



LODI CITY COUNCIL

Carnegie Forum
305 West Pine Street, Lodi

AGENDA – Shirtsleeve Session

Date: May 17, 2022

Time: 7:00 a.m.

For information regarding this Agenda please contact:

Olivia Nashed
City Clerk
Telephone: (209) 333-6702

Notice Regarding Public Comments

Public Comment may be submitted in the following ways:

- In-person – The Carnegie Forum is open to the public in accordance with CDPH and CalOSHA guidelines.
- Zoom Webinar
 - Meeting ID: 872 2014 2274
 - Passcode: 401448
 - Phone number: +1 720 07 2699 or +1 253 215 8782
 - Link:
<https://us06web.zoom.us/j/87220142274?pwd=dzYySXc2bTkvZ0ZFdlpMTkRZdW9XZz09>
- Email – councilcomments@lodi.gov
 - Received no later than 4:30 p.m. on the business day prior to the meeting.
- Mail – City Clerk's Office, P.O. Box 3006, Lodi, CA 95241
- Hand delivered to: City Clerk's Office, 221 W. Pine Street, Lodi, CA 95240

A. Call to Order / Roll Call

B. Topics

B-1 Receive Presentation Regarding Fiscal Year 2022/23 Special Revenue, Capital Outlay and Vehicle/Equipment Replacement Funds (ISD)

C. Comments by Public on Non-Agenda Items

THE TIME ALLOWED PER NON-AGENDA ITEM FOR COMMENTS MADE BY THE PUBLIC IS LIMITED TO FIVE MINUTES.

Public comment may only be made on matters within the Lodi City Council's jurisdiction (Government Code Section 54954.3, Lodi City Council Protocol Manual Section 6.3I). The Council cannot take action or deliberate on items that are not on this agenda unless there is an emergency and the need to take action on that emergency arose after this agenda was posted (Government Code Section 54954.2(b)(2)). All other items may only be referred for review to staff or placement on a future Council agenda.

If you wish to address the Council, please refer to the Notice at the beginning of this agenda. Individuals are limited to one appearance during this section of the Agenda.

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.

Olivia Nashed
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. Agendas and staff reports are also posted on the City's website at www.lodi.gov. 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 Olivia Nashed 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 Olivia Nashed (209) 333-6702.

Meetings of the Lodi City Council are telecast on SJTV, Channel 26. The City of Lodi provides live and archived webcasts of regular City Council meetings. The webcasts can be found on the City's website at www.lodi.gov by clicking the meeting webcasts link. Members of the public may view and listen to the open session of this teleconference meeting at www.facebook.com/CityofLodi/ or <https://us06web.zoom.us/j/87220142274?pwd=dzYySXc2bTkvZ0ZFdlpMTkRZdW9XZz09>.



COUNCIL COMMUNICATION

AGENDA TITLE: Receive Presentation Regarding Fiscal Year 2022/23 Special Revenue, Capital Outlay and Vehicle/Equipment Replacement Funds

MEETING DATE: May 17, 2022

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: Receive presentation regarding Fiscal Year 2022/23 Special Revenue, Capital Outlay and Vehicle/Replacement Funds.

BACKGROUND INFORMATION: Staff has planned a series of presentations to provide the City Council and public an opportunity to review and comment on basic assumptions within the FY 2022/23 budget to be proposed to Council later this month. The draft budget will be released and made available for public review online once the draft is finalized. This session is designed to provide information on the special revenue funds consisting of Streets, Community Development, Parks, Recreation and Cultural Services and Library.

The first opportunity for the City Council to adopt the Fiscal Year 2022/23 budget will be at its regular meeting on June 1, 2022.

FISCAL IMPACT: There is no impact from this informational presentation.

FUNDING AVAILABLE: The draft budgets for the special revenue, capital and vehicle/equipment replacement funds for Fiscal Year 2022/23 are as follows:

Fund	Revenues	Expenditures
Streets	7,956,950	6,916,570
Community Development	3,142,350	3,696,690
Parks, Recreation and Cultural Srvs	8,186,200	8,186,200
Library	2,167,160	2,623,170
Capital Outlay	3,453,400	5,077,500
Vehicle/Equipment Replacement	2,821,700	1,452,770

Andrew Keys
Deputy City Manager/Internal Services Director

APPROVED: _____
Stephen Schwabauer, City Manager

Fiscal Year 2022/23 Budget Special Revenue Funds

Presented by Andrew Keys, Deputy City Manager



Overview

- Special Revenue Funds
 - Streets
 - Community Development
 - Parks, Recreation and Cultural Services
 - Library
 - Capital Outlay
 - Vehicle/Equipment Replacement



