

CITY OF PLACERVILLE



ADOPTED OPERATING BUDGET 2010/2011

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2010/2011

CITY COUNCIL

Pierre Rivas, Mayor
Dave Machado, Vice-Mayor
Mark Acuna
Patty Borelli
Carl Hagen

CITY CLERK

Susan Zito

CITY TREASURER

Kathy Trumbly

CITY MANAGER/CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

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

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City of Placerville

3101 Center Street
Placerville, California 95667
(530) 621-CITY
Fax: (530) 642-5538

August 24, 2010

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2010-2011 Proposed Budget Message

Dear Mayor Rivas and Councilmembers:

I present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2010-2011. 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.

The process in developing a proposed budget involves the Budget Team (comprised of the department heads) meeting as a group on several occasions and reviewing 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. However, because of the severe economic times that we are and have been experiencing, many goals and objectives are just not fiscally achievable.

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. Previous operating budget line item expenditures are reviewed with each department head and modified where warranted by past history.

For the Fiscal Year 2010-2011 budget, the process differed slightly. Staff entered the process knowing that while expenses for the Fiscal Year 2009-2010 were actually under budget, revenues were well below budgeted amounts. In fact revenues were below budgeted amounts to the point that the City was actually experiencing a deficit. The mid-year budget review indicated that the contingency built into the 2009-2010 budget would be needed to offset the deficit. As a result again

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this year, there is no surplus to carry over into the 2010-2011 fiscal year. Such surpluses have been traditionally used to fund Capital Outlay requests and partially fund Capital Improvement projects.

Because there is no surplus to carry over, this year's general fund budget expenditures includes one Capital Outlay request, a police vehicle, funded primarily by a Byrne JAG Formula Grant and only one Capital Improvement Project which is funded by Park Development fees. Also similar to the last fiscal year's budget, there is no funding for Community Promotions.

This year's proposed budget, as presented, also reflects certain assumptions. Sales tax revenues, which have decreased over the past few years, are projected to increase over the fiscal year by 5.36%. This is based upon a conservative analysis, considering our local trends, of sales tax trends provided by the State Board of Equalization. The proposed budget reflects projected increases in health insurance, including medical, dental and vision. The budget continues the temporary change from full-exposure personnel cost budgeting to anticipated personnel costs based on actual employee trends. As a result, the Fiscal Year 2010-2011 General Fund Budget is \$196,762, or 2.96% less than the Fiscal Year 2009-2010 adopted budget.

In order to achieve a balanced proposed budget, the proposed budget continues the 10% Mandatory Time Off personnel cost savings plan. The proposed budget includes additional personnel savings in the amount of \$84,186 based on anticipated early retirements. Line items were reduced by an additional \$60,842 and mandated cost reimbursements are included in the amount of \$33,208.

Additional proposed budget adjustments include: a proposed towing franchise; a cell phone stipend program; a reduction in City Hall janitorial services; and a potential Aquatics Center closure in the spring of 2011. The proposed budget also does not include any personnel salary increases either as a result of cost of living adjustments or the compensation and classification study. Finally, the budget does include a modest contingency in the amount of \$88,000.

This year's budget includes proposed budgets for both the Water Enterprise Fund and the Waste Water Enterprise Fund. The budgets for these two enterprise funds are predicated upon the recently adopted water and wastewater rates including the most recent modifications. Since the new rates have been in place for less than a year, the Capital Outlays and Capital Improvement projects for these enterprise funds are relatively modest. Alternate Service levels for these funds include: an Electrical Technician; an additional Operator II for the Water Reclamation Facility; a Water Service Specialist; and upgrading an Operator III position to an Operator IV. It should be noted that these enterprise fund budgets could be affected favorably in the event that Measure H, the add-on sales tax for water and wastewater, passes in November, 2010. In that event these budgets will be reviewed at that time.

The result is a balanced budget, which maintains necessary and essential public services. Staff feels the proposed budget reflects a reduction in expenditures necessitated by difficult economic times without compromising essential program delivery or vital public services. The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining these services in fiscally constrained years. This year, even more than in previous years, the budget will be continually scrutinized. Because of the uncertainty of sales tax revenues, all revenues and expenses will have to be closely monitored and adjustments made

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accordingly throughout the fiscal year. All avenues must be exhausted in an effort to keep the Aquatics Center open in the spring of 2011. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public as well as important facilities such as the Aquatics Center.

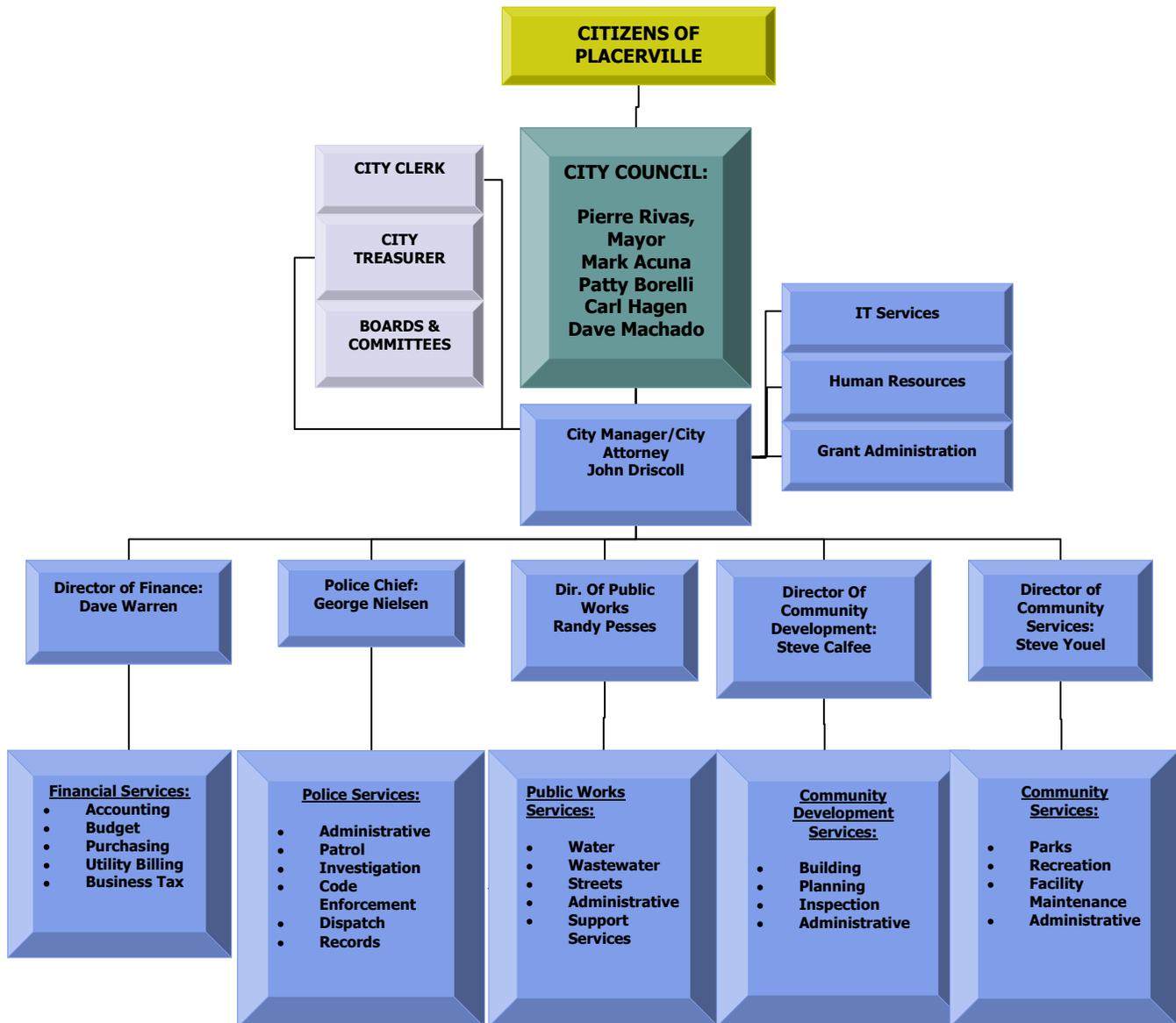
Very truly yours,

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

JWD:lrn

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Organization Chart



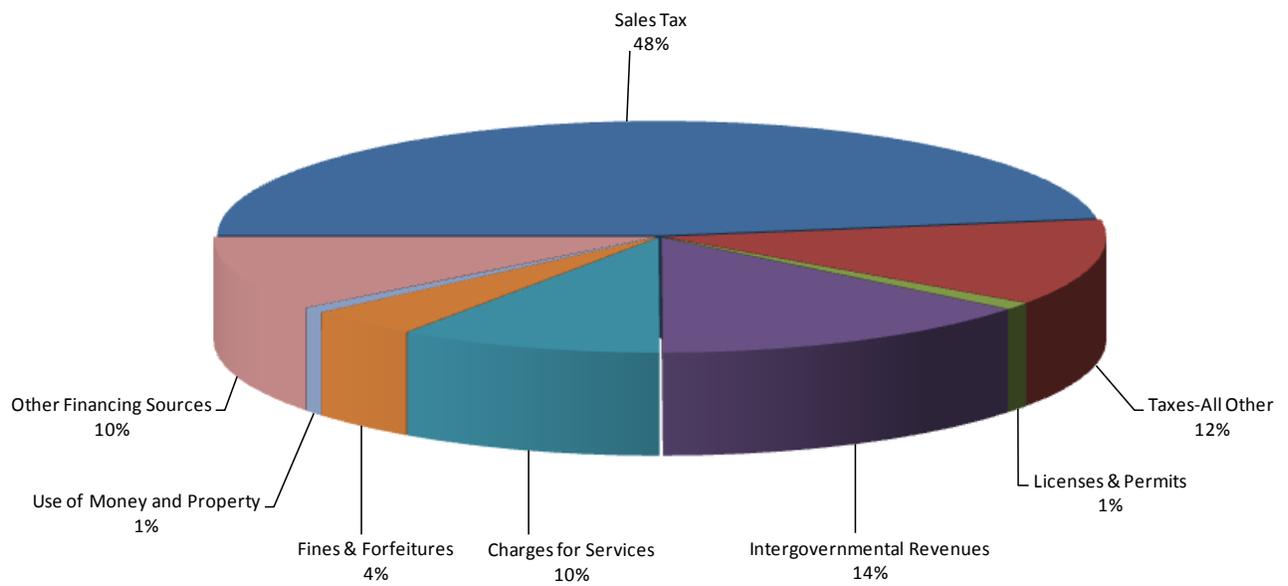
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Revenue and Expenditure Summaries

Projected General Fund Revenues by Source Fiscal Year 2010/2011

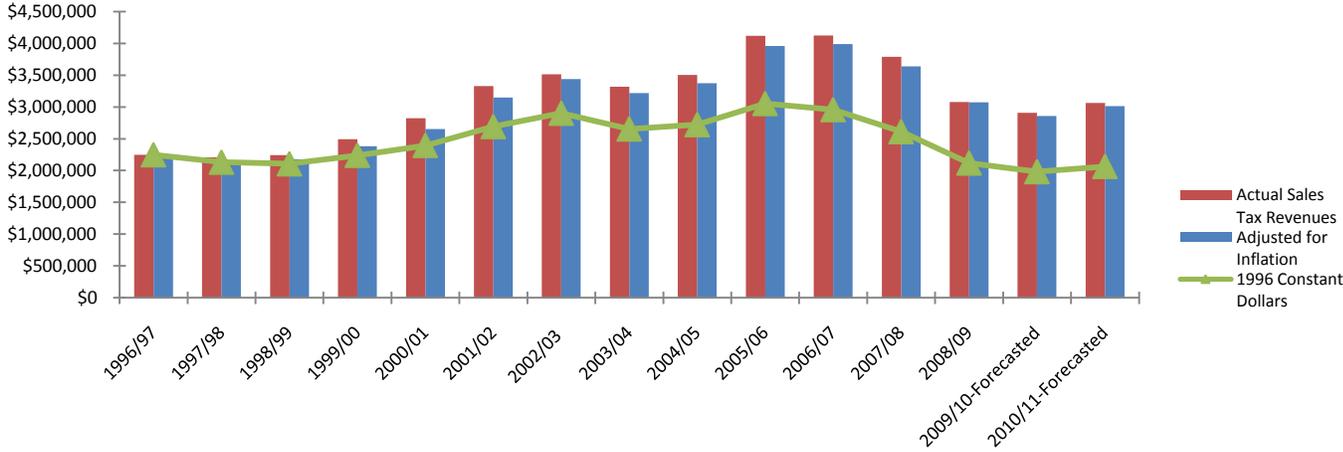
Sales Tax	\$ 3,065,025	47.57%
All Other Taxes	782,701	12.15%
Licenses & Permits	65,000	1.01%
Intergovernmental Revenues	916,710	14.23%
Charges for Service	620,449	9.63%
Fines & Forfeitures	263,200	4.09%
Use of Money & Property	52,523	0.82%
Other Financing Sources	677,000	10.51%
Total revenues	<u><u>\$6,442,608</u></u>	100.00%

Projected General Fund Revenues By Source Fiscal Year 2010/2011



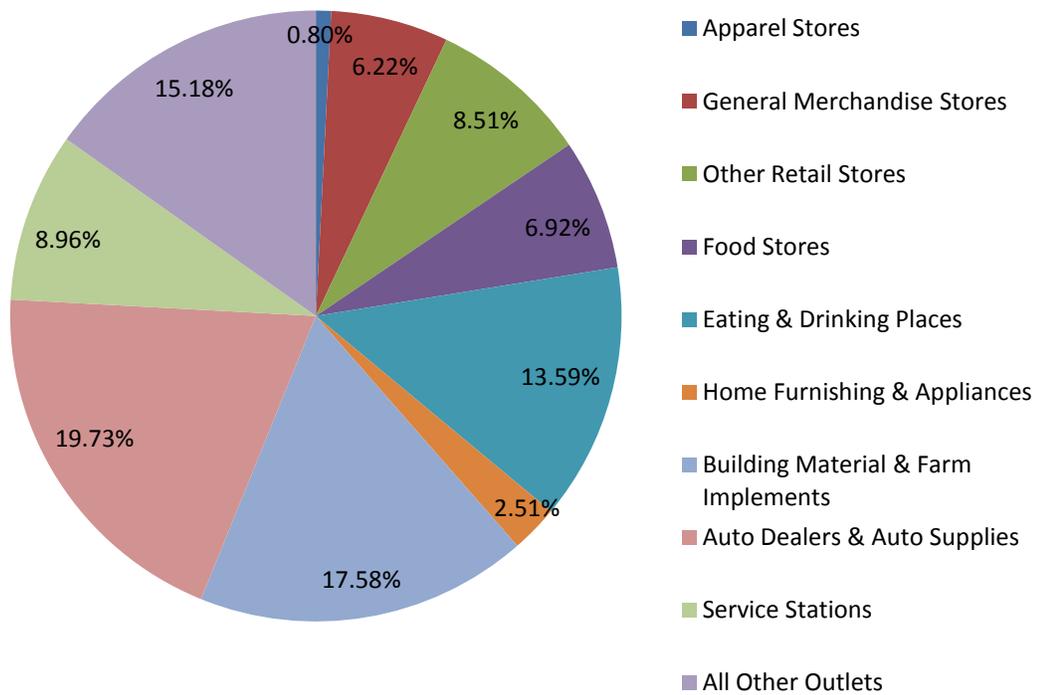
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Local Sales Tax Trend



