OBJECTIVES

Background

As shown in this budget document, goals represent the highest level of a hierarchy of planning statements for the City of Lodi. This hierarchy is comprised of:

- Major City Goals
- Major City Objectives
- Major City Projects

Through the process of identifying and incorporating major City goals, objectives and projects into the two-year Financial Plan and Budget, and by continuing this process in future documents, the citizens of Lodi will understand:

1) Where the City intends to concentrate expenditure of available resources
2) Anticipated outcomes and benefits of this investment of resources

Goals establish a long term vision for the City of Lodi. They are characterized by the following properties:

- Goals establish policy direction and focal points for the efforts of City staff.
- They represent the desired accomplishments of the City organization.
- Goals are not expressed in terms of work that must be performed - but in terms of the desired state or condition of the City after work has been performed.

Since goals represent a desirable state or condition, they are not prone to radical change after the completion of a two year cycle, any more than the fundamental aspirations of the City are likely to change over a very short time frame.

Objectives represent the next level of the hierarchy of planning statements for the City of Lodi. They are characterized by the following properties:

- Objectives support one or more major City goals and begin to convert Council policy as expressed through goals into specific project activities.
- Objectives more specifically describe the desired end result of various City programs.

MAJOR CITY GOALS & OBJECTIVES

The City of Lodi four major goals and their related objectives are:

1) Ensure a High Quality of Life and a Safe Environment for Citizens

Lodi's small town atmosphere and sense of community are assets that make this a special place. Terms like "Quality of Life" are implemented here through recreational and cultural opportunities.

Further, public safety is a basic element of Lodi's quality of life. The City will continue to use education, prevention and enforcement to enhance our citizens' sense of safety.

The six objectives associated with this goal are:

- **Maintain City's Sense of Community**

  Lodi's small town atmosphere and sense of community are assets. This perception is transmitted through our community's commitment to families. Programs and services, combined with special "family oriented" events, make Lodi a chosen place to live and work.

  Constant attention is necessary in order to support this positive community attribute.

- **Provide for a Balanced Community**

  A balanced community understands the dynamics between the physical, economic and human segments in Lodi.

  A balanced community will provide residents and business with infrastructure and services needed to fulfill the community's diverse expectations.

- **Provide Resources to Maintain City's Infrastructure**

  All residents of Lodi, existing and future, require a reliable service delivery network to maintain our quality of life.

  This objective includes providing adequate staff, and funding for maintaining and replacing all forms of City infrastructure - water, sewer, electric, streets, roads, buildings, HVAC, equipment, and vehicles.

- **Promote Urban Forestry**

  Trees add considerably to the aesthetics of our community. They promote a good community environment, contribute to clean air, provide cooling shade and support wildlife.

  Policies that continue the "greening" of the City enhance our quality of life.

- **Encourage Public Art, Cultural and Recreational Opportunities**

  An Art in Public Places program, as well as abundant cultural and recreational opportunities, enhances Lodi's quality of life and strengthens our appeal as a destination. City staff must continue to pursue development of high quality programs at facilities which encourage expression of the human spirit. These facilities include a well maintained parks and natural areas infrastructure.

- **Provide Appropriate and Sufficient City Facilities**

  Based on community growth and needs, this objective requires providing adequate facilities and equipment to City employees. This will enable us to properly perform our jobs and serve the public.

  This objective includes providing sufficient City parks, community center improvements, public art, libraries, etc.

2) Ensure an Efficient and Productive City Organization

In response to the competitive nature of running the City, it is incumbent upon every member of the organization to investigate and implement policies which increase our productivity.

The City will look to be entrepreneurial where sound policy dictates. The City will continue to use new technologies in a cost-effective manner.

The seven objectives of this goal are:

- **Develop Short and Long Range Operational Plans**

  The City operates in an environment of constantly changing regulations and technology. This environment compels us to transform our operations in order to remain competitive.

  Departments must develop plans appropriate for the changing circumstances in their industry. These plans will place the City in a position to provide the services citizens desire at prices they are willing to pay.

- **Develop Effective Records Management Program**

  A central mission of the City is focused on information delivery. A basic need is to create a systematic program for acquisition, processing, use, protection, storage and retrieval of all recorded information.

  The City is committed to providing the public, our customers, with records required to conduct business. The City should take advantage of available technology to implement this program.

- **Improve Customer Service**

  The City of Lodi is in the business of serving its community. Lodi city government operates in a marketplace that competes for business, shoppers, visitors, residents and users of our services.

  In order to succeed, we understand all employees must provide exemplary service for external and internal customers.

  Consistent policies which apply across all departments must be developed to provide customers with a uniform and professional approach when interacting with the City. Policies should address telephone manners, handling difficult situations, and dealing with potential and actual vendors and consultants.

- **Provide Employee Training and Education**

  In order to provide the best possible services for our community, it is imperative we have the best educated and trained employees possible. The City's investment in itself pays dividends by creating an efficient and productive organization.

- **Evaluate Telecommunications Opportunities**

  All businesses, including the City, will require an advanced telecommunications and information sharing infrastructure to operate effectively in the 21st century.

  The City must formulate programs for providing a modern telecommunications infrastructure. This should include features such as transmission towers, underground fiber optics conduit and emergency communications technology.

- **Enhance Access to Information through Implementation of Information Systems Strategic Plan**

  In the continuing world of technological change, the City of Lodi must be aware of the position we hold. Part of our mission is providing information to a variety of customers. Enhancing access to information provides for an acknowledgment of that service and efficiency in the operation.

  Computer based information technology is a fundamental part of the City's administrative infrastructure. It must be planned and managed with the same care and attention as roads, buildings or staff.

  Implementation of the Information Systems Strategic Plan will provide resources needed for progress on many City objectives.

- **Attract, Retain and Invest in a Quality City Work Force**

  The City's investment in its employee pays dividends by creating a quality city work force to provide the best possible services for our community. The investment of a fair and competitive salary and benefits provide the ability to attract and retain the best educated and trained employees possible.

3) Ensure Public Trust

In a democracy, citizens have the right to know. The City cannot govern effectively without people's knowledge and consent. It is prudent for the City to educate and inform community members regarding the governing process and particularly the budget process. Citizen mistrust of government constrains our ability to govern and solve problems. Communication becomes a powerful tool to address with the community choices regarding how the City spends it dollars.

The two objectives for this goal are:

- **Promote Public Relations and Marketing Efforts**

  All existing assets, as well as new forms of service delivery and other planned features for the City, will not enhance our quality of life if the public is not educated. People must understand what the City has to offer if they are to recognize its value.

  The City must convey sound information regarding its services to the public. We must promote a positive image to citizens, as well as visitors and business owners outside Lodi, in order to attract them to our community.

- **Ensure Open and Accessible Public Meetings**

  Citizens play a key role in the budget process in supplying important feedback to the decision makers on issues. Hearings and workshops are the prime public information sources. These sessions encourage discussion and consolidation of viewpoints. As such, the City must ensure open and accessible public meetings to encourage and facilitate communication from the public.

4) Ensure the Development of the Lodi Economy for a Fiscally Sound City Organization

A successful community sustains itself by ensuring a balance in physical, economic and human development. Developing the Lodi economy recognizes there are many players responsible for making the community a success.

The City is committed to providing existing business with a beneficial atmosphere in which to operate. The City believes the same environment will attract new business. It is understood providing high-quality programs and service is based on the need for a strong economic base.

The four objectives for this goal are:

- **Pursue Efforts to be Entrepreneurial**

  This objective addresses providing needed services in a business-like fashion. As the face of local government continues to change, the City should think of itself as a service organization first and a government second. The role of competition and choice of service should be considered whenever City programs are reviewed.

- **Promote Commercial/Industrial Base**

  Lodi has taken a proactive approach to business retention and attraction. We are committed to providing existing businesses with a healthy atmosphere in which to operate. This attitude will assist us in attracting new business.

  City policies and programs should continue to act as catalysts to achieve this objective.

- **Continue to Use Partnerships and Alliances to Advance City's Objectives**

  While local control is important to the City, particularly in the area of land use, we recognize we are part of a larger region. Many issues are truly regional (e.g., annexation policy, habitat preservation, air quality).

  The City must work with other agencies, both public and private, to develop strategies to address regional issues.

- **Provide a Balanced Budget & Adhere to Adopted Budget Policies**

  Budgeting is a series of steps undertaken to implement a government's policy objectives. It provides a documented work program, the careful linkage of that program with a formal comprehensive financial plan, and the basics of an operational plan to assure the administrative accomplishment of the objectives. As such it is important to provide a balanced budget and to adhere to the adopted budget policies.

MAJOR CITY PROJECTS

Background

Projects represent the foundation of the hierarchy of planning statements for the City of Lodi. They are characterized by the following properties:

- Projects are planned sets of work activities designed to accomplish specific objectives.
- These projects become the focus for organization-wide efforts to ensure the most important, highest priority City Council plans are instituted during the 2001-03 budget cycle.

City Council will become involved during the formative stages of the City's Financial Plan and Budget through the identification of major City projects. It is the intent of the City organization to communicate major City projects to the public, initiate all, and accomplish most, during the course of this budget cycle.

To meet these needs, the City Council will hold a project setting session as the first step in preparation of the Financial Plan and Budget. In setting the City's major projects, Council will receive a review from the City Manager regarding:

a. Current and projected financial condition
b. Current policies and community expectations
c. Current projects

Selection of Major City Projects

Under the project setting process, the City Council will suggest projects they want accomplished within the 2001-03 budget cycle. Departments will also prepare projects designed to support objectives relevant to their operations. The City Council, City Manager and Department Heads will then meet and work together to select City-wide projects which will be ranked using the following criteria:

* Projects rated **Highest** represent highest priority projects for the Council, and as such, should be included in the Preliminary Financial Plan and adequate funding will be made available. These are not the only projects that departments will focus on during this budget cycle, but they will be given highest priority.
* Projects rated **High** represent a high priority, but they will be considered in the context of higher priority projects and available resources.
* Projects rated **Defer** represent projects to be deferred until the next financial plan and budget.

Each project rated **Highest** will be developed and included in the City's Financial Plan and Budget in this section of the document. This will be in a narrative form with the following information:

* Objective
* Background and Workscope
* Action Steps
* Responsible Department
* Financial and Staff Resources Allocated
* Outcome/Final Product

ACTIVITY: Public Safety
REQUEST TITLE: Public Safety Building & Civic Center Complex

Project Description:

The ongoing Public Safety Building & Civic Center Complex Project has three Design/Construction phases left to complete:

Phase I includes the remodel of the Carnegie Basement for the Information Systems Division.
Phase II includes remodeling the existing Public Safety Building (PSB) for Fire Administration and Station #1 plus Public Works and Community Development, and remodeling City Hall to allow for expansion for remaining departments and to move the Finance Department back into the building.
Phase III is the addition of a Parking Structure at Church/Elm.

NOTE: The upgrade of Fire Station #2, previously included, is now being requested as a separate project.

Project Objectives:

The objectives of this project are to:
- Provide an adequate and safe working environment for public safety and other City staff;
- Provide for growth;
- Maintain significant public facility presence in the Downtown;
- Be complementary to the Civic Center and Downtown.

Existing Situation:

The Council has approved moving ahead with design/construction of the new Police Facility and a Space Needs Assessment for all Civic Center Departments considering the availability of the old Public Safety Building and Carnegie basement. The new Police Building is now under construction and due to be completed in January 2004, and the Space Needs Assessment is underway. Options on where to locate Civic Center Departments were pursued and evaluated.

Recommendations were to: 1) Move the Information Systems Department into the Carnegie basement; 2) Move Fire Administration, Public Works, and Community Development Departments into the PSB; 3) Leave Fire Station #1 in the PSB and remodel, providing additional space; 4) Move Finance into City Hall; 5) Expand spaces for Human Resources; and 6) Relocate other functions within City Hall to use basement space for support functions rather than full-time staff.

Conceptual Design contracts for the Public Safety Building Remodel and Civic Center Parking Structure have been implemented. Fire Administration was relocated for the interim into the Lodi Station Parking Structure. Design work has begun to temporarily relocate the Finance Department into the Lodi Station Parking Structure as well.

This request provides for funding for each of the three phases, in order to keep moving all components of this project forward. The Carnegie Basement Remodel should begin as soon as the Police Detectives Division moves out, and the remodels of the Public Safety Building should follow, with the remodel of City Hall following immediately afterwards.

ACTIVITY: Public Safety
REQUEST TITLE: Public Safety Building & Civic Center Complex (continued)

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phase I						
Carnegie Basement Remodel						
Design /Construction		$100,000				$100,000
Phase II						
Old Public Safety Remodel						
Design		$300,000				$300,000
Construction			$2,800,000			$2,800,000
City Hall Remodel						
Design			$75,000			$75,000
Construction				$425,000		$425,000
Phase III						
Civic Center Parking Structure						
Design /Construction					$6,100,000	$6,100,000
Total		$400,000	$2,875,000	$425,000	$6,100,000	$ 9,800,000

Funding Sources: Debt financing with repayment from Development Impact Mitigation Fees and General Fund.

Project Effect on Operating Budget

Some increase due to additional square footage additions, somewhat offset by use of more efficient HVAC and lighting system (not estimated). While parking structure is intended to provide free parking initially, possible future charges for permits/parking will offset operating costs.

ACTIVITY: Police Department
REQUEST TITLE: Replacement of Animal Shelter Facility

Project Description
Construct an animal facility compliant with State law and that meets Lodi's projected requirements for animal welfare and control

Project Objectives
The project objectives are:

- Compliance with newly mandated State laws regarding lower kill rates of animals, mandatory spay/neuter of animals released for adoption, longer holding periods of impounded animals, provision of medical care for all "treatable" animals, increased record keeping requirements and the development of public/private collaborations
- Compliance with American Disability Act
- Meet the growing needs for animal control as well as animal welfare and population control

Existing Situation
The Lodi Animal Shelter was built in the 1960's to service a community of approximately 26,000. As most shelters built at that time, its purpose was to be a "dog pound" i.e. a place to impound stray and vicious dogs before euthanizing them. The facility was not built for animal welfare or protection from contagious illnesses. The State holding requirements were minimal. There was little effort made to find adoptive homes or to educate the community of the need for animal population control.

The current shelter cannot meet the newly mandated State laws or fulfill the expectations of a community eager to provide more humane animal care. It is operating beyond its capacity for the number of animals Lodi needs to serve. Present conditions result in hundreds of healthy animals being destroyed because of lack of housing or resultant illness from overcrowding.

Project Work Completed
The current staff and volunteers have done an outstanding job of improving the image of the shelter by increasing adoptions, licensing and providing spay/neuter programs – all resulting in decreased euthanasia of healthy pets; however, the current and projected increases in Lodi's animal population far exceed our shelter's present capacity.

Schedule and Project Costs

	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing					
Study		250,000			
Design	220,000				220,000
Acquisition					
Construction		250,000	1,865,000	1,865,000	3,980,000
Total	220,000	250,000	1,865,000	1,865,000	$ 4,200,000
Recommended Funding Sources					
Capital Outlay Fund					
Enterprise Funds					

Project Effect on Operating Budget:
The 2003-05 Operating Budget should not be impacted. The initial planning and design of the facility are in the completion stage. The formal bid process has not been implemented due to necessary additional approval. City Council involvement and approval will occur during the 2003-2005 fiscal years. Actual building of the facility will take place after bid and contract signatures.

2003-05 Financial Plan and Budget Request
MAJOR CITY PROJECTS

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Construction of DeBenedetti Park/G-Basin

Project Description

This project consists of design and development of a sports complex (with lighted fields) and park within the "G-Basin" that provides drainage for the area bounded on the north and east by the WID Canal, Harney Lane on the south and Lower Sacramento Road on the west. The property is located at the southeast corner of Lower Sacramento Road and future Century Boulevard, consisting of 49 acres.

Project Objectives

The objective of this project is to:

- Provide additional sports fields and neighborhood park facilities;
- Provide for growth in accordance with the General Plan;
- Provide storm water storage in accordance with the City's Design Standards

Existing Situation.

Design work for the project has progressed over the past year. The design plan calls for three elements or steps to occur:

- Mass grading and excavation of the basin;
- Park development for the eastern half of the property
- Park development for the western half of the property

This project is one of the four highest (unranked) projects identified by the Parks & Recreation Commission as of early 2001. Lodi Unified School District is planning an elementary school south of the site. Joint use potential will be investigated. Existing baseball and soccer fields are heavily utilized with demand increasing.

Project Work Completed

Property acquisition to the planned dimensions has been accomplished (49 acres net). Portions of the basin have been excavated to provide storm water storage. Drainage studies confirming the required storage volume have been completed.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$626,500					
Acquisition						
Construction – Mass Grading		$300,000				
Construction – Phase I			$7,525,000			
Construction – Phase III				$3,458,000		
Total						$11,909,500

Recommended Funding Sources: Suggested sources; actual to be determined at a later date

- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation.

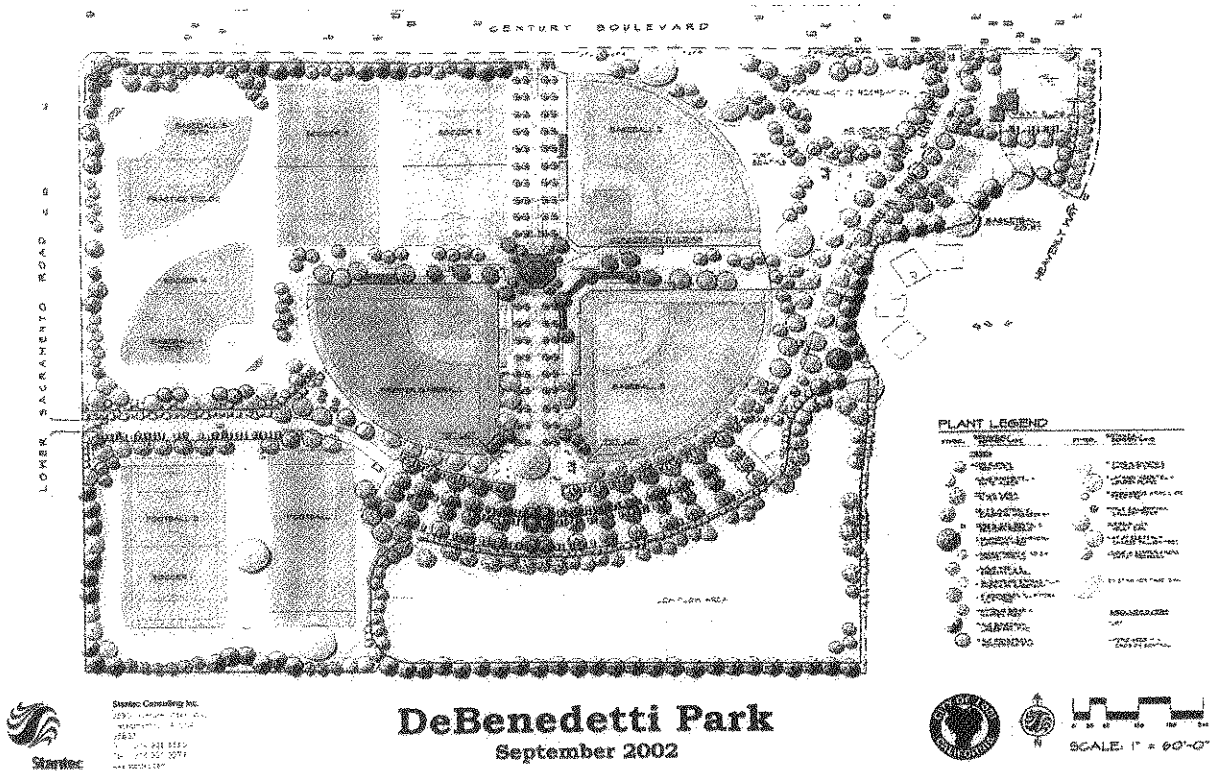
Alternatives

Maintain status quo.

Project Effect on Operating Budget

Some increase due to field maintenance and lighting.

DeBenedetti Park



Artist Rendition

This project consists of design and development of a youth sports complex (with lighted fields), and park within the "G-Basin", which provides drainage for the area.

ACTIVITY: *Parks and Recreation Administration*
REQUEST TITLE: Lodi Indoor Sports and Activity Center

Project Description

This project consists of the Indoor Sports and Recreation facility development and construction. The facility will provide a gymnasium (3 courts), bathrooms, offices, and meeting rooms for multiple community uses. The center is anticipated to be 39,000 square feet. The site location has been identified near downtown, bordered by Locust, Main and Elm streets.

Project Objectives

The objective of this project is to:

- Provide for local and regional basketball, volleyball, indoor athletics, and sports events;
- Provide a center with multiple indoor recreation uses for all age needs;
- Contribute to on-going downtown revitalization and economic development efforts.

Existing Situation.

Lodi relies heavily upon school district, county, and state military facilities to accommodate our indoor sports and activity needs. Additional facilities would eliminate the reliance upon these agencies. This center would allow the City to accommodate multiple users who wish to participate in a variety of programs. A lack of indoor facilities has impacted programs for several years.

Project Work Completed

A feasibility study was completed in 1997. Design work has been approved by Council and is progressing. Additional property acquisition and site improvements are needed.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$1,046,755					
Acquisition & Site Improvements		$404,000				
Construction			$9,450,000			
Total						$10,900,755

Recommended Funding Sources: Suggested sources; actual to be determined at a later date

- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation.

Alternatives

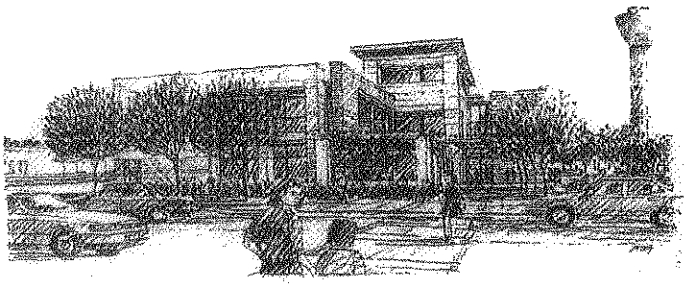
Maintain status quo.

Project Effect on Operating Budget

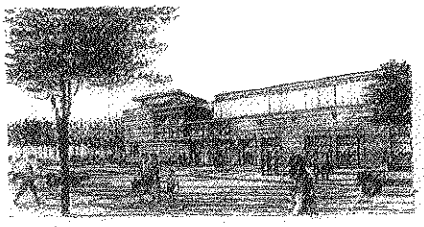
Upon development, the facility must be maintained by staff.

Major Capital Projects

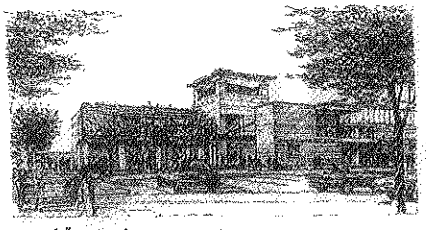
Indoor Sports Complex



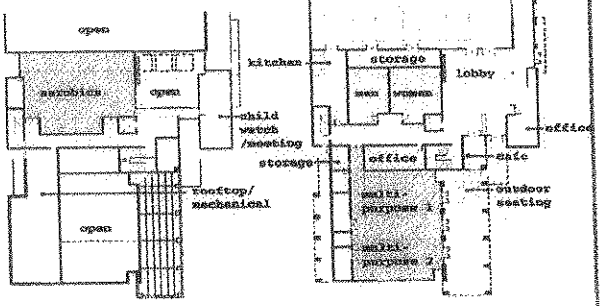
south entry



east



southeast corner



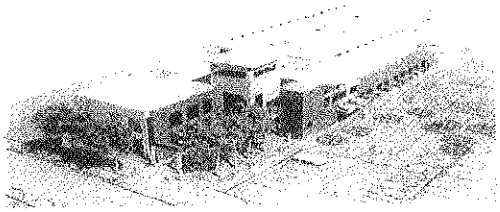
upper level

ground level

s-w view

s-e corner

n-e view



south-east view

Lodi Downtown Community
Indoor Sports Complex

parks and rec. masterplan

Artist Rendition

this facility will provide a gymnasium (3 courts), bathrooms, offices, and a meeting room for community use

2003-05 Financial Plan and Budget Request
MAJOR CITY PROJECTS

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Construction of an Aquatics Complex

Project Description

Construction of an aquatics facility.

Project Objectives

To provide the community with a much needed aquatic facility.

Existing Situation.

Currently, the city's recreational aquatic programming is held at the Enze/Field pool complex and school district pools. This complex consists of two pools, one 25 meter and one recreational pool. Neither pool is adequate for swim league programs. Lodi relies heavily upon School District pools to accommodate our aquatics needs. Additional facilities would eliminate the reliance upon the High School pools.

A site at the western end of Vine Street has been identified. Property ha snot been acquired or annexed into the city.

Project Work Completed

This project is currently in the design stage.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$548,105					
Acquisition		$460,000				
Construction			$5,983,000			
Total						$6,991,105

Recommended Funding Sources; Suggested sources; actual to be determined at a later date

- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation

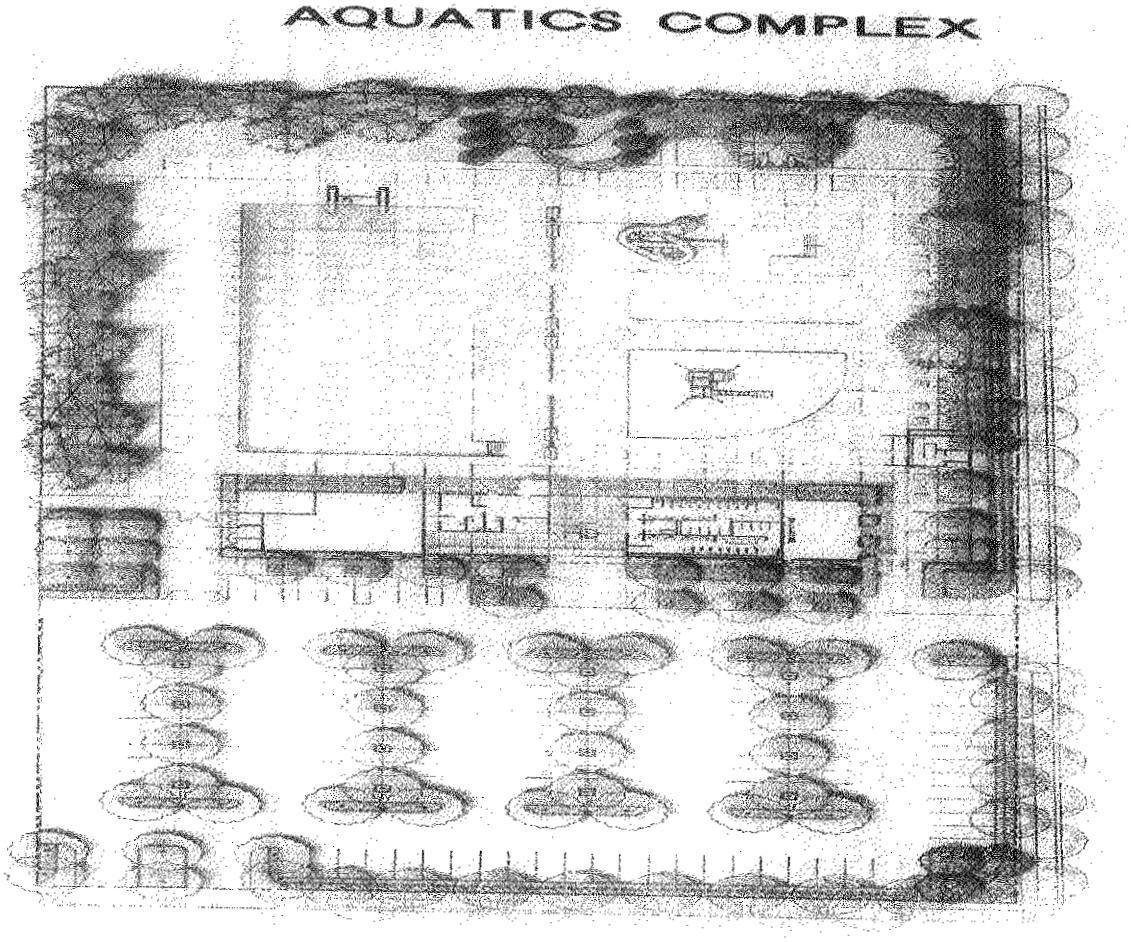
Alternatives

Maintain status quo

Project Effect on Operating Budget

Upon development, the facility must be maintained by staff.

Aquatics Center



Artist Rendition

Community interest has been expressed to pursue the construction of an Aquatics Center. The facility would eliminate the reliance upon the School District Pools.

Section C
COMMUNITY PROFILE

COMMUNITY PROFILE

This section provides valuable information on the community including:

History
Location, Climate & Comparison to other local Cities
Type of Government
Housing
Principal Employers
Population
Economy & Agriculture
Employee Recognition Program
Special Events
- Grape & Wine Festivals
- Lodi Street Faire
- Farmers Market

Departments
- Performing Art Center – Community Center
- Leisure – Parks & Recreation
- Library
- Finance Department
- Fire Department
- Police Department
- Transportation
- Streets
- Electric Utility
- Water Utility
- Wastewater Utility

Completed Capital Projects
- Fire Station #4
- Lodi Station Parking Structure
- Outdoor Skate Park
- Civic Plaza Veterans Monument

Projects Under Construction
- Public Safety Building & Civic Center Complex

HISTORY

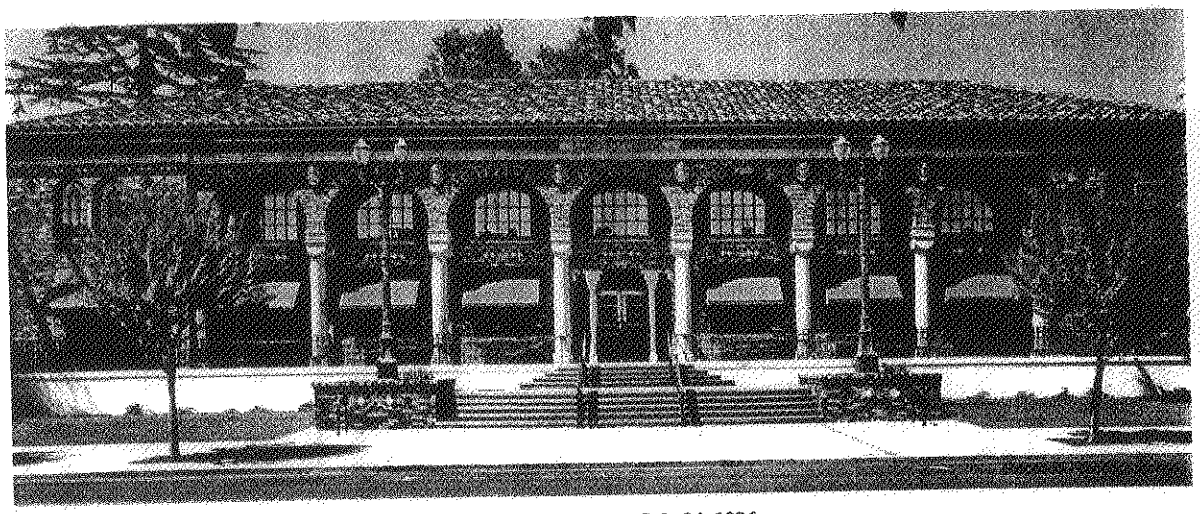
Lodi was first called Mokelumne. It was founded in August, 1869 when the Central Pacific Railroad chose the site for a station on its new route. The town consisted of a store and Post Office building, a hotel and a station. In the spring of 1870, people from neighboring towns moved to Mokelumne until, by October, there were 56 houses. In 1874, the name of the town was changed to Lodi. The first school in town was built in 1872. The first newspaper, the Valley Review, began publishing in 1878. By 1895, Lodi had a volunteer Fire Department but law enforcement was provided by the County until 1906. A library was established in 1901. The Central California Traction Company began electric trolley service through Lodi in 1907. In 1906, by a vote of two to one, the residents of Lodi formed a Municipal Corporation and the City was officially formed.

Circa 1930

Type of Government

The City of Lodi operates under a Mayor-Council form of Government.
The Councilmembers are elected from the population at large.
The Mayor is selected by the Councilmembers.

Policy is established by the Mayor and the Council; the day-to-day operations of the City and its employees are the responsibility of the City Manager.



July 24, 1996

In 1901 the Hill family moved into this house, then located on School Street across from the Lodi Post Office. As the City grew, Maurice was forced to move his house in 1948 to its present location. Maurice passed away in 1984. To show his appreciation to the Community, he left the house and its contents in a trust with the stipulation that it be turned into a museum for the people of Lodi. The Hill House Museum provides a grand look into the history of Lodi, with its Victorian architecture and lovely gardens.

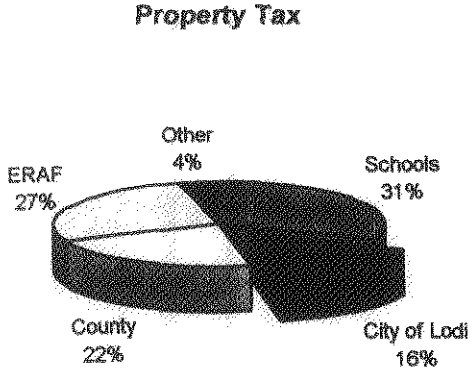
An Annual fundraiser is held in the garden every summer in the form of an Ice Cream Social

HOUSING

*The San Joaquin County property tax rate is 1.00%. Distribution of the property tax is 31% to Schools, 16% City of Lodi, 22% County General, 27% ERAF and 4% for County Flood Control, Mosquito/Vector Control and Water Conservation.**

*The average priced home in Lodi is $227,802.00.** The property tax would be $2,278.02, of that amount $706.19 would go to schools, $364.48 City of Lodi, $501.16 County General, $615.07 ERAF and $91.12 other County services.*

The amount of property tax received by the City of Lodi is distributed as 50% or $182.24 to the General Fund, 30% or $109.34 to Capital Projects and 20% or $72.90 to the Library.



Property Tax Distribution:		
Schools	$	706.19
ERAF		615.07
San Joaquin County		501.16
City of Lodi		364.48
Other County Services		91.12
Tax on average priced home	$	2,278.02
City of Lodi Distribution:		
General Fund	$	182.24
Capital Projects		109.34
Library		72.90
	$	364.48

* Information provided by San Joaquin County Auditor's Office.
** Information provided by Lodi Association of Realtors

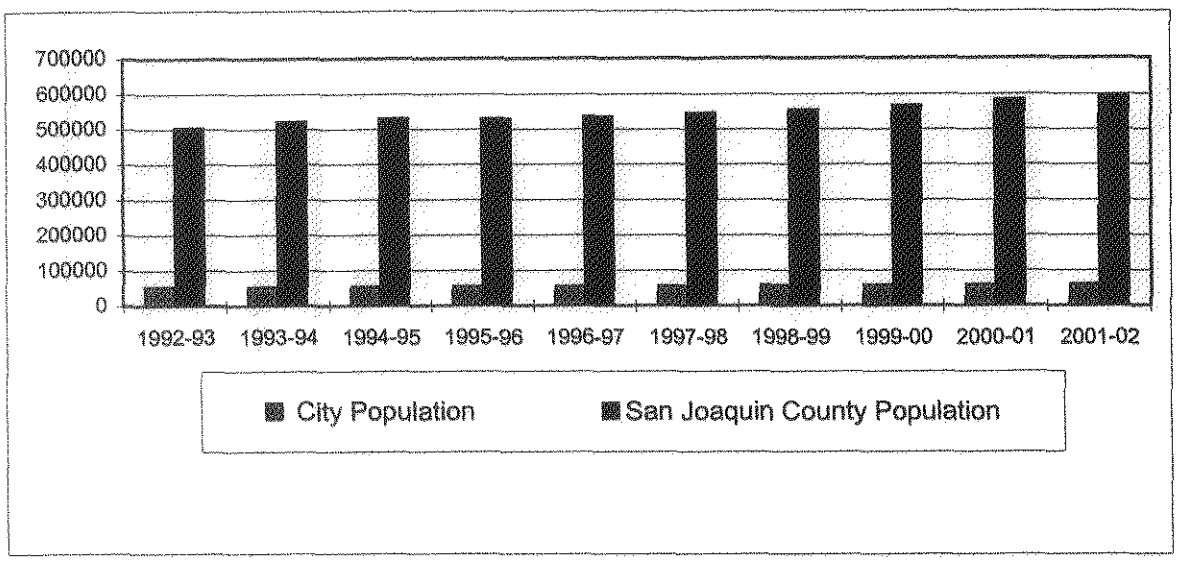
PRINCIPAL EMPLOYERS

Employer	Activity	Employees
Lodi Unified School Dist	Education	2,247
Lodi Memorial Hospital	Health Care	650
General Mills	Cereals and Food Mixes	575
Pacific Coast Producers	Can Manufacturer and Cannery	530
City of Lodi	Government	429
Wal-Mart	General Merchant	226
Lodi Fab Industries Inc	Industrial Storage Racks	200
Target	General Merchant	200
Valley Industries	Trailer Hitches	191
Farmers & Merchants Bank	Banking	183

Of Lodi's employed population, 20.98% are employed in professional services, 19.76% retail trade, 16.67% manufacturing, 7.98% construction and 6.96% finance, insurance and real estate. Prospective employers considering facility locations in the Lodi area will draw from a large semi-skilled and skilled labor force. Lodi is part of the Stockton/San Joaquin labor market.

Source: City of Lodi Community Development Department

POPULATION

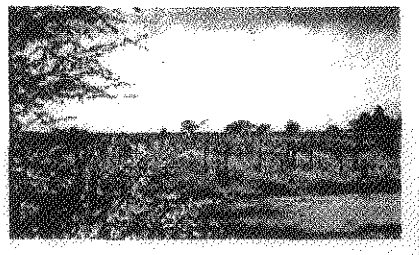


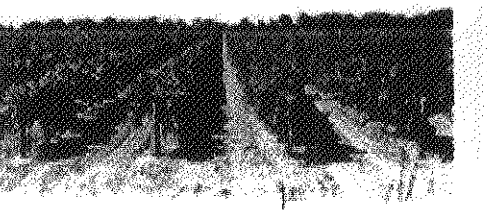
Fiscal Year	City Population	San Joaquin County Population	Rank in Size of California Cities
1991-92	52,900	480,628	113
1992-93	52,900	503,400	120
1993-94	53,000	521,500	124
1994-95	53,575	530,700	121
1995-96	54,473	529,300	122
1996-97	54,800	535,420	123
1997-98	55,700	545,200	124
1998-99	56,900	554,400	124
1999-00	57,900	566,600	125
2000-01	58,600	583,700	126
2001-02	60,500	613,500	129

The City of Lodi population is 60,500 and is contained in an area of 12.598 square miles. The City has grown steadily since incorporation in 1906 and is projected to grow to 70,500 people by the year 2007.The City's Growth Control Ordinance allows an increase in population of 2% per year until the growth limits are reached.

SOURCE: State of California, Department of Finance, Demographic Research Unit.

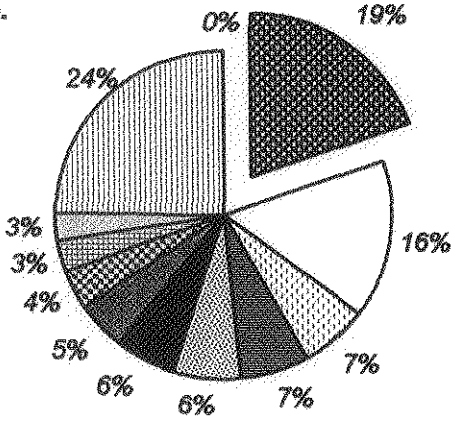
ECONOMY





The main industry of the Lodi District is agriculture. Dairying and milk processing are major industries as well, and industrial establishments such as food packaging, trailer hitches, beverage blending and bottling, fertilizer and cement pipe plants are located in Lodi. Manufactured products include wines and brandy, canned fruit and vegetables, trailer hitches, pumps, cement products, ice cream, sausage, sheet metal products, rubber and dry cereal products.

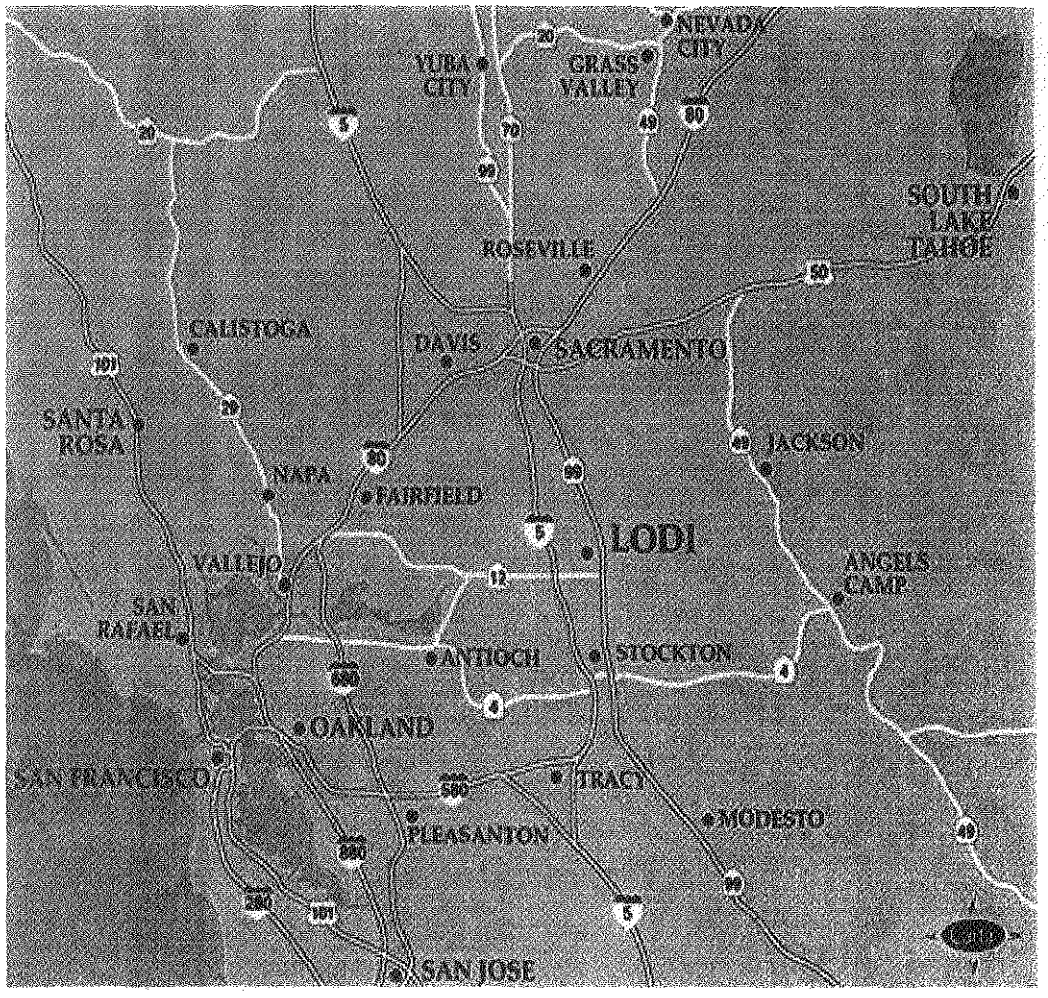
Agriculture San Joaquin Co.



Lodi is one of the top 10 richest agricultural sites in the country. Principal crops include grapes, cherries, peaches, plums, walnuts, almonds, asparagus, celery, tomatoes, spinach, potatoes, and onions. In addition, Lodi is one of the largest winegrape producing areas in the U.S. with 75,000 acres in production.*

In 1986 Lodi was given the distinction of "Apellation of Origin" - the authority to label wines produced and processed in the area as Lodi Wine. This Congressional authority is unique in California. All other California Wines must be labeled "California"

*Information provided by Lodi, Woodbridge Wine Grape Commission



LOCATION

As the northern-most city in San Joaquin County, Lodi bridges the areas of Northern and Central California and places it in the path of a dynamic growth corridor ideally situated for business and industry. The City of Lodi is located 90 miles east of San Francisco, 34 miles south of Sacramento, adjacent to U.S. Highway 99 and is easily accessible to Interstate 5.

CLIMATE

Lodi enjoys a mild year-round climate. Summer brings warm, dry days and nights while the winters have moderately cool temperatures. The average high temperature of 73.8 degrees and low temperature of 44.0 degrees. The average rainfall is 16.62 inches. The elevation is 51 feet with prevailing winds North and Northwest.

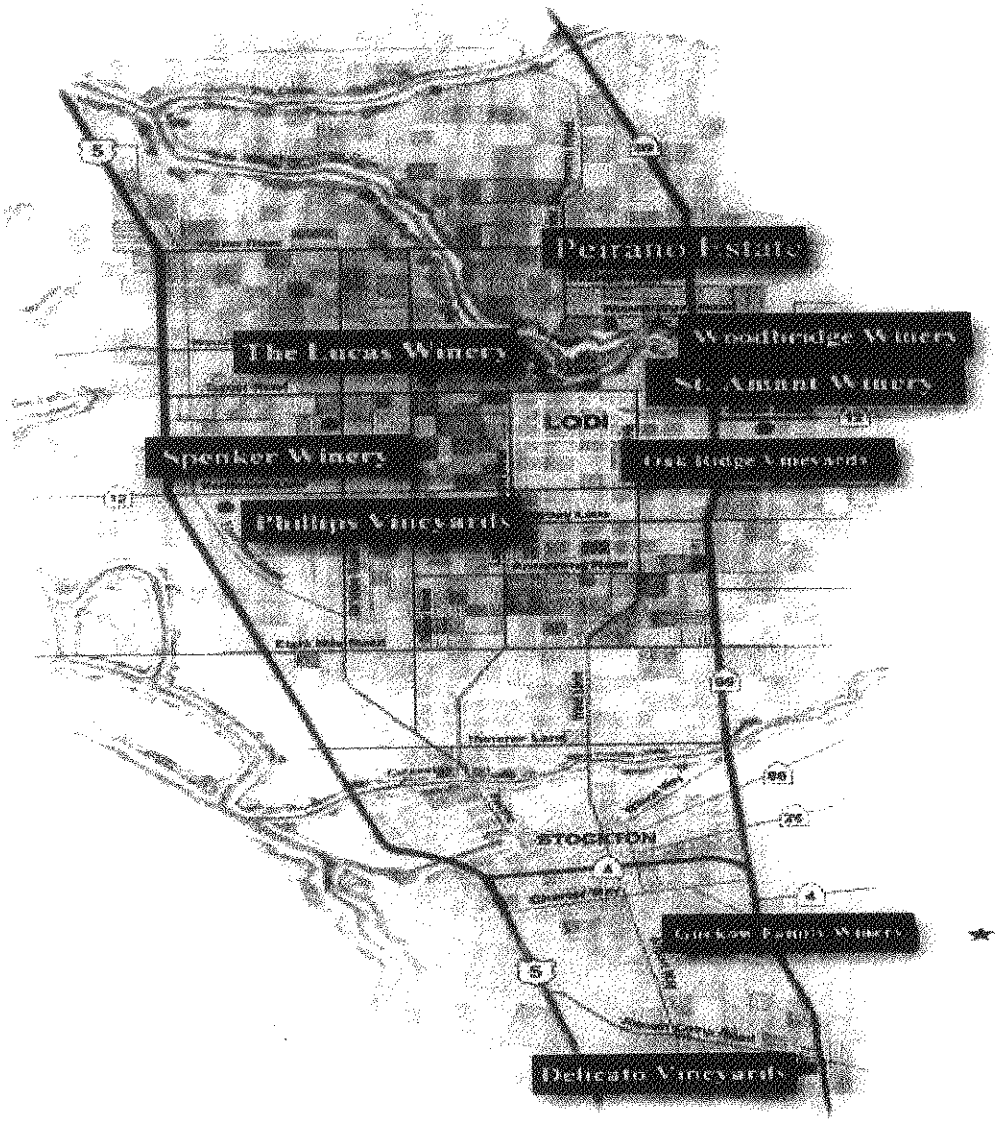
	Population (2000 Census)	Sales Tax Rate
Lodi	56,999	7.750%
Stockton	564,539	7.750%
Galt	19,550	7.750%
Sacramento	411,200	7.750%
Modesto	191,600	7.375%

California's Property tax rate is 1% plus any bonded indebtedness. Some of the bonds are expressed in a rate, and others such as Mello Roos taxes are stated in a dollar amount, and can change from year to year. Lodi has no Mellow Roos taxes.

Lodi has no Mello Roos taxes.

Winegrape Capital of the World

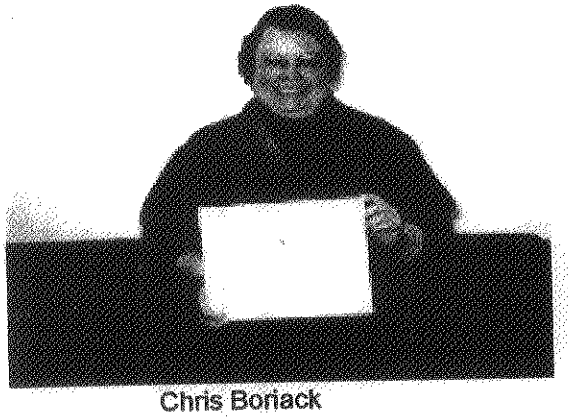
Lodi has been a major winegrape growing region since the 1850's. Today, the area has more than 75,000 acres of winegrapes, farmed by over 750 growers.
The region enjoys a Mediterranean climate, with warm, dry summers and cool, moist winters. Average annual rainfall is 17". The soil is rich with minerals that give Lodi wines a unique flavor.
The regions annual yield of approximately 600,000 tons of grapes is valued at over $300 million.
The "Lodi" appellation was approved by the federal government in 1986



For more information about the Lodi/Woodbridge Winegrape growing area, visit the Lodi/Woodbridge Winegrape Commission website (www.lodiwine.com).

City of Lodi
Employee Recognition Program
"Employee of the Quarter"

The city of Lodi recognizes that employees, at times, perform above and beyond the call of duty The Recognition program is designed to acknowledge full-time classified employees who have made special efforts in a project, program or service rendered.



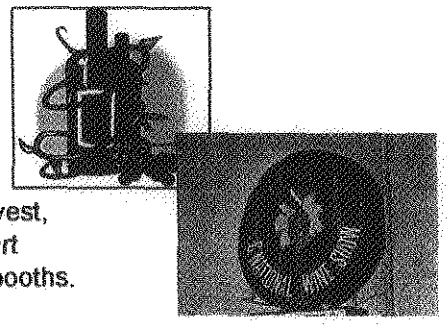
Chris Boriack
Finance Dept
Account Clerk II - First Quarter
Employee of the Year

Christopher Jacobson
Police Dept
Administrative Corporal
Second Quarter

Ron Hertz
Public Works
Street Maintenance Worker III
Third Quarter

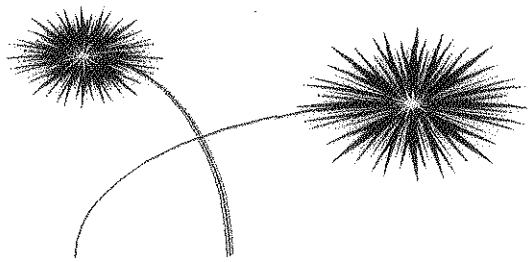
Nancy Baker
Community Development
Community Improvement Officer II
Fourth Quarter

Grape and Wine Festival



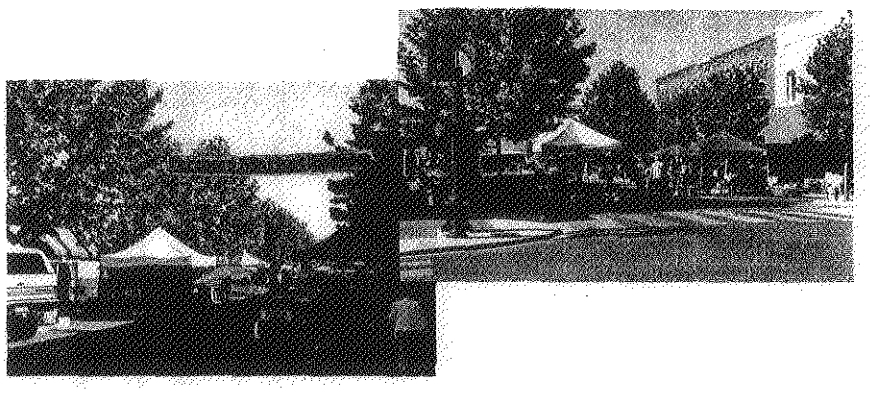
The Grape and Wine Festival is a major attraction in Lodi. Held early September, to celebrate the grape harvest, it features grape murals, local wines, grape products and art exhibits. Also included are a carnival and numerous food booths.

Lodi Street Faire



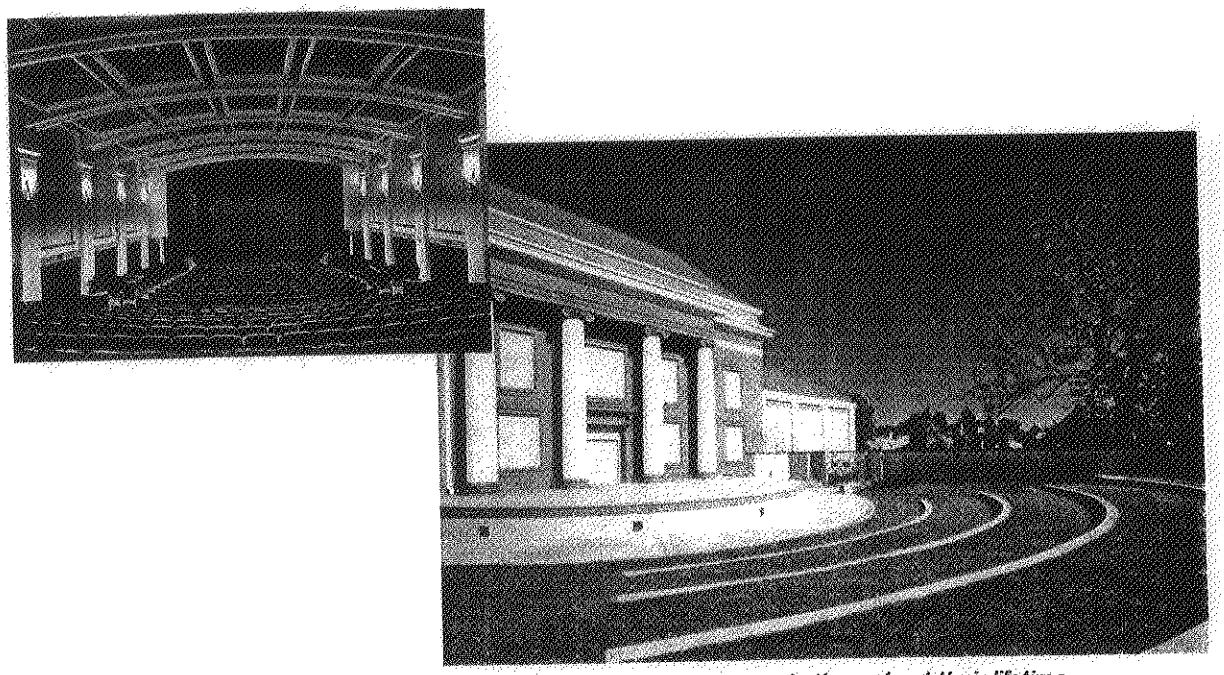
Lodi Street Faire is held the first Sunday of May and October. This event consists of closing downtown Lodi streets for vendors to display their wares. There are craft booths, new products, and antiques. This has expanded over the years to cover much of the downtown area. There is music and a section of food booths, with different types of food for all tastes.

Farmers Market

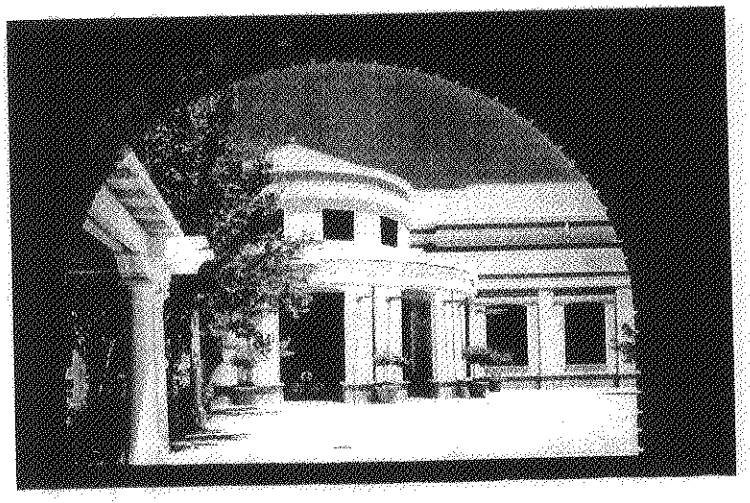


Lodi Farmers Market is held in downtown Lodi every Thursday evening during the summer starting in June and running to September. The hours are from 5pm to dusk. A portion of School Street is blocked off, and local farmers set up their booths containing local produce in season fresh from the farm.

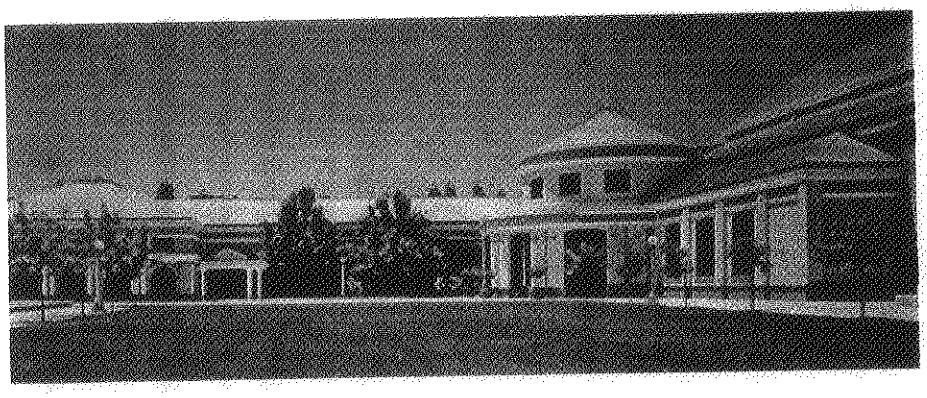
Performing Arts Center



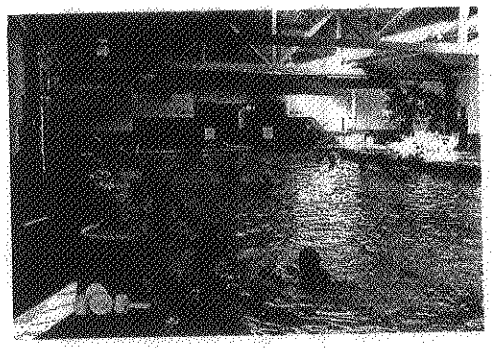
The Square features programs, activities and services that benefit people throughout their lifetime. Included in the Square is an 800 seat performing arts theatre, black box theatre, a conference facility, a child care center, a senior day care center, a rehabilitation-therapy swimming pool, and a senior information center.



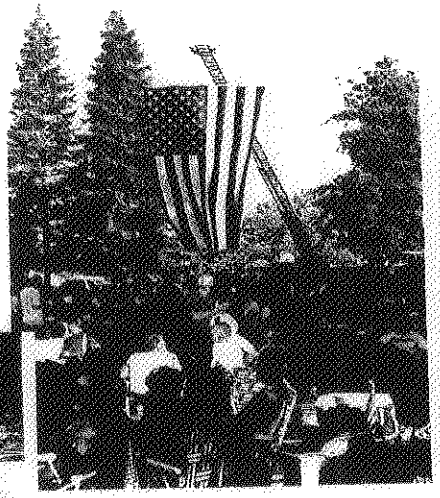
Featured Theatre events at the Square have included the Oak Ridge Boys, Hal Holbrook as Mark Twain, Dido and Magician Rick Thomas. The Night Time Live Jazz series weekly attracts 400 people in their nightclub atmosphere featuring jazz performers from all over the West Coast.



Hutchins Street Square is a unique project for the City of Lodi. The public-private partnership with the Hutchins Street Square Foundation taking the lead in developing the capital to build the project and the City to provide the maintenance and operation is unique



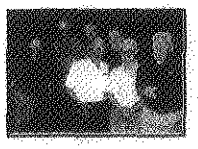
Water Aerobics Classes at Hutchins St Square Pool



Celebrate America at the Square

HUTCHINS STREET SQUARE

One of the unique aspects of the Square is our large volunteer base.

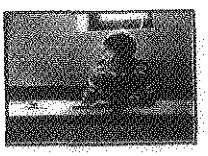


Vacuum Buddies

Sometimes referred to as the "Knights of the Uprights" our eight vacuumers are led by Dr.Norman King. These gentlemen put in over 350 hours per year, keeping our carpets in the Theatre and throughout the facility spotless and saving the Square over $2,160.00 each year in labor costs.

Usher Volunteers

Providing over 1,750 hours per year for various productions in our Performing Arts Theatre and for other high profile events at the Square, these are the smiling faces of the Square! Our usher volunteers save the Square $11,900.00 annually.

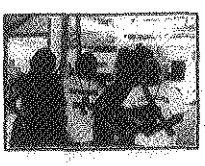


Pool Desk Cashiers

22 volunteers provide over 1,250 donated hours of assistance at our pool desk to keep things running smoothly by checking in swimmers, selling passes, answering phones, and answering all of those questions. An astounding $22,349.00 yearly value to pool services.

Pool Volunteer Coordinator

This sole person volunteers an average of 240 hours per year, providing our other volunteers with orientation, scheduling, and basic supervision at the pool. A $1,620.00 annual contribution in time and effort.



Volunteer Lifeguards

Having completed all necessary Lifeguard training, they volunteer as substitutes when needed. Working a total of 120 hours yearly, they are an invaluable resource, donating $900.00 each year in assistance to our lifeguard program.

Tax Preparers

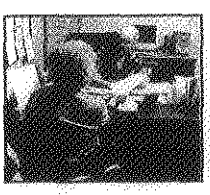
Three volunteers have completed all training for assisting our senior guests with tax preparation service at no charge, donating over 375 hours, (a $3,750.00 value) from February 1 through April 15 each year.

Senior Peer Counselors

Three peer counselors help seniors with the unique problems associated with senior living.

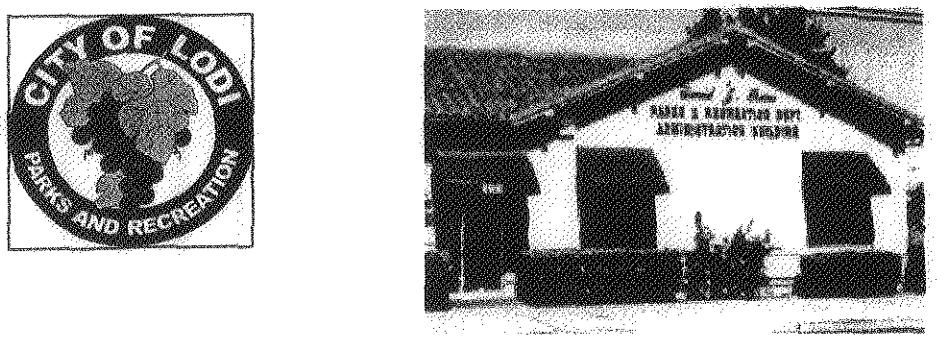
Bereavement Group Leader

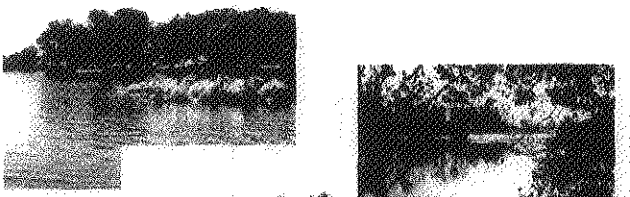
One volunteer facilitates our highly regarded, twice monthly Bereavement Support Group at the Senior Center.



HICAP Counselors

Five counselors, trained by the State and specializing in medical issues regarding seniors, help with senior health insurance issues an average of 540 hours per year. With the recent HMO changes in Medicare supplements offered, they have been very busy! With these kinds of hours, they will surely exceed the $54,00.00 annual service value to our seniors they usually provide.



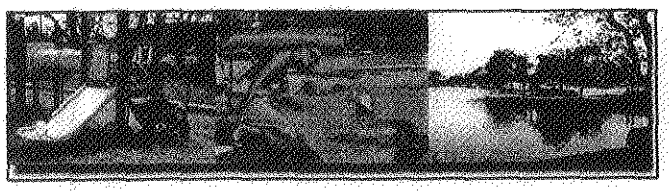


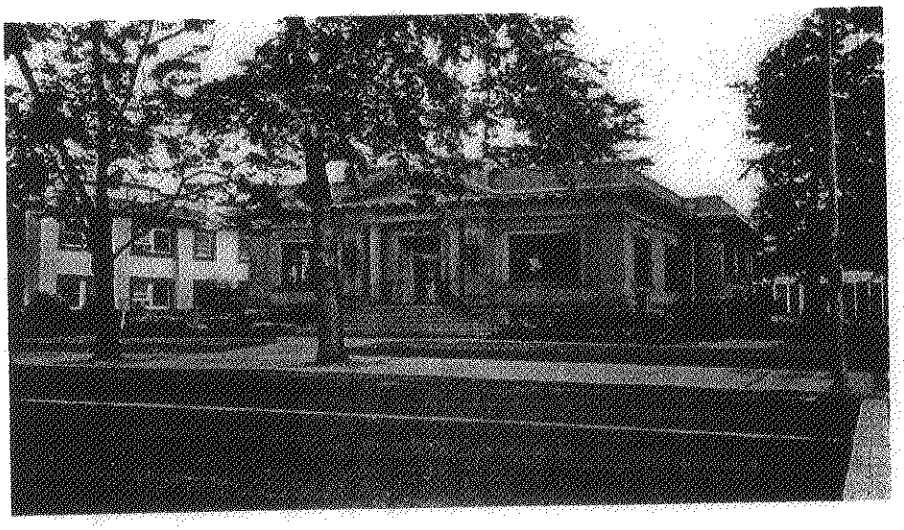
LEISURE

The City has 263 acres of developed parks and 110 acres of undeveloped parks. The amenities at the various parks vary including swimming pools, tennis courts, playgrounds, boat ramp, handball, basketball, volleyball courts, horseshoe pits and ball parks. The City enjoys one lake within the City limits. Lodi Lake offers camping, boating, picnicking and swimming. The Mokelumne River Riparian Habitat is home to a great variety of wildlife. Walking along the Nature Trail on the northeast side of the Lake, hikers will see many species of birds, mammals, reptiles and fish.

Recent and in progress projects include a skatepark located at Kofu Park, Katzakian Park development, expansion of our pedestrian and bike trail at Lodi Lake, and renovation of the National Guard Armory building for use as an indoor gym.

A wide range of recreational programs for all ages are also offered. Available programs include youth and/or adult sports programs in soccer, basketball, baseball, softball, football, tennis karate, wrestling, afterschool programs, and other special events.

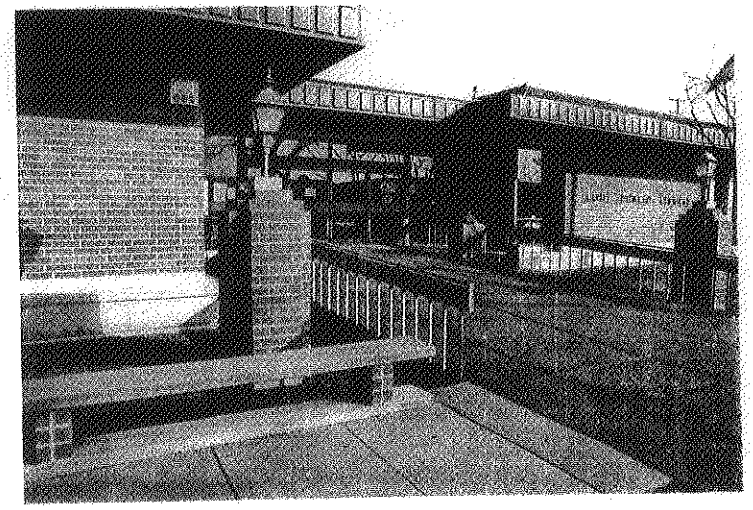




The town library for generations, the Carnegie Library building now serves as home to the Lodi City Council.

LODI PUBLIC LIBRARY

Dedicated in 1979, the new Lodi Public Library opened to the Public.

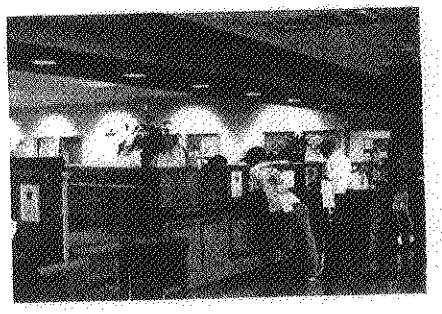


LIBRARY

The Lodi Public Library seeks to provide all residents with:

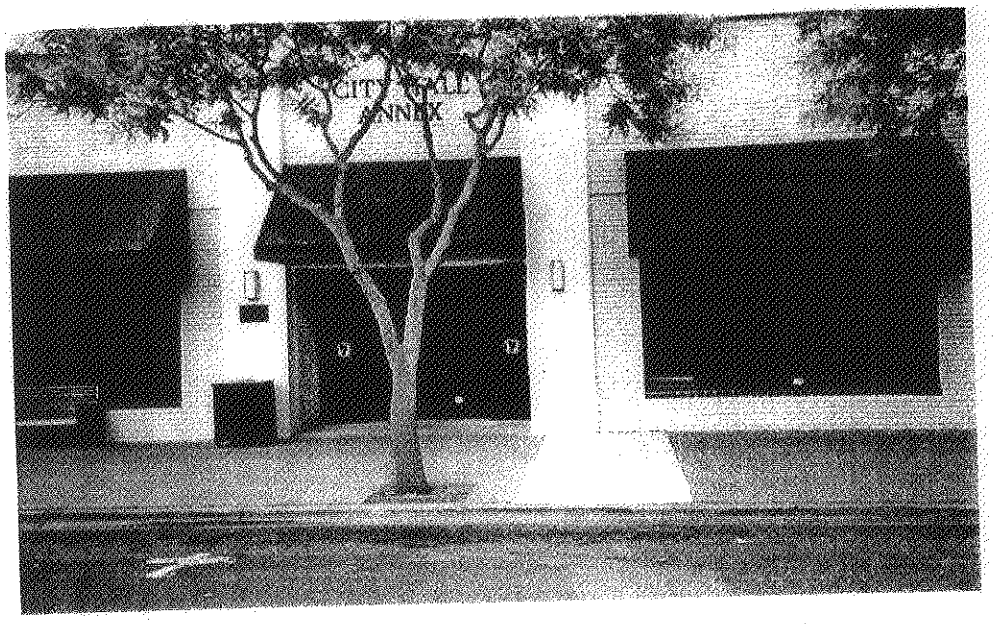
- *Information resources and instruction in using them.*
- *A Center for information on community resources and activities.*
- *A meeting place for groups and individuals.*

FINANCE



The Finance Department provides financial and other support services to include: Financial planning; accounting; cashier services; investment; billing and tax administration; utility meter reading; mail processing; purchasing payroll, accounts payable and collection services.

The Finance Department has received numerous awards for Excellence in Financial Reporting, the Distinguished Budget Presentation Award and Merit in Operational Budgeting.



PUBLIC SAFETY

The City provides emergency 911 telephone service and maintains four Fire Stations, staffed with 57 Full-time employees including 47 Firefighters. The City has one Police Station staffed with 78 Police Officers and 5 Reserve Officers.

Lodi Fire Department

The Lodi Fire Department provides many services to the community. These services include public education, fire prevention information, disaster preparedness information, emergency management all hazard emergency operations, and emergency medical services. All emergency fire apparatus are equipped with Automatic External Defibrillators AED's). The Fire Department participates in the County's Regional Hazardous Materials Response Team, Technical Rescue Team, and Arson Investigation Team. These teams provide leading edge services to the community in all types of emergencies and disasters.

Lodi Police Department

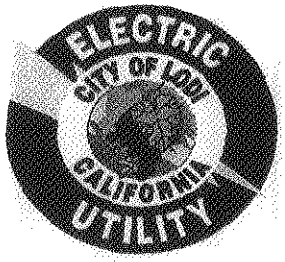
Lodi Police Department is a full-service, community oriented police department. Specialized units include SWAT, Hostage Negotiations, Explosives/Bomb Detail, Traffic Patrol, Bicycle Patrol, School Resource Officers and the Special Investigations Unit. Lodi PD offers community based education programs, such as citizen's Awareness and National Night Out, as part of it's Crime Prevention Program. The Partner's Volunteer program, for senior citizens, has over 100 participants. Currently, a new 59,000 Sq Ft. Lodi Police Department facility is under construction with estimated completion in 2003. A new Animal Shelter and Outdoor Pistol Range are being designed.

TRANSPORTATION

Lodi is located on the main line of the Union Pacific Railway. Central California Traction Company provides interline service with Western Pacific, Santa Fe and Southern Pacific. There are three major highways serving Lodi, Interstate 5, Highways 99 and 12. Stockton Metropolitan Airport is located 14 miles south at Highway 99 and Airport Way. Bus service includes Greyhound Bus lines, SMART bus fixed route service based in Stockton and Grapeline fixed route bus service based in the City. The Stockton inland deep water seaport is located 14 miles south at Interstate 5 and Weber Avenue in the City of Stockton.

STREETS

The Public Works Department maintains 181 miles of streets, 16 miles of alley ways, 5057 street lights, 50 traffic signals, 4,800 signs and sweep 364 miles of curbs and alleys. They also maintain 6,762 trees, 56 species, and remove 7000 cubic yards of leaves November through January. The City of Lodi provides storm drainage services for the Lodi area, with 106 miles of storm drains, 2,799 catch basins, 14 pumping stations, 45 pumps and 8 retention basins.

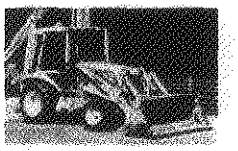


Large Enough to Meet Your Needs . . .
Small Enough to Care

ELECTRIC UTILITY

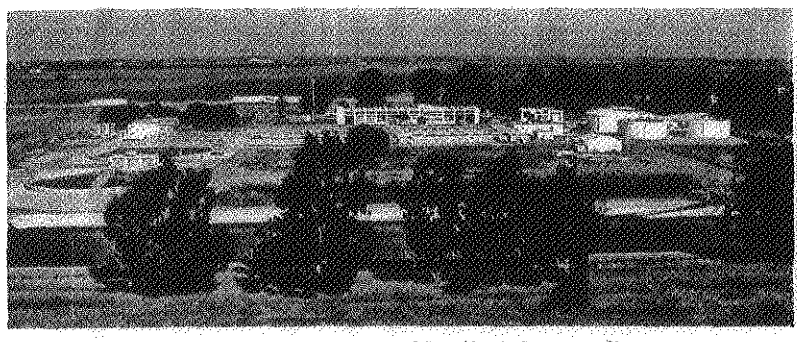
The City of Lodi has owned and operated its electric system since 1910. Today's 26,300 customers are served by four substations. The customer mix on an energy basis, is 30% industrial, 35% commercial, 33% residential and 2% municipal. Electric power for Lodi is purchased through two main sources: the Northern California Power Agency (NCPA) and the Western Area Power Administration (WAPA). In anticipation of increasing power costs, the City joined NCPA in 1968 for the purpose of finding and developing new sources of affordable power. Through NCPA the City is a participant in two geothermal plants, six gas turbine plants, and a five-generator hydroelectric project. In addition, the City is also a participant in the California-Oregon transmission Project. With State-mandated public benefit funds, the utility currently offers rebates to residential, as well as, small and medium-sized commercial customers who install designated and approved energy efficiency measures. In addition, the utility has both an on-line and on-site energy audit program for residential customers and is developing the same for small and medium-sized commercial customers.

WATER

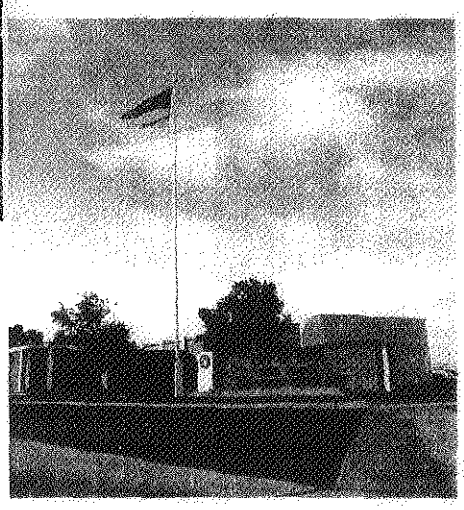


The City of Lodi provides municipal water service within the City limits. The water is 100 % from ground water pumped by approximately 25 wells, producing 5.5 billion gallons per year. There are 212 miles of water lines for 22,500 customers, 4,080 water valves, 1,750 fire hydrants and 1,050 water meters. Metered accounts are charged a monthly base rate determined by the size of the meter plus $0.531 per 100 cubit feet (748 gallons) of usage. Non metered commercial accounts are based on the size of the service. Residential service is non-metered and based on the number of bedrooms.

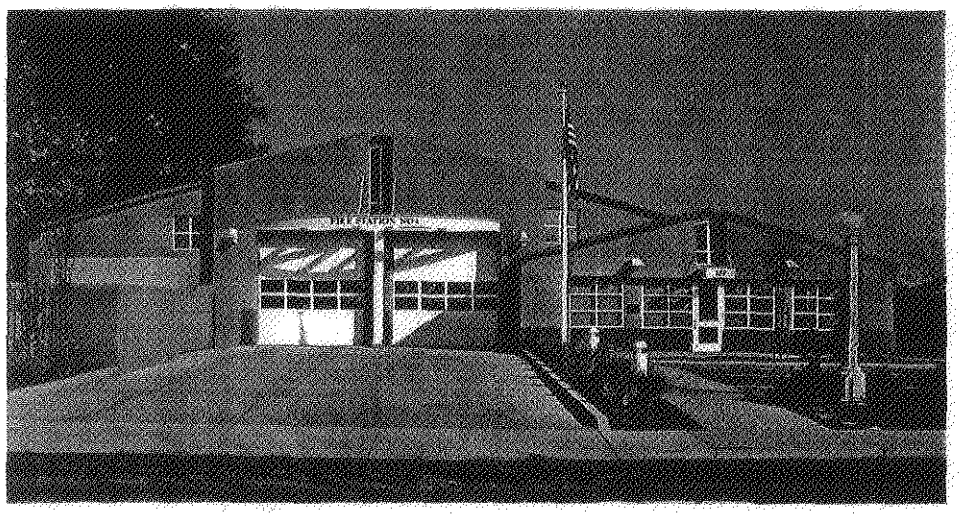
WASTEWATER



White Slough Treatment Plant



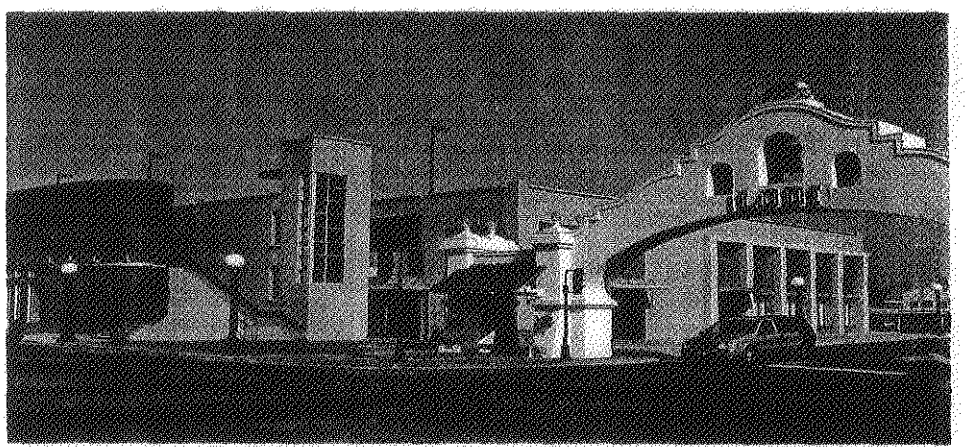
The City of Lodi maintains 170 miles of wastewater lines 2,850 manholes, 7 domestic pumping stations, service laterals for 23,000 customers and operates one wastewater treatment plant with average daily treatment at 6.5 MG and maximum daily capacity at 8.5 MG.



Photographed by Tom Elhard

Fire Station No. 4

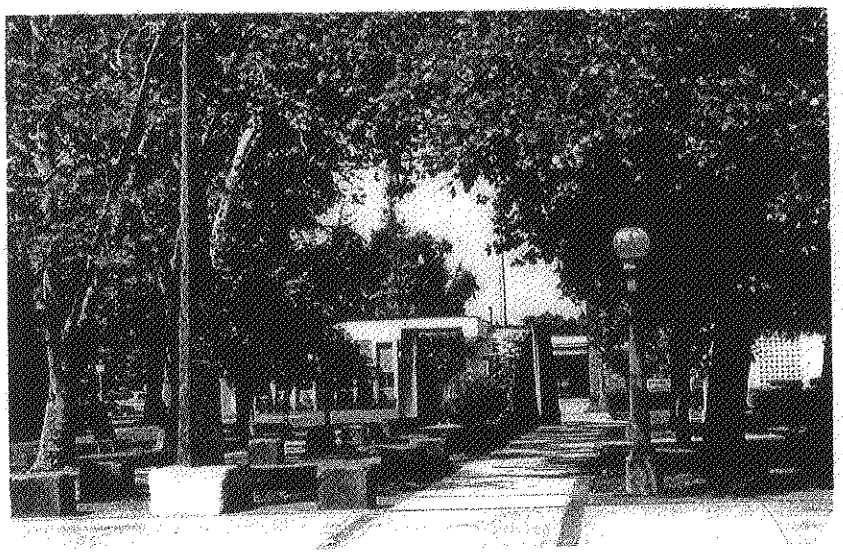
The project includes the construction of a 7,200-square-foot fire station, a well enclosure, an emergency electrical generator to serve the well and the Fire Station, and associated site work. The Fire Station includes a central apparatus room with an adjoining exercise/utility/equipment wing to the north and a lobby/office/residential wing to the south.



Photographed by Tom Elhard

Lodi Station Parking Structure

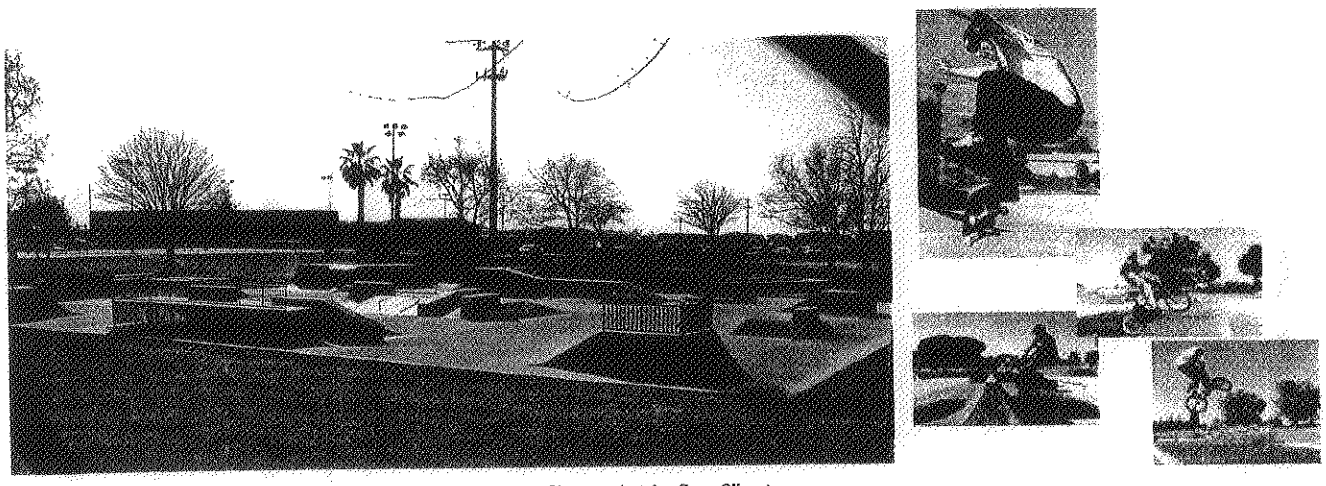
The parking structure is located on the former train depot site. The structure includes a three-level, 329 car parking structure with 15,000 square-feet of ground level retail/office space. There are bike parking lockers and a dual-purpose shade structure is planned for the center portion of the roof parking deck to provide shade for vehicles and generate solar power. There will also be four electric vehicle charging stations located on the ground level.



Photographed by Janet Hamilton

Civic Plaza Veterans Monument

The Community is very proud of the sacrifices our Veterans have made on behalf of our Country. This All Veterans Monument with it's obelisk and Eternal Flame is a show of respect and gratitude.

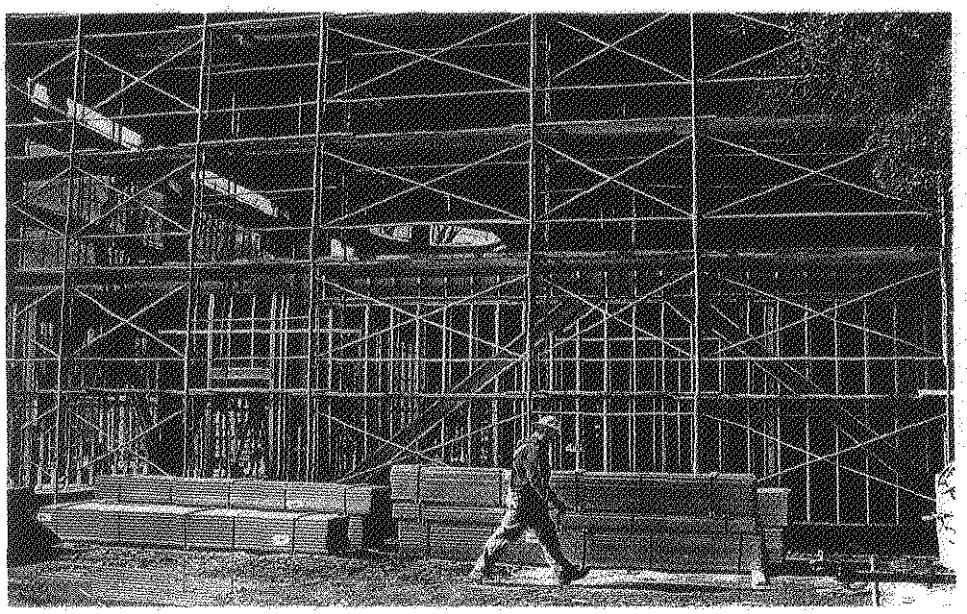


Photographed by Tom Elhard

Outdoor Skate Park

The Outdoor Skate Park is located in the drainage basin at Kofu Park. The park is open Monday Through Sunday, there is a pro-shop on the premises that offers safety equipment. All skaters are required to wear safety equipment when using the park.

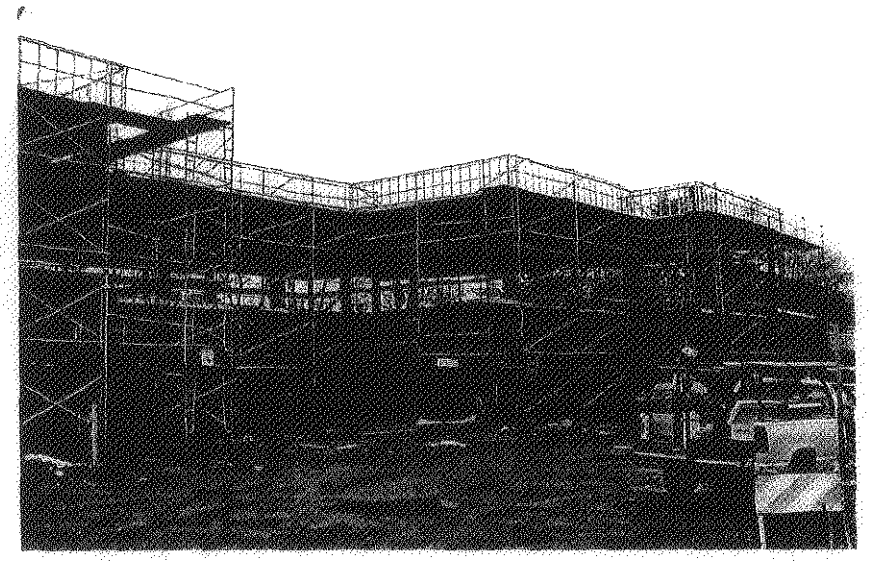
Projects Under Construction



Photographed by Tom Ehard

Public Safety Building & Civic Center Complex

The Public Safety Building & Civic Center Complex project consist of four phases. Phase I includes critical improvements to the current Public Safety Building and upgrades to Fire Station 2. Phase II includes building a new Police Station. Phase III is the addition of a parking structure. Phase IV includes the renovation of the current 30+ year-old Public Safety Building for Fire Administration and Station 1 plus other governmental office uses.



Photographed by Tom Ehard

OPERATING ACTIVITIES

OVERVIEW

This section lists and describes those Activities authorized to deliver services. The Activities are organized by mission. This format allows the City to present the budget based on:

* Policies and goals which define the nature and level of services required without emphasizing Department organization and turf concerns.
* Suitable activities for delivering services.
* Objectives for improving the delivery of services.
* Identification and appropriation of resources required to conduct activities and accomplish objectives.

The presentation of the City's operating expenditures is organized along "mission lines" using a pyramid approach summarized as follows:

Mission - The highest level of summarization used in the City's financial plan. The Mission represents a fundamental city-wide function under which are grouped the related activities crossing organizational (department) boundaries and aimed at major missions. The six missions in the financial plan are:

* Public Safety
* Public Utilities
* Transportation
* Leisure, Cultural and Social Services
* Community and Economic Development
* General Government

Program - A grouping of related activities within a functional area such as police protection within Public Safety or electric service within Public Utilities.

Activities - The basic unit of service delivery provided to accomplish missions, goals, and objectives.

Task - Significant sub-activities conducted to deliver services.

The following is an example of the relationships between Missions, Programs, Activities, and Tasks:

Mission:	Public Utilities
Program:	Electric Service
Activity:	Electric Utility Administration
Task:	Supervision of Department staff

OPERATING ACTIVITIES

Mission and Program	Responsible Office	Primary Funding Source
Public Safety		
Police Protection	Police	General Fund
Fire Safety	Fire	General Fund
Other Safety Services	Public Works	General Fund
Public Utilities		
Wastewater Utility Services	Public Works	Wastewater Fund
Water Utility Services	Public Works	Water Fund
Electric Utility Services	Electric	Electric Fund
Transportation		
Streets and Flood Control	Public Works	General Fund
Municipal Transit System	Administration	Transit Fund
Leisure, Cultural and Social Services		
Parks and Recreation Services	Parks and Recreation	General Fund
City Library	Library	Library Fund
Community Center	Administration	General Fund
Community and Economic Development		
Planning	Community Development	General Fund
Construction Development:		
Engineering	Public Works	General Fund
Construction Regulation	Community Development	General Fund
Economic Development	Administration	General Fund
General Government		
Legislation and Policy	City Clerk	General Fund
General Administration		
City Manager	Administration	General Fund
Public Works Administration	Public Works	General Fund
Legal Services	City Attorney	General Fund
Records Admin & Elections	City Clerk	General Fund
Administrative Services		
Human Resources Administration	Human Resources	General Fund
Risk Management	Human Resources	General Fund
Information Systems	Administration	General Fund
Information Systems / Data Processing	Administration	General Fund
Finance Administration	Finance	General Fund
Organizational Support Services		
Field Services	Finance	General Fund
Building Maintenance	Public Works	General Fund
Fleet Services	Public Works	General Fund
Non-Departmental		
General Support	Administration	General Fund
General Liability	Human Resources	Self Insurance Fund
Other Insurance	Human Resources	Self Insurance Fund
Benefits Administration	Human Resources	Benefits Fund

OPERATING ACTIVITIES

The information in an Activity Description includes the following elements:

Department Title - The Mission Title, Activity Name, Department responsible for program administration, Program and Primary Fund Source

Activity Description - Activity purpose, goals and objectives are described in this part.

Activity Costs - Four years of historical and projected expenditures for the last fiscal years, the actual for 2001-02, the current Budget for 2002-03, the Approved Budget for 2003-04, and the Proposed Budget for 2004-05. Activity costs are divided into six cost categories by object code:

1. Personnel Services - These are salary expenditures for all regular employees, part-time employees, temporary employees and contract employees (as well as their related costs, benefits, and overtime) paid through the City's payroll system.
2. Utilities and Communications - All expenditures for utilities and communications.
3. Supplies, Materials & Services - All expenditures for the purchase of supplies, material and services necessary for the conduct of day-to-day operations.
4. Work for Others - All expenditures for work performed that is reimbursable to the City.
5. Minor Equipment - Expenditures for all purchases of equipment greater than $3,000 but less than $10,000. New capital purchases or projects with a cost in excess of $10,000 are included in the appropriate Capital Improvement Budget.
6. Other - Expenditures for special purpose payments such as taxes, donations, etc.

Staffing Summary - A four year summary of actual, budgeted, approved and proposed authorized regular positions by activity. Staffing is based on organization and not cost centers. Staff positions will be assigned to activities in which the employee is expected to spend 50% or more of their time. For Enterprise Fund employees the "whole person, whole place" rule is for the total Enterprise Fund, i.e. employee time may be distributed based on level of effort.

Significant Expenditure and Staffing Changes - This section provides a summary of any significant expenditure and staffing changes. A significant expenditure and staffing change is defined as a change that meets the following criteria:

* Any change in regular staffing
* Significant one-time costs
* Major service curtailments or expansions
* Changes in operations that will significantly affect other departments or customer services
* Changes that affect current policy
* Dollar parameters vary by Department; however, changes that increase Activity costs by more than $5,000 should be considered a major expenditure change

Major Objectives - This is a list of significant objectives necessary to improve or change service delivery.

EXPENDITURE SUMMARIES

OVERVIEW

The following expenditure summaries are provided to highlight the financial relationships between Missions and Programs as well as to summarize the overall Activity budgets. This summary is presented at the Mission, Program and Activity level.

