



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Radios for the Finance Department Field Services Employees

MEETING DATE: July 17, 1991

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: The City Council authorize the purchase of a portable radio system for the Meter Readers and Accounts Collectors and find Motorola as being the sole source supplier.

BACKGROUND INFORMATION: Meter Readers and Account Collectors perform work in the field which occasionally puts them in unsafe situations. Employees have complained of dog attacks, agitated members of the public, and threats by the public involving guns. The Meter Readers and Account Collectors have requested a radio system to allow them direct and immediate communication with the Police Department and the Finance Department office. The request is based on the following issues:

1. Account Collectors and Meter Readers execute tasks which may occasionally irritate members of the public.
2. History has demonstrated that the field workers are put into circumstances which are unsafe. A radio system would provide them with communications to the Police Department and the Finance Department.
3. All other City departments which have field workers are equipped with radio communications for their employees (Public Works, Electric Utilities, Parks and Recreation, Police, and Fire).
4. A survey of NCPA cities was conducted (Exhibit A) with results showing only the City of Palo Alto and the City of Lodi as not providing the radio equipment for Meter Readers and Account Collectors. Palo Alto does provide pagers for employees.
5. Meter Readers and Account Collectors often request information from the Finance Department administration office regarding pending accounts. To obtain the information, an employee presently must drive back to the office or use a pay telephone. The current practice takes up valuable time which could otherwise be spent in the field.

APPROVED: _____


THOMAS A. PETERSON
City Manager



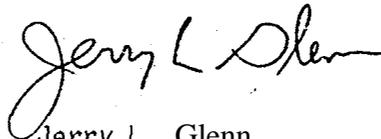
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6. Meter Readers and Account Collectors often witness accidents, water abusers, and other situations which are important to immediately report to the appropriate City departments. Radios will allow this communication to occur.

Portable radios, chargers, and a remote desk set will cost approximately \$10,000. This will provide hand-held radios for two Account Collectors and **four** Meter Readers. Maintenance costs **for** the radio system will be approximately **\$834.00**. Motorola will **be** the vendor which will allow the Finance Department radio system to be compatible with the other departments' radios.

FUNDING: Utility Outlay Reserve

Respectfully submitted,



Jerry L. Glenn
Assistant City Manager

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

JLG:JK:br

Attachment

CCCOM254/TXTA.07A

June 26, 1991

MEMORANDUM

TO: Tom Peterson, City Manager

FROM: Janet S. Keeter, Administrative Assistant

SUBJECT: FINANCE DEPARTMENT RADIOS

As per Councilmember Phil Penino's request, the NCPA cities have been surveyed to determine the degree of radio usage by Meter Readers and Account Collectors. Following are the results:

<u>Cities Providing Radios</u>	<u>Cities Not Providing Radios</u>	<u>Cities Using Alternative Means of Communication</u>
Alameda	Palo Alto	Palo Alto (Pagers)
Biggs	Lodi	
Gridley		
Healdsburg		
Lompoc		
Plumas-Sierra		
Redding		
Roseville		
Santa Clara		
Truckee-Donner		
Turlock		
Ukiah		

Most surveyed cities provide a combination of hand-held portable radios and mobile radios when Meter Readers and Account Collectors are in the field. Palo Alto, which does not use radios, is able to communicate with their Meter Readers and Account Collectors by issuing pagers. Obviously the major drawback to utilizing pagers is the limitation of one-way communication. The staff in the field are not able to communicate safety concerns to either their department or the Police Department until they find an available telephone, however, the office staff can page the field workers when it is necessary to relay a message.

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Preliminary figures show that a radio **system** consisting of hand-held **portable** radios, a charger, and a desk set can be purchased for the Finance Department for approximately \$10,000. The system will include radios for **both** Meter Readers and Account Collectors. The radios **will** be **compatible** with other departments which **will** promulgate the **overall** goal of **total** radio communication between departments **in** the event of an emergency.

Should you need additional information prior to the Council meeting, please let me **know**.

RESOLUTION NO. 91-139

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A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING THE PURCHASE OF PORTABLE RADIO SYSTEM
FOR METER READERS AND ACCOUNTS COLLECTORS AND
DESIGNATING SOLE SOURCE SUPPLIER

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BE IT RESOLVED, that the Lodi City Council hereby authorizes the purchase and maintenance of a portable radio system for the City's Meter Readers and Accounts Collectors; and

BE IT FURTHER RESOLVED, that in order to maintain compatibility with other City department radios, Council hereby approves the purchase and maintenance of said radio system from Motorola, Inc., as sole supplier, in the approximate amount of \$10,834.00, to be appropriated from the Utility Outlay Reserve.

Dated: July 17, 1991

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I hereby certify that Resolution No. 91-139 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 17, 1991 by the following vote:

Ayes : Council Member - Pennino, Pinkerton, Sieglöck,
Snider and Hinchman (Mayor)

Noes : Council Member - None

Absent: Council Member - None


Alice M. Reimche
City Clerk