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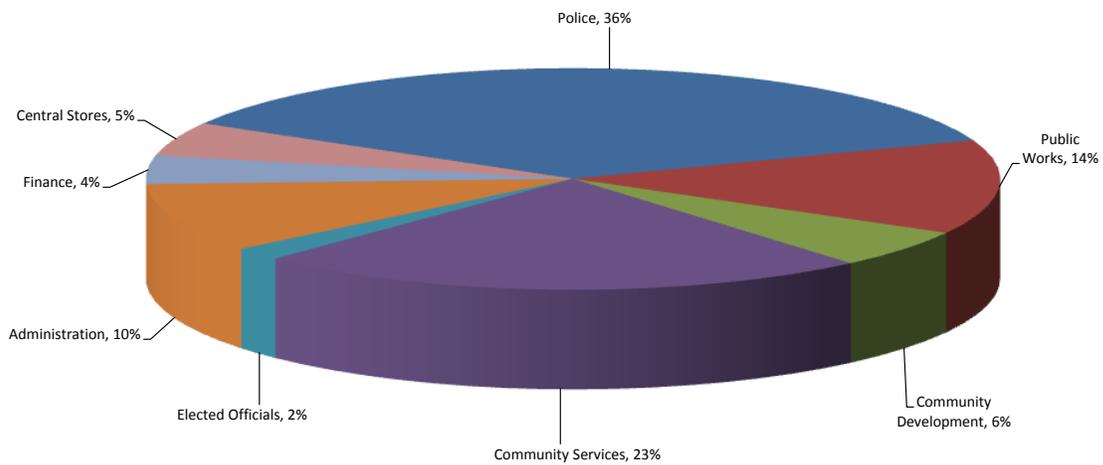
Sales Tax Revenue Sources



**Proposed General Fund Operating Budget
Expenditures & Net Transfers In by Department
Fiscal Year 2010/2011**

Police	\$ 2,320,359	36.02%
Public Works	887,095	13.77%
Community Development	363,382	5.64%
Community Services	1,512,605	23.48%
Elected Officials	120,789	1.87%
City Administration	651,838	10.12%
Finance	268,113	4.16%
Central Stores	318,427	4.94%
Total	\$ 6,442,608	100.00%

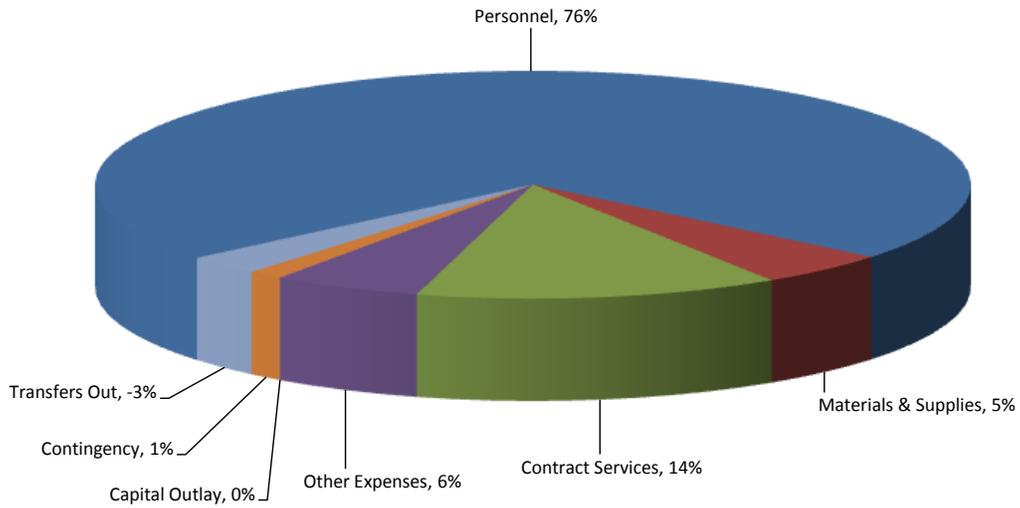
Proposed General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2010/2011



Proposed General Fund Operating Expenditures & Net Transfers In by Category Fiscal Year 2010/2011

Personnel	\$	4,920,260	76.37%
Materials & Supplies		333,174	5.17%
Contract Services		916,900	14.23%
Other Expenses		376,436	5.84%
Capital Outlay		-	0.00%
Contingency		88,000	1.37%
Subtotal expenditures		6,634,770	
Net Transfers In		(192,162)	-2.98%
Total expenditures & transfers in	\$	6,442,608	100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2010/2011



Fiscal Year 2010/2011 Proposed Operating Budget

Summary of Revenues – All Funds

	<i>Actual</i> <i>2007/2008</i>	<i>Actual</i> <i>2008/2009</i>	<i>Revised</i> <i>2009/2010</i>	<i>Forecast</i> <i>2009/2010</i>	<i>Proposed</i> <i>2010/2011</i>
GENERAL FUND					
Sales Tax	\$ 3,789,735	\$ 3,079,890	\$ 3,039,162	\$ 2,901,570	\$ 3,065,025
Taxes - All Other	909,576	810,317	807,216	603,847	782,701
Licenses and Permits	146,161	98,187	75,000	107,255	65,000
Intergovernmental Revenues	833,402	889,898	823,837	921,176	916,710
Charges for Services	895,778	917,070	760,423	707,938	620,449
Fines and Forfeitures	374,851	252,830	251,200	242,676	263,200
Use of Money and Property	116,489	148,675	98,870	97,002	52,523
Other Financing Sources	715,562	757,736	783,662	678,135	677,000
Subtotal	<u>\$ 7,781,554</u>	<u>\$ 6,954,603</u>	<u>\$ 6,639,370</u>	<u>\$ 6,259,599</u>	<u>\$ 6,442,608</u>
GAS TAX FUND					
Gas Tax	\$ 210,323	\$ 280,054	\$ 313,291	\$ 307,514	\$ 291,576
Intergovernmental Revenues	73	-	-	-	-
Use of Money and Property	11,507	136	5,000	200	200
Subtotal	<u>\$ 221,903</u>	<u>\$ 280,190</u>	<u>\$ 318,291</u>	<u>\$ 307,714</u>	<u>\$ 291,776</u>
MEASURE J					
Sales Tax	\$ 965,004	\$ 781,735	\$ 789,640	\$ 730,224	\$ 769,364
Intergovernmental Revenues	12,500	-	-	-	-
Use of Money and Property	33,459	11,130	6,000	3,044	2,000
Subtotal	<u>\$ 1,010,963</u>	<u>\$ 792,865</u>	<u>\$ 795,640</u>	<u>\$ 733,268</u>	<u>\$ 771,364</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,813,419	\$ 1,504,504	\$ 1,746,190	\$ 1,748,623	\$ 1,931,670
Grants	12,377	-	-	-	-
Use of Money and Property	9,379	30,994	15,000	6,708	2,000
Subtotal	<u>\$ 1,835,175</u>	<u>\$ 1,535,498</u>	<u>\$ 1,761,190</u>	<u>\$ 1,755,331</u>	<u>\$ 1,933,670</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 2,987,005	\$ 2,978,680	\$ 5,319,208	\$ 5,319,535	\$ 6,365,757
Grants	139,349	-	-	-	-
Use of Money and Property	181,973	85,238	71,000	92,106	2,000
Subtotal	<u>\$ 3,308,327</u>	<u>\$ 3,063,918</u>	<u>\$ 5,390,208</u>	<u>\$ 5,411,641</u>	<u>\$ 6,367,757</u>
PARKING DISTRICT FUND					
	\$ 162,439	\$ 119,555	\$ 112,727	\$ 105,993	\$ 118,206
GRANT FUNDS					
	\$ 151,183	\$ 164,598	\$ 100,000	\$ 122,539	\$ 210,510
LLMD FUNDS					
	\$ 31,261	\$ 31,292	\$ 36,719	\$ 33,810	\$ 35,719
BA/CFD DISTRICT FUNDS					
	\$ 50,634	\$ 156,827	\$ 27,594	\$ 43,640	\$ 27,594
GENERAL RESERVE FUNDS					
	\$ 453,543	\$ 54,448	\$ -	\$ 35,754	\$ -
TOTAL REVENUE SOURCES	<u><u>\$ 15,006,982</u></u>	<u><u>\$ 13,153,794</u></u>	<u><u>\$ 15,181,739</u></u>	<u><u>\$ 14,809,289</u></u>	<u><u>\$ 16,199,204</u></u>
Operating Expenditures					
	\$ 15,876,116	\$ 15,123,309	\$ 15,534,307	\$ 13,323,802	\$ 15,849,195
Capital Improvement					
	-	-	-	-	43,100
Reserves and Contingencies					
	(869,134)	(1,969,515)	(352,568)	1,485,487	306,909
TOTAL EXPENDITURE USES	<u><u>\$ 15,006,982</u></u>	<u><u>\$ 13,153,794</u></u>	<u><u>\$ 15,181,739</u></u>	<u><u>\$ 14,809,289</u></u>	<u><u>\$ 16,199,204</u></u>

Fiscal Year 2010/2011 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	<i>Actual</i> <u>2007/2008</u>	<i>Actual</i> <u>2008/2009</u>	<i>Revised</i> <u>2009/2010</u>	<i>Forecast</i> <u>2009/2010</u>	<i>Proposed</i> <u>2010/2011</u>
OPERATING EXPENDITURES					
Patrol Services	\$ 2,592,513	\$ 2,297,464	\$ 2,031,752	\$ 1,952,714	\$ 2,047,796
Investigations	152,395	148,185	146,251	130,384	147,507
Police Records / Dispatch	705,728	612,320	607,539	600,773	578,511
Police Administration	687,671	691,810	527,993	644,032	678,767
Engineering	1,024,717	793,711	610,324	580,514	550,399
Streets & Roads	591,393	472,351	458,260	462,217	500,570
Water & Sewer Lines	910,520	1,029,632	995,383	834,223	913,760
Water Acquisition & Delivery	679,434	480,976	629,658	467,002	729,142
Water Reclamation Facility	1,828,299	2,035,909	1,852,531	1,813,849	2,229,093
Downtown Parking	165,785	152,665	130,131	137,675	128,203
Planning	129,500	134,741	117,609	110,050	117,409
Building Inspection	288,284	229,237	115,489	161,211	105,881
CDD Administration	252,288	227,919	198,650	208,691	140,092
Parks	543,990	522,905	506,375	480,655	439,056
Recreation	903,496	889,775	856,124	691,152	648,737
Facility Maintenance	348,259	330,565	331,519	304,231	248,811
CSD Administration	210,154	215,292	207,149	190,947	203,428
City Council and City Treasurer	129,265	130,212	108,474	92,112	120,789
City Attorney	444,323	233,892	78,805	207,004	99,939
City Management	370,817	364,259	269,340	294,995	310,615
Information Services	360,531	372,463	363,099	309,894	358,484
Human Resources	127,609	117,391	109,896	108,612	104,910
Grant Administration	107,420	105,581	98,766	105,218	68,231
City Clerk	7,575	11,269	7,401	6,212	10,616
Financial Management	289,755	285,311	245,952	263,082	268,113
Utility Billing	351,666	355,358	363,794	350,382	362,298
Central Stores	1,672,729	1,882,116	3,566,043	1,815,971	3,738,038
Total Operating Expenditures	<u>\$ 15,876,116</u>	<u>\$ 15,123,309</u>	<u>\$ 15,534,307</u>	<u>\$ 13,323,802</u>	<u>\$ 15,849,195</u>
FUNDING SOURCES					
General Fund	\$ 8,432,814	\$ 7,230,207	\$ 6,639,370	\$ 6,235,504	\$ 6,442,608
Gas Tax Fund	65,372	216,140	216,773	216,773	189,341
Transportation Fund	-	-	100,000	100,000	100,000
Measure J Fund	1,148,623	1,180,644	953,460	963,427	922,655
Downtown Parking Fund	148,382	135,262	112,727	120,271	117,799
Grant Funds	244,333	231,191	198,766	262,307	278,740
General CIP Fund	(55,778)	-	90,109	90,109	-
LLMD Funds	43,840	41,008	40,593	39,976	36,047
BAD Funds	875	1,628	27,594	5,290	27,594
CFD Funds	3,772	153,724	-	938	-
Water Enterprise Fund	1,488,901	1,422,419	1,754,824	1,284,826	1,750,829
Sewer Enterprise Fund	3,815,520	4,060,158	5,384,661	3,839,161	5,971,998
General Liability Fund	857,218	150,928	15,430	165,220	18,584
Economic Impact Reserve Fund	(317,756)	300,000	-	-	(7,000)
Total Funding Sources	<u>\$ 15,876,116</u>	<u>\$ 15,123,309</u>	<u>\$ 15,534,307</u>	<u>\$ 13,323,802</u>	<u>\$ 15,849,195</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 2010/2011 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2007/2008	2008/2009	2009/2010	2010/2011
Patrol Services				
Arrests	1,057	655	650	700
Citations	*1965	*1218	*700	*1200
Calls for service	17,633	14,230	15,000	15,000
Crime / incident	2,344	1,926	2,100	2,100
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,300	2,300	2,000	2,000
Investigations				
Abuse	14	11	15	15
Robberies	8	9	7	7
Reports	240	240	240	240
Administrative Investigations	7	4	7	7
Background	7	5	1	3
Arson	3	6	1	2
Homicide	-	-	-	1
Narcotics	65	65	65	65
Records / Support				
Calls	40,000	40,000	40,000	40,000
Customers	6,500	6,500	6,500	6,500
Crime reports	2,344	1,926	2,100	2,100
Abatement reports	64	13	15	20

*excludes any parking citations

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	2009/2010	2010/2011	Approved	from 09/10 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Police Sergeant	4.0	4.0	3.0	3.0	3.0	0%
Police Officer	13.0	13.0	11.0	11.0	11.0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher /Records Technician	6.0	6.0	4.0	4.0	4.0	0%
Community Services Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Total	33.5	33.5	27.5	27.5	27.5	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
Police

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	3,761,193	3,422,576	3,027,960	3,112,067	3,162,256	3,162,256	4%
Materials and supplies	124,015	156,294	109,265	75,017	92,990	92,990	-15%
Contract Services	146,758	132,533	149,952	119,642	151,914	151,914	1%
Overhead	-	-	-	-	-	-	0%
Other expense	23,832	12,850	26,358	7,336	14,421	14,421	-45%
Capital outlay	82,509	25,526	-	13,841	31,000	31,000	0%
Total	4,138,307	3,749,779	3,313,535	3,327,903	3,452,581	3,452,581	4%

Budget by Division	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Patrol Services	2,592,513	2,297,464	2,031,752	1,952,714	2,047,796	2,047,796	1%
Investigations	152,395	148,185	146,251	130,384	147,507	147,507	1%
Records and Dispatch	705,728	612,320	607,539	600,773	578,511	578,511	-5%
Police Administrative Support	687,671	691,810	527,993	644,032	678,767	678,767	29%
Total	4,138,307	3,749,779	3,313,535	3,327,903	3,452,581	3,452,581	4%

Source of Funds:	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	2,373,353	2,106,984	1,943,739	2,008,335	1,993,549	1,993,549	3%
Measure J	1,288,532	1,172,651	945,564	956,124	914,961	914,961	-3%
Grants	104,614	125,610	100,000	44,939	210,509	210,509	111%
Booking Fees	-	-	-	-	-	-	0%
Fines and Forfeitures	369,442	252,830	251,200	242,676	263,200	263,200	5%
POST Reimbursement	2,366	4,582	15,232	160	12,362	12,362	-19%
Police Services Revenues	-	87,122	57,800	75,669	58,000	58,000	0%
Total	4,138,307	3,749,779	3,313,535	3,327,903	3,452,581	3,452,581	4%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Police

Division: Patrol

2009/10 REVIEW

- Made 522 physical arrests (excluding cited and released). 429 Arrests were billable bookings (Calendar year 2009).
- Wrote approximately 738 citations for moving and non-moving violations (Calendar year 2009) Note: excludes any parking citations which are performed by a private company
- Responded to 14,230 calls for service and wrote 1,709 crime/incident reports (Calendar year 2009).
- Average response time to Priority "A" calls for 2009 was approximately 3:30 minutes.
- Experienced a decrease in injury related traffic collisions from 42 (2008) to 30 (2009). There were two fatal collisions for 2009.
- Maintained part-time School Resource Officer (SRO) presence at El Dorado High School for part of the year. SRO position was eventually suspended due to staffing shortage.
- Continued very successful National Night Out program with participation from 28 venues and approximately 4,500 people in 2009.
- Three sworn officer positions were de-funded in Fiscal Year 2009/2010.
- Obtained ARRA CHRP, Byrne Formula JAG and Bulletproof Vest grants to assist with funding shortfalls. The CHRP grant will fund 1 officer over 3 years.
- Average Officer experience level has remained stable at approximately 8 years as compared to 2 to 3 years experience 8 to 9 years ago.
- Continued progress on directed community policing projects with the Historic Downtown, Transients, the Skatepark/Fairgrounds, Ivy House Lot, Placerville Drive, and gangs.
- Continued popular and successful K-9 Program for a ninth year in a row. The Bloodhound program continues as a pilot program funded by community donations.
- Trained all Officers to use Bennelli shotguns, Armalite AR15 rifles, Glock 22 handguns and the Taser device. Taser X26 devices have been obtained and issued to all patrol personnel.
- Handled significant, high profile incidents. These cases have included a vehicle vs. pedestrian fatality, a death case, several robberies, several arson cases, several sexual assault cases, several child abuse cases, and the ambulance involved shooting case. Fortunately there were no homicide cases for 2009.
- Reduced the Traffic Enforcement and Education Officer assignments significantly due to budget related reassignment of the officer to general patrol duties.