Expenditures by Mission

* Summarizes operating expenditures at the Mission and Program level

Expenditures by Activity

* Summarizes operating expenditures at Activity and groups these expenditures by Program and Mission

OPERATING BUDGET BY MISSION

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Public Safety				
Police Protection	8,983,299	8,786,908	9,449,029	10,090,419
Fire Safety	4,578,625	4,740,095	5,731,325	6,723,555
Other Safety Services	38,588	44,750	49,640	52,425
Total Public Safety	13,600,512	13,571,753	15,229,994	16,866,399
Public Utilities				
Water Utility Services	2,505,539	2,642,679	3,215,800	3,199,415
Wastewater Utility Services	3,774,025	3,377,012	3,848,145	3,937,305
Electric Utility Services	11,148,606	12,911,068	13,862,020	14,463,990
Total Public Utilities	17,428,170	18,930,759	20,925,965	21,600,710
Transportation				
Streets and Flood Control	1,817,284	2,322,824	2,072,270	2,158,690
Transit	2,306,402	2,393,747	2,419,430	2,542,285
Total Transportation	4,123,686	4,716,571	4,491,700	4,700,975
Leisure, Cultural & Social Services				
Parks and Recreation Administration	697,583	865,970	942,970	1,027,420
Recreation Division	763,771	533,736	812,555	749,855
Parks Division	1,399,077	1,500,211	1,554,985	1,627,975
Cultural Services	2,450,065	2,374,713	2,665,830	2,738,120
Total Leisure, Cultural & Social Services	5,310,496	5,274,630	5,976,340	6,143,370
Community & Economic Development				
Planning	409,118	552,795	527,700	568,575
Construction Development	2,082,283	2,340,212	2,316,730	2,535,170
Economic Development	661,160	558,355	444,980	453,525
Total Community & Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government				
Legislation and Policy	58,673	70,400	68,820	70,800
General Administration	787,848	862,877	878,817	936,192
Legal Services	280,207	293,610	339,375	365,570
City Clerk Services	233,017	331,585	291,755	340,660
Administrative Services	2,896,374	3,452,326	3,557,310	3,759,932
Organizational Support Services	1,973,492	1,999,842	2,186,260	2,261,460
Non-Departmental Services	6,809,609	6,933,935	8,921,620	9,763,585
Total General Government	13,039,220	13,944,575	16,243,957	17,498,199
TOTAL OPERATING BUDGET	56,654,645	59,889,650	66,157,366	70,366,923

OPERATING BUDGET BY ACTIVITY

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Public Safety				
Police Protection				
Police Administration	862,287	974,863	1,094,650	1,146,800
Police Operations	4,959,728	4,610,065	4,950,209	5,266,414
Police Investigations	2,972,492	3,019,570	3,192,205	3,457,500
Animal Shelter	188,792	182,410	211,965	219,705
Fire Safety				
Fire Administration	310,622	326,600	350,375	375,850
Fire Life and Safety	202,130	238,665	266,650	286,425
Emergency Operations	4,039,294	4,083,045	5,025,940	5,968,665
Emergency Medical Services	22,072	91,785	88,360	92,615
Other Safety Services				
Weed Abatement	4,507			
Graffiti Abatement	38,588	44,750	49,640	52,425
Total Public Safety	13,600,512	13,571,753	15,229,994	16,866,399
Public Utilities				
Water Utility Services				
Water	2,505,539	2,642,679	3,215,800	3,199,415
Wastewater Utility Services				
Wastewater	3,774,025	3,377,012	3,848,145	3,937,305
Electric Utility Services				
Electrical	11,148,606	12,911,068	13,862,020	14,463,990
Total Public Utilities	17,428,170	18,930,759	20,925,965	21,600,710
Transportation				
Streets and Flood Control				
Street Maintenance	1,393,915	1,690,486	1,590,315	1,659,270
Street Trees	143,855	133,220	141,410	144,945
Street Cleaning	259,457	482,130	318,905	332,835
Parking Lot Maintenance	20,057	16,988	21,640	21,640
Transit				
Transit	2,306,402	2,393,747	2,419,430	2,542,285
Total Transportation	4,123,686	4,716,571	4,491,700	4,700,975
Leisure, Cultural & Social Services				
Parks and Recreation				
Parks and Recreation Commission	1,739	3,950	3,515	3,515
Parks and Recreation Administration	695,844	862,020	939,455	1,023,905
Recreation Division				
Youth/Teen Sports	122,877	155,340	318,475	318,475
Indoor/Outdoor Activities	21,580	18,070	18,155	18,155
Aquatics	114,778	101,154	102,070	104,115
Adult Sports	49,876	53,375	54,585	54,585
Recreation Playgrounds	177,642	182,877	187,020	189,345
Concessions/After School Programs	277,018	22,920	132,250	65,180
Parks Division				
Lodi Lake Park	150,347	180,877	201,325	208,155
Other Parks	584,574	592,910	570,415	600,655
Park Operations	126,690	135,818	141,520	144,840
Equipment Maintenance	114,360	127,591	128,280	137,480
Parks - Sports Facility Maintenance	423,106	463,015	513,445	536,845
Cultural Services				
Library Board	1,976	5,000	4,500	4,500
Library	1,225,688	1,208,743	1,253,585	1,295,985
Cultural Activities - Community Center	1,222,401	1,160,970	1,359,711	1,389,601
Total Leisure, Cultural & Social Services	5,310,496	5,274,630	5,928,306	6,095,336
Community & Economic Development				
Planning				
Community Development Commissions	4,121	10,360	6,355	5,605
Current and Advanced Planning	404,997	542,435	521,345	562,970
Code Enforcement	285,561	391,840	371,820	395,420
Building and Safety	571,576	662,760	677,405	707,720
Engineering	1,225,146	1,285,612	1,267,505	1,432,030
Economic Development				
Economic Development	661,160	558,355	444,980	453,525
Total Community & Economic Development	3,152,561	3,451,362	3,289,410	3,557,270

OPERATING BUDGET BY ACTIVITY

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
General Government				
Legislation and Policy				
City Council	58,673	70,400	68,820	70,800
General Administration				
City Manager	400,613	419,410	449,750	478,595
Public Works Administration	387,235	443,467	429,067	457,597
Legal Services				
City Attorney	280,207	293,610	339,375	365,570
City Clerk Services				
City Council Protocol	12,277	27,500	18,000	18,000
Records Administration	219,940	264,485	272,755	275,260
Election Administration	800	39,600	1,000	47,400
Administrative Services				
Human Resources Administration & Citywide Training	424,175	394,426	418,535	442,650
Risk Management	88,053	191,645	167,100	173,655
Information Systems	792,480	1,050,584	1,108,565	1,148,502
Finance Administration	228,623	198,445	177,320	188,465
Accounting Services	477,081	621,905	606,170	653,755
Revenue Services	628,017	713,095	783,625	833,485
Purchasing	257,945	282,226	295,995	319,420
Organizational Support Services				
Field Services	367,682	379,786	393,055	414,000
Building Maintenance	507,536	616,697	643,390	642,510
Equipment Maintenance & Motor Pool	1,098,274	1,003,359	1,149,815	1,204,950
Non-Departmental Services				
General Support	775,285	776,410	808,835	863,945
Citywide Utilities	783,321	953,655	843,880	877,990
General Liability	929,808	650,270	943,550	1,010,175
Other Insurances	63,994	70,515	110,510	113,190
Workers' Compensation Charges	1,066,750	836,760	1,657,920	1,739,135
Benefits Administration	3,190,451	3,646,325	4,556,925	5,159,150
Total General Government	13,039,220	13,944,575	16,243,957	17,498,199
TOTAL OPERATING BUDGET	56,654,645	59,889,650	66,109,332	70,318,889

OPERATING BUDGET BY MISSION

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Public Safety				
Police Protection	8,983,299	8,786,908	9,449,029	10,090,419
Fire Safety	4,574,118	4,740,095	5,731,325	6,723,555
Other Safety Services	38,588	44,750	49,640	52,425
Total Public Safety	13,596,005	13,571,753	15,229,994	16,866,399
Public Utilities				
Water Utility Services	2,505,539	2,642,679	3,215,800	3,199,415
Wastewater Utility Services	3,774,025	3,377,012	3,848,145	3,937,305
Electric Utility Services	11,148,606	12,911,068	13,862,020	14,463,990
Total Public Utilities	17,428,170	18,930,759	20,925,965	21,600,710
Transportation				
Streets and Flood Control	1,817,284	2,322,824	2,072,270	2,158,690
Transit	2,306,402	2,393,747	2,419,430	2,542,285
Total Transportation	4,123,686	4,716,571	4,491,700	4,700,975
Leisure, Cultural & Social Services				
Parks and Recreation Administration	697,583	865,970	942,970	1,027,420
Recreation Division	763,771	533,736	812,555	749,855
Parks Division	1,399,077	1,500,211	1,554,985	1,627,975
Cultural Services	2,450,065	2,374,713	2,617,796	2,690,086
Total Leisure, Cultural & Social Services	5,310,496	5,274,630	5,928,306	6,095,336
Community & Economic Development				
Planning	409,118	552,795	527,700	568,575
Construction Development	2,082,283	2,340,212	2,316,730	2,535,170
Economic Development	661,160	558,355	444,980	453,525
Total Community & Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government				
Legislation and Policy	58,673	70,400	68,820	70,800
General Administration	787,848	862,877	878,817	936,192
Legal Services	280,207	293,610	339,375	365,570
City Clerk Services	233,017	331,585	291,755	340,660
Administrative Services	2,896,374	3,452,326	3,557,310	3,759,932
Organizational Support Services	1,973,492	1,999,842	2,186,260	2,261,460
Non-Departmental Services	6,809,609	6,933,935	8,921,620	9,763,585
Total General Government	13,039,220	13,944,575	16,243,957	17,498,199
TOTAL OPERATING BUDGET	56,650,138	59,889,650	66,109,332	70,318,889

PUBLIC SAFETY

ACTIVITY: Police Administration **PROGRAM:** Police Protection
DEPARTMENT: Police **FUND:** General Fund

ACTIVITY DESCRIPTION

Police Administration is responsible for general planning, direction and evaluation of all police activities. Activity goals include: 1) responsible, effective and efficient police services; 2) well-trained and highly qualified police employees; 3) timely response to calls for public safety services; and, 4) citizen participation in public safety efforts. This activity has four major elements:

- **Police Department Leadership.** Develop, implement new Police Department citizen "scientific" survey with help from a local college; prepare Department budget; fiscal management and grant administration; statistical analysis; recruitment and screening of new Police Officers; plan ways to meet new demands for police services **(55 percent of the activity)**.

- **Administrative Unit:** Police Sergeant and Corporal conduct in-depth background investigations on new hires; internal affairs and administrative investigations; internal inspections and audits; coordinate in-service training as well as POST mandated advanced officer training at school sites throughout the State. Redirect focus for this administrative unit to create Office of Professional Standards. **(20 percent of the activity)**.

- **Animal Services:** Coordinate Animal Services, including the pick-up and care of stray animals; as well as the day-to-day functions and maintenance of animals at the Animal Shelter. Coordinate new Animal Shelter design and construction to meet demands of today and into the future. **(5 percent of the activity)**.

- **Personnel Administration.** Coordinate and administer personnel policies and programs; advise and assist employees with personnel matters; maintain Department personnel records; process personnel actions and payroll changes; administration of Workers' Comp claims. **(20 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	353,624	438,820	546,650	593,300
Utilities and Communications	53,087	67,000	64,800	67,300
Supplies, Materials and Services	455,443	469,043	480,200	483,200
Minor Capital		0	0	0
Other Payments	133	0	3,000	3,000
Total	862,287	974,863	1,094,650	1,146,800

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Police Chief	1	1	1	1
Police Sergeant	1	1	1	1
Police Corporal	1	1	1	1
Management Analyst II	1	1	1	0
Management Analyst III	0	0	0	1
Administrative Secretary	1	1	1	1
Total	5	5	5	5
Temporary Positions:	0	0	0	0

ACTIVITY:	Police Administration	**PROGRAM:**	Police Protection
DEPARTMENT:	Police	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Re-class Management Analyst II ($5,185)	– Approved for 2004-05
2003-04: Service Agreement Deck Alpha ($6,200)	– Approved
2003-04: Increase Funds for Part time Detective ($10,000)	– Not approved – keep funding at current level
2003-04: Anti Terrorism Training ($22,500)	– Not approved

MAJOR ACCOMPLISHMENTS

- *Complete construction of the new Police Building.*
- Integrate the Records Management System to enhance access for LPD criminal records information and other County/State agencies.
- Expand Community Oriented Policing: Community Oriented Policing efforts have been very positive and continues to expand with re-emphasis on the District Commander spearheading efforts to reach out to culturally diverse neighborhoods.
- Review and implement new training and equipment demands since the 9-11 attacks.
- Participation and coordination of legislative continue; Chief Adams is on the Executive Committee of the California Peace Officer's Association and regularly meets with different Legislators, CPOA Lobbyist and law enforcement leaders.
- LPD continues to survey the community on a biannual basis; our approval rating continues to be high with 87% of respondents stating good to excellent rating of our department. We will be revising our survey to become more scientific with the assistance from local colleges.

MAJOR OBJECTIVES

- 2003-05: Complete new Police Facility
- 2003-05: Expansion of Community Oriented Policing; refocus Community Policing efforts and DUI accountability
- 2003-05: Coordinate Legislation efforts
- 2003-05: Revamp Departmental Recruitment & Background Procedures with new Office of Professional Stantards.
- 2003-05: Oversee start of construction of new Animal Shelter facility

RELATED COST CENTERS

Police Administration (101031)
Asset Forfeiture
Vehicle Theft Account

ACTIVITY:	Police Operations	**PROGRAM:**	Police Protection
DEPARTMENT:	Police	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Police Operations activity maintains public order, apprehends law violators, incarcerates criminals, and enforces traffic regulations. Activity goals are: 1) general public compliance with local, State and Federal laws; 2) timely response to calls for service; 3) safe and efficient traffic circulation; 4) freedom from crime for citizens and visitors to the City; and, 5) successful suppression of criminal conduct. This activity has five major elements:

- **General patrol.** Provide area patrols (vehicle, bicycle and foot patrols) for suppression and detection of criminal activity; provide general assistance to citizens and visitors to Lodi; respond to service calls; apprehend law violators; participate in special projects directed at resolving particular community problems, utilizing various resources available in community **(84 percent of the activity)**.

- **Traffic patrol.** Provide traffic patrols to enforce local and State traffic and vehicle regulations; issue citations; respond to traffic accidents; and, enforce local parking regulations **(10 percent of the activity)**.

- **Extraordinary Police response.** Respond to major disturbances and high-risk incidents, arrests, and searches (includes use of SWAT and bomb Investigators) **(3 percent of the activity)**.

- **Auxiliary Police administration.** Recruit, train, coordinate and mobilize volunteer Officers based on the demand for service and staffing requirements **(1 percent of the activity)**.

- **Crime Prevention:** Coordinate crime prevention efforts, Neighborhood Watch and participates in special community events **(2 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	4,488,605	4,597,565	4,937,709	5,253,914
Utilities and Communications	64	0	0	0
Supplies, Materials and Services	3,488	12,500	12,500	12,500
Minor Capital	0	0	0	0
Other Payments	0	0	0	0
Total	4,492,157	4,610,065	4,950,209	5,266,414

ACTIVITY: Police Operations **PROGRAM:** Police Protection
DEPARTMENT: Police **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Police Captain	1	1	1	1
Police Lieutenant	4	4	4	4
Police Sergeant	6	6	6	6
Police Corporal	7	7	7	7
Police Officer	37	37	37	37
Volunteer Supervisor	1	1	1	1
Lead Dispatcher/Jailer	2	2	0	0
Dispatcher/Jailer	16	16	0	0
Senior Police Clerk	1	1	1	1
Parking Enforcement	0	1	1	1
Total	75	76	58	58

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: DUI overtime ($80,000) -- Approved for $80,000
2003-04: Cadet Program ($36,400) -- Not approved
2003-04: Convert Parking Enforcement Officer (no additional cost) -- Not approved

MAJOR ACCOMPLISHMENTS

- Expand Community Oriented Policing: The Lodi Police Department works closely with the Lodi Boys & Girls Club, the Chamber of Commerce and various other service organizations as a way to expand our contacts throughout the community. Several members of the Police Department hold offices in these, and other, local service organizations. We also address Community Oriented Policing via our District Commanders' interaction with citizens in their sector and internal accountability.
- Promote Community Partnership: Our District Commanders actively engage citizens within their sectors to get input and ideas on areas of concern. LPD then works with those citizens to positively resolve those issues.
- Neighborhood & Business District Crime Prevention: Crime Prevention continues to take a proactive role in working with the public. Programs have changed and expanded to address current areas of interest. The most recent new programs include areas that specifically address senior citizens and children who are home alone.
- Interventions for Gangs, Drug & Hate Crimes: The Operations Division Commander and the District Commanders are working with Project Breakthrough to address issues on a proactive basis regarding the prevention of hate crimes in our city. Gang and drug-related situations are addressed through the Gang Alternative Projects. These areas of concern are also addressed with our Support Services detectives via School Resource Officers and the Special Investigations Unit.

MAJOR OBJECTIVES

- 2003-05: Evaluate our Community Oriented Policing strategies to re-focus on accountability strategies
- 2003-05: Promote Police-Community Partnership
- 2003-05: Focus on Neighborhood and Business Districts Crime Prevention
- 2003-05: Develop comprehensive interventions for gangs, drugs and hate crimes
- 2003-05: Educate the citizens to social problems
- 2003-05: Assume Parking Enforcement responsibilities and expand responsibilities
- 2003-05: Implement Police Cadet Program

RELATED COST CENTERS

Police Operations (101032)
Auxiliary Police (101041)

ACTIVITY:	Police Support Services	**PROGRAM:**	Police Protection
DEPARTMENT:	Police	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Police Support Services activity conducts investigations of felony crime; develops and maintains case records, reports and evidence; maintains records and reports on criminal activity and persons; crime suppression; operates and maintains the City's emergency communications and dispatching services. Activity goals include: 1) early identification, suppression and/or arrest of felony crime and persons; 2) timely investigation of crimes and criminal activity; 3) successful prosecution of apprehended criminals; and, 4) freedom from crime and criminal activity for citizens and visitors to Lodi. This activity has seven major elements:

- **General investigations:** Conduct and coordinate investigations of felony and some misdemeanor crimes or criminal activity; develop case records and reports; obtain and secure evidence; conduct follow-up investigations as required; and make arrests **(30 percent of the activity)**.

- **Special Investigations Unit:** Serves as a resource for Community Oriented Policing. Develop programs to promote responsible and constructive activity and citizenship and respond to community concerns and issues regarding neighborhoods and gang activity **(25 percent of the activity)**.

- **Records Unit:** Update and maintain case reports, arrest records and criminal records; and provide information to other agencies and public as required **(10 percent of the activity)**

- **Court Liaison:** Coordinate and prepare documents, reports and evidence for courts **(5 percent of the activity)**.

- **Property Unit:** Receive, catalog, organize and maintain evidence obtained during criminal investigations for prosecution of criminal offenses **(5 percent of the activity)**.

- **Jail Services:** Receive, process, hold, care and feed prisoners booked into the Lodi City Jail **(10 percent of the activity)**.

- **Communications Unit:** Receive 9-1-1 calls for public safety services (police, fire & ambulance); dispatch and coordinate the public safety response; maintain records of communications activity **(15 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	2,966,448	3,014,570	3,182,205	3,447,500
Utilities and Communications				
Supplies, Materials and Services	2,500	5,000	5,000	5,000
Minor Capital				
Other Payments				
Total	2,968,948	3,019,570	3,187,205	3,452,500

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Hire High Crime Investigators (3) ($69,000 city funding) -- Defer until 2004-05

2003-04: Forensic Service Funding ($35,000) -- Not approved

ACTIVITY: Police Support Services
DEPARTMENT: Police
PROGRAM: Police Protection
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Police Captain	1	1	1	1
Police Lieutenant	2	2	2	2
Police Sergeant	2	2	2	2
Police Officer (Detective)	15	15	15	16
Senior Records Clerk	1	1	1	1
Police Records Supervisor	1	1	1	1
Police Records Clerk II	5	5	5	5
Dispatch Supervisor	2	2	2	2
Lead Dispatcher/Jailer	0	0	2	2
Dispatcher/Jailer	0	0	16	16
Community Service Officer	3	3	3	3
Total	32	32	50	51
Temporary Positions:				
Full-time equivalents	0	0	0	0

MAJOR ACCOMPLISHMENTS

- Specialized community support: The Support Division has, throughout the departmental reorganization, assigned specific detectives to assist patrol District Commanders with special issues and problems relating to that specific district.
- Liaison with schools and other community organizations: With the reorganization, our School Resource Officers increased from one (1) to three (3) officers assigned to specifically address school related issues. A dramatic positive affect has occurred with this program.
- Monitor citizen's satisfaction and needs: Surveys completed on citizen satisfaction on a yearly basis, 87% of respondents stated good to excellent rating of our department.

MAJOR OBJECTIVES

- 2003-05: Provide specialized support for the Community Oriented Policing concept
- 2003-05: Liaison with schools and other community organizations to identify issues that affect youth
- 2003-05: Anticipate trends and changes needed and respond to them in a timely fashion
- 2003-05: Innovative in finding new and more effective approaches to completing tasks
- 2003-05: Additional effort and resources towards internet and identity theft crimes

RELATED COST CENTERS

Police Support Services (101033)
CRACNET (101037)
Special Investigations (101051)

ACTIVITY: Animal Shelter
DEPARTMENT: Police
PROGRAM: Police Protection
FUND: General Fund

ACTIVITY DESCRIPTION

The Lodi Animal Shelter activity is responsible for controlling dogs and cats; impounding of loose, stray or unwanted animals; adoption of animals; disposal of dead animals found on City streets; and recording and reporting animal bites and suspected cases of rabies. Activity goals include: 1) responsible control of dogs and cats by owners; 2) enforcement of City's animal control ordinances; and, 3) timely response to calls for assistance. This activity has two major elements:

- **Animal control.** Enforcement of the City's Animal Control Ordinances; and removal of dead animals found on City streets **(60 percent of the activity)**.

- **Animal shelter.** Collecting, returning and disposing of lost and stray animals found on City streets and parks; promoting adoption of unwanted pets **(40 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	157,484	151,080	169,590	176,945
Utilities and Communications	1,697	2,500	2,625	2,750
Supplies, Materials and Services	29,611	28,830	39,750	40,010
Minor Capital				
Total	188,792	182,410	211,965	219,705

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Animal Services Supervisor	0	1	1	1
Animal Services Officer	1	0	0	0
Assistant Animal Services Officer	2	2	2	2
Total	3	3	3	3

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Professional Vet Services ($5,500) -- Approved
2003-04: Rental of Office Space ($5,000) -- Approved

MAJOR ACCOMPLISHMENTS

- The Animal Shelter has worked diligently to promote a more positive public image with the citizens of Lodi.
- Initiated the Animal Shelter Open House two times a year.
- Animal adoptions have increased significantly over the past two years .
- Some adoption fees have decreased by utilizing funds donated by the Animal Shelter Friends to neuter animals.
- Implemented a vaccination program, within the Shelter, for puppies and kittens.
- Have increased citizen education regarding the importance of pet vaccinations, spaying and neutering.
- Twice yearly a $20 coupon is offered to help with the cost of spaying/neutering your pet.
- Now euthanize unwanted animals by injection vs. the previously used "gas chamber".
- Fenced in a "play yard" area at the Animal Shelter to exercise the dogs and use as a get-acquainted area for potential dog adoptions.

RELATED COST CENTERS:

Animal Shelter (101011)

ACTIVITY:	Administration	**PROGRAM:**	Fire Safety
DEPARTMENT:	Fire	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Fire Administration activity plans, directs and evaluates all Fire Department programs and their activities. Activity goals are: 1) responsive, effective and efficient Fire Department programs; 2) maintain long-term facility and fire service plans; and, 3) interaction with other associated agencies. This activity has seven major elements:

- **Fire Department leadership.** Develop, implement and maintain Fire Department policies; fiscal management; statistical analysis; recruitment and screening of new firefighters; plan ways to meet new demands for fire and emergency services; and, represent City on fire and life safety related issues **(40 percent of the activity).**

- **Long range planning.** Prepare Ordinances and Policies necessary for long-term development of the Fire Department and City; anticipate community needs for fire services and plan required changes in facilities, equipment and staffing; and, identify special hazards within or near the City **(10 percent of the activity)**.

- **Personnel administration.** Coordinate and administer personnel policies and programs; provide advice and assistance on personnel matters; process personnel actions; and, develop internal policies and procedures **(30 percent of the activity)**.

- **External agency relationships.** Ensure Department's Strategic Plan is in line with other agencies; maintenance of mutual and automatic aid agreements as well as Joint Agency Agreements; and, political advisement and assessment of the effect on Department functions **(10 percent of the activity)**.

- **Emergency preparedness and EOC management.** Develop and manage the City's Emergency Plan and Emergency Operations Center **(2 percent of the activity)**.

- **Community relations.** Develop a participatory form of community involvement and relations by engaging in a variety of involvement with civic groups, news media, Chamber of Commerce, Lodi Unified School District, and other community and interest groups **(5 percent of the activity)**.

- **Council/City Manager support.** Provide necessary support for the City Council and City Manager to assist with management of the City **(3 percent of the activity)**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	273,443	277,960	301,945	327,020
Utilities and Communications	15,062	16,300	17,480	17,480
Supplies, Materials and Services	22,117	32,340	30,950	31,350
Minor Capital				
Other Payments				
Total	310,622	326,600	350,375	375,850

ACTIVITY: Administration
DEPARTMENT: Fire
PROGRAM: Fire Safety
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Fire Chief	1	1	1	1
Fire Division Chief	1	1	1	1
Administrative Secretary	1	1	1	1
Total	3	3	3	3
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Firefighter recruitment
- Purchase of new fire truck
- Promotion of Department personnel
- Relocation Fire Administrative Office
- Opened Fire Station #4
- Reorganized Staff

MAJOR 2003-05 OBJECTIVES

- 2003-04: Develop and implement paramedic program
- 2003-04: Recruitment and hiring of Emergency Medical System (EMS) Coordinator
- 2003-04: Develop master plan for future staffing, facilities, and equipment needs
- 2003-04: Develop an implementation plan for the remodel of Fire Station #2
- 2004-05: Develop remodel plan for Fire Station #1
- 2003-05: Reorganization of staff and development of duties and responsibilities
- 2003-05 Development and training of staff person to research and acquire grants

RELATED COST CENTERS

Fire Administration (102011)

ACTIVITY:	Emergency Operations	**PROGRAM:**	Fire Safety
DEPARTMENT:	Fire	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Emergency Operations activity plans, directs and evaluates all Fire Department programs for emergency response and their activities; and, protects life and property by responding to medical emergencies, rescues, fires, hazardous material incidents, and other emergencies. Activity goals are: 1) responsive, effective and efficient emergency response programs; 2) timely response to calls for services; 3) no loss of life from reported emergencies; and, 4) minimal property damage from reported emergencies. This activity has eight major elements:

- **Medical emergency response.** Provide victims of acute trauma and illness with basic life support from certified personnel **(60 percent of the activity)**.
- **Fire emergency response.** Answer fire emergency calls and suppress fires **(9 percent of the activity)**.
- **Hazardous material emergency response.** Contain and mitigate hazardous materials spills **(2 percent of the activity)**
- **Rescue.** Free trapped or incapacitated victims in wrecked vehicles; water related accidents, caved-in trenches, collapsed buildings and other confined spaces **(2 percent of the activity)**.
- **Training.** Conduct training as an Engine Company or a shift for preparation and readiness for a multitude of possible emergency situations **(10 percent of the activity)**.
- **Public education.** Conduct Station tours, fire safety presentations to schools, businesses and community groups **(2 percent of the activity)**.
- **Non-emergency activity.** Conduct fire inspections, supervisory and required input of required reports and documentation, maintenance of fire apparatus and facilities **(5 percent of the activity)**.
- **Support Activities.** Management and compilation of information systems, which include emergency run reports, state and local reporting of statistics and maintaining information systems. Management of radio communication/dispatch, water supply/hydrants, safety equipment and firefighters safety. **(10 percent of the activity)**

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	3,450,171	3,520,705	4,305,660	4,939,255
Utilities and Communications	11,192	9,000	11,000	11,000
Supplies, Materials and Services	454,898	341,755	435,470	474,950
Other Payments				4,600
Total	3,916,261	3,871,460	4,752,130	5,429,805

	2001-02	2002-03	2003-04	2004-05
STAFFING SUMMARY	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Regular Positions:				
Fire Battalion Chief	2	3	3	3
Fire Captain	12	12	12	12
Fire Engineer	16	16	16	16
Firefighter I/II	17	20	23	24
Paramedic/Firefighter	0	0	0	6
Total	47	51	54	61

ACTIVITY:	Emergency Operations	**PROGRAM:**	Fire Safety
DEPARTMENT:	Fire	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Breathing Air System for aerial tiller truck ($6,000) -- Approved
2003-04: Hire Firefighters (3) ($243,326) -- Approved
2003-04: Implement Paramedic Program ($506,845) -- Deferred until 2004-05 if fully funded
2004-05: Hire Firefighter (1) ($81,109) --Approved

MAJOR ACCOMPLISHMENTS

- Staffing Fire Station #4
- Placement of Battalion chiefs on shift schedule to allow closer communications between staff and line
- Acquire power unit for shared Mobile Command Post with Police Department and place into service
- Increased staffing Truck Company to four personnel
- Updated Self-contained Breathing Apparatus (SCBA)
- Development of Paramedic Program Plan
- Implementation of wireless technology for Hazardous Materials identification
- Battalion Chief Command Vehicle with resources necessary for incident command at emergency scenes
- Joint project with Police in development and delivery of Mobile Operations Center
- Tiller/Quint received with full compliment of equipment and tools following evaluation and design and placed into service
- Development of input of hydrant record keeping on Firehouse software
- Developed specifications for recommendation and purchase of future fire engines
- Continued development of equipment replacement program
- Development of space needs assessment for Fire Stations #1 & #2, pre-schematic plan for Fire Station #2
- Partial upgrade of Emergency Alerting Speaker System
- Firefighter Memorial plan and dedication at Fire Station #4
- Fire Station #1 HVAC system temperature control stabilization
- Dispatch responsibility contracted with Stockton Fire Department's Regional Dispatch Center
- Trained and certified two new SCBA technicians to replace members retiring
- Expanded fireground safety and communications capabilities by installing a Tactical Channel transmitter
- Improve reporting and tracking programs by changing over to the FIREHOUSE software package

MAJOR 2003-05 OBJECTIVES

- 2003-04: Procure Base Station Emergency Alerting System with private line strip capability
- 2003-04: Replace breathing air system for Aerial Tiller truck
- 2003-04: Re-establish Engine Company at Fire Station #1
- 2003-04: Develop improved maintenance tracking of personnel protective and safety equipment
- 2004-05: Replacement of residential ancillary accoutrements
- 2003-05: Fire Station #2 renovation

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Emergency Response Calls	4,240	4,344	4,448	4,555

RELATED COST CENTERS

Emergency Operations (102012)

ACTIVITY: Fire and Life Safety
DEPARTMENT: Fire
PROGRAM: Fire Safety
FUND: General Fund

ACTIVITY DESCRIPTION

The Fire and Life Safety activity has administrative responsibility for documentation of area characteristics, fire risk assessment and response strategies, non-fire risk assessment and response strategies, fire prevention and life safety programs, public education, and fire investigation. In addition to those activities normally found within the Fire and Life Safety Division, this Department is unique in the utilization of personnel within this division for the management of financial planning and practices. Activity goals include: 1) elimination of fire hazards from buildings, equipment and properties; 2) safe handling and containment of hazardous material; 3) broad public awareness about the dangers of fire and hazardous material; 4) thorough investigation into the cause and origin of fires; 5) documentation of area characteristics and review of response strategies; and, 6) detailed financial planning and reporting. This activity has six major elements:

- **Fire hazard inspection and abatement.** Periodically inspect commercial, government and industrial sites for fire hazards and respond to citizen complaints about fire hazards **(60 percent of the activity)**.
- **Fire and arson investigation.** Investigate all reported fires to determine causes and possible prevention measures **(5 percent of the activity)**.
- **Building plan review.** Review development projects and building plans for conformance with Fire Safety Codes **(15 percent of the activity)**.
- **Public education.** Present fire safety education classes in schools, hospitals and convalescent homes **(5 percent of the activity)**.
- **Financial planning.** Budget planning, preparation and reporting **(10 percent of the activity)**.
- **Risk hazard and value evaluation.** Determining the risk, hazard and value evaluation of buildings to assure that the Standards of Cover is adequate and appropriate for the identified risk **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	190,322	224,365	254,100	273,870
Utilities and Communications		1,000		
Supplies, Materials and Services	11,808	13,300	12,550	12,550
Minor Capital				
Other Payments				
Total	202,130	238,665	266,650	286,425

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Fire Division Chief	1	1	1	1
Fire Inspector	1	1	1	1
Senior Administrative Clerk	1	1	1	1
Total	3	3	3	3
Temporary Positions:				
Full-time equivalents	0	0	0	0

ACTIVITY: Fire and Life Safety
DEPARTMENT: Fire
PROGRAM: Fire Safety
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Development and implementation of the 2001 California Fire Code and City of Lodi Municipal Fire Code
- Development and implementation of policies for joint Fire Investigation Unit
- Hiring and development of new Fire Inspector
- Completion of state Level II fire prevention courses by Fire Inspector
- Training and development of two Fire Investigators to replace vacant positions due to retirement and promotions
- Implementation of form to assist tracking of new businesses developed jointly with Community Development and Finance
- Fire Marshal received certification of 2000 Uniform Fire Code

MAJOR 2003-05 OBJECTIVES

- 2003-05: Implement new software for logging, tracking and management of Fire Prevention Bureau information
- 2003-05: Development of fire department standards and developers guidelines to assist with permit and inspection process
- 2004-05: Research re-implementing Business Inspection Program
- 2004-05: Research needs, develop criteria and evaluate permit program and fee structure

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Plan Reviews	250	295	300	350
Building Inspections	700	790	800	1,500
Re-inspections	2,139	2,368	2,500	3,500
Complaints	53	52	50	100
Weed Abatement	220	442	450	450

RELATED COST CENTERS

Fire and Life Safety (102013)

ACTIVITY: Training
DEPARTMENT: Fire
PROGRAM: Fire Safety
FUND: General Fund

ACTIVITY DESCRIPTION

The Training Activity develops, manages, schedules and coordinates Fire Department training. The activity goal is to have well-trained and knowledgeable Fire employees. This activity has five major elements:

- **In-service training.** Conduct and/or coordinate drills, tests, joint training exercises and classroom training: introduce new methods and sharpen skills; maintain skills and technical knowledge; and, maintain drivers licenses **(65 percent of the activity)**.
- **Off-site training.** Schedule and coordinate conferences, workshops and certification classes **(10 percent of the activity)**.
- **Promotional testing.** Design and administer tests for evaluating probationary Firefighters; and, assist in the preparation and administration of entry level and promotional examinations **(5 percent of the activity)**.
- **Recruit academy training.** Develop and conduct training for new Firefighter academies and oversees recruit training provided by other Fire Department instructors **(15 percent of the activity)**.
- **Safety.** Coordinates department safety program which includes fire departments safety committee and IIAP; establishes policies, training and enforcement of safety; fire departments representative to the city's safety committee. **(5 percent of activity)**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	92,404	177,355	216,110	225,130
Utilities and Communications				
Supplies, Materials and Services	30,382	34,230	57,700	70,295
Minor Equipment	247			
Total	123,033	211,585	273,810	295,425

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Fire Battalion Chief	1	1	1	1
Total	1	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Fund Stockton Joint Fire Academy ($22,500) -- Approved
2004-05: Purchase Emergency Training Network ($6,085) -- Defer to next two year budget
2004-05: Fund Emergency Vehicle Operator Course ($12,595) -- Approved

MAJOR ACCOMPLISHMENTS

- Re-establish DMV employer testing program
- Updated Driver Operator Manual
- Conducted three recruit academies totaling 15 new employees
- Hosted six State Fire Marshall Level I Officers courses
- Hosted County Joint USAR Trench Rescue Operations

ACTIVITY: Training **PROGRAM:** Fire Safety
DEPARTMENT: Fire **FUND:** General Fund

- Develop and implement new policies/programs
  - Survey of department personnel certification and training
  - Bullard Thermal Imaging Camera
  - Fire Department Honor Guard
  - ALF tiller driving and operation
  - Joint Apprenticeship Committee
  - Entry level recruitment team
  - Joint Firefighter recruit academy with Stockton Fire Department
- Assist with development and implementation of new testing processes
  - One Firefighter recruit test
  - Two Engineer testing process
- Department wide training and state certification
  - ICS 100
  - ICS 200
  - ICS 300
- Truck Company operations training
  - Two captains were sent to Riverside Co. Truck Academy
  - Four personnel attended two day workshop in Sacramento
- Training resources
  - Purchase of a rescue manikin
  - Purchase of portable extinguisher burn pans
  - Construction of new roof ventilation props
  - Construction of new crawl space tunnel
  - Utilize two donated houses
  - Confined Space Rescue @ Apache plastics
- Initial department training for new RIMS (Firehouse) program
- Implement electronic training record system
- Department wide recertification
  - EMS
  - Hazardous Material FRO
  - Wildland firefighting

MAJOR 2003-05 OBJECTIVES

- 2003-05: Deliver California State Fire Marshall Firefighter I and II training to all new employees
- 2003-05: Develop a comprehensive three year firefighter apprenticeship training program aligned with the CFJAC
- 2003-05: Develop a comprehensive two year engineer apprenticeship training program aligned with the CFJAC
- 2003-05: Establish a Performance Standards Program to assure consistency of training throughout the Department
- 2003-05: Improve RIMS to facilitate better data analysis by officers and identify needs of individuals and companies
- 2003-05: Update training materials and programs to reflect current department needs
- 2003-05: Review, update and develop as needed, policies and procedures manuals as related to training
- 2003-05: Develop a cache of instructors for delivery of Level 1 Fire Officer and F-STEP courses
- 2003-05: Completion of Incident Command System 400 (outside instructors)
- 2003-05: Maintain certification levels for all department employees

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
In house Training Hours	10,368	10,500	11,000	11,000

RELATED COST CENTERS

Training (102015)

ACTIVITY: Emergency Medical Services
DEPARTMENT: Fire
PROGRAM: Fire Safety
FUND: General Fund

ACTIVITY DESCRIPTION

The Emergency Medical Services Division is responsible for design, development, implementation and management of Emergency Medical Services (EMS) Program. The program includes but is not limited to: policy and procedure development and implementation, evaluation of paramedic and emergency medical technicians, facilitates Quality Assurance and Quality Improvement (QA/QI) programs. This activity has six major elements:

- **Emergency Medical Information Systems.** Compilation of emergency medical run reports, State and local statistic reports; review medical reports for accuracy and billing information, facilitate quality assurance/quality improvemeth for EMS activities. **(20 percent of the activity).**
- **EMS Policy and Procedure Development.** Analysis of emergency medical response and operational problems, develop alternatives and resolutions. **(15 percent of the activity).**
- **Training.** Designs, develops and implements EMS training program for both paramedics and emergency medical technicians, including CPR re-certification, infection control, airborne and blood borne pathogens, and EMT and Paramedic certification and re-certification. **(20 percent of the activity).**
- **Safety equipment.** Manages the purchase and specifications for department emergency medical equipment **(15 percent of the activity).**
- **EMS Liaison.** Acts as liaison to county, state and local EMS agencies. **(5 percent of the activity).**
- **Vehicles and equipment.** Maintenance, inspection, testing, and certification of fire emergency medical apparatus, and equipment **(25 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	21,097	89,860	70,858	75,105
Utilities and Communications				
Supplies, Materials and Services	975	1,925	17,500	17,500
Minor Capital				
Other Payments				
Total	22,072	91,785	88,360	92,615

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Fire Battalion Chief	1	0	0	0
Total	1	0	0	0
Temporary Positions:				
Full-time equivalents	0	1	1	1

ACTIVITY:	Emergency Medical Services	**PROGRAM:**	Fire Safety
DEPARTMENT:	Fire	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

New activity

MAJOR 2003-05 OBJECTIVES

- 2003-04: Develop EMS program to include paramedics and emergency medical technicians
- 2003-04: Develop EMS training program
- 2003-04: Develop EMS equipment purchasing programs
- 2003-04: Develop policies and procedures for EMS program
- 2003-04: Evaluate EMS operations and develop appropriate programs

RELATED COST CENTERS

Emergency Medical Services (102016)

ACTIVITY: Graffiti Abatement
DEPARTMENT: Public Works
PROGRAM: Other Safety Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Graffiti Abatement activity removes graffiti from public and private facilities which can be seen from the public right-of-way or from areas where the public has the right to be. Activity goals are: 1) to maintain property values; 2) to suppress gang activities; and 3) to ensure an attractive and safe community. This activity has three major elements:

- **Education and promotion.** Educate public to services provided by City to remove gang-related graffiti from buildings, fences, and other structures; and promote citizen participation in the early reporting of gang graffiti **(5 percent of the activity)**.

- **Obtaining releases.** Identify and contact property owners of buildings, fences and other structures to obtain release for City to remove graffiti **(20 percent of activity)**.

- **Graffiti removal.** Inspect highly vandalized areas on a daily basis; report to police; and, remove graffiti within 24 hours **(75 percent of activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	36,481	43,250	48,140	50,925
Utilities and Communications				
Supplies, Materials and Services	2,107	1,500	1,500	1,500
Minor Capital				
Total	38,588	44,750	49,640	52,425

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Maintenance Worker	1	1	1	1
Total	1	1	1	1
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Minimize gang-related graffiti's exposure by prompt eradication
- Maintained an overall graffiti-free community, enhancing overall appearance, and property value

MAJOR 2003-05 OBJECTIVES

- 2003-05: Make Lodi the most graffiti free city in the nation.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Releases Obtained	501	525	550	575
Sites Abated	530	545	600	600

RELATED COST CENTERS

Graffiti Abatement (105043)

PUBLIC UTILITIES

ACTIVITY: Water Utility Service
DEPARTMENT: Public Works
PROGRAM: Water Service
FUND: Water Fund

ACTIVITY DESCRIPTION

The Water Utility Service activity provides potable water to approximately 22,500 residential, commercial and industrial customers; and, provides water for adequate fire flows and pressures to fire hydrants, private fire suppression systems and private on-site hydrants. Activity goals are: 1) provide a reliable supply of safe drinking water; 2) ensure prudent and responsible water use; and, 3) provide well maintained pumping, distribution and treatment facilities and equipment. This activity has six major elements:

- **Administration.** Provides overall direction, supervision and planning for the water utility activity; prepares studies and reports on water utility service operations and facilities; ensures compliance with existing, and, reviews and researches pending Federal and State water and groundwater regulations, legislation, and grants; represents the City on water and groundwater related issues, including TCE/PCE technical issues; participates in designing and specifying related capital projects; and, coordinates and provides liaison with other utilities and public agencies and private firms **(18% of the activity).**

- **Water conservation.** Plans, promotes and enforces the City's Water Conservation Program, develops and presents water education programs in public and private schools; responds to complaints; and, distributes water conservation material **(4 percent of the activity).**

- **Water production.** Operates, maintains, repairs, and monitors the City's potable water system (26 wells, six granular activated carbon treatment systems, generators, chlorinators, sand separators, one elevated water tank, two UV disinfection systems and the production of five billion gallons of drinking water; and, tests for compliance with Federal and State Safe Drinking Water Standards **(50 percent of the activity).**

- **Water distribution.** Operates, repairs and maintains 212 miles of water mains (ranging in size from 2 to 14 inches in diameter), service lines for 22,600 customers, 1,050 meters, 4,080 water valves, and 1,750 fire hydrants, responds to customer complaints; and; monitors for compliance with State and Federal bacteriological standards **(20 percent of the activity).**

- **DBCP monitoring.** Operates, repairs and maintains six granular activated carbon treatment systems, one 1.0 million-gallon storage tank and pumping facility; monitors for treatment efficiency and compliance with State and Federal standards **(9 percent of the activity).**

- **Work for others/capital improvement.** Constructs water main connections for new subdivisions/developments; and new wells and storage tanks; installs fire service lines, hydrants and large water services for new or existing customers; upgrades existing water systems including mains, fire hydrants and well piping; and installs underground and above-ground piping, conduits and related appurtenances for new well sites and new water treatment systems. Fully funded by others **(percent of total activity not determined, funds approximately 50% of a W/WW construction crew).**

WATER SERVICE ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	684,492	887,380	898,300	955,535
Utilities and Communications	743,416	722,005	771,750	795,750
Supplies, Materials and Services	210,890	354,399	460,230	376,030
Work for Others	140,920	137,530	288,055	307,775
Minor Capital	885	0	2,000	2,000
Other Payments	818,382	630,905	879,135	840,805
Total	2,598,985	2,732,219	3,299,470	3,277,895
PCE-TCE (excluding legal & consulting services)	24,895	36,015	36,807	39,554

ACTIVITY: Water Utility Service
DEPARTMENT: Public Works
PROGRAM: Water Service
FUND: Water Fund

WATER SERVICE STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Water/Wastewater Superintendent	.66	.66	.66	.66
Assist Water/Wastewater Superintendent	.50	.50	.50	.50
Water/Wastewater Supervisor	1.00	1.00	1.00	1.00
Senior Plant & Equipment Mechanic	.90	.90	.90	.90
Plant & Equipment Mechanic	2.20	2.20	2.20	2.20
Laboratory Services Supervisor	.35	.35	.35	.35
Laboratory Technician II	.20	.20	.20	.20
Environmental Compliance Inspector	.80	.80	.80	.80
Public Works Inspector I/II	1.00	1.00	1.00	1.00
Senior Engineering Technician	.50	1.00	1.00	0
Maintenance Worker I/II/III	7.00	7.00	7.00	7.00
Water Conservation Coordinator	1.00	1.00	1.00	1.00
Total	16.11	16.61	16.61	15.61
Temporary Positions:				
Full-time equivalents	3.05	3.05	3.05	3.05

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Provided water service to Sunnyside Estates.
- Added Well No. 26 located at Bo Kazakian Park.
- Implemented Phase I replacement/upgrade program for old (eastside) water lines.
- Replaced vehicle 04-125, a water/wastewater service truck.

MAJOR 2003-05 OBJECTIVES

- 2001-03: Develop and construct two new drinking water wells.
- 2001-03: Implement replacement/upgrade program for old (eastside) water lines.

WATER WORKLOAD INDICATORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Total Production (Million Gallons/Year)	5,575	5,423	5,500	5,600
Number of Customers	22,000	22,300	22,600	23,000
Wells	24	25	25	26
Capacity (Gallons Per Minute)	31,200	32,500	32,500	33,800
Metered Services	1024	1040	1,060	1,080
Miles of Water Mains	207	212	217	222
Bacteriological Samples Taken	960	960	960	1000
Services Installed/Upgraded	170	175	185	185
Service Calls Responded to	900	800	800	800

ACTIVITY: Water Utility Service
DEPARTMENT: Public Works
PROGRAM: Water Service
FUND: Water Fund

WATER CONSERVATION WORKLOAD INDICATORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Gallons per person per day, April – October	287	274	270	270
Total Patrol Miles	23,586	23,429	23,500	23,500
Classroom Presentations	53	64	70	80

RELATED COST CENTERS

Damage to City Property (180152)
Water Administration (180451)
Water Production (180453)
Water Distribution (180456)
In-lieu tax transfers (added to 600 series)
TCE/PCE monitoring (183453)
Water Loan - Interest and Fees (180611)
Water Conservation (180413)
DBCP Monitoring (180454)
Fire Hydrants (180457)
Work for Others is Salary (400 series)

ACTIVITY:	Wastewater Maintenance	**PROGRAM:**	Wastewater Services
DEPARTMENT:	Public Works	**FUND:**	Sewer Fund

ACTIVITY DESCRIPTION

The Wastewater Maintenance activity includes the administration and management of the Wastewater Utility; operation of water pollution control programs and facilities; and conveying wastewater to treatment facilities. Activity goals are: 1) efficient wastewater operations; 2) uninterrupted flow from source to treatment facilities without health hazard; 3) safe and efficient treatment of wastewater that meets all Federal and State standards; 4) striving for 100% recycling and land disposal for treatment effluent and industrial wastewater (cannery); and, 5) compliance with State and Federal discharge requirements. This activity has seven major elements:

- **Wastewater Administration.** Directs, supervises, and plans operation of the wastewater utility; prepares studies and reports; reviews and researches State and Federal regulations and legislation on wastewater operations; represents the City with other agencies and committees on matters regarding wastewater operations; coordinates liaison with other agencies, utilities, and private firms; establishes sewer connection fees **(11 percent of the activity)**.

- **Domestic collection system.** Operates, maintains and repairs the domestic wastewater collection system including 171 miles of domestic wastewater collection mains (ranging in size from 6 to 48 inches in diameter), service laterals for 23,500 customers, 2,880 manholes, and seven domestic pumping stations; responds to customer complaints; and performs regular systematic rodding, hydrocleaning and TVing of wastewater mains **(13 percent of activity)**.

- **Storm Drain System.** Responsible for maintaining the City's storm drain system, coordinating emergency response during storms, and meeting the requirements of the Storm Water Discharge Agreement with Woodbridge Irrigation District. Staffing for this activity is done with Street Division employees **(10 percent of the activity)**.

- **Industrial collection system.** Operates, maintains and repairs the industrial wastewater collection system including 4.1 miles of industrial wastewater collection mains, 43 manholes, eight miles of 30-inch diameter "outfall" line, one pumping station, and seven service laterals **(2 percent of activity)**.

- **Work for others/Capital Improvements.** Construct, replace or restore deteriorated wastewater mains and manholes; construct new manholes to ease maintenance requirements; and, perform minor capital improvement projects at White Slough; and TVing of newly installed wastewater and storm facilities (Fully funded by others) **(Percent of total activity not determined)**.

- **Treatment Facility.** Operation and maintenance of a facility which operates seven days per week, 24 hours per day, and manned 16 hours per day. Treats an average domestic flow of 2.4 billion gallons and industrial flow of 150 million gallons per year; utilizes recycled biosolids in accordance with discharge permit; trains personnel; and provides efficient wastewater service **(61 percent of the activity)**.

- **Laboratory.** Analyzing untreated and treated wastewater; determining chemical, physical and bacteriological characteristics of untreated and treated wastewater; evaluating treatment effectiveness; analyzing City drinking water to determine physical, chemical and bacteriological characteristics; administering and enforcing pretreatment and the cross connection control programs **(3 percent of the activity)**.

ACTIVITY: Wastewater Maintenance
DEPARTMENT: Public Works
PROGRAM: Wastewater Service
FUND: Sewer Fund

WASTEWATER SERVICES ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	1,492,166	1,554,560	1,585,560	1,684,285
Utilities and Communications	452,541	382,225	478,845	479,345
Supplies, Materials and Services	669,621	730,066	776,570	726,810
Work for Others	94,630	101,740	95,100	95,500
Minor Capital	32,747	37,500	51,750	42,200
Other Payments	1,710,690	1,312,952	1,509,985	1,540,605
Total	4,452,395	4,119,043	4,497,810	4,568,745

WASTEWATER SERVICES STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Water/Wastewater Superintendent	.34	.34	.34	.34
Assist W/WW Superintendent	.50	.50	.50	.50
Water/Wastewater Supervisor	2.0	2.0	2.0	2.0
Senior Plant & Equipment Mechanic	1.1	1.1	1.1	1.1
Plant & Equipment Mechanic	1.8	1.8	1.8	1.8
Maintenance Worker III, II, & I	5.0	5.0	5.0	5.0
Assist WW Treatment Superintendent	1.0	1.0	1.0	1.0
Chief Wastewater Plant Operator	1.0	1.0	1.0	1.0
Laboratory Services Supervisor	.65	.65	.65	.65
Laboratory Technician II	1.8	1.8	1.8	1.8
Senior Civil Engineer	1.0	1.0	1.0	1.0
Senior Engineering Technician	.50	1.0	1.0	0.0
Environmental Compliance Inspector	1.2	1.2	1.2	1.2
Wastewater Plant Operator	6.0	6.0	6.0	6.0
Total	23.89	24.39	24.39	23.39
Temporary Positions:				
Full-time equivalents	1.5	1.5	1.4	1.4

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Storm water Management Program ($118,500) -- Approved
2003-04: Organization Evaluation & Resturcture ($25,000) -- Deferred until 2004-05

MAJOR ACCOMPLISHMENTS

- Developed a low-flow toilet retrofit rebate program
- Implemented Phase I replacement/upgrade program for old (eastside) sewer lines.
- Secured a CalFed grant for stormwater education/Storm Drain Detective program.
- White Slough Water Pollution Control Facility pre-design activities.
- Replaced variable frequency drives at the White Slough Water Pollution Control Facility.
- Completed submittal for the storm water discharge permit as required by the National Pollutant Discharge Elimination System (NPDES).

ACTIVITY: Wastewater Maintenance
DEPARTMENT: Public Works
PROGRAM: Wastewater Service
FUND: Sewer Fund

MAJOR 2003-05 OBJECTIVES

- 2003-05: Design aeration, filtration, UV disinfection and irrigation improvements at White Slough Water Pollution Control Facility
- 2003-05: Groundwater monitoring near White Slough
- 2003-05: Continue the replacement/upgrade program for old (eastside) sewer lines.
- 2003-05: Procure a storm water discharge permit as required by the National Pollutant Discharge Elimination System (NPDES).

WASTEWATER MAINTENANCE WORKLOAD INDICATORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Miles Inspected & Cleaned	92	84	90	90
Services Installed/Upgraded	65	55	60	60
Service Calls Responded to	380	360	360	360

STORM DRAINS WORKLOAD INDICATORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Miles of Storm Line	110	112	114	116
Miles of Storm Line Cleaned	40	50	50	50
Storm Pumps	45	45	45	45
Catch Basins	2,810	2,926	3,050	3,075
Manholes	1,875	1,920	1,950	1,970
Detention Basin Capacity (Acre Feet)	728	728	728	728

WASTEWATER TREATMENT WORKLOAD INDICATORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Wastewater Treated & Discharged (Million Gallons/Year)	2,370	2,390	2,410	2,430
Reclaimed for Farming Irrigation (Million Gallons/Year)	770	775	785	790
Total Reclaimed Water (Million Gallons/Year)	790	800	810	820

RELATED COST CENTERS

Damage to Property (170152)
Sewer Administration (170401)
Sanitary System Maintenance (170404)
Storm Drain System (170405)
In-lieu tax transfers (add to 600 series)
Bond Debt Interest (170301)
Industrial System Maintenance (170442)
Plant Maintenance (170403)
SEP Storm/River Monitoring (170413)

ACTIVITY: Policy, Legislative and Regulatory
PROGRAM: Electric Services
DEPARTMENT: Electric Utility
FUND: Electric Fund

The Policy, Legislative and Regulatory activity provides organizational oversight and administrative support for the two primary Electric Department Divisions: 1) Business Planning and Marketing and 2) Electric Services. The functions of public education, marketing, media services and residential public benefit programs are also within this activity. Activity goals are: 1) adopting "Best of Industry" business practices; 2) maintaining a high level of benefit to the community; and 3) integrating citywide policy objectives into departmental operations. This activity has four major elements:

- **Direction and leadership.** Focus the efforts and contribution of staff on exemplary levels of customer service in a growing competitive environment **(25% of activity).**
- **Positioning the Department** to remain competitive through education and marketing activities including multi-media and special events **(25% of activity).**
- **Active participation in legislative** and regulatory advocacy programs **(25% of activity).**
- **Community relations.** Develop a participatory form of community involvement and relations by engaging in a variety of new partnerships, public benefit programs and other strategic activities, which reflect customer expectations and community values **(25% of activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	252,115	254,650	293,785	307,670
Utilities and Communications	45,169	60,600	59,650	61,950
Supplies, Materials and Services	405,679	670,281	653,225	668,150
Minor Capital	0	0	0	0
Other Payments	5,544	6,918	8,600	8,700
In-lieu Taxes	4,930,133	5,751,989	5,881,475	6,059,180
Total	5,638,640	6,744,438	6,896,735	7,105,650

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Electric Utility Director	1	1	1	1
Senior Electric Utility Rate Analyst	1	1	0	0
Administrative Secretary	1	1	1	1
Administrative Clerk	2	2	2	2
Total	5	5	4	4
Temporary Positions:				
Full-time equivalents	0	0	0	0

ACTIVITY:	Policy, Legislative and Regulatory	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Continued development of the power marketing function
- Continued implementation of the Electric Utility Strategic Master Plan.
- Heightened the Department's presence and involvement in both the State and Federal legislative process
- Continued customer-focused programs and marketing of those programs
- Expanded a quarterly four-color Utility Newsletter delivered in utility bills to all customers
- Implemented a monthly customer information insert in utility bill in cooperation with Hutchins Street Square
- Became more active with the Chamber of Commerce and committees to provide information and assistance to our commercial/industrial customers

MAJOR OBJECTIVES

- 2003-05: Completion and implementation of organizational review by Johnson and Associates to meet industry service levels
- 2003-05: Continued expansion of the power marketing function
- 2003-05: Continued implementation of the Electric Utility Strategic Master Plan
- 2003-05: Expand role in both the State and Federal legislative process
- 2003-05: Provide more real-time information and service to customers via website
- 2003-05: Continued development of customer communication and outreach
- 2003-05: Continued support of community partnerships and sponsorships
- 2003-05: Develop e-bill/payment for website
- 2003-05: Begin commercial newsletter

WORKFLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Number of Customer Contacts by Activity	**Actual**	**BUDGETED**	**BUDGETED**	**BUDGETED**
Brochures, Direct Mail, Media	23,103	23,220	23,375	23,655
Residential Rebate Programs	0	700	1,400	2,100
Residential Energy Audits	20	120	250	500

RELATED COST CENTERS

Policy, Legislative and Regulatory (160601)
In-Lieu Tax (160655)

ACTIVITY:	Business Planning and Marketing	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

ACTIVITY DESCRIPTION

This activity acquires bulk electric power supplies and ancillary services for retail marketing to Lodi residents, businesses, industries, municipal operations and for wholesale marketing to utilities and other entities. Activity goals are:

1) Provide a long-term supply of reliable electric power at the lowest practical cost in accordance with sound business and engineering principals.

2) Perform short and long-range electric business planning and marketing to ensure continuing benefits of the City's electric utility partnership with the citizen rate payer/owners.

3) Furnish a positive return to the community through various customer programs, education, contribution to the General Fund, the retention of current customers and the attraction of new customers.

This activity has five major elements:

- **Resource development, acquisition and operation.** Develop, acquire and monitor power generation and transmission resources in accordance with forecasted City needs. Provide forecasted bulk power cost analysis for incorporation into the Department's budget process. Identify excess resources available for potential wholesale marketing. Develop and maintain the Department's Risk Management Policy for energy trading processes, procedures, limits, authorities and coordination with Joint Power Agency (JPA) **(25% of Activity)**.

- **Power marketing and rates.** Provide forecasted revenue and customer usage analysis for incorporation into the Department's budget process. Develop and maintain competitive electric rate and service schedules to achieve required revenue requirements. Collect and translate load research data for system analysis, cost of service studies and large electric time-of-use customer billing determinants. Coordinate the Department's budget process and participate in the development and monitoring of JPA budgets. Monitor local electric and JPA capital projects and make recommendations for project financing/refinancing in accordance with applicable federal, State and City guidelines. Market any excess resources and develop new electric services and financial products as required. Utilize the Department's Risk Management Policy to optimize power requirement opportunities. Coordinate related Department activities with the Finance Department **(30% of Activity)**.

- **Power and customer contracts.** Develop, negotiate and monitor power and customer contracts in concert with the City Attorney **(5% of Activity)**.

- **Education and Community Services.** Develop customer and community service projects and programs. Develop and maintain an educational program to inform the community of the programs and other industry issues **(25% of Activity)**.

- **Customer retention and development.** Identify customer concerns and needs as applying to electric and other services, and where appropriate implement solutions. Work with the Economic Development Coordinator, Community Development Department and other City Departments to retain current customers and attract desirable new business **(15% of Activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	90,335	215,285	353,635	407,805
Utilities and Communications	1,144	2,200	2,000	2,000
Supplies, Materials and Services	182,729	72,309	171,735	91,835
Minor Capital	14,790	250	2,750	2,750
Bulk Power	52,375,146	30,551,000	32,723,000	32,650,000
Total	52,664,144	30,841,044	33,253,120	33,154,390

ACTIVITY: Business Planning and Marketing
DEPARTMENT: Electric Utility
PROGRAM: Electric Services
FUND: Electric Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Manager, Business Planning and Marketing	1	1	1*	1*
Manager, Rates and Resources	1	1	1*	1*
Senior Electric Utility Rate Analyst	0	0	1	1
Electric Utility Rate Analyst	1	1	1	1
*Total	3	3	4	4
Temporary Positions:	0	0	0	0
Full-time equivalents	0	.25	0	0

*Professional services are currently performing the duties of these positions. If this is discontinued then these positions will need to be filled with full-time City employees.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Increase Professional Services funding ($90,000) -- *Approved*

MAJOR ACCOMPLISHMENTS

- Implemented low income (SHARE), senior fixed income and customer programs.

MAJOR OBJECTIVES

- 2003-05: Retain current customers and increase customer base and sales.
- 2003-05: Identify and implement customer service options and levels.
- 2003-05: Pursue options within the new utility business environment.

WORKFLOW FACTORS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Number of customers		25,893		
kWh sales		432,212,000		
Sales revenue ($)		36,177,530	50,493,182	51,250,580
Expanded Low Income Program # of Participants				

RELATED COST CENTERS

Business Planning and Marketing (160603)
Bulk Power Cost (160642)

ACTIVITY:	Electric Construction and Maintenance	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

ACTIVITY DESCRIPTION

The Electric Construction and Maintenance activity includes the management, supervision, training and support services for the Construction and Maintenance Division as well as personnel and equipment for around-the-clock response capability to system and customer electric problems (troubleshooters).

The technical services section provides 24-hour electrical maintenance and troubleshooting of the City's substations, traffic signals, storm pumps, water production, sewage lift station and sewage treatment plant. Supervision of the Department's Hazardous Material Handling element is provided through this section as well.

Activity goals are: 1) to maintain the transmission and distribution system in the safest, most reliable and efficient operating condition possible; 2) to construct line extensions and improvements in the most effective, economic and efficient manner with a minimum of interruptions to existing customers; 3) to maintain staff trained on the latest techniques, practices and components utilized on electric distribution systems; 4) to provide the most efficient, courteous and expeditious response to customer and system electric problems; and 5) to maintain the Electric Substations and Electric Systems infrastructure to the high quality standards the equipment manufacturer intended at the lowest cost to the citizens of Lodi without jeopardizing safety of the public or City personnel.

This activity has eight major elements:

- **Construction:** Construct overhead and underground line extensions to serve new and additional loads to all customer classes. Construct system upgrades and expansions for capacity, reliability and operating flexibility increases; examples of which are transmission and main feeder lines, substation construction and expansion, get-a-ways and distribution system equipment to improve efficiency, system operation and service restoration. The wood utility pole replacement program is also included in this activity. There are 50 poles scheduled for replacement during fiscal year 2003-04 and 50 poles scheduled for replacement during Fiscal Year 2004-05. **(27% of activity)**
- **Maintenance:** Maintain 114 miles of overhead and 87 miles of underground 12 kV distribution lines as well as 12.6 miles of 60 kV transmission lines that includes periodic inspections, corrective work and record keeping. Repair and replacement of system components and the installation and maintenance of the City's Dusk to Dawn Lighting Program are included in this activity as well as the "work for others" which includes customer requested system modifications and damage to equipment. **(21% of activity)**
- **Customer Service:** Provide response to electric system and customer trouble around the clock. Locate underground facilities in response to requests by contractors, citizens, and others through Underground Service Alert. Obtain system data such as voltage and current readings. Connect and disconnect customers, and set meters at new customer locations. Approximately 850 service calls, including 465 after hour calls, 1,600 locating calls and 560 meter-sets are handled per year. **(13% of activity)**
- **Hazardous Material Handling:** Prepare utility wood poles treated with pentachlorophenol or Creosota for disposal at an approved disposal site. Prepare pole and padmounted transformers, switches and other electric apparatus for disposal. Dispose of used transformer oil. Disposal of approximately 50 wood poles for fiscal year 2003-04 and approximately 50 wood poles for fiscal year 2004-05. **(4% of activity)**
- **Streetlight Maintenance:** Maintain the 6,300 units of street and alley lighting system. Respond to approximately 900 calls for service to the system per year. Electrical energy utilized by the lighting system is also included. **(6% of activity)**
- **Tree Trimming:** Provide line clearance for overhead power lines from trees. This element is performed via a private contractor supervised by Department staff. Approximately 50 miles of overhead line is cleared per year involving 4,500 trees. **(2% of activity-Department staff)**

ACTIVITY: Electric Construction and Maintenance **PROGRAM:** Electric Services
DEPARTMENT: Electric Utility **FUND:** Electric Fund

- **Substations and Customer Support Services.** The Technical Service Section's technical personnel (Electrical Technicians) maintain all equipment in four 60/12 kV power substations. Calibrate and repair microprocessor based protective relays and data/control equipment. Perform regular scheduled maintenance on 24 60 kV power circuit breakers, 43 12 kV-power circuit breakers, and eight large power transformers. Install 60 kV and 12 kV circuit breakers, relays, panelboards and control systems. Install and maintain substation area lighting and intrusion alarm systems. Perform weekly substation inspections and document observed readings and deficiencies. Draw and update electrical and electronic drawings and schematics. Install, troubleshoot SCADA systems and data communication phone lines. Provide customer support services through power quality surveys, including harmonics analyzing, voltage recording and radio/T.V. interference locating. **(17% of activity)**
- **Electrical Systems (Public Works).** Electrical staff (Electricians) provides electrical repair, maintenance and upgrading of 42 traffic signal intersections, 26 wells, 45 storm pumps, 11 sewage lift pumps, the White Slough Water Pollution Control Plant and data communication equipment. Install motor control centers, SCADA terminal units, electronic control systems and logic controllers. Respond to emergency after hour's repairs and system troubleshooting. Install, repair and calibrate electronic measuring equipment, motor speed controllers and equipment associated with sewage treatment plant operations. Troubleshoot traffic control systems including controllers, conflict monitor, emergency vehicle preempt equipment and load switches. Perform monthly preventive maintenance on the City's electrical infrastructure. Maintain logs, records, and trouble reports. The Public Works Department reimburses this element. **(10% of activity)**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	1,346,191	1,899,875	2,280,535	2,382,030
Utilities and Communications	420,743	440,800	489,350	508,430
Supplies, Materials and Services	615,457	866,841	961,375	983,645
Work for Others	373	60	200	200
Minor Capital	911,232	136,569	206,685	219,735
Other Payments				
Total	2,519,333	3,426,831	4,004,695	4,093,890

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Electric Utility Superintendent	1	1	1	1
Construction /Maintenance Supervisor	1	1	1	1
Electric Troubleshooter	2	2	2	2
Electric Apparatus Mechanic	1	1	1	1
Electric Foreman/Forewoman	4	4	4	4
Electric Lineman/Linewoman	10	10	10	10
Electric System Supervisor	1	1	1	1
Electrical Technician	2	2	3	3
Electrician	2	2	2	2
Electric Lineman/Linewoman (Apprentice)	0	1	1	1
Senior Electric Troubleshooter	1	1	1	1
Total	25	26	27	27
Full-time equivalents	0	.5	.5	.5

ACTIVITY:	Electric Construction and Maintenance	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04:	Hire Electrical Technician ($127,875)	-- Approved
2003-04:	Hire Administrative Clerk ($27,210)	-- Not Approved
2003-04:	Office Furniture ($10,000)	-- Approved
2003-04:	Safety Consultant ($20,000)	-- Approved

MAJOR ACCOMPLISHMENTS

The continuation of close supervision of field crews, job preplanning and the purchase of updated tools and equipment. The continuing use of contract linemen and groundmen has resulted in maintaining a high standard of productivity. This resulted in completing several major projects ahead of schedule:

- Completed installation of new 1226 underground distribution electric circuit from McLane Substation.
- Completed installation of new 1245 circuit underground wire from Henning Substation to riser pole.
- Completed 75% of downtown underground distribution electric system rebuild.
- Completed installation of motor control panel and wiring for new Well #26
- Installed new block wall at Henning Substation by the Woodbridge Irrigation canal to prevent vandalism.
- Inspection of the City of Lodi Electric Utility, electric power lines tree trimming, by the P.U.C., found no infractions.
- Implemented a program to change out the old conflict monitors on the traffic signal system.
- Implemented a spill prevention, control and counter measure plan (SPCC) mandated by the Federal E.P.A.

MAJOR OBJECTIVES

- 2003-05: Technical services goals are to maintain the power substations and other systems it is responsible for to the highest standards required by the industry using the latest technology test equipment and through continued staff training. To promote safe work practices through education and implementation of safety rules generally used by the industry.
- 2003-05: Complete implementation of General Order 165 (underground and overhead inspection program).
- 2003-05: Continuation of program to keep tree trimming in compliance with the General Order 95 (tree trimming rules).
- 2003-05: Complete rebuilding of the downtown underground distribution electrical system.
- 2003-05: Complete the computerization of safety/training records, drivers license records, training requirements, etc.
- 2003-05 Install four (4) new 60Kv circuit breaker at Henning and McLane substation.
- 2003-05 Implement a computerized program for GO165 inspection programs mandated by the Public Utilities Commission.
- 2003-05 Replacement of 100 painted streetlight standards with new galvanized steel streetlight standard.

ACTIVITY: Electric Construction and Maintenance
PROGRAM: Electric Services
DEPARTMENT: Electric Utility
FUND: Electric Fund

WORKFLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Line Crews				
Wood poles installed and replaced	50	46	50	50
Overhead wire replacement	98,393	30,000	20,000	25,000
#6 cu to #2 ACSR				
Underground system Inspection	5%	3%	10%	15%
Overhead system inspection	10%	2%	10%	10%
Wood pole inspection	619	0	600	600
Troubleshooters				
Meter sets	499	560	500	500
Trouble calls	820	865	850	850
Streetlight repairs	800	850	900	950
USA locates	1,600	1,550	1,600	1,600
Technical Services				
Maintenance, circuit breakers	35	42	57	64
Maintenance, transformers	4	4	7	8
Power quality complaints	27	30	32	34
Maintenance, traffic signals	32	41	41	44
Maintenance, well equipment	21	26	26	27
Maintenance, storm pumps	19	20	22	25
Maintenance, White Slough	100%	100%	100%	100%

RELATED COST CENTERS

C&M Supervision (160602)
Customer Service Maintenance (160622)
Power Quality (160623)
Electrical Miscellaneous (160624)
Electric Systems - Other Department (160625)
Dusk to Dawn Lighting (160632)
Street Light Maintenance (160633)
Hazardous Material Handling (160649)
System Maintenance-Overhead (160650)
System Maintenance-Underground (160651)
Substations Maintenance (160652)
Tree Trimming (160654)

ACTIVITY:	Electric Services	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

ACTIVITY DESCRIPTION

The Electric Services Division activity provides a broad range of direction, leadership and organizational oversight for divisions of the Electric Utility Department. Establishes schedules and implements City Policies, goals and objectives established by the Electric Utility Director. Supports and develops electric service, resource and communication projects for the Community and the City. Electric Utility divisions included are 1) Engineering and Operations and 2) Construction and Technical Services, 3) Business Planning and Marketing and 4) Public Benefits. Activities include:1) project development 2) management implementation and 3) various levels of design and budget support. This function utilizes available Departmental and City personnel and contracted outside resources to assist staff as necessary.

This activity has seven major goals:

- Development of projects to enhance the quality of life for Lodi residents through increased electric and resource reliability, communication and information accessibility.
- Direction and Leadership.
- Monitor technology and develop applications within the Department and City.
- Develop and implement objectives and goals of the Department and City.
- Provide managerial support in the planning, supervision and coordination of projects.
- Develop community partnerships that combine resources and needs to the community's benefit.
- Community relations to enhance awareness and involvement in the Community and Department.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	115,264	97,140	127,070	144,125
Utilities and Communications	1,238	1,450	1,300	1,300
Supplies, Materials and Services	44,051	44,190	45,825	44,695
Minor Capital	12,003	23,000	3,500	0
Other Payments				
Total	172,556	165,780	177,695	190,120

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Manager, Electric Services	1	1	1	1
Total	1	1	1	1
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Continued conversion of utility data bases and employee access to City data
- Continued resolution of issues associated with the 230kV Transmission System routing and substation sighting

ACTIVITY:	Electric Services	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

- Revamping of the Department's Web site - "lodielectric.com" with meter read web access for major customers
- SCADA implementation and testing
- Project development including industrial reliability and conservation projects and generator resource development
- Completion of major goals of the Electric Utility Director associated with employee training and development
- Continued to clarify and develop partnerships with third party participants with generation to broadband activities.

MAJOR OBJECTIVES

- **Programs and Partnerships:** Provide direction to the Management Team on Department programs and partnerships including: distributed generation services, broadband/communication opportunities, Public Benefit projects and Operations and Engineering projects.

- **Customer Service:** Continue to develop and implement customer awareness training programs and partnership programs.

- **230 kV Interconnection Project Development:** Continue to evaluate various options associated with transmission routes, system capacities and State requirements for a new 230 kV switchyard facility, 230-60 kV transformation and several miles of 60kV transmission line with the existing 60 kV system.

- **Broadband Communication Deployment:** Continue monitoring the available technology, and customer's access to and desires for Broadband services. Monitor Broadband services available from cable, wire and wireless services. Identify and evaluate the City's benefit of various communications service options.

- **Distributed Generation:** Evaluate various generation types and their effectiveness and benefits.

RELATED COST CENTERS

Electric Services (160606)

ACTIVITY:	Electrical Engineering and Operations	**PROGRAM:**	Electric Services
DEPARTMENT:	Electric Utility	**FUND:**	Electric Fund

ACTIVITY DESCRIPTION

The Electrical Engineering and Operations activity includes management, supervision, training and support services for the Engineering, Metering and Operations Sections. Activity goals are: 1) plan for future growth; 2) design an electric system that is cost effective, reliable, efficient and safe; 3) operate the City's utility systems in the most efficient and reliable manner; 4) restore service as rapidly as possible following interruption; 5) respond efficiently to customer constraints and project schedules; and 6) respond to calls and inquiries from customers and the public in a courteous, expedient and professional manner. This activity has three major elements:

- **Engineering.** Design and prepare plans, specifications, construction drawings and cost estimates. Develop and maintain engineering, material and construction specifications. Collect and analyze data for design of projects and prepare written proposals. Prepares bid packages for construction projects, administers the bidding process and performs construction contract management including inspections. Perform short and long range system planning to accommodate growth and annexations and to identify system modifications and improvements. Perform system coordination and protection studies and implement results to maximize system reliability. Provide and coordinate engineering services for developers, architects, project engineers, other utilities and other City Departments. Review building and development plans such as subdivision maps, parcel maps, off-site improvement plans and remodel/modification projects. Acquire Encroachment permits, rights-of-ways and public utility easements. Respond to questions and provide consultation to staff and the public regarding applicable laws, codes, regulations and construction details. Provide necessary training. Develop, maintain and audit computer generated system maps, schematics and diagrams. Develop and maintain engineering, construction and metering specifications and drawings. Develop and maintain various standards and policies including engineering, construction and materials standards, Rules and Regulations, and electric service and metering manuals. Conduct Electric and Magnetic Fields (EMF), power quality and energy conservation audits. Provide information and training to educate the public in areas involving electric power services.
- **Metering.** Install revenue-metering equipment at industrial and commercial facilities. Install and maintain remote meter reading equipment at larger industrial and commercial customers. Test and calibrate all metering installations periodically, Citywide. Procure and maintain inventory of all metering associated equipment. Investigate power diversion and vandalism cases as well as metering and billing complaints. Retrieve monthly meter date for time-of-use customers. Provide customer service on matters relating to energy usage. Conduct residential energy audits.
- **Operations (System control and dispatch).** Monitor, control and operate the Electric, Water/Wastewater and Storm Systems and dispatch personnel for all City operations, with the exception of Public Safety Personnel, on a 24-hour per day basis. Develops, maintains and implements load curtailment and rolling black-out procedures as directed. Controls and directs the service restoration process during periods of power interruptions. Calls out and dispatches personnel for emergency service restorations. Maintain system maps, records and dispatch boards. Operate and program the System Control and Data Acquisition System (SCADA). Evaluate data received from SCADA. Implement proper corrective measures and prepare various associated reports. Prepare written switching procedures as well as various electric and water system operating reports. Respond to and/or reroute calls from the public.

Note: The Operations activity is funded 50 percent (approximately) by the Public Works Department.

ACTIVITY: Electrical Engineering and Operations **PROGRAM:** Electric Services
DEPARTMENT: Electric Utility **FUND:** Electric Fund

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	1,157,806	1,251,935	1,437,775	1,547,160
Utilities and Communications	18,691	20,095	17,830	17,845
Supplies, Materials and Services	53,534	65,442	110,755	99,440
Minor Capital	21,031		8,500	7,000
Other Payments				
Total	1,251,062	1,337,472	1,574,860	1,671,445

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Manager, Engineering and Operations	1	1	1	1
Electrical Engineer (Assoc. Power Engineer)	1	1	1	1
Senior Electrical Estimator	1	1	1	1
Electrical Estimator	3	3	3	3
Electrical Drafting Technician	1	1	1	1
Electric Meter Technician	1	1	1	1
Metering Electrician	1	1	1	1
Utility Operations Supervisor	1	1	1	1
Utility Service Operator I/II- Relief	1	1	1	1
Utility Service Operator I/II	3	3	3	3
Total	14	14	14	14
Temporary Positions:				
Full-time equivalents	3	3	3	3

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04:	Operator Console (replacement) ($16,500)	-- Not approved
2003-04:	HP Large Format Printer (replacement) ($8,500)	-- Approved
2003-04:	AutoCAD 2002 Software (upgrade, 7 licenses) ($7,300)	-- Approved
2003-04:	Electrical Engineer Position ($88,040)	-- Not Approved
2003-04:	Electrical Estimator Position ($68,700)	-- Not Approved
2003-04:	Temporary Office Trailer and Furniture ($32,000)	-- Not Approved
2003-04:	Automated Meter Reading, DP & Customer Display ($21,000)	-- Approved
2003-04:	Desktop and Laptop Computers (upgrade and/or replacement) ($7,000)	-- Defer one year

MAJOR ACCOMPLISHMENTS

- Completed the substructure phase of the Downtown Underground Improvement project.
- Completed the first phase of the underground 12 kV cable replacement program s/o Turner Road w/o Sacramento Street
- Designed, bid and managed the substructure construction contract for 1245 circuit feeder from Henning Substation
- Designed, bid and managed the substructure construction contract for replacement underground distribution system to serve existing loads in areas where the City's electric facilities currently are located on Cherokee Lane. This project has enabled the removal of overhead distribution facilities on Cherokee Lane.
- Designed, bid and managed the construction contracts for the installation of approximately 500 streetlights.

ACTIVITY: Electrical Engineering and Operations
DEPARTMENT: Electric Utility
PROGRAM: Electric Services
FUND: Electric Fund

- Completely redeveloped the Streetlight Specifications. These specifications include material and installation requirements for the various types of streetlights used in new developments.
- Completed installation of "radio read" meters in 100+ locations throughout the City. This project is a pilot program to evaluate the effectiveness of this type of technology.
- Completed a program to outsource the reading and processing of billing data for time-of-use customers.
- Audited the entire billing database for commercial and industrial accounts.
- Provided the ability for time-of-use customers to view their load data via a secure internet connection in nearly real time.
- Completed installation and programming of the new System Control and Data Acquisition System.
- Designed and installed a new computer updated dispatch board (operating diagram) to facilitate clearance processing and restoration of power during power outages.

ACTIVITY 2003-05 OBJECTIVES

- Design, prepare bids and monitor the construction of the backbone fiber optic system.
- Complete engineering and bid material for construction of a 60 kV transmission line from Industrial Substation to the west side of the City
- Design a replacement power distribution system for Zupo Field and the Grape Bowl.
- Redesign and remove a portion of the existing overhead circuits on Main Street from Locust Street to Lodi Avenue.
- Conduct a long and short range system planning study and identify necessary system modifications to serve the load under normal and emergency conditions. System protection and coordination studies will be included in this task.
- Implement a System Analysis and Engineering Design Software system.
- Develop a failed component analysis and evaluation program.
- Work jointly with Information Systems Division (ISD) to implement flags in the billing system that would identify "unusual" bills prior to mailing.
- Work jointly with ISD to apply the existing meter database in the CIS system.
- Implement a communications system (telephone, pager, news media, etc) that will facilitate improved communication with customers during emergencies.
- Install SCADA operated field switches on the distribution system to provide remote sectionalizing capability that will improve service restoration time.

WORKFLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Engineering:				
Projects designed and work orders prepared	289	290	320	320
Responses to proposed projects; development plans	311	365	380	395
Metering:				
Number of meters tested	590	400	400	400
Install and verify new transformer rating services	18	30	25	25
Verify existing transformer rated services	24	50	50	50
Responses to customer inquiries	213	200	250	250
Revenue protection	6	20	20	20
Operations:				
Number of service tickets prepared	3,051	3,250	3,250	3,300
Number of switching programs prepared	126	150	150	180
Number of scheduled outages/clearances managed	154	180	180	190

RELATED COST CENTERS

Electrical Engineering and Operations, Supervision (16061)
Engineering (160612)
Meter Maintenance (160613)
Utility Systems Control &Dispatch (Other Departments) (160626)
Utility Systems Control & Dispatch (160653)

ACTIVITY: Public Benefits Program
DEPARTMENT: Electric Utility
PROGRAM: Electric Services
FUND: Public Benefits Fund

ACTIVITY DESCRIPTION

A Public Benefits Program (PBP) requirement was established by AB1890 (Electric Industry Restructuring). As a result, the City of Lodi is required to fund programs and investments in any or all of the following areas:

(1) Cost-effective demand-side management services to promote energy-efficiency and energy conservation;
(2) New investment in renewable energy resources and technologies consistent with existing statutes and regulations, which promote those resources, and technologies;
(3) Research, development and demonstration projects for the public interest to advance science and technology which is not adequately provided by competitive and regulated markets; and
(4) Services provided for low-income electric customers, including but not limited to, targeted energy efficiency service and rate discount.

Minimum PBP required expenditures are 2.85% of the Electric Utility Department's yearly electric revenue requirement (approximately $1 million per year) over the period calendar year 1998 through 2003. The California legislature has extended the PBP requirement until 2012. Recommended allocations of PBP yearly expenditures by customer class are:

- Commercial/Industrial - 14%
- Residential - 66%
- Community - 0%
- Municipal - 20%

This activity is currently operated on a projectized basis utilizing existing department full-time personnel assigned to other activities with assistance from other City staff on specific projects. Temporary personnel and consultants are utilized on an as-required basis.

There are four major activity elements:

- **Projects.** Identify, analyze, prioritize, recommend and present candidate projects meeting the above criteria for City Council approval. Implement and monitor approved projects to achieve maximum benefit to the City and its electric customers **(70% of activity)**.

- **Budget.** Monitor collection of PBP funds collected from the Public Benefits Charge component of City electric rate schedules. Ensure existing, planned and required expenditures are in compliance with AB1890 **(10% of activity)**.

- **Electric Resources.** Incorporate the impact of energy efficiency measures undertaken with power supply planning in order to ensure acquisition of least cost electric resources. Coordinate measures undertaken with the Integrated Resource Planning requirements of the National Energy Policy Act of 1992 **(5% of activity)**.

- **Technology Transfer.** Coordinate dissemination of information gained from projects in Lodi and elsewhere to customers and other utilities for maximum benefit **(15% of activity)**.

PUBLIC UTILITIES

ACTIVITY: Public Benefits Program
DEPARTMENT: Electric Utility
PROGRAM: Electric Services
FUND: Public Benefits Fund

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	108,891	90,285	113,765	122,845
Utilities and Communications	2,903	5,000	4,150	4,150
Supplies, Materials and Services	147,957	171,000	192,000	290,000
Minor Equipment	73,987	18,218		
Other	944,279	662,000	368,000	481,500
TOTAL	1,278,017	946,503	677,915	898,495

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Total	0	0	0	0
Full-time Equivalents	2	2	2	2

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Expanded the use of new and emerging energy resources and technologies (specifically solar/photovoltaic).
- Heightened awareness of programs targeted to assist low-income customers.
- Increased participation in the Lodi Energy Audit Program for residential customers through increased marketing and communication efforts.
- Broadened outreach to all commercial customers, promoting specific energy efficiency improvements and already developed programs.

MAJOR 2003-05 OBJECTIVES

- 2003-05: Implement the Lodi Commercial Energy Audit Program, providing energy audits for small and medium sized businesses.
- 2003-05: Implement net metering (solar projects) agreements for residential and small commercial customers.
- 2003-05: Expand the Lodi Solar Education Outreach Project to Lodi schools.
- 2003-05: Investigate, research and implement new and emerging energy technologies for residential and commercial customers.
- 2003-05: Implement a commercial communications newsletter, outlining and highlighting energy efficiency technologies to business customers.
- 2003-05: Increase participation in the Lodi Energy Audit Program to residential customers.
- 2003-05: Develop new and innovative energy efficiency rebate and demonstration programs to residential and small commercial customers.
- 203-05: Continue to pursue state grants and rebates to fund local customer programs.

ACTIVITY: Public Benefits Program
DEPARTMENT: Electric Utility
PROGRAM: Electric Services
FUND: Public Benefits Fund

WORKFLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Development	Introduction	Develop Customer Group Outline	Develop Multi-year Project Candidates	Continue/Refine/ Expand
Commercial/Industrial Customer Group: Energy Efficient Loan Program	N/A	N/A	Develop Program with Local Bank, Implement five Major Projects	Continue/Refine Project, Implement 10 Major Projects
Commercial/Industrial Customer Group: Secure Online Access to Energy Usage Data	N/A		30 Large Customer Accounts	Expand to 60 Accounts
Residential Customer Group	N/A	Implemented Energy-efficient Refrigerator Rebate Project, Online Information Dissemination for 19,000 Customers	Implement Heat Pump Project for 1 New Subdivision, Increase Online Energy Information and Auditing Capabilities, Develop New Low Income Rate Schedule	Implement Heat Pump Project for one New Subdivision, Increase Online Energy Information and Auditing Capabilities
Municipal Customer Group	N/A	HSS Grant, Assess All City Facilities for PBP Energy-efficiency Project Candidates	Implement Selected City Facility PBP Projects	Complete Remaining City Facility PBP Projects, Begin Verification Phase
Community Service/Non-profit	N/A	Loel Center Improvement Project Energy-efficiency Grant, LUSD Project Development	Work with LUSD, Salvation Army and Boys & Girls Club to Identify PBP Project Candidates	Work with LUSD, Salvation Army and Boys & Girls Club to Identify PBP Project Candidates

RELATED COST CENTERS

Public Benefits Program (164604)
Public Benefits Program (164605)
Public Benefits Program (164606)
Public Benefits Program (164607)
Public Benefits Program (164608)

TRANSPORTATION

ACTIVITY:	Street Maintenance	**PROGRAM:**	Streets and Flood Control
DEPARTMENT:	Public Works	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Street Maintenance activity includes the administration and management support for the Street Division, which provides management and maintenance for the following: streets, alleys, street trees, storm water, curbs, gutters, sidewalks; traffic control signs, street markings, street sweeping, graffiti abatement, all landscape maintenance in the public right-of-way and most public buildings, and traffic signals. This activity includes four Highway 99 overcrossings along with the bridge deck, lighting. Activity goals are: 1) safe and smooth streets and sidewalks; 2) safe and efficient traffic circulation; 3) efficient and effective street services, 4) safe and properly maintained street trees, and 5) proper stormwater management. This activity has seven major elements:

- **Street Administration.** Providing the overall direction, supervision and planning for the Street Division in the preparation of reports and studies; coordinating, interacting, providing liaison with utilities, public agencies and private firms; providing equipment maintenance and safety equipment; overseeing contracts; and promoting public relations **(20 percent of activity)**.

- **Street Maintenance.** Maintain 181 miles of streets, 16 miles of alleys. This includes patching and sealing as needed, subdivision oil treatment, repaving utility trenches and pavement cuts, and overlaying approximately 322,000 square feet of streets annually, as well as contracting for annual slurry sealing of approximately 1,333,000 square feet of streets. This effort is to maintain our roadways that have $126,400,000 replacement value. **(52 percent of activity)**.

- **Curb, Gutter & Sidewalk Maintenance.** Removing, replacing, and repairing curb, gutter, sidewalk, handicap ramps, and alley approaches; and patching existing sidewalks **(10 percent of activity)**.

- **Traffic Control Maintenance.** Maintaining 3,814 street names, warning, regulatory and guide signs; painting 10 miles of curbs, pavement legends, crosswalks, railroad crossings, and parking stalls; installing new signs and pavement markings, maintaining 40 signalized intersections and one flashing beacon intersections **(18 percent of activity)**.

- **Storm Water Management and Maintenance.** Maintain the City's 112 miles of storm drains, 45 pumps at 14 pump stations, and 18 stormwater outlets into the Mokelumne River and the Woodbridge Irrigation District Canal. The other major function is the development and implementation of the City of Lodi National Pollutant Discharge Elimination System (NPDES) permit. This activity is funded by the wastewater fund..

- **Street Cleaning.** Sweeping in excess 7,500 miles in the public right-of-way and removing over 6,000 cubic yards of leaves in an effort to minimize the amount of debris that enters the storm system as well as the aesthetics of a clean and well-maintained city.

- **Graffiti Abatement.** Remove graffiti from the view of the public in parks, on streets, in alleys, as well as on private property.

ACTIVITY: Street Maintenance
DEPARTMENT: Public Works
PROGRAM: Streets and Flood Control
FUND: General Fund

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	897,898	965,170	987,745	1,056,080
Utilities and Communications	3,615	4,400	4,000	4,000
Supplies, Materials and Services	373,457	421,441	375,370	375,370
Work for Others	475	38,970	45,400	48,420
Minor Capital	118,433	260,505	177,800	175,400
Other Payments	37	0	0	0
Total	1,393,915	1,690,486	1,590,315	1,659,270

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Street Superintendent	1	1	1	1
Assistant Streets Superintendent	0	0	1	1
Street Contract Administrator	1	1	0	0
Office Supervisor	1	1	1	1
Senior Administrative Clerk	1	1	1	1
Administrative Clerk	0	1	1	1
Street Supervisor	2	2	2	2
Street Maintenance Worker III	7	7	7	7
Laborer/Maintenance Worker I/II	9	9	9	9
Management Analyst I/II	0	0	0	1
Total	22	23	23	24
Temporary Positions:				
Full-time equivalents	1.1	1.0	1.0	1.0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Signal Maintenance Supplies & EVP equipment replacement ($47,000) -- Not Approved
2003-04: Convert MSC Contract Management Analyst to Permanent Position (no additional cost) -- Deferred 2004/05
2003-04: Purchase Computerized Sign Making System ($11,000) -- Not Approved
2003-04: Hire Traffic Signal Technician ($35,000) -- Not Approved

MAJOR ACCOMPLISHMENTS

- Convert all traffic signals to LED light system.
- Install battery backup system to major signalized intersections.
- Replaced all pedestrian push buttons to handicap style.
- Convert all pedestrian crossing signs to new high intensity bright yellow signs.
- Lodi Ave RR tracks overlaid.
- Update sidewalk replacement policy.

MAJOR 2003-05 OBJECTIVES

- 2003-05 Reduce claims associated with sidewalk trip and falls.
- 2003-05: Conduct utility trench cut impact on streets
- 2003-05: Update encroachment ordinance.

ACTIVITY: Street Maintenance
DEPARTMENT: Public Works
PROGRAM: Streets and Flood Control
FUND: General Fund

WORKFLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Street Miles Under City Jurisdiction	176	181	183	185
Square Yards of Pavement Treated	472,155	718,051	550,000	600,000
Tons of Asphalt Placed by City Forces	2,847	2,920	3,200	3,250
Sidewalk Repairs Made by City Forces	790	800	825	850
Gallons of Street Paint Applied	800	2,000	2,100	2,100
Traffic Signals Maintained	37	41	42	44

RELATED COST CENTERS

Street Administration (105011)
Work for Others (105012)
Street Maintenance (105031)

ACTIVITY: Street Trees
DEPARTMENT: Public Works
PROGRAM: Streets and Flood Control
FUND: General Fund

ACTIVITY DESCRIPTION

The Street Trees activity is responsible for the maintenance and growth of the City's urban forest. This activity has one major element:

Tree Maintenance. By the use of contract maintenance, this activity provides for pruning, trimming, restaking, and root surgery on the City's 6,930 street trees and 3,323 park trees. This maintenance effort is toward 56 different species located in parkways, tree wells, public parking lots, public building and park grounds. The maintenance provides for removing dead and diseased trees; and responding to downed trees in the right-of-way and parks during emergencies **(100 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	53,280	49,920	63,778	63,778
Supplies, Materials and Services	39,037	33,100	27,500	27,500
Minor Capital	0	200	200	200
Other Payments	51,538	50,000	50,000	50,000
Total	143,855	133,220	141,410	144,945

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Tree Operations Supervisor	1	1	1	1
Total	1	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Tree Maintenance Projects ($308,500) -- Not Approved

MAJOR ACCOMPLISHMENTS

- Tree Operations Supervisor became a Certified Arborist.
- Implemented computerized tree inventory/recordkeeping/work order system.
- Developed a Tree Management Plan for our urban forest.
- Continue to provide tree maintenance by means of contract services.
- Reestablish tree planting and maintenance program.

MAJOR 2003-05 OBJECTIVES

- Increase Public Awareness of the Urban Forest's value and needs.
- Implementation of the Tree Management Plan.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Street Trees	6,855	6,930	8,000	8,300
Park Trees	1,900	3,323	3,400	3,450
Trimmed by Contract	725	950	1,200	900
Trees Removed	77	100	360	75
Trees Planted	225	200	300	300

RELATED COST CENTERS

Tree Maintenance (105036)

ACTIVITY: Street Cleaning
DEPARTMENT: Public Works
PROGRAM: Streets and Flood Control
FUND: General Fund

ACTIVITY DESCRIPTION

The Street Cleaning activity provides for sweeping of City streets, alleys, and parking lots, removal of leaves during leaf season, weed abatement, and landscape maintenance of Public Works facilities. The activity goals are: 1) to ensure streets are clean and free of debris; and, 2) landscaped areas are well maintained. This activity has five major elements:

Street Sweeping. Sweeping approximately 378 miles of street curbs, 16 miles of alleys, and 19 public parking lots on the following schedule: Downtown area three times a week, arterials once every two weeks, all other streets once a month, alleys and parking lots bimonthly or as needed, and State Highway on-ramps at Kettleman Lane and Turner Road monthly per agreement with Caltrans **(20 percent of the activity)**.

Leaf Removal. Removing approximately 7,000 cubic yards of leaves placed in the street right-of-way during leaf season, (November through January) on a 10-day frequency **(30 percent of the activity)**.

Downtown Cleanup. The primary responsibility is over all appearance of the Downtown area. This includes cleaning the sidewalk areas, emptying the trash containers, maintaining the tree wells, quarterly planting flowers in City planters, repairing street furniture such as benches, monitoring the alleys and parking lots for trash, debris and weeds **(18 percent of activity)**

Landscape Maintenance. Providing landscape maintenance of 71 Public Works facilities, three Electric Utilities facilities, three Fire facilities, the Library and providing repair and maintenance of all the irrigation systems **(30 percent of the activity)**.

Weed Abatement. Spraying weeds with herbicide and removing weeds and other debris along street shoulders, alleys and within 2.6 miles of street medians **(2 percent of the activity)**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	173,440	233,855	243,010	256,940
Utilities and Communications				
Supplies, Materials and Services	86,017	248,275	75,895	75,895
Work for Others				
Minor Capital				
Other Payments				
Total	259,457	482,130	318,905	332,835

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Street Supervisor	1	1	1	1
Street Maintenance Worker III	1	1	1	1
Laborer/Maintenance Worker I/ II	4	4	4	4
Street Cleanup Worker I/II	1	1	1	0
Total	7	7	7	7
Temporary Positions:				
Full-time equivalents	1	0	0	0

ACTIVITY: Street Cleaning
DEPARTMENT: Public Works
PROGRAM: Streets and Flood Control
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

Added a second full-time street sweeper thereby increasing sweeping from once a month to once every two weeks.
The addition of several large landscape sites are planned during this budget period:

- Lower Sacramento Road median
- Hutchins Street median
- Kettleman Lane medians
- Stockton & Harney subdivision behind walk areas.

MAJOR 2003-05 OBJECTIVES

2003-04: Improve tumble weed removal and enforcement.

2003-05: Additional landscape site coming on board for maintenance

- Lower Sacramento Road, Kettleman – Harney
- Mills & Harney
- Turner Road medians
- Kettleman Lane medians.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Curb Miles of Street Swept	5,650	7,864	11,240	11,240
Cubic Yards of Leaves Removed	4,160	6,030	5,200	5,200
Gallons of Herbicide Applied	210	215	220	225
Facilities' Landscape Maintained by Contract	61	71	74	76

RELATED COST CENTERS

Street Cleaning (105037)

ACTIVITY: Parking Lot Maintenance
DEPARTMENT: Public Works
PROGRAM: Streets and Parking Lots
FUND: General Fund

ACTIVITY DESCRIPTION

The Parking Lot Maintenance activity is responsible for maintenance of the City's 25 parking lots, 14 of which are public parking lots, and 9 are Parks parking lots. The activity goal is to provide adequate and safe parking for visitors, customers, and employees. This activity's major element is:

- **Maintenance.** Sweeping and removing trash, patching and resurfacing pavement, repainting pavement markings, *maintaining signs* and landscaped areas within the parking lots **(100 percent of activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	20,057	16,988	21,640	21,640
Minor Capital				
Other Payments				
Total	20,057	16,988	21,640	21,640

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Maintenance Worker	0	0	0	0
Total	0	0	0	0
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Implemented the use of United Cerebral Palsy Association to assist with litter and debris removal at the Civic Center and Public Safety Building parking lots and Lodi Station and Parking Structure.

MAJOR 2003-05 OBJECTIVES

- 2003-05 Evaluate the condition of all City parking lots are start a seal coat rotation program.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Total Parking Lots	24	25	25	25
Total Spaces	2,396	2,453	2,453	2,453

RELATED COST CENTERS

Parking Lot Maintenance (105042).

ACTIVITY: Transit
DEPARTMENT: *Public Works - Administration*
PROGRAM: Transit
FUND: Transit Fund

ACTIVITY DESCRIPTION

The transit activity provides a daily fixed route bus system and a door-to-door service for the general public within the City limits. Activity goals are: 1) quality transportation for all Lodi residents; 2) maintain low operating costs; and, 3) to reduce traffic congestion and air pollution. This activity has four major elements:

- **Administration.** Manage operator contracts, plan future services and operations, file reports and claims for transportation funding. Assist with the application for transportation grant funding, as well as provide assistance with Office of Traffic Safety Bicycle Pedestrian grants. **(19 percent of the activity).**

- **Dial-a-ride operations.** Provide an on call, door-to-door transportation system. Weekday service is provided from 6:15 a.m. to 9:00 p.m., Saturdays from 7:45 a.m. to 5:30 p.m. and Sundays from 7:45 a.m. to 4:00 p.m. **(40 percent of the activity).**

- **Bus operations.** Operation and maintenance of a fixed route bus system. Weekday service is provided from 6:15 a.m. to 7:00 p.m., Saturdays from 7:45 a.m. to 4:45 p.m. and Sundays from 7:45 a.m. to 3:15 p.m. **(40 percent of the activity).**

- **Non-vehicle maintenance.** Maintain benches, shelters and signs **(1 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	71,082	121,600	97,010	108,602
Utilities and Communications	27,066	36,430	27,755	28,305
Supplies, Materials and Services	2,205,469	2,235,717	2,294,665	2,405,370
Minor Capital	2,794			
Total	2,306,402	2,393,747	2,419,430	2,542,285

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Transportation Manager	1	1	1	1
Total	1	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Completed the installation of a compressed natural gas (CNG) station at the MSC
- Partnered with Lodi Unified School District (LUSD) re: Bus Wash planning & LUSD CNG Projects
- Added six (6) CNG Buses to Dial-a-Ride fleet
- Replaced fuel dispensers and added fuel card system at MSC
- Provided service trailer at MSC
- Prepared a new service contract for Transit Operations
- Implemented four (4) new Express Routes
- Increased ridership on Grapeline by nearly 20%
- Opened Lodi Station Parking Structure

ACTIVITY:	Transit	**PROGRAM:**	Transit
DEPARTMENT:	Public Works - Administration	**FUND:**	Transit Fund

MAJOR 2003-05 OBJECTIVES

- 2003-04: Complete the following capital projects:
  Installation of Bus Wash system at LUSD
  Finish Modifying the Fleet Shop for CNG work (alarms, venting, etc.)
- 2003-05: Plan, design and start construction on Fleet Shop expansion
- 2003-05: Continue to purchase/lease Alternative Fueled Vehicles
- 2003-05: Prepare a Short-Range Transit Plan to address the growing Transit needs of Lodi and Lodi's new Urbanized Area

WORK LOAD INDICATORS

Ridership:		
Grapeline	FY 01-02	430,537 passengers
Dial-A-Ride	FY 01-02	88,268 passengers
Revenue Service Hours:		
Grapeline	FY 01-02	22,105.25 hours
Dial-A-Ride	FY 01-02	24,589.40 hours

RELATED COST CENTERS

Dial A Ride (125051)
Fixed Route System (125052)
Transit Administration (125053)

LEISURE, CULTURAL & SOCIAL SERVICES

ACTIVITY: Commissions and Committees **PROGRAM:** Parks and Recreation
DEPARTMENT: City Council and Advisory Bodies **FUND:** General Fund

ACTIVITY DESCRIPTION

Advises and assists the City Council on park and recreation programs and activities.

