



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Receive corrected pages to the Fiscal Year 2007-08 Budget document

MEETING DATE: July 18, 2007

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: Receive amendments to the Fiscal Year 2007-08 Budget document related to summary of positions and position changes.

BACKGROUND INFORMATION: City Council received the final Fiscal Year 2007-08 Budget Document on July 10, 2007. There are several pages that need to be corrected for scrivener errors in that document. The scrivener errors occurred as a result of misplaced asterisks in the document. The total number of positions was inadvertently misstated in the document as a result of asterisks that were placed pages 2 through 6. The total number of positions should be restated to 458. The asterisks have been removed and several of the explanatory notes have been changed on pages 2 through 6 in order to alleviate the formatting problem associated with the use of the asterisks. In addition to the scrivener errors, there are some position reclassifications that were included in the budget amounts as approved but were omitted from the changes as identified on page 7. The corrected pages are attached. The old pages should be removed from the budget documents and the new pages as attached should replace the removed pages. These corrections do not have any impact on any amounts as approved in the Budget Resolution or other parts of the budget document.

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable

James R. Krueger, Deputy City Manager

Attachments: Revised FY 2007-08 Budget pages 2-6 and 7

APPROVED: _____
Blair King, City Manager

2007-08 FINANCIAL PLAN AND BUDGET

STAFFING SUMMARY					
	2004-05 Budgeted Positions	2005-06 Budgeted Positions	2006-07 Budgeted Positions	2007-08 Budgeted Positions	Net Increase in Budgeted Positions 06-07 to 07-08
CITY MANAGER					
City Manager	1	1	1	1	0
Assistant City Manager	1	1	0	0	0
Deputy City Manager/Internal Services Dir.	0	0	1	1	0
Management Analyst Trainee/I/II	1	1	1	1	0
Secretary to the City Manager	1	1	1	1	0
City Manager Total	4	4	4	4	0
CITY ATTORNEY					
City Attorney	1	1	1	1	0
Deputy City Attorney I/II	1	1	1	1	0
Legal Secretary	1	1	1	1	0
City Attorney Total	3	3	3	3	0
CITY CLERK					
Administrative Clerk - (C)	1	1	1	1	0
City Clerk	1	1	1	1	0
Deputy City Clerk	2	2	2	1	(1)
Administrative Records Clerk - C	0	0	0	1	1
City Clerk Total	4	4	4	4	0
COMMUNITY CENTER					
Administrative Clerk	1	2	1	1	0
Administrative Secretary	1	1	1	1	0
Aquatics Coordinator	1	1	1	1	0
Community Center Director	1	1	1	1	0
Building Services/Event Coordinator	0	0	0	1	1
Facilities Maintenance Worker	2	2	2	1	(1)
Senior Services Coordinator	1	1	1	1	0
Sr. Facilities Maintenance Worker	1	1	1	1	0
Stage Technician	1	1	1	1	0
Community Center Total	9	10	9	9	0
COMMUNITY DEVELOPMENT					
Administrative Clerk	1	1	2	1	(1)
Administrative Secretary	1	1	1	1	0
Building Inspector I/II	3	3	3	3	0
Building Official	1	1	1	1	0
City Planner	1	1	0	0	0
Planning Manager	0	0	1	1	0
Community Development Director	1	1	1	1	0
Community Improvement Officer I/II	2	2	2	0	(2)
Community Improvement Manager	1	1	1	1	0
Junior/Assistant/Associate Planner	2	2	2	2	0
Permit Technician (note 1)	1	1	2	2	0
Plan Check Engineer	0	0	0	1	1
Sr. Administrative Clerk	1	1	0	0	0
Senior Building Inspector	1	1	1	0	(1)
Senior Planner	1	1	1	1	0
Community Development Total (note 5)	17	17	18	15	(3)
ELECTRIC UTILITY					
Administrative Clerk	2	2	2	2	0
Administrative Secretary	1	1	1	1	0
Construction/Maintenance Supervisor	1	1	1	1	0
Electric Apparatus Mechanic	1	1	1	1	0
Electric Foreman/Forewoman	4	4	4	3	(1)
Electric Lineman/Linewoman	10	10	4	3	(1)
Electric Lineman/Linewoman (Apprentice)	1	1	0	2	2
Electric Meter Technician	1	2	0	0	0
Electric Systems Supervisor	1	1	0	1	1

