

CITY OF PLACERVILLE

PROPOSED GENERAL FUND AND SPECIAL FUND OPERATING BUDGET 2005/2006



*New City Hall Conceptual Design
3101 Center Street
Placerville, California*

CITY OF PLACERVILLE
PROPOSED GENERAL FUND AND
SPECIAL FUND OPERATING BUDGET
2005/2006

CITY COUNCIL

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Pierre Rivas, Vice-Mayor
Mark Acuna
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CITY MANAGER/CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Steve Calfee, Director of Community Development
Ron Mueller, Director of Public Services
George Nielsen, Chief of Police
Randy Pesses, Director of Public Works
Dave Warren, Director of Finance

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July 1, 2005

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2005-2006 Proposed Budget Message

Dear Mayor Colvin and Councilmembers:

I am pleased to present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2005-2006, exclusive of the Waste Water and Water Enterprise Funds. Staff is deferring action on that portion of the budget related to these funds in that rate studies are currently being conducted with respect to both water and waste water rates. It is anticipated that new rates for both water and waste water will be adopted in the next 60 to 90 days. Until such time as the new rates are in effect, budgets cannot be accurately developed for these funds. As a result, staff is requesting a continuing appropriation for both waste water and water operations. Budgets for these operations will be presented as soon as the new rates are in place.

With the exception noted above, the budget format is similar to last year's in that it again addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures.

In developing the proposed budget, the Budget Team (comprised of the department heads) met as a group on several occasions and reviewed each department's ongoing annual expenditures, capital outlay requests and alternative service levels requests. These requests are measured against each department's goals and objectives and ultimately the Council's identified goals. The requests are then prioritized and the requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis.

Priorities are established by consideration of Council directives and goals, revenue generation, cost efficiency, health and safety, critical staffing needs, cost recovery, project delivery and improved public service and efficiency. The projected potential impacts on the budget from state cuts in local government funding are reduced as a result of the passage of Proposition 1A in November 2004. However, some uncertainties still remain as the State has yet to pass its budget for the upcoming fiscal year. Those uncertainties, such as whether or not the State will continue to provide for booking fee reimbursement, as well as increased medical insurance premiums and increased City contributions to CalPERS, together with the importance of reducing transfers from reserves, are significant limiting factors in approving any additional or unusual expenditures. Previous operating budget line item expenditures were reviewed with each department head and reduced where past history warranted such action.

While the State budget has yet to be finalized, staff utilized the best information available at this time in order to project anticipated revenues for the 2005/2006 fiscal year. Proposition 1A results in the

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City losing approximately \$103,000 in discretionary funds this year. As previously mentioned, the issue of booking fee reimbursement has not been determined at this time. Staff has incorporated these revenue reductions and uncertainties in this year's budget analysis.

Staff has also taken into consideration that there has been a noticeable increase in sales tax revenues over the last fiscal year. As a result, sales tax revenues are being forecast at an increased amount over what was projected in the previous fiscal year's budget. Staff is anticipating further increases in sales tax revenues based on this trend as well as the completion of the Home Depot Project.

Additionally, incorporated in this year's budget are transfers from reserve funds to offset previous years' increases in health insurance, workers' compensation premiums and City contributions to CalPERS. However, for the first time in the past several years, increases in medical insurance and CalPERS contributions for this fiscal year are being absorbed in the operating budget and not drawn against reserves. In fact, this year's proposed budget restores \$100,000 to the reserves.

Because of the foregoing considerations, each department was required to make substantial cuts in their initial line item, alternative service level and capital outlay requests. The result was that operating budgets, excluding personnel costs, for many departments have been reduced to a level less than the previous fiscal year's amount. This was accomplished by each department head examining those areas in which expenditures have been less than budgeted and determining whether or not reductions could be achieved with respect to those items.

Alternative service level requests and capital outlay requests include additional personnel to provide better public service and to digitize City records in order to facilitate recovery and reduce storage demands.

This year's budget continues to build upon the reorganization of the Public Works Department and incorporates the previously initiated cost recovery process. While occupancy of the new City Hall building will not occur until fall 2005, debt service for the cost of refurbishing the building has been included in this year's budget. This year's budget continues with the implementation of last year's salary survey and also provides cost of living increases for personnel.

This year, the Capital Improvement Program is being presented together with the City's operating budget. That Capital Improvement Program is designed to include projects that will be initiated during the 2005-2006 fiscal year. Projects included in the Capital Improvement Program are based upon Council directives and goals, health and safety, cost recovery, and cost efficiency, public service needs and deliverability. This year's Capital Improvement Program places emphasis on transportation-related projects and includes rehabilitation for upper Main Street and street striping. Because there exists some uncertainty as to the funds that the City will receive from the Sacramento Area Council of Governments, the identification of other street rehabilitation projects as CIP's is being deferred until such time as the funding for the upper Main Street project is defined.

Other CIP's included in this year's budget relate to matters that are necessary for public health and safety, or which are funded through grants or third parties. Those projects include the Canal Street drainage repair, Tot Lot development at Lion's Park and Blairs Lane bridge.

The result is a balanced budget, which provides for necessary and essential public services, reasonable personnel benefits and maintains a prudent contingency. While reserves are again being drawn upon to fund increases in workers' compensation premiums, medical insurance premiums and

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CalPERS contributions, it is significant that the increases in this year's medical insurance premiums and CalPERS benefits are not paid for from those reserves. More importantly, the City is beginning to restore funds to its reserves by re-depositing \$100,000 into those reserves. This year as with previous years, the budget is a living document and will be revisited periodically as circumstance require.

Staff feels the proposed budget reflects a prioritization of the City Council's goals and community needs. The budget process is designed to address those goals and needs by providing the best use of the taxpayers' dollars and improved levels of service where possible.

Very truly yours,

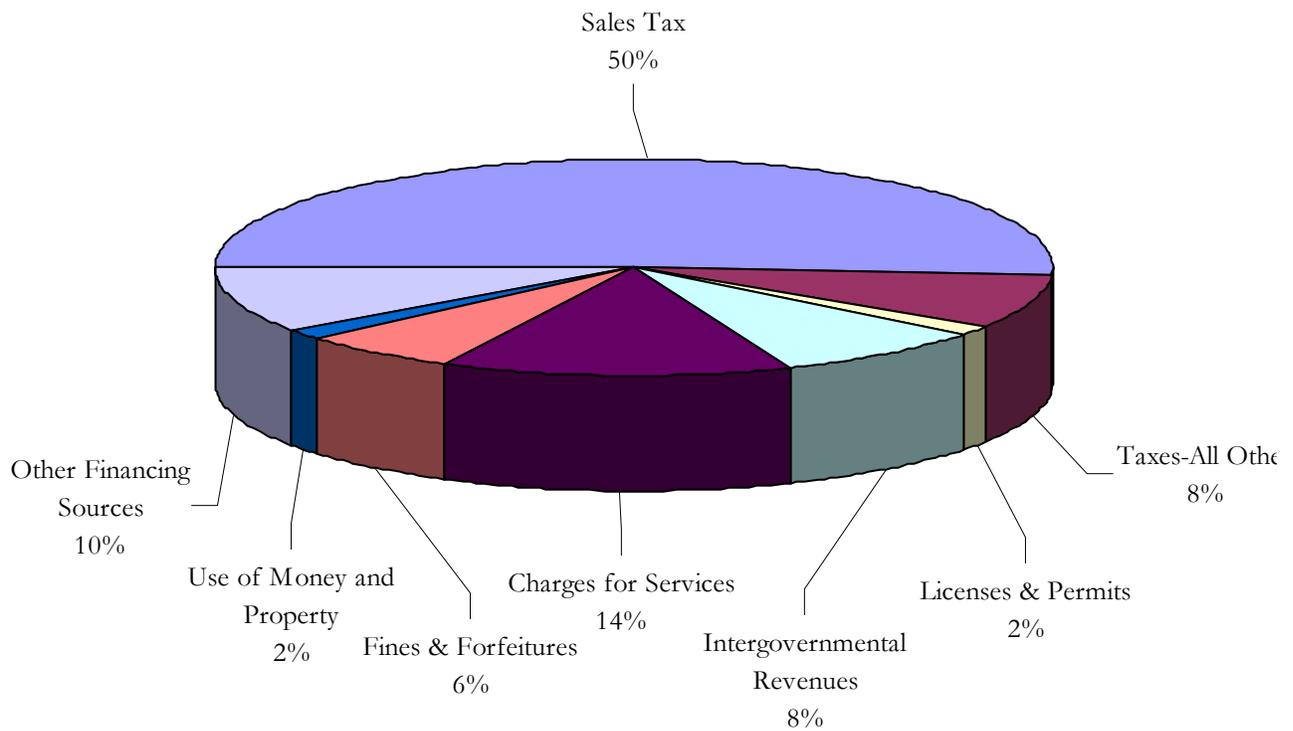
John W. Driscoll
City Manager/City Attorney
City of Placerville

JWD:lrn

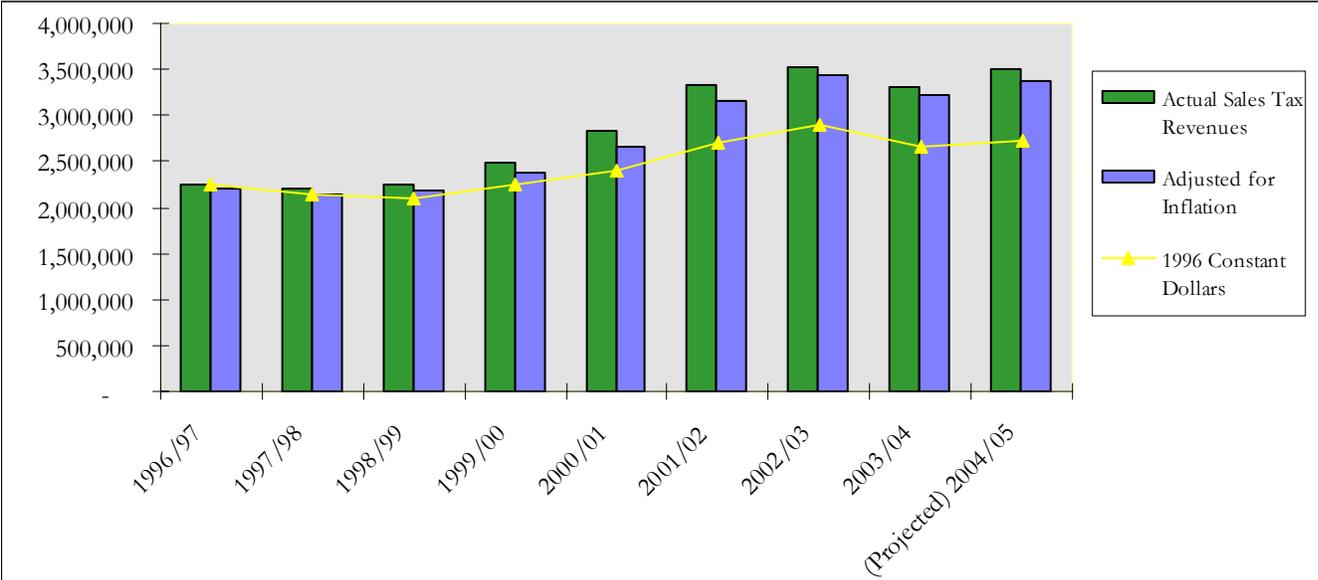
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Revenue and Expenditure Summaries

Projected General Fund Revenues By Source Fiscal Year 2005/2006

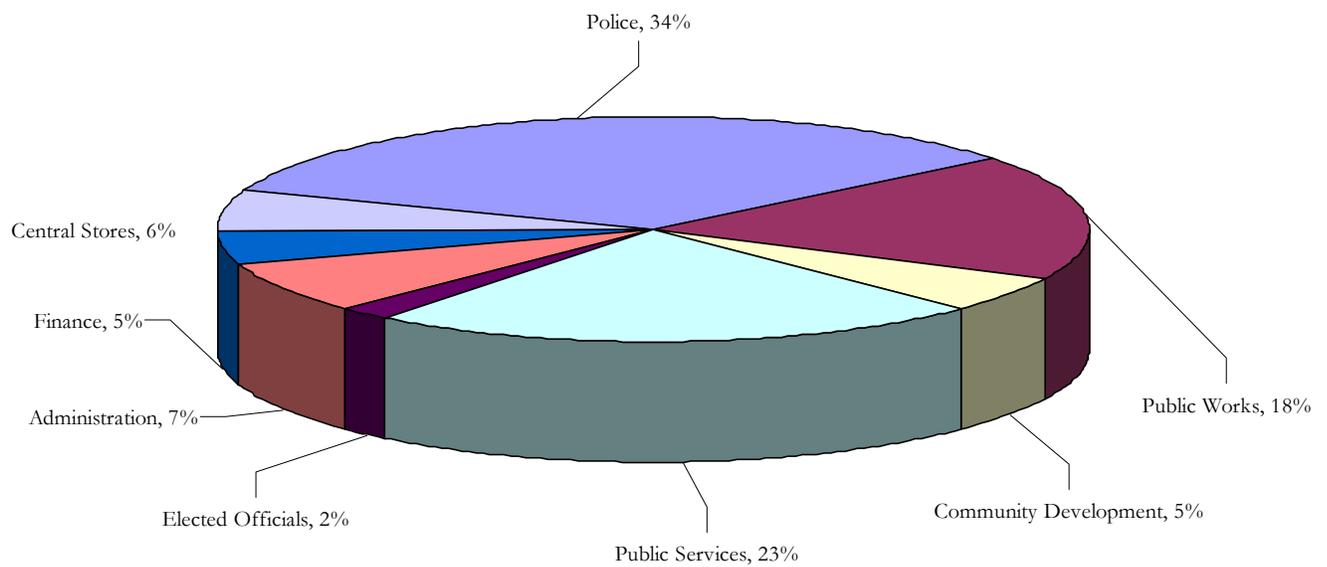


Local Sales Tax Trend



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Proposed General Fund Operating Expenditures By Department Fiscal Year 2005/2006



Fiscal Year 2005/2006 Proposed Operating Budget

Summary of Revenues – All Funds

	<i>Actual</i> <i>2002/2003</i>	<i>Actual</i> <i>2003/2004</i>	<i>Revised</i> <i>2004/2005</i>	<i>Forecast</i> <i>2004/2005</i>	<i>Proposed</i> <i>2005/2006</i>
GENERAL FUND					
Sales Tax	\$ 3,513,629	\$ 3,318,345	\$ 3,292,910	\$ 3,527,072	\$ 3,803,888
Taxes - All Other	682,057	716,129	621,267	693,175	598,300
Licenses and Permits	102,075	174,494	130,000	96,298	115,000
Intergovernmental Revenues	607,415	471,314	549,217	779,041	620,726
Charges for Services	690,205	965,630	846,585	883,570	1,017,000
Fines and Forfeitures	502,800	561,084	509,991	485,463	441,000
Use of Money and Property	124,161	255,247	127,907	152,408	141,000
Other Financing Sources	636,065	402,223	742,323	501,041	717,320
Subtotal	<u>\$ 6,858,405</u>	<u>\$ 6,864,467</u>	<u>\$ 6,820,200</u>	<u>\$ 7,118,068</u>	<u>\$ 7,454,234</u>
PARK DEVELOPMENT FUND					
Park Development Fees / Grants	\$ 534,751	\$ 95,427	\$ 1,088,057	\$ 1,088,057	\$ 150,000
Use of Money and Property	-	5,583	10,000	10,074	-
Subtotal	<u>\$ 534,751</u>	<u>\$ 101,010</u>	<u>\$ 1,098,057</u>	<u>\$ 1,098,131</u>	<u>\$ 150,000</u>
GAS TAX FUND					
Gas Tax Revenues	\$ 214,372	\$ 217,437	\$ 214,000	\$ 219,551	\$ 219,551
Use of Money and Property	5,361	5,611	4,000	5,249	5,249
Subtotal	<u>\$ 219,733</u>	<u>\$ 223,048</u>	<u>\$ 218,000</u>	<u>\$ 224,800</u>	<u>\$ 224,800</u>
PARKING DISTRICT FUND					
Taxes	\$ 1,191	\$ 635	\$ -	\$ 952	\$ -
Use of Money and Property	21,623	26,213	25,000	28,892	29,000
Subtotal	<u>\$ 22,815</u>	<u>\$ 26,848</u>	<u>\$ 25,000</u>	<u>\$ 29,844</u>	<u>\$ 29,000</u>
GRANT FUNDS					
Intergovernmental Revenues	\$ 100,994	\$ 100,991	\$ 100,991	\$ 100,026	\$ 100,026
Use of Money and Property	6,101	4,810	2,000	1,200	1,200
Subtotal	<u>\$ 107,096</u>	<u>\$ 105,802</u>	<u>\$ 102,991</u>	<u>\$ 101,227</u>	<u>\$ 101,226</u>
MEASURE J	\$ 773,219	\$ 728,470	\$ 816,000	\$ 759,687	\$ 907,000
RULE 20A FUND	68,317	71,712	72,000	72,000	72,000
LLMDs	37,804	34,184	33,000	35,926	34,719
TDA/ASSET FRFTR/TRAFFIC MIT	458,984	691,865	700,000	391,502	1,284,000
TOTAL REVENUE SOURCES	<u>\$ 9,081,123</u>	<u>\$ 8,847,406</u>	<u>\$ 9,885,248</u>	<u>\$ 9,831,185</u>	<u>\$ 10,256,979</u>
Operating Expenditures					
Operating Expenditures	\$ 6,706,201	\$ 7,852,456	\$ 7,835,748	\$ 7,052,381	\$ 8,588,086
Capital Improvement	585,812	472,524	1,977,500	1,840,113	1,520,000
Reserves and Contingencies	1,789,110	522,427	72,000	938,691	148,893
TOTAL EXPENDITURE USES	<u>\$ 9,081,123</u>	<u>\$ 8,847,406</u>	<u>\$ 9,885,248</u>	<u>\$ 9,831,185</u>	<u>\$ 10,256,979</u>