2010/11 BUDGET

- Continue to promote our COPPS philosophy in our neighborhoods and business areas as best as possible by placing 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.
- Continue focus on four chronic problem areas/issues – Historic Downtown/Center Street Garage/Ivy House Lot, Transients/Vagrants, Skatepark/Fairgrounds, Placerville Drive and Gangs.
- Continue to strengthen our volunteer programs and our crime prevention outreach programs.
- Depending on budget and staffing, we hope to more fully promote the EDHS SRO Program as well as the Traffic Enforcement and Education Program.
- Work to reduce average response time to Priority "A" calls to 3:00 minutes or less.
- Institute 2 Problem Oriented Policing (POP) Officers to concentrate on chronic problems and vacation relief. This will assist with efficiency in our public safety responses and cost savings.
- Due to severe local fiscal distress, we will continue to submit ARRA grant proposals for capital outlay purchases.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Police Sergeant	4.0	4.0	3.0	3.0	3.0	0%
Police Officer	10.0	11.0	10.0	10.0	10.0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Community Services Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Total	17.0	18.0	15.0	15.0	15.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Patrol

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	2,369,011	2,092,760	1,903,296	1,852,239	1,902,793	1,902,793	0%
Materials and supplies	102,577	141,665	88,340	61,751	76,440	76,440	-13%
Contract Services	34,971	29,782	35,145	21,259	33,800	33,800	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	11,114	7,731	4,971	3,632	3,763	3,763	-24%
Capital outlay	74,840	25,526	-	13,833	31,000	31,000	0%
Total	2,592,513	2,297,464	2,031,752	1,952,714	2,047,796	2,047,796	1%

Division Budget by Program	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Patrol Services	2,462,700	2,172,451	1,996,935	1,874,967	1,987,369	1,987,369	0%
Community Services	73,528	71,112	16,259	25,199	5,091	5,091	-69%
Property/Evidence	56,285	53,901	18,558	52,548	55,336	55,336	198%
Total	2,592,513	2,297,464	2,031,752	1,952,714	2,047,796	2,047,796	1%

Source of Funds:	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	1,105,128	949,093	861,703	896,921	848,906	848,906	-1%
Measure J	1,010,963	878,227	745,817	692,349	654,819	654,819	-12%
Grants	104,614	125,610	100,000	44,939	210,509	210,509	111%
Booking Fees	-	-	-	-	-	-	0%
Fines and Forfeitures	369,442	252,830	251,200	242,676	263,200	263,200	5%
POST Reimbursement	2,366	4,582	15,232	160	12,362	12,362	-19%
Police Services Revenues	-	87,122	57,800	75,669	58,000	58,000	0%
Total	2,592,513	2,297,464	2,031,752	1,952,714	2,047,796	2,047,796	1%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Police

Division: Investigations

2009/10 REVIEW

- Experienced a burglary clearance rate of 33% in 2009, up from 31% in 2008 and 16% in 2007. There were 48 burglaries reported for 2009, down 100% from the 96 burglaries reported in 2008.
- Estimated dollar value amount of property reported stolen for 2009 was \$325,757. This statistic continues to decrease from the 2005 figure of \$662,701. The recovery rate was 43%, (\$140,233).
- Assigned one detective assigned to the bureau with the Lieutenant and/or Captain assisting.
- Experienced no homicides within the City for 2009.
- Investigated 14 cases involving suspected child abuse/neglect and child molestation.
- Investigated 4 reported cases of sexual assault in 2009 which was an increase from the 1 case reported in 2008.
- Monitored approximately 30 registered sex offenders during 2009, which resulted in an approximate 95% compliance rate.
- Continued to update our crime scene investigation equipment and provided advanced training to CSI personnel.
- Completed some renovation and updating of the detective office allowing for a more organized workspace.
- Continued to use the TRAK System that was purchased through grant funding and Measure J funds.

2010/11 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Maintain our burglary clearance rate at a minimum of 20%.
- Continue our involvement in the Domestic Violence Coordinating Council and the El Dorado County Child Abuse Prevention 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.
- Achieve and maintain investigations staffing at two detectives which may only be achieved by redeployment of management staff.
- 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
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Police Sergeant	0.0	0.0	0.0	0.0	0	0%
Police Officer	3.0	2.0	1.0	1.0	1.0	0%
Total	3.0	2.0	1.0	1.0	1.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Investigations

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> Actual 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> Approved 2010/2011	<u>% Change</u> from 09/10 Budget
Personnel	137,651	140,123	134,993	126,680	137,607	137,607	2%
Materials and supplies	2,145	780	1,850	1,994	1,850	1,850	0%
Contract Services	9,723	7,152	9,000	1,659	7,500	7,500	-17%
Overhead	-	-	-	-	-	-	0%
Other expense	2,876	130	408	51	550	550	35%
Capital outlay	-	-	-	-	-	-	0%
Total	152,395	148,185	146,251	130,384	147,507	147,507	1%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> Actual 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> Approved 2010/2011	<u>% Change</u> from 09/10 Budget
Crime Scene Investigations	152,395	148,185	146,251	130,384	147,507	147,507	1%
Total	152,395	148,185	146,251	130,384	147,507	147,507	1%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> Actual 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> Approved 2010/2011	<u>% Change</u> from 09/10 Budget
General Fund							
Discretionary Revenues	102,880	97,057	98,463	83,619	98,130	98,130	0%
Measure J	49,515	51,128	47,788	46,765	49,377	49,377	3%
Total	152,395	148,185	146,251	130,384	147,507	147,507	1%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2009/10 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 6,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 1,709 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 13 vehicle abatement reports, resulting in 9 voluntary and 4 mandatory removals.
- Conducted approximately 1,165 (1,078 billable) live scan sessions involving arrest bookings, youth league coaches, and employment background checks.
- Dispatched approximately 14,600 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 with dispatch positions being de-funded due to severe local fiscal distress.
- Completed replacement of the RMS/CAD mainframe server, the Citrix document server, the dispatch printer and the records office copy machine, and made progress towards a paperless records system.
- Coordinated another citywide effort to get surplus property to an auction company.
- Continued implementation of the false alarm billing process.
- Continued implementation of the wireless E911 call taking and related geographic mapping.

2010/11 BUDGET

- Continue to work with department staff in an effort to comply with ongoing training requirements for our dispatchers.
- Create and maintain a perpetually current eligibility list for dispatch/records technicians in an effort to expedite the hiring process when openings become available.
- Replace desktop office computers via HLS grant funding.
- Continue efforts toward total automation of our records handling process to become nearly paperless.
- Continue the process of auctioning surplus property.
- Continue implementation of annually revising the general orders and loading the manual onto network computers.
- Continue efforts to achieve compliance with our alarm permit ordinance.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher/Records Tech.	6.0	6.0	4.0	4.0	4.0	0%
Total	9.5	9.5	7.5	7.5	7.5	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Records and Dispatch

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	663,975	581,034	558,872	570,325	538,213	538,213	-4%
Materials and supplies	8,275	4,904	7,925	4,089	6,300	6,300	-21%
Contract Services	23,403	25,264	26,425	25,600	27,200	27,200	3%
Overhead	-	-	-	-	-	-	0%
Other expense	2,406	1,118	14,317	751	6,798	6,798	-53%
Capital outlay	7,669	-	-	8	-	-	0%
Total	705,728	612,320	607,539	600,773	578,511	578,511	-5%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Records Management	103,729	95,681	84,758	90,621	82,698	82,698	-2%
Dispatch	601,999	516,639	522,781	510,152	495,813	495,813	-5%
Total	705,728	612,320	607,539	600,773	578,511	578,511	-5%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	705,728	612,320	607,539	600,773	578,511	578,511	-5%
Total	705,728	612,320	607,539	600,773	578,511	578,511	-5%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Police

Division: Police Administration

2009/10 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Worked with community members in an effort to develop alternatives for our youth. Continued to participate and work with the West Slope Boys and Girls Club and New Morning Youth and Family Services.
- Continued participation with community outreach serving with Marshall Foundation for Community Health and the Sierra Law Enforcement Chaplaincy.
- Conducted comprehensive monthly staff meetings to provide continued growth and progress toward our organizational goals and objectives.
- Continued the comprehensive and detailed updates to the Department General Policy Manual and instituted Daily Training Bulletin program with a “everyday is a training day” philosophy.
- Continued to seek alternatives for the police building facility needs.
- Achieved POST approval regarding audits of background investigations and mandated training.
- Continued the Chief of Police’s participation in the American Leadership Forum.
- Continue to use principals and theories learned to share with staff for growth and development.
- Obtained “Platescan” mobile license plate reader via HLS funding and deployed on the traffic vehicle.
- Continued implementation of the Citizen’s Academy outreach program to enhance community awareness of the Police Department.
- Actively participated in regional disaster preparedness including pandemic flu preparations, evacuation and shelter planning, and the revision of the regional Emergency Operations Plan.

2010/11 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continue to pursue ARRA grants and/or other funding opportunities that might become available.
- Continue to streamline and improve our Community Oriented Policing and Problem Solving (COPPS) practices, including continuation of a community survey and use of random customer satisfaction surveys.
- 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 at the County and Regional Law Enforcement Manager’s Associations.
- Continue professional growth of Command Staff by using the Upward Appraisal/Feedback process and written Command Staff expectations.
- Continue implementing staff deployment and scheduling plans for allocation and assignment of all positions with an approach towards balance of service, efficiency and cost savings as the current primary goal.
- Continue if possible collaboration with El Dorado High School to provide a School Resource Officer presence.
- 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 and the Federal Homeland Security grant programs that we have received over the past few years.
- Consider coordinating and implementing a Team Building Workshop as authorized by POST on a biennial basis – provided funding as available.
- 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
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Executive Assitant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Total	4.0	4.0	4.0	4.0	4.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Police Administration

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	590,556	608,659	430,799	562,823	583,643	583,643	35%
Materials and supplies	11,018	8,945	11,150	7,183	8,400	8,400	-25%
Contract Services	78,661	70,335	79,382	71,124	83,414	83,414	5%
Overhead	-	-	-	-	-	-	0%
Other expense	7,436	3,871	6,662	2,902	3,310	3,310	-50%
Capital outlay	-	-	-	-	-	-	0%
Total	687,671	691,810	527,993	644,032	678,767	678,767	29%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Police Department Admin	687,671	691,810	527,993	644,032	678,767	678,767	29%
Total	687,671	691,810	527,993	644,032	678,767	678,767	29%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	459,617	448,514	376,034	427,022	468,002	468,002	24%
Measure J	228,054	243,296	151,959	217,010	210,765	210,765	39%
Total	687,671	691,810	527,993	644,032	678,767	678,767	29%

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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 within limits of current economic constraints. Included in the activities of the Public Works Department are street sweeping, sewer line flushing program, removal of sewer blockages, street and parking lot striping, street repairs including the Durapatcher program, sewer line installation and repairs, and water line installation and repairs.

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual 2008/09	Estimated 2009/10	Projected 2010/11
Engineering			
Capital Improvement Projects	16	6	6
Speed Surveys	3	-	-
Development Permits	19	5	5
Grading Permits		2	2
USA Dig Notices	356	431	400
Calls for Service/ Engineering Calls	43	593/77	400
Certificate of Compliance		1	1
Certificate of Merge		1	-
Summary Vacation		1	-
Parcel / Subdivision Map Review	9	-	2
Building/Grading Plan Review	25	17	5
Building/Grading Inspections	100	50	20
Construction Inspection	540	500	500
Encroachment Permits	42	59	50
Transportation Permits	88	82	80
Streets and Roads			
Calls for service	237	304	300
Miles of streets maintained	52	52	52
Water / Sewer			
Calls for service	101	212	200
Meter replacement	66		-
Water Applications	6	6	5
Sewer Applications		3	5
Sewer Connections		6	-

Department Staff by Position	Actual 2007/2008	Actual 2008/2009	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	0.0	0.0	0.0	0%
Assistant Engineer	1.0	1.0	0.0	0.0	0.0	0%
Associate Engineer	1.0	1.0	1.5	1.5	1.5	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Engineering Specialist	2.0	2.0	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II	1.0	0.5	0.0	0.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.4	1.4	1.4	0%
Senior Maintenance Worker	3.0	3.0	0.4	0.4	0.4	0%
Maintenance Worker II	5.4	5.4	2.2	2.2	2.2	0%
Maintenance Worker I	6.0	6.0	5.0	5.0	5.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	0.0	0.0	0.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.5	1.5	1.5	-40%
Electronic/Electrical Technician	0.0	0.0	0.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	2.0	2.0	2.0	3.0	3.0	50%
Water Plant Supervisor	0.0	0.0	0.0	0.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Services Specialist	2.0	1.0	1.0	2.0	2.0	100%
Maintenance Mechanic	1.0	0.0	0.0	0.0	0.0	0%
Total	36.4	33.9	25.0	28.0	28.0	12%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Public Works

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	2,671,066	2,669,435	2,128,833	2,247,057	2,450,001	2,450,001	15%
Materials and supplies	942,674	885,146	969,575	674,645	943,725	943,725	-3%
Contract Services	999,703	897,510	935,525	836,320	993,970	993,970	6%
Overhead	473,399	451,920	473,399	473,399	472,000	472,000	0%
Other expense	95,964	51,301	76,605	52,018	77,328	77,328	1%
Capital outlay	17,342	9,932	92,350	12,041	114,143	114,143	24%
Total	5,200,148	4,965,244	4,676,287	4,295,480	5,051,167	5,051,167	8%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Engineering	1,024,717	793,711	610,324	580,514	550,399	550,399	-10%
Streets and Roads	591,393	472,351	458,260	462,217	500,570	500,570	9%
Downtown Parking	165,785	152,665	130,131	137,675	128,203	128,203	-1%
Water/Sewer Lines	910,520	1,029,632	995,383	834,223	913,760	913,760	-8%
Water Acquisition & Delivery	679,434	480,976	629,658	467,002	729,142	729,142	16%
Water Reclamation Facility	1,828,299	2,035,909	1,852,531	1,813,849	2,229,093	2,229,093	20%
Total	5,200,148	4,965,244	4,676,287	4,295,480	5,051,167	5,051,167	8%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	1,191,329	659,887	327,086	395,408	437,751	437,751	34%
Engineering Fees	145,930	115,660	76,000	70,900	70,000	70,000	-8%
Gas Tax Fund	65,372	216,140	219,773	216,773	189,341	189,341	-14%
Transportation Fund	-	-	100,000	100,000	100,000	100,000	0%
Daily Parking Revenues	39,563	26,307	27,767	35,646	35,646	35,646	28%
Leased Parking Revenues	122,952	93,344	84,960	83,992	82,560	82,560	-3%
Cost Recovery	136,604	210,975	200,000	99,177	100,000	100,000	-50%
Water Enterprise Fund	1,128,393	1,056,234	1,229,051	898,473	1,210,706	1,210,706	-1%
Sewer Enterprise Fund	2,370,005	2,586,697	2,391,726	2,349,471	2,805,239	2,805,239	17%
Benefit Assessment Districts	-	-	19,924	45,640	19,924	19,924	0%
Total	5,200,148	4,965,244	4,676,287	4,295,480	5,051,167	5,051,167	8%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Engineering

2009/10 REVIEW

- Continued implementation of Capital Improvement Program.
- Continued implementation of NPDES required Storm Water Management Plan.
- Continued development of Citywide GIS system and public works inventory.
- Continued to process USA dig notices and work service requests.
- 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 provide construction inspection of subdivision and commercial development projects.
- Continued to address the sewer system I & I condition.
- Continued to process Transportation and Encroachment Permits.
- Continued to work with EDCTC, El Dorado County, and the State on development of regional transportation projects.
- Working to implement the Pedestrian Circulation Plan.
- Continued to work with Caltrans on the Highway 50 Operational Improvements Project.
- Continued to work on Pavement Management Program.