- **Parks and Recreation Commission.** Reviews and recommends programs, activities and capital improvement projects, fees and charges. Activity goals are: 1) well planned and well maintained facilities; 2) well organized, balanced and responsive programs, activities and events; 3) assist Department in coordinating special events; and, 4) attend local, district and State parks and recreation related activities, workshops seminars and professional banquets.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	1,739	3,950	3,515	3,515
Minor Capital				
Other Payments				
Total	1,739	3,950	3,515	3,515

STAFFING SUMMARY

None. Staff assistance is provided through the Parks & Recreation Department.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Addressed various issues, making sound recommendations.
- Reviewed and recommended various fees and charges.
- Encouraged participation for all levels of activities.
- Participated in public workshops to gather public comments regarding the Indoor Sports Complex, Aquatics Center and DeBenedetti Park.

MAJOR OBJECTIVES

- 2003-05: To represent the citizens of Lodi in reviewing and making recommendations to the City Council on quality of life issues regarding parks, recreation programs, services and issues.
- 2003-05: To annually review fees and charges, make necessary recommendations to meet the Department's target of 30% cost recovery.

RELATED COST CENTERS

Parks and Recreation Commission (107012)

ACTIVITY: Parks and Recreation Administration
DEPARTMENT: Parks and Recreation
PROGRAM: Parks and Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Parks and Recreation Administration activity plans, directs and evaluates all Park and Recreation programs and activities; plans and coordinates facility development; prepares and revises long-range plans; and, works with the Parks and Recreation Commission to review projects, fees and charges. Activity goals are: 1) responsive, cost effective and well organized recreation programs; 2) a combined 30 percent cost recovery from Park and Recreation programs; 3) a balance of programs and facilities based on age, interests, opportunity and location; 4) adequately maintained facilities; 5) coordination of parks and facilities for rental, tournament and passive uses; and, 6) coordinate all Parks and Recreation capital, CDBG and internal projects. This activity has five major elements:

- **Leadership and administration.** Plan, organize, coordinate and evaluate the City's Parks and Recreation activities, programs and maintenance; develop and recommend budget, cost recovery fees, grant applications, and funding through public/private partnerships; establish rules, procedures, and policies to govern the day to day conduct of Park and Recreation services; advise and assist the City Manager, Parks and Recreation Commission and City Council on programs, development of new parks, facilities and cost recovery goals; foster and promote a positive and efficient work place; recognize and reward excellent performance of employees and participants; set fees in accordance with the City's fee policy; and negotiate and coordinate major department contracts and agreements and oversee same **(40 percent of the activity)**.

- **Public relations and information.** Develop and distribute brochures and advertising on recreation programs, events and activities; prepare press releases; and, represent the City at City-wide functions and with other agencies or private groups **(10 percent of the activity)**.

- **Commission and Board support.** Provide necessary support for the Parks and Recreation Commission, Lodi Sports Foundation, Nature Area Advisory Committee, Lodi Lake Docents, Skate Park Board, and Adults Sports Board. Also advise Booster of Boys/Girls Sports and Friends of Lodi Lake **(15 percent of the activity)**.

- **Parks and Recreation facility planning, capital improvement and general project development.** Develop current and long-range plans for new Parks and Recreation facilities for both indoor and outdoor space needs; and develop, prioritize and coordinate requests for and manage capital improvement projects and department general projects **(15 percent of the activity)**.

- **Activity administration.** Collect, receipt and deposit Department fees and charges; receive and schedule reservations for facilities and activities; and provide over the counter information to customers **(20 percent of the activity)**.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	605,304	715,655	790,555	874,400
Utilities and Communications	4,290	6,800	5,405	5,405
Supplies, Materials and Services	86,250	139,565	143,495	144,100
Minor Capital				
Other Payments				
Total	695,844	862,020	939,455	1,023,905

ACTIVITY: Parks and Recreation Administration
PROGRAM: Parks and Recreation
DEPARTMENT: Parks and Recreation
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Parks and Recreation Director	1	1	1	1
Parks Superintendent	1	1	1	1
Recreation Supervisor	4	4	4	4
Parks Project Coordinator	1	1	1	1
Administrative Secretary	1	1	1	1
Administrative Clerk	1	2	2	2
Senior Administrative Clerk	1	1	1	1
Management Analyst Trainee I/II	1	1	1	1
Total	11	12	12	12
Temporary Positions:				
Full-time equivalents	1.5	1.5	.75	.75

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Five-year lease of American Legion Facility ($86,500)	-- Not Approved
2003-04: Rental of storage space ($9,600)	-- Approved
2003-04: Purchase of tables and chairs for Recreation Annex ($3,000)	-- Not Approved
2003-04: Part-time Intern Maxicom/Tree Manager Computer Operator ($9,315)	-- Not Approved
2003-04: Part-time Intern/CAD Operator ($11,495)	-- Not Approved

MAJOR ACCOMPLISHMENTS

- Began design of three major projects: DeBenedetti Park, Indoor Sports and Activity Center, and Aquatics Complex
- Completed Phase I construction and Phase II design work for the Lodi Lake Bicycle/Pedestrian Trail project
- Constructed a skate park facility
- Secured use of the National Guard Armory facility
- Completed the construction of Katzakian Park
- Completed the conversion of tennis courts to basketball courts at Hale Park
- Started Lodi LOOK program at Washington School

MAJOR OBJECTIVES

- 2003-05: Continue high level and effective programming and services
- 2003-05: Maintain 30% program cost recovery
- 2003-05 Review program fees and changes to accomplish above
- 2003-05 Continue effective design, development and construction of CIP, CDBG and internal project
- 2003-05 Continue good relationships with clubs and organizations to develop new partnerships when opportunity arises
- 2003-05 Move toward development of new facilities

ACTIVITY: Parks and Recreation Administration
DEPARTMENT: Parks and Recreation
PROGRAM: Parks and Recreation
FUND: General Fund

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Attendance	544,602	550,000	560,000	570,000
Revenue Produced	$573,688	$585,000	$587,000	$587,000
Programs offered	50	55	60	65
Projects Completed	3	3	4	4
Park management	27	28	28	28

RELATED COST CENTERS

Recreation Administration (107011)
Parks Administration (107511)

ACTIVITY: After School Playgrounds
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The After School Playground activity provides for after school activities for children whenever school is in session at six sites: Beckman School, Lakewood School, Nichols School, Reese School, Washington and Vinewood School. Activity goals are: 1) safe, attentive and reliable recreation program; 2) a balanced educational and recreational program; and 3) 100% cost recovery. This activity has three major elements:

- **Childcare and safety.** Organized, available and safe after school care for children 5 to 12 years of age **(50 percent of the activity)**.
- **Snacks.** Provide each participant a daily snack **(5 percent of the activity)**.
- **Recreational and educational programs.** Organize recreational and educational after school programs **(45 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	125,655	144,910	151,035	154,060
Utilities and Communications	2,588	1,800	2,400	2,500
Supplies, Materials and Services	49,399	36,167	33,585	32,785
Minor Capital				
Other Payments				
Total	177,642	182,877	187,020	189,345

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
none	0	0	0	0
Temporary Positions:				
Full-time equivalents	6.8	6.8	6.8	6.8

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Recreation Leader for Lakewood After School Program (offset by revenue)	-- Approved
2003-04: After School Program Support Staff (Intern) (offset by revenue)	-- Approved
2003-04: Lodi Middle After School Program (offset by revenue)	-- Approved
2003-04: Lois Borchardt School After School Program (offset by revenue)	-- Approved
2004-05: Woodbridge Middle After School Program (offset by revenue)	-- Approved

MAJOR ACCOMPLISHMENTS

- Reached a 100% return rate for the program
- Increased participant enrollment and provided quality programs

MAJOR OBJECTIVES

- 2003-05: Provide an opportunity for children to participate in enhanced after school activities at eight sites
- 2003-05: Provide qualified staff
- 2003-05: Increase participant enrollment

ACTIVITY: *After School Playgrounds* **PROGRAM:** Recreation
DEPARTMENT: Parks and Recreation **FUND:** General Fund

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Attendance	56,900	58,000	60,000	63,000
Programs Offered	5	5	7	8

RELATED COST CENTERS

Recreation Playgrounds (107021)

ACTIVITY: Youth/Teen Sports
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Youth/Teen Sports activity offers a wide range of youth sports opportunities. The activity area is broken into two basic categories: competitive and introductory or instructional. Over 6,000 youth and teens participate annually in these programs. Activity goals are: 1) provide quality sports experiences in a wide variety of programs; 2) organize well-run and coordinated leagues, tournaments, camps, and clinics that instruct, and meet social, emotional and physical needs of participants; 3) recover a fair-dollar value; 4) provide work experience for youths, teens and young adults; and, 5) coordinate and facilitate volunteers in program offerings. This activity has two major elements:

- **Recreational and Competitive sports.** Competitive levels are co-sponsored by a local advisory organization (which is affiliated directly with the Department). This joint involvement produces programs in baseball, softball, soccer, basketball, tackle football, clinics and camps. 4500+ youth and teens participate in these programs. The City receives only nonresident fees associated with participation in these programs **(70 percent of the activity)**.

- **Introduction/instructional programs.** These programs are run 100 percent by the City. They include basketball, volleyball, flag football, hockey, tot programs, armory open gym, and other club sports and clinics. 2000+ youth and teens participate in these programs. Fee recovery is kept relatively low to encourage participation by all youth **(30 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	96,263	104,315	222,820	222,820
Utilities and Communications	0	0	400	400
Supplies, Materials and Services	26,614	51,025	95,255	95,255
Minor Capital				
Other Payments				
Total	122,877	155,340	318,475	318,475

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
None	0	0	0	0
Temporary Positions:				
Full-time equivalents	4.9	5.0	5.8	5.8

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Covered soccer field operations (offset by revenue) -- Approved
2003-04: Pay increases for officials (offset by revenue) -- Approved

MAJOR ACCOMPLISHMENTS

- Programmed for 10,000+ youth and teens
- Steady growth in all programs
- Secured National Guard Armory facility
- Implemented new tot programs

ACTIVITY: Youth/Teen Sports
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

MAJOR OBJECTIVES

- 2003-05: Offer and encourage more participation by underprivileged and low income youth
- 2003-05: Encourage continuation of facility development to support programs
- 2003-05: Review and improve programs
- 2003-05: Develop collaborative efforts with community interest groups, Lodi Police Department and Lodi Unified School District

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Attendance	180,460	185,000	190,000	190,000
Programs Offered	14	16	16	16

RELATED COST CENTERS

Youth/Teen Sports (107022)

ACTIVITY: Indoor/Outdoor Activities
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Indoor/Outdoor activity offers a wide selection of youth, teen and adult activities, physical activity and instructional classes, and special events. Activity goals are: 1) well-organized, fun, and challenging activities and events as an alternative to gang related activity; 2) well-organized traditional community-wide events for all ages; 3) instructional classes enhancing physical and cultural awareness; 4) 100% direct cost recovery in contract classes, and a high level of cost recovery in youth and teen special interest classes. This activity has three major elements:

- **Instructional classes.** Provide administration, instructors, equipment, and facilities for tennis, karate, yoga and fencing classes and Skyhawks clinics **(70 percent of the activity)**.
- **Traditional events.** Provides administration, organization and coordinates community events (Christmas Tree Run, All-City Youth Track Meet, and Easter Egg Hunt) **(20 percent of the activity)**.
- **Special events.** Plan, organize and coordinate special events (Pass and Kick football contests) **(10 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	2,008	2,620	0	0
Utilities and Communications	996	1,100	1,100	1,100
Supplies, Materials and Services	18,576	14,350	17,055	17,055
Minor Capital				
Other Payments				
Total	21,580	18,070	18,155	18,155

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:	0	0	0	0
Temporary Positions:				
Full-time equivalents	0.3	0.3	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Offered new class in Hunter's Safety on a quarterly basis.
- Offered new Kindergym program
- Increased use of LUSD facilities to for class space.

ACTIVITY:	Indoor/Outdoor Activities	**PROGRAM:**	Recreation
DEPARTMENT:	Parks and Recreation	**FUND:**	General Fund

MAJOR OBJECTIVES

- 2003-05: *Increase number of offerings for special interest classes*
- 2003-05: Increase number of special events offered to the public
- 2003-05: Increase participation in special events through promotion and advertising
- 2003-05: Increase use of School District and privately owned facilities for activities

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Participation	4,378	3,700	3,800	4,000
Programs Offered	15	15	16	16
New Classes Offered	2	1	2	2

RELATED COST CENTERS

Misc. Indoor/Outdoor Activities (107023)

ACTIVITY: Aquatics
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Aquatics activity schedules, organizes and conducts swimming activities (recreational swimming, swim lessons, recreational swim league, competitive swim program, swimming instruction, and special events). Activity goals are: 1) a comprehensive recreational swim program for all ages and abilities; and, 2) 30% cost recovery. This activity has five major elements:

- **Recreational swimming.** Hire, train and coordinate staff to provide safe recreational swimming **(45 percent of the activity)**.
- **Recreation swim league.** Provide an introductory competitive swim league **(20 percent of the activity)**.
- **Competitive swimming.** Provide assistance and facilities for a year round competitive swimming program
- **(10 percent of the activity)**.
- **Swimming instruction.** Plan, promote, and facilitate a comprehensive schedule of swimming instruction for all ages **(20 percent of the activity)**.
- **Misc. Aquatics.** Offer pool rentals, special events and special interest aquatic classes **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	104,106	89,595	89,950	91,645
Utilities and Communications	1,040	900	1,260	1,260
Supplies, Materials and Services	9,632	10,659	10,860	11,210
Minor Capital				
Other Payments				
Total	114,778	101,154	102,070	104,115

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:	0	0	0	0
Temporary Positions:				
Full-time equivalents	3.7	4.5	4.5	4.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Offered new aquatic special events, classes and equipment
- Improved the American Red Cross swim lesson program
- *Increased rental offerings*

ACTIVITY: Aquatics
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

MAJOR OBJECTIVES

- 2003-05: Continue effective and meaningful aquatic operations and programming
- 2003-05: Assemble the most well trained staff available
- 2003-05: Increase revenue
- 2003-05: Continue to eliminate the goose problem on the beach
- 2003-05: Increase and improve rental offerings
- 2003-05: Offer more special events and swim lesson opportunities

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program Attendance	63,015	63,000	65,000	66,000
Number of Programs	4	4	6	7

RELATED COST CENTERS

Aquatics (107024)

ACTIVITY: Adult Sports
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Adult Sports activity offers a wide range of athletic leagues and tournaments. Activity goals are: 1) well-organized and competitive sports leagues and tournaments for adults and older teens; and, 2) a high recovery of the direct cost adult leagues and tournaments. This activity has four major elements:

- **Softball leagues and tournaments.** Provide officials, scorekeepers, equipment, promotion, administration, and facilities for league and tournament play **(45 percent of the activity).**
- **Basketball leagues and tournaments.** Provide officials, scorekeepers, equipment, promotion, administration, and facilities for league and tournament play **(25 percent of the activity).**
- **Volleyball leagues and tournaments.** Provide officials, scorekeepers, equipment, promotion, administration, and facilities for league and tournament play **(15 percent of the activity).**
- **Soccer leagues and tournaments.** Provide officials, scorekeepers, equipment, promotion, administration, and facilities for league play **(15 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	43,178	44,525	44,525	44,525
Utilities and Communications	837	700	700	700
Supplies, Materials and Services	5,861	8,150	9,360	9,360
Minor Capital				
Other Payments				
Total	49,876	53,375	54,585	54,585

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:	0	0	0	0
Temporary Positions:				
Full-time equivalents	1.7	1.7	1.7	1.7

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Contract with Lodi Umpires Association ($23,500) -- Approved

MAJOR ACCOMPLISHMENTS

- Programmed for 4,000+ adults and older teens
- Created a recreational program with less emphasis on competition for a substantial number of participants
- Created a second recreational soccer summer league
- Added men's fast pitch to the softball offerings
- Adapted softball playing rules to make players, spectators and facility neighbors safer through the use of restricted flight softballs.

ACTIVITY: Adult Sports
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

MAJOR OBJECTIVES

- 2003-05: Directly administer the Senior Slow Pitch Softball Tournament for the Men's 60 and 65 & Older Under Divisions
- 2003-05: Encourage the development of facilities to support adult program needs
- 2003-05: Contract with softball umpires association to provide game officials
- 2003-05: Offer and encourage more participation in weekend tournaments by Lodi league teams
- 2003-05: Review and make improvements to programs as needed
- 2003-05: Continue to make Lodi a leader in attracting state and regional tournaments

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Program/Participation Units	32,848	35,000	36,000	37,000
Programs offered	6	6	6	6
Partnerships	4	5	5	5
Tournaments	26	20	21	22

RELATED COST CENTERS

Adult Sports (107025)

ACTIVITY: Concessions
DEPARTMENT: Parks and Recreation
PROGRAM: Recreation
FUND: General Fund

ACTIVITY DESCRIPTION

The Concessions activity serves to account for cost of part-time employees who operate concessions at games and tournaments. Activity goals are: 1) 105% cost recovery from BOBS; and 2) quality and cost effective operations. This activity has one major element:

- **Operate concessions.** Provide snacks, food and drinks at BOBS-sponsored games, tournaments and activities **(100 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	17,275	22,920	19,000	19,000
Utilities and Communications				
Supplies, Materials and Services				
Minor Capital				
Other Payments				
Total	17,275	22,920	19,000	19,000

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:	0	0	0	0
Temporary Positions:				
Full-time equivalents	.7	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR OBJECTIVES

- Provided a quality food service for youth sports
- Provided a quality workplace for many youth workers and volunteers

MAJOR OBJECTIVES

- 2003-05: Run quality and cost effective concession operations at Salas, Kofu, and Zupo Parks
- 2003-05: Run seasonal concession operations at Grape Bowl (football) and Grape Pavilion (Comet Basketball Tournament)

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Cost recovery	105%	105%	105%	105%

RELATED COST CENTERS

Concessions (107027)

ACTIVITY: Sports Facilities Maintenance
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

ACTIVITY DESCRIPTION

The Sport Facilities activity maintains and manages park facilities, landscaped areas and open park space within the City. Activity goals are: 1) support of Recreation programs; 2) safe, useful and attractive parks and facilities; 3) efficient and effective maintenance service; and, 4) a positive image for the City. This activity has five major elements:

- **Field and court maintenance.** Groom and mark playing fields; and maintain basketball courts **(40 percent of the activity).**
- **Janitorial maintenance.** Clean and tend park buildings; remove trash; and, perform minor repairs **(20 percent of the activity)**
- **Renovation and installation of sports facilities.** Rebuilding fields; fencing; installation of basketball floors; and set up and take down soccer goals **(20 percent of the activity).**
- **Pool maintenance.** Vacuum, scrub tiles, maintain water temperature, maintain chemical balance and cleanliness to State and Federal standards, maintain pumps, filters, automatic chemical dispensers and chemical alarms **(15 percent of the activity).**
- **Interdepartmental set-up.** Set-up and breakdown recreation program and events equipment **(5 percent of activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	334,943	404,050	418,265	441,665
Utilities and Communications	901	0	1,200	1,200
Supplies, Materials and Services	87,262	58,965	93,980	93,980
Minor Capital				
Other Payments				
Total	423,106	463,015	513,445	536,845

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Parks Supervisor	1	1	1	1
Parks Maintenance Worker III	2	2	2	2
Laborer/Park Maint Worker I/II	3	5	5	5
Total	6	8	8	8
Temporary Positions:				
Full-time equivalents	5.8	3.6	3.6	3.6

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Basketball Floor Refinishing ($5,000)	-- Defer one year
2003-04: Gopher Control ($2,220)	-- Approved
2003-04: Additional funding for Tree Maintenance ($20,000)	-- Approved ($10,000)
2003-04: Blakely Pool Alarm System ($5,900)	-- Not Approved
2003-04: Fence Replacement ($5,000)	-- Not Approved
2003-04: Maintenance Materials for Ball Fields ($5,000)	-- Approved

ACTIVITY: Sports Facilities Maintenance
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES (Cont.)

2003-04: Purchase Floor Scrubber ($7,300)	-- Not Approved
2003-04: Hire Full-time Facilities Maintenance Worker I/II ($38,200)	-- Not Approved
2003-04: Hire Part-time Employee to Assist Salas Park ($8,800)	-- Not Approved

MAJOR ACCOMPLISHMENTS

- Renovated ball fields at Blakely, Kofu, and Zupo Field
- Replaced pool heater at Enze/Field Pool Complex
- Added maintenance of the National Guard Armory and skate park facilities
- Supported recreational sports programming and events

MAJOR OBJECTIVES

- 2003-05: Provide safe, clean and attractive sports facilities for all users
- 2003-05: Support weekend tournaments
- 2003-05: Continue to prepare facilities for in-house recreational leagues

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Maintenance of developed and undeveloped acreage	75	75	75	75
Maintenance of ball fields	21	21	21	21
Maintenance of soccer fields	24	24	24	24
Maintenance of hardwood basketball floors	3	3	3	3
Maintenance of heated pools	2	2	2	2
Maintenance of football field	1	1	1	1

RELATED COST CENTERS

Sports Facilities (107521)

ACTIVITY: Lodi Lake Park
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

ACTIVITY DESCRIPTION

The Lodi Lake Park activity maintains and manages Lodi Lake Park facilities, landscaped areas and open park space within the Park, and includes maintenance of Candy Cane Park. Activity goals are: 1) safe, useful, clean and attractive park and facilities; 2) efficient and effective maintenance service; and, 3) a positive image for the City. This activity has four major elements:

- **Landscape maintenance.** Control weeds, maintain irrigation, fertilize, trim and maintain shrubs and trees, replace nursery stock, aerate and mow turf **(50 percent of the activity)**.
- **Repair and remodel.** Perform carpentry, paint, plumbing, electrical and mechanical repairs, perform minor repairs with in-house or contract resources **(25 percent of the activity).**
- **Janitorial maintenance.** Clean and tend park buildings, remove trash and perform minor repairs **(20 percent of the activity)**.
- **Irrigation Installation.** Finish installing irrigation and Maxicom control system. **(5 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	116,499	132,935	156,515	163,345
Utilities and Communications	0	0	500	500
Supplies, Materials and Services	33,848	47,942	44,310	44,310
Minor Capital				
Other Payments				
Total	150,347	180,877	201,325	208,155

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Parks Maintenance Worker III	1	1	1	1
Laborer/Park Maint Worker II	1	1	1	1
Total	2	2	2	2
Temporary Positions:				
Full-time equivalents	2.2	2.2	1.5	1.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Hire Full-time Laborer ($35,800) -- Approved

MAJOR ACCOMPLISHMENTS

- Ongoing installation of automatic irrigation
- Completed Phase I of the Pedestrian and Bicycle Trail project
- Installed new walkway on south side of park, from playground to Kiwanis picnic area
- Ongoing maintenance of existing grounds and facilities

ACTIVITY: Lodi Lake Park
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

MAJOR OBJECTIVES

- 2003-05: Continue to automate irrigation
- 2003-05: Continue ongoing maintenance of existing grounds and facilities
- 2003-05: Continue supporting facility rental and recreational programs
- 2003-05: Complete Phase II of the Pedestrian and Bicycle Trail project

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Maintenance of park acreage	115	120	120	120
Rental picnic areas maintained	6	7	7	7
Restroom/building facilities maintained	6	7	7	7

RELATED COST CENTERS

Lodi Lake Park (107522)

ACTIVITY: Other Parks
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

ACTIVITY DESCRIPTION

The Parks Maintenance activity maintains and manages general park facilities, landscaped areas and open park space within the City. Activity goals are: 1) safe, useful, clean and attractive parks and facilities; 2) efficient and effective maintenance service; 3) a positive image for the City; and 4) a balanced distribution of parks and playground equipment throughout the City. This activity has four major elements:

- **Landscape maintenance.** Control weeds, maintain irrigation, fertilize, aerate, mow, edge, turf, trim and maintain shrubs and trees, replace nursery stock, aerate and mow turf **(65 percent of the activity).**
- **Repair and remodel.** Perform carpentry, paint, plumbing, electrical and mechanical repairs, perform minor repairs with in-house or contract resources **(15 percent of the activity).**
- **Janitorial maintenance.** Clean and tend park buildings, remove trash and perform minor repairs **(15 percent of the activity).**
- **Interdepartmental set up.** Set up and breakdown of various recreation program equipment for events and rentals
- **(5 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	481,087	487,410	484,420	513,360
Utilities and Communications	6,122	2,450	7,740	9,040
Supplies, Materials and Services	97,320	103,050	78,255	78,255
Work for Others				
Minor Capital	45	0	0	0
Other Payments		0	0	0
Total	584,574	592,910	570,415	600,655

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Parks Supervisor	1	1	1	1
Sr. Facilities Maint. Wrkr.	1	1	1	1
Parks Maint. Wrkr. III	2	2	2	2
Laborer/Park Maint. Wrkr. I/II	4	6	6	6
Total	8	10	10	10
Temporary Positions:				
Full-time equivalents	4.2	2.2	2.2	2.2

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Hire Full-Time Laborer ($35,800) -- Not Approved

ACTIVITY: Other Parks
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

MAJOR ACCOMPLISHMENTS

- Skate Park completion, including new irrigation system.
- Standardization of lock system for basin parks.
- Design & installation of new irrigation system & upgrade of existing system at Zupo Field.
- Installation of new irrigation system at Blakely East.
- Renovation of irrigation around Blakely West infield.
- Addition of Fibar to Hale, Emerson, & Legion playgrounds.
- Installation of bench, plaque, & new signage at Vinewood Dog Park.
- Transplant of mature tree at Blakely Park.

MAJOR OBJECTIVES

- 2003-05: Provide safe, clean and attractive sports facilities for park users
- 2003-05: Ongoing maintenance of existing grounds and facilities
- 2003-05: Support facility rentals (buildings and picnic areas)
- 2003-05: Develop comprehensive standard of maintenance

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Maintenance of developed and undeveloped park acreage	175	175	175	175
Maintenance of restroom/building facilities	21	21	21	21
Maintenance of rental facilities	10	10	10	10

RELATED COST CENTERS

Other Parks (107523)

ACTIVITY:	*Parks Programs*	**PROGRAM:**	Parks
DEPARTMENT:	Parks and Recreation	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Park Operations Coordinator activity provides interpretive programs, coordinates special events and schedules park and gate attendants for Lodi Lake Park. Activity goals are: 1) educational programs that promote respect for nature and parks in general; 2) interpretive programs and tours of Lodi Lake and river environments; and, 3) promotion of Lodi Lake as a major Citywide and regional tourism element. This activity has six major elements:

- **Programs.** Plan and coordinate docent programs for the Nature Area **(20 percent of the activity).**
- **Facility operations.** Provide support for facility and campground rentals **(10 percent of the activity).**
- **Park and gate attendants.** Coordinate and schedule part-time attendants **(10 percent of the activity).**
- **Rental/Tour Boat Concessions.** Coordinates and schedules part-time attendants, responsible for rental operations and tour scheduling **(30 percent of the activity).**
- **Discovery Center Exhibits.** Coordinates quarterly displays **(10 percent of the activity).**
- **Special Events.** Coordinates and support for all major events **(20 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	98,983	121,180	126,225	129,445
Utilities and Communications	183	200	400	400
Supplies, Materials and Services	27,524	8,938	12,895	12,995
Minor Capital	0	5,500	2,000	2,000
Other Payments				
Total	126,690	135,818	141,520	144,840

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Park Program Specialist	1	1	1	1
Total	1	1	1	1
Temporary Positions:				
Full-time equivalents	3.2	3.2	3.2	3.2

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Fund Camp Lodi Lake Program (offset by revenue)	Approved
2003-04: Fund Salmon Festival (offset by revenue)	Approved

ACTIVITY: Parks Programs
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

MAJOR ACCOMPLISHMENTS

- Organized Rollin' in the Mud Bike Race
- Organized Salmon Festival
- Organized a Camp Lodi Lake program for underprivileged children
- Refurbished the Discovery Center and produced new exhibits
- Organized Lodi Lake Fishing Derby
- Organized ten (10) outings for Canoe/Kayak Mokelumne River tours.

MAJOR OBJECTIVES

- 2003-05: Broaden interpretive programs to include going to schools and other parks
- 2003-05: Create new programs and special events that will generate revenue
- 2003-05: Strengthen the docent interpretive program for Nature Area tours
- 2003-05: Increase program participation

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Programs Attendance	53,040	55,000	56,000	57,000
Programs Offered	4	5	6	6

RELATED COST CENTERS

Park Program (107528)

ACTIVITY: Equipment Maintenance
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

ACTIVITY DESCRIPTION

The Equipment Maintenance activity repairs and maintains mower, scooters, playground equipment and other equipment; and recommends safety standards for playground equipment. Activity goals are: 1) safe and reliable mowers, scooters and equipment; 2) obtain maximum service life from equipment; and, 3) ensure safe playgrounds. This activity has three major elements:

- **Equipment maintenance.** Repair, service and inspect mowers, scooters and park maintenance equipment; and, maintain inventory (including three boats) and maintenance records **(75 percent of the activity).**
- **Playground safety.** Inspect, repair and service playground equipment; and, develop playground equipment safety standards **(20 percent of the activity).**
- **Other Department maintenance.** Repair and service Police Department parking scooters. Repair and service Hutchins Street Square mower and scooter **(5 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	39,497	56,665	56,830	59,505
Utilities and Communications				
Supplies, Materials and Services	74,863	70,926	71,450	77,975
Minor Capital				
Other Payments				
Total	114,360	127,591	128,280	137,480

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Welder/Mechanic	1	1	1	1
Temporary Positions:				
Full-time equivalents	.2	.2	.2	.2

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Purchase Cab for 110 tractor ($8,500)	-- Not Approved
2003-04: Purchase Closed circuit monitoring system ($8,500)	-- Not Approved
2003-04: Increase hours for part-time assistant ($8,165)	-- Not Approved
2004-05: Purchase Aerifier ($2,000)	-- Not Approved
2004-05: Purchase Tiller ($3,000)	-- Not Approved
2004-05: Purchase Sod cutter ($5,000)	-- Approved
2004-05: Purchase Aerator ($5,000)	-- Not Approved
2004-05: Purchase Riding Mower ($3,000)	-- Not Approved

ACTIVITY: Equipment Maintenance
DEPARTMENT: Parks and Recreation
PROGRAM: Parks
FUND: General Fund

MAJOR ACCOMPLISHMENTS

- *Upgraded four playgrounds with ADA budgeted hardware*
- Upgraded computer indexing program

MAJOR OBJECTIVES

- 2001-03: Continue to bring playground equipment up to ADA standards
- 2001-03: Maintain playground equipment for a safe environment
- 2001-03: Maintain equipment in a safe and reliable condition

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Playgrounds inspected/maintained	20	20	20	20
Equipment maintained	240	240	240	240
Turf vehicles maintained	22	22	22	22

RELATED COST CENTERS

Equipment Maintenance (107531)

ACTIVITY: Library Board
DEPARTMENT: Library
PROGRAM: Legislation and Policy
FUND: Library Fund

ACTIVITY DESCRIPTION

The Library Board governs operation of the Library. They are responsible for working with the City Council, and State Legislators to ensure full funding for operations now and into the future. They are responsible to work with the citizens of the community to meet their informational, and educational needs. Activity goals are: 1) well-planned and well-maintained Library services; 2) well-organized and responsive Library programs; 3) adequate funding for Library Information Services; and, 4) community input in Library planning.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	1,976	5,000	4,500	4,500
Minor Capital				
Other Payments				
Total	1,976	5,000	4,500	4,500

STAFFING SUMMARY

Staff assistance is provided through the Library activity, and an Administrative Clerk who attends the monthly Board meetings to take notes and minutes.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Supported new marketing strategies for the Lodi Public Library
- Facilitated creation of a Library Facilities Master Plan for the City of Lodi

MAJOR 2003-05 OBJECTIVES

- 2003-05: Promote continued marketing of library services
- 2003-05: Promote Library Board development activities

RELATED COST CENTERS

Library Board (210802)

ACTIVITY: Library
DEPARTMENT: Library
PROGRAM: Cultural Services
FUND: Library Fund

ACTIVITY DESCRIPTION

The Library activity provides information and referrals to Library customers using a variety of formats – books, magazines, educational videos, music CDs, books on tape, CD-ROM computer information, online databases, displays and programs. Activity goals are: 1) materials and/or services to meet the informational needs of the community; 2) well-staffed and supported reference service; 3) customer service oriented circulation service; 4) frequent and varied children's programs; and, 5) effective and timely support services. This activity has five major elements:

- **Reference service.** Provides professional assistance to individuals of all ages to find information within the Library collections or through resources available from other libraries. Select and develop materials for the Library collection **(15 percent of the activity)**.
- **Children's services.** Provides youth of the community with a positive library experience through storytimes, special programs, reader's advisory and a professionally selected collection. **(5 percent of the activity).**
- **Circulation services.** Issue Library cards. Assist in the location of materials. Perform circulation functions including checkout, reservations, fine collection, etc. **(30 percent of the activity)**.
- **Technical services.** Order, catalog and process materials for collection. Maintain condition of the collection **(40 percent of the activity)**.
- **Administration** Recommends policy, budgeting, and administration for Library **(10 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	743,539	843,635	911,870	968,160
Utilities and Communications	23,901	6,550	7,750	7,750
Supplies, Materials and Services	290,542	282,152	281,725	283,915
Minor Capital	7,661	2,145	0	0
Other Payments				
Total	1,065,643	1,132,337	1,201,345	1,259,825

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Library Services Director	1	1	1	1
Supervising Librarian	1	1	1	1
Librarian I/ II	3	3	3	3
Senior Library Assistant	3	3	3	3
Library Assistant	6	6	6	6
Administrative Clerk	0	1	1	1
Total	14	15	15	15
Temporary Positions:				
Full-time equivalents	6	7.5	7.5	7.5

ACTIVITY: Library
DEPARTMENT: Library
PROGRAM: Cultural Services
FUND: Library Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: *Add Literacy Program Coordinator ($17,530)* -- *Not Approved*

MAJOR ACCOMPLISHMENTS

- Created a Library Facilities Master Plan for developing future Library services and facilities
- Refurbished community room/lobby areas of facility including creation of an office for the Friends of Lodi Public Library
- Created access to electronic resources via the library's homepage
- Extended Library hours to include Sundays

MAJOR 2003-05 OBJECTIVES

- 2003-05: Upgrade integrated computer system adding acquisition and serial modules
- 2003-05: Create an interactive website to allow the public to conduct library transactions such as reserving library materials
- 2003-05: Partner with community based organizations to provide library services to Lodi's Eastside residents

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Materials Circulated	302,798	315,000	310,000	315,000
Questions Answered	15,688	21,000	16,000	16,000
Attendance at Adult's Programs	30/152	15/700	15/700	15/700
Attendance at Children's Programs	232/10,240	175/8,750	200/10,000	200/10,000
In Library Usage	163,270	225,000	170,000	180,000
Library Visits	270,103	320,000	300,000	300,000
Books Cataloged	5,861	5,000	5,550	5,500
Public Access Computer Users	25,500	28,000	28,000	28,000

RELATED COST CENTERS

Library Administration (210801)

ACTIVITY: Literacy Services
DEPARTMENT: Library
PROGRAM: Cultural Services
FUND: Library Fund

ACTIVITY DESCRIPTION

The Adult Literacy Services trains volunteers to teach functionally illiterate adults to read using the Laubach Way to Reading program. Established in 1985 by the Friends of Lodi Library, the Adult Literacy Program was originally coordinated entirely by volunteers. In spring 2000, library administration successfully applied for a California Library Literacy Service grant. The grant provides for paid staffing of 1.5 full time equivalents and funding for five years in gradually decreasing allocations.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	53,275	57,590	42,140	25,660
Utilities and Communications	350	2,000	650	700
Supplies, Materials and Services	36,420	14,671	9,450	9,800
Minor Capital				
Other Payments		2,145		
Total	90,045	76,406	52,240	36,160

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Temporary Positions:				
Full-time equivalents	1.5	1.5	1.5	1.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Offered an average of three tutor training sessions per year
- Created literacy newsletter, establishing and maintaining quarterly publishing schedule
- Recognized International Literacy Day with City Council proclamation
- Literacy Coordinator received certification as Laubach Literacy Trainer

MAJOR 2003-05 OBJECTIVES

- 2003-05: Offer at least three training sessions per fiscal year
- 2003-05: Coordinate and present International Literacy Day event
- 2003-05: Identify and submit grant applications for ongoing funding

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Active Volunteer Tutors	57	100	80	80
Tutor Training Sessions	2	4	4	4
Tutors Trained	23	40	30	40
Tutoring Hours	4,562	5,000	7,500	7,500

RELATED COST CENTERS

Library Literacy Grant (210808)

ACTIVITY: Commissions and Committees **PROGRAM:** Cultural Services
DEPARTMENT: City Council and Advisory Bodies **FUND:** General Fund

ACTIVITY DESCRIPTION

Four Commissions advise the City Council on cultural programs.

- **Senior Citizen Commission.** The Senior Citizen Commission advises the City Council on programs, policies and activities which serve seniors in the community. Activity goals are: 1) identify needs of the aging; 2) create community awareness; 3) explore improved standards of service; and 4) develop services and programs.
- **Arts Commission.** The Arts Commission advises and assists the City Council in establishing and promoting fine and performing arts programs. Activity goals are: 1) enrichment of the community through fine art and performing art programs; 2) develop and promote creativity; 3) celebrate the cultural heritage of the community; and 4) recognize artistic, creative and cultural achievements of Lodi citizens.
- **Art in Public Places (AiPP) Advisory Board.** The AiPP Advisory Board advises and assists the City Council with oversight of the Public Art Program. Activity goals are: 1) recommend policies and guidelines for the Public Art Program; 2) ensure quality control of all public art projects; and 3) review the City's annual Master Art Plan.
- **Youth Commission.** The Youth Commission communicates with young people and takes a leadership role in developing their futures. Activity goals are: 1) provide youth services in a safe and non-discriminatory environment; 2) provide support programs and services; and, 3) provide for unmet social and educational needs of area teens and youths.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Senior Citizen Commission				
Utilities and Communications	308	300	300	300
Supplies, Materials and Services	371	1,100	1,100	1,100
Minor Capital	0	0	0	0
SUB-TOTAL:	679	1,400	1,400	1,400
Arts Commission				
Staffing	95,857	115,475		
Utilities and Communications	2,716	2,295	200	200
Supplies, Materials and Services	34,005	12,425	1,600	1,600
Minor Capital	126	0	0	0
SUB-TOTAL:	132,704	130,195	1,800	1,800
Art in Public Places				
Utilities and Communications	0	0	500	500
Supplies, Materials and Services	0	0	2,600	2,600
Minor Capital	0	0	0	0
SUB-TOTAL:			3,100	3,100
Youth Commission				
Saffing	18,543	25,144	31,440	31,440
Utilities and Communications	0	725	800	800
Supplies, Materials and Services	28,477	19,680	19,480	19,480
Minor Capital	0	0	0	0
SUB-TOTAL:	47,020	49,400	51,720	51,720
TOTAL:	180,403	180,995	58,020	58,020

ACTIVITY:	Commissions and Committees	**PROGRAM:**	Cultural Services
DEPARTMENT:	City Council and Advisory Bodies	**FUND:**	General Fund

STAFFING SUMMARY

Senior Citizen Commission:	None, staff assistance is provided through the Senior Information & Referral cost center.
Arts Commission:	None, staff assistance is provided through the Arts & Culture cost center.
Youth Commission:	One part-time Recreation Supervisor and a part-time summer intern.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None.

MAJOR ACCOMPLISHMENTS

Senior Citizen Commission:

- Hosted a "Meeting with Mayor Nakanishi" addressing seniors concerns regarding housing, transportation, and utilities.
- Hosted the 3rd annual Caregivers Day in cooperation with Lodi Memorial Hospital, and Del Oro.
- Started research into an "At Risk" notification system in cooperation with Lodi Fire Department, Lodi Memorial Hospital and San Joaquin Department of Aging.

Arts Commission:

- Continued growth of Night Time Live Cabaret Concert Series: secured major sponsor (Capital Public Radio); garnered extensive media coverage; average attendance up to 325 per concert.
- Continued growth of Jewel of the Valley Poetry Series.
- Continued growth of Art on the Square Festival; secured major co-sponsor (Lodi Appellation Winery Association).
- Continued growth of Under the Columns Summer Concert Series.
- Continued growth of Lunch Time Live Summer Concert Series.
- Established First Friday Art Shows (free events) to showcase talents of local visual and musical artists.
- Sponsored free classical music concert for the community.

Art in Public Places (AiPP) Advisory Board:

- Drafted Master Art Plan for 2003-04
- Successfully installed and celebrated first public art project
- Created and promoted five Calls to Artists (Requests for Qualifications) for upcoming projects

Youth Commission:

- Reorganized two of the ten sessions of the Teen Lead Program to better serve the students who are involved in the program. (Reorganized Environment Session and Non Profit Session to a Volunteer Session.) Both sessions are now tour sessions of various sites within the community utilizing City of Lodi Transportation services.
- Increased participation of Teen Lead Program from 28 to 32 students. (Students participating this year are from Elliot Christian, Lodi Middle College at Delta, Lodi, Tokay, Bear Creek and Lodi Academy).
- Sponsored a new event with LUSD and Lodi Academy held at HSS Theatre. Facilitated Clay Roberts Presentation for the school administrators on the importance and techniques of how to work with high school students.
- Created an interactive Orientation and Training for all new commissioners, current commissioners and adult advisors to the commission in August.

ACTIVITY:	Commissions and Committees	**PROGRAM:**	Cultural Services
DEPARTMENT:	City Council and Advisory Bodies	**FUND:**	General Fund

MAJOR OBJECTIVES

Senior Citizen Commission:

- Update and reprint 4th edition of Lodi Resource Manual
- To complete and implement "At Risk Notification System"

Arts Commission:

- Conduct a community-wide assessment to determine current levels of service, utilization and needs.
- Conduct a community-wide public education campaign to improve the image and visibility of the city's role in promoting and nurturing the arts in Lodi.
- Better define the Commission's role as it relates to city staff, council and the community-at-large.

Art in Public Places (AiPP) Advisory Board:

- Implement goals and objectives of Master Art Plan, as approved by City Council
- Initiate Public Art Internship program

Youth Commission:

- Creating and sponsoring a new event for high school students entitled "Speak For Youth". This will be a yearly event beginning in 2003. The goal is to acquire a motivational speaker to "Speak For Youth" about their dreams, inspirations, goals and respect for others. The event is already supported by LUSD whom will be providing the transportation, campus security and assisting in the student registration process. The event will be held on a Friday for 2 hours at Lodi Academy Gym (facility donated) for 1,200 students. The speaker for 2003 will be Herman Cain, the President and CEO of Godfathers Pizza, Inc. The commissioners will raise all funds for this event.
- Piloting a program at "Speak For Youth" in 2003 to include 8th graders from Lodi Middle School. We want to see if there is a potential for including 8th graders in the year 2004 at this event.
- Changed the Youth Conference name and concept. The event will now be entitled Interactive Career Day. All of the workshops will be interactive presentations for the 800 students who attend.
- Added two interactive career sessions at the Interactive Career Day in 2003 to assist the City of Lodi and LUSD. City of Lodi is presenting a workshop on Design Preferences to get the students input on the different designs for Lodi's future. The other is a Mock Board of Education Meeting presented by the LUSD Superintendent of Schools and four of the Teen Lead Program students acting as the Board of Education.
- Chair and Vice Chair of Youth Commission to meet yearly with the Superintendent of Schools and the Board of Education President.

ACTIVITY: Community Center Administration
DEPARTMENT: Community Center
PROGRAM: Cultural Services
FUND: General Fund

The Community Center activity provides a focal point for cultural, fine art, performing art and senior programs, within the community; provides facilities for meetings, conferences, recreational activities and events sponsored by the City, community groups, and private individuals and organizations; and, works with the Senior Citizen's Commission, Lodi Arts Commission, Lodi Youth Commission and other private organizations to develop programs and facilities. Activity goals are: 1) well-maintained facilities; 2) well-balanced programs for seniors; 3) promotion of fine art and performing art within the City, and ; 4) 30% to 50% cost recovery. This activity has seven major elements:

- **Senior Services:** Social and recreational activities; referral services; emotional and physical wellness programs; legal, consumer, financial, and educational services and counseling **(20% of the activity).**
- **Cultural Programs:** Plan and promote workshops for crafts, arts, music and other fine arts; provide for display of crafts and fine arts of local residents; plan, promote and organize activities in arts, crafts, music, dance and drama **(10% of the activity)**.
- **Public Relations and Information:** Prepare and distribute brochures and schedules for senior, fine art and performing art activities; works with the Adult Day Advisory Committee, the Senior Citizen's Commission, Lodi Arts Commission, and Hutchins Street square Foundation to develop programs, plan facilities and obtain funds from private and public sources **(5% of the activity).**
- **Facility Scheduling and Administration:** Process reservations for facilities, liability review, receive and deposit fees and maintain responsive relations with customers **(5% of the activity).**
- **Special Events Management:** Plan, organize and coordinate special events sponsored by the City; create, design and distribute flyers; prepare news releases; solicit and schedule vendors, entertainers and participants **(10% of the activity).**
- **Therapeutic Swim:** Program, schedule and conduct various therapeutic swimming activities; vacuum, scrub tiles, maintain water temperature, maintain chemical balance and cleanliness of facilities **(20% of the activity).**
- **Facility and Janitorial Maintenance:** Clean, remove trash, maintain equipment, install new equipment, perform minor repairs **(3% of activity).**

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	**ACTUAL**	**BUDGETED**	**BUDGETED**	**BUDGETED**
Staffing	197,708	191,210	207,500	207,500
Utilities and Communications	7,576	24,000	24,000	24,000
Supplies, Materials and Services	78,320	34,265	59,765	59,795
Minor Equipment	8,478	0	0	9,500
Other				
TOTAL	292,082	249,475	291,265	300,765

STAFFING SUMMARY	2001-02	2002-03	2003-04	2004-05
	ACTUAL	**BUDGETED**	**BUDGETED**	**BUDGETED**
Regular Positions				
Community Center Director	1	1	1	1
Administrative Secretary	1	1	1	1
Administrative Clerk	0	0	0	0
TOTAL	2	2	2	2
Temporary Positions				
Full Time Equivalents	2	2	2	2

ACTIVITY:	Community Center Administration	**PROGRAM:**	Cultural Services
DEPARTMENT:	Community Center	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2004-05: Hire full-time Administrative Clerk staff member for HSS Administration ($38,000) -- Not Approved
2004-05: Purchase replacement copier for HSS Administration ($9,750) -- Not Approved

MAJOR 2001-03 ACCOMPLISHMENTS

- Successfully implemented the Gift Boxes Program.
- Financed and added the musician busts art piece in the upstairs foyer of the Fine Arts Building
- Designed, financed and installed the rotunda chandelier.
- Replaced and added the community "reader board" on Alumni Plaza.
- Streamlined the box office operation by requiring all renters to utilize our system.
- Produced seven issues of Square News that are mailed in the City's utility bill as a marketing tool for the Square.
- Continued to expand the Foundation's gifting program and estate bequeaths.

MAJOR 2003-05 OBJECTIVES

- Expand the uses and opportunities for the facilities at Hutchins Street Square.
- Continue to ascertain the needs of the community and provide those services.
- Strengthen the staff needs with talented and dedicated volunteers.
- Empower the various City Council appointed commissions to experience upward mobility and look to greater leadership opportunities.

ACTIVITY: Performing Arts Theatre
DEPARTMENT: Community Center
PROGRAM: Cultural Services
FUND: General Fund

ACTIVITY DESCRIPTION

The performing arts theatre and box office provide the premiere Lodi venue for theatrical productions, business conferences, and seminars. With state-of-the-art facilities, full-time technical staffing and increased usage, the Hutchins Street Square Performing Arts Theatre is the hub of cultural activities at the Square.

The technical portion of the Performing Arts Theatre is responsible for purchasing,, maintaining, and repairing all theatrical equipment, including but not limited to sound systems, communication systems, lighting instrumentation, lighting control, fly system rigging and function, stage condition, and stage draperies.

The technical staff also assists in the production of theatrical presentations both amateur and professional; education of theatrical groups; research of feasibility and the subsequent booking of professional productions; aiding in the promotion and marketing of productions; maintaining a solid network of theatre industry professionals; establishing theatre use guidelines; establishing pricing rates for labor and equipment rental.

The Box Office is responsible for all ticket sales at the Square and is the "first contact" with the public. Currently staffed by four part-time employees, the Box Office is open Monday through Friday from 10:00 a.m. to 5:00 p.m. and two hours before curtain for all productions.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	31,179	56,910	80,730	80,730
Utilities and Communications	490	0	1,000	1,000
Supplies, Materials and Services	44,869	5,455	68,300	68,300
Minor Equipment	0	0	0	0
Other	0	0	0	0
TOTAL	76,538	62,365	150,030	150,030

STAFFING SUMMARY	2001-02	2002-03	2003-04	2004-05
	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Regular Positions				
Stage Technician	1	1	1	1
TOTAL	1	1	1	1
Temporary Positions				
Full Time Equivalents	1.5	1.5	2.5	2.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-05: Contract full-time Stage Technician (offset by revenue) -- Not Approved
2004-05: Purchase digital projector (offset by revenue) -- Defer one year

ACTIVITY:	Performing Arts Theatre	**PROGRAM:**	Cultural Services
DEPARTMENT:	Community Center	**FUND:**	General Fund

MAJOR 2001-03 ACCOMPLISHMENTS

- Produced numerous shows.
- Reconfigured and reconstructed entire sound system.
- Sorted through piles of equipment and organized it's storage.
- Rewired and repaired lighting equipment.
- Re-rigged orchestra shell.
- Designed and put out to bid new fly system.
- Wrote theatre guidelines.
- Established equipment rental and labor rates for the Performing Arts Theatre.
- Retrofitted Kirst Hall lighting system.

MAJOR 2003-05 OBJECTIVES

- Remove part of old fly system and install the new fly system.
- Refinish and repaint stage.
- Develop staff.
- Book, promote, and produce a high number of professional for profit shows.
- Repaint scene shop.
- Resurrect Thomas Theatre lighting system.
- Educate amateur theatre groups.

ACTIVITY: Community Center
DEPARTMENT: Maintenance
PROGRAM: Buildings & Equipment
FUND: General Fund

ACTIVITY DESCRIPTION

The department maintains approximately 70,000 square feet of buildings (including 70,000 gallon pool and an 800 seat theater) and 7 acres of grounds. Maintenance staff is in constant contact with our weekday and weekend rental clients, and as such, have heavy customer service aspect to their section. Responsibilities also include event/rental preparation on a 24/7 basis and supervision of approximately 5000 hours of community service help and several volunteer programs as well as oversight of the United Cerebral Palsy crews. Senior Facilities Maintenance worker conducts/coordinates purchasing, manages sublet contracts for the facility and provides budget recommendations to the director.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	142,266	166,660	178,090	178,090
Utilities and Communications	1,020	300	1,300	1300
Supplies, Materials and Services	201,478	184,405	238,220	238,220
Minor Equipment	745	0	0	0
Other	0	0	0	0
TOTAL	345,509	351,365	417,610	417,610

STAFFING SUMMARY	2001-02	2002-03	2003-04	2004-05
	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Regular Positions				
Senior Facilities Maintenance Worker	1	1	1	1
Facilities Maintenance Worker	2	2	2	2
TOTAL	3	3	3	3
Temporary Positions				
Full Time Equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: HVAC Compressor Replacement ($6,000) -- Not Approved

MAJOR 2001-03 ACCOMPLISHMENTS

- Replacement of damaged roof over Kirst Hall
- Completion of new computer controlled HVAC and lighting system
- Installation of new plaza lighting
- Pool refinished
- Repair of sky light over pool
- Senior Center carpet installation
- Installation of new stage lighting system in Kirst Hall

MAJOR 2003-05 OBJECTIVES

- Replace damaged areas of Senior Center roof
- Repair damaged architectural sheet metal on Kirst Hall and Senior Center
- Resurface pool deck
- Install flag pole lighting
- Irrigation system overhaul

ACTIVITY: Arts & Culture
DEPARTMENT: Community Center
PROGRAM: Cultural Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Division of Arts & Culture plans, develops and evaluates the City's artistic and cultural resources; prepares and revises long-range plans; and, works with the Arts Commission to review projects and fees. Activity goals are: 1) responsive, cost-effective and well organized arts and cultural programs; 2) a balance of programs and activities based on age, interests, opportunity and location; 3) a combined 30% cost recovery from all Arts & Culture programs; and 4) improve quality of life for the citizens of Lodi. This activity has six major elements:

- **Arts Instruction.** Provide a wide variety of arts, crafts, music, dance, theater, literary and culinary classes for children and adults. **(30% of the activity)**
- **Art in Public Places Program.** In conjunction with other City Departments and the Art Advisory Board, manage public art projects and promote the city's public art program as approved by the City Council. **(25% of the activity)**
- **Events.** Present and manage arts events that further the development and public awareness of the fine & performing arts within the City of Lodi. **(20% of the activity)**
- **Commission and Board Support.** Provide necessary support for the Arts Commission and the Lodi Arts Project Fund Trustees. **(15% of the activity)**
- **Cultural Activity Grants.** Evaluate requests and recommend funding for local non-profit organizations that promote cultural activities. **(5% of the activity)**
- **Public Relations and Information.** Develop and distribute brochures, posters and other forms of promotion for arts and cultural programs, events and activities; prepare press releases; maintain and promote website; and, represent the City at city-wide functions and with other agencies and civic groups. **(5% of the activity)**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Cost Center: 108026 (Arts Classes)				
Utilities and Communications	0	2,595	2,595	2,595
Supplies, Materials and Services	61,201	46,000	53,600	59,000
SUBTOTAL:	61,201	48,595	56,195	61,595
Cost Center: 108027 (Arts Comm.)				
Staffing	95,857	115,475	0	0
Utilities and Communications	2,716	2,295	200	200
Supplies, Materials and Services	34,005	12,425	1,600	1,600
Minor Equipment	126	0	0	0
SUBTOTAL:	132,704	130,195	1,800	1,800
Cost Center: 108028 (Arts /Culture)				
Staffing	0	0	136,170	146,495
Utilities & Communications	0	0	1,300	1,300
Supplies, Materials and Services	1,500	1,500	14,000	14,000
Other payments	75,000	75,000	75,000	75,000
SUBTOTAL:	76,500	76,500	226,470	236,795
Cost Center: (Art in Public Places Board)				
Utilities & Communications	0	0	500	500
Supplies, Materials and Services	0	0	2,600	2,600
SUBTOTAL:	0	0	3,100	3,100
GRAND TOTAL:	270,405	255,290	287,565	303,290

ACTIVITY: Arts & Culture
DEPARTMENT: Community Center
PROGRAM: Cultural Services
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Full-time Positions				
Arts Coordinator	1	1	1	1
Admin. Clerk	0	1	1	1
Half-time Positions				
Arts Coordinator Assistant	.5	.5	0	0
Administrative Clerk	.5	.5	0	0
Contract Positions				
Arts Coordinator Assistant	0	0	1	1
TOTAL Full Time Equivalents	2	3	3	3

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES
2003-04: Retain Security Guards (offset by revenue) -- Approved

MAJOR 2001-03 ACCOMPLISHMENTS

- Created seasonal course catalogs for all arts classes offered (three per year)
- Increased arts classes revenue by more than 50% (over 1999-01)
- Increased number of registered students by 100% (over 1999-01)
- Instituted ability for on-line class registration
- Provided arts projects grants to 16 local non-profit organizations to further arts and culture in Lodi
- Promoted availability of classes at Celebration on Central (Eastside community festival).
- Published class catalog three times per year.
- Offered class registration on-line at www.lodiarts.org.
- Developed Master Art Plan for 2003-04.
- Successfully completed and promoted first Public Art project at Lodi Multi-modal Station (Sandhill Crane sculpture).
- Successfully presented, promoted and managed more than 85 public arts events.
- Successfully promoted Call for Artists for upcoming public art projects; received nearly 100 submissions from qualified artists.
- Successful new event added "Haunted Hutchins" with attendance in excess of 3,500 for both 2001 and 2002.
- Successful "Art on the Square" events with attendance in excess of 1,000 attendees and over 50 artist participants.

MAJOR 2003-05 OBJECTIVES

- Document cultural granting process and procedures.
- Create an Arts Fellowship Award to recognize and encourage professionalism of local artists
- Document and implement public art matching grants process and procedures.
- Implement Master Art Plan as approved by City Council.
- Build the monthly First Friday Art Shows into a community-wide effort in partnership with galleries, restaurants and other venues as appropriate.
- Offer technical assistance workshops to local arts organizations and advise on stabilization, funding, promotions and other activities.
- Increase revenue from arts classes by 30%.
- Increase overall class registration by 40%.
- Offer 30% more classes for youth and adults.
- Increase number of low-income scholarships awarded by 50%

ACTIVITY: Arts & Culture
PROGRAM: Cultural Services
DEPARTMENT: Community Center
FUND: General Fund

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Number of events presented	40	45	45	45
Types of classes offered	46	50	60	70
Total registered students	1,704	4,000	4,600	5,200
Class revenue produced	61,521	46,000	52,900	59,800
Public Art projects in process	1	6	8	12
Project Grants to Community Groups	75,000	66,369	60,000	69,000
Project Mini-Grants to Artists	0	8,631	13,000	14,950
Arts Fellowship Award	0	0	2,000	2,300

RELATED COST CENTERS
Art Specialty Classes (108026)
Arts Commission (108027)
Arts and Culture (108028)
Art in Public Places (1214001)

ACTIVITY: Administration
DEPARTMENT: Community Center
PROGRAM: Senior Information & Referral
FUND: General Fund

ACTIVITY DESCRIPTION

Serving as a focal point in the community, the Senior Information Center at Hutchins Street Square offers local seniors and their families access to programs and services related to the needs of the aging. The Senior Center maintains an open phone line, to answer the concerns of Lodi's older population.

The Health Insurance Counseling and Advocacy Program (HICAP) operates out of the Senior Center and it's volunteers assist seniors with Medicare and related health insurance issues. This is the sole HICAP outlet in San Joaquin County.

The Center Coordinates a variety of support groups and serves as a base for the San Joaquin Peer Counseling Program, which is a volunteer counseling service.

In cooperation with Delta College a painting class is offered for seniors. In cooperation with the Lodi Adult School the Center offers Senior Computer classes. Our computer lab with 15 state-of-the-art computers enrolls an average of 75 students each five (5) weeks.

The Senior Center provides State Volunteer Income Tax Assistance (VITA) volunteers who help seniors with income tax assistance at no charge. Legal service through the Department of Aging is offered to Lodi's Seniors free of charge. Also provided, assistance with a variety of forms and applications for seniors in need.

A variety of social and recreational opportunities are available as well as regular health screenings in cooperation with Lodi Memorial Hospital.

Overall administration is provided by the Senior Services Coordinator with assistance of one part-time administrative clerk and 50 volunteers.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	70,029	68,020	78,795	82,960
Utilities and Communications	2,352	2,800	2,800	2,800
Supplies, Materials and Services	2,744	5,050	4,850	4,850
Minor Equipment	5,875	15,000	0	0
Other	0	0	0	0
TOTAL	81,000	90,870	86,445	90,610

STAFFING SUMMARY	2001-02	2002-03	2003-04	2004-05
	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Regular Positions				
Senior Services Coordinator	1	1	1	1
TOTAL	1	1	1	1
Temporary Positions				
Full Time Equivalents	1	1	1	1

ACTIVITY:	Administration	**PROGRAM:**	*Senior Information & Referral*
DEPARTMENT:	Community Center	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None.

MAJOR 2001-03 ACCOMPLISHMENTS

- Increased numbers of Senior Computer classes.
- Increased number of volunteer Income Tax Counselors and forms prepared.
- Worked with record numbers of seniors in locating Supplemental Health Insurance following Secure Horizon's withdrawal from S.J. County.
- In cooperation with Lodi Arts Commission assisted in production of 3rd annual "Senior Follies".
- Hosted a seminar on "End of Life Decisions" in cooperation with Lodi Memorial Hospital.

MAJOR 2003-05 OBJECTIVES

- Complete training and placing of 10 new HICAP Couselors
- Expand on computer training classes for seniors in cooperation with Lodi Adult School
- Offer wellness workshops in cooperation with Lodi Memorial Hospital

ACTIVITY: Administration
DEPARTMENT: HSS Pool
PROGRAM: Aquatics
FUND: General Fund

ACTIVITY DESCRIPTION

The indoor, heated, handicap accessible swimming pool at Hutchins Street Square was built to maintain the health and fitness of Lodi's citizens. A variety of wellness, fitness and therapeutic programs are run on a daily basis.

Lifeguard instruction, community first aid, CPR, and a variety of community aquatic programs are offered.

Lodi Memorial Hospital has contracted to rent the pool for Physical Therapy as well as for Camp Hutchins Programming.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	86,220	93,555	97,610	97,610
Utilities and Communications	20	0	0	0
Supplies, Materials and Services	8,310	5,050	6,400	6,400
Minor Equipment	0	2,200	2,200	2,200
Other	0	0	0	0
TOTAL	94,550	100,805	104,010	104,010

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions				
Aquatics Coordinator	1	1	1	1
TOTAL	1	1	1	1
Temporary Positions				
Full Time Equivalents	3.5	3.5	3.5	3.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None.

MAJOR 2001-03 ACCOMPLISHMENTS

- Created "Golden Guards" lifeguard program
- Offered both YMCA and Red Cross Lifeguard certification programs
- Began Water Exercise Instructor certification courses
- Created and offered 3 new water exercise classes

MAJOR 2003-05 OBJECTIVES

- To become a premiere H2O Instructor Certification site in the County.
- To increase numbers of Lifeguard Certification classes (thereby increasing revenue).
- To continue offering Aquatic classes and programs to community while keeping quality of instruction and certification high.
- To increase Pool fees.

ACTIVITY: Cultural Activities
DEPARTMENT: Community Center
PROGRAM: Cultural Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Cultural Activities program is responsible for encouraging, promoting and providing for cultural development in the fine arts and performing arts (crafts, art, music, dance, drama). Activity goals are: 1) improve quality of life for residents and visitors to Lodi; 2) promote Lodi as a regional center for cultural activities; and, 3) develop long-term programs to encourage cultural growth. This activity has one major element:

- **Cultural activity grants.** Evaluate requests and recommend funding for local non-profit organizations that promote cultural activities **(100 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing			136,170	146,495
Utilities and Communications			1,300	1,300
Supplies, Materials and Services	1,500	1,500	14,000	14,000
Minor Capital				
Other Payments	75,000	75,000	75,000	75,000
Total	76,500	76,500	226,470	236,795

STAFFING SUMMARY

None - Staff assistance is provided through the Community Center.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

- 2003-04: Lodi Community Concert Association ($3,500)
- 2003-04: Lodi Writer's Association ($3,500)
- 2003-04: Central Valley Youth Symphony ($11,080)
- 2003-04: Lodi Children's Chorus ($700)
- 2003-04: Lodi Community Art Center ($3,000)
- 2003-04: Lodi Community Band ($3,560)
- 2003-04: Lodi Eastside Improvement Committee ($1,800)
- 2003-04: Sandhill Crane Festival Art Show ($2,000)

2003-04: CA Poets in Schools ($2,800)
2003-04: CA Poets in Schools/Book ($3,000)
2003-04: AMP Press ($2,500)
2003-04: Lodi Historical Society ($3,960)
2003-04 Troupe Cabana ($8,500)
2003-04: Stockton Symphony ($10,500)
2003-04: Lodi Arts Center ($600)
2003-04: LUSD Performing Arts ($14,000)

MAJOR OBJECTIVES

None

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Grants to Community Groups	$25,230	$25,230	$75,000	$75,000
Grants to Arts Commission Projects	$25,500	$28,000	0	0

RELATED COST CENTERS

Lodi Arts Commission Grants (108028)

ACTIVITY: Human Relations
DEPARTMENT: Community Development
PROGRAM: Social Services
FUND: CDBG & HOME Funds

ACTIVITY DESCRIPTION

The Human Relations activity provides funding for projects and activities which address the needs of persons of moderate income, which eliminate slum or blighted conditions and which are urgent needs of the community. Activity goals are: 1) an effective and equitable grant-in-aid program; 2) open lines of communication with organizations regarding human and social services; and, 3) a positive image for the City. This activity has one major element:

- **Grants administration.** Evaluate requests and recommend funding for local non-profit organizations or projects which address needs of persons with low or moderate income; eliminate blighted conditions; and meet urgent needs of the community **(100 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services				
Minor Capital				
Other Payments	616,167	1,950,000	1,089,110	1.089,110
Total				

STAFFING SUMMARY

None. Staffing support provided by Community Development

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR OBJECTIVES

None

RELATED COST CENTERS

HOME (44 fund)
CDBG (45 fund)

COMMUNITY & ECONOMIC DEVELOPMENT

ACTIVITY:	Commissions and Committees	**PROGRAM:**	Planning
DEPARTMENT:	City Council and Advisory Bodies	**FUND:**	General Fund

ACTIVITY DESCRIPTION

One Commission and two Committees advise and assist the City Council on planning, design and neighborhood prevention issues.

- **Planning Commission.** Reviews and recommends changes to the General Plan and zoning regulations, hears appeals of planning staff decisions, and reviews development and land use permit applications. The goal of the Commission is to have a well-planned community with compatible land uses. Seven public members.

- **Site Plan and Architectural Review Committee.** Evaluates the site plan and architectural merit of all commercial, multi-family residential and public building projects. The Committee's goal is to have attractive and well-designed development within the City. Five public members.

- **Eastside Improvement Committee.** Develops community-related activities to improve the quality of life within the Eastside and throughout the City of Lodi by combating crime, drugs, and blight. Coordinates civil actions against nuisance property owners from affected neighborhood residents. Assists with the development and implementation of programs in the community designed to reduce blight and foster community pride. Nine public members.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	1,575	3,360	3,360	3,360
Utilities and Communications	0	0	0	0
Supplies, Materials and Services	2,546	7,000	2,995	2,245
Minor Capital				
Other Payments				
Total	4,121	10,360	6,355	5,605

STAFFING SUMMARY

None. Staff assistance is provided through the Community Development Department.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR 2003-05 ACCOMPLISHMENTS

- Continue to support activities with the Eastside Committee to improve the eastside commercial and residential areas.
- Develop recognized Safe Streets Now! Program to address nuisance activities adversely affecting residential neighborhoods, such as gang and drug house activity.
- Continue to support the efforts of the Eastside Improvement Committee to develop a Community Improvement Volunteer Program which will assist the City with addressing nuisance issues on private property and in streets and alleys.
- Implement a Neighborhood Beautification Project on a predominantly owner-occupied Eastside residential block which would offer immediate improvements to the front yards and building facades.

RELATED COST CENTERS

Planning Commissions/Committees (100455)

ACTIVITY: Community Improvement
DEPARTMENT: Community Development
PROGRAM: Community Development
FUND: General Fund

ACTIVITY DESCRIPTION

Responsible for the interpretation and enforcement of the Housing Code, the Dangerous Building Code, State laws, and the Lodi Municipal Code, as they pertain to substandard and dangerous dwellings and buildings, and blighted or nuisance properties throughout the City of Lodi. This activity has five major elements:

- **Community Improvement**. The administration and clerical duties which support all activities under the Community Improvement Division. This includes the staff's support and participation with community groups and functions, as well as the development and implementation of an education and information program to educate residents and property owners of the existing property maintenance requirements as well as the minimum housing standards **(10 percent of the activity)**.

- **Code Enforcement**. The implementation of a proactive Citywide Code Enforcement program and the response to complaints of substandard housing, zoning violations, and nuisance activities on private property, as a means of eliminating blighted conditions throughout the City of Lodi **(60 percent of the activity)**.

- **Abatement**. The abatement of substandard and/or hazardous buildings or properties by way of demolition, repair, board- up or clean-up. All abatement costs are billed to the property owner and then placed as a lien if not paid **(5 percent of the activity)**.

- **Council/Commission Support**. Provide necessary support for the City Council, Planning Commission and Eastside Improvement Committee **(5 percent of the activity)**.

- **Community Development Block Grant Administration**. Administer the City's Block Grant Program; monitor funded programs for compliance with governing policies and legislation; and assist community groups with application processing of requests for block grant funding **(20 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	210,556	247,275	251,080	274,680
Utilities and Communications	1,896	2,400	1,405	1,405
Supplies, Materials and Services	73,109	142,165	119,335	119,335
Minor Capital				
Other Payments				
Total	285,561	391,840	371,820	395,420

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Administrative Clerk I/II	1	1	1	1
Community Improvement Manager	1	1	1	1
Community Improvement Officer	2	2	2	2
Total	4	4	4	4
Temporary Positions:				
Full-time equivalents	.5	.5	0	0

ACTIVITY:	Community Improvement	**PROGRAM:**	Community Development
DEPARTMENT:	Community Development	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Purchase Motorola Portable Radios (4) ($8,030) -- Not Approved

MAJOR ACCOMPLISHMENTS

- Implemented code enforcement case file management system that creates more of a paperless file system as a means of reducing file cabinet storage.
- Added an additional Community Improvement Officer position to better address the code enforcement caseload.
- Continued to expand the annual Spring Clean-Up activities to participate in the national Great American Clean-Up Campaign coordinated through Keep America Beautiful, Inc. and their local affiliate Keep California Beautiful.
- Increased volunteer activity participating in community clean-up and beautifications projects.

MAJOR 2003-05 OBJECTIVES

- Bring the Code Enforcement module of the Permits+ System on line for managing code enforcement cases.
- Continue targeting proactive code enforcement on selected areas of the Eastside to address worsening conditions.
- Continue to develop education programs in collaboration with Central Valley Waste in order to reach various target groups throughout the community to inform residents of the existing standards that will be enforced throughout the community to eliminate blighted conditions and reduce substandard housing.
- Continue to develop working relationship with Community Partnerships for Families in order to bridge the gap with various ethnic groups in the community.
- Actively promote the housing assistance programs funded through CDBG and HOME, and other financial assistance programs available to property owners for the rehabilitation of their properties, and to cultivate potential home ownership for current rental housing occupants.
- Develop a Community Improvement Volunteer Program which would be coordinated through the Lodi (Eastside) Improvement Committee, to assist the code enforcement effort in the overwhelming task of addressing property maintenance and nuisance issues. The Volunteer Program would also expand the Great American Clean Up project that we participate in with the Keep America Beautiful campaign.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Complaints received	740	700	750	750
Cases Generated	695	658	700	700
Cases Closed	652	718	790	790
Inspections Made	4,837	5,180	5,700	5,700

RELATED COST CENTERS

Community Improvement (100456)
Repair & Demolition (103209)

ACTIVITY: Current/Advance Planning **PROGRAM:** Planning
DEPARTMENT: Community Development **FUND:** General Fund

ACTIVITY DESCRIPTION

The Planning activity prepares and revises the General Plan, manages long-range planning projects and works with the Planning Commission and Site Plan and Architectural Review Committee; reviews development permits; ensures projects comply with City development and land use regulations; manages the City's growth management program; and, assists the public with inquiries or complaints. Activity goals are: 1) a well-planned community; 2) managed community growth and change; 3) protection and preservation of environmental resources; 4) balanced economic development; and 5) a high level of public service. This activity has five major elements:

- **Long range planning.** Prepare Ordinances and policies necessary for long term development of the City; maintain and update the General Plan; evaluate proposed annexations to the City; coordinate with the County and Council of Governments (COG) on planning and transportation issues; and update City maps and data base **(15 percent of the activity)**.

- **Development review and environmental assessment.** Prepare Ordinances and policies aimed at setting standards for development and its review; process and review planning applications for compliance with applicable codes and Ordinances; coordinate with other departments in the review of projects; perform environmental assessments and monitor environmental mitigation measures; and respond to public inquiries on development issues **(50 percent of the activity)**.

- **Council/Commission support.** Provide necessary support for the City Council, Planning Commission, and Site Plan and Architectural Review Committee **(15 percent of the activity)**.

- **Economic development.** Assist in the City's economic development effort; and provide land use, demographic and property information **(15 percent of the activity)**.

- **Department administration.** This element includes the Department Head and provides overall fiscal and personnel management for the Department. Additionally, coordination between Community Development staff, the Community, and other departments is a major element **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	390,517	466,220	503,305	544,305
Utilities and Communications	659	300	750	800
Supplies, Materials and Services	13,821	75,915	17,290	17,865
Minor Capital	0	0	0	0
Other Payments	0	0	0	0
Total	404,997	542,435	521,345	562,970

ACTIVITY: Current/Advance Planning **PROGRAM:** Planning
DEPARTMENT: Community Development **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Community Development Director	1	1	1	1
City Planner	1	1	1	1
Senior Planner	1	1	1	1
Associate Planner	2	2	2	2
Administrative Secretary	1	1	1	1
Total	6	6	6	6

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Filling the City Planner position

MAJOR 2003-05 OBJECTIVES

- 2003-05: An update to Housing Element of the General Plan has been approved by the City Council and will commence activities during Fiscal Year 2002-03 and will conclude during Fiscal Year 2003-04. Anticipated project cost is $127,500.
- 2003-05: Re-enforce Lodi's sense of place by continuously seeking to improve urban design within Lodi.
- 2003-05: Balance the competing needs for agricultural stewardship of the area between Stockton and Lodi with promotion of economic and social development.
- 2003-05: Clearly communicate community expectations though an adopted Unified Development Code for the City of Lodi.
- 2003-05: Increase system and service efficiency by applying for appropriate competitive grant funds that are awarded to City of Lodi projects.
- 2003-05: Encourage and assist code compliance by providing 1,900 annual hours of public information availability at the public information counter.
- 2003-05: Give clear and concise responses to 90% of public inquiries within 24 hours.
- 2003-05: Encourage the orderly development of Lodi by performing 90% of building permit plan checks within 10 working days.
- 2003-05: Implement the provisions of the General Plan by giving thorough analysis to issues that will improve the quality of information presented to all parties.
- 2003-05: Increase the quality of life within the community by improving the level of customer service and satisfaction through staff development.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Planning Applications	71	60	60	60
SPARC	17	18	20	20
City Council Communications	36	32	35	35
Growth Management Projects	4	2	2	4
Growth Management Allocations	120	100	200	275
Annexations	3	2	2	2

RELATED COST CENTERS

Planning Administration (100451)

ACTIVITY: Building and Safety
DEPARTMENT: Community Development
PROGRAM: Construction Development
FUND: General Fund

ACTIVITY DESCRIPTION

The Building and Safety activity interprets and enforces construction and building codes in addition to regulations and Ordinances to regulate construction, occupancy, handicap accessibility, energy efficiency and life safety of all buildings constructed in the City of Lodi. Activity goals are: 1) safe, sound and energy efficient buildings; 2) compliance with Codes and Ordinances; and, 3) timely responses to public inquiries. This activity has five major elements:

- **Public information.** Answer questions and offer interpretations about construction codes and regulations **(15 percent of the activity)**.
- **Construction permits application review.** Review construction permit applications and plans for compliance with applicable codes and Ordinances; issue permits; and collect fees **(30 percent of the activity)**.
- **Economic development.** Provide assistance to the Economic Development Coordinator and business owners to encourage relocation in Lodi **(5 percent of the activity)**.
- **Development review coordination.** Coordinate permit application reviews with other departments/agencies to ensure compliance with other development regulations **(10 percent of the activity)**.
- **Construction inspection.** Inspect construction projects to ensure compliance with codes, Ordinances, permits and approved plans **(40 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	366,285	441,090	448,990	477,525
Utilities and Communications	5,235	5,510	6,000	6,500
Supplies, Materials and Services	199,981	216,160	216,915	223,695
Minor Capital	75	0	5,500	0
Other Payments	0	0	0	0
Total	571,576	662,760	677,405	707,720

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Chief Building Official	1	1	1	1
Senior Building Inspector	1	1	1	1
Building Inspector II	3	3	3	3
Administrative Clerk II	1	1	0	0
Senior Admin Clerk	1	1	1	1
Permit Technician	0	0	1	1
Total	7	7	7	7
Temporary Positions:				
Full-time equivalents	0	.1	.1	.1

ACTIVITY: Building and Safety
PROGRAM: Construction Development
DEPARTMENT: Community Development
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Reclassify Administrative Clerk II position to Permit Technician ($10,000) -- Approved

MAJOR ACCOMPLISHMENTS

- Converted archived microfiche of issued blueprints from 1938 to present to CD-ROM. The CDD staff can now access this information from their personal computer.
- Began expanding the "ACCELA Permits Plus" program to other departments, including the Fire Department.
- Provided education and training to division staff.

MAJOR 2003-05 OBJECTIVES

- 2003-05: Improve the public service at the front which includes the hiring of a new Permit Technician.
- 2003-05: Improve communications with the construction industry by having regular meetings, field visits and educational seminars.
- 2003-05: Continue to offer training to division staff and provide in-house training to improve uniformity.

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Permits Issued	2,089	1,890	2,100	2,500
New residential	213	303	312	315
Remodel Residential	171	154	170	175
New Commercial/Industrial	31	33	31	35
Remodel Commercial/Industrial	79	61	75	80
Property Valuation	$69,671,530	$82,100,000	$90,000,000	$92,000,000

RELATED COST CENTERS

Building Inspection (100452)

ACTIVITY: Engineering
DEPARTMENT: Public Works
PROGRAM: Construction Development
FUND: General Fund

ACTIVITY DESCRIPTION

The Engineering activity plans, designs and oversees construction of City streets, water, wastewater and drainage systems in conformance with the General Plan, Capital Improvement Budget and Development Policies; and, provides engineering services for many other City activities and special projects. Activity goals are: 1) efficient, effective and responsive engineering services; 2) well planned and designed projects; and, 3) timely completion of projects within budget. This activity has four major elements:

- **Design.** Prepare plans, specifications, contract documents and construction estimates; advertise and award construction contracts; develop and update Master Plans for water, wastewater, drainage and street facilities; draw and maintain all street, parcel and utility system maps; provide surveys for project design and perform construction staking for City construction projects **(44 percent of the activity)**.

- **Construction.** Inspect and administer City construction contracts; inspect off-site improvements of private developers; inspect street and underground improvements made by other utility agencies under encroachment permits; and, prepare record (as-built) drawings of all public and private construction projects inspected **(20 percent of the activity)**.

- **Development services.** Review final subdivision maps, parcel maps, and off-site improvement plans for private development; develop and implement development incentives and ensure conformance with City standards and Master Plans; issue encroachment permits for all work, parades and other activities and uses of the public right of way and utility easements; manage impact fee program; and, prepare legal descriptions needed for annexations, easement and street vacations and acquisition of rights of way, public utility easements and property **(20 percent of the activity)**.

- **Traffic engineering.** Design the City's traffic control systems; respond to public questions and complaints; conduct field investigations and prepare studies/reports on loading zones, pedestrian crossings, school crossings, parking and restricted parking zones, speed zones and installation of stop and yield signs and traffic signals; and review private development plans for traffic impacts, parking lot layout and on-site circulation **(16 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	1,042,441	1,089,525	1,189,220	1,305,995
Utilities and Communications	1,617	2,600	1,650	1,700
Supplies, Materials and Services	167,965	185,468	69,235	116,435
Minor Capital	13,086	6,619	6,000	6,500
Other Payments	37	1,400	1,400	1,400
Total	1,225,146	1,285,612	1,267,505	1,432,030

ACTIVITY: Engineering
DEPARTMENT: Public Works
PROGRAM: Construction Development
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
City Engineer	1	1	1	1
Senior Civil Engineer	2	2	2	2
Senior Traffic Engineer	1	1	1	1
Jr/Asst Engineer/Assoc. Civil Engineer	2	3	3	3
Senior Engineering Technician	4	4	4	0
Engineering Technician I/II/III/IV	2	2	2	6
Public Works Inspector I/II	2	2	2	2
Total	14	15	15	15
Temporary/Part time Positions:				
Full-time equivalents	.4	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES
2003-04: Re-class Engineering positions ($26,400) -- Defer one year

MAJOR ACCOMPLISHMENTS

- Completion of utility master planning for Westside Planning Area
- Completion of Lower Sacramento Road construction project
- Completion of Turner Road, Lower Sacrament Road South and Kettleman Lane Gap Closure roadway design projects
- Completion of Project No. 1 of Water/Wastewater Rehabilitation program

MAJOR 2003-05 OBJECTIVES

- 2003-05: Prepare 5-year Capital Improvement Program
- 2003-05: Update Construction Specifications and Design Standards
- 2003-05: Update Development Impact Fee Program
- 2003-05: Update Utility Master Plans for storm drainage and sewer collection facilities

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Encroachment/Transportation Permits Issued	429	431	350	375
Development Plans and Maps Processed	12	13	8	8

RELATED COST CENTER:
General Engineering (103021)

ACTIVITY: Economic Development
DEPARTMENT: Administration
PROGRAM: Economic Development
FUND: General Fund

ACTIVITY DESCRIPTION

The focus of the Economic *Development* activity is to plan, organize and coordinate the Economic Development and Revitalization Program for Lodi with other agencies and organizations; promote job growth; and, market Lodi as a regional business center. Central City Revitalization is continuing to run a successful course. Efforts are ongoing to attract quality industry to Lodi and continue to diversify our economic base. Activity goals are: 1) recruit new businesses; 2) retain and expand existing businesses; 3) create a "business friendly" atmosphere for conducting business; 4) promote a competitive fee and tax environment; 5) assist business ventures; and 6) market Lodi as a business and tourist center. This activity has four major elements:

- **City relations with business community.** Establish and maintain day-to-day communication with business community and business organizations to identify issues, concerns and interests of existing businesses, potential new businesses or business organizations; and, coordinate with City staff and other agencies to suggest sound "business friendly" policy and provide answers to regulatory reform and/or streamlining City services **(25 percent of the activity)**.

- **Revitalization and beautification.** Continue to work with business and property owners to develop plans, projects and incentives to revitalize business in existing Commercial and Industrial Zones; assist and coordinate with community groups to sponsor public events, trade fairs and activities in the downtown and other Commercial Business Zones to attract shoppers to Lodi; and, act as Project Manager for the City for projects and programs budgeted by the City Council **(45 percent of the activity)**.

- **Funding economic development activities.** Plan and develop strategies to fund economic development projects and programs (public-private partnerships, Redevelopment Agency, Assessment Districts) **(20 percent of the activity)**.

- **Financial assistance.** Recommend, administer and manage financial assistance programs budgeted by the City Council to assist businesses and property owners, expand business and/or create new jobs **(10 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	94,391	97,735	108,010	115,755
Utilities and Communications	497	750	600	600
Supplies, Materials and Services	28,474	23,630	23,150	23,950
Minor Capital	30,000	30,000	30,000	30,000
Other Payments	0	0	0	0
Total	153,362	152,115	161,760	170,305

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Economic Development Coordinator	1	1	1	1
Total	1	1	1	1
Temporary Positions:				
Full-time equivalents	0	0	0	0

ACTIVITY:	Economic Development	**PROGRAM:**	Economic Development
DEPARTMENT:	*Administration*	**FUND:**	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

Downtown *Revitalization* (*Ongoing*)

- Completed construction of Lodi Cinema Stadium 12 megaplex theater
- Completed downtown theater retail marketing program
- Downtown business recruitment activity ("2" Illuminate, Downtown Market & Deli, Quiznos, Lodi Cooks, Mirror Mirror, School Street Bistro, Rosewood Grill, Minerva's Furniture, Dermal Clinic, House of Iron, One-Eighty Teen Center, A Taste of Heaven, Abigail's Cottage, Plaza Videos, Café Yogurts & Sweets Co., Immigrants's Corner, The Wine Rack, Scooters Restaurant, Slices by Me & Ed's, Coldstone Creamery, Lodi Sporting Goods, Dobler's Ski Cottage, Go Go's)
- Downtown Property Investments

Lodi Marketing Program (*Ongoing*)

- Update San Joaquin Partnership marketing brochure (Completed)
- Expanded trade show participation
- Member World Economic Development Alliance ("WEDA") and VMG Alliance Group
- Outlook Magazine Advertising Campaign
- Economic Development Media Response Packet and Marketing Brochure (In process)
- Economic Development Web Page (Under Construction)

Lodi Industrial/Commercial Business Attraction/Retention Program

- RK Mondavi warehouse/distribution expansion (Completed))
- Wine & Roses Country Inn expansion (In process)
- Lustre-Cal Nameplate relocation/expansion (In process)
- American Master~Tec Scientific Inc. relocation/expansion (In process)
- Cottage Bakery Industrial Plant expansion (Completed)
- Diener Precision Pump, LP project (Completed)
- Lowes Home Improvement Center Project (In process)
- Miller Packing Company relocation (Completed)
- Merry Maids (Completed)
- Starbuck's Coffee (Completed)
- 99 Cent Only (Completed)
- Scott's PPE relocation (In process)
- Rebello Racing relocation (In process)
- Villa Truss relocation/expansion (*In process*)
- Marshall's Department Store (In process)
- Cas~Cande Pitto Winery (Completed)
- Guild Street Café (Completed)
- Geweke Lodi Dodge/Chrysler/Jeep/ Kia Dealership relocation/expansion (Completed)
- Medical Home Care Services (Completed)
- Debbie's Party Palace (Completed)
- The Ceramic Source (Completed)

ACTIVITY: Economic Development
DEPARTMENT: Administration
PROGRAM: Economic Development
FUND: General Fund

General Economic Development Activities

- Evaluation of City's plan check and permit process (On going)
- Identification of annexable land for Industrial/Business Park use (On going)
- Expansion of Downtown Façade Program district boundary (Proposed)
- Participation with San Joaquin Partnership business recruitment activities (On going)

MAJOR OBJECTIVES

- 2003-05: Continue to promote Downtown Revitalization
- 2003-05: Expand Lodi Marketing materials and programs
- 2003-05: Coordinate & expand City's Business Attraction/Retention Programs
- 2003-05: Continue to support the San Joaquin Partnership and other agencies in their efforts to promote local and regional economic development activity
- 2003-05: Intensify efforts to market City-owned industrial property

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Incentive Package Follow ups	15	15	25	25
Targeted Industries Contacted	10	10	15	15
Targeted Com/Retail Contacted	15	10	15	15
Business Retention Visits per Year	20	12	24	24
Client Alert Responses	20	25	25	25
Promotions/Advertisement Activity	5	10	10	10

RELATED COST CENTERS

Economic Development (100431)

ACTIVITY: Community Promotions
DEPARTMENT: Administration
PROGRAM: Economic Development
FUND: General Fund

ACTIVITY DESCRIPTION

The Community Promotions activity promotes the City as a center for trade, recreation and tourism. The activity goal is to foster and promote a strong reliable tourist industry for the City's economic base. Major activities funded through this program include:

Lodi Conference and Visitors Bureau ($130,000)

Lodi District Chamber of Commerce ($25,000)

Highway Advertising ($34,500)

Downtown Lodi Business Partnership ($50,000)

Fireworks – July 4th and New Years Eve ($36,000)

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	67,333	70,020	0	0
Utilities and Communications	1,326	1,500	0	0
Supplies, Materials and Services	10,446	13,300	5,000	5,000
Minor Capital	0	0	0	0
Other Payments	280,787	321,420	278,220	278,220
Total	359,892	406,240	283,220	283,220

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions				
TOTAL	0	0	0	0
Temporary Positions				
Full Time Equivalents	1	1	1	1

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04 Downtown Lodi Business Partnership ($43,000) -- Not Approved
2003-04 Rental of server for web interaction ($2,720) -- Approved

ACTIVITY: Community Promotions
DEPARTMENT: Administration
PROGRAM: Economic Development
FUND: General Fund

MAJOR 2001-03 ACCOMPLISHMENTS

- All Veterans' Plaza construction and dedication
- All Veterans' Plaza Foundation chair
- Veterans' Day Parade and Celebration
- Lodi Firefighters' "Fill the Boot" fundraising event
- ICMA Performance Measurement program
- City of Lodi United Way Campaign
- United Way Community Council
- City Hall Hospice Tree Lighting
- Annual Parade of Lights
- Downtown construction coordinator for Theater, Parking Structure, Elm Street Promenade
- America Clean-up campaign
- United Way Community Day of Caring event
- United Way Mini-grant program coordinator
- Chair of the Lodi Chamber of Commerce Small Business Committee

MAJOR 2003-05 OBJECTIVES

- All Veterans' Plaza Foundation fundraising
- ICMA Performance Measurement Program
- City of Lodi United Way Campaign
- United Way Community Day of Caring event
- United Way Community Council
- Annual Parade of Lights
- City Hall Hospice Tree Lighting

WORK FLOW INDICATORS	2001-02	2002-03	2003-04	2004-05
Partner with outside agencies	29	38		
Create Community Volunteer Committees	25	25		
Downtown Construction Coordination	50			
Respond to Construction Concerns	278	347		
Veterans' Plaza Construction Fund Develp	40,000	40,000		
In-kind contributions for events & programs	211,840	303,826		

GENERAL GOVERNMENT

ACTIVITY: City Council
DEPARTMENT: City Council and Advisory Bodies
PROGRAM: Legislation and Policy
FUND: General Fund

ACTIVITY DESCRIPTION

The City Council activity governs the City of Lodi by enacting and enforcing laws, policies and regulations concerning municipal affairs, subject only to limitations and restrictions provided in the State of California Government Code and Constitution. Fifteen advisory Commissions and Committees assist the City Council with this work. Activity goals are: 1) open, informed and democratic public decisions; 2) responsive and appropriate legislation; 3) efficient and effective execution of adopted laws, policies and regulations; and 4) provide citizens with the best services and facilities within available resources. This activity has three major elements:

- **Legislation.** Enact Ordinances, appropriations and Resolutions; and, review compliance with adopted laws, policies and regulations **(45 percent of the activity)**.
- **Policy.** Review and adopts plans which guide decisions and actions of the City's activities and capital investment projects **(45 percent of the activity)**.
- **Supervision.** Direct and evaluate the City Manager, City Attorney and City Clerk **(10 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	34,766	32,535	34,895	36,875
Utilities and Communications	316	1,340	0	0
Supplies, Materials and Services	23,591	36,525	33,925	33,925
Minor Capital				
Other Payments				
Total	58,673	70,400	68,820	70,800

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Mayor	1	1	1	1
Council Members	4	4	4	4
Total	5	5	5	5
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

- 2003-04: Council Chamber podium projector and computer equipment ($6,390) -- *Not Approved*

MAJOR ACCOMPLISHMENTS

- Outlined in the Major City Goals section of the Financial Plan

MAJOR OBJECTIVES

- 2003-05: Outlined in the Major City Goals section of the Financial Plan.

RELATED COST CENTERS

Council (100103-117)

ACTIVITY: City Manager
DEPARTMENT: Administration
PROGRAM: General Administration
FUND: General Fund

ACTIVITY DESCRIPTION

The City Manager activity implements City Council Legislation, Policies and Regulations; provides information and recommendations to the City Council; directs delivery of City services; and, manages implementation and accomplishment of City goals. Activity goals include: 1) foster an informed public decision making process; 2) responsive, effective and efficient City services; and 3) effective City management. This activity has four major elements:

- **Direction and leadership.** Build consensus for projects and for problem solving; focus on proactive rather than reactive actions; encourage creativity and leadership from all employees; establish priorities; empower employees to make decisions; and, maintain financial stability for City **(40 percent of the activity).**

- **Advising and assisting the City Council.** Recommend actions to Council; orient new Council Members on the operation and functions of City Government; recommend Legislation, Policies and Regulations; establish effective employee relations and conduct labor negotiations; provide for review of services; assist citizens with Council requests; staff Council appointed Boards, Commissions, Committees, and Task Forces; represent the City with other government agencies; anticipate problems; and, resolve conflict **(40 percent of the activity).**

- **Community relations.** Encourage citizen participation; promote citizen awareness and education; maintain effective communication with the news media, Lodi Unified School District, Chamber of Commerce, and other agencies; understand community demands and expectations; and, foster effective relations with community and interest groups **(10 percent of the activity).**

- **Promoting the City's future.** Advocate evolving technology and utility service levels; foster strong economic development opportunities; ensure effective short and long range planning for land use, service levels, capital facilities and resources **(10 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	377,634	380,410	419,765	448,610
Utilities and Communications	3,702	4,500	4,500	4,500
Supplies, Materials and Services	19,157	34,500	25,485	25,485
Minor Capital	120			
Other Payments				
Total	400,613	419,410	449,750	478,595

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions				
City Manager	1	1	1	1
Deputy City Manager	1	1	1	0
Assistant City Manager	0	0	0	1
Management Analyst	1	1	1	1
Secretary to the City Manager	1	1	1	1
TOTAL	4	4	4	4
Temporary Positions				
Full Time Equivalents	.5	.5	.5	.5

GENERAL GOVERNMENT

ACTIVITY:	City Manager	PROGRAM:	General Administration
DEPARTMENT:	Administration	FUND:	General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Reclassification of Deputy City Manager to Assistant City Manager, ($6,000) --Defer one year

MAJOR 2003 - 2005 ACCOMPLISHMENTS

- Implemented Public Art Policy for the City of Lodi
- Worked with local and state representatives and the League of California Cities to oppose SB1717 in order to develop an acceptable state policy
- Provided job opportunities for disabled
- Negotiated MOUs with newly established Mid-Managers' bargaining group and IBEW
- Paved over tracks on Lodi Avenue
- Promoted Community and Cultural Activities such as Celebration on Central, Kids Night Out, Light Parade, Pakistani Independence Day Mela, United Way Community Day of Caring, South Asian Culture Club,
- Administrative staff representation on Local Child Care Planning Council, Lodi Boys & Girls Club, Crime Stoppers, Lodi Memorial Hospital Board, Lodi House Board, Leadership Lodi Steering Committee, Community Partnership for Families, Lawrence School Safety Committee
- Designed, funded, and began construction of new Police Department Facility
- Completed downtown parking garage
- Completed conceptual designs for new Animal Shelter, Aquatics Center, Indoor Sports Center, and DeBennedetti Park
- Developed, implemented, and administered two-year budget and financial plan

MAJOR 2003 - 2005OBJECTIVES

- Respond to and support City Council
- Promote Community and Cultural Activities such as
    - o Parade of Lights
    - o Celebration on Central
    - o Kids Night Out
    - o South Asian Culture Club events
    - o Oooh, Aaah Festival
    - o United Way Community Day of Caring, City Campaign, and Community Council
    - o Salvation Army shelter relocation
- Complete construction of Public Safety Building
- Develop alternate funding sources for capital projects and ongoing operating expenses
- Pursue new privatization opportunities
- Continue to expand services available on City's web site
- Develop ongoing strategies to address fiscal uncertainties
- Conduct Public Survey
- Complete competitive selection process for a financial audit firm
- Develop, implement, and administer two-year budget and financial plan
- Develop "Grapebelt" Strategy
- Adopt project area for the RDA
- Promote retail growth in Lodi
- Partner with the Lodi Unified School District to support and encourage ongoing Joint Facilities Use
- Relocate Finance Department and lease unused space in the new parking structure
- Conduct, review, and evaluate the following service programs
    - o After School Programs
    - o Animal Shelter and Control Services
    - o Downtown Lodi Business Partnership, Lodi Convention and Visitors Bureau, Lodi District Chamber of Commerce, San Joaquin Business Partnership

GENERAL GOVERNMENT

ACTIVITY: City Manager
DEPARTMENT: Administration
PROGRAM: General Administration
FUND: General Fund

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Respond to Citizen Inquiries	5,300	5,300	5,300	5,300
Review, Approve, & Oversee Council Packets	24	24	24	24
Attend/Staff Council Meetings	24	24	24	24
Attend/Staff Special Meetings	40	40	40	40
Coordinate/Staff Shirtsleeve Meetings	52	52	52	52
Oversee/Direct City Departments	9	9	10	10
Partner with Outside Agencies	15	15	15	15

RELATED COST CENTERS

City Manager (100401)

ACTIVITY: Solid Waste Management
DEPARTMENT: Public Works
PROGRAM: Administration Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Solid Waste Management activity oversees residential, commercial collection franchise agreements and the industrial permitting and collection in the City of Lodi. This activity is also responsible for the development of refuse and recyclable materials processing programs for all forms of collection. The City of Lodi is noted for the superior quality of refuse services delivered to its citizens, the professional image of staff and equipment presented by the franchise collector to their customers, and state-of-the-art recycling technology which has achieved high diversion rates in conformance with Assembly Bill 939 directives. Solid Waste Management activity goals are: 1) provide efficient and reliable solid waste collection and disposal services for residents and businesses in Lodi; 2) achieve maximum feasible diversion of recyclable and compostable materials away from the North County Landfill within reasonable cost parameters; and, 3) ensure that ultimate processing and/or disposal of all collected materials is performed in compliance with relevant Federal, State and Local laws and regulations. Staffing for this activity is included in Public Works Administration.

