

CC218

CITY COUNCIL MEETING  
JUNE 20, 1984

Page 190

1984-85 COG  
BUDGET APPROVED  
BY COUNCIL.

RES. NO. 84-084

Following introduction of the matter by City Manager Glaves, a lengthy discussion and questions directed to Staff, Council, on motion of Mayor Pro Tempore Hinchman, Olson second, adopted Resolution No. 84-084 approving the 1984-85 San Joaquin County Council of Governments Budget.

CITY COUNCIL

JOHN R. (Randy) SNIDER, Mayor  
DAVID M. HINCHMAN  
Mayor Pro Tempore  
EVELYN M. OLSON  
JAMES W. PINKERTON, Jr.  
FRED M. REID

# CITY OF LODI

CITY HALL, 221 WEST PINE STREET  
POST OFFICE BOX 320  
LODI, CALIFORNIA 95241  
(209) 334-5634

HENRY A. GLAVES, Jr.  
City Manager

ALICE M. REIMCHE  
City Clerk

RONALD M. STEIN  
City Attorney

June 26, 1984

Mr. Peter D. VerDoorn  
Executive Director  
San Joaquin County Council of Governments  
1860 East Hazelton Avenue  
Stockton, CA 95205

Dear Mr. VerDoorn:

Please be advised that the Lodi City Council at its regular meeting of June 20, 1984 adopted Resolution No. 84-084 approving the proposed 1984-85 San Joaquin County Council of Governments Budget; a certified copy of which is attached.

Should you have any questions regarding this action, please do not hesitate to call.

Very truly yours,

  
Alice M. Reimche  
City Clerk

AMR:jj  
Enc.

RESOLUTION NO. 84-084

RESOLUTION APPROVING THE PROPOSED 1984-85 SAN JOAQUIN COUNTY  
COUNCIL OF GOVERNMENTS BUDGET

RESOLVED, that the City Council of the City of Lodi does hereby  
approve the proposed 1984-85 San Joaquin County Council of Governments  
Budget, a copy of which is attached hereto, marked Exhibit "A", and thereby  
made a part hereof.

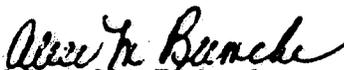
Dated: June 20, 1984

I hereby certify that Resolution No. 84-084  
was passed and adopted by the City Council of  
the City of Lodi in a meeting held June 20, 1984  
by the following vote:

Ayes: Council Members - Reid, Hinchman, Olson  
Pinkerton & Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

SAN JOAQUIN COUNTY  
COUNCIL OF GOVERNMENTS  
Preliminary - 1984-85 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 1984-85 FY and include any step increases and negotiated cost of time 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 1983-84	REQUESTED 1984-85
131	SALARIES - EXTRA HELP  This is to secure student help during the summer months of the year in undertaking the annual traffic counts and other tasks. This will save considerable monies in not having to use COG staff at considerably higher salaries.	\$ 7,000	\$ 5,000
141	SALARIES - CONTRACTUAL  This category includes all COG's full-time positions. The calculated salaries allow for promotions and normal step increases. The following provides a breakdown of classifications:  1 Executive Director 1 Transportation Planner 3 Planner II's 1 Planner I 1 Account Technician II 1 Clerk Steno II 1 Clerk Steno I	\$217,223	\$225,601
189	UNEMPLOYMENT COMPENSATION	\$ 1,203	\$ 1,128
191	RETIREMENT	21,048	11,991
193	OASDI	8,413	5,035
194	LIFE INSURANCE	256	33
195	HEALTH INSURANCE	15,244	10,161
196	DENTAL INSURANCE	1,510	1,207
	TOTAL SALARIES AND EMPLOYEE BENEFITS	\$271,897	\$260,156

LINE ITEM	DESCRIPTION	BUDGETED 1983-84	REQUESTED 1984-85
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201	OFFICE EXPENSE - GENERAL	\$ 3,200	\$ 3,200
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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 and other reports which are prepared during the year.

202	OFFICE EXPENSE - POSTAGE	\$ 2,300	\$ 2,300
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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 transportation grant requests, planning documents and review materials for the COG Board and other committees. Mail rates may rise again during the coming year.

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. It is impossible to list all the specific publications at this time due to uncertainties as to what publications will actually be available. COG does subscribe to a number of periodicals which are as follows:

<u>Transit Journal</u>	\$18.00
<u>Metro</u>	8.00
<u>Mass Transit</u>	15.00
<u>Bicycle Forum</u>	8.00

Together, 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.