2010/11 BUDGET

- Continue implementation of Capital Improvement Program.
- Continued implementation of NPDES Storm Water Management Plan.
- Continue development of Citywide GIS system and public works inventory.
- Continue to process USA dig notices and work service requests.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification.
- Maintain the City pavement management system for evaluating all City streets.
- Continue participation in updating City's Development Standards.
- Continue to provide construction inspection of subdivision and commercial development projects.
- Continue 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 implementation of the Pedestrian Circulation Improvement Plan.
- Continue preliminary design and environmental work on the Clay Street and Cedar Ravine roundabouts.
- Continue to work with Caltrans on the Highway 50 Operational Improvements Project.
- Develop a Sewer System Master Plan.
- Develop a 10 year Capital Improvement Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	0.0	0.0	0.0	0%
Assistant Engineer	1.0	1.0	0.0	0.0	0.0	0%
Associate Engineer	1.0	1.0	1.5	1.5	1.5	0%
Senior Management Analyst	0.0	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Engineering Specialist	2.0	2.0	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II	1.0	0.5	0.0	0.0	0.0	0%
Total	9.0	8.5	5.5	5.5	5.5	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Engineering

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	794,283	768,274	571,110	550,967	514,949	514,949	-10%
Materials and supplies	7,557	6,521	7,350	5,312	6,850	6,850	-7%
Contract Services	191,137	3,483	3,900	3,005	4,300	4,300	10%
Overhead	19,964	14,000	19,964	19,964	20,000	20,000	0%
Other expense	6,960	1,433	6,000	1,244	4,300	4,300	-28%
Capital outlay	4,816	-	2,000	22	-	-	0%
Total	1,024,717	793,711	610,324	580,514	550,399	550,399	-10%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Engineering	1,024,717	793,711	610,324	580,514	550,399	550,399	-10%
Total	1,024,717	793,711	610,324	580,514	550,399	550,399	-10%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	662,038	370,662	191,119	277,567	236,449	236,449	24%
CIP Cost Recovery	136,604	210,975	200,000	99,177	100,000	100,000	-50%
Engineering Fees	145,930	115,660	76,000	70,900	70,000	70,000	-8%
Water Enterprise Fund	40,073	48,210	74,297	66,429	71,975	71,975	-3%
Sewer Enterprise Fund	40,072	48,204	68,908	66,441	71,975	71,975	4%
Total	1,024,717	793,711	610,324	580,514	550,399	550,399	-10%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2009/10 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement throughout City.
- Continued street painting, sign installation, repair and graffiti removal program.
- Swept streets one day per week.
- Completed work service requests for street work.
- Removed hazardous trees.
- Plowed & sanded streets during winter conditions.
- Cleaned storm drains.
- Continued weed abatement program in conjunction with Recreation and Parks Department.
- Continued support activities for special events.
- Continued to support Engineering in inventorying infrastructure.

2010/11 BUDGET

- Continue to maintain approximately 53 miles of City streets.
- Purchase equipment approved in the Fiscal Year 2010/11 Capital Outlay Programs.
- Utilize Durapatcher to maintain pavement throughout City.
- Continue street painting, sign installation, repair, and graffiti removal program.
- Continue to provide street sweeping one day per week .
- 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.
- Continue weed abatement program in conjunction with Recreation and Parks Department.
- Continue support activities for special events.
- Continue to support Engineering in inventorying infrastructure.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Public Works Superintendent	0.5	0.5	0.7	0.7	0.7	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	0.5	0.5	0.1	0.1	0.1	0%
Maintenance Worker II	2.0	2.0	0.8	0.8	0.8	0%
Maintenance Worker I	1.2	1.2	1.0	1.0	1.0	0%
Total	5.2	5.2	3.6	3.6	3.6	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Streets and Roads

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	380,030	268,965	200,736	244,879	265,344	265,344	32%
Materials and supplies	72,742	64,213	96,400	61,501	69,500	69,500	-28%
Contract Services	120,946	122,649	144,124	143,427	149,726	149,726	4%
Overhead	-	-	-	-	-	-	0%
Other expense	15,485	16,363	17,000	12,410	16,000	16,000	-6%
Capital outlay	2,190	161	-	-	-	-	0%
Total	591,393	472,351	458,260	462,217	500,570	500,570	9%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Street Sweeping	23,634	28,188	26,277	23,620	24,289	24,289	-8%
Sidewalks, Curbs and Gutters	26,452	20,833	29,870	21,659	29,620	29,620	-1%
Street Signs and Marking	34,480	34,419	36,827	28,506	33,976	33,976	-8%
Storm Drains	1,018	5,013	13,615	6,039	14,915	14,915	10%
Traffic Signals and Lights	90,590	101,078	92,313	104,524	99,065	99,065	7%
Street Sanding / Snow Removal	2,812	3,597	5,200	14,195	5,200	5,200	0%
General Street Maintenance	412,407	279,223	254,158	263,674	293,505	293,505	15%
Total	591,393	472,351	458,260	462,217	500,570	500,570	9%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	526,021	256,211	118,563	99,804	191,305	191,305	61%
Gas Tax	65,372	216,140	219,773	216,773	189,341	189,341	-14%
Transportation Fund	-	-	100,000	100,000	100,000	100,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	-	-	19,924	45,640	19,924	19,924	0%
Total	591,393	472,351	458,260	462,217	500,570	500,570	9%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2009/10 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of water line division maintenance and operations functions, to include: water line and valve replacement, water pressure assessment, water quality calls/investigations.
- Completed water line repair work service requests.
- Continued to operate and maintain approximately 50 miles of sewer collection lines.
- Performed a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Completed sewer line repair work as requested.
- Reduced sewer collection system flushing program to a minimal level due to budget constraints.
- Continued Grease Interceptor program for restaurants as new restaurants opened up.

2010/11 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue to perform a variety of water division maintenance and operations functions, to including water line and valve replacement, assistance with water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to utilize the Vactor Truck for Sewer maintenance and spill response.
- Continue to perform a variety of wastewater line division maintenance and operations functions, including sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to service sewer line repair requests.
- Re-initiate a sewer collection system flushing program as staffing levels allow.
- Continue Grease Interceptor program for restaurants.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Public Works Superintendent	0.5	0.5	0.7	0.7	0.7	0%
Maintenance Mechanic~	1.0	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	2.5	2.5	0.3	0.3	0.3	0%
Maintenance Worker II	3.4	3.4	1.4	1.4	1.4	0%
Maintenance Worker I	4.8	4.8	4.0	4.0	4.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Total	13.2	12.2	7.4	7.4	7.4	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Water and Sewer Lines

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	646,974	765,054	557,574	591,376	536,095	536,095	-4%
Materials and supplies	83,663	73,162	133,750	47,728	105,000	105,000	-21%
Contract Services	20,859	43,479	65,600	33,657	63,831	63,831	-3%
Overhead	149,909	137,265	149,909	149,909	149,000	149,000	0%
Other expense	391	901	8,200	124	6,700	6,700	-18%
Capital outlay	8,724	9,771	80,350	11,429	53,134	53,134	-34%
Total	910,520	1,029,632	995,383	834,223	913,760	913,760	-8%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Water Lines	408,886	527,048	525,096	365,042	409,589	409,589	-22%
Sewer Lines	501,634	502,584	470,287	469,181	504,171	504,171	7%
Total	910,520	1,029,632	995,383	834,223	913,760	913,760	-8%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Water Enterprise	408,886	527,048	525,096	365,042	409,589	409,589	-22%
Sewer Enterprise	501,634	502,584	470,287	469,181	504,171	504,171	7%
Total	910,520	1,029,632	995,383	834,223	913,760	913,760	-8%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2009/10 REVIEW

- Completed and submitted annual water quality report to customers and Department of Health Services.
- Responded to water quality calls and conducted investigations related to distribution system problems.
- Performed weekly water sampling, testing and reporting.
- Suspended the water conservation program due to the layoff of EID personnel that previously conducted the program on the City's behalf.
- Continued cross-contamination prevention program.
- Continued City wide backflow certification program.
- Conducted bi-monthly reading of all water meters within the City's service area.
- Replaced defective water meters.

2010/11 BUDGET

- Complete and submit annual water quality report to customers and Department of Health Services.
- Continue responding to water quality calls and conduct investigations related to distribution system problems.
- Continue Citywide Backflow Certification Program and certify all City owned devices.
- Continue cross-contamination prevention programs.
- Continue weekly water quality sampling, testing, and reporting.
- Continue support services for the Water Master Plan.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program
- Continue City wide Backflow Certification Program for all City owned devices and all private devices.
- Continue conducting bi-monthly reading of all water meters within City service area.
- Continue replacement of defective water meters.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual	2010/2011	Approved	from 09/10
<u>Department Staff by Position</u>	<u>2007/2008</u>	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2010/2011</u>	<u>Budget</u>
Water Services Specialist~	2.0	1.0	1.0	2.0	2.0	100%
Total	2.0	1.0	1.0	2.0	2.0	100%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	92,458	51,401	90,857	80,062	167,617	167,617	84%
Materials and supplies	430,074	337,852	409,375	278,671	438,475	438,475	7%
Contract Services	54,322	18,847	32,050	8,544	21,000	21,000	-34%
Overhead	88,726	67,121	88,726	88,726	88,000	88,000	-1%
Other expense	12,839	5,755	8,650	10,999	9,050	9,050	5%
Capital outlay	1,015	-	-	-	5,000	5,000	0%
Total	679,434	480,976	629,658	467,002	729,142	729,142	16%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Water Acquisition & Delivery	679,434	480,976	629,658	467,002	729,142	729,142	16%
Total	679,434	480,976	629,658	467,002	729,142	729,142	16%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Water Enterprise	679,434	480,976	629,658	467,002	729,142	729,142	16%
Total	679,434	480,976	629,658	467,002	729,142	729,142	16%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Water Reclamation Facility

2009/10 REVIEW

- Operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Conducted laboratory testing, analysis, and reporting program as required by NPDES permit.
- Conducted laboratory testing and analysis function necessary for plant operations.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained 3 sanitary sewer lift stations.
- Continued design of improvements of lift stations.
- Continued implementation of Sewer Spill Policy.
- Furthered sewer collection system inventory and analysis program
- Completed construction of WWTP Phase IIIa and IIIb improvements.

2010/11 BUDGET

- Operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue the expanded laboratory testing, analysis, and reporting program as required by the new NPDES permit.
- Continue conducting laboratory testing and analysis function necessary for plant operations.
- Continue working towards compliance with effluent discharge temperature Cease and Desist Order.
- Continue maintaining 3 sanitary sewer lift stations.
- Continue implementation of Sewer Spill Policy.
- Further sewer collection system inventory and analysis program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Water Reclamation Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.5	1.5	1.5	-41%
Electronic/Electrical Technician	0.0	0.0	0.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	0.0	0.0	0.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Operator II	2.0	2.0	2.0	3.0	3.0	50%
Total	7.0	7.0	7.5	9.5	9.5	27%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Water Reclamation Facility

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	757,321	815,741	708,556	779,773	965,996	965,996	36%
Materials and supplies	347,709	401,870	321,900	279,872	322,100	322,100	0%
Contract Services	449,753	558,101	560,520	512,191	628,710	628,710	12%
Overhead	214,800	233,534	214,800	214,800	215,000	215,000	0%
Other expense	58,716	26,663	36,755	26,623	41,278	41,278	12%
Capital outlay	-	-	10,000	590	56,009	56,009	460%
Total	<u>1,828,299</u>	<u>2,035,909</u>	<u>1,852,531</u>	<u>1,813,849</u>	<u>2,229,093</u>	<u>2,229,093</u>	20%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Wastewater Treatment	<u>1,828,299</u>	<u>2,035,909</u>	<u>1,852,531</u>	<u>1,813,849</u>	<u>2,229,093</u>	<u>2,229,093</u>	20%
Total	<u>1,828,299</u>	<u>2,035,909</u>	<u>1,852,531</u>	<u>1,813,849</u>	<u>2,229,093</u>	<u>2,229,093</u>	20%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Sewer Enterprise	<u>1,828,299</u>	<u>2,035,909</u>	<u>1,852,531</u>	<u>1,813,849</u>	<u>2,229,093</u>	<u>2,229,093</u>	20%
Total	<u>1,828,299</u>	<u>2,035,909</u>	<u>1,852,531</u>	<u>1,813,849</u>	<u>2,229,093</u>	<u>2,229,093</u>	20%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2009/10 REVIEW

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

2010/11 BUDGET

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

	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual	2010/2011	Approved	from 09/10
<u>Department Staff by Position</u>	<u>2007/2008</u>	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2010/2011</u>	<u>Budget</u>
Total	0.0	0.0	0.0	0.0	0.0	0%
	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

Please Note: The Parking program is collectively administered by the Administration Department, Public Works Department, and the Finance Department

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Downtown Parking

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	929	1,528	800	1,561	1,800	1,800	125%
Contract Services	162,686	150,951	129,331	135,496	126,403	126,403	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	1,573	186	-	618	-	-	0%
Capital outlay	597	-	-	-	-	-	0%
Total	165,785	152,665	130,131	137,675	128,203	128,203	-1%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Downtown Parking	165,785	152,665	130,131	137,675	128,203	128,203	-1%
Total	165,785	152,665	130,131	137,675	128,203	128,203	-1%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	3,270	33,014	17,404	18,037	9,997	9,997	-43%
Daily Parking Revenues	39,563	26,307	27,767	35,646	35,646	35,646	28%
Leased Parking Revenues	122,952	93,344	84,960	83,992	82,560	82,560	-3%
Total	165,785	152,665	130,131	137,675	128,203	128,203	-1%

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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.