This activity has three major elements:

- **Solid waste planning and coordination.** Review, develop and implement source reduction, recycling, composting and household hazardous waste management plans. Coordinate the planning process and actual program implementation with regional agencies **(60 percent of the activity).**

- **Solid waste franchise administration.** Ensure that all firms authorized to collect refuse in the City of Lodi provide high quality services and conduct their operations in compliance with the franchise agreements. Review applications for non-exclusive industrial refuse collection permits. Receive, evaluate and resolve customer complaints. Review rate adjustments as necessary **(30 percent of the activity).**

- **Reporting.** Review and verification of tonnage reports received from various jurisdictions. Prepare annual diversion report that is submitted to the California Integrated Waste Management Board. **(10 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	N/A	N/A	N/A	N/A
Utilities and Communications	N/A	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A	N/A

MAJOR 2001-03 ACCOMPLISHMENTS

- Achieved 50% diversion of solid waste from North County Landfill by 200 as required by AB939
- Negotiated and completed new franchise agreement with Central Valley Waste Services

MAJOR 2003-05 OBJECTIVES

- 2003-05: Create enterprise fund for Solid Waste Management activities
- 2003-05: Improve commercial and construction/demolition recycling
- 2003-05: Coordinate and implement department recycling policies and procedures

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Refuse Customers Serviced	21,328	21,728	21,945	22,165
Total Tonnage	165,358	167,012	168,682	170,369
Tons Recycled	45,096	45,547	46,002	46,462
Tons of Green Waste	31,061	31,372	31,686	32,003
Tons of Industrial Waste	23,042	23,272	23,505	23,740

ACTIVITY: Public Works Administration
DEPARTMENT: Public Works
PROGRAM: General Administration
FUND: General Fund

ACTIVITY DESCRIPTION

The Public Works Administration activity provides overall direction, administrative support and management for the following Public Works divisions: Engineering, Fleet and Facilities Services, Streets, Transportation and Water/Wastewater; administers the Solid Waste franchise; provides clerical support for Public Works Administration, Facilities Maintenance, Engineering and Transportation; and, handles property and right-of-way acquisition, Departmental Safety Program and budget administration. Activity goals are: 1) responsive, professional and courteous services; 2) efficient and effective operations; and, 3) well designed City facilities. This activity has six major elements:

- **Clerical support.** Prepare correspondence, Council Communications, reports and specifications; organize, maintain and research correspondence and computer files; handle City vehicle registration, contract documents, purchase orders, claims, public counter inquiries and complaints; answer phones; and, relays radio messages **(30 percent of the activity)**.

- **Project management.** Handle labor compliance requirements on Public Works construction projects; oversee design, construction and administration of building projects; and, resolve all major problems on City construction projects **(5 percent of the activity)**.

- **Department management & representation.** Establish Department rules, policies and procedures, monitor and evaluate department activities; develop team building and employee recognition programs; and, represents the City with other government agencies, private firms and organizations **(30 percent of the activity)**.

- **Enterprise management.** Oversee the water and wastewater utility services and the solid waste contract and ensure conformance with Federal, State and local health requirements **(20 percent of the activity)**.

- **Budget administration.** Coordinate and compile the total Public Works Department Operation and Maintenance Budget and Capital Improvement Budget; review and approve all Departmental procurement documents and purchase orders; ensure expenditures conform to approved budgets **(10 percent of the activity)**.

- **Personnel administration.** Develop Department policies and work rules; interpret City personnel rules, policies and employment contracts; develop and coordinate in-service safety and training programs **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	311,308	379,212	390,217	422,597
Utilities and Communications	912	3,600	800	800
Supplies, Materials and Services	58,288	59,655	37,050	33,200
Minor Capital	16,690	1,000	1,000	1,000
Other Payments	37	0	0	0
Total	387,235	443,467	429,067	457,597

ACTIVITY: Public Works Administration
DEPARTMENT: Public Works
PROGRAM: General Administration
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Public Works Director	1	1	1	1
Management Analyst I/II	1	1	1	1
Construction Project Manager	1	1	1	1
Administrative Secretary	1	1	1	1
Administrative Clerk	2	2	2	2
Total	6	6	6	6

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Implemented Public Safety Building Master Plan and began construction.
- Reactivated Department Safety Program and began process of updating department IIPP. Projects included are:
  - CPR Recertification
  - Respirator fit testing
  - Established health provider alternative for workplace related injuries (Ham Lane Clinic and Kaiser Permanente)

MAJOR 2003-05 OBJECTIVES

- 2003-05: Completion of Public Safety Building and other Civic Center moves
- 2003-05: Update Street Tree Maintenance Policies and Procedures
- 2003-05: Water Supply Planning
- 2003-05: Implementation of Stormwater Management Program

RELATED COST CENTERS

Public Works Administration (103011)
Damage to Property (100200)

ACTIVITY: City Attorney
DEPARTMENT: City Attorney
PROGRAM: Legal Services
FUND: General Fund

ACTIVITY DESCRIPTION

The City Attorney activity reviews, monitors and evaluates the conduct of City activities for conformance with laws, regulations, policies and rules; represents the City in civil litigation; and ensures that violators of City laws are prosecuted. Activity goals are: 1) reduce the City's liability exposure; and, 2) provide timely and complete legal advice and services. This activity has five major elements:

- **Legal review and advice.** Review Ordinances, Resolutions, contracts and advise on employment issues **(40 percent of the activity)**.
- **Advise and assist the City Council.** Orient new Councilmembers on the services and functions of the City Attorney's Office; advise and assist the City Council and staff with suggested and existing legislation, policies and regulations; process citizen requests; anticipate problems; and, assist in resolving conflict **(10 percent of the activity)**.
- **Legal representation.** Represent the City at Council meetings; defend the City against litigation and claims; and, represent the City with other government agencies **(30 percent of the activity)**.
- **Document preparation.** Prepare Ordinances, Resolutions, contracts, legal pleadings, reports, correspondence and other legal documents **(10 percent of the activity)**.
- **Enforcement.** Enforce and prosecute violations of the Municipal Code **(10 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	257,786	254,675	307,180	333,375
Utilities and Communications	1,069	1,550	1,550	1,550
Supplies, Materials and Services	18,204	37,385	30,645	30,645
Minor Capital	3,134	0	0	0
Other Payments	14	0	0	0
Total	280,207	293,610	339,375	365,570

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
City Attorney	1	1	1	1
Deputy City Attorney I/II	1	1	1	1
Legal Secretary	1	1	1	1
Total	3	3	3	3

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Successful litigation concerning TCE/PCE

MAJOR 2003-05 OBJECTIVES

- 2003-05: Continue litigation concerning TCE/PCE

RELATED COST CENTERS

Counsel and Legal Advice (100351)

ACTIVITY: City Clerk
DEPARTMENT: City Clerk
PROGRAM: Records Administration
FUND: General Fund

ACTIVITY DESCRIPTION

The City Clerk activity records and preserves all City records as provided by the State of California Government Code and provides support and information to the City Council, public and staff. Activity goals are: 1) open and informed public decision making; 2) complete and accurate records of Council actions and policies; and 3) prompt response to requests for recorded information. This activity has eight major elements:

- **Information dissemination.** Prepare and coordinate publications; process ordinances and resolutions, post public hearing notices, and other actions as required; respond to requests by Council, the public and staff **(20 percent of the activity)**.
- **Agenda preparation.** Coordinate and schedule Agenda items; and, review, assemble and distribute Agenda packets **(25 percent of the activity)**.
- **Boards and Commissions.** Post for Boards and Commission vacancies, coordinate appointments, maintain Roster of Boards and Commissions (over 120 positions), prepare Annual Local Appointments Lists pursuant to Gov. Code 54972
- **(5 percent of the activity)**.
- **Records management.** Record and preserve Council Minutes; manage official records (Ordinances, Resolutions, Deeds and Contracts); update and distribute annual City Directory Assistance booklets, and, codify Lodi Municipal Code
- **(25 percent of the activity)**.
- **City Council support services.** Coordinate travel arrangements and prepare all necessary financial documents; schedule appointments; track events and prepare weekly, monthly and annual calendars; and, prepare Council correspondence **(10 percent of the activity)**.
- **Ministerial duties.** Administer Oaths of Office; attest and seal official documents; receive claims against the City; process certain permits, contracts and agreements; and, prepares official certificates and proclamations **(5 percent of the activity)**.
- **Statements of Economic Interest & Campaign Statements.** Fulfill duties of the Filing Officer as specified in Section 81010 of the Political Reform Act **(5 percent of the activity)**.
- **Protocol Officer of the City.** Plans for and assist in carrying out a multitude of functions, ceremonies and events on behalf of the City and City Council **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	182,278	204,995	222,450	235,130
Utilities and Communications	887	3,750	0	0
Supplies, Materials and Services	49,002	83,240	68,305	58,130
Minor Capital	0			
Other Payments	0			
Total	232,167	291,985	290,755	293,260

ACTIVITY: City Clerk
DEPARTMENT: City Clerk
PROGRAM: Records Administration
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
City Clerk	1	1	1	1
Deputy City Clerk	2	2	2	2
Administrative Clerk	0	1	1	1
Total	3	4	4	4
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

- 2003-04: Part I – Consultant services ($9,975) -- Not Approved
- 2004-05: Part II – Consultant services ($15,280) -- Not Approved

MAJOR ACCOMPLISHMENTS

- 2001-03: Complete data entry of contracts into Access program – *COMPLETED*
- 2001-03: Process and image the following documents into the Fortis program

Council Communications	1975 to 1993	– PENDING
Resolutions	1975 to 1983	– PENDING
Ordinances	1975 to 1997	– PENDING
Elections	1975 to 1995	– COMPLETED 1975 to 1989 and 1994 to 2002

- 2001-03: Convert from binders to open shelf, end tab folder filing system – IN PROGRESS
- 2001-03: Create and maintain City Clerk's Web Page – COMPLETED

MAJOR OBJECTIVES

- 2003-05: Complete pending objectives from last budget report
- 2003-05 Develop and institute electronic Council agenda/packet
- 2003-05: With guidance of consultant, develop citywide records management procedures manual & training
- 2004-05: With guidance of consultant, develop citywide records retention schedule, customized for the City of Lodi
- 2003-05: Complete conversion from Fortis to custom electronic records management program designed by ISD

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Council packets/agenda	24	24	24	24
Shirtsleeve packets/meetings	52	52	52	52
Special Council meetings	10	10	10	10
Minutes of all noticed meetings (*pages)	524	524	650	650
Research Requests	2,000	2,000	2,000	2,000
Document Imaging (pages)	14,000	14,000	14,000	14,000

RELATED COST CENTERS

City Clerk Administration (100101)
City Council Protocol (100120)

ACTIVITY: Elections
DEPARTMENT: City Clerk
PROGRAM: Election Administration
FUND: General Fund

ACTIVITY DESCRIPTION

The Elections activity conducts City elections for elective offices, initiatives, referendums and recalls. Activity goals are: 1) elections which conform to the State Elections Code; and, 2) a high level of voter registration and turnout. This activity has two major elements:

- **Election administration.** Conduct regular and special elections: process and certify nomination and candidate statements and citizen generated petitions; prepare and advertise legal notifications in compliance with State regulations; review and update the City's Election Manual; and, assist with voter registration and absentee ballot application **(80 percent of the activity)**.

- **Disclosure reporting.** Process and file campaign Financial Disclosure Statements; and oversee preparation of candidate Conflict of Interest Statements **(20 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications	0	200	0	0
Supplies, Materials and Services	800	39,400	1,000	47,400
Minor Capital				
Other Payments				
Total	800	39,600	1,000	47,400

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Temporary Positions:				
Full-time equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- 2001-03 Reorganize and streamline internal election related procedures and instructional documents – COMPLETED

MAJOR OBJECTIVES

- 2003-05 Conduct a non-problematic General Municipal Election in 2004

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Election manuals prepared		15		15
Number of candidates in Election		10		8
Assist voters with Election info	200	500	200	500

RELATED COST CENTERS

Election (100102)

ACTIVITY: Human Resources
DEPARTMENT: Human Resources
PROGRAM: Administrative Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Human Resources activity is responsible for developing, advising and implementing Human Resource programs through policies, rules, regulations and legislation; advising employees, City management staff and Council on personnel matters and relations; promoting compliance with existing personnel policies, rules, regulations and legal mandates; overseeing the City's Classification and Compensation Program; and, developing and administering employee training programs. Activity goals are: 1) recruit and retain highly qualified, well-trained and motivated employees; 2) provide responsive and professional service to City employees and the public; and, 3) follow fair and objective personnel practices. This activity has six major elements:

- **Employee recruitment and selection.** Develop creative and innovative recruitment and retention strategies and conduct examinations for hiring employees **(20 percent of the activity)**.

- **Benefits administration.** Manage the City's benefit programs: health insurance plans, retirement services, employee assistance services, long-term disability insurance, deferred compensation, flexible spending plans and other City benefits **(20 percent of the activity)**.

- **Employer/employee relations.** Advise and assist staff in resolving complaints in the workplace and in interpreting employment agreements (MOU's, policies, rules, etc.); advise and assist in preparing disciplinary actions; advise and assist in negotiation of employment, compensation and benefit agreements; conduct and analyze negotiation surveys **(20 percent of the activity)**.

- **Administrative services.** Coordinate personnel support services to include: processing employment inquiries/verifications, pre-employment and fitness for duty medical examinations, drug testing and personnel actions; performance appraisal management; maintain official personnel files; and develop and maintain official personnel policies and procedures **(30 percent of the activity)**.

- **Classification and pay.** Develop and maintain the City's position classification and pay system; evaluate and determine employee classification and pay for new and existing positions; and, maintain official classification and pay plan **(7 percent of the activity)**.

- **Equal employment opportunity and affirmative action.** Ensure employment decisions are nondiscriminatory and do not present artificial barriers to recruitment, examination and promotion practices; develop, maintain and monitor City's Affirmative Action Plan; and respond to Equal Employment Opportunity Commission and Department of Fair Employment and Housing complaints of alleged violation **(3 percent of the activity)**.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	247,334	244,725	276,900	297,795
Utilities and Communications	1,258	1,355	1,500	1,525
Supplies, Materials and Services	141,591	104,205	113,070	116,265
Minor Capital	4,802	0	0	0
Other Payments	0	0	0	0
Total	394,985	350,285	391,470	415,585

ACTIVITY: Human Resources
DEPARTMENT: Human Resources
PROGRAM: Administrative Services
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions				
Human Resources Director	1	1	1	1
Management Analyst Trainee I/II	1	1	1	1
Human Resources Technician	1	1	1	1
Administrative Secretary(C)	1	1	1	1
TOTAL	4	4	4	4

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES
None

MAJOR ACCOMPLISHMENTS

- Conducted 82 recruitments from beginning of fiscal year 2001-01 through December 2002.
- Processed 1,650 fingerprint clearances from beginning of fiscal year 2001-02 through December 2002.
- Conducted annual sexual harassment training for all new employees.
- Hosted the annual International Personnel Management Association Central California Chapter (IPMA-CCC) conference (attendees included 125 participants from neighboring communities)
- Placed Citywide job specifications on website.
- Maintained City recognition program – Employee of the Quarter and Employee of the Year.
- Organized annual Employee Service Awards.
- Creation of Human Resources Database to hold all employee information.
- Held Employee Assistance Program workshop on "Holiday Blues".
- Organized collection of "Shoeboxes for Soldiers" in conjunction with the Red Cross, Air Force Reserves and Fresno State University (from employees to be delivered to soldiers overseas?.
- Implemented Veteran Preference Points policy and procedure.
- Implemented Fingerprinting policy and procedure.
- Completed thirteen classification actions for 2001 and nine for 2002.
- Completed 12 issues of "Vineline" employee newsletter.
- Coordinated Citywide involvement with local schools in the commemoration of the "National Celebration of the Young Child".
- Negotiated labor contracts with Electric Utility (IBEW) and Mid Management (LCMMA) bargaining units.

MAJOR 2003-05 OBJECTIVES

- 2003-04: Conduct negotiations with Police Mid Management, General Services, United Firefighters of Lodi and Maintenance and Operators bargaining units.
- 2004-05: Conduct negotiations with Dispatchers and Police bargaining units.

WORKLOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Recruitments conducted	41	41	41	45
Adjustments to benefit coverage	574	588	590	595

RELATED COST CENTERS
Human Resources Administration (100402)

ACTIVITY: Citywide Training
DEPARTMENT: Human Resources
PROGRAM: Training & Development
FUND: General Fund

ACTIVITY DESCRIPTION

Employees are the City's most valuable assets. The Citywide training activity is responsible for promoting a quality workforce by providing training and development opportunities for employees to increase productivity and enhance the overall effectiveness of staff. This activity has one major element:

- **Employee training and development.** Provide programs that enhance the knowledge and abilities of City employees ***(100 percent of the activity)***.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	29,190	44,141	27,065	27,065
Minor Capital				
Other Payments				
Total	29,190	44,141	27,065	27,065

STAFFING SUMMARY

Staffing support provided by Human Resources Department

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Hire a Training coordinator ($34,410) -- Not Approved

MAJOR 2003-05 OBJECTIVES

- 2003-05: Develop and implement Supervisory Training Academy
- 2003-05: Develop and implement Cost Savings Incentive Program

WORKLOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Employees trained in preventing sexual harassment	56	68	65	65

RELATED COST CENTERS

Training - Citywide (100404)

ACTIVITY:	Risk Management	**PROGRAM:**	Administrative Services
DEPARTMENT:	Human Resources	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Risk Management activity identifies loss exposures to the City, develops and implements loss control techniques designed to prevent and/or control losses to the City's resources that can result from those exposures, and monitors the effectiveness of the selected loss control techniques. Activity goals are: 1) identify exposures to loss; 2) develop and manage programs to reduce loss frequency and severity; 3) ensure appropriate and adequate risk financing; and 4) obtain recovery or indemnification for losses. The Risk Management activity contains the following components:

- **General Liability:** Receive and review all claims against the City; manage claim investigations and adjustments with the City's third party administrators and appropriate City staff; determine liability and pursue appropriate action; and identify the causes (exposures) of claims to develop appropriate loss prevention and control techniques **(15 percent of the activity)**.

- **Property Loss:** Review all property losses; determine appropriate loss financing; evaluate property exposures and develop appropriate loss prevention and loss control techniques; and obtain indemnification and reimbursements when applicable **(10 percent of the activity)**.

- **Workers' Compensation:** Receive and review all claims against the City; manage claim investigations and adjustments with the City's third party administrators and appropriate City staff; determine liability and pursue appropriate action; and identify the causes (exposures) of claims to develop appropriate loss prevention and control techniques **(55 percent of the activity)**.

- **Injury and Illness Prevention:** Chair Executive Safety Committee and manage its activities including the identification and mitigation of health risks in the workplace, implementation of a safety incentive program, and the review of injury accidents to assess causes and recommend preventative measures; ensure compliance with Federal and State OSHA regulations; conduct and coordinate training in safe work practices; and conduct health and wellness education and training **(15 percent of the activity)**.

- **Risk Financing:** Identify and evaluate alternatives for financing accidental losses; select, implement and monitor appropriate retention, transfer financing and contractual risk transfer techniques; participate as a member of the boards of Joint Powers Authorities and Risk Sharing Pools; purchase indemnification agreements; and review, evaluate and approve certificates of insurance as evidence of the transfer of risk financing and contractual risk transfers **(5 percent of the activity)**.

	2001-02	2002-03	2003-04	2004-05
ACTIVITY COSTS	ACTUAL	BUDGETED	BUDGETED	BUDGETED
Staffing	69,599	102,440	129,020	141,335
Utilities and Communications	41	200	0	0
Supplies, Materials and Services	18,413	89,005	38,080	32,320
Minor Capital				
Other Payments				
Total	88,053	191,645	167,100	173,655

ACTIVITY: *Risk Management* **PROGRAM:** Administrative Services
DEPARTMENT: Human Resources **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions				
Risk Manager	0	0	1	1
Sr. Human Resources Analyst	1	1	0	0
Administrative Clerk (C)	1	1	1	1
Total	2	2	2	2
Temporary Positions				
Full Time Equivalents	0	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES
None

MAJOR ACCOMPLISHMENTS

- Phased out Safety Buck Program and implemented new Safety Awards Program
- Held Safety Awards BBQ
- Revived regular meetings of the Executive Safety Committee (ESC). The ESC implemented the safety inspection program and provides suggestions and handouts on safety topics for departmental meetings.
- In conjunction with our third party administrator, Insurance Consulting Associates, recaptured over $40,000 in general liability subrogation dollars.
- Changed Long Term Disability providers, improving LTD benefits.
- Collected and coordinated the distribution of information for Safe Driver Training.
- Held Workplace Violence Workshop for all full-time employees.
- Implemented " HR Alert" bulletin to communicate effectively with employees on an as-needed basis.

MAJOR 2003-05 OBJECTIVES

- 2003-05: Update/revise Injury and Illness Prevention Program (IIPP)
- 2003-05: Completion of Defensive Driver training for employees
- 2003-05: Develop and implement health and wellness education and training

WORKLOAD INDICATORS	1999-2000	2002-03	2003-04	2004-05
Executive Safety Committee Meetings	1	5	7	7
Back injury prevention training sessions	0	0	3	3
Defensive Driver training sessions	0	1	3	3
Workplace Violence training sessions	0	0	3	3
Property loss recoveries	0	$45,000	$20,000	$20,000

RELATED COST CENTERS
Risk Management (100403)

ACTIVITY: Information Systems
DEPARTMENT: Administration
PROGRAM: Administrative Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Information Systems Division (ISD) activity centers on the City's goal to 'Enhance Access to Information' and the organization's increasing dependency upon accurate, timely information. High availability of needed information translates into faster, more accurate decisions. This leads to increased efficiencies and decreased organization-wide costs. Its main functions are to develop, plan and coordinate the City's information systems. Information systems consists of personal computers, Local and Wide-Area Networks (LAN and WAN), Internet and Intranet, computer software, telephone and wireless communications, telecom wiring infrastructure, and radio equipment. ISD also provides ongoing centralized data processing and information access services and support for City Departments; provides advice and assistance to staff on the use, application and operation of central computer systems; advises and assists staff in the utilization of applications and/or purchase of "canned" programs and applications; and, maintains and operates the City's mid-range computer.
Activity goals include: 1) long-range policies and standards for acquiring, maintaining and replacing equipment and software; and 2) responsive and on-going support and training for computer equipment and software, telephones, and other miscellaneous equipment., 3) provide efficient, effective and responsive service; 4) maintain current programs and applications at levels necessary to conduct operations; 5) assist staff in improving productivity through data processing and information service; and 6) maintain operations 24 hours per day. This activity has three major elements:

- **Policies and standards**. Develop, implement and manage Information System policies, standards, and specifications for computer hardware and software acquisition, maintenance, and replacement (15 percent of the activity).

- **System development and support**. Provide for system development, on-going maintenance of equipment, and training of personnel to ensure full utilization of equipment and software. Maintain and operate system applications (payroll, accounting, etc.) in support of City departments; maintain and operate general support applications (word processing, spreadsheet, etc.) in support of City departments; and, maintain and operate peripheral equipment; maintain central computers; provide backup and recovery support; repair and replace defective equipment; monitor and analyze uses of storage and operating capacity; and, recommend and advise on expanding hardware and software capacity; enhance, design and implement systems and programs to meet user needs; correct, adjust and update defective applications; advise and assist users to update applications; and, assist and advise users with changing application technology (45 percent of the activity).

- **Systems and equipment**. Manage, maintain and support City equipment and systems including telephone, PCs, voice-mail, call accounting, radio and wireless communications systems, LAN/WAN systems (40 percent of the activity).

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	445,081	703,357	790,725	830,662
Utilities and Communications	24,845	28,390	26,055	26,055
Supplies, Materials and Services	316,996	318,837	291,785	291,785
Minor Capital	5,558	0	0	0
Other Payments	0	0	0	0
Total	792,480	1,050,584	1,108,565	1,148,502

ACTIVITY: Information Systems **PROGRAM:** Administrative Services
DEPARTMENT: Administration **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Information System Manager	1	1	1	1
Information System Coordinator	1	1	1	1
Network Administrator	1	1	1	1
Network Technician	1	2	2	2
Data Processing Manager	1	1	1	1
Senior Programmer Analyst	1	1	1	1
DP Programmer/Analyst	1	1	1	1
Information System Specialist	1	1	1	1
Total	8	9	9	9
Temporary Positions:				
Full-time equivalents*	0	2	2	2

*Includes two full time contract programmer positions funded by EUD

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Convert Information Systems Division to a Department (no additional cost) -- Approved

MAJOR ACCOMPLISHMENTS

- 2002-03: Combined Information Systems staff and Data Processing employees, creating Information Systems Division
- 2002-03: Implemented Home Comfort Discount program module
- 2002-03: Developed and implemented new Business License Tax system, including DLBP component
- 2002-03: Replaced three critical city servers (LPD, 1; City Hall, 2)
- 2002-03: Installed replacement Uninterruptible Power Supply unit
- 2002-03: Wireless data services to Carnegie Forum and City Hall
- 2002-03: Replaced aging AS400 with new model 820
- 2002-03: Upgraded AS/400 operating system (OS/400) to Version 5 Release 1
- 2002-03: Expanded disk storage capacity of central (AS/400) computer
- 2002-03: Developed and implemented new employee tracking system for HR
- 2002-03: Developed and implemented new online Service Request System
- 2002-03: Developed and implemented new Time Reporting System
- 2002-03: Impaneled IT Advisory Committee involving all City departments
- 2002-03: Developed and implemented replacement for Fortis document imaging system

MAJOR OBJECTIVES

- 2003-05: Continuing development of Intranet features
- 2003-05: Develop IT strategic plan
- 2003-04: Establish written Mission Statement
- 2003-05: Expand additional wireless data services citywide
- 2002-05: Deploy wireless LAN/WAN connections where possible
- 2003-04: Establish users groups for major City systems
- 2003-05: On-line Training system available anywhere and anytime

ACTIVITY: Information Systems
DEPARTMENT: Administration
PROGRAM: Administrative Services
FUND: General Fund

- 2003-04: Continue migration to Windows 2000 (better stability) for the entire City
- 2003-04: Continue migration to Office 2000 (web enabled tools) for the entire City
- 2003-04: Upgrade of voice link between City Hall and MSC for improved reliability
- 2003-05: Maintain maximum security of data and systems using security software
- 2003-04: Enhance utilization and effectiveness of JD Edwards software
- 2003-04: Explore replacement of Orcom billing system
- 2003-04: Develop and implement report server for use by the enterprise
- 2003-04: Designate ISD as a City department
- 2003-04: Provide assistance to the Lodi Police Department for impending move to new facility
- 2003-04: Relocate ISD to basement of Carnegie building

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Number of microcomputers supported	320	456	456	456
Number of Mid-range computers supported	1	1	1	1
Number of servers supported	27	28	30	32
Number of printers supported	94	97	100	105
Number of sites supported (network & phns)	12	15	16	17
Number of service requests completed		2,909	3,500	4,000
Users supported	400	425	450	475
Programs & Files Supported	75,000	88,561	97,417	107,158
Utility Bills Processed	295,000	301,764	302,928	307,799
Payroll Checks Processed	15,200	17,042	17,042	1,7042
Payable Checks Processed	11,000	13,800	14,800	15,800

RELATED COST CENTERS:

Information Systems (100411)

ACTIVITY: Finance Administration
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Finance Administration activity provides financial and other support services to include: financial planning; preparation of Financial Plan and Budget document; accounting; cashier services; investment; billing and tax administration; utility meter reading; mail processing, purchasing, and collection services. Activity goals include: 1) efficient, effective and responsive service; 2) accurate and timely reporting; and 3) protection of the City's assets from unauthorized use. This activity has five major elements:

- **Leadership and administration.** Plan, organize, coordinate and review services and activities of the Department; establish rules, procedures and polices to provide for day-to-day conduct of services, staff training and personnel management in accordance with City policies; foster and promote a positive and efficient work place; recognize and reward excellent performance; and, make decisions **(10 percent of the activity)**.

- **Accounting and financial planning.** Coordinate preparation of the City's Financial Plan and Budget; provide accounting services and financial reports; and, review, analyze and evaluate financial procedures for accuracy and completeness; and, guide and direct preparation of financial reports, studies and plans **(30 percent of the activity)**.

- **Revenue management.** Provide billing and collection services; oversee investment of City funds; manage and administer debt financing; and, develop cost recovery programs **(30 percent of the activity)**.

- **Budget preparation and management.** Advise and assist in preparing the City's Financial Plan and Budget; develop budget policies and prepare projections, analysis, and source data; prepare and publish the City's financial plan and budget; and, assist staff with budget preparation **(15 percent of the activity)**.

- **Support services.** Provide administrative support services to include; administrative; collection; purchasing; meter reading; mail and distribution; and, other services authorized by the City Manager and Council **(15 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	190,357	165,180	146,645	157,790
Utilities and Communications	1,095	1,200	50	50
Supplies, Materials and Services	36,312	32,015	30,575	30,575
Work for Others	829	0	0	0
Minor Capital	0	0	0	0
Other Payments	30	50	50	50
Total	228,623	198,445	177,320	188,465

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Finance Director	1	1	1	1
Parking Enforcement Assistant	1	0	0	0
Total	2	1	1	1
Temporary Positions:				
Full-time equivalents	.5	.5	.5	.5

ACTIVITY: Finance Administration
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Worked with City's Financial Advisor (PFM) on General Fund long-range financial plan
- Assisted Electric Utility in implementation of new rebate programs and solar energy program
- Implemented cross training of staff to enhance efficiency and customer service
- Received GFOA and CSMFO awards on Financial Plan and Budget document
- Received GFOA and CSMFO awards on annual CAFR
- Worked with Information Systems Department to develop an on-line bill payment program
- Worked on a more "Customer friendly" simplified utility bill format

MAJOR OBJECTIVES

- 2003-05: Assist in implementation and training for other departments access to JD Edwards software
- 2003-05: Assist in implementation of "e" government access through such programs as e-bill
- 2003-05: Implement a new "customer friendly" simplified utility bill format
- 2003-05: Ensure smooth move of Finance from the Annex to the Parking Structure

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Collection of DLBP delinquencies	0	35	15	10
Work Delinquent Utility Accounts	2,500	2,300	2,160	2,080
Personal Contact with Delinquent Accounts	80	100	50	100
Mail Pieces Processed	35,000	40,000	45,000	45,000

RELATED COST CENTERS

Finance Administration (100501)

ACTIVITY: Accounting Services
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Accounting Services activity maintains and controls the City's financial records and books of original entry; prepares, analyzes and publishes financial reports; records debt obligations; maintains cost accounting systems and fixed asset records; prepares payroll and associated reports; and, pays invoices for purchases made by City. Activity goals are: 1) maintain accurate and complete records; 2) provide timely and accurate financial reports; 3) provide quality service to employees and City customers; and, 4) protect the financial integrity of the City. This activity has five major elements:

- **Leadership and administration.** Plan, organize, coordinate and review the City's accounting operations and services; establish rules, procedures and polices to provide for day-to-day conduct of accounting operations; advise and assist the Finance Director and staff on accounting policies and procedures; foster and promote a positive and efficient work place; recognize and reward excellent performance; and make decisions **(10 percent of the activity)**.

- **Accounting and reporting.** Collect, organize, process, analyze and classify the City's financial transactions for preparation of interim and annual financial reports; distribute reports and respond to inquiries; maintain books of original entry and other financial records; and, conduct financial analysis studies **(30 percent of the activity)**.

- **Conduct annual audit.** Assist independent auditors in conducting the annual audit; prepare and distribute the City's annual financial reports, single audit report and management letter; and, prepare the City's response to recommendations made by the auditors **(15 percent of the activity)**.

- **Budget preparation and management.** Advise and assist in preparing the City's Financial Plan and Budget; develop budget policies and prepare projections, analysis, and source data; prepare and publish the City's Financial Plan and Budget; and, assist staff with budget preparation **(15 percent of the activity)**.

- **Accounting services.** Provide payroll and accounts payable services; prepare and distribute reports; and, respond to employee and customer inquiries as required **(30 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	435,390	525,945	560,400	607,835
Utilities and Communications	111	800	300	300
Supplies, Materials and Services	41,580	95,160	45,470	45,620
Minor Capital	0	0	0	0
Other Payments	0	0	0	0
Total	477,081	621,905	606,170	653,755

ACTIVITY: Accounting Services
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Accounting Manager	1	1	1	1
Senior Accountant	0	0	1	1
Accountant I/II	2	3	2	2
Finance Technician	2	2	2	2
Accounting Clerk	3	4	4	4
Total	8	10	10	10

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Assumed the responsibility for the *JDE Human Resources* Module
- Provided the financial and monthly reports through the Internet
- Received clean audit from the independent auditors
- Received the *California Municipal Finance Officers* and the *Government Finance Officers Association* awards for excellence in financial reporting for the ninth year

MAJOR 2003-05 OBJECTIVES

- 2003-05: Successful implementation of new financial reporting model required by GASB 34
- 2003-05: Migrate financial data into the *JDE One World Financial* system
- 2003-05: Rollout of the new financial systems citywide
- 2003-05: Provide training to the departments on the new system
- 2003-05: Proceed with Phase IV of the JDE project that includes Fixed Assets and Job Cost modules
- 2003-05: Maintain and enhance the availability of financial information to the departments
- 2003-05: Redefine financial reports to meet the needs of the departments

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Number of Accounting staff	8	9	10	10
Number of Payroll Checks Issued/Direct Deposit	17,042	16,900	17,000	17,000
Number of Accounts Payable Checks Issued	15,863	13,500	15,900	15,900
Number of Journal Vouchers Posted	5,820	6,000	6,000	6,000
Number of Reports Produced	1,500	1,500	1,500	1,500

RELATED COST CENTERS

Finance Accounting (100503)

ACTIVITY: Revenue Services **PROGRAM:** Administrative Services
DEPARTMENT: Finance **FUND:** General Fund

ACTIVITY DESCRIPTION

The Revenue Services activity collects, protects and invests the City's funds; maintains liaison with the City's designated depositories (banks); advises staff on tax policies; collects taxes, and issues bills; issues utility and other miscellaneous bills of the City; administers and manages the parking collection contract; and assists in preparing the annual budget and financial reports. Activity goals are: 1) provide timely, efficient and accurate service to staff and customers; 2) ensure safety, liquidity and yield on the City's invested funds; 3) protect City funds from unauthorized use, diversion or theft; and, promote positive customer relations. This activity has six major elements:

- **Leadership and administration.** Plan, organize, coordinate and review the City's billing, collection and fund control operations; establish rules, procedures and polices to provide for day to day conduct of revenue operations; advise and assist Finance Director and staff on revenue policies and procedures; foster and promote a positive and efficient work place; recognize and reward excellent performance; and make decisions **(10 percent of the activity)**.

- **Collection services.** Prepare, collect and reconcile City bills for utilities and other miscellaneous receivables **(60 percent of the activity)**.

- **Tax administration and services.** Develop and recommend tax policies and legislation; prepare, collect and/or monitor taxes due the City; enforce provisions of City legislation for collection of locally administered and collected taxes; and, reconcile and analyze tax revenues to annual estimates **(10 percent of the activity)**.

- **Investment of City funds.** Advise and assist the Finance Director with the investment of City funds in accordance with the City's Investment Policy; record, track, analyze and report on City investments; development and recommend investment policies; and, prepare the City's monthly and quarterly investment reports **(10 percent of the activity)**.

- **Administration of parking citations.** Administer and manage the parking citation collection contract; receive, distribute and deposit parking revenues; reconcile and adjust collections, delinquencies and DMV holds; and, reconcile reports with information from other agencies **(5 percent of the activity)**.

- **Budget preparation.** Assist and advise Finance Director and staff develop revenue projections for the City's Financial Plan and Budget; track and reconcile projected revenues to actual projections; recommend mid-year adjustments; and prepare cash flow projections **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	547,005	625,380	671,800	716,780
Utilities and Communications	0	0	0	0
Supplies, Materials and Services	80,999	83,615	111,825	116,705
Minor Capital	13	4,100	0	0
Other Payments	0	0	0	0
Total	628,017	713,095	783,625	833,485

ACTIVITY: Revenue Services **PROGRAM:** Administrative Services
DEPARTMENT: Finance **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Customer Serv/Revenue Manager	1	1	1	1
Customer Service Supervisor	1	1	1	1
Finance Technician	1	1	1	1
Senior Customer Service Rep	3	3	3	3
Customer Service Rep I/II	7	9	9	9
Total	13	15	15	15
Temporary Positions:				
Full-time equivalents	2	2	2	2

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Tested, installed and trained staff on several ORCOM upgrades and implemented solutions to software issues in order to provide improved utility service
- Continued cross training staff members to allow uninterrupted workflow and foster a team atmosphere
- Offered customers an alternative payment method of Visa, MasterCard or debit card when paying in person
- Implemented a payment option using Visa or MasterCard to pay a utility bill by mail
- Promoted several utility rate programs targeting customers requiring reduced utility costs
- Began using new Business Tax Software to include BID annual billings
- Worked with the Lodi Police Department to collect on annual billings of commercial alarm permits

MAJOR 2003-05 OBJECTIVES

- 2003-05: Continue implementation of ORCOM upgrades and supplemental training of staff to maintain high levels of customer service
- 2003-05 Review and update Department Policy and Procedure including CIS manuals and cash handling/security at all City of Lodi collection sites
- 2003-05: Provide additional training and staff workshops to continue staff education and improvement

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Utility Customers Service Starts/Stops	9,850	10,000	10,200	10,400
Phone Calls answered	60,150	61,350	62,600	63,850
Utility Payment Arrangements Made	4,425	4,500	4,600	4,700
Parking Citations Processed	4,500	4,600	4,700	4,800
Business Licenses issued	4,650	4,750	4,850	4,950

RELATED COST CENTERS

Finance Revenue Division (100505)

ACTIVITY: Purchasing
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Purchasing activity provides centralized purchasing and procurement services; centralized inventory management and distribution services; centralized disposal of surplus equipment, supplies and material; and maintains lists of suppliers, vendors and contractors. Activity goals are: 1) obtain the best value for supplies, material and equipment purchased by the City; 2) maintain essential levels of common supplies, materials and forms needed to conduct day-to-day City operations; and, 3) provide efficient, effective and responsive service to staff, vendors and suppliers. This activity has four major elements:

- **Leadership and administration.** Plan, organize, coordinate and review the City's purchasing services and operations; establish rules, procedures and polices to provide for day-to-day conduct of purchasing operations; advise and assist the Finance Director and staff on purchasing policies and procedures; foster and promote a positive and efficient work place; recognize and reward excellent performance; and make decisions **(5 percent of the activity)**.

- **Purchasing services.** Obtain product and pricing information; identify sources of supply; write and assist in writing specifications; negotiate, obtain bids and purchase supplies and equipment; process purchase orders and invoices; obtain and maintain warranty/maintenance information; and resolve problems **(60 percent of the activity)**.

- **Inventory services.** Maintain and manage $2.2 million inventory of equipment, utility supplies, common office supplies, forms, and janitorial supplies; distribute and deliver supplies and materials to departments; and, inspect supplies, materials and forms for conformance with City's specifications **(30 percent of the activity)**.

- **Disposal services.** Dispose of surplus material and equipment as required **(5 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	240,630	252,445	277,635	301,810
Utilities and Communications	750	1,400	850	850
Supplies, Materials and Services	16,565	28,381	17,510	16,760
Minor Capital				
Other Payments				
Total	257,945	282,226	295,995	319,420

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Purchasing Officer	1	1	1	1
Buyer	1	1	1	1
Senior Storekeeper	1	1	1	1
Storekeeper	1	1	1	1
Purchasing Technician	1	1	1	1
Total	5	5	5	5
Temporary Positions:				
Full-time equivalents	0	0	0	0

ACTIVITY: Purchasing
DEPARTMENT: Finance
PROGRAM: Administrative Services
FUND: General Fund

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Integrated Water/Wastewater inventory in JD Edwards with assumption of inventory management responsibilities for Water/Wastewater inventory items.
- Expanded use of cooperative contracts to include Western States Contracting Alliance for technology and wireless, and State of California for software licenses.
- Developed a forklift operation and safety manual for use in the Division

MAJOR OBJECTIVES

- 2003-04: Develop online requisition capability within JD Edwards
- 2004-05: Increase vertical EUD materials storage capacity at MSC

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Formal Bids Developed/Managed	24	25	25	25
Purchase Orders Placed	818	800	775	750
Packages Delivered to Users (Excl EUD)	5,897	6,000	6,000	6,000
Issues from Utility Inventories (Value) *	$1,196,504	$1,300,000	$1,300,000	$1,300,000

* Electric Utility Inventory only in 2001-02; Water/Wastewater Utility Inventory added starting in 2002-03

RELATED COST CENTERS

Finance Purchasing (100502)

ACTIVITY: Field Services
DEPARTMENT: Finance
PROGRAM: Organization Support Services
FUND: General Fund

ACTIVITY DESCRIPTION

The Field Services activity schedules, collects the read data and reports electric and water consumption on metered customers; connects and disconnects customers to City utilities; issues final and 48-hour notices to delinquent customers; disconnects customers for non-payment, returned check or those not meeting utility service requirements; identifies and assists the Electric Utility Department to investigate unauthorized or illegal use of City utilities; assists customers with complaints and requests; performs residential customer field energy audits, serves as representative to the Fleet Committee, the City Code Action Team, and the California Municipal Utilities Association; and, maintains active files of customers utilizing a dial card, receiving a read schedule or terminated customers for Finance, Community Development and Utility Department use. Activity goals are: 1) provide timely and accurate meter reads; 2) resolve or collect delinquent accounts within 60 days; and, 3) provide efficient, effective and responsive services. This activity has four major elements:

- **Leadership and administration.** Plan, organize, coordinate and review the City's field service operations; establish rules, procedures and polices to provide for day-to-day conduct of employees; advise and assist the Finance Director and staff on utility policies and procedures; assist in the preparation of the budget for the Field Services Unit; assist with and perform a variety of personnel actions including selections, promotions, performance evaluations, disciplinary measures and dismissals; oversee and schedule vehicles for service; verify and sign payroll forms; approve vacation schedule; pick up gasoline usage tags; plan and conduct monthly Safety Section meetings; interact effectively and courteously with the public; foster and promote a positive and efficient work place; recognize and reward excellent performance; and make decisions **(15 percent of the activity)**.

- **Data reading and collection.** Collect and report readings from metered customers **(40 percent of the activity)**.

- **Service connections and collections.** Connect and disconnect services for authorized customers; issue final notices to delinquent customers; disconnect unauthorized customers; maintain list of terminated customers for Finance and Utility Department use; fill out daily work report; check sealed accounts, and perform related duties as required **(30 percent of the activity)**.

- **Customer services.** Assist and advise customers with complaints or requests for information. Maintain meter routes; assign new accounts; and, work closely with Billing and Collection staff **(15 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	348,362	357,150	370,455	389,340
Utilities and Communications	2,597	2,600	3,220	3,220
Supplies, Materials and Services	16,416	20,036	19,380	21,440
Minor Capital	307	0	0	0
Other Payments	0	0	0	0
Total	367,682	379,786	393,055	414,000

ACTIVITY: Field Services
DEPARTMENT: Finance
PROGRAM: Organization Support Services
FUND: General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Field Services Supervisor	1	1	1	1
Field Services Representative	3	3	3	3
Meter Reader	3	3	3	3
Total	7	7	7	7
Temporary Positions:				
Full-time equivalents	1.75	1.75	1.5	1.5

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Launched successful radio-remote electric meter reading program with Electric Utility Department
- Participated in multi-department meetings & obtained renewed commitment on City code enforcement of obstructed meter access.
- Participated in renewal of department and citywide Safety Committees, including compiling the Injury, Illness & Prevention Program manual.
- Cross trained duties among the Field Service Representatives.
- Member of Solar Energy Team designed to provide meter reading for solar energy customers.
- Tested and implemented new security locking meter ring and key.
- Revised a number of section procedures to increase efficiency.

MAJOR OBJECTIVES

- 2001-03: Continue work on the City-wide re-route of all accounts

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Meters Read per Month	26,500	27,500	28,000	28,500
Meter Re-read per Month	65	90	90	100
Meter reads field audited per month	3,400	3,.600	3,640	3,705

RELATED COST CENTERS

Finance Field Services (100507)

ACTIVITY: Facilities Services **PROGRAM:** Organization Support Services
DEPARTMENT: Public Works **FUND:** General Fund

ACTIVITY DESCRIPTION

The Facilities Services activity maintains and manages all City facilities except for Parks and Recreation and Hutchins Street Square (Community Center) facilities; administers construction projects, primarily for building remodels and renovations/additions; and supervises contract labor and vendors for janitorial and other building maintenance services.

City Hall	18,500 sq. ft.	Carnegie Forum	10,400 sq. ft.
Public Safety Building	40,100 sq. ft.	City Hall Annex	7,400 sq. ft.
Fire Adm. Offices (in Parking Structure)	2,500 sq. ft.	Fire Station #2	6,200 sq. ft.
Municipal Service Center	55,800 sq. ft.	Fire Station #3	5,300 sq. ft.
Library	30,750 sq. ft.	Multi-modal Parking Structure	134,000 sq. ft.**
Facilities Services Shop/Office	2,300 sq. ft.	Animal Shelter	4,100 sq. ft.
Multimodal Station	4,000 sq. ft.	New Shanghai Building	7,130 sq. ft.
Main Street Fire Station (Storage)	3,940 sq. ft.	Fire Station #4	7,110 sq. ft.

Finance Department (in Parking Structure) 4,740 sq. ft.

Other City Facilities maintained: Lodi Arch, Gateway Arch, and Veteran's Memorial Mall

2003-04 TOTAL SQUARE FEET SERVED: 277,470**
****Parking Structure counted at 67,000 sq. ft. for "level of service" calculations***

New Facilities Anticipated: *Police Facility @ 52,500 sq. ft.*

2004-05 TOTAL SQUARE FEET SERVED: 329,970**
****Parking Structure counted at 67,000 sq. ft. for "level of service" calculations**

Activity goals are to provide 1) maximum building service life; 2) productive work environment; 3) safe and energy efficient buildings; and 4) a positive image for the City. This activity has three major elements:

- **Administration.** Provide overall direction, supervision and planning **(12 percent of the activity)**
- **Maintenance and remodeling.** Perform general and preventive maintenance, carpentry, painting, plumbing, electrical and mechanical repairs and improvements **(80 percent of the activity)**.
- **Contract administration.** Coordinate and manage contracts for janitorial and other maintenance services, remodel and repair projects and provide contract administration on minor and major remodel and construction projects including all phases from planning to project construction **(8 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	236,871	240,610	246,780	263,145
Utilities and Communications	2,521	1,645	2,120	2,250
Supplies, Materials and Services	262,264	322,940	394,490	377,115
Work for Others	0	6,000	0	0
Minor Capital	5,843	45,502	0	0
Other Payments	37	0	0	0
Total	507,536	616,697	643,390	642,510

ACTIVITY: Facilities Services **PROGRAM:** Organization Support Services
DEPARTMENT: Public Works **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Fleet & Facilities Manager	.5	.5	.5	.5
Facilities Supervisor	1	1	1	1
Senior Facilities Maintenance Worker	1	1	1	1
Facilities Maintenance Worker	2	2	2	2
Total	4.5	4.5	4.5	4.5
Temporary Positions:				
Full-time equivalents	-0-	-0-	-0-	-0-

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

- 2003-04 Addition of New Police Facility Maintenance ($75,000) -- Approved
- 2003-04 Addition of City-wide HVAC Duct Cleaning ($35,000) -- Not Approved
- 2004-05 Addition of New Police Facility Maintenance ($128,500) -- Approved

MAJOR ACCOMPLISHMENTS

- Completed re-roof project at Municipal Service Center (MSC)
- Started construction of New Police Facility
- Started master planning for Public Safety Building expansion and remodel
- Completed master planning for Library
- Replaced Boiler at Public Safety Building
- Completed remodel of Police Dispatch, Briefing Room and Offices
- Completed re-roof at White Slough Administration Building
- Completed Asbestos abatement and re-roof at New Shanghai Building
- Completed re-roof and HVAC Replacement at Fire Station #3

MAJOR 2003-05 OBJECTIVES

- 2003-05: Provide contract administration on major and minor remodel and construction projects
- 2003-05: Develop and install a preventive maintenance and work order system
- 2003-05: Develop and implement City-wide HVAC preventive maintenance program and service contracts
- 2003-05: Complete and implement Master Plan for Public Safety Building remodel & Interim Civic Center Moves
- 2003-05: Complete Remodel of Carnegie Basement for Information Systems Department

WORK LOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Square footage of buildings maintained	201,820	208,930	277,470	329,970
Program cost/square foot of buildings maintained	$2.51	$2.95	$2.22	$1.71

RELATED COST CENTERS

City Facilities Services (103511)
City-Wide Utilities (100243)

ACTIVITY:	Fleet Services and Motor Pool	**PROGRAM:**	Organization Support Services
DEPARTMENT:	Public Works	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Fleet Services Section maintains a fleet of approximately 420 vehicles and equipment, serving the entire City fleet except Parks and Recreation's mowing equipment and scooters. Included in the duties are repairs to vehicles and equipment of all types and sizes; managing the parts inventory; troubleshooting and repair of mechanical operation problems in electric, hydraulic, and mechanical systems; welding/fabricating projects; providing preventative maintenance to all vehicles and equipment; overseeing the fleet management system and software; and supervising contract labor and outside vendors.

Activity goals are 1) safe and reliable City vehicles and equipment; 2) maximum service life; and 3) a positive image for the City. This activity has six major elements **(percentages are calculated considering major costs and time)**:

- **Administration.** Direct, supervise, and plan Fleet Services activities; provide clerical and administrative support; establish shop rules and procedures; train and develop staff; promote and foster a positive and efficient work place; and maintain shop materials and supplies **(23 percent of the activity)**.

- **Repairs.** Repair malfunctions and overhaul engines and transmissions **(25 percent of the activity)**.

- **Preventive maintenance.** Schedule, inspect and service vehicles, heavy equipment and other equipment **(25 percent of the activity)**.

- **Vehicle support operations.** Purchase and provide parts, tires, gas and oil for vehicles and equipment. Coordinate administration of purchasing and disposition of vehicles and equipment, and oversee Fleet Policies and Procedures, including Fleet Management Committees **(20 percent of the activity)**.

- **Fabrication and repair.** Fabricate parts and equipment and perform welding and machine work as needed **(5 percent of the activity)**.

- **Motor pool operations.** Provide and maintain a pool of vehicles and equipment for use by staff in conducting City business as needed **(2 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	554,494	566,835	626,635	665,015
Utilities and Communications	690	1,400	730	750
Supplies, Materials and Services	531,905	430,124	510,450	533,185
Minor Capital	248	0	0	0
Other Payments	10,937	5,000	12,000	6,000
Total	1,098,274	1,003,359	1,149,815	1,204,950

ACTIVITY: Fleet Services and Motor Pool **PROGRAM:** Organization Support Services
DEPARTMENT: Public Works **FUND:** General Fund

STAFFING SUMMARY	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Regular Positions:				
Administrative Clerk	1	1	0	0
Fleet & Facilities Manager	.5	.5	.5	.5
Fleet Services Supervisor	1	1	1	1
Parts Clerk	1	1	1	1
Lead Equipment Mechanic	2	2	2	2
Heavy Equipment Mechanic	4	4	4	4
Equipment Service Worker	2	2	2	2
Welder/Mechanic	1	1	1	1
Senior Administrative Clerk	0	0	1	1
Total	12.5	12.5	12.5	12.5
Temporary Positions:				
Full-time equivalents	.75	0	0	0

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES
2003-04: Reclassification of Administrative Clerk to Senior Administrative Clerk ($3,555) -- Approved 50% General Fund

MAJOR ACCOMPLISHMENTS
Completed the installation of a compressed natural gas (CNG) station at the MSC
- Evaluated Fleet Services staffing levels
- Added Fleet Service Worker to Fleet Services Division
- Partnered with Lodi Unified School District (LUSD) re: Bus Wash planning & LUSD CNG Projects
- Added six (6) CNG Buses to Dial-a-Ride fleet
- Replaced fuel dispensers and added fuel card system at MSC
- Added Trailer at MSC for Fleet Supervisor & Administrative Clerk and reused Supervisor's office space for two Lead Mechanics

MAJOR 2003-05 OBJECTIVES
- 2003-04: Complete the following capital projects:
  Installation of Bus Wash system at LUSD
  Finish Modifying the Fleet Shop for CNG work (alarms, venting, etc.)
- 2003-04: Complete the Implementation of upgrade/conversion to Windows-based version of computerized equipment management system
- 2003-05: Plan, design and start construction on Fleet Shop expansion
- 2003-05: Continue to purchase/lease Alternative Fueled Vehicles/Equipment
- 2003-05: Expand vehicle motor pool and add vehicles that are alternatively fueled
- 2003-05: Evaluate abandonment or need for upgrades of fuel dispenser and fuel card systems at Public Safety Building and Parks & Recreation facilities

WORKLOAD INDICATORS	2001-02 Actual	2002-03 Budgeted	2003-04 Estimated	2004-05 Estimated
Vehicle and heavy equipment fleet size	417	417	420	425
Work Orders completed	6,513	6,026	6,648	7,312
Smog Certifications	61	72	72	75
Services/safety checks/tune-ups	1,246	1,140	1,140	1,254

RELATED COST CENTERS
Fleet Services and Motor Pool (105561)

ACTIVITY: General Support
DEPARTMENT: Administration
PROGRAM: Non-Departmental Services
FUND: General Fund

ACTIVITY DESCRIPTION

The General Support activity programs and administers indirect costs not easily charged to Operating activities or projects. The activity goal is to establish cost effective budgeting and accounting for indirect costs. This activity has six major elements:

- **City memberships.** Fund for the cost of memberships in organizations which represent, assist, provide training and promote the interests of the City as a whole
- **Audit services.** Fund for the cost of the City's annual and interim audits by outside auditors
- **Sales Tax Consultant.** Fund for the cost of the City's quarterly information on sales tax
- **Property tax administration.** Fund County's charges for tax administration (assessment, collection and payment)
- **Telephone services.** Fund and plan for local and long distance telephone services
- **Sister city relations.** Fund the City's share of activities sponsored by the Sister City Committee

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing	17,634	15,000	14,900	14,900
Utilities and Communications	322,193	331,065	374,355	400,290
Supplies, Materials and Services	288,717	287,345	242,470	257,740
Minor Capital				
Other Payments	131,414	143,000	177,110	191,015
Total	759,958	776,410	808,835	863,945

STAFFING SUMMARY

None. Staffing provided through Administration and Finance

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

RELATED COST CENTERS

Sister City (100204)
Special Payments Administration (100205)
Non-Departmental Services (100241)
Telephone Charges (100242)
Postage Charges (100244)

ACTIVITY:	Workers' Compensation	**PROGRAM:**	Non-Departmental Services
DEPARTMENT:	Human Resources	**FUND:**	Self-Insurance Fund

ACTIVITY DESCRIPTION

The Workers Compensation activity manages claims due to industrially caused injuries and illnesses. This activity performs appropriate claims adjustment and settlement, ensures appropriate risk financing through the maintenance of a reserve fund to pay retained losses, and participates in a joint powers insurance pool for losses in excess of the retention. Activity goals are to: 1) restore injured workers to full and productive capacity; 2) ensure the rights of injured workers are protected in accordance with applicable State and Federal laws; 3) administer claims in a manner which minimizes cost and disruption for both the employee and the City; and 4) ensure appropriate funding for the self-insured retention and participate in management of the insurance pool for losses in excess of the retention. This activity has the following two major elements:

- ***Claims Administration:*** Claims are adjusted by a third party administrator (TPA) under the direction of the Sr. Human Resources Analyst **(90 percent of the activity).**

- **Excess Insurance:** The City is a member of an insurance pool entitled the Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX). LAWCX provides $4.75 million of coverage in excess of the City's self-insured retention (SIR) of $250,000 **(10 percent of the activity).**

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	120,421	76,140	112,090	115,615
Minor Capital				
Other Payments	946,329	760,620	1,545,830	1,623,520
Total	1,066,750	836,760	1,657,920	1,739,135

STAFFING SUMMARY

Staffing by Human Resources

MAJOR ACCOMPLISHMENTS

- Joined the San Joaquin Safety Council for Citywide use
- Formulated in-house record keeping system for workers' compensation claims
- Organized annual flu shots for employees and retirees
- Reduced overall number of workers' compensation claims (two departments met 10% goal)
- Coordinated Hepatitis B vaccination

MAJOR 2003-05 OBJECTIVES

- 2003-05 Development of a Workers' Compensation Policy and Procedure
- 2003-05: Develop and maintain effective working relationships with local medical providers
- 2003-05: Reduce the cost of claims through increased cost control efforts (e.g. temporary modified duty, utilization review, and medical case management)
- 2003-05: Actuarial study to assess the City's financial position (i.e. adequacy of the Workers' Compensation reserve) relative to its loss experience

ACTIVITY: Workers' Compensation
DEPARTMENT: Human Resources
PROGRAM: Non-Departmental Services
FUND: Self-Insurance Fund

WORKLOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Number of claims administered	89	78	81	81
Training sessions for Department Coordinators and Supervisors	0	1	4	4
Participate in the management of LAWCX by attending the two scheduled meetings of the Board of Directors	2	2	2	2
Quarterly reports to Department Heads	4	4	4	4

RELATED COST CENTERS

Workers' Compensation claims (310202)

ACTIVITY:	General Liability	**PROGRAM:**	Non-Departmental Services
DEPARTMENT:	Human Resources	**FUND:**	Self-Insurance Fund

ACTIVITY DESCRIPTION

The General Liability activity performs adjustment and settlement of claims filed against the City by third parties who have sustained losses to person and/or property. The activity also ensures appropriate risk financing through maintenance of a reserve fund to pay retained losses, participation in a joint powers liability insurance pool for losses in excess of the retention, and participation in an insurance pool for liability and physical damage coverage relative to the City's transit operations. Activity goals are to: 1) administer claims efficiently; 3) evaluate causes of claims and take appropriate preventative and loss reduction measures; and 3) protect the City's financial resources by ensuring appropriate funding for retained losses, and through the transfer of risk financing. This activity has the following three major components:

- **Claims Administration:** Claims are adjusted by a third party administrator under the direction of the Sr. Human Resources Analyst **(60 percent of the activity)**.

- **Excess Insurance:** The City is a member of a liability insurance pool entitled the California Joint Powers Risk Management Authority (CJPRMA). CJPRMA provides $24.5 million of coverage in excess of the City's self-insured retention (SIR) of $500,000 **(20 percent of the activity)**.

- **Transit Insurance:** The City is a member of a liability and property damage insurance pool entitled the California Transit Insurance Pool (CalTIP). Through CalTIP, the City has $10 million in liability first dollar coverage, and has physical damage coverage for the value of the vehicle with $500 and $5,000 deductibles depending upon the vehicle. Funding for transit insurance comes from Federal Transit Authority grants **(20 percent of the activity)**.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	454,224	645,270	938,550	1,005,175
Minor Capital				
Other Payments	475,584	5,000	5,000	5,000
Total	929,808	650,270	943,550	1,010,175

STAFFING SUMMARY

Staffing by Human Resources and support from the Transportation Manager.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None

MAJOR ACCOMPLISHMENTS

- Closed all open Transit claims prior to FY 2002-03.
- Implemented procedure to comply with new state regulations requiring verification that insurer is licensed to conduct business in State of California.

ACTIVITY: General Liability **PROGRAM:** Non-Departmental Services
DEPARTMENT: Human Resources **FUND:** Self-Insurance Fund

MAJOR 2003-05 OBJECTIVES

- 2003-04: Update/revise risk financing transfer and contractual risk transfer requirements.
- 2003-04: Administer pure property claims in-house
- 2004-05: Actuarial study to assess the City's financial position (i.e. adequacy of the General Liability reserve) relative to loss experience

WORKLOAD INDICATORS	1999-2000	2002-03	2003-04	2004-05
Number of claims administered	116	63	70	70
Participate in the management of CJPRMA by attending scheduled meetings of the Board of Directors	3	3	3	3
Participate in the management of CalTIP by attending the scheduled meetings of the Board of Directors	2	2	2	2
Certificates of Insurance (# processed)	950	1,500	1,545	1,545

RELATED COST CENTERS

General Liability (300202)

ACTIVITY:	Other Insurance	**PROGRAM:**	Non-Departmental Services
DEPARTMENT:	Human Resources	**FUND:**	Self-Insurance Fund

ACTIVITY DESCRIPTION

The Other Insurance activity transfers the financing for accidental losses to real and personal City property. The activity goal is to ensure adequate and appropriate funding for these losses. Lines of coverage include the following:

- **Property insurance:** Up to $300 million coverage from losses to buildings, their contents and property in the open. Coverage is not available for loss due to earthquake or flood ($26,761).
- **Boiler and Machinery insurance:** Up to $15 million in coverage from losses to HVAC systems, pumps and machinery for water distribution and wastewater collection/treatment (including White Slough), and electrical substations and transformers ($ 36,867).
- **Marine vessel insurance:** Coverage for property losses to the boats and trailers used in the Camera Safari ($2,020).
- **Automobile Insurance :** Coverage for property losses to City vehicles valued greater than $25,000 ($19,370).
- ***Special Event insurance:*** Up to $10 million in liability and property insurance purchased for special events involving the use of City facilities, or conducted on City property and/or public right-of-ways (reimbursed by sponsor).
- **Faithful Performance bond:** Protects the City from malfeasance by designated employees ($6,906).

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	29,077	26,965	37,780	38,685
Minor Capital				
Other Payments	34,917	43,550	72,730	74,505
Total	63,994	70,515	110,510	113,190

STAFFING SUMMARY

This activity is staffed by Human Resources.

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

- None

MAJOR ACCOMPLISHMENTS

- Obtained Auto Property Damage insurance coverage for losses sustained to higher valued vehicles and equipment.

ACTIVITY:	Other Insurance	**PROGRAM:**	Non-Departmental Services
DEPARTMENT:	Human Resources	**FUND:**	Self-Insurance Fund

MAJOR 2003-05 OBJECTIVES

- 2003-05: Evaluate current lines of coverage and policy exclusions, and secure appropriate policy endorsements or alternative policies to ensure relevant perils and exposures to loss are covered
- 2003-05: Evaluate existing loss prevention techniques for their effectiveness, and modify as appropriate
- 2003-05: Update valuation of buildings, contents and property in the open by a professional property valuation consultant

WORKLOAD INDICATORS	2001-02	2002-03	2003-04	2004-05
Valuation of buildings, contents and property in the open, and report to insurer (2x/yr)	1	0	1	0

RELATED COST CENTERS

Other Insurance (*301201*)

ACTIVITY:	Benefits Administration	**PROGRAM:**	Non-Departmental Services
DEPARTMENT:	Human Resources	**FUND:**	General Fund

ACTIVITY DESCRIPTION

The Benefits Administration activity is for administering and paying for employee benefits as provided by agreement. The activity goal is to establish effective planning, budgeting and accounting for the City's Benefits Program. This activity has fourteen major elements:

- **Benefits Administration.** Fund the cost of the City's Benefits Administration contract ($32,746).
- **Medical care.** Program and fund medical care insurance benefits for employees ($3,296,221).
- **Retiree's medical insurance.** Fund the cost of medical insurance for retirees ($366,858).
- **Medical co-pay reimbursement.** Fund the cost of compensating married employees for using one medical/dental insurance plan ($2,500).
- **Dental insurance.** Fund the cost of dental benefits for employees and dependents and administrative fees ($395,951).
- **Vision care.** Fund the cost of vision benefits for employees and dependents ($85,239).
- **Chiropractic care.** Fund the cost of chiropractic care for employees enrolled under the City's chiropractic insurance plan ($39,742).
- **Employee assistance program.** Fund the cost of employee counseling services ($11,040) (CAP number of employees).
- **Life insurance.** Fund the cost of life insurance for employees and spouses with the exception of Police and Fire in amounts from $10,000 to $150,000 ($101,403).
- **Accidental death insurance.** Fund the cost of accidental death insurance for management, mid-management, general services, police officers dispatchers and confidential employees in the amount of $25,000 ($10,015).
- **Unemployment insurance.** Fund the cost of claims against the City under a self-insurance program for unemployment claims paid ($27,833).
- **Long term disability.** Fund the cost of disability payments to employees except Police and Fire; pays up to two-thirds of salary loss ($155,000).
- **Employee recognition programs.** Fund cost of service awards, annual dinner dance, and Employee-of-the-Year program ($25,100).
- **Flexible spending accounts.** Fund administrative fees for pre-tax costs of dependent care, out of pocket costs of medical/dental expenses and insurance premiums of employees ($7,254).

ACTIVITY: Benefits Administration
DEPARTMENT: Human Resources
PROGRAM: Non-Departmental Services
FUND: General Fund

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services	2,925,684	3,448,690	4,219,275	4,809,735
Minor Capital				
Other Payments	264,767	197,635	337,650	349,415
Total	3,190,451	3,646,325	4,556,925	5,159,150

STAFFING SUMMARY

Staffing support provided by Human Resources Department

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

2003-04: Hire Benefits Administrator ($40,000) -- Not Approved

MAJOR ACCOMPLISHMENTS

- Held Health Fair and Open Enrollment for Medical Insurance, transferring 90% of employees to new health plans
- Held educational workshops on retirement planning
- Held educational workshops on long term care program
- Implemented "HR Bulletin" as means of communication to notify employees of critical, time-sensitive information regarding benefits
- Implemented "HR Alert" as a means of communication to notify employees of critical, time-sensitive information regarding benefits

MAJOR 2003-05 OBJECTIVES

- 2003-05: Work with other municipalities, League of California Cities, and CalPERS to generate support for consideration of local government in improving their medical plans and programs
- 2003-05: Continue to provide and expand on programs to educate employees on their benefits

WORKLOAD INDICATORS	1999-2000	2002-03	2003-04	2004-05
Number of enrollees in all benefits programs provided by City of Lodi	7,412	7,354	7,500	7,560

RELATED COST CENTERS

Benefits Administration (270201)
Retirees Medical (270205)
Dental Insurance (270207)
Chiropractic Expense (270209)
Life Insurance (270211)
Unemployment Insurance (270213)
Employee Recognition Program (270215)
Medical Care (270204)
Medical Co-Pay Reimbursement (270206)
Vision Care (270208)
Employee Assistance Program (270210)
Accidental Death Insurance (270212)
Long Term Disability (270214)
Flexible Spending Account (270216)

ACTIVITY: City-Wide Utilities
DEPARTMENT: Public Works
PROGRAM: Non-Departmental
FUND: General Fund

ACTIVITY DESCRIPTION

The Citywide Utilities activity consists of water, electricity, refuse, sewer, and natural gas expenses for all General Fund Departments.

This function includes expenditures in all non-Enterprise account City of Lodi facilities, including buildings, parks, street medians and parking lots, storm pumps, traffic signals, and the Hutchins Street Square Community Center. Telephone, landscape, janitorial and other non-utility expenses are not included.

General Government Facilities

City Hall	Carnegie Forum	City Hall Annex
Municipal Service Center	Library	

Parks & Recreation Facilities

Recreation Administration	Parks Administration	Recreation Annex
Softball / Hardball Diamonds	Blakely Pool	Adult Sports
Sports Facilities	Miscellaneous Indoor/Outdoor Activities	Parks
Lodi Lake Park	Other Parks	

Parking Lots
18 City Parking Lots

Parking Structures
Lodi Station Parking Structure

Public Safety Facilities

Police Facility	Public Safety Building	Fire Administration
Fire Station #2	Fire Station #3	Fire Station #4
Police Animal Services		

Street Medians and Landscaping

Street Signals
44 locations including flashing beacons and 50% of State Highway signals

Hutchins Street Square Community Center

Miscellaneous Facilities

Main Street Fire House/Storage	MSC Solar Port Structure

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications	783,321	953,655	843,880	877,990
Supplies, Materials and Services				
Other				
TOTAL	783,321	953,655	843,880	877,990

ACTIVITY: Contingencies
DEPARTMENT: *Administration*
PROGRAM: Non-Departmental
FUND: Designated Fund Balance

ACTIVITY DESCRIPTION

The Contingencies activity is for programming unplanned expenditures which could not be anticipated prior to adoption of the Budget by the City Council. *This activity has two major elements:*

- **Unprogrammed expenditures.** Fund the cost of emergencies, natural disasters and other expenditures which could not be anticipated ***(10 percent of the activity)***.

- **Ventures.** Fund opportunity costs which result in savings from innovations such as new technology, contract services and/or other long term savings ***(90 percent of the activity)***.

ACTIVITY COSTS	2001-02 ACTUAL	2002-03 BUDGETED	2003-04 BUDGETED	2004-05 BUDGETED
Staffing				
Utilities and Communications				
Supplies, Materials and Services		400,000	400,000	400,000
Minor Capital				
Other Payments				
Total		400,000	400,000	400,000

STAFFING SUMMARY

None

SIGNIFICANT EXPENDITURE AND STAFFING CHANGES

None.

MAJOR OBJECTIVES

None

RELATED COST CENTERS

Designated Fund Balance - General Fund
Contingency $400,000
Façade Program $100,000
Demolition Fund $75,000
Business Retention

Section E
CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENT BUDGET

OVERVIEW

All construction projects and capital purchases which cost more than $10,000 are included in the Capital Improvement Budget. Purchases of vehicles and equipment on an equipment replacement schedule are purchased by the Equipment Replacement Fund. Minor capital purchases of less than $10,000 are included with the Activity Budgets. Through the Capital Improvement Budget and Capital Improvement Plan, the City systematically plans, schedules and finances capital projects to ensure conformance with City policies and funding sources. The Capital Improvement Budget is a four-year plan organized by mission.

Public Safety	Leisure, Cultural, and Social Services
Public Utilities	Community and Economic Development
Transportation	General Government

The Capital Improvement Budget emphasizes project planning, with projects progressing through at least two and up to six of the following phases:

1. **Designate.** Appropriates funds to the Control Account based on projects designated for funding by the Council through adoption of the Financial Plan and Budget.
2. **Study.** Includes concept design, site selection, feasibility analysis, schematic design, environmental determination, property appraisals, scheduling, grant application, grant approval, and preparation of specifications for equipment purchases.
3. **Acquisition.** Includes equipment purchases and property acquisition for projects, if necessary.
4. **Design.** Includes final design, plan and specification preparation, and construction cost estimation.
5. **Construction.** Includes bid administration, construction, project inspection and management and closeout.
6. **Debt Service.** Includes installment payments of principal and interest for completed projects funded through debt financing. Expenditures for this project phase are included in the Debt Service section.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than designed, and more projects will be designed than constructed.

ORGANIZATION

The Capital Improvement Budget consists of four parts:

1. Summary of Capital Improvement Budget By Mission
2. Summary of Expenditures by Activity
3. Write up of Budget Request
4. Summary of Replacement Vehicles

PROJECT EXPENDITURES BY SOURCE - OVERVIEW

CAPITAL APPROPRIATION POLICY

The City's annual appropriation for capital projects is based on the projects designated by the City Council through adoption of the Financial Plan. Except for capital maintenance projects, adoption of the projects listed in the Financial Plan does not automatically allocate funding for specific projects. The appropriation is made to a Capital Control Account and held there pending specific authorization to release and appropriate funds to a Project Account. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and the costs for the succeeding phases have been fully developed. Accordingly, project appropriations for acquisitions and construction are generally made when contracts are awarded.

Capital project appropriations to the Capital Control Account, which represent the funds not allocated to a specific project, lapse after three years. Projects which lapse from lack of project account allocations may be resubmitted. Project accounts which have been allocated funds will not lapse until the project is completed. All project appropriations should generally come from the Capital Control Account, as such, no adjustments to the Capital Budget appropriation will be required even if the project costs are greater than original estimates.

This approach has several advantages and disadvantages:

Advantages:

- Ensures that project appropriations are based on realistic cost estimates and that funding is committed only after a significant milestone is achieved, such as contract award
- Avoids the overstatement of project funding for projects which may be canceled or deferred
- Ensures that projects are not initiated until adequate study or design has been completed
- Avoids financial commitments to projects before required grants, agreements or other external funding is secured
- Avoids overstatement of capital funding needs based on actual expenditure levels which historically have been less than budgeted amounts

Disadvantage:

- A few high priority projects may be deferred due to the "first come, first serve" approach to project appropriations

Based on historical cash flow and expenditure patterns, the probability of such deferrals is considered minimal. Further the benefits associated with this approach far outweigh the possible disadvantage of deferring higher priority projects. This policy encourages ongoing project planning and management by requiring each phase to be reviewed and approved on a step-by-step basis, ensuring that projects are well conceived, designed and implemented.

PROJECT EXPENDITURES BY SOURCE - OVERVIEW

The following pages provide a listing of all Capital Improvement Projects by funding source. The following is a list of primary funding sources for projects.

Capital Outlay Fund
- Donations
- Community Development Block Grants
- Impact Fees
- Debt Financing
- Other sources - primarily allocations for the City's property tax revenues as provided in the City's General Budget Policies.

Street Fund
- Gas Tax
- Transportation Development Act (TDA)
- Measure K Sales Tax
- Impact Fees
- Other Federal and State subventions

Enterprise Funds
- Electric Fund
- Water Fund
- Wastewater Fund
- Transit Fund

Debt Financing

CAPITAL BUDGET DETAIL BY ACTIVITY

	2003-04 Requested Cost	City Manager Recommended	2004-05 Requested Cost	City Manager Recommended	Comments
Public Safety					
Police Department					
Police Outdoor Range	50,000		350,000		
Animal Shelter					
Animal Shelter Expansion	1,865,000		1,865,000		
Fire Department					
Base station Emergency Alerting System	12,000	12,000			GF capital
Restoration of Seagrave's Pumper	15,000		15,000		GF capital
Purchase Fire Engine (2)	83,300	83,300	83,300	83,300	lease purchase
Rescue Trailer & Equipment			47,500		
Vehicle -- City Match to Grant	15,000	15,000			
Fire Station #2 replacement	140,000		1,700,000	140,000	GF cap & financing
Total Public Safety	2,180,300	110,300	4,060,800	223,300	
Public Utilities					
Water Utility Services					
Water					
Water System Capital Maint	1,515,000	1,515,000	1,640,000	1,340,000	
Water System Capital Expansion	950,000	950,000	2,420,000	2,420,000	IMF and water
Trailer Mounted Vacuum System	43,430	43,430			100% water
Wastewater Utility Services					
Replace WS headwork sluice gate	15,000	15,000			
WS professional services	40,000	40,000			
Replace WS primary sedimentation tank	15,000	15,000	15,000	15,000	
Upgrade WS telephone system	42,000				
Replace WS lab ceiling tile & light fixtures	15,000				25% Public Benefits funding
WS facility improvements	18,365,000	18,365,000	365,000	365,000	rate increase - 22%
Replace roof - WS boiler/Influent pump build	15,000	15,000			
storm drainage system expansion	181,000	181,000	1,285,000	1,285,000	IMF
Storm drainage system capital maint	126,000	126,000	105,000	105,000	
Collection system capital maint	1,100,000	1,100,000	700,000	700,000	
Electric Utility Services					
Electrical Services					
Replace data server & tape drives			12,000	12,000	
Electric Construction & Maintenance					
Purchase overhead line puller/tensioner	80,000				
Line Ext, Serv Connect, Substructures	1,036,000	1,036,000	1,100,000	1,100,000	
Line extensions ($650,000)					
Service Connections ($160,000)					
Substructures ($160,000)					
Revenue Metering ($66,000)					
Distribution system improve, Dusk to Dawn	919,200	919,200	1,083,200	1,083,200	
Distribution system improve ($917,000)					
Dusk to Dawn lighting ($2,200)					
Streetlight improvement	1,100,000	1,100,000	950,000	950,000	
60 Kv Transmission line	476,500	476,500	648,250	648,250	
Fiber optic system	655,000	655,000	82,500	82,500	
Streetlight standards upgrade	87,500	87,500	87,500	87,500	
Substation Construction & Maint					
Purchase 80 Kv DC HiPot Insulation Tester	12,000	12,000			
Purchase Digital Micro-Ohmmeter			12,000	12,000	
Substation re-construction	1,505,000	1,505,000	1,114,000	1,114,000	
Engineering & Operations					
Replace metering circuit analyzer	11,500	11,500			
Total Public Utilities	28,305,130	28,168,130	11,619,450	11,319,450	
Transportation					
Streets and Flood Control					
MSC restroom/locker room expansion	150,000	150,000			street IMF, W & WW IMF
Reconstruction of Pavement			259,000	259,000	street, W/WW, elec
Office furniture for mobile modular office			21,000		
Expansion of fleet services shop	275,000	275,000	1,950,000	1,950,000	IMF, Elec, W, WW, transit
Street Capital Maint	2,219,000	1,969,000	5,475,000	5,225,000	various
Traffic signal & street lighting improve	427,200	406,200	440,200	219,200	various
Street expansion projects	3,255,500	3,255,500	3,827,000	3,827,000	State Tran, TEA, TDA,IMF
Downtown Street improvements	35,000		58,000		MK, CDBG, Elec
Total Transportation	6,361,700	6,055,700	12,030,200	11,480,200	

CAPITAL BUDGET DETAIL BY ACTIVITY

	2003-04 Requested Cost	City Manager Recommended	2004-05 Requested Cost	City Manager Recommended	Comments
Leisure, Cultural & Social Services					
Parks & Recreation Capital	300,000	175,000	300,000	300,000	
Upgrade P & R master plan (50,000)					
Creation of Private Offices (40,000)					
Upgrade Recreation software (35,000)					
Parks Maintenance Proj/Equip (175,000)					
Upgrade phone system (34,000)					
Purchase Pickup	20,000				Capital Outlay
Replace Copy Machine	12,000			12,000	Equip Repl
Purchase Turf Tractor	18,000				GF Capital
Aquatic Center Construction	460,000		*5,983,000*		COP, IMF, Capital Outlay
Indoor Sports Center	929,000		9,450,000		COP, IMF, Capital Outlay
DeBenedetti Park Development	300,000		7,525,000		COP, IMF, Capital Outlay
Modular Office			500,000		
Restroom replacement - Vinewood	130,000				GF capital
Irrigation system retrofit - Vinewood			140,000		GF capital
Restroom replacement - Beckman			120,000		GF capital
Lodi Lake Central Area Improvements			*1,250,000*	*1,250,000*	*grants*
Cultural Services					
Library					
Upgrade Computer System	204,000		35,000		GF capital
Community Center					
Purchase pickup truck	29,000				Capital outlay
Total Leisure, Cultural & Social Services	2,402,000	175,000	25,303,000	1,562,000	
Community & Economic Development					
Engineering					
High Resolution GIS control survey	50,000	25,000		25,000	W,WW. IMF, Elec
Total Community & Economic Development	50,000	25,000	-	25,000	
General Government					
City Council					
Purchase laptop computers (5)	12,500	6,250		6,250	
City Manager					
Contribution to Salvation Army capital	50,000	50,000	50,000	50,000	five year program -RDA
Information Systems					
Computer replacement fund	75,000	75,000	75,000	75,000	Capital outlay
Finance					
Purchasing					
Add Transformer storage capacity			11,000	11,000	Electric Utility Capital
Public Works Facilities Services					
Replace Library carpet	137,000				GF capital
Repair Library Drainage system	55,000				Capital outlay
Replace Library HVAC	10,000		600,000		Capital outlay
Complete Public Safety Build & Civic Center	400,000		2,875,000		financing, IMF & GF
Hire consultant - *evaluation of Lodi Arch*	20,000	20,000			grants or donations
Replace roof at Radio Room	15,000			15,000	Capital outlay replacement
Replace emergency generator at MSC	45,000	45,000			Electric
Replace emergency generator at Fire St #3	43,500			43,500	Capital outlay replacement
Replace fuel dispenser & card system	69,000				*evaluate alternative system*
Lodi Adopt-A-Child Building Renovation	43,830				not recommended
Total General Government	975,830	196,250	3,611,000	200,750	-
CAPITAL BUDGET	**40,274,960**	**34,730,380**	**55,624,450**	**24,910,700**	
Public Art Fund			**50,700**	**38,000**	
Current Debt Service:					
General Fund	1,671,446	1,671,446	1,671,671	1,671,671	
Electric Fund	7,920,308	7,920,308	6,317,569	6,317,569	
Water Fund	226,699	226,699	226,767	226,767	
Wastewater Fund	817,465	817,465	816,440	816,440	
	10,635,918	**10,635,918**	**9,032,447**	**9,032,447**	
TOTAL CAPITAL BUDGET	**50,910,878**	**45,366,298**	**65,715,597**	**33,978,147**	

CAPITAL BUDGET DETAIL BY ACTIVITY

	2003-04 Requested Cost	City Manager Recommended	2004-05 Requested Cost	City Manager Recommended	Comments
FUNDING SOURCES:					
GENERAL FUND - CAPITAL		416,550		669,550	
GENERAL FUND -EQUIP REPL		-		55,500	
FINANCING		18,000,000		-	
CDBG GRANT FUND		175,000		200,000	
IMPACT FEE FUNDS-REGIONAL (332)		810,500		1,679,000	
STATE STREETS (335)		2,629,000		2,856,000	
MEASURE K - GRANT		750,000		3,900,000	
MEASURE K -MAINT		260,000		259,000	
STREET TDA		210,200		261,880	
IMPACT FEE FUNDS - LOCAL STREETS (327)		-		100,000	
TDA		48,000			
TEA		163,000			
TRANSIT		55,000		238,000	
ELECTRIC FUND		5,902,700		5,734,590	
WATER FUND		2,250,930		3,374,840	
WATER IMF		375,000		645,000	
WASTEWATER FUND		1,743,500		1,583,840	
WASTEWATER IMF		231,000		1,297,500	
OTHER GRANTS		710,000		1,991,000	
CAPITAL BUDGET		34,730,380		24,845,700	
General Fund Debt Service		1,671,446		1,671,671	
Electric Fund Debt Service		7,920,308		6,317,569	
Water Fund Debt Service		226,699		226,767	
Sewer Fund Debt Service		817,465		816,440	
TOTAL CAPITAL BUDGET		45,366,298		33,878,147	

PUBLIC SAFETY

CAPITAL IMPROVEMENT PROJECT BUDGET REQUEST

ACTIVITY: Police Department
REQUEST TITLE: Outdoor Range Facility

Project Description
The ongoing Public Safety Building & Civic Center Complex Project has three Design/Construction phases. The construction and implementation of the Police Department's Outdoor Range Facility is related to Phase II of this larger project.

Project Objectives
The project objectives are:

- To provide a safe environment for sworn officer's to maintain their proficiency with weapons they are required to use as part of their job.
- Eliminate rental of other facilities for training purposes.
- To provide a facility for EOD Bomb training and the detonation of explosive devices for Lodi PD's Bomb Squad.
- Special circumstance K-9 training courses would also be set up at this facility.
- Have training facilities available close to the City of Lodi for our employees. We do envision this as possibly being a cooperative effort with the Lodi Fire Department.

Existing Situation
The current situation requires all sworn police personnel to have outdoor range practice to maintain proficiency with their rifles. To accomplish this training, we rent the San Joaquin Rifle & Pistol Range in Linden, California. This is usually an all day training, which therefore requires us to provide lunches for employees required to be out of town. The Outdoor Range element is the result of a cost saving measure on the new Police Facility of approximately $1.2 million. This also provides the opportunity to have an outdoor training facility that can accommodate a variety of uses and training scenarios.

Schedule and Project Costs

	2003-04	2004-05	Project Total
Design	$50,000		$ 50,000
Construction		$350,000	$350,000
Total	$50,000	$350,000	$400,000

Recommended Funding Sources
Debt financing with repayment from Development Impact Mitigation Fees and General Fund as part of the larger Police Facility project.

Project Effect on Operating Budget:
There should be no effect on the current operating budget. A cost savings of overtime and lunches should be accomplished. The Outdoor Range Facility would provide the opportunity of generating revenues. There is such a shortage of range facilities that we will be able to rent our facilities to other law enforcement sectors for their outdoor range training needs.

2003 - 2005 Financial Plan and Budget Request
CAPITAL IMPROVEMENT PROJECT BUDGET REQUEST

ACTIVITY: Police Department
REQUEST TITLE: Replacement of Animal Shelter Facility

Project Description
Construct an animal facility compliant with State law and that meets Lodi's projected requirements for animal welfare and control

Project Objectives
The project objectives are:

- Compliance with newly mandated State laws regarding lower kill rates of animals, mandatory spay/neuter of animals released for adoption, longer holding periods of impounded animals, provision of medical care for all "treatable" animals, increased record keeping requirements and the development of public/private collaborations
- Compliance with American Disability Act
- Meet the growing needs for animal control as well as animal welfare and population control

Existing Situation
The Lodi Animal Shelter was built in the 1960's to service a community of approximately 26,000. As most shelters built at that time, its purpose was to be a "dog pound" i.e. a place to impound stray and vicious dogs before euthanizing them. The facility was not built for animal welfare or protection from contagious illnesses. The State holding requirements were minimal. There was little effort made to find adoptive homes or to educate the community of the need for animal population control.

The current shelter cannot meet the newly mandated State laws or fulfill the expectations of a community eager to provide more humane animal care. It is operating beyond its capacity for the number of animals Lodi needs to serve. Present conditions result in hundreds of healthy animals being destroyed because of lack of housing or resultant illness from overcrowding.

Project Work Completed
The current staff and volunteers have done an outstanding job of improving the image of the shelter by increasing adoptions, licensing and providing spay/neuter programs – all resulting in decreased euthanasia of healthy pets; however, the current and projected increases in Lodi's animal population far exceed our shelter's present capacity.

Schedule and Project Costs

	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing					
Study		250,000			
Design	220,000				220,000
Acquisition					
Construction		250,000	1,865,000	1,865,000	3,980,000
Total	220,000	250,000	1,865,000	1,865,000	$ 4,200,000
Recommended Funding Sources					
Capital Outlay Fund					
Enterprise Funds					

Project Effect on Operating Budget:
The 2003-05 Operating Budget should not be impacted. The initial planning and design of the facility are in the completion stage. The formal bid process has not been implemented due to necessary additional approval. City Council involvement and approval will occur during the 2003-2005 fiscal years. Actual building of the facility will take place after bid and contract signatures.

2003-05 Financial Plan and Budget
CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Emergency Operations □ Fire
REQUEST TITLE: Procurement and installation of base station emergency alerting systems

PROJECT DESCRIPTION:

Purchase base station radios, mixers and ancillary equipment to install at all fire stations to reduce occupational hearing loss.

PROJECT OBJECTIVES:

Reduce occupational hearing losses by installing appropriate emergency broadcast equipment and improve the quality of radio transmissions.

EXISTING SITUATION:

Occupational hearing loss reduction and installation of emergency alerting base stations with private line strip capability is the requested project solution. Delta Wireless provided a quote to install base station mobile radios, antennas, microphones and a mixer amplifier at fire stations one, two, and three and a mixer amplifier at fire station four. This price also includes the installation of the equipment and interface work that must be completed with the existing emergency alerting system. The purpose of this request was stated in e-mails from the Fire Department to Human Resources and the grievance logged by the Firefighter□s union dated July 28, 2002. Occupational hearing loss is a concern and has affected employee health. The purchase of this equipment will reduce occupational hearing loss and claims and rectify the grievance. It will allow for the reduction of ear piercing tones that come from the emergency dispatch center to the fire department radios that affect personnel hearing. Work has been completed to reduce this tone in the apparatus and on portable radios. The requested work will complete this process at all fire stations.

Schedule and Project Costs

Prior Budgets	2001-02	2002-03	2003-04	2004-05	Total
Phasing					
Study					
Acquisition			$12,000		$12,000
Construction					
Total			**$12,000**		**$12,000**
Recommended Funding Source					
Capital Equipment Fund					
Total				**$12,000**	

$12,000

Alternatives:

1. Delay or reject the installation.

2003-04 Financial Plan and Budget
CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Emergency Services
REQUEST TITLE: Restoration of 1921 Seagrave's Pumper (fire apparatus)

PROJECT DESCRIPTION:

The Seagrave's Pumper was originally purchased in 1921 by the City of Lodi Fire Department. The vehicle was declared surplus and sold. City Council accepted the pumper as a gift from a private citizen who had begun the restoration and acknowledged him with a proclamation.

PROJECT OBJECTIVES:

The project objective is to complete the restoration of this pumper by the centennial anniversary (2007) of the Lodi Fire Department. The restoration of this pumper is well under way and was donated back to the City in its current condition. Substantial work remains to be completed on this project to return the pumper to its original 1921 condition. This pumper is one of the very few items possessed by the fire department that documents its history. The project is designed to be completed in three (3) years and the showpiece for the fire department centennial and many years thereafter. Much of the work will be performed by off duty fire fighters with assistance from private contractors, i.e. mechanical and millwright work.

EXISTING SITUATIONS:

The pumper is currently being stored at a local storage facility. At this time there are no funds available to pursue the completion of the antique department treasure.

Schedule and Project Costs

	Budget	2003-04	2004-05	2005-06	2006-07	Total
Phasing						
Study						
Acquisition						
Construction						
Total		$15,000.00	$15,000.00	$10,000.00		$40,000.00
Recommended Funding Source						
Capital Equipment Fund						
Total		$15,000.00	$15,000.00	$10,000.00		$40,000.00

Alternatives:

1. Do not fund the project
2. Locate alternative funding

CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Emergency Operations - Fire
REQUEST TITLE: Lease/Purchase two Fire Engines

PROJECT DESCRIPTION:

The Fire Department has been progressing toward re-establishing an engine company to Fire Station #1 and replacing aging equipment. In March 2002, the staff and engine company was re-assigned from Fire Station #1 to Fire Station #4 to facilitate staffing at the new station. The Fire Department has made progress toward re-establishing an engine company at Fire Station #1, by hiring 6 of the 10 needed firefighters. In order to complete this project, a new engine (fire apparatus) will have to be purchased. the Fire Department is recommending a lease/purchase option.

In addition, a second engine (fire apparatus) will have to be purchased to replace aging reserve apparatus. The oldest 2 engines (fire apparatus) in the fire department fleet have been in service for over 20 years (1976, 1981) and need to be replaced. The purchase of both engines will be accomplished through a seven year lease program already established. All fire apparatus will be purchased with a full complement of equipment, i.e. hose, ladders, lights, radios, etc.

PROJECT OBJECTIVES:

Provide fire and emergency medical coverage in the Fire Station #1 (downtown) area and to replace aging reserve fire apparatus.

EXISTING SITUATION:

Currently, the Fire Department has two fire apparatus in excess of 20 years old, 1976 Van Pelt and 1981 Van Pelt. Both apparatus have operated beyond their 10-year frontline and 10-year reserve expectancies. They are used as reserve fire apparatus. By purchasing the two fire apparatus, the department will be able to shift older apparatus to reserve status and incorporate the new apparatus as frontline equipment. In addition, fire apparatus costs have increased tremendously and new emission standards will take effect in 2004. By agreeing to purchase two vehicles, the City could realize savings with lower costs due to multiple vehicle purchases/leasing. There is a 7-9 month lead time for fire apparatus purchase/lease and delivery. Should Council approve re-establishing an engine company in the downtown area, the fire apparatus would have to be ordered in July for delivery in January. The current lease/purchase agreement terminates in 2003-04.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Total
Phasing						
Study						
Acquisition				$83,300	$83,300	$166,600
Construction						
Total						
Recommended Funding Source						
Capital Equipment Fund						

Alternatives:

1. Purchase engines outright @$465,000each or $930,000 for both.
2. Delay re-establishment of and engine company in Fire Station #1 (downtown) area.
3. Continue high maintenance/repair costs to operate current apparatus.

2003-05 Financial Plan and Budget
CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Emergency Services
REQUEST TITLE: Rescue "Light Level" Equipment and Trailer

PROJECT DESCRIPTION:

Establish a minimum operational level cache of rescue equipment.

PROJECT OBJECTIVES:

To ensure the Lodi Fire Department has adequate tools and equipment to meet the required San Joaquin County "Light" Operational Level.

EXISTING SITUATION:

This budget request was submitted and approved in the (2001-03) budget pending the availability of grant funding.. However, funds were not available, therefore we are resubmitting the proposal. The Lodi Fire Department is a member of the San Joaquin County USAR response team and as such, adheres to the guidelines and policies for training and equipment. Within the "Lodi Fire Department Self-Assessment Document", the fire department has determined that there is a need to fulfill the San Joaquin County's requirement for a "Light Operational Level" cache of equipment. Additional resources must be requested from other departments in the County in the event of a major catastrophe. In all likelihood, these resources would be inundated also during a regional emergency. The bordering fire districts of Woodbridge and Mokelumne have "medium" level capabilities with apparatus for response. We are requesting a "light" capability to handle the basic rescue responses and initiate the rescue process until mutual aid from the bordering districts can respond.

In the last two years several events have occurred to alter prospective needs of the community. The attacks of September 11th and County preparedness drills have raised awareness of the need for more mass casualty capabilities. Potential rescue risks include an increase in the numbers of people inhabiting older downtown structures and the increase in the number of large concrete structures built in town. The trailer will assist Fire Department personnel to mitigate emergency incidents involving rescue and mass casualties.

Water Rescue Equipment	$9,500.00
High/Low Angle Rescue	$3,000.00
Confined Space Rescue	$7,000.00
Trench Rescue	$2,000.00
Urban Search and Rescue	$4,000.00
Trailer	$22,000.00
Total	**$47,500.00**

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Total
Phasing						
Study						
Acquisition						
Construction					$47,500.00	$47,500.00
Total						
Recommended Funding Source						
Capital Equipment Fund						
Total					$47,500.00	$47,500.00

Alternatives:

1. No additional equipment purchased and utilize mutual aid
2. Defer trailer to future budget cycle

CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Fire Administration
REQUEST TITLE: Vehicle Matching Funds for Assistance to Firefighters Grant (FIRE ACT)

PROJECT DESCRIPTION:

In the event the Fire Department is successful in acquiring an Assistance to Firefighters Grant, the City must provide a 30% match. The grant will be used to purchase a fire safety mobile home to teach fire safety to adults and at-risk children. The fire safety mobile home is estimated to cost approximately $50,000. The City matching cost is estimated to be $15,000.

PROJECT OBJECTIVES:

To provide for a 30% match if Assistance to Firefighters Grant application is successful.

EXISTING SITUATION:

The Fire Department will apply for an Assistance to Firefighters Grant (FIRE ACT). The Grant will be used to purchase a fire safety mobile home. The fire safety mobile home will be used to provide fire safety information to both adult and at-risk children safety programs. The estimated cost of the fire safety mobile home is $50,000. The City match is estimated to be $15,000.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Total
Phasing						
Study						
Acquisition				$15,000		$15,000
Construction						
Total						
Recommended Funding Source						
Capital Equipment Fund				$15,000		$15,000
Total						

2003-05 Financial Plan and Budget
CAPITAL EQUIPMENT BUDGET REQUEST

ACTIVITY: Fire Administration
REQUEST TITLE: Fire Station #2 Replacement

Project Description:
Establish funding for the replacement of Fire Station #2.

Project Objectives:
Rebuild the Fire Station to meet Life Safety and Essential Services standards and increase fire apparatus storage space.

Existing Situation:
Fire Station #2 was built in 1980-1981. The building features a one-story, slab-on-grade pre-engineered, steel structure with exterior metal siding. The facility is approximately 6070 square feet. A structural analysis was conducted by Ron Vogel for George Miers and Associates. This analysis was performed in order to better ascertain costs for remodeling or rebuilding the station. The preliminary analysis of Fire Station #2 suggests the building does not meet current fire department needs. The single most important issue concerning this facility is that it does not meet Essential Facility Standards. In addition, the building does not meet basic Life Safety criteria as it contains neither fire sprinkler suppression system nor smoke detectors. The electrical and mechanical systems have outlived their life expectancies. The facility should be replaced. In the following **Schedule and Project Costs** summary, $40,000 has been requested for additional design and performance standards, $100,000 has been requested for housing costs associated with continued operations during remodeling/rebuilding phases. Staff is pursuing alternative finding sources for the actual rebuilding/remodeling costs, most notably design build/lease buy back options. Preliminary payment estimates for a lease/buyback option range between $22,985 per month for 10 years to $66,516 per month for three years. The executive summary and structural report is included with this request.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Total
Phasing						
Study		$25,000		$40,000		$40,000
Acquisition				$100,000		$100,000
Construction					$1,700,000	$1,700,000
Total						
Recommended Funding Source						
Capital Equipment Fund						
Total						
$1,840,000						

Alternatives:

1. Remodel building; bring up to Essential Services standards; Life Safety standards
2. Postpone remodel/rebuild until state budget crisis abates

Ron Vogel, S.E., Inc.
April, 2002

PROJECT SUMMARY REPORT

Project: **Lodi Fire Station #2**
East Lodi Ave.
Lodi, CA

Client: **City of Lodi**
Community Development Dept.

Attn: Gary Wiman

A structural review of the referenced project has been conducted by this office. The review consisted of a qualitative assessment performed during a site visit. The structure was visually assessed on March 28, 2002, by Ron Vogel, structural engineer. This assessment was to provide an opinion on the structural adequacy of the existing fire station and ramifications of future expansion. This report provides a brief description of the structure, a summary of the observations that were made, and conclusions and recommendations.

