

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 7, 2002**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 7, 2002 commencing at 7:02 a.m.

A. ROLL CALL

Present: Council Members – Hitchcock (arrived at 7:08 a.m.), Howard, Land, Nakanishi, and Mayor Pennino

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)

C-1 "Budget – Significant Changes and Capital"

City Manager Flynn reported that the City has been notified by the Public Employees Retirement System (PERS) that there will be a 25% increase in medical insurance costs. Workers Compensation is also expected to increase. The state may be taking away city revenues, e.g., the Vehicle License Fee. Three percent of the City's Hotel/Motel Tax, AKA Transient Occupancy Tax (TOT), is also in question and equates to \$100,000, which could negatively impact community promotion programs.

Finance Director McAthie reviewed the significant expenditure report (filed) and provided the following information:

- Page 5 – \$20,000 funding for a part-time chaplain was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget with encouragement that the Police Department pursue donations and fund raising for continued support of the program.
- Page 6 – Upgrade of the Animal Control Officer to Supervisor was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget, pending the completion of a reclassification study.
- Page 7 – \$184,000 funding for hiring three Firefighters was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 9 – \$7,000 increase in fire safety educational program funding was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 10 – \$3,300 additional request for the annual required certification tests and maintenance of equipment and aerial ladder for the newly purchased fire tiller truck. Approval of the request is recommended.
- Page 11 – \$8,600 additional request for Fire Station #4 for janitorial supplies, landscape maintenance, laundry service, and small tools. Approval of the request is recommended.
- Page 12 – Paramedic service; City Manager Flynn recommends that this be deferred and the matter brought back to Council for further discussion and direction.
- Page 13 – Utilities Water/Wastewater; \$180,000 additional request for chemical cost and laboratory testing that is mandated by the California Regional Water Quality Control Board. The City was informed after the 2001-03 budget was prepared that

additional laboratory testing would be needed. Approval of the request is recommended.

- Page 14 – Electric Utility \$55,615 request to hire a ground person apprentice lineman. This was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 15 – \$28,150 to lease an office trailer for three years and to purchase new furniture for the engineering division. Staff recommends that the request be denied and that Electric Utility utilize space from vacant positions pending the move into its new building.

City Manager Flynn added that this cost would be incorporated in the overall project cost in the capital budget, as opposed to an ongoing operating cost because it is a temporary relocation.

- Page 16 – Electric Utility request for an Electrical Technician. Four substations need periodic maintenance and in the next two years the Utility will be adding two more substations. Maintenance is two years behind due to staffing levels. Two Utility employees will be retiring in the next five years. This request included funds for the position, tools, and a truck in the capital budget. The Utility will fill vacant positions prior to proceeding with hiring an electrical technician, and consequently have asked that this request be pulled.
- Page 17 – Public Works request to convert a part-time Administrative Clerk to a full-time position with benefits. This was discussed at the May 1, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 18 – Public Works \$35,000 funding request to hire a consultant to prepare a street trenching damage assessment study. This request was recommended for approval in year two of the budget.

In reply to Council inquiries, Public Works Director Prima stated that the goal of the study is to establish a fee to assess those who cut the street. The money collected will go back into the general fund for street maintenance. In order to stand up to potential legal challenges it is imperative that Lodi prepares the assessment study.

- Page 24 – Public Works \$52,375 request to increase the landscape maintenance contract service to cover newly landscaped areas. This request was previously recommended for approval.
- Page 25 – \$7,000 additional request from Engineering/Streets for a part-time technician assistance contractor for signal maintenance, inventory of signal equipment, and replacement plan. The technician would also monitor all 41 signalized intersections and provide time recommendations to improve the traffic flow and ease some of the congestion at signalized intersections. It is recommended that the request be deferred.
- Page 26 – \$30,000 request for traffic signal supplies such as monitors, amplifiers, flashers, load switches, and battery tester. It is recommended that the request be deferred.
- Page 27 – \$36,200 to fund traffic signal maintenance services. Since 1985, 14 signals have been installed and five more are planned in the next several years. Currently, 52.4% of an electrician's time is budgeted for maintenance. A conservative ratio for Caltrans recommends 44 intersections to one electrician. Staff will evaluate the use of contracting with part-time electrical technicians, or use of City electricians and outsource other City duties. Approval of the request is recommended.

Mayor Pennino asked that more justification on this request be provided prior to approval of the budget in June.

- Page 28 – Recreation Administration request to convert a part-time Administrative Clerk to a full-time position. This was discussed at the May 8, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.

- Page 29 – Parks and Recreation \$10,810 request for funding to hire a part-time intern computer aided drafting (CAD) operator for construction drawings for park projects. This request was previously recommended for approval.

In response to Council Member Howard, Parks and Recreation Director Baltz explained that the intern CAD operator would work on smaller projects such as Hale Park, new bleachers at the Armory, and minor projects at Lodi Lake.

- Pages 30 and 31 are requests to convert part-time laborers in Park Maintenance and Sports Facilities to full-time. This was discussed at the May 8, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 32 – \$6,000 additional request for the Grape Festival ground lease, which effective July 1, will increase from \$14,000 to \$20,000.
- Page 33 – \$14,725 additional request for new Kinder Gym and Youth Kickball programs. The programs will be offset by revenue and staff recommends approval.

Council Member Howard suggested that Council consider increasing Parks and Recreation's standard 30% cost recovery in anticipation of increased projects.

Council Member Nakanishi concurred.

Mayor Pennino recommended that this issue be considered during 2003-05 budget discussions, which will begin in March 2003. In addition he suggested that it be included as a topic for discussion at the upcoming Special Joint Meeting of the City Council and the Parks and Recreation Commission.

- Page 36 – \$16,000 additional request for an Armory Building Site Supervisor. The renovation of the Armory Building will create an indoor gym, which will require the presence of a part-time site supervisor. Approval of the request is recommended.
- Page 37 – \$13,900 additional request to hire one part-time lifeguard due to the extension created by the Lodi Lake Trail Project and for expanding programs to encourage water safety and education.

Mayor Pennino noted that he has inquired several times over the years about the possibility of combining lifeguard duties under one program.

Council Member Howard concurred and stated that the program and training should be run by one operation, rather than running two separate aquatics programs through Hutchins Street Square and the Parks and Recreation Department.

Parks and Recreation Director Baltz explained that his department and Hutchins Street Square serve different constituents and it has not been his observation that the aquatics programs suffer because they are split.

Council Member Howard reported that the public is sometimes confused as to which department to contact for aquatics programs. There have also been instances where programs have been postponed, delayed, or canceled due to miscommunication regarding authority. She reiterated that the aquatics programs should be operated and supervised by one entity.

Mayor Pennino requested that the topic be scheduled for a future Shirtsleeve Session.

Council Member Howard pointed out that one of the obstacles might be a struggle between who will get the revenue produced from the aquatics program. She felt that this should be set aside and focus placed on producing the best overall program.

Mayor Pro Tempore Hitchcock expressed her opinion that there should be one program for training lifeguards; however, she believed that authority should be placed at the location where activity is taking place. She favored a decentralized process, as less layers of government tends to be more effective.

Council Member Nakanishi concurred with Ms. Hitchcock's comments and stated that the Department Heads know more about how the programs should be operated.

- Page 38 – \$3,600 for softball supplies. Teams in adult sports softball programs have requested that the City return to the policy of providing game balls for the adult league play. The funding increase would be offset by revenues. Approval of the request is recommended.
- Page 39 – \$14,000 additional request to fund a new format for the Parks and Recreation tabloid. Approval of the request is recommended.

In reply to Council Member Land, Parks and Recreation Director Baltz explained that the department would like to change the format to a small magazine size, upgrade the quality, have graphics ability, and a longer shelf life.

Mayor Pennino recommended that the tabloid be linked to the City's Web site.

- Pages 40 and 41 – Funding for extended hours of operation of the Library and to hire a part-time reference librarian. These requests were discussed at the May 8, 2001 Shirtsleeve Session and recommended for approval.
- Page 42 – Additional request for full-time clerical assistant to provide assistance to library administration. In August 2000 a part-time Administrative Clerk was hired. The workload increased and it is recommended the contract for this position be converted to full-time status.
- Page 43 – Request to provide prorated benefits for regular part-time library staff. Benefits would include PERS, medical, prorated dental and vision, and prorated vacation, sick, and holiday leave.

City Manager Flynn explained that the Director of Library Services has limited part-time employees to 17 hours per week; however, she desires the flexibility to increase the hours up to 30 hours a week. For some employees this may eventually amount to over 1,000 hours a year, and under the current City policy, it would qualify them for PERS benefits.

- Page 44 – \$24,840 request to create a full-time Arts Program Assistant position to replace the current part-time position. The Arts Commission has expanded the number of classes offered to the community. This position would manage the marketing, creation of new classes, productions offered for the School District, and after school programs. Approval of the request is recommended.

In response to Council Member Land, Community Center Director Lange pointed out that the revenue created by the addition of new classes would offset the cost for the full-time position.

- Page 51 – \$3,000 increased funding toward 4th of July fireworks show. Approval of the request is recommended.
- Page 52 – 10% reduction in current funding levels for the following Community Promotions: Lodi Conference and Visitors Bureau, Chamber of Commerce, and Downtown Lodi Business Partnership (DLBP).

City Manager Flynn explained that this is a "placeholder" in the event that the City's TOT tax does not remain at its current level. Staff sees a linkage between this tax and community promotions.

Council Member Land was opposed to the reduction and believed that a more appropriate time to consider it would be the next budget cycle, should the TOT be reduced. He stated that each of the community promotions organizations has been doing an outstanding job and did not want to hinder their progress with a premature reduction in funding.

Mayor Pennino and Council Member Nakanishi concurred with Mr. Land's remarks. Mayor Pro Tempore Hitchcock was also opposed to the recommendation and added that such reductions should not be made in an arbitrary manner. Each of the community promotions organizations should be evaluated on their own individual merits every two years.

Referencing page 53, Mr. Flynn pointed out that even with a 10% reduction, the City makes significant contributions to its business community.

PUBLIC COMMENTS:

- Peter Westbrook, President of the DLBP, supported a linkage between his organization and the TOT.
- Mark Chandler, Executive Director of the Lodi-Woodbridge Winegrape Commission, expressed appreciation for the City's support of the Lodi Conference and Visitors Bureau.
- Pat Patrick, Chief Executive Officer (CEO) of the Lodi Chamber of Commerce, stated that he polled the Chamber Board and members who contribute to the TOT and found that they would all support an increase in the tax as long as the additional funds would be put back into promoting the community.

Mayor Pennino asked the City Clerk to research 1994-95 City Council minutes for discussion related to designating a percentage of the TOT to promoting tourism.

Mr. Flynn reported that a letter was received from the Lodi-Woodbridge Winegrape Commission and the Chamber of Commerce recommending that the City place on the ballot a measure to increase the TOT to 10%. This matter will be brought back to Council.

Mayor Pennino recommended that the request for a 10% reduction in current funding levels for Community Promotions be removed from the budget.

- Page 54 – Engineering request to hire a Civil Engineer to augment development services and traffic engineering staff. This request was discussed at the May 15, 2001 Shirtsleeve Session and recommended to fund the position net of savings.
- Page 55 – \$50,000 additional request to continue current professional services with Harris & Associates to provide plan check services for residential subdivisions. The volume of development projects has remained high and become increasingly more complex. Several residential subdivision projects have improved tentative maps, but have not submitted the public improvement plans. The recent development impact mitigation fee update mandates that these projects have their final maps approved by Council prior to January 2003 if they are to remain under the old impact fee schedule. It is anticipated that all of the residential projects not currently subject to the new impact fees will be submitted for plan check within the next few months. Approval of the request is recommended, which will be offset by revenue.
- Page 56 – \$19,500 request for professional services to assist staff in the redesign of the Mapguide Web site and purchase the software upgrade. Approval of the request is recommended.
- Page 57 – \$1,500 request to fund the annual financial audit of the Lodi Boys and Girls Club. The City has significant resources invested in the support of the Lodi Boys and Girls Club and feels it is in the best interest of the City to commit resources to support management of these investments. Approval of the request is recommended.

City Manager Flynn recalled that when the Boys and Girls Club was initially established the Council agreed that the City would audit its books to ensure it is financially viable, because it operates on the City's property.

Mayor Pennino was not in favor of the recommendation, as he felt it was the responsibility of the Boys and Girls Club.

Janet Keeter, Chairperson of the Boys and Girls Club Board of Directors, stated that the club must annually prepare an audit for the National organization and for grant purposes. She believed that \$1,500 would cover only part of the cost for an audit.

Council Member Land was also opposed to the recommendation and noted that doing so may open it up to other organizations making the same request.

In response to Council Member Howard's concern about getting access to audit if the Boys and Girls Club prepared it themselves, Mr. Flynn stated that he would have to review the lease agreement.

Council Member Nakanishi supported the recommendation.

NOTE: Mayor Pro Tempore Hitchcock stated that she was not in favor of the Human Resource Department request of \$4,500 for body mechanics training, and left the meeting at 8:22 a.m.

- Page 58 – Information Systems Division request for one full-time Network Technician to support critical systems in the Police Department and elsewhere in the City. The Police Department has access to grant funds to offset the cost for the first year of the position and the general fund would assume the cost in subsequent years. Approval of the request is recommended.
- Page 59 – City Clerk's Office request to hire an Administrative Clerk (confidential) that would be funded net of part-time savings. This was discussed at the May 15, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 62 – \$7,400 request for Fortis Software Upgrade/Support contract renewal. This request was previously recommended for approval.
- Page 64 – \$2,000 request for anticipated tuition reimbursement expenses. Approval of the request is recommended.
- Page 65 – \$3,250 request for annual membership dues for the United States Conference of Mayors. These funds were previously paid from an Administration Account and it was subsequently deemed more appropriate to be funded from the City Council Account.

Mayor Pennino noted that funds are available in the Protocol Account and recommended that a one-time expenditure be made for the dues payment.

- Page 66 – \$4,500 request for body mechanics training. This was discussed at the May 15, 2001 Shirtsleeve Session and recommended for approval with direction to utilize expertise from Lodi Memorial Hospital for its prevention and education programs.

City Manager Flynn explained that the purpose of this request is to reduce Workers Compensation claims.

Council Member Howard expressed support for the training to be offered on a selective basis, rather than mandatory for all employees.

- Pages 68 and 69 – Finance Department request to convert one part-time Account Clerk to full-time and for Customer Service Representative staff. These requests were discussed at the May 15, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 70 – Finance Department request to hire an Accountant I due to GASB 34, redevelopment agency requirements, and the increase in grants. This request was discussed at the May 15, 2001 Shirtsleeve Session and recommended for approval in year two of the budget.
- Page 72 – Finance Department request to convert contract Parking Enforcement Officer to an authorized position. It is recommended that the request be deferred until the next two-year budget to allow time to evaluate the impact of the new parking structure on the downtown area.
- Page 73 – Finance Department request to purchase a lobby security camera. Due to pending relocation of the Finance Department, it is recommended that the request be deferred.

Council Member Howard suggested that Police Partners be utilized as a security presence.

Continued May 7, 2002

- Page 75 – \$5,610 request for maintenance of the new All Veterans Memorial Mall to cover the cost of natural gas, electricity, pool cleaning service, and chemical filters. Approval of the request is recommended.

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 8:35 a.m.

ATTEST:

Susan J. Blackston
City Clerk

Mayor's & Council Member's Weekly Calendar

WEEK OF MAY 7, 2002

Tuesday, May 7, 2002

- 7:00 a.m. Shirtsleeve Session
1. Budget – Significant Changes and Capital
- 11:30 – 2:00 p.m. St. Joseph's Medical Center Foundation's Bouquet of Life Luncheon, Brookside Golf and Country Club.
- 3:45 – 4:30 p.m. Human Service Agency's ARTSworkYES! tour of after school program in the Visual and Performing Arts, Lawrence School.
-

Wednesday, May 8, 2002

- 8:00 – 5:00 p.m. **Pennino.** Great Valley Conference, Sacramento.
-

Thursday, May 9, 2002

- 10:30 – 6:00 p.m. **Pennino.** Great Valley Conference, Sacramento. Speaking at 1:30 p.m.
-

Friday, May 10, 2002

Saturday, May 11, 2002

- 7:30 – 8:15 p.m. **Hitchcock.** Spring festival of the Lodi Promenaders (square dancing group), Lodi fairgrounds.
Mayor Pro Tempore to give welcome speech to group.



Sunday, May 12, 2002

Monday, May 13, 2002

Disclaimer: This calendar contains only information that was provided to the City Clerk's office

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CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Review of Significant Expenditure Reports and Capital Requests

MEETING DATE: May 7, 2002

PREPARED BY: Finance Director and Deputy City Manager

RECOMMENDED ACTION: That Council review with staff the attached Proposed Significant Expenditure and Capital Requests for Fiscal Year 2002-03 Financial Plan and Budget (City Manager Recommended Adjustments to tentatively Approved 2002-03 Significant Expenditure & Capital Requests).

BACKGROUND INFORMATION: Attached for Council's review are the City Manager's recommendations for the tentatively approved 2002-03 Budget. The recommended adjustments to the Operating Budget consist of Significant Expenditure and Capital Requests. Council previously reviewed in detail SERs and Capital requests as submitted during preparation of the two-year Budget; therefore, staff recommends that the review be limited to new adjustments to the tentatively approved 2002-03 Budget.

What is not known at this time is the impact of cost increases for medical insurance, Worker's Compensation and State revenue "take aways". Additionally, staff is studying the cost of realigning office space from the relocation of staff from the City Hall Annex. These issues are not addressed in the Budget and will be brought back to Council as information becomes available.

FUNDING: Not Applicable

Respectfully,

A handwritten signature in black ink, appearing to read "H. Dixon Flynn".

