

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

DATE
MAY 29, 1986

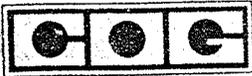
NO.

SUBJECT: SAN JOAQUIN COUNCIL OF GOVERNMENTS 1986-87 BUDGET

BACKGROUND. Each year the San Joaquin County Council of Governments is required to submit its operating budget to the member governments for ratification. No City in the County gives any financial support to the COG.

RECOMMENDATION. This is a routine item and staff recommends ratification as presented.


JAMES B. SCHROEDER
Community Development Director



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SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS

April 25, 1986

Mr. Thomas Peterson
City Manager
221 W. Pine Street
Lodi, CA 95240

Dear Mr. Peterson:

Enclosed is a copy of the San Joaquin County Council of Governments' proposed 1986-87 budget. It was reviewed and approved for distribution to COG's member governments at their April 22nd meeting. The Joint Powers Agreement under which the COG is organized calls for the budget to be distributed to and ratified by the member governments. Upon ratification by a majority of the legislative bodies of the member governments and representing at least 55% of the population within the County, the budget will serve as the approved budget for the COG during the 1986-87 fiscal year.

In addition to the explanations given in the budget I submit the following information to help you further understand each line item.

- 131 - Salaries - Extra Help - Self Explanatory
- 141 - Salaries - Contractual - Increases in this category reflect approved salary adjustments, merit increases and the addition of new staff resulting from the addition of the ridesharing program.
- 189 thru 196 - Fringe Benefits - The amounts in these categories reflect costs as calculated by the County for certain programs. Where an amount was unknown, an estimate was prepared based upon previous experience.
- 201 - Office Expense - General - Increases in this line item include inflation, and the addition of the rideshare program.
- 202 - Office Expense - Postage - The primary increase in this account results from the large volume of mail generated by the rideshare program.
- 203 - Subscriptions & Periodicals - No change.

- 206 - Communications - This past year there was some added expense in relocating phones during remodeling and adding new lines for the ridesharing program. The amounts budgeted for the coming year reflect normal usage, equipment charges and taxes.
- 209 - Memberships - This item is essentially self explanatory - The actual amount needed for the bill tracking service will depend to a large degree upon our usage of the service.
- 211 - Equipment Maintenance - Self Explanatory
- 214 - Rents and Leases - Equipment - Self Explanatory
- 217 - Transportation and Travel - The COG, by its intergovernmental nature, finds it must interact with various levels of government in diverse places to carry out its duties and responsibilities. This requires considerable travel. Staff recommends the increase, particularly in light of the expanded program (ridesharing).
- 218 - Motor Pool - Self Explanatory
- 220 - Professional and Specialized Services - Self Explanatory
- 220-0010 - Special District Account Reports - This is payment to the County Auditor for preparation of a special districts report that the COG must file with the State on an annual basis.
- 220-0083 - SMTD Contractual Charges - Self Explanatory
- 223 - Publications and Legal Notices - Self Explanatory
- 232 - Insurance - Workers Compensation - Self Explanatory
- 236 - Insurance - Casualty - Self Explanatory
- 264 - Rents - Structures and Grounds - During the next year it is anticipated that the rent COG pays to the County will increase as a result of the expanded quarters we now occupy.
- 451 - Fixed Assets - Included in this cost center are pieces of office equipment files and bookcases needed to house much of the ridesharing materials. Other pieces are needed by staff to help keep materials orderly and more readily accessible. The computer equipment is needed to expand and enhance our computer capability. At the present time, staff members must wait to utilize a computer. The addition of another machine, IBM-AT will relieve that problem somewhat and help speed the work that is being done. The

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Mr. Peterson

printer is needed because there is always a waiting line for the existing printer. The graphics card will help staff develop better graphics for inclusion in our various publications and help make them more attractive. The Norton Utilities is an organizer that can be used to retrieve files in a computer after they have essentially become lost or destroyed. The other pieces are requested to help make better use of the equipment that we currently have.

The proposed budget for 1986-87 totals	\$468,628
The total approved budget for 1985-86 totaled	431,895
The difference between the two years is	36,733

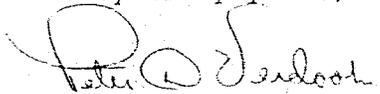
Please keep in mind that the COG assumed the administration of the County Ridesharing Program on January 1st, 1986 and, therefore, only programmed half of the 64,000 program in the current budget. The proposed budget contains a full year of the ridesharing program and occupies the largest share of the increases shown.

It would be appreciated if you could schedule this budget for an upcoming Council meeting. Should you have any questions concerning any aspect of the budget, please feel free to contact me. I will also be available, if needed, when the budget is reviewed.

It should be emphasized that the COG does not collect dues from its member governments, as do many COG's, and all expenditures are financed from Federal and State funds. The only General Fund money is a small amount received from the County for the operation of the Airport Land Use Commission.

Your prompt attention to this matter will be greatly appreciated.