Scope of Work

This review was limited to a visual observation of the existing structure and a review of the drawings provided. Observation of the foundation was not possible. We looked for distress, differential settlement, heaving, displacement, etc. that would indicate significant structural damage. A partial set of the existing structural drawings, and option "B" showing a potential future addition, were made available. No destructive testing was done and no finishes were removed. The scope was not to verify every member or different condition, but rather to focus on those elements of this structure judged by our office to be the most important, most frequently overlooked, and/or most representative of the general quality. Users of this report must accept the fact that it is limited in scope and addresses structural features only.

Description of structure:

There are two main portions to this existing facility; Main Structure and Tower.

1. Main Structure: This is basically a one-story, design-build steel building. Design drawings, specifications, and computations for the design build portion (steel portion above ground) were not available for review. Foundations are shown on the drawings by

Preszler and Bishop. Conventional continuous and spread footings are used. Window sill height concrete masonry unit (CMU) retaining walls retain the landscaping berms around the perimeter. Lateral force resistance is provided by moment frames and CMU shear walls for East-West lateral forces. North-South lateral force resisting elements were not visible but are assumed to be diagonal bracing within the perimeter walls. The steel building uses wide flange shapes, light gage "Z" sections as roof rafters and horizontal wall members. The exterior sheathing is light gage corrugated steel on all exposed surfaces. Interior walls are light gage non-bearing steel studs at 16" on center sheathed with gypsum board.

2. Tower: The four story steel structure was intended to be used to hang and dry hoses from the upper levels. Wide flange, channel, and tube sections are utilized. Light gage corrugated siding and roofing matches the main building. The tower is only minimally detailed on the available drawings.

Observations

The following conditions were observed:

1. There are no general notes or references to a building code on the drawings. Therefore, the allowable soil pressures, and design assumptions for vertical and lateral forces are unknown. In 1980, the 1979 or 1976 UBC could have been used for design. Using the current 1998 CBC, exposure B, 75 mph wind zone, and essential facility criteria, the wind forces are approximately the same as those of 1979 UBC. Due to the light-weight structural framing, seismic forces probably do not govern. Lodi is in Seismic Zone 3 which has reduced seismic forces.

2. The combined East-West lateral force resisting systems are not compatible with each other. Perimeter elements are CMU shear walls while the interior elements are steel moment frames. Differential movements will occur. Horizontal "X" braces form the roof diaphragm and distribute the wind/seismic forces to resisting elements. All of the force will initially be attracted to the stiffer CMU walls. The horizontal roof diagonals were probably not designed for that force level. Generally, they are designed for a tributary area of one half the end bay width.

3. Because the perimeter CMU shear walls have an aspect ratio (H/W) of 4 to 1, the demand on the footing to resist lateral force is amplified. The 16" wide footing with #4 top and bottom is not adequate.

4. Full height CMU walls are braced out-of-plane by 3-½" diameter equally spaced bolts, a steel column, a transverse beam, and light gage purlins. The load path to resist the out-of-plane lateral forces is not adequate.

5. The full height CMU walls were part of the design build requirements, therefore the actual vertical, horizontal and marginal reinforcing is unknown. The minimum specified on the drawings, if used, is inadequate. Current detailing requirements now include

hooked bars, additional reinforcing at embedded anchors, etc..

6. The lateral force transfer connection of full height CMU walls to the structural steel is by eccentrically loaded embedded plates. This type of connection has historically not performed well for lateral forces. This is further exacerbated by the vertical loads being eccentric.

7. The tower structure is of poor design by today's standards. The moment frame connections are sub-standard; force distributing horizontal diagram are missing; secondary members collect and retain water. Many of the primary and secondary members are severely corroded and can no longer carry design forces.

8. The slab-on-grade is in surprisingly good condition for a four inch thick slab with welded wire mesh for reinforcement.

9. Low CMU retaining walls show no signs of distress. The inside of these walls are furred and not visible. Therefore, the presence of any water infiltration could not be observed.

10. No obvious footing or slab differential settlement was observed.

11. Ceiling level water damage was observed in several locations indicating roof leaking. Structural deterioration (corrosion) is a concern with repeated and prolonged exposure to water.

Conclusions and Recommendations:

The following conclusions and recommendations are based upon the foregoing observations.

1. Any future addition must be structurally separate from the existing building. Modifications to the existing building can not add any projected area nor add mass (weight) without having to re-analyzing the entire structure. The original steel frame manufacturer would need to be contacted for the existing drawings and computations. If these were not available, an extensive testing and survey program would be required.

2. While the main building could possibly meet current essential facility force requirements, seismic detailing requirements have changed significantly in recent codes and these new requirements most likely have not been met in the current design. Not withstanding this, overall seismic performance is expected to be fair to good (except the tower). The performance of the CMU is expected to be poor to fair.

3. The existing facility has resisted lateral forces without apparent distress up to this date. The actual wind and seismic forces resisted by the buildings are unknown but were probably much less than the code design forces. The code maximum force, or greater, could occur at any time, however. Therefore, during any remodeling of the main building, the lateral force resisting system should be reevaluated and modified to reflect current design practices for an essential facility. This may include adding vertical and

horizontal braces, strengthening footings, removing CMU walls, etc.. Unfortunately, the full height CMU walls, mentioned above, are located at the equipment doorways. If the CMU walls perform poorly, as expected, the roll-up doors may be damaged, trapping the equipment inside at a time when they are needed the most. Therefore, this area should be investigated and modified regardless of a future remodel or addition.

4. The tower should be demolished.

5. Water infiltration and condensation issues need to be addressed.

6. The structural and light gage steel framing is in good condition (except the tower). If remodeling is not the selected option and a new structure is to be built, the existing steel could be dismantled and reused elsewhere.

Documents:

The drawings furnished to us for the review include:

1. Preszler/Bishop Architects - A, C.1, 1-14, P1-2, M1-2, E1-4, L2, R1 dated July 9, 1980

2. George Miers & Associates - option "B" dated March 11, 2002

Limitations:

Our services consist of providing professional opinions, conclusions, and recommendations made in accordance with generally accepted structural engineering principles and practices. This warranty is in lieu of all other warranties either expressed or implied.

Ron Vogel, S.E., Inc.
April, 2002

Fire Station #2 - Building Evaluation

1.0 PURPOSE OF THE STUDY

George Miers and Associates (GMA) was requested by the City to evaluate the existing Fire Station #2 facility located at 705 East Lodi Avenue in Lodi California, in order to determine 1) it's existing condition relative to today's Life Safety and Essential Facility codes, 2) its condition relative to existing building systems (HVAC, plumbing, electrical, etc.) and their long term maintenance implications, and 3) the feasibility of remodeling the facility to meet both existing codes and current Fire Department program needs. Since the City has recently completed construction of Fire Station #4, it was requested that the existing Fire Station #2 facility be evaluated relative to accommodating Fire Station #4's program components.

2.0 SUMMARY RECOMMENDATIONS (See 9.0 for detailed recommendations)

The existing Fire Station #2 facility does not meet essential facility standards and contains numerous building deficiencies which could severely curtail fire fighting capabilities during a major earthquake. In addition, many of the facility's building systems such as the mechanical system have reached the end of their useful life cycle and need replacement. As a result, it is imperative that significant upgrades to the facility be undertaken as soon as possible. Based upon this assessment, we believe there are three (3) possible options for correcting these deficiencies:

Option #1 – **Renovate As Is. Accept the existing Fire Station #2 facility in its current configuration with no internal plan changes and no building additions.** The result would be a seismically upgraded 1982 plan which does not meet current Department needs.

Option #2 - **Proceed with the preferred renovation plan as described herein.** Renovate and reconfigure the floor plan and add additions to the building in order to create a plan commensurate with new fire station designs throughout the County. See attached Scheme A.

Option #3 – **Similar to Option #2, but demolish the existing building and construct a completely new facility similar to Fire Station #4**

As described in greater detail under 9.0 Recommendations, we believe Option 3 offers the City of Lodi the best opportunity to provide state-of-the-art fire protection capabilities to the community over the next fifty years. We also believe it may be the most cost effective solution over the long run both in terms of "hard" construction cost and long term operation costs. While Option 1 would improve the facility's safety by bringing it up to current life safety requirements, it would not improve the functionality of the facility which is sorely deficient when compared to current Fire Station designs throughout the Country. In essence, this option would result in a significant expenditure of public funds only to end up with an upgraded but obsolete Fire Station design. Option 2 would provide both a seismic and life safety upgrade of the existing building along with a significantly improved functional plan through the reconfiguration of the plan and building additions. However, after studying many design options utilizing building additions and internally reconfigured rooms, we feel that the costs for such a scheme (including the preferred Scheme A) exceed that of new construction while not providing as good a layout due to the difficult design constraints presented by the site and existing layout. **For the above reasons we feel that Option #3 presents the best alternative for the City.**

3.0 METHODOLOGY

In order to perform this evaluation, GMA retained the services of structural, mechanical and electrical engineers experienced with Fire Station and Essential Facility design to evaluate the existing facility. Summary reports from these engineers are included herein. GMA then met with Fire Department personnel in order to determine their needs. These program needs are noted below. Once these needs are established, GMA prepared a series of floor plan studies to test whether the criteria could be satisfied on site. Since the Fire Department's program criteria required a different dormitory design with greater staff accommodations, it became necessary to look at the feasibility of adding onto the existing facility. While a number of studies were prepared, two preferred options were selected, which are included herein as options 1 and 2. These are described further on under **6.0 Program Studies**. Once the preferred schemes were established each engineering consultant reviewed the plan relative to their discipline and an evaluation was made as to the practical and economic benefits of a renovated vs. new construction approach.

4.0 FIRE STATION #2 GENERAL BUILDING DESCRIPTION

Fire Station #2 was constructed in 1980-1981 and features a one-story, slab-on- grade, pre-engineered, steel structure with exterior metal siding. At the time of construction the structure was classified as Type V, non-rated with a B-2 occupancy The building consists of a ± 15.5 to 16.5 foot high, drive-through, central apparatus bay which can house up to four fire trucks, with a **residential wing** to the west and a **service wing** to the east. The **residential wing** consists of **1)** a kitchen/dining/lounge area, **2)** a multiple fixture restroom with shower (there is only one restroom which needs to satisfy both male and female personnel), **3)** a 9 bed dormitory which consists of one large room with a central partial height "closet" divider, and **4)** a small public reception office, which is oriented towards East Lodi Avenue. The **east service wing** consists of **1)** a multi-purpose shop/mechanical room which currently houses the facility's laundry (appliances and sink) as well as the main electrical equipment, **2)** a small exercise room, **3)** a small hose storage area and 4) a 40' high tower for hanging fire hoses. The facility is approximately 6,070 SF (not including the three levels of stairs within the Tower) and the site is approximately 43,833 SF or 1 acre. Staff and fire truck access is provided by a 20' wide secure access road located along the west side of the property. This road accesses a large asphalt parking area at the rear of the property, which provides for staff parking, fire truck turn-around and general equipment/vehicle storage. Public access to the office located in the west wing is provided off of East Lodi Avenue adjacent to the fire truck driveway. As noted above, the building exterior features mostly metal "rib" siding with split faced concrete block around the four automatic apparatus bay doors (2 each side). The exterior design also features landscape berms, which are located directly up against the building on the south and west sides.

5.0 EXISTING BUILDING DEFICIENCIES

We believe the single most important issue concerning this facility is that **it does not meet Essential Facility standards relative to seismic resistance - a significant requirement for all public safety facilities**. (See Structural Summary Report). In addition, as pointed out in the Mechanical and Electrical reports, the facility also fails to meet basic Life Safety criteria as it contains neither a fire (sprinkler) suppression system nor smoke detectors. In general, we believe it is fair to say that the existing facility as a whole was neither designed for longevity nor Essential Facility standards. As described in the Structural report the basic structure was developed as a Design-Build, light-weight, steel structure - a system which is adequate for certain types of uses like storage or light industrial/office uses but not an Essential Facility. The Tower, in particular, was poorly conceived structurally and poses a serious Life Safety hazard in a moderate to heavy earthquake. It is also leaking. This structure should be demolished as it is no longer functional. In regards to the building's HVAC, the system is at the end of its useful life and any renovation plans would need to include replacement of the HVAC units. (See Mechanical Summary report).

Functionally the building's design presents a number of problems which need immediate attention if the facility is to continue functioning as a 21st Century Fire Station. These include;

1) Restrooms and dormitories are not designed to accommodate both male and female fire fighters and, hence, need to be reconfigured

2) There is no public restroom.

3) Dormitories are inadequate relative to closet space, air movement (rags are placed in ceiling grills to deflect air), and electrical convenience outlets (see photographs for extensive use of extension chords).

4) The Exercise Room is too small for today's exercise equipment.

5) Fire fighting Equipment Storage is inadequate.

6) Kitchen and eating areas are not adequate for the needs of a three-shift facility.

In regards to the more cosmetic aspects of the building, the photographs on the following pages perhaps best illustrate the facilities condition and need for remodeling. Problems include;

- Bathroom fixtures and finishes are deteriorating.
- Cracks exist in the Main Apparatus Bay slab.
- Ponding exists at the Apparatus Bay drains and the parking lot floods about four months per year.
- Rusting of metal throughout the facility including vents, doors, restroom partitions, etc.
- Metal siding and drain spouts are dented in numerous areas.
- Dormitory ceiling is leaking and a portion of the ceiling needs replacement. (Source of leak was not determined).
- Corners of windows are leaking.
- Most finishes such as painted walls, flooring, etc., need upgrading or replacement.

6.0 PROGRAM NEEDS and CRITERIA

Fire Department program requirements include the following key components;

1) The building must meet Essential Facility Standards and be "functional" following a major earthquake.

2) The building must meet Life Safety Standards including the installation of a fire suppression system (fire sprinklers), smoke detection in dormitories and emergency power.

3) Dormitory facilities should be modeled after Fire Station #4 and include five dormitory rooms, housing three murphy beds, with associated closet space. The importance of three beds is that it accommodates the three-shift system and allows each fire fighter to have his/her own bed and room. The use of murphy - beds is an efficient and economical way of accomplishing this.

4) Restrooms should be individualized with one provided for at least two dormitories.

5) Kitchen facility should be modernized with facilities provided to accommodate each shift.

6) Laundry facilities should be provided on the dormitory side of the Apparatus Bay.

7) Increased storage for equipment is needed commensurate with Fire Station #4. This would include a Turn-out room for fire fighter's gear, a Decon Room, a separate Equipment Room and dedicated Electrical and Telephone Equipment Rooms.

8) An increased Exercise Room commensurate with Fire Station #4.

9) A small Classroom/Meeting Room.

10) Public office with ADA accessible restrooms.

7.0 PROGRAM DESIGN STUDIES

Based upon the above program needs, a series of floor plan studies were developed to see if the existing facility could be renovated to accommodate the above requirements. Scheme A included herein illustrates the Fire Department's preferred scheme which includes an addition to the west dormitory wing as well as demolition of the Tower. This scheme includes a 520 SF Exercise Room addition in place of the Tower. In regards to the Dormitory wing, the approach has been to convert the existing single room dormitory into three individual dormitory rooms, each equipped with three murphy beds. While this design works in plan, it minimizes window area allowing only clerestories over the required closets. An addition is then added which includes the two additional dormitory rooms (5 total) plus restrooms and the small classroom. Due to existing site constraints, the only feasible site area into which the addition could be located is to the north and west. However, in order to accomplish this, it is necessary to abandon the existing west access road and reconstruct it on the east. Once this decision was made, it also seemed logical to expand the living/dining area and extra patio towards the west as well. In all schemes studied, the Apparatus Bay remains as is.

8.0 RENOVATION/ADDITION vs. NEW CONSTRUCTION

Once a preferred option was selected, the question was raised as to whether the combination of seismic upgrade, building system's upgrades, building additions and site work relative to any of the designs would cost more or less than starting from scratch with a new facility. While this is difficult to confirm without actually developing a more detailed design for the preferred option, **we believe that the extent of work required to fully upgrade the building and meet current Fire Department requirements would be very close and possibly even higher than demolition of the existing facility and construction of a new facility.** This opinion is based upon several factors. **First**, given the cost of Fire Station #4 which was bid during a much less favorable bidding climate than today, we would anticipate at least as competitive a cost. In addition, site work should be less since utilities already are provided and this site does not have to add an emergency generator for a City owned well such as was provided for at the Fire Station #4 site. **Second**, the preferred option scheme not only would require a complete seismic upgrade, new fire sprinklers and life safety systems as well as a new HVAC system but the required additions, each would need to be seismically separated from the main building which adds even greater cost to the addition. (See Structural Report). Also, an elaborate and costly structural testing program would most likely be required due to the absence of existing structural drawings which are needed to verify design criteria. The net result is that the three small additions would actually be more expensive than typical new construction. When the higher new construction cost of the addition is added to the renovation costs of the existing building along with the need to relocate the service access road, it seems clear that the overall construction cost would rival an all new construction approach. In either option, fire fighting personnel need to be relocated off site.

9.0 RECOMMENDATIONS

As noted in our summary recommendations, we believe there are three (3) options available to the City of Lodi. These include:

Option #1 – **Renovate As Is. Accept the existing Fire Station #2 facility in its current configuration with no internal plan changes and no building additions.** Under this scenario we would strongly recommend that at a minimum the building be brought up to current Essential Facility Standards and that a full Life Safety Program be implemented including fire sprinklers and smoke detectors. We also believe it would make sense at this time to upgrade the HVAC system and remodel the facility in terms of the cosmetic issues described herein. In addition, the Tower should be demolished. This scenario would result in an upgraded version of the original 1980-1981 design which meets current seismic and Life Safety codes. It would not, however, address current Fire Department program requirements including the needs of male/female fire fighters. Thus, the City could be looking at spending upwards of $500-$700,000 and ending up with a programmatically obsolete plan. We, therefore, do not recommend this option.

Option #2 - **Proceed with the preferred renovation plan as described herein.** Renovate and reconfigure the floor plan and add additions to the building in order to create a plan commensurate with new fire station designs throughout the County. See attached Scheme A.

Option #3 - **Demolish the existing building and construct a new facility similar to Fire Station #4.** See attached plan – Scheme B.

While additional study would be needed to better estimate the actual cost difference between Options 2 and 3, our professional opinion is that Option 3 would result in the best overall facility for the dollars expended and would very likely be close to the cost of Option #2. **We, therefore, recommend that the City either proceed with Option #3 or authorize a more detailed study to better estimate the cost difference between the two.**

10.0 ENGINEERING REPORTS

Detailed structural, Mechanical, and Electrical reports are included herein under their respective headings. While each report should be read in its entirety, we would like to call particular attention to the following comments which we feel illustrate the extent of modifications needed in order to bring the facility up to today's standards:

Structural Report

- "The combined East-West lateral force resisting systems are **not compatible** with each other."
- "The 16" wide footing with #4 top and bottom is **not adequate**."
- "The load path to resist the out-of-plane lateral forces is **not adequate**."
- "**The tower structure is of poor design by today's standards.** The moment frame connections are sub-standard; force distributing horizontal diagrams are missing; secondary members collect and retain water. Many of the primary and secondary members are severely corroded and can no longer carry design forces."
- "Unfortunately, the full height CMU walls, mentioned above, are located at the equipment doorways. If the CMU walls perform poorly, as expected, **the roll-up doors may be damaged, trapping the equipment inside at a time when they are needed the most.**

Therefore, this area should be investigated and modified regardless of a future remodel or addition."

Mechanical Report

- "The useful life of a split system HVAC (the system in Fire Station #2) is between 15-20 years. **The equipment has outlived this period of time.**"

Electrical Report

- **"The existing electrical service is only 400 amp, single phase and may not support any significant expansion.** Furthermore, a single phase service cannot support the more energy efficient motors since those motors are generally three phase. Finally, a single phase service ultimately **consumes more energy by using inefficient single phase motors and results in higher utility bills to the owner.**"

- "The automatic transfer switch is a vintage 1980 and has been out of production for over 15 years. **Parts are no longer available.** The buzzing noise indicates the age of the automatic transfer switch and may be on the verge of failing. We feel that the automatic transfer switch should be replaced at this time."

PUBLIC UTILITIES

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: Water System Capital Maintenance

Project Description
This Project consists of major replacements, repairs and /or upgrades of water mains, wells and other system components.

Project Objectives
Maintain reliability and efficiency of water delivery and the ability to provide clean water at the pressure and quantity desired by customers.

Existing Situation
The City's water system is reaching an age in which the older lines (mainly in the eastside of the City) need to be replaced. Many of the older mains lack the capacity for present day demands. A replacement program and corresponding rate increase was approved by the City Council in 2001. The elevated water tank in the downtown area is in need of repainting. An optional allowance of $12,000 has been included to add a logo feature on two sides of the tank.

Project Work Completed
The City completed the first of many projects to replace the older water mains in February of 2003. The second project is currently in the design phase and will bid during the spring of 2003. Additional projects are planned throughout the duration of this budget cycle. System relocations include minor work associated with moving existing facilities in order to construct other City projects.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Miscellaneous System Relocations		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 100,000
Miscellaneous Main Replacements		$1,384,000	$ 1,400,000	$1,200,000	$1,200,000	$ 5,184,000
Water Service Taps		$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 160,000
Standby Generators		$	$	$ 110,000		$ 110,000
Well Replacements (Well 10C on Guild Ave.)	$175,000		$ 175,000			$ 175,000
Repaint Elevated Water Tank		$ 66,000				$ 66,000
TOTAL		$1,515,000	$ 1,640,000	$1,375,000	$1,265,000	$ 5,795,000
Recommended Funding Sources						
Water Capital Outlay Fund		$1,515,000	$1,640,000	$1,375,000	$1,265,000	$5,795,000
Unfunded		$ -	$ -	$ -	$ -	$ -
TOTAL		$1,515,000	$1,640,000	$1,375,000	$1,265,000	$5,795,000

Project Effect on Operating Budget: Reduced operation and maintenance costs for the rehabilitated water mains.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST
ACTIVITY: Engineering

REQUEST TITLE: Water System Capital Expansion Projects

Project Description

These projects include new water supply, transmission facilities and storage projects to meet demands of new development and to mitigate groundwater overdraft. Elements of this expansion program begin the phased implementation of a new program to secure surface water entitlements to augment groundwater resources. Initially, we plan to perform design studies to set alternatives and evaluate the feasibility of implementing a water conservation program and a groundwater enhancement program to reduce net consumptive use of the existing groundwater resource.

Project Objectives

Maintain reliability of water supply and the ability to deliver clean water to the City's customers.

Existing Situation

Groundwater is the only water source utilized by the City and the groundwater basin is in an over draft condition. Recent legislation has established statewide requirement for assuring adequate water supplies exist to serve the demands presented by new development.

Project Work Completed

The City has worked for several years developing strategies for groundwater basin management and groundwater banking in cooperation with other agencies in the county. The City has recently joined the partnership fostering the Mokelumne River Water and Power Authority Project. Recently, work has begun on studies of the options for utilization of surface water supplies, including treatment and direct use of groundwater recharge.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Surface Water Program						
Study	$ 90,000	$ 25,000	$ 75,000			$ 100,000
Design			$ 500,000			$ 500,000
Acquisition		$ 600,000	$1,200,000	$1,200,000	$1,200,000	$4,200,000
Construction of Treatment & Injection Facilities				$2,250,000	$2,250,000	$4,500,000
* Transmission Facilities			$ 210,000	$ 85,000		$ 295,000
* Well #27 (at Electric Substation Site west of Kettleman)		$ 325,000				$ 325,000
* Well #28 (DeBenedetti Park)			$ 325,000			$ 325,000
* Well Standby Generator			$ 110,000			$ 110,000
1 MG Storage Tank & Booster Pump Station				$1,200,000		$1,200,000
TOTAL		$ 950,000	$2,420,000	$4,735,000	$3,450,000	$11,555,000
Recommended Funding Sources						
Water Capital Outlay		$ 625,000	$1,775,000	$3,450,000	$3,450,000	$9,300,000
Impact Mitigation Fees *		$ 325,000	$ 645,000	$1,285,000		$2,255,000
TOTAL		$ 950,000	$2,420,000	$4,735,000	$3,450,000	$11,555,000

Project Effect on Operating Budget: Increased costs for pumping water to new customers.

2003-2005 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works - Water/Wastewater Division
REQUEST TITLE: Trailer-Mounted Vacuum System

Project Description

Purchase a new 4" trailer-mounted vacuum system.

Project Objectives

1. Purchase a trailer-mounted vacuum system to effectively clean out sand, rocks, and other debris from over 4,328 water valve boxes and 1,500 meter boxes throughout the City that prevent crews from turning off water mains during emergencies and day-to-day maintenance.
2. This unit will be used extensively on the ongoing East Side project (next 10 to 15 years) for potholing on water and sewer mains and service locations. It will also be useful in emergency situations where a water or sewer main or a fire hydrant has been broken and an underground service alert is not possible to obtain before digging.
3. Make excavation around broken water and sewer mains safer, quicker and more efficient. If this unit is not purchased, City Crews will need to continue to call the sewer hydro-cleaner away from its day to day maintenance.

Existing Situation

Many water valve boxes ranging in depth in the ground from a few feet to 12 feet are filled with water and debris (dirt, rocks, sticks, bricks, etc.) which make operation of them impossible. Currently, they must be hand cleaned, if possible, or the sewer hydrocleaner must be called out, or the valve has to be dug up, which requires jackhammering out concrete around the valve assembly and requiring asphalt to be replaced.

Schedule and Project Costs

	Prior Budgets	2002-03	2003-04	2004-05	Project Total
Phasing					
Study					
Design			$43,430		$43,430
Acquisition					
Construction					
Total			$43,430		$43,430
Recommended Funding Sources					
Capital Outlay Fund					
Electric Utility Fund					
Water Fund (50%)			$21,715		$21,715
Wastewater Fund (50%)			$21,715		$21,715
Total			$43,430		$43,430

Alternatives

1. Postpone purchase.

Project Effect on Operating Budget

This unit would decrease damage to other utilities in emergency situations, and would also reduce water and sewer main repair time. This unit, combined with a valve turning program, would decrease the time it takes for emergency and nonemergency main line shut downs, decrease sewer spill cleanup times, reduce water waste from broken water mains, and reduce the amount of sewage entering the storm system from overflowing manholes and broken sewer mains.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Wastewater Utility**
REQUEST TITLE: **White Slough Headwork Sluice Gate**

Project Description
Replace one of the existing headwork's manual sluice gates.

Project Objectives
Replacement of existing manual sluice gate damaged by corrosion.

Existing Situation
Of the existing two main sluice gates one unit is in need of immediate replacement. The corrosive atmosphere has damaged this gate and made it inoperable. Installation shall be by others.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition		$10,000				$10,000
Construction		5,000				5,000
Total		$15,000				$15,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds (Wastewater)		$15,000				$15,000
Total		$15,000				$15,000

Alternatives
1. Do nothing until replacement is critical, which will increase the replacement cost when the project becomes an emergency.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Wastewater Utility**
REQUEST TITLE: **White Slough Water Pollution Control Facility – Professional Services**

Project Description
Funding is requested for professional services required at White Slough to develop and implement a Mercury Source Reduction Public Outreach Program.

Project Objectives
To meet a mandated mercury source reduction program as required by the National Pollutant Discharge Elimination System Permit.(NPDES)

Existing Situation
The Facilities current permit implemented January 2000, required that a mercury reduction workplan be developed. The initial portion of the requirement involved background monitoring of the mercury levels from the commercial and industrial dischargers to the City's sewer system. This portion was recently completed by City staff. The remaining portion of the workplan is a comprehensive public outreach program. The requested funding will be used to retain our current consultant to develop and implement this required program.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study		$40,000				$40,000
Design						
Acquisition						
Construction						
Total		$40,000				$40,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds (Wastewater)		$40,000				$40,000
Total		$40,000				$40,000

Alternatives
Do nothing, which would place us in violation of permit requirements and subject to fines.

2003-05 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works Wastewater Utility
REQUEST TITLE: White Slough Primary Sedimentation Tank Repairs

Project Description
Replace existing troughs in two of the primary sedimentation tanks.

Project Objectives
Replacement of the damaged existing fiberglass troughs. Installation work to be done by White Slough personnel.

Existing Situation
Stress fractures have developed in the support bracket area of the troughs in #4 Primary Tank. Repairs have been made to maintain use but the troughs need replaced before further damage results in loss of use. The troughs in #5 Primary Tank are also exhibiting stress signs and are being schedule for replacement in the 2004/05 Budget year.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design		$15,000	$15,000			$30,000
Acquisition						
Construction						
Total		$15,000	$15,000			$30,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds (Wastewater)		$15,000	$15,000			$30,000
Total		$15,000	$15,000			$30,000

Alternatives
Do nothing and use existing units until they fail completely.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Wastewater Utility**
REQUEST TITLE: **White Slough Telephone Systems Upgrade**

Project Description
Upgrade of the White Slough mini PBX and upgrade the transmission line to T1 service.

Project Objectives
Upgrade of telephone system. To upgrade the White Slough mini PBX, in order to improve function of phone system. Project requires installation of an 11c mini PBX (est. cost $34,000.00).
Transmission line upgrade. To improve data transmission capabilities, a T1 line will be installed and data-network equipment will be upgraded (est. cost $8,000.00)

Existing Situation
The current phone lines to the facility do not support T1 capabilities. To improve transmission of data a new line will need to be extended to the facility. The current line has been repaired through the years which contributes to its reduced capabilities. The internal upgrades are necessary to support the upgraded data transmission. The existing system was designed and sized based on the lines capabilities at that time. To take full advantage of the T1 capabilities both portions need to be upgraded. Future installation of a SCADA system at the Facility will be enhanced by this upgrade. This submittal was developed with input from Information Services.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition		$42,000				$42,000
Construction						
Total		$42,000				$42,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds (Wastewater)		$42,000				$42,000
Total		$42,000				$42,000

Alternatives
Continue with current level of telephone system enduring reduced level of service and capabilities.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works Wastewater Utility
REQUEST TITLE: White Slough Laboratory Ceiling Tile and Light Fixture Replacement

Project Description
Replace the existing ceiling tile with drop ceiling acoustic tile.

Project Objectives
Replacement of the existing tile, which are unrepaireable and in need of replacement to ensure the laboratory staff have an improved work environment.

Existing Situation
The current ceiling tile was installed in 1966 as part of the original plant construction. It has endured well until recent years when leaks in the roof allowed moisture to damage the tiles integrity. The tile is an interlocking spline construction, which makes repairs impossible. Because of this its replacement is the only feasible alternative. Due to the method the lights are suspended with the old ceiling tiles, replacement of the light fixtures is also necessary. Energy efficient lighting fixtures will be explored. Due to these energy-efficiency improvements, these lights will qualify for a 25% rebate under the Electric Utility Department's Public Benefits Program.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$15,000				$15,000
Total		$15,000				$15,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds (Wastewater)(75%)		$11,250				$11,250
Public Benefits Program (25%)		$ 3,750				$ 3,750
Total		$15,000				$15,000

Alternatives
Do nothing and endure further ceiling deterioration.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works Wastewater Utility
REQUEST TITLE: White Slough Water Pollution Control Facility Improvement Projects

Project Description
Major projects related to facility improvements and design.

Project Objectives
Maintain reliability and efficiency of wastewater treatment facilities and design long-range improvements.

Existing Situation
The City's current wastewater discharge permit includes many requirements, which must be met in the coming years. To accomplish this, our consultant is developing interim and long-range facility improvements. Also included is funding for ongoing facility maintenance projects.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	Project Total
Roadway Improvements (CM)		$ 30,000	$ 30,000		$ 60,000
Digester Cleaning		55,000	55,000		110,000
▶ WSWPCF Phase I Pre-Design	454,000				
▶ Interim Aeration Facility Improvements	140,000				
▶ Construct Aeration Facility Improvements		3,000,000			3,000,000
▶ Design Tertiary Filtration & UV Improvements	555,000				
▶ Construct Filtration & UV		15,000,000			15,000,000
▶ Land Acquisition				5,000,000	5,000,000
▶ Wetland Construction				6,000,000	6,000,000
▶ Ground Water Monitoring	35,000				
▶ Alternative Waste Discharge Permit	70,000				
Irrigation System Expansion		280,000	280,000		560,000
▶ Total		$18,365,000	$365,000	$11,000,000	$29,730,000

▶ On going project from previous budget years.
▶ Budgeted Contingency split between these projects.
▶ Estimated cost. Actual cost will be determined when design work completed.
▶ Major Capital items are still in design and costs are approximate.

Notes: Funding from Wastewater Capital Outlay Funds, 17.2
Major facility upgrades to be financed with either COP's or State Revolving Fund loans.

(CM) means Capital Maintenance Project account automatically appropriated with budget.

Alternatives
For slight reductions, roadway and digester cleaning projects can be deferred.

ACTIVITY: *Public Works Facilities Services Division*
REQUEST TITLE: **Roof Replacement at White Slough Water Pollution Control Facility, Boiler/Influent Pumping Control Building**

Project Description

Replace the roof at the White Slough Wastewater Treatment Plant Boiler/Influent Pumping Control Building.

Project Objectives

Replace the existing thirty-six-year-old roof with new built-up or single-ply systems.

Existing Situation

The roof on the Boiler/Influent Pumping Control Building was installed when the facility at the White Slough Wastewater Treatment Plant was constructed in 1967. The roof has had varying amounts of maintenance and repair work done on it since then, but has not been replaced.

The Citywide roof survey identified this roof as a candidate for priority replacement. It has exceeded its useful life and is leaking, even through an increasing number of annual repairs and patches. It is becoming unreliable and needs immediate attention. The attached roof plan indicates the approximate 1,500 square feet of roof that needs replacing in 2003/04.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$15,000				$15,000
Total		$15,000				$15,000
Recommended Funding Sources						
Wastewater Fund		$15,000				$15,000
Total		$15,000				$15,000
GRAND TOTAL		$15,000				$15,000

Alternatives

1. Incur ever-mounting repair costs and loss of reliability by failing to replace this roof. Delaying its replacement further jeopardizes the contents of the building it should be protecting.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging roof.
2. Reduce leaks and potential damage to equipment.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: Storm Drainage System Expansion Projects

Project Description

As the City develops, new storm drainage facilities must be constructed. These facilities include drainage pipes, basin inlet structures, and pump stations and controls that are required to serve new development. To assure that facilities design provides the standard level of storm drainage service, preparation of a hydrologic model for the expansions areas is recommended. Staff services primarily be used in preparation of the hydrologic model.

Project Objectives

Construct storm drainage facilities required to expand service to new development areas.

Existing Situation

Storm drainage services are provided to the City via a system of collection pipes, storage basins and discharge pump stations. Terminal drainage is provided by the Mokelumne River and the Woodbridge Irrigation District main canal. Additional facilities will be required to provide storm drainage service to new development proposed within the City' s service area. Presently, facilities design is guided by the 1964 Storm Drainage Master Plan.

Project Work Completed

Storm drainage improvements required to serve Westside Facilities Master Plan area has been completed. Implementation of those facilities is expected during the next budget period. Master facilities planning for the areas located south of Kettleman Lane and west of Lower Sacramento Road is required. Three basins are integral to providing storm drainage services to these arease. Currently, the final design for Basin G and its associated storm drain facilities is underway. Preliminary design work for the Basin F facilities has been completed. Master planning for the Basin I facilities is required to assure service is available upon demand.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Design:						
System Hydrology Model		$ 45,000	-			$ 45,000
Tienda Drive (Vintner' s Square)		$136,000				$ 136,000
G-Basin Excavation		$ 0				$ 0
G-Basin Pump Station & Piping			$797,000			$ 797,000
F-Basin Acquisition			$488,000	$500,000	$500,000	$1,488,000
TOTAL		$181,000	$1,285,000	$500,000	$500,000	$2,466,000
Recommended Funding Sources						
Impact Mitigation Fee		$181,000	$1,285,000	$500,000	$500,000	$2,466,000
TOTAL						

Project Effect on Operating Budget: Additional operation and maintenance costs associated with the new facilities should be anticipated.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: Storm Drainage System Capital Maintenance

Project Description
Major replacements and upgrades to existing storm drainage pipes, basin inlet structures, and pump stations and controls to mitigate localized street flooding problems. Preparation of a hydrologic model of the existing B watershed area to assist in evaluating alternative mitigation measures for existing localized flooding.

Project Objectives
Maintain a comparable level of storm drainage services and structure flooding protection on a city-wide basis. Implement a program that addresses existing problems and systematically makes facility improvements to achieve the program objectives.

Existing Situation
Storm drainage services are provided to the City via a system of collection pipes, storage basins and discharge pump stations. Terminal drainage is provided by the Mokelumne River and the Woodbridge Irrigation District main canal. Localized street and structure flooding problems exist in the City.

Project Work Completed

A number of drainage improvements have been installed through the handicap ramp program wherein drop inlets at corners have been replaced by more efficient side inlet catch basins. Additionally, curb repairs and catch basin installations have implemented in conjunction with the sidewalk repair program. Significant storm drainage improvements have occurred along with recent major street construction projects such as Stockton Street, Lower Sacramento Road, Downtown Revitalization Project and the new Police Building.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
B Watershed Hydrology Model	$35,000					$ 0
Elm Street (Hutchins > Lee)		$44,000				$ 44,000
Main St./Lodi Avenue	$35,000		$55,000			$ 55,000
Westwood Street (Lockeford > Lake)		$82,000				$ 82,000
Glaves Park Inlet Structure			$20,000			$ 20,000
Future, Unspecified Storm Drain Upgrades				$100,000	$100,000	$200,000
Lodi Lake Pump Station Modifications			To Be Determined			
Remote-Actuated Slide Gate Installation (2)			$30,000			$ 30,000
TOTAL		$126,000	$105,000	$100,000	$100,000	$431,000
Recommended Funding Sources						
Wastewater Capital Outlay		$126,000	$105,000	$100,000	$100,000	$431,000

Project Effect on Operating Budget: Very minor reduction in callouts and time spent on storm drainage problems. Increase in electric and other maintenance costs for new and upgraded pumping facilities.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST
ACTIVITY: Engineering
REQUEST TITLE: Wastewater Collection System Capital Maintenance

Project Description
This Project consists of major replacements, repairs and /or upgrades of the wastewater collection system components.

Project Objectives
Maintain reliability and efficiency of wastewater collection facilities.

Existing Situation
The City's wastewater collection system is reaching an age in which the older lines (mainly in the eastside of the City) need to be rehabilitated or replaced. Many of the older pipes are constructed of terracotta clay or concrete and have reached their service life. Additionally, many of the pipes do not have the capacity for the present demand. A replacement program and corresponding rate increase was approved by the City Council in 2001.

Project Work Completed
The City completed the first of many projects to rehabilitate the older wastewater mains in February of 2003. The second project is currently in the design phase and will bid during the spring of 2003. Additional projects are planned throughout the duration of this budget cycle. System relocations include minor work associated with moving existing facilities in order to construct other City projects.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Miscellaneous System Relocations		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 60,000
Miscellaneous Main Replacements		$1,035,000	$ 665,000	$1,025,000	$1,025,000	$ 3,750,000
Miscellaneous Sewer Taps		$	$ 20,000	$ 20,000	$ 20,000	$ 60,000
Domestic Outfall Long Term Maint. Program		$ 50,000	$	$ 400,000	$ 100,000	$ 550,000
Total		$1,100,000	$ 700,000	$1,460,000	$1,160,000	$ 4,420,000
Recommended Funding Sources						
Wastewater Capital Outlay Fund		$1,100,000	$ 700,000	$1,460,000	$1,160,000	$4,420,000
Unfunded		$ -	$ -	$ -	$ -	$ -
TOTAL		$1,100,000	$ 700,000	$1,460,000	$1,160,000	$4,420,000

Project Effect on Operating Budget: Reduced operation and maintenance costs for the rehabilitated wastewater mains. However, if the corrosion control pilot study recommends an ongoing chemical addition program, the annual operational costs may range from $50,000/yr. to $150,000/yr.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Services

REQUEST TITLE: Replace Electric Utility Data Server

PROJECT DESCRIPTION: Replace Electric Utility Data Server #2 and associated two data backup tape drives.

PROJECT OBJECTIVES: To provide sufficient system capacity reliability and capability to properly address:

- ✓ Long range needs of the Department
- ✓ System reliability (replaces an 5 year plus old server)
- ✓ Date storage and backup functions
- ✓ Expanded needs for geographical information systems (GIS)
- ✓ Mapping system graphic user interface
- ✓ SCADA graphic and data information

EXISTING SITUATION: The existing Data Server has been in continuous operation over the past five plus years, which is nearing the equipment's life expectancy. With increased server traffic from additional Autocad, SCADA and GIS graphical information; there exists an increased dependency on the Electric Utility server and network reliability. The server equipment and it's reliability is a lifeline to the operation of the Department.

SCHEDULE AND PROJECT COSTS

Phasing	2003-2004	2004-2005	Project Total
Study			
Design			
Acquisition	-0-	$12,000.	$12,000.
Construction			
Total			

Recommended Funding Sources

Capital Outlay Fund

ALTERNATIVES: Do nothing: continue to operate with existing server equipment (not recommended). The Department will not have the necessary reliability or capacity necessary to operate effectively and efficiently. The existing tape and server equipment will be nearing their useful life expectancy and capacity during this budget cycle.

FINANCE 2003-2005
IMPLEMENTATION: Upon approval procurement and initiation will be completed in the 2004-05 Fiscal Year.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Construction and Maintenance.
REQUEST TITLE: *Purchase Overhead Line Puller/Tensioner (New)*

PROJECT DESCRIPTION

Purchase an overhead line puller/tensioner and increase the Electric Utility fleet by one line puller/tensioner.

PROJECT OBJECTIVES

To have the necessary line puller/tensioner equipment available to perform the task of installing new overhead primary wire while the existing primary remains energized. This equipment will bring the Electric Utility in compliance with CAL/OSHA Rule #2941(I). This line puller/tensioner will enable the line crews to keep a steady tension. This will keep the new wire from bouncing and sagging into secondary when pulling in between the energized lines making re-conductoring the overhead lines safer for the line crews. Also this equipment will enable the line crews to keep customers energized for a longer period of time. It is essential to have the necessary equipment available to perform related tasks in the safest and most efficient manner possible.

EXISTING SITUATION

Overhead primary is now pulled in by the use of a three reel wire trailer and/or a single reel wire trailer. Both of these trailers have inferior braking systems. That will allow bouncing and sagging when pulling in new wire, with the old wire being energized. This is not a safe working practice. In the past the overhead line would be de-energized causing an inconvenience to the customers, with an all day outage. This line puller/tensioner will have the capability to allow a steady breaking pressure to avoid bouncing and sagging when pulling in new wire, while the existing primary remains energized with no inconvenience to the customers. Thus saving crew time, increasing production of line crews and working safer. In this time of rising costs and competition it is essential to implement cost savings whenever possible. Also to have the safest working conditions possible for the employees.

SCHEDULE AND PROJECT COSTS

	2003-2004	2004-2005	Project Total
Phasing			
Study			
Design			
Acquisition	$80,000.		$80,000.
Construction			
Total	$80,000.		$80,000.
Recommended Funding Sources			
Capital Outlay Fund			

ALTERNATIVES

Continue to pull wire with the two wire trailers (not recommended) or rent equipment, if available.

FINANCE 2003-2005 IMPLEMENTATION

Upon approval, purchase in 2003-2004 Fiscal Year.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Line Extensions - Service Connections - Substructures – Revenue Metering

PROJECT DESCRIPTION

This project provides for extensions of existing facilities to serve new electrical loads in subdivisions and developments for all customer classes including associated revenue metering facilities. Work will be done by Department personnel as part of the Capital Maintenance expenditure program.

PROJECT OBJECTIVES

- Extend existing distribution facilities to serve new loads as they develop within subdivisions and developments.
- Connect customer service entrance facilities to the City's electric distribution system.
- Install substructures (vaults, conduits, etc.) to accommodate the distribution facilities indicated above. The developer has the option of contracting for this element with the City (City is reimbursed for all costs) or contract with the private sector.
- Install revenue metering facilities. Funding is included for the purchase of remote readable meters for the larger commercial and industrial customers.

Business Unit Title and Number		2003-04	2004-05
Line Extensions (Business Unit # 161651)		$650,000	$700,000
Service Connections (Business Unit # 161653)		160,000	165,000
Substructures (Business Unit # 161655)		160,000	165,000
Revenue Metering (Business Unit # 161656)		66,000	70,000
	Total:	$1,036,000	$1,100,000

EXISTING SITUATION

At present, based on the Electric Utility Department's Rules and Regulations, Line Extensions, Service Connections and Revenue Metering are performed by Department staff and provided at the City's expense.

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$1,036,000	$1,100,000	$1,000,000	$1,000,000	$4,136,000
Total		$1,036,000	$1,100,000	$1,000,000	$1,000,000	$4,136,000
Recommended Funding Source						
Electric Utility Fund		$1,036,000	$1,100,000	$1,000,000	$1,000,000	$4,136,000
Total		$1,036,000	$1,100,000	$1,000,000	$1,000,000	$4,136,000

ALTERNATIVES

Have Line Extensions, Service Connections and Revenue Metering funded by advances from the developers. This would require a change to the Rules and Regulations.

IMPLEMENTATION

This project is implemented as required by developments within the City.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Distribution System Improvement – Dusk to Dawn Lighting

PROJECT DESCRIPTION

This project provides for various construction projects to increase overall system capacity, reliability and operating flexibility to serve the electric load under normal and emergency conditions. The Dusk to Dawn lighting is also included under this project. Work will be done by Department personnel as part of the normal operation of the Capital Maintenance expenditure program.

PROJECT OBJECTIVES

The objectives of this project are to meet the service requirements as outlined under "Project Description" above. Specific projects have been identified below. However, funding for unidentified projects is included based on past experience regarding such improvement projects during any fiscal period.

Fiscal Year: 2003-04

Rebuild downtown underground distribution system (final phase).
Construct underground feeder, Harney Lane from Ham Ln. to Mills Ave.
Construct 12 kV feeder, Vine St. betw. Low. Sac. Rd. and Road "B"
Reconstruct underground secondary, Royal Crest and Tejon areas, re-budget.
Reconstruct #6 cu. overhead lines, various areas.
Install capacitor banks (2), re-budget.
Dusk to Dawn Lighting.

Fiscal Year: 2004-05

Reconstruct get-a-ways at Killelea Substation, re-budget.
Construct underground feeder, Mills Ave. from Century Blvd. to Harney Ln.
Construct underground feeder, Century Blvd. from Mills Ave. to Lower Sacramento Rd.
Reconstruct underground secondary, English Oaks area, re-budget.
Reconstruct #6 cu. overhead lines, various areas.
Install capacitor banks (2), re-budget.
Dusk to Dawn Lighting.

Account Title and Number		2003-04	2004-05
Distribution System Improvement (Business Unit # 161652)		$917,000	$1,081,000
Dusk to Dawn Lighting (Business Unit # 161654)		2,200	2,200
	Total:	$919,200	$1,083,200

EXISTING SITUATION

The Electric Utility Department is responsible for providing adequate, reliable quality power at all times to the City of Lodi. Accordingly the funding level of this project is established based on past experience coupled with identifiable and necessary projects. The Dusk to Dawn lighting program is performed in response to customer requests for such lighting.

Distribution System Improvement – Dusk to Dawn Lighting (continued)

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$919,200	$1,083,200	$1,200,00	$1,250,000	$4,452,400
Total		$919,200	$1,083,200	$1,200,00	$1,250,000	$4,452,400
Recommended Funding Source						
Electric Utility Fund		$919,200	$1,083,200	$1,200,00	$1,250,000	$4,452,400
Total		$919,200	$1,083,200	$1,200,00	$1,250,000	$4,452,400

ALTERNATIVES

None

IMPLEMENTATION

Upon approval, the above projects will be scheduled and constructed during the identified fiscal periods. Undefined projects and Dusk to Dawn Lighting will be constructed based on customer demand

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Streetlight Improvement

PROJECT DESCRIPTION

This project provides for installation of streetlights in areas throughout the City where streetlights do not exist or where the existing lighting is insufficient i.e. lights missing, "dark spots". This project also includes upgrades of existing luminaries on concrete standards.

PROJECT OBJECTIVES

The project objective is to provide uniform lighting meeting the specifications of the Illuminating Engineering Society of America (IES) on all street within the City. It is estimated that 1000-1200 lights will be installed during the life of the project (3-5 Years).

Account Title and Number		2003-04	2004-05
Streetlight Improvement (Business Unit # 161672)		$1,100,000	$950,000
	Total	$1,100,000	$950,000

EXISTING SITUATION

Several areas throughout the City were developed without streetlights being installed. This project responds to one of the City's goals by having streetlights installed throughout the City.

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction	$2,177,910	$1,100,000	$950,000	$500,000	$0	$4,727,910
Total	$2,177,910	$1,100,000	$950,000	$500,000	$0	$4,727,910
Recommended Funding Source						
Electric Utility Fund	$2,177,910	$1,100,000	$950,000	$500,000	$0	$4,727,910
Total	$2,177,910	$1,100,000	$950,000	$500,000	$0	$4,727,910

ALTERNATIVES

None

IMPLEMENTATION

Phases of this project are being designed, bid for construction and constructed on an ongoing basis until the total project is completed.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: 60kV Transmission Line

PROJECT DESCRIPTION

Engineer, design and construct a 60kV transmission line between Industrial Substation and the west side of the City.

PROJECT OBJECTIVES

To provide capacity on the west side of the City for future growth.

Account Title and Number		2003-04	2004-05
60kV Transmission Line (Business Unit # 161680)		$476,500	$648,250
	Total	$476,500	$648,250

EXISTING SITUATION

Henning and McLane substations, both located on the west side of the City, are supplied through a 60 kV loop circuit from Industrial substation. The future addition of the West Side substation will cause a capacity shortage in the event either leg of the 60 kV loop is lost. To provide sufficient capacity to serve all three stations on the west side during emergency conditions, i.e.loss of 60 kV line, it is recommended that a third line be constructed to this area from Industrial substation. This project is phased over a three year period to coincide with construction of the West Side substation.

SCHEDULE AND PROJECT COSTS

Phasing	Prior Budget	2003-04	2004-05	2005-06	2006-07	Project Total
Study						
Design		$30,000	$40,000	$20,000		$90,000
Acquisition		$108,000	$100,000	$50,000		$258,000
Construction		$338,500	$508,250	$200,300		$1,047,050
Total		$476,500	$648,250	$270,300		$1,395,050
Recommended Funding Source						
Electric Utility Fund		$476,500	$648,250	$270,300		$1,395,050
Total		$476,500	$648,250	$270,300		$1,395,050

ALTERNATIVES

Do nothing, not recommended. Capacity will be needed on the west side. An alternate source from the west is no longer being pursued.

IMPLEMENTATION

Upon approval material will procured for the entire project and construction will be scheduled in phases over three years.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Fiber Optic System

PROJECT DESCRIPTION

This project provides for engineering and installation of a Sonet OC-3 Fiber Optic system utilizing the existing 60kV route between each of the City's electrical substations.

PROJECT OBJECTIVES

The project will upgrade from leased copper phone lines to a high speed fiber optic system which will provide the communications medium for the City's Supervisory Control and Data Acquisition (SCADA) system to the electric substations. In addition the fiber optic system will be used for voice communication and a video security system to the substations. In the future this system may be used for water well site monitoring, traffic control with video imaging and intra-city phone system connecting emergency services (fire, police, hospital, etc.).

Account Title and Number		2003-04	2004-05
Fiber Optic System (Business Unit # 161685)		$655,000	$82,500
	Total	$655,000	$82,500

EXISTING SITUATION

The existing leased copper phone lines have failed numerous times over the years leaving the Electric Utility without control of vital electrical components in the City's substations. The fiber optic system with its loop configuration design will greatly improve continuous communications to the electric substations.

SCHEDULE AND PROJECT COSTS

	Prior Budget	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design		$42,000	$25,000			$67,000
Acquisition						
Construction		$613,000	$57,500			$670,500
Total		$655,000	$82,500			$737,500
Recommended Funding Source						
Electric Utility Fund		$655,000	$82,500			$737,500
Total		$655,000	$82,500			$737,500

ALTERNATIVES

Do nothing, not recommended. The proposed system will significantly improve reliability as well provide capacity for numerous future uses in communication, video, control and data transmission.

IMPLEMENTATION

The material portion of this project will be bid in its entirety and the construction will be accomplished in phases until the project is completed.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Streetlight Standards - Upgrade

PROJECT DESCRIPTION

Replace painted steel streetlight standards with galvanized at various locations throughout the City.

PROJECT OBJECTIVES

- Eliminate hazardous conditions (potential fall over) from deteriorated streetlight standards.
- Reduce maintenance cost (eliminate periodic painting).
- Improve light distribution.

Account Title and Number	2003-04	2004-05
Streetlight Standard Upgrade (Business Unit # (to be determined))	$87,500	$87,500
Total:	$87,500	$87,500

EXISTING SITUATION

The City's streetlighting system consists of approximately 6200 luminaires mounted on various types of standards and poles. 360 of these streetlight supports are painted steel standards all of which are in excess of 30 years old. These standards, due to lack of protective treatment, other than paint, are failing at the base from corrosion to varying degrees depending on their location in the field. The Department has been monitoring the rate of deterioration during the past decade and has determined that corrosion has advanced to a point where the strength of the standards is reduced sufficiently to recommend a phased replacement program. Based on the data collected the location of the most severely deteriorated standards is known and, therefore, the replacement program would be phased in accordance with the level of deterioration on a four year program. It should be noted that these painted standards have an associated maintenance cost for periodic painting, mainly for appearance purpose. Painting has not been effective in preserving the standards in the area of the base. The standards would be replaced with galvanized steel standards having a higher luminaire mounting height. The higher mounting height will improve the lighting uniformity.

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$87,500	$87,500	$87,500	$87,500	$350,000
Total:		$87,500	$87,500	$87,500	$87,500	$350,000
Recommended Funding Source						
Electric Utility Fund		$87,500	$87,500	$87,500	$87,500	$350,000
Total:		$87,500	$87,500	$87,500	$87,500	$350,000

ALTERNATIVES

Do nothing - not recommended. This alternative would result in continued deterioration with ultimate failure of the standards and undue liability exposure to the City.

IMPLEMENTATION

Upon approval, the first phase, based on level of deterioration, will be scheduled.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Substation Construction and Maintenance
REQUEST TITLE: 80Kv DC HiPot Insulation Tester

PROJECT DESCRIPTION

Purchase a replacement 80 Kv DC HiPot Insulation Tester.

PROJECT OBJECTIVES

To replace the current aging DC HiPot Insulation Tester.

EXISTING SITUATION

All the Electric Utility substations contain vacuum style circuit breakers. These breakers use a vacuum as a medium to interrupt the ARC when the circuit breakers open under load. In the absence of a vacuum, were a breaker to open the results could be catastrophic, resulting in a breaker failure. Breakers with vacuum bottles are tested by impressing a DC voltage across the vacuum bottle and measuring the leakage current. This is the only way to test the integrity of the vacuum system. The tester that is now in use is approximately 35 years old and has gone through several repair and modification cycles. The unit is becoming unstable and tends to drift when it is set to a particular voltage. This makes it difficult to test the breakers to manufactures specifications.

SCHEDULE AND PROJECT COSTS

	2003-2004	2004-2005	Project Total
Phasing			
Study			
Design			
Acquisition	$12,000.		$12,000.
Construction			
Total	$12,000.		$12,000.
Recommended Funding Sources			
Capital Outlay Fund			

ALTERNATIVES

Continue to use the old HiPot tester and be concerned that we are not following manufactures guidelines. Not recommended.

FINANCE 2003-2005 IMPLEMENTATION

Upon approval, advertise for bid and purchase a 80Kv Portable DC Insulation Test set in 2003-2004 Fiscal Year.

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Substation Construction and Maintenance
REQUEST TITLE: Digital Micro-Ohmmeter

PROJECT DESCRIPTION

Purchase a Digital Micro-Ohmmeter

PROJECT OBJECTIVES

To replace aging, existing Digital Micro-Ohmmeter used in substation maintenance.

EXISTING SITUATION

The Electric Utility substations have approximately 80 high voltage circuit breakers. The circuit breakers have moving contacts, which open and close to make and break the circuits. When circuit breakers open they interrupt a high current which erodes the contact surfaces. These operations can cause the contacts to wear and overtime fail. The way to check the contacts is with a low resistance Ohmmeter. The tester now in use is a 10 amp model. The required method is now to test all contacts and substation busbars at 100 amps. The existing tester is not able to test the contacts to I.E.E.E. and N.E.T.A. and Manufacture specifications.

SCHEDULE AND PROJECT COSTS

	2003-2004	2004-2005	Project Total
Phasing			
Study			
Design			
Acquisition		$12,000.	$12,000.
Construction			
Total		$12,000.	$12,000.
Recommended Funding Sources			
Capital Outlay Fund			

ALTERNATIVES

Continue to use the old 10 amp Digital Micro-Ohmmeter and rely on readings that are not accurate. Not recommended.

FINANCE 2003-2005 IMPLEMENTATION

Upon approval, advertise for bid and purchase a 100 amp Digital Micro-Ohmmeter in 2004-2005 Fiscal Year.

CAPITAL BUDGET REQUEST

ACTIVITY: Electric Utility, Construction and Maintenance
REQUEST TITLE: Substation Construction

PROJECT DESCRIPTION

This project provides for various construction projects within the four substations to provide normal and emergency capacity to serve the electric load and improve operating flexibility. Funding for design of the West Side Substation is also included. This work will be done by Department personnel as part of normal operations of the Capital Maintenance expenditure program as well as by outside contractors.

PROJECT OBJECTIVES

Specific projects, as shown below, have been identified for construction during this fiscal period.

Fiscal year 2003-04

Killelea Substation	
Reconstruct substation with open 12 kV bus configuration. Project to include new 60 kV bus structure, two power transformers, 12 kV open bus, control building with associated protective relays and telemetering and masonry perimeter fencing. (Additional funding requested this fiscal period, estimated total cost of project $4,435,000).	$1,000,000
McLane and Henning Substations	
Replace four 60 kV oil power circuit breakers.	279,000
Replace two remote terminal units.	110,000
Install reclosing relays (re-budget).	100,000
Install phone line isolators	16,000
Total:	$1,505,000

Fiscal year 2004-05

McLane Substation	
Replace five 12 kV oil circuit breakers.	$172,000
Industrial Substation	
Install three 60 kV power circuit breakers, structural steel and bus extensions, steel tower and associated relays, switches and disconnects.	542,000
New West Side Substation	
Study and design of substation	400,000
Construction of this station is expected during 2005-07 fiscal period at an estimated cost of $4,200,000.	
Total:	$1,114,000

Business Unit Title and Number	2003-04	2004-05
Substation Construction (Business Unit # 161657).	$1,505,000	$1,114,000
Total:	$1,505,000	$1,114,000

Substation Construction (continued)

EXISTING SITUATION

The **Killelea Substation** replacement project was initiated in the 1999-2001 fiscal period with funding appropriated for study and design during the1999-2000 fiscal year and funding for construction including rebuilding and modification of the existing power transformers included in the 2001-03 fiscal period. The latest study results have indicated that a complete replacement of all components, including the power transformers, is the most economical option. It has also been determined that an open 12 kV bus structure is the preferred option. To accommodate this configuration additional property is required. Acquisition of adjacent property was authorized by the City Council during 2002 and is currently being finalized. Based on the results of the study the estimated overall project costs are $4,435,000. This budget request ($1,000,000) coupled with earlier appropriations will fund the overall project.

McLane and Henning Substations. These substations contain nine, total, oil insulated power circuit breakers ranging in age from 24 –34 years and contain as much as 1,000 gallons of oil per unit. Requirements for handling oil in the event of a spill are getting increasingly more stringent resulting in significant increased cost during both maintenance and accidental spills. Based on the age of the equipment, difficulty in obtaining part (manufacturer no longer in business) and the potential liability to the City from this type of equipment it is recommended that the oil circuit breakers be replaced with gas insulated equipment.

The remote terminal units (RTU) at both stations are late 1970 models and have gone through several upgrades. The RTUs are a vital link in the City SCADA system to monitor and control the substations. At this time the RTUs are obsolete and have reach the maximum capacity to handle and process data. The manufacturer no longer supports this vintage equipment with parts or technical support, therefore, it is recommended that the units be replaced.

At the time these stations were designed the City did not operate with automatic reclosing of circuit breakers and therefore did not have reclosing relays incorporated into the design of the stations. In order to improve the service restoration time i.e. reduce the length of some outages it is recommended that reclosing relays be retrofitted into each station.

The SCADA system communicates via telephone lines leased from SBC (PacBell). SBC are requiring isolation on all such lines to avoid excessive voltage being impressed on their lines terminating in substations. This budget request includes funding for phone line isolation at each station. Note: such isolation already exists at Industrial Substation and is incorporated into the design of the new Killelea Substation.

Industrial Substation. Install three 60 kV power circuit breakers with associated relays, switches and disconnects including extending the existing 60 kV bus structure. Two of these breakers will provide the terminal for the new 60 kV feeder to the west side of town. One will be installed in the existing 60 kV bus on the feeder supplying Killelea Substation. This feeder was designed with only one breaker based on the projection that Killelea Substation would be significantly reduced in size in the future. Due to industrial growth on the east side of town Killelea Substation will remain as a very necessary and vital component of the City's electric system..

New West Side Substation. Funding has been included in this fiscal period for the study and design phase of the new west side substation. Construction in expected during the 2005-07 fiscal period.

Substation Construction (continued)

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design			$400,000			
Acquisition						
Construction		$1,505,000	$714,000	$4,750,000	$500,000	$7,869,000
Total		$1,505,000	$1,114,000	$4,750,000	$500,000	$7,869,000
Recommended Funding Source						
Electric Utility Fund		$1,505,000	$1,114,000	$4,750,000	$500,000	$7,869,000
Total		$1,505,000	$1,114,000	$4,750,000	$500,000	$7,869,000

ALTERNATIVES

Do nothing (not recommended)

IMPLEMENTATION

Upon approval, the projects will be scheduled, designed and constructed.

2003-05 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Utility, Engineering & Operations
REQUEST TITLE: Metering Circuit Analyzer (Replacement)

PROJECT DESCRIPTION

Replace metering circuit analyzer.

PROJECT OBJECTIVES

Replace a 1982 vintage field metering circuit analyzer.

Account Title and Number		2003-04	2004-05
Metering Circuit Analyzer (Business Unit # (to be determined))		$11,500.00	
	Total	$11,500.00	

EXISTING SITUATION

The Metering Division tests revenue metering installations periodically based on the various customer types. The existing field circuit analyzer, used for this testing, does not test the entire metering installation, depends on the eye - hand coordination of the operator performing the test and requires a significant amount of set up time in the field. In addition test data are processed using a hand calculator and manually recorded in the meter database.
The proposed replacement field tester will test the entire metering installation, is very user friendly and requires no interaction with the operator for the test. Test data are processed internally and will be downloaded directly into the database, thereby eliminating introduction of errors.

SCHEDULE AND PROJECT COSTS

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition		$11,500				$11,500
Construction						
Total		$11,500				$11,500
Recommended Funding Source						
Electric Utility Fund		$11,500				$11,500
Total		$11,500				$11,500

ALTERNATIVES

Do nothing. This alternative is not recommended. The Department would continue testing with existing equipment and not gain the benefits in accuracy, complete testing and data management as well as efficiency and productivity of staff available with recommended test equipment. It should be noted that this test equipment is primarily used on the sophisticated metering installations having meter multipliers and therefore, a small error either in the metering equipment or from the human interaction could have significant financial impact on the customer.

IMPLEMENTATION

Upon approval the acquisition will be initiated.

TRANSPORTATION

2003-2005 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works - Street Division-Water/Wastewater-Facilities & Fleet Services-Transit
REQUEST TITLE: Municipal Service Center Restroom/Locker Room Expansion

Project Description

Add approximately 450 square feet of men's and women's restrooms and locker rooms.

Project Objectives

1. Adequately meet the needs of the increased employee population at the Municipal Service Center.

Existing Situation

The Municipal Service Center was built in 1972 and served 34 total employees. The existing facility's main office has one women's toilet, two men's toilets, and 47 lockers in an area designed for 33. There is no more room for additional lockers. This building currently serves 5 women, not counting the Transit employees that use the facility when they are at the Shop, and approximately 80 men. This facility has been inadequate for a number of years and currently does not meet any ADA requirements. With the addition of this restroom/locker room combination, this facility will provide adequate service for all employees and meet the needs of ADA requirements for access. We are currently meeting the needs of the employees by leasing a temporary mobile modular restroom unit. Due to the lack of action since the initial request for the 2002-03 budget, estimated construction costs have increase from $132,475 to $150,000.

Schedule and Project Costs

	Prior Budgets	2002-03	2003-04	2004-05	Project Total
Phasing					
Design	Completed	$ 4,965			
Additional professional Services	Pending		$ 15,000		
Construction			$ 135,000		
Total		$ 4,965	$ 150,000		$150,000
Recommended Funding Sources					
Street Fund IMF			$ 50,000		
Water Fund IMF			$ 50,000		
Wastewater Fund IMF			$50,000		
Total			$ 150,000		

Alternatives

1. Continue to rent mobile modular units to serve the needs of the employees.

Project Effect on Operating Budget

Approval of this project would mean a reduction of approximately $7,000 annually on lease cost being charged to Water/Wastewater and Streets accounts.

Implementation

With City Council approval, bids would be solicited for this work.

2003-2005 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Dept. - Municipal Service Center**
REQUEST TITLE: ***Reconstruction of Pavement***

Project Description

Remove and replace asphalt pavement around the vehicle maintenance shop, Public Works equipment storage, and Kofu Park parking area. Install two (2) sand/oil traps into the storm line system.

Project Objectives

1. Reconstruct the equipment yard and provide an adequate structural section for the heavier equipment and buses.
2. Improve on-site drainage for longer pavement life.
3. Install sand/oil traps for NPDES Phase II storm water regulations.
4. Restore asphalt damaged in the process of installing the CNG fueling station.
5. Provide a smooth parking area adjacent to Kofu Park and the new skate park.

Existing Situation

The Municipal Service Center was built in 1972. The existing yard was designed for conditions at the time of construction and is not adequate for the new larger equipment and the additional load caused by buses. The Yard has been maintained by the Street Division, but has met its designed life. The Yard is now failing and is no longer cost-effective to maintain.

All departments of the City including Public Works, Fire, Police, and Parks Department, as well as private trucks going to the warehouse, use this yard.

Schedule and Project Costs

	Prior Budgets	2000/01	2002/03	2003/04	2004/05	Project Total
Phasing						
Study						
Design		$ 5,000				$ 5,000
Acquisition						
Construction – Pavement					$205,000	$ 205,000
(2) Sand/Oil Traps					$54,000	$ 54,000
Total		$ 5,000			$259,000	$ 264,000
Recommended Funding Sources						
Street fund		$5,000		$	92,680	$ 97,680
Electric Utility				$	68,640	$ 68,640
Water fund				$	21,840	$ 21,840
Wastewater fund				$	75,840	$ 75,840
Total		$5,000		$	259,000	$264,000

Alternatives

Do nothing and continue maintenance as best as possible. This is not practical due to the ever-increasing pavement failures and impending storm water regulations.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging pavement.
2. Reduce exposure to storm water related fines and lawsuits.

ACTIVITY: **Public Works Dept Streets– Municipal Service Center**
REQUEST TITLE: **Office Furniture for Mobile Modular Office Unit**

Project Description:

This request is to fund the purchase of new office furniture for offices within the Municipal Service Center (MSC) Mobile Modular Unit.

Primary Objectives:

The primary objective is to provide new, stable, uniform and ergonomically correct office furniture for the offices within the MSC Mobile Modular unit. New office furniture may also alleviate the safety risks associated with ergonomically incorrect furniture.

Existing Situation:

The MSC is currently leasing a Mobile Modular office unit and a restroom unit to meet the needs of current employees. The MSC is overcrowded and is in need of additional office space for Water/Wastewater and Street supervisory staff. Along with the limitations of office space, office furniture is also limited. Employees occupying the additional office space are currently using old "hand-me down" furniture. When either a chair or desk breaks or is no longer reusable, staff has to search through storage for replacement furniture. Most of the office furniture is outdated and not up to ergonomically correct standards. In addition, the office furniture currently used is not uniform with the rest of the office furniture in the MSC building and does not provide for efficient storage.

ALTERNATIVES

- Continue to use old furniture until they are completely damaged and all other resources are depleted.
- Remain at risk for safety hazards and worker's comp claims associated with ergonomically incorrect office equipment and furniture.
- Recycle LPD office furniture upon relocation from Carnegie. This should fill PW- MSC office furniture needs. A portion of the funds will be used for supplemental needs.

Schedule and Project Costs

	Prior Budgets	2002-03	2003-04	2004-05	Project Total
Phasing					
Study					
Design					
Acquisition				$21,000	$21,000
Construction					
Total				$21,000	$21,000
Recommended Funding Sources					
Capital Outlay Fund				$21,000	$21,000

ACTIVITY: GENERAL GOVERNMENT/ TRANSPORTATION
REQUEST TITLE: EXPANSION OF FLEET SERVICES SHOP AT THE MUNICIPAL SERVICE CENTER

Project Description:

This project consists of renovation and expansion of the Municipal Service Center (MSC) Fleet Services Shop. The project includes remodeling of the existing space and evaluation of an expansion into the Animal Services Shelter. At a minimum, the shop expansion needs to include additional work bays adequate to accommodate newer, larger equipment, as well as the expanding Transit fleet.

Project Objectives:

The objective of this project is to:

- Provide adequate and safe working environment for Fleet Services staff;
- Provide for growth;
- Be complementary to the Municipal Service Center and its support functions;
- Accommodate changing fuel technologies.

Existing Situation:

The existing shop facility at the MSC was constructed in 1972. The shop has undergone numerous low-budget fixes to maintain its functionality. There are significant deficiencies in the mechanical and electrical systems, work space, storage, parking for vehicles while being serviced and changing requirements for alternative fuel vehicles and equipment. Due to the delay in other departments vacating the MSC, and the expanding shop requirements and demand for service, it is now necessary to evaluate the shop as a separate component of this expansion. The Fleet Services shop is past capacity and cannot wait for the complete expansion of the MSC. Fleet Services at the MSC are restricted requiring innovative staffing strategies and the movement of the Fleet Services Supervisor and Administrative Clerk out of the shop area into an adjoining temporary trailer, further constricting the already limited parking and difficult traffic flow at the MSC. Large pieces of equipment, which cannot fit within the confines of the existing building, must now be serviced and/or repaired using portable lifts in the yard itself. The location of a welding shop within the fleet services shop is not efficient and severely restricts the needed size of a functional welding shop.

Project Work Completed:

A master plan study was done in 1997 for the Municipal Service Center. Included in that was a number of alternatives that affected the Fleet Services shop expansion. With the expansion of our Compressed Natural Gas fleet, Transit and Fleet and Facilities have purchased explosion proof lights, fans and a methane detection system. Additional requirements, from the Fire Department and State Code, include replacing existing suspended radiant heating and automatic opening doors and alarms which are interconnected into the methane detectors.

Schedule and Project Costs:

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study N/A						
Design		$275,000				$ 275,000
Acquisition N/A						
Construction			$1,950,000			$1,950,000
Total			$,1950,000			$2,225,000
Funding						
Impact Fees		$55,000	$ 659,000			$ 714,000
Enterprise Funds						
Transit		$55,000	$ 233,000			$ 288,000
EUD		$55,000	$ 510,000			$ 565,000
Water		$55,000	$ 233,000			$ 288,000
Wastewater		$55,000	$ 315,000			$ 370,000
Total		$275,000	$ 1,950,000			$2,225,000

Project Effect on Operating Budget:

Staff time during study and design phases. Some increase in utility costs due to additional square footage, somewhat offset by use of more efficient HVAC and lighting system (not estimated).

2003-05 Financial Plan and Budget Request

CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Transportation

REQUEST TITLE: Street Capital Maintenance

Project Description

This project consists of street capital maintenance projects to existing City streets not included in the operating budget. While these projects vary widely in scope, the work primarily includes street widening projects, street overlay projects and reconstruction projects that may include median and landscaping components.

Project Objectives

The objective of the Project is to maintain and/or enhance the level of service of the City's vehicular traffic corridors.

Existing Situation

The "Project" reflected below consists of streets that are in need of maintenance or reconstruction. Now that recent, major street projects such as Lower Sacramento Road and Stockton Street are complete, the Department plans to focus additional effort toward street maintenance work. The $50,000 per year budget request for the sidewalk repair installations is included in the streets operating budget.

Project Work Completed

For projects scheduled in 03-04, the pre-design work has been completed and the final design work is in progress. Budget estimates have been prepared for Projects listed below that are scheduled beyond 03-04. An agreement with the Railroads has been executed allowing the Central City Railroad Safety Improvement Project to proceed.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Kettleman Lane Median Safety Project		$ 314,000				$ 314,000
Central City Railroad Safety Improvement Project		$1,000,000	$3,600,000	$2,944,000	$2,500,000	$10,044,000
Lodi Avenue Overlay (Ham Ln. > UPRR)		$ 430,000				$ 430,000
Stockton Street Reconstruct (Kettleman Ln. > Harney Ln.)			$1,100,000			$ 1,100,000
Pine Street Overlay (Ham Ln. > Church St.)			$ 200,000			$ 200,000
Turner Road Reconstruction (LSR > Loma)				$ 550,000		$ 550,000
Lower Sacramento Rd. Reconstruct (Turner Rd. > UPRR)				$ 100,000		$ 100,000
Lodi Avenue Overlay (LSR>Ham Ln.)					$ 495,000	$ 495,000
Sacramento Street (Tokay St. > Lodi Ave.)					$ 340,000	$ 340,000
Hutchins Street Reconstruct (Lodi Ave. > Pine St.)					$ 450,000	$ 450,000
Willow, Peach and Cochran Rd. Improvements *		$	$ 125,000			
New Sidewalk Installations		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 200,000
Misc. Streets & Sidewalk Improvements		$ -	$ - $	-$ -	$ -	
Misc. Curb & Gutter Improvements		$ -	$ -	$ -	$ - $	-
Handicap Ramp Retrofit (CDBG)		$ 175,000	$ 200,000	$ 200,000	$ 200,000	$ 775,000
Vine Street Overlay (Ham> Hutchins) *		$ 115,000				$ 115,000
Harney Lane Maintenance *(Partial funding 04/05)		$ 135,000	$ 200,000	$ -	$ 635,000	$ 970,000
Miscellaneous Overlays		$ -	$ -	$ 750,000	$ 115,000	$ 865,000
Total		$2,219,000	$5,475,000	$4,594,000	$4,785,000	$17,073,000
Recommended Funding Sources						
HES		$ 272,000				$ 272,000
MK Grant		$ 750,000	$3,300,000	$2,644,000	$2,500,000	$ 9,194,000
MK Maintenance		$ 260,000	$ 259,000	$ 850,000	$1,285,000	$ 2,654,000
TDA		$ 56,000	$ 14,000	$ 14,000	$ 14,000	$ 98,000
TDA (Bike and Ped)		$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 144,000
CDBG		$ 175,000	$ 200,000	$ 200,000	$ 200,000	$ 775,000
STIP		-	-	-	-	-
RTIP			$ 741,000			$ 741,000
AB438		$ 170,000				$ 170,000
IMF		$ 250,000	$ 675,000	$ 100,000	$ -	$ 1,025,000
Unfunded *		$ 250,000	$ 250,000	$ 750,000	$ 750,000	$ 2,500,000
TOTAL		$2,219,000	$5,475,000	$4,594,000	$4,785,000	$17,073,000

Project Effect on Operating Budget: Temporary reduced operational costs for the rehabilitated streets

ACTIVITY: Transportation

REQUEST TITLE: Traffic Signal and Street Lighting Improvements

Project Description

These projects include design and/or construction of new traffic signals, street lighting fixtures, modifications to existing traffic signals, replacement of existing signal cabinet/controller equipment, and other miscellaneous improvements as described below:

- New Traffic Signals and Street Lighting Installations: Lodi Avenue/Mills Avenue is funded by a grant with a twenty percent local match; Cherokee Lane/Tokay Street is impact fee/developer funded; Ham Lane/Harney Lane is impact fee/Transportation Development Act (TDA) funded; Lower Sacramento Road/Century Blvd is part of the Lower Sacramento Road widening project; Lockeford Street/Sacramento Street is Transit (Lodi Station Parking mitigation) funded, and future signal installations. Future signal installations are determined by the City Council based on the approved Signal Priority Study (SPS) list and City Council direction.
- Signal Modifications to Existing Traffic Signals – The modifications to the existing traffic signals are determined by the annual review and evaluation of the collision diagrams for the intersections in the Intersection Study List (ISL). Specific improvements and locations are as follows: Lodi Avenue/Church Street (install left turn phases (arrows) in the eb/wb directions), Cherokee Lane/Lockeford Street (install left turn phases in the nb/sb directions), Church Street/Lockeford Street [convert fixed-time (no vehicle and pedestrian detection) operation to a fully-actuated operation], Lower Sacramento Road/Turner Road East (install a split phase operation and sb dual left turn lanes) and future intersections per ISL.
- Existing Cabinet/Controller Equipment – Replacement of cabinet and controller equipment is requested at signalized intersections that are over twenty years old. The locations are Central Avenue/Lodi Avenue, Cherokee Lane/Lodi Avenue, Church Street/Lockeford Street, Elm Street/Ham Lane, Ham Lane/Tokay Street, Ham Lane/Turner Road, Ham Lane/Vine Street, and Lodi Avenue/Sacramento Street.
- Miscellaneous Improvements include pedestrian and other upgrades to the existing signal systems as follows: 1) Turner Road and Loma Drive (install a lighted crosswalk with warning devices), 2) Lodi Avenue (install an interconnected system), and 3) Kettleman Lane/Tienda Drive, and Kettleman Lane/Crescent Avenue (install audible traffic signal equipment).

Project Objectives

1. To improve traffic flow, delay and safety conditions on the street system.
2. To install new traffic signals per the 2000 SPS List and as directed by City Council.
3. To reduce or eliminate collisions by implementing improvements at the existing traffic signals.
4. To install pedestrian improvements near Lodi Lake.
5. To provide visually impaired pedestrians with audible traffic pedestrian signals.
6. To improve traffic flow by coordinating the traffic signals on Lodi Avenue, between Lower Sacramento Road and Cherokee Lane.

Existing Situation

- Staff maintains a list of proposed signal locations. The intersections meet Caltrans minimum traffic signal guidelines and are ranked based on a priority system previously approved by City Council. Staff adds traffic signals based on this list, and per City Council direction.
- Staff annually updates the Intersection Study List, a ranking of existing traffic signals by accident rate. Two of the intersections, Church/Lodi, and Cherokee/Lockeford are ranked high on this list. The other two intersections are low on the ISL, however, motorists experience poor operating conditions. At Lower Sacramento Road/Turner Road, there is heavy traffic in the southbound direction and only one short left turn pocket. At Church Street/Lockeford Street, this is the last fixed time signal and has no pedestrian push buttons or vehicle actuation. Motorists and pedestrians are delayed waiting for the traffic signal to run the set timing plan even when pedestrians or vehicles are not present.
- At eight intersections, the signal system equipment is over twenty years old and, parts and support services are no longer available. Timely replacement of the equipment avoids long term disruption in the case of equipment failure.

- City Council has requested pedestrian improvements on Turner Road at Loma Drive. Currently, there are flashing beacons and pedestrian signs with a ladder design crosswalk on Turner Road adjacent to Lodi Lake.
- On Lodi Avenue, between Lower Sacramento Road and Cherokee Lane, traffic is congested and motorists experience delays since the traffic signals are not operating in a coordinated system.
- Staff received a request from the Community Blind Center for audible signals at intersections. At Kettleman Lane/Tienda Drive, and Kettleman Lane/Crescent Avenue intersections, the intersection are not equipped with audible signals for the visually impaired pedestrian. Since both these intersections are on State Highway 12, Caltrans has offered to install the equipment if the City pays for it.

Project Work Completed

At Lodi Avenue/Mills Avenues, signal design plans and specifications are underway and will be ready for construction in 2003/04. At Lockeford Street/Sacramento Street, signal design plans and specifications are complete, however, the project is not funded. Staff and the developer are currently reviewing signal consultants for the design of the Cherokee Lane/Tokay Street signal. At Lower Sacramento Road/Century Boulevard, the signal plans are near completion. The Lodi Avenue interconnected system plans are underway and will be ready for construction in 2003/04. For Turner Road and Loma Drive, a traffic consultant was retained to determine the feasibility of a traffic signal and review indicated a lighted crosswalk and warning devices are preferred.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
New Traffic Signal and Street Lighting Improvements						
Lodi Ave./Mills Ave.						
with interconnect system from Mills to UPRR		$310,000				
with interconnect system from UPRR to Cherokee					*$80,000*	
Cherokee Ln./Tokay St.			$200,000			
Harney Ln./Ham Ln.			$200,000			
Lower Sacramento Rd./Century Blvd.				*See Major St Expansion Projects*		
Lockeford St./Sacramento St.				$200,000		
Future Signal (*Location undetermined*)					$200,000*	
Signal Modifications						
Lodi Ave/Church St		$64,000				
Cherokee Ln/Lockeford St			$17,000			
Church St/Lockeford St				$45,000		
Lower Sacramento Rd/Turner Rd				$11,000		
Signal Cabinet/Controller Equipment Replacement						
Ham Ln/Turner Ln		$21,000				
Lodi Ave/Sacramento St			$21,000			
Other Locations				$75,000	$21,000	
					$54,000*	
Miscellaneous						
Turner Rd/Loma Pedestrian Improvement		$30,000				
Audible Signal Equipment		$2,200	$2,200			
TOTAL		**$427,200**	**$440,200**	**$331,000**	**$355,000**	**$1,553,400**
Recommended Funding Sources						
HES						
FTA				$200,000		$200,000
MK Maintenance						
TDA		$109,200	$140,200	$131,000	$157,000	$537,400
TDA Ped/Bike		$30,000				$30,000
CMAQ		$248,000			$62,000	$310,000
STIP						
IMF		$40,000	$225,000			$265,000
Others (Developer)			$75,000			$75,000
Unfunded*					$136,000	$239,000
TOTAL		**$427,200**	**$440,200**	**$331,000**	**$355,000**	**$1,553,400**

Project Effect on Operating Budget

Increased maintenance cost for new signals.

ACTIVITY: Transportation
REQUEST TITLE: Street Expansion Projects

Project Description:

These projects are major street widenings and extensions primarily associated with adding capacity for traffic growth. They are:

- Lower Sacramento Road (Kettleman Lane to Kristen Court) – This is a joint project of the City and County with a majority of the funding from the State Transportation Improvement Program (STIP), Measure K, and City regional IMF funds. A four lane facility with center landscaped median has been designed. A traffic signal is included at the intersection with Century Blvd.
- Century Boulevard (Sage Way to Lower Sacramento Road) – Construction of one-half of the street is scheduled to occur in conjunction with the Lower Sacramento Road widening project or the DeBenedetti Park project.
- Kettleman Lane Gap Closure (Tienda Drive to Cherokee) - Kettleman Lane between Ham and Tienda will be widened from 3 to 4 lanes. Landscaped divider medians and turn pockets will be added between Lower Sacramento Road and Cherokee Lane.
- Miscellaneous Street Widening – Concurrent with development projects within the City, a number of street widenings are implemented. The Impact Mitigation Fee Program provides funding for these projects. Harney Lane and Sargent Road (Lodi Avenue) are probable widening projects in this category. Widening of the Woodbridge Irrigation District canal crossing on Harney is included.

Project Objectives

An objective of these projects is to continue to provide a level of service on our streets facilities in conformance to General Plan policy. An important objective is to synchronize the addition of capacity on the system with the presentation of demand.

Existing Situation

Lower Sacramento Road is in need of significant maintenance and widening. The project is included in the Lower Sacramento Road Special Purpose Plan and is a priority for the City and County. A requirement to extend Century Blvd. to Lower Sacramento Road results from significant residential development in the area. In addition, the extension will provide street frontage improvements along new DeBenedetti Park. Kettleman Lane is currently three lanes between Ham Lane and Tienda Drive. Traffic volumes on Kettleman Lane are to the level that additional left turn controls are a required safety improvement. These types of controls have already been installed over about half of the roadway within the City limits.

Project Work Completed

Construction documents for Lower Sacramento Road, Kettleman Gap Closure and Century Blvd. extension project will be completed by the beginning of the fiscal year. Environmental clearances will have been issued by that time. Requests to bid the projects will depend upon the State issuance of construction authorization.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Transportation
REQUEST TITLE: Street Expansion Projects

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-2007	Project Total
Lower Sacramento Road			$3,727,000			$3,727,000
Century Blvd. Extension				$228,000		$ 228,000
Kettleman Lane Gap Closure		$2,920,500				$2,920,500
Lockeford Street Widening (UPRR>Cherokee)				$645,000	$1,000,000	$1,645,000
Miscellaneous Widening		$ 335,000	$ 100,000	$100,000		$ 535,000
TOTAL		$3,255,500	$3,827,000	$973,000	$1,000,000	$9,055,500
Recommended Funding Sources						
State Transportation Improvement Program		$2,629,000	$2,856,000			$5,485,000
Measure K Grant			$ 600,000			$ 600,000
Transportation Enhancement Act (TEA)		$ 163,000				$ 163,000
Transportation Development Act (TDA)		$ 48,000				$ 48,000
Impact Mitigation Fees (Streets Regional)		$ 415,500	$ 245,000	$745,000	$1,000,000	$ 2,633,500
Impact Mitigation Fees (Storm Drain & Parks)			$ 100,000	$228,000		$ 328,000
Electric Utility			$ 26,000			$ 26,000
TOTAL		$3,255,500	$3,827,000	$328,000	$1,000,000	$9,055,500

Project Effect on Operating Budget

Increased utility costs associated with street lighting. Increased landscape and roadway maintenance costs.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Transportation
REQUEST TITLE: Downtown Streets Improvements

Project Description

This project consists of repair and enhancements of Downtown streets adjacent to the renovated section of School Street. The work includes street, sidewalk, and curb and gutter repairs, as appropriate; installation of street lighting using the same green poles and globes as used on School Street; installation of trees with an irrigation system; and, placement of the same type benches and trash receptacles as used on School Street.

Project Objectives

The objectives of this project is to:

- Rehabilitate the aging streets in the Downtown;
- Provide pedestrian amenities as identified in the Downtown Revitalization Program;
- Continue the incentive for Downtown property owners to renovate their buildings;

Existing Situation

The existing Downtown streets and sidewalks consist of a mixture of design types and ages. While the Downtown Revitalization catalyst project on School Street included some work on the adjacent blocks of Pine and Oak streets, there is a need for sidewalk improvements on these blocks, and other adjacent streets were untouched by the project. In the normal course of street maintenance, these streets would receive various pavement and drainage improvements; however, these would not normally be done in a manner that would provide the enhancements called for in the Downtown Revitalization Program. This project, if approved, would set the standard at this higher level.

Project Work Completed

Based on the Downtown Revitalization Program, budget estimates, including the items in the project description, have been prepared by City staff. This is an ongoing capital improvement program that is entering the third year of implementation. The transfer of street lighting to the Electric Utility Fund will provide funding for the streetlight portion of the program. The program would be implemented at blocks adjacent to major public or private projects in the downtown area, as has been the case with the theatre project. The next years of the program include improvements to Pine Street, Walnut Street, Oak Street and Sacramento Street.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Construction						
Pine St. (School to Sacramento) North Side		$ 35,000				$ 35,000
Pine St. (School to Sacramento) South Side*			$ 58,000			$ 58,000
Walnut St. (School to Sacramento)				$162,400		$162,400
Walnut St. (Church to School)					$182,000	$182,000
Oak St. (School to Sacramento)					$ 58,240	$ 58,240
Pine St. (Church to School)					$ 35,280	$ 35,280
Sacramento St. (Oak to Walnut)					$235,200	$235,200
Oak St. (Church to School)					$ 44,800	$ 44,800
Locust St. (School to Sacramento)					$159,800	$159,800
Locust St. (Church to School)				$124,320	$124,320	
TOTAL		$35,000	$58,000	$162,400	$839,640	$1,095,040
Recommended Funding Sources						
Measure K Maintenance		$35,000	$ 0	$ 0	$ 73,320	$108,320
CDBG (TBD)		$ 0	$ 0	$ 37,520	$164,640	$202,160
Electric Utility (Street Lighting)		$ 0	$ 0	$ 87,360	$414,640	$502,000
Unfunded (*)		$ 0	$ 58,000	$ 37,520	$187,040	$282,560
TOTAL		$ 35,000	$ 58,000	$162,400	$839,640	$1,095,040

Project Effect on Operating Budget: Some increase due to additional electrical and water usage. Some reduction in annual maintenance costs.

LEISURE, CULTURAL & SOCIAL SERVICES

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Parks Maintenance Projects/Equipment (Multi-year)

Project Description

This is a multi-year program to finance capital maintenance of parks and recreation grounds and facilities at a level sufficient to protect the City's investment in these assets, to ensure grounds and facilities are maintained in a safe and useable condition and at standards set by the City, State and Federal agencies. The projects which may be financed or equipment purchased include but are not limited to the following and will be completed based on the availability of funds and priority:

- Small projects for various parks
- Floor Lift for Mechanic's Shop
- Irrigation Booster Pump for Katzakian Park
- New Armory Park Parking Lot and Storage Area
- Blakely Park Pool Heater
- Upgrade Recreation Software
- Closed Circuit Monitoring System
- Chapman Field Renovation
- Softball Complex Renovation
- Softball Complex Parking Lot Overlay
- Roof repairs at Legion Park, Zupo Field, and Softball Complex
- Upgrade Department phone system
- Creation of Private Offices for Staff
- Update Parks and Recreation Master Plan

Project Objectives

The objective of the capital park maintenance program is to ensure that a reasonable level of investment is made in maintaining safe and usable park facilities which comply with City, State and Federal policies for public recreation facilities.

Existing Situation.

The Parks and Recreation Department is responsible for maintaining 390 acres of parks, which includes numerous ball fields, playgrounds, buildings, pools, irrigation systems, and passive use areas. The number of projects and equipment needed changes from year to year based on fair wear and tear, public use, the increase in the number of park facilities, exposure to weather conditions and the need to improve the efficiency of maintenance activities. Accordingly, the funding level for this project is established to ensure a minimum level for parks maintenance. The priorities are to be determined by the Parks and Recreation Department in conjunction with the Parks and Recreation Commission.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$300,000	$300,000	$300,000	$300,000	
Total						$1,200,000
Recommended Funding Sources						
Capital Outlay Fund		$300,000	$300,000	$300,000	$300,000	
Enterprise Funds						

Alternatives

Defer maintenance or reduce the size and scope of the City's park maintenance program.

Project Effect on Operating Budget

None.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks & Recreation Equipment Maintenance
REQUEST TITLE: Pickup for Parks Program Coordinator

Project Description

Purchase (1) compact pickup truck.

Project Objectives

To provide safe and reliable transportation for the Parks and Recreation Coordinator.

Existing Situation.

Currently the parks Coordinator is using a donated 1993 Ford Crown Victoria with 134,705 miles. This vehicle is constantly in for repairs. Staff feels that a compact pickup would best fill the need by allowing the Parks Program Coordinator to transport equipment and supplies thereby freeing maintenance staff of this activity.

Project Work Completed

This will be an addition to the fleet.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$20,000				$20,000
Total		$20,000				$20,000
Recommended Funding Sources						
Capital Outlay Fund		$20,000				$20,000
Enterprise Funds						

Alternatives

1. Continue to use the current high mileage vehicle.
2. Use personal vehicle.

Project Effect on Operating Budget

None

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Replace Copier Machine

Project Description

Replace Sharp *SF2022 Copier* Machine in the Parks Division.

Project Objectives

To provide staff with a reliable copier that produces good quality copies.

Existing Situation

The existing copier was purchased in August 1995 and has over 300,000 copies on it. Staff has had difficulty in obtaining a maintenance agreement due to its age. The Parks Department copier is also a back up for when Recreation Department's copier breaks down. Many of the functions on the machine are no longer reliable (sorting, duplexing and copying paper larger than 8 ½ X 11) and it jams frequently, causing loss of staff time.

Project Work Completed

None.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition		$12,000				
Construction						
Total						
Recommended Funding Sources						
Equipment Replacement Fund		$12,000				
Enterprise Funds						

Alternatives

Continue using existing copier

Project Effect on Operating Budget

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks & Recreation *Equipment Maintenance*
REQUEST TITLE: *Turf Tractor*

Project Description

Purchase (1) Turf Tractor

Project Objectives

To provide Parks Department with equipment to renovate, aerate and maintain smaller more sensitive areas without damaging turf, trees or irrigation systems. To save on labor and material cost as well as providing more esthetically pleasing facilities.

Existing Situation.

Our current tractor is too large, and heavy as well as having too high a profile to be utilized in certain areas.

Project Work Completed

We have prices on several tractors.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$18,000				$18,000
Total		$18,000				$18,000
Recommended Funding Sources						
Capital Outlay Fund		$18,000				$18,000
Enterprise Funds						

Alternatives

1. Continue to perform work with existing inventory of equipment.
2. Rent turf tractor as needed and incur the cost.

Project Effect on Operating Budget

None

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Construction of an Aquatics Complex

Project Description

Construction of an aquatics facility.

Project Objectives

To provide the community with a much needed aquatic facility.

Existing Situation.

Currently, the city's recreational aquatic programming is held at the Enze/Field pool complex and school district pools. This complex consists of two pools, one 25 meter and one recreational pool. Neither pool is adequate for swim league programs. Lodi relies heavily upon School District pools to accommodate our aquatics needs. Additional facilities would eliminate the reliance upon the High School pools.

A site at the western end of Vine Street has been identified. Property ha snot been acquired or annexed into the city.

Project Work Completed

This project is currently in the design stage.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$548,105					
Acquisition		$460,000				
Construction			$5,983,000			
Total						$6,991,105

Recommended Funding Sources: Suggested sources; actual to be determined at a later date

- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation

Alternatives

Maintain status quo

Project Effect on Operating Budget

Upon development, the facility must be maintained by staff.

NOTE: A public art component is required for this project (2% of $5,983,000 totally $119,660), which as not been factored into this request.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Lodi Indoor Sports and Activity Center

Project Description

This project consists of the Indoor Sports and Recreation facility development and construction. The facility will provide a gymnasium (3 courts), bathrooms, offices, and meeting rooms for multiple community uses. The center is anticipated to be 39,000 square feet. The site location has been identified near downtown, bordered by Locust, Main and Elm streets.

Project Objectives

The objective of this project is to:

- Provide for local and regional basketball, volleyball, indoor athletics, and sports events;
- Provide a center with multiple indoor recreation uses for all age needs;
- Contribute to on-going downtown revitalization and economic development efforts.

Existing Situation.

Lodi relies heavily upon school district, county, and state military facilities to accommodate our indoor sports and activity needs. Additional facilities would eliminate the reliance upon these agencies. This center would allow the City to accommodate multiple users who wish to participate in a variety of programs. A lack of indoor facilities has impacted programs for several years.

Project Work Completed

A feasibility study was completed in 1997. Design work has been approved by Council and is progressing. Additional property acquisition and site improvements are needed.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$521,755	$525,000				
Acquisition & Site Improvements		$404,000				
Construction			$9,450,000			
Total						$10,900,755

Recommended Funding Sources: Suggested sources; actual to be determined at a later date

- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation.

Alternatives

Maintain status quo.

Project Effect on Operating Budget

Upon development, the facility must be maintained by staff.

NOTE: A public art component is required for this project (2% of $9,450,000 totally $189,000), which has not been factored into this request.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Construction of DeBenedetti Park/G-Basin

Project Description

This project consists of design and development of a sports complex (with lighted fields) and park within the "G-Basin" that provides drainage for the area bounded on the north and east by the WID Canal, Harney Lane on the south and Lower Sacramento Road on the west. The property is located at the southeast corner of Lower Sacramento Road and future Century Boulevard, consisting of 49 acres.

Project Objectives

The objective of this project is to:
- Provide additional sports fields and neighborhood park facilities;
- Provide for growth in accordance with the General Plan;
- Provide storm water storage in accordance with the City's Design Standards

Existing Situation.

Design work for the project has progressed over the past year. The design plan calls for three elements or steps to occur:
- Mass grading and excavation of the basin;
- Park development for the eastern half of the property
- Park development for the western half of the property

This project is one of the four highest (unranked) projects identified by the Parks & Recreation Commission as of early 2001. Lodi Unified School District is planning an elementary school south of the site. Joint use potential will be investigated. Existing baseball and soccer fields are heavily utilized with demand increasing.

Project Work Completed

Property acquisition to the planned dimensions has been accomplished (49 acres net). Portions of the basin have been excavated to provide storm water storage. Drainage studies confirming the required storage volume have been completed.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	$626,500					
Acquisition						
Construction – Mass Grading		$300,000				
Construction – Phase I			$7,525,000			
Construction – Phase III				$3,458,000		
Total						$11,909,500

Recommended Funding Sources: Suggested sources; actual to be determined at a later date
- Impact Mitigation Fees; Capital Outlay Fund; Grants, Certificates of Participation.

Alternatives

Maintain status quo.

Project Effect on Operating Budget

Some increase due to field maintenance and lighting.

NOTE: A public art component is required for this project (2% of $11,283,000 totally $225,660), which has not been factored into this request.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Parks Division Modular Office

Project Description

Replace the existing wood modular structure with a new modular office that is constructed of higher quality materials.

Project Objectives

To provide Parks Division staff with office space by replacing the existing structure that does not rest on a permanent foundation.

Existing Situation.