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Development

All Divisions

Division Budget by Category	Actual 2007/2009	Actual 2008/2009	Estimated 2009/2010	Projected 2010/2011
Administration (Hours)				
Budget administration	300	300	300	300
Planning division support	500	500	250	250
Building division support	250	300	350	350
Interdepartmental support	700	800	450	450
Personnel matters	100	100	50	50
Clerical/Records	400	400	350	350
Special projects	400	500	250	250
City Council/ Planning Commission and miscellaneous meetings	350	350	275	250
Planning (Projects)				
Discretionary development applications	27	15	14	12
Miscellaneous applications Housing Element Update (hours)	15	20	14	15
Parcel and subdivision maps	100	250	600	300
Inquiries	9	6	8	300
Code enforcement cases	2,300	2,000	1,600	7
	16	15	21	20
Building				
Inspections	1,700	1,655	1,114	1,000
Building permits	275	311	346	300
Plan review	98	136	147	140
Inquiries/Contacts	2,500	2,500	9,000	10,000
Code enforcement cases	75	122	66	160

Department Staff by Position	Actual 2007/2008	Actual 2008/2009	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Director of Community Development	1.0	1.0	1.0	1.0	1.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
Building Inspector II	1.0	1.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II	1.0	0.5	0.0	0.0	0.0	0%
Total	6.0	5.5	4.0	4.0	4.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
Community Development

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	576,229	544,449	414,998	453,647	342,382	342,382	-17%
Materials and supplies	3,686	2,657	3,550	1,898	3,200	3,200	-10%
Contract Services	77,137	38,478	6,500	17,981	12,700	12,700	95%
Overhead	-	-	-	-	-	-	0%
Other expense	11,516	6,313	6,700	6,426	5,100	5,100	-24%
Capital outlay	1,504	-	-	-	-	-	0%
Total	670,072	591,897	431,748	479,952	363,382	363,382	-16%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Planning	129,500	134,741	117,609	110,050	117,409	117,409	0%
Building	288,284	229,237	115,489	161,211	105,881	105,881	-8%
CDD Administration	252,288	227,919	198,650	208,691	140,092	140,092	-29%
Total	670,072	591,897	431,748	479,952	363,382	363,382	-16%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	398,837	430,889	295,448	331,807	264,082	264,082	-11%
Planning Fees	125,074	62,821	61,300	40,890	34,300	34,300	-44%
Building Permits	146,161	98,187	75,000	107,255	65,000	65,000	-13%
TIM Fees	-	-	-	-	-	-	0%
Total	670,072	591,897	431,748	479,952	363,382	363,382	-16%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Development

Division: Planning

2009/10 REVIEW

- Continued to monitor and, when appropriate, comment on development activities located in the County but affecting the City.
- Continued to provide customer service regarding information relating to zoning and other planning matters.
- Continued to provide staff support to the Planning Commission and City Council where approximately 8 discretionary projects were submitted for review.
- Processed 1 Parcel Map and 1 Lot Line Adjustment.
- Completed Tentative Subdivision Map 08-04 Capitol Consultants Business Park.
- Processed request for an Acute Care Facility for Marshall Hospital.
- Processed a Tentative Subdivision Map for Quartz Mountain Estates Phase II.
- Processed Tentative Subdivision map 07-04, Placerville Cottages
- Assisted the El Dorado County Transportation Commission with the development of the Broadway Multi-Modal Plan.
- Processed demolition request for 301 & 305 Main Street, SPR 08-09.
- Processed Placerville Station Phase II Park & Bus Facility, SPR 99-06, CUP 99-07.
- Processed New Morning Emergency Youth Shelter, CUP 09-01, SPR 09-01.
- Processed Cimorelli Forni Road Hotel Project – Placerville Springhill Suites, SPR 08-03.
- Completed General Plan 2008-2013 Housing Element Update.
- Appended documents and links to the Community Development Department – Planning Division webpage to include: Public Notices, Environmental Documents, Fees, Applications and Processes, Current Planning Projects, City of Placerville Development Guide, Zoning Look Up, and Vacant Land Inventory.

2010/11 BUDGET

- Continue to provide customer service regarding information relating to zoning and other planning matters.
- Continue to provide staff support to the Planning Commission and City Council where it is expected that approximately 12 discretionary projects will be submitted for review.
- Assist in the completion and implementation of the Hangtown Creek Master Plan.
- Process 3 Parcel Maps.
- Complete Tentative Subdivision Map 08-04 Capitol Consultants Business Park.
- Continue to process a Tentative Subdivision Map for Quartz Mountain Estates Phase II.
- Explore the implementation of design review guidelines for the downtown area.
- Process miscellaneous Code projects.
- Continue to process Tentative Subdivision Map 08-01, Madrone Heights.
- Process Cottonwood Park Phases 4 & 6, TSM 05-01
- Continue to process Environmental Impact Report and Tentative Subdivision Map 06-02, Lumsden Ranch.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Planning

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	124,058	131,028	114,734	106,206	115,209	115,209	0%
Materials and supplies	726	601	800	278	750	750	-6%
Contract Services	750	825	-	825	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	3,966	2,287	2,075	2,741	1,450	1,450	-30%
Capital outlay	-	-	-	-	-	-	0%
Total	129,500	134,741	117,609	110,050	117,409	117,409	0%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Planning	129,500	134,741	117,609	110,050	117,409	117,409	0%
Total	129,500	134,741	117,609	110,050	117,409	117,409	0%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	4,426	71,920	56,309	69,160	83,109	83,109	48%
Planning Fees	125,074	62,821	61,300	40,890	34,300	34,300	-44%
Total	129,500	134,741	117,609	110,050	117,409	117,409	0%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Development

Division: Building

2009/10 REVIEW

- Issued 346 building permits, performed 1,114 inspections and responded to 66 complaints.
- Continued to work with the public to obtain compliance with the City and State Codes relating to property use, non conforming construction and substandard housing conditions.
- Continued to perform complimentary site visits for proposed projects.

2010/11 BUDGET

- Plan review, building permit and inspection activity are expected to be consistent with Fiscal Year 2009/2010.
- No large projects appear to be on the horizon.
- Entitlements exist for three hotel projects.
- There are two approved subdivisions with active building permits.
- Projected projects include the remodeling of a medical clinic building, construction of a drive through coffee kiosk, new youth shelter building, three restaurant tenant improvements, completion of Eskaton's pool and club house,
- Code enforcement activity is expected to increase due to the amount of bank owned properties needing repair.
- Assist other departments and divisions as needed, due to lowered staff levels.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
Building Inspector II	1.0	1.0	0.0	0.0	0.0	
Total	2.0	2.0	1.0	1.0	1.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Building

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	202,905	186,500	108,989	140,445	90,831	90,831	-17%
Materials and supplies	2,843	1,803	2,400	1,165	2,200	2,200	-8%
Contract Services	76,387	37,653	500	17,156	9,700	9,700	1840%
Overhead	-	-	-	-	-	-	0%
Other expense	5,857	3,281	3,600	2,445	3,150	3,150	-13%
Capital outlay	292	-	-	-	-	-	0%
Total	288,284	229,237	115,489	161,211	105,881	105,881	-8%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Building Plan Review /Inspection	288,284	229,237	115,489	161,211	105,881	105,881	-8%
Total	288,284	229,237	115,489	161,211	105,881	105,881	-8%

<u>Division Budget by Category</u>	<u>Actual</u> 2007/2008	<u>Actual</u> 2008/2009	<u>Revised</u> 2009/2010	<u>Estimated</u> <u>Actual</u> 2009/2010	<u>Proposed</u> 2010/2011	<u>Council</u> <u>Approved</u> 2010/2011	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	142,123	131,050	40,489	53,956	40,881	40,881	1%
Building Permits	146,161	98,187	75,000	107,255	65,000	65,000	-13%
TIM Fees	-	-	-	-	-	-	0%
Total	288,284	229,237	115,489	161,211	105,881	105,881	-8%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Development

Division: Community Development Administration

2009/10 REVIEW

- Managed daily activities of the Planning and Building Divisions.
- Provided budget management and technical assistance to the department staff.
- Enhanced the Department web page.
- Participated in the Broadway Multi-Modal Study sponsored by the El Dorado County Transportation Commission.
- Completed General Plan 2008-2013 Housing Element Update.
- Acted as local liaison to the Bureau of Census for the 2010 canvass.
- Completed the necessary reports and environmental documents for the Briggs' Commercial TSM.
- Ramped up code enforcement matters, particularly those related to signage.
- Updated monthly activity reporting system.

2010/11 BUDGET

- Continue to manage activities of the Planning and Building Divisions.
- Provide budget management and technical assistance to department staff.
- Continue the enforcement of illegal/temporary signs and other community nuisances.
- Assist the Public Works Department with the implementation of various Capital Improvement Projects, including preparation of environmental documents related thereto.
- With the assistance of the Placerville Drive Business Association, begin implementation of the Placerville Drive Development and Implementation Plan.
- Seek adoption of the Hangtown Creek Master Plan.
- Continue refinement of the Department web page.
- Start implementation of the programs and strategies established in the Housing Element.
- Assist the Broadway Village Association with the development of a vision plan.
- Assist the City Manager with Redevelopment Plan hearings and development.
- Complete the processing of several residential Tentative Maps in the Quartz Mountain and Hocking/Morrene Drive area.
- Resolve demolition issues related to the Hangman's Tree & Herrick Buildings.
- Begin abatement program for abandoned pole signs.
- Seek City Council direction regarding Historic District boundaries and guidelines.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Director of Community Development	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II*	1.0	0.5	0.0	0.0	0.0	0%
Total	3.0	2.5	2.0	2.0	2.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Community Development Administration

<u>Division Budget by Category</u>	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	249,266	226,921	191,275	206,996	136,342	136,342	-29%
Materials and supplies	117	253	350	455	250	250	-29%
Contract Services	-	-	6,000	-	3,000	3,000	-50%
Overhead	-	-	-	-	-	-	0%
Other expense	1,693	745	1,025	1,240	500	500	-51%
Capital outlay	1,212	-	-	-	-	-	0%
Total	252,288	227,919	198,650	208,691	140,092	140,092	-29%

<u>Division Budget by Category</u>	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Community Development Admin	252,288	227,919	198,650	208,691	140,092	140,092	-29%
Total	252,288	227,919	198,650	208,691	140,092	140,092	-29%

<u>Division Budget by Category</u>	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	252,288	227,919	198,650	208,691	140,092	140,092	-29%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	252,288	227,919	198,650	208,691	140,092	140,092	-29%

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Community 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 Community.

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual 2007/2008	Actual 2008/2009	Estimated 2009/2010	Projected 2010/2011
Parks Maintenance Hours				
Gold Bug Park	1700	1700	1700	1700
Lions Park	1650	1650	1650	1450
City Park	600	600	600	400
Rotary Park	600	600	600	400
Lumsden Park	500	500	500	400
Orchard Hill Park	350	350	350	150
George Duffey Park	100	100	100	0
El Dorado Trail	0	0	200	200
Community Gardens	0	0	200	200
Cemeteries	0	0	200	200
Other Parks and Grounds	800	800	200	200
Recreation (FT hrs / PT hrs)				
General	3,000/200	3,000/200	3,000/200	3,000/200
Activity Guide				300/0
Gold Bug Tours	300/2,500	300/2,500	300/2,500	100/2,600
Adult Program	450/2,100	450/2,100	450/2,100	450/2,100
Youth Programs	350/500	350/500	350/500	350/500
Aquatics	1,900/10,000	1,900/10,000	2,000/15,000	2,000/10,000
Youth Sports	800/2,100	800/2,100	700/2,100	400/2,100
Adult Sports	1,750/2,900	1,750/2,900	1,750/2,900	1,150/2,900
Facilities Maintenance				
City Hall	350	350	300	200
Town Hall	850	850	850	650
Scout Hall	100	100	100	100
Pool	700	700	750	550
Park and Ride	0	0	50	50
Old City Hall	0	0	25	15
Police Department	0	0	0	20
Other	100	100	25	15

Department Staff by Position	Actual 2007/2008	Actual 2008/2009	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Director of Public Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.5	0.5	0.3	0.3	0.3	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	2.5	2.5	0.5	0.5	0.5	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Total Public Services	13.0	13.0	10.8	10.8	10.8	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
Community Services

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	1,378,063	1,364,864	1,294,447	1,117,090	1,021,420	1,021,420	-21%
Materials and supplies	175,215	152,930	163,486	127,970	125,068	125,068	-23%
Contract Services	391,916	383,820	385,084	369,443	341,014	341,014	-11%
Overhead	-	-	-	-	-	-	0%
Other expense	51,636	55,957	58,150	52,482	52,530	52,530	-10%
Capital outlay	9,069	966	-	-	-	-	0%
Total	2,005,899	1,958,537	1,901,167	1,666,985	1,540,032	1,540,032	-19%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Parks	543,990	522,905	506,375	480,655	439,056	439,056	-13%
Recreation	903,496	889,775	856,124	691,152	648,737	648,737	-24%
Facilities M & O	348,259	330,565	331,519	304,231	248,811	248,811	-25%
CSD Administration	210,154	215,292	207,149	190,947	203,428	203,428	-2%
Total	2,005,899	1,958,537	1,901,167	1,666,985	1,540,032	1,540,032	-19%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,321,437	1,308,602	1,286,371	1,097,623	1,051,868	1,051,868	-18%
Orchard Hill / Duffey LLMD	35,143	32,919	31,973	33,377	27,427	27,427	-14%
Recreation Fees	649,319	617,016	582,823	535,985	460,737	460,737	-21%
Total	2,005,899	1,958,537	1,901,167	1,666,985	1,540,032	1,540,032	-19%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Services

Division: Parks

2009/10 REVIEW

- Maintained 103 acres of parks, four miles of trails, and ten acres of open space.
- Worked approximately 5,500 hours in maintaining parks and open space.
- Worked approximately 1,800 hours at Gold Bug Park in both grounds and building maintenance.
- Worked 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.
- Worked approximately 800 hours at City Park maintaining all grounds.
- Worked approximately 600 hours at Rotary Park maintaining all grounds.
- Worked approximately 500 hours at Lumsden Park maintaining all grounds.
- Worked approximately 400 hours at Orchard Hill Park maintaining grounds and landscape areas.
- Worked 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.
- Worked approximately 400 hours in the weed abatement program along streets and parkways.
- Worked with local volunteers to decorate Christmas Trees on Broadway, Main Street, and Placerville Drive.
- Worked with local volunteer groups to make improvements to the El Dorado Trail.
- Worked with local volunteer groups to make improvements to Gold Bug Park.
- Worked with local volunteer groups to make improvements to Lumsten Park.
- Worked with local volunteer group to replace grass infield at Rotary Park.
- Worked with Community Pride volunteers to complete mural project on Main Street.
- Placed fall material in tot-lots throughout the City's park system.
- Made fire safety improvements to trails and roadways at Gold Bug Park.
- Performed tree trimming/removal work.
- Completed Safety Fencing Project at Gold Bug Park.
- Assisted volunteer effort to install playground equipment at Lions Park.
- Renovated softball infields at Lions Park.

2010/11 BUDGET

- Maintain 105 acres of park, four miles of trails, and eight acres of open space.
- Complete playground project at Lions Park.
- Continue implementation of Fire Safe Plan for Gold Bug Park.
- Continue to make structural improvements to the Maher House at Gold Bug Park.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.8	0.8	0.8	0%
Senior Maintenance Worker	0.6	0.6	0.6	0.6	0.6	0%
Maintenance Worker II	2.5	2.5	2.3	2.3	2.3	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0%
Total	4.9	4.9	4.8	4.8	4.8	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Parks

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	404,861	391,757	386,365	369,432	327,743	327,743	-15%
Materials and supplies	65,947	49,068	51,250	38,249	45,300	45,300	-12%
Contract Services	63,778	80,830	68,460	72,095	65,713	65,713	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	356	368	300	879	300	300	0%
Capital outlay	9,048	882	-	-	-	-	0%
Total	543,990	522,905	506,375	480,655	439,056	439,056	-13%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Parks Maintenance	75,286	62,657	71,631	68,337	60,462	60,462	-16%
Lions Park	115,150	110,247	100,520	100,474	97,646	97,646	-3%
Gold Bug Park	83,287	83,973	81,751	68,569	68,747	68,747	-16%
Rotary Park	60,367	61,829	52,218	49,733	46,045	46,045	-12%
City Park	62,914	60,601	58,655	57,545	50,861	50,861	-13%
Lumsden Park	35,221	37,604	35,979	35,265	28,683	28,683	-20%
City Cemeteries	21,225	21,966	21,486	18,829	18,773	18,773	-13%
Community Gardens	5,483	4,411	7,311	4,264	3,561	3,561	-51%
El Dorado Trail	11,755	8,114	7,644	9,207	6,449	6,449	-16%
Orchard Hill /Duffey LLMD	35,143	32,919	31,973	33,377	27,427	27,427	-14%
Other Grounds	38,159	38,584	37,207	35,055	30,402	30,402	-18%
Total	543,990	522,905	506,375	480,655	439,056	439,056	-13%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	508,847	489,986	474,402	447,278	411,629	411,629	-13%
Orchard Hill / Duffey LLMD	35,143	32,919	31,973	33,377	27,427	27,427	-14%
Total	543,990	522,905	506,375	480,655	439,056	439,056	-13%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Services

Division: Recreation

2009/10 REVIEW

- Created three Recreation Program Activity Guides with a distribution of approximately 14,000 per issue.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Implemented new Sports Camps with a special emphasis on younger age groups.
- Conducted a Youth Basketball League consisting of 736 participants participating in four divisions.
- Accommodated over 1,400 participants in learn to swim program.
- Implemented “extended” aquatics activities to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Water Exercise.
- Administered Youth Assistance Fund and solicited for and distributed over \$9,000 of assistance to local youths.
- Conducted four Adult 5 on 5 Basketball Leagues with an average of thirteen teams per league.
- Conducted five Adult 3 on 3 Basketball Leagues with an average of ten teams per league.
- Conducted three Adult Softball Leagues with approximately 214 teams combined in spring, summer, and fall leagues.
- Co-sponsored six Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, Hattie’s Tea Party and Founders Day).
- Co-sponsored El Dorado County Special Olympics year-round programs and special events serving 75 athletes.
- Made improvements to newly created program brochure and distribution system.
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Conducted six co-ed volleyball leagues comprised of 46 teams.
- Created new soccer camp with 38 participants.
- Created new softball “wood bat” division.

