



LODI CITY COUNCIL

Carnegie Forum
305 West Pine Street, Lodi

"SHIRTSLEEVE" SESSION

Date: March 15, 2016

Time: 7:00 a.m.

For information regarding this Agenda please contact:

Jennifer M. Ferraiolo

City Clerk

Telephone: (209) 333-6702

Informal Informational Meeting

A. Roll Call by City Clerk

B. Topic(s)

B-1 Receive Information and Request Feedback Regarding Downtown Maintenance, Capital Expenditures, and Downtown Events (PW)

C. Comments by Public on Non-Agenda Items

D. Adjournment

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

Jennifer M. Ferraiolo
City Clerk

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Office of the City Clerk, located at 221 W. Pine Street, Lodi, and are available for public inspection. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact the City Clerk's Office as soon as possible and at least 72 hours prior to the meeting date. Language interpreter requests must be received at least 72 hours in advance of the meeting to help ensure availability. Contact Jennifer M. Ferraiolo at (209) 333-6702. Solicitudes de interpretación de idiomas deben ser recibidas por lo menos con 72 horas de anticipación a la reunión para ayudar a asegurar la disponibilidad. Llame a Jennifer M. Ferraiolo (209) 333-6702.



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Receive Information and Request Feedback Regarding Downtown Maintenance, Capital Expenditures, and Downtown Events

MEETING DATE: March 15, 2016 (Shirtsleeve Session)

PREPARED BY: Interim Public Works Director

RECOMMENDED ACTION: Receive information and request feedback regarding downtown maintenance, capital expenditures, and downtown events.

BACKGROUND INFORMATION: More than 20 years ago, the City began revitalizing downtown School Street and portions of Pine and Oak Streets. Since, nearly \$19 million in capital improvements have been completed in the downtown area.

Current downtown maintenance efforts are limited to weekly cleaning by crews from United Cerebral Palsy, street sweeping and landscape maintenance totaling approximately \$65,000 per year.

Over the past few years, the downtown area has seen a steady increase in downtown events hosted either by downtown businesses or other organizations. In 2015, Public Works staff processed 14 special event permits, for events that vary widely in size and complexity, in the downtown area.

At the Shirtsleeve meeting, Council will receive information and request feedback regarding downtown maintenance, capital expenditures, and downtown events. Information regarding the wayfinding signs will be included.

FISCAL IMPACT: Not applicable.

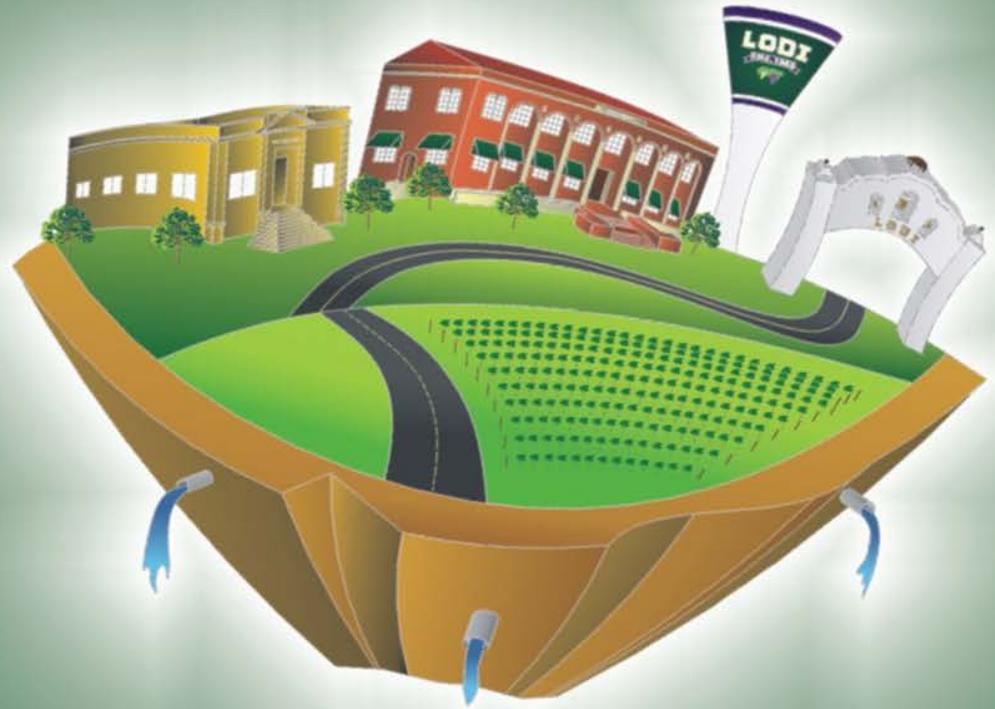
FUNDING AVAILABLE: Not applicable.