2007-08 FINANCIAL PLAN AND BUDGET

STAFFING SUMMARY					Net Increase in Budgeted Positions 06-07 to 07-08
	2004-05 Budgeted Positions	2005-06 Budgeted Positions	2006-07 Budgeted Positions	2007-08 Budgeted Positions	
Electric Troubleshooter	2	2	2	2	0
Electric Utility Director	1	1	1	1	0
Electric Utility Rate Analyst	1	1	1	1	0
Electric Utility Superintendent	1	1	0	0	0
Electrical Drafting Technician (note 2)	1	2	1	2	1
Electrical Engineer	0	0	0	0	0
Electrical Estimator	3	4	4	3	(1)
Electrical Technician	3	3	2	1	(1)
Electrician	2	2	0	0	0
Energy Specialist (note 2)	0	1	1	1	0
Field Services Representative	3	3	2	2	0
Field Services Supervisor	1	1	1	1	0
Manager, Business Plan & Marketing	1	1	1	0	(1)
Manager, Customer Services & Programs	1	1	1	1	0
Manager, Electric Services	1	1	1	1	0
Manager, Engineering & Operations	1	1	1	1	0
Manager, Rates & Resources	1	0	1	0	(1)
Meter Reader	3	3	3	4	1
Metering Electrician	1	1	0	1	1
Senior Administrative Clerk	1	1	1	1	0
Senior Electric Troubleshooter	1	1	1	1	0
Senior Electric Utility Rate Analyst	1	1	1	1	0
Senior Electrical Estimator	1	1	1	1	0
Senior Power Engineer	1	2	1	1	0
Utility Equipment Specialist	1	1	1	1	0
Utility Operations Supervisor	1	1	0	1	1
Utility Service Operator I/II (note 2)	3	4	4	3	(1)
Utility Service Operator I/II - Relief	1	1	1	1	0
Electric Utility Total	60	65	47	47	0
INTERNAL SERVICES DEPARTMENT					
BUDGET DIVISION					
Administrative Clerk	0	0	0	1	1
Budget Manager	0	0	1	1	0
Buyer	1	1	0	1	1
Management Analyst I/II	0	0	1	2	1
Purchasing Officer	1	1	1	0	(1)
Purchasing Technician	1	1	1	1	0
Senior Storekeeper	1	1	1	1	0
Storekeeper	1	1	1	1	0
	5	5	6	8	2
FINANCIAL SERVICES DIVISION					
Accountant I/II	2	1	1	1	0
Accounting Clerk I/II	4	3	3	3	0
Accounting Manager	1	1	0	0	0
Customer Service and Revenue Manager	1	1	0	0	0
Customer Service Representative I/II	9	8	8	8	0
Customer Service Supervisor	1	1	1	0	(1)
Finance Technician	3	3	2	2	0
Finance Director	1	1	0	0	0
Financial Services Manager	0	0	1	1	0
Senior Accountant	1	1	0	0	0
Senior Customer Service Representative	3	1	1	2	1
Supervising Accountant	0	0	1	1	0
Utility Billing & Collections Supervisor	0	0	1	1	0
	26	21	19	19	0
HUMAN RESOURCES DIVISION					
Administrative Clerk - (C)	1	1	0	0	0
Administrative Secretary - (C)	1	1	1	0	(1)
Human Resources Director	1	0	0	0	0
Human Resources Manager	0	0	0	1	1

