

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MARCH 20, 2001**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, March 20, 2001 commencing at 7:03 a.m.

A. ROLL CALL

Present: Council Members – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi

Absent: Council Members – None

Also Present: City Manager Flynn, City Attorney Hays and City Clerk Blackston

B. CITY COUNCIL CALENDAR UPDATE

City Clerk Blackston reviewed the weekly calendar (filed).

C. TOPIC(S)

1. "Review of City Department's Accomplishments"

Finance Director Vicky McAthie reported on the following accomplishments:

HUTCHINS STREET SQUARE

Senior Citizen Commission

- Held two seminars: 1) Changes in Medicare, and 2) San Joaquin Care Givers
- Prepared the Lodi Senior Resource Manual
- Held computer classes for seniors in cooperation with Lodi Adult School
- Provided consultation to care givers
- Tracked over 2,000 volunteer hours
- Assisted over 12,000 seniors

Lodi Arts Commission

- Established a Literary Committee for advancement of literary arts including poetry and story telling
- Nighttime Live Cabaret Concert Series continues to grow
- Smooth Jazz – attendance 250
- Under the Columns – attendance 100
- Senior Follies – attendance 500

Community Center

- Held 6th annual Youth Conference – attendance 800
- Wet 'N Wild summer event at Lodi Lake – attendance 600
- Junior High School Dance – attendance 300
- High School Labor Day Dance – attendance 950
- Women's Football Bowl for local high school girls raised \$3,800 for Women's Center
- Hired a full-time Aquatics Coordinator; operating pool seven days a week

Mayor Pro Tempore Pennino asked for the status of his suggestion to merge all lifeguard responsibilities into one organization.

City Manager Flynn replied that new Parks and Recreation Director Roger Baltz is currently considering the matter.

Mayor Nakanishi commented that he met with the Senior Citizens Commission recently and they voiced complaints about transportation from medical offices. He asked that a letter be written to local physicians and dentists requesting that special considerations be given to seniors, allowing for a quicker turn-around time.

In response to Council Member Hitchcock, Mr. Flynn reported that Hutchins Street Square has requested an additional staff member to manage their technical equipment / theater management needs.

ECONOMIC DEVELOPMENT

- Began Lodi Cinema construction – a 12 megaplex theater; currently working on theater retail marketing program
- Downtown business recruitment activity
- Working with private investors to look at property investments on Sacramento Street and the downtown area
- Completed new economic development logo design for marketing brochures
- In process of creating an Economic Development community profile marketing brochure
- Assisting San Joaquin Partnership in updating their marketing brochure
- Expanded participation in trade shows
- Successful advertising campaign in Outlook magazine
- Works with Community Development in continuous evaluation of plan check and permit process
- Instrumental in identification of annexable land for industrial and business parks
- Looking at proposal to expand the downtown façade program district boundaries
- Active in ongoing participation in the San Joaquin Partnership business recruitment activities

Industrial, Commercial, Business Attraction and Retention

- Pacific Coast Producers expansion completed
- Mondavi Warehouse expansion
- Wine and Roses Country Inn expansion
- Lustre Cal Nameplate relocation and expansion
- American Master Tech Scientific, Inc. relocation and expansion
- Cottage Bakery industrial plant expansion
- Snow White restaurant expansion
- Home Depot shopping center project
- Miller Packing Company relocation
- Holz Rubber Company retention

In response to questions by Council Members, Economic Development Coordinator Tony Goehring reported that a minimum of 15 businesses have taken advantage of the façade program. The program is marketed as part of the business attraction package. In reference to parking problems downtown, Mr. Goehring stated that the main concern of the theater developer and operators is parking during matinees when attendance may reach 500. During the months of June, July, and August they expect 1,000 – 1,500 customers. They will also need parking space for approximately 40 employees of the theater and retail stores.

Council Member Howard pointed out that timed parking could be counterproductive by discouraging shoppers and theater patrons from spending time downtown.

Mr. Goehring replied that downtown merchants feel that if parking is not regulated, cars will not move and it will destroy their business. They have expressed concern about their own employees taking up the best parking places.

ADMINISTRATION

- Formed Citywide Web committee to look at ways to increase interactive pages on the City's Web site
- Radio Lodi 1250 has been successful for broadcasting emergency news
- Celebration on Central event
- Veterans Mall

Continued March 20, 2000

- Light Parade
- Arch bear restoration
- Collecting performance data from all departments for the past four years
- Completed survey of City employees to determine their concerns
- Established after school program at Lockeford School
- Pursuing grants for after school programs
- Planning Child Safety Day for June 23

Mayor Pro Tempore Pennino noted that the Council has not yet seen the results of the City employee survey.

Council Member Howard commented that Virginia Snyder suggested renting some of the spaces above businesses in the downtown area as residential units.