Very truly yours,


PETER D. VERDOORN
Executive Director

PDV/bv

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
Preliminary - 1986-87 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1985-86 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
131	SALARIES - EXTRA HELP	\$ 5,000	\$ 7,000
	This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to use COG staff at considerably higher salaries.		
141	SALARIES - CONTRACTUAL	\$265,998	\$225,660
	This category includes all COG's full-time positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.		
	1 Executive Director		
	1 Transportation Planner		
	4 Associate Planners		
	1 Assistant Planner		
	1 Account Technician II		
	2 Clerk Steno II's		
	1 Clerk Typist II		
189	UNEMPLOYMENT COMPENSATION	\$ 1,241	\$ 1,241
191	RETIREMENT	10,376	11,529
193	OASDI	5,888	5,937
194	LIFE INSURANCE	127	231
195	HEALTH INSURANCE	11,533	18,700
196	DENTAL INSURANCE	1,795	2,035
	TOTAL SALARIES AND EMPLOYEE BENEFITS	301,968	372,233

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
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201	OFFICE EXPENSE - GENERAL	\$ 11,867	\$ 12,000
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The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One of the major costs included in this line item is printing. The printing of our Annual Report, Overall Work Program, Transportation Plan, and other reports which are prepared during the year. The increase also includes the additional expense incurred with the operation of the Ridesharing Program such as computer supplies and printing.

202	OFFICE EXPENSE - POSTAGE	\$ 2,300	\$ 3,200
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One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates have recently been raised and may possibly rise again during the coming year. The total cost for postage is being raised to reflect the inclusion of the Ridesharing Program.

203	SUBSCRIPTIONS AND PERIODICALS	\$ 125	\$ 125
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This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.

206	COMMUNICATIONS	\$ 3,300	\$ 2,900
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Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Transportation Planning functions with local, State, and Federal agencies. Efforts have been made to keep long distance

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
206	calls to a minimum. The County's computerized system helps reduce costs somewhat. The decrease results from new equipment having to be installed last year as part of the Ridesharing Program.		
209	MEMBERSHIPS	\$ 800	\$ 1,450
	Included in memberships are COG's memberships in CalCOG (\$700) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for all professional planners in the American Planning Association (APA - \$700).		
211	EQUIPMENT MAINTENANCE	\$ 1,250	\$ 1,250
	This line item reflects the cost of the contractual maintenance service for <u>two electric typewriters</u> and a <u>ten-key calculator</u> . <u>Additional funds were included to cover any costs related to repair of the computers, should that be necessary.</u>		
214	RENTS AND LEASES - EQUIPMENT	\$ 3,100	\$ 3,100
	The cost incurred within this line item reflect COG's xeroxing costs. Considerable reliance upon a reproduction machine is essential to carrying out our varied responsibilities. In addition, \$300 has been included to cover the lease of a collator.		
217	TRANSPORTATION AND TRAVEL	\$ 5,300	\$ 7,500
	Trips outside of the County are for essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local		

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
	contracted to the County Planning Department (\$5,700), and (\$20,000) for financial and compliance audits. Financial and compliance audits are required to be performed annually. There is also included \$2000 for a legislative bill tracking service.		
220-0010	SPECIAL DISTRICT ACCOUNT REPORTS	\$ 60	\$ 60
220-0083	SMTD CONTRACTUAL CHARGES	\$ 14,000	\$ 14,000
	These are UMTA funds that COG passes through to SMTD to perform certain transit planning functions.		
220-0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 5,351	\$ 3,665
	This figure represents the cost allocation plan prepared by the County as the estimated charges for services to be rendered during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The decrease reflects the decreasing reliance upon the County for many services.		
223	PUBLICATIONS AND LEGAL NOTICES	\$ 1,025	\$ 825
	In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.		
232	INSURANCE - WORKER'S COMPENSATION	\$ 1,219	\$ 500
	This figure is based on estimates prepared by the County		
236	INSURANCE - CASUALTY	\$ 90	\$ 90
	Exact figures for this cost center are not available at this time. The same amount as last year is being programmed.		
264	RENTS - STRUCTURES AND GROUNDS	\$ 6,000	\$ 7,900

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
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217	governments as well as providing direction to the preparation and implementation of transportation plans.		
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Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$1,800
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$450
- . 10 unscheduled meetings with state agencies in Sacramento - \$400
- . 1 national conference or business meeting of significant importance - \$1,400
- . 10 meetings of the RTPA's and CCRCD which meet in Los Angeles, San Francisco, and Sacramento - \$600
- . 4 dinner meetings of the COG Executive Committee - \$160
- . COG Board member attendance at CalCOG - \$400

218	MOTOR POOL	\$ 2,500	\$ 2,700
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This line item reflects costs to be included by COG in using motor pool vehicles for trips within and outside the County as well as the estimated cost for maintenance and operation of the vehicle assigned to the COG Director. The increase reflects the added use of the vehicle resulting from the expanded program (Ridesharing).

220	PROFESSIONAL AND SPECIAL SERVICES	\$ 60,000	\$ 27,700
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Funds included in this line item are used chiefly to carry out contractual work or specific items in the transportation portion of the COG's Overall Work Program. These work tasks are

LINE ITEM	DESCRIPTION	BUDGETED 1985-86	REQUESTED 1986-87
451	FIXED ASSETS		
	A) Office Equipment		
	. Two 4-drawer metal file cabinets (legal) @ \$300		\$ 660
	. Three 60" x 36" metal bookcases @ \$210		\$ 630
	. One 2-drawer metal file cabinet (legal) @ \$235		\$ 235
	B) Computer Equipment		
	. One AT Computer		\$ 5,000
	. One Dot Matrix Printer w/cable		\$ 350
	. Color Graphics Card		\$ 250
	. One Norton Utilities - File Recovery Organizer		\$ 65
	. Pro Key Keyboard Enhancer		\$ 90
	. Pedestal for Compaq Computer		\$ 50
	TOTAL FIXED ASSETS		\$ 7,330