2007-08 FINANCIAL PLAN AND BUDGET

STAFFING SUMMARY	2004-05 Budgeted Positions	2005-06 Budgeted Positions	2006-07 Budgeted Positions	2007-08 Budgeted Positions	Net Increase in Budgeted Positions 06-07 to 07-08
Human Resources Technician	1	1	1	1	0
Management Analyst Trainee/I/II	1	1	1	3	2
Risk Manager	1	1	1	0	(1)
	6	5	4	5	1
INFORMATION SYSTEMS DIVISION					
Data Processing Manager	1	1	1	1	0
Data Processing Programmer Analyst	1	0	0	0	0
Information Systems Analyst	0	1	1	1	0
Information Systems Specialist	1	1	1	1	0
Information Systems Manager	1	1	1	1	0
Information Systems Coordinator	1	1	1	1	0
Network Administrator	1	1	1	1	0
Network Technician	2	1	1	1	0
Senior Programmer Analyst	1	1	1	1	0
	9	8	8	8	0
Internal Services Total (note 3)	46	39	37	40	3
FIRE DEPARTMENT					
Administrative Secretary	1	1	1	1	0
Fire Battalion Chief	4	4	4	4	0
Fire Captain	12	15	15	15	0
Fire Chief	1	1	1	1	0
Fire Division Chief	2	2	2	2	0
Fire Inspector	1	1	1	1	0
Fire Engineer	16	18	21	21	0
Firefighter I/II	24	18	18	18	0
Permit Technician	0	0	1	0	(1)
Sr. Administrative Clerk	1	1	0	1	1
Fire Department Total	62	61	64	64	0
LIBRARY					
Administrative Clerk	1	0	0	0	0
Librarian I/II	3	3	3	3	0
Library Assistant	4	4	4	4	0
Administrative Secretary	0	1	1	1	0
Literacy Services Coordinator	0	1	1	1	0
Library Services Director	1	1	1	1	0
Senior Library Assistant	3	3	0	0	0
Supervising Library Assistant	0	0	3	3	0
Supervising Librarian	1	1	1	1	0
Library Total	13	14	14	14	0
PARKS & RECREATION DEPARTMENT					
Administrative Clerk	1	1	1	1	0
Administrative Secretary	1	1	1	1	0
Laborer/Park Maintenance Worker I/II	11	11	11	11	0
Management Analyst I/II (note 4)	1	1	1	0	(1)
Park Maintenance Worker III	5	5	5	5	0
Parks Project Coordinator	1	1	1	1	0
Parks & Recreation Director	1	1	1	1	0
Parks Superintendent	1	1	1	1	0
Parks Supervisor	2	2	2	2	0
Recreation Supervisor	4	4	4	4	0
Sr. Administrative Clerk	1	1	1	1	0
Senior Facilities Maintenance Worker	1	1	1	1	0
Welder-Mechanic	1	1	1	1	0
Parks & Recreation Total	31	31	31	30	(1)