H. Dixon Flynn
City Manager

Attachment

APPROVED: _____
H. Dixon Flynn -- City Manager



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City Manager

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APPROVED: _____
H. Dixon Flynn -- City Manager

2001-2003

Financial Plan and Budget



*Significant Expenditure, Staffing & Capital
Outlay Budget Adjustment Requests*

Shirtsleeve Informational Meeting
May 7, 2002

2002-03 Financial Plan and Budget

Significant Expenditure & Staffing Changes	Tentatively approved as shown on pg H-28	Additional Dept Requests	Recommendation				Comments	Funding
			Fund	No Cost	Defer	Not Approved		
Public Safety								
Police Dept								
5	Fund P/T Chaplain	20,000						
6	Upgrade Animal Control Officer to Supervisor	6,500						
Fire Safety								
7	Hire 3 Fire Fighters	183,790						
9	Fire Safety Educational Program funding	7,000						
10	Annual Maintenance - Certification test for Tiller Truck		3,300	3,300				GF
11	Fire Station # 4 funding		8,600	8,600				GF
12	Paramedic Services		611,000		611,000		will return to Council in future	
Utilities								
Water/Wastewater								
13	Wastewater Treatment Facility chemical/lab costs		180,000	180,000				WW
Electric Utility								
14	Hire Groundperson/Apprentice Lineman	55,615						
15	Lease temporary office trailer & furniture		28,150			28,150		
16	Electrical Tech		97,875			97,875	pulled at Dept request	
Transportation								
Streets & Engineering								
17	Convert to F/T Administrative Clerk	18,900						
18	Street Trench Damage Assessment Study	35,000						
24	Landscape Maint Contract Service	52,375						
25	Signal Maintenance/Timing Monitoring		7,000		7,000			
26	Traffic Signal supplies		30,000		30,000			
27	Signal Maintenance services		36,200	36,200				GF
Leisure, Cultural & Social Services								
Parks & Recreation								
28	Convert to F/T Administrative Clerk	17,875						
29	Hire P/T Intern/CAD operator	10,810						
30	Convert to F/T Laborers (2) - Sports facilities	44,070						
31	Convert to F/T Laborers (2) - Park Maint	42,810						
32	Grape Festival ground lease increase		6,000	6,000				GF
33	Kinder Gym & Youth kickball program		14,725				offset by revenue	GF rev
36	Amory Building Site Supervisor		16,000	16,000				GF
37	Increase in Aquatics personnel budget		13,900				offset by revenue	GF rev
38	Softball supplies		3,600				offset by revenue	GF rev
39	Tabloid design & printing		14,000	14,000				
Library								
40	Funding for extended hours of operations	30,000						
41	Hire P/T Reference Librarian	20,665						
42	F/T clerical assistance		no additional cost			no additional cost		
43	Benefits for permanent part time staff		21,400	21,400				Lib
Community Center								
44	F/T Arts Program Assistant		24,840	24,840				GF
Community & Economic Development								
Community Promotion								
51	Increase funding for fireworks		3,000	3,000				GF
52	Community Promotion Partnership funding		(20,200)	(20,200)				
Engineering								
54	Hire Civil Engineer	49,000						
55	Contract Plan check services		50,000				offset by revenue	IMF rev
56	Redesign map guide site & software upgrade		19,500	19,500				Water
General Government								
General Support								
57	Financial audit - Lodi Boys & Girls Club		1,500	1,500				GF
Information Systems								
58	Network Technician		69,070				offset by grant yr 1	GF grant
City Clerk								
59	Hire Administrative Clerk Confidential	25,980						
62	Fortis Software Upgrade/Support	7,425						
64	Tuition reimbursement		2,000	2,000				GF
65	Conference of Mayors dues		3,250	3,250				GF

2002-03 Financial Plan and Budget

Significant Expenditure & Staffing Changes	Tentatively approved as shown on pg H-28	Additional Dept Requests	Recommendation				Comments	Funding
			Fund	No Cost	Defer	Not Approved		
Human Resources								
65 Risk Management - Body Mechanics Training	4,500							GF
Finance								
68 Convert to F/T Accounting Clerk, & CSR's	23,800							
70 Hire Accountant I	56,380							
72 Convert to F/T Parking Enforcement Officer		29,700			29,700			
73 Purchase lobby security camera		3,900				3,900		
Facilities Services								
75 All-Veteran's Memorial Mall		5,610	5,610					GF
	712,495	1,283,920	325,000	151,295	677,700	129,925		

Funding:	Tentatively approved	Additional Recommendations	Grand Total Funding
General Fund	595,405	104,100	699,505
General Fund Revenue	10,810	101,295	112,105
Library	50,665	21,400	72,065
Water/Wastewater		199,500	199,500
IMF		50,000	50,000
Electric	55,615		55,615
	712,495	476,295	1,188,790

2002-03 Financial Plan and Budget

Capital Requests	Dept Request	Recommended	Designate	Study	Design	Acquisition	Construction	Debt Service	Comments	Funding
Public Safety										
Fire Safety										
77	Purchase tow vehicle for command center	49,000	49,000			49,000				GF capital
Utilities										
Wastewater Utility										
78	Main St storm drain mitigation	34,500	34,500				34,500			WW
79	Wastewater outfall diversion structure	40,000	40,000		25,000	15,000				WW
80	Remote Terminal Unit Replacement	152,710	152,710			152,710				WWW
82	White Slough Pollution Control capital maint	192,000	192,000				192,000			WW
Electric Utility										
83	Panel truck for Electrical Tech	30,000								
Transportation										
Streets										
84	Peach Street & Willow Avenue Reconstruction	120,000								
Leisure, Cultural & Social Services										
Parks & Recreation										
85	Purchase Turf Tractor	20,500								
Library										
91	Main Library Expansion	2,300,000	2,300,000		1,400,000	900,000				
Community Center										
92	Replace carpet in Senior Center	15,000	15,000				15,000			GF capital
93	Purchase portable projector	15,000								
Community & Economic Development										
Engineering										
94	High Resolution Geographic Info System Control Survey	55,000								
General Government										
Finance - Parking Enforcement										
95	Purchase scooter for Enforcement Officer	16,000								
96	Replace scooter for Enforcement Officer	16,000	16,000			16,000				Veh Repl
Finance - Purchasing										
97	Replace forklift	20,000	20,000			20,000				Veh repl/E
Public Works Facilities Services										
98	Repair Library Drainage System	60,000								
		3,135,710	2,819,210			1,425,000	241,500			

Funding:	
General Fund	
General Fund Revenue	
General Fund Capital	64,000
Library	2,300,000
Vehicle Replacement	28,000
Computer Replacement	
Water	76,355
Wastewater	342,855
Electric	10,000
Streets	
IMF	
	<u>2,819,210</u>

**SIGNIFICANT EXPENDITURE
&
STAFFING**

2001 – 2002 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Operations Division & Support Services Division

REQUEST TITLE: Part-Time Chaplain/Counseling Services Contract

PROJECT DESCRIPTION:

Add one part-time position to continue the Chaplain's counseling services that have been provided to the Police Department and citizens.

PROJECT OBJECTIVE:

The Police Department would like to continue to provide the option of non-denominational spiritual support and counseling, during crisis situations, to Police Department employees, City personnel and citizens.

EXISTING SITUATION:

Currently, the Lodi Police Department has the benefit of a primarily volunteer Law Enforcement Chaplain Program. This program has been in effect for approximately seven (7) years. During this time, the chaplains have been an invaluable resource during the numerous crisis situations that have occurred at the Police Department. The chaplains are not only available to police personnel, but are frequently on-scene to offer guidance and comfort during emotionally charged situations involving the public. The Law Enforcement Chaplain Program has functioned entirely on donations and fund-raising.

PROJECT COSTS:

Contract costs of \$20,000 would provide for a part-time (based on an estimate of 120 hrs. month @ \$13.88), Chaplain. All other program costs would continue to operate via the donation/fund-raising process through an established private 501(c)3 Foundation.

2001-2002 Significant Expenditure Request

Activity: Police Department Administration-Animal Services
Request Title: Upgrade Animal Services Officer to Supervisor

Project Description:

Upgrade the position of Animal Services Officer classification (occupation #24) to an Animal Services Officer Supervisor.

Project Objective:

Provide adequate and equitable compensation for this employee commensurate with the duties and responsibilities of the position.

Existing Situation:

Currently there is one full time Animal Services Officer, two assistants, and part time assistant, a part time kennel person as well as a number of volunteers assigned to the shelter. The additional personnel as well as the increased utilization of volunteers create a need for a supervisory position.

Currently one of the Animal Services Officer acts in a quasi supervisory function in which her duties include scheduling, decision making, training, evaluation of personnel, minor counseling, budgeting and planning. Despite the fact that this position has evolved into additional responsibility the pay has remained the same with the exception of normal pay increases.

I am proposing one position be upgraded to a supervisory position.

Project Costs:

\$6,500.00 per year. This represents a 15% increase, which is consistent with other positions moving from line level position to first line supervisor.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services- Fire
REQUEST TITLE: Fire Administrative Reorganization - Add one (1) Battalion Chief & five (5) Firefighters to Emergency Services Activity over the two-year budget

REQUEST SUMMARY

Add one Battalion Chief & 5 Firefighters. Along with the redistribution of 3 Battalion Chiefs, the Fire Dept is requesting the addition of one Battalion Chief and five (5) firefighters to the emergency services division of the fire department.

Three additional firefighters will be required in the 2002-03 budget to continue the long-term strategy to ultimately re-staff Fire Station #1 with an engine and truck company. Total department staff increases from 52 authorized personnel to 58 authorized personnel.

PRIMARY OBJECTIVE

To place Battalion Chiefs back on shift schedules to provide closer contact and overall supervision of emergency services personnel while continue to meet the administrative areas needed to meet the functional needs of the fire department.

One firefighter was previously authorized in budget year 2000-2001. This request will authorize two additional firefighter positions to the budget in 2001-02 which will increase previously agreed upon staffing of the new truck/quint from three to four personnel. This staffing is necessary due to the planned relocation of Engine #1 from Station #1 to Station #4. The combined responsibilities of engine and truck company operations warrant four personnel and meet the requirements established in the "Standard of Coverage" documents that was approved in the last budget cycle (1999-2001).

A 4-year plan was developed and agreed upon by the City Manager to re staff Fire Station #1 with a Truck Company and Engine Company. The following two-year budget calls for adding three additional firefighters in 2003-2004 and an additional Captain for Administrative duties in the 2004-2005 budget year. This will allow for Fire Station #1 to be restaffed beginning in July 2003. A request for a new engine will be submitted in the 2003-04 budget.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- 1993 Battalion Chiefs reassigned from 56 hour work week (24 hour shifts) to 40 hour work week.
- Shift supervision insufficient.
- Administrative duties inefficient.
- Reassign B/C's to 56 hour work week.
- Create Training Chief position for improved co-ordination of department training.
- December 2001, Fire Station 4 will open for service.
- December 2001, Lodi Fire Department will take possession of new Truck/Quint.
- December 2001, Engine 1 personnel reassigned to Fire Station #4. Station 1 personnel will be reduced from 6 firefighters to 4. Truck 1 personnel increase from 3 firefighters to 4 firefighters.
- Minimum per shift coverage increases from 13 firefighters including battalion chief to 14 firefighters including battalion chief.
- Long term staffing proposal will require hiring 3 firefighters and one administrative Captain the following two year budget.

ALTERNATIVES

1. Continue present staffing and responsibilities
2. Cover the downtown area with a three person combination truck/engine company
3. Increase truck company to four and move Engine-1 to Station #4
4. Continue present operation and choose not to staff new westside fire station

5. Increase the overtime budget to allow for coverage of vacations, sick leave and other department related leaves requirements with present staff while increasing minimum staffing.

COST SUMMARY	2001-2002	2002-2003
Additional Cost		
Staffing –	306,806.54	179,290.65
Supplies, Material and Services	4,500.00	4,500.00
Minor Equipment		
Total	311,306.54	183,790.65
Savings – overtime	<-95,135.31>	
Net Cost	\$216,171.23	\$183,790.65

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fire and Life Safety
REQUEST TITLE: Fire Safety Educational Programs

REQUEST SUMMARY

Request funding for increased Fire Safety Educational programs.

PRIMARY OBJECTIVE

To provide increased education of Fire Safety.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Fire Prevention Bureau has increased our commitment to educational programs and for opportunities to promote fire safety. Additional funding would be used to become more proactive in educating the public through participating at functions such as the Grape Festival, Walk-A-Thons, 4th of July, Street Fair, and the new Eastside Cultural Fair, in addition to funding for the annual Santa program.

The increased level of funding for Fire Safety material is critical for the success of these educational programs for the public. The department has solicited donations from businesses, such as Allstate Insurance and McDonalds which has been used to provide fire safety materials for annual Fire Prevention Week programs at all Lodi elementary schools. We will continue to solicit donations to offset expenditures for materials, a computer, and training.

COST SUMMARY	2001-02	2002-03
Additional Cost		
Supplies, Material and Services	7,000	
Total		
Total	7,000	

ALTERNATIVES

1. Continue with the current funding level - \$10,000.
2. Continued dependence upon donations from businesses
3. Eliminate public education activities

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services-Fire
REQUEST TITLE: Annual Maintenance increases for Certification Test for Fire Tiller Truck

REQUEST SUMMARY

Funding for annual required certification tests and maintenance of equipment and aerial ladder for newly purchased fire tiller truck.

PRIMARY OBJECTIVE

Federal and state requirements mandate annual testing of numerous firefighting equipment. New equipment on truck requires certification annually.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Lodi Fire Department placed an order, as approved by City Council, for a new fire tiller truck. The truck will arrive fully equipped and has a number of pieces of equipment that will be required to have annual testing and certification. The new equipment is additional equipment not presently in the fire departments inventory. We ask that account 102012-7323 be modified to include ongoing costs of the tests and certifications.

Aerial Ladder (Failsafe)	\$1200
Ground Ladders (Failsafe)	\$1500
Hurst Tool rebuilt (Jaws of Life)	\$ 600
Total	\$3300

COST SUMMARY	2001-02	2002-03
Additional Cost		
Staffing		
Supplies, Material and Services		\$3300
Minor Equipment		
Total		\$3300

ALTERNATIVES

1. Do not certify equipment per requirements
2. Do not rebuild existing equipment

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services-Fire
REQUEST TITLE: Annual Budgetary Increases associated with Fire Station #4

REQUEST SUMMARY

Increase budgetary needs for adding fourth fire station to fire department service level.

PRIMARY OBJECTIVE

To allow the service and maintenance costs to operate Fire Station #4

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Increased costs associated with the addition of a fourth fire station and firefighters serving Lodi from three fire stations to four fire stations.

Janitorial Supplies	102012-7353	\$1500
Office Supplies	102012-7307	\$1000
Landscape Maintenance	102012-7335	\$1000
Laundry Service	102012-7304	\$2000
Small Tools and Equipment	102012-7359	\$2500
Fire Alarm monitoring	102011-7335	<u>\$ 600</u>
Total		\$8,600

COST SUMMARY	2001-02	2002-03
Additional Cost		
Staffing		
Supplies, Material and Services		\$6100
Minor Equipment*		\$2500
Total		\$8600

*Minor tools include hammers, wrenches, screwdrivers, pliers, socket wrench sets, gasket kits, and various other tools needed to perform equipment maintenance to fire department equipment.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services - Fire
REQUEST TITLE: Paramedic Services

REQUEST SUMMARY

Implement paramedic service and staff six (6) paramedics (2 per shift) along with a Emergency Services Administrator to the 2002-2003 budget.

PRIMARY OBJECTIVE

Initial step to create paramedic service by the Lodi Fire Department.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Lodi Fire Department was directed to study the feasibility of providing paramedic services to the citizens of Lodi in an effort to improve emergency medical response to the citizens of Lodi. The recommendation was to begin with the addition of two engines providing paramedic service. This would place paramedics on an engine on both sides of the city and upgrade the medical equipment on these engines to paramedic level. A administrator would be added to the fire department staff to coordinate the training, supplies and administrative duties of the additional service.

Personnel Cost	102012-7100	\$525,000
Safety Equipment	102012-7306	18,000
Medical Equipment	102012-7356	63,000
Administrator Office	102012-7701	<u>5,000</u>
Computer & Furniture		
Total		\$611,000

COST SUMMARY	2001-02	2002-03
Additional Cost		
Staffing		525,000
Supplies, Material and Services		
Minor Equipment		86,000
Total		\$611,000

ALTERNATIVES

1. Add additional staffing and fleet for paramedic service including transport
2. Retain service as presently supplied

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Water/Wastewater – Wastewater Treatment Facility 170403.
REQUEST TITLE: 300 Series Adjustment

REQUEST SUMMARY

Increase Wastewater Treatment Facility 300 Series to cover projected increases due to additional chemical cost and additional laboratory testing as mandated by the California Regional Water Quality Control Board.

PRIMARY OBJECTIVE

1. Ensure funds available to cover chemicals needed to adjust the discharge pH and laboratory testing required to complete monitoring mandated by the California Regional Water Quality Control Board.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The requested funds are necessary to meet unanticipated chemical cost and laboratory testing that was not required prior to development of the current budget. The laboratory testing is mandated by the State. The City was only informed of this requirement in the later part of the 2001 calendar year. The chemical cost is needed to meet current discharge requirements but the extent of cost was unknown until the system to feed the chemical was installed. It is anticipated that \$150,000 additional funds are needed in the 7355 series. An additional \$25,000 will be needed for contracted laboratory tests (7323 series) and \$5,000 will be needed to cover additional laboratory cost (7362 series) at White Slough.

ALTERNATIVES

1. Allocate funds to cover the overage at the end of each budget year.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services		\$180,000
Minor Equipment		
Total		
Savings		None
Net Cost		\$180,000

2001 - 2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Groundperson/Apprentice Lineman/Linewoman

REQUEST SUMMARY

Establish the position of Groundperson/Apprentice Lineman/Linewoman

PRIMARY OBJECTIVE

To increase staffing level to provide the Electric Utility Department with an entry level position for Linemen/Linewomen.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

At this time and over the past few years, there has been a shortage of journey-level linemen/linewomen in the State of California and surrounding areas. Local Union 1245 I.B.E.W. (International Brotherhood of Electrical Workers) has been inadequate in providing the City of Lodi Electric Utility Department with qualified journey-level linemen/linewomen.

The implementation of an apprenticeship program will help to alleviate this problem. Providing on-the-job skills and training into a technical career will attract employees from other City Departments and the citizens of Lodi.

The program will provide five years of training and study to reach journey-level lineman/linewoman status. The successful applicant will work as a groundman/woman for a minimum of twelve months, evaluated monthly. If successful, the applicant will start a four-year apprenticeship program of intense study and hands-on training.

The Memorandum of Understanding between City of Lodi and Local 1245 International Brotherhood of Electrical Workers, from February 9, 1998 to December 31, 2002, Article III, Section 4-6 states the City of Lodi intends to establish an apprenticeship program during the term of this MOU.

ALTERNATIVES

Continue hiring journey-level linemen/linewomen from the limited sources available with no entry-level position in the Electric Utility Department. Also will be disregarding the Memorandum of Understanding between the City of Lodi and Local #1245 I.B.E.W.

COST SUMMARY

Additional Costs		2000/02	2002/03
Staffing & Benefits			\$ 50,615
Supplies, Materials, Services			\$ 2,000
Training			\$ 3,000
Total			\$ 55,615

FINANCE 2001-2003 IMPLEMENTATION

Upon approval implement during 2002/2003 fiscal year.

101-03 Financial Plan and Budget

IGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Utility, Engineering and Operations

REQUEST TITLE: Lease Temporary Office Trailer

REQUEST SUMMARY

unding for the lease of temporary office trailer and purchase of furniture.