2010/11 BUDGET

- Increase customer user base and program revenue.
- Expand program opportunities at the Placerville Aquatic Center.
- Expand recreation programs at the newly constructed Markham Gymnasium.
- Use new software program to improve mailing lists and marketing opportunities.
- Analyze customer user survey to improve upon programs and delivery.
- 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.
- Utilized new team sports scheduling software to improve efficiency and customer service.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Recreation Supervisor	2.5	2.5	0.5	0.5	0.5	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
Total Public Services	4.5	4.5	2.5	2.5	2.5	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department: Community Services
Division: Recreation

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	675,361	665,547	606,292	471,473	423,425	423,425	-30%
Materials and supplies	39,068	36,471	51,100	34,903	38,900	38,900	-24%
Contract Services	138,287	134,205	143,082	133,962	135,082	135,082	-6%
Overhead	-	-	-	-	-	-	0%
Other expense	50,780	53,468	55,650	50,814	51,330	51,330	-8%
Capital outlay	-	84	-	-	-	-	0%
Total	903,496	889,775	856,124	691,152	648,737	648,737	-24%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Special Interest Programs	40,892	35,144	40,022	30,443	36,723	36,723	-8%
Sports Camps and Teams	369,798	362,976	348,808	298,337	288,457	288,457	-17%
Gold Bug Park Admissions	50,255	51,094	52,259	49,478	50,813	50,813	-3%
Aquatics	291,123	286,821	260,521	181,266	140,002	140,002	-46%
Special Events	4,957	5,823	6,646	5,422	5,000	5,000	
Recreation - General	146,471	147,917	147,868	126,206	127,742	127,742	-14%
Total	903,496	889,775	856,124	691,152	648,737	648,737	-24%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	254,177	272,759	273,301	155,167	188,000	188,000	-31%
Recreation Fees	649,319	617,016	582,823	535,985	460,737	460,737	-21%
Total	903,496	889,775	856,124	691,152	648,737	648,737	-24%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2009/10 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds, including Town Hall, Old City Hall, New City Hall, Public Safety Building, Scout Hall, Aquatics Center, Bell Tower, Corporation Yard, Downtown Restrooms, Mosquito Park and Ride, Bike Trail, Caboose, Stamp Mill Building and the Museum/Visitor Center at Gold Bug Park.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Completed new parks maintenance facility at Corporation Yard.

2010/11 BUDGET

- Maintain approximately 40,000 square feet of buildings/facilities/grounds.
- Accomplish maintenance program with approximately 2,000 hours of staff time.
- Continue annual floor cleaning program at City facilities.
- Work towards the completion of ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Parks & Facility Maintenance Superintendent	0.2	0.2	0.2	0.2	0.2	0%
Senior Maintenance Worker	0.4	0.4	0.4	0.4	0.4	0%
Maintenance Worker II	0.5	0.5	0.6	0.6	0.6	0%
Total Public Services	1.1	1.1	1.1	1.1	1.1	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	87,697	92,268	94,641	85,238	66,824	66,824	-29%
Materials and supplies	70,190	67,391	61,136	54,818	40,868	40,868	-33%
Contract Services	189,851	168,785	173,542	163,386	140,219	140,219	-19%
Overhead	-	-	-	-	-	-	0%
Other expense	500	2,121	2,200	789	900	900	-59%
Capital outlay	21	-	-	-	-	-	0%
Total	348,259	330,565	331,519	304,231	248,811	248,811	-25%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Old City Hall	9,881	10,359	9,564	15,056	10,321	10,321	8%
New City Hall	89,709	85,961	86,915	81,782	79,529	79,529	-8%
Town Hall	47,999	51,981	56,209	45,318	40,952	40,952	-27%
Scout Hall	18,850	15,801	16,456	16,963	10,360	10,360	-37%
Corporation Yard	14,810	11,860	11,700	13,320	16,521	16,521	41%
City Pool Facilities	138,204	131,223	127,509	104,563	67,461	67,461	-47%
Public Safety Building	9,565	3,019	5,950	4,737	5,950	5,950	0%
Downtown Public Restroom	12,072	12,198	10,550	13,265	10,550	10,550	0%
Mosquito Road Park & Bus	7,169	8,163	6,666	9,227	7,167	7,167	8%
Total	348,259	330,565	331,519	304,231	248,811	248,811	-25%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	348,259	330,565	331,519	304,231	248,811	248,811	-25%
Total	348,259	330,565	331,519	304,231	248,811	248,811	-25%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Community Services

Division: Community Services Administration

2009/10 REVIEW

- Met with community groups in the support of various City programs.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Assisted City in implementation of several safety related improvements at City facilities.
- Began implementation of Gold Bug Park Fire Safe Plan.
- Provided risk management services for Citywide Special Events.
- Completed Citywide Parks and Facilities Master Plan.

2010/11 BUDGET

- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies to reduce utility costs associated with the Aquatics Center.
- Continue to 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.
- Continue Risk Management training and implementation of policies.
- Create partnerships with schools towards improved delivery of Special Interest Classes and Youth Sports Camps.
- Continue to work on the implementation of the Fire Safe Plan for Gold Bug Park.
- Develop State of California (Proposition 84) grant applications.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Director of Public Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.5	0.5	0.3	0.3	0.3	15%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Total Public Services	2.5	2.5	2.3	2.3	2.3	2%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Community Services Administration

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	210,144	215,292	207,149	190,947	203,428	203,428	-2%
Materials and supplies	10	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>210,154</u>	<u>215,292</u>	<u>207,149</u>	<u>190,947</u>	<u>203,428</u>	<u>203,428</u>	-2%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Public Services Administration	210,154	215,292	207,149	190,947	203,428	203,428	-2%
Total	<u>210,154</u>	<u>215,292</u>	<u>207,149</u>	<u>190,947</u>	<u>203,428</u>	<u>203,428</u>	-2%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	210,154	215,292	207,149	190,947	203,428	203,428	-2%
Total	<u>210,154</u>	<u>215,292</u>	<u>207,149</u>	<u>190,947</u>	<u>203,428</u>	<u>203,428</u>	-2%

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

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget:
Elected Officials

<u>Workload Indicators</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated 2009/2010</u>	<u>Projected 2010/2011</u>
Regular City Council Meetings	22	22	22	22
Resolutions	98	87	100	100
Ordinances	8	3	3	8

<u>Department Staff by Position</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0%
Total	6.0	6.0	6.0	6.0	6.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
Elected Officials

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	60,733	56,793	69,524	48,809	77,105	77,105	11%
Materials and supplies	420	771	500	638	545	545	9%
Contract Services	25,611	41,236	25,450	32,113	32,500	32,500	28%
Overhead	-	-	-	-	-	-	0%
Other expense	42,501	31,412	13,000	10,552	10,639	10,639	-18%
Capital outlay	-	-	-	-	-	-	0%
Total	129,265	130,212	108,474	92,112	120,789	120,789	11%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
City Council	127,062	128,021	106,108	89,929	118,423	118,423	12%
City Treasurer	2,203	2,191	2,366	2,183	2,366	2,366	0%
Total	129,265	130,212	108,474	92,112	120,789	120,789	11%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	129,265	130,212	108,474	92,112	120,789	120,789	11%
Total	129,265	130,212	108,474	92,112	120,789	120,789	11%

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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. Provide that City records are preserved and archived.

Provide grant services and administration, economic development special event planning and coordination, and code enforcement.

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.

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual 2007/2008	Actual 2008/2009	Estimated 2009/2010	Projected 2010/2011		
City Manager (hours)						
Council agenda and meeting prep.	500	500	500	500		
Attend Council meetings	120	120	120	120		
Personnel	250	300	300	300		
Bonds	200	200	150	100		
Intergovernmental relations	100	125	150	200		
Citizen inquiries	150	150	130	150		
Public Works/Comm. Develop. Proj.	540	600	600	600		
Claims and litigation	100	140	120	150		
Franchise	100	100	75	50		
Bids and contracts	125	140	125	125		
Special Events	50	75	75	50		
Utility fees	50	90	140	200		
Main Street & Parking	200	200	200	125		
Ordinances and resolutions	140	150	150	150		
City Attorney (hours)						
Council agenda and meeting prep.	70	100	70	70		
Attend Council meetings	50	60	50	50		
Personnel	130	150	200	150		
Bonds	150	150	100	75		
Respond to subpoenas/records reqs.	70	90	100	100		
Public Works/Comm. Develop. Proj.	90	100	150	225		
Claims	100	100	100	125		
Litigation	90	120	120	150		
Bids and contracts	90	90	100	100		
Ordinances and resolutions	120	120	120	125		
Collections	30	30	50	50		
Utility fees	50	75	125	150		
Parking	100	100	75	50		
Franchise	60	75	50	30		
Grant Administration (hours)						
Loan Reuse Program	500	500	200	100		
Small Business Loans	400	400	400	100		
Code Enforcement - Citizen Inquiries	500	500	500	150		
Downtown Streetscape-Parking	200	200	200	100		
Grant Development			300	100		
CEC-ARRA Grant				200		
CDBG 1st-Time Homebuyer/Housing Rehab				200		
City Clerk (#/Hrs)						
Agendas/Minutes	54/689	60/765	54/689	50/637.5		
Resolutions	98/49	87/170	100/200	100/200		
Ordinances	8/12	3/6	3/6	8/16		
Economic Interest Statements	62/93	62/93	62/93	62/93		
Citizen calls & inquires	2000/10	2000/10	2000/10	2000/10		
Council Mtg. Attendance		85 hrs.	80 hrs.	80 hrs.		
Public records requests	200/200	200/200	200/200	200/200		
Human Resources (#/hrs)						
Recruitments	6/216	5/180	5/180	5/180		
Reclassifications	Perf. By Finance			4/144		
Orientations	6/6	5/5	5/5	4/4		
Process new hires including seasonals	5 FT ees/70 Seasonal	100/20 hrs Seasonal	100/220 hrs	4/4		
Risk Management						
Liability claims processed	9/72	12/96	6/48	15/120		
Worker's Comp claims existing		16/32	24/96	16/64		
Worker's comp. claims	18/144	8/64	5/40	7/56		
COBRA Administration	7/7	5/5	15/15	5/5		
Information Services (% hrs)						
Network administration	20%	20%	25%	20%		
Computer service calls/training	20%	25%	25%	20%		
Project management	40%	35%	30%	30%		
Updating skills/administration	20%	20%	20%	30%		
Department Staff by Position						
	Actual 2007/2008	Actual 2008/2009	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
City Manager / Attorney	1.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Administrative Specialist	1.0	1.0	0.5	0.5	0.5	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0%
Archive Technician	1.0	1.0	0.0	0.0	0.0	0%
Total	7.0	7.0	5.5	5.5	5.5	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
City Administration

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	817,773	819,691	698,511	713,122	702,705	702,705	1%
Materials and supplies	6,242	3,333	9,743	3,187	7,585	7,585	-22%
Contract Services	531,239	329,683	166,137	194,702	186,360	186,360	12%
Overhead	38,424	41,897	38,424	38,424	38,000	38,000	-1%
Other expense	14,229	7,500	14,492	82,083	12,412	12,412	-14%
Capital outlay	10,368	2,751	-	417	5,733	5,733	0%
Total	1,418,275	1,204,855	927,307	1,031,935	952,795	952,795	3%

Budget by Division	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Legal Services	78,424	102,040	78,805	60,692	99,939	99,939	27%
Litigation	365,899	131,852	-	146,312	-	-	0%
City Management	370,817	364,259	269,340	294,995	310,615	310,615	15%
Information Services	360,531	372,463	363,099	309,894	358,484	358,484	-1%
Human Resources	127,609	117,391	109,896	108,612	104,910	104,910	-5%
Grant Administration	107,420	105,581	98,766	105,218	68,231	68,231	-31%
City Clerk	7,575	11,269	7,401	6,212	10,616	10,616	43%
Total	1,418,275	1,204,855	927,307	1,031,935	952,795	952,795	3%

Source of Funds:	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	718,269	734,409	594,987	576,195	651,838	651,838	10%
General Liability Fund	365,899	131,852	-	146,312	-	-	0%
Grant Funds	107,420	105,581	98,766	105,218	68,231	68,231	-31%
Water Enterprise Fund	113,220	116,103	119,301	102,105	116,363	116,363	-2%
Sewer Enterprise Fund	113,467	116,910	114,253	102,105	116,363	116,363	2%
Total	1,418,275	1,204,855	927,307	1,031,935	952,795	952,795	3%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: City Attorney

2009/10 REVIEW	2010/11 BUDGET
<ul style="list-style-type: none"> ■ Continued to work with trustee/financial advisor/bond counsel regarding workouts of defaulted bonds. ■ Continued to respond to inquiries from property owners and bond holders. ■ Explored “First-Time Buyer’s” home loan program. ■ Monitored legal issues regarding grant funds. ■ Monitored legal issues regarding transportation funds. ■ Monitored Smith Flat Annexation. ■ Reviewed contracts, RFPs and bid documents. ■ Prepared and reviewed ordinances/resolutions/contracts. ■ Assisted in personnel matters. ■ Reviewed CEQA documents. ■ Supervised claims and litigation. ■ Monitored pending and new legislation. ■ Assisted in Cal/OSHA matters. ■ Monitored water regulations. ■ Monitored and assist in WWTP regulation issues. ■ Assisted in labor negotiations. ■ Advised Planning and Engineering on legal issues. ■ Administered Personnel training. ■ Provided assistance with code enforcement. ■ Advised on legal issues for TIM fees. ■ Advised on legal issues regarding parking regulations. ■ Advised on new FCCs for water and waste water. ■ Advised on rate reviews for water and waste water. ■ Advised on legal documents for sale of old City Hall. ■ Initiated redevelopment process. 	<ul style="list-style-type: none"> ■ Continue to work with trustee/financial advisor/bond counsel regarding workouts of defaulted bonds. ■ Continue to respond to inquiries from property owners and bond holders. ■ Develop “First-Time Buyer’s” home loan program. ■ Monitor legal issues regarding grant funds. ■ Monitor legal issues regarding transportation funds. ■ Monitor Smith Flat Annexation. ■ Review contracts, RFPs and bid documents. ■ Prepare and review ordinances/resolutions/contracts. ■ Assist in personnel matters. ■ Review CEQA documents. ■ Supervise claims and litigation. ■ Monitor pending and new legislation. ■ Assist in Cal/OSHA matters. ■ Monitor water regulations. ■ Monitor and assist in WWTP regulation issues. ■ Assist in labor negotiations. ■ Advise Planning and Engineering on legal issues. ■ Administer Personnel training. ■ Provide assistance with code enforcement. ■ Advise on legal issues for TIM fees. ■ Advise on legal issues regarding parking regulations. ■ Advise on new FCCs for water and waste water. ■ Advise on rate reviews for water and waste water. ■ Advise on legal documents for sale of old City Hall. ■ Assist in establishing Redevelopment Plan.

