



LODI CITY COUNCIL

Carnegie Forum
305 West Pine Street, Lodi

AGENDA – SPECIAL MEETING

Date: August 13, 2013

Time: 7:00 a.m.

For information regarding this agenda please contact:

Randi Johl-Olson
City Clerk
Telephone: (209) 333-6702

NOTE: 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 24 hours prior to the meeting date.

A. Call to Order / Roll Call

B. Regular Calendar

B-1 Authorize the City Manager to Sign a Service Purchase Order for Emergency Inspection, Testing, and Repairs for Industrial Substation Transformer Number Three and Appropriate Funds (\$50,000) (EUD)

C. Adjournment

Pursuant to Section 54956.2(a) of the Government Code of the State of California, this agenda was posted at a place freely accessible to the public 24 hours in advance of the scheduled meeting.

Randi Johl-Olson
City Clerk

****NOTICE:** Pursuant to Government Code §54954.3(a), public comments may be directed to the legislative body concerning any item contained on the agenda for this meeting before (in the case of a Closed Session item) or during consideration of the item.**



**CITY OF LODI
COUNCIL COMMUNICATION**

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AGENDA TITLE: Authorize City Manager to Sign a Service Purchase Order for Emergency Inspection, Testing and Repairs for Industrial Substation Transformer Number Three and Appropriate Funds (\$50,000)

MEETING DATE: August 13, 2013

PREPARED BY: Electric Utility Director

RECOMMENDED ACTION: Authorize the City Manager to sign a Service Purchase Order for emergency inspection, testing and repairs for Industrial Substation Transformer Number Three in an amount not to exceed \$50,000 and appropriate funds.

BACKGROUND INFORMATION: During routine substation inspections Electric Utility staff noted a heat alarm for Industrial Substation Transformer Number Three (T3). According to electric utility industry protocol an oil sample was taken and sent out for testing. The test report was then sent to an engineering firm for analysis. Their recommendation was to de-energize T3 in order to prevent further degradation of the transformer and then to have it inspected and tested by a qualified high voltage contractor.

On August 6, 2013 the load being served by T3 was moved to T1 and then T3 was de-energized. Due to the lower temperatures at this time there is sufficient capacity on T1 to handle the added load. However, should temperatures soar T3 would be needed to serve the entire industrial load. Therefore, staff recommends authorizing the City Manager to sign a Service Purchase Order for emergency inspection, testing and repairs for T3 in an amount not to exceed \$50,000 and appropriate funds.

Four qualified high voltage contractors have been contacted as of the writing of this Council Communication. One of them is available to begin the work on August 12, 2013. Two are not available, and one indicated they will respond on August 8, 2013. Staff will engage the lowest cost time and material rate firm with the soonest availability and begin the work up to the City Manager's signing authority of \$20,000. An updated report will be provided to the Council at the Special Meeting on August 13, 2013.

FISCAL IMPACT: This is time and materials work, therefore the exact fiscal impact cannot be determined at this time.

FUNDING: Requested Appropriation:
Electric Utility Fund (160652.7331): \$50,000
An appropriation adjustment form is attached for the Electric Utility Operations Fund Number 160.

Jordan Ayers, Deputy City Manager

Elizabeth Kirkley
Electric Utility Director

APPROVED: _____
Konradt Bartlam, City Manager

1. AA# _____
 2. JV# _____

**CITY OF LODI
 APPROPRIATION ADJUSTMENT REQUEST**

TO: Internal Services Dept. - Budget Division

3. FROM: **Electric Utility** 5. DATE: **8/8/13**

4. DEPARTMENT/DIVISION:

6. REQUEST ADJUSTMENT OF APPROPRIATION AS LISTED BELOW					
	FUND #	BUS. UNIT #	ACCOUNT #	ACCOUNT TITLE	AMOUNT
A. SOURCE OF FINANCING	160		3205	Fund Balance	\$ 50,000.00
B. USE OF FINANCING	160	160652	7331	Repairs to Mach & Equip	\$ 50,000.00

7. REQUEST IS MADE TO FUND THE FOLLOWING PROJECT NOT INCLUDED IN THE CURRENT BUDGET

Please provide a description of the project, the total cost of the project, as well as justification for the requested adjustment. If you need more space, use an additional sheet and attach to this form.

Emergency inspection, testing and repairs for Industrial transformer number three

If Council has authorized the appropriation adjustment, complete the following:

Meeting Date: 8/13/2013 Res No: _____ Attach copy of resolution to this form.

Department Head Signature: *Barry Fisher FOR Elizabeth Kirkley*

8. APPROVAL SIGNATURES

 Deputy City Manager/Internal Services Manager Date

Submit completed form to the Budget Division with any required documentation.
 Final approval will be provided in electronic copy format.