

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL	COUNCIL MEETING DATE	NO.
FROM: THE CITY MANAGER'S OFFICE	July 1, 1987	
SUBJECT: APPROVE SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS (COG) 1987-88 BUDGET		

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council approve the attached budget (Exhibit B) for the operation of the San Joaquin County Council of Governments for 1987-88.

BACKGROUND INFORMATION: The attached letter (Exhibit A) prepared by COG Executive Director Peter D. Verdoorn adequately explains this item. This is an annual action of the City Council and it involves no expenditure of City funds. All of the costs, with the exception of a small amount of support by the County of San Joaquin, are funded by Federal and State monies.

Respectfully submitted,



Thomas A. Peterson
City Manager

TAP:br

attachments (2)

EXHIBIT A



SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS

1860 EAST HAZELTON AVENUE
STOCKTON, CALIFORNIA 95205
TELEPHONE (209) 544-2733

JUN 15 '87

June 12, 1987

City Manager's Office

Mr. Tom Petersen
City Manager
City of Lodi
221 West Pine Street
Lodi, CA 95240

Dear Mr. Petersen:

At the June 10th meeting of the San Joaquin County Council of Governments, action was taken to approve the COG's 1987-88 fiscal year budget and authorize its dissemination to the member governments for their concurrence.

The COG's By-laws state that upon approval of the budget by a majority of COG's member governments and representing 55% of the County's population, the budget automatically becomes the operating budget for the coming year.

I have enclosed a copy of the budget that was approved by the COG Board on June 10th. The most visible and significant increase over the previous year is in line item 220 -- Professional and Specialized Services. We are proposing to seek consultant services for a number of special tasks. The amount in this line item fluctuates greatly from year to year depending upon the number of special tasks we contract for.

All of the costs, with the exception of \$6,000 from the County for support of the Airport Land Use Commission, are covered by Federal and State monies. No local general fund monies are being requested. San Joaquin County Council of Governments remains one of the few COG's that does not need to access dues to its member governments.

It would be appreciated if you could schedule this matter for Council action as soon as possible to assure an operating budget for the organization on July 1, 1987.

Should you have any questions concerning this request, please feel free to contact me.

Very truly yours,

PETER D. VERDOORN
Executive Director

PDV:gmw
Enclosure

EXHIBIT B

MAY 15 '87

City Manager's Office

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
Preliminary - 1987-88 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 1987-88 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 1986-87	REQUESTED 1987-88
131	SALARIES - EXTRA HELP	\$ 7,000	\$ 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	\$325,660	\$324,283
	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	\$ -0-
	The County requested no funds be programmed for 1987-88.		
191	RETIREMENT	11,529	11,988
193	OASDI	5,937	6,160
193-003	MEDICARE	-0-	1,251
194	LIFE INSURANCE	231	220
195	HEALTH INSURANCE	18,700	18,700

LINE ITEM	DESCRIPTION	BUDGETED 1986-87	REQUESTED 1987-88
196	DENTAL INSURANCE	2,035	2,145
	TOTAL SALARIES AND EMPLOYEE BENEFITS	372,333	371,747

201	OFFICE EXPENSE - GENERAL	\$ 11,867	\$ 15,000
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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. A significant portion of this cost reflects supplies and the promotional material for the Ridesharing Program.

202	OFFICE EXPENSE - POSTAGE	\$ 3,200	\$ 3,700
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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 volume of mail generated by the COG and the added requirements of the expanded 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.

LINE ITEM	DESCRIPTION	BUDGETED 1986-87	REQUESTED 1987-88
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206	COMMUNICATIONS	\$ 2,900	\$ 3,400
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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 calls to a minimum. The County is converting over to a new system and costs will go up temporarily to cover these costs.

209	MEMBERSHIPS	\$ 1,450	\$ 1,450
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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 the professional planners in the American Planning Association (APA - \$700).

211	EQUIPMENT MAINTENANCE	\$ 1,250	\$ 2,500
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This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed.

214	RENTS AND LEASES - EQUIPMENT	\$ 3,100	\$ 4,186
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The cost incurred within this line item reflect COG's copying costs. COG is currently leasing a new copying machine. The old one outlived its lease by many years and was no longer serviceable. The new machine is slightly more expensive, but has additional features that are of value to the COG in producing quality reports.

217	TRANSPORTATION AND TRAVEL	\$ 7,500	\$ 8,000
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COG's are for the most part intergovernmental in nature and frequent interaction with other agencies outside the County is essential. Trips outside of

LINE ITEM	DESCRIPTION	BUDGETED	REQUESTED
		1986-87	1987-88

217	the County are for these 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.		
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Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,000
- . 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) - \$500
- . 10 meetings Calif. Committee of Regional Council Directors (state-wide, usually N. Calif.) - \$600
- . 1 national conference or business meeting of significant importance - \$1,400
- . Attendance for two at the annual Intermodal Planning Group Conference - \$400
- . 4 dinner meetings of the COG Executive Committee - \$160
- . One COG Board member attendance at CalCOG - \$400

Request - \$8,000

218	MOTOR POOL	\$ 2,700	\$ 1,000
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The decrease reflects the fact that the COG no longer has a County vehicle permanently assigned to it. The costs shown are for COG use of motor pool vehicles for trips within and outside the County.