Fiscal Year 2005/2006 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	<i>Actual</i> <i>2002/2003</i>	<i>Actual</i> <i>2003/2004</i>	<i>Revised</i> <i>2004/2005</i>	<i>Forecast</i> <i>2004/2005</i>	<i>Proposed</i> <i>2005/2006</i>
OPERATING EXPENDITURES					
Patrol Services	\$ 1,918,541	\$ 1,820,328	\$ 2,071,123	\$ 1,927,050	\$ 2,199,006
Investigations	103,439	135,515	253,301	228,255	275,566
Police Records / Dispatch	552,365	600,386	638,280	574,067	704,229
Police Administration	493,119	601,679	655,489	489,346	640,313
Engineering	589,971	696,563	834,750	801,822	898,799
Streets & Roads	479,864	441,511	509,635	522,539	517,395
Downtown Parking	29,351	21,288	21,200	19,468	22,200
Planning	77,354	81,027	90,338	83,334	98,785
Building Inspection	79,114	87,588	97,959	99,326	109,773
Grant Administration	73,260	73,085	81,466	77,919	87,974
CDD Administration	160,479	174,891	191,894	189,186	224,130
Parks	396,023	491,686	528,207	531,421	534,030
Recreation	578,669	702,722	781,078	632,033	892,850
Facility Maintenance	210,852	194,906	195,442	141,535	226,008
PSD Administration	171,496	212,261	186,321	191,090	200,080
City Council/Clerk and Treasurer	144,127	154,058	149,730	133,107	159,997
City Attorney	117,136	196,809	137,027	111,601	129,323
City Management	196,832	252,144	237,467	224,261	318,368
Financial Management	272,241	262,785	342,998	305,648	366,216
Human Resources	83,802	82,833	96,451	94,363	103,326
Information Services	84,081	52,020	78,670	81,226	115,712
Central Stores	296,463	1,067,160	331,802	279,260	442,223
Total Operating Expenditures	<u>\$ 7,108,579</u>	<u>\$ 8,403,245</u>	<u>\$ 8,510,628</u>	<u>\$ 7,737,857</u>	<u>\$ 9,266,303</u>
FUNDING SOURCES					
General Fund Revenues	\$ 5,849,553	\$ 6,986,626	\$ 6,820,200	\$ 6,133,820	\$ 7,454,234
Gas Tax	-	80,000	26,000	26,000	35,007
Traffic Congestion Relief Fund	24,747	-	-	-	-
Development Impact Fund	-	-	-	-	4,000
Measure J Revenues	774,725	740,732	989,760	926,330	1,098,042
Lease Parking Revenues	29,351	21,288	21,200	19,468	22,200
Grant Funds	73,260	73,085	182,278	152,919	207,204
Orchard Hill and G Duffey LLMD	29,332	36,072	47,989	38,406	46,415
General CIP Fund	-	100,000	-	-	-
General Liability Reserve	49,664	157,705	9,000	26,713	-
Equipment Replacement Fund	-	-	15,000	15,000	-
Economic Impact Reserve	277,948	207,737	399,201	399,201	399,201
Total Funding Sources	<u>\$ 7,108,579</u>	<u>\$ 8,403,245</u>	<u>\$ 8,510,628</u>	<u>\$ 7,737,857</u>	<u>\$ 9,266,303</u>

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Public Safety Police

Provide the City's general law enforcement services using sound police administration practices within the guidelines of current law.

Provide community crime awareness by establishing a partnership with the community and working in a collective effort to solve problems to improve our quality of life while promoting a safer living environment.

Special emphasis shall be placed on enhancing community policing and problem solving strategies including emphasis on effective tactics and planning, rapid deployment to chronic problems and relentless assessment and follow-up to all public safety issues.

Fiscal Year 2005/2006 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2002/2003	2003/2004	2004/2005	2005/2006
Patrol Services				
Arrests	700	804	900	950
Citations	4,500	5,117	4,600	5,000
Calls for service	16,000	17,301	17,500	18,000
Crime / incident	3,000	2,831	2,662	3,000
Shield hours	3,000	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,200	2,100	2,300	2,500
Investigations				
Abuse	30	33	27	30
Robberies	5	5	6	6
Reports	175	277	250	275
Internal Affairs	6	3	5	5
Background	3	5	6	6
Arson	3	3	-	1
Homicide	-	-	1	-
Narcotics	60	65	65	65
Records / Support				
Calls	38,000	38,000	38,000	38,000
Customers	5,500	5,500	5,500	5,500
Crime reports	3,000	2,831	2,662	3,000
Abatement reports	65	68	54	60

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	2004/2005	2005/2006	Approved	from 04/05 Budget
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Commander	1.0	0.0	0.0	0.0	0	0%
Police Captain	0.0	2.0	2.0	2.0	0	0%
Sergeant	5.0	4.0	4.0	4.0	0	0%
Officer	13.0	13.0	13.0	13.0	0	0%
Traffic Enforcement Officer	0.0	0.0	1.0	1.0	0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher /Records Technician	6.0	6.0	6.0	6.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Police Code Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Secretary to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
Total	32.5	32.5	33.5	33.5	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Department Budget
Police

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	2,656,875	2,862,031	3,280,696	2,890,589	3,491,963	-	6%
Materials and supplies	86,608	82,471	85,744	72,198	88,519	-	3%
Contract Services	186,380	175,492	170,853	155,812	137,812	-	-19%
Overhead	-	-	-	-	-	-	0%
Other expense	20,172	22,638	32,294	36,663	31,000	-	-4%
Capital outlay	117,428	15,276	48,606	63,455	69,820	-	44%
Total	3,067,463	3,157,908	3,618,193	3,218,717	3,819,114	-	6%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Patrol Services	1,918,541	1,820,328	2,071,123	1,927,050	2,199,006	-	6%
Investigations	103,439	135,515	253,301	228,255	275,566	-	9%
Records and Dispatch	552,365	600,386	638,280	574,067	704,229	-	10%
Police Administrative Support	493,119	601,679	655,489	489,346	640,313	-	-2%
Total	3,067,463	3,157,908	3,618,193	3,218,717	3,819,114	-	6%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	1,604,231	1,732,713	1,910,051	1,700,761	2,140,920	-	12%
Measure J	767,101	732,949	982,160	926,330	1,054,168	-	7%
Grants	70,869	70,869	175,991	75,000	100,026	-	0%
Booking Fees	48,718	61,477	41,991	55,716	-	-	-100%
Fines and Forfeitures	454,081	499,607	468,000	429,747	441,000	-	-6%
POST Reimbursement	21,318	9,444	10,000	13,313	13,000	-	30%
Police Services Revenues	101,145	50,848	30,000	17,851	70,000	-	133%
Total	3,067,463	3,157,908	3,618,193	3,218,717	3,819,114	-	6%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Police

Division: Patrol

2004/05 REVIEW

- Made 889 physical arrests (excluding cited and released). 10.5% increase over year 2003. 569 arrests were billable bookings.
- Wrote approximately 1,255 citations for moving and non-moving violations. We also wrote 3,333 parking citations.
- Responded to 17,434 calls for service and wrote 2,662 crime/incident reports.
- Average response time to Priority "A" calls was approximately 2.29 minutes (5.92 in 2003). Our 2004 response time to Priority "B" (non-emergency) calls was approximately 5.90 minutes (10.90 in 2003). Stabilized staffing levels have assisted in these improvements.
- Experienced a decrease in injury related traffic collisions of approximately 22% from 67 (2003) to 52 (2004).
- Our School Resource Officer continues on the El Dorado High School campus for the sixth year in succession. The SRO participates on the EDUHSD district-wide safety committee.
- Our Community Services Officer was very instrumental in our very successful National Night Out Program in 2004. We received national recognition as the #1 outstanding program for cities our size in the nation.
- Overall, staffing has remained stable over the past twelve months.
- Average Officer experience level has risen to approximately 8 years as compared to 2 to 3 years 6 years ago.
- Two patrol officers have been trained as gang detectives to work with the local gang task force as an additional assignment.
- The popular and successful K-9 Program has continued for a fifth year in a row.
- All Officers have been trained to use Bennelli shotguns and Armlite AR15 rifles.
- The Special Response Team (SRT) has continued in its fifth year of existence. Our SRT Unit is a group of highly trained officers that work as a team on a variety of high-risk incidents. We have formed partnerships with other local agencies to create a regional tactical team providing greater resources for response to critical incidents.
- All Officers have been trained to use the M26 Taser, which has proved to be a very effective less lethal use of force option.

2005/06 BUDGET

- Continue to promote our COPPS philosophy in our neighborhoods and business areas. We intend to place special emphasis on problem oriented policing including use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Strengthen our volunteer programs and our crime prevention programs with the assistance of our CSO and supervisory staff.
- Replace at least one of our high mileage patrol vehicle.
- Obtain a low-mileage county surplus ambulance to be used by our Special Response Team for effective and efficient deployment of the team.
- Complete the wireless data network project.
- Finalize deployment and implementation of a Traffic Enforcement and Education Officer. Funding will be by the City COPS grant and we have applied for Office of Traffic Safety grant assistance for funding of additional equipment for this program. We intend for the program to be a comprehensive traffic program to further reduce injury related collisions, arrest drunk drivers and conduct education programs in local schools.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Sergeant	4.0	3.0	3.0	3.0	0	0%
Officer	12.0	12.0	12.0	12.0	0	0%
Traffic Enforcement Officer	0.0	0.0	1.0	1.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Code Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Total	18.0	17.0	18.0	18.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget

Division Budget Patrol

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	1,700,569	1,718,027	1,933,480	1,798,279	2,048,955	-	6%
Materials and supplies	68,905	54,569	59,519	53,270	63,769	-	7%
Contract Services	32,797	38,353	23,288	31,116	25,938	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	7,254	6,820	14,230	14,780	10,524	-	-26%
Capital outlay	109,016	2,559	40,606	29,604	49,820	-	23%
Total	1,918,541	1,820,328	2,071,123	1,927,050	2,199,006	-	6%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Patrol Services	1,805,148	1,715,269	1,950,352	1,814,283	2,067,595	-	6%
Senior Volunteer Program	52,303	48,773	56,933	57,345	68,876	-	21%
Parking Enforcement	61,091	56,285	63,838	55,422	62,535	-	-2%
Total	1,918,541	1,820,328	2,071,123	1,927,050	2,199,006	-	6%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	631,966	611,894	611,328	665,001	770,518	-	26%
Measure J	590,444	516,188	733,813	670,422	804,462	-	10%
Grants	70,869	70,869	175,991	75,000	100,026	-	-43%
Booking Fees	48,718	61,477	41,991	55,716	-	-	-100%
Fines and Forfeitures	454,081	499,607	468,000	429,747	441,000	-	-6%
POST Reimbursement	21,318	9,444	10,000	13,313	13,000	-	30%
Police Services Revenues	101,145	50,848	30,000	17,851	70,000	-	133%
Total	1,918,541	1,820,328	2,071,123	1,927,050	2,199,006	-	6%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Police

Division: Investigations

2004/05 REVIEW

- Burglary clearance rate remained at a very respectable 25%. There were 90 burglaries reported for 2004, which is up only one from 2003.
- Estimated dollar value amount of property reported stolen increased dramatically from the previous year. In 2003 the figure was reported to be \$472,229. In 2004 the figure rose to \$634,390. The recovery rate rose to 57% (\$360,322), up from the 34% reported in 2003.
- Addressed staffing deficiencies in the investigations bureau by adding an additional detective. We now have two full-time investigators sharing the workload.
- One domestic violence related homicide/suicide occurred in our jurisdiction, which was successfully investigated by our detectives.
- Investigated 21 cases involving suspected child abuse/neglect and child molestation. This represents a decrease compared to the 35 cases reported in 2003.
- Investigated 3 reported cases of rape in 2004.
- Monitored approximately 25 registered sex offenders during 2004, which resulted in an approximate 95% compliance rate.
- Continued to update our crime scene investigation equipment and trained two additional personnel in CSI.
- Completed renovation and updating of the interview room providing quality audio and video recording capabilities.
- Placed an additional emphasis on narcotics investigations. Acting on tips and utilizing citizen informants more promptly is a continuing objective.
- Continued to use the TRAK System that was purchased through grant funding and Measure J funds.

2005/06 BUDGET

- Continue conducting thorough investigations on serious criminal offenses.
- Maintain our burglary clearance rate at minimally 20%.
- Continue our involvement in the El Dorado County Child Abuse Council to increase public awareness and education.
- Continue our involvement in the El Dorado County Elder Abuse Task Force to coordinate investigations and increase public awareness.
- Complete the modifications to our Crime Scene Investigation/Communications Vehicle so it can function as a mobile crime scene response vehicle, mobile command center and mobile communications vehicle.
- Identify key POST training courses for the detectives to attend in an effort to further increase effectiveness.
- Increase our effectiveness with surveillance efforts for all types of reported crimes.
- Continue to aggressively investigate cases involving narcotics and gang related crimes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Sergeant	1.0	1.0	1.0	1.0	0	0%
Officer	1.0	1.0	1.0	1.0	0	0%
Total	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Investigations

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	85,142	117,584	238,566	218,282	258,635	-	8%
Materials and supplies	2,104	2,798	2,715	1,752	2,515	-	-7%
Contract Services	11,610	5,990	8,150	2,907	9,150	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	1,868	3,537	3,870	5,314	5,266	-	36%
Capital outlay	2,715	5,606	-	-	-	-	0%
Total	103,439	135,515	253,301	228,255	275,566	-	9%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Crime Scene Investigations	103,439	135,515	253,301	228,255	275,566	-	9%
Total	103,439	135,515	253,301	228,255	275,566	-	9%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	34,722	81,382	174,574	145,165	183,826	-	5%
Measure J	68,716	54,132	78,727	83,089	91,740	-	17%
Total	103,439	135,515	253,301	228,255	275,566	-	9%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2004/05 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 5,000 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,900 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 54 vehicle abatement reports, resulting in 33 actual abatements.
- Conducted approximately 300 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 17,500 calls for service from our 9-1-1 dispatch center.
- Continued implementation of an alternative work schedule in the Dispatch Center to help reduce overtime.
- Coordinated a citywide effort to get surplus property to an auction company.
- Implemented the false alarm billing process.
- Completed the live scan fingerprint training and now continue to offer that service to the community.

2005/06 BUDGET

- Continue to work with department staff in an effort to comply with on-going training requirements for our dispatchers.
- Create and maintain a current eligibility list for dispatch/records technicians in an effort to expedite the hiring process when an opening exists.
- Continue efforts toward total automation of our records handling process to become nearly paperless.
- Continue the process of auctioning surplus property.
- Continue implementation of revising the general orders and loading the manual onto network computers.
- Continue efforts to achieve compliance with our alarm permit ordinance.
- Coordinate with State E911 to replace our dispatch equipment in Spring 2006.
- Implement wireless E911 call taking and related geographic mapping.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher/Records Tech.	6.0	6.0	6.0	6.0	0	0%
Total	9.5	9.5	9.5	9.5	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Records and Dispatch

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	526,366	561,988	596,981	544,933	639,928	-	7%
Materials and supplies	5,279	9,643	9,525	5,901	8,625	-	-9%
Contract Services	20,314	22,661	28,500	20,731	28,950	-	2%
Overhead	-	-	-	-	-	-	0%
Other expense	406	6,095	3,274	2,503	6,726	-	105%
Capital outlay	-	-	-	-	20,000	-	0%
Total	<u>552,365</u>	<u>600,386</u>	<u>638,280</u>	<u>574,067</u>	<u>704,229</u>	<u>-</u>	10%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Records Management	308,583	237,233	143,465	95,273	162,717	-	13%
Dispatch	243,782	363,154	494,815	478,794	541,512	-	9%
Total	<u>552,365</u>	<u>600,386</u>	<u>638,280</u>	<u>574,067</u>	<u>704,229</u>	<u>-</u>	10%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>552,365</u>	<u>600,386</u>	<u>638,280</u>	<u>574,067</u>	<u>704,229</u>	<u>-</u>	10%
Total	<u>552,365</u>	<u>600,386</u>	<u>638,280</u>	<u>574,067</u>	<u>704,229</u>	<u>-</u>	10%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Police

Division: Police Administration

2004/05 REVIEW

- Continued efforts to recruit, test and train sworn personnel in an attempt to reach full staffing.
- Worked with community members in an effort to develop alternatives for our youth. We continue to work with the West Slope Boys and Girls Club and New Morning Youth and Family Services.
- Continued to seek alternatives for the police building facility needs.
- Completed the underground fuel storage tank removal project.
- Obtained three Jeep Liberty administrative vehicles.
- Continued work on the implementation of the Wireless computer data terminal project.
- Completed a POST Team Building Workshop to facilitate transition of new administrative staff.
- Completed a comprehensive Department meeting with all police department staff.
- Redefined Community Policing geographic areas and responsibilities in an effort to enhance COPPS efforts.
- Compiled City website data for police department section.
- Implemented a Citizen's Academy outreach program to enhance community awareness of the Police Department.
- Actively participated in regional disaster preparedness.