Streets Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
Streets Fund	2020-21 Actual	Estimated 2021-22 Actuals	2022-23 Budget
Fund Balance			
Beginning Fund Balance	7,443,993	8,835,293	8,875,043
Revenues	9,393,628	9,009,290	7,956,950
Expenditures	8,002,329	8,969,540	6,916,570
Net Difference (Revenues Less Expenditures)	1,391,299	39,750	1,040,380
Restricted Fund Balance	298,541	327,977	327,977
Ending Fund Balance Unreserved	8,536,752	8,547,066	9,587,446
Fund Balance as a percentage of revenue:	91%	95%	120%



Streets

Revenue Highlights

- Revenues are \$1,052,340 lower than FY 2021/22 estimated actuals
 - Federal Grants - \$639,930 lower (project related)
 - Measure K - \$547,530 lower (project related)
 - Development Impact Fees - \$385,870 higher
 - Gas Taxes – \$621,540 higher
 - State Grants - \$705,000 lower
 - Transfer In - \$262,000 lower (General Fund 1 time/ARPA)



Streets

Expenditure Highlights

- Expenses are \$2,052,970 lower than FY 2021/22 estimated actuals
 - Salary & benefits - \$550,280 higher (3 positions added mid-year)
 - Supplies & Services - \$142,560 higher
 - Transfer Out - \$76,080 higher (cost of services)
 - Capital projects & equipment - \$2,847,730 lower



Streets Capital Projects

Additions to the CIP Program for FY 23

\$2,255,000

- Lower Sacramento Rd Improvements - \$1,500,000
- Lodi Ave Signal Coordination - \$160,000
- Signal Preventative Maintenance - \$150,000
- Annual Pavement Maintenance - \$100,000
- Annual Street Striping - \$80,000
- Sidewalk Repair - \$70,000
- Pavement Crack Seal - \$50,000
- Ham/Elm Signal Modification - \$40,000
- Concrete Paver Maintenance - \$30,000
- Downtown Concrete Cleaning - \$25,000
- Reverse Frontage Wall Repair - \$25,000
- Project Planning - \$25,000



Streets Vehicle & Equipment Requests

\$550,000

- Replace heavy-duty dump truck - \$150,000
- New street sweeper - \$350,000
- Replace large format printer for sign shop - \$50,000



Community Development Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
	2020-21	Estimated	2022-23
Community Development	Actual	Actuals	Budget
Fund Balance			
Beginning Fund Balance	4,668,892	6,699,060	6,829,660
Revenues	4,388,546	3,075,810	3,142,350
Expenditures	2,358,378	2,945,210	3,696,690
Net Difference (Revenues Less Expenditures)	2,030,168	130,600	(554,340)
Restricted Fund Balance	314,969	348,732	348,732
Ending Fund Balance Unreserved	6,384,091	6,480,929	5,926,589
Fund Balance as a percentage of revenue:	145%	211%	189%



Community Development

Revenue Highlights

- Revenues are \$66,540 higher than FY 2021/22 estimated actuals
 - Building Permit fees - \$110,740 higher
 - Plan Check Fees - \$40,000 higher
 - Federal Grants - \$45,180 lower (Brownfield grant program)



Community Development

Expenditure Highlights

- Expenses are \$751,480 higher than FY 2021/22 estimated actuals
 - Salary & benefits - \$532,730 higher
 - 2 positions added at mid-year; 3 additional positions requested FY 23
 - Supplies, materials & services - \$60,470 higher
 - Transfer Out - \$149,560 higher – Cost of Services



Community Development Key Inputs

- Staffing requests:

Job Title	+/-
Administrative Assistant	+1
Administrative Clerk	-1
CDD Program Specialist	+1
Building Inspector I	+1
Net Increase	+3



Parks, Recreation & Cultural Services Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
Parks, Recreation & Cultural Services Fund	2020-21	Estimated	2022-23
	Actual	2021-22 Actuals	Budget
Fund Balance			
Beginning Fund Balance	1,224,943	1,564,318	2,052,508
Revenues	6,522,204	9,994,320	8,186,200
Expenditures	6,182,829	9,506,130	8,186,200
Net Difference (Revenues Less Expenditures)	339,375	488,190	-
Restricted Fund Balance	547,313	603,743	603,743
Ending Fund Balance Unreserved	1,017,005	1,448,765	1,448,765
Fund Balance as a percentage of revenue:	16%	14%	18%



Parks, Recreation & Cultural Services

Revenue Highlights

- Revenues are \$1,808,120 lower than FY 2021/22 estimated actuals
 - Charges for Services - \$875,390 higher
 - Program Fees were down in FY 21 due to COVID closures
 - Parks and HSS Rental Income - \$231,300 higher
 - Rental Income was down last year due to COVID
 - Operating Transfer In - \$2,242,420 lower
 - Mid-year ARPA adjustment
- Measure L operational support increase: \$302,870