PRIMARY OBJECTIVE

add needed office space to the Engineering Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Engineering Division's work area is severely overcrowded and does not provide a productive work environment for the employees that work in this area. The existing Engineering Office was designed for five (5) work areas, nine (9) employees currently share this space. The temporary office trailer will add four (4) additional work areas to the Engineering Division. This will provide a work area free of noise, distractions from other co-workers and the privacy needed to meet with developers, contractors, field personnel, etc. The office trailer will remain on site until the new Electric Utility office building is completed. The furniture that will be purchased for the temporary office trailer will be transferred to the Engineering Division's new office space within the new building.

The budget request for 2002-03 includes first year's lease, setup and removal of the trailer, site modifications to accommodate the trailer and furniture. Additionally, in each of the two following budget years (2003-04 and 2004-05) it will be necessary to budget \$6,100 for the lease payment of the mobile office trailer. The total cost for the three-year period is \$40,350.

ALTERNATIVES

Do nothing. This alternative is not recommended.

COST SUMMARY

Additional Costs	2001-02	2002-03
Staffing		
Utilities		
Supplies, Materials, Services		\$16,650
Minor Equipment (furniture)		\$11,500
Savings		
Total		\$28,150

IMPLEMENTATION

Upon approval, the bidding and lease will be coordinated with the Purchasing Officer.

2-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Construction and Maintenance
REQUEST TITLE: Electrical Technician

QUEST SUMMARY

fill the position of one (1) Electrical Technician (Substations) to work in the Construction/Maintenance Division. This request also includes Truck and tools necessary for the Electrical Technician to perform his/her assignments. See capital request for truck.

PRIMARY OBJECTIVE

Increase the Technical services section staffing level by one (1) Electrical Technician in response to increasing maintenance at substations and substation maintenance not being performed for several years due to the lack of personnel.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi Electric Utility has four (4) substations that need periodic maintenance. In the next several years there will be two (2) substations added to the Electric Utility system, one (1) on the west side of the city and one (1) at White Slough. With the existing staffing levels the periodic maintenance of the existing four (4) substations are not being completed when scheduled. At this time the maintenance is two (2) years behind schedule. When the two (2) new substations are added to the Electric system it will be impossible to keep scheduled maintenance with existing staff. The two Electrical Technicians' now on staff will be retiring in the next five (5) years. Therefore it is imperative that an Electrical Technician be added to staff in order to be trained on the City of Lodi substations' and maintenance schedules. This training will ensure continuity of procedures and maintenance for the City of Lodi Electric system upon the retirement of existing staff.

ALTERNATIVES

Continue to operate with existing personnel and let the substations continue to degenerate. Or hire a substation maintenance contractor. The cost is usually higher and the work is inferior to the performance of existing staff.

COST SUMMARY

<u>Additional Costs</u>	<u>2002-2003</u>
Electrical Technician	\$ 82,875
Tools	15,000
Total	97,875

FINANCE 2002-2003
IMPLEMENTATION

Upon approval, implement during 2002-2003 fiscal year.

001 - 2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works / Street Division and Water/Wastewater Division
REQUEST TITLE: Municipal Service Center Administration

REQUEST SUMMARY

Add a full-time permanent Administrative Clerk to City staff.

PRIMARY OBJECTIVE

1. Maintain competent employees.
2. Bring this employment practice in compliance with City policy.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For more than 15 years, there has been a part-time clerical position at the Municipal Service Center. This position serves the Water/Wastewater and Street Divisions. This position started out as half-time. After approximately seven years, it grew into a three-quarter time position. For the last four years, this position has consistently operated at full time. In addition to this, overtime has increased and the need to contract with temporary agencies has become much more common. These contract employees have averaged three to four-month assignments each year, over the past several years. The new CalPERS insurance program will increase the cost of this temporary position.

ALTERNATIVES

1. Continue as we are.
2. Send some of the workload to other clerical throughout the City.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$33,400	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings Reduce Part-Time Funding	<14,500>	
Net Cost	\$18,900	

IMPLEMENTATION

If this request were approved, the normal hiring process would be exercised.

001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Street Trench Damage Assessment Study

REQUEST SUMMARY

This request is to hire a consultant to provide a Trench Damage Assessment Study.

It is common knowledge that cutting trenches into roadways has a negative effect on the life of that roadway. This effect varies from location to location. Damage has been measured up to six feet on each side of a trench. This accelerates the need for maintenance and influences future asphalt overlay design during rehabilitation.

PRIMARY OBJECTIVE

It is anticipated that the City will adopt a trench fee ordinance as a result of this study.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Increased trenching due to communications cable of various types and replacement of water, sewer, and electric facilities.

ALTERNATIVES

- Continue with present practices.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services	\$35,000	0
Minor Equipment		
Total		
Savings		
Net Cost	\$35,000	0



Civil Consulting
Pavement Management
Asphalt Technology
Construction Services
Asset Management

January 25, 2001

Job No: 01027

City of Lodi
1331 South Ham Lane
Lodi, CA 95242-3995

Attn: Mr. George Bradley
Street Superintendent

Subject: Proposal to Provide a Trench Damage Assessment Study

Dear Mr. Bradley:

It is our pleasure to provide this proposal for your consideration.

BACKGROUND

The City of Sacramento had a Trench Damage Assessment Study performed in 1996/97, in which it was determined that in their city there is significant pavement damage adjacent to retrofitted utility trenches due to the relaxation of soils during trenching. The testing program was a comparative deflection analysis performed by CHEC Consultants. Damage was measured up to 6 feet on each side of a trench. For trenches running longitudinal with the roadway, remediation would require an additional 1-1/2 Inch of AC overlay during rehabilitation. For patches and trenches running transverse to the roadway, remediation would require full-depth AC repairs extending 3-1/2 feet beyond the trench limits in preparation for an AC overlay. The City elected to pass an ordinance charging \$3.50 per lineal foot as a maximum fee which was a compromise position between full recovery of costs and the political need to be fair.

Since the Sacramento study, CHEC has tested over 200 trench analyses in approximately 16 cities. The average damage measured from all studies was an additional overlay requirement of 1.8 inches with a zone of influence of 10.4 feet.

Variables that may influence the extent of damage that could occur during trenching include traffic, age of pavement and subgrade soil type. Pavement design tends to eliminate the effects of traffic and subgrade soils except that in very rigid soil types, there may be less impact due to trenching.

SCOPE OF LODI STUDY

It is our recommendation that this study involve no less than 15 sites. Test sites should vary in age, traffic levels and soil areas. We will need five or six transverse trench sites to verify the zone of influence. The remaining trenches will be used to determine increased overlay requirement.

This proposal includes a limited amount of soil auguring and sampling along with coring which is required for the analysis of the deflection data.

The proposed study is not intended to be a stand alone, statistically viable separate study but is intended to have enough test sites to verify when and where trench damage as it occurs is similar to Sacramento's and many of the other studies that have been performed in the past few years.

The testing and analysis program outlined for this study involves the following major tasks:

TASK A: Attend a series of meetings, we anticipate two, to determine certain parameters in regard to the subject study; e.g., study zones, traffic classifications, materials usage, soil types, City standard repairs.

TASK B: After review of all the information and the preliminary meetings, we will perform a final selection of sections for further evaluation. All sections will be located to a set reference point for future relocation. All sections will be deflection tested with a DYNAFLECT using State of California Test Method 356. We will core the tested areas to determine existing AC, PCC, base thicknesses and type. We will augur base and subgrade samples from selected core sites for soil testing.

TASK C: We will perform an analysis on all information obtained. This analysis will be used to make comparisons from which conclusions can be drawn.

TASK D: We will provide a full report of the findings. Our final report will include all supporting data, assumptions and references.

SERVICES PROVIDED BY THE CITY

The City can save considerable consulting fees by providing the following services for this study:

1. The City will preselect at least 15 known longitudinal trench sites where the location of the trench is visible, conforming to variations in traffic and different areas of the City. Additionally, the City should select at least 10 transverse trench cut areas. CHEC Consultants will choose the final 15 trenches for testing from the City's list.
2. The City is to provide a Traffic Index for each segment and required permits.

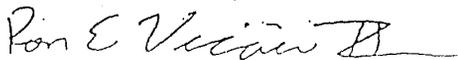
Our proposal does not include the above tasks.

COST OF SERVICES

Table 1 provides a cost estimate breakdown of services for each task identified. We have estimated that the total fees for the testing, analysis and report as discussed should not exceed \$32,765. The unknown extra is the number of meetings that may be needed to explain issues to the Council, management, utility companies or others involved.

We are prepared to start this project within one week of your approval of this proposal. The entire study may take about 2-1/2 months to complete.

Very truly yours,
CHEC CONSULTANTS, INC.



Ron E. Vicari II
Manager
Staff Engineer

TABLE 1

ESTIMATED COST BREAKDOWN
TRENCH DAMAGE ASSESSMENT STUDY
CITY OF LODI
JOB NO: 01027

Task A: Initial Project Setup and Meetings

18 hours Associate Engineer @ \$105/hr.	\$ 1,890
9 hours Consulting Engineer @ \$150/hr.	1,350
Mobilization	<u>600</u>
Subtotal	\$ 3,840

Task B: Field Testing, Coring, Sampling and Defect Identification
(Based on 8 to 10 test locations)

15 hours Associate Engineer @ \$105/hr.	\$ 1,575
36 hours Deflection Testing @ \$225/hr.	8,100
33 hours Technician Aid @ \$70/hr.	2,310
15 hours Coring/Auguring @ \$150/hr.	2,250
Mobilization	1,200
9 days Per Diem @ \$95/day	855
Patch Mix, Photos, Etc. (Miscellaneous Allowance)	375
Traffic Control	<u>4,200</u>
Subtotal	\$20,865

Task C: Data Analysis and Cost Calculations

12 hours Staff Engineer @ \$95/hr.	\$ 1,140
9 hours Data Analysis @ \$100/hr.	900
6 hours Associate Engineer @ \$105/hr.	630
12 hours Drafting @ \$75/hr.	900
6 hours Consulting Engineer @ \$150/hr.	900
Laboratory Testing (Allowance)	<u>800</u>
Subtotal	\$ 5,270

TABLE 1(Continued)

Task D: Final Report

18 hours Staff Engineer @ \$95/hr.	\$ 1,710
6 hours Associate Engineer @ \$105/hr.	630
3 hours Consulting Engineer @ \$150/hr.	<u>450</u>
Subtotal	\$ 2,790
PROJECT TOTAL	\$32,765

001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Public Works
 REQUEST TITLE: Contract Landscape Maintenance Increases

REQUEST SUMMARY

This request is to provide funding for new landscaped areas approved by council that will to be added to the City Landscape Maintenance contract during the next 2-year budget cycle.

PRIMARY OBJECTIVE

The primary objective is to cover the added costs of maintaining additional new landscaped areas due to new subdivision landscaped walkways and street median landscape improvements. These new sites will add a significant increase of area and maintenance. These areas are not currently included in the 2001 – 2003 budget proposals. The exact start date is not yet known.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Lower Sacramento Road median
- South Hutchins Street and Kettleman Lane median
- New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7

ALTERNATIVES

None

COST SUMMARY	2001-02	2002-03
Additional Costs		
Lower Sacramento Median	\$25,000*	\$25,000**
South Hutchins Street and Kettleman Lane median	\$0	\$21,000**
New subdivision frontage, including Parisis Ranch, Periegos Ranch, Century Meadows, and Lodi West 7, based on 6 months maintenance	\$4,025*	\$6,375**
Total	\$29,025	\$52,375
Net Cost	\$29,025	\$52,375

*6 months, fiscal year 2001- 2002

**additional funding to meet full fiscal year 2002-2003 maintenance

IMPLEMENTATION

If funding is approved, funds would only be used as new landscaped areas are added.

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering/ Streets
REQUEST TITLE: Contract Professional Services for Signal Maintenance/ Timing Monitoring

REQUEST SUMMARY

To retain one part-time technical assistance contractor for signal maintenance, and timing monitoring. The technical assistance includes providing an inventory of existing field signal equipment, timing monitoring and recommendations, and equipment replacement plan. The contractor will work under the direction of the City Engineer or his assigned staff.

PRIMARY OBJECTIVE

1. To provide staff with an inventory and equipment replacement plan for signal upgrades.
2. To provide timing data and reduce the city's liability risk.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have a signal equipment inventory for the city's forty-one traffic signals. Over half of signalized intersections have equipment that is over twenty years old. Some traffic equipment is obsolete and can no longer be serviced and/or repaired. An equipment inventory and replacement plan will provide staff with budget information for equipment upgrades. In the long-run, as equipment is replaced, the city's exposure to liability will be reduced.

If the equipment fails and cannot be repaired or serviced, the intersection may need to be completely shut down for an upgrade. This unplanned shutdown can create unnecessary delays, waste motorists' time, and fuel, increase pollutant emissions, and expose the city's to liability risks.

In addition, the contractor will monitor all forty-one signalized intersections and provide timing recommendations including pedestrian timing. Currently, the traffic engineer is assigned the responsibility of preparing and maintaining timing plans for the traffic signals. Currently, the signal timing plans are reviewed and revised with signal equipment upgrades, and when staff receives citizen timing requests. Having the contractor perform this work will improve traffic flow and congestion at the signalized intersections, and provide a proactive instead of reactive approach for timing problems.

ALTERNATIVES

1. Have the electricians perform the inventory and not do other duties. This will cause intersections to be not be properly maintained and delay design projects.
2. Have the traffic engineer perform timing monitoring. This is the current process and causes project delays.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$7,000*
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost		\$7,000

Notes:* Includes \$2,000 from Streets, and \$5,000 from Engineering.

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Streets Division
REQUEST TITLE: Traffic Signal Supplies

REQUEST SUMMARY

To provide funds for the purchase of traffic signal supplies.

PRIMARY OBJECTIVE

Purchase the following equipment for proper signal system maintenance:

10 monitors	\$11,000
10 amplifiers	\$5,000
20 load switches, 10 flashers, 10 flash transfer relays	\$8,000
1 battery tester	\$6,000
Total	\$30,000

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The above equipment list was prepared based on a recent inventory of spare signal equipment performed by an outside contractor. To properly maintain the existing signal equipment, it is necessary to purchase the above equipment. To test the batteries of the signal back up systems, a battery tester is also included in the equipment list item. The battery backup vendor confirmed that the batteries should be tested using the tester. The recommended load switches, flashers and transfer relays will be used for new signals as well as for part replacement. These items are usually included with new signal installations and with the low bid process are of lower quality. They are items that fail most often and therefore, it is desirable to purchase better quality equipment separately.

ALTERNATIVES

1. To purchase equipment as equipment fails. This causes intersections to not be properly maintained and exposes the City to liability claims.
2. To delay the purchase of a battery tester. Potentially, without testing the batteries with a tester, they could fail unknowingly, in turn the back up systems would not properly work.
3. Purchase the load switches, flashers, and relays with new signal installations and continue to replace as needed.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services		
Minor Equipment		\$30,000
Total		
Savings		
Net Cost		\$30,000

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works Dept. – Streets Division
REQUEST TITLE: Signal Maintenance Services

REQUEST SUMMARY

To fund traffic signal maintenance services.

PRIMARY OBJECTIVE

1. To provide preventive maintenance services for the existing forty-one signalized intersections.
2. To reduce the City's liability exposure.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Since 1985, fourteen new signals were installed and five are planned to be installed in the next few years. Additional equipment, such as the battery back up system, was installed in half of the signal systems. All of this equipment needs to be properly maintained. Currently, 52.4% of an electrician is budgeted to maintain all the traffic signals. The recommended ratio of the Institute of Transportation Engineers, "Traffic Signal Installation and Maintenance Manual" is 31 intersections to 1 electrician. Caltrans recommends a 44:1 ratio. Using the less conservative Caltrans ratio, we should have 0.93 electricians for our size system. Staff recommends increasing the man hours by 845 or 40.6% of an electrician. In order to accomplish this, staff will evaluate contracting this work out to a part-time electronics technician, execute a contract with an electrical maintenance company, or use the city electricians and outsource other duties.

ALTERNATIVES

1. To provide preventive maintenance as time permits. This is the current practice and increases the city's exposure to liability claims.
2. To contract the preventive maintenance to a Signal Maintenance Contractor. This could be done, however, could be costly.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$36,200*
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost		\$36,200

* Does not include equipment costs.

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Recreation Administration
 REQUEST TITLE: Full Time Administrative Clerk

REQUEST SUMMARY

Hire a full time Administrative Clerk for front office operations in the Recreation Division.

PRIMARY OBJECTIVE

To provide quality customer service and clerical support for the Recreation Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For many years, the Recreation Division front office clerical staff has consisted of one full time Sr. Administrative Clerk supplemented by two 1500-hour part time clerk positions. The front office staff provides customer service to thousands of citizens each year as well as provides clerical support to three recreation supervisors and numerous program coordinators.

In the summer of 2000, one long-term clerk was put on an employment contract. This request is to make the contract employee full time.

ALTERNATIVES

1. Continue this employee on a contract basis

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$35,855	
Supplies, Materials, Services		
Minor Equipment		
Total	\$35,855	
Savings	-\$17,980	
Net Cost	\$17,875	

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Part-time Intern/CAD Operator

REQUEST SUMMARY

Hire part-time CAD operator to assist in preparation of construction drawings for park improvement projects. By doing in-house design, we are able to save upwards of \$100,000 per year in consulting fees, which allows us to put these savings back into projects.

PRIMARY OBJECTIVE

To save consultant fees by accomplishing in-house design of our park projects. To efficiently and economically accomplish the in-house design of our projects for a complete package of construction drawings and specifications.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Our department has successfully proven that we can save outside consulting fees by doing construction drawings and specifications in-house. This position provides the necessary staffing to accomplish our objectives efficiently. In addition, the city will be receiving approximately \$500,000 for park projects in per capita funds from Proposition 12. This position will assist in the design portion of those projects. The CAD Operator will work on Parks and Recreation capital, CDBG, Service Club, Prop. 12 and in-house projects.

ALTERNATIVES

1. Use outside consulting services. This alternative would leave fewer funds available for construction.
2. No CAD Operator. This alternative would cause us to turn this task over to Public Works staff, which in turn would greatly delay projects.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing		\$10,810
Supplies, Materials, Services		
Minor Equipment		
Total		\$10,810
Savings		
Net Cost		\$10,810

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Sports Facilities

REQUEST TITLE: Two Full Time Laborers for General Sports Facilities Maintenance

REQUEST SUMMARY

Hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of sports facilities in support of recreational programming.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$36,255	\$36,895
Supplies, Materials, Services		
Minor Equipment		
Total	\$36,255	\$36,985
Savings	-\$14,960	-\$14,210
Net Cost	\$21,295	\$22,775

NOTE: The request was for filling one position each year. The recommendation that was tentatively approved was to fill both positions in second year for a total recommendation in the second year of \$ 44,070.

01-03 Financial Plan and Budget
GNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Park Maintenance
 REQUEST TITLE: Two Full Time Laborers for General Park Maintenance

REQUEST SUMMARY

hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of parks and facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of general parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	\$36,255	\$36,895
Supplies, Materials, Services		
Minor Equipment		
Total	\$36,255	\$36,985
Savings	-\$17,130	-\$13,300
Net Cost	\$19,125	\$23,685

NOTE: The request was to fill one position each year. The recommendation was to fill both positions in the second year. Therefore the tentatively approved recommendation total for 2002-03 is for \$ 42,810.