2005/06 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn personnel.
- Continue to streamline Community Oriented Policing (COPPS) via our City website.
- Continue involvement with the Police Chief's Associations both on the regional and State levels in an effort to learn/share ideas and enhance administrative effectiveness.
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue collaboration with El Dorado High School to provide a School Resource Officer.
- Complete a training plan for all sworn and non-sworn personnel in an effort to maintain POST compliance and satisfy State mandated training requirements.
- Continue to manage the Citizen's Option for Policing (COPS) grant that we have received over the past few years.
- Complete the wireless data network project.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Commander	1.0	0.0	0.0	0.0	0	0%
Police Captain	0.0	2.0	2.0	2.0	0	0%
Secretary to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
Total	3.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Police Administration

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	344,798	464,432	511,669	329,096	544,445	-	6%
Materials and supplies	10,320	15,461	13,985	11,275	13,610	-	-3%
Contract Services	121,659	108,489	110,915	101,059	73,774	-	-33%
Overhead	-	-	-	-	-	-	0%
Other expense	10,644	6,187	10,920	14,066	8,484	-	-22%
Capital outlay	5,697	7,111	8,000	33,851	-	-	-100%
Total	<u>493,119</u>	<u>601,679</u>	<u>655,489</u>	<u>489,346</u>	<u>640,313</u>	<u>-</u>	<u>-2%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Police Department Admin	493,119	601,679	655,489	489,346	640,313	-	-2%
Total	<u>493,119</u>	<u>601,679</u>	<u>655,489</u>	<u>489,346</u>	<u>640,313</u>	<u>-</u>	<u>-2%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	385,178	439,051	485,869	316,527	482,347	-	-1%
Measure J	107,940	162,628	169,620	172,819	157,966	-	-7%
Total	<u>493,119</u>	<u>601,679</u>	<u>655,489</u>	<u>489,346</u>	<u>640,313</u>	<u>-</u>	<u>-2%</u>

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Public Works

Provide the City's streets, parking facilities, water distribution and wastewater collection/storm drainage systems maintenance and operation in a manner that is consistent with sound practices and legal requirements, and that are applicable and responsive to the long-term and current needs and interests of the City.

Fiscal Year 2005/2006 Annual Operating Budget
Department: Public Works (General Fund and Special Funds Only)
All Divisions

Workload Indicators	Actual 2002/03	Actual 2003/04	Estimated 2004/05	Proposed 2005/06		
Engineering						
Capital improvement projects	14	30	30	20		
Speed surveys	2	2	2	4		
Permits	190	190	195	200		
USA dig notices	350	350	350	250		
Calls for service	180	180	34	40		
Parcel / subdivision map review	350	350	70	100		
Building plan review	390	390	180	200		
Building inspection	350	350	150	175		
Streets and Roads						
Calls for service	250	250	465	500		
Maintenance hours	9,850	9,850	9,850	9850		
Miles of streets maintained	52	52	52	52		
Green waste diverted (tons)	500	500	500	550		
Water / Sewer						
Calls for service	70	70	15	50		
Gallons water treated/per day	1.2m	1.2m	-	na		
Meter replacement	300	300	78	100		
Connection application	29	29	34	35		
Gallons sewer treated/per day	1.3m	1.3m	1.3m	1.3m		
Miles of sewer lines	54	54	54	54		
Department Staff by Position						
	Actual 2002/2003	Actual 2003/2004	Estimated 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineering Technician	0.0	0.0	0.0	0.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Streets Superintendent~	0.5	0.5	0.5	0.5	0.0	0%
Senior Maintenance Worker~	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker II~	1.8	1.8	1.8	1.8	0.0	0%
Maintenance Worker I~	1.0	1.0	1.0	1.2	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Total	12.8	12.8	12.8	13.0	0.0	2%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Public Works (General Fund and Special Funds Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	627,570	790,871	1,045,575	960,079	1,123,529	-	7%
Materials and supplies	47,801	33,279	39,085	23,821	37,785	-	-3%
Contract Services	420,188	308,914	233,125	265,751	223,905	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	3,149	3,509	9,800	4,907	9,835	-	0%
Capital outlay	478	22,789	38,000	89,272	43,340	-	14%
Total	1,099,186	1,159,362	1,365,585	1,343,830	1,438,394	-	5%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Engineering	589,971	696,563	834,750	801,822	898,799	-	8%
Streets and Roads	479,864	441,511	509,635	522,539	517,395	-	2%
Downtown Parking	29,351	21,288	21,200	19,468	22,200	-	5%
Total	1,099,186	1,159,362	1,365,585	1,343,830	1,438,394	-	5%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	1,036,122	881,648	898,185	933,753	881,187	-	-2%
Engineering Fees	40,250	205,724	120,200	214,609	200,000	-	66%
Gas Tax Fund	-	-	26,000	26,000	35,007	-	0%
Leased Parking Revenues	22,815	21,288	21,200	19,468	22,200	-	5%
Cost Recovery	-	50,703	300,000	150,000	300,000	-	0%
Total	1,099,186	1,159,362	1,365,585	1,343,830	1,438,394	-	5%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Works

Division: Engineering

2004/05 REVIEW

- Continued implementation of Capital Improvement Program.
- Continued Public Works Department Fee update as part of an overall City fee review process.
- Continued to review of City Code relating to public works, private development.
- Drafted a Storm Water Management Plan under NPDES requirements.
- Continued development for funding of downtown parking district.
- Continued development of Citywide GIS system and public works inventory.
- Continued to process dig notices and work service requests.
- Continued to work with Finance Department in development of equipment replacement program.
- Continued to expand and update City's long range Capital Improvement Program, including funding identification.
- Continued participation in updating City's development standards.
- Continued to assist in implementation of Downtown Revitalization Plan.
- Continued to provide construction inspection of subdivision and commercial development projects.
- Continued to pursue grant funding required to address the sewer system I & I condition.
- Continued to process Transportation and Encroachment Permits.
- Continued to work with EDCTC, El Dorado County, and State on development of regional transportation projects.
- Continued to seek grant funding for improvement of pedestrian, bicycle, and equestrian trail system.

2005/06 BUDGET

- Continue implementation of Capital Improvement Program.
- Work to reestablish the Traffic Safety Committee. Renew effort with new City Engineer.
- Complete Public Works Department Fee update as part of an overall City fee review process.
- Continue to review of City Code relating to public works, and private development.
- Begin implementation of Storm Water Management Plan.
- Continue development for funding of downtown parking district.
- Continue development of Citywide GIS system and public works inventory.
- Continue to process dig notices and work service requests.
- Continue to work with Finance Department in development of equipment replacement program.
- Continue to expand and update City's long range Capital Improvement Program, including funding identification.
- Establish pavement management system for evaluating all City streets.
- Continue participation in updating City's development standards.
- Continue to assist in implementation of Downtown Revitalization Plan.
- Continue to provide construction inspection of subdivision and commercial development projects.
- Continue to pursue grant funding required to address the sewer system I & I condition.
- Continue to process Transportation and Encroachment Permits.
- Continue to work with EDCTC, El Dorado County, and State on development of regional transportation projects.
- Continue to seek grant funding for improvement of pedestrian, bicycle, and equestrian trail system.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Total	8.0	8.0	8.0	8.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Engineering

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	316,118	475,932	727,950	635,848	773,471	-	6%
Materials and supplies	4,125	5,719	5,250	3,891	6,075	-	16%
Contract Services	268,649	191,182	95,200	157,308	105,820	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	1,080	1,071	4,350	2,775	5,100	-	17%
Capital outlay	-	22,659	2,000	2,000	8,333	-	0%
Total	589,971	696,563	834,750	801,822	898,799	-	8%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Engineering	589,971	696,563	834,750	801,822	898,799	-	8%
Total	589,971	696,563	834,750	801,822	898,799	-	8%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	549,721	440,137	414,550	437,213	398,799	-	-4%
Cost Recovery	-	50,703	300,000	150,000	300,000	-	0%
Engineering Fees	40,250	205,724	120,200	214,609	200,000	-	66%
Total	589,971	696,563	834,750	801,822	898,799	-	8%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Works

Division: Streets and Roads (General Fund Only)

2004/05 REVIEW

- Maintained approximately 53 miles of city streets.
- Purchased equipment approved in Capital Outlay and Capital Improvement Programs.
- Operated annual Fall leaf cleanup.
- Patched pavement throughout city.
- Continued street painting, sign installation, repair and graffiti removal program.
- Swept streets twice weekly.
- Completed work service requests for street work.
- Removed hazardous trees.
- Sand streets during winter conditions.
- Cleaned storm drains.
- Began planning for upgrade to the Corporation Yard.
- Continued weed abatement program in conjunction with Recreation and Parks Department.
- Supported Engineering Division in Traffic Control and system map updates.
- Continued support activities for special events.
- Continued to support Engineering in inventorying infrastructure.

2005/06 BUDGET

- Continue to maintain approximately 53 miles of city streets.
- Purchase equipment approved in the FY 2005/06 Capital Outlay Programs.
- Continue to operate annual Fall leaf cleanup program.
- Maintain pavement throughout city.
- Continue street painting, sign installation, repair and graffiti removal program.
- Continue to sweep streets twice weekly.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains.
- Begin the design and construction of upgrades to the Corporation Yard.
- Continue weed abatement program in conjunction with Recreation and Parks Department.
- Continue to support Engineering Division in Traffic Control and system map updates.
- Continue support activities for special events.
- Continue to support Engineering in inventorying infrastructure.

<u>Department Staff by Position</u>	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Streets Superintendent~	0.5	0.5	0.5	0.5	0.0	0%
Senior Maintenance Worker	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker II~	1.8	1.8	1.8	1.8	0.0	0%
Maintenance Worker I~	1.0	1.0	1.0	1.2	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Total	4.8	4.8	4.8	5.0	0.0	4%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Streets and Roads (General Fund Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	311,453	314,939	317,625	323,091	350,058	-	10%
Materials and supplies	39,132	25,375	31,635	18,237	29,510	-	-7%
Contract Services	126,732	98,629	118,925	91,807	98,085	-	-18%
Overhead	-	-	-	-	-	-	0%
Other expense	2,069	2,438	5,450	2,132	4,735	-	-13%
Capital outlay	478	130	36,000	87,272	35,007	-	-3%
Total	479,864	441,511	509,635	522,539	517,395	-	2%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Street Sweeping	67,141	59,102	52,860	51,476	56,107	-	6%
Sidewalks, Curbs and Gutters	20,493	18,906	26,381	22,550	27,363	-	4%
Street Signs and Marking	40,394	27,665	32,880	28,237	30,841	-	-6%
Storm Drains	1,882	1,452	3,200	574	3,150	-	-2%
Traffic Signals and Lights	109,561	79,924	97,815	77,336	81,000	-	-17%
Street Sanding / Snow Removal	1,853	2,760	3,700	3,100	3,700	-	0%
General Street Maintenance	238,540	251,701	292,799	339,267	315,234	-	8%
Total	479,864	441,511	509,635	522,539	517,395	-	2%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	479,864	441,511	483,635	496,539	482,388	-	0%
Gas Tax	-	-	26,000	26,000	35,007	-	35%
TDA Fund	-	-	-	-	-	-	0%
Development Impact Fund	-	-	-	-	-	-	0%
Total	479,864	441,511	509,635	522,539	517,395	-	2%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2004/05 REVIEW

- Performed M & O as needed including lighting, signage, patching, striping, and landscape maintenance.
- Continued to develop beautification to selected parking lots.
- Began construction of Phase 2 improvements to Fox Lot.
- Provided special event support.
- Provided visitor Center Grounds Maintenance.

2005/06 BUDGET

- Continue to perform M & O as needed including lighting, signage, patching, striping, and landscape maintenance.
- Continue to develop beautification to selected parking lots.
- Complete improvements to Fox Lot.
- Conduct maintenance/capital reserve costs analysis for parking district.
- Continue to provide special event support.
- Continue to provide Visitor Center Grounds Maintenance

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
N/A	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Downtown Parking

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	-	-	-	1,140	-	-	0%
Materials and supplies	4,544	2,185	2,200	1,693	2,200	-	0%
Contract Services	24,807	19,103	19,000	16,635	20,000	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	29,351	21,288	21,200	19,468	22,200	-	5%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Downtown Parking	29,351	21,288	21,200	19,468	22,200	-	5%
Total	29,351	21,288	21,200	19,468	22,200	-	5%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	6,536	-	-	-	-	-	0%
Leased Parking Revenues	22,815	21,288	21,200	19,468	22,200	-	5%
Total	29,351	21,288	21,200	19,468	22,200	-	5%

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Community Development

Provide current and long-range planning, building inspection, and economic/redevelopment in a manner that is consistent with the City's General Plan, related ordinances and sound planning and inspection practices, and that is applicable and responsive to the current and long-term needs and interests of the City.

Apply for and administer approved grants related to departmental goals and activities.

Fiscal Year 2005/2006 Annual Operating Budget

Department: Community Development

All Divisions

	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Estimated</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>
Workload Indicators				
Administration				
Budget administration	200	250	300	300
Planning division support	500	600	500	500
Building division support	200	150	300	250
Grant division support	300	200	250	150
Interdepartmental support	300	400	700	700
Personnel matters	250	50	100	100
Clerical/Records	400	420	400	400
Grant support	200	100	200	200
Special projects (Streetscape, Trail, Pool, PWD)	450	500	350	200
City Council/Planning Commission & misc. meetings	350	400	350	350
Planning				
Discretionary development applications	20	28	31	30
Miscellaneous applications	15	21	18	20
Housing Element implementation	300	320	1	2
Parcel and subdivision maps	5	16	11	10
Telephone and counter	2,200	2,350	2,300	2,300
Building				
Inspections	1,800	1,800	1,800	1,800
Building permits	275	285	300	300
Miscellaneous permits/review	125	140	125	140
Inquiries	2,600	2,500	2,500	2,500
Grant Administration				
Loan reuse program	5	2	2	0
Small business loans	3	0	2	0
Code enforcement	80	90	100	0
Downtown Streetscape	350	250	300	0

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>	<u>Approved</u>	<u>from 04/05</u>
					<u>2005/2006</u>	<u>Budget</u>
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Administrative Specialist	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	1.0	0.0	0%
Total	5.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Department Budget
Community Development

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	375,935	405,975	439,557	429,012	407,038	-	-7%
Materials and supplies	1,977	810	3,150	1,343	3,200	-	2%
Contract Services	4,213	3,677	9,900	16,058	10,250	-	4%
Overhead	-	-	-	-	-	-	0%
Other expense	8,081	5,839	9,050	3,350	8,200	-	-9%
Capital outlay	-	290	-	-	4,000	-	0%
Total	390,206	416,591	461,657	449,764	432,688	-	-6%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Planning	77,354	81,027	90,338	83,334	98,785	-	9%
Building	79,114	87,588	97,959	99,326	109,773	-	12%
Grant Administration	73,260	73,085	81,466	77,919	-	-	-100%
CDD Administration	160,479	174,891	191,894	189,186	224,130	-	17%
Total	390,206	416,591	461,657	449,764	432,688	-	-6%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	117,647	54,970	169,691	185,971	242,688	-	43%
Planning Fees	97,225	114,042	79,500	89,577	75,000	-	-6%
Building Permits	102,075	174,494	131,000	96,298	111,000	-	-15%
TIM Fees	-	-	-	-	4,000	-	0%
Grant Funds	73,260	73,085	81,466	77,919	-	-	-100%
Total	390,206	416,591	461,657	449,764	432,688	-	-6%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Community Development

Division: Planning

2004/05 REVIEW

- Monitored proposed commercial development activities in the Missouri Flat Road area.
- Annexation for the Caswell/Liles property on Cold Springs Road.
- Continued annexation proceedings for the Smith Flat area.
- Continued to work with the Hangtown Creek Stewardship Committee toward the completion of a master plan for Hangtown Creek.
- Processed approximately 30 miscellaneous planning applications, such as Site Plan Reviews, Conditional Use Permits and Tentative Parcel Maps.
- Processed a request by Eskaton Properties for a senior continuum care facility located on Spanish Hill.
- Processed a planning application for the Point View Motel located at Point View Drive and Highway 50.
- Monitored activities relating to the development of the El Dorado County General Plan.
- Provided approximately 2,500 customer service contacts at the public counter, telephone and email regarding zoning and other planning related information.
- Conducted plan checks and monitored projects for compliance with City codes and Conditions of Approval.
- Monitored various residential and commercial projects to ensure compliance with Mitigation Measures.
- Provided staff support to the Planning Commission and City Council.