Parks, Recreation & Cultural Services Expenditure Highlights

- Expenses are \$1,459,630 lower than FY 2020/21 estimated actuals
 - Salaries & Benefits- \$360,000 higher
 - 2 positions approved at mid-year; request for 0.6 positions in FY 23
 - Part-time minimum wage increase
 - Supplies and Services - \$224,160 higher
 - Programs ramping up post-Covid
 - Transfers Out - \$1,947,520 lower
 - No transfer to capital (\$1.5m lower)
 - Lower debt service (\$220k)
 - Lower cost of services (179k)



Parks, Recreation & Cultural Services Personnel requests

Job Title	+/-
Management Analyst	-0.4
Administrative Analyst	+1
Net Increase	+0.6



Library Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
Library Fund	2020-21 Actual	Estimated 2021-22 Actuals	2022-23 Budget
Fund Balance			
Beginning Fund Balance	696,101	955,050	1,144,080
Revenues	1,518,218	1,719,140	2,167,160
Expenditures	1,259,269	1,530,110	2,623,170
Net Difference (Revenues Less Expenditures)	258,949	189,030	(456,010)
Restricted Fund Balance	177,606	193,167	193,167
Ending Fund Balance Unreserved	777,444	950,913	494,903
Fund Balance as a percentage of revenue:	51%	55%	23%



Library

Revenue Highlights

- Revenues are \$448,020 higher than FY 2021/22 estimated actuals
 - Operating Transfer In - \$477,560 higher
 - Public Benefits funding for lighting project
 - Use of fund balance for roof project
 - Literacy Grant - \$22,130 lower
 - Additional grant funds were received in FY22
- Measure L operational support increase: \$119,140



Library

Expenditure Highlights

- Expenses are \$1,093,060 higher than FY 2021/22 estimated actuals
 - Salaries & Benefits - \$280,520 higher
 - Part-time Salary - \$138,850 higher
 - Supplies and Services - \$160,950 higher
 - Books and periodicals - \$35,000 higher
 - Automation and technology equipment - \$114,210 higher
 - Transfers Out - \$289,100 higher
 - \$300,000 from fund balance to Library Capital
 - Capital Projects - \$399,000 higher
 - LED Lighting System \$120,000
 - Sloped roof repair \$300,000



Capital Outlay Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
Capital Outlay Fund	2020-21	Estimated	2022-23
	Actual	2021-22 Actuals	Budget
Fund Balance			
Beginning Fund Balance	6,190,197	9,184,310	7,395,870
Revenues	3,702,178	15,534,390	3,453,400
Expenditures	708,065	17,322,830	5,077,500
Net Difference (Revenues Less Expenditures)	2,994,113	(1,788,440)	(1,624,100)
Restricted Fund Balance		-	-
Ending Fund Balance Unreserved	9,184,310	7,395,870	5,771,770

* FY 22 estimates includes recent ARPA and General Fund surplus budget allocations



Capital Outlay

Capital Outlay Fund is a grouping of funds for the purpose of managing governmental-type capital projects. These are kept separate from day-to-day operating funds. They consist of:

- General Fund Capital
- Parks Capital
- Developer Impact Fee Capital for Police, Fire, Parks, General Facilities, Neighborhood Parks and Art in Public Places



Capital Outlay Revenue

\$3,453,400

- Developer Impact Fees: \$2,618,400
- Transfer from General Fund: \$435,000 for General Projects
- Transfer from Measure L: \$400,000 for Parks Projects
- Note: New bond proceeds have not been programmed in the FY 2022-23 budget but will be recommended for allocation as contracts are considered for the animal shelter or other approved projects.



Capital Outlay

Additions to the CIP Program for FY 23
\$5,072,500

- General Fund Capital
 - New animal shelter - \$1,100,000
 - Police shooting range remodel - \$250,000
 - Fire Station #4 stucco repair - \$150,000
 - Video surveillance expansion - \$125,000
 - Council Chamber remodel - \$100,000
 - City Hall HVAC cleaning - \$50,000
 - Miscellaneous projects - \$25,000
 - Card access system - \$20,000



Capital Outlay

Additions to the CIP Program for FY 23
\$5,072,500

- Parks Capital
 - Tree trimming - \$200,000
 - Peterson Park improvements - \$60,000
 - Hutchins Street Square tripping hazards - \$50,000
- Impact Fee Capital
 - DeBenedetti Park development - \$2,930,000
 - Hutchins Street bike rack art - \$9,500
 - Storm drain art - \$3,000



Parks Capital Prior Year Allocations

- Parks has receive an influx of capital funding in FY 22 through the General Fund. Major projects include:

Lodi Lake Southside Improvements	2,400,000	Peterson Park Playground Equip Repl	348,000
Salas Parking Lot Overlay	1,300,000	Katzakian Park Playground Equip Repl	348,000
Zupo Field Improvements	1,155,000	Legion Park Comm Room	295,000
Grape Bowl Turf Replace	880,000	Park Facility Demolitions	250,000
DeBenedetti Park - Cricket Sports Lighting	600,000	Hale Park Tot Lot Playground Equip Repl	193,000
HSS Pool Climate Control	425,000	Park Tree Trimming	180,000
HSS Roof Phase 1	420,000	Blakely Sports Fields	150,000
Legion Playground Equip	378,000	Beckman/Vinewood Dog Pks	100,000
English Oaks Park Playground Equip Repl	363,000		

- These projects will roll forward into FY 23



Vehicle & Equipment Replacement Overview

Estimate Changes in Fund Balance For the Fiscal Year Ended June 30, 2023 With Actuals for FY2020-21 and Year End Estimates for FY2021-22			
Vehicle & Equipment Replacement Funds	2020-21	Estimated	2022-23
	Actual	2021-22 Actuals	Budget
Fund Balance			
Beginning Fund Balance	2,861,684	1,900,108	1,853,848
Revenues	904,808	4,074,330	2,821,700
Expenditures	1,866,383	4,120,590	1,452,770
Net Difference (Revenues Less Expenditures)	(961,575)	(46,260)	1,368,930
Restricted Fund Balance	-	-	-
Ending Fund Balance Unreserved	1,900,108	1,853,848	3,222,778

** FY 22 includes recently adopted General Fund surplus allocations*



Vehicle & Equipment Replacement

Vehicle and Equipment Replacement Fund is a grouping of funds for the purpose of managing the replacement of items costing more than \$10,000 for governmental departments. These are kept separate from day-to-day operating funds. They consist of:

- Equipment replacement for Police, Fire, Public Works (Engineering, Facilities), Community Development, Parks and Community Improvement
- Information Technology replacement
- Vehicle replacement - Police, Fire, Public Works (Engineering, Facilities), Community Development, Parks and Community Improvement



Vehicle & Equipment Replacement Revenue \$2,821,700

Revenues for replacement funds come 100% as transfers from operating accounts. For FY 23, they are as follows:

- Equipment replacements: \$400,000
- Vehicle replacements: \$1,813,300
- Information Technology replacements: \$608,400



Vehicle & Equipment Replacement Expenditure \$1,452,770

- Police
 - Replace 4 patrol vehicles - \$280,000
 - Replace 3 unmarked vehicles - \$135,000
 - New Animal Services truck - \$125,000
 - New van for Mobile Field Force and SWAT – \$70,000
 - Replace 5 police vehicle computers - \$20,000
- Public Works
 - Replace truck for inspector - \$45,000
- Community Development
 - New truck for added Building Inspector - \$45,000



Vehicle & Equipment Replacement Expenditure \$1,452,770

- Parks
 - Replace truckster with spray rig - \$67,500
 - New truckster with topsreader - \$48,500
 - Replace ground mower - \$36,770
 - Replace 2 walk-behind mowers - \$29,000
 - New trailer - \$22,500
- Information Technology
 - Network refresh switches and storage area network array - \$386,000
 - Staff desktop/laptop replacements - \$142,500



Vehicle Replacement Fund

Vehicle Replacement Funds	6/30/22 YE Est Fund Bal	2022/23 Proj Rev	2022/23 Est Exp	6/30/23 YE Est Fund Bal	Fund Target*	Over/(Under) Target
Comm. Dev.	90,788	45,000	45,000	90,788	48,846	41,942
Fire Dept.	-164,860	400,000	0	235,140	1,379,098	(1,143,958)
Community Imp.	82,500	0	0	82,500	45,967	31,670
Police Dept.	1,091,436	1,260,000	610,000	1,741,436	1,891,045	(149,609)
PRCS	359,012	88,300	116,000	331,312	893,728	(586,987)
PW-GF	80,144	20,000	45,000	55,144	168,111	(112,967)
Grand Total	1,539,020	1,813,300	816,000	2,536,320	4,426,795	(1,919,909)

*Fund Target is the straight line depreciation value of vehicle stock that should be set aside for future replacements using Fleet Services estimated useful life expectancies by vehicle type.

Vehicle Replacement Funds	FY 23 Straight Line Depreciation Requirement	FY 23 Recommended Funding	Annual Funding Surplus/(Shortage)
Comm. Dev.	\$4,570	\$45,000	\$40,430
Fire Dept.	\$216,051	\$400,000	\$183,949
Community Imp.	\$3,328	\$0	(\$3,328)
Police Dept.	\$279,508	\$1,260,000	\$980,492
PRCS	\$36,056	\$88,300	\$52,244
PW-GF	\$15,345	\$20,000	\$4,655
Grand Total	\$554,858	\$1,813,300	\$1,258,442

*PRCS straight line depreciation reduced as compared to FY 22 due to reclassification of some items as equipment, following an inventory review.



Questions?