2002-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Recreation Administration
REQUEST TITLE: Lodi Grape Festival Grounds Lease Payment Increase

REQUEST SUMMARY

Increase the allocation for the lease payment to the Lodi Grape Festival and National Wine Show Association by \$6,000.00

PRIMARY OBJECTIVE

To provide indoor space for various recreation activities and an outdoor soccer field.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The lease agreement between the City of Lodi and the Lodi Grape Festival and National Wine Show Association, which became effective July 1, 2001, reflects an increase in the lease payment for use of facilities on the Lodi Grape Festival grounds from \$14,000 to \$20,000 per year. The Lodi Parks and Recreation Department has leased Lodi Grape Festival facilities for many years for various programs.

ALTERNATIVES

1. None.

COST SUMMARY	2002-03	
Additional Costs		
Staffing		
Supplies, Materials, Services	\$6,000.00	
Minor Equipment		
Total	\$6,000.00	
Savings		
Net Cost	\$6,000.00	

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Youth Sports
REQUEST TITLE: New Kinder Gym Program and Youth Kickball Program

REQUEST SUMMARY

Allocate funds to operate a tot kinder gym program and a youth kickball program.

PRIMARY OBJECTIVE

To provide community programs in the tot age group.

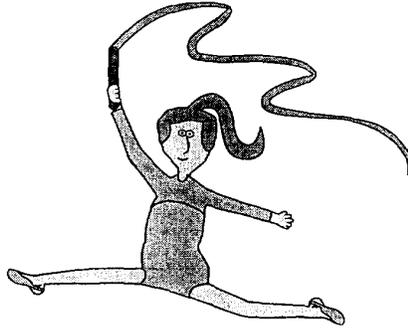
SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

With the success of the kickball program for children aged 3-5 a need has been voiced for programs targeting this age group. The Department has gym-equipment available for use with a kinder gym program.

A registration fee of thirty dollars will help to offset the cost of staffing and supplies.

ALTERNATIVES

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$10,625
Supplies, Materials, Services		\$4,000
Minor Equipment (Balls)		\$150
Total		\$14,725
Savings		
Additional Revenues		<\$14,725>
Net Cost		<\$0>



LODI PARKS & RECREATION KINDER GYM

Gym Programs will be held in the Recreation Annex, 111 S Stockton Street. Children should wear comfortable clothing that is not too baggy. No zippers, buttons or buckles. Space is Limited

Fee: Residents \$ 30.00 for 5 weeks or \$55.00 for 10 weeks
 Non-Residents \$ 35.00 for 5 weeks or \$60.00 for 10 weeks

Register: Lodi Parks and Recreation Department, 125 N Stockton Street.

Tumblin Vine

17 months- 24 months (1 ½ to 2 years)

Parent Participation

Using creative play and nurturing instruction, parent and young toddlers are introduced to the movements of gymnastics. Age appropriate activities and loosely structured class environment. This class will allow the parent and child to explore and enjoy movement individually.

Tumblin Grape

24 months- 36 months (2 to 3 ½ years)

Parent Participation

This class is designed to encourage group activity. This class will offer skill development in locomotor skills, coordination and all around physical activity. Gymnastic skills will include tumbling, balance beam, bars, and trampoline. The class will provide a structure environment with routines where toddlers begin to accomplish their own goals.

Tumblin Raisin

3 ½ to 5 years

Toddlers will be introduced to gymnastics. They will participate in specialized activities that encourage strength, flexibility, and individual improvement with a social, playful and creative environment.

See schedule on reverse side.

Kinder Gym

Lodi Parks & Recreation Department
125 N Stockton Street
Lodi, CA 95240
333-6742

Winter Session	Dates	No Class
<i>One</i>	September 2-October 4	
<i>Two</i>	October 7- November 15	Week of October 31
<i>Three</i>	January 6- February 7	

Monday	Class	Age
9:30-10:20	<i>Tumblin Raisin</i>	3 ½ to 5
10:30-11:20	<i>Tumblin Vines</i>	1 ½ to 2
11:30-12:20	<i>Tumblin Grapes</i>	2 to 3 ½
1:00-1:50	<i>Tumblin Raisin</i>	3 ½ to 5
2:00-2:50	<i>Tumblin Vines</i>	1 ½ to 2

Tuesday	Class	Age
9:30-10:20	<i>Tumblin Vine</i>	1 ½ to 2
10:30-11:20	<i>Tumblin Grapes</i>	2 to 3 ½
11:30-12:20	<i>Tumblin Raisin</i>	3 ½ to 5
1:00-1:50	<i>Tumblin Vine</i>	1 ½ to 2
2:00-2:50	<i>Tumblin Grapes</i>	2 to 3 ½

Wednesday	Class	Age
9:30-10:20	<i>Tumblin Grape</i>	2 to 3 ½
10:30-11:20	<i>Tumblin Vines</i>	1 ½ to 2
11:30-12:20	<i>Tumblin Grapes</i>	2 to 3 ½
1:00-1:50	<i>Tumblin Vine</i>	1 ½ to 2
2:00-2:50	<i>Tumblin Raisin</i>	3 ½ to 5

Thursday	Class	Age
9:30-10:20	<i>Tumblin Vine</i>	1 ½ to 2
10:30-11:20	<i>Tumblin Grapes</i>	2 to 3 ½
11:30-12:20	<i>Tumblin Raisin</i>	3 ½ to 5
1:00-1:50	<i>Tumblin Vine</i>	1 ½ to 2
2:00-2:50	<i>Tumblin Grapes</i>	2 to 3 ½

Friday	Class	Age
9:30-10:20	<i>Tumblin Raisin</i>	3 ½ to 5
10:30-11:20	<i>Tumblin Vines</i>	1 ½ to 2
11:30-12:20	<i>Tumblin Grapes</i>	2 to 3 ½
1:00-1:50	<i>Tumblin Raisin</i>	3 ½ to 5
2:00-2:50	<i>Tumblin Vines</i>	1 ½ to 2

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Youth Sports
REQUEST TITLE: Armory Building Site Supervisor

REQUEST SUMMARY

To supervise and operate the Armory Building.

PRIMARY OBJECTIVE

To provide a safe atmosphere, with adequate supervision, for the community and staff at the Armory Building.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In April the city will start renovations on the Armory Building. This will therefore, create an indoor gym, which will require the presence of a site supervisor.

It is anticipated that activities such as open gym and new programs will generate revenues as yet undermined.

Hours of operation are to be determined and are anticipated to include early morning and afternoon open gym times and evening hours as needed for structured programs. This request is based upon an anticipated need for a part time supervisor for 30 hours per week at \$7.50 per hour for non-structured activity.

An estimated hours of operation may include:

Monday-Friday: 6:00am to 9:00am Open Gym
 11:30am to 1:30pm Open Gym
 5:00pm to 9:00pm Structured Programs or Rentals
 Saturday: 7:00am to noon Open Gym or Structured Programs
 1:00pm to 9:00pm Structured Programs or Rentals
 Sunday: Rentals as needed.

ALTERNATIVES

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$12,000
Supplies, Materials, Services		\$4,000
Minor Equipment		
Total		\$16,000
Savings		
Net Cost		\$16,000

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics
REQUEST TITLE: Personnel

REQUEST SUMMARY

Increase the aquatic personnel budget in order to hire one part time Lifeguard due to the extension created by the Lodi Lake Trail Project and for expanded programming.

PRIMARY OBJECTIVE

To supplement the aquatic personnel budget to provide for expanded programming and facility usage and safety.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Additional aquatic programming has been added such as Wading Tales (story time at Lodi Lake), Lifeguard Training, Jr. Lifeguard camp, dances on the beach, family night, community water safety, summer water polo, water aerobics, private swim lessons, mommy and me swim classes, and tot water classes.

All programs offered for the community are to encourage water safety and to educate the public on how to safely participate in aquatic activities, and recognize and prevent aquatic emergencies. These programs have been successful in the current fiscal year. Aquatic revenues have increased just over \$10,000 from last year's levels and are anticipated to offset the requested expenditure increase.

Also, in November/December of 2001 the city constructed phase one of Lodi Lake Trail Project. This has resulted in a larger swim area, requiring the presence of an additional lifeguard.

ALTERNATIVES

Staff the beach with current levels, which does not meet the American Red Cross Standards for lifeguard coverage

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$13,900
Supplies, Materials, Services		
Minor Equipment		
Total		\$13,900
Savings		
Additional Revenue		<\$13,900>
Net Cost		\$0

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Adult Sports
REQUEST TITLE: General Supplies; softballs

REQUEST SUMMARY

To supply funding such that game balls can be supplied by the City for all adult games.

PRIMARY OBJECTIVE

To provide equal sports equipment for all teams in all games.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The teams currently in the adult sports softball program have requested that the City return to the policy of providing game balls for adult league play. Teams have been providing game balls during the last few years, and are generally displeased with this practice. By having the City provide game balls, it enables all participants to play with equal equipment, and provides better customer service to the players and teams. This request is offset with a request for a fee increase of \$40 per team, which will equal the proposed expense.

ALTERNATIVES

Teams may continue to purchase balls from various sources, which is the current practice.

COST SUMMARY	2000-01	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services		\$3,600
Minor Equipment		
Total		
Savings		
Additional Revenue		< \$3,600 >
Net Cost		\$ 0

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation
REQUEST TITLE: Tabloid

REQUEST SUMMARY

To supply funding for new format of the Parks and Recreation Tabloid. The increase allocation will be for design, printing and distribution of the Tabloid.

PRIMARY OBJECTIVE

To provide for the community a publication that advertises community events and activities within.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Parks and Recreation Department desires to change and improve the tabloid format. The increase in funding will allow the Department to have a professionally printed brochure and to target our populations with mailings. Our current format is to use newsprint and distributed with the local newspaper. Our current allocation for 3 tabloids per year is \$8,000.

ALTERNATIVES

1 Continue to provide the Department tabloid in its current format.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services (food, supplies)		
Minor Equipment		
Total		\$14,000
Savings		
Net Cost		\$14,000

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library
REQUEST TITLE: Open the Library for Service on Sundays for 4 Hours

REQUEST SUMMARY:

Extend the library's hours of service to include 1-5 PM on Sunday. Provide full library services including

- 1) Professional reference services,
- 2) Circulation services and
- 3) Internet access

PRIMARY OBJECTIVE:

- 1) Enhance the public's access to information and the library's resources
- 2) Provide library services when other libraries are unavailable to students and information seekers
- 3) Hire one half-time reference librarian to share in providing professional information services on Sundays

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Currently the library is open 60 hours per week. Area school libraries, academic libraries, and county public libraries are closed on Sunday. Patterns of daily life are changing, more residents are experiencing lengthy commutes to the Bay Area resulting in a need for more weekend hours. In 1995 fourteen (14%) percent of the library users polled in a survey requested more weekend hours, many asking specifically for Sunday hours. Members of the public frequently ask library staff and board members about opening the library on Sunday.

ALTERNATIVES:

Provide access to information only through a telephone reference service on Sunday.
 Open the library with limited services; for example, as a reading room with no materials checkout available and no assistance in finding information.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	49,628	
Supplies, Materials, Services	12,000	
Minor Equipment		
Total	61,628	
Savings		
Net Cost	61,628	

NOTE: The tentatively approved recommendation was for \$30,000 in 2002-03 since it would take time to get this program up and running.

01-2003 Financial Plan and Budget
GNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library
REQUEST TITLE: Part-time Reference Librarian

REQUEST SUMMARY:

hire one part-time professional librarian to provide information services during peak times (weekday afternoons, and weekends)

PRIMARY OBJECTIVE:

- 1) Increase customers' access to information by providing a professional librarian to assist in finding information throughout the library's various collections.
- 2) To increase the customer's satisfaction with library services
- 3) Position the library with additional staffing to accommodate extending the library's hours of service
- 4) Provide the opportunity for professional staff to extend library services through outreach to the community.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The library has increased its collection and varied its information formats in recent years. The reference staff has increased its involvement in outreach activities with community groups. The introduction of the Internet as a reference tool has increased the staff's ability to answer more complicated reference queries. Although the introduction of the Internet in homes has decreased the numbers of customers questions, the level of complexity and the amount of staff time required to provide an accurate answer has increased. In addition, the introduction of Internet stations for the public access has greatly impacted the reference desk activities. During peak times especially after school, the volume of reference help required by the public increases. On weekends no reference service is available when the full time reference librarian is at lunch.

ALTERNATIVES Continue current staffing levels with no reference desk coverage during lunches and vacations. Unable to increase library service hours or community outreach activities.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing	20,665	
Supplies, Materials, Services		
Minor Equipment		
Total	20,665	
Savings		
Net Cost	20,665	

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library Administration
REQUEST TITLE: Full-time clerical assistance for library administration

REQUEST SUMMARY: Provide administrative clerical assistance to library administration on a full time basis.

PRIMARY OBJECTIVE: To continue to provide clerical assistance to library administration in producing documents, minutes, etc. in a timely manner.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In August 2000, library administration hired a part-time administration clerk to assist the Library Services Director with numerous clerical functions. Initially the incumbent was assigned 25 hours per week. In August 2001, the need to increase the hours became apparent and a contract was signed to give the employee full-time status. To permanently establish sufficient clerical assistance for the library service director, library administration is requesting the conversion of the current contract employee to a full time regular position at the Administrative Clerk level.

ALTERNATIVES: Continue to employee clerical assistance for library administration **on a contract basis.**

COST SUMMARY	20002-03	
Additional Costs	0	
Supplies, Materials, Services		
Minor Equipment		
Total		
Net Cost	0	

2002-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library
REQUEST TITLE: Prorated Benefits for Permanent Part-time Library Employees

REQUEST SUMMARY:

Provide prorated benefits for library positions that are currently part-time, but regular. The benefits provided would include PERS medical for the individual employee, and prorated dental and vision insurance, plus prorated vacation, sick and holiday leave other benefits as appropriate.

PRIMARY OBJECTIVE:

- 1) To create a stable, well-trained staff of part-time Library Aids for the library's circulation services by decreasing the turnover rate.
- 2) Maintain scheduling flexibility by retaining some pool part-time hours without benefits.
- 3) Increase remaining hours available for substitute library aids by 8 hours per week.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Library clerical positions require extensive training for the staff member to become proficient in performing duties. In past years the library has had employees working for the library for more than ten years in positions labeled part-time temporary. The positions are indeed part-time, but are not temporary in nature. In recent years the library has experienced significant turn over in these part-time slots, because staffers are seeking full time employment—largely to obtain medical benefits. This budget request provides for exchanging 80 hours per week in a pool of 132 hours for the Library Aid position to create four (4) half-time (PT) regular positions. The current allotment of 132 hours includes 12 hours for circulation staffing on Sunday. To allow for the need to provide more assistance on Sunday, the budgeted hours would increase to 140 per week.

ALTERNATIVES:

Continue to supplement staffing at the circulation desk with our crew of part-time temporary Library Aids.

COST SUMMARY	2002-03	
Additional Costs		
Staffing	\$21,400	
Supplies, Materials, Services		
Minor Equipment		
Total	\$21,400	
Savings		
Net Cost	\$21,400	

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Lodi Arts Commission
REQUEST TITLE: Hire Full Time Arts Program Assistant

REQUEST SUMMARY Create a full time Arts Program Assistant position to replace the current part-time position to handle the additional load of classes and productions managed by the Arts Commission.

PRIMARY OBJECTIVE

1. Expand the arts specialty classes that the Arts Commission offers to the public.
2. Increase efficiency of programs offered.
3. Insure continued recruitment of instructors for areas that are not yet served in the arts.
4. Expand the outreach to the educational system for programs and productions offered to the school district and after school programs.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Lodi Arts Commission continues to expand the number of classes offered to the community. The arts commission has made a commitment to the community to assist in expanding the arts in Lodi, through its own productions and to ensure that arts education continues for the youth of our community.

The proposed plan to move a part time position to full time would create the consistency and customer service for our continued growth in our arts education component. Our current use of part-time staff and interns to manage the marketing or the arts for our programs, creation of new classes, and productions offered for the school district and after school programs is inconsistent.

Please see attached document showing growth of classes over last two years.