Mr. Goehring replied that there has been resistance from business and property owners downtown to having residential units above retail space.

Council Member Hitchcock stated that Starbucks should only be offered a potential store site in the downtown area, rather than at the anticipated Home Depot location.

CITY CLERK'S OFFICE

- Recorded, transcribed, and composed over 525 pages of minutes
- Prepared and distributed 190 agendas
- Copied and distributed 145,000 pages of Council meeting packets
- Scanned over 56,500 pages of information into the Fortis electronic records management system
- Prepared 116 newspaper publications for public hearings, ordinances, and special meetings
- Processed 478 resolutions and 24 ordinances
- Created 260 proclamations and certificates for Council presentations
- Received and processed 276 contracts and 160 deeds
- Carried out all the requirements for the 2000 Municipal Election
- Increased the scope of voter phone assistance by taking over 300 phone calls including the outlying areas of Acampo, Lockeford, Woodbridge, Galt, Thornton, and Clements
- Updated the Citywide 2000-01 phone directory
- Fulfilled FPPC filing officer obligations for Statements of Economic Interest and Campaign Statements
- Tracked events, meetings, and Council schedules for the purpose of preparing annual, monthly, and weekly calendars
- Made arrangements and prepared travel packets for Council Members
- Planned, organized, and staffed Council-hosted events
- Developed new policies and procedures which have raised the level of standards and accountability in the Clerk's office: Comprehensive minutes of all noticed meetings, improved Council agenda format, created several procedures to track information (e.g. report on pending Council requests, request for information forms, logs for documents pending recordation, and minutes tracking)

Mayor Pro Tempore Pennino suggested looking at ways to streamline processes in an effort to decrease the workload. He commented that minute preparation is a lengthy process and perhaps the minutes could be more summarized or a court reporter could be hired to transcribe the minutes.

Mayor Nakanishi stated that he prefers comprehensive meeting minutes. He noted that history is very important and detailed minutes will be helpful to future Council Members as well.

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Council Member Hitchcock also spoke in favor of the current minute style. She suggested cutting out any unnecessary or uneconomical activities (e.g. Election Night Central event).

HUMAN RESOURCES

- Increased number of full-time recruitments
- Negotiated five-year contracts with the Police Officers and Dispatchers Associations
- Transitioned City employees into the new medical care insurance program
- Conducted major compensation surveys and implemented salary range adjustments for management, mid-management, United Firefighters of Lodi, and part-time employees
- Posted the Citywide salary schedule on the City's Web site
- Initiated a customer service training program with University of the Pacific
- Coordinated the Employee of the Year recognition program
- Hosted a health fair for employees

Risk Management

- Began development of a comprehensive property loss recovery program
- Implemented customer service approach to claimants and potential claimants to reduce the claims severity
- Initiated a process of regular reviews of outstanding Workers Compensation claims with department heads
- Obtained auto property damage insurance coverage for losses sustained to higher valued vehicles and equipment

LIBRARY

- Installed self check-out areas for customer use
- Established the Lodi Public Library Foundation
- Created a computer lab for public use
- Increased the availability of public access computers
- Received a California Literacy Campaign grant to fund an Adult Literacy Program
- Library Board has established a citizens long-range planning committee to gather community input on the future of library services and have begun the process to hire an architectural firm to create a library facilities master plan

In response to Council Member Land, Library Services Director Nancy Martinez stated that due to the age and inadequacy of the current Library, the Board of Trustees is considering several solutions including renovations, remodeling, and branch facilities.

D. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

E. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 8:25 a.m.

ATTEST:

Susan J. Blackston
City Clerk



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Review of City of Lodi Department's Accomplishments

MEETING DATE: March 20, 2001

SUBMITTED BY: Deputy City Manager

RECOMMENDED ACTION: That Council review with staff the accomplishments of specified departments.

BACKGROUND INFORMATION: During the Shirtsleeve Session, staff will review with Council various departments' accomplishments over the past year. Enclosed for your information is a copy of the PowerPoint presentation listing the accomplishments for the following departments:

Hutchins Street Square
Economic Development
City Clerk
Human Resources
Library

Funding: Not Applicable

Respectfully,

A handwritten signature in cursive script, appearing to read "Janet S. Keeter".