Charles E. Swimley Jr.
Interim Public Works Director

CES/CES/tdb
Attachment

APPROVED: _____
Stephen Schwabauer, City Manager

The City of Lodi
**Public Works
Engineering**



Downtown Lodi Maintenance and Special Events

Shirtsleeve Meeting
March 15, 2016

Overview



- Background
- Maintenance
- Improvements
- Recommendations and Feedback
- Special Events

Background



- Revenue Sources
 - General Fund
 - Paver Repairs
 - Parking Lots
 - Sidewalk Cleaning
 - Maintenance
 - Tree Well Uplights (portion)
 - Transit
 - Restroom Expansion
 - Grant Funds
 - Sacramento Street
 - Transit Grants (cameras, etc.)
 - Public Benefit Fund
 - Tree Well Uplights (portion)



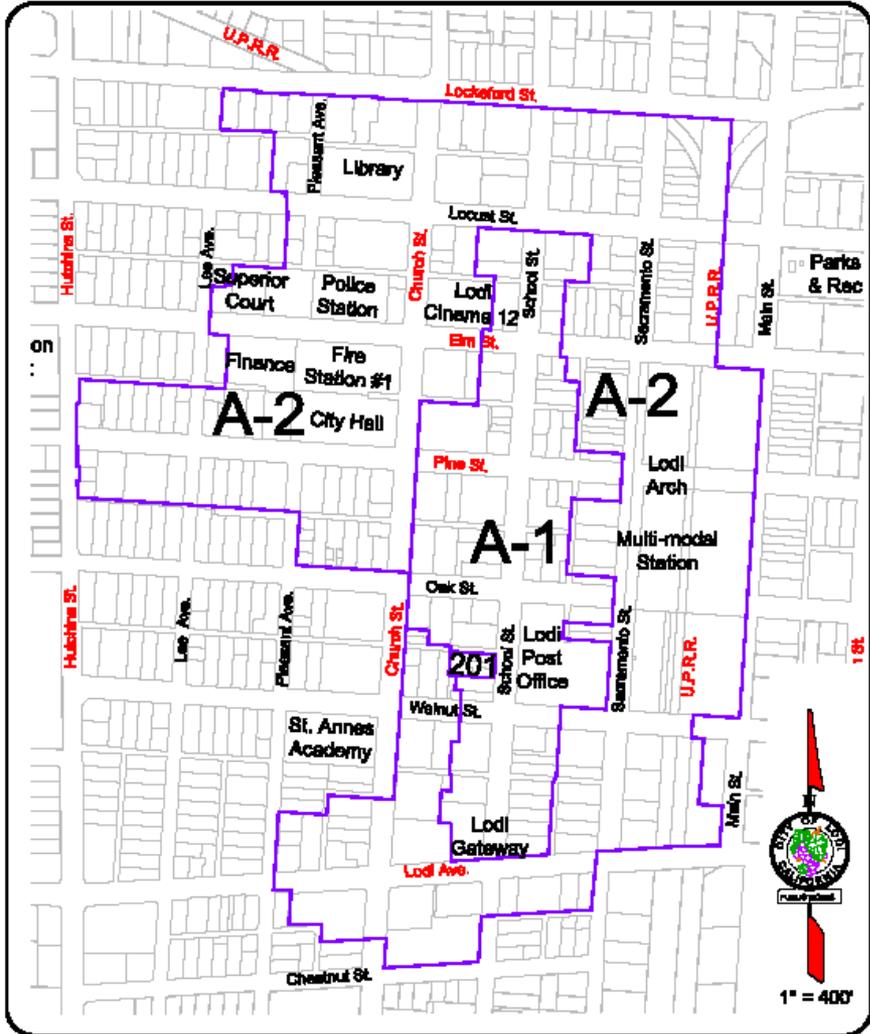
Background

- Downtown Lodi Business Partnership (DLBP)
 - Initiated 1997
 - Annual Benefit Fee \$50 - \$500/business
 - Annual Revenue - \$40,000
 - Annual City contribution - \$24,000
- Disestablished May 2013
 - Banners donated to Visit Lodi!
 - Farmers Market/Parade of Lights to Chamber