LINE ITEM	DESCRIPTION	BUDGETED 1983-84	REQUESTED 1984-85
206	<p>COMMUNICATIONS</p> <p>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 calls to a minimum. The County's new computerized system should help reduce costs somewhat. There will be some costs for relocating some phones this year when the building is remodeled.</p>	\$ 2,900	\$ 2,400
211	<p>EQUIPMENT MAINTENANCE</p> <p>This line item reflects the cost of the contractual maintenance service as secured by the County for <u>two electric typewriters and two ten-key calculators</u>. The computers are still under warranty.</p>	\$ 113	\$ 118
214	<p>RENTS AND LEASES - EQUIPMENT</p> <p>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. This figure barely covers the cost of the basic machine rental charge plus copies.</p>	\$ 2,800	\$ 2,800
217	<p>TRANSPORTATION AND TRAVEL</p> <p>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 governments as well as providing direction to the preparation and implementation of transportation plans.</p> <p>Some typical travel needs for the year include:</p> <ul style="list-style-type: none"> <li>. 1 Workshop sponsored by the Institute of Transportation Studies - \$250</li> <li>. 1 Training Course sponsored by Federal DOT - \$300</li> </ul>	\$ 2,400	\$ 4,000

LINE ITEM	DESCRIPTION	BUDGETED 1983-84	REQUESTED 1984-85
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- . 1 Annual IPG meeting (2 persons) - \$990
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$300
- . 10 unscheduled meetings with state agencies in Sacramento - \$300
- . 1 national conference or business meeting of significant importance - \$1,500
- . 10 meetings of the RTPA's and CCRCDC which meet in Los Angeles, San Francisco and Sacramento - \$300
- . Dinner meetings of the COG Executive Committee - \$60

218	MOTOR POOL	\$ 2,300	\$ 2,500
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This line item reflects costs to be incurred 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.

220	PROFESSIONAL AND SPECIAL SERVICES	\$ 32,200	\$ 62,000
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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 contracted to the County Planning Department (\$7,000), the Stockton Metropolitan Transit District (\$12,000), and (\$18,000) for audits. Financial and compliance audits are required to be performed annually. Additionally, up to \$25,000 may be used for contractual planning to update the noise contours for the major roads and airports throughout the County.

220-0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 8,500	\$ 10,000
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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. Also included in this figure is an annual rental figure of \$6000.

LINE ITEM	DESCRIPTION	BUDGETED 1983-84	REQUESTED 1984-85
223	PUBLICATIONS AND LEGAL NOTICES 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.	\$ 325	\$ 325
232	INSURANCE - WORKER'S COMPENSATION This figure is based on estimates prepared by the County.	\$ 752	\$ 1,219
236	INSURANCE - CASUALTY	\$ 63	\$ 63
	TOTAL SERVICES AND SUPPLIES	\$57,978	\$91,050
451	FIXED ASSETS	\$12,000	\$ 3,925
	a) In an effort to enhance the computer capability which we have developed over the year, it would be beneficial if we could acquire a 10 mega-byte hard disc storage unit. This would basically give the computer unlimited storage.		\$ 3,000
	b) So the letter quality printer can be moved to any of the computers it will need to be mobile, therefore a printer stand with casters is needed.		\$ 150
	c) In order to have the computers produce graphics (charts, graphs etc.) a Hercules Graphics Card for the IBM-PC is needed.		\$ 400
	d) For improved work space in doing small in-house graphic lay-out and design a small 3' x 5' drafting table is requested.		\$ 375
		TOTAL	\$ 3,925

BUDGET TOTALS

	Budgeted 1983-84	Requested 1984-85
Total Salaries	\$224,223	\$230,601
Total Fringe Benefits	47,674	29,555
Total Services and Supplies	57,978	91,050
Total Fixed Assets	12,000	3,925
	<hr/>	<hr/>
Total 1984-85 Budget	\$341,875	\$355,131



1860 EAST HAZELTON AVENUE  
STOCKTON, CALIFORNIA 95205  
TELEPHONE (209) 944-2233

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS

RECEIVED  
APR 20 11 5 19  
ALLEN W. SCHNEIDER  
COUNTY CLERK

April 27, 1984

Mr. Henry Glaves  
City Manager  
City of Lodi  
221 W. Pine St.  
Lodi, CA, 95240

Dear Mr. Glaves:

As stipulated in the recently adopted Joint Powers Agreement of the San Joaquin County Council of Governments, I am forwarding to you for your Council's review and ratification, the COG's proposed 1984-85 Preliminary Budget Proposal.

In an effort to answer some of the questions which may arise, I have included the following explanations of the various line items.

- Line Item            131 - Self Explanatory
  
- 141 - The increase reflects normal merit increases and a 5% contracted cost of living increase that is effective 24 December 1984.
  
- 191-193 - These decreases are a result of some staff members being dropped from participation in Social Security and the retirement program when the COG's reorganization took place.
  
- 194-195-196 - Decreases in these line items reflect the result of the County's contract negotiations wherein the employees are picking up a larger share of the cost of these benefits. COG employees participate in the County fringe benefit programs.
  