ALTERNATIVES

Continue using all part-time staff to operate programs at current level.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		\$36,420
Supplies, Materials, Services		
Minor Equipment		
Total		\$36,420
Savings		
Part-time Costs		(11,580)
Net Cost		\$24,840

Lodi Arts Commission
Arts Specialty Classes
End of Fiscal Year 1999-2000
Budget Report

Total Gross Revenue:	\$32,493.00
Total Disbursements:	\$24,009.59
Total Net Revenue:	\$8,483.41
Monthly Average Gross Revenue:	\$2,707.75
Monthly Average Disbursements:	\$2000.80
Monthly Average Net Revenue:	\$706.95
Total Students Served:	1120
Monthly Average Students Served:	93

Lodi Arts Commission

Arts Specialty Classes

Monthly Budget Report

1999-2000

Fiscal Year Class / Instructor Earnings

	Revenue class receipts	Expenses Instructor's fees	Students
Baby Loves Beethoven	\$360.00	\$252.00	12
Ballet & Jazz	\$9,972.50	\$7,524.38	327
Ballroom Dance	\$1,170.00	\$819.00	26
Belly Dance	\$5,110.50	\$3,577.00	229
Boys and Girls Club Art Class		\$450.00	
Children's Art	\$4,255.00	\$3,041.31	155
Computer Tots	\$324.00	\$259.20	9
Cooking For Kids	\$245.00	\$192.50	7
Crafts For Kids	\$150.00	\$135.00	3
Culinary- Cheese	\$510.00	\$357.00	17
Culinary- Pasta	\$700.00	\$490.00	20
Culinary- Olive Oil	\$240.00	\$168.00	8
Drawing & Caricature	\$1,215.00	\$745.50	33
Floral Bouquets	\$186.00	\$130.20	6
Italian	\$1,200.00	\$840.00	15
Mostly Manners	\$1,100.00	\$1,000.00	10
Modeling	\$700.00	\$490.00	14
Scrapbook & Fun with Photos	\$180.00	\$126.00	8
Tap Dance	\$4,665.00	\$3,265.50	215
Writing Your Memoirs	\$210.00	\$147.00	6
Total Revenue / Expenses:	\$32,493.00	\$24,009.59	1120
2000-2001 Gross Deposits:	\$32,493.00		
2000-2001 Expenses	\$24,009.59		
2000-2001 Net Earnings:	\$8,483.41		

Lodi Arts Commission
 Year to Date Budget Report
 1999-2000
Fiscal Year Individual Arts Specialty Classes Earnings

Patrons Served	Class Name	Class	Class Revenue
48	Baby Loves Beethoven	Arts Classroom	\$360.00
1308	Ballet	Thomas Theatre	\$9,972.50
104	Ballroom Dance	Kirst Hall	\$1,170.00
916	Belly Dance	Thomas Theatre	\$5,110.50
	Boys and Girls Club Art Class	Off site	\$0.00
84	Cartooning	Arts Classroom	\$795.00
36	Children's Art- Color Pencils	Arts Classroom	\$225.00
268	Children's Art- Watercolor	Arts Classroom	\$1,730.00
180	Children's Art- Oil Pastels	Arts Classroom	\$1,280.00
136	Children's Art- Mixed Media	Arts Classroom	\$1,020.00
36	Computer Tots	Arts Classroom	\$324.00
7	Cooking For Kids	Crete Hall	\$245.00
12	Crafts For Kids	Arts Classroom	\$150.00
48	Creative Drawing	Arts Classroom	\$420.00
17	Culinary- Cheese	Crete Hall	\$510.00
8	Culinary- Olive Oil	Crete Hall	\$240.00
20	Culinary- Pasta	Crete Hall	\$700.00
6	Floral Bouquets	Arts Classroom	\$186.00
60	Italian	Arts Classroom	\$1,200.00
56	Modeling	Thomas Theatre	\$700.00
40	Mostly Manners	Off site	\$1,100.00
17	Scrapbook- Fun with Pictures	Arts Classroom	\$180.00
656	Tap Dance	Thomas Theatre	\$3,425.00
204	Tiny Tot Tap	Thomas Theatre	\$1,240.00
24	Writing Your Memoirs	Arts Classroom	\$210.00
4291	Patrons used facilities	Total Gross Revenue	\$32,493.00

Lodi Arts Commission

Arts Specialty Classes

End of Fiscal Year 2000-2001

Budget Report

Total Gross Revenue:	\$47,565.69
Total Disbursements:	\$34,816.87
Total Net Revenue:	\$12,748.82
Monthly Average Gross:	\$3,963.81
Monthly Average Disbursements:	\$2,901.41
Monthly Average Net:	\$1,062.40
Total Students Served:	1527
Monthly Average Students Served:	127.25

Lodi Arts Commission
Arts Specialty Classes
Monthly Budget Report
2000-2001
Fiscal Year Class / Instructor Earnings

	Revenue class receipts	Expenses Instructor's fees	Students
Art of Basketball	\$352.69	\$246.88	15
Baby Loves Beethoven	\$210.00	\$147.00	7
Ballet & Jazz	\$11,040.00	\$7,756.95	372
Ballroom Dance	\$4,777.00	\$3,343.90	338
Belly Dance	\$4,681.00	\$3,276.70	188
Cake Decorating	\$900.00	\$630.00	30
Children's Art	\$3,341.25	\$2,338.88	103
Cartooning & Caricature	\$320.00	\$224.00	8
Folk Dance	\$200.00	\$140.00	8
Gourd Painting	\$120.00	\$84.00	3
Guitar	\$1,200.00	\$840.00	24
Modeling	\$1,100.00	\$770.00	22
Musical Theatre & Ensemble	\$1,435.00	\$1,076.25	18
Natural Way to Draw	\$280.00	\$196.00	7
Night in Italy	\$4,160.00	\$4,160.00	64
Piano	\$2,500.00	\$1,750.00	28
Scrapbook & Fun with Photos	\$45.00	\$31.50	3
Singing Rhythmics & Linguistics	\$120.00	\$84.00	6
Tap Dance	\$3,545.00	\$2,481.50	150
Toddler Art	\$825.00	\$577.50	55
Violin	\$3,443.75	\$2,582.81	52
Voice and Singing	\$2,970.00	\$2,079.00	26
Total Revenue / Expenses:	\$47,565.69	\$34,816.87	1527
2000-2001 Gross Deposits:	\$47,565.69		
2000-2001 Expenses	\$34,816.87		
2000-2001 Net Earnings:	\$12,748.82		

Lodi Arts Commission
 Year to Date Budget Report
 2000-2001

Fiscal Year Individual Arts Specialty Classes Earnings

Patrons Served	Class Name		Class Revenue
120	1111 Beg. Ballet	Thomas Theatre	\$955.00
218	1112 Ballet I	Thomas Theatre	\$1,893.50
32	1113 Ballet II	Thomas Theatre	\$131.00
274	1114 Beg. Ballet	Thomas Theatre	\$2,157.00
254	1115 Beg. Ballet	Thomas Theatre	\$1,850.00
214	1116 Ballet I & II	Thomas Theatre	\$1,883.50
98	1117 Beg. Ballet	Thomas Theatre	\$735.00
230	1121 Tiny Tot Tap	Thomas Theatre	\$1,475.00
166	1131 Jazz Dance	Thomas Theatre	\$1,435.00
28	1211 Watercolor	Arts Classroom	\$210.00
96	1212 Oil Pastels	Arts Classroom	\$760.00
287	1213 Mixed Art	Arts Classroom	\$2,371.25
32	1221 Cartooning and Caricature	Arts Classroom	\$320.00
28	1222 The Natural Way to Draw	Arts Classroom	\$280.00
220	1231 Toddler Art	Arts Classroom	\$825.00
70	1311 Modeling	Thomas Theatre	\$1,100.00
45	1341 Art of Basketball	Courts	\$352.69
3	1351 Scrapbook / Fun with Photos	Arts Classroom	\$45.00
28	1411 Baby Loves Beethoven	Arts Classroom	\$210.00
98	1421 Piano	Practice Room #1	\$2,500.00
139	1431 Beg. Violin	Performing Arts Theatre	\$2,258.75
63	1432 Adv. Violin	Performing Arts Theatre	\$1,185.00
24	1441 Singing Rhythmics	Arts Classroom	\$120.00
97	1451 Voice and Singing	Practice Room #1	\$2,970.00
96	1461 Beg. Guitar	Pisano Room	\$1,200.00
0	1471 Musical Theatre Classes	Thomas Theatre	\$0.00
4	1472 Musical Theatre Classes	Thomas Theatre	\$65.00
4	1473 Musical Theatre Classes	Thomas Theatre	\$65.00
12	1474 Musical Theatre Classes	Thomas Theatre	\$195.00
13	1475 Musical Theatre Classes	Thomas Theatre	\$210.00
0	1476 Musical Ensemble	Performing Arts Theatre	\$0.00
20	1477 Musical Ensemble	Performing Arts Theatre	\$500.00
16	1478 Musical Ensemble	Performing Arts Theatre	\$400.00
834	2111 Beg. Ballroom	Kirst Hall	\$3,247.00
276	2112 Inter. Ballroom	Kirst Hall	\$1,080.00
120	2113 Adv. Ballroom	Kirst Hall	\$450.00
118	2121 Beg. Tap	Thomas Theatre	\$790.00
240	2122 Adv. Tap	Thomas Theatre	\$1,280.00
230	2131 Beg. Bellydance	Thomas Theatre	\$1,743.00
218	2132 Int. Bellydance	Thomas Theatre	\$1,268.00
304	2133 Adv. Bellydance	Thomas Theatre	\$1,670.00
32	2141 Folk Dance	Kirst Hall	\$200.00
3	2221 Gourd Painting	Arts Classroom	\$120.00
64	2511 A Night in Italy	Off Campus	\$4,160.00
120	2551 Cake Decorating	Arts Classroom	\$900.00
<hr/>			
5588	Patrons used facilities	Total Gross Revenue	\$47,565.69

002- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE
100206.8099

ACTIVITY: Community Promotions
REQUEST TITLE: Special Payments

REQUEST SUMMARY Allocate an additional \$3000 to cover the increased cost of the aerial fireworks show at the July 4th Fourth of July Festival, sponsored by the Lodi Tokay Rotary Club.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi has sponsored the aerial fireworks show at the Lodi Tokay Rotary Club's Fourth of July event at Lodi Lake at a \$15,000 level for several years. A request has been submitted by the Club to increase the allocation to \$18,000, fully covering the cost of an extended show.

ALTERNATIVES

Continue to sponsor the show at the \$15,000 level.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services		
Special Payments		\$3000
Total		\$3000
Savings		
Net Cost		\$3000

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Promotion
REQUEST TITLE: Community Promotion Partnership Funding

REQUEST SUMMARY Reduce by 10% the current funding levels for the following Community Promotion Partnerships:

- Lodi Conference and Visitors Bureau
- Chamber of Commerce
- Downtown Lodi Business Partnership

PRIMARY OBJECTIVE

1. To encourage independent functioning of the programs.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City has been funding the Conference & Visitors Bureau (\$130,000), Chamber (\$25,000) and Downtown Partnership (\$47,000) in order to support efforts to draw and retain business to Lodi. In the past several years the City has been requested by the organizations to increase their level of funding in order to continue their programs.

The attached survey indicates the City of Lodi funds these types of organizations at a higher level than other most other Cities. The recommendation is to reduce the current funding levels by 10% to encourage these organizations to function independently of City funding.

ALTERNATIVES

To continue to look at the funding levels each year.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		(20,200)
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost		(20,200)

	Chamber of Commerce	Downtown Association	Visitors' Bureau	Total Contributions
avis currently assessing ed for continued nding)	0	\$30,000 (to BIA through Redevelopment Agency, Finance Dept collects fees but may start charging for service)	\$40,000	\$70,000
alt	0	0	0	0
odi	\$25,000	\$47,000 (additional 15,000 this year for fee collection)	\$130,000	\$217,000
lanteca	20% of amount generated by TOT \$61,000 earmarked for Visitors Bureau	0	0	\$61,000
lodesto		\$212,000 to BID	\$252,350	\$464,350
lonterey	0	0	\$328,000 for marketing \$85,000 for managing conference center \$14,000 supplies \$117,000 contract to run center	\$544,000
lapa	0	\$66 (+ additional contracts for special events)	\$275,000	\$341,000
Roseville	\$30,000 for promotion of City	\$2500 to Neighborhood Association	\$11,500	\$44,000
san Luis Obispo	\$117,600 (Chamber & Promotional activities)	50% of Business License Fees (Farmers market, events) \$147,000	\$66,000	\$264,666
Stockton	no direct support, a few (5) memberships @\$220 each	pay fee based on City property value in assessment district	\$355, 823 (booking and marketing for conference center: 41K marketing commission: 30K promotions: 284K)	\$355, 823
Tracy	\$52,000 (\$15,000 to Economic Development, \$11,000 to Workforce Development, 9.5 to Community Info, 16K to events)	0	0	\$52,000
Woodland	\$3000	\$25,000 (Funds part-time Downtown Coordinator position: for promotion and marketing of Downtown; funded by development agreement with Wal-Mart for 3-4 years, hope to continue with agreement with Home Depot)	0	\$28,000

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering
 REQUEST TITLE: Civil Engineer

REQUEST SUMMARY

Hire one Civil Engineer on a permanent basis to augment the staffing of the Development Services and Traffic Engineering sections. One-half full-time equivalent is needed in each area to serve an increasing number of private development projects and to maintain traffic operations services.

PRIMARY OBJECTIVE

1. Improve customer service in the areas of encroachment permits and plan check review.
2. Enable supervisory staff to assign work tasks to appropriately skilled and trained persons in lieu of part-time interns.
3. Improve the productivity of both sections through better utilization of staff.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The combined workload volume of development projects and traffic operations enhancements has steadily increased as the community has grown. The demand has been met by committed senior technicians, part-time interns, and contract services. An imbalance exists in the department staffing that jeopardizes the department's ability to serve as a result of re-assignments, transfers, and retirements. The key support civil engineer of Development Services has been re-assigned full-time to engineering design. The key Senior Engineering Technician will be re-assigned to engineering design to fill a retirement vacancy.

ALTERNATIVES

1. Hire one civil engineer as a permanent staff member assigned to Development Services and Traffic Engineering.
2. Contract with consulting firms to meet our customer service demands. Long-term contracts will be necessary because the workload is not market driven but more turn-key in nature. The cost of these services will be approximately \$89,000 per year.
3. Delay review of development applications and defer traffic operations enhancements.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	68,000	
Supplies, Materials, Services	3,000	
Minor Equipment		
Total	71,000	
Savings	22,000	
Net Cost	49,000	

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering
REQUEST TITLE: Contract Plan Check Services

REQUEST SUMMARY

Continue current professional services contract with Harris & Associates to provide plan check services for public improvement plans for residential subdivisions.

PRIMARY OBJECTIVE

Provide timely plan check services for developers of residential subdivisions without hiring permanent staff.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The volume of development projects (commercial, industrial and residential) requiring improvement plan review has remained at a high level for the past 3 to 4 years and we anticipate that trend will continue for the foreseeable future. In addition, project sites are approaching the General Plan boundaries and the infrastructure design is becoming increasing complex. This translates into more and more staff time required for project review, in both the project design and plan review phases. As an example, we are currently working with the developers and engineers on the two shopping center sites at the intersection of Kettleman Lane and Lower Sacramento Road. We anticipate that these two projects alone will require significant amounts of staff time over the next year. Current policy dictates that commercial and industrial projects take precedence over residential projects with regard to staff time. The Department and Development Services staff is committed to providing timely plan check services to accommodate all developers and promote economic growth. There are currently several residential subdivision projects that have approved tentative maps, but have not yet submitted public improvement plans. The recent Development Impact Mitigation Fee Update mandates that these projects have their final maps approved by Council prior to January 2003 if they are to remain under the old impact fee schedule. We anticipate that all of the residential projects not currently subject to the new impact fees will be submitted for plan check within the next few months.

The cost of these services is funded by engineering plan check fees paid by the developers.

ALTERNATIVES

1. Add one full-time engineering technician or engineer. The new employee would need to be experienced in public improvement design and plan check standards.
2. Lower expectations for plan review turnaround time. Staff currently sets a target date of 30 days for completing the review of a first plan check submittal.

COST SUMMARY	2001-02	2002-03
Additional Costs		\$ 50,000
Staffing		
Supplies, Materials, Services		
Minor Equipment		
Total		\$ 50,000
Savings		\$ 50,000
Net Cost		\$ -0-

002-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: ENGINEERING
 REQUEST TITLE: REDESIGN MAPGUIDE SITE AND UPGRADE SOFTWARE

REQUEST SUMMARY

Execute a professional services agreement to assist staff in the redesign of the Mapguide website and purchase the software upgrade to complement these efforts.

PRIMARY OBJECTIVE

Redesign the Mapguide website to provide quicker access, improved visual appeal, and increased functionality of the website. Enhance the security features of the website and increase the usage by other staff members.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In response to our meeting with the City Manager at the annual Division meeting on February 5, 2002, we are requesting the purchase of a software upgrade and professional services to assist staff in the redesign of the Mapguide site. The Mapguide site has evolved and transformed over time and several versions of the Mapguide software. It is necessary to redesign the site concurrent with the software upgrade to elevate the future functionality of the site. Benefits to the City's maintenance program can be achieved once this work is complete with the first project an update of the Water System Database coupled with a Valve Maintenance program.

ALTERNATIVES

Delay the upgrade and redesign for a third year.

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing		
Supplies, Materials, Services		\$19,500
Minor Equipment		
Total		\$19,500
Savings		
Net Cost		\$19,500

002- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE
100205.7323

ACTIVITY: General Support
REQUEST TITLE: Professional Services

REQUEST SUMMARY Allocate \$1,500 to fund the annual financial audit of the Lodi Boys and Girls Club.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi has significant resources invested in support of the Lodi Boys and Girls Club. It is in the best interest of the City to commit resources to support the management of those investments.

ALTERNATIVES

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		
Supplies, Materials, Services		\$1,500
Special Payments		
Total		\$1,500
Savings		
Net Cost		\$1,500

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Administration, Information Systems Division
REQUEST TITLE: Network Technician

REQUEST SUMMARY

Staff increase of one full-time authorized Network Technician

PRIMARY OBJECTIVE

To provide necessary staffing level to support critical systems in the Police Department and elsewhere in the City

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- **System size:** The City has more than 300 PC workstations, 20 servers, several local area networks connected to a wide area network, 22 mobile data computers, several mission critical systems, and many other electronic devices being supported by three people, one of whom is a police corporal. The City's systems are too large and too complex to be adequately supported by existing staff.
- **Backup:** There is currently a lack of adequate support to properly ensure ongoing functionality of critical systems now operating in the Police Department. The potential exists for a system failure to occur with no qualified backup person to respond. There is not currently sufficient support staff to allow for vacations, time off, and necessary training without leaving these critical systems uncovered. The Police corporal is solely responsible and trained to provide the necessary 24 hours, 7 days a week support. The new position would be dedicated primarily to the Police Department and would train with the corporal.
- **The Police Department has access to grant funds to offset costs for the first year of the position. The General Fund would assume the remaining costs in the following years.**

ALTERNATIVES

1. Continue under current staffing levels and continue the risk of outages
2. Reduce support requirements by reducing City's technology

COST SUMMARY	2002-03
Additional Costs	
Staffing	66,070
Supplies, Materials, Services	3,000
Minor Equipment	
Total	
Savings - grants	(69,070)
Net Cost	0

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: Administrative Clerk (confidential)

REQUEST SUMMARY

Staff increase of one full-time authorized Administrative Clerk (confidential)

PRIMARY OBJECTIVE

Adequate staffing level to maintain current level of services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

NEW Standards & Procedures: (instituted since July 2000)

- Minute preparation for all noticed City Council meetings. Minutes of Shirtsleeve Sessions were not prepared prior to July 2000. This has increased the total hours of meetings per month, in which minutes must be prepared, by a minimum of four hours. Standard minute preparation time is four times the number of meeting hours (example: comprehensive minute preparation for a one-hour meeting typically takes a total of four hours); this equates to an additional 16 hours of work each month. The style of minutes for regular meetings has changed from a staff report "cut and paste" method, to minutes that are reflective of the actual discussion taking place at meetings.
- Information Tracking: Logs are now maintained for tracking Council meeting minutes, Council attendance, documents pending recordation, report of pending Council requests, public hearing notification/procedures, and requests for information.
- Full review of Council agenda and staff reports is now being done prior to submittal to City Manager. This results in more accurate documents and decreases the burden on City Manager staff.
- Same day response letters are now prepared for all citizen correspondence (including e-mail)
- Support to Mayor – A separate calendar is maintained, as well as a calendar summary, and phone call reminders for all appointments. Preparation of general correspondence, response letters, and City employee birthday cards from the Mayor are processed by the City Clerk's Office.
- Boards and Commissions – Preparation of publications soliciting applications, annual list of appointive terms to expire, communication with liaisons regarding vacancies, applications, and Brown Act requirements.
- Proofing Lodi Municipal Code supplements received from Book Publishing; interim updating of Code books for Clerk and City Attorney.