2005/06 BUDGET

- Continue to monitor and, when appropriate, comment on development activities located in the County but affecting the City, particularly those in the Missouri Flat Road area.
- Continue to provide customer service regarding information relating to zoning and other planning matters.
- Complete Annexation/Reorganization 03-01, Smith Flat (Mackay).
- Continue to provide staff support to the Planning Commission and City Council where it is expected that approximately 30 discretionary projects will be submitted for review.
- With the help of the Hangtown Creek Master plan Committee, complete the master plan.
- Provide support for enforcement of the recently enacted regulations relating to temporary and permanent signs.
- Provide support service to the Building, Grant Administration and Engineering Divisions as needed.
- Process ten Parcel Maps.
- Process Tentative Subdivision Map 02-02 Capitol Consultants Business Park.
- Process Tentative Subdivision Map 05-01 Cottonwood Phases 4 & 6.
- Process Planned Development Overlay 05-01 for Lumsden Ranch.
- Process Site Plan Review 04-08 & Environmental Assessment 04-06, Fausel Professional Building.
- Process Site Plan Review 04-11, Duplex & Single Family Residence, Simon Drive.
- Process Conditional Use Permit 04-08, Site Plan Review 04-12 & Environmental Assessment 04-08, proposed auto repair business at 332 Placerville Drive.
- Process Site Plan Review 04-13, 990 Victor Lane Duplex.
- Process Environmental Assessment 04-09, Oetting Grading Permit request.
- Processing Conditional Use Permit 05-05 & Site Plan Review 05-02, All Star Rents, Placerville Drive.
- Process Site Plan Review 05-03 & Environmental Assessment 05-02, 3047 Briw Rd. Professional Building.
- Process Annexation/Reorganization 04-02, railroad right-of-way, lower Main Street.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Planning

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	70,524	76,744	84,438	78,004	92,485	-	10%
Materials and supplies	1,017	302	600	571	850	-	42%
Contract Services	1,878	2,608	3,600	3,963	3,700	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	3,934	1,373	1,700	796	1,750	-	3%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>77,354</u>	<u>81,027</u>	<u>90,338</u>	<u>83,334</u>	<u>98,785</u>	<u>-</u>	<u>9%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Planning	<u>77,354</u>	<u>81,027</u>	<u>90,338</u>	<u>83,334</u>	<u>98,785</u>	<u>-</u>	<u>9%</u>
Total	<u>77,354</u>	<u>81,027</u>	<u>90,338</u>	<u>83,334</u>	<u>98,785</u>	<u>-</u>	<u>9%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	10,838	-	23,785	-	119%
Planning Fees	<u>77,354</u>	<u>81,027</u>	<u>79,500</u>	<u>83,334</u>	<u>75,000</u>	<u>-</u>	<u>-6%</u>
Total	<u>77,354</u>	<u>81,027</u>	<u>90,338</u>	<u>83,334</u>	<u>98,785</u>	<u>-</u>	<u>9%</u>

Fiscal Year 2005/2006 Annual Operating Budget

Department: Community Development

Division: Building

2004/05 REVIEW

- Completed approximately 140 plan reviews and issued 285 construction permits. Plan reviews and construction permits include single-family dwellings, commercial structures, additions, tenant improvements, repairs, replacements, and other modifications to structures.
- Continued code enforcement for violations relating to property use and substandard housing.
- Customer service – responded to approximately 2500 phone calls and email inquiries and provided 780 hours of counter support and 1800 field inspections were conducted.

2005/06 BUDGET

- Plan review, construction permit and inspection are expected to increase over the above figures with the development of projects such as the Eskaton Senior Community, The Ridge at Orchard Hill Senior Development, Gateway Motel, Home Depot, and various City sponsored projects.
- Continue to identify code violations and obtain compliance to the City Code relating to property use and substandard housing conditions.
- Provide plan review and inspection services for the City's Capital Improvement projects.
- Respond to an estimated 2,500 phone calls and email inquiries and counter contacts, provide 780 hours counter support and conduct 1,800 field inspections.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Building

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	73,987	85,038	90,809	86,446	97,973	-	8%
Materials and supplies	669	508	1,550	524	1,750	-	13%
Contract Services	1,641	1,069	2,900	11,033	3,750	-	29%
Overhead	-	-	-	-	-	-	0%
Other expense	2,817	973	2,700	1,323	2,300	-	-15%
Capital outlay	-	-	-	-	4,000	-	0%
Total	<u>79,114</u>	<u>87,588</u>	<u>97,959</u>	<u>99,326</u>	<u>109,773</u>	<u>-</u>	<u>12%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Building Plan Review /Inspection	79,114	87,588	97,959	99,326	109,773	-	12%
Total	<u>79,114</u>	<u>87,588</u>	<u>97,959</u>	<u>99,326</u>	<u>109,773</u>	<u>-</u>	<u>12%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	3,028	-	-	0%
Building Permits	79,114	87,588	97,959	96,298	105,773	-	8%
TIM Fees	-	-	-	-	4,000	-	
Total	<u>79,114</u>	<u>87,588</u>	<u>97,959</u>	<u>99,326</u>	<u>109,773</u>	<u>-</u>	<u>12%</u>

Fiscal Year 2005/2006 Annual Operating Budget

Department: Administration

Division: Grant Administration

2004/05 REVIEW

- Continued the City's Small Business Loan Program Reuse Funds.
- Continued to assist the Downtown Advisory Board with PBIA.
- Continued to assist Downtown Advisory Board with PBID.
- Continued to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assisted Community Development Director with updating the General Plan Housing Element.
- Submitted grant application to the State for additional funding for Small Business Loan Program.
- Continued the City of Placerville Housing Rehabilitation Loan Program. The target is to complete five (5) rehabilitation loans during the fiscal year.
- Sought grant funding and other sources for major economic development projects within the City of Placerville. Possible use of Community Development Block Grant and Economic Development funds will be explored.
- Sought funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Assisted Park and Recreation Department with Gold Bug Park.
- Sought funding for Storefront Improvement Program.
- Continued administering PBIA/PBID Storefront Improvement Program targeting two (2) projects.
- Continued City Code enforcement of dangerous building abatement.
- Continued City Nuisance Abatement Program.
- Continued to assist public at Community Development Department counter.
- Conducted building inspections when required.
- Coordinated commercial building plan check process with other departments or agencies.
- Served as a City Representative on Sierra Economic Development District board.
- Assisted with effort to encourage retail business to locate within the City.
- Assisted with development of the Downtown Historic District.
- Assisted with development of potential area special assessments for Placerville Drive and Broadway.
- Assisted in the implementation and monitoring of the Housing Element of the City General Plan.

The Grant Administration Division was moved to the City Administration Department in 2005. Please see the City Administration Department Budget for more details.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Administrative Specialist	1.0	1.0	1.0	0.0	0.0	-100%
Total	1.0	1.0	1.0	0.0	0.0	-100%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Administration

Division: Grant Administration

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	73,250	73,085	80,966	77,911	-	-	-100%
Materials and supplies	10	-	400	8	-	-	-100%
Contract Services	-	-	100	-	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	73,260	73,085	81,466	77,919	-	-	-100%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Grant Administration	73,260	73,085	81,466	77,919	-	-	-100%
Total	73,260	73,085	81,466	77,919	-	-	-100%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	73,260	73,085	81,466	77,919	-	-	-100%
Total	73,260	73,085	81,466	77,919	-	-	-100%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Community Development

Division: Community Development Administration

2004/05 REVIEW

- Managed daily activities of the Planning, Building and Grant Administration Divisions of the Community Development Department.
- Provided budget management and technical assistance to the department staff.
- Completed the General Plan Housing Element Update.
- Managed contract for services with a consultant to provide detailed design for the Downtown Streetscape.
- Continued to monitor and provide technical review to the public and decision makers regarding the Highway 50 Operational Improvement Project.
- Continued as City liaison on the El Dorado County Waste Management Task Force regarding implementation of AB939, Waste Diversion Goals.
- Continued proactive approach regarding the abatement of illegal/temporary signs and general nuisance abatements.
- In conjunction with the City Manager and consultants, completed the planning and preliminary design for the new City Hall.

2005/06 BUDGET

- Continue to manage activities of the Planning, Building and Grant Administration Divisions of the Community Development Department.
- Provide budget management and technical assistance to department staff.
- In coordination with the Downtown Parking Committee and other departments, develop a program, which generates revenues needed to provide the necessary maintenance and operation functions of the City's parking lots and structures.
- Continue the enforcement of illegal/temporary signs and other community nuisances.
- Manage contracts for the outsourcing of certain Building Division and Planning Division services.
- Continue contract management and coordination for the completion of the Downtown Streetscape Plan.
- Assist the Public Works Department with the implementation of various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Assist Caltrans and the City Public Works Department with completion of the Highway 50 Operational Improvement Project and the Western Placerville Interchanges Project.
- Continue refinement of the Department web page.
- Begin implementation of the Housing Element programs and strategies.
- Solicit outside consultant services to assist in a comprehensive review of the City's Zoning Ordinance for "Smart Growth".

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	1.0	0.0	0%
Total	2.0	2.0	2.0	3.0	0.0	50%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Community Development Administration

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	158,175	171,108	183,344	186,651	216,580	-	18%
Materials and supplies	281	-	600	241	600	-	0%
Contract Services	694	-	3,300	1,062	2,800	-	-15%
Overhead	-	-	-	-	-	-	0%
Other expense	1,329	3,493	4,650	1,232	4,150	-	-11%
Capital outlay	-	290	-	-	-	-	0%
Total	160,479	174,891	191,894	189,186	224,130	-	17%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Community Development Admin	160,479	174,891	191,894	189,186	224,130	-	17%
Total	160,479	174,891	191,894	189,186	224,130	-	17%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	117,647	54,970	158,853	182,943	218,903	-	38%
Planning Fees	19,871	33,015	-	6,243	-	-	0%
Building Permits	22,961	86,906	33,041	-	5,227	-	-84%
Total	160,479	174,891	191,894	189,186	224,130	-	17%

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Public Services

Provide the City's parks, recreation activities, and public facilities maintenance and operations in a manner that is consistent with sound practices and legal requirements, and that is applicable and responsive to the long-term and the current needs and interests of the City.



Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

All Divisions

<u>Workload Indicators</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated 2004/2005</u>	<u>Proposed 2005/2006</u>
Parks Maintenance Hours				
Gold Bug Park	1650	1750	1750	1700
Lions Park	1490	1600	1600	1650
City Park	725	600	600	500
Rotary Park	505	550	550	600
Lumsden Park	500	400	400	500
Orchard Hill Park	400	400	400	350
George Duffey Park	-	0	0	0
Other Parks and Grounds	990	950	950	1000
Turf / Weed Abate / Equip	-	0	0	0
Recreation (FT hrs / PT hrs)				
General	3,075/200	2,900/250	2,900/250	3,000/200
Activity Guides Produced	3	4	4	4
Gold Bug Tours	50/1,800	100/2,000	100/2,000	300/2,500
Adult Program	400/800	450/1,900	450/1,900	450/2,100
Youth Programs	250/150	300/400	300/400	350/500
Aquatics	1,875/8,500	1,800/9,000	1,800/9,000	1,900/10,000
Youth Sports	750/2,275	800/2,200	800/2,200	800/2,100
Adult Sports	1,660/2,870	1,700/2,800	1,700/2,800	1,750/2,900
Facilities Maintenance				
City Hall	300	350	350	350
Town Hall	700	800	800	850
Scout Hall	150	100	100	100
Pool	700	600	600	700
Other	100	100	100	100

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	2.0	2.0	2.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	2.0	2.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	12.5	13.0	12.0	12.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Department Budget
Public Services

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	918,323	1,095,535	1,234,842	1,050,098	1,369,696	-	11%
Materials and supplies	128,431	143,924	166,150	143,602	165,000	-	-1%
Contract Services	261,271	269,291	229,156	248,903	290,272	-	27%
Overhead	-	-	-	-	-	-	0%
Other expense	9,265	22,450	29,400	14,876	13,700	-	-53%
Capital outlay	39,751	70,377	31,500	38,600	14,300	-	-55%
Total	1,357,040	1,601,576	1,691,048	1,496,079	1,852,968	-	10%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Parks	396,023	491,686	528,207	531,421	534,030	-	1%
Recreation	578,669	702,722	781,078	632,033	892,850	-	14%
Facilities M & O	210,852	194,906	195,442	141,535	226,008	-	16%
PSD Administration	171,496	212,261	186,321	191,090	200,080	-	7%
Total	1,357,040	1,601,576	1,691,048	1,496,079	1,852,968	-	10%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	884,681	1,050,059	1,112,059	943,196	1,134,553	-	2%
Orchard Hill / Duffey LLMD	29,332	36,072	47,989	38,406	46,415	-	-3%
Recreation Fees	443,027	515,446	531,000	514,476	672,000	-	27%
Total	1,357,040	1,601,576	1,691,048	1,496,079	1,852,968	-	10%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

Division: Parks

2004/05 REVIEW

- Maintained 103 acres of park, 30,000 square feet of buildings, two swimming pools, and 10 acres of open space and 2 miles of trails.
- Spent approximately 5,500 hours in the maintenance of parks and open space.
- Spent approximately 1,800 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,200 hours at Lions Park in a variety of maintenance functions including: grounds, turf, playground/tot-lot, tennis courts, athletic fields and facility maintenance.
- Spent approximately 800 hours at City Park to maintain all grounds.
- Spent approximately 600 hours at Rotary Park to maintain all grounds.
- Spent approximately 500 hours at Lumsden Park to maintain all grounds.
- Spent approximately 400 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 1,000 hours within other grounds areas, such as: trails, cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance.
- Made improvements to museum at Gold Bug Park.
- Created a iron works exhibit in the Stamp Mill at Gold Bug Park.
- Performed planning work that will lead to construction of restrooms at Gold Bug Park.
- Completed lower field lighting project at Lions Park.
- Completed reconstruction of Lions Park Tennis Courts.
- Made major improvements to irrigation systems at various adopt-a-spots.
- Assisted in the construction of the Placerville Aquatics Center.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- Worked with local volunteer groups in improvements to Lumsden Park and cemeteries.

2005/06 BUDGET

- Maintain 105 acres of park, 30,000 sq. ft. of buildings, two (2) swimming pools, and 8 acres of open space and 4 miles of trails.
- Complete construction of Gold Bug Park restroom renovation. (Spring 2006)
- Complete construction of Placerville Aquatics Center (July 2005)
- Reconstruct the Lions Park Tot-Lot. (March, 2006)
- Make safety improvements to access and walkways at Benham Park. (July, 2005)
- Place a special emphasis on weed abatement throughout city streets and parks.
- Place an emphasis on weed abatement.
- Renovate turf areas at Benham Park.
- Create access improvements into Lumsden Park picnic areas.
- Develop a shop facility for Parks Maintenance Division.
- Initiate of maintenance of Cottonwood Park.
- Perform tree trimming/removal work an identified

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Parks & Facility Maintenance Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.0	2.0	2.0	2.0	0.0	0%
Gold Bug Park Maint. & Op. Specialist	2.0	2.0	1.0	1.0	0.0	0%
Total Public Services	6.0	6.0	5.0	5.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget

Division Budget Parks

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	262,819	329,935	381,991	368,041	400,158	-	5%
Materials and supplies	40,168	40,673	43,450	56,523	48,900	-	13%
Contract Services	65,578	71,041	70,866	70,857	78,472	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	933	2,037	2,900	610	1,500	-	-48%
Capital outlay	26,524	48,001	29,000	35,390	5,000	-	-83%
Total	396,023	491,686	528,207	531,421	534,030	-	1%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Parks Maintenance	100,940	140,529	87,516	80,556	64,785	-	-26%
Lions Park	65,718	80,808	114,771	100,171	123,846	-	8%
Gold Bug Park	48,044	68,716	111,635	125,007	118,927	-	7%
Rotary Park	50,213	43,508	41,502	42,377	46,433	-	12%
City Park	39,483	43,477	50,214	64,323	53,127	-	6%
Lumsden Park	25,575	30,924	28,406	25,079	28,210	-	-1%
Orchard Hill /Duffey LLMD	29,332	36,072	47,989	38,406	46,415	-	-3%
Other Grounds	36,719	47,653	46,174	55,503	52,287	-	13%
Total	396,023	491,686	528,207	531,421	534,030	-	1%

<u>Source of Funds:</u>	<u>Actual</u> <u>2003/2004</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	366,691	455,615	480,218	493,015	487,615	-	2%
Orchard Hill / Duffey LLMD	29,332	36,072	47,989	38,406	46,415	-	-3%
Total	396,023	491,686	528,207	531,421	534,030	-	1%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

Division: Recreation

2004/05 REVIEW

- Created four (4) Recreation Program Activity Guides with a distribution of approximately 40,000 per issue.
- Improved program brochure and delivery system.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Conducted evaluation/scoping sessions with program instructors.
- Implemented new sports camps with a special emphasis on younger age groups.
- Increased the number of Special Interest Classes offered throughout the year by 25%.
- Conducted a Youth Basketball League consisting of 110 teams competing in four divisions.
- Expanded swim lesson program to accommodate over 100 classes and offered 1,500 learn to swim lessons.
- Created new aquatics programs (Aquatics Gold Swim Team Program and water polo).
- Conducted Red Cross Safety Classes in Lifeguard Training, Water Safety Instructor, and First Aid for Safety Personnel.
- Implemented “extended” aquatics calendar to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Synchronized Swimming.
- Administered Youth Assistance Fund. Solicited for and distributed over \$4,000 worth of financial assistance to local youth.
- Expanded adult 5 on 5 Basketball Leagues with an average of 24 teams per league. Each league ran for approximately two months.
- Conducted four Adult 3 on 3 Basketball Leagues with an average of 10 teams per league. Each league ran for approximately two months.
- Conducted 5th Annual Gold Country Sprint Invitational Swim Meet for over 400 swimmers.
- Conducted three Adult Softball Leagues with approximately 275 teams combined in spring, summer, Fall Leagues.
- Co-sponsored three Special Events (Halloween Parade, Fishing Derby, and Kid’s Expo).
- Co-sponsored El Dorado County Special Olympics year round programs and special events serving 75 athletes.

