

Administrator Report

1/14/2025

ARPA Funds

1. Unaudited fund balance is \$153,722.00 as of December 31, 2024. Deadline to expend funds is December 31, 2026.

Elections

1. Preparing for the Primary on February 18.

Finance

1. The 2025 budget has been posted on the City website under Finance.
2. Preparing for the 2024 audit scheduled for the week of March 3.

Human Resources

1. Staff holiday party was held December 12. Staff members donated personal essential items for Reach Out Lodi.
2. Compensation and Class Study. Wages, step, and grade order information was communicated with employees by the end of December. Wage increases took effect with the first payday of the year. Employees may appeal no later than based on information in the JDQ or a gross misunderstanding of their duties. The last date to have an appeal meeting is January 17. The consultants will issue and executive summary after that date.
3. Employee Engagement Conversation forms were completed for all employees.
4. First round of Police Officer interviews are scheduled for Friday January 17. First round Sergeant interviews are scheduled for January 30.

Miscellaneous

1. Ongoing meetings with Comp and Class consultants.
2. Participated in 4th Grade reading program on December 19.
3. Ordinance of the Month Club continues to meet.
4. Met with staff to discuss 2025 wages and the comp and class study.
5. Met with Mayor to discuss the hiring process.
6. Participated in the Sauk Street bid opening on January 9.
7. Met with Zoning Administrator to discuss the status of outstanding developments including Highlands of Ridgestone, Terrace Vista, and Top of Lodi.
8. The **February Council meeting** will be held on **WEDNESDAY, February 19 at 5:30 p.m.** due to the Primary Election on Tuesday.