Background



Exhibit A Downtown Lodi Business Improvement Area No. 1



Background



- General Responsibilities
 - DLBP Proceeds
 - Benches
 - Trash receptacles
 - Decorations/façade improvements
 - Permanent landscaping
 - City
 - Sidewalk cleaning
 - Street sweeping/litter pick-up
 - Tree maintenance
 - Restroom cleaning
 - Other public property maintenance

Maintenance



- Annual Maintenance

- Current maintenance

• UCP Services	\$52,000
• Street Sweeping	\$10,000
• Landscape Maintenance	<u>\$ 3,000</u>
• Total current	\$65,000

- Recommended additional maintenance

• General maintenance	\$10,000
• Bi-annual sidewalk cleaning	\$35,000
• Paver/sidewalk maintenance	<u>\$25,000</u>
• Total additional	\$70,000

Suggested total

\$135,000



City Funded Improvements

Year	Project	Cost
1998	Downtown Revitalization	\$4,544,241
1999	Sacramento Street (Pine - Oak)	\$171,156
1999	Multi-Modal Station	\$3,041,467
2001	Elm Street Parking Lot Project	\$242,713
2002	Elm Street (Church to Sacramento)	\$1,664,624
2002	Sacramento Street/Lodi Station Parking Structure	\$6,724,000
2014	Sacramento Street (Oak to Lodi)	\$1,320,000
2014	Parking Lot Reconstruction	\$283,000

Total: \$17,991,201

Improvements



– Completed (2015-16)

• Restroom expansion	\$505,000
• Sidewalk cleaning	\$ 15,750
• Paver maintenance	\$ 83,210
• Tree up-lights	<u>\$216,575</u>
• Total	\$820,535

– Recommended (2016-17)

• Replace lights on Elm Street	\$ 20,000
• School Street Arch (lights)	\$ 6,000
• Wayfinding signs (downtown)	\$ 10,000
• Refurbish Lodi Arch	\$ 50,000
• Bike Racks	\$ 10,000
• Refurbish Kiosks	\$ <u>4,000*</u>
• Total	\$ 100,000

*Visit Lodi! Donation

Capital Improvements





Recommendations & Feedback

- Maintenance

- Current maintenance

- UCP, sweeping, landscape \$65,000

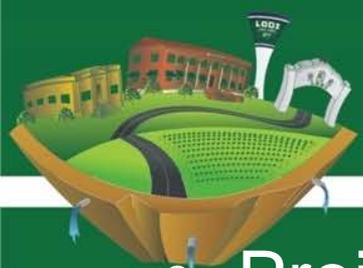
- Recommended additional maintenance

- General maintenance \$10,000
 - Sidewalk cleaning \$35,000
 - Paver/sidewalk maintenance \$25,000
 - Total additional \$70,000
- } *

- Funding

- Property Based Business Improvement District ?
- Other?

* So far, little interest from property owners.



Recommendations & Feedback

- Projects

- Recommended projects (2016-17)