2005/06 BUDGET

- Make improvements to newly created program brochure and distribution system.
- Increase customer user base and program revenue.
- Implement new aquatics safety training program. (Ellis & Associates)
- Open the Placerville Aquatic Center and gradually expand program opportunities.
- Open new program opportunities at the newly constructed Markham Gymnasium.
- Improve upon marketing plan for recreation programs and services.
- Use new software program to improve mailing lists and marketing opportunities.
- Analyze customer user survey to improve upon programs and delivery.
- Finalize a promotional budget and strategy for each recreation program and service.
- Work with IT Division towards upgrades and improvements to registration software program.
- Continue efforts to develop and finalize a discounting strategy for all recreation programs and services.
- Work with the El Dorado Community Foundation in the management of the Youth Assistance Fund.
- Generate community support and funding for the Youth Assistance Fund.
- Increase participation levels by 5% in the following program areas: Aquatics, Adult Sports, Youth Sports Camps, and Special Interest Classes.

Department Staff by Position	Actual	Actual	Estimated		Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	Proposed 2005/2006	Approved 2005/2006	from 04/05 Budget
Recreation Supervisor	1.5	2.0	2.0	2.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	3.5	4.0	4.0	4.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

Division: Recreation

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	399,304	469,716	558,928	445,308	679,500	-	22%
Materials and supplies	54,836	76,652	96,400	60,856	83,700	-	-13%
Contract Services	113,478	119,625	96,750	108,395	108,150	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	8,331	20,413	26,500	14,266	12,200	-	-54%
Capital outlay	2,720	16,317	2,500	3,210	9,300	-	272%
Total	578,669	702,722	781,078	632,033	892,850	-	14%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Special Interest Programs	34,577	24,158	30,472	28,440	29,353	-	-4%
Sports Camps and Teams	153,843	219,652	302,566	256,233	326,971	-	8%
Gold Bug Park Admissions	39,519	68,408	50,748	51,905	53,544	-	6%
Aquatics	130,010	173,638	220,032	155,189	300,509	-	37%
Recreation - General	220,720	216,867	177,260	140,266	182,473	-	3%
Total	578,669	702,722	781,078	632,033	892,850	-	14%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
General Fund							
Discretionary Revenues	135,642	187,277	250,078	117,557	220,850	-	-12%
Recreation Fees	443,027	515,446	531,000	514,476	672,000	-	27%
Total	578,669	702,722	781,078	632,033	892,850	-	14%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

Division: Facilities Maintenance

2004/05 REVIEW

- Maintained approximately 30,000 sq. ft. of buildings/facilities/grounds, including: Town Hall, City Hall, Public Safety Building, Scout Hall, Aquatics Center, El Dorado High School Pool, Corporation Yard, Downtown Restrooms, Stamp Mill Building and the Museum/Visitor Center at Gold Bug Park.
- Assisted in office renovations to the lower floor of City Hall.
- Improved the landscape at the Park & Bus facility and grounds.
- Installed an automated door opening/closing system at the Downtown Restrooms and transit stop.
- Improved sound system at Town Hall.
- Assisted in renovations at City Hall.
- Established maintenance contract for HVAC units at all city facilities.
- Contracted annual carpet cleaning to selected city facilities.

2005/06 BUDGET

- Maintain approximately 30,000 sq. ft. of buildings/facilities/grounds.
- Accomplish this maintenance program with approximately 2,000 hours of staff time.
- Assist city in move to new city hall.
- Secure the existing city hall.
- Complete training for the maintenance and operation of the Placerville Aquatics Center.
- Implement office improvements at Town Hall.
- Continue annual carpet cleaning program at city facilities.
- Reconstruct the counter at Town Hall to meet computer registration needs.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Maintenance Worker II	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	84,703	83,622	107,602	45,660	89,958	-	-16%
Materials and supplies	33,427	26,598	26,300	26,223	32,400	-	23%
Contract Services	82,215	78,625	61,540	69,652	103,650	-	68%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	10,507	6,060	-	-	-	-	0%
Total	210,852	194,906	195,442	141,535	226,008	-	16%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
City Hall	42,940	49,982	55,475	45,142	56,544	-	2%
Town Hall	67,492	64,503	65,165	46,600	63,389	-	-3%
Scout Hall	12,290	11,600	5,336	8,438	6,648	-	25%
Corporation Yard	20,190	16,507	8,090	10,093	8,900	-	10%
City Pool Facilities	55,939	32,894	56,176	15,850	71,827	-	28%
Public Safety Building	4,623	11,324	2,300	5,808	3,700	-	61%
Downtown Public Restroom	7,379	3,180	2,900	5,718	11,900	-	310%
Mosquito Road Park & Bus	-	4,915	-	3,886	3,100	-	0%
Total	210,852	194,906	195,442	141,535	226,008	-	16%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	210,852	194,906	195,442	141,535	226,008	-	16%
Total	210,852	194,906	195,442	141,535	226,008	-	16%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Public Services

Division: Public Services Administration

2004/05 REVIEW

- Expand registration opportunities using the class software system.
- Made major marketing improvements to department program delivery system.
- Continued customer user survey program.
- Increased program users in many recreation programs, resulting in a 5% increase in program revenue.
- Developed discounting strategies for certain recreation and park programs.
- Developed financing system to sustain Youth Assistance Program.
- Completed installation of the Lions Park Lower Field Lighting Project.
- Completed renovation of Lions Park Tennis Courts.
- Assisted Gold Bug Park Development Committee in the planning of the user areas along Big Canyon Creek.
- Met with community groups in the support of various city programs.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Completed new format for Youth Assistance Program.
- Performed training to all city staff related to employee risk issues, as part of a PARSAC required program.
- Worked with Placerville Union School District in grant application for athletic field at Markham Jr. High School.

2005/06 BUDGET

- Make significant strides in our Class Registration Program. Implement Facility Reservation Program.
- Assist in the delivery of the Recreation & Park information within the website.
- Work with the community in the development of Cottonwood Park.
- Work with the Recreation & Parks Commission in the development of policies for memorial plaques.
- Complete City Pool project by July, 2005.
- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies that will make maximum use of the aquatics center and meet the needs of the community.
- Work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Assist city in implementation of several safety related improvements at city facilities.
- Continue Risk Management training and implementation of policies.
- Create partnerships with schools towards improved delivery of leisure programs.
- Create awareness programs that will focus on getting our Latino community more involved in leisure programs.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Public Services Administration

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	171,496	212,261	186,321	191,090	200,080	-	7%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>171,496</u>	<u>212,261</u>	<u>186,321</u>	<u>191,090</u>	<u>200,080</u>	<u>-</u>	<u>7%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Public Services Administration	171,496	212,261	186,321	191,090	200,080	-	7%
Total	<u>171,496</u>	<u>212,261</u>	<u>186,321</u>	<u>191,090</u>	<u>200,080</u>	<u>-</u>	<u>7%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	171,496	212,261	186,321	191,090	200,080	-	7%
Total	<u>171,496</u>	<u>212,261</u>	<u>186,321</u>	<u>191,090</u>	<u>200,080</u>	<u>-</u>	<u>7%</u>

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Elected Officials

The City Council shall establish policy direction and priorities for City government; fund administratively viable programs to implement approved policies; consider and resolve appeals of the public from actions of various City officials; coordinate City policy development with appropriate agencies; and keep informed on various matters affecting the City.

The City Clerk shall provide services at all City Council meetings, including the recording of all votes of the City Council, assuring that meetings are electronically recorded, and the speakers are identified.

The City Treasurer shall provide for the daily deposit of cash receipts to the City's bank account.

Fiscal Year 2005/2006 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated 2004/2005</u>	<u>Proposed 2005/2006</u>
Regular City Council Meetings	22	22	22	22
Resolutions	84	57	130	145
Ordinances	9	4	4	4

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Mayor	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	0.0	0%
Elected City Clerk	1.0	1.0	1.0	1.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	0.0	0%
Total	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>0.0</u>	0%

Fiscal Year 2005/2006 Annual Operating Budget
Department Budget
Elected Officials

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	70,498	65,503	91,090	57,875	100,951	-	11%
Materials and supplies	1,228	886	1,746	2,960	2,260	-	29%
Contract Services	40,439	61,880	26,550	43,055	24,375	-	-8%
Overhead	-	-	-	-	-	-	0%
Other expense	31,962	25,789	30,344	29,216	32,411	-	7%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>144,127</u>	<u>154,058</u>	<u>149,730</u>	<u>133,107</u>	<u>159,997</u>	<u>-</u>	<u>7%</u>

<u>Budget by Division</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
City Council	136,238	146,473	140,772	115,276	148,682	-	6%
City Clerk	5,705	5,401	6,576	15,647	8,943	-	36%
City Treasurer	2,184	2,184	2,382	2,184	2,372	-	0%
Total	<u>144,127</u>	<u>154,058</u>	<u>149,730</u>	<u>133,107</u>	<u>159,997</u>	<u>-</u>	<u>7%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>144,127</u>	<u>154,058</u>	<u>149,730</u>	<u>133,107</u>	<u>159,997</u>	<u>-</u>	<u>7%</u>
Total	<u>144,127</u>	<u>154,058</u>	<u>149,730</u>	<u>133,107</u>	<u>159,997</u>	<u>-</u>	<u>7%</u>

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City Administration

Manage the daily operations of the City. Ensure that City Council approved policies are translated into administrative instruction and budgeted programs, and that they are implemented and administered in a manner consistent with the spirit in which they were adopted.

Provide legal advice and services to the City Council and City staff that City actions, staff recommendations, City Council policies, and administrative procedures are undertaken after consideration of sound legal advice. Provide or arrange for appropriate representation for the City in all legal and quasi-judicial proceedings. Provide the City's human resources and technology support services in a manner that is applicable and responsive to the needs and interests of the City

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration (General Fund and Special Funds Only)

All Divisions

Workload Indicators	Actual 2002/2003	Actual 2003/2004	Estimated 2004/2005	Proposed 2005/2006			
City Manager (hours)							
Council agenda and meeting prep.	475	475	475	500			
Attend Council meetings	110	110	110	105			
Personnel	225	225	225	225			
Bonds	175	175	175	225			
Intergovernmental relations	50	50	50	55			
Citizen inquiries	120	120	120	120			
Public Works/Comm. Develop. Proj.	475	475	475	530			
Claims and litigation	80	80	80	85			
Franchise	50	50	50	45			
Bids and contracts	110	110	110	155			
Ordinances and resolutions	150	150	150	130			
City Attorney (hours)							
Council agenda and meeting prep.	110	110	110	70			
Attend Council meetings	40	40	40	35			
Personnel	150	150	150	120			
Bonds	120	120	120	120			
Respond to subpoenas/records reqs.	60	60	60	60			
Public Works/Comm. Develop. Proj.	100	100	100	75			
Claims	60	60	60	70			
Litigation	75	75	75	90			
Bids and contracts	90	90	90	75			
Ordinances and resolutions	150	150	150	100			
Collections	75	75	75	60			
Franchise	15	15	15	20			
Grant Administration (Count)							
Loan Reuse Program	-	-	-	2			
Small Business Loans	-	-	-	2			
Code Enforcement	-	-	-	100			
Downtown Streetscape	-	-	-	300			
City Clerk (#/Hrs)							
Agendas/Minutes	-	-	-	58/740			
Resolutions	-	-	-	145/73			
Ordinances	-	-	-	4/6			
Economic Interest Statements	-	-	-	34/34			
Citizen calls & inquires	-	-	-	2000/10			
Public records requests	-	-	-	350/350			
Human Resources (#/hrs)							
Recruitments	-	-	-	16/576			
Reclassifications	-	-	-	2/32			
Orientations	-	-	-	16/16			
Risk Management							
Liability claims processed	-	-	-	12/96			
Worker's comp. claims	-	-	-	30/240			
COBRA Administration	-	-	-	5/5			
Information Services (% hrs)							
Network administration	-	-	-	15%			
Computer service calls/training	-	-	-	25%			
Project management	-	-	-	35%			
Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget	
City Manager / Attorney	1.0	1.0	1.0	1.0	0.0	0%	
IT Manager~	0.0	0.0	0.0	0.4	0.0	0%	
IT Analyst~	0.0	0.0	0.0	0.4	0.0	0%	
Administrative Specialist	0.0	0.0	0.0	1.0	0.0	0%	
City Clerk/Human Resource Officer	0.0	0.0	0.0	1.0	0.0	0%	
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%	
Archive Technician	0.0	0.0	0.0	1.0	0.0	0%	
Total	2.0	2.0	2.0	5.8	0.0	190%	

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Department Budget
City Administration

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	217,147	258,887	244,544	245,446	581,874	-	138%
Materials and supplies	987	391	1,100	635	8,290	-	654%
Contract Services	91,736	179,836	121,600	85,423	153,322	-	26%
Overhead	-	-	-	-	-	-	0%
Other expense	4,098	9,548	7,250	4,358	8,267	-	14%
Capital outlay	-	290	-	-	2,950	-	0%
Total	313,968	448,953	374,494	335,862	754,703	-	102%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Legal Services	91,085	194,757	112,027	91,072	104,323	-	-7%
Litigation	26,051	2,052	25,000	20,529	25,000	-	0%
City Management	196,832	252,144	237,467	224,261	318,368	-	34%
Information Services	-	-	-	-	115,712	-	0%
Human Resources/City Clerk	-	-	-	-	103,326	-	0%
Grant Administration	-	-	-	-	87,974	-	0%
Total	313,968	448,953	374,494	335,862	754,703	-	102%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	313,968	448,953	374,494	318,149	666,729	-	78%
General Liability Fund	-	-	-	17,713	-	-	0%
Grant Administration Funds	-	-	-	-	87,974	-	0%
Total	313,968	448,953	374,494	335,862	754,703	-	102%

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: City Attorney

2004/05 REVIEW

- Attended conferences with El Dorado Disposal Regarding Solid Waste Pick-up.
- Bonds - Prepared Draft Information Release and Conferences Regarding Workouts.
- Attended Meetings and Review Documents for Highway 50 OPS Project.
- Conferences re: Smith Flat Annexation.
- Reviewed Contracts, RFP's and Bid Documents.
- Prepared and Review Ordinance/Resolutions.
- Reviewed and Assist in Personnel Matters.
- Reviewed Housing Element Update.
- Reviewed CEQA Documents for Projects.
- Supervised Claims and Litigation.
- Monitored Pending Legislation and New Legislation.
- Reviewed Water Plant Regulatory Issues.
- Reviewed Waste Water Treatment Plant Regulatory Issues.
- Assisted Labor Negotiator with Labor Negotiations.
- Reviewed Documentation Relating to Tower Investments/Quartz Mountain.
- Monitored City Pool Contracts and Project.
- Reviewed Design and Contracts for City Hall Remodel.
- Assist Planning and Engineering on Legal Issues.
- Institute Supervisory Personnel Training.
- Participate in Gateway Appeal and "Pitchess" Litigation.
- Assist in Code Enforcement.
- Participated in Workout of Weatherstone Bonds and Eskaton Project.