Technology: The Fortis electronic records management imaging system requires a significant amount of *on-going* staff time for document preparation, scanning, and indexing. In addition to Council meeting packets, ordinances, resolutions, minutes, and election documents, which the City Clerk's Office is responsible for – there has been an increasing interest from other departments to add documents to the Fortis system (e.g. budget documents, Planning Commission minutes, etc.). Though this is an excellent idea, it will substantially increase the amount of staff time needed to index and process the documents. Routine maintenance of the City Clerk's section of the City's Web site will soon be transferred from City

Manager staff to City Clerk's staff; maintenance will include posting agendas and other public notices weekly, as well as creating and updating general information pages.

Administration Support Services: Deputy City Clerks serve as front counter receptionists for the entire Administration division. City Clerk staff (2 Deputy City Clerks) devote approximately 2-3% of their time to services unrelated to the City Clerk's Office (e.g. general secretarial support and fielding calls / counter inquiries for City Manager and City Attorney staff). In addition, these interruptions result in a substantial reduction in efficiency. Receptionist duties would more cost effectively be handled by a lower level position.

BENEFITS OF ONE ADDITIONAL FULL-TIME POSITION IN CITY CLERK'S OFFICE:

- Currently when one staff member is absent (illness, vacation, training) there is an immediate 33% reduction in productivity. A third staff person would allow more flexibility in scheduling, would better balance staffing when additional assignments are added to the office, and provide time for Deputy Clerks to take advantage of training and mentoring opportunities.
- Would allow the City Clerk to devote more time to managing the office, rather than performing day-to-day activities.
- Progress on the following backlog of projects could be made:
 1. Creation of a meaningful policy & procedure manual
 2. Records inventory
 3. Development of an archival & vital records program
 4. Creation of City Clerk's web page
 5. Lodi Municipal Code in-house codification (potential savings of \$6,000 per year)
 6. Reorganize and streamline internal election related procedures and instructional documents
 7. Movement towards a paperless environment (e.g. Council packets available on the Internet)
 8. Conversion to open shelf, end tab filing system
 9. Contracts – prepare folders, label, and file 70 executed contracts; log 2,650 contracts dating from 1946 to 1985 into the Access program
 10. Fortis – process and image the following documents: Council Communication 1974 to 1995; resolutions 1906 to 1983; ordinances 1906 to 1997; elections 1975 to 1995

PRELIMINARY JOB DESCRIPTION FOR ADMINISTRATIVE CLERK:

- First-line phone and counter coverage (lunch hour coverage for Administration)
- Twice daily mail runs (including dropping off payroll, picking up checks, getting petty cash, sorting mail for all of administration, opening and handling City Clerk and Council mail - including copying invitations for Council's binder and preparing response letters)
- Weekly deliveries to Council Members and miscellaneous errands
- Photocopying (agendas, minutes, packets, miscellaneous)
- Stuffing / addressing envelopes
- Packet copy, assembly and distribution
- Maintenance of the Mayor's and Council Member's meeting binders
- Preparation of weekly and monthly Council Member calendars
- Assistance with routine follow-up (prepare and label folders for original ordinances, copy resolutions, etc.)
- Phone calls (reminders for campaign and conflict of interest filing deadlines; agenda and Council Communication deadlines; follow-up on agenda calls - pastor confirmation and award recipients; general business, etc.)
- Preparation of Fortis materials - resolutions, ordinances, budgets, election documents, etc.
- Assistance with travel (confirming hotel reservations, typing the travel folders, copying of information to include in the travel folders, etc.)
- Lodi Municipal Code book supplements (ensuring the books are updated, mailing out of and billing for the supplements, etc.)
- Mayor's birthday cards to employees (ensuring the cards are prepared, signed and mailed in appropriate time frame)

- Miscellaneous filing - the finalized agendas and minutes, maintaining the State Cost Claiming Manual documentation and log, etc.
- Maintenance of minute and ordinance books
- Council-hosted receptions - printing invitations on cardstock, mailing invitations, errands, set up and clean up
- Process deeds for filing and recording
- Ribbon/seal/matting/framing of proclamations/certificates
- Setup and cleanup of Council meetings and shirtsleeve meetings
- Assist in preparation, setup, cleanup and errands for luncheons and Council-hosted events
- Inventory, ordering and stocking of Forum supplies (food, drink and office supplies)
- Inventory and maintenance of forms (Boards and Commissions applications, claims against the city, Fair Political Practices Commission filings, etc.)
- Inventory and ordering of office supplies
- Recording and posting of agendas and meeting notices, Boards and Commission vacancies
- Miscellaneous office errands (Costco supplies, Council meeting refreshments, special event items)
- Assistance in compiling and producing annual telephone directory
- Assistance in preparing and maintaining contract files
- Assist with annual destruction of records process (to include purging obsolete computer documents)
- Recording bid openings
- Agendas, minutes and clerical support for Sister City Committee

COST SUMMARY:

Salary & benefits for 1 full time Administrative Clerk	33,185
Elimination of part time staff (100101)	- 5,000
Elimination of part time staff (100102)	-2,205.
Total Cost:	<u>\$ 25,980</u>

ALTERNATIVES

None. Denial of adequate staffing request will likely result in failure to achieve some or all of the major objectives for 2001-03. (NOTE: Major objectives listed for the City Clerk's Office are above and beyond current day-to-day functions and responsibilities.)

**2001-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST**

ACTIVITY: City Clerk's Office
REQUEST TITLE: Fortis Software Upgrade/Support Contract

Project Description:

Purchase Fortis Imaging System Support Renewal from Westbrook Technologies, Inc.

Project Objectives:

Upgrade/support contracts assure technical support in a timely manner and a product compatible with the other products it integrates with. Support contracts provide peace of mind and ensure that the EDM system runs at optimum performance. They also enable the product manufacturer and the VAR to keep qualified technical people on staff.

When manufacturers of products that work with Fortis, upgrade those products, very often Fortis must integrate those revisions into the Fortis product and issue upgrades to users. For example, Windows 2000 contains some printer driver changes that are required for certain scanners to continue functioning with Fortis. These pass-on upgrades occur two or three times a year. In that Fortis can view and manage hundreds of file formats, e.g. Word, WordPerfect, Excel, Lotus, AutoCAD, etc., whenever any of those products have been upgraded, it is often necessary for a Fortis upgrade if the customer plans to launch those programs.

Other upgrade features are product enhancements, some of which are required to run new modules. For example, the latest version of Fortis is required if a customer wants to add Fortis' workflow product, Info.

Customers that rarely use technical telephone support are actually saying that the product has no bugs and is easy to use. Good engineering produced this outcome, and income from Upgrade/Support agreements help maintain this high level of quality.

If the City wants to add a Fortis module, like COLD or workflow, or add databases (departments) or more seats, or even refresher training, the Upgrade/Support contract must be current.

Existing Situation:

The City is currently covered under a support agreement with Westbrook Technologies, Inc. through June 30, 2001.

Schedule and Project Costs:

Breakdown of cost for annual Fortis support:

Fortis SQL Server	\$3800
Fortis Scan Station	180
Fortis Edit Station	125
Fortis View Stations (8)	720
Fortis PowerWeb	2600
Total Per Year	\$7425

Fortis Imaging System Support Renewal:

Period of July 1, 2001 – June 30, 2002	\$7,425
Period of July 1, 2002 – June 30, 2003	\$7,425
Total =	\$14,850

Budget year: 2001-02
Account: 100101.7323
Amount: \$7,425

Budget year: 2002-03
Account: 100101.7323
Amount: \$7,425

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: Tuition Reimbursement

REQUEST SUMMARY

Anticipated tuition reimbursement.

PRIMARY OBJECTIVE

To adequately fund account 100101-7366 for anticipated tuition reimbursement expenses in accordance with the City's Tuition Reimbursement Policy.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

City Clerk Blackston is enrolled in The University of San Francisco Bachelor of Public Administration program, and will be attending courses through February 2003.

COST SUMMARY:

Tuition Reimbursement 2002-03	--	\$1704.00
Books	--	\$296.00
Total =		\$2000.00 (100101-7366)

ALTERNATIVES

N/A

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: The United States Conference of Mayors Membership Dues

REQUEST SUMMARY

Mayor's Annual Membership Dues to the United States Conference of Mayors.

PRIMARY OBJECTIVE

To renew membership in The United States Conference of Mayors.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Prior to 2001, The United States Conference of Mayors annual membership dues were paid from an Administration Account. Subsequently, it was deemed more appropriate for this expenditure to be deducted from City Council Account 100103-7309.

COST SUMMARY:

The United States Conference of Mayors – Annual Membership Dues
(payable December 2002) – \$3,250.00

ALTERNATIVES

N/A

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Risk Management
REQUEST TITLE: Body Mechanics Training

REQUEST SUMMARY: To obtain additional funds for Body Mechanics Training.

PRIMARY OBJECTIVES:

1. To increase City employees' awareness of techniques for preventing back and other forms of injury to the body.
2. To lower unit costs of training sessions provided by the City by reducing travel and business expenditures associated with training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Public sector agencies are discovering that wellness programs and physical fitness training alone are not the answer to growing costs of workers' compensation disability injuries and retirement losses. City of Lodi employees, particularly those working in the field, are subject to constantly changing conditions with reoccurring physical, often awkward demands placed on the body.

Body mechanics can be described as the proper way to perform daily activities that are safe, energy conserving and help prevent the physical strains that may cause injury. Proper body mechanics are employed to prevent back problems, decrease the stress and strains that everyday life places on the body, and protect the ligaments and muscles of the back. Back pain will occur from lack of proper body mechanics. Once back pain occurs, it is more difficult to treat and increases the chance of reoccurrence. The best way to avoid back pain is to prevent it through diet, exercise, stress management, not smoking, and by practicing good posture and body mechanics.

This request is being made to obtain funding for a firm to provide body mechanics training for City of Lodi employees in FY 2001-02 and 2002-03. Don Norris, Risk Manager for the City of Modesto has been consulted on this subject. He indicates that a cost of \$18,000, spread over the course of a two-year training program for field personnel, should be sufficient to obtain a firm capable of meeting the City of Lodi's needs.

ALTERNATIVES:

- Seek lower-cost forms of education in the form of pamphlets/articles distributed to City employees.

COST SUMMARY:

	2001-02	2002-03
Additional Costs:		
Supplies, Materials, & Services:	\$9,000	\$9,000
Total:	\$9,000	\$9,000

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Obtain proposals in order to retain the services of professional training firms with expertise in this discipline.

NOTE: The tentatively approved recommendation was to fund \$4,500 each year.

01-2003 Financial Plan and Budget

GNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services

REQUEST TITLE: Convert one (1) Part-time Accounting Clerk to Full-time authorized position

REQUEST SUMMARY

Convert one Part-time Accounting Clerk to handle the increased workload in Payroll and Accounts Payable. Currently, Payroll being processed by one Payroll Technician and half time of one Accounting Clerk. Since the JDE system was put in place, processes have either changed or additional edits are put in place to maintain accuracy and reliable internal control. The work is doubled and it cannot be handled with the same level of staff. The same is true with the Accounts Payable desks, since the implementation of the Purchasing and Inventory modules and converting into a voucher system, Accounts Payable processing is longer than we used to. Overtime is constant and the staffs are burnt-out.

PRIMARY OBJECTIVE

- . To reduce overtime and to promote efficiency, accuracy and reduce staff stress and burn-out.
- . To have additional staff to handle the requirements of GASB 34 to input all capital assets into the system and to do depreciation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The conversion of the Financial Systems to JD Edwards is a great benefit to the City in providing more information city-wide. Departments have more access to information and easier for staff to answer questions more quickly. Although the system is great, this also means more input to the system than we used to do. In order to put out more information, the staff has to key them to the system which is taking twice as much time to process. Processing time takes longer and staffs are constantly taking overtime every week to run Payroll and Accounts Payable.

ALTERNATIVES

1. Do the additional workloads with current staff. This means continued overtime in order for staff to meet deadlines for Payroll and Accounts Payable.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	23,800*	
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost	23,800	

*Net of 12, 000 in Overtime and Part-time

NOTE: The tentatively approved recommendation was to fund this in 2nd year.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY:
 REQUEST TITLE:

REQUEST SUMMARY
 Additional CSR I staff member each budget year

PRIMARY OBJECTIVE

To better service and implement special incentives, services, programs and centralized telephone pool for current and potential City of Lodi utility customers.

Allow for a process action team to review department policies and procedures and submit changes or revisions to management for approval.

Facilitate increased telephone and lobby traffic due to customer concerns regarding the impact of deregulation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

By increasing staff we can provide management with the timely information needed to make decisions that will promote goodwill and deliver exemplary customer service. We also wish to continue to provide customers with a greater array of payment options and programs. We must also limit or reduce the impact on customer support and service due to increased levels of interaction caused by deregulation.

ALTERNATIVES

Reduce current and proposed levels of customer service
 Reduce training and growth of employees

COST SUMMARY	2001-2002	2002-2003
Additional Costs		
Staffing (7101)	\$37700.00	\$37700.00
Supplies, Materials, Services (7359)	2000.00	2000.00
Minor Equipment (7359)	200.00	200.00
Total		
Savings		
7103 (contract employee)	(37700.00)	(37700.00)
Net Cost		

NOTE: The tentatively approved recommendation was to fund in second year.

1-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services
REQUEST TITLE: Hire Accountant I

REQUEST SUMMARY

hire one Accountant I to handle the increased workload created by the demands of increased Federal/ State grants . The additional work due to the additional requirements of the Environmental Abatement Program (PCE/TCE-16M COPs), the Electric Utility Improvement Bonds (43M COPs), the additional work because of the Redevelopment Agency and the additional requirements of GASB 34. These have a major impact in the workload, responsibility, required expertise and level of effort on the Accounting Staff. In addition, this new person will assist in the transition to the Phase IV of the JDE implementation of the Job Cost, Fixed Asset and Contract Management modules.

PRIMARY OBJECTIVE

- . Ensure compliance with all State, Federal, local grants, redevelopment agency and debt service requirements.
- . Ensure that the City has adequate, experienced staffing necessary to develop, implement and manage the above requirements.
- . Ensure the accurate and timely filing of required reports and grant reimbursement requests.
- . Ensure compliance to the GASB 34 requirements.
- . To prevent staff burn-out and to achieve a higher level of efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

GASB 34 is expected to restructure much of the information local governments have reported in the past. Information traditionally limited to enterprise infrastructure, now includes new financial reporting requirements involving all capital assets - including infrastructure assets like, roads, bridges, tunnels, drainage systems and lighting systems. It also requires reporting of depreciation expenses. GASB 34 also requires reformatting of the financial statements of the fiscal year prior to the compliance period, which for the City of Lodi, the year 2002-03. These will require a lot of effort to deal with the new accounting standards.

The City has also become more actively involved with the use of other alternative funding sources and so there is an increase in federal, state and local grants; increased long-term capital financing to meet various long-range, capital improvements. These alternative funding sources include various grants, CDBG funds, Redevelopment Agency, Special Assessments and Revenue Bonds. Each of these has numerous levels of requirements covering filing of quarterly and or annual reports, annual or tri-annual audits. In addition, the Redevelopment Agency requires developing and implementing a system to account for its transactions separately.

ALTERNATIVES

1. Do the current workloads with current number of Accountants. The current workloads of the current accountants (1 Accountant I, one Accountant II and one Accounting Manager), are already overwhelming and with the implementation of GASB 34 and the impending addition of the Redevelopment Agency, we need another Accountant to ease the load of the already overburdened staff.
2. Contract with outside experts. Under this alternative, the City would contract out with outside experts at least the Accounting for the Redevelopment Agency and even with that, the involvement of current staff will still be needed for reconciliation and reporting requirements to the State Controller's office. GASB 34 is here to stay and the impact to current staff is inevitable. Contracting this out is not an option unless the whole financial statements will be contracted out.

01-03 Financial Plan and Budget
GNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services
 REQUEST TITLE: Hire Accountant I

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing	56,380	
Supplies, Materials, Services		
Minor Equipment		
Total	56,380	
Savings		
Net Cost	56,380	

NOTE: The tentatively approved recommendation was to fund in 2nd year as we got closer to GASB 34 implementation.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Dept – Parking Enforcement

REQUEST TITLE: Convert Contract Parking Enforcement Officer to Authorized Position

REQUEST SUMMARY Convert Contract Parking Enforcement Officer to Authorized Position to continue additional workload with Saturday enforcement.

PRIMARY OBJECTIV

1. Continue to provide greater customer service to the downtown area
2. To continue increased efficiency

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City has been working with the Downtown Parking Committee to resolve some of the parking issues they face daily. One of the recommendations was to have enforcement on Saturdays. The City hired a contract Enforcement Officer to handle Saturday enforcement, and to assist in the enforcement of the PCP and Downtown areas on a day-to-day basis. In the past several years the Parking Enforcement Officer had no backup in case of illness, vacation etc. Finance used to have two full time authorized Parking Enforcement Officer positions in the early 1990's.

ALTERNATIVES

To eliminate Saturday enforcement.

COST SUMMARY	2001-02	2002-03
Additional Costs		
Staffing		29,700
Supplies, Materials, Services		
Minor Equipment		
Total		
Savings		
Net Cost		29,700

2002-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Revenue
REQUEST TITLE: Lobby Security Cameras

REQUEST SUMMARY

Install security cameras and recording equipment in Finance Department lobby.

PRIMARY OBJECTIVES

1. To provide a safe working environment for Finance personnel and lobby customers.
2. To have recorded video for law enforcement to use for prosecution of offenders.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In daily operations some customers are refused immediate utility service due to not meeting eligibility requirements. In addition utility services are terminated weekly for non payment of delinquent bills. These customers are required to come in to the Finance Department and make payment to restore services. In many instances they are irate and threatening. This puts our lobby customers and Finance personnel at risk. Their behavior may change by having cameras and signs stating they are being recorded. This request if approved, will resolve the safety hazard filed with the City Wide Safety Committee.

ALTERNATIVE

1. Hire security guard at a cost of \$34,840.00 per year.

COST SUMMARY	2002-2003
Installation and equipment	\$3,710
T-160 Video Tapes	190
TOTAL	\$3,900

February 27, 2002



ALARM COMPANY INC.

"Remember the Alamo"

City of Lodi
212 W. Pine Street
Lodi, California

Gail:

The following information is in regard to a closed circuit television system for the above location.

Install:

One (1) Sanyo triple density 24-hour/96-hour time lapse recorder.

One (1) Ever Focus 4 positions color quad splitter.

One (1) Javelin 21" color monitor.

Three (3) Kalatel GBC color dome cameras to cover each person upon entry, front counter and seating areas.

One (1) Altronix power supply system.

Two (2) CCTV warning signs.

Seven (7) T-160 video tapes. *Change after 7 uses to maintain clarity.*

All needed conduit, coax/power wires and connections.

Full Service Installation

Installation: \$ 994.60 plus tax (\$ 46.25) = 1040.85

Monthly Full Service: \$ 70.83 plus tax (\$ 3.29) = 74.12 x 36 mos = 2668.32

T-160 Video Tapes \$5.00 each (264 working days ÷ 7) 38 tapes x \$5 = 190-

- After the initial 36-month agreement the total monthly charge will decrease to \$ 3899.17
\$ 45.00 for Full Service, which includes all maintenance, wear & tear type repairs/replacements including parts & labor on the sub-owned system.
Includes annual system inspections at no additional charge.