<u>Department Staff by Position</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
City Manager / Attorney	0.14	0.14	0.14	0.14	0.14	0%
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0%
Total	<u>0.44</u>	<u>0.44</u>	<u>0.44</u>	<u>0.44</u>	<u>0.44</u>	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
City Attorney

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	51,132	51,440	50,955	49,903	48,089	48,089	-6%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	390,453	179,387	25,000	81,269	50,000	50,000	100%
Overhead	-	-	-	-	-	-	0%
Other expense	2,738	3,065	2,850	75,832	1,850	1,850	-35%
Capital outlay	-	-	-	-	-	-	0%
Total	444,323	233,892	78,805	207,004	99,939	99,939	27%

<u>Division Budget by Program</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Legal Services	78,424	102,040	78,805	60,692	99,939	99,939	27%
Litigation	365,899	131,852	-	146,312	-	-	0%
Total	444,323	233,892	78,805	207,004	99,939	99,939	27%

<u>Source of Funds:</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	78,424	102,040	78,805	60,692	99,939	99,939	27%
General Liability Reserve	365,899	131,852	-	146,312	-	-	0%
Total	444,323	233,892	78,805	207,004	99,939	99,939	27%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: City Manager

2009/10 REVIEW	2010/11 BUDGET
<ul style="list-style-type: none"> ■ Met with Caltrans and review Highway 50 OPS expenditures/claims and reimbursements. ■ Met with bond consultants, counsel, developers, and other interested parties regarding defaulted subdivisions. ■ Supervised claims and litigation. ■ Monitored pending legislation. ■ Pursued Economic Development/Redevelopment. ■ Explored funding for business attraction/retention study. ■ Continued to monitor 3-cart system and implement mandatory solid waste service. ■ Supervised Waste Water Treatment Plant regulatory issues. ■ Monitored Waste Connections' performance. ■ Assisted in coordination of City committees. ■ Monitored parking regulations and downtown parking and meet with PDA parking committee. ■ Continued to implement downtown revitalization. ■ Continued to work with merchants regarding cleaning downtown and solid waste pick-up. ■ Reviewed and assist in personnel matters - salaries/benefits/discipline. ■ Assisted in code enforcement. ■ Continued to assist in web page development. ■ Monitored development of Placerville Station II. ■ Monitored Smith Flat Annexation. ■ Participated in meetings with elected representatives in Washington and Sacramento. ■ Monitored State's budget process. ■ Established a first-time buyer's home loan program. ■ Participated with PDA in planning and coordinating downtown events. ■ Assisted in City budget preparation. ■ Assisted and review new TIM fees. ■ Monitored transportation related projects. ■ Monitored sidewalk repair project. ■ Continued to search for alternatives for new Public Safety Building. ■ Reviewed all new hires and personnel forms. ■ Continued to work with transit regarding jury issues. ■ Continued to publish City Newsletter. ■ Participated in Placerville Drive planning process. ■ Participated in Broadway development process. ■ Participated in development of new FCCs for sewer and water. ■ Established revised sewer and water rates. ■ Continued efforts to sell old City Hall. ■ Completed plaza improvements for new City Hall. ■ Initiated Redevelopment Plan. ■ Initiated Buxton Business Attraction/Retention Study. ■ Implemented mandatory garbage pick-up. ■ Monitored CDBG applications. ■ Continued communication for intergovernmental relations. 	<ul style="list-style-type: none"> ■ Meet with Caltrans and review Highway 50 OPS expenditures/claims and reimbursements. ■ Meet with bond consultants, counsel, developers, and other interested parties regarding defaulted subdivisions. ■ Supervise claims and litigation. ■ Monitor pending legislation. ■ Pursue Economic Development/Redevelopment. ■ Implement business attraction/retention study. ■ Continue to monitor 3-cart system and implement mandatory solid waste service. ■ Supervise Waste Water Treatment Plant regulatory issues. ■ Monitor Waste Connections' performance. ■ Assist in coordination of City committees. ■ Monitor parking regulations and downtown parking and meet with PDA parking committee. ■ Continue to implement downtown revitalization. ■ Continue to work with merchants regarding cleaning downtown and solid waste pick-up. ■ Review and assist in personnel matters - salaries/benefits/discipline. ■ Assist in code enforcement. ■ Continue to assist in web page development. ■ Monitor development of Placerville Station II. ■ Monitor Smith Flat Annexation. ■ Participate in meetings with elected representatives in Washington and Sacramento. ■ Monitor State's budget process. ■ Establish a first-time buyer's home loan program. ■ Participate with PDA in planning and coordinating downtown events. ■ Assist in City budget preparation. ■ Assist and review new TIM fees. ■ Monitor transportation related projects. ■ Monitor sidewalk repair project. ■ Continue to search for alternatives for new Public Safety Building ■ Review all new hires and personnel forms. ■ Continue to work with transit regarding jury issues. ■ Continue to publish City Newsletter. ■ Participate in Placerville Drive planning process. ■ Participate in Broadway development process. ■ Establish revised sewer and water rates. ■ Continue efforts to sell old City Hall. ■ Complete plaza improvements for new City Hall. ■ Assist in developing Redevelopment Plan. ■ Implement Buxton Business Attraction/Retention Study. ■ Monitor CDBG application and assist in preparation of new grant applications. ■ Continue to improve communication for intergovernmental relations.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	2009/2010	2010/2011	Approved	from 09/10 Budget
City Manager / Attorney	0.86	0.86	0.86	0.86	0.86	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0%
Archive Technician	1.00	1.00	0.00	0.00	0.00	0%
Total	2.56	2.56	1.56	1.56	1.56	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
City Manager

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	333,419	331,587	237,690	265,787	281,215	281,215	18%
Materials and supplies	2,030	1,022	2,000	1,115	1,750	1,750	-13%
Contract Services	31,790	29,896	29,200	25,869	26,050	26,050	-11%
Overhead	-	-	-	-	-	-	0%
Other expense	1,923	1,754	450	2,224	1,600	1,600	256%
Capital outlay	1,655	-	-	-	-	-	0%
Total	370,817	364,259	269,340	294,995	310,615	310,615	15%

<u>Division Budget by Program</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
City Manager	370,817	364,259	269,340	294,995	310,615	310,615	15%
Total	370,817	364,259	269,340	294,995	310,615	310,615	15%

<u>Source of Funds:</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	370,817	364,259	269,340	294,995	310,615	310,615	15%
Total	370,817	364,259	269,340	294,995	310,615	310,615	15%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: Information Services

2009/10 BUDGET REVIEW

- Provided email and/or phone responses to public requests via our website.
- Hired and trained new Technology Analyst.
- Completed upgrade of CLASS software at the Community Services Department.
- Completed AS400 Operating system upgrade for the Finance Department's AS400.
- Worked on the Planet Press upgrade.
- Provided computer and projector support at the City Council meetings.
- Monitored and maintained our security camera system in the parking garage and bell tower.
- Completed credit card transaction software upgrade for the Community Services Department.
- Provided software, hardware and public support for parking meters throughout Placerville.
- Completed the installation and configuration of new computers and network at the Corporation Yard portable.
- Supported all phone related issues for City Hall, Town Hall, Corp yard, Water, and WRF locations.
- Supported all VPN access for employee remote connections and vendors.
- Provided support to Police Department for CAD (Computer Aided Dispatch) and TRACNET (RMS).
- Supported Police officers by making security camera video DVDs when needed.
- Supported Police station EOC hardware and software.
- Continued to support and or revise City computer related policy.
- Continued to support the City's connection to the District Attorney's office.
- Continued to support the City's connection to the El Dorado Sheriff's office.
- Continued to support all Data lines (T1 and DSL) throughout the City's WAN (wide area network).
- Continued to provide support for the existing and ever-growing website.
- Developed electronic survey format for website.
- Researched Google Applications and cloud computing.
- Assisted with Channel 2 operations.

2010/11 BUDGET

- Provide email responses to the public for our website.
- Replace existing Sonicwall firewall.
- Upgrade Planet Press software to newest version.
- Upgrade NetMotion software (used for in-car computers at the Police Department).
- Provide computer and projector needs for City Council meetings.
- Monitor our security camera archiving ability.
- Replace 21 computers at the Police Depart. (Home Land Security Grant).
- Provide software, hardware and public support for parking meters throughout Placerville.
- Continue to support the Internet/VPN connections at the Corp Yard portable and Gold Bug Park.
- Support phone system at City Hall, Town Hall, Corp Yard, Water, WRF and Gold Bug Park.
- Support hardware, software and security for all VPN connections provided to employees and vendors.
- Support CAD and TRACNET at the Police Department.
- Support the security camera system at the parking structure and Main Street Bell Tower.
- Continue to support Police computer room equipment in EOC.
- Continue to update and monitor computer related City policies.
- Support network connecting the City to the District Attorney.
- Support network connecting the City to the El Dorado County Sheriff.
- Continue to support data lines and data center at 3101 Center Street.
- Support for the existing and ever-growing needs of the City website.
- Convert 50 users from Microsoft Outlook/MS Servers to Google Apps cloud computing.
- Continue to assist with Channel 2.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Total	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Information Services

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	211,938	218,211	205,233	186,449	202,244	202,244	-1%
Materials and supplies	3,824	2,192	7,093	2,046	5,585	5,585	-21%
Contract Services	97,253	107,412	106,437	81,720	101,210	101,210	-5%
Overhead	38,424	41,897	38,424	38,424	38,000	38,000	-1%
Other expense	379	-	5,912	838	5,712	5,712	-3%
Capital outlay	8,713	2,751	-	417	5,733	5,733	0%
Total	360,531	372,463	363,099	309,894	358,484	358,484	-1%

Division Budget by Program	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Information Services	360,531	372,463	363,099	309,894	358,484	358,484	-1%
Total	360,531	372,463	363,099	309,894	358,484	358,484	-1%

Source of Funds:	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	133,844	139,450	129,545	105,684	125,758	125,758	-3%
Water Enterprise Fund	113,220	116,103	119,301	102,105	116,363	116,363	-2%
Sewer Enterprise Fund	113,467	116,910	114,253	102,105	116,363	116,363	2%
Total	360,531	372,463	363,099	309,894	358,484	358,484	-1%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: Human Resources

2009/10 BUDGET REVIEW

- Continued the removal of all paper records from the Old City Hall into either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continued to respond to procedural duties related to claims against the City.
- Continued to seek creative avenues of attracting top candidates for positions within City service.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 62 filers.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2009.
- Continued to closely monitor liability and workers compensation claims in coordination with City Manager/Attorney and third party claims administrators.
- Continued to expand low-cost or free training opportunities to City staff through Gold Country Consortium, Public Agency Risk Management Association, and other local agencies.
- Worked in conjunction with El Dorado County and the City of Roseville Employee Development Academy, developed a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.

2010/11 BUDGET

- Continue to respond to procedural duties related to claims against the City.
- Continue to seek creative avenues of attracting top candidates for positions within City service.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 62 filers.
- Administer the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2009.
- Continue to closely monitor liability and workers compensation claims in coordination with City Manager/Attorney and third party claims administrators.
- Continue to expand low-cost or free training opportunities to City staff through Gold Country Consortium, Public Agency Risk Management Association, and other local agencies.
- Working in conjunction with El Dorado County and the City of Roseville Employee Development Academy, develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.

Department Staff by Position	Actual 2007/2008	Actual 2008/2009	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	1.0	0%
Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	111,676	110,681	103,501	103,582	100,560	100,560	-3%
Materials and supplies	286	119	250	11	250	250	0%
Contract Services	10,753	5,423	3,500	3,725	2,600	2,600	-26%
Overhead	-	-	-	-	-	-	0%
Other expense	4,894	1,168	2,645	1,294	1,500	1,500	-43%
Capital outlay	-	-	-	-	-	-	0%
Total	127,609	117,391	109,896	108,612	104,910	104,910	-5%

Division Budget by Program	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Human Resources	127,609	117,391	109,896	108,612	104,910	104,910	-5%
Total	127,609	117,391	109,896	108,612	104,910	104,910	-5%

Source of Funds:	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	127,609	117,391	109,896	108,612	104,910	104,910	-5%
Total	127,609	117,391	109,896	108,612	104,910	104,910	-5%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: Grant Administration

2009/10 REVIEW

- Researched developing First-Time Home Buyer's Program
- Continued the City's Small Business Loan Program Reuse Funds.
- Continued to assist the Downtown Advisory Board with PBIA.
- Attended Placerville Downtown Association Meetings.
- Continued to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assisted in implementing programs outlined in the General Plan Housing Element.
- Continued the City of Placerville Housing Rehabilitation Loan Program.
- Sought grant funding and other sources for major economic development projects within the City of Placerville.
- Sought funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Sought funding for Storefront Improvement Program.
- Continued administering PBIA/PBID Storefront Improvement Program.
- 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.
- Assisted with efforts to encourage retail business to locate within the City.
- Researched development of the Downtown Historic District.
- Assisted City Manager with Downtown Parking Review Committee.
- Assisted with Downtown parking management.
- Assisted City Manager with Blue Ribbon City Hall Committee.
- Assisted all departments in an ombudsman capacity.
- Assisted in programming and managing special events.
- Continued Community Clean-Up Day.
- Researched Neighborhood Clean-Up Programs.
- Continued to assist in the management of solid waste pick-up issues.
- Implemented ADA Transition Plan.
- Assisted in development of CFL collection program.
- Assisted in selection of broker for old City Hall.
- Assisted with contract negotiations for Waste Connections.

2010/11 BUDGET

- Complete a First-Time Home Buyer's Program.
- 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 the City Manager and the community.
- Assist with Economic Development efforts.
- Assist in implementing programs outlined in the General Plan Housing Element..
- Continue the City of Placerville Housing Rehabilitation Loan Program.
- Seek grant funding and other sources for major economic development projects within the City of Placerville.
- Seek funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Continue administering PBIA/PBID Storefront Improvement Program.
- 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.
- Assist with effort to encourage retail business to locate within the City.
- Assist with development of the Downtown Historic District.
- Assist City Manager with Downtown Parking Review Committee.
- Assist with downtown parking management.
- Assist City Manager in the sale of the old City Hall building
- Assist all departments in an ombudsman capacity.
- Assist in programming and managing special events.
- Continue Community Clean-Up Day.
- Develop Neighborhood Clean-Up Program.
- Continue to assist in the management of solid waste pickup issues.
- Continue to implement the ADA Transition Plan.
- Assisted in monitoring the 3-Cart Program.
- Monitor the performance of solid waste disposal franchisee.
- Continue to explore ways to increase diversion rate.
- Assist City Manager with obtaining grant funding through ARRA, CDBG, EDBG, EDA, CEC and other sources.
- Assist City Manager in obtaining funding for energy savings program.
- Administer CEC ARRA Energy Grant.
- Assist in administration of CDBG.
- Assist City Manager in implementation of Buxton study.

Department Staff by Position	Actual	Actual	Estimated	Council	% Change	
	2007/2008	2008/2009	Actual 2009/2010	Proposed 2010/2011	Approved 2010/2011	from 09/10 Budget
Administrative Specialist	1.0	1.0	0.5	0.5	0.5	0%
Total	1.0	1.0	0.5	0.5	0.5	0%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: Grant Administration

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	107,405	105,581	98,766	105,218	68,231	68,231	-31%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	15	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>107,420</u>	<u>105,581</u>	<u>98,766</u>	<u>105,218</u>	<u>68,231</u>	<u>68,231</u>	-31%

<u>Division Budget by Program</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Grant Administration	107,420	105,581	98,766	105,218	68,231	68,231	-31%
Total	<u>107,420</u>	<u>105,581</u>	<u>98,766</u>	<u>105,218</u>	<u>68,231</u>	<u>68,231</u>	-31%

<u>Source of Funds:</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	107,420	105,581	98,766	105,218	68,231	68,231	-31%
Total	<u>107,420</u>	<u>105,581</u>	<u>98,766</u>	<u>105,218</u>	<u>68,231</u>	<u>68,231</u>	-31%

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: City Clerk

2009/10 BUDGET REVIEW

- Continued the process of converting City records into a digital format.
- Continued a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continued to prepare the agendas and minutes of all regular and special City Council meetings.
- Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Began handling all election related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continued the removal of all paper records from the Old City Hall into either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continued to respond to procedural duties related to claims against the City.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 62 filers.
- Developed Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.
- Analyzed the feasibility of offering passports through the City Clerk's office as a potential revenue stream, modeled on very successful programs throughout the state.

2010/11 BUDGET

- Continue the process of converting City records into a digital format.
- Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Will begin handling all election related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continue the removal of all paper records from the Old City Hall into either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 62 filers.
- Develop records retention and management training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.
- Analyze the feasibility of offering passports through the City Clerk's office as a potential revenue stream, modeled on very successful programs throughout the state.