2005/06 BUDGET

- Conferences with El Dorado Disposal Regarding Solid Waste Pick-up.
- Bonds - Prepare Draft Information Release and Conferences Regarding Workouts.
- Bonds – Respond to Inquiries From Property Owners and Bond Holders.
- Attend Meetings and Review Documents Including CEQA Documents for Highway 50 OPS Project.
- Review Smith Flat Annexation.
- Review Contracts, RFP's and Bid Documents.
- Prepare and Review Ordinance/Resolutions.
- Review and Assist in Personnel Matters.
- Review Housing Element Update.
- Review CEQA Documents for Projects.
- Supervise Claims and Litigation.
- Monitor Pending Legislation and New Legislation.
- Review Water Plant Regulatory Issues.
- Review Waste Water Treatment Plant Regulatory Issues.
- Assist Labor Negotiator with Labor Negotiations.
- Monitor Tower Investments Bond Acquisition/Development Regarding Quartz Mountain.
- Assist Planning and Engineering on Legal Issues.
- Continue Supervisory Personnel Training.
- Update Master Fee Schedule.
- Participate in Gateway Appeal.
- Assist in Code Enforcement.
- Prepare Agreements for Bonding and Improvements re Eskaton

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
City Manager / Attorney	0.25	0.25	0.25	0.25	0.00	0%
Secretary to the City Manager	0.50	0.50	0.50	0.50	0.00	0%
Total	0.75	0.75	0.75	0.75	0.00	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
City Attorney

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	40,007	51,304	46,277	51,534	48,006	-	4%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	76,619	142,434	87,000	58,298	77,542	-	-11%
Overhead	-	-	-	-	-	-	0%
Other expense	510	3,072	3,750	1,769	3,775	-	1%
Capital outlay	-	-	-	-	-	-	0%
Total	117,136	196,809	137,027	111,601	129,323	-	-6%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Legal Services	91,085	194,757	112,027	91,072	104,323	-	-7%
Litigation	26,051	2,052	25,000	20,529	25,000	-	0%
Total	117,136	196,809	137,027	111,601	129,323	-	-6%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	117,136	196,809	137,027	93,889	129,323	-	-6%
General Liability Reserve	-	-	-	17,713	-	-	0%
Total	117,136	196,809	137,027	111,601	129,323	-	-6%

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: City Manager

2004/05 REVIEW	2005/06 BUDGET
<ul style="list-style-type: none"> ■ Participated in Conference and Review Documents Relating to Highway 50 OPS Project. ■ Met with Bond Consultants, Counsel, Developers, and Other Interested Parties Regarding Defaulted Subdivisions. ■ Assisted in Preparation of Bond Information Release. ■ Supervised Claims and Litigation. ■ Assisted and Review Public Works Department Reorganization. ■ Pursued Economic Development/Redevelopment. ■ Work With El Dorado Disposal in Developing a 3-Cart Program and Potential Mandatory Pick-Up. ■ Supervised Water Plant Regulatory Issues. ■ Supervised Waster Water Treatment Plant Regulatory Issues. ■ Monitored EDSI Franchise. ■ Assisted in Coordination of City Committees. ■ Monitored County General Plan. ■ Continued Implementation of Downtown Revitalization. ■ Reviewed and Assist in Personnel matters - Salaries/Benefits. ■ Assisted in Code Enforcement. ■ Located and Prepare Grant Applications. ■ Assisted in Web Page Development. ■ Recruited Public Works Director. ■ Monitored Home Depot Project. ■ Monitored Smith Flat annexation. ■ Assisted in Cap to Cup Program. ■ Met and confer with City's League and grass roots representation. ■ Monitored State's Budget Process ■ Monitored Eskaton/Weatherstone Project ■ Monitored and Assist in Financing and Development of City Pool Project ■ Met with Architects and Contractors Regarding City Hall Project. ■ Monitor Home Depot Project. ■ Work with Engineering Partnership and Developing Energy Savings, e.g. Garage Lighting Project 	<ul style="list-style-type: none"> ■ Participate in Conference and Review Documents Relating to Highway 50 OPS Project. ■ Meet with Bond Consultants, Counsel, Developers, and Other Interested Parties Regarding Defaulted Subdivisions. ■ Assist in Preparation of Bond Information Release. ■ Supervise Claims and Litigation. ■ Monitor Pending Legislation. ■ Assist and Review Public Works Department Reorganization. ■ Smith Flat Annexation. ■ Pursue Economic Development/Redevelopment. ■ Develop a 3-Cart Program and Potential Mandatory Pick-Up with El Dorado Disposal. ■ Supervise Water Plant Regulatory Issues. ■ Supervise Waster Water Treatment Plant Regulatory Issues. ■ Monitor EDSI Franchise. ■ Assist in Coordination of City Committees. ■ Monitor County General Plan. ■ Implement Downtown Revitalization. ■ Review and Assist in Personnel matters - Salaries/Benefits. ■ Assist in Code Enforcement. ■ Locate and Prepare Grant Applications. ■ Assist in Web Page Development. ■ Monitor Home Depot Project. ■ Monitor Smith Flat Annexation. ■ Participate in Cap to Cap Program. ■ Meet and Confer with City's League and Grass Roots Representation. ■ Monitor State's Budget Process. ■ Monitor Eskaton/Weatherstone Project. ■ Monitor and Assist in Financing and Development of City Pool Project. ■ Participate with PDA in Planning and Coordinating Downtown Events. ■ Meet with Architects and Contractors Regarding City Hall Project. ■ Update Master Fee Schedule

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
City Manager / Attorney	0.75	0.75	0.75	0.75	0.00	0%
Secretary to the City Manager	0.50	0.50	0.50	0.50	0.00	0%
Archive Technician	0.00	0.00	0.00	1.00	0.00	0%
Total	1.25	1.25	1.25	2.25	0.00	80%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
City Manager

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	177,140	207,584	198,267	193,912	275,718	-	39%
Materials and supplies	987	391	1,100	635	4,400	-	300%
Contract Services	15,117	37,402	34,600	27,125	31,800	-	-8%
Overhead	-	-	-	-	-	-	0%
Other expense	3,588	6,476	3,500	2,589	3,500	-	0%
Capital outlay	-	290	-	-	2,950	-	0%
Total	<u>196,832</u>	<u>252,144</u>	<u>237,467</u>	<u>224,261</u>	<u>318,368</u>	<u>-</u>	<u>34%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
City Manager	<u>196,832</u>	<u>252,144</u>	<u>237,467</u>	<u>224,261</u>	<u>318,368</u>	<u>-</u>	<u>34%</u>
Total	<u>196,832</u>	<u>252,144</u>	<u>237,467</u>	<u>224,261</u>	<u>318,368</u>	<u>-</u>	<u>34%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>196,832</u>	<u>252,144</u>	<u>237,467</u>	<u>224,261</u>	<u>318,368</u>	<u>-</u>	<u>34%</u>
Total	<u>196,832</u>	<u>252,144</u>	<u>237,467</u>	<u>224,261</u>	<u>318,368</u>	<u>-</u>	<u>34%</u>

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: Information Services (General Fund Only)

2004/05 REVIEW

- Helped Police retrieve Parking Garage film to solve crime cases.
- Completed the city website redesign project.
- Upgraded hardware and software as needed throughout the City.
- Transitioned the City's website hosting from Calweb to Civica.
- Gained new web domain name (www.cityofplacerville.com)
- Continued to support the CLETS Police Department wireless network.
- Continued to provide computer trouble shooting services to all City departments.
- Installed and configured several new PCs, printers, and remote access citywide.
- Completed Town Hall's rewiring of their Local Area Network (LAN).
- Working with general contractor and other vendors on Center Street City Hall location / move.
- Renegotiated software and hardware contracts.
- Trained / still in training, new I.T. Technician
- Completed data line from City to County Sheriff via a DSL line.
- Completed Financial software installation.
- Completed Megans law and Calphoto connectivity to Police department personnel.
- Completed switching over to I.P. protocol for dispatch and CLETS users.
- Expanded City remote access via VPN's (i.e. goldbug mine, and Finance staff).
- Upgraded TRAK system at the Police Department.

2005/06 BUDGET

- Continue to provide computer trouble shooting services to all City departments.
- Acquire reputable firm to digitize and catalog important City documents (Document imaging)
- Will complete the CLETS wireless network project.
- Working with Public Works and County on GIS project.
- Continue to provide assistance to Departments with IT projects.
- Continue to negotiate hardware and software contracts.
- Coordinate City Hall (I.T. related) move to Center Street City Hall.
- Will install new network at Center Street City Hall.
- Will install new phone system at Center Street City Hall.
- Will relocate the Recreation Department's LAN hardware.
- Will install / design connectivity for new public pool computer access to P&R application(s).
- Assist with new "e-911" system for Police department.
- Will upgrade Police CAD system.
- Will move Police computer room equipment to Center Street location.
- Will upgrade parking garage camera to include new webcam access on main street.
- Will continue to update and monitor computer related city policies.
- Will create data sharing via network with District Attorney.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
IT Manager~	0.0	0.0	0.0	0.4	0	0%
IT Analyst~	0.0	0.0	0.0	0.4	0	0%
Total	0.0	0.0	0.0	0.8	0.0	0%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Information Services (General Fund Only)

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	-	-	-	-	74,910	-	0%
Materials and supplies	-	-	-	-	3,295	-	0%
Contract Services	-	-	-	-	37,180	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	327	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	115,712	-	0%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Information Services	-	-	-	-	115,712	-	0%
Total	-	-	-	-	115,712	-	0%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	115,712	-	0%
Total	-	-	-	-	115,712	-	0%

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: Human Resources/City Clerk

2004/05 REVIEW

- Continued efforts to assist Information Technology in the identification, selection and implementation of a document imaging and records management system for the indexing of all City records.
- Began a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continued to post City Council Agendas and Minutes to the City's website.
- Processed resolutions and Ordinances.
- Prepared numerous Proclamations for presentation, notices and other official documents.
- Filed the FPPC Annual Statements of Economic Interest filers.
- Revised the Conflict of Interest Code.
- Filed Officeholder and Candidate Campaign Statements.
- Provided codification of Ordinances, publication of the Ordinances in a newspaper of general circulation and responded to public inquiries regarding various sections of the Municipal Code.
- Closely monitored liability claims in coordination with the City Manager/Attorney and the City's third party administrator.

2005/06 BUDGET

- Begin the process of converting City records into a digital format.
- Continue to post the Agenda and corresponding staff reports electronically to the new City website.
- Work with the codification company in transmitting Ordinances following the Second Reading.
- Continue responsibilities as the Filing Officer/Official for the FPPC Annual Statements of Economic Interest Filers.
- Track filers for Assuming Office Statements and Leaving Office Statements.
- Undertake training to enable the City Clerk to be responsible for Campaign Filings.
- Continue to work with the Codification company on the transition to an on-line Municipal Code.
- Continue to closely monitor liability claims in coordination with the City Manager/Attorney and the City's third party administrator.

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Human Resource Officer / City Clerk	0.0	0.0	0.0	1.0	0	0%
Total	0.0	0.0	0.0	1.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Human Resources/City Clerk

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	-	-	-	-	95,866	-	0%
Materials and supplies	-	-	-	-	95	-	0%
Contract Services	-	-	-	-	6,700	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	665	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	103,326	-	0%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Human Resources	-	-	-	-	103,326	-	0%
Total	-	-	-	-	103,326	-	0%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	103,326	-	0%
Total	-	-	-	-	103,326	-	0%

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: Grant Administration

2004/05 REVIEW

- Continued the City's Small Business Loan Program Reuse Funds.
- Continued to assist the Downtown Advisory Board with PBIA.
- Continued to assist Downtown Advisory Board with PBID.
- Continued to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assisted Community Development Director with updating the General Plan Housing Element.
- Submitted grant application to the State for additional funding for Small Business Loan Program.
- Continued the City of Placerville Housing Rehabilitation Loan Program. The target is to complete five (5) rehabilitation loans during the fiscal year.
- Sought grant funding and other sources for major economic development projects within the City of Placerville. Possible use of Community Development Block Grant and Economic Development funds will be explored.
- Sought funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Assisted Park and Recreation Department with Gold Bug Park.
- Sought funding for Storefront Improvement Program.
- Continued administering PBIA/PBID Storefront Improvement Program targeting two (2) projects.
- Continued City Code enforcement of dangerous building abatement.
- Continued City Nuisance Abatement Program.
- Continued to assist public at Community Development Department counter.
- Conducted building inspections when required.
- Coordinated commercial building plan check process with other departments or agencies.
- Served as a City Representative on Sierra Economic Development District board.
- Assisted with effort to encourage retail business to locate within the City.
- Assisted with development of the Downtown Historic District.
- Assisted with development of potential area special assessments for Placerville Drive and Broadway.
- Assisted in the implementation and monitoring of the Housing Element of the City General Plan.

2005/06 BUDGET

- Continue the City's Small Business Loan Program Reuse Funds.
- Continue to assist the Downtown Advisory Board with PBIA
- Attend Placerville Downtown Association Meetings.
- Continue to assist Downtown Advisory Board with PBID.
- Continue to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assist in Implementing Programs Outlined in the General Plan Housing Element.
- Continue the City of Placerville Housing Rehabilitation Loan Program. The target is to complete two (2) rehabilitation loans during the fiscal year.
- Seek grant funding and other sources for major economic development projects within the City of Placerville. Possible use of Community Development Block Grant and Economic Development funds will be explored.
- Seek funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Assist Recreation and Parks Department with Aquatic Complex and Other Special Projects.
- Seek funding for Storefront Improvement Program.
- Continue administering PBIA/PBID Storefront Improvement Program targeting one (1) project.
- Continue City Code enforcement of dangerous building abatement.
- Continue City Nuisance Abatement Program.
- Continue to assist public at Community Development Department counter.
- Conduct building inspections when required.
- Coordinate commercial building plan check process with other departments or agencies.
- Serve as a City Representative (Chair) on Sierra Economic Development District board.
- Assist with effort to encourage retail business to locate within the City.
- Assist with development of the Downtown Historic District.
- Assist with development of potential area special assessments for Placerville Drive and Broadway.
- Assist in the implementation and monitoring of the Housing Element of the City General Plan.
- Assist City Manager with Downtown Parking Review Committee.
- Assist City Manager with Blue Ribbon City Hall Committee.
- Continue as Project Coordinator for New City Hall Remodel.
- Assist all Departments in an Ombudsman Capacity.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Community Development Specialist	0.0	0.0	0.0	1.0	0.0	0%
Total	0.0	0.0	0.0	1.0	0.0	0%

Fiscal Year 2005/2006 Annual Operating Budget

Department: City Administration

Division: Grant Administration

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	-	-	-	-	87,374	-	0%
Materials and supplies	-	-	-	-	500	-	0%
Contract Services	-	-	-	-	100	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	87,974	-	0%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Grant Administration	-	-	-	-	87,974	-	0%
Total	-	-	-	-	87,974	-	0%

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Estimated</u> <u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	87,974	-	0%
Total	-	-	-	-	87,974	-	0%

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Finance

Provide the City's financial and investment activities in a manner that is consistent with sound, useful, and prudent accounting practices and legal requirements. Provide the City's accounts receivable, accounts payable, budget, financial analysis, payroll, purchasing, records management in a manner that is applicable and responsive to the needs and interests of the City.

Fiscal Year 2005/2006 Annual Operating Budget

Department: Finance

All Divisions (General Fund Only)

Workload Indicators	Actual 2002/2003	Actual 2003/2004	Estimated 2004/2005	Projected 2005/2006
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	8	8	8	8
Special Projects / Analysis	25	30	50	60
Bond related inquiries	200	440	200	100
Foreclosures and auction	2	1	1	1
Deposits/revenues	630/\$11m	624/\$7.7m	624/\$7.7m	624/\$8.0m
Accounts receivable billings	2,421	2,721	2,800	2,800
Payable checks processed	4,100/\$11m	3,509/\$8.2m	3,400/\$6.0m	4,000/\$7.0m
Business license applications	200	200	200	200
Bad checks recovered	112/\$17,826	87/\$9,108	80/\$9,000	80/\$9,000
City Clerk (#/Hrs)				
Agendas/Minutes	56/896	50/650	24/696	
Resolutions	110/5	114/57	130/65	
Ordinances	10/10	4/4	4/6	
Economic Interest Statements	30/30	32/32	34/34	
Citizen calls & inquires	2,000/10	2,000/10	2,000/10	
Public records requests	300/300	350/350	350/350	
Human Resources (#/hrs)				
Recruitments	10/360	14/504	16/576	
Reclassifications	2/32	2/32	2/32	
Orientations	10/10	13/13	16/16	
Risk Management				
Liability claims processed	5/80	6/48	14/112	
Worker's comp. claims	30/240	32/256	30/240	
COBRA Administration	8/8	16/16	5/5	
Payroll				
Payroll checks issued	3,200/\$6.8m	3,667/\$7.3	3,773/\$7.8m	3,770/\$8.5m
Processed payroll (FT/PT)	85/140	99/43	95/150	95/150
Action forms processed (FT)	55	66	66	66
Information Services (% hrs)				
Network administration	15%	15%	15%	
Computer service calls/training	35%	35%	25%	
Project management	30%	30%	35%	
Updating skills/administration	20%	20%	25%	

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor~	0.8	0.8	0.8	0.8	0	0%
Accounting Assistant II~	0.8	0.8	0.8	0.8	0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	0.0	0	-100%
IT Manager	0.4	0.4	0.4	0.0	0	-100%
Retired Annuitant~	0.2	0.2	0.2	0.2	0	0%
Total	5.2	5.2	5.2	3.8	0.0	-27%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2004/05 Annual Operating Budget
Department Budget
Finance (General Fund Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	345,275	294,488	437,933	331,901	346,699	-	-21%
Materials and supplies	3,720	2,708	4,655	3,138	400	-	-91%
Contract Services	87,185	87,042	66,608	140,700	14,900	-	-78%
Overhead	-	-	-	-	-	-	0%
Other expense	3,943	1,522	5,273	2,256	2,550	-	-52%
Capital outlay	-	11,878	3,650	3,242	1,667	-	0%
Total	440,123	397,638	518,119	481,237	366,216	-	-29%

Budget by Division	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Financial Management	272,241	262,785	342,998	305,648	366,216	-	7%
Information Services	84,081	52,020	78,670	81,226	-	-	-100%
Human Resources	83,802	82,833	96,451	94,363	-	-	-100%
Total	440,123	397,638	518,119	481,237	366,216	-	-29%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	440,123	397,638	518,119	481,237	366,216	-	-29%
Total	440,124	397,638	518,119	481,237	366,216	-	-29%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Finance

Division: Financial Management (General Fund Only)

2004/05 REVIEW

- Successfully completed several audits including gas tax, TDA, and year-end.
- Provided administrative support for technology upgrades and system integration.
- Completed the website reconstruction project.
- Prepared analysis and attended meeting related to collective bargaining.
- Revised portions of the Master Fee Schedule including a survey of other cities' fees.
- Co-facilitated Home Grant and Home Rehabilitation Grant Loans including payoff calculations.
- Circulated monthly budget reporting to all City departments.
- Contracted with HTE to convert the existing CitySoft financial software to the Navaline Suite.
- Hired part-time IT Technician to provide additional IT support.
- Hired a new Accounting Assistant I.
- Began training and began conversion process to the new Navaline financial software.
- Created a new chart of accounts.
- Administered the medical insurance open enrollment process.
- Co-facilitated both the operating and Capital Improvement Program budget development process.
- Assisted all departments with budgetary controls and analysis.
- Administered the Placerville Finance Authority's revenue bond accounting needs including collections for assessments, levies, and delinquencies.
- Completed valuation and inventory of City fixed asset accounting in order to achieve GASB 34 compliance.
- Co-facilitated sewer rate equity study.