- 201 - Self Explanatory
- 202 - Self Explanatory
- 203 - Self Explanatory

- 206 - Self Explanatory
- 211 - Self Explanatory
- 214 - Self Explanatory
- 217 - The increase in this line item reflects the intergovernmental nature of the COG and the essential interaction that is required with Federal, State, and Regional agencies. It should be noted that the COG Board recently adopted a travel policy which requires travel outside a 150 mile radius or involves overnight lodging to secure COG Board approval, thereby exercising control over the largest portion of the travel budget.
- 218 - The increase in this item is the result of higher fuel and maintenance costs.
- 220 - This cost category fluctuates dramatically from year to year dependent upon several factors: a) the amount of pass through money that is programmed. This year it involves \$12,000 in UMTA funds to SMTD and \$7,000 to the County for maintaining the Socio Economic/Demographic Data Base for the COG; b) The number and type of audits that must be performed. This includes financial and compliance audits of LTF and STA monies for all the cities and the County as well as for the funds administered by COG. Additionally, there will be Audits of the COG and its UMTA, FHWA and State Subvention grants; c) And lastly the number of contracted studies that the COG may initiate during the year. Some funds have been budgeted for a possible update of the COG's Noise Study conducted several years ago. Any funds not expended during the fiscal year will be carried over for use in next years planning program.
- 220-0220 - This item includes charges assessed to the COG by the County for services rendered. Although the overall allocated service department costs dropped somewhat when COG was reorganized, we must now include rent to the County for the space COG occupies. This rental figure increases the total cost.

Mr. Henry Glaves  
Page Three  
April 27, 1984

- 223 - Self Explanatory
- 232 - Self Explanatory
- 236 - Self Explanatory
- 451 - Self Explanatory

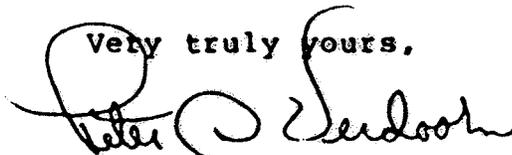
There are ample revenues anticipated from Federal, State and TDA sources to cover all proposed budget expenses. About 51% is Federal,, 12% State and 37% TDA funds.

With the exception of \$5,500 being requested from the County for the operation of the Airport Land Use Commission, no general fund monies are being requested from any of the member governments. San Joaquin County COG is also the only COG in the state that does not secure any membership dues from its member governments.

I am also enclosing a copy of COG's tentatively approved 1984-85 Overall Work Program which gives you some idea of the various work tasks that are programmed for the coming year.

Your cooperation in expediting the ratification of the COG's budget will be greatly appreciated. If you have any questions on the matter, please feel free to contact me.

Very truly yours,



PETER D. VERDOORN  
Executive Director

PDV/bv  
Enclosures

SAN JOAQUIN COUNTY  
COUNCIL OF GOVERNMENTS  
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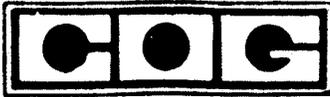
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SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS



1860 East Hazelton Avenue  
Stockton, California 95202  
Telephone (209) 944-2233

6-13 84

RECEIVED

1984 JUN 19 AM 8 44

FROM the desk of: *Andrew Reemche* ALICE M. REIMCHE  
CITY CLERK  
CITY OF LOSI  
TO: *Vice Reemche*

- For Your Information
- Reply Requested
- Information Per Request

*Comments:*

*Note will be back  
on Thursday I see have  
any questions on this  
matter*

SAN JOAQUIN COUNTY  
COUNCIL OF GOVERNMENTS  
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	<p>This line item reflects costs to be incurred 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.</p>		
220	PROFESSIONAL AND SPECIAL SERVICES	\$ 32,200	\$ 62,000
	<p>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 contracted to the County Planning Department (\$7,000), the Stockton Metropolitan Transit District (\$12,000), and (\$18,000) for audits. Financial and compliance audits are required to be performed annually. Additionally, up to \$25,000 may be used for contractual planning to update the noise contours for the major roads and airports throughout the County.</p>		
220- 0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 8,500	\$ 10,000
	<p>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. Also included in this figure is an annual rental figure of \$6000.</p>		