Please contact me to review this proposal.

Thank you,

Richard M. Ross
Security Consultant

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2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Facilities Services
REQUEST TITLE: All-Veteran's Memorial Mall

REQUEST SUMMARY

Provide funds for the maintenance of the new All-Veteran's Memorial Mall located in the Civic Center.

PRIMARY OBJECTIVES

1. Provide funding for the Facilities Services Division of the Public Works Department to maintain the newly completed All-Veteran's Memorial Mall.
2. Ensure that this new City facility presents a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Veteran's Mall project, completed Spring 2002, stands as a memorial to all veterans and is symbolic of the community's support for their sacrifices. In order to maximize the elements of the Mall, it is necessary to include funds for operating the flame, the fountain, and for maintaining the reflective pool. These funds were not previously budgeted pending completion of the project.

ALTERNATIVES

Seek sponsors to pay for operational expenses

COST SUMMARY	2001-02	2002-03
Additional Costs (Preliminary Estimate)		
Landscape Maintenance		Already budgeted
Natural Gas		\$980
Electricity		2,650
Pool Cleaning Service Contract		1,680
Chemicals, Filters, and Miscellaneous Costs		300
Total		\$5,610

CAPITAL OUTLAY

2001-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Fire
REQUEST TITLE: Joint Police/Fire Mobile Command Post Tow Vehicle

Project Description : Purchase a tow vehicle for the joint City of Lodi joint Police/Fire Mobile Command Post.

Project Objectives: The Mobile Command Post is a part of the joint effort of the Police and Fire Departments to increase the City's public safety response. The new Command Post will allow both Police and Fire commanders to operate at large scale emergencies, crime scenes, and disaster sites. The Command Post was obtained through a law enforcement grant. The Fire Department is responsible for towing and housing the vehicle. The tow vehicle will be used to tow other Fire Department trailers, i.e. technical rescue trailer.

Existing Situation: The tow vehicle was included in the 2001-2003 Fire Department Capital budget. Funding through grants was unsuccessfully researched. There are no grants available for this type of vehicle.

Project Work Completed

Schedule and Project Costs

	Prior Budgets	1999-2000	2000-01	2001-02	2002-03	Project Total
Phasing						
Study						
Design						
Acquisition					\$49,000	\$49,000
Construction						
Total						
Recommended Funding Sources					X	
Capital Outlay Fund						
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total						

Alternatives: Without this vehicle, the Mobile Command Post will not be fully functional. There are no other tow vehicles available nor any vehicle of this type, capable of being used in a timely manner in the City fleet.

Project Effect on Operating Budget: The vehicle will increase the capital budget.

2001-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: ENGINEERING
REQUEST TITLE: MAIN STREET STORM DRAINAGE MITIGATION PROJECT

Project Description

Design and construct approximately 350 LF of storm drain pipe along the southerly limits of Lodi Avenue from Stockton Street westerly to the intersection of Main Street and Lodi Avenue to alleviate intersection flooding at this location (FY02-03). Design and construct approximately 700 LF of storm drain pipe along Main Street south of Lodi Avenue, tie the proposed facilities into an existing 18" storm drain pipe located at the intersection of Stockton Street and Flora Street (FY03-04).

Project Objectives

To improve existing storm drainage facilities and eliminate the periodic street flooding that impedes businesses adjacent to Main Street. This problem has reportedly been ongoing for approximately twenty years.

Existing Situation

Property owner at 330 South Main Street has notified staff of periodic street flooding that impedes access to the business and could possibly cause property damage during significant rainfall events. The absence of existing storm drainage facilities at the intersection of Main Street and Lodi Avenue and undersized storm drainage facilities along Main Street are causing the current condition.

Project Work Completed

As part of the Stockton Street Rehabilitation Project, a new 18" diameter storm drain pipe was stubbed into Flora Street. The new storm drainage facilities proposed on Main Street will tie into this new stub. A 12" diameter storm drain pipe was stubbed into Lodi Avenue as part of the Stockton Street Rehabilitation Project to serve as a tie in for the proposed intersection drainage facilities at Lodi Avenue and Main Street.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition						
Construction			\$ 34,500	\$ 54,500		\$ 89,000
Total						
Recommended Funding Sources						
Capital Outlay Fund						
Electric Utility Fund						
Water Fund						
Wastewater Fund			\$ 34,500	\$ 54,500		\$ 89,000
Total						

Alternatives

No Project

Project Effect on Operating Budget

Possible reduction to street maintenance operating budget since crews will no longer need to respond to the periodic street flooding.

2001-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: ENGINEERING
REQUEST TITLE: WASTEWATER OUTFALL DIVERSION STRUCTURE

Project Description

The City's existing outfall pipeline carries primarily domestic wastewater flows to the White Slough Wastewater Control Facility while the Industrial Waste Outfall carries primarily seasonal industrial flows. By constructing a diversion structure near the location where the pipelines cross Lower Sacramento Road, it would be possible to divert flows from one outfall line to another to perform pipeline maintenance activities or to maintain temporary service in the event of a downstream pipeline collapse or obstruction.

Project Objectives

To provide redundancy and increased reliability of the City's wastewater transmission system that carries wastewater flows to the White Slough Wastewater Control Facility.

Existing Situation

The facilities affected by the request are isolated to the Domestic Outfall Pipeline and the Industrial Waste Outfall Pipeline. During construction, operation of the IW pipeline operation will be considered to minimize the amount of bypass pumping and/or flow diversion.

Project Work Completed

In 1999, Camp Dresser and McKee completed a Trunk Sewer Corrosion investigation. This investigation determined the existing Outfall pipeline constructed in 1967 has experienced a normal rate of corrosion and the upstream reaches can be expected to last another 60 years. However, though the rate of corrosion appears slow, if it extends into the steel reinforcement, the rate of pipeline corrosion will greatly increase and the structural strength of the pipe may be compromised. Therefore, portions of the downstream reaches primarily consisting of 48" diameter reinforced concrete pipe will need pipeline maintenance. By constructing the proposed diversion structure, it will be possible to maintain service in the event of a pipeline collapse, and maintenance on the downstream reaches will be much less costly.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design			\$ 25,000			\$ 25,000
Acquisition			\$ 15,000			\$ 15,000
Construction				\$200,000		\$200,000
Total			\$ 40,000	\$200,000		\$240,000
Recommended Funding Sources						
Capital Outlay Fund						
Electric Utility Fund						
Water Fund						
Wastewater Fund			\$ 40,000	\$200,000		\$240,000
Total			\$ 40,000	\$200,000		\$240,000

Alternatives

No Project

Project Effect on Operating Budget

None

2001-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Water/Wastewater – Water Production 180453, Sanitary System Maintenance 170404, Storm Drain System Maintenance 170405, Industrial System maintenance 170442
REQUEST TITLE: Remote Terminal Unit Replacement

Project Description

Purchase and installation of new Remote Terminal Units (RTU's) to replace the current outdated RTU's at City water production wells, industrial and sanitary wastewater lift stations, and storm pumping stations over a three-year period.

Project Objectives

The RTU communicates monitoring data, operating instructions, and status reports between the above installations and the Utility Control Center SCADA System. These controls are vital in the operation of the drinking water and wastewater systems. It is proposed to phase in the new RTU's over a three-year period. Any old RTU's remaining during the phase-in period can be repaired by "cannibalizing" units already removed.

Existing Situation

The current style RTU used at City water production wells, wastewater lift stations, and storm pumping stations are obsolete and will no longer be serviced by the manufacturer. New style RTU's are already being installed at new locations. There are about 34 obsolete-style RTU's that would be replaced. The RTU installations will be performed by the manufacturer. The new RTU's will have additional data and control points, thus increasing future control and monitoring capabilities at the sites (including possible security measures and remote operation of generators).

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			\$152,710	\$159,650	\$166,590	\$478,950
Construction						
Total			\$152,710	\$159,650	\$166,590	\$478,950
Recommended Funding Sources						
Capital Outlay Fund						
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total						

Alternatives

Project Effect on Operating Budget

Water/Wastewater - RTU Replacement

Cost Worksheet

				2002-03 1/3 plus: 10%	2003-04 1/3 plus: 15%	2004-05 1/3 plus: 20%	Total Request	
Labor			\$ 160,000	\$ 58,667	\$ 61,333	\$ 64,000	\$ 184,000	
5700" RTU regular	30 @	\$ 6,754	\$ 202,620	\$ 74,294	\$ 77,671	\$ 81,048	\$ 233,013	
"5700" RTU large	4 @	\$10,579	\$ 42,316	\$ 15,516	\$ 16,221	\$ 16,926	\$ 48,663	
Materials and Services Sub-Totals			\$ 404,936	\$ 148,477	\$ 155,225	\$ 161,974	\$ 465,676	
Spare	2 @	\$ 1,234	\$ 2,468					
Parts	2 @	\$ 150	\$ 300					
	2 @	\$ 115	\$ 230					
	4 @	\$ 209	\$ 836					
	4 @	\$ 114	\$ 456					
	4 @	\$ 403	\$ 1,612					
	4 @	\$ 267	\$ 1,068					
	2 @	\$ 200	\$ 400					
	5 @	\$ 328	\$ 1,640					
	2 @	\$ 559	\$ 1,118					
	2 @	\$ 546	\$ 1,092					
	4 @	\$ 50	\$ 200					
	2 @	\$ 60	\$ 120					
Minor Equipment Sub-Totals				\$ 11,540	\$ 4,231	\$ 4,424	\$ 4,616	\$ 13,271
Total at Today's \$ -				\$ 416,476	\$ 152,708	\$ 159,649	\$ 166,590	\$ 478,947

2002-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Wastewater Treatment
REQUEST TITLE: White Slough Water Pollution Control Facility Capital Maintenance

Project Description

Major replacements and repairs of facility components and equipment.

Project Objectives

Maintain reliability and efficiency of wastewater treatment facilities.

Existing Situation

The City's wastewater treatment facility was originally constructed in the mid 1960's. Various components, as listed, are in need of major repair or replacement, independent of future improvements to the facility. Other components have been identified as needing repair or replacement in a Component Reliability Study performed by the City's Wastewater Master Plan consultant.

Schedule and Project Costs

Fiscal Year	2002-03	2003-04	2004-05	Project Total
Roadway Improvements (CM)		\$ 30,000	\$ 30,000	\$ 60,000
①Variable Frequency Drive Replacements (CM)	\$ 70,000			\$ 70,000
Digester Cleaning	\$ 5,000	\$ 55,000	\$ 55,000	\$ 115,000
②Programmable Logic Controller Upgrade	\$ 102,000			\$ 102,000
Replacement Comminutors with Screens		\$ 30,000	\$ 325,000	\$ 355,000
Restore Gate Operability at Headworks	\$ 5,000	\$ 56,000		\$ 61,000
Enlarge Capacity of Industrial Influent Pump	\$ 5,000	\$ 72,000		\$ 77,000
Temporary Clarifier Chemical Feed System	\$ 5,000	\$ 290,000		\$ 295,000
RAS and WAS Pump Modifications		\$ 30,000		\$ 30,000
Liquid Hypochlorite/Bisulfite Disinfection		\$ 15,000	\$ 260,000	\$ 275,000
Total	\$ 192,000	\$ 578,000	\$ 670,000	\$1,440,000

①On going project from previous Budget years.

②Funding for this project will be generated from unused funds budgeted in 2001/02, for the Aeration Basin pH Control and Chlorine Monitor Replacement.

Notes: All funding from Wastewater Capital Outlay Funds, 17.2

(CM) means Capital Maintenance Project account automatically appropriated with budget.

Alternatives

For slight reductions, roadway and equipment replacement projects can be deferred.

Project Effect on Operating Budget

Minor reductions in electrical and labor costs.

2002-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Electric Construction & Maintenance
REQUEST TITLE: Panel Truck for Electrical Technician position request

Project Description

This request accompanies the request for the Electrical Technician position. (See Significant Expenditure Request and Staffing Changes pg 12)

Project Objectives

The truck is necessary for the Electrical Technician to perform his/her job assignments.

Existing Situation

The City has four substations that need periodic maintenance. The Dept has requested the addition of one Electrical Technician position. This position will require a truck to perform job assignments.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			30,000			30,000
Construction						
Total			30,000			30,000
Recommended Funding Sources						
Capital Outlay Fund						
Enterprise Funds			30,000			30,000

2002-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: Peach Street and Willow Avenue Reconstruction

Project Description

Reconstruct pavement, install curb and gutter, install sidewalk, and improve street lighting on Peach Street, Willow Avenue and adjoining gap on Cochran Road.

Project Objectives

Make improvements to these vestiges of old County roads to correct street drainage problems, add sidewalks for safer pedestrian access, and enhance street lighting. Final design details would be collaboratively developed with the neighborhood residents but would retain the existing rural character.

Existing Situation

These roads were annexed into the City around 1970. The condition today remains much as it was then with dirt pathways and poor lot and street drainage, and limited lighting. A portion of Cochran Road is encumbered by a deferred improvement agreement that would contribute funding to the project. Past efforts at obtaining some property owner participation were unsuccessful and some residents wished to retain the rural nature of the street.

Project Work Completed

In 2000/01 a chip seal and slurry were applied to rejuvenate the pavement, otherwise, no major improvement have been made.

Schedule and Project Costs

	Prior Budgets	2002-03	2003-04	2004-05	2006-07	Project Total
Phasing						
Study						
Design		\$10,000				
Acquisition		\$110,000				
Construction						
Total		\$120,000				
Recommended Funding Sources						
Capital Outlay Fund						
Electric Utility Fund						
Street Funds (To Be Determined)		\$120,000				
Water Fund						
Wastewater Fund						
Total		\$120,000				

Alternatives

The "no-project" alternative will cause the street to remain in its present condition having minor to moderate street drainage problems and substandard pedestrian and bicycle conditions.

Project Effect on Operating Budget

None.

**1-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST**

ACTIVITY: Parks Maintenance Division
PROJECT TITLE: Turf Tractor Purchase

Project Description

purchase turf tractor

Project Objectives

purchase a tractor we could use for diamond renovations, maintenance and aeration of smaller more sensitive areas that would not damage turf irrigation systems. To save on labor and material cost as well as providing more esthetically pleasing facilities to our customers.

Existing Situation

The only tractor we currently have is John Deere 6400 which is too large to be utilized for most maintenance activities.

Project Work Completed

We currently have bids on two different tractors.

Schedule and Project Costs

	Prior Budgets	1999-00	2000-01	2001-02	2002-03	Project Total
Design						
Acquisition				\$20,500		
Construction						
Total				\$20,500		
Recommended Funding Sources						
Capital Outlay Fund				\$20,500		
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total				\$20,500		

Alternatives

None

Project Effect on Operating Budget

Maintenance savings



Parks and Recreation Department
The Benefits are Endless

February 21 2002

Turf Tractor

My superintendent has brought to my attention that our current tractor (John Deere 6400) is not the appropriate machine to perform turf and diamond maintenance activities. Due to the weight and size of the equipment turf damage occurs when the tractor is used. Depending on the scope of the project sometimes we have no option but to use the tractor.

Some of the problems we incur with the tractor are soil compaction, turf damage and occasionally damage to our irrigation systems well as not being able to use it for certain projects because of location and terrain.

The benefits of a smaller turf tractor would be a piece of equipment that we could utilize more often due to its maneuverability and smaller foot print for diamond renovations, maintenance of smaller more sensitive areas, aeration and fertilization just to name a few. We would incur less soil compaction and turf damage as well having a healthier turf that will translate to maintenance and labor savings. It would also grant us the ability to provide more esthetically pleasing facilities for our customers.

I have enclosed pictures of our existing tractor and an example of smaller turf tractors that would fit our needs. Some of our current attachments could be installed on the smaller turf tractor. The price on these examples range from \$17,000 to \$20,500 base line.

If you have any questions please give me a call.

Thank you,
Larry Moore
Parks Mechanic

125 N. Stockton Street
Lodi, CA 95240

Website: WWW.Lodi.Gov
E-Mail: PRDEPT@Lodi.Gov

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 FRESNO, CALIFORNIA 93725
 (208) 254-3514 • (800) 457-7330

Attention: Steve Dutra and Larry Moore
Quotation for: City of Lodi - Parks & Recreation Dept.
 125 North Stockton Street
 Lodi, CA 95240
 Fax: (209) 333-6153

We are pleased to submit the following quotation for your consideration.

<u>DATE:</u>	<u>ESTIMATED SHIPPING DATE:</u>	<u>TERMS:</u>	<u>F.O.B.</u>
21-Feb-02	T.B.D.	Net 30	Lodi
<u>QUANTITY</u>	<u>DESCRIPTION/MODEL #</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	John Deere 5220 Tractor	\$ 16,965.00	\$ 16,965.00
	2 Wheel Drive		included
	9/3 Collar Shift		included
	Turf Tires		included
	Dual Selective Control Valve		included
	Rockshaft with Flat Bar Extension Kit		included
		Sub-Total	\$ 16,965.00

**ABOVE PRICES ARE VALID FOR 30 DAYS.
 PRICES QUOTED DO NOT INCLUDE SALES OR USE TAX.**

Quotation prepared by Dan Rogers, Territory Manager





Est. 1916

World Headquarters
P.O. Box 1248, Del Rio, TX 78840
4771 Arroyo Vista Blvd., Livermore, CA 94550
Phone (925) 443-5181
Fax (925) 414-5710
Parts (800) 441-5757

February 20, 2002

Mr. Larry Moore
City of Lodi Park Department
125 N. Stockton Street
Lodi, California 95240

Dear Larry:

Thank you for your interest in our line of quality turf care products. In response to our conversation, I have prepared the following quotation from the specifications discussed:

Cub Cadet Model 7360-4WD Turf Tractor equipped 36hp liquid cooled diesel engine, four speed gear drive traction system, three point hitch with hydraulics, rear PTO and turf tires.

Price 20,337

Please add sales tax to the above prices. Includes set up, service, delivery, operator and maintenance training. Quote in effect for 60 days.

Please peruse the information, should there be any questions, please feel free to contact me at 916.927.3824 (office) OR 916.417.8337 (cell phone).

Again, thank you and I look forward in serving your equipment needs.