Fiscal Year 2010/2011 Annual Operating Budget

Department: City Administration

Division: City Clerk

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	2,203	2,191	2,366	2,183	2,366	2,366	0%
Materials and supplies	102	-	400	15	-	-	-100%
Contract Services	990	7,565	2,000	2,119	6,500	6,500	225%
Overhead	-	-	-	-	-	-	0%
Other expense	4,280	1,513	2,635	1,895	1,750	1,750	-34%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>7,575</u>	<u>11,269</u>	<u>7,401</u>	<u>6,212</u>	<u>10,616</u>	<u>10,616</u>	43%

<u>Division Budget by Program</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
City Clerk	<u>7,575</u>	<u>11,269</u>	<u>7,401</u>	<u>6,212</u>	<u>10,616</u>	<u>10,616</u>	43%
Total	<u>7,575</u>	<u>11,269</u>	<u>7,401</u>	<u>6,212</u>	<u>10,616</u>	<u>10,616</u>	43%

<u>Source of Funds:</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	<u>7,575</u>	<u>11,269</u>	<u>7,401</u>	<u>6,212</u>	<u>10,616</u>	<u>10,616</u>	43%
Total	<u>7,575</u>	<u>11,269</u>	<u>7,401</u>	<u>6,212</u>	<u>10,616</u>	<u>10,616</u>	43%

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Finance

Provide the City's financial and investment activities in a manner that is consistent with sound 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 2010/2011 Annual Operating Budget

Department: Finance

All Divisions

<u>Workload Indicators</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated 2009/2010</u>	<u>Projected 2010/2011</u>
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	9	9	9	9
Special Projects / Analysis	80	80	80	80
Grant Reporting	50	50	50	50
Deposits/revenues	626/\$28m	689/\$16m	689/\$16m	689/\$16m
Accounts receivable billings	3,100	3,100	5,406	5,400
Development Trust Accounts	-	13	21	26
Payable checks processed	3,624/\$22m	3,391/\$13m	3,138/\$9m	3,200/\$9m
Business license applications	272	176	196	200
Bad checks recovered	63/\$18,000	40/\$9,700	21/\$7,000	21/\$7,000
Payroll				
Payroll transactions processed	4,364/\$9.8m	4,324/\$9.4m	3,641/\$8.2m	3,700/\$8.2m
Processed payroll (FT/PT)	104/219	97/206	97/167	95/167
Action forms processed (FT)	237	49	74	50
New hire orientation	18	6	6	6
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	15,500	16,000	17,000	17,500
Bills issued	22,000	22,500	22,500	22,500
Liens filed/released	-	-	-	-
Discovery of non-paying users	1/\$1,500	1/\$500	-	-
State mandated reports	2	2	2	2
Fjudgements Placed	-	8	7	7
Payment plans established	-	104	214	300

<u>Department Staff by Position</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	0.0	0.0	0.0	0.0	0%
Accountant	0.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	2.0	2.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.5	0.5	0.1	0.1	0.1	0%
Total	7.5	7.5	6.1	6.1	6.1	0%

Fiscal Year 2010/2011 Annual Operating Budget
Department Budget
Finance

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Personnel	514,910	527,380	490,385	495,616	509,085	509,085	4%
Materials and supplies	12,008	20,346	13,000	17,945	12,900	12,900	-1%
Contract Services	27,832	26,775	26,300	22,540	27,300	27,300	4%
Overhead	67,135	52,944	67,135	67,135	67,000	67,000	0%
Other expense	11,378	10,443	12,926	7,774	12,926	12,926	0%
Capital outlay	8,158	2,781	-	2,454	1,200	1,200	0%
Total	641,421	640,669	609,746	613,464	630,411	630,411	3%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Financial Management	289,755	285,311	245,952	263,082	268,113	268,113	9%
Utility Billing	351,666	355,358	363,794	350,382	362,298	362,298	0%
Total	641,421	640,669	609,746	613,464	630,411	630,411	3%

<u>Division Budget by Category</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Revised 2009/2010</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
General Fund							
Discretionary Revenues	289,755	285,311	245,952	263,082	268,113	268,113	9%
Water Enterprise Fund	176,548	174,975	189,742	175,781	182,649	182,649	-4%
Sewer Enterprise Fund	175,118	180,383	174,052	174,601	179,649	179,649	3%
Total	641,421	640,669	609,746	613,464	630,411	630,411	3%

Fiscal Year 2010/2011 Annual Operating Budget

Department: Finance

Division: Financial Management

2009/10 REVIEW

- Successfully completed several audits including TDA, Federal single, and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Participated in the Proposition 1A bond program to replace the \$150,000 in property tax revenues that were borrowed by the State of California for up to three years.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reporting to all City departments.
- Administered 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.
- Completed and presented comprehensive mid-year budget report.
- Administered City's Section 125 plan.
- Administered the Placerville Finance Authority's revenue bond accounting needs including collections for assessments, levies, and delinquencies.
- Managed City's IRS Section 457 Deferred Compensation Plan.
- Administered City's CalPERS Retirement plan.
- Revised budget according to City Council action.
- Administered CFD, BAD, and LLMD assessment districts.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Co-facilitated City cost savings plan including an early retirement incentive program.
- Represented the City at meetings for both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors and Executive Committee.
- Successfully completed actuarial study to determine the City's post-employment medical insurance liability (GASB 43 & 45).

2010/11 BUDGET

- Prepare interim budget reports and analysis to keep City Council and staff apprised of City's financial position.
- Continue to monitor economic data and provide analysis to management and the City Council.
- Manage City's short and long-term cash flow and investment needs.
- Refine the archival of development project cost accounting by implementing the new work order program.
- Administer medical insurance open enrollment process.
- 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.
- Administer City's Section 125 plan.
- Manage City's IRS Section 457 Deferred Compensation Plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer City's CalPERS Retirement plan.
- Co-facilitate the City's new Pension Task Force.
- Revise budget according to City Council action.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Complete implementation of the new purchase order software.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at meetings for both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors and Executive Committee.
- Administer comprehensive medical insurance study.
- Assist with the City's Redevelopment Plan.
- Implement aggressive State mandated cost reimbursement program.

<u>Department Staff by Position</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	0.0	0.0	0.0	0.0	0%
Accountant	0.0	1.0	0.4	0.4	0.4	0%
Accounting Supervisor	0.8	0.8	0.4	0.4	0.4	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0.8	0%
Retired Annuitant	0.2	0.2	0.1	0.1	0.1	0%
Total	3.8	3.8	2.7	2.7	2.7	0%

Fiscal Year 2010/2011 Annual Operating Budget
Division Budget
Financial Management

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Personnel	266,529	271,773	238,252	253,727	259,513	259,513	9%
Materials and supplies	190	56	200	40	100	100	-50%
Contract Services	15,266	8,227	4,600	7,519	5,600	5,600	22%
Overhead	-	-	-	-	-	-	0%
Other expense	2,885	3,756	2,900	978	2,900	2,900	0%
Capital outlay	4,885	1,499	-	818	-	-	0%
Total	289,755	285,311	245,952	263,082	268,113	268,113	9%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
Financial Analysis	173,853	171,187	147,571	157,849	160,868	160,868	9%
Account Payable / Receivable	86,927	85,593	73,786	78,925	80,434	80,434	9%
Bond Administration	23,180	22,825	19,676	21,047	21,449	21,449	9%
Mandated Reporting	5,795	5,706	4,919	5,262	5,362	5,362	9%
Total	289,755	285,311	245,952	263,082	268,113	268,113	9%

Division Budget by Category	Actual 2007/2008	Actual 2008/2009	Revised 2009/2010	Estimated Actual 2009/2010	Proposed 2010/2011	Council Approved 2010/2011	% Change from 09/10 Budget
General Fund							
Discretionary Revenues	289,755	285,311	245,952	263,082	268,113	268,113	9%
Total	289,755	285,311	245,952	263,082	268,113	268,113	9%

Fiscal Year 2010/2011 Annual Sewer Enterprise Fund Operating Budget

Department: Finance

Division: Utility Billing

2009/10 REVIEW

- Completed a multi-year water and wastewater user rate study.
- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Filed judgments to collect from several severely delinquent utility accounts.
- Issued 22,500 utility billing statements.

2008/09 BUDGET

- Implement new online utility billing payment software that will be available on City's website.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Engineering Division on meter reading / replacement program to preserve the integrity of the City's water revenues.
- Work with the Corp Yard, Engineering and meter reader to develop a better system with the Hydrant meters.
- Continue to develop customer deposit/credit check program to minimize the negative affects of requirements to protect the City from bad debt.
- Develop credit check program for new utility customers.
- Update utility information page for the City's website.
- Work with Engineering to implement a new automated water meter reading program.
- Issue 22,500 utility billing statements.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2007/2008	2008/2009	Actual 2009/2010	2010/2011	Approved 2010/2011	from 09/10 Budget
Accountant	0	0	0.6	0.6	0.6	0%
Accounting Supervisor	1.2	1.2	0.6	0.6	0.6	0%
Accounting Assistant II	1.2	1.2	1.2	1.2	1.2	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.3	0.1	0.1	0.1	0%
Total	3.7	3.7	3.5	3.5	3.5	0%

Fiscal Year 2010/2011 Annual Sewer Enterprise Fund Operating Budget
Division Budget
Utility Billing

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	248,381	255,607	252,133	241,889	249,572	249,572	-1%
Materials and supplies	11,818	20,290	12,800	17,905	12,800	12,800	0%
Contract Services	12,566	18,548	21,700	15,021	21,700	21,700	0%
Overhead	67,135	52,944	67,135	67,135	67,000	67,000	0%
Other expense	8,493	6,687	10,026	6,796	10,026	10,026	0%
Capital outlay	3,273	1,282	-	1,636	1,200	1,200	0%
Total	<u>351,666</u>	<u>355,358</u>	<u>363,794</u>	<u>350,382</u>	<u>362,298</u>	<u>362,298</u>	0%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Utility Billing	351,666	355,358	363,794	350,382	362,298	362,298	0%
Total	<u>351,666</u>	<u>355,358</u>	<u>363,794</u>	<u>350,382</u>	<u>362,298</u>	<u>362,298</u>	0%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Water Enterprise Fund	176,548	174,975	189,742	175,781	182,649	182,649	-4%
Sewer Enterprise Fund	175,118	180,383	174,052	174,601	179,649	179,649	
Total	<u>351,666</u>	<u>355,358</u>	<u>363,794</u>	<u>350,382</u>	<u>362,298</u>	<u>362,298</u>	0%

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Central Stores

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Fiscal Year 2010/2011 Annual Operating Budget Central Stores

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	32,304	22,124	33,500	21,213	33,500	33,500	0%
Contract Services	133,862	249,449	153,421	163,968	141,739	141,739	-8%
Overhead	-	-	-	-	-	-	0%
Other expense	1,506,563	1,609,771	3,379,122	1,630,790	3,562,799	3,562,799	5%
Capital outlay	-	772	-	-	-	-	0%
Total	<u>1,672,729</u>	<u>1,882,116</u>	<u>3,566,043</u>	<u>1,815,971</u>	<u>3,738,038</u>	<u>3,738,038</u>	5%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
Central Stores	1,672,729	1,882,116	3,566,043	1,815,971	3,738,038	3,738,038	5%
Total	<u>1,672,729</u>	<u>1,882,116</u>	<u>3,566,043</u>	<u>1,815,971</u>	<u>3,738,038</u>	<u>3,738,038</u>	5%

<u>Division Budget by Category</u>	<u>Actual</u> <u>2007/2008</u>	<u>Actual</u> <u>2008/2009</u>	<u>Revised</u> <u>2009/2010</u>	<u>Estimated</u> <u>Actual</u> <u>2009/2010</u>	<u>Proposed</u> <u>2010/2011</u>	<u>Council</u> <u>Approved</u> <u>2010/2011</u>	<u>% Change</u> <u>from 09/10</u> <u>Budget</u>
General Fund							
Discretionary Revenues	256,355	(58,407)	215,589	68,003	318,427	318,427	48%
Gas Tax Fund	65,372	216,140	216,773	216,773	189,341	189,341	-13%
Transportation Fund	-	-	100,000	100,000	100,000	100,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Parking District Fund	(17,404)	(17,404)	(17,404)	(17,404)	(10,404)	(10,404)	-40%
Grant Funds	-	-	-	-	(6,752)	(6,752)	0%
Measure J Fund	9,607	7,993	7,896	7,302	7,694	7,694	-3%
General CIP Fund	(55,778)	-	90,109	90,109	-	-	-100%
LLMD Funds	8,696	8,088	8,620	6,598	8,620	8,620	0%
Benefit Assessment Districts	875	1,628	7,670	3,291	7,670	7,670	0%
Community Facility Districts	3,772	153,724	-	938	-	-	0%
Water Enterprise Fund	70,739	75,110	216,730	108,467	241,111	241,111	11%
Sewer Enterprise Fund	1,156,931	1,176,168	2,704,630	1,212,986	2,870,747	2,870,747	6%
Storm Drainage Fund	-	-	-	-	-	-	0%
General Liability Fund	491,320	19,076	15,430	18,908	18,584	18,584	20%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Economic Impact Reserve	(317,756)	300,000	-	-	(7,000)	(7,000)	0%
Total	<u>1,672,729</u>	<u>1,882,116</u>	<u>3,566,043</u>	<u>1,815,971</u>	<u>3,738,038</u>	<u>3,738,038</u>	5%

Authorized Staffing

<u>Department Staff by Position</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
<i>Police Department</i>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Sergeant	4.0	4.0	3.0	3.0	3.0	0%
Officer	13.0	13.0	11.0	11.0	11.0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher /Records Technician	6.0	6.0	4.0	4.0	4.0	0%
Community Services Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	33.5	33.5	27.5	27.5	27.5	0%
<i>Public Works Department</i>						
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	0.0	0.0	0.0	0%
Assistant Engineer	1.0	1.0	0.0	0.0	0.0	0%
Associate Engineer	1.0	1.0	1.5	1.5	1.5	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Engineering Specialist	2.0	2.0	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II*	1.0	0.5	0.0	0.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.4	1.4	1.4	0%
Senior Maintenance Worker	3.0	3.0	0.4	0.4	0.4	0%
Maintenance Worker II	5.4	5.4	2.2	2.2	2.2	0%
Maintenance Worker I	6.0	6.0	5.0	5.0	5.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	0.0	0.0	0.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.5	1.5	1.5	0%
Electronic/Electrical Technician	0.0	0.0	0.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	2.0	2.0	2.0	3.0	3.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Services Specialist	2.0	1.0	1.0	2.0	2.0	100%
Maintenance Mechanic	1.0	0.0	0.0	0.0	0.0	0%
Total	36.4	33.9	25.0	28.0	28.0	12%

<u>Department Staff by Position</u>	<u>Actual 2007/2008</u>	<u>Actual 2008/2009</u>	<u>Estimated Actual 2009/2010</u>	<u>Proposed 2010/2011</u>	<u>Council Approved 2010/2011</u>	<u>% Change from 09/10 Budget</u>
<i>Community Development Department</i>						
Director of Community Development	1.0	1.0	1.0	1.0	1.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
Building Inspector II	1.0	1.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant II	1.0	0.5	0.0	0.0	0.0	0%
Subtotal	6.0	5.5	4.0	4.0	4.0	0%
<i>Community Services Department</i>						
Director of Public Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.5	0.5	0.3	0.3	0.3	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	2.5	2.5	0.5	0.5	0.5	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	13.0	13.0	10.8	10.8	10.8	0%
<i>City Administration</i>						
City Manager / Attorney	1.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Administrative Specialist	1.0	1.0	0.5	0.5	0.5	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0%
Archive Technician	1.0	1.0	0.0	0.0	0.0	0%
Subtotal	7.0	7.0	5.5	5.5	5.5	0%
<i>Finance Department</i>						
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	0.0	0.0	0.0	0.0	0%
Accountant	0.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	2.0	2.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.5	0.5	0.1	0.1	0.1	0%
Subtotal	7.5	7.5	6.1	6.1	6.1	0%
Total All Departments	103.4	100.4	78.9	81.9	81.9	4%

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