LINE ITEM	DESCRIPTION	BUDGETED 1983-84	REQUESTED 1984-85
223	PUBLICATIONS AND LEGAL NOTICES 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.	\$ 325	\$ 325
232	INSURANCE - WORKER'S COMPENSATION This figure is based on estimates prepared by the County.	\$ 752	\$ 1,219
236	INSURANCE - CASUALTY	\$ 63	\$ 63
	TOTAL SERVICES AND SUPPLIES	\$57,978	\$91,050
451	FIXED ASSETS a) In an effort to enhance the computer capability which we have developed over the year, it would be beneficial if we could acquire a 10 mega-byte hard disc storage unit. This would basically give the computer unlimited storage. b) So the letter quality printer can be moved to any of the computers it will need to be mobile, therefore a printer stand with casters is needed. c) In order to have the computers produce graphics (charts, graphs etc.) a Hercules Graphics Card for the IBM-PC is needed. d) For improved work space in doing small in-house graphic lay-out and design a small 3' x 5' drafting table is requested.	\$12,000	\$ 3,000 \$ 150 \$ 400 \$ 375
	TOTAL		<u>\$ 3,925</u>

**BUDGET TOTALS**

	<b>Budgeted 1983-84</b>	<b>Requested 1984-85</b>
<b>Total Salaries</b>	\$224,223	\$230,601
<b>Total Fringe Benefits</b>	47,674	29,555
<b>Total Services and Supplies</b>	57,978	91,050
<b>Total Fixed Assets</b>	12,000	3,925
	<hr/>	<hr/>
<b>Total 1984-85 Budget</b>	\$341,875	\$355,131



1860 EAST HAZELTON AVENUE  
STOCKTON, CALIFORNIA 95205  
TELEPHONE (209) 944-2233

April 27, 1984

Mr. Henry Glaves  
City Manager  
City of Lodi  
221 West Pine Street  
Lodi, CA 95240

Dear Mr. Glaves:

As stipulated in the recently adopted Joint Powers Agreement of the San Joaquin County Council of Governments, I am forwarding to you for your Council's review and ratification, the COG's proposed 1984-85 Preliminary Budget Proposal.

In an effort to answer some of the questions which may arise, I have included the following explanations of the various line items.

- |           |  |
|-----------|--|
| Line Item | 131 - Self Explanatory   |
|           | 141 - The increase reflects normal merit increases and a 5% contracted cost of living increase that is effective 24 December 1984.   |
|           | 191-193 - These decreases are a result of some staff members being dropped from participation in Social Security and the retirement program when the COG's reorganization took place.  |
|           | 194-195-196 - Decreases in these line items reflect the result of the County's contract negotiations wherein the employees are picking up a larger share of the cost of these benefits. COG employees participate in the County fringe benefit programs. |
|           | 201 - Self Explanatory   |
|           | 202 - Self Explanatory   |
|           | 203 - Self Explanatory   |

206 - Self Explanatory

211 - Self Explanatory

214 - Self Explanatory

217 - The increase in this line item reflects the intergovernmental nature of the COG and the essential interaction that is required with Federal, State, and Regional agencies. It should be noted that the COG Board recently adopted a travel policy which requires travel outside a 150 mile radius or involves overnight lodging to secure COG Board approval, thereby exercising control over the largest portion of the travel budget.

218 - The increase in this item is the result of higher fuel and maintenance costs.

220 - This cost category fluctuates dramatically from year to year dependent upon several factors: a) the amount of pass through money that is programmed. This year it involves \$12,000 in UMTA funds to SMTD and \$7,000 to the County for maintaining the Socio Economic/Demographic Data Base for the COG; b) The number and type of audits that must be performed. This includes financial and compliance audits of LTF and STA monies for all the cities and the County as well as for the funds administered by COG. Additionally, there will be Audits of the COG and its UMTA, FHWA and State Subvention grants; c) And lastly the number of contracted studies that the COG may initiate during the year. Some funds have been budgeted for a possible update of the COG's Noise Study conducted several years ago. Any funds not expended during the fiscal year will be carried over for use in next years planning program.

220-0220 - This item includes charges assessed to the COG by the County for services rendered. Although the overall allocated service department costs dropped somewhat when COG was reorganized, we must now include rent to the County for the space COG occupies. This rental figure increases the total cost.

Mr. Henry Glaves  
Page Three  
April 27, 1984

- 223 - Self Explanatory
- 232 - Self Explanatory
- 236 - Self Explanatory
- 451 - Self Explanatory

There are ample revenues anticipated from Federal, State and TDA sources to cover all proposed budget expenses. About 51% is Federal,, 12% State and 37% TDA funds.

With the exception of \$5,500 being requested from the County for the operation of the Airport Land Use Commission, no general fund monies are being requested from any of the member governments. San Joaquin County COG is also the only COG in the state that does not secure any membership dues from its member governments.

I am also enclosing a copy of COG's tentatively approved 1984-85 Overall Work Program which gives you some idea of the various work tasks that are programmed for the coming year.

Your cooperation in expediting the ratification of the COG's budget will be greatly appreciated. If you have any questions on the matter, please feel free to contact me.

Very truly yours,

PETER D. VERDOORN  
Executive Director

PDV/bv  
Enclosures