2007-08 FINANCIAL PLAN AND BUDGET

STAFFING SUMMARY	2004-05	2005-06	2006-07	2007-08	Net Increase in Budgeted Positions 06-07 to 07-08
	Budgeted Positions	Budgeted Positions	Budgeted Positions	Budgeted Positions	
POLICE DEPARTMENT					
<i>Administrative Clerk</i>	0	0	0	1	1
Administrative Secretary	1	1	1	1	0
Animal Services Supervisor	1	1	1	1	0
Assistant Animal Services Officer	2	2	2	2	0
Community Improvement Officer I/II	0	0	0	2	2
Community Service Officer	3	1	1	1	0
Dispatcher/Jailer	16	18	17	18	1
Dispatcher Supervisor	2	2	2	2	0
Lead Dispatcher/Jailer	2	2	2	2	0
Management Analyst Trainee/I/II	1	1	1	1	0
Parking Enforcement Assistant	1	2	2	2	0
Police Captain	2	2	2	2	0
Police Chief	1	1	1	1	0
Police Corporal	8	8	8	8	0
Police Lieutenant	6	6	6	6	0
Police Officer (Includes 1 grant position)	53	52	52	52	0
Police Records Clerk I/II	5	5	4	5	1
Police Records Clerk Supervisor	1	1	1	1	0
Police Sergeant	9	9	9	9	0
Special Services Manager	1	1	1	1	0
Sr. Police Administrative Clerk	2	2	2	2	0
Police Department Total (note 5)	117	117	115	120	5
PUBLIC WORKS DEPARTMENT					
ADMINISTRATION					
Administrative Secretary	1	1	1	1	0
Management Analyst Trainee/I/II	1	1	1	1	0
Public Works Director	1	1	1	1	0
	3	3	3	3	0
ENGINEERING DIVISION					
Administrative Clerk	2	3	2	2	0
City Engineer/Deputy Public Works Director	1	1	1	1	0
Construction Project Manager	1	1	1	1	0
Engineering Technician I/II	2	2	2	2	0
Jr./Assistant Engineer/Associate Civil Engineer	2	2	2	2	0
Public Works Inspector I/II	2	2	3	2	(1)
Senior Civil Engineer	2	2	3	3	0
Senior Engineering Technician	3	3	4	4	0
Senior Traffic Engineer	1	1	1	1	0
	16	17	19	18	(1)
FLEET & FACILITIES					
Equipment Service Worker	1	1	1	1	0
Facilities Maintenance Worker	2	1	1	1	0
Facilities Supervisor	1	1	1	1	0
Fleet & Facilities Manager	1	1	1	1	0
Fleets Services Supervisor	1	1	1	1	0
Heavy Equipment Mechanic	3	3	3	4	1
Lead Equipment Mechanic	2	2	2	2	0
Parts Clerk	1	1	1	1	0
Senior Administrative Clerk	1	1	1	1	0
Senior Facilities Maintenance Worker	1	1	1	1	0
Welder-Mechanic	1	1	1	1	0
	15	14	14	15	1
STREETS & DRAINAGE					
Administrative Clerk	1	1	1	1	0
Assistant Streets & Drainage Manager	1	1	1	1	0
Laborer/Maintenance Worker I/II	13	9	12	12	0
Office Supervisor	1	1	1	1	0
Sr. Administrative Clerk	1	1	1	1	0
Street Maintenance Worker III	7	7	8	8	0

2007-08 FINANCIAL PLAN AND BUDGET

STAFFING SUMMARY					<i>Net Increase in Budgeted Positions 06-07 to 07-08</i>
	2004-05 Budgeted Positions	2005-06 Budgeted Positions	2006-07 Budgeted Positions	2007-08 Budgeted Positions	
Streets Drainage Manager	1	1	1	1	0
Street Supervisor	3	3	3	3	0
Tree Operations Supervisor	1	1	1	1	0
	<u>29</u>	<u>25</u>	<u>29</u>	<u>29</u>	<u>0</u>
WATER SERVICES					
Wastewater Treatment Superintendent	1	1	1	1	0
Water Services Manager	1	1	1	1	0
Chief Wastewater Plant Operator	1	1	1	1	0
Electrician	0	0	2	2	0
Environmental Compliance Inspector	2	2	2	2	0
Laboratory Services Supervisor	1	1	1	1	0
Laboratory Technician I/II	2	2	2	2	0
Laborer/Maintenance Worker I/II	7	9	8	8	0
Plant & Equipment Mechanic	4	4	4	4	0
Public Works Inspector I/II	1	1	0	0	0
Senior Civil Engineer	1	1	0	0	0
Senior Engineering Technician	1	1	0	0	0
Senior Plant & Equipment Mechanic	2	2	3	3	0
Wastewater Plant Operator I/II/III	6	6	6	6	0
Water Conservation Officer	1	1	0	0	0
Water Services Technician	0	0	1	1	0
Water/Wastewater Maintenance Worker III	5	5	5	5	0
Water/Wastewater Superintendent	1	1	1	1	0
Water/Wastewater Supervisor	3	3	3	3	0
	<u>40</u>	<u>42</u>	<u>41</u>	<u>41</u>	<u>0</u>
TRANSPORTATION & COMMUNICATIONS					
Transportation Manager	1	1	1	1	0
<i>Transportation Technician</i>	0	0	0	1	1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Public Works	104	102	107	108	1
ALL CITY DEPARTMENTS					
TOTAL	470	467	453	458	5