2005/06 BUDGET

- Complete the financial software conversion project.
- Provide financial support for securing SRF or COP financing for the Wastewater Treatment Plant Upgrade project.
- Conduct a water rate study and implement a new water revenue program.
- Complete the sewer rate equity study and implement a new sewer revenue program.
- Complete the Master Fee Schedule study and implement new fee structure to further improve citywide cost recovery.
- Refine the archival of development project cost accounting.
- Hire an Assistant Finance Director and an Accounting Assistant II.
- Develop an OMB Circular A-87 Federally audited overhead rate in an effort to recover all costs related to Federally funded CIP projects.
- Continue to assist all departments with budget controls and provide financial analysis.
- Provide analysis and representation for the collective bargaining process.
- Successfully complete mandated audits including gas tax, single, TDA, and year-end.
- Continue to pursue cost-saving programs including e-government access for various types of finance processes such as online business applications and utility payments.
- Implement standardized citywide encumbrance accounting including online purchase orders.
- Pilot online time sheets with the Engineering Division.
- Implement a universal EFT or electronic deposit system for payroll that would enable access to all banking institutions.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2002/2003	2003/2004	Actual 2004/2005	2005/2006	Approved 2005/2006	from 04/05 Budget
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor~	0.8	0.8	0.8	0.8	0	0%
Accounting Assistant II~	0.8	0.8	0.8	0.8	0	0%
Retired Annuitant~	0.2	0.2	0.2	0.2	0	0%
Total	3.8	3.8	3.8	3.8	0.0	0%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Financial Management (General Fund Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	245,546	185,994	313,793	200,658	346,699	-	10%
Materials and supplies	1,544	945	665	336	400	-	-40%
Contract Services	23,799	62,959	21,900	100,030	14,900	-	-32%
Overhead	-	-	-	-	-	-	0%
Other expense	1,351	1,009	2,990	1,383	2,550	-	-15%
Capital outlay	-	11,878	3,650	3,242	1,667	-	-54%
Total	272,241	262,785	342,998	305,648	366,216	-	7%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Financial Analysis	163,344	157,671	205,799	183,389	219,730	-	7%
Account Payable / Receivable	81,672	78,836	102,899	91,695	109,865	-	7%
Bond Administration	21,779	21,023	27,440	24,452	29,297	-	7%
Mandated Reporting	5,445	5,256	6,860	6,113	7,324	-	7%
Total	272,241	262,785	342,998	305,648	366,216	-	7%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	272,241	262,785	342,998	305,648	366,216	-	7%
Total	272,241	262,785	342,998	305,648	366,216	-	7%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Finance

Division: Human Resources/City Clerk

2004/05 REVIEW

- Continued efforts to assist Information Technology in the identification, selection and implementation of a document imaging and records management system for the indexing of all City records.
- Began a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continued to post City Council Agendas and Minutes to the City's website.
- Processed resolutions and Ordinances.
- Prepared numerous Proclamations for presentation, notices and other official documents.
- Filed the FPPC Annual Statements of Economic Interest filers.
- Revised the Conflict of Interest Code.
- Filed Officeholder and Candidate Campaign Statements.
- Provided codification of Ordinances, publication of the Ordinances in a newspaper of general circulation and responded to public inquiries regarding various sections of the Municipal Code.
- Closely monitored liability claims in coordination with the City Manager/Attorney and the City's third party administrator.

The Human Resources/ City Clerk Division was moved to the City Administration Department in 2005. Please see the City Administration Department Budget for more details.

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
City Clerk/Human Resource Officer	1.0	1.0	1.0	0.0	0	-100%
Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>	-100%

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Human Resources/City Clerk

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	72,422	78,034	86,983	87,529	-	-	-100%
Materials and supplies	41	37	95	100	-	-	-100%
Contract Services	8,786	4,248	7,490	5,897	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	2,552	513	1,883	837	-	-	-100%
Capital outlay	-	-	-	-	-	-	0%
Total	83,802	82,833	96,451	94,363	-	-	-100%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Human Resources	83,802	82,833	96,451	94,363	-	-	-100%
Total	83,802	82,833	96,451	94,363	-	-	-100%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	83,802	82,833	96,451	94,363	-	-	-100%
Total	83,802	82,833	96,451	94,363	-	-	-100%

Fiscal Year 2005/2006 Annual Operating Budget

Department: Finance

Division: Information Services (General Fund Only)

2004/05 REVIEW

- Helped Police retrieve Parking Garage film to solve crime cases.
- Completed the city website redesign project.
- Upgraded hardware and software as needed throughout the City.
- Transitioned the City's website hosting from Calweb to Civica.
- Gained new web domain name (www.cityofplacerville.com)
- Continued to support the CLETS Police Department wireless network.
- Continued to provide computer trouble shooting services to all City departments.
- Installed and configured several new PCs, printers, and remote access citywide.
- Completed Town Hall's rewiring of their Local Area Network (LAN).
- Working with general contractor and other vendors on Center Street City Hall location / move.
- Renegotiated software and hardware contracts.
- Trained / still in training, new I.T. Technician
- Completed data line from City to County Sheriff via a DSL line.
- Completed Financial software installation.
- Completed Megans law and Calphoto connectivity to Police department personnel.
- Completed switching over to I.P. protocol for dispatch and CLETS users.
- Expanded City remote access via VPN's (i.e. goldbug mine, and Finance staff).
- Upgraded TRAK system at the Police Department.

The Information Services Division was moved to the City Administration Department in 2005. Please see the City Administration Department Budget for more details.

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
IT Manager~	0.4	0.4	0.4	0.0	0	-100%
Total	0.4	0.4	0.4	0.0	0.0	-100%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

Fiscal Year 2005/2006 Annual Operating Budget
Division Budget
Information Services (General Fund Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	27,306	30,459	37,157	43,713	-	-	-100%
Materials and supplies	2,134	1,726	3,895	2,703	-	-	-100%
Contract Services	54,600	19,834	37,218	34,774	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	40	-	400	36	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	84,081	52,020	78,670	81,226	-	-	-100%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Information Services	84,081	52,020	78,670	81,226	-	-	-100%
Total	84,081	52,020	78,670	81,226	-	-	-100%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Estimated Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
General Fund							
Discretionary Revenues	84,081	52,020	78,670	81,226	-	-	-100%
Total	84,081	52,020	78,670	81,226	-	-	-100%

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Central Stores

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Fiscal Year 2005/2006 Annual Operating Budget Central Stores

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	-	-	-	-	-	-	0%
Materials and supplies	90,420	63,625	33,250	65,218	29,500	-	-11%
Contract Services	73,014	72,426	111,525	137,691	116,117	-	4%
Overhead	-	-	-	-	-	-	0%
Other expense	127,681	931,109	182,680	76,352	296,606	-	62%
Capital outlay	5,348	-	4,347	-	-	-	-100%
Total	296,463	1,067,160	331,802	279,260	442,223	-	33%

<u>Budget by Division</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Central Stores	296,463	1,067,160	331,802	279,260	442,223	-	33%
Total	296,463	1,067,160	331,802	279,260	442,223	-	33%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
General Fund							
Discretionary Revenues	296,463	1,067,160	331,802	279,260	442,223	-	33%
Total	296,463	1,067,160	331,802	279,260	442,223	-	33%

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Authorized Staffing

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Police Department						
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Commander	1.0	0.0	0.0	0.0	0	0%
Police Captain	0.0	2.0	2.0	2.0	0	0%
Sergeant	5.0	4.0	4.0	4.0	0	0%
Officer	13.0	13.0	13.0	13.0	0	0%
Traffic Enforcement Officer	0.0	0.0	1.0	1.0	0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher/Records Tech	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher/Records Technician	6.0	6.0	6.0	6.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Police Code Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Secretary to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
Total Police Department	32.5	32.5	33.5	33.5	0.0	0%
Public Works Department						
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Streets Superintendent~	0.5	0.5	0.5	0.5	0.0	0%
Senior Maintenance Worker~	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker II~	1.8	1.8	1.8	1.8	0.0	0%
Maintenance Worker I~	1.0	1.0	1.0	1.2	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Total Public Works Department	12.8	12.8	12.8	13.0	0.0	2%
Community Development Department						
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Administrative Specialist	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	1.0	0.0	0%
Total Community Development Department	5.0	5.0	5.0	5.0	0.0	0%

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Public Services Department						
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Parks Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	2.0	2.0	2.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maintenance & Op. Spec.	2.0	2.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services Department	12.5	13.0	12.0	12.0	0.0	0%
City Manager / City Attorney						
City Manager / Attorney	1.0	1.0	1.0	1.0	0.0	0%
IT Manager	0.0	0.0	0.0	0.4	0.0	0%
IT Analyst	0.0	0.0	0.0	0.4	0.0	0%
City Clerk/Human Resource Officer	0.0	0.0	0.0	1.0	0.0	0%
Administrative Specialits	0.0	0.0	0.0	1.0	0.0	0%
Archive Technician	0.0	0.0	0.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%
Total City Manager/City Attorney	2.0	2.0	2.0	5.8	0.0	190%
Finance Department						
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor~	0.8	0.8	0.8	0.8	0	0%
Accounting Assistant II~	0.8	0.8	0.8	0.8	0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	0.0	0	-100%
IT Manager	0.4	0.4	0.4	0.0	0	-100%
Retired Annuitant~	0.2	0.2	0.2	0.2	0	0%
Total Finance Department	5.2	5.2	5.2	3.8	0.0	-27%
Total All Departments	69.9	70.5	70.5	73.1		4%

~These positions are partially funded by the Water Enterprise Fund and the Sewer Enterprise Fund. The Full Time Equivalents (FTE) presented above represent the portion of the positions that are allocated to the General Fund only.

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CITY OF PLACERVILLE

PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET 2005/2006



*New City Hall Conceptual Design
3101 Center Street
Placerville, California*

CAPITAL IMPROVEMENT PROGRAM POLICY

Each year the City faces the challenge of meeting infrastructure and equipment needs with limited financial resources. The Capital Improvement Program Budget is designed to address the large financial investment that is required to maintain and expand public facilities and infrastructure. Ongoing service delivery can be assured only if adequate consideration is given to capital needs including capital asset replacement. If the City were to fail to maintain its capital assets, facilities and infrastructure will deteriorate until costly, constant maintenance is required, service levels are threatened, and community growth stagnates or even declines.

- In contrast to the Operating Budget, the Capital Improvement Program is a multi-year planning document. With respect to capital projects, it sets our goals for the next five years within what we believe to be realistic revenue projections.
- Capital assets are defined as a new or rehabilitated physical asset that is nonrecurring, has a useful life of more than three to five years, and is expensive to purchase. Capital projects are undertaken to acquire a capital asset. Examples of capital projects include construction of public facilities, major street improvements, and the acquisition of large pieces of equipment.
- Each project, shown within this document, indicates the potential funding sources based upon a number of restrictions that are common to local government revenue sources. As an example, we can build roads with gas tax funds and development impact funds, but not with park development funds.
- The funding strategy for the capital improvement program is to use all available restricted funds before general capital improvement funds. This maintains the City's flexibility to fund priority projects without regard to the source of revenues.
- Because of limited resources, the City's strategy during the last several years has been to contribute any carry-over from the prior year's operating budget to the General Capital Improvements Fund. This is the only true source of unrestricted capital improvement funds within the City. With the backlog of street and building maintenance projects, the City's goal is to some day allocate a percentage of sales tax revenues to be used only for capital improvements. This will assure long-term financial health of the City.
- Available along with the CIP is a cash flow analysis for the current year's projects described herein.
- The first year projects described herein are funded by action of the Council in accordance with the Cash flow Analysis, minimizing the use of the unrestricted General Capital Improvements Fund. Later years are not funded and, in most cases, if operating budget carry-overs are not achieved these projects will not be funded in future years.

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EQUIPMENT REPLACEMENT PROGRAM POLICY

In previous fiscal years, the City has budgeted for equipment replacement on a pay-as-you-go basis. The City has not previously employed an equipment replacement reserve funding mechanism. Often times, there are insufficient funds to purchase much needed equipment. During both the operating and capital improvement budget preparation, the Budget Team, through a competitive process, prioritizes identified equipment purchase and replacement needs. The available funding ultimately determines how many priorities are met each fiscal year. Staff recognizes the need for better planning and funding mechanisms.

- To initiate the development of a funding mechanism for routine equipment replacement, a detailed financial analysis was performed and for each piece of the City's equipment. Reserve values were determined based upon a number of factors.
- Special consideration was given to those factors that affect the equipment replacement reserve valuation decisions, but that do not lend themselves to a numerical cost analysis. For example, when determined the validity of planning for the replacement of certain equipment, the alternative of renting each piece is considered. Availability of rental equipment is one factor that is difficult to value. Renting occasionally needed equipment works and offers flexibility, however this is a cost factor with coordinating the rental and the risks associated with finding a vendor who has the equipment when needed. This presents a problem when emergency repairs are needed.
- To evaluate the economics of implementing the equipment replacement program, staff performed analysis to develop an hourly cost rate for existing and desired equipment. The variables in this analysis strongly depended on how many hours the equipment is expected to be in use, and how well it has been maintained to extend its service life.
- Other components of calculating an hourly rate for each piece of equipment includes depreciation, maintenance and operation costs, repair, finance interest, insurances and salvage value. While public agencies do not use depreciation for the purpose of tax deductions, depreciation is key to estimating the useful life. Provided the equipment is well maintained, the expected useful life may be exceeded. In these cases, the component for the depreciable costs is dropped from the hourly rate. Repair costs may not occur for several years. And then one year a substantial repair may be needed. The hourly rate includes a factor for the repair cost reserve.
- Finally, in order to determine an aggregate hourly rate for each piece of equipment, each cost component reviewed as a function of use and or a function of time. Equipment maintenance, operation and repair costs are a function of use, while insurance and finance interest are a function of time.

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2005/2006 CAPITAL IMPROVEMENT PROJECTS

Canal Street Drainage Repair (CIP #40601)

Description:

There is an existing drainage channel that runs about 50' parallel to the west of Canal Street. This drainage channel is feed by drainage lines coming from the high school and other surrounding areas. One of the drainage lines runs across 949 Simas Way. This line currently is problematic, and Staff has attempted to make temporary repairs, but it has been determined that the existing line is in need of replacement. Complicating matters, the existing line current alignment crosses under the garage structure for the property.

Review of potential solutions call for the pipeline to be intercepted in Canal Street at an existing drainage inlet and follow downhill to 637 Canal Street, were the alignment will follow the driveway to an existing drainage inlet located at a low point. This new alignment will be secured in a new easement and will remove it from being under any structures.

As the existing line is currently problematic, and there is no effective long term solution, it is Staff's intent on constructing this repair during the Summer/Fall 05 in preparation for the 05/06 Winter season.

COST SUMMARY:

Construction	\$	45,000
Architecture/Engineering		5,500
Right of Way		2,500
Construction Administration, Observation & Materials Testing		<u>1,000</u>
Subtotal	\$	54,000
Project Management		5,000
Contingency		<u>9,000</u>
Total Estimate	\$	<u>68,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax	\$	68,000
---------	----	--------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will correct a current maintenance deficiency, thus reducing the amount of time that is required to respond to issues related to this drainage line.

ALTERNATIVES:

1. There is no practical alternative to this matter as it is correcting a current maintenance deficiency. Further delay could lead to potential damages to the property, and/or a complete failure of the drainage system, which would require a repair under emergency conditions.

Upper Main Street Rehabilitation Project (CIP #40602)

DESCRIPTION:

This project is to rehabilitate the upper end of Main Street between Bedford Avenue and Broadway in the historic section of Placerville. The improvements contemplated are as follows:

1. Reconstruct the storm drain system and associated drop inlets, manholes, junction structures etc. as necessary within the limits of the project
2. Cold plane the existing asphalt to reestablish the appropriate line and grade of the street. Underlying the existing asphalt is concrete paving that make up a portion of the historic Lincoln Highway, therefore that concrete paving is to remain intact.
3. Reconstruct deteriorated concrete curb and gutter as necessary.
4. Provide ADA compliant pedestrian facilities at all crosswalks etc.
5. Conform driveways to new curb and gutter.
6. Repair any base failure areas as necessary.
7. Place pavement fabric and repave the street
8. Sewer and Water system repairs will be made as necessary in advance of the rehabilitation project using funds from the Sewer and Water Enterprise accounts.