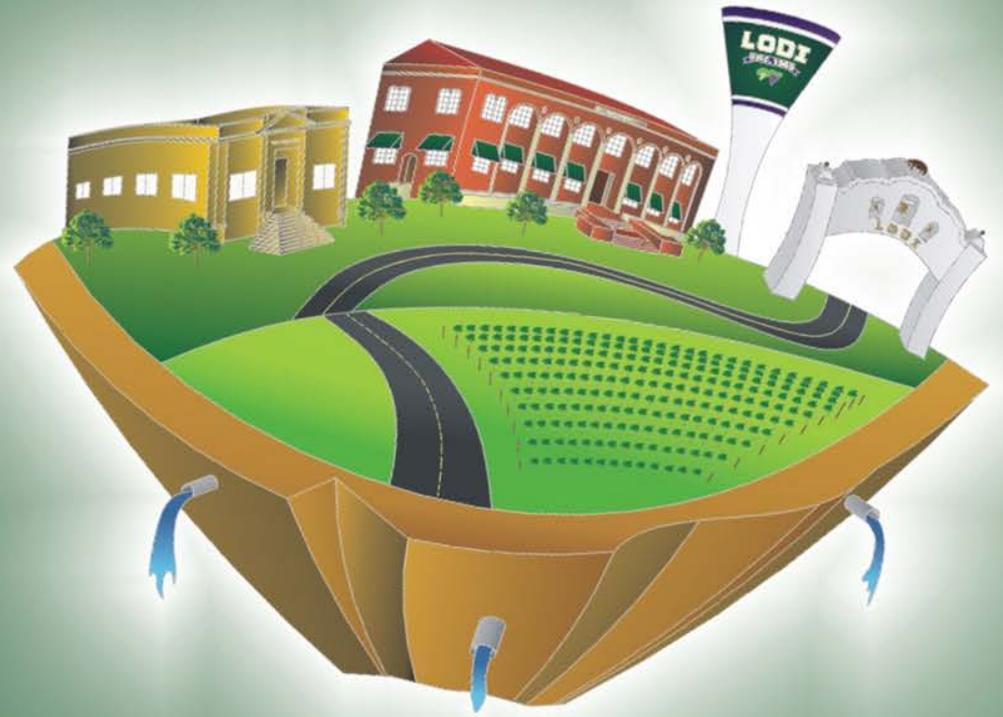
• Replace lights on Elm Street	\$ 20,000 - GFC
• School Street Arch (lights)	\$ 6,000 - PB
• Wayfinding signs (downtown)	\$ 10,000 - GFC
• Refurbish Lodi Arch	\$ 50,000 - GFC
• Bike Racks – Art in Public Places	\$ 10,000 - Aipp
• Refurbish Kiosks – Visit Lodi	\$ <u>4,000</u> – Donation*
Total	\$ 100,000

*Donation from Visit Lodi!



Other Considerations

1. Reconstruct adjoining alleys
2. Police bike patrol
3. Install security cameras and monitor
4. Install alley lighting
5. Central downtown restroom(s)
6. Parking meters
7. Wi-Fi
8. Public art
9. Tree wells (Oak and Walnut)
10. Signal pole painting



Questions?

The City of Lodi
**Public Works
Engineering**



Downtown Lodi Maintenance and Special Events

Shirtsleeve Meeting
March 15, 2016



Overview

- Special event permit
- Application process
- Approval process
- Challenge/Fix



Special Event Permit

- Types of Events
 - Street Fair
 - Farmer's Market
 - Small individual business
- Why?
 - Protect
 - Downtown assets, Public, City (liability)
- 14 permits per year
 - 27 per year citywide



Application Process

- Application submitted to Public Works
 - Detailed scope of the event.
 - Insurance certificate
 - Site Plan
 - street closure
 - booth sizes & placement
 - food vendor/cooking apparatus
 - fire lane compliance, garbage/recycling, chemical toilets, etc.
 - Fire Code Operational permit
 - First aid plan
 - ABC permit (when applicable)
 - Traffic control plan
 - Public awareness plan
 - Downtown business approval sheet (when applicable)



Approval Process

- Special events committee
 - Reviews the application for safety and compliance.
The committee includes:
 - Public Works
 - Police
 - Fire
 - Risk Management
 - Building
 - Parks, Recreation and Cultural Services
 - Administration



Approval Process / Fees

- Process:
 - Permit issuance requires approval from Police, Fire, Risk Management, Public Works, and City Manager
 - Special Events blog (internal)
 - Departmental review and comment
 - Contact between applicant and Public Works throughout process
 - Departments provide event specific conditions
 - If the event is downtown, 77% business approval within the closure is required
 - Pre- and post-event meetings are held with the applicants and special events committee.
- Fees:
 - \$200.00 application fee
 - \$135.00 for Fire Code Operational Permit (only required if inspection needed)
 - Hourly fee for Police Services if employed during event



Challenges/Fixes

Challenges

- Late submittals
- Closure impacts
- Communication

Fix

- Require 30-45 days
- Off peak closures
- Add info on website



Questions?