Note 1 - Authorized positions changed based on mid- year budget adjustments 2006/07

Note 2 - Positions were converted from contract in 2004/05 to full-time in 2005/06

Note 3 - Two positions transferred from other departments

Note 4 - Position transferred from Parks and Recreation to Budgeting mid-year 2006-07

Note 5 - Three positions transferred from Community Development Department to Police Department

Recap of five positions added:

Position

Police Records Clerk
 Dispatcher/Jailer
 Human Resources Manager
 Administrative Clerk
 Transportation Technician

Position Changes				
	FY 06/07	FY 07/08		
Dept/Division	Current Title	New Title/Position	Comment	Bargaining Unit
City Clerk	Deputy City Clerk		Delete one position	No Rep
City Clerk		Administrative Records Clerk II-C	New Position	Gen Servs
Comm Center	Facilities Maint Worker	Bldg Services/Event Coord.	Re-class	M&O
Comm Dev	Sr Bldg Inspector	Plan Check Engineer	Re-class	Gen Servs
Elec Utility	Elec Foreman/Forewoman		Delete one position	IBEW
Elec Utility	Elec Lineman/Linewoman		Delete one position	IBEW
Elec Utility		Elec Lineman/Linewoman Appr	New position	IBEW
Elec Utility		Elec Lineman/Linewoman Appr	New position	IBEW
Elec Utility		Elec Systems Supervisor	New position	IBEW
Elec Utility		Elec Drafting Technician	New position	IBEW
Elec Utility	Elec Estimator		Delete one position	IBEW
Elec Utility	Elec Technician		Delete one position	IBEW
Elec Utility	Mgr Bus Planning and Mktg		Delete position	IBEW
Elec Utility	Mgr Rates & Resources		Delete position	IBEW
Elec Utility		Meter Reader	New Position	Gen Servs
Elec Utility		Metering Electrician	New position	IBEW
Elec Utility		Utility Operations Supr	New position	IBEW
Elec Utility	Utility Service Operator I/II		Delete one position	IBEW
Int Servs/Budget		Administrative Clerk	New position	Gen Servs
Int Servs/Budget		Buyer	New position	Gen Servs
Int Servs/Budget	Purchasing Officer		Delete position	Mid-Mgmt
Int Servs/FinServ	Customer Service Supr		Delete position	Gen Servs
Int Servs/FinServ		Sr Customer Service Rep	New position	Gen Servs
Int Servs/HR	Administrative Secretary		Delete position	No Rep
Int Servs/HR		Management Analyst	New position	No Rep
Int Servs/HR	Risk Manager		Delete position	No Rep
Int Servs/HR		Management Analyst	New position	No Rep
Int Servs/HR		Human Resources Mgr	New position	No Rep
Fire	Permit Technician		Del – No Re-Org	Gen Servs
Fire		Sr Administrative Clerk	Add – No Re-Org	Gen Servs
Police		Dispatcher/Jailer	New position	Dispatch
Police		Records Clerk I/II	New position	Gen Servs
PW Engr	Public Works Inspector I/II		Delete position	Gen Servs
PW Fleet		Heavy Equipment Mechanic	New position	M&O
PW Transit		Transportation Technician	New Position	Gen Servs
PW WWW	Wastewater Plant Operator I/II/III		Salary Adjustment	M&O
PW WWW	Chief Wastewater Plant Operator		Salary Adjustment	M&O
PW WWW	Laboratory Services Supervisor		Salary Adjustment	M&O