COST SUMMARY:

Construction	\$	880,000
Architecture/Engineering		150,000
Right of Way		0
Construction Administration, Observation & Materials Testing		<u>100,000</u>
Subtotal	\$	1,130,000
Project Management		100,000
Contingency		<u>220,000</u>
Total Estimate	\$	<u>1,450,000</u>

PROPOSED FUNDING SOURCES:

The funding source proposed for this project is Federal funding through the Regional Surface Transportation Program (RSTP). Certain regions within the State are failing to meet their obligational authority for this funding, and are at risk of losing the funding to other regions or other states. As a result, the Sacramento Area Council of Governments (SACOG) has been able to obtain these RSTP funds to make available to local jurisdictions within the SACOG region, with the provision that this funding be considered an advance against future funds that must be repaid to SACOG (for repayment to the originating region) within a three to four year timeframe. The City of Placerville has qualified for this federal funding through SACOG, which does require an 11.47% local match, resulting in the following funding breakdown:

Local funding using RSTP exchange funds from EDCTC	\$ 166,000
Federal RSTP funding through SACOG	<u>1,284,000</u>
Total Funding	<u>\$ 1,450,000</u>

The advance funding received through SACOG will be repaid over a three to four year period utilizing RSTP exchange revenues received from the El Dorado County Transportation Commission, and if necessary, local gas tax revenues. The anticipated repayment schedule is as follows:

City of Placerville Repayment Plan to SACOG		
Fiscal Year	Estimated Amount	Fund Source
05/06 – Local Match	\$166,000	RSTP Exchange
05/06	\$340,000	RSTP Exchange
06/07	\$315,000	RSTP Exchange/Gas Tax
07/08	\$315,000	RSTP Exchange/Gas Tax
08/09	\$314,000	RSTP Exchange/Gas Tax
	TOTAL: \$1,450,000	

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

The upper end of Main street has been overlaid a number of times, and the current state of disrepair of the roadway necessitates this rehabilitation project. The finished project will vastly improve the ride quality and overall serviceability of upper Main Street, and will significantly lower the City’s maintenance and operations costs.

ALTERNATIVES:

2. Do Nothing- This would result in the continued deterioration of the pavement surface, and the ride quality of this significant commercial arterial. Maintenance and operations costs would increase over time, as well as citizen complaints. This could also have a negative impact on this businesses located along that segment of Main Street.
3. Phase the Project over time using local funding sources- Using the above repayment schedule as a guide, the project would most likely be constructed in two or more phases, and would not be completed until 2009. Costs would increase due to the phasing, and inflation, and that segment of Main Street would be disrupted by construction for several years, whereas with the SACOG advance the project could be constructed in one year.

Pedestrian Circulation System Improvement Program (CIP #40603)

DESCRIPTION:

The City Council recently adopted a Non Motorized Transportation Plan for the City that includes a component for improved pedestrian facilities. That Plan focused primarily on gaps in the existing system of sidewalks within the City, and recommended that improvements be constructed to close those gaps. This project is to expand upon the work that was done in the NMTP, and develop an improvement program that will generally consist of the following:

1. Refine the identification of areas where sidewalks or pedestrian paths would be beneficial to provide opportunities for City residents to walk to and from various destinations within the city, such as schools, churches, commercial areas, parks, hospitals, transit stops, etc.
2. Identify areas in the City where existing sidewalks have deteriorated to the point where rehabilitation or replacement is necessary.
3. Develop cost estimates, and priorities for the construction of the sidewalks.
4. Develop a funding program consisting of a combination of developer fees, grants, calling in deferred frontage improvement agreements, and developer sponsored construction of facilities to cause the required improvements to be constructed.

The NMTP was prepared on the City's behalf by the staff of the El Dorado County Transportation Commission (EDCTC), and they have included a project in their Overall Work Program for FY 05/06 to assist the City in developing this program.

COST SUMMARY:

Staff cost for program development	\$	22,000
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PROPOSED FUNDING SOURCES:

TDA Article 3 (Pedestrian & Bicycle)	\$	19,500
RSTP	\$	2,000
General Liability Fund	\$	500

ALTERNATIVES:

4. Do nothing; Sidewalks will continue to be constructed in a disconnected fashion in conjunction with some larger development projects, and Deferred Frontage Improvement Agreements will be issued on small projects and single family building permits.
5. An alternative proposal would be to hire an outside consultant to produce this program at a substantially higher cost.

It may take more than one budget year, and one appropriation to complete this work, but once complete we can begin the process of developing a comprehensive network of sidewalks and pedestrian paths throughout the City.

Blair's Lane Bridge Over Hangtown Creek (CIP #40604)

DESCRIPTION:

The Blair's Lane Bridge crosses Hangtown Creek in the easterly part of the City. The bridge consists of a 16-foot wide bridge deck, which currently has a status of functionally obsolete, and is proposed to be widened to a width of 32 feet and approach roadways reconstructed to accommodate the new width. The existing bridge provides the only access to PG&E and CalTrans maintenance yards, and provisions for continued access will be required during the construction phase. Upon completion, the bridge will provide primary access to the Eskaton Subdivision which is expected to be under construction during this project.

This project shall be divided into three segments. The first segment shall consist of a preliminary engineering feasibility report to evaluate the existing bridge and its capability for rehabilitation and widening versus replacement. After approval of this report by the City of Placerville and CalTrans, the second segment will consist of preparation of plans, specifications, and cost estimate, incorporating conditions from the environmental assessment, right-of-way or easement acquisition, and project approval. The third and final segment will consist of the construction phase. The consultant will be required to perform all project management services including compliance with agency requirements, HBRR grant applications and administration, and other management or administrative services as required by the City of Placerville.

COST SUMMARY:

Construction	\$	660,000
Architecture/Engineering		260,000
Right of Way		20,000
Construction Administration, Observation & Materials Testing		<u>25,000</u>
Subtotal	\$	965,000
Project Management		135,000
Contingency		<u>165,000</u>
Total Estimate	\$	<u>1,265,000</u>

PROPOSED FUNDING SOURCES:

HBRR Program, State Funded	\$	1,012,000
Developer Obligation	\$	253,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will reduce the annual maintenance and operation cost of the maintaining the existing bridge and/or required upgrades to the existing bridge structure.

ALTERNATIVES:

1. As this project is 100% funded by the State and Developer, there would be no alternative. Should the Developer not continue with the Eskaton project, the bridge will not be built and will remain in its current condition.

Annual Street Stripe (CIP #40605)

DESCRIPTION:

This annual program places renews the existing stripes on approximately one quarter of the City's streets. When restriping, we plan to blend the program with a combination of painted and thermoplastic traffic stripe. While thermoplastic striping is much more expensive in initial cost, there is a considerable savings in long term maintenance cost as this striping last 10 to 15 years verses only two to four years for painted stripe, thus realizing a saving in both having to restripe and the disruption of setting up traffic control.

Due to the cost of thermoplastic, and that it is our intent to perform maintenance on many of the roadways, only a small percentage of thermoplastic can be done each year. We intend on placing thermoplastic at selected location, and paint the remaining striping in other areas where the striping has faded and needs replacement. An example of this is the new Cedar Ravine Overlay and the future roadway maintenance on Placerville Drive.

This program needs to continue on an annual basis due to the traffic safety implications of having the pavement markings fade. The condition of faded stripes can lead to various negative consequences for the traveling public and increase liability for the City. For this reason, staff recommends that the Annual Street Striping Program occur regularly and continuously this year and into the future.

COST SUMMARY:

Construction	\$	45,000
Architecture/Engineering		
Right of Way		
Construction Administration, Observation & Materials Testing		<u>1,000</u>
Subtotal	\$	46,000
Project Management		2,000
Contingency		<u>0</u>
Total Estimate	\$	<u>48,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax Fund	\$	48,000
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IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

The Street Striping Program is conducted under contract. For this reason, there is no impact on maintenance and operation costs, other than a long term reduction in maintenance cost for roadways where we are able to place thermoplastic striping. The impact of not doing this program correctly and continuously is the increased liability that the City is exposed to by virtue of having faded pavement markings.

ALTERNATIVES:

Staff does not believe that there are any viable alternatives to the program we have presented.

Document Imaging System (CIP #40606)

DESCRIPTION:

Like most long established Cities, Placerville has become overwhelmed with the amount of archived paperwork it must manage on a day-to-day basis. The City continues to struggle with storing the plethora of paperwork it creates on an ongoing basis, and retrieving some documents is next to impossible.

The City desires to create a document imaging program thereby reducing the amount of existing paper documents it must store and minimize the amount of paperwork it creates in the future. The program will be operated on a daily basis by a new Archive Technician position that has been included in the 2005/2006 operating budget. The program will also require document imaging software and implementation consultation.

The Archive Technician will, on a daily basis, archive hard copy documents as well as electronic ones into the new information system and catalog them in a predetermined order. All archived documents will be available to authorized users via the City's Wide Area Network (WAN). It's anticipated the new information system will have a strong query system whereby documents can be located with ease. Once the Document Imaging Program is set into motion, staff workload will experience improved efficiency due to the ease of retrieving archived documents. In the future, public documents may be available to the general public (with limited access of course) via the City's website.

COST SUMMARY:

Construction	\$	50,000
Architecture/Engineering		
Environmental Document		
Right-of-Way Acquisition		
Inspection/Testing		
Subtotal		<u>50,000</u>
Project Management		
Contingency		<u>5,000</u>
Total Estimate	\$	<u>55,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$	55,000
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IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Once the Document Imaging Program is set into motion, staff workload will experience improved efficiency due to the ease of retrieving archived documents. We also anticipate this program to reduce or eliminate off-site storage costs in the future.

Public Safety Building/Feasibility Study (CIP #40607)

DESCRIPTION:

The Police Department currently occupies a 4600 square foot space within the public safety building that was constructed in approximately 1977. Increases in staff, including additional female employees, and expanding operations have caused a space crisis in the current facility. Evidence storage needs have exceeded capacity and the need for immediate expansion is critical. Increased liability exists with our current evidence storage situation. Now that the department has taken on the 9-1-1 dispatch/communications center, coupled with our growing needs, the expansion of the Police Department's facility is urgently needed.

In the 2000/2001 CIP, the direction received was to complete a Public Safety Building Needs Assessment/Master Plan. This by design was Phase I of the Public Safety Building project and was labeled Project #01-22. This initial project took several months to complete with the final report being presented to the City Council May 14, 2002. In summary, the report indicated that absent long-range future needs, we have the current need to be in a building of approximately 10,000 square feet. The report listed several options including expansion of the current facility, construction of a new facility on a new site or purchase and renovation of an available existing building for police use.

Since the completion of the study, staff has been exploring ways to either expand the existing facility or acquire a new facility which would be economically feasible, as well as provide not only for the current needs of the Police Department, but allow for future expansion as well. Utilizing the existing site and remodeling the current building does not produce sufficient area to meet current needs unless the existing building is completely demolished and a new building is constructed along with the acquisition of the adjacent property. The estimated cost of this alternative exceeded \$5 million in 2002 and at today's costs could very well exceed \$6 million.

As a result, staff has attempted to locate an existing building within the City which could, at a reasonable cost, meet the needs of the Department both now and in the future. The only property which staff has been able to identify as having this potential is the property known as the Grandview Building. The building is currently occupied by California Integration Coordinators, Inc., and is located at 2929 Grandview.

The building consists of two stories and contains approximately 17,000 square feet. The building is constructed into a hillside so that both stories have ground level access. The building appears to have more than adequate room for the current and future needs of the Police Department; however, prior to proceeding further, a feasibility study should be conducted with respect to the building.

The goal of the feasibility study is to evaluate the functional feasibility of using the site as a police department; identify architectural, civil, structural, mechanical and electrical upgrades required at the Grandview site; and provide an estimated construction budget in order to evaluate the economic feasibility of the site.

Staff estimates that the cost of the feasibility study would be approximately \$20,000.00. The study would consist of two phases, with the initial phase focusing on the architectural, mechanical, and electrical

and structural improvements which might be required. If the building does not pass this first phase, the second phase would not be necessary. The estimated cost of the first phase is approximately \$10,000.00.

COST SUMMARY:

Feasibility Study	\$20,000
Architecture/Engineering (5-10%)	(included)
Environmental Document	
Right-of-Way Acquisition	
Inspection/Testing (5%)	
Total Estimate	<u>\$ 20,000</u>

POTENTIAL FUNDING SOURCES:

Funding for the study would have to come from the City's General Fund and a portion of the carry-over from Fiscal Year 04/05 would be used for that purpose.

General CIP Fund	\$20,000
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ALTERNATIVES:

1. Find a new building site and construct a new building to the specifications listed in the Needs Assessment/Master Plan final report.
2. Expand the current Public Safety Building facility as best as possible to meet some of the identified current needs. This would not account for future needs.

Tot Lot Development – Lions Park (CIP #40608)

DESCRIPTION:

This project will replace the existing tot lot at Lions Park and improve access to the site. The existing tot lot was constructed by volunteers in the early 1980's. Most of the play equipment is now out of compliance with current safety standards. In addition, the play structures are made of wood material which has deteriorated and can cause injury. Lions Park is our community park and is used by more local families than any other park within the city. It is important that this project get completed.

To fund this project we have applied for a Roberti-Z'berg-Harris Competitive grant through Proposition 40. The state will notify us in July as to the success of the application. Without grant funding, the project will be deferred.

COST SUMMARY:

Construction	\$	100,000
Architecture/Engineering ([provide]%)		5,000
Environmental Document		0
Right-of-Way Acquisition		0
Inspection/Testing (5%)		<u>0</u>
Subtotal	\$	105,000
Project Management		0
Contingency (15%)		<u>15,000</u>
Total Estimate	\$	<u>120,000</u>

POTENTIAL FUNDING SOURCES:

Proposition 40 Grant Funds	\$	120,000
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IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This will have a positive impact to our existing maintenance and operations.

ALTERNATIVES:

Proceed with the project should we be awarded state funding. Defer the project should we not receive state funding.

Tunnel Street Sewer Lining (CIP #40609)

DESCRIPTION:

This project would install approximately 1,800 linear feet of sewer liner and will repair six (6) manholes in the ravine 150 feet west of Tunnel Street from Manor Drive to a point 1,800 feet to the north. The Tunnel Street sewer line was identified as a problem line as a result of the Inflow and Infiltration (I & I) Study and is need of repair. The state mandates that the city take an ongoing action to repair the sewer system, and therefore this project has become a high priority.

Further complicating the project, the water and sewer lines are located together in close proximity. This project will consist of relocating the water line to a new location and reconstructing the existing sewer in its current location.

COST SUMMARY:

Construction	\$	350,000
Architecture/Engineering		63,000
Right of Way		9,000
Construction Administration, Observation & Materials Testing		<u>3,000</u>
Subtotal	\$	425,000
Project Management		40,000
Contingency		<u>75,000</u>
Total Estimate	\$	<u>540,000</u>

PROPOSED FUNDING SOURCES:

(Deferred until a new sewer revenue program is adopted)

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will reduce the annual maintenance and operation cost of the sewer system and the sewer treatment plant.

ALTERNATIVES:

2. Leave the existing sewer line as is and accept risk of fines by the state.
3. Repair portions of the sewer lines over a two or more year period of time.

WATER TREATMENT PLANT PIPELINE BYPASS PHASE II (CIP #40610)

DESCRIPTION:

The removal of the Water Treatment Plant (WTP) last year from the water distribution system with the accompanying direct connections to EID resulted in system modifications that had the overall effect of raising the operating pressure in the immediate vicinity of the WTP. The existing pipelines and valves in that vicinity are in excess of 50 years old and use obsolete materials and consequently a number of leaks have surfaced in these facilities that are more extensive than what can be practically repaired on a case-by-case basis.

Staff has determined that on an interim basis the leaking area can be isolated by capping off certain sections of pipeline. However, this has the effect of lowering the overall dependability of the system. While this is a feasible short-term solution to the immediate problem, it leaves the City’s water system unnecessarily vulnerable to disruption.

This project will be the next phase of construction that will take place on side. It consist of replacing approximately two sections of City Water Main, one about 80 LF and the other approximately 200 FL, and assorted valve work to further isolate the now abandoned wet wells. Once this is completed, no further pipeline work is anticipated at the WTP. The remaining work would consist of site work for demolition of the wet wells and determination of the existing building that housed the WTP.

COST SUMMARY:

Construction	\$	65,000
Architecture/Engineering		16,000
Construction Administration, Observation & Materials Testing		<u>2,000</u>
Subtotal	\$	83,000
Project Management		14,000
Contingency		<u>13,000</u>
Total Estimate	\$	<u>110,000</u>

PROPOSED FUNDING SOURCES:

(Deferred until a new water revenue program is adopted)

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will correct a current maintenance deficiency and improve the operations of the existing system, thus potentially reducing the man hours required for future water system maintenance and repair.

ALTERNATIVES:

Continue to perform short term maintenance on the system, and potentially reduce the total project into smaller individual components, but at a higher overall construction cost.

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