Respectfully submitted,

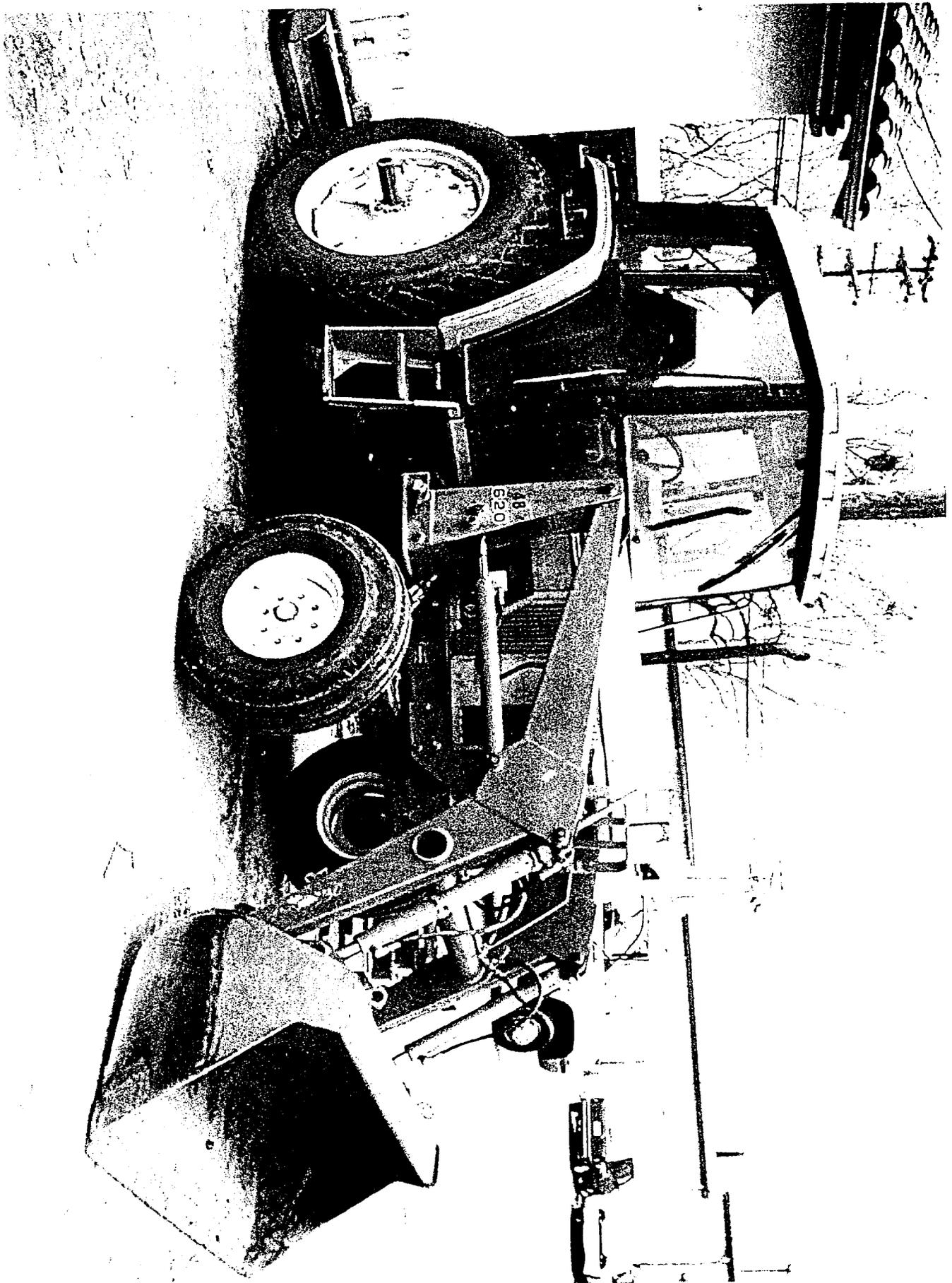
David Baldasare
Manager Sacramento Operations

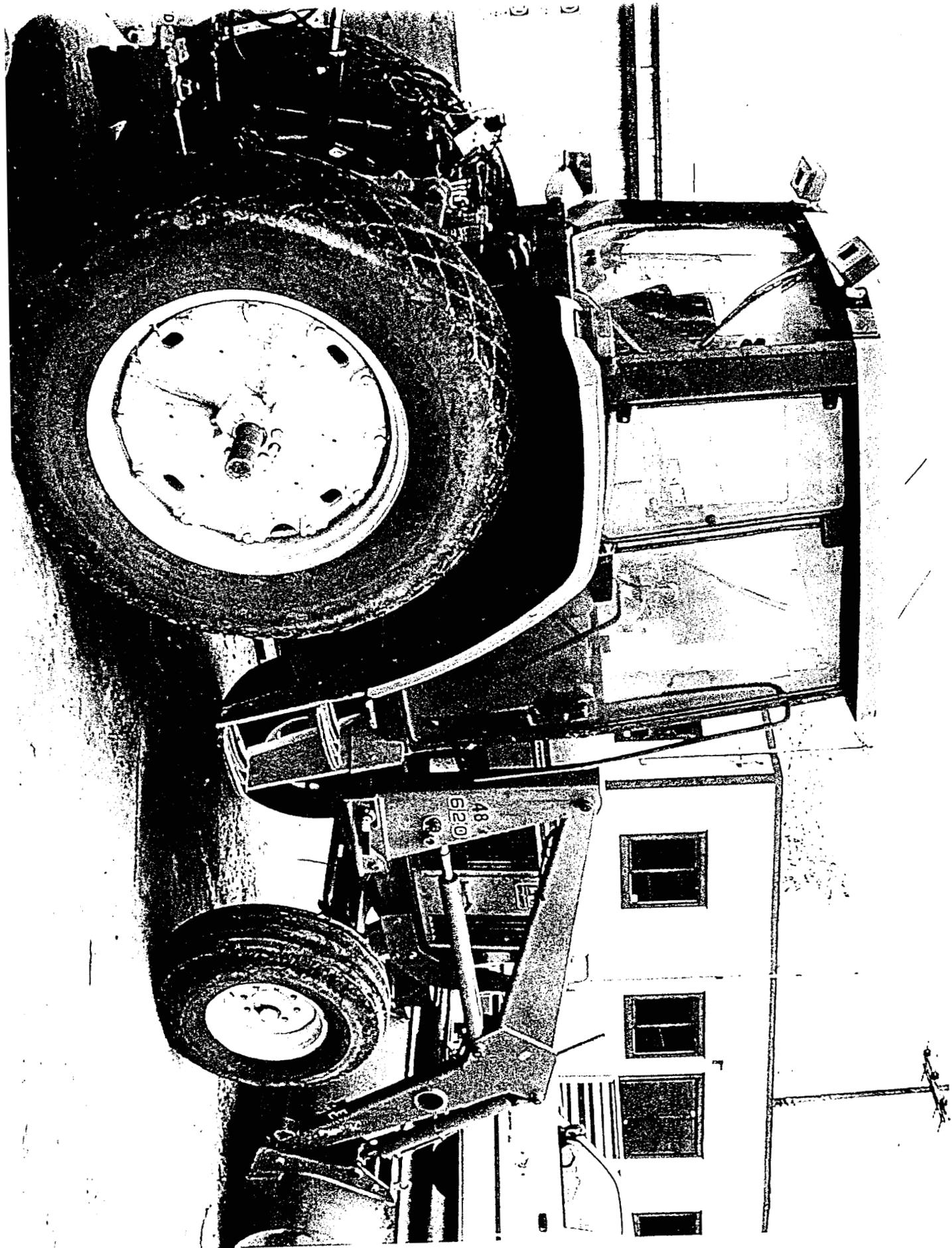
SACRAMENTO
P.O. Box 15117, 95891
2400 Lexington Pl., CA 95833
Phone (916) 927-3824
Fax (916) 927-0675
Toll Free 800-441-5757

VISALIA
6676 Avenue 9th St
Visalia, CA 93291
Phone (209) 651-0675
Phone 1-800-441-5757

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2001-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Library
REQUEST TITLE: Design plans for Lodi Public Library Main Library Expansion

Project Description

Create design plans for the expansion of the existing library facility to create a downtown main library at the current location based on the Library Facilities Master Plan

Project Objectives

- 1) To develop the design plans for the expansion of library services in the City of Lodi
- 2) To coordinate the plans and design for library expansion with the develop of future library services according to the needs assessment
- 3) To position the City of Lodi for submission of an application for a Library Construction Bond Act grant

Existing Situation The current 28,000 sq ft. library facility was built in 1978 with a federal public works and economic development grant. Among other things, the building's existing heating and cooling system has needed extensive repair, adjustments and calibrations in the past several years. Library administration and the Library Board of Trustees with the approval of the City Council authorized the development of a Library Facilities Master Plan in spring 2001. After an evaluation of the library collections and existing structure and an assessment of the community information needs, the architectural firm's library specialist determined that the library is currently undersized and would need to double in size to serve the community in 2021. The architectural planning firm of Fletcher Farr Ayotte completed a concept plan in February 2002 and subsequently the plan was approved and endorsed by both the Library Board of Trustees and the City Council in April 2002. As developed the recommended concept design expands the existing building in an "L" shaped configuration with a two-story addition on the south west corner of the Lockeford and Church intersection. The expanded building encompasses 59,802 sq. ft. and devotes space to adult, young adult and children's collections, technology stations and group study and meeting rooms, a coffee shop as well as office space for staff, the literacy program and the Friends group. In addition to a needs assessment, the process of developing the plan included a demographic analysis of the community, determination of future collection size and space allocations, and evaluation of future library sites.

Funding

Lodi Public Library administration with the authorization of City of Lodi Council and the Library Board of Trustees may compile an application for Public Library Construction and Renovation Bond Act of 2000 funds. These highly competitive state funds are available on a matching basis 35% local and 65% state. Project elements eligible for funding and certifiable as match include land acquisition, building construction and furnishings. In addition the fund raising efforts of the Lodi Public Library Foundation will focus on support of the expansion of the Lodi Public Library.

Project Work Completed

The Library Facilities Master Plan examined the scenario for construction of an addition to the existing library. The process included estimates for land acquisition and other construction costs to implement the plan. This study phase of the project funded the Library Facilities Master Plan. (\$118,000)

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study		\$118,000				
Design		\$1,400,000				
Acquisition			900,000			
Construction			12,000,000			
Total						
Recommended Funding Sources						
City Capital Outlay Fund			\$2,300,000			
Total						

Project Effect on Operating Budget

The operating budget for the current cycle (FY 2001-03) will not be impacted by this project phase. Upon completion, additional personnel may be required to staff a second floor service desk.

2001-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Community Center – Senior Center
REQUEST TITLE: Replace worn carpeting

Project Description

Replace existing worn carpeting at Senior Center

Project Objectives

To provide a safe and attractive floor surface.
 To prevent trip and fall hazards.

Existing Situation

The existing carpet is approaching 12 years of age and is in very poor condition, is unsightly and presents a safety issue because of condition and the clientele that uses the facility daily.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			\$15,000			
Construction						
Total						
Recommended Funding Sources						
Capital Outlay Fund			\$15,000			
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total						

2001-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Community Center
REQUEST TITLE: Purchase Portable Digital Presentation Projector

Project Description

Purchase a portable digital projector to be rented to various groups that use the Square for business and social events

Project Objectives

Provide added value service to our clients by providing modern tools for various events.

Existing Situation

The cost of the projector would be recouped through rental revenues generated. Projectors of this type rent in our area for upwards of \$600 per day. At a minimum the Square would be able to rent this projector 6-8 times per year, which would allow for a 3 year cost recovery of the equipment.

More rental bookings can be had if we offer the tools necessary for a business to make presentations, have seminars, etc. In addition, the projector could be used for showing fine arts films in the Performing Arts Theatre, and for other community wide activities.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			15,000			\$ 15,000
Construction						
Total			15,000			\$ 15,000
Recommended Funding Sources						
Capital Outlay Fund- Computer			15,000			\$ 15,000
Electric Utility Fund						
Water Fund						
Sewer Fund						
Total						

2002-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Engineering
REQUEST TITLE: High Resolution Geographic Information System Control Survey

Project Description

This project provides the corner stone for future implementation of a Geographic Information System. The services to be provided by an outside survey firm will establish horizontal and vertical coordinates at approximately 75 locations around the City. Generally, the locations will correspond to section and quarter section corners. The survey will tie some existing City control points to each other and the Statewide coordinate system. The work will be performed utilizing high-resolution global position satellite survey techniques.

The project would occur in two phases. The first phase would complete the surveys, calculations, and adjustments. The second phase would construct the control monuments in the field and file a Record of Survey showing the locations of the control monuments.

Project Objectives

A primary objective of this project is to create a standardized set of control points that will be used to facilitate development, engineering, and planning. In addition, it provides the basis for the development of a comprehensive and accurate Geographic Information System.

Existing Situation

Presently, the City uses a variety of control points that are randomly selected, partly based upon convenience and location. In the downtown area and to the east, the control points are either non-existent or not relationally accurate with respect to vertical and horizontal coordinate values.

Schedule and Project Costs

	2001-02	2002-03	Total
Phasing			
Study			
Design			
Acquisition			
Construction		\$55,000	\$55,000
Total		\$55,000	\$55,000

Funding: Impact Mitigation Fee Fund, Water Capital Fund, Wastewater Capital Fund

Project Effect on Operating Budget

Negligible

2002-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Finance Administration
REQUEST TITLE: Purchase Scooter for Parking Enforcement Officer position

Project Description

To purchase a scooter to be used daily by Parking Enforcement Officer.

Project Objectives

To properly equip the converted Parking Enforcement Officer position.

Existing Situation

Finance is requesting a scooter for the Parking Enforcement Officer position we requested be converted from contract to authorized position. Since hiring the contract employee, we have been using a scooter purchased by Electric Utility as backup. The Parking Enforcement Officers have had increasing “down time” due to needed repairs or problems with the battery on the scooters. The scooters are then taken to Parks & Recreation for repair as they have time. During the “down time” the Officers share one vehicle and the other walks her rounds, which impacts efficiency.

In the past year both Officers have had incidents where someone issued a ticket tries to run down the Officer driving her scooter. They do not have the added protection seen on newer scooters. In addition, the scooter can not be used during very windy days – it has almost tipped over several times this year.

We are requesting purchase of one scooter to properly equip the converted Enforcement Officer position.

Project Work Completed

Recommend funding sources -- Equipment Replacement Funds, Electric Utility Funds and Transit Funds.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			16,000			16,000
Construction						
Total			16,000			16,000
Recommended Funding Sources						
Capital Outlay Fund						
Transit Funds						
Electric Utility						

Project Effect on Operating Budget

Cost of maintenance however it would eliminate the need for long-term borrowing of a vehicle, and would add to the efficiency and safety of the Officers.

2002-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Finance Administration
REQUEST TITLE: Replace 1988 Scooter for Parking Enforcement Officers

Project Description

To replace 1988 scooter used daily by Parking Enforcement Officers.

Project Objectives

- To increase efficiency of the Officers
- To ensure reliability of scooters – reduce “down time” due to repairs
- To offer increased protection of the Officers

Existing Situation

The scooter assigned to the Parking Enforcement Officer has had increasing “down time” due to needed repairs or problems with the battery. The scooter then is taken to Parks & Recreation for repair as they have time. During the “down time” the Officer walks her rounds, which impacts efficiency. In the past year both Officers have had incidents where someone issued a ticket tries to run down the Officer driving her scooter. They do not have the added protection seen on newer scooters. In addition, the scooter can not be used during very windy days – it has almost tipped over several times this year.

We are requesting replacement of the 1988 scooter which has 3,706 hrs.

Project Work Completed

Recommend replacing the 1988 scooter in the 2002-03 Fiscal year. Possible funding sources -- Equipment Replacement Funds, Electric Utility Funds and Transit Funds.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			16,000			16,000
Construction						
Total			16,000			16,000
Recommended Funding Sources						
Capital Outlay Fund						
Transit Funds						
Electric Utility						

Project Effect on Operating Budget

Cost of maintenance however cost of constant repairs should be eliminated.

001-03 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: Finance – Purchasing Division
REQUEST TITLE: Replace 1983 Toyota Forklift

Project Description

Replace 1983 Toyota Forklift used in the Purchasing Division of the Finance Department at the MSC Warehouse.

Project Objectives

To ensure safe and reliable narrow-aisle equipment for use in the warehouse.
 To ensure efficiency – reduce down time for repairs to the forklift

Existing Situation

There are currently two forklifts used in the warehouse operation. The Toyota is the smaller of the two forklifts, rated at 3,000 pounds. This unit has been in operation since 1982. Based on the City Fleet Policy it was scheduled for replacement in 1997. It has undergone one engine overhaul, and has incurred over \$1,000 in repairs during the first two months of 2002. This forklift is used daily by both warehouse personnel and Electric Utility linemen who require a versatile, narrow-aisle, tight-turning-radius lift. This unit is used to load and off-load trucks, to store and retrieve materials in the EUD warehouse and outdoor storage areas, and to deliver Public Works-related materials to the Streets or Water/Wastewater divisions at MSC.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design						
Acquisition			\$20,000			
Construction						
Total						
Recommended Funding Sources						
Capital Outlay Fund Equip Replm			\$10,000			
Electric Utility Fund			\$10,000			
Water Fund						
Sewer Fund						
Total						

Alternatives

Continue to use and repair the 20 year old forklift.

Project Effect on Operating Budget

The purchase of a new forklift would reduce repair costs associated with the older vehicle.

001-2003 Financial Plan and Budget Request
CAPITAL IMPROVEMENT BUDGET REQUEST

ACTIVITY: ENGINEERING
REQUEST TITLE: LIBRARY ON-SITE DRAINAGE MODIFICATION PROJECT

Project Description

Design and construct modifications to the existing library storm drainage system. Currently, a small sump pump in the library basement collects most of the on-site drainage. The proposed storm drainage modifications include re-grading and paving the parking lot, re-plumbing the existing roof drains to discharge into the street gutter, abandon a portion of the existing drainage facilities and re-landscaping the library planters along Pleasant and Church Streets. The proposed improvements will divert a significant portion of the site runoff directly to the City's storm drain system and bypass the existing basement pump.

Project Objectives

To increase system reliability and safety and to reduce frequency of basement flooding and switchgear damage when basement pump fails.

Existing Situation

The existing on-site storm drain system collects surface runoff in a sump located in the Library basement. A small pump then pumps the storm drainage to the curb. The system is undersized to accommodate a moderate to significant rainfall event and frequently floods the basement, causing damage to materials and/or existing electrical switchgear. This situation also creates a potential safety hazard to library and maintenance personnel. The proposed project will alleviate this situation by diverting a significant amount of storm drainage runoff directly to the City's storm drain system.

Project Work Completed

Preliminary site survey and discussions with building maintenance staff.

Schedule and Project Costs

	Prior Budgets	2001-02	2002-03	2003-04	2004-05	Project Total
Phasing						
Study						
Design			\$ 5,000			
Acquisition						
Construction			\$ 55,000			
Total			\$ 60,000			
Recommended Funding Sources						
Capital Outlay Fund			\$ 60,000			
Electric Utility Fund						
Water Fund						
Wastewater Fund						
Total						

Alternatives

No project

Project Effect on Operating Budget

Project should reduce operation and maintenance costs associated with maintaining the existing library drainage system.