The existing structure leak, the floor is uneven which causes doors not to close properly. The structure has had major repair work done regarding the exterior siding (14 feet of exterior was replaced about two years ago when one of the three air conditioning units fell off the structure due to dry rot).

Project Work Completed

Design will be done in-house.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction			$500,000			$500,000
Total			$500,000			$500,000
Recommended Funding Sources						
Capital Outlay Fund			$500,000			$500,000
Enterprise Funds						

Alternatives

1. Continue to provide staff work space in the existing structure.
2. Lease a new modular unit.
3. Evaluate other locations for possible Parks Division offices.

Project Effect on Operating Budget

Reduced maintenance and savings to the City.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Restroom Replacement/Relocation at Vinewood Park

Project Description

Replace and relocate the existing metal structure with a new modular restroom that meets current building codes and Title 24 requirements.

Project Objectives

Replace and relocate the existing 20 plus year structure that is not handicap accessible; also relocate the new structure so the restroom can be accessible by all park users.

Existing Situation.

The existing structure has been repaired over the past 10 plus years. Repairs have consisted of rusty panel replacement, roof repairs and numerous coats of paint.

Project Work Completed

Design work will be done in-house.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$130,000				$130,000
Total		$130,000				$130,000
Recommended Funding Sources						
Capital Outlay Fund		$130,000				$130,000
Enterprise Funds						

Alternatives

Continue to repair and provide the current restroom facility. Funding sources may include grant funds.

Project Effect on Operating Budget

Reduced maintenance and savings to the City for City facilities.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Vinewood Park – Irrigation System Retrofit

Project Description

Replace the old and outdated sprinkler heads, booster pump, valves, quick couplers, wire and controller. The overall project would be phased over two years.

Project Objectives

Replace the old and outdated equipment with new irrigation technology and reduce the maintenance cost at this facility. By phasing the project in north and south sections, water can be applied more efficiently to the turf.

Existing Situation.

The existing irrigation system is inadequate and needs numerous hours of maintenance during the summer months.

Project Work Completed

Design will be done in-house.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction			$140,000	$150,000		$290,000
Total			$140,000	$150,000		$290,000
Recommended Funding Sources						
Capital Outlay Fund			$140,000	$150,000		$290,000
Enterprise Funds						

Alternatives

Continue to maintain and provide high maintenance to the existing irrigation system.

Project Effect on Operating Budget

Reduced maintenance and savings to the City.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation
REQUEST TITLE: Restroom Replacement at Beckman Park

Project Description

Replace the existing metal structure with a new modular restroom that meets current building codes and Title 24 requirements.

Project Objectives

Replace the existing 20 plus year structure that is not handicap accessible; also reconfigure the restroom so that the restroom doors are facing Ham Lane.

Existing Situation.

The existing structure has been repaired over the past 10 plus years. Repairs have consisted of rusted through panel replacement, roof repairs and numerous coats of paint.

Project Work Completed

Design work will be done in-house.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction			$120,000			$120,000
Total			$120,000			$120,000
Recommended Funding Sources						
Capital Outlay Fund			$120,000			$120,000
Enterprise Funds						

Alternatives

Continue to repair and provide the current restroom facility. Funding sources may include grant funds.

Project Effect on Operating Budget

Reduced maintenance and savings to the City for City facilities.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Lodi Lake Central Area Improvements

Project Description

This project was identified by City Council as a priority and includes improvements to Lodi Lake central area. A site plan of improvements has been produced and approved. Improvements include new irrigation, added turf areas, removal and replacement of asphalt paving, building ramps, walkways and landscaping. The project also includes construction of a new parking lot from west of entry to the beach house from Turner Road to the Discovery Center.

Project Objectives

To improve the site.

Existing Situation.

The park is in need of improvements due to its age.

Project Work Completed

This is part of the ongoing improvements based upon the Park, Recreation and Open Space Plan, adopted in 1994. Staff will design the project in-house and in keeping with work already completed at the entry and beach areas of the park.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design	In-house					
Acquisition						
Construction			$1,250,000			$1,250,000
Total			$1,250,000			$1,250,000
Recommended Funding Sources						
Capital Outlay Fund			$1,250,000			$1,250,000
Enterprise Funds						

Alternatives

Funding source undetermined but may include: grant funds, capital outlay fund, or other sources.

Project Effect on Operating Budget

Upon development, facility must be maintained by staff.

ACTIVITY: Library
REQUEST TITLE: Upgrade integrated library computer system

Project Description
Upgrade the current server for the library's automated circulation and catalog computer system and install PC's to replace terminals used for the online catalog and circulation functions and install separate air conditioning unit in computer rack area.

Project Objectives
1) Increase computer capacity for future expansion of the library's automated systems
2) Provide the public with computer stations allowing access to a variety of information sources, including Internet access to simultaneously search other library catalogs for materials.
3) Provide the opportunity for library users to access the library from their home, school or business via the Internet and conduct library business
4) Remodel and install a separate cooling unit in the computer rack area to provide a climate controlled facility for the library's servers

Existing Situation Currently the library's server is failing. The server holds the bibliographic and patron databases that support the automated circulation and catalog system and the online card catalog. The manufacturer of the server suspended support for the server in 1999 necessitating an upgrade. GEAC, the vendor for the library's automated system, suspended support for the server in April 2002. In addition the software package provided by GEAC is not undergoing further developments or upgrades. The current public catalog stations are dumb terminals capable of accessing only the library's database. Upgrading to PCs with a graphical user interface (GUI) for Internet access will allow patrons to access Lodi's catalog as well as other resources added in the future. Our library users are already familiar with accessing the catalogs of neighboring libraries in Stockton and Sacramento via the Internet. They expect the same service from their local library. In September 2000 the server was moved to the computer rack room with the LAN (Local Area Network) server and the Gates grant server. The room was originally designed as an office/maintenance closet for a custodial position. Modifying the room to provide a separate cooling system would benefit the servers and their peripheral pieces of equipment, which generate considerable amounts of heat.

Project Work Completed
In spring 2002 Lodi Public Library in conjunction with Stockton-San Joaquin County Public Library issued a Request for Proposal to share an integrated library system with Stockton and Amador County. Simultaneously the Lodi Public Library issued an RFP for a stand alone system housed at Lodi Public Library and administered by Lodi Public Library. Following the receipt of responses the library systems jointly viewed vendor demonstrations and interview vendor customers. The Lodi Public Library administration determined that the most economical method for achieving the goal of a fully functional integrated library system was to partner with Stockton-San Joaquin County Public Library.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-6	2006-7	Project Total
Phasing						
Study		4,000				
Design						
Acquisition		200,000				
Construction			35,000			
Total						239,000
Recommended Funding Sources						
City Capital Outlay Fund			$239,000			239,000
Total						

Alternatives

Project Effect on Operating Budget

ACTIVITY: **Community Center Facilities Services**
REQUEST TITLE: **Purchase of Pickup Truck**

Project Description
Purchase one pickup truck in 2003/2004 as an additional vehicle for the Hutchins Street Square Maintenance staff to share, and obtain equipment and accessories to fully equip the truck for duty. This truck will be an addition to the City fleet. Current vehicle is a donated lease vehicle from the Alternative Fuel Vehicle program.

Project Objectives
1. Ensure that the Hutchins Street Square Maintenance staff has the type of vehicle they need for daily support of the facility.

Existing Situation
Currently, we have an donated, leased, electric Ford Ranger pick-up truck with limited range for staff to use. The lease for this vehicle will be up in September of 2003. At which time the Square will not have a vehicle for day-to-day operations.

Additionally, the current vehicle does not allow staff to pick up needed material or tow items for use at the Square due to the fact that it is an electric vehicle with limited power and range. For large jobs, staff must borrow larger, powerful vehicles from other departments to take care of daily needs, and special events. This creates a conflict for other departments.

A new pickup truck equipped with utility box, sprayed in bed liner, rear window guard/rack, 2-way radio, and accessories will cost $29,000.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	Project Total
Phasing				
Study				
Design				
Acquisition		$29,000		$29,000
Construction				
Total		$29,000		$29,000
Recommended Funding Sources				
Capital Equipment Fund		$29,000		$29,000
Total		$29,000		$29,000

Alternatives
Search for donor.
Impose on other departments on a daily basis for use of their vehicles. Not advised.

COMMUNITY & ECONOMIC DEVELOPMENT

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: High Resolution Geographic Information System Control Survey

Project Description

This project provides the corner stone for future implementation of a Geographic Information System. The services to be provided by an outside survey firm will establish horizontal and vertical coordinates at approximately 20 locations around the City. Generally, the locations will correspond to section corners. The survey will tie some existing City control points to each other and the statewide coordinate system. The work will be performed utilizing high-resolution global position satellite survey techniques.

The project would occur in two phases. The first phase would complete the surveys, calculations, and adjustments. The second phase would construct the control monuments in the field and file a Record of Survey showing the locations of the control monuments.

Project Objectives

A primary objective of this project is to create a standardized set of control points that will be used to facilitate development, engineering, and planning. In addition, it provides the basis for the development of a comprehensive and accurate Geographic Information System. Existing data bases for infrastructure mapping, tree inventories and subdivision maps would eventually be linked to the control network. Future mapping of Electric Utility facilities would be also be linked to the new control points.

Existing Situation

Presently, the City uses a variety of control points that are randomly selected, partly based upon convenience and location. In the downtown area and to the east, the control points are either non-existent or not relationally accurate with respect to vertical and horizontal coordinate values.

Project Work Completed

Staff has met and reviewed control networks established by other Cities in the region to determine the most cost effective approach to this project.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Construction		$ 50,000				$50,000
Total		$ 50,000				$50,000
Recommended Funding Sources						
Water Capital Outlay		$ 12,500				$12,500
Wastewater Capital Outlay		$ 12,500				$12,500
Impact Mitigation Fees		$ 12,500				$12,500
Electric Utility		$ 12,500				$12,500
TOTAL		$ 50,000				$50,000

Project Effect on Operating Budget: There would be additional operating costs associated with this project.

GENERAL GOVERNMENT

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: City Council
REQUEST TITLE: Five (5) Notebook Computers for Council's use in accessing the electronic Council agenda/packet

Project Description
Purchase of five (5) notebook computers for Council's use in accessing the electronic Council agenda/packet.
w/minimum of:

Intel Pentium III Processor at 800MHz-M
12.1" XGA display
CD-ROM, CD-RW, CD-RW/DVD Combination drive
Internal Hard drives at 30 GB2
Modem and networking devices integrated directly on the motherboard for integrated wireless networking
128MB Shared SDRAM memory

Project Objectives
Pursuant to Council's major goals/objectives:

To ensure an efficient and productive City organization through:

- Enhanced access to information through technology
- Improved customer service

Public Trust:

- Ensure open, accessible public meetings

An electronic Council agenda/packet will provide the following benefits:

1. Improved customer service and public trust by providing internet access to City Council agendas and packets (i.e. all staff reports a
2. Savings in paper and staff time by eliminating the laborious process of duplicating and assembling Council packets.

Existing Situation
Following final review and approval of the completed Council agenda and packet, the City Clerk's Office assembles, duplicates, and distributes 200 agendas and 25 packets. This process, consisting solely of regular City Council meeting hard copy duplication, assembly, and distribution, takes an average of four hours twice each month. Staff time increases when late documents or changes are received, due to the necessity of manually inserting the additional pages in the packet binders.

Public access of the Council packet is limited to hard copies on file in the City Clerk's Office, the Library, and at the night of the meeting in the Council Chamber.

Project Work Completed
Power outlets and wireless data capability now exist at the Council dais and staff table in the Carnegie Forum Council Chamber. The City Clerk's Office is currently developing a procedure to produce an electronic Council agenda/packet.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study	0	0	0	0	0	0
Design	0	0	0	0	0	0
Acquisition	0	$12,500	0	0	0	$12,500
Construction	0	0	0	0	0	0
Total	0	$12,500	0	0	0	$12,500
Recommended Funding Sources						
Capital Outlay Fund						

Project Effect on Operating Budget – N/A

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: *Non-Departmental Services – Special Payments*
REQUEST TITLE: That the City contribute $50,000 per year (five-year maximum) to the Salvation Army Capital Campaign Fund for the establishment of the Hope Harbor Shelter.

Project Description

The project moves the shelter from the current 5000 square foot site at 19 N. Sacramento Street to a 17,000 square foot facility north of Lockeford Street. The new facility will house and sleep more than 80 men and 30 women and their children. (There is currently no emergency shelter in the City of Lodi that serves women or children) The new food bank will increase the current capacity for food collection, storage, and distribution by approximately five times. Estimated cost for the total project currently exceeds $1.5 million.

Once the project is complete, the current shelter facility, housed in an historic downtown location, will be available for sale and renovation, further improving the viability of the revitalized downtown, in which the City has made considerable investments.

The Lodi City Council voted by Motion on October 3, 2001to "authorize the City of Lodi to participate with the Salvation Army in funding a new homeless shelter at 622 N. Sacramento Street in the amount of $250,000 over a five-year period, or less, with the funding source to be determined each year during the budget process".

Project Objectives

To serve the needs of the homeless in Lodi and to further promote the revitalization of Downtown.

Existing Situation

The Army has secured a construction loan for the project in order to expedite the move which is desperately needed. The City's commitment, as declared by Council motion on October 3, 2001, was used along with numerous private and public agency pledges to obtain the loan.

Project Work Completed

The Salvation Army anticipates that the new shelter will be open by the end of the calendar year 2003.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	2007-08	Project Total
Phasing							
Grant		$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
Total		$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
Recommended Funding Sources							
Capital Outlay Fund							
Enterprise Funds							
Redevelopment Agency		$50,000	$50,000	$50,000	$50,000	$50,000	$250,000

Project Effect on Operating Budget

Since recommended funding source it the Redevelopment Agency, no effect on operating budget is anticipated

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Information Systems Division**
REQUEST TITLE: **Approve allocation for PC Replacement Fund**

Project Description

The PC Replacement Fund has been the source of funds for replacing retired computer hardware and peripheral equipment such as printers. The need to replace older, retired equipment will continue during this budget cycle.

Project Objectives

The purpose of this request is to ensure that the City has sufficient funds to replace vital computer equipment, on an as-needed basis.

Existing Situation

The City currently has almost 500 personal computers and servers in its inventory. Each year a certain number of these units are retired because they break and are irreparable, or they no longer serve the needs of the user and are taken out of service.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	2006-07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction						
Total						
Recommended Funding Sources						
Capital Outlay Fund	75,000	75,000	75,000			
Enterprise Funds						

Project Effect on Operating Budget

By consolidating its computer replacement funds, the City is better able to control expenditures in this area. Computer equipment is not normally replaceable based upon age alone. There must be a demonstration that the equipment is not able to meet the needs of the user or that it has reached the end of its useful life. More often than not, the City's computers are kept in service until it is no longer practical to do so, at which time they are replaced or rebuilt.

2003-05 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Finance - Purchasing
REQUEST TITLE: Add transformer storage capacity

PROJECT DESCRIPTION

Purchase and install outdoor storage racks for smaller polemount and padmount transformers.

PROJECT OBJECTIVES

To improve space utilization at the Electric Utility Department's MSC storage facility

EXISTING SITUATION

Storage space for transformers, poles, electrical cable, concrete vaults and conduit is increasingly impacted at the Municipal Service Center. Currently, a 60-foot long steel rack provides vertical storage capacity for polemount and smaller padmount transformers. However, in 2002, EUD began storing materials offsite because of space constraints at MSC.

SCHEDULE AND PROJECT COSTS

	2003-04	2004-05	Total
6' x 60' Concrete Pad and 3-level galvanized storage rack		$11,000	$11,000
Recommended Funding Source			$11,000

Alternatives

1. Seek additional off-site storage space
2. Get rid of the surplus vehicles to free up storage space at MSC
3. Sell some of the surplus cable to free up storage space at MSC

2003-2005 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Library
REQUEST TITLE: Replace Library Carpeting

Project Description:
Replace worn, faded, unattractive carpeting and baseboards in library's public reading and book stack areas. Replace tile flooring in the children's activity room.

Project Objectives: Create a pleasing, attractive and inviting environment for the public and library staff.

Existing Situation:
Built in 1978, the library's décor is the traditional orange, gold and brown of that era. The carpeting is worn and faded and the floor tiles are cracking. The carpet padding has disintegrated in high traffic areas. The library board commissioned the development of a Library Facilities Master Plan in 2001 and the completed plan was adopted and endorsed by the Library Board of Trustees and the City Council in April 2002. The plan recommends the expansion and remodeling of the existing library facility.

Project Work Completed:
The library refurbished the Community Room/Lobby areas of the facility during 2002. However, renovation of the main library facility is interrelated with and dependent upon the recommendations resulting from the Library Facilities Master Plan study. Since the expansion project is on the city capital improvement timeline for completion at least eight years in the future, the replacement of the existing carpet in the public area is advised at this time.

Schedule and Project Costs

	Prior Budgets	2003-04	2004-05	2005-06	Project Total
Phasing					
Study		2,000			
Design					
Acquisition		135,000			137,000
Construction					
Total					
Recommended Funding Sources					
Capital Outlay Fund		2,000			
		135,000			
Total		137,000			137,000

Alternatives:

Project Effect on Operating Budget: None

ACTIVITY: Public Works Facilities Services Division
REQUEST TITLE: Repair Library Drainage System

Project Description:
Replace/repair the drainage system for the Lodi Library.

Project Objectives:
Provide a drainage system for rainwater that works:

1) Provide a drainage system that does not put the basement at a risk for flooding
2) Provide a drainage system that reduces energy consumption

Existing Situation:

The Library was built in 1978, and the drainage system installed at that time is still in use. The existing drainage system is designed to route all rainwater runoff, including roof rainwater and surface parking lot runoff, into the basement, where it must be pumped out. Additionally, the holding sump is located within a few feet of the main electrical service panel. Several times when large amounts of rain have fallen quickly the pumps fail to keep up. Other times the pumps and/or alarms have not worked, causing the basement to quickly flood. This creates an extremely inefficient, as well as hazardous, condition.

Studies of the library's drainage system by our Public Works Engineering Division indicate that the system needs replacing or significant modification to work effectively. This will require additions of rainwater leaders and some reconstruction of the adjoining parking lot.

It is suggested that the drainage system be modified to collect the majority of the runoff from the roof, and the parking lot surface water, and gravity flow it into the street gutters and catch basins. This will eliminate the need to mechanically pump the water from the basement.

Project Work Completed:

Preliminary evaluation of the existing system and design for its correction has been completed, including a cost estimate.

Schedule and Project Costs

	Prior Budgets	2002/03	2003/04	2004/05	2005/06	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction			$ 55,000			$55,000
Total			$ 55,000			$55,000
Recommended Funding Sources						
Capital Outlay Fund			$ 55,000			$55,000
Total			$ 55,000			$55,000

Alternatives: Continue repairing and patching the existing system as needed, and risk basement flooding.

Project Effect on Operating Budget:
The new drainage system should reduce operating expenses in the utility category by being energy efficient, and emergency repair costs and call-outs will be substantially reduced.

2003-2005 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Facilities Services Division**
REQUEST TITLE: **Replace Library Heating, Ventilation and Air Conditioning System**

Project Description:
Replace the physical plant and peripheral equipment for the library's heating, ventilation and air conditioning system.

Project Objectives:
Create a healthy, comfortable environment for library customers, staff and library materials:

1) Provide a control system that efficiently maintains a set temperature
2) Provide a HVAC system that reduces energy consumption
3) Provide an environment for valuable library materials that increases their longevity

Existing Situation:
The Library was built in 1978 with a federal public works economic development grant. All heating, ventilation, and air conditioning (HVAC) equipment and controls installed at that time are still in use. The existing heating and cooling system has needed extensive repair, adjustments and calibrations in the past several years. Maintaining tolerable temperatures in public and staff areas for either heating or cooling conditions is becoming increasingly difficult. The system controls are pneumatic, extremely difficult to regulate and have become unreliable. Calibrating the controls is next to impossible, and some controls have ceased to function accurately. In some instances parts for the HVAC system have been unavailable and measures to repair the machinery have created interim solutions that will only be remedied by replacing the system. This past four fiscal years over $15,000 has been invested in the HVAC system, and emergency repairs are becoming more frequent. Three years ago the boiler system began to fail repeatedly, leaving the building totally without heat.

Initial studies of the library's heating and cooling infrastructure by multiple HVAC service companies, technicians, and mechanical engineers indicate that the system needs replacing and that some system components are insufficient in capacity for the size of the library building.

It is suggested that the pneumatic control system be replaced with a computer controlled one, and that a variable air volume (VAV) design, which allows for better individual zone temperature control, be put in. The major concern is this will require removal of the existing ceiling. Because of this, replacing existing lighting with more energy efficient lighting should be considered at the same time. That project was included in a separate budget proposal.

Project Work Completed:
Preliminary evaluation of the system has been completed with an outline of recommended solutions submitted.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						$10,000
Design		$10,000				
Acquisition						
Construction			$600,000			$600,000
						Not Applicable
Total		$10,000	$600,000			$610,000
Recommended Funding Sources						
Capital Outlay Fund		$10,000	$600,000			$610,000
Total		$10,000	$600,000			$610,000

Alternatives: Continue repairing and patching the existing system as needed.

Project Effect on Operating Budget:
The new equipment should reduce operating expenses in the utility category by being energy efficient, and emergency repair costs will be substantially reduced.

ACTIVITY: **Public Safety**
REQUEST TITLE: **Public Safety Building & Civic Center Complex**

Project Description:

The ongoing Public Safety Building & Civic Center Complex Project has three Design/Construction phases left to complete:

Phase I includes the remodel of the Carnegie Basement for the Information Systems Division.
Phase II includes remodeling the existing Public Safety Building (PSB) for Fire Administration and Station #1 plus Public Works and Community Development, and remodeling City Hall to allow for expansion for remaining departments and to move the Finance Department back into the building.
Phase III is the addition of a Parking Structure at Church/Elm.

NOTE: The upgrade of Fire Station #2, previously included, is now being requested as a separate project.

Project Objectives:

The objectives of this project are to:

- Provide an adequate and safe working environment for public safety and other City staff;
- Provide for growth;
- Maintain significant public facility presence in the Downtown;
- Be complementary to the Civic Center and Downtown.

Existing Situation:

The Council has approved moving ahead with design/construction of the new Police Facility and a Space Needs Assessment for all Civic Center Departments considering the availability of the old Public Safety Building and Carnegie basement. The new Police Building is now under construction and due to be completed in January 2004, and the Space Needs Assessment is underway. Options on where to locate Civic Center Departments were pursued and evaluated.

Recommendations were to: 1) Move the Information Systems Department into the Carnegie basement; 2) Move Fire Administration, Public Works, and Community Development Departments into the PSB; 3) Leave Fire Station #1 in the PSB and remodel, providing additional space; 4) Move Finance into City Hall; 5) Expand spaces for Human Resources; and 6) Relocate other functions within City Hall to use basement space for support functions rather than full-time staff.

Conceptual Design contracts for the Public Safety Building Remodel and Civic Center Parking Structure have been implemented. Fire Administration was relocated for the interim into the Lodi Station Parking Structure. Design work has begun to temporarily relocate the Finance Department into the Lodi Station Parking Structure as well.

This request provides for funding for each of the three phases, in order to keep moving all components of this project forward. The Carnegie Basement Remodel should begin as soon as the Police Detectives Division moves out, and the remodels of the Public Safety Building should follow, with the remodel of City Hall following immediately afterwards.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phase I						
Carnegie Basement Remodel						
Design /Construction		$100,000				$100,000
Phase II						
Old Public Safety Remodel						
Design		$300,000				$300,000
Construction			$2,800,000			$2,800,000
City Hall Remodel						
Design			$75,000			$75,000
Construction				$425,000		$425,000
Phase III						
Civic Center Parking Structure						
Design /Construction					$6,100,000	$6,100,000
Total		$400,000	$2,875,000	$425,000	$6,100,000	$ 9,800,000

Funding Sources: Debt financing with repayment from Development Impact Mitigation Fees and General Fund.

Project Effect on Operating Budget

Some increase due to additional square footage additions, somewhat offset by use of more efficient HVAC and lighting system (not estimated). While parking structure is intended to provide free parking initially, possible future charges for permits/parking will offset operating costs.

ACTIVITY: Public Works Facilities Services Division
REQUEST TITLE: Evaluation of Lodi Arch

Project Description

Hire a consultant, knowledgeable of Historical Landmark restoration guidelines, to evaluate the condition of the Lodi Arch, at Pine and Sacramento Streets.

Project Objectives

Evaluate the Lodi Arch and determine any necessary electrical and structural repairs that should be made, and develop a plan to correct those before its 100th Anniversary.

Existing Situation

The historic Lodi Mission Arch was built in 1907, and is soon approaching its 100-year anniversary. Recently the bear atop the arch was restored, thanks to generous contributions of time and money from many local citizens, organizations, and businesses in partnership with the City of Lodi. The Arch was painted and had minor exterior repairs done at that time as well. The electrical wiring, although receiving some updating in past years, needs to be evaluated. The large "acorn-shaped" light globes are not the shape of the originals, and the small lights on the underside of the arch are old and in need of repair. The Arch has had various efforts of maintenance and repair work done on it over the years, but should be evaluated and a plan developed for its restoration, if needed.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$20,000				$20,000
Total		$20,000				$20,000
Recommended Funding Sources						
Capital Impr. Replacement Fund		$20,000			Total	$20,000
		$20,000				
GRAND TOTAL		$20,000				$20,000

Alternatives

1. Do nothing. Wait until there are problems or failures that can't be ignored, due to the Arch's location.

Project Effect on Operating Budget

1. Reduce potential failure of additional light fixtures on the Arch.

ACTIVITY: Public Works Facilities Services Division
REQUEST TITLE: Roof Replacement at Radio Room / Facilities Services Offices/Shop

Project Description

Replace the roof at the Radio Room / Facilities Services Offices/Shop.

Project Objectives

Replace the existing thirty-six-year-old roof with new built-up or single-ply systems.

Existing Situation

The roof on the Radio Room / Facilities Services Offices/Shop was installed when the facility was constructed in 1967. The roof has had varying amounts of maintenance and repair work done on it since then, but has not been replaced.

The Citywide roof survey identified this roof as a candidate for priority replacement. It has exceeded its useful life and is leaking, even through an increasing number of annual repairs and patches. It is becoming unreliable and needs immediate attention. **Particularly, a severe rainstorm in December 2002 caused extensive water damage to critical radio equipment that supports the City Police and Fire operations and San Joaquin County emergency and dispatching equipment; the value of this room's equipment is in excess of $1.5 million dollars.** The attached roof plan (shaded portion) indicates the approximate 1,230 square feet of roof that needs replacing in 2003/04. The carport roof adjoining this structure is NOT scheduled to be replaced, due to the consideration that it will be modified or eliminated as part of the Public Safety Building Remodel, in order to allow improved pedestrian traffic between City Hall and the PSB.

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$15,000				$15,000
Total		$15,000				$15,000
Recommended Funding Sources						
Capital Impr. Repl. Fund		$15,000				$15,000
Total		$15,000				$15,000
GRAND TOTAL		$15,000				$15,000

Alternatives

1. Incur ever-mounting repair costs and loss of reliability by failing to replace this roof. Delaying its replacement further jeopardizes the critical equipment and staff in the building it should be protecting.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging roof.
2. Reduce leaks and potential damage to mission critical equipment.

2003-2005 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: **Public Works Facilities Services Division**
REQUEST TITLE: **Generator Replacement at Electric Utility Department, MSC**

Project Description

Replace the emergency generator at Electric Utility Department, MSC, 1331 S. Ham Lane.

Project Objectives

Replace the existing twenty-year-old generator with a new generator.

Existing Situation

Unit #04-267 is a 15 kW Kohler generator purchased and installed in 1983. The generator has had various maintenance and repair work done on it since then, is in poor condition, and parts are hard to find and costly. This generator is a candidate for replacement and should be changed out.

The Electric Utility Department has added new equipment that should be supported by emergency power, and should use this opportunity to confirm that the size of the generator is large enough to meet any additional equipment anticipated. The new generator should support the Emergency Radio Dispatch and equipment of Lodi Control, including computers, HVAC, well and pump monitoring equipment, outlets and lights. In addition, this generator should be upgraded and sized to support some Fleet Shop circuits, especially the fueling operations.

Project Cost Detail

Generator, 30 kW (propane powered), installed		$30,000.00
Misc. electrical, automatic transfer switch, trench work, etc.		$15,000.00
	Total	$45,000.00

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$45,000				$45,000
						Not Applicable
Total		$45,000				$45,000
Recommended Funding Sources						
Electric Utility		$45,000			Total	$45,000
		$45,000				
GRAND TOTAL		$45,000				$45,000

Alternatives

1. Incur ever-mounting repair costs and loss of reliability by failing to replace this generator. Delaying its replacement further jeopardizes the EUD's emergency operations, and the people it should be serving.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging generator.
2. Reduce potential liability of inoperable equipment due to generator failure.

2003-2005 Financial Plan and Budget
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Public Works Facilities Services Division
REQUEST TITLE: Generator Replacement / Upgrade at Fire Station #3

Project Description

Replace the emergency generator at Fire Station #3, 2141 S. Ham Lane.

Project Objectives

Replace the existing twenty-nine-year-old generator with a new generator and automatic starting and transfer switches, upgrading to a larger size generator able to handle additional Station loads and requirements.

Existing Situation

Fire Station #3 was constructed in 1974 and the existing generator was installed at that time. This 75 KW generator has had various maintenance and repair work done on it since then, is in very poor condition, and parts are hard to find and costly. This generator was a candidate for replacement years ago, but was never changed out.

In subsequent years the Fire Department has added new equipment that should be supported by emergency power, and should use this opportunity to size a generator large enough to meet the additional requirements. The new generator should support the Emergency Radio Dispatch, living quarters HVAC, kitchen outlets and lights, Self Contained Breathing Apparatus (SCBA) Compressor, Portable Radios battery chargers, and the Nederman Vehicle Exhaust System. Particularly, the air bottles filled by the SCBA compressor are only done at this Station (serving all the Fire Stations and other Fire Districts as well), and must be backed up by emergency power.

The Fire Department is also concerned that in the event of an earthquake the natural gas line could be cut and the Station will not have power, so they are requesting that it be converted to an on-site power source.

Project Cost Detail

208v, 400amp, 125KW (diesel, gas, propane),		$25,000.00
Automatic transfer switch		$ 4,000.00
Installation		$ 4,000.00
Roll-up service door		$ 2,500.00
Misc. electrical		$ 4,000.00
Misc. integration (ventilation, etc,)		$ 4,000.00
	Total	$43,500.00

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$43,500				$43,500
Total		$43,500				$43,500
Recommended Funding Sources						
Capital Impr. Replacement Fund		$43,500			Total	$43,500
		$43,500				
GRAND TOTAL		$43,500				$43,500

ACTIVITY: *Public Works Facilities Services Division*
REQUEST TITLE: **Generator Replacement / Upgrade at Fire Station #3**

Alternatives

1. Incur ever-mounting repair costs and loss of reliability by failing to replace this generator. Delaying its replacement further jeopardizes the Fire Station, its emergency operations, and the people it should be serving.
2. Replace this generator with one of similar size as existing (not upgrade), and do not add additional circuits to support new equipment, which would save approximately *$20,000*.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging generator.

2. Reduce potential liability of inoperable equipment due to generator failure.

ACTIVITY: Public Works Facilities Services Division
REQUEST TITLE: Fuel Dispenser Replacement & Fuel Card System Addition at Public Safety Building

Project Description

Replace the existing fuel dispenser at the Public Safety Building, 230 W. Elm Street, and add a Fuel Card System.

Project Objectives

Replace the existing thirty-six-year-old fuel dispenser with a new fuel dispenser and fuel card system.

Existing Situation

The fuel dispenser at the PSB was installed in 1967. The single-hose fuel dispenser has had various maintenance and repair work done on it since then, is in very poor condition, and parts are hard to find and costly. The dispenser has been out of service numerous times in recent years. The Police Department and other City departments rely on this dispenser to fuel their City vehicles, and must travel to the Municipal Service Center (MSC) when it is out of commission. This fuel dispenser is a candidate for replacement and should be changed out.

A new Fuel Card System was recently installed at the MSC as part of the Compressed Natural Gas (CNG) Fueling Station installation. This card system has the capability to manage secondary sites, if tied to them remotely via phone lines. The existing system of logging by hand the amount of fuel used is out of date and error-prone. Consideration should be given, if cost effective, to add a Fuel Card System at the Parks & Recreation site as well.

Project Cost Detail

Fuel dispenser, installed		$48,000.00
Fuel Card System		$20,000.00
Misc. electrical		$ 1,000.00
	Total	$69,000.00

Schedule and Project Costs

	Prior Budgets	2003/04	2004/05	2005/06	2006/07	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction		$69,000				$69,000
Total		$69,000				$69,000
Recommended Funding Sources						
Capital Impr. Replacement Fund		$69,000			Total	$69,000
		$69,000				
GRAND TOTAL		$69,000				$69,000

Alternatives

1. Do nothing. Incur ever-mounting repair costs and loss of reliability by failing to replace this fuel dispenser. Delaying its replacement further jeopardizes the City's fueling operations, and inconveniences the people it should be serving.
2. Evaluate an option of using an outside vendor (gas station) for fueling.

Project Effect on Operating Budget

1. Eliminate costly maintenance expenses for this aging fuel dispenser.
2. Reduce potential liability of inoperable equipment due to fuel dispenser failure.

CAPITAL BUDGET DETAIL BY MISSION - Replacement Vehicle Requests

	2003-04 Requested Cost	2004-05 Requested Cost	Comments
Public Safety			
Police Protection			
Police Investigations			
Undercover units (3 each year)	88,200	92,400	defer year one
Police Operations			
Parking Enforcement Scooter (1)	29,100		
Motorcycles (1 each year)	21,000	22,000	
Patrol sedans ((5 each year)	154,875	162,250	
Fire Safety			
Emergency Services			
Staff vehicle (2)	34,000	34,000	defer year one
Total Public Safety	327,175	310,650	
Public Utilities			
Water Utility Services			
Water			
1/2 Ton Extended Cab Pickup	30,730		04-069
Wastewater Utility Services			
Air Compressor	12,910		04-094 1/2 Water. 1/2 WW
Electric Utility Services			
Electric Utility			
Electric Construction & Maintenance			
Flatbed dump truck		105,000	09-042
Total Public Utilities	43,640	105,000	
Transportation			
Streets and Flood Control			
Street Cleaning			
Street Sweeper	200,000		04-105 WW
Transit			
Transit			
Fleet vehicles (2 each year)	175,000	175,000	defer year one
Total Transportation	375,000	175,000	
Leisure, Cultural & Social Services			
Parks and Recreation			
Equipment Maintenance			
Turf Vehicles (3 each year)	60,000	60,000	recommend $20,000 & $40,000
1/2 Ton Pickup Truck	26,000		07-037 -- defer one year
Extended Cab Pickup Truck	28,000		7035
Total Leisure, Cultural & Social Services	114,000	60,000	
TOTAL OPERATING BUDGET	859,815	650,650	
FUNDING LEVELS:			
EQUIPMENT FUND	255,000	300,000	
TRANSIT	175,000	175,000	
ELECTRIC FUND	-	105,000	
WATER FUND	37,185	-	
WASTEWATER FUND	206,455	-	
	673,640	580,000	

The above is a listing of replacement vehicle requests. Per the Budget and Fleet Policies, a funding level has been set and approved by Council. The funding level may not allow for all the requests to be filled. The Fleet Committee will recommend to the City Manager all vehicles to be replaced during the year based on criteria stated in the Fleet Policy and the available funding levels.

Section F
DEBT SERVICE REQUIREMENTS

DEBT SERVICE REQUIREMENTS

1991 Certificates of Participation
Purpose: Wastewater Treatment Plant Facility Expansion (White Slough)
Maturity Date: 2026
Interest Rate: 4.5% to 6.60%
Original Principal Amount: 11,170,000
July 1, 2003 Principal Outstanding: 9,224,823
Funding Source: Sewer Fund

1992 Construction Loan under the CA. Safe Drinking Water Bond Law of 1988
Purpose: Finance the construction of wells to meet safe drinking water standards(DBCP)
Maturity Date: 2014
Interest Rate: 3.4%
Original Principal Amount: 3,286,319
July 1, 2003 Principal Outstanding: 2,521,441
Funding Source: Water Fund

2002 Certificates of Participation
Purpose: Refunding of the 1995 and 1996 Certificates of Participations and Financing for the New PSB
Maturity Date: 2021
Interest Rate: 1.40% to 4.95%
Original Principal Amount: 26,745,000
July 1, 2003 Principal Outstanding: 26,015,000
Funding Source: General Fund Capital Outlay

2002 Electric System Revenue Certificates of Participation - Series A
Purpose: Refunding of the 1999 Current Interest Certificates Series A
and Capital Appreciation Certificates Series B
Maturity Date: 2032
Interest Rate: Variable rate
Original Principal Amount: 46,760,000
July 1, 2003 Principal Outstanding: 46,760,000
Funding Source: Electric Utility

2002 Taxable Certificates of Participation - Series B
Purpose: For deposit to the Rate Stabilization for power purchase costs
Maturity Date: 2005
Interest Rate: 2.14% to 4.53%
Original Principal Amount: 8,400,000
July 1, 2003 Principal Outstanding: 3,700,000
Funding Source: Electric Utility Fund

DEBT SERVICE REQUIREMENTS

2002 Electric System Revenue Certificates of Participation Series C and Taxable Series D

Purpose: Acquisition cost of the rights to the Amended Energy Purchase Agreement with Calpine
Maturity Date: 2015
Interest Rate: 2.0% to 5.25%
Original Principal Amount: 43,965,000
July 1, 2003 Principal Outstanding: 43,965,000
Funding Source: Electric Utility Fund

Environmental Abatement Program Certificates of Participation

Purpose: Fund the PCE/TCE Abatement
Maturity Date: N/A
Interest Rate: N/A
Original Principal Amount: 13,500,000
July 1, 2003 Principal Outstanding: 13,500,000
Funding Source: Program Receipts

ANNUAL DEBT SERVICE PAYMENTS BY MISSION

	2001-02 Actual	2002-03 Revised Budget	2003-04 Budget	2004-05 Budget
Public Utilities				
Electric Utility	2,459,377	6,848,579	7,920,308	6,317,569
Water Utility Service	227,283	227,980	226,699	226,767
Wastewater Utility Service	825,131	835,130	817,465	816,440
Total Public Utility	3,511,791	7,911,689	8,964,472	7,360,776
General Government				
1995 Certificates of Participation	315,452	4,335	-	-
1996 Certificates of Participation	614,342	5,785	-	-
2002 Certficates of Participation	303,905	1,934,670	1,671,446	1,671,671
Total General Government	1,233,699	1,944,790	1,671,446	1,671,671
Total Debt Service Requirements	4,745,490	9,856,479	10,635,918	9,032,447

ANNUAL DEBT SERVICE PAYMENTS BY SOURCE

	2001-02 Actual	2002-03 Revised Budget	2003-04 Budget	2004-05 Budget
DEBT SERVICE FUND				
1995 Certificates of Participation				
Principal	190,000	-	-	-
Interest	125,452	4,335	-	-
1996 Certificates of Participation				
Principal	365,000	-	-	-
Interest	249,342	5,785	-	-
2002 Certificates of Participation				
Principal	-	730,000	485,000	500,000
Interest	303,905	1,204,670	1,186,446	1,171,671
Total Debt Service	**1,233,699**	**1,944,790**	**1,671,446**	**1,671,671**
ELECTRIC FUND				
2002 Certificates of Participation				
Principal	1,100,000	4,575,000	4,750,000	3,295,000
Interest	1,359,377	2,273,579	3,170,308	3,022,569
Total Electric Fund	**2,459,377**	**6,848,579**	**7,920,308**	**6,317,569**
WASTEWATER FUND				
1991 Certificates of Participation				
Principal	150,000	160,000	175,000	185,000
Interest	675,131	675,130	642,465	631,440
Total Sewer Fund	**825,131**	**835,130**	**817,465**	**816,440**
WATER FUND				
1992 Construction Loan-DBCP				
Principal	133,837	138,440	143,029	148,287
Interest	93,446	89,540	83,670	78,480
Total Water Fund	**227,283**	**227,980**	**226,699**	**226,767**

COMPUTATION OF LEGAL DEBT MARGIN

Assessed Full Cash Value as of June 30, 2002 (1)	$ 3,298,993,589
Debt Limit - 15 Percent of Assessed Full Cash Value (2)	$ 494,849,038
Amount of Debt Applicable to Debt Limit	0
LEGAL DEBT MARGIN	$ 494,849,038

COMPUTATION OF DIRECT AND OVERLAPPING GENERAL BONDED DEBT

	Total COP	Percent Applicable	City's Share of Debt
DIRECT DEBT:			
CERTIFICATE OF PARTICIPATION	$ 26,745,000	100.00%	$ 26,745,000
OVERLAPPING DEBT:			
NONE	-		-
Total	$ 26,745,000		$ 26,745,000

DEBT RATIOS

Ratio of Direct Overlapping Debt to Assessed Full Cash Value (3) : $26,745,000/3,298,993,589	0.81%
Direct and Overlapping Debt Per Capita (4): $26,745,000/59,431	$462
Taxable Assessed Full Cash Values Per Capita (5): $ 3,298,993,589/59,431	$55,510

(1) Assessed Value before exemptions applicable to 2001-02 Tax Roll

(2) Section 43605 California Government Code

(3) Ratio increased by .39% from Budget Year 00-01

(4) Per capita direct and overlapping debt increased by $240 from Budget Year 00-01

(5) Taxable Assessed Full Cash Value per capita increased by $3,273 from Budget Year 00-01

SOURCE: San Joaquin County Auditor/Controller's Office

City Finance Department

LONG-TERM DEBT BY FUND

	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual
Public Utilities				
Electric Utility	54,060,000	50,460,000	47,860,000	46,760,000
Water Utility Service	14,159,881	17,021,441	18,378,412	18,230,125
Wastewater Utility Service	9,370,348	9,224,823	9,064,298	8,893,773
Total Public Utility	77,590,229	76,706,264	75,302,710	73,883,898
General Government				
General Fund Capital	26,745,000	26,015,000	25,530,000	25,030,000
Total General Government	26,745,000	26,015,000	25,530,000	25,030,000
Total Long-term Debt	104,335,229	102,721,264	100,832,710	98,913,898

Section G
CHANGES IN FUND BALANCE

CHANGES IN FUND BALANCE

This section summarizes revenues, expenditures and changes in fund balance for each of the City's operating funds. Changes in fund balance are provided for the last completed fiscal year; for the current fiscal year; and the two years covered by the 2003-05 Financial Plan and Budget.

The following schedules are included in this section:

Combining Fund Balance Statements
- All Funds Combined

Individual Fund Balance Statements
- General Fund

- Special Revenue Funds
  - Library Fund
  - Street Fund
  - Transportation Development Act Fund
  - Block Grant Fund (CDBG) & HOME Fund
  - Police Special Revenue Fund

- Capital Project Funds
  - Capital Project Fund
  - Equipment Fund

- Debt Service Fund

- Enterprise Funds
  - Water Utility Services
  - Wastewater Utility Services
  - Electric Utility Services
  - Transit Fund

- Internal Service Funds
  - Benefits Fund
  - Self Insurance Fund

- Trust Fund

The description of the City's funds is further described on the following pages.

DESCRIPTION OF THE CITY'S FUNDS

In accordance with generally accepted accounting principles, the City's financial reporting system is organized on a fund basis consisting of three major fund types - Governmental, Proprietary and Fiduciary - and two self-balancing Account Groups; General Fixed Assets and General Long Term Liability. The City various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations. The following funds are included in the Financial Plan; additional descriptions of each fund type are provided in the Budget Glossary (Section I):

Governmental Funds
Most of the City's programs and functions are provided and financed through the following Governmental Funds, which are distinguished by their measurement focus on determining financial position and changes in financial position, rather than upon determining net income:

* General Fund
* Special Revenue Fund
  - Library
  - Street Tax
  - Transportation Development Act
  - Block Grant Fund (CDBG) & HOME Fund
  - Police Special Revenue Fund
* Debt Service Fund
* Capital Project Funds
  - Capital Outlay
  - Equipment

Enterprise Funds
Enterprise Funds are distinguished from Governmental Funds by their similarity to private sector enterprises, as it is intended that the cost of providing services will be financed or recovered primarily through use charges. The following Enterprise Funds are used by the City:

* Electric
* Water
* Wastewater
* Transit

Internal Service Funds
Internal Service Funds exist to account for, measure and generally recover the cost of centralized services established to provide goods and services to other operating activities. The following Internal Service funds are used by the City:

* Benefits Fund
* Self-Insurance Fund

CHANGES IN FUND BALANCE - ALL FUND COMBINED

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Revised Budget	2004-2005 Budget
Revenues				
Tax Revenues	23,247,526	24,816,495	25,398,870	26,440,345
Licenses and Permits	1,464,450	1,655,554	1,555,905	1,586,115
Fines and Forfeitures	806,212	854,227	870,090	822,945
Investment/Property Revenues	3,371,300	5,006,927	2,336,275	2,236,665
Intergovernmental Revenues	25,573,746	16,155,978	16,117,776	19,412,476
Service Charges	61,139,189	70,559,748	70,303,100	72,011,645
Other Revenue	3,077,367	1,066,105	744,780	730,765
Total Revenue	**118,679,790**	**120,115,034**	**117,326,796**	**123,240,956**
Expenditures				
Operating Programs				
Public Safety	13,600,512	13,571,753	15,229,994	16,866,399
Public Utilities	17,428,170	18,930,759	20,925,965	21,600,710
Transportation	4,123,686	4,716,571	4,491,700	4,700,975
Leisure, Cultural and Social Services	5,310,496	5,274,630	5,928,306	6,095,336
Community and Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government	13,039,220	13,944,575	16,243,957	17,498,199
Total Operating Programs	56,654,645	59,889,650	66,109,332	70,318,889
Bulk Power Purchase	52,375,146	30,551,000	32,723,000	32,650,000
Other Purchases	820,772	609,334	673,640	580,000
Capital Projects	17,687,596	29,319,240	35,644,490	25,734,810
Debt Service	4,745,490	9,856,479	10,635,918	9,032,447
Total Expenditures	**132,283,649**	**130,225,703**	**145,786,380**	**138,316,146**
Revenues/Expenditures (Over/Under)	**(13,603,859)**	**(10,110,669)**	**(28,459,584)**	**(15,075,190)**
Other Sources (Uses)				
Operating Transfers In	18,721,836	18,018,405	16,930,640	16,980,600
Operating Transfers Out	(18,721,836)	(18,018,405)	(16,930,640)	(16,980,600)
Other Sources (Uses)	(3,737,532)	4,756,951	8,221,855	6,684,987
Proceeds from Debt Financing	25,049,256	4,414,274	23,902,700	5,734,590
Total Other Sources (Uses)	**21,311,724**	**9,171,225**	**32,124,555**	**12,419,577**
Fund Balance Beginning of the Year	22,703,459	30,411,324	29,471,880	33,136,851
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	23,906,980	15,879,753	18,995,963	18,410,055
Unreserved	6,504,344	13,592,127	14,140,888	12,071,183
Total Fund Balance	**30,411,324**	**29,471,880**	**33,136,851**	**30,481,238**

ALL FUND SUMMARY OF ALLOCATION OF EXPENDITURES - 2003-04

Includes cost of services allocation

ACTIVITY	GENERAL FUND	LIBRARY FUND	STREET FUND	TRANSPORTATION DEVELOPMENT FUND	CDBG FUND	POLICE SPECIAL REVENUE	CAPITAL OUTLAY FUND	EQUIPMENT FUND
City Council	59,782	438						
City Clerk	235,501	2,728						
City Attorney	176,162	3,394	10,181	6,788				
City Manager	215,878	4,498	13,493	8,995				
Community Center	1,359,711							
Community Development	1,450,128	3,368	10,102	6,735				
Economic Development	444,980							
Electric Utility	-							
Finance Department	548,452	12,072	56,632	39,779				
Fire Department	5,731,325							
Human Resources Department	419,019	5,586	5,010	3,341				
Information Systems	28,279	11,086						
Library		1,258,085						
Parks & Recreation	3,310,510							
Police Department	9,449,029							
Public Works Department	4,972,022		330,084					
Non Departmental	685,910	5,746	777	519				
Benefits	2,710,706	125,000						
Self Insurance	1,780,161							
Bulk Power								
Capital Projects			5,532,700	48,000	1,089,110		416,550	255,000
Debt Service								
TOTAL	33,577,555	1,432,001	5,958,979	114,157	1,089,110	-	416,550	255,000

DEBT SERVICE FUND	WATER FUND	WASTEWATER FUND	ELECTRIC FUND	TRANSIT FUND	BENEFITS FUND	SELF INSURANCE FUND	TRUST AND AGENCY	ENDING BALANCE
								-
	1,281	2,562	4,757					68,820
	7,972	15,944	29,610					291,755
	16,974	20,673	71,265	33,938				339,375
	40,478	35,980	116,935	13,493				449,750
								1,359,711
	16,846	19,018	70,728					1,576,925
								444,980
			13,862,020					13,862,020
	182,356	161,873	1,185,656	69,345				2,256,165
								5,731,325
	19,800	32,318	112,819	3,342				601,235
	49,801	82,201	915,027	22,171				1,108,565
								1,258,085
								3,310,510
								9,449,029
	3,548,409	4,109,878	215,105	2,747,850				15,923,348
	17,334	33,535	65,014					808,835
	112,254	224,503	561,260	8,000	815,202			4,556,925
	104,774	209,354	617,691					2,711,980
			32,723,000					32,723,000
	2,663,115	20,180,955	5,902,700	230,000				36,318,130
1,671,446	226,699	817,465	7,920,308					10,635,918
1,671,446	7,008,093	25,946,259	64,373,895	3,128,139	815,202			145,786,380

ALL FUND SUMMARY OF CHANGES IN FUND BALANCE

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	OTHER SOURCES & (USES)	ENDING BALANCE
General Fund	2,642,505	30,383,656	34,236,947	4,414,627	3,203,841
Library Fund	629,494	1,455,375	1,258,085	(173,915)	652,869
Street Fund	6,078,110	7,219,370	5,532,700	(1,261,277)	6,503,502
Transportation Development	193,774	1,750,000	48,000	(1,816,156)	79,618
CDBG Fund		1,089,110	1,089,110		-
Police Special Revenue Fund	399,995				399,995
Capital Outlay Fund	4,587,909	5,625,595	416,550	(1,759,994)	8,036,960
Debt Service Fund			1,671,446	1,671,446	-
Water Fund	2,486,141	6,172,675	6,105,614	(902,508)	1,650,694
Wastewater Fund	2,178,979	6,857,895	24,846,565	16,900,284	1,090,593
Electric Fund	4,470,018	53,157,975	60,408,028	8,755,201	5,975,166
Transit Fund		2,943,405	2,649,430	(293,975)	-
Benefits Fund	2,746,392	284,240	4,556,925	3,741,722	2,215,429
Self Insurance Fund	1,962,932	200,000	2,711,980	2,711,980	2,162,932
Vehicle & Equipment Replacement	40,558		255,000	330,000	115,558
Trust and Agency Fund	1,055,073	187,500		(192,880)	1,049,693
TOTAL	29,471,880	117,326,796	145,786,380	32,124,555	33,136,851

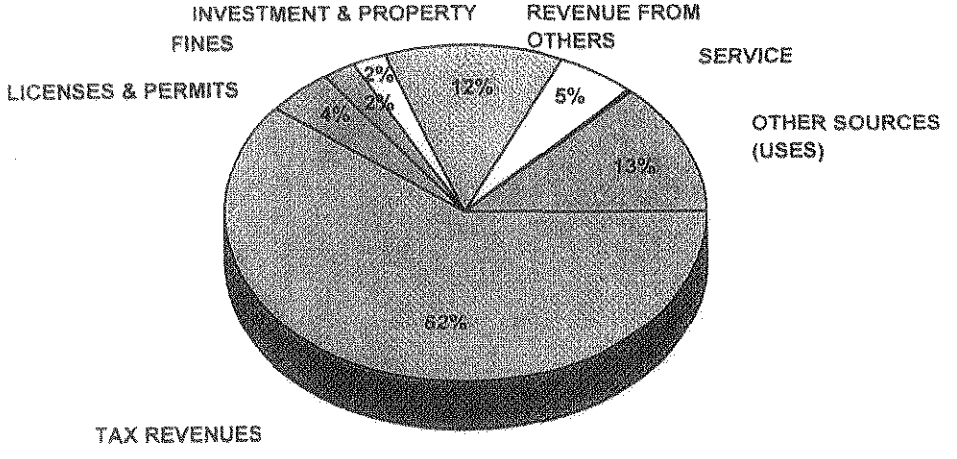
CHANGES IN FUND BALANCE - GENERAL FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Adopted Budget	2004-2005 Budget
Revenues				
Tax Revenues	19,447,199	20,700,317	21,160,890	21,950,230
Licenses and Permits	1,464,450	1,655,554	1,555,905	1,586,115
Fines and Forfeitures	743,058	795,227	811,090	763,945
Investment/Property Revenues	500,058	811,239	776,260	776,260
Intergovernmental Revenues	4,291,718	3,989,948	4,145,331	4,056,961
Service Charges	1,738,806	1,888,415	1,814,930	2,352,060
Other Revenue	138,294	81,105	119,250	121,235
Total Revenue	**28,323,583**	**29,921,805**	**30,383,656**	**31,606,806**
Expenditures				
Operating Programs				
Public Safety	13,132,941	13,571,753	15,229,994	16,866,399
Transportation	1,817,284	2,322,824	2,072,270	2,158,690
Leisure, Cultural and Social Services	4,082,832	4,060,887	4,670,221	4,794,851
Community and Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government	7,788,217	8,740,705	8,975,052	9,476,549
Total Operating Programs	29,973,835	32,147,531	34,236,947	36,853,759
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service				
Total Expenditures	**29,973,835**	**32,147,531**	**34,236,947**	**36,853,759**
Revenues/Expenditures (Over/Under)	**(1,650,252)**	**(2,225,726)**	**(3,853,291)**	**(5,246,953)**
Other Sources (Uses)				
Operating Transfers In	4,897,694	6,614,514	6,375,492	6,380,227
Operating Transfers Out	(4,288,392)	(5,534,561)	(4,490,867)	(4,490,867)
Other Sources (Uses)		1,200,000	2,530,001	2,701,404
Total Other Sources (Uses)	**609,302**	**2,279,953**	**4,414,627**	**4,590,765**
Fund Balance Beginning of the Year	3,629,228	2,588,278	2,642,505	3,203,841
Adjustment to Fund Balance				
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	2,588,278	2,642,505	3,203,841	2,547,652
Total Fund Balance	**2,588,278**	**2,642,505**	**3,203,841**	**2,547,652**

GENERAL FUND REVENUES AND SOURCES

2003-04 GENERAL FUND SOURCES $ 34,798,283

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
REVENUES				
Tax Revenues	$19,447,199	$20,700,317	$21,160,890	$21,950,230
Licenses and Permits	1,464,450	1,655,554	1,555,905	1,586,115
Fines and Forfeitures	743,058	795,227	811,090	763,945
Investment/Property Revenues	500,058	811,239	776,260	776,260
Revenue from Others	4,291,718	3,989,948	4,145,331	4,056,961
Service Charges	1,738,806	1,888,415	1,814,930	2,352,060
Other Revenues	138,294	81,105	119,250	121,235
Other Sources (Uses)	609,302	2,279,953	4,414,627	4,590,765
TOTAL	$28,932,885	$32,201,758	$34,798,283	$36,197,571

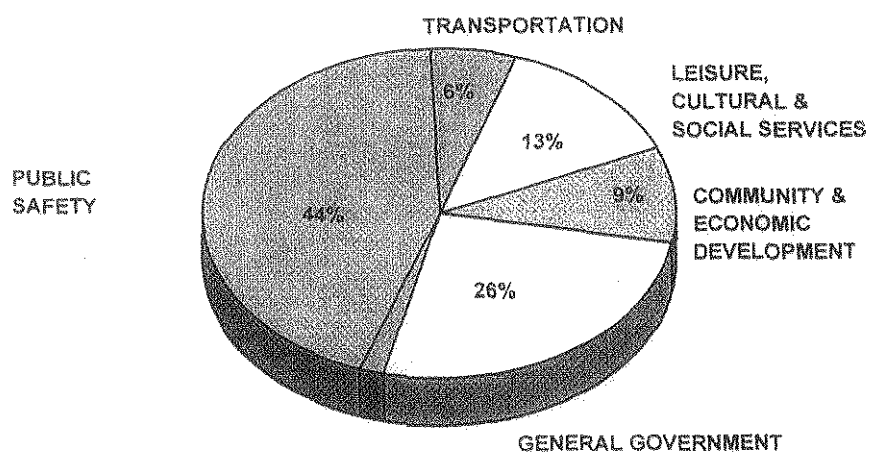


BUDGET GRAPHICS AND SUMMARIES

GENERAL FUND EXPENDITURES

2003-04 GENERAL FUND USES $ 34,798,283

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
EXPENDITURES				
Public Safety	$13,132,941	$13,571,753	$15,229,994	$16,866,399
Public Utilities				
Transportation	1,817,284	2,322,824	2,072,270	2,158,690
Leisure, Cultural & Social Services	4,082,832	4,060,887	4,670,221	4,794,851
Community & Economic Development	3,152,561	3,451,362	3,289,410	3,557,270
General Government	7,788,217	8,740,705	8,975,052	9,476,549
Fund Balance	(1,040,950)	54,227	561,336	(656,189)
TOTAL	$28,932,885	$32,201,758	$34,798,283	$36,197,570



CHANGES IN FUND BALANCE - LIBRARY FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues	1,128,134	1,247,258	1,284,845	1,374,785
Fines and Forfeitures	63,154	59,000	59,000	59,000
Investment/Property Revenues	15,847	12,980		
Intergovernmental Revenues	223,557	206,455	107,500	91,000
Other Revenue	76,032	7,000	4,030	4,030
Total Revenue	**1,506,724**	**1,532,693**	**1,455,375**	**1,528,815**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services	1,157,664	1,213,743	1,258,085	1,300,485
Community and Economic Development				
General Government				
Total Operating Programs	1,157,664	1,213,743	1,258,085	1,300,485
Bulk Power Purchase				
Other Purchases				
Capital Projects	144,906	88,642		
Debt Service				
Total Expenditures	**1,302,570**	**1,302,385**	**1,258,085**	**1,300,485**
Revenues/Expenditures (Over/Under)	**204,154**	**230,308**	**197,290**	**228,330**
Other Sources (Uses)				
Operating Transfers In	2,715			
Operating Transfers Out	(119,712)	(128,058)	(173,915)	(173,915)
Other Sources (Uses)				
Total Other Sources (Uses)	**(116,997)**	**(128,058)**	**(173,915)**	**(173,915)**
Fund Balance Beginning of the Year	440,087	527,244	629,494	652,869
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	527,244	629,494	652,869	707,285
Total Fund Balance	**527,244**	**629,494**	**652,869**	**707,285**

CHANGES IN FUND BALANCE - TRANSPORTATION DEVELOPMENT ACT FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	2,715	(14,680)		
Intergovernmental Revenues	1,846,183	2,000,000	1,750,000	1,750,000
Service Charges				
Other Revenue				
Total Revenue	**1,848,898**	**1,985,320**	**1,750,000**	**1,750,000**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases				
Capital Projects	28,888	91,006	48,000	
Debt Service				
Total Expenditures	**28,888**	**91,006**	**48,000**	
Revenues/Expenditures (Over/Under)	**1,820,010**	**1,894,314**	**1,702,000**	**1,750,000**
Other Sources (Uses)				
Operating Transfers In				
Operating Transfers Out	(1,502,650)	(2,073,437)	(1,816,156)	(1,816,156)
Other Sources (Uses)				
Proceeds from Debt Financing				
Total Other Sources (Uses)	**(1,502,650)**	**(2,073,437)**	**(1,816,156)**	**(1,816,156)**
Fund Balance Beginning of the Year	55,537	372,897	193,774	79,618
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	372,897	193,774	79,618	13,461
Unreserved				
Total Fund Balance	**372,897**	**193,774**	**79,618**	**13,461**

CHANGES IN FUND BALANCE - STREET FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues	775,524	795,690	838,370	886,155
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	84,500	157,935		
Intergovernmental Revenues	10,139,549	5,769,575	5,217,000	8,482,000
Service Charges	1,333,525	829,000	1,144,000	1,355,000
Other Revenue	24,746		20,000	
Total Revenue	**12,357,844**	**7,552,200**	**7,219,370**	**10,723,155**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases				
Capital Projects	11,626,452	3,308,820	5,532,700	9,796,880
Debt Service				
Total Expenditures	**11,626,452**	**3,308,820**	**5,532,700**	**9,796,880**
Revenues/Expenditures (Over/Under)	**731,392**	**4,243,380**	**1,686,670**	**926,275**
Other Sources (Uses)				
Operating Transfers In	538,470	827,035	150,000	150,000
Operating Transfers Out	(1,645,871)	(1,423,268)	(1,411,277)	(1,411,277)
Other Sources (Uses)				
Total Other Sources (Uses)	**(1,107,401)**	**(596,233)**	**(1,261,277)**	**(1,261,277)**
Fund Balance Beginning of the Year	2,806,972	2,430,963	6,078,110	6,503,502
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	2,430,963	6,078,110	6,503,502	6,168,500
Total Fund Balance	**2,430,963**	**6,078,110**	**6,503,502**	**6,168,500**

CHANGES IN FUND BALANCE - CDBG FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues				
Intergovernmental Revenues	616,167	1,950,000	1,089,110	1,089,110
Service Charges				
Other Revenue				
Total Revenue	**616,167**	**1,950,000**	**1,089,110**	**1,089,110**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases				
Capital Projects	616,167	1,950,000	1,089,110	1,089,110
Debt Service				
Total Expenditures	**616,167**	**1,950,000**	**1,089,110**	**1,089,110**
Revenues/Expenditures (Over/Under)				
Other Sources (Uses)				
Operating Transfers In				
Operating Transfers Out		(109,309)		
Other Sources (Uses)		109,309		
Total Other Sources (Uses)				
Fund Balance Beginning of the Year				
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved				
Total Fund Balance				

CHANGES IN FUND BALANCE - POLICE SPECIAL REVENUE FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	23,402	31,105		
Intergovernmental Revenues	626,732			
Service Charges				
Other Revenue				
Total Revenue	**650,134**	**31,105**		
Expenditures				
Operating Programs				
Public Safety	467,571			
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs	467,571			
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service				
Total Expenditures	**467,571**			
Revenues/Expenditures (Over/Under)	**182,563**	**31,105**		
Other Sources (Uses)				
Operating Transfers In	39,748			
Operating Transfers Out	(41,229)			
Other Sources (Uses)				
Total Other Sources (Uses)	**(1,481)**			
Fund Balance Beginning of the Year	187,808	368,890	399,995	399,995
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	368,890	399,995	399,995	399,995
Total Fund Balance	**368,890**	**399,995**	**399,995**	**399,995**

CHANGES IN FUND BALANCE - CAPITAL OUTLAY FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues	1,692,200	1,871,503	1,927,265	2,062,175
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	607,424	282,945	24,540	24,540
Intergovernmental Revenues	4,256,053	1,100,000	1,115,430	1,250,000
Service Charges	807,994	1,227,000	2,408,360	2,099,340
Other Revenue	1,055,731		150,000	150,000
Total Revenue	**8,419,402**	**4,481,448**	**5,625,595**	**5,586,055**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases				
Capital Projects	5,271,183	17,372,790	416,550	1,919,550
Debt Service				
Total Expenditures	**5,271,183**	**17,372,790**	**416,550**	**1,919,550**
Revenues/Expenditures (Over/Under)	**3,148,219**	**(12,891,342)**	**5,209,045**	**3,666,505**
Other Sources (Uses)				
Operating Transfers In	4,573,952	1,931,000	350,000	350,000
Operating Transfers Out	(4,899,026)	(3,829,937)	(1,954,994)	(2,159,954)
Other Sources (Uses)				
Proceeds from Debt Financing	13,395,749			
Total Other Sources (Uses)	**13,070,675**	**(1,898,937)**	**(1,604,994)**	**(1,809,954)**
Fund Balance Beginning of the Year	3,159,294	19,378,188	4,587,909	8,191,960
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	19,378,188	4,587,909	8,191,960	10,048,511
Unreserved				
Total Fund Balance	**19,378,188**	**4,587,909**	**8,191,960**	**10,048,511**

CHANGES IN FUND BALANCE - DEBT SERVICE FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues				
Intergovernmental Revenues				
Service Charges				
Other Revenue				
Total Revenue				
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service	1,233,699	1,944,790	1,671,446	1,671,671
Total Expenditures	**1,233,699**	**1,944,790**	**1,671,446**	**1,671,671**
Revenues/Expenditures (Over/Under)	**(1,233,699)**	**(1,944,790)**	**(1,671,446)**	**(1,671,671)**
Other Sources (Uses)				
Operating Transfers In	1,233,699	1,944,790	1,671,446	1,671,671
Operating Transfers Out				
Other Sources (Uses)				
Total Other Sources (Uses)	**1,233,699**	**1,944,790**	**1,671,446**	**1,671,671**
Fund Balance Beginning of the Year				
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved				
Total Fund Balance				

CHANGES IN FUND BALANCE - WATER FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	28,054	93,965	9,830	10,220
Intergovernmental Revenues				
Service Charges	4,617,785	6,320,000	5,917,845	6,187,165
Other Revenue	345,795	240,000	245,000	249,000
Total Revenue	**4,991,634**	**6,653,965**	**6,172,675**	**6,446,385**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities	2,505,539	2,642,679	3,215,800	3,199,415
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs	2,505,539	2,642,679	3,215,800	3,199,415
Bulk Power Purchase				
Other Purchases		49,925	37,185	
Capital Projects		3,893,601	2,625,930	4,019,840
Debt Service	227,283	227,980	226,699	226,767
Total Expenditures	**2,732,822**	**6,764,260**	**6,105,614**	**7,446,022**
Revenues/Expenditures (Over/Under)	**2,258,812**	**(110,295)**	**67,061**	**(999,637)**
Other Sources (Uses)				
Operating Transfers In	312,563			
Operating Transfers Out	(1,186,209)	(858,104)	(902,508)	(902,508)
Other Sources (Uses)	(2,245,425)	320,692		600,000
Proceeds from Debt financing		3,000,000		
Total Other Sources (Uses)	**(3,119,071)**	**2,462,588**	**(902,508)**	**(302,508)**
Fund Balance Beginning of the Year	994,107	133,848	2,486,141	1,650,694
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	133,848	2,486,141	1,650,694	348,549
Unreserved				
Total Fund Balance	**133,848**	**2,486,141**	**1,650,694**	**348,549**

CHANGES IN FUND BALANCE - WASTEWATER FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	231,760	270,508	205,645	205,645
Intergovernmental Revenues				
Service Charges	4,391,091	6,359,000	6,652,250	6,858,300
Other Revenue	754,123	536,000		
Total Revenue	**5,376,974**	**7,165,508**	**6,857,895**	**7,063,945**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities	3,774,025	3,377,012	3,848,145	3,937,305
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs	3,774,025	3,377,012	3,848,145	3,937,305
Bulk Power Purchase				
Other Purchases		50,112	206,455	
Capital Projects		1,200,107	19,974,500	2,881,340
Debt Service	825,131	835,130	817,465	816,440
Total Expenditures	**4,599,156**	**5,462,361**	**24,846,565**	**7,635,085**
Revenues/Expenditures (Over/Under)	**777,818**	**1,703,147**	**(17,988,670)**	**(571,140)**
Other Sources (Uses)				
Operating Transfers In	871,395			
Operating Transfers Out	(1,881,645)	(923,555)	(1,099,716)	(1,099,716)
Other Sources (Uses)	(2,501,363)	1,399,387		1,300,000
Proceeds from Debt Financing			18,000,000	
Total Other Sources (Uses)	**(3,511,613)**	**475,832**	**16,900,284**	**200,284**
Fund Balance Beginning of the Year	2,733,795		2,178,979	1,090,593
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve		2,178,979	1,090,593	719,737
Unreserved				
Total Fund Balance		**2,178,979**	**1,090,593**	**719,737**

CHANGES IN FUND BALANCE - ELECTRIC FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	1,919,887	3,209,645	1,320,000	1,220,000
Intergovernmental Revenues				
Service Charges	47,837,843	50,350,527	51,831,475	52,604,775
Other Revenue	100,173	2,000	6,500	6,500
Total Revenue	**49,857,903**	**53,562,172**	**53,157,975**	**53,831,275**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities	11,148,606	12,911,068	13,862,020	14,463,990
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs	11,148,606	12,911,068	13,862,020	14,463,990
Bulk Power Purchase	52,375,146	30,551,000	32,723,000	32,650,000
Other Purchases				105,000
Capital Projects		1,414,274	5,902,700	5,734,590
Debt Service	2,459,377	6,848,579	7,920,308	6,317,569
Total Expenditures	**65,983,129**	**51,724,921**	**60,408,028**	**59,271,149**
Revenues/Expenditures (Over/Under)	**(16,125,226)**	**1,837,251**	**(7,250,053)**	**(5,439,874)**
Other Sources (Uses)				
Operating Transfers In	508,433			
Operating Transfers Out	(2,757,852)	(2,762,365)	(4,447,499)	(4,447,499)
Other Sources (Uses)	3,758,535	1,557,683	7,300,000	3,400,000
Proceeds from Debt financing	11,653,507	1,414,274	5,902,700	5,734,590
Total Other Sources (Uses)	**13,162,623**	**209,592**	**8,755,201**	**4,687,091**
Fund Balance Beginning of the Year	5,385,778	2,423,175	4,470,018	5,975,166
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	2,423,175	4,470,018	5,975,166	5,222,384
Unreserved				
Total Fund Balance	**2,423,175**	**4,470,018**	**5,975,166** *	**5,222,384** *

* Does not include the balance of Restricted Cash from the Proceeds of the Certificates of Participation which is approximately 20m as of 3/31/03.

CHANGES IN FUND BALANCE - TRANSIT FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	(137,061)	(116,110)		
Intergovernmental Revenues	3,443,392	1,080,000	2,693,405	2,693,405
Service Charges	234,200	248,500	250,000	261,000
Other Revenue	347,091			
Total Revenue	**3,887,622**	**1,212,390**	**2,943,405**	**2,954,405**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation	2,306,402	2,393,747	2,419,430	2,542,285
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs	2,306,402	2,393,747	2,419,430	2,542,285
Bulk Power Purchase				
Other Purchases			175,000	175,000
Capital Projects			55,000	238,000
Debt Service				
Total Expenditures	**2,306,402**	**2,393,747**	**2,649,430**	**2,955,285**
Revenues/Expenditures (Over/Under)	**1,581,220**	**(1,181,357)**	**293,975**	**(880)**
Other Sources (Uses)				
Operating Transfers In	1,173,511	1,172,965	1,600,000	1,600,000
Operating Transfers Out	(300,704)	(355,811)	(478,709)	(478,709)
Other Sources (Uses)	(2,454,027)	364,203	(1,415,266)	(1,120,412)
Total Other Sources (Uses)	**(1,581,220)**	**1,181,357**	**(293,975)**	**879**
Fund Balance Beginning of the Year				
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved			0	(0)
Total Fund Balance			**0**	**(0)**

CHANGES IN FUND BALANCE - BENEFITS FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	(37,243)			
Intergovernmental Revenues				
Service Charges	177,945	3,337,306	284,240	294,005
Other Revenue	32,821			
Total Revenue	**173,523**	**3,337,306**	**284,240**	**294,005**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government	3,190,451	3,646,325	4,556,925	5,159,150
Total Operating Programs	3,190,451	3,646,325	4,556,925	5,159,150
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service				
Total Expenditures	**3,190,451**	**3,646,325**	**4,556,925**	**5,159,150**
Revenues/Expenditures (Over/Under)	**(3,016,928)**	**(309,019)**	**(4,272,685)**	**(4,865,145)**
Other Sources (Uses)				
Operating Transfers In	3,023,472	3,675,306	3,741,722	3,741,722
Operating Transfers Out				
Other Sources (Uses)	(19,977)			
Total Other Sources (Uses)	**3,003,495**	**3,675,306**	**3,741,722**	**3,741,722**
Fund Balance Beginning of the Year	(606,462)	(619,895)	2,746,392	2,215,429
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	(619,895)	2,746,392	2,215,429	1,092,006
Total Fund Balance	**(619,895)**	**2,746,392**	**2,215,429**	**1,092,006**

CHANGES IN FUND BALANCE - SELF INSURANCE FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	91,684	253,810		
Intergovernmental Revenues	130,395	60,000		
Service Charges				
Other Revenue	162,708	200,000	200,000	200,000
Total Revenue	**384,787**	**513,810**	**200,000**	**200,000**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government	2,060,552	1,557,545	2,711,980	2,862,500
Total Operating Programs	2,060,552	1,557,545	2,711,980	2,862,500
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service				
Total Expenditures	**2,060,552**	**1,557,545**	**2,711,980**	**2,862,500**
Revenues/Expenditures (Over/Under)	**(1,675,765)**	**(1,043,735)**	**(2,511,980)**	**(2,662,500)**
Other Sources (Uses)				
Operating Transfers In	807,795	1,407,795	2,711,980	2,711,980
Operating Transfers Out				
Other Sources (Uses)	(69,052)			
Total Other Sources (Uses)	**738,743**	**1,407,795**	**2,711,980**	**2,711,980**
Fund Balance Beginning of the Year	2,535,894	1,598,872	1,962,932	2,162,932
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve	1,598,872	1,962,932	2,162,932	2,212,412
Unreserved				
Total Fund Balance	**1,598,872**	**1,962,932**	**2,162,932**	**2,212,412**

CHANGES IN FUND BALANCE - VEHICLE & EQUIPMENT REPLACEMENT FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Tax Revenues				
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	21,306			
Intergovernmental Revenues				
Service Charges				
Other Revenue	39,853			
Total Revenue	**61,159**			
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services				
Community and Economic Development				
General Government				
Total Operating Programs				
Bulk Power Purchase				
Other Purchases	820,772	559,222	255,000	300,000
Capital Projects				55,500
Debt Service				
Total Expenditures	**820,772**	**559,222**	**255,000**	**355,500**
Revenues/Expenditures (Over/Under)	**(759,613)**	**(559,222)**	**(255,000)**	**(355,500)**
Other Sources (Uses)				
Operating Transfers In	738,389	445,000	330,000	375,000
Operating Transfers Out	(80,185)	(20,000)		
Other Sources (Uses)				
Cost of Medical Care/Dental, Vision				
Total Other Sources (Uses)	**658,204**	**425,000**	**330,000**	**375,000**
Fund Balance Beginning of the Year	276,189	174,780	40,558	115,558
Reserved for Debt Service				
Designated Reserve				
Unreserved	174,780	40,558	115,558	135,058
Total Fund Balance	**174,780**	**40,558**	**115,558**	**135,058**

CHANGES IN FUND BALANCE - TRUST AND AGENCY FUND

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Revenues				
Tax Revenues	204,469	201,727	187,500	167,000
Licenses and Permits				
Fines and Forfeitures				
Investment/Property Revenues	18,967	13,585		
Intergovernmental Revenues				
Service Charges				
Other Revenue				
Total Revenue	**223,436**	**215,312**	**187,500**	**167,000**
Expenditures				
Operating Programs				
Public Safety				
Public Utilities				
Transportation				
Leisure, Cultural and Social Services	70,000			
Community and Economic Development				
General Government				
Total Operating Programs	70,000			
Bulk Power Purchase				
Other Purchases				
Capital Projects				
Debt Service				
Total Expenditures	**70,000**			
Revenues/Expenditures (Over/Under)	**153,436**	**215,312**	**187,500**	**167,000**
Other Sources (Uses)				
Operating Transfers In				
Operating Transfers Out	(18,361)			
Other Sources (Uses)	(206,223)	(194,323)	(192,880)	(196,005)
Cost of Medical Care/Dental, Vision				
Total Other Sources (Uses)	**(224,584)**	**(194,323)**	**(192,880)**	**(196,005)**
Fund Balance Beginning of the Year	1,105,232	1,034,084	1,055,073	1,049,693
Fund Balance End of the Year				
Reserved for Debt Service				
Designated Reserve				
Unreserved	1,034,084	1,055,073	1,049,693	1,020,688
Total Fund Balance	**1,034,084**	**1,055,073**	**1,049,693**	**1,020,688**

Section H
FINANCIAL AND STATISTICAL TABLES

FINANCIAL AND STATISTICAL TABLES

This section contains summaries which integrate the other sections of the Financial Plan as well as supplemental and statistical information. Generally, each schedule provides information for four years. The following schedules are included in this section:

* Appropriation Spending Limit
* Revenues by Major Category and Source
* Summary of Interfund Transactions
* Personnel Summary of New Positions
* Summary of Regular Positions by Mission
* Graph of Regular Positions by Mission
* Summary of Temporary Positions by Mission
* Change in Authorized Positions – 7 years
* Summary of Regular Positions by Department
* Summary of Operating Program Changes
* Department Summaries – Organizational Charts, Personnel, and Operating Budget
* Joint Venture Debt Service Requirements

APPROPRIATION SPENDING LIMIT

BACKGROUND

During any fiscal year, the City may not appropriate tax revenues in excess of the Appropriation Limit defined in Article XIII B of the State Constitution. Tax revenues which exceed the Limit may be carried forward to the next fiscal year to offset a shortfall in the Appropriation Limit. Any excess funds remaining after the second year have to be returned to the taxpayers by reducing tax rates or fees. A majority of voters may approve an "override" to increase the Limit up to a maximum of four years.

The amount of tax revenue which can be appropriated in any fiscal year is determined based on formulas provided in Article XIII B. The growth in revenues is based on actual appropriations in Fiscal Year 1978-79 and adjusted for growth of population and inflation. Not all revenues are restricted by the Limit; only revenues which are considered proceeds of taxes are subject to this limitation.

In addition, proceeds of taxes are allowed to be spent on several types of appropriations and are not included in the Limit. For instance, tax proceeds for voter approved debt, costs of complying with court orders, certain federal mandates and qualified capital outlay are excluded and do not count against the Limit.

To ensure that taxes are counted in the Appropriation Limit of only one agency of government, Article XIII B and Government Code Section 7903 require that if the State provides funds to a local government with no strings attached, these revenues will be counted as "State Subventions" and will not be included in the calculation of the local agency. If the State specifies that the funds are restricted in their use, such as Gas Tax, they are to be counted in the State's Limit.

The statutes require the adoption of the Appropriation Limit by resolution of the City Council with a recorded vote regarding which of the annual adjustment factors have been selected. The adoption is done at a regular meeting or a noticed special meeting. There is no required hearing or public notice. The documentation used to compute the Limit must be available to the public at least 15 days prior to the meeting. Once the Limit is adopted, the public has 45 days from the effective date of the Resolution to initiate judicial action regarding the Limit.

Once the Appropriation Limit is adopted, there are two publication requirements:

* The Limitation must be published in the Annual Budget
* An informational form filed with the Annual Statement of Transactions no later than 90 days after the start of the fiscal year.

APPROPRIATION LIMIT 2003-04

The Appropriation Limit for the fiscal year 2003-04 is $59,759,913 and computed based on growth factors provided by the State Department of Finance. The inflation used to calculate growth was 1.0231% and the population growth used was 1.0169%. The appropriations subject to limit for 2003-04 is $28,710,584 and is under the Limit by $31,049,328.

The calculations used to establish the Appropriation Limit and appropriations subject to limit are available in the Finance Department for public inspection and review.

APPROPRIATIONS SPENDING LIMIT

2003-04 APPROPRIATIONS SPENDING LIMIT

			AMOUNT
Last Year's Limit			57,439,894
Adjustment Factors			
1	Population %	1.0169	
2	Inflation %	1.0231	
Total Adjustment %			1.0404
Annual Adjustment			2,320,020
Adjustments			None
Total Adjustments			2,320,020
2003-04 APPROPRIATIONS SPENDING LIMIT			59,759,913

2003-04 APPROPRIATIONS SUBJECT TO LIMITATION

	AMOUNT
PROCEEDS OF TAXES	28,710,584
EXCLUSIONS	-
APPROPRIATIONS SUBJECT TO LIMITATION	28,710,584
CURRENT YEAR LIMIT	59,759,913
OVER(UNDER) LIMIT	(31,049,328)

REVENUES BY MAJOR CATEGORY AND SOURCE

The preparation of revenue projections is predicated on the fact that the City wants to project revenues realistically but conservatively. The City has determined that based on its financial projections for the next two fiscal years, the City can fund known increases in compensation, operating expenses and capital projects. In preparing these revenue projections, which directly impact the estimated available fund balance, the following information was considered:

- Departmental projections.
- Prior year experience
- Analysis of actual revenues and expenditures

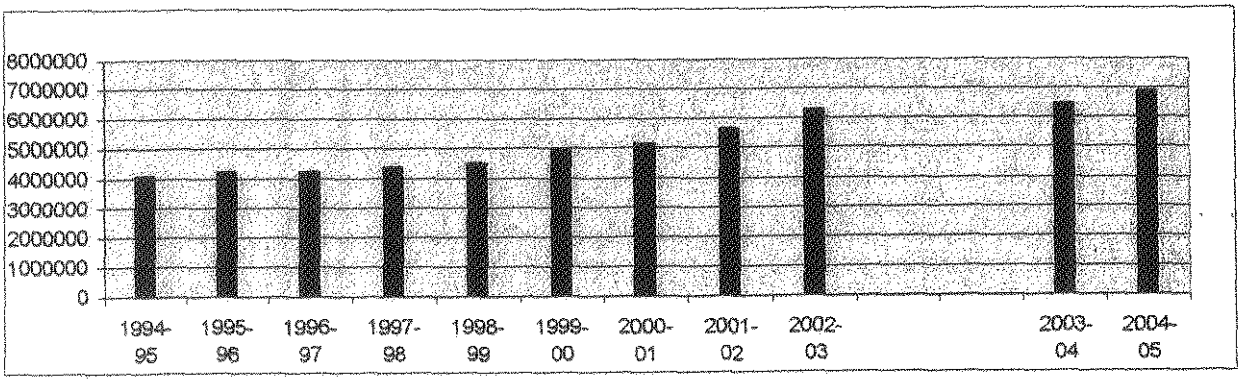
Several factors were considered in conjunction with the above information:

1. Revenues tied to construction activity can swing significantly up and down based on demand for housing and commercial facilities.
2. Several items are difficult to predict, including year-end encumbrances, other reserve amounts, and revenues accrued at year-end which have been earned but not received. This is particularly true of utility revenues for water, wastewater and electric services.
3. Revenues proposed in 2004-05 are assumed to be the same as the 2003-04 except when revenue is specifically tied to projected expenditures and/or the City can identify specific justification for the increase other than inflation or growth.

The following is a discussion of the City's primary revenues in the 2003-05 Financial Plan and Budget.

PROPERTY TAX

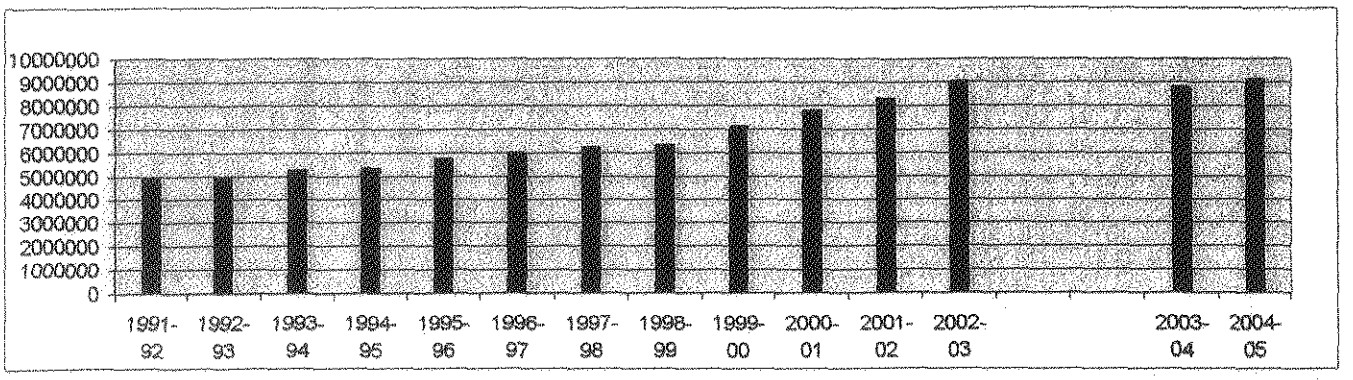
The authority to levy property tax is contained in Article XIII and XIIIA of the California Constitution and Sections I - 6000 of the Revenue and Taxation Code. The County Assessor assesses property, the County Tax Collector collects the tax, and the County Auditor distributes the tax. The property tax is imposed on real property and tangible personal property located within the State. Property is assessed by the County Assessor, except for certain public utility properties which are assessed by the State Board of Equalization. The property is assessed annually as of 12:01 a.m. on March 1 by the County and January 1 by the State Board of Equalization. The tax rate for real property is 1% of the property value plus rates imposed to fund voter approved indebtedness. Property tax estimates are based on trend analysis and discussion with County Tax Collector's office.



REVENUES BY MAJOR CATEGORY AND SOURCE

SALES AND USE TAX

The authority to levy sales and use tax is contained in Article,XIII, Section 29 of the California Constitution, Section 7200 of the Revenue and Taxation Code and Section 37101 of the Government Code. This tax is administered by the State Board of Equalization and is imposed on retailers for the privilege of selling at retail. The tax is based on the sales price of any taxable transaction of tangible personal property. Leases are consider to be a continuing sale or use and are subject to taxation. The tax rate within San Joaquin County is 7.5% of which the City is directly entitled to 1%.



The sales tax projection is based on trend analysis and information supplied by the firm of Hinderleiter and DeLamas who prepares the annual sales tax projections for the City.

IN-LIEU FRANCHISE TAX

The City imposes an "in-lieu franchise tax" on City-owned utilities (electric, water and wastewater) as provided in Section 6001 and 6201 of the Public Utilities Code. This tax is administered by the City and applied to City-owned utilities similar to privately owned utilities for the privilege of doing business in the City. Funds are transferred from the Enterprise Funds to the City General Fund to the extent they exceed the cost of services provided by general services. These taxes are levied based on prior years revenues per policy outlined on page B-9.

BUSINESS LICENSE TAX

The authority to levy a Business License Tax is contained in Section 37101 of the Government Code and Section 16000 of the Business and Professions Code. This Tax is imposed on businesses for the privilege of conducting business within the City. Prior to budget year 1995-96 the Tax used was a flat rate tax based on number of employees. Beginning with budget year 1995-96, the Tax is based on gross receipts. Estimates are based on trend analysis of prior year's actual receipts.

INVESTMENT EARNINGS

The City invests its surplus funds of approximately $30 million with the State Treasurer's Office and other instruments as provided by the City's Investment Policy. Estimates are based on cash balances and latest LAIF rates.

REVENUES BY MAJOR CATEGORY AND SOURCE

MOTOR VEHICLE IN-LIEU TAX

The Motor Vehicle In-Lieu Tax is authorized under Article XIX, Section 3 of the California Constitution and Sections 10751 and 11005 of the Revenue and Taxation Code. This Tax is administered by the State Department of Motor Vehicles. This is a special license fee equivalent to 2% of the market rate of motor vehicles imposed annually in lieu of local property taxes. The City receives 18.75% of the tax collected for vehicles registered in the City of Lodi. This tax is estimated based on information received from the State Controller's Office.

WATER, WASTEWATER AND ELECTRIC UTILITY FEES

The City charges 100% of the cost for providing utility services. These fees are based on the cost of operating and maintaining each system and are charged monthly based on a rate schedule. The cost of expanding the system is not charged to current customers but to the customer responsible for the expansion of the system, whether a new resident/business or an existing resident/business. Estimates are based on trend analysis and discussions with the Enterprise Fund rate analyst.

PARK AND RECREATION FEES

The City charges from 0% to 100% of the cost of providing recreation and park services in accordance with City Council budget policy for fees. Estimates are based on fee structure, participation trends, and discussion with Parks and Recreation staff.

WATER UTILITY – TCE/PCE SETTLEMENT

These estimates are based solely on speculation as to possible outcomes in the on-going enforcement efforts of the City of Lodi against certain potentially responsible parties. As with all enforcement efforts, outcomes cannot be predicted with any certainty. Estimates are based on discussions with legal staff.

REVENUES BY MAJOR CATEGORY AND SOURCE

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Recommended Budget	2004-2005 Recommended Budget
TAX REVENUES				
Property Tax	5,640,668	6,237,556	6,424,220	6,873,920
Special Assessment	204,469	201,727	187,500	167,000
Sales & Use Tax	8,284,631	8,985,460	8,755,000	9,105,000
Public Safety Sales Tax (Prop 172)	230,748	259,085	282,400	307,815
Street Maintenance Sales Tax (K)	775,524	795,690	838,370	886,155
Transient Occupancy Tax	438,694	429,799	288,695	288,695
Waste Removal Franchise Tax	317,875	371,253	317,875	317,875
Industrial Franchise	44,733	58,180	42,805	42,805
Gas Franchise	268,724	202,578	268,725	268,725
Cable TV Franchise	283,428	207,810	200,000	205,000
Electric Franchise	16,389	13,235	16,390	16,390
In-Lieu Franchise - Electric	4,783,089	5,671,989	5,881,475	6,059,180
In-Lieu Franchise - Sewer	939,410	496,648	755,040	794,550
In-Lieu Franchise - Water	612,015	485,485	715,080	681,940
In-Lieu Franchise - Refuse	234,839	250,000	240,945	240,945
Real Property Transfer Tax	172,290	150,000	184,350	184,350
Total Tax Revenues	**23,247,526**	**24,816,495**	**25,398,870**	**26,440,345**
LICENSES AND PERMITS				
Animal License	20,715	23,315	21,550	21,980
Bicycle License	1,157	1,775	1,205	1,230
Business License Tax	786,924	773,355	818,400	834,765
Alarm Permits	12,750	4,000	16,950	17,000
Building Permits	464,256	636,109	530,000	540,000
Transportation Permit	5,789	5,500	6,020	6,140
Electric Permits	58,407	70,000	61,000	62,000
Mechanical Permits (Gas)	46,274	50,000	47,000	48,000
Plumbing Permits	41,498	55,000	43,000	44,000
Industrial Refuse Collection Permit	1,000	1,500	1,000	1,000
Parking Permits	25,680	35,000	9,780	10,000
Total Licenses and Permits	**1,464,450**	**1,655,554**	**1,555,905**	**1,586,115**
FINES AND FORFEITURES				
Vehicle Code Fines	165,983	183,930	166,000	166,000
Court Fines	10,769	16,615	12,000	12,000
Parking Fines	79,066	56,287	80,000	80,000
Parking Fines - DMV Hold	20,746	17,350	20,745	20,745
False Alarm Penalty		3,500	47,190	
Late Payment - Utility Billing	431,295	483,150	448,545	448,545
Nuisance Fees	2,300		2,395	2,440
Library Fines, Fees & Gifts	63,154	59,000	59,000	59,000
Utility Connections	19,831	18,055	20,625	20,625
Returned Check Charge	13,068	16,340	13,590	13,590
Total Fines and Forfeitures	**806,212**	**854,227**	**870,090**	**822,945**
INVESTMENT/PROPERTY REVENUES				
Investment Earnings	2,755,141	4,403,290	1,744,380	1,644,380
Sale of City Property	38,119	20,000		
Sale of System (Joint Pole-Elec)	78,715	20,000	20,000	20,000
Rent of City Property	499,325	563,637	571,895	572,285
Total Investment/Property Revenues	**3,371,300**	**5,006,927**	**2,336,275**	**2,236,665**

REVENUES BY MAJOR CATEGORY AND SOURCE

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Recommended Budget	2004-2005 Recommended Budget
INTERGOVERNMENTAL REVENUES				
Motor Vehicle In-Lieu Tax	3,275,523	3,532,591	3,532,591	3,532,591
Other Grants & Subventions	138,581		200,400	
Police Training (POST)	72,463	51,500	30,000	30,000
Cracnet & Drug Suppression Grants	240,978	157,447	241,025	241,025
Police/Parks Grants	4,832,352	1,150,000	1,115,430	1,319,000
Asset Seizure	30,138			
Street Maintenance Measure (K)-reimbursements	4,253,480		750,000	3,900,000
Auto Theft Revenue	21,945			
State Hiway Maintenance	5,066	5,065	5,065	5,065
Gas Tax Subvention (2105)	334,071	365,330	334,070	334,070
Gas Tax Subvention (2106)	212,552	234,245	212,550	212,550
Gas Tax Subvention (2107)	438,382	475,000	438,380	438,380
Transportation Dev Act (Gen./Allot)	1,846,183	2,000,000	1,750,000	1,750,000
Federal Assistance Section IX	3,419,518	80,000	1,000,000	1,000,000
CTC Reimbursement	2,600,000	375,000	2,629,000	2,856,000
Surface Transportation (ISTEA)/Fed TEA Transit	2,155,000	4,320,000	163,000	
Streets Federal grants			690,000	741,000
State Transit Assistance	23,874			
State Special Grants-Transit		1,000,000	1,693,405	1,693,405
Parks & Recreation Grants/Allotment	101,283	33,345	128,250	171,280
State Mandates SB 90	99,297	160,000	8,000	8,000
CJPRMA Rebate	130,395	60,000		
Community Development Block Grant	616,167	1,950,000	1,089,110	1,089,110
Library Grants	223,557	206,455	107,500	91,000
Traffic Congestion Relief	146,064			
PERS	356,877			
Total Intergovernmental Revenues	**25,573,746**	**16,155,978**	**16,117,776**	**19,412,476**
SERVICE FEES AND CHARGES				
Public Safety Fees				
Fingerprinting	17,418	10,000	20,000	20,000
Police Record Fees	16,658	25,000	200	200
Vehicle Towing	80,295	60,000	81,900	83,535
Other Police Fees	756	2,740	750	750
Fix Ticket/Vin Verification	3,170	2,120	3,150	3,150
Fire Department Services - Other	145	245	245	245
First Responder Fee-paramedic program				478,080
Animal Shelter Fees	21,246	22,525	21,670	22,105
Total	139,688	122,630	127,915	608,065
Electric Operating Revenue				
Domestic Residential	14,127,898	15,551,488	15,976,045	16,264,190
Small Commercial	4,496,721	4,621,709	5,075,155	5,166,690
Dusk to Dawn	39,879	41,817	44,545	45,350
Domestic Mobile Home	182,811	198,449	215,220	219,100
Large Commercial	9,148,805	10,469,453	10,090,890	10,272,890
Small Industrial	769,425	852,376	842,700	857,900
City Accounts	1,961,283	623,366	2,114,110	2,152,240
Medium Industrial	2,117,844	2,993,441	2,365,410	2,408,075
Large Industrial	4,674,332	3,979,345	4,951,610	5,040,920
Residential Low Income	358,642	320,862	317,510	323,235

REVENUES BY MAJOR CATEGORY AND SOURCE

		2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Recommended Budget	2004-2005 Recommended Budget
Public Benefits		921,338	1,027,860	881,860	897,765
Market Cost Adjustment		8,467,597	9,359,981	8,500,000	8,500,000
	Total	47,266,575	50,040,147	51,375,055	52,148,355
Sewer Operating Revenues					
City Accounts		15,871	28,960	29,540	30,130
Other Accounts		3,101,444	5,763,040	3,799,710	3,837,710
Sewer Connection Fees		735,171	500,000	746,000	889,000
Infrastructure Repl		286,243		2,046,000	2,066,460
	Total	4,138,729	6,292,000	6,621,250	6,823,300
Water Operating Revenues					
City Accounts		71,805	119,180	92,455	96,155
Other Accounts		3,719,068	5,839,820	3,672,725	3,819,635
Infrastructure Repl		254,832		1,917,665	1,994,375
	Total	4,045,705	5,959,000	5,682,845	5,910,165
Non-Operating Utility Revenues					
Revenue - Contract Work for City		237,026	188,980	416,420	416,420
Revenue - Contract Work for Others		164,626	46,400		
Electric Capacity Revenues		169,616	75,000	40,000	40,000
Water Tap Fees		98,269			
Sewer Tap Fees		13,461			
Liftstation Reimbursement		141,753			
	Total	824,751	310,380	456,420	456,420
Transit Fees					
Dial-A-Ride Passenger Fares		234,200	248,500	250,000	261,000
	Total	234,200	248,500	250,000	261,000
Park and Recreation Fees					
Revenue from Playgrounds		204,393	203,850	210,000	210,000
Revenue from Youth/Teen Sports		36,852	68,790	201,600	201,600
Revenue - Indoor/Outdoor Activities		31,846	19,910	30,000	30,000
Revenue from Aquatics		77,447	77,500	77,500	77,500
Revenue from Adult Sports		58,087	77,555	59,000	59,000
BOBS Reimbursements		18,108	33,455	25,000	25,000
Revenue from Lodi Lake Park		90,489	85,580	96,000	96,000
Other Park Fees		8,408	6,170		
Admin Services-Parks & Rec		2,355			
	Total	527,985	572,810	699,100	699,100
Community Center Fees					
Swimming		69,731	102,605	101,080	105,080
Rents		28,113		29,240	29,825
Other Fees		95,946	127,334	95,970	113,075
	Total	193,790	229,939	226,290	247,980
***Community* Development Fees**					
Plan Check Fees		296,499	382,127	325,000	330,000
Inspection/Reinspection Fees		6,551	12,191	7,000	7,000
Planning Fees		85,058	94,437	88,460	90,230
	Total	388,108	488,755	420,460	427,230

REVENUES BY MAJOR CATEGORY AND SOURCE

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Recommended Budget	2004-2005 Recommended Budget
Work for others				
010. general fund: reimbursable charges(work for other	84,120	2,250	20,000	20,400
010. general fund: reimbursable charges(work for other	20,810	13,255	21,645	22,075
Extra refuse	750		780	795
010. general fund: reimbursable charges(work for other	128,548	190,800	133,690	136,365
Total	234,228	206,305	176,115	179,635
Public Works Engineering Fees				
Engineering Fees	97,180	177,494	73,000	81,000
Development Impact Fees	2,712,478	2,484,000	3,144,360	2,968,340
Special Inspections	3,517	2,000	3,550	3,550
Plans & Specs	3,593	7,170	3,500	3,500
Engineering Inspections	150,717	81,312	85,000	102,000
Total	2,967,485	2,751,976	3,983,410	3,956,390
Benefit and Insurance Fees				
Medical Care	786	2,731,480		
Dental Insurance	48,421	289,195		
Vision Care	334	65,830		
Chiropractic		33,520		
Life Insurance	31,741	37,644	101,405	106,475
Accidental Death Insurance	6,742			
Unemployment Insurance	52,126	42,507	27,835	28,810
Long Term Disability	37,795	137,130	155,000	158,720
Total	177,945	3,337,306	284,240	294,005
Total Service Fees and Charges	**61,139,189**	**70,559,748**	**70,303,100**	**72,011,645**
OTHER REVENUE				
Damage to Property Reimbursements	2,867	16,000	2,985	3,040
Donations/Sale of City property	1,198,196	18,135	238,130	219,030
Revenues NOC	1,862,689	624,970	503,665	508,695
Reimbursable charges	2,150	375,000		
Revenue by Transfer	11,465	32,000		
Total Other Revenue	**3,077,367**	**1,066,105**	**744,780**	**730,765**
REVENUE TOTAL	**118,679,790**	**120,115,034**	**117,326,796**	**123,240,956**

Interfund Transactions

Cost Allocation Plan

By policy, the City accounts for all operating expenditures and revenues in a primary Fund. General government services are in the General Fund; water, wastewater and electric services are in their respective Funds; transit services are in the Transit Fund; and, so on. The cost of providing support (Human Resources, Finance, Legal, City Management, etc.) to Enterprise Fund activities, Special Revenue Fund activities and Capital Fund projects is charged by interfund transfer as provided in the City's Cost Allocation plan.