Janet S. Keeter
Deputy City Manager

JSK/sl

Attachment

APPROVED: _____

H. Dixon Flynn -- City Manager

2001-2003 Financial Plan & Budget

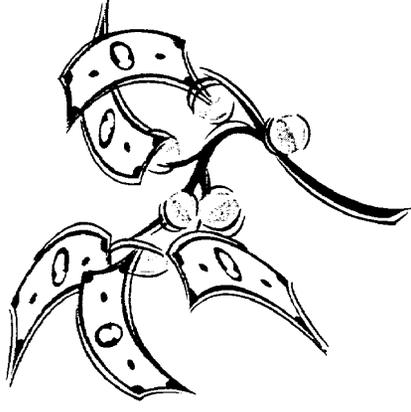
City of Lodi
Council Shirtsleeve Session
March 20, 2001

Part III



Presentation Overview

- How did we spend last year's money?
- Accomplishments



Hutchins Street Square

Major Accomplishments



Hutchins Street Square Senior Citizens Commission

- “Changes in Medicare” Seminar
- “San Joaquin Caregivers Day” Seminar
- Lodi Senior Resource Manual



Hutchins Street Square Commissions & Committees

- Computer classes for seniors
- Consultations to caregivers in San Joaquin County
- 2,000 volunteer hours
- Assisted over 12,000 seniors
- Catalogue of activities
- Concert series
- Literary Committee



Hutchins Street Square Commissions & Committees

- Smooth Jazz & Under the Column
- Senior Follies
- Dancing at Lughnasa in Thomas Theatre
- 6th Annual Youth Conference
- Wet 'n Wild 6th annual event



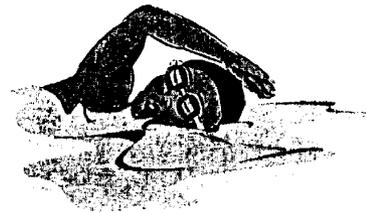
Hutchins Street Square Commissions & Committees

- Junior High School dance
- Scholarship program
- High School Labor Day dance
- Women's Football Bowl



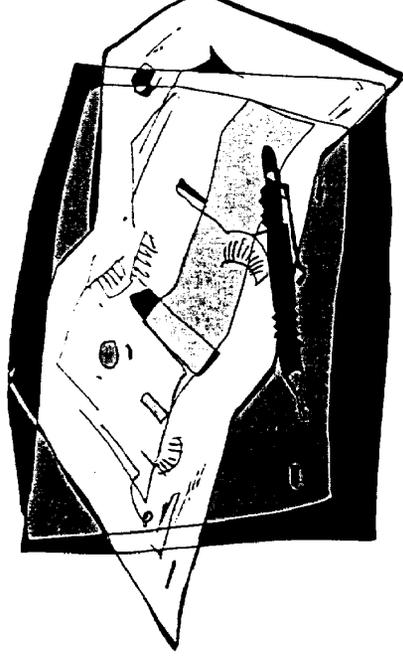
Hutchins Street Square Swimming Pool

- Full-time Aquatics Coordinator
- Increased revenues
- Increased pool operation
- 18 new courses offered
- Lifeguard Training Certifications



Economic Development

Major Accomplishments



Economic Development

- Downtown Revitalization
 - ◆ Lodi Cinema Stadium construction
 - ◆ Theater retail marketing
 - ◆ Recruitment activities
 - ◆ Property investments



Economic Development

- Lodi Marketing Program
 - ◆ Marketing logo
 - ◆ SJ Partnership brochure
 - ◆ Trade shows
 - ◆ WEDA
 - ◆ Advertising campaign
 - ◆ Community profile brochure



Economic Development

- Business Attraction / Retention
 - ◆ PCP, RK Mondavi, Wine & Roses, Lustre-Cal, American Master-Tec Scientific, Cottage, Snowwhite, Diener Precision Pump, Home Depot, Miller Packing, Holz Rubber



Economic Development

- General Economic Development
 - ◆ Plan check & permit process
 - ◆ Industrial / business park
 - ◆ Downtown Façade Program
 - ◆ SJ Partnership business recruitment activities



City Clerk's Office

- Minutes, agendas, & packets
- Fortis electronic records management system
- Newspaper publications
- Resolutions and ordinances
- Proclamations and certificates
- Contracts and deeds
- General Municipal Election in 2000
- Increased scope of voter phone assistance
- Citywide 2000 and 2001 phone directory



City Clerk's Office

- Fair Political Commission Filing Officer obligations
- Prepared annual, monthly, & weekly calendar
- Council Members functions
- Council-hosted events
- New policies and procedures



Human Resources

- Increased number of full-time recruitments
- Negotiated contracts with Police Officers Association & Lodi Police Dispatchers Association
- Facilitated New medical care insurance program
- Completed Compensation surveys



Human Resources

- Established Citywide salary schedule on website
- Initiated Customer service training program
- Coordinated employee-of-the-year recognition
- Hosted Health Fair for City employees



Human Resources

- Comprehensive property loss recovery
- Customer service approach to claimants
- Workers compensation claims
- Auto Property Damage insurance coverage



Library - Information Services

- Installed 3M self-checkout station
- Established Lodi Public Library Foundation
- Created computer lab for public
- Increased public access - Gates Library Initiative Grant
- Funded Adult Literacy Program
- Moved integrated computer system



Library - Library Services

- Established Long Range Planning Committee
- Hired architectural planning firm - Library Facilities Master Plan