LINE ITEM	DESCRIPTION	BUDGETED 1986-86	REQUESTED 1986-87
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220	PROFESSIONAL AND SPECIAL SERVICES	\$ 42,700	\$125,000
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Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; expansion of the Ridesharing Program to include Stanislaus County - \$45,000; legislative bill service - \$2,000; a personnel classification study approved by the COG Board - \$8,000; the preparation of a model Air Quality Reduction Ordinance - \$10,000; Specialized staff computer training - \$2,000; recalibration of the computer transportation modeling - \$5,000; Tracy Transit Marketing Study - \$13,000, and a special joint corridor modeling study with MTC - \$20,000.

220- 0010	SPECIAL DISTRICT ACCOUNT REPORTS	\$ 60	\$ 60
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220- 0083	SMTD CONTRACTUAL CHARGES	\$ 14,000	\$ 25,200
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These are UMTA funds that COG passes through to SMTD to perform certain transit planning functions.

220- 0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 3,665	\$ 14,429
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This figure represents the cost allocation plan prepared by the County as the estimated charges for services rendered by the County to the COG 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 increase reflects the charges for the remodeling that was done in COG's offices.

LINE ITEM	DESCRIPTION	BUDGETED 1986-87	REQUESTED 1987-88
223	PUBLICATIONS AND LEGAL NOTICES	\$ 825	\$ 500
	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	\$ 500	\$ 434
	This figure is based on estimates prepared by the County		
236	INSURANCE - CASUALTY	\$ 90	\$ 156
	Exact figures for this cost center are derived by the County. The COG's share of this cost is calculated at \$156.		
264	RENTS - STRUCTURES AND GROUNDS	\$ 7,900	\$ 9,000
	The increase reflects the added space acquired by COG following the remodeling of the building.		
	TOTAL - SERVICES AND SUPPLIES	\$103,832	\$214,140
451	FIXED ASSETS		
	A) Office Equipment		
	. One 4-drawer metal file cabinets		\$ 345
	. One 60" x 36" metal bookcases		\$ 210
	. One 42" 3-shelf, 2 adjustable shelves, bookcase		\$ 140
	. One 2-drawer metal file cabinet (legal)		\$ 250
	. Three map files		\$ 150
	B) Computer Equipment		
	. Two XT Computers		\$ 5,500
	. Computer Peripherals		\$ 1,500
	. Computer Work Station		\$ 300
	TOTAL FIXED ASSETS	\$ 7,330	\$ 8,395

BUDGET TOTALS

	Budgeted 1986-87	Requested 1987-88
Total Salaries	\$332,660	\$331,283
Total Fringe Benefits	\$ 39,673	\$ 40,464
Total Services and Supplies	\$103,832	\$214,140
Total Fixed Assets	\$ 7,330	\$ 8,395
TOTAL	<u>\$483,495</u>	<u>\$594,282</u>

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
1987-88 Line Item Budget

Line Item	Description	Budgeted 1986-87	Estimated Actual 1986-87	Requested 1987-88
131	Salaries - Extra Help	7,000	845	7,000
141	Salaries - Contractual	325,660	290,000	324,283
189	Unemployment Comp.	1,241	-0-	-0-
191	Retirement	11,529	10,730	11,988
193	CASDI	5,937	5,750	6,160
193-		-0-	267	1,251
003	Medicare	231	231	220
194	Life Insurance	18,700	16,500	18,700
195	Health Insurance	2,035	2,000	2,145
196	Dental Insurance			
201	Office Expense - General	11,867	14,000	15,000
202	Office Expense - Postage	3,200	3,000	3,700
203	Subscriptions and Periodicals	125	125	125
206	Communications	2,900	2,900	3,400
209	Memberships	1,450	750	1,450
211	Equipment Maintenance	1,250	-0-	2,500
214	Rents & Leases - Equipment	3,100	2,800	4,186
217	Transportation and Travel	7,500	7,300	8,000
218	Motor Pool	2,700	1,800	1,000
220	Professional and Special Services	42,700	42,700	125,000
220-	Special District Account Reports	60	60	60
220-	SMTD Contractual Charges	14,000	14,000	25,000
0083				
220-	Allocated Service Department Costs	3,665	3,665	14,429
0200				
223	Publications and Legal Notices	825	375	500
232	Insurance - Workers Compensation	500	450	434
236	Insurance - Casualty	90	135	156
264	Rents - Structures and	7,900	6,000	9,000
451	Fixed Assets	7,330	7,330	8,395
	TOTALS	\$483,495	\$433,713	\$594,282

CITY COUNCIL

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

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
CALL BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 334-5634
TELECOPIER: (209) 333-6795

THOMAS A. PETERSON
City Manager

ALICE M. REIMCHE
City Clerk

RONALD M. STEIN
City Attorney

July 2, 1987

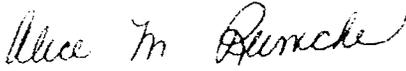
Mr. Peter D. Verdoorn
Executive Director
San Joaquin County Council of Governments
1860 East Hazelton Avenue
Stockton, California 95205

Dear Mr. Verdoorn:

This letter will confirm that the Lodi City Council in action taken at the Regular Meeting of July 1, 1987 approved the budget for the operation of the San Joaquin County Council of Governments for 1987-88.

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

Very truly yours,


ALICE M. REIMCHE
City Clerk