In addition to support services, all eligible funds are charged a prorated share of the cost for liability and worker's compensation. The charge to each fund is based on level of impact projected on historical experience and known risk.

The purpose of the cost Allocation Plan is to identify the total cost of providing services. While there are different approaches to developing costs, the City has elected to use a "step down" cost-finding method. This is an informal cost accounting method used by many government agencies to determine the cost of services. No formal accounting entries are required during the year to record costs incurred in specific accounts. Instead, cost finding involves taking available accounting data and recasting it to derive costs. This methodology is best suited to costing general government services under accounting principles which focus on expenditures rather than on expenses.

In performing the cost allocations, all indirect costs have been allocated only to direct cost activities rather than using a more complex sequential allocation system. Although there are some conceptual difficulties with this approach, the end result is insignificant, and the cost of preparation, review and audit is significantly less.

Other Transfers

In addition to the distribution of costs between funds, the City also includes loans and some direct service charges in its interfund transfers. These transfers are not significant and have little impact on the financial condition of any one fund.

INTERFUND TRANSACTIONS - OPERATING TRANSFERS

	2001-2002 Actual	2002-2003 *Revised* Budget	2003-2004 Budget	2004-2005 Budget
GENERAL FUND				
Operating Transfers In				
Cost of Services Transactions	3,257,172	3,503,027	4,724,167	4,724,167
Arts in Public Places (1214)			3,100	3,100
Capital Outlay		1,460,147		
Impact fees (1216) - Fire Truck Lease			105,448	110,183
Electric- *IS Personnel cost*		146,072	131,500	131,500
Street Fund - gas tax to offset street maint	1,047,540	1,047,540	985,000	985,000
Engineering costs	375,728	375,728	426,277	426,277
Sewer- additional street sweeping (storm drains)	82,000	82,000		
Water/Sewer-Safety Program (PW)	25,000			
Electric -IIPP	25,000			
Total Other Operating Transfers	85,254			
Total Transfers In	4,897,694	6,614,514	6,375,492	6,380,227
Operating Transfers Out				
Benefits Fund	(282,729)	(282,729)	(2,710,706)	(2,710,706)
Insurance Funds	(426,984)	(1,026,984)	(1,780,161)	(1,780,161)
Cost of Medical, Dental, Vision and Chiro	(1,973,179)	(2,643,564)		
General Fund Capital	(1,500,000)	(1,500,000)		
Total Other Operating Transfers	(105,500)	(81,284)		
Total Transfers Out	(4,288,392)	(5,534,561)	(4,490,867)	(4,490,867)
TOTAL GENERAL FUND	609,302	1,079,953	1,884,626	1,889,361
LIBRARY FUND				
Operating Transfers In	2,715	-		
Total Transfers In	2,715			
Operating Transfers Out				
Cost of Medical, Dental, Vision and Chiro	(70,304)	(78,650)	(125,000)	(125,000)
Cost of Services Transactions	(49,408)	(49,408)	(48,915)	(48,915)
Total Transfers Out	(119,712)	(128,058)	(173,915)	(173,915)
TOTAL LIBRARY FUND	(116,997)	(128,058)	(173,915)	(173,915)
STREET FUND				
Operating Transfers In	538,470	827,035		
TDA Fund			150,000	150,000
Total Transfers In	538,470	827,035	150,000	150,000
Operating Transfers Out				
Cost of Services Transactions		(375,728)	(426,277)	(426,277)
General Fund Street Maintenance (gas tax)	(1,047,540)	(1,047,540)	(985,000)	(985,000)
Total Transfers	(598,331)			
Total Transfers Out	(1,645,871)	(1,423,268)	(1,411,277)	(1,411,277)
TOTAL STREET FUND	(1,107,401)	(596,233)	(1,261,277)	(1,261,277)
TRANSPORTATION DEVELOPMENT ACT FUND				
Operating Transfers Out	(1,502,650)			
Cost of Services Transactions		(73,437)	(66,156)	(66,156)
Street Fund			(150,000)	(150,000)
Transit Fund			(1,600,000)	(1,600,000)
Total Transfers		(2,000,000)		
Total Transfers Out	(1,502,650)	(2,073,437)	(1,816,156)	(1,816,156)
TOTAL TRANSPORTATION DEVELOPMENT ACT	(1,502,650)	(2,073,437)	(1,816,156)	(1,816,156)
CDBG FUND				
Total Transfers Out	-	(109,309)	-	-
TOTAL CDBG FUND	-	(109,309)	-	-
POLICE SPECIAL REVENUE FUND				
Total Transfers In	39,748	-	-	-
Total Transfers Out	(41,229)	-	-	-
TOTAL POLICE SPECIAL REVENUE FUND	(1,481)	-	-	-

CAPITAL OUTLAY FUND

INTERFUND TRANSACTIONS - OPERATING TRANSFERS

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
Operating Transfers In	3,073,952			
General Fund	1,500,000	1,500,000		
General Fund-reroofing- East Pine/asbestos		81,000		
Electric Fund		350,000	350,000	350,000
Total Transfers In	4,573,952	1,931,000	350,000	350,000
Operating Transfers Out	(3,240,327)			
General Fund-Arts in Public Places Board			(3,100)	(3,100)
General Fund - Fire Truck Lease Purchase-IMF (1216)		-	(105,448)	(110,183)
Computer Replacement Fund			(75,000)	(75,000)
Vehicle Maintenance Fund	(425,000)	(425,000)	(255,000)	(300,000)
General Fund -Administration costs		(1,460,147)		
Debt Service	(1,233,699)	(1,944,790)	(1,671,446)	(1,671,671)
Total Transfers Out	(4,899,026)	(3,829,937)	(2,109,994)	(2,159,954)
TOTAL CAPITAL OUTLAY FUND	(325,074)	(1,898,937)	(1,759,994)	(1,809,954)
VEHICLE /Equipment MAINTENANCE FUND				
Operating Transfers In	313,389	20000		
Capital Outlay Fund	425,000	425,000	330,000	375,000
Total Transfers In	738,389	445,000	330,000	375,000
Operating Transfer Out	(13,185)			
Equipment Replacement Fund	(67,000)	(20,000)		
Total Transfers Out	(80,185)	(20,000)	-	-
TOTAL VEHICLE MAINTENANCE FUND	658,204	425,000	330,000	375,000
DEBT SERVICE FUND				
Operating Transfers In				
Capital Outlay Fund	1,233,699	1,944,790	1,671,446	1,671,671
Total Transfers In	1,233,699	1,944,790	1,671,446	1,671,671
TOTAL DEBT SERVICE FUND	1,233,699	1,944,790	1,671,446	1,671,671
WATER FUND				
Operating Transfers In	312563			
Total Transfers				
Total Transfers In	312,563	-	-	-
Operating Transfers Out				
Cost of Services Transactions	(680,288)	(680,288)	(685,480)	(685,480)
Benefits Fund	(17,896)	(17,896)	(112,254)	(112,254)
Insurance Funds	(72,065)	(72,065)	(104,774)	(104,774)
General Fund	(12,500)			
Cost of Medical		(87,855)		
Total Transfers	(403460)			
Total Transfers Out	(1,186,209)	(858,104)	(902,508)	(902,508)
TOTAL WATER FUND	(873,646)	(858,104)	(902,508)	(902,508)
WASTEWATER FUND				
Operating Transfers In	871,395	-		
Total Transfers In	871,395	-	-	-
Operating Transfers Out				
Cost of Services Transactions	(537,354)	(537,354)	(665,859)	(665,859)
General Fund	(12,500)			
General Fund-additional street sweeping (storm drains)	(82,000)	(82,000)		
Benefits Fund	(17,894)	(17,894)	(224,503)	(224,503)
Insurance Funds	(102,097)	(102,097)	(209,354)	(209,354)
Cost of Medical transfer		(184,210)		
Total Transfers	(1,129,800)			
Total Transfers Out	(1,881,645)	(923,555)	(1,099,716)	(1,099,716)
TOTAL WASTEWATER FUND	(1,010,250)	(923,555)	(1,099,716)	(1,099,716)

INTERFUND TRANSACTIONS - OPERATING TRANSFERS

	2001-2002 Actual	2002-2003 Revised Budget	2003-2004 Budget	2004-2005 Budget
ELECTRIC FUND				
Operating Transfers In	508,433			
Total Transfers In	508,433	-	-	-
Operating Transfers Out				
Cost of Services Transactions	(1,697,136)	(1,697,136)	(2,787,048)	(2,787,048)
Benefits Fund	(39,368)	(39,368)	(561,260)	(561,260)
Insurance Funds	(206,649)	(206,649)	(617,691)	(617,691)
General Fund CIP	(350,000)	(350,000)	(350,000)	(350,000)
General Fund -IS Personnel cost		(146,072)	(131,500)	(131,500)
Cost of Medical		(323,140)		
Total Transfers	(25,000)			
Total Transfers Out	(948,132)			
TOTAL ELECTRIC FUND	(2,757,852)	(2,762,365)	(4,447,499)	(4,447,499)
TRANSIT FUND				
Operating Transfers In				
Transportation Development Act	1,173,511	1,172,965	1,600,000	1,600,000
Total Transfers In	1,173,511	1,172,965	1,600,000	1,600,000
Operating Transfers Out				
Cost of Services Transactions		(355,811)	(470,709)	(470,709)
Benefits Fund			(8,000)	(8,000)
Total Transfers	(300,704)			
Total Transfers Out	(300,704)	(355,811)	(478,709)	(478,709)
TOTAL TRANSIT FUND	872,807	817,154	1,121,291	1,121,291
BENEFITS FUND				
Operating Transfers In				
General Fund	282,729	282,729	2,710,706	2,710,706
Electric Fund	39,368	39,368	561,260	561,260
Wastewater Fund	17,894	17,894	224,503	224,503
Water Fund	17,896	17,896	112,254	112,254
General Fund -Cost of Medical		2,643,564		
Electric Fund-Medical		323,140		
Sewer-Medical		184,210		
Water Fund-medical		87,855		
Library-medical		78,650	125,000	125,000
Transit Fund			8,000	8,000
Total Transfers	2,665,585			
Total Transfers In	3,023,472	3,675,306	3,741,722	3,741,722
TOTAL BENEFITS FUND	3,023,472	3,675,306	3,741,722	3,741,722
SELF INSURANCE FUND				
Operating Transfers In				
General Fund	426,984	1,026,984	1,780,161	1,780,161
Electric Fund	206,649	206,649	617,691	617,691
Wastewater Fund	102,097	102,097	209,354	209,354
Water Fund	72,065	72,065	104,774	104,774
Total Transfers In	807,795	1,407,795	2,711,980	2,711,980
TOTAL SELF INSURANCE FUND	807,795	1,407,795	2,711,980	2,711,980
TRUST AND AGENCY FUND				
Operating Transfers Out	(18,361)			
Total Transfers Out	(18,361)	-	-	-
TOTAL TRUST AND AGENCY FUND	(18,361)	-	-	-

Personnel Summary

The City of Lodi's number one priority is to provide the most effective and efficient services to its citizens possible. These services will be delivered daily by 480 full-time employees in 2003-04 and 489 full-time employees in 2004-05. These employees are the core of the City's service capacity and define the quality and efficiency of the City to provide service.

The 2003-05 Financial Plan and Budget for personnel services includes salary and fringe benefits offered to employees. In addition to approval to review several positions for possible reclassification, the regular full-time staff will increase 1 position in 2003-04 and 22 positions in 2004-05.

The following justification is provided for the added staffing levels:

Electric Utility
An addition of an Electric Technician position in 2003-04 will allow for increased maintenance at substations. The City of Lodi Electric Utility has four substations that need periodic maintenance. In the next several years there will be two substations added to the system: one on the west side of the City and one at White Slough. The two Electrical Technician's now on staff will be retiring in the next five years. Therefore the addition of this position will allow staff to be trained on the City of Lodi substations and maintenance schedules. This training will ensure continuity of procedures and maintenance for the system upon the retirement of existing staff.

Fire Department
During the prior to year budget, a four-year plan was developed and agreed upon by the City Manager to re-staff Fire Station #1 with a Truck Company and Engine Company. Along with the redistribution of three Battalion Chiefs, an additional Battalion Chief and two Firefighter positions were approved in 2001-02 and an additional three Firefighter positions in 2002-03 was approved. The current two-year budget included a request for four additional Firefighters in 2003-04. Approval was given for three Firefighters in 2003-04 and an additional Firefighter in 2004-05.

In addition to the request for four additional firefighters for Fire Station #1, a request was submitted for implementation of a paramedic program within the Fire Department. In September 2002, Council unanimously approved and directed the fire department to present Council with a plan to phase in the program during the 2003-04 budget cycle. The program is designed to increase level of emergency care to the community beyond the basic life support system already in place. The request was for 17 new positions and the recommendation for implementing a First Responder fee to recover the cost of providing services. This request was deferred for one year for evaluation in 2004-05 budget cycle.

Police Department
The Police Department submitted a request to form a High Crime Investigator unit consisting of three investigators. This unit would 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. The request was contingent on the police department obtaining grant funds to pay for two of the positions. This request was deferred for one year with approval in 2004-05.

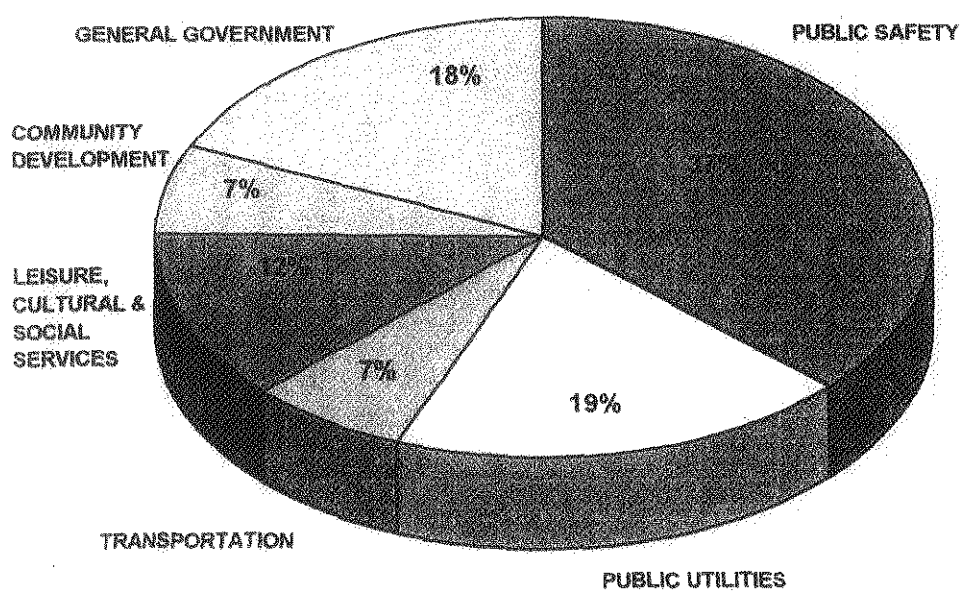
REGULAR POSITIONS BY MISSION

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
Public Safety				
Police Protection	115.0	116.0	116.0	117.0
Fire Safety	55.0	58.0	61.0	68.0
Total Public Safety	170.0	174.0	177.0	185.0
Public Utilities				
Water Utility Services	16.1	16.6	16.6	16.6
Wastewater Utility Services	23.9	24.4	24.4	24.4
Electric Utility Services	50.0	51.0	52.0	52.0
Total Public Utilities	90.0	92.0	93.0	93.0
Transportation				
Streets and Flood Control	30.0	31.0	31.0	32.0
Transit	1.0	1.0	1.0	1.0
Total Transportation	31.0	32.0	32.0	33.0
Leisure, Cultural & Social Services				
Parks and Recreation	29.0	34.0	34.0	34.0
Cultural Services	23.0	25.0	25.0	25.0
Total Leisure, Cultural & Social Services	52.0	59.0	59.0	59.0
Community & Economic Development				
Planning	6.0	6.0	6.0	6.0
Community Improvement	3.0	3.0	3.0	3.0
Construction Development	22.0	22.0	22.0	22.0
Economic Development	1.0	1.0	1.0	1.0
Total Community & Economic Development	32.0	32.0	32.0	32.0
General Government				
Legislation and Policy	0.0	0.0	0.0	0.0
General Administration	18.0	19.0	19.0	19.0
Legal Services	3.0	3.0	3.0	3.0
City Clerk Services	3.0	4.0	4.0	4.0
Administrative Services	34.0	37.0	37.0	37.0
Organizational Support Services	24.0	24.0	24.0	24.0
Non-Departmental Services	0.0	0.0	0.0	0.0
Total General Government	82.0	87.0	87.0	87.0
TOTAL OPERATING BUDGET	457.0	476.0	480.0	489.0

AUTHORIZED REGULAR POSITIONS BY MISSION

2003-04 AUTHORIZED REGULAR POSITIONS 480

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
Public Safety	170	174	177	185
Public Utilities	89	91	92	92
Transportation	31	32	32	33
Leisure, Cultural and Social Services	52	59	59	59
Community Development	32	32	32	32
General Government	82	87	87	87
TOTAL	**456**	**475**	**479**	**488**



TEMPORARY FULL-TIME EQUIVALENTS (FTE's)

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
Public Safety				
Police Protection	0.00	0.00	0.00	0.00
Fire Safety	0.00	0.00	1.00	1.00
Graffiti Abatement	0.00	0.00	0.00	0.00
Total Public Safety	0.00	0.00	1.00	1.00
Public Utilities				
Water Utility Services	3.05	3.05	3.05	3.05
Wastewater Utility Services	1.00	1.00	1.40	1.40
Electric Utility Services	4.25	3.50	5.50	5.50
Total Public Utilities	8.30	7.55	9.95	9.95
Transportation				
Streets and Flood Control	1.20	0.20	1.00	1.00
Transit	0.00	0.00	0.00	0.00
Total Transportation	1.20	0.20	1.00	1.00
Leisure, Cultural & Social Services				
Parks and Recreation	37.40	31.40	31.25	31.25
Library	6.50	6.50	9.00	9.00
Community Center	5.50	5.50	6.50	6.50
Cultural	3.50	3.00	5.50	5.50
Total Leisure, Cultural & Social Services	52.90	46.40	52.25	52.25
Community & Economic Development				
Planning	0.00	0.00	0.00	0.00
Community Improvement	0.50	0.50	0.00	0.00
Building Inspections	0.10	0.10	0.10	0.10
Engineering	1.00	1.00	1.00	1.00
Economic Development	1.00	1.00	1.00	1.00
Total Community & Economic Development	2.60	2.60	2.10	2.10
General Government				
City Manager	0.50	0.50	0.50	0.50
Public Works Administration	0.50	0.50	0.00	0.00
Legal Services	0.00	0.00	0.00	0.00
City Clerk Services	0.00	0.00	0.00	0.00
Human Resources	1.20	0.43	0.00	0.00
Risk Management	0.00	0.00	0.00	0.00
Information Systems Data Processing	0.00	0.00	2.00	2.00
Finance	5.75	5.25	4.00	4.00
Facilities Maintenance	0.00	0.00	0.00	0.00
Fleet Maintenance	0.00	0.00	0.00	0.00
Total General Government	7.95	6.68	6.50	6.50
TOTAL OPERATING BUDGET	72.95	63.43	73.80	72.80

FULL TIME AUTHORIZED POSITIONS

		1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
CITY ATTORNEY		3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
CITY CLERK		3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00
Admin Clerk Confidential	2002-03									
CITY MANAGER		4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
COMMUNITY CENTER		7.00	7.00	7.00	9.00	9.00	9.00	10.00	10.00	10.00
Aquatics Supervisor	1999-00									
Building Maintenance Worker	1999-00									
Laborer/Maintenance Worker I/II (-1)	1999-00									
Facilities Maintenance Worker	2000-01									
Day Care Teacher (-1)	2001-02									
Stage Tech Manager	2001-02									
Administrative Clerk I/II	2002-03									
COMMUNITY DEVELOPMENT		14.00	14.00	15.00	15.00	17.00	17.00	17.00	17.00	17.00
City Planner	1998-99									
Administrative Clerk III (-1)	1999-00									
Sr. Administrative Clerk	1999-00									
Community Improvement Officer	2000-01									
Administrative Clerk II	2000-01									
ECONOMIC DEVELOPMENT		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FINANCE		34.00	34.00	31.00	33.00	34.00	35.00	38.00	38.00	38.00
Accountant I/II	1998-99									
Transfer DP to Information Systems (-4)	1998-99									
Account Clerks (2)	1999-00									
Account Clerk	2000-01									
Meter Reader	2001-02									
Accounting Clerk	2002-03									
Accountant I/II	2002-03									
Customer Service Representatives (2)	2002-03									
Parking Enforcement (-1 - transfer to PD)	2002-03									
FIRE		48.00	48.00	49.00	50.00	52.00	55.00	58.00	61.00	68.00
Firefighter	1998-99									
Firefighter	1999-00									
Division Chief (-1)	1999-00									
Battalion Chief	1999-00									
Firefighter (2)	2000-01									
Administrative Clerk III (-1)	2000-01									
Administrative Secretary	2000-01									
Department Secretary (-1)	2000-01									
Fire Captain (3)	2000-01									
Division Chief (-1)	2000-01									
Firefighter (-1)	2000-01									
Firefighter (2)	2001-02									
Battalion Chief	2001-02									
Firefighter (3)	2002-03									
Firefighter (3)	2003-04									
Firefighter (1)	2004-05									
Paramedic/Firefighters (6)	2004-05									
HUMAN RESOURCES		5.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00
Admin Clerk II	2000-01									
INFORMATION SYSTEMS		1.00	3.00	7.00	7.00	8.00	8.00	9.00	9.00	9.00
Information Systems Coordinator	1997-98									
Sr Programmer Analyst	1997-98									
Transfer DP from Finance (4)	1998-99									
Network Administrator	2000-01									
Network Technician	2002-03									
LIBRARY		14.00	14.00	14.00	14.00	14.00	14.00	15.00	15.00	15.00
Administrative Clerk	2002-03									
PARKS & RECREATION		26.00	27.00	27.00	27.00	29.00	29.00	34.00	34.00	34.00
Administrative Assistant	2000-01									
Laborer	2000-01									
Administrative Clerk	2002-03									
Laborer (4)	2002-03									
POLICE		112.00	112.00	113.00	113.00	114.00	115.00	116.00	116.00	117.00
Dispatcher	1998-99									
Community Service Officers (-2)	1999-00									
Dispatcher Jailer (2)	1999-00									
Dispatcher Supervisor (2)	1999-00									
Lead Dispatcher Jailer (-2)	1999-00									
Police Lieutenant (-1)	1999-00									
Polic Record Clerk III (-3)	1999-00									
Sr Police Records Clerk (2)	1999-00									
Police Records Clerk Supervisor	1999-00									
Police Sergeant	1999-00									
Assistant Animal Control Officer	2000-01									
Police Corporal (2)	2000-01									
Police Officer (-2)	2000-01									
Police Officer	2001-02									
Parking Enforcement (transfer from Finance)	2002-03									

FULL TIME AUTHORIZED POSITIONS

		1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
Police Officer	2004-05									
PUBLIC WORKS										
Administration		4.00	4.00	4.00	4.00	5.00	6.00	6.00	6.00	6.00
Administrative Clerk I/II	2000-01									
Construction Project Manager	2001-02									
Engineering		13.00	13.00	14.00	13.00	13.00	14.00	14.00	14.00	14.00
Senior Civil Engineer	1998-99									
Senior Civil Engineer - transfer to Water/Wastewa	1999-00									
Engineering Technician (-1)	2002-03									
Facilities/Fleet Services		14.00	14.00	14.00	15.00	15.00	17.00	17.00	17.00	17.00
Parts Clerk	1999-00									
Facilities Supervisor	2001-02									
Fleet Services Worker	2001-02									
Streets Division		25.00	26.00	26.00	27.00	29.00	30.00	31.00	31.00	32.00
Graffitti Abatement Coordinator	1997-98									
Downtown Cleanup Laborer	1999-00									
Laborer/Maintenance Worker I/II	2000-01									
Street Contract Administer	2000-01									
Street Maintenance Worker	2001-02									
Administrative Clerk	2002-03									
Management Analyst Trainee	2004-05									
TOTAL GENERAL FUND		328.00	332.00	337.00	343.00	356.00	366.00	383.00	386.00	395.00
ENTERPRISE FUNDS										
ELECTRIC		43.00	44.00	44.00	46.00	47.00	50.00	51.00	52.00	52.00
Electrical Engineer	1997-98									
Administrative Clerk II	1999-00									
Groundsperson (1)	1999-00									
Groundsperson (1)	2000-01									
Electric Foreman/Forewoman	2001-02									
Lineman/Linewoman (2)	2001-02									
Groundperson/Apprentice Lineman/Lindwoman	2002-03									
Electrical Technician	2003-04									
TRANSPORTATION		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
WATER/WASTEWATER		35.00	36.00	36.00	39.00	40.00	40.00	41.00	41.00	41.00
Conservation Coordinator	1997-98									
Senior Civil Engineer - transfer to Water/Wastewa	1999-00									
Engineering technician	1999-00									
Public Works Inspector	1999-00									
Plant & Equipment Mechanic	2000-01									
Senior Engineering Technician	2002-03									
TOTAL ENTERPRISE FUNDS		79.00	81.00	81.00	86.00	88.00	91.00	93.00	94.00	94.00
CITY WIDE		407.0	413.0	418.0	429.0	444.0	457.0	476.0	480.0	489.0

REGULAR POSITIONS BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
CITY MANAGER				
City Manager	1.0	1.0	1.0	1.0
Assistant City Manager	0.0	0.0	0.0	1.0
Deputy City Manager	1.0	1.0	1.0	0.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Secretary to the City Manager	1.0	1.0	1.0	1.0
	4.0	4.0	4.0	4.0
CITY ATTORNEY				
City Attorney	1.0	1.0	1.0	1.0
Deputy City Attorney I/II	1.0	1.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0
CITY CLERK				
Administrative Clerk - (C)	0.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0
	3.0	4.0	4.0	4.0
COMMUNITY CENTER				
Administrative Clerk	0.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Aquatics Coordinator	1.0	1.0	1.0	1.0
Arts Coordinator	1.0	1.0	1.0	1.0
Community Center Director	1.0	1.0	1.0	1.0
Facilities Maintenance Worker	2.0	2.0	2.0	2.0
Senior Services Coordinator	1.0	1.0	1.0	1.0
Sr. Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Stage Technician	1.0	1.0	1.0	1.0
	9.0	10.0	10.0	10.0
COMMUNITY DEVELOPMENT				
Administrative Clerk	2.0	2.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Building Inspector I/II	3.0	3.0	3.0	3.0
Building Official	1.0	1.0	1.0	1.0
City Planner	1.0	1.0	1.0	1.0
Community Development Director	1.0	1.0	1.0	1.0
Community Improvement Officer	2.0	2.0	2.0	2.0
Community Improvement Manager	1.0	1.0	1.0	1.0
Junior/Assistant/Associate Planner	2.0	2.0	2.0	2.0
Permit Technician	0.0	0.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Senior Building Inspector	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0
	17.0	17.0	17.0	17.0
ECONOMIC DEVELOPMENT				
Economic Development Coordinator	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0
ELECTRIC UTILITY				
Administrative Clerk	2.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Construction/Maintenance Supervisor	1.0	1.0	1.0	1.0
Electric Apparatus Mechanic	1.0	1.0	1.0	1.0
Electric Foreman/Foreworman	4.0	4.0	4.0	4.0
Electric Lineman/Linewoman	10.0	10.0	10.0	10.0
Electric Lineman/Linewoman (Apprentice)	0.0	1.0	1.0	1.0
Electric Meter Technician	1.0	1.0	1.0	1.0
Electric System Supervisor	1.0	1.0	1.0	1.0

REGULAR POSITIONS BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
Electric Troubleshooter	2.0	2.0	2.0	2.0
Electric Utility Director	1.0	1.0	1.0	1.0
Electric Utility Rate Analyst	1.0	1.0	1.0	1.0
Electric Utility Superintendent	1.0	1.0	1.0	1.0
Electrical Drafting Technician	1.0	1.0	1.0	1.0
Electrical Engineer	1.0	1.0	1.0	1.0
Electrical Estimator	3.0	3.0	3.0	3.0
Electrical Technician	2.0	2.0	**3.0**	**3.0**
Electrician	2.0	2.0	2.0	2.0
Manager Business Plan & Marketing	1.0	1.0	1.0	1.0
Manager Electric Services	1.0	1.0	1.0	1.0
Manager Engineering & Operations	1.0	1.0	1.0	1.0
Manager, Rates & Resources	1.0	1.0	1.0	1.0
Metering Electrician	1.0	1.0	1.0	1.0
Senior Electric Troubleshooter	1.0	1.0	1.0	1.0
Senior Electric Utility Rate Analyst	1.0	1.0	1.0	1.0
Senior Electrical Estimator	1.0	1.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Utility Equipment Specialist	1.0	1.0	1.0	1.0
Utility Operations Supervisor	1.0	1.0	1.0	1.0
Utility Service Operator I/II	3.0	3.0	3.0	3.0
Utility Service Operator I/II - Relief	1.0	1.0	1.0	1.0
	50.0	51.0	**52.0**	**52.0**
only three positions will be filled at any one time				
FINANCE DEPARTMENT				
Accountant I/II	2.0	**2.0**	**2.0**	**2.0**
Accounting Clerk I/II	3.0	4.0	4.0	4.0
Accounting Manager	1.0	1.0	1.0	1.0
Buyer	1.0	1.0	1.0	1.0
Customer Service and Revenue Manager	1.0	1.0	1.0	1.0
Customer Service Representative I/II	7.0	9.0	9.0	9.0
Customer Service Supervisor	1.0	1.0	1.0	1.0
Field Service Representative	3.0	3.0	3.0	3.0
Field Service Supervisor	1.0	1.0	1.0	1.0
Finance Technician	3.0	3.0	3.0	3.0
Finance Director	1.0	1.0	1.0	1.0
Meter Reader	3.0	3.0	3.0	3.0
Parking Enforcement Assistant	1.0	0.0	0.0	0.0
Purchasing Technician	1.0	1.0	1.0	1.0
Purchasing Officer	1.0	1.0	1.0	1.0
Senior Accountant	0.0	**1.0**	**1.0**	**1.0**
Senior Customer Service Representative	3.0	3.0	3.0	3.0
Senior Storekeeper	1.0	1.0	1.0	1.0
Storekeeper	1.0	1.0	1.0	1.0
	35.0	38.0	38.0	38.0
FIRE DEPARTMENT				
Administrative Secretary	1.0	1.0	1.0	1.0
Fire Battalion Chief	4.0	4.0	4.0	4.0
Fire Captain	12.0	12.0	12.0	12.0
Fire Chief	1.0	1.0	1.0	1.0
Fire Division Chief	2.0	2.0	2.0	2.0
Fire Inspector	1.0	1.0	1.0	1.0
Fire Engineer	16.0	16.0	16.0	16.0
Firefighter I/II	17.0	20.0	**23.0**	**24.0**
Paramedic/Firefighters	0.0	0.0	0.0	**6.0**
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
	55.0	58.0	**61.0**	**68.0**

Prepared by Human Resources

REGULAR POSITIONS BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
HUMAN RESOURCES				
Administrative Clerk - (C)	1.0	1.0	1.0	1.0
Administrative Secretary - (C)	1.0	1.0	1.0	1.0
Human Resources Director	1.0	1.0	1.0	1.0
Human Resources Technician	1.0	1.0	1.0	1.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Risk Manager	0.0	0.0	1.0	1.0
Senior Human Resources Analyst	1.0	1.0	0.0	0.0
	6.0	6.0	6.0	6.0
INFORMATION SYSTEMS				
Data Processing Manager	1.0	1.0	1.0	1.0
Data Processing Programmer Analyst I/II	1.0	1.0	1.0	1.0
Information Systems Specialist	1.0	1.0	1.0	1.0
Information Systems Manager	1.0	1.0	1.0	1.0
Information Systems Coordinator	1.0	1.0	1.0	1.0
Network Administrator	1.0	1.0	1.0	1.0
Network Technician	1.0	2.0	2.0	2.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0
	8.0	9.0	9.0	9.0
LIBRARY				
Administrative Clerk	0.0	1.0	1.0	1.0
Librarian I/II	3.0	3.0	3.0	3.0
Library Assistant	6.0	6.0	6.0	6.0
Library Services Director	1.0	1.0	1.0	1.0
Senior Library Assistant	3.0	3.0	3.0	3.0
Supervising Librarian	1.0	1.0	1.0	1.0
	14.0	15.0	15.0	15.0
PARKS & RECREATION DEPARTMENT				
Administrative Clerk	1.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Laborer/Park Maintenance Worker I/II	8.0	12.0	12.0	12.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Park Maintenance Worker III	5.0	5.0	5.0	5.0
Park Project Coordinator	1.0	1.0	1.0	1.0
Parks Program Specialist	1.0	1.0	1.0	1.0
Parks & Recreation Director	1.0	1.0	1.0	1.0
Parks Superintendent	1.0	1.0	1.0	1.0
Parks Supervisor	2.0	2.0	2.0	2.0
Recreation Supervisor	4.0	4.0	4.0	4.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Senior Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Welder-Mechanic	1.0	1.0	1.0	1.0
	29.0	34.0	34.0	34.0
POLICE DEPARTMENT				
Administrative Secretary	1.0	1.0	1.0	1.0
Animal Services Officer	1.0	0.0	0.0	0.0
Animal Services Supervisor	0.0	1.0	1.0	1.0
Assistant Animal Services Officer	2.0	2.0	2.0	2.0
Community Service Officer	3.0	3.0	3.0	3.0
Dispatcher/Jailer	16.0	16.0	16.0	16.0
Dispatcher Supervisor	2.0	2.0	2.0	2.0
Lead Dispatcher/Jailer	2.0	2.0	2.0	2.0
Management Analyst Trainee I/II	1.0	1.0	1.0	0.0
Management Analyst III	0.0	0.0	0.0	1.0
Parking Enforcement Assistant	0.0	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	2.0

REGULAR POSITIONS BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
Police Chief	1.0	1.0	1.0	1.0
Police Corporal	8.0	8.0	8.0	8.0
Police Lieutenant	6.0	6.0	6.0	6.0
Police Officer	52.0	52.0	52.0	**53.0**
Police Records Clerk I/II	5.0	5.0	5.0	5.0
Police Records Clerk Supervisor	1.0	1.0	1.0	1.0
Police Sergeant	9.0	9.0	9.0	9.0
Police Volunteer Supervisor	1.0	1.0	1.0	1.0
Sr. Police Records Clerk	2.0	2.0	2.0	2.0
	115.0	116.0	116.0	**117.0**
PUBLIC WORKS DEPARTMENT				
ADMINISTRATION				
Administrative Clerk	2.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Construction Project Manager	1.0	1.0	1.0	1.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Public Works Director	1.0	1.0	1.0	1.0
	6.0	6.0	6.0	6.0
ENGINEERING DIVISION				
City Engineer	1.0	1.0	1.0	1.0
Engineering Technician I/II	2.0	2.0	2.0	**0.0**
Jr./Assistant Engineer/Associate Civil Engineer	2.0	3.0	3.0	3.0
Public Works Inspector I/II	2.0	2.0	2.0	2.0
Senior Civil Engineer	2.0	2.0	2.0	2.0
Senior Engineering Technician	4.0	4.0	4.0	**0.0**
Engineering Technician I/II/III/IV	0.0	0.0	0.0	**6.0**
Senior Traffic Engineer	1.0	1.0	1.0	1.0
	14.0	15.0	15.0	**15.0**
FLEET & FACILITIES				
Administrative Clerk	1.0	1.0	**0.0**	**0.0**
Equipment Service Worker	2.0	2.0	2.0	2.0
Facilities Maintenance Worker	2.0	2.0	2.0	2.0
Facilities Supervisor	1.0	1.0	1.0	1.0
Fleet & Facilities Manager	1.0	1.0	1.0	1.0
Fleets Services Supervisor	1.0	1.0	1.0	1.0
Heavy Equipment Mechanic	4.0	4.0	4.0	4.0
Lead Equipment Mechanic	2.0	2.0	2.0	2.0
Parts Clerk	1.0	1.0	1.0	1.0
Senior Administrative Clerk	0.0	0.0	**1.0**	**1.0**
Senior Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Welder-Mechanic	1.0	1.0	1.0	1.0
	17.0	17.0	**17.0**	**17.0**
STREETS DIVISION				
Adminstrative Clerk	0.0	1.0	1.0	1.0
Assistant Streets Superintendent	0.0	0.0	1.0	1.0
Laborer/Maintenance Worker I/II	13.0	13.0	13.0	13.0
Management Analyst Trainee I/II	0.0	0.0	0.0	**1.0**
Office Supervisor	1.0	1.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Street Cleanup Worker I/II	1.0	1.0	1.0	1.0
Street Maintenance Worker III	8.0	8.0	8.0	8.0
Street Superintendent	1.0	1.0	1.0	1.0
Street Supervisor	3.0	3.0	3.0	3.0
Street Contracts Administrator	1.0	1.0	0.0	0.0
Tree Operations Supervisor	1.0	1.0	1.0	1.0
	30.0	31.0	31.0	**32.0**

REGULAR POSITIONS BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
WATER/WASTEWATER DIVISION				
Assistant Wastewater Treatment Superintendent	1.0	1.0	1.0	1.0
Assistant Water/Wastewater Superintendent	1.0	1.0	1.0	1.0
Chief Wastewater Plant Operator	1.0	1.0	1.0	1.0
Engineering Technician I/II/III/IV	0.0	0.0	0.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0	2.0
Laboratory Services Supervisor	1.0	1.0	1.0	1.0
Laboratory Technician I/II	2.0	2.0	2.0	2.0
Laborer/Maintenance Worker I/II	7.0	7.0	7.0	7.0
Plant & Equipment Mechanic	4.0	4.0	4.0	4.0
Public Works Inspector I/II	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0	0.0
Senior Plant & Equipment Mechanic	2.0	2.0	2.0	2.0
Wastewater Plant Operator I/II	6.0	6.0	6.0	6.0
Water Conservation Officer	1.0	1.0	1.0	1.0
Water/Wastewater Maintenance Worker III	5.0	5.0	5.0	5.0
Water/Wastewater Superintendent	1.0	1.0	1.0	1.0
Water/Wastewater Supervisor	3.0	3.0	3.0	3.0
	40.0	40.0	40.0	40.0
TRANSPORTATION & COMMUNICATIONS				
Transportation Manager	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0
Total Public Works	108.0	110.0	110.0	111.0
TOTAL REGULAR POSITIONS	**457.0**	**476.0**	**480.0**	**489.0**

Summary of Significant Expenditure and Staffing Changes

The following table summarizes the costs which have a direct bearing on the decision made to increase expenditure levels. These are costs which change as the result of the decisions made by the City Council to increase the level or quality of City services. Accordingly, they will remain unchanged unless a policy decision is made by Council to increase or decrease the level or quality of activity. Those costs which are fixed and which do not change the level of activity are not considered a significant expenditure or staffing change and are not included.

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	2003-04 FTE	2003-04 Requested Cost	2003-04 FTE	2003-04 City Manager Recommended	2004-05 FTE	2004-05 Requested Cost	2004-05 FTE	2004-05 City Manager Recommended	Comments
Public Safety									
Police Protection									
Police Administration									
Reclass Management Analyst II		5,185						5,185	
Service Agreement Deck Alpha		6,200		6,200					
Increase funds for P/t Detective		10,000							
Anti Terrorism Training		22,500							
Support Services									
Hire High Crime Investigators (3)	1	69,000			2		1	69,000	grant funds ($143,000) over yr two
Forensic Service funding		35,000							
Police Operations									
DUI overtime		80,000		80,000					offset by revenue
Police Cadet Program									offset by rev (cost $ 36400 not recommended)
Convert Parking Enforcement Officer									Not recommended -- no additional costs
Animal Control									
Professional Vet services		5,500		5,500					
Rental of Office Space		5,000		5,000					
Fire Safety									
Emergency Operations									
Purchase Breathing Air System for Truck #1		6,000		6,000					one time charge - Prop 172 funds
Hire Firefighters (4)	4	324,435		243,435			1	81,000	one time charges included in year 1
Implement Paramedic Program	6	506,845				34,845	6	506,845	offset by some revenue ($478,080)
Fire Training									
Purchase Emergency Training Network						6,085			one time charge
Fund Firefighter Academy		22,500		22,500					
Fund Emergency Vehicle Operations Course						12,595		12,595	one time charge
Total Public Safety	11.0	1,098,165		368,635	2	53,525	8	674,625	
Public Utilities									
Water/Wastewater Utility Services									
Storm water Management Program		118,500		118,500		(66,000)		(66,000)	has additional 3 years costs associated
Organization Evaluation and Restructure		25,000				75,000		25,000	
Electric Utility Services									
Business Planning & Marketing									
Professional services increase		90,000		90,000		10,000		10,000	partial offset by 100 series savings
Electrical Engineering & Operations									
Replace operator console		16,500							one time charge
Replace HP large format printer		8,500		8,500					one time charge
Upgrade AutoCAD software		7,300		7,300					one time charge
Hire Electrical Engineer	1	88,040				15,410			*in addition to vacant position*
Hire Electrical Estimator	1	68,700				3,480			
Lease temporary office trailer & furniture		32,000				(20,000)			some one time costs
Contract for automated meter reading		21,000		21,000		2,000		2,000	
Replace 4 desktop & laptop computers		7,000						7,000	
Electric Construction & Maintenance									
Hire Electrical Technician	1	127,875	1	127,875		(45,000)		(45,000)	includes 1 truck & tools - one time costs
Hire Administrative Clerk	1	27,210				(12,000)			N/R --net of savings -- some one time costs
Contract for safety consultant		20,000		20,000					
Purchase Office furniture		10,000		10,000					one time costs
Electric Substations & Systems									
Purchase safety clothing		8,000		8,000					
Provide funding for annual training		10,000		10,000					
Contract for Substation painting		20,000		20,000					
Total Public Utilities	4.00	705,625	1.00	441,175		(37,110)		(67,000)	
Transportation									
Streets and Flood Control									
Traffic Signal supplies & EVF equip replace		47,000				45,000			
Tree Maintenance Projects		308,500				(53,000)			some one time costs in year one
Traffic Signal Technician	1	35,000				100,000			vehicle in yr two
Convert Management Analyst to F/T authorized	1								no additional cost-defer 04-05
Computerized Sign Making System		11,000							one time charge
Total Transportation	2.00	401,500	-			72,000	-	-	
Leisure, Cultural & Social Services									
Parks and Recreation									
Recreation Administration									
Lease of American Legion facility		86,500				(60,000)			N/R -offset by rev (56,000); 1 time cap costs
Lease indoor storage space		9,600		9,600					
Purchases tables & chairs for Annex		3,000							one time charge
Parks Administration									
P/t intern tree manager computer operator		9,315							
P/t intern CAD operator		11,495						11,495	
After School Playgrounds									
Lois Borchardt School After school program									recommended offset by rev (50,730) 03-04
Woodbridge Middle After school program									recommended --offset by rev (43,030) 04-05
Lodi Middle After school program									recommended -- offset by rev (43,030) 03-04
After School Playground support intern									recommended --offset by rev (9,500) 03-04
Lakewood Recreation Leader									recommended -- offset by rev (6,840) 03-04
Youth/Teen Sports									
Pay increase for Officials									recommended --offset by rev (10,000)

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	2003-04			2004-05			
	FTE	Requested Cost	FTE	City Manager Recommended	FTE	Requested Cost	FTE	City Manager Recommended	Comment
Covered soccer field operations		(12,530)		(12,530)					recommended --offset by rev (136,070 cost)
Adult Sports									
Contract with Lodi Softball Umpire Assoc									Recommended --offset by transfer (23,500)
Sports Facilities									
Hire p/t employes - Salas Park		8,800							
Hire f/t Facilities Maint Worker I/II	1	38,200							
Purchase floor scrubber		7,300							one time costs
Maintenance materials for ball fields		5,000		5,000					
Fence replacement		5,000							
Purchase alarm system - Blakely Pool		5,900				(3,600)			
Additional funding Tree Maintenance		20,000		10,000					
Contract for gopher control - Salas Park		2,220		2,220					
Refinish basketball floors		5,000						5,000	
Other Parks									
Hire f/t laborer	1	35,800							
Lodi Lake									
Hire f/t laborer	1	35,800		35,800					
Fund Salmon Festival									Recommended --cost offset by rev (10,000)
Fund Camp Lodi Lake summer program									Recommended --cost offset by rev (3,150)
Equipment Maintenance									
Purchase riding lawn mower						3,000			one time costs
Purchase aerator						5,000			one time costs
Purchase sod cutter						5,000		5,000	one time costs
Purchase tiller						3,000			one time costs
Purchase Aerifier						2,000			one time costs
Increase p/t hours		8,165							
Purchase closed circuit monitoring system		8,500							one time costs
Purchase cab for John Deere 110 Tractor		8,500							one time costs
Cultural Services									
Library									
Hire Literacy Program Coordinator	1	17,530				18,620			portion offset by grant funding
Community Center									
HVAC compressor replacement		6,000							one time costs
Purchase Digital projector									defer one yr --offset by rev (9,500)
Contract for Stage Technician									offset by rev (43,000)
Replace copy machine						9,750			one time costs
Hire f/t Administrative Clerk					1	38,000			
Contract for Security guards									Recommended --offset by rev (26,000)
Total Leisure, Culturat & Social Ser	4.0	325,095		50,090	1.0	20,770		21,495	
Community & Economic Development									
Building & safety									
Community Development Administration									
Contract Inspection services funding									
Re-class Admin Clerk II to Permit Technician		10,000		10,000					
Community Improvement									
Purchase 4 Motorola Portable Radios		8,030							funding - vehicle abatement service
Public Works Engineering									
Re class Engineering positions		26,400						26,400	
Community Promotion									
Increased funding - DLBP		43,000							
Rental of server for web interaction		2,720		2,720					
Community & Econ Dev		90,150		12,720		-		26,400	
General Government									
City Council									
Purchase Council Chamber computer equip		6,390							one time costs
City Clerk									
Consultant services - City wide records retention		9,975							one time costs
Consultant services - City wide records retention						15,280			one time costs
General Administration									
City Manager								6,000	
Re class Deputy CM to Assistant CM		6,000							
Information Systems									Recommended --no cost involved
Convert ISD to department									
Human Resources						5,000			
Hire f/t Benefits Coordinator	1	40,000							offset portion by transfers from other dept
Hire f/t Training Coordinator	1	34,410							
Organizational Support Services									
Facilities Services									
City wide HVAC duct cleaning		35,000							50% General fund
Reclass Adm Clerk to Senior Adm Clerk		3,555		3,555					(50,000) for city wide utilities
Fund additional maintenance - New PD build				75,000		128,500		128,500	
Total General Government	2	135,330		78,555		148,780		134,500	
TOTAL OPERATING BUDGET	23.0	2755.865	4.0	951,175	3.0	257,965	8.0	790,020	

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

	2003-04 FTE	2003-04 Requested Cost	2003-04 FTE	2003-04 City Manager Recommended	2004-05 FTE	2004-05 Requested Cost	2004-05 FTE	2004-05 City Manager Recommended	Comment
FUNDING SOURCES:									
General Fund	19.0	2,016,905		502,225	3.0	276,455	8.0	788,020	
Vehicle Abatement Fund		8,030							
Library Fund		17,530		-		18,620		-	
Offset by Revenues Prop 172		6,000		6,000				69,000	
Water Fund		890		890					
Wastewater Fund		144,385		119,385		9,000		(41,000)	
Electric Fund	4	562,125	1	322,675		(46,110)		(26,000)	
	23.0	2,755,865	1.0	951,175	3.0	257,965	8.00	790,020	

Departmental Budget Summaries

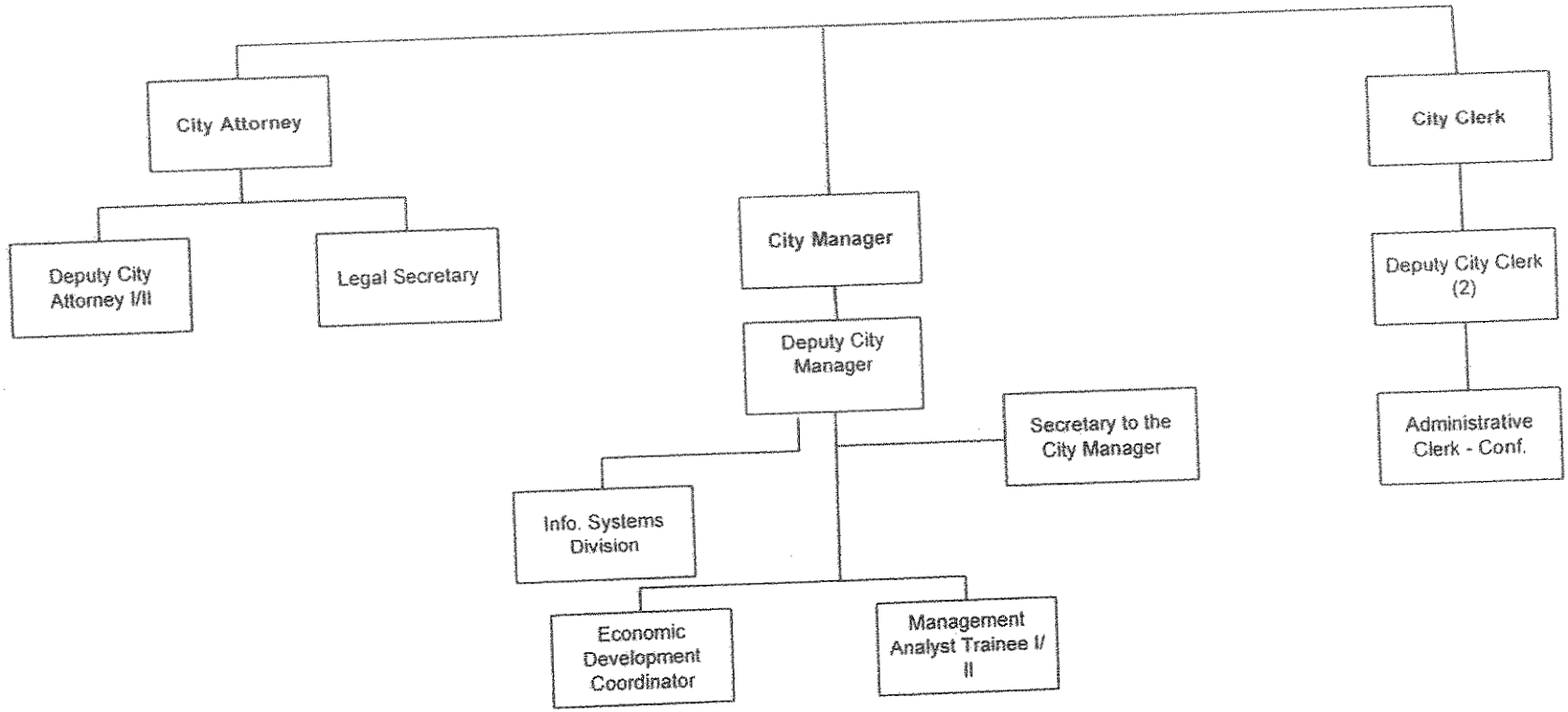
The pages which follow summarize the budgets by departments. Departments may have responsibility for numerous activities, i.e. Public Works Department has responsibilities in the following activities: Public Safety (Graffiti Abatement), Public Utilities (Water and Wastewater Utilities), Transportation (Streets and Transit), Community and Economic Development (Engineering), and General Government (Solid Waste Management and Public Works Administration).

City Departments are organizational units of the City developed to meet community needs and accomplish City goals. The City Attorney, the City Clerk, and the City Manager report directly to the City Council. The remaining departments report to the City Manager.

The Departmental Budget Summaries include:

- Departmental Organizational Chart(s)
- Personnel Summary
- Operation Budget Summaries

Administration



5-5-03

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SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
CITY MANAGER				
REGULAR POSITIONS BY DEPARTMENT				
City Manager	1.0	1.0	1.0	1.0
Assistant City Manager	0.0	0.0	0.0	1.0
Deputy City Manager	1.0	1.0	1.0	0.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Secretary to the City Manager	1.0	1.0	1.0	1.0
	4.0	4.0	4.0	4.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	539,358	548,165	527,775	564,365
Utilities & Communication	5,525	6,750	5,100	5,100
Supplies, Materials & Services	58,077	71,430	53,635	54,435
Equipment , Land & Structures	-	-	-	-
Other Payments	310,907	351,420	308,220	308,220
Total	913,867	977,765	894,730	932,120

SEE OPERATING ACTIVITIES

Community and Economic Development
- *Economic Development*
  - Economic Development — page D-99
  - *Community Promotion* — page D-101

General Government
- *General Administration*
  - City Manager — page D-103

SUMMARY BY DEPARTMENT

CITY ATTORNEY

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
REGULAR POSITIONS BY DEPARTMENT				
City Attorney	1.0	1.0	1.0	1.0
Deputy City Attorney I/II	1.0	1.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	257,786	254,675	307,180	333,375
Utilities & Communication	1,069	1,550	1,550	1,550
Supplies, Materials & Services	18,204	37,385	30,645	30,645
Equipment , Land & Structures	3,134			
Other Payments	14			
Total	280,207	293,610	339,375	365,570

SEE OPERATING ACTIVITIES

General Government
Legal Services
City Attorney page D-108

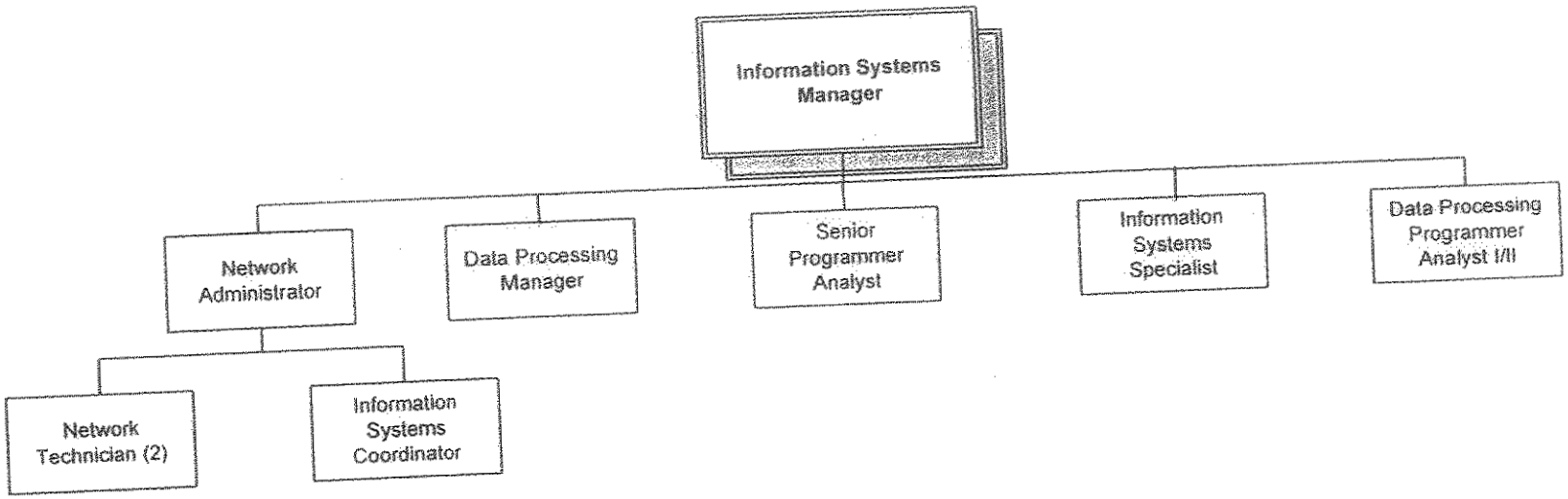
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
CITY CLERK				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	0.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0
	3.0	4.0	4.0	4.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	182,278	204,995	222,450	235,130
Utilities & Communication	626	3,950	-	-
Supplies, Materials & Services	37,836	95,140	51,305	87,530
Equipment , Land & Structures	-			-
Total	220,740	304,085	273,755	322,660

SEE OPERATING ACTIVITIES

General Government
- City Clerk Services
  - Records Administration — page D-109
  - Election Administration — page D-111

Administration
Information Systems Division



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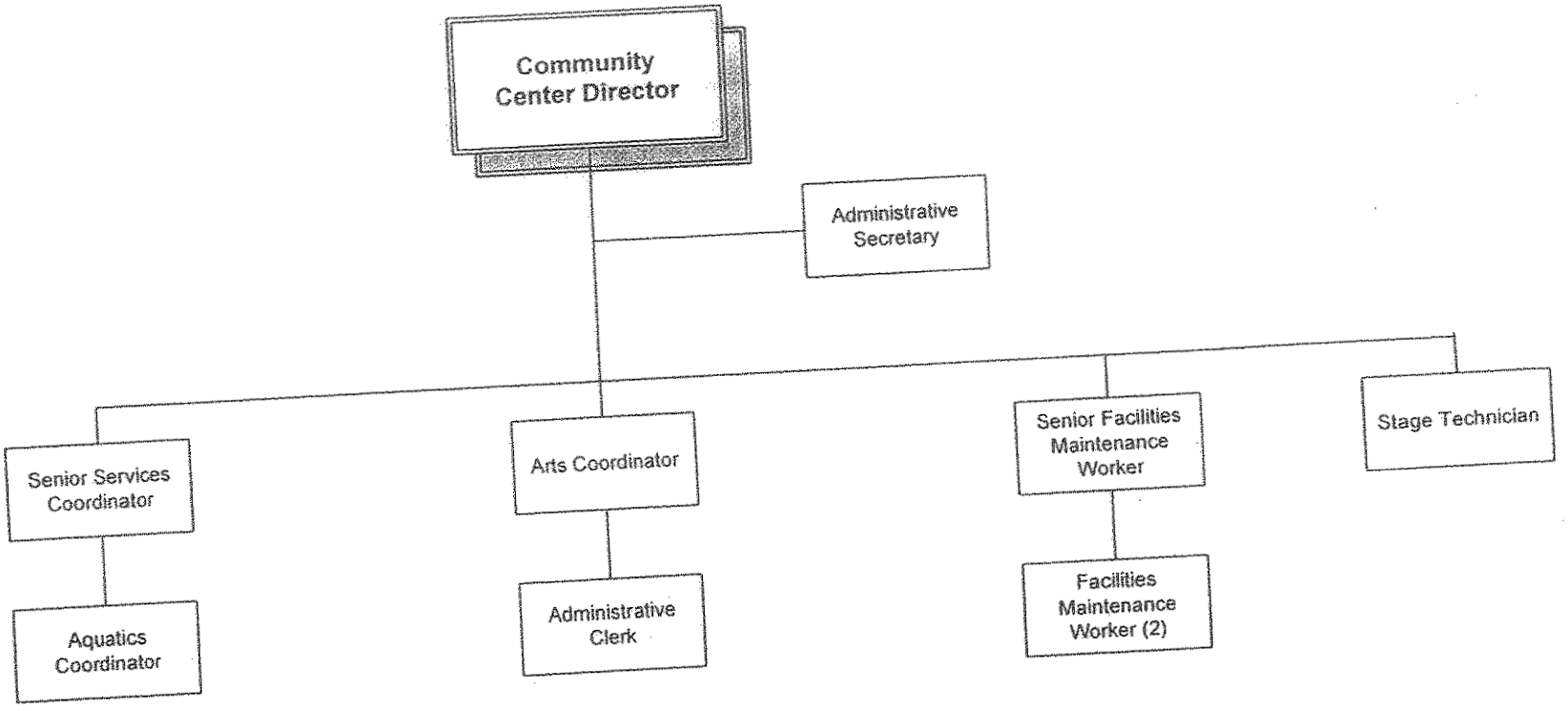
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
INFORMATION SYSTEMS				
REGULAR POSITIONS BY DEPARTMENT				
Data Processing Manager	1.0	1.0	1.0	1.0
Data Processing Programmer Analyst	1.0	1.0	1.0	1.0
Information Systems Specialist	1.0	1.0	1.0	1.0
Information Systems Manager	1.0	1.0	1.0	1.0
Information Systems Coordinator	1.0	1.0	1.0	1.0
Network Administrator	1.0	1.0	1.0	1.0
Network Technician	1.0	2.0	2.0	2.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0
	8.0	9.0	9.0	9.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	445,081	703,357	790,725	830,662
Utilities & Communication	24,845	28,390	26,055	26,055
Supplies, Materials & Services	316,996	318,837	291,785	291,785
Equipment , Land & Structures	5,558			
Other Payments				
Total	792,480	1,050,584	1,108,565	1,148,502

SEE OPERATING ACTIVITIES
General Government

Community Center



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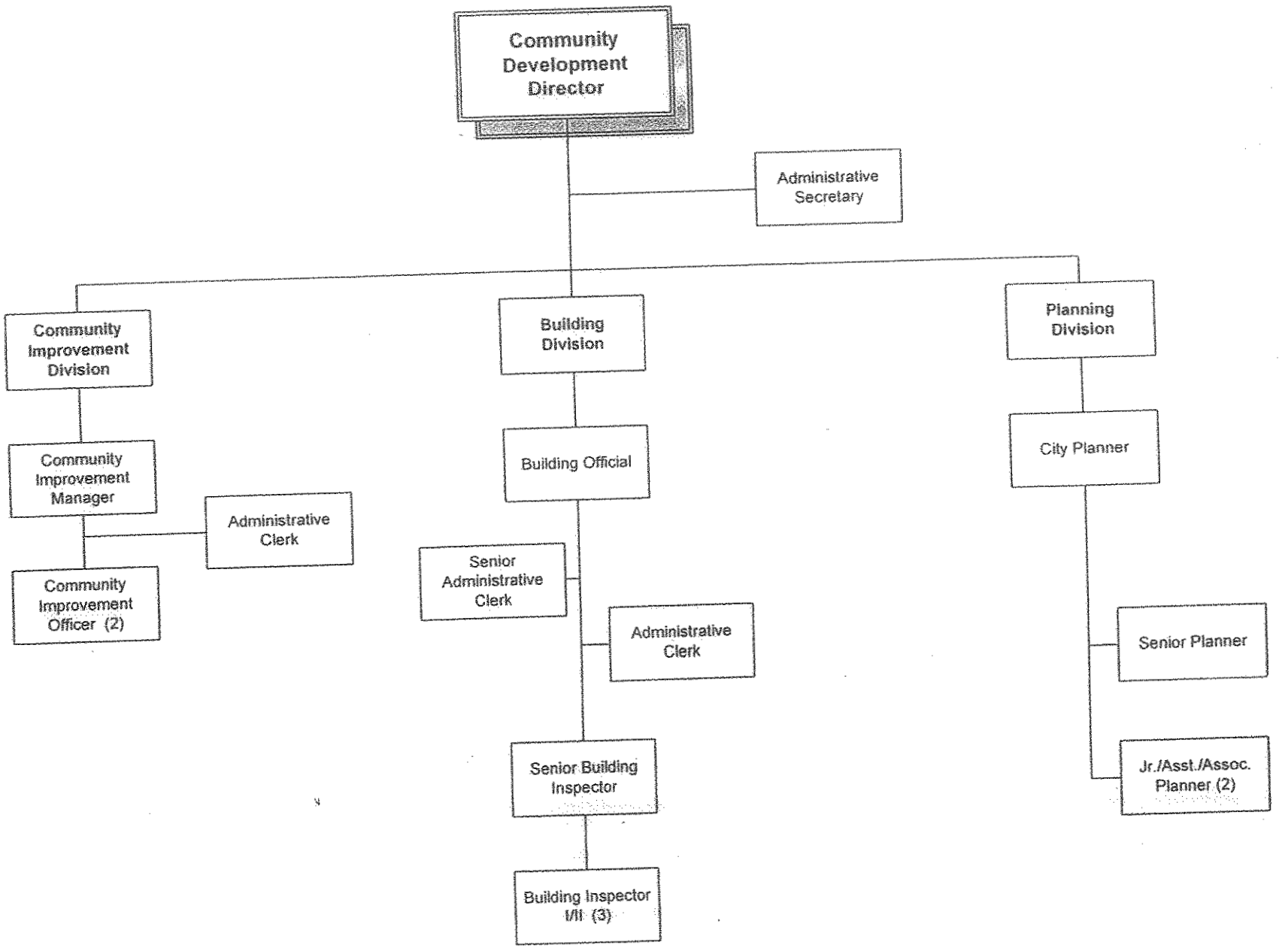
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
COMMUNITY CENTER				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	0.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Aquatics Supervisor	1.0	1.0	1.0	1.0
Arts Coordinator	1.0	1.0	1.0	1.0
Community Center Director	1.0	1.0	1.0	1.0
Facilities Maintenance Worker	2.0	2.0	2.0	2.0
Senior Service Coordinator	1.0	1.0	1.0	1.0
Sr. Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Stage Technician	1.0	1.0	1.0	1.0
	9.0	10.0	10.0	10.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	648,404	723,420	812,930	827,420
Utilities & Communication	14,493	30,420	32,200	32,200
Supplies, Materials & Services	469,279	314,930	439,581	445,481
Equipment , Land & Structures	15,225	17,200	-	9,500
Other Payments	75,000	75,000	75,000	75,000
Total	1,222,401	1,160,970	1,359,711	1,389,601

SEE OPERATING ACTIVITIES

Leisure, Cultural and Social Services
- Cultural Services
  - Community Center Commissions — page D-84
  - Community Center — page D-85
  - Arts Specialty Classes — page D-87
  - Cultural Activities — page D-88

Community Development Department



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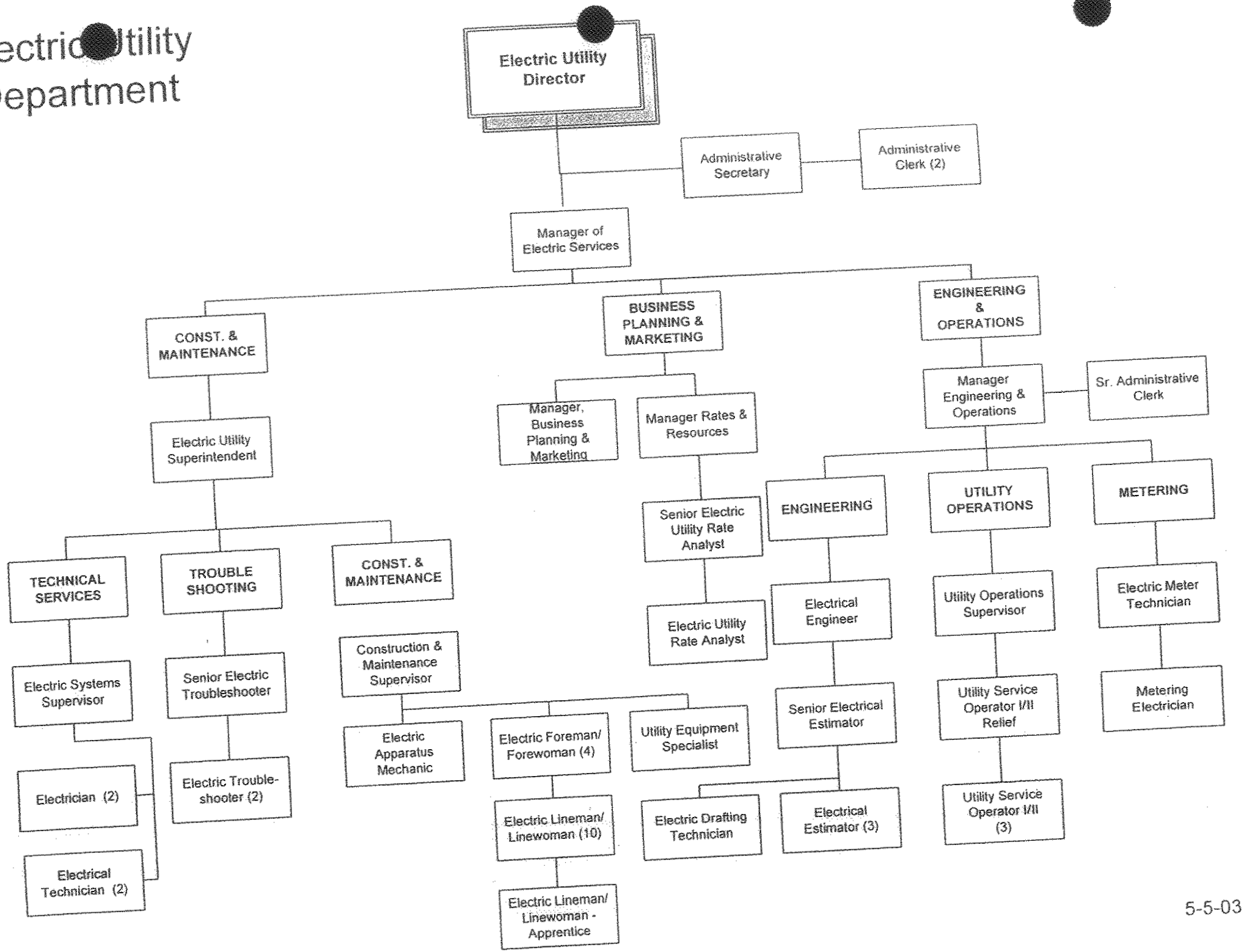
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
COMMUNITY DEVELOPMENT				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	2.0	2.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Building Inspector I/II	3.0	3.0	3.0	3.0
Chief Building Official	1.0	1.0	1.0	1.0
City Planner	1.0	1.0	1.0	1.0
Community Development Director	1.0	1.0	1.0	1.0
Community Improvement Officer	2.0	2.0	2.0	2.0
Community Improvement Manager	1.0	1.0	1.0	1.0
Junior/Assistant/Associate Planner	2.0	2.0	2.0	2.0
Permit Technician	0.0	0.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Senior Building Inspector	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0
	17.0	17.0	17.0	17.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	968,933	1,157,945	1,206,735	1,299,870
Utilities & Communication	7,790	8,210	8,155	8,705
Supplies, Materials & Services	289,457	441,240	356,535	363,140
Equipment , Land & Structures	75	-	5,500	-
Other Payments	-	-		-
Total	1,266,255	1,607,395	1,576,925	1,671,715

SEE OPERATING ACTIVITIES

- Leisure, Cultural and Social Services
  - Social Services
    - Human Relations (CDBG/HOME funds) page D-89
- Community and Economic Development
  - Community Development Commissions page D-90
  - Community Improvement page D-91
  - Current and Advanced Planning page D-93
  - Construction Development
    - Building and Safety page D-95

Electric Utility Department



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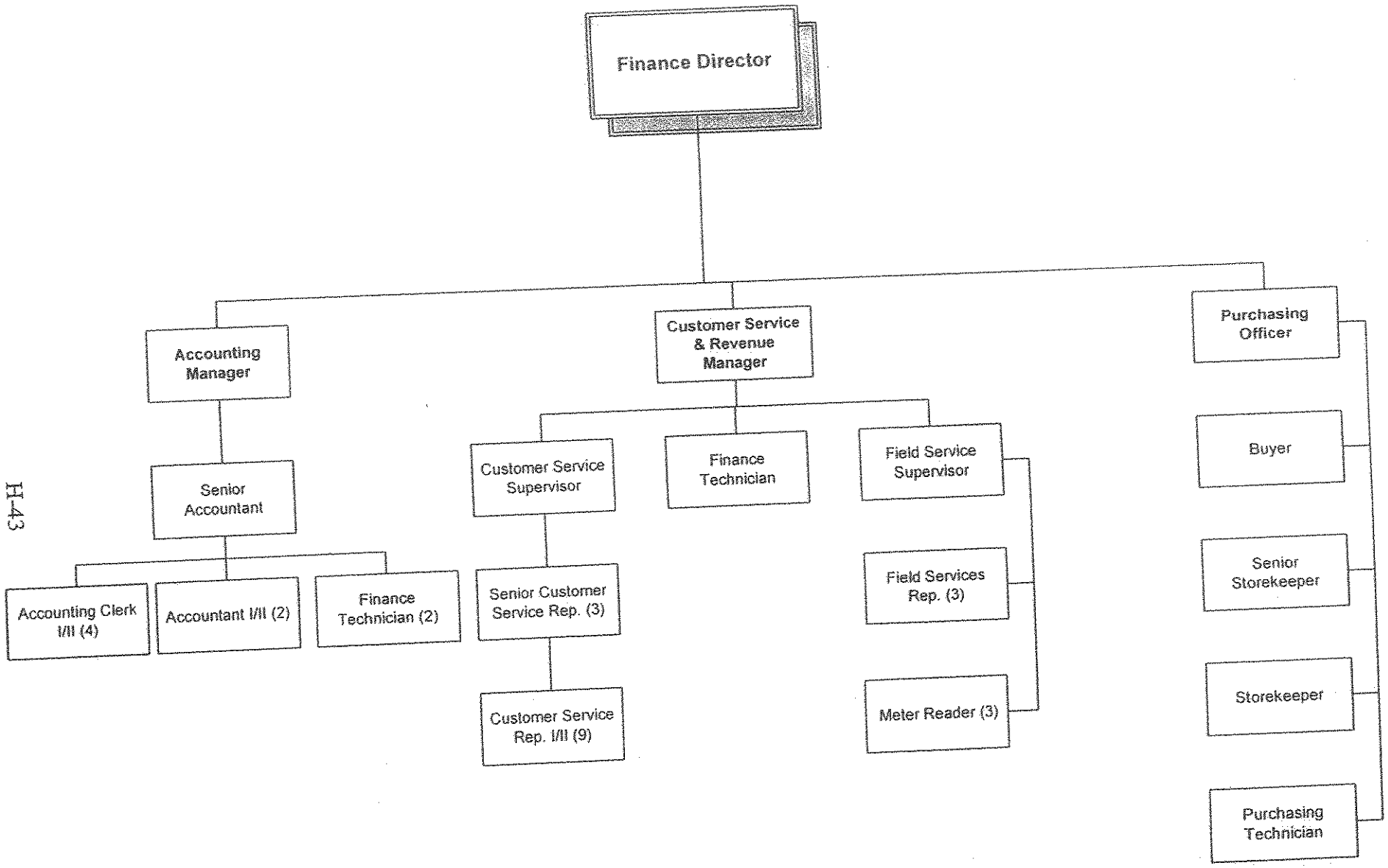
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
ELECTRIC UTILITY				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	2.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Construction/Maintenance Supervisor	1.0	1.0	1.0	1.0
Electric Apparatus Mechanic	1.0	1.0	1.0	1.0
Electric Foreman/Forewoman	4.0	4.0	4.0	4.0
Electric Lineman/Linewoman	10.0	10.0	10.0	10.0
Electric Lineman/Linewoman (Apprentice)	0.0	1.0	1.0	1.0
Electric Meter Technician	1.0	1.0	1.0	1.0
Electric System Supervisor	1.0	1.0	1.0	1.0
Electric Troubleshooter	2.0	2.0	2.0	2.0
Electric Utility Director	1.0	1.0	1.0	1.0
Electric Utility Rate Analyst	1.0	1.0	1.0	1.0
Electric Utility Superintendent	1.0	1.0	1.0	1.0
Electrical Drafting Technician	1.0	1.0	1.0	1.0
Electrical Engineer	1.0	1.0	1.0	1.0
Electrical Estimator	3.0	3.0	3.0	3.0
Electrical Technician	2.0	2.0	**3.0**	**3.0**
Electrician	2.0	2.0	2.0	2.0
Manager Business Plan & Marketing	1.0	1.0	1.0	1.0
Manager Electric Services	1.0	1.0	1.0	1.0
Manager Engineering & Operations	1.0	1.0	1.0	1.0
Manager, Rates & Resources	1.0	1.0	1.0	1.0
Metering Electrician	1.0	1.0	1.0	1.0
Senior Electric Troubleshooter	1.0	1.0	1.0	1.0
Senior Electric Utility Rate Analyst	1.0	1.0	1.0	1.0
Senior Electrical Estimator	1.0	1.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Utility Equipment Specialist	1.0	1.0	1.0	1.0
Utility Operations Supervisor	1.0	1.0	1.0	1.0
Utility Service Operator I/II	3.0	3.0	3.0	3.0
Utility Service Operator I/II - Relief	1.0	1.0	1.0	1.0
	50.0	51.0	52.0	52.0
only three positions will be filled at any one time				
OPERATING EXPENDITURE SUMMARY				
Personnel Services	3,069,721	3,809,170	4,606,565	4,911,635
Utilities & Communication	489,888	530,145	574,280	595,675
Supplies, Materials & Services	1,337,667	1,890,063	1,942,915	1,887,765
Work for Others	373	15,060	200	200
Equipment , Land & Structures	189,937	249,423	296,585	238,035
Other Payments	1,277,931	745,218	560,000	771,500
In-lieu Taxes	4,783,089	5,671,989	5,881,475	6,059,180
Total	11,148,606	12,911,068	13,862,020	14,463,990
Bulk Power	52,375,146	30,551,000	32,723,000	32,650,000
	63,523,752	43,462,068	46,585,020	47,113,990

SEE OPERATING ACTIVITIES

Public Utilities - Electric Utility Services page D-33

Finance Department



5-5-03

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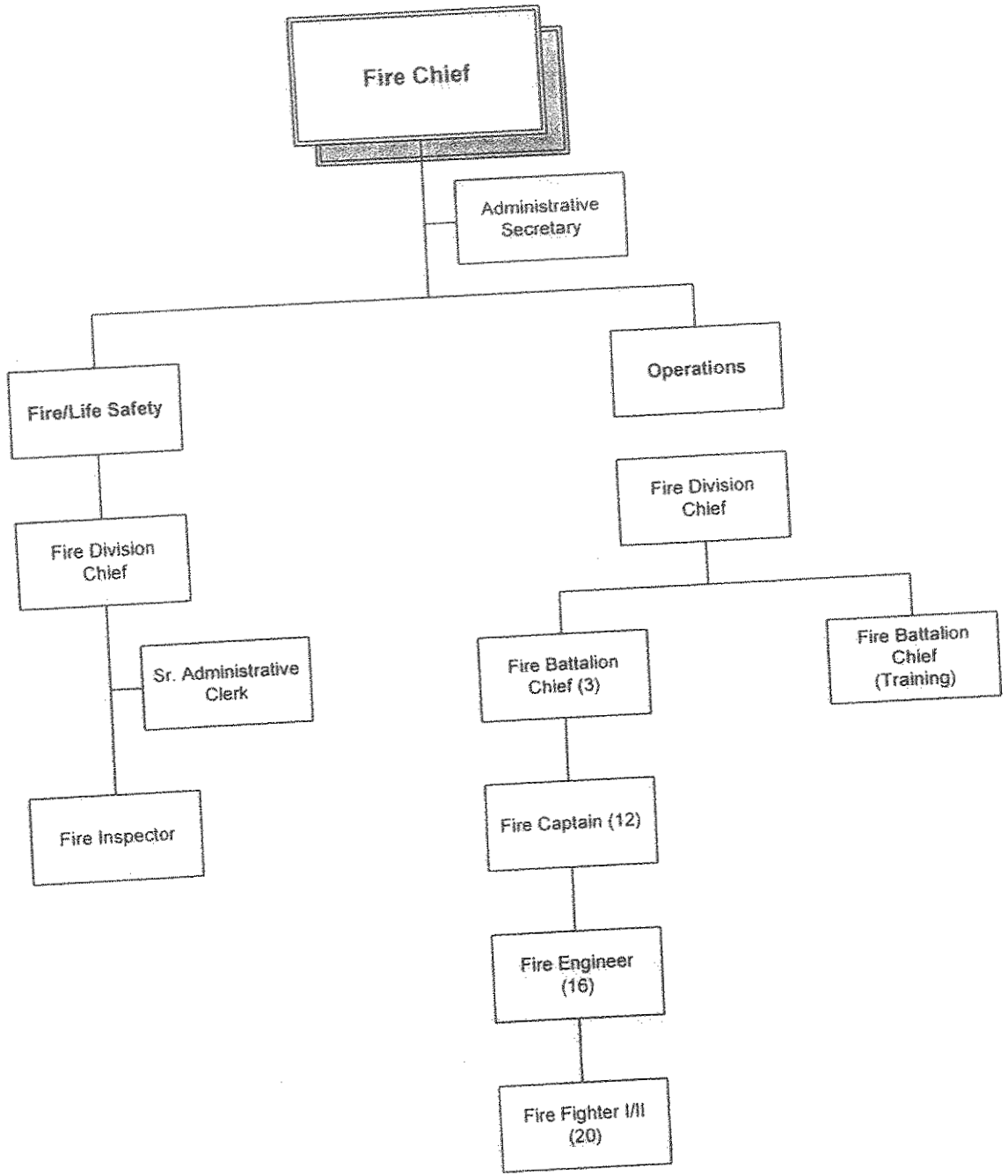
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
FINANCE DEPARTMENT				
REGULAR POSITIONS BY DEPARTMENT				
Accountant I/II	2.0	**2.0**	**2.0**	**2.0**
Accounting Clerk I/II	3.0	4.0	4.0	4.0
Accounting Manager	1.0	1.0	1.0	1.0
Buyer	1.0	1.0	1.0	1.0
Customer Service and Revenue Manager	1.0	1.0	1.0	1.0
Customer Service Representative I/II	7.0	9.0	9.0	9.0
Customer Service Supervisor	1.0	1.0	1.0	1.0
Field Service Representative	3.0	3.0	3.0	3.0
Field Service Supervisor	1.0	1.0	1.0	1.0
Finance Technician	3.0	3.0	3.0	3.0
Finance Director	1.0	1.0	1.0	1.0
Meter Reader	3.0	3.0	3.0	3.0
Parking Enforcement Assistant	1.0	0.0	0.0	0.0
Purchasing Technician	1.0	1.0	1.0	1.0
Purchasing Officer	1.0	1.0	1.0	1.0
Senior Accountant	0.0	**1.0**	**1.0**	**1.0**
Senior Customer Service Representative	3.0	3.0	3.0	3.0
Senior Storekeeper	1.0	1.0	1.0	1.0
Storekeeper	1.0	1.0	1.0	1.0
	35.0	38.0	38.0	38.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	1,761,744	1,926,100	2,026,935	2,173,555
Utilities & Communication	4,553	6,000	4,420	4,420
Supplies, Materials & Services	191,872	259,207	224,760	231,100
Work for Others	829	-		
Equipment , Land & Structures	320	4,100	-	-
Other Payments	30	50	50	50
Total	1,959,348	2,195,457	2,256,165	2,409,125

SEE OPERATING ACTIVITIES

General Government	
Administrative Services	
Finance Administration	page D-121
Accounting Services	page D-123
Revenue Services	page D-125
Purchasing	page D-127
Organization Support Services	
Field Services	page D-129

Fire Department



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Prepared by Human Resources

SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
FIRE DEPARTMENT				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Secretary	1.0	1.0	1.0	1.0
Fire Battalion Chief	4.0	4.0	4.0	4.0
Fire Captain	12.0	12.0	12.0	12.0
Fire Chief	1.0	1.0	1.0	1.0
Fire Division Chief	2.0	2.0	2.0	2.0
Fire Inspector	1.0	1.0	1.0	1.0
Fire Engineer	16.0	16.0	16.0	16.0
Firefighter I/II	17.0	20.0	**23.0**	**24.0**
Paramedic/Firefighters	0.0	0.0	0.0	**6.0**
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
	55.0	58.0	61.0	68.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	4,031,944	4,290,245	5,148,675	6,083,830
Utilities & Communication	26,254	26,300	28,480	28,480
Supplies, Materials & Services	520,180	423,550	554,170	606,645
Work for Others				
Equipment , Land & Structures	247			4,600
Other Payments				
Total	4,578,625	4,740,095	5,731,325	6,723,555

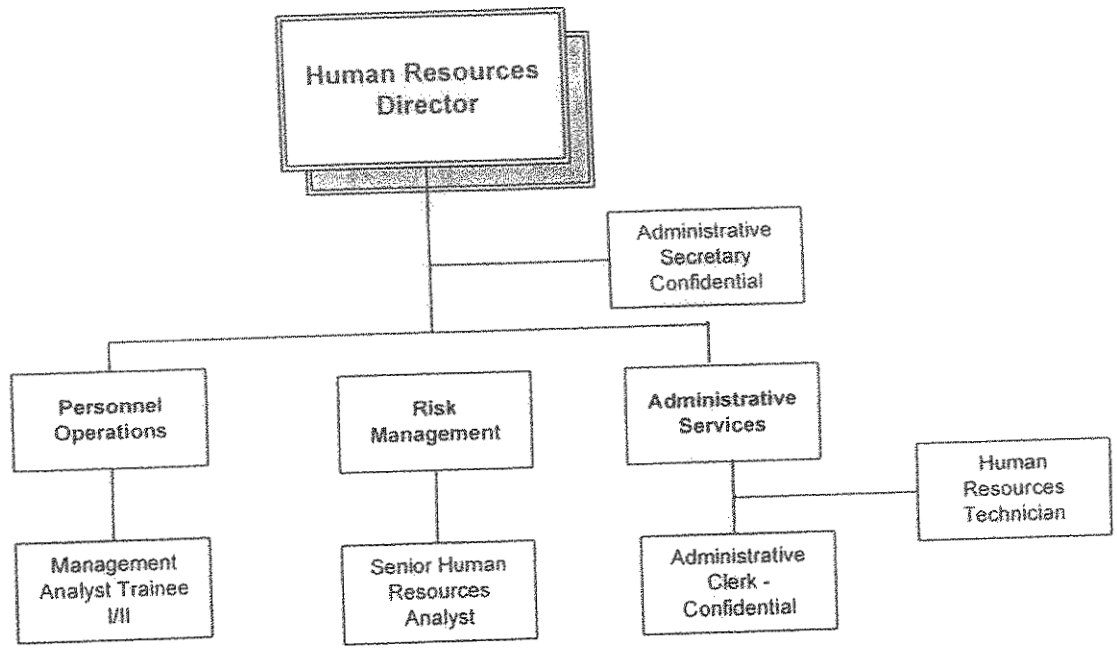
SEE OPERATING ACTIVITIES

Public Safety

Fire and Hazardous Material

Administration	page D-16
Emergency Operations	page D-18
Fire and Safety	page D-20
Training	page D-22
Emergency Medical services	page D-24
Weed Abatement	

Human Resources Department



5-5-03

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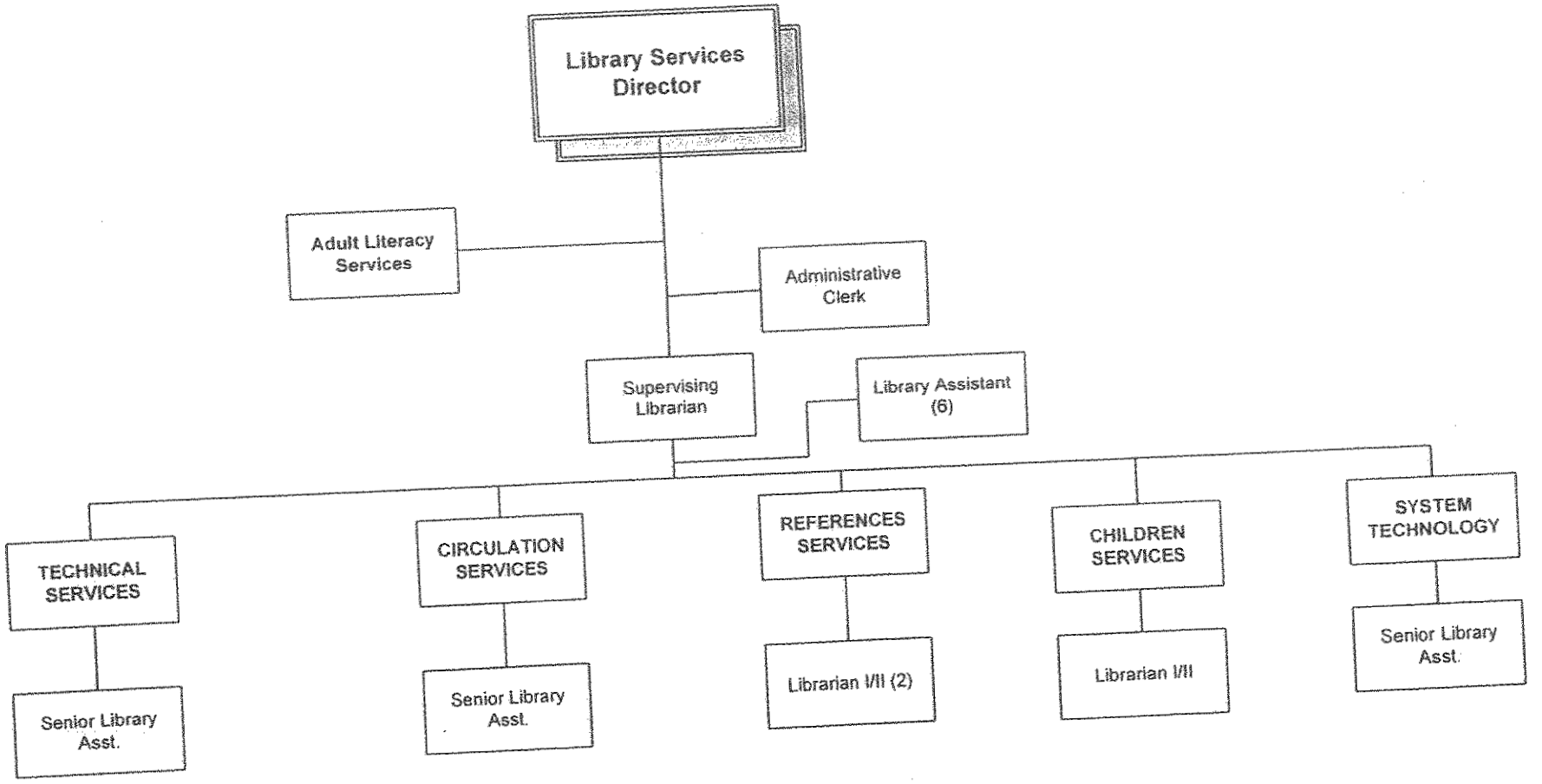
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
HUMAN RESOURCES				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	1.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Human Resources Director	1.0	1.0	1.0	1.0
Human Resources Technician	1.0	1.0	1.0	1.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Risk Manager	0.0	0.0	**1.0**	**1.0**
Senior Human Resources Analyst	1.0	1.0	**0.0**	**0.0**
	6.0	6.0	6.0	6.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	316,933	347,165	405,920	439,130
Utilities & Communication	1,299	1,555	1,500	1,525
Supplies, Materials & Services	189,194	312,351	193,815	206,850
Equipment , Land & Structures	4,802	-	-	
Other Payments				
Total	512,228	661,071	601,235	647,505

SEE OPERATING ACTIVITIES

General Government
- Administrative Services
  - Human Resources — page D-112
  - City Wide Training — page D-114
  - Risk Management — page D-115
  - Labor Relations

Library



5-5-03

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SUMMARY BY DEPARTMENT

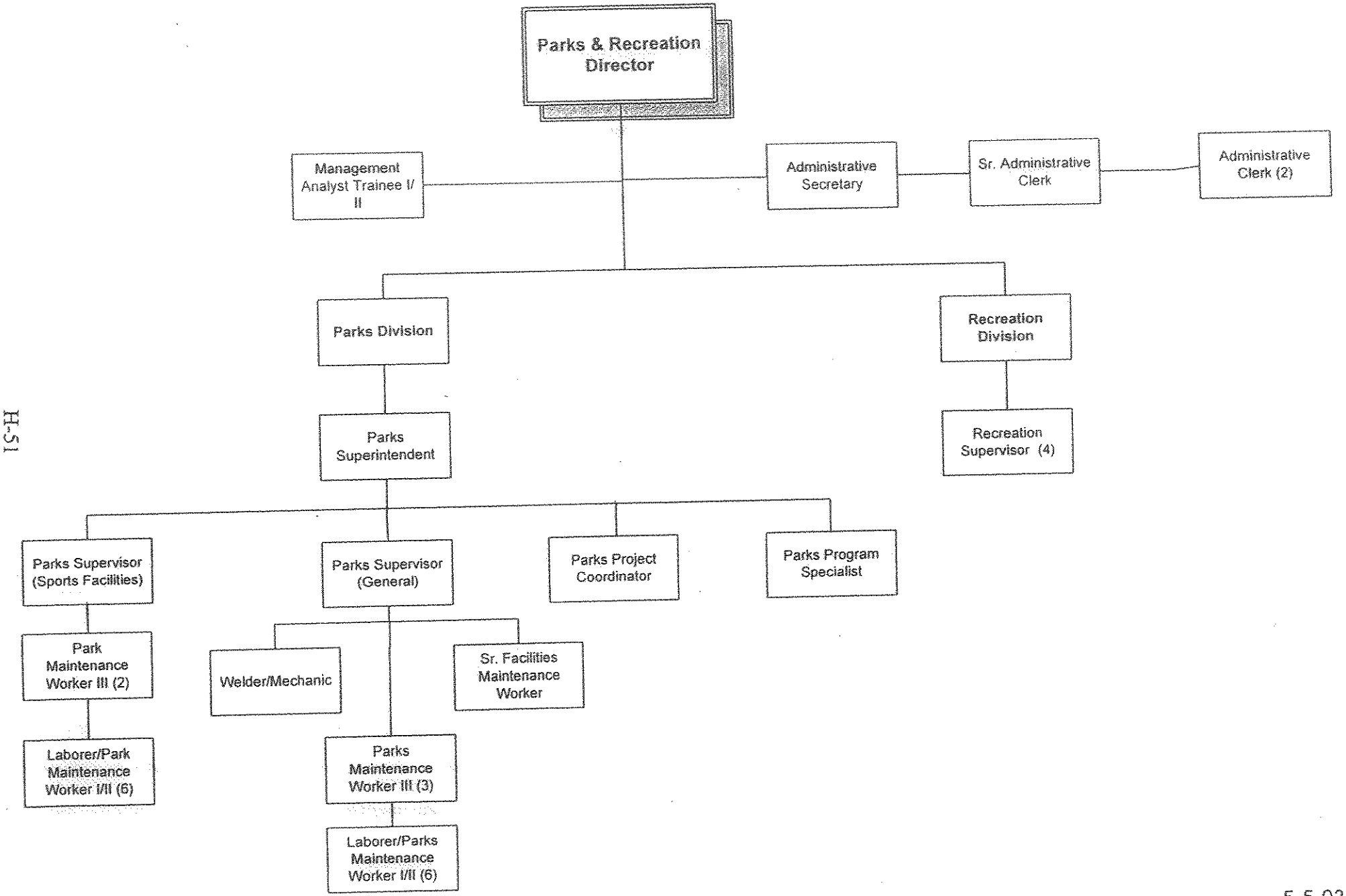
LIBRARY

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	0.0	1.0	1.0	1.0
Librarian I/II	3.0	3.0	3.0	3.0
Library Assistant	6.0	6.0	6.0	6.0
Library Services Director	1.0	1.0	1.0	1.0
Senior Library Assistant	3.0	3.0	3.0	3.0
Supervising Librarian	1.0	1.0	1.0	1.0
	14.0	15.0	15.0	15.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	796,814	901,225	954,010	993,820
Utilities & Communication	24,251	8,550	8,400	8,450
Supplies, Materials & Services	328,938	301,823	295,675	298,215
Equipment , Land & Structures	7,661	2,145		
Other Payments		-		
Total	1,157,664	1,213,743	1,258,085	1,300,485

SEE OPERATING ACTIVITIES

Leisure, Cultural and Social Services
- Cultural Services
  - Library Board — page D-81
  - Library — page D-82
  - Library Literacy Program

Parks & Recreation Department



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5-5-03

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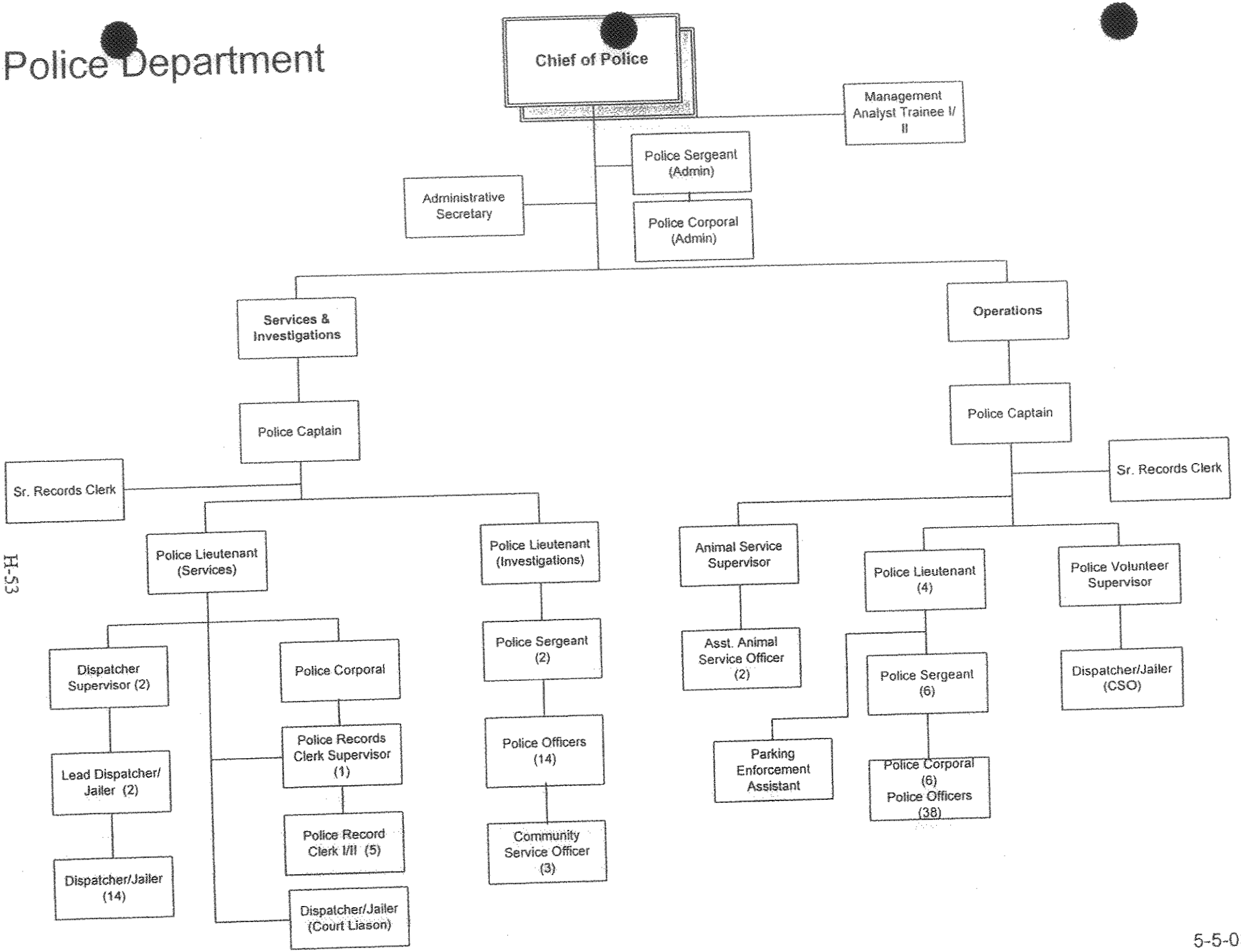
SUMMARY BY DEPARTMENT

	2001-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
PARKS & RECREATION				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Clerk	1.0	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0	1.0
Laborer/Park Maintenance Worker I/II	8.0	12.0	12.0	12.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Park Maintenance Worker III	5.0	5.0	5.0	5.0
Park Project Coordinator	1.0	1.0	1.0	1.0
Parks Program Specialist	1.0	1.0	1.0	1.0
Parks & Recreation Director	1.0	1.0	1.0	1.0
Parks Superintendent	1.0	1.0	1.0	1.0
Parks Supervisor	2.0	2.0	2.0	2.0
Recreation Supervisor	4.0	4.0	4.0	4.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Senior Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Welder-Mechanic	1.0	1.0	1.0	1.0
	29.0	34.0	34.0	34.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	2,203,927	2,270,115	2,616,560	2,700,445
Utilities & Communication	58,078	70,615	77,935	82,010
Supplies, Materials & Services	523,518	482,761	542,565	542,820
Work for Others				
Equipment , Land & Structures	74,908	76,426	73,450	79,975
Other Payments				
Total	2,860,431	2,899,917	3,310,510	3,405,250

SEE OPERATING ACTIVITIES

Leisure, Cultural and Social Services
- Park and Recreation
  - Parks and Recreation Commissions — page D-58
  - Parks and Recreation Administration — page D-59
  - *Recreation Services*
    - After School Playgrounds — page D-61
    - *Youth/Teen Sports* — page D-62
    - Indoor/Outdoor Activities — page D-64
    - Aquatics — page D-66
    - Adults Sports — page D-68
    - Concessions — page D-70
    - After School Programs
  - Parks Maintenance
    - Sports Facilities — page D-71
    - Lodi Lake Park — page D-73
    - Park Maintenance — page D-75
    - Park Operations — page D-77
    - Equipment Maintenance — page D-79

Police Department



5-5-03

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SUMMARY BY DEPARTMENT

	2001-01-02 Actual	2002-03 Budget	2003-04 Budget	2004-05 Budget
POLICE				
REGULAR POSITIONS BY DEPARTMENT				
Administrative Secretary	1.0	1.0	1.0	1.0
Animal Services Officer	1.0	0.0	0.0	0.0
Animal Services Supervisor	0.0	1.0	1.0	1.0
Assistant Animal Services Officer	2.0	2.0	2.0	2.0
Community Service Officer	3.0	3.0	3.0	3.0
Dispatcher/Jailer	16.0	16.0	16.0	16.0
Dispatcher Supervisor	2.0	2.0	2.0	2.0
Lead Dispatcher/Jailer	2.0	2.0	2.0	2.0
Management Analyst Trainee I/II	1.0	1.0	1.0	**0.0**
Management Analyst III	0.0	0.0	0.0	**1.0**
Parking Enforcement Assistant	0.0	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	2.0
Police Chief	1.0	1.0	1.0	1.0
Police Corporal	8.0	8.0	8.0	8.0
Police Lieutenant	6.0	6.0	6.0	6.0
Police Officer	52.0	52.0	52.0	**53.0**
Police Records Clerk I/II	5.0	5.0	5.0	5.0
Police Records Clerk Supervisor	1.0	1.0	1.0	1.0
Police Sergeant	9.0	9.0	9.0	9.0
Police Volunteer Supervisor	1.0	1.0	1.0	1.0
Sr. Police Records Clerk	2.0	2.0	2.0	2.0
	115.0	116.0	116.0	117.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	7,966,161	8,202,035	8,836,154	9,471,659
Utilities & Communication	54,784	69,500	67,425	70,050
Supplies, Materials & Services	494,650	510,373	537,450	540,710
Equipment , Land & Structures	-			
Other Payments	133	5,000	8,000	8,000
Total	8,515,728	8,786,908	9,449,029	10,090,419

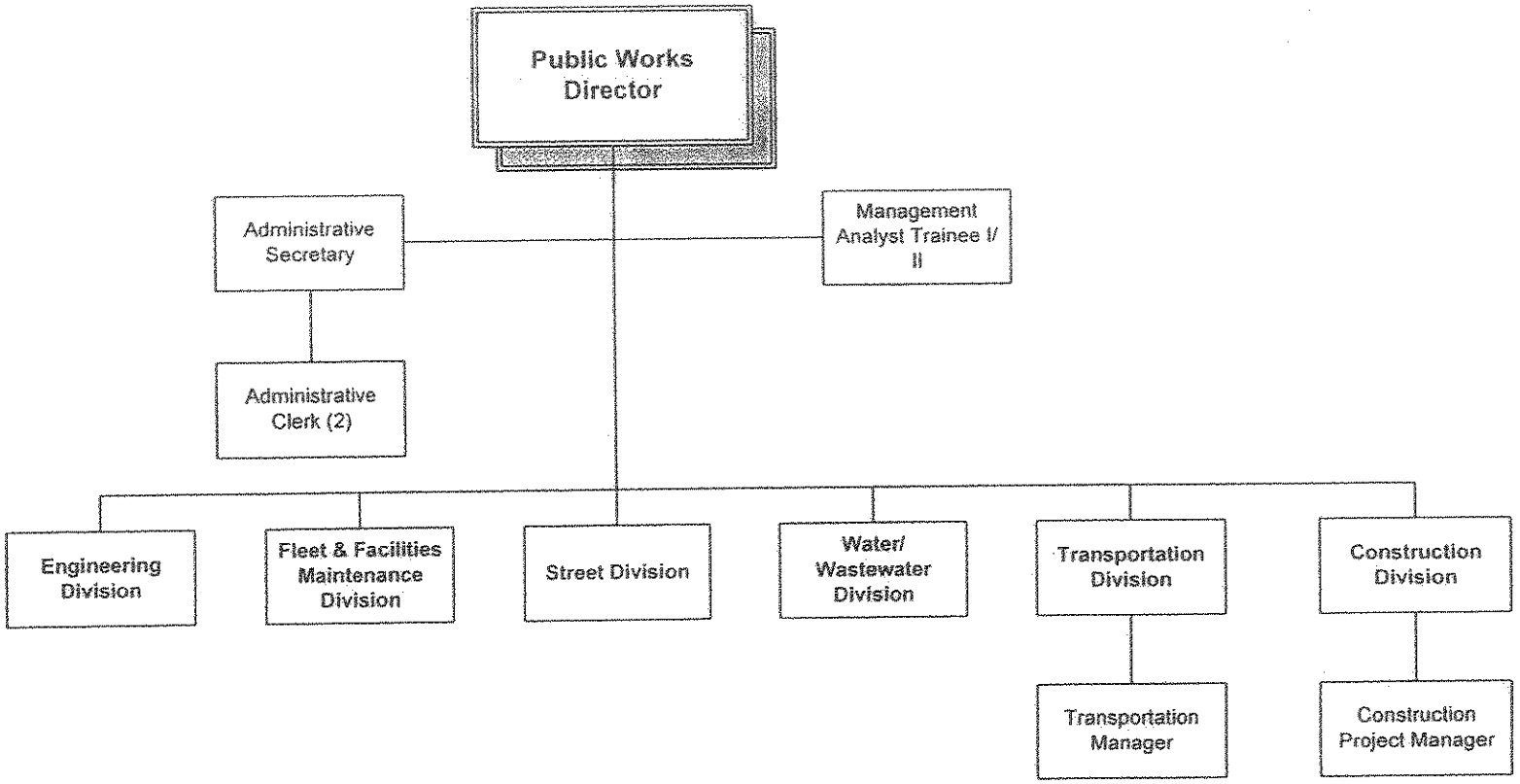
SEE OPERATING ACTIVITIES

Public Safety

Police Protection

Police Administration	page D-9
Police Operations	page D-11
Support Services	page D-13
Animal Shelter	page D-15
Cracnet	
Auxiliary Police	
Home Alone Grant	
Crime Prevention	
Special Investigations	

Public Works
Administration &Transportation



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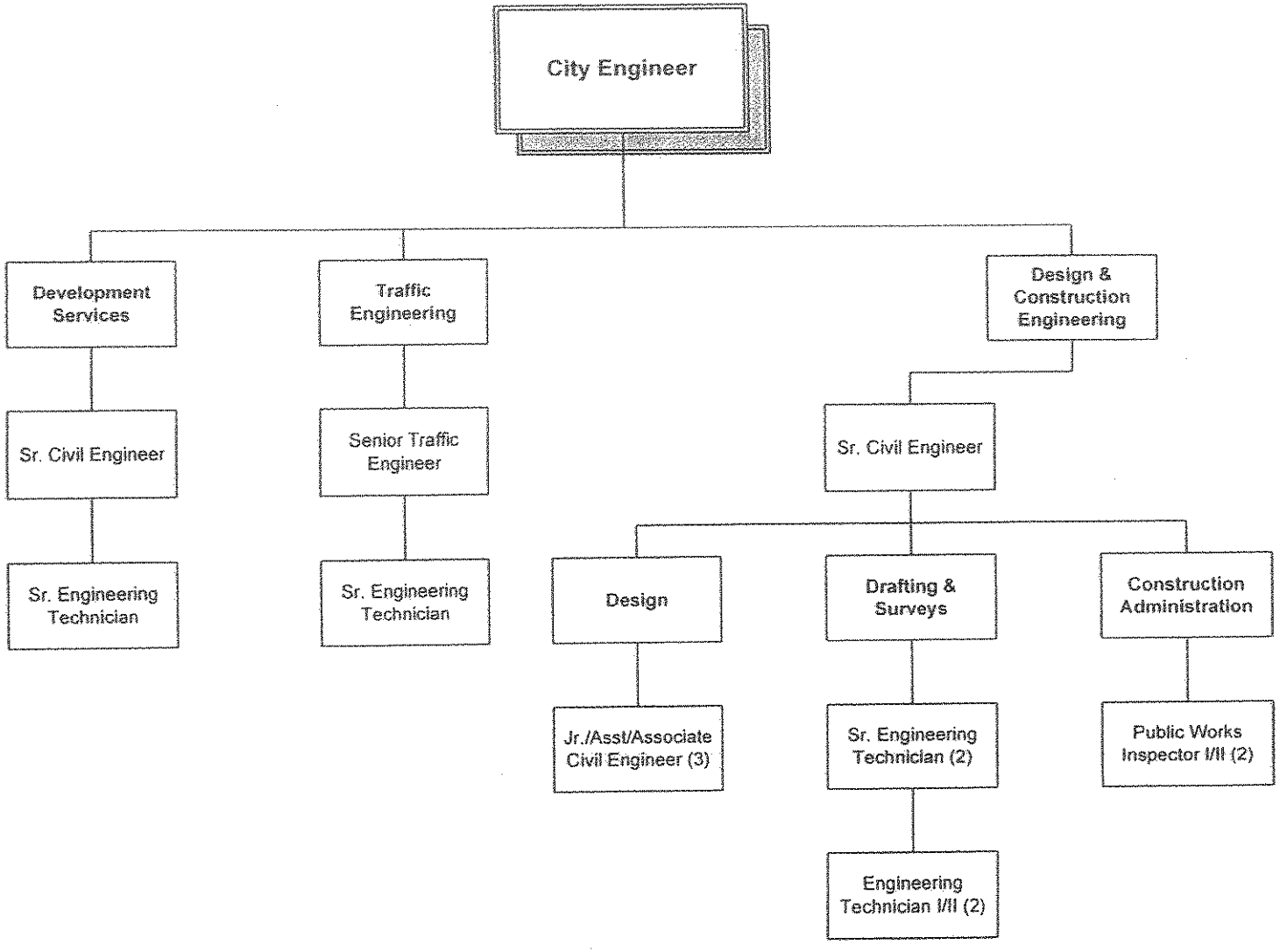
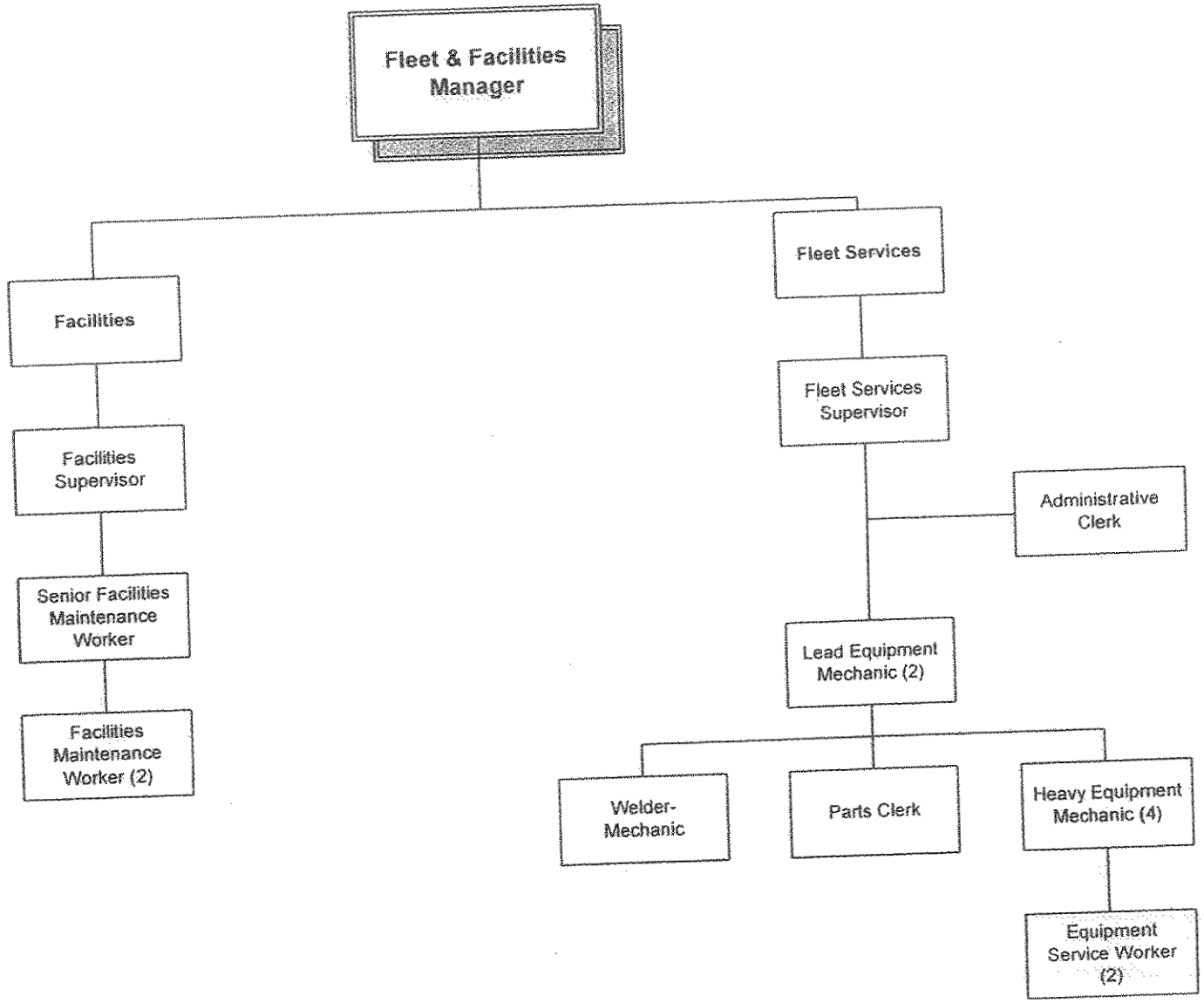
5-5-03

Public Works Department
Engineering Division



Public Works Department
Fleet & Facilities
Services Division



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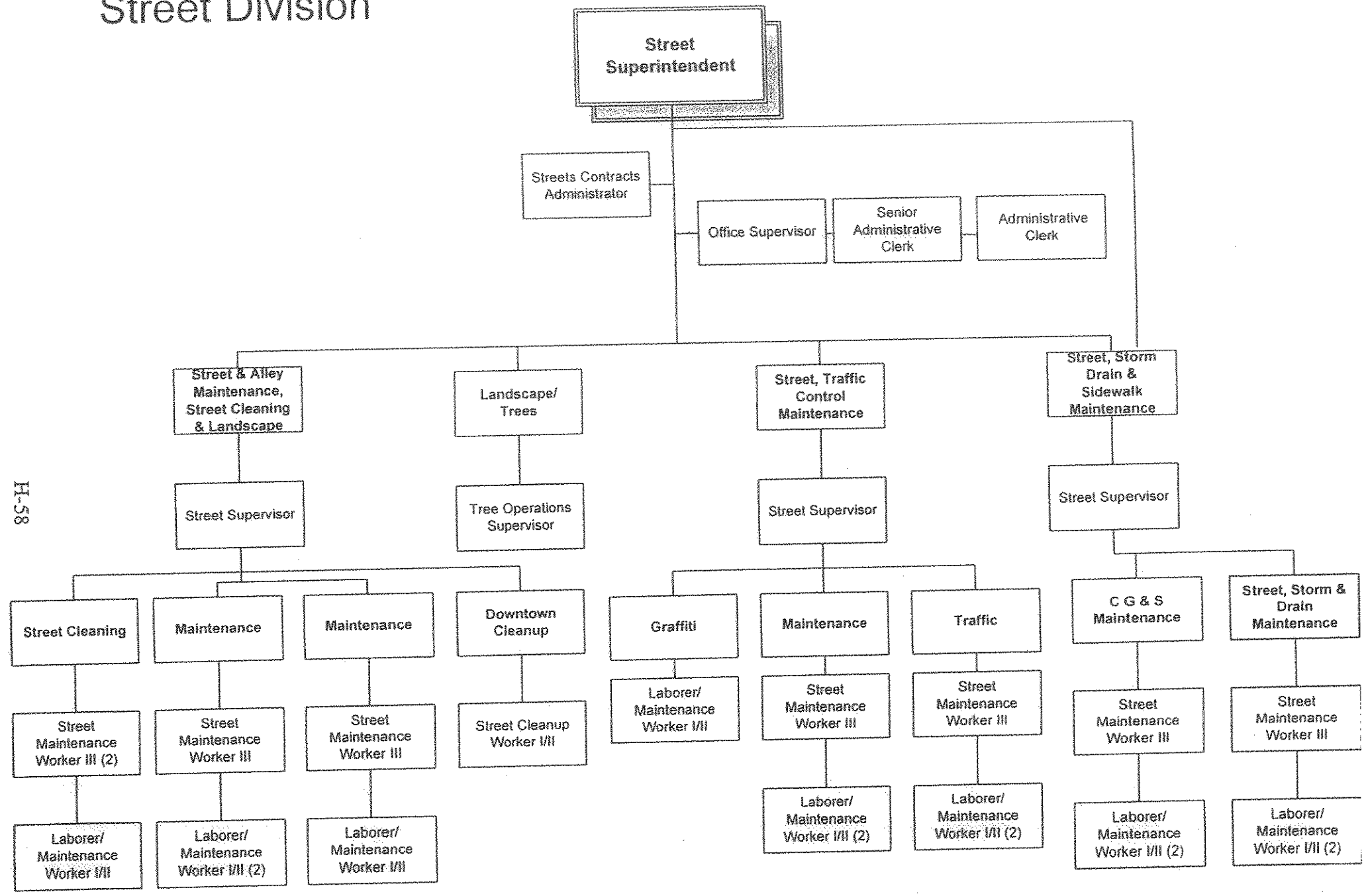
Public Works Department
Street Division



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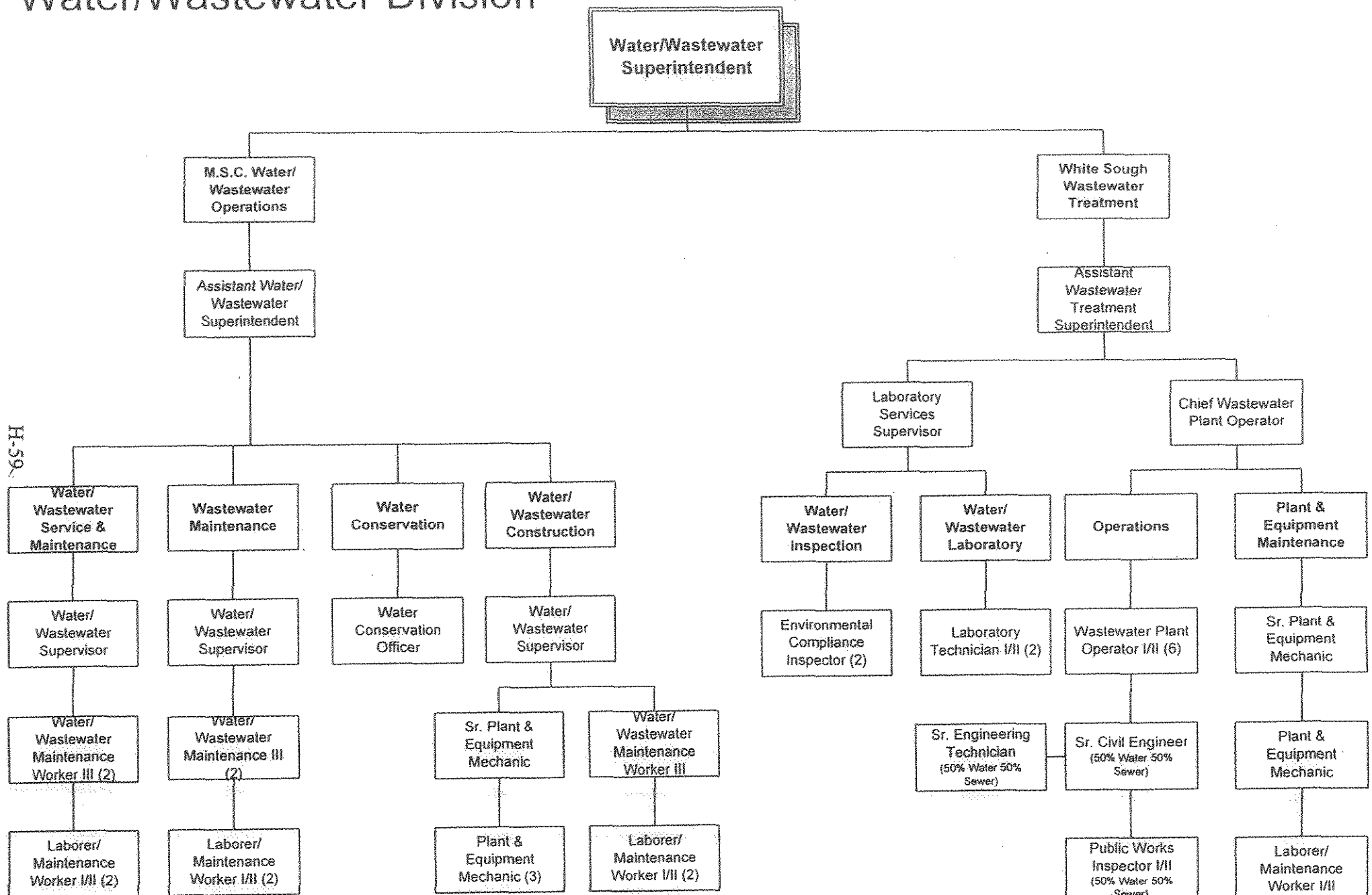
Public Works Department
Water/Wastewater Division



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5-5-03

SUMMARY BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
PUBLIC WORKS				
REGULAR POSITIONS BY DEPARTMENT				
ADMINISTRATION				
Administrative Clerk	2.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Construction Project Manager	1.0	1.0	1.0	1.0
Management Analyst Trainee I/II	1.0	1.0	1.0	1.0
Public Works Director	1.0	1.0	1.0	1.0
	6.0	6.0	6.0	6.0
ENGINEERING DIVISION				
City Engineer	1.0	1.0	1.0	1.0
Engineering Technician I/II/III/IV	2.0	2.0	2.0	**6.0**
Jr./Assistant Engineer/Associate Civil Engineer	2.0	3.0	3.0	3.0
Public Works Inspector I/II	2.0	2.0	2.0	2.0
Senior Civil Engineer	2.0	2.0	2.0	2.0
Senior Engineering Technician	4.0	4.0	4.0	**0.0**
Senior Traffic Engineer	1.0	1.0	1.0	1.0
	14.0	15.0	15.0	15.0
FLEET & FACILITIES				
Administrative Clerk	1.0	1.0	**0.0**	**0.0**
Equipment Service Worker	2.0	2.0	2.0	2.0
Facilities Maintenance Worker	2.0	2.0	2.0	2.0
Facilities Supervisor	1.0	1.0	1.0	1.0
Fleet & Facilities Manager	1.0	1.0	1.0	1.0
Fleet Services Supervisor	1.0	1.0	1.0	1.0
Heavy Equipment Mechanic	4.0	4.0	4.0	4.0
Lead Equipment Mechanic	2.0	2.0	2.0	2.0
Parts Clerk	1.0	1.0	1.0	1.0
Senior Administrative Clerk	0.0	0.0	**1.0**	**1.0**
Senior Facilities Maintenance Worker	1.0	1.0	1.0	1.0
Welder-Mechanic	1.0	1.0	1.0	1.0
	17.0	17.0	17.0	17.0
STREETS DIVISION				
Adminstrative Clerk	0.0	1.0	1.0	1.0
Assistant Streets Superintendent	0.0	0.0	1.0	1.0
Laborer/Maintenance Worker I/II	13.0	13.0	13.0	13.0
Management Analyst Trainee I/II	0.0	0.0	0.0	**1.0**
Office Supervisor	1.0	1.0	1.0	1.0
Sr. Administrative Clerk	1.0	1.0	1.0	1.0
Street Cleanup Worker I/II	1.0	1.0	1.0	1.0
Street Maintenance Worker III	8.0	8.0	8.0	8.0
Street Superintendent	1.0	1.0	1.0	1.0
Street Supervisor	3.0	3.0	3.0	3.0
Street Contracts Administrator	1.0	1.0	0.0	0.0
Tree Operations Supervisor	1.0	1.0	1.0	1.0
	30.0	31.0	31.0	32.0

SUMMARY BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
PUBLIC WORKS				
WATER/WASTEWATER DIVISION				
Assistant Wastewater Treatment Superintendent	1.0	1.0	1.0	1.0
Assistant Water/Wastewater Superintendent	1.0	1.0	1.0	1.0
Chief Wastewater Plant Operator	1.0	1.0	1.0	1.0
Environmental Compliance Inspector	2.0	2.0	2.0	2.0
Laboratory Services Supervisor	1.0	1.0	1.0	1.0
Laboratory Technician I/II	2.0	2.0	2.0	2.0
Laborer/Maintenance Worker I/II	7.0	7.0	7.0	7.0
Plant & Equipment Mechanic	4.0	4.0	4.0	4.0
Public Works Inspector I/II	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0	0.0
Senior Plant & Equipment Mechanic	2.0	2.0	2.0	2.0
Wastewater Plant Operator I/II	6.0	6.0	6.0	6.0
Water Conservation Officer	1.0	1.0	1.0	1.0
Water/Wastewater Maintenance Worker III	5.0	5.0	5.0	5.0
Water/Wastewater Superintendent	1.0	1.0	1.0	1.0
Water/Wastewater Supervisor	3.0	3.0	3.0	3.0
	40.0	40.0	40.0	39.0
TRANSPORTATION & COMMUNICATIONS				
Transit Manager	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0
Total Public Works	108.0	110.0	110.0	110.0
OPERATING EXPENDITURE SUMMARY				
Personnel Services	5,553,953	6,131,917	6,376,327	6,836,372
Utilities & Communication	2,015,699	2,107,960	2,131,530	2,190,890
Supplies, Materials & Services	4,627,068	5,039,673	5,044,595	5,070,050
Work for Others	236,025	284,440	428,755	451,895
Equipment , Land & Structures	242,190	401,126	288,550	277,100
Other Payments	1,771,654	1,185,587	1,676,385	1,678,890
Total	14,446,589	15,150,703	15,946,142	16,505,197

SEE OPERATING ACTIVITIES

- Public Safety
  - Other Safety Services
    - Graffiti Abatement
- Public Utilities
  - Water Utility Services
  - Wastewater Utility Services
- Transportation
  - Streets and Flood Control
    - Street Maintenance
    - Street Trees
    - Street Cleaning

SUMMARY BY DEPARTMENT

	2001-02 Budget	2002-03 Budget	2003-04 Budget	2004-05 Budget
PUBLIC WORKS				
Storm Drains				
Parking Lot Maintenance				
Transit System				
Community and Economic Development				
Construction Development				
Engineering				
General Government				
General Administration				
City-wide Utilities				
Solid Waste Management				
Public Works Administration				
Organization Support Services				
Facilities Services				
Fleet Services				

Joint Venture Debt Service Requirement

Northern California Power Agency

The City, along with 14 other public agencies, is a member of the Northern California Power Agency (NCPA) which was formed in 1968 as a Joint Powers Agency. Its membership consists of 11 cities with publicly-owned electric utility distribution systems, one irrigation district, one shipping port, one public utility district and one associate member, a rural electric cooperative. NCPA is generally empowered to purchase, generate, transmit distribute and sell electric energy. Members participate in the projects of NCPA on an elective basis; therefore, the participation percentage varies for each project.

A Commission comprising one representative from each member organization governs NCPA. The Commission is responsible for the general management of the affairs, property and business of NCPA. Under the direction of the General Manager, the staff of NCPA is responsible for providing various administrative, operating and planning services for NCPA and its associated power corporations.

NCPA's project construction and development programs have been individually financed by project revenue bonds collateralized by NCPA's assignment of all payments, revenues and proceeds associated with its interest in each project. Each Project Participant has agreed to pay its proportionate share of debt service and other costs of the related project; notwithstanding the suspension, interruption, interference, reduction or curtailment of output from the project for any reason. Certain of the revenue bonds are additionally supported by municipal bond insurance credit enhancements.

Transmission Agency of Northern California

The Transmission Agency of Northern California (TANC) was organized under the California Government Code pursuant to a Joint Powers Agreement entered into by 15 Northern California utilities including the City of Lodi. The purpose of TANC is to provide electric transmission or other facilities for the use of its members through its authority to acquire, construct, finance, operate and maintain facilities for electric power transmission. The Joint Powers Agreement provides that the costs of TANC's activities can be financed or recovered through assessment of its members or user charges through transmission contracts with its members. Each TANC member has agreed to pay a pro rata share of the costs to operate TANC and has the right to participate in future project agreements. The Joint Power Agreement remains in effect until debt obligations and interest thereon have been paid, unless otherwise extended by the members.

Take-or-Pay Obligations

The City has entered into certain power sales contracts for the purchase of energy and certain other agreements for the payment of costs of certain projects in which it is participating, including agreements with the Joint Powers Agencies in which it participates, the Transmission Agency of Northern California ("TANC") and the Northern California Power Agency ("NCPA"). The City's obligations under such agreements constitute a portion of the Maintenance and Operation Costs payable prior to the 1999 Payments under the 1999 Contract. Agreements with the Joint Powers Agencies in which the City participates are on a "take-or-pay" basis, which requires payments to be made whether or not projects are completed or operable or whether output from such projects is suspended, interrupted or terminated. Certain agreements with TANC and NCPA contain "step-up" provisions obligating the City to pay a share of the obligations of a defaulting participant. The City's maximum step-up under those agreements; however, is 25% of the City's original debt service obligation for the project.

City of Lodi's share of NCPA and TANC Debt service requirements are paid through the Bulk power purchased by the City through NCPA.

Section I
BUDGET REFERENCE MATERIAL

BUDGET REFERENCE MATERIALS

Overview

Complementing the General Budget policies in Section B are a number of major policy documents that also guide the preparation and execution of the City's Financial Plan. A brief description of each of the following documents is provided in this section:

* Municipal Code
* Cost Allocation Plan
* Comprehensive Annual Financial Report
* Fleet Policies
* General Plan
* Monthly Financial Report
* Travel and Business Expense Policy
* Employment Process, Salary & Benefits

The following materials are also included in this section to facilitate the reader's understanding of the Financial Plan and Budget and the preparation process:

Budget Glossary
Defines terms that may be used in a manner unique to public finance or the City's budget process in order to establish common terminology.

Expenditure Object Codes
Defines object codes used to group and disclose expenditures in monthly reports.

Major Preparation Guidelines
Describes the steps, procedures and calendar used in developing and documenting the two-year Financial Plan and Budget.

SUMMARY OF MAJOR CITY POLICY DOCUMENTS

Municipal Code
The Municipal Code contains the regulatory, penal and administrative ordinances of the City codified according to the Government Code of the State of California.

General Plan
The General Plan is the blueprint of the City's future addressing land use, transportation, housing, open space preservation, conservation of resources, public safety and noise. The General Plan discusses ideas about the City's future change as new concepts are developed, new problems are identified, old solutions are reconsidered, and the population changes. Accordingly, the General Plan is constantly being studied and revised.

Cost Allocation Plan
The City prepared a Cost Allocation Plan in 1992 to identify the total cost of providing City services by allocating indirect costs such as accounting, personnel, legal, etc. to direct program cost areas. The identification of total program cost is essential in establishing user fees and cost recovery programs.

Monthly Financial Report
The City publishes interim financial statements on a monthly basis. These reports are organized and presented on the basis of the end user. In addition to budget, actual and encumbrance comparisons for revenues and expenditures, the report also provides trial balance and fund balance information. In the Executive Report, summaries of revenues, expenditures, fund balance, cash balance, investment transactions, personnel status and operating transfers are included.

Comprehensive Annual Financial Report (CAFR)
The CAFR includes the City's audited general purpose financial statements as well as a comprehensive review of the City's financial operations and statistical information of general interest about the City of Lodi.

Travel and Business Expense Policy
This Policy contains the City policies and procedures used to advance, reimburse, or purchase the expenses of the City Council and employees of the City for travel and business expenses incurred in the conduct of City business. The Policy includes provisions for the reimbursement and payment of expenses incurred by others in the conduct of City business.

Fleet Policy
The Fleet Policies and Procedures govern the management, operation, acquisition and disposition of vehicles and equipment owned and leased by the City of Lodi.

SUMMARY OF EMPLOYMENT PROCESS

Equal Employment Opportunity – The City of Lodi is committed to a policy of Equal Employment Opportunity. No person applying for employment shall be discriminated against on the basis of race, national origin, sex, disability, age or other unlawful discrimination.

Americans with Disabilities Act – The City of Lodi provides reasonable accommodations for qualified individuals with disabilities. Individuals with disabilities requiring any accommodation in order to participate in the selection process, must submit a written request for reasonable accommodation to the Human Resources Department no later than the final filing date as stated in the job announcement.

Where to Apply – Application materials must be received by the Human Resources Department not later than 5:00 p.m. on the final filing date. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from:

Human Resources Department
221 West Pine Street
Lodi, Ca 95240
(209) 333-6704 TDD (209) 333-6853
Employment Hotline (209) 333-6705
e-mail hrdept@lodi.gov

Hiring Procedure – Applicants must possess the minimum qualifications by the filing date. All qualified applicants may participate in the selection process. Employment lists are established upon successful completion of the selection process. The candidates must be successful in each part of the examination. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

Medical Examination – Applicants should not quit or give notice to their current employers until an offer of employment has been made and they have been notified of the successful completion of the appropriate medical examination.

Drug Screening – Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace. All offers of employment will be contingent upon successful completion of a drug and alcohol screening.

Appointment – At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 – Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

SUMMARY OF EMPLOYEE BENEFITS

Salary – The starting salary is the first rate shown on the salary schedule. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

Holiday, Vacation, Sick and Administrative Leave – The employee is entitled to the leave according to the Memorandum of Understanding for the bargaining unit to which the employee belongs. On average the employee would received:

Holiday – An average of 13 paid holidays per year.
Vacation – 2 weeks paid vacation annually, increasing with length of service.
Sick Leave – 10 days per year
Administrative Leave –
Management/Mid-Management positions receive 80 hours per fiscal year
Specified professional/technical positions receive 40 hours per fiscal year.

Health Insurance – Medical, Dental and Visions plans are available for employee and dependents. A portion of the premiums may be the employees' responsibility.

Life Insurance and Long-term Disability – The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employees' salary.

Retirement and Deferred Compensation – The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.) Lodi is not a member of the Social Security System. Employees may participate in a 457 Deferred Compensation program.

Flexible Spending Account – Employees may participate in a Section 125 Flexible Spending Account.

Union Groups – The City of Lodi has the following nine union groups:

Executive Management
Confidential
General Services
Maintenance & Operators
Dispatchers
Mid-Management
Fire
International Brotherhood of Electrical Workers
Police

Note: The information presented on Employee salary and benefits may be modified and/or changed by labor agreements currently under negotiations.

Classification Plan

Classification	OCC	Step A	Step B	Step C	Step D	Step E
Accountant I	344	3732.83	3919.48	4115.45	4321.22	4537.28
Accountant II	348	4105.98	4311.24	4526.84	4753.19	4990.83
Accounting Clerk I	5	2155.21	2262.97	2376.12	2494.93	2619.68
Accounting Clerk II	3	2370.73	2489.27	2613.73	2744.42	2881.64
Accounting Manager	350	5502.93	5778.07	6066.98	6370.33	6688.84
Admin. Secretary - Conf.	130	2978.05	3126.96	3283.3	3447.47	3619.84
Administrative Clerk	372	2159.52	2267.5	2380.87	2499.92	2624.91
Administrative Clerk - Conf	373	2267.5	2380.87	2499.91	2624.91	2756.16
Administrative Secretary	376	2836.24	2978.05	3126.96	3283.3	3447.47
Animal Services Supervisor	25	2847.37	2989.74	3139.22	3296.19	3461
Aquatics Coordinator	440	2532.99	2659.64	2792.62	2932.26	3078.87
Arts Coordinator	115	3548.57	3726.02	3912.36	4107.98	4313.35
Assist Water/Wastewater Supt	433	4904.14	5149.27	5406.82	5677.07	5960.97
Assistant Engineer	51	4390.05	4609.55	4840.03	5082.03	5336.13
Assistant Planner	56	3650.05	3832.55	4024.18	4225.39	4436.66
Associate Civil Engineer	66	4829.05	5070.51	5324.03	5590.23	5869.74
Associate Planner	68	4015.06	4215.81	4426.6	4647.93	4880.33
Asst Wastewater Treatment Supt	424	4904.14	5149.27	5406.82	5677.07	5960.97
Asst. Animal Services Officer	39	2401.59	2521.67	2647.75	2780.14	2919.15
Building Inspector I	74	3254.61	3417.34	3588.21	3767.62	3956
Building Inspector II	75	3580.07	3759.07	3947.03	4144.38	4351.6
Buyer	76	3288.91	3453.36	3626.03	3807.33	3997.69
Chief Building Official	87	5512.6	5788.18	6077.61	6381.44	6700.56
Chief Wastewater Plant Opertor	358	4008.51	4208.93	4419.37	4640.34	4872.36
City Attorney	96	10265.67				
City Clerk	97	5957.9				
City Engineer	46	6313.36	6629.02	6960.46	7308.5	7673.94
City Manager	103	10533.47				
City Planner	459	5812.99	6103.64	6408.82	6729.27	7065.72
Community Center Director	114	9424.5				
Community Development Director	111	9509.91				
Community Improvement Manager	117	5219.19	5480.08	5754.12	6041.83	6343.92
Community Improvement Ofc. I	116	3099.63	3254.61	3417.34	3588.21	3767.62
Community Improvement Ofc. II	118	3409.59	3580.07	3759.07	3947.03	4144.38
Community Service Officer-P.D.	109	2539.31	2666.28	2799.59	2939.57	3086.55
Construction Project Manager	442	4376.83	4595.67	4825.44	5066.72	5320.06
Construction/Maint. Supervisor	119	5600.4	5879.47	6174.13	6482.67	6806.8
Customer Service & Revenue Mgr	349	5003.33	5253.49	5516.17	5791.97	6081.57
Customer Service Rep. I	354	2155.21	2262.97	2376.12	2494.93	2619.68
Customer Service Rep. II	353	2370.73	2489.27	2613.73	2744.42	2881.64
Customer Services Supervisor	37	3298.88	3463.82	3637.01	3818.86	4009.8
D.P. Processing Manager	133	4530.27	4756.76	4994.57	5244.32	5506.55
D.P. Programmer Analyst II	125	3571.96	3750.52	3938.03	4134.96	4341.69
D.P. Programmer/Analyst I	124	3239.87	3401.84	3571.95	3750.54	3938.05
Deputy City Attorney I	99	4790.99	5030.53	5282.06	5546.16	5823.47
Deputy City Attorney II	100	5749.19	6036.67	6338.43	6655.37	6988.16
Deputy City Clerk	98	3008.71	3159.15	3317.11	3482.96	3657.11
Deputy City Manager	49	9075.31				

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Classification Plan

Classifcation	OCC	Step A	Step B	Step C	Step D	Step E
Dispatch Supervisor	129	3453.9	3626.59	3807.93	3998.31	4198.24
Dispatcher/Jailer	126	2860.36	3003.4	3153.58	3311.26	3476.82
Economic Devlpmnt Coordinator	22	7627.18				
Elec Util Equipment Specialist	457	3849.73	4042.13	4243.2	4454.67	4678.27
Elec. Utility Superintendent	423	6449.83	6772.31	7110.9	7466.47	7839.77
Electric Apparatus Mechanic	136	4426.93	4647.07	4879.33	5123.73	5380.27
Electric Foreman/Forewoman	240	5090.8	5345.6	5612.53	5893.33	6188
Electric Lineman/Linewoman	237	4426.93	4647.07	4879.33	5123.73	5380.27
Electric Meter Technician	145	5044	5295.33	5560.53	5839.6	6130.8
Electric Systems Supervisor	140	5219.44	5480.43	5754.44	6042.18	6344.28
Electric Troubleshooter	146	4584.67	4813.47	5054.4	5307.47	5572.67
Electric Utility Director	417	10674.92				
Electric Utility Rate Analyst	418	4712.7	4948.39	5195.79	5455.54	5728.38
Electrical Drafting Technician	143	3919.07	4114.93	4321.2	4537.87	4764.93
Electrical Estimator	132	5090.8	5345.6	5612.53	5893.33	6188
Electrical Technician	138	4673.07	4907.07	5153.2	5409.73	5680.13
Electrician	153	4449.47	4673.07	4907.07	5151.47	5409.73
Engineering Technician I	157	3298.31	3463.22	3636.39	3818.2	4009.12
Engineering Technician II	159	3628.14	3809.55	4000.02	4200.02	4410.03
Environmental Compliance Insp.	425	3486.2	3660.51	3843.54	4035.71	4237.49
Equipment Service Worker	166	2496.44	2621.26	2752.32	2889.94	3034.41
Facilities Maint. Worker	81	2763.43	2901.6	3046.68	3199.02	3358.97
Facilities Supervisor	78	3351.95	3519.54	3695.51	3880.29	4074.31
Field Services Representative	36	2919.43	3065.4	3218.67	3379.6	3548.58
Field Services Supervisor	35	3357.34	3525.21	3701.47	3886.54	4080.87
Finance Director	175	9057.49				
Finance Technician	355	2868.59	3012.02	3162.62	3320.75	3486.79
Fire Battalion Chief	189	5153.15	5410.88	5681.38	5965.45	6263.72
Fire Captain	177	4477.34	4701.25	4936.29	5183.1	5442.28
Fire Chief	180	9446.26				
Fire Division Chief	90	5926.33	6222.73	6533.86	6860.53	7203.55
Fire Engineer	183	3867.72	4061.07	4264.13	4477.34	4701.25
Fire Fighter I	185	3181.98	3341.04	3508.13	3683.5	3867.72
Fire Fighter II	186	3508.13	3683.5	3867.72	4061.07	4264.13
Fire Inspector	187	4061.07	4264.13	4477.34	4701.25	4936.29
Fleet & Facilities Manager	164	4799.16	5039.05	5291.04	5555.59	5833.37
Fleet Services Supervisor	265	3789.15	3978.61	4177.54	4386.42	4605.75
Heavy Equipment Mechanic	264	2995.37	3145.13	3302.39	3467.5	3640.88
Human Resources Director	290	8357.93				
Human Resources Technician	293	2813.56	2954.24	3101.95	3257.04	3419.9
Information Systems Manager	15	5543.9	5821.09	6112.15	6417.76	6738.64
Information Systems Specialist	127	2836.24	2978.05	3126.96	3283.3	3447.47
Information Systms Coordinator	19	4313.46	4529.11	4755.53	4993.3	5243
Junior Engineer	207	3990.95	4190.5	4400.03	4620.03	4851.03
Junior Planner	210	3318.23	3484.14	3658.35	3841.26	4033.33
Laboratory Services Supervisor	352	4008.51	4208.93	4419.37	4640.34	4872.36
Laboratory Technician I	212	2683.42	2817.58	2958.48	3106.4	3261.71
Laboratory Technician II	213	2951.31	3098.88	3253.82	3416.51	3587.35

Prepared by Human Resources

Classification Plan

Classifcation	OCC	Step A	Step B	Step C	Step D	Step E
Laborer	216	2175.5	2284.27	2398.5	2518.42	2644.34
Lead Dispatcher/Jailer	128	3003.4	3153.58	3311.26	3476.82	3650.64
Lead Equipment Mechanic	266	3294.72	3459.45	3632.43	3814.05	4004.76
Legal Secretary	377	3322.63	3488.77	3663.2	3846.36	4038.68
Librarian I	220	3160.22	3318.23	3484.14	3658.35	3841.26
Librarian II	222	3476.24	3650.05	3832.55	4024.18	4225.39
Library Assistant	228	2267.5	2380.87	2499.92	2624.91	2756.16
Library Services Director	219	6524.5				
Maintenance Worker I	252	2393.73	2513.33	2638.13	2769.87	2908.53
Maintenance Worker II	255	2632.93	2764.67	2903.33	3048.93	3199.73
Management Analyst I	437	3483.18	3657.3	3840.24	4032.19	4233.82
Management Analyst II	438	3912.33	4107.95	4313.3	4529.05	4755.46
Management Analyst Trainee	441	3166.52	3324.85	3491.09	3665.65	3848.93
Manager, Electric Services	141	6944.75	7291.99	7656.56	8039.41	8441.37
Manager, Rates & Resources	250	6222.94	6534.12	6860.84	7203.84	7564.05
Meter Reader	267	2654.02	2786.72	2926.06	3072.36	3225.98
Metering Electrician	144	4584.67	4813.47	5054.4	5307.47	5572.67
Mgr. Business Planning & Mktg.	253	6597.7	6927.58	7273.94	7637.66	8019.53
Mgr. Engineering & Operations	63	6782.79	7121.93	7478	7851.93	8244.51
Network Administrator	122	4542.46	4769.56	5008	5258.4	5521.35
Network Technician	426	3546.33	3723.66	3909.83	4105.32	4310.59
Office Supervisor	368	2836.24	2978.05	3126.96	3283.3	3447.47
Park Maintenance Worker I	273	2277.68	2393.17	2512.2	2638.35	2769.83
Park Maintenance Worker II	276	2507.23	2632.59	2764.22	2902.43	3047.55
Park Maintenance Worker III	279	2757.38	2895.96	3041.66	3192.67	3352.57
Park Superintendent	285	4799.62	5039.54	5291.55	5556.13	5833.92
Park Supervisor	270	3496.08	3670.89	3854.44	4047.15	4249.52
Parking Enforcement Assistant	288	2441.4	2563.47	2691.65	2826.23	2967.54
Parks & Recreation Director	330	9424.5				
Parks Program Specialist	272	3325.79	3492.08	3666.69	3850.02	4042.52
Parks Project Coordinator	271	3990.95	4190.5	4400.03	4620.03	4851.03
Parts Clerk	135	2376.87	2495.72	2620.49	2751.53	2889.11
Plant & Equipment Mechanic	430	3170.27	3328	3494.4	3669.47	3853.2
Police Captain	297	6082.64	6386.73	6706.13	7041.4	7393.49
Police Chief	300	10008.53				
Police Corporal	310	3977.72	4176.61	4385.41	4604.65	4834.9
Police Lieutenant	303	5289.6	5554.11	5831.81	6123.38	6429.57
Police Officer	306	3752.56	3940.17	4137.19	4344.03	4561.21
Police Record Clerk I	313	2074.06	2177.76	2286.65	2400.98	2521.03
Police Records Clerk II	314	2281.47	2395.54	2515.32	2641.08	2773.14
Police Records Clerk Supervisor	316	2762.75	2900.88	3045.92	3198.21	3358.13
Police Sergeant	309	4599.47	4829.45	5071	5324.5	5590.73
Police Volunteer Supervisor	311	3544.34	3721.47	3907.61	4102.93	4308.12
Public Works Director	317	9651.01				
Public Works Inspector II	321	3580.07	3759.07	3947.03	4144.38	4351.6
Publics Works Inspector I	320	3254.61	3417.34	3588.21	3767.62	3956
Purchasing Officer	323	4795.35	5035.13	5286.84	5551.18	5828.74
Purchasing Technician	324	2729.43	2865.89	3009.19	3159.65	3317.63

Prepared by Human Resources

Classification Plan

Classifcation	OCC	Step A	Step B	Step C	Step D	Step E
Recreation Supervisor	337	3548.57	3726.02	3912.36	4107.98	4313.35
Secretary To The City Manager	106	3488.77	3663.2	3846.36	4038.68	4240.62
Senior Accountant	343	4561.72	4742.55	4979.68	5228.67	5490.1
Senior Administrative Clerk	375	2375.47	2494.25	2618.96	2749.91	2887.4
Senior Building Inspector	72	3938.08	4134.98	4341.73	4558.82	4786.76
Senior Civil Engineer	155	5371.38	5640.12	5922.07	6218.34	6528.92
Senior Customer Service Rep.	351	2613.73	2744.42	2881.64	3025.72	3177.01
Senior Elect Util Rate Analyst	148	5286.62	5550.93	5828.49	6119.92	6425.94
Senior Electric Troubleshooter	147	5044	5295.33	5560.53	5839.6	6130.8
Senior Electrical Estimator	131	5600.4	5879.47	6174.13	6482.67	6806.8
Senior Engineering Technician	161	3990.95	4190.5	4400.03	4620.03	4851.03
Senior Facilities Maint Worker	73	3040.3	3192.32	3351.95	3519.54	3695.51
Senior Human Resources Analyst	294	4497.05	4721.86	4957.99	5205.9	5466.17
Senior Library Assistant	231	2494.25	2618.96	2749.91	2887.4	3031.77
Senior Planner	209	4737.68	4974.59	5223.27	5484.49	5758.7
Senior Plant & Equipment Mech	434	3487.47	3662.53	3844.53	4036.93	4239.73
Senior Police Records Clerk	315	2509.61	2635.09	2766.85	2905.19	3050.45
Senior Programmer/Analyst	134	4273.63	4487.28	4711.61	4947.19	5194.58
Senior Services Coordinator	339	3548.28	3725.7	3911.98	4107.58	4312.96
Senior Storekeeper	77	2859.92	3002.92	3153.07	3310.72	3476.26
Senior Traffic Engineer	42	5371.39	5640.12	5922.07	6218.34	6528.92
Stage Technician	113	2982.33	3131.45	3288.03	3452.43	3625.05
Storekeeper	322	2599.93	2729.93	2866.42	3009.75	3160.23
Street Cleanup Worker I	435	2347.25	2464.61	2587.85	2717.23	2853.1
Street Cleanup Worker II	436	2582.44	2711.57	2847.14	2989.49	3138.97
Street Maintenance Worker III	258	2895.57	3040.36	3192.37	3352	3519.59
Street Superintendent	387	4799.62	5039.54	5291.55	5556.13	5833.92
Street Supervisor	381	3671.39	3854.95	4047.7	4250.09	4462.59
Streets Contract Administrator	112	4173.58	4382.21	4601.35	4831.42	5072.97
Supervising Librarian	223	4463.13	4686.25	4920.6	5166.65	5424.95
Transportation Manager	23	4799.62	5039.54	5291.55	5556.13	5833.92
Tree Operations Supervisor	410	3671.39	3854.95	4047.7	4250.09	4462.59
Utility Operations Supervisor	248	5883.37	6177.53	6486.43	6810.73	7151.26
Utility Service Oper.- Relief	137	5312.67	5579.6	5858.67	6151.6	6458.4
Utility Service Operator I	421	4024.8	4225.87	4437.33	4659.2	4893.2
Utility Service Operator II	420	4829.07	5070	5324.8	5591.73	5870.8
Wastewater Plant Operator I	361	2723.84	2860.07	3003.08	3153.22	3310.88
Wastewater Plant Operator II	360	2996.26	3146.07	3303.38	3468.55	3641.98
Water / Wastewater Supervisor	429	4009.2	4210.27	4421.73	4641.87	4874.13
Water Conservation Coordinator	359	2438.9	2560.85	2688.89	2823.33	2964.51
Water/Wastewater Maint Wkr III	431	2894.67	3038.53	3191.07	3350.53	3518.67
Water/Wastewater Superintendent	432	5639.9	5921.82	6217.95	6528.85	6855.28
Welder - Mechanic	171	2995.2	3146	3302	3468.4	3641.73

BUDGET GLOSSARY

Activities
Specific services performed to accomplish program objectives and goals. (See Function)

Annual Operating Budget
Plans of current expenditures and the proposed means of financing them. The Annual Operating Budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled.

Appropriation
A legal authorization made by Council to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessment District
Not a separate governmental entity, but rather a defined area of land which will be benefited by the acquisition, construction or maintenance of a public improvement.

Assessed Valuation
A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%; however, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

Audit
Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and result of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Benefit Assessment
Charges levied on parcels to pay for public improvements or services provided within a pre-determined district or area according to the benefit the parcel receives from the improvement or services.

Bonds
A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges. (See Debt Financing and Revenue Bonds)

BUDGET GLOSSARY

Budget
A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services. The City of Lodi uses a financial plan covering the fiscal year July 1 through June 30.

Budget Amendment
The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message
Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Budget Policies
General and specific guidelines adopted by the Council that govern financial plan preparation and administration.

Business License Tax
A type of excise tax imposed on businesses for the privilege of conducting business within the City. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Improvement Plan (CIP)
A plan to provide for the maintenance or replacement of existing public facilities and assets and for the constructions or acquisition of new ones. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Outlay
Expenditures which result in the acquisition of, or addition, to fixed assets.

Capital Project Funds
This fund type is used to account for financial resources used in the acquisition or construction of major capital facilities other than those financed by Proprietary Funds and Trust Funds. (See Fund)

Certificates of Participation (C.O.P.)
Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Contingent Account
Funds budgeted to cover a possible, unforeseen, or accidental occurrence. A Special Allocation form is to be used to transfer funds from this account to an operating account to cover other unforeseen items.

BUDGET GLOSSARY

Contributions
A transfer of funds to the General Fund in order to provide adequate funding for the Operating Budget. Also referred to as an "In-Lieu Franchise Tax".

Debt Financing
Borrowing funds as needed and pledging future revenues to make current expenditures. The City of Lodi uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt. (See Debt Financing Policy)

Debt Instrument
Methods of borrowing funds, including General Obligation (G.O.) bonds, Revenue bonds, Lease/Purchase Agreements, Lease-Revenue bonds, Tax Allocation bonds, Certificates of Participation (COP's), and assessment District bonds. (See Bonds and Revenue Bonds)

Debt Service
Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

Debt Service Funds
This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest. (See Fund)

Department
A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation
Expiration in the service life of fixed assets, other than normal wear and tear. The portion of the cost of a fixed asset which is charged as an expense during a particular accounting period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset. Each period is charged a portion of this total cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Designated Fund Balance
Designated fund balances are amounts set aside for planned actions and do not represent actual commitments. Designated funds are not reserves. Reserves arise from statutory requirements or actions already taken by the City Council.

Development Impact Fees
Fees placed on the development of land or conditions required for the approval of a development project such as the donation (dedication or exaction) of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

BUDGET GLOSSARY

Encumbrances
Commitments related to unperformed (executory) contracts for goods or services which are a legal obligation.

Enterprise Funds
This Fund type is used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the intent of the City that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Four Enterprise Funds have been established by the City: Electric, Water, Wastewater, and Transit. (See Fund)

Expenditure
The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; and encumbrance reserves funds to be expended.

Expenditure Savings
Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis; however, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the Expenditure Savings is used to account for this factor in preparing fund balance projections.

Fee
A charge to the consumer for the cost of providing a particular service. City fee levies may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

Financial Plan
A parent document for the budget which establishes management policies, goals and objectives for all programs within the City for a two-year period. (See Budget)

Fiscal Year
The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets
Assets of long-term nature such as land, buildings, machinery, furniture and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of $3,000.

BUDGET GLOSSARY

Full-Time Equivalent (FTE)
The decimal equivalent of a part-time position converted to a full-time base. i.e., one person working half time would equate to 0.5 FTE.

Fund
An accounting entity that records all financial transactions for specific activities or government functions. The seven generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

Fund Balance
Also known as financial position, fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditure and other financing uses.

Function
A group of related activities crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions in the City's Financial Plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

General Fund
The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. General Fund resources can be utilized for any legitimate governmental purpose with the exception of subvention or grant revenues restricted for specific purposes. (See Fund)

General Obligation Bonds
Bonds in which a government has pledged its full faith and credit to their repayment of the issues. Sometimes used to refer to bonds which are to be repaid from taxes and other general revenues.

Goal
A statement of broad direction, purpose or intent.

Internal Service Fund
A fund used to account for the goods and services provided to other departments or agencies of a government on a cost-reimbursement basis.

Investment Revenue
Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

BUDGET GLOSSARY

Licenses and Permits
Charge designed to reimburse City for costs of regulating activities being licensed, such as licensing of animals, bicycles, etc.

Line-Item Budget
A budget that lists detailed expenditure categories (salary, utilities and communications, materials and supplies, etc) separately, along with the amount budgeted for each specified category. The City uses a program rather than line item budget, although detail line-item accounts are maintained and recorded for financial reporting and control purposes.

Management Objectives
Objectives which concern the operation of the whole City rather than individual departments or programs.

Operating Budget
The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the Financial Plan form the Operating Budget.

Operating Transfers
Operating transfers represent transfers of funds from one governmental fund to another governmental fund when both governmental funds are part of the same reporting entity. An operating transfer is a legally authorized transfer between funds in which one fund is responsible for the initial receipt of funds, and another fund is authorized to use the resources to finance its operating expenditures or expenses.

Operations
A grouping of related activities within a functional area (See Function and Activity)

Ordinance
A formal legislative enactment by the governing board of a municipality. It has the full force and effect of law within the boundaries of the municipality to which it applies, provided it is not in conflict with any higher form of law, such as State statute or constitutional provision. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status.

Reimbursable Expenses
An expenditure that will be repaid through a billing, contract, or agreement with a third party.

Reserve
An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Residual Equity Transfers
A residual equity transfers represent nonrecurring or nonroutine transfer of equity between funds -- for example, contribution of Enterprise Fund or Internal Service Fund capital by the General Fund, subsequent return of all or part of such contribution to the General Fund, and transfers of residual balances of discontinued funds to the General Fund or a Debt Service Fund.

BUDGET GLOSSARY

Restricted Assets
Monies or other resources, the use of which is restricted by legal or contractual requirements. In governmental accounting, special treatments are applied to restricted assets arising out of debt in Enterprise Funds.

Revenue
Amounts received from taxes, fees, permits, licenses, interest and inter-governmental sources during the fiscal year.

Revenue Bonds
Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest. (See Bonds)

Sales Tax
The sales tax is imposed on retailers for the privilege of selling tangible personal property in California. Tax base is the total retail price.

Secured Property
As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.

Service Charges
Charges imposed to support services to individuals or to cover the cost of providing such services.

Special Revenue Funds
This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes. (See Fund)

Subventions
Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

Taxes
Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying for such services.

Trust and Agency Funds
Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City are expendable trust, non-expendable trust and agency funds. (See Fund)

BUDGET GLOSSARY

Unsecured Property
As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

User Charges
The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Work Flow Indicators
A performance factor is a public oriented measure which, whether stated in terms of effectiveness or efficiency, quantitatively describes how well a service is being performed.

OBJECT CODE DESCRIPTIONS

7101 Regular Salaries -- Regular full-time employees with full benefit packages.

7102 Overtime -- All time for which compensation is received greater than the normal workday or workweek as defined by current Memorandum of Understanding or FLSA rules. Overtime is paid at 50% above normal time or stated differently at time and 1/2 (1.5 * normal base pay per hour).

7103 Salaries Part-Time/Temp -- Salaries for persons employed on a part-time or seasonal basis who are paid through the payroll system and receive some benefits.

7104 Contract Employees Salary -- Salaries for persons employed by contract.

7106 Uniform Allowance -- Uniform Allowance paid per MOU's.

7108 Meal Allowance -- Allowance for cost of employee meals paid per MOU's.

7109 Educational Incentive -- Additional compensation for education and certificates as covered in current Memorandum of Understanding.

7110 Administrative Leave -- Payment for administrative leave.

7111 Compensation Insurance -- The City's cost of compensation charges for worker's compensation insurance.

7112 Medical Insurance -- The City's cost of insurance premiums for employee health insurance.

7113 Dental Insurance -- The City's cost of insurance premiums for employee dental insurance.

7114 Vision Care -- The City's cost of insurance premiums for employee vision care insurance.

7115 Medicare Insurance -- A rate for Medicare cost for all employees hired after March 31, 1986 based on employee wages.

7117 Flexible Spending Administration Charge -- Administration charge per employee for flexible spending program.

7121 Service Contribution PERS -- The City's cost of PERS contribution for employees.

7122 Social Security Payments -- The City's cost of social security contribution for employees.

OBJECT CODE DESCRIPTIONS

7123 **Deferred Compensation** -- The City's contribution to employee deferred compensation plans.

7124 ***LI & AD & D*** -- The City's cost of insurance premiums for employee life insurance and disability insurance.

7125 **Unemployment Insurance** -- The City's cost of insurance premiums for employee unemployment insurance.

7126 **Temporary Disability, Workers Comp** -- Cost incurred for payment of temporary disability and worker compensation claims.

7127 **Permanent Disability, Workers Comp** -- Cost incurred for payment of permanent disability and permanent workers compensation claims.

7128 **LTD** -- The City's cost of insurance premiums for employee long-term disability insurance.

7129 **Chiropractic** -- The City's cost of insurance premiums for employee chiropractic care.

7201 **Postage** --Cost associated with mailing of City documents.

7202 **Telephone & Telegraph** -- Telephone costs includes installation cost in addition to telephone company monthly billing. DO NOT use for cost of equipment such as cellular telephones.

7211 **Electricity** -- The cost of monthly electricity billings.

7212 **Gas** -- The cost of monthly gas utility charges. DO NOT use for vehicle gasoline charges.

7213 **Water** -- The cost of monthly water utility charges.

7214 **Sewer** -- The cost of monthly sewer utility charges.

7215 **Refuse** -- The cost of monthly refuse billings.

7301 **Printing, Binding & Duplication** -- Cost of printing, binding and duplicating of City documents.

7302 **Photocopying** -- Cost of copies made using copy machines owned and operated by City.

7303 **Advertising** -- The cost of public or special notices placed in the newspaper or published in magazines.

OBJECT CODE DESCRIPTIONS

7304 **Laundry & Drycleaning** -- Cost associated with laundry and drycleaning of City owned items (i.e. Fire Dept. bedding etc).

7305 **Uniforms** -- Cost associated with purchase of uniforms and for the uniform allowance payments to employees for maintenance of their uniforms.

7306 **Safety Equipment** -- Cost of equipment purchased as part of OSHA requirements for safety

7307 **Materials & Supplies** -- Supplies for general departmental operations with a value less than $3,000 per individual item.

7308 **Books and Periodicals** -- Cost of magazine subscriptions, newspapers, professional publications and service bureaus.

7309 ***Membership & Dues*** -- Cost of membership and dues for professional organizations.

7310 **Uncollectible Account Expense** -- Cost associated with the writing off of an uncollectible account.

7311 **Collection Agency Fees** -- Cost paid to private collection firm for fees associated with uncollectible accounts.

7312 **Bank Service Charges** -- Cost paid to bank's for monthly service charges on City bank accounts.

7313 **Data Processing Software** -- Purchase of all additional or upgraded computer programs and software. Software for new computers are to be included as part of the purchase price of the new computer.

7314 **Business Expense** -- Cost associated with a one-day meeting or event (ie. business luncheons). This would include meals, parking, mileage, tips and refreshments.

7315 **Conference Expense** -- Cost associated with professional meetings, conventions, and special functions that are usually not in a "classroom" atmosphere (ie League of California Cities). It includes the airfare, meals, registrations, lodging, taxis, buses, and other costs related to the travel.

7316 **Auto Allowance** -- This is used for auto allowances paid.

7318 **Microfiche Expense** -- Cost of having documents microfilmed.

OBJECT CODE DESCRIPTIONS

7321 **Rental of Land & Facilities** -- Rental payments to vendors for rental of land and facilities not owned by the City.

7322 **Rental of Equipment** -- Rental payments to vendors for rental of equipment not owned by the City.

7323 **Professional Services** -- Contractual arrangements with individuals or organizations from which the City receives services. Compensation for persons paid an hourly or flat rate who work on an as needed or seasonal basis and who do not receive benefits.

7324 **Purchased Transportation** -- Payments for cost associated with Dial-A-Ride taxi.

7331 **Repairs to Machinery and Equipment** -- Maintenance and repair costs to machinery and equipment other than vehicles.

7333 **Repairs to Vehicles** -- Maintenance and repair cost to equipment that have a City vehicle number assigned.

7334 **Repairs to Buildings** -- Maintenance and repair costs to buildings.

7335 **Sublet Service Contracts** -- Maintenance contracts with third party vendors.

7336 **Car Wash** -- Car wash costs for City vehicles.

7341 **Fire Insurance** -- Cost of City fire insurance premiums.

7342 **Surety Bonds** -- Cost of City surety bond premiums.

7343 **PL & PD Insurance** -- Cost of City personal liability and property damage claims.

7345 **City Rental Insurance Fee** -- Cost of City rental insurance premiums.

7350 **Tires & Tubes** -- Cost of tires and tubes for City vehicles.

7351 **Motor Vehicle Fuel & Lube** -- Cost of fuels used to maintain and operate City equipment such as vehicles and generators. This object code is distinguished from GAS (212) which is used to pay for natural gas associated with utility costs.

7353 **Janitorial Supplies** -- Cost associated with supplies needed for performance of janitorial duties in City buildings.

OBJECT CODE DESCRIPTIONS

7357 **Care of Prisoners** -- Cost associated with the care of prisoners.

7358 **Training & Education** -- Cost of training staff is generally defined as meetings during which there is a "classroom" atmosphere instruction on one or more topics. Training can be for one or more hours or may be for several months in duration. The cost of travel to and from the training is included in the total cost of the training. Travel includes the airfare, meals, registrations, lodging, taxis, buses, and other costs related to attending the training. Training is not generally in conjunction with annual or semi-annual professional organization conventions or meetings.

7359 **Small Tools & Equipment** -- Costs of tools, furniture and equipment with a value less than $3,000 per individual item.

7360 **Overtime Meals** -- Cost of meals for employees working overtime as covered in current Memorandum of Understanding.

7361 **Employee Relations** -- Cost associated with employee relations.

7362 **Laboratory Supplies** -- Cost of chemicals and supplies used in laboratory.

7363 **Employee Physical Examination** -- Cost that the City reimburses the employee toward physical examinations as covered in current Memorandum of Understanding.

7365 **POST Training** -- Cost of Police Officer training that is reimbursable to the City under the POST program.

7366 **Tuition Reimbursement** -- Cost of college and post-graduate course work in compliance with the Tuition reimbursement Policy.

7399 **Supplies, Materials & Services, NOC** -- Small cost items that do not fall under any other 300 series category.

7700 **Equipment** -- The following 500 series numbers are to be used for individual pieces of equipment with a value of $3,001 or greater:

- **7701 Office Equipment**
- **7702 Household Equipment**
- **7851 Auto Equipment**
- **7852 Heavy Equipment**
- **7853 Fire Fighting Equipment**
- **7706 Traffic Signal Equipment**

7707 Street Lighting Equipment
7708 Sewer & Disposal Equipment
7709 Shop Equipment
7710 Recreation Equipment
7711 Transformers 512 Meters
7713 Wire
7714 Poles & Pole Line Hardware
7715 Data Processing Hardware
7717 Communication Equipment
7718 Grant Equipment
7719 Other Equipment

7721 **Acquisition of Land** -- Cost associated with the City's purchase of land other than rights of way and easements.

7722 **Rights of Way** -- Cost associated with the City's purchase of land for rights of way.

7723 **Easements** -- Cost associated with the City's purchase of land for easements.

7724 **Buildings** -- Cost associated with major repairs and acquisition of buildings.

7725 **Other Structures** -- Cost associated with major repairs and acquisition of structures other than buildings.

7726 **Streets** --Cost associated with repair and acquisition of streets.

7727 **Curbs, Gutter & Sidewalks** -- Cost associated with construction and repair of curbs, gutters and sidewalks.

7728 **Sanitary Sewer Lines** -- Cost associated with construction and repair of sanitary sewer lines.

7729 **Water Well Lines** -- Cost associated with construction and repair of water well lines, other than those purchased with DBCP loan funds.

7730 **Underground Lines & Hardware** -- Cost associated with construction of underground lines and hardware.

7731 **Storm Drains** -- Cost associated with construction and repair of storm drains.

7735 **DBCP Water Well Costs** -- Cost associated with construction and repair of DBCP water wells financed with a loan.

OBJECT CODE DESCRIPTIONS

7924 **Bond Interest** -- Bond interest payments made by the City.

7925 **Bond Redemption** -- Bond principle payments made by the City.

8021 **Donations** -- Donations made by the City.

8022 **Taxes** -- Tax payments made by the City.

8023 **Refunds** -- Refunds issued by the City.

8099 **Special Payment NOC** -- One time payments made by the City that do not fall within any other category.

MAJOR BUDGET PREPARATION MILESTONES

	STAFF	PUBLIC MEETINGS
Review of Fiscal Policies and Presentation on Bond Rating		11/19/02
Review 2001-02 Budget vs. Actual		11/26/02
Discuss Budget Calendar and Proposed Financial Strategy		1/02/03
Issue Budget Instructions to Departments	1/6/03	
Adoption of Fiscal Policies and Budget Format		1/15/03
Discussion on City Council Goals – Special Council Meeting		1/21/03
Discussion on City Council Goals - continued		1/28/03
Discussion on Status of Highest Priority Projects		2/5/03
City Manager Revenue Review	2/10/03	
Departments Submit Budget Requests to Finance Department	2/17/03	
City Council Review of Revenue Assumptions		2/19/03
City Manager Review of Budget Requests	3/03/03	
Discuss Significant Expenditure & Staffing Requests		4/02/03
Discuss Capital Improvement Requests		4/22/03
Discuss Budget Scenarios		4/30/03
Discuss Budget Scenarios -continued		5/06/03
Discuss Fund Balance and release of Draft Budget Document		5/07/03
City Council Review of 2003-05 Financial Plan & Budget		6/04/03
City Council Review of 2003-05 Financial Plan & Budget – Special meeting		6/05/03
Adopt Financial Plan & Budget		6/18/03

BUDGET PREPARATION PROCESS

The two-year Financial Plan and Budget covers two 12 month periods beginning July 1, 2003 through June 30, 2004, and July 1, 2004 through June 30, 2005.

There are several goals associated with the preparation and development of the City's Budget document. First, the budget is a financial plan and management tool. The document should assist staff in monitoring revenues and expenditures and in evaluating the effectiveness of City activities and services. Second, the Budget serves as an important reference document. It should provide staff, City Council and the general public with extensive information on the nature and scope of the municipal operations and services.

Review of Fiscal Policies, Goals, Objectives and Major Projects

Several City Council Shirtsleeve (public meetings) Sessions are held to review and/or adjust fiscal policies, goals and objectives that were adopted with the prior two-year Budget. In addition, several meetings are held to brainstorm major projects that Council, staff and the public would like the City to address in the upcoming two years. These projects are listed and ranked as discussed on page B-27. Those projects ranked highest are written up and included in the Budget document.

Department Budget Requests

The Finance Department issues budget instruction booklets, projected personnel costs, and departmental worksheets listing two prior year actual expenditures, current year appropriation amounts, and space to input budget requests for the upcoming two-year budget document. The departments fill out the forms with particular attention given to providing sufficient justification for budget requests. Any requests for significant operating budget increases, vehicle replacement requests and capital requests are written up separately. All requests are returned to the Finance Department for assembling for the City Manager review process.

Budget Review and Analysis

All requests are reviewed and evaluated by the City Manager, Deputy City Manager, Human Resources Director, and Finance Director. The objectives of this phase are to:

- Ensure that the intent of all budget requests is understood and complete.
- Gain greater understanding of departmental goals, objectives and operations for the up coming two years.
- Determine how proposed budgetary activities and associated changes are related to City-wide goals and objectives.
- Develop comprehensive information and/or request further justification on budgeted items.

Various analytical techniques are utilized in evaluating departmental budget requests. Some of these include: analysis of workload and levels of services, evaluation of historical expenditure patterns, as well as review of departmental operations.

BUDGET PROCESS

Building the Proposed Budget

Under the direction of the City Manager, and with the assistance of the other Department Heads, County Assessor, and our Sales Tax consultant, the Finance Director and Deputy Treasurer prepare an initial projection of revenues for the next two fiscal years. This projection is based on reasonable assumptions of revenue generated by estimated property values and current user fees, prior year trend analysis, and the most current information from the State.

Next, the City Manager reviews the projections, and, if necessary, adjustments are made to the revenue estimates. These estimates are then presented to Council.

City Manager Review

Departmental review sessions are scheduled with the City Manager. Spending priorities are based on the City's Financial Policies and mandated requirements, focus on maintaining service levels, covering insurance and bond requirements, and the balancing of manpower, supplies and equipment.

After these discussions, the City Manager makes his final adjustments and these recommendations are presented to Council at a Shirtsleeve Session (public meeting) for review and comments.

City Council Adoption

Revisions are made to the City Manager recommended budget if necessary. The Finance Director prepares a draft of the Proposed Two-year Financial Plan and Budget document. This document is presented to Council for adoption at the second Council meeting in June.

Budget Amendments

Under the City's expenditure limitations, total expenditures cannot exceed the final appropriation once the Budget is adopted. The City can amend the total appropriations for an individual fund. To guarantee compliance with the expenditure limitation, however, when one fund's total appropriation is increased, another fund's appropriation must be reduced by an equal amount. Amendments to fund total appropriations require Council approval.

The City Council may also approve the transfer of appropriations within funds. This occurs most often in the case of Capital Improvement Projects, where savings in one project are transferred to another project.

The Council also gives the City Manager authority to transfer appropriations within funds. These budget transfers are documented on a Special Allocation form, and approved by the Accounting Manager, Finance Director and City Manager. These administrative budget transfers are made by journal entry and tracked in the City's computerized financial system.

BUDGET PROCESS

Budget Basis:

The budgets of general type funds (for example, the General Fund itself) are prepared on a modified accrual basis. Briefly, this means that obligations of the City (for example, outstanding purchase orders) are budgeted as expenditures, but revenues are recognized only when they are measurable and available.

The Enterprise Funds (Electric, Water, Wastewater, Transit) also recognize expenditures as encumbrances when a commitment is made (e.g., through a purchase order). Revenues, on the other hand, are recognized when they are obligated to the City (for example, water user fees are recognized as revenue when service is provided).

In all cases in the General Government Funds and Enterprise Funds when goods and services are not received by year end, the encumbrances lapse.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles"(GAAP). In most cases this conforms to the way the City prepares its budget. Exceptions are as follows:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- General staff and administrative charges are recognized as direct expenses of the Enterprise Funds on a GAAP basis as opposed to being accounted for and funded by operating transfers into the General Fund from the Enterprise Fund on the Budget basis.
- Principle payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- Capital outlay within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a Budget basis.
- Depreciation expense is recorded on a GAAP basis only.
- The Library is shown as part of the General Fund on a GAAP basis but on a Budget basis is shown as a Special Fund.

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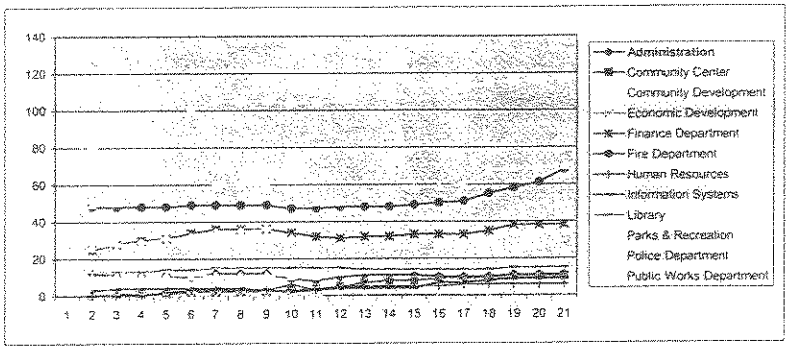
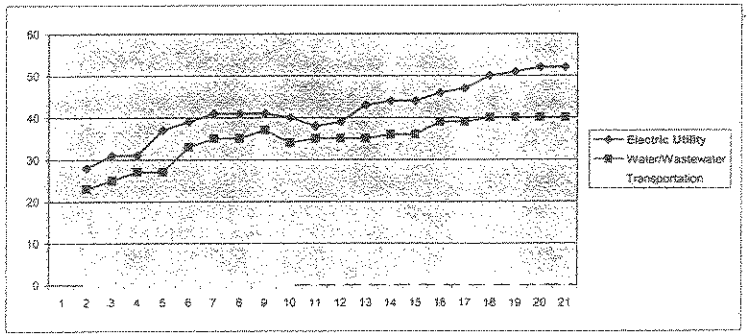
CITY OF LODI
PERSONNEL AUTHORIZED LAST 20 YEARS





DEPARTMENT	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
General Fund																				
Administration	12	11	11	11	10	12	12	12	9	8	10	11	11	11	10	10	10	11	11	11
Community Center	0	1	1	1	2	2	2	2	3	4	5	7	8	8	9	9	9	10	10	10
Community Development	10	11	11	11	11	11	11	11	11	11	13	14	14	15	15	16	17	17	17	17
Economic Development	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Finance Department	25	28	30	31	34	36	36	36	34	32	31	32	32	33	33	33	35	38	38	38
Fire Department	48	48	48	48	49	49	49	49	47	47	48	48	48	49	50	51	55	58	61	68
Human Resources	0	0	0	2	3	3	3	3	6	3	5	5	5	5	5	6	6	6	6	6
Information Systems	3	4	4	4	4	4	4	3	2	3	4	4	4	4	7	7	8	9	9	9
Library	13	13	13	14	14	15	15	15	15	15	15	14	14	14	14	14	14	15	15	15
Parks & Recreation	26	28	29	31	32	34	35	36	31	26	27	26	26	26	27	29	29	34	34	34
Police Department	80	84	91	94	100	105	105	105	104	104	106	112	112	113	113	113	115	116	116	117
Public Works Department	50	51	53	54	57	60	60	60	56	51	51	56	57	58	59	60	67	69	69	70
Sub-Total General Fund	267	279	291	301	316	331	332	332	318	304	316	330	332	337	343	349	366	384	387	396

DEPARTMENT	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
Enterprise Funds																				
Electric Utility	28	31	31	37	39	41	41	41	40	38	39	43	44	44	46	47	50	51	52	52
Water/Wastewater	23	25	27	27	33	35	35	37	34	35	35	35	36	36	39	39	40	40	40	40
Transportation	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1
Sub-Total Enterprise	51	56	58	64	72	76	76	78	74	74	75	79	81	81	86	87	91	92	93	93
Total	318	335	349	365	388	407	408	410	392	378	391	409	413	418	429	436	457	476	480	489

SOURCE: City of Lodi Budget Documents

2003-05 Financial Plan & Budget

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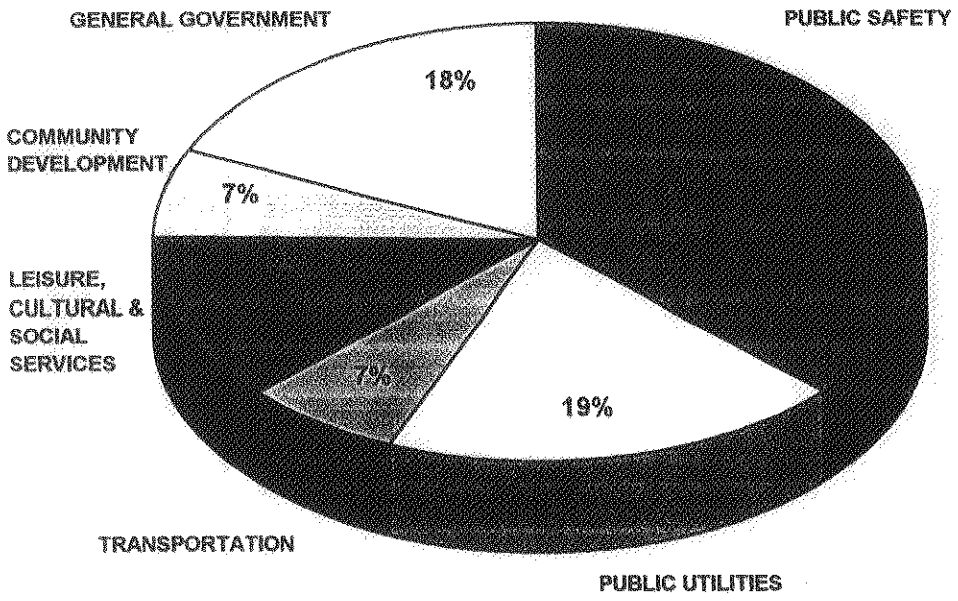
	2002-03	2003-04	2004-05
General Fund			
Hire lag current (10)		500,000	500,000
Hire lag future (10 yr 1 & 15 yr 2)		500,000	750,000
Golden Handshake		200,000	400,000
Additional Revenues			
Police Department		175,000	175,000
Finance Department		265,000	265,000
Community Development		390,000	390,000
Public Works		52,000	52,000
Parks & Recreation		35,000	35,000
Policy Change on cost recovery			
P & R from 30% to 35%		70,929	70,929
Community Center from 30% to 40%		145,308	145,308
Carry over unexpended appropriations	1,000,000	700,000	500,000
Value E step to actual	200,000	200,000	200,000
Voluntary Leave without pay		50,000	
Estimated pay raises		(953,236)	(981,833)
Employee share of medical coverage		200,000	200,000
Other Sources & Uses	**1,200,000**	**2,530,001**	**2,701,404**
Program Reductions			
Council		7,200	7,200
Administration		1,400	1,400
Public Works		22,000	22,000
Program Increases			
Firefighters (3 in yr 1 and 1 in yr 2)		(243,435)	(324,435)
		2,317,166	2,407,569

BUDGET GRAPHICS AND SUMMARIES

AUTHORIZED REGULAR POSITIONS BY MISSION

2003-04 AUTHORIZED REGULAR POSITIONS 480

	2001-02 ACTUAL	2002-03 BUDGET	2003-04 BUDGET	2004-05 BUDGET
Public Safety	170	174	177	185
Public Utilities	90	92	93	93
Transportation	31	32	32	33
Leisure, Cultural and Social Services	52	59	59	59
Community Development	32	32	32	32
General Government	82	87	87	87
TOTAL	**457**	**476**	**480**	**489**



BUDGET GRAPHICS AND SUMMARIES

ALL FUND SUMMARY OF CHANGES IN FUND BALANCE

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	OTHER SOURCES & (USES)	ENDING BALANCE
General Fund	2,642,505	30,383,656	34,236,947	4,414,627	3,203,841
Library Fund	629,494	1,455,375	1,258,085	(173,915)	652,869
Street Fund	6,078,110	7,219,370	5,532,700	(1,261,277)	6,503,502
Transportation Development	193,774	1,750,000	48,000	(1,816,156)	79,618
CDBG Fund		1,089,110	1,089,110		-
Police Special Revenue Fund	399,995				399,995
Capital Outlay Fund	4,587,909	5,625,595	416,550	(1,759,994)	8,036,960
Debt Service Fund			1,671,446	1,671,446	-
Water Fund	2,486,141	6,172,675	6,105,614	(902,508)	1,650,694
Wastewater Fund	2,178,979	6,857,895	24,846,565	16,900,284	1,090,593
Electric Fund	4,470,018	53,157,975	60,408,028	8,755,201	5,975,166
Transit Fund		2,943,405	2,649,430	(293,975)	-
Benefits Fund	2,746,392	284,240	4,556,925	3,741,722	2,215,429
Self Insurance Fund	1,962,932	200,000	2,711,980	2,711,980	2,162,932
Vehicle & Equipment Replacement	40,558		255,000	330,000	115,558
Trust and Agency Fund	1,055,073	187,500		(192,880)	1,049,693
TOTAL	29,471,880	117,326,796	145,786,380	32,124,555	33,136,851

Expenditure by Departments

	2001-02 Actual	2002-03 Budget	2003-04 Requested	2003-04 Recommended	Differences
City Council	70,950	97,900	94,020	86,820	(7,200)
City Clerk	222,447	305,935	288,670	275,255	(13,415)
City Manager - Administration					
Special Payments	347,516	349,560	370,480	364,680	(5,800)
Community Promotion	359,892	406,240	384,870	283,220	(101,650)
Emergency Preparedness	15,327				-
Non-departmental Services	37,437	52,190	25,800	24,300	(1,500)
Telephone Charges	158,258	182,810	184,210	158,100	(26,110)
City-wide Postage	215,040	190,000	260,255	260,255	-
City Manager	400,613	419,410	456,965	449,750	(7,215)
Information Systems	792,480	1,050,584	1,133,940	1,108,565	(25,375)
Economic Development	153,362	152,115	161,760	161,760	-
City Attorney	280,207	293,610	339,375	339,375	-
Community Center					
Youth Commission	55,786	49,400	61,780	51,720	(10,060)
Art Specialty Classes	61,201	48,595	56,695	56,195	(500)
Lodi Arts Commission	132,704	130,195	1,800	1,800	-
Arts & Culture	76,500	76,500	238,220	226,470	(11,750)
Senior Citizens Commission	679	1,400	1,400	1,400	-
Senior Information & Referral	81,000	90,870	88,830	86,445	(2,385)
Hutchins Street Square Pool	94,550	100,805	105,010	104,010	(1,000)
Administration	292,083	249,475	339,345	291,265	(48,080)
Performing Art Center	76,538	62,365	168,530	150,030	(18,500)
Lodi Gift Boxes Program	5,851		3,500	3,500	-
Square Maintenance	345,509	351,365	431,610	383,776	(47,834)
	1,222,401	*1,160,970*	*1,496,720*	*1,356,611*	*(140,109)*

Expenditure by Departments

	2001-02 Actual	2002-03 Budget	2003-04 Requested	2003-04 Recommended	Differences
Community Development					
Community Improvement	276,471	316,840	341,570	336,820	(4,750)
Planning Administration	404,997	542,435	632,645	521,345	(111,300)
Building Inspection	571,576	662,760	682,325	677,405	(4,920)
Planning Commissions	4,121	10,360	6,515	6,355	(160)
	1,257,165	*1,532,395*	*1,663,055*	*1,541,925*	*(121,130)*
Electric Utility					
Policy, Legislative & Regulatory	855,551	1,072,449	1,146,485	1,015,260	(131,225)
Electric Const & Maint - Supervision	571,339	873,403	544,350	671,725	127,375
Business Planning & Marketing	288,998	290,044	614,120	530,120	(84,000)
Electrical Services	172,556	165,780	182,695	177,695	(5,000)
Engineering & Operation	100,973	142,330	173,040	209,840	36,800
Engineering	540,869	544,810	627,520	626,820	(700)
Meter Maintenance	152,736	129,232	175,810	175,810	-
Customer Service Maintenance	103,363	126,420	148,340	147,640	(700)
Power Quality	162	10,155	9,815	9,665	(150)
Electrical Miscellaneous	85,890	81,940	91,290	91,290	-
Electric Systems - Other Departments	132,672	141,300	173,705	173,705	-
Utility System Dispatch - Other Dept	135,351	132,065	256,915	256,915	-
Dusk to Dawn Lighting	296	755	1,095	1,095	-
Street Light Maintenance	520,706	510,400	570,025	570,025	-
Hazardous Material Handling	9,706	8,685	10,945	10,945	-
System Maintenance Overhead	331,043	617,094	900,800	890,400	(10,400)
System Maintenance Underground	132,345	358,510	535,420	535,170	(250)
Substation Maintenance	193,974	215,819	315,135	353,135	38,000
Utility System Dispatch	321,133	389,035	305,475	305,475	-
Tree Trimming	437,837	482,350	549,900	549,900	-
Public Benefits Program	1,278,017	946,503	677,915	677,915	
	6,365,517	*7,239,079*	*8,010,795*	*7,980,545*	*(30,250)*

Expenditure by Departments

	2001-02 Actual	2002-03 Budget	2003-04 Requested	2003-04 Recommended	Differences
Finance Department					
Administration	228,623	198,445	177,945	177,320	(625)
Purchasing	257,945	282,226	296,355	295,995	(360)
Accounting	477,081	621,905	607,100	606,170	(930)
Revenue	628,017	713,095	789,380	783,625	(5,755)
Field Services	367,682	379,786	393,450	393,055	(395)
	1,959,348	*2,195,457*	*2,264,230*	*2,256,165*	*(8,065)*
Fire Department					
Administration	310,622	326,600	354,745	350,375	(4,370)
Operations	3,916,261	3,871,460	4,518,945	4,752,130	233,185
Fire & Life Safety	202,130	238,665	270,200	266,650	(3,550)
Training	123,033	211,585	252,340	273,810	21,470
Medical Services	22,072	91,785	89,285	88,360	(925)
	4,574,118	*4,740,095*	*5,485,515*	*5,731,325*	*245,810*
Human Resources					
Human Resources	394,985	350,285	415,055	391,470	(23,585)
Labor Relations		75,000	15,600	15,600	-
Risk Management	88,053	191,645	172,695	167,100	(5,595)
Training City-wide	29,190	44,141	28,490	27,065	(1,425)
	512,228	*661,071*	*631,840*	*601,235*	*(30,605)*
Library					
Administration	1,065,643	1,132,337	1,225,460	1,201,345	(24,115)
Literacy Program	90,045	76,406	69,770	52,240	(17,530)
Library Board	1,976	5,000	5,000	4,500	(500)
	1,157,664	*1,213,743*	*1,300,230*	*1,258,085*	*(42,145)*

Expenditure by Departments

	2001-02 Actual	2002-03 Budget	2003-04 Requested	2003-04 Recommended	Differences
Parks & Recreation					
Recreation Administration	523,805	692,940	753,845	755,345	1,500
Commission	1,739	3,950	3,950	3,515	(435)
Playgrounds	177,642	182,877	188,785	187,020	(1,765)
Youth Teen Sports	122,877	155,340	174,450	318,475	144,025
Misc Indoor/Outdoor Activity	21,580	18,070	19,050	18,155	(895)
Aquatics	114,778	101,154	103,140	102,070	(1,070)
Adults Sports	49,876	53,375	55,075	54,585	(490)
Concessions	17,275	22,920	24,000	19,000	(5,000)
Afterschool Activities	245,698			110,100	110,100
Camp Lodi Lake	14,045			3,150	3,150
Parks Administration	172,039	169,080	187,130	184,110	(3,020)
Sports Facility Maintenance	423,106	463,015	500,765	513,445	12,680
Lodi Lake Park	150,347	180,877	167,855	201,325	33,470
Other Parks	584,574	592,910	574,535	570,415	(4,120)
Park Programs	126,690	135,818	137,200	141,520	4,320
Equipment Maintenance	114,360	127,591	130,630	128,280	(2,350)
	2,860,431	*2,899,917*	*3,020,410*	*3,310,510*	*290,100*
Police Department					
Animal Services	188,792	182,410	202,465	211,965	9,500
Police Administration	862,287	974,863	1,181,400	1,094,650	(86,750)
Operations	4,488,669	4,602,565	4,960,019	4,942,709	(17,310)
Support Services	2,888,536	2,932,815	3,097,820	3,097,820	-
Cracnet Grant	77,912	81,755	84,385	84,385	-
Auxilary Police	3,488	7,500	7,500	7,500	-
Special Investigations	2,500	5,000	5,000	5,000	-
	8,512,184	*8,786,908*	*9,538,589*	*9,444,029*	*(94,560)*

Expenditure by Departments

	2001-02 Actual	2002-03 Budget	2003-04 Requested	2003-04 Recommended	Differences
Public Works					
Damage to Property	51,329	27,500	26,000	26,000	-
City-wide Utilities	783,321	953,655	843,880	843,880	-
Administration	335,906	415,967	453,852	403,067	(50,785)
Engineering	1,225,146	1,285,612	1,294,080	1,267,505	(26,575)
Facilities Services	507,536	616,697	609,720	643,390	33,670
Street Administration	276,846	268,548	300,055	294,695	(5,360)
Street Work for Others	2,354	3,120	3,000	3,000	-
Street Maintenance	1,114,715	1,418,818	1,305,700	1,292,620	(13,080)
Tree Maintenance	143,855	133,220	147,090	141,410	(5,680)
Street Cleaning	259,457	482,130	339,205	318,905	(20,300)
Lot Maintenance	20,057	16,988	22,380	21,640	(740)
Graffiti Abatement	38,588	44,750	52,640	49,640	(3,000)
Fleet Services	1,098,274	1,003,359	1,165,215	1,149,815	(15,400)
Transit	2,306,402	2,393,747	2,420,030	2,419,430	(600)
Wastewater	3,777,264	3,443,913	3,742,645	3,855,345	112,700
Water	2,505,539	2,642,679	3,308,900	3,215,800	(93,100)
	14,446,589	*15,150,703*	*16,034,392*	*15,946,142*	*(88,250)*
General Liability	993,802	720,785	1,054,060	1,054,060	
Benefits	4,257,201	4,483,085	6,214,845	6,214,845	