

# CITY OF PLACERVILLE

2007/2008



## PROPOSED OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET



CITY OF PLACERVILLE  
PROPOSED GENERAL FUND AND  
SPECIAL FUND OPERATING BUDGET  
2007/2008

CITY COUNCIL

Mark Acuna, Mayor  
Carl Hagan, Vice Mayor  
Patty Borelli  
Roberta Colvin  
Pierre Rivas

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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July 1, 2007

Honorable Mayor and  
City Councilmembers of the  
City of Placerville

Re: Fiscal Year 2007-2008 Proposed Budget Message

Dear Mayor Acuna and Councilmembers:

I am pleased to present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2007-2008. 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.

Last year's budget included a tentative budget for the Water Enterprise Fund as the City was in the process of adopting new rates. As a result of the adoption of those rates, this year's budget includes the Water Enterprise Fund. However, not included in this year's budget is the Waste Water Enterprise Fund, as staff is still analyzing the effects of the Waste Water Treatment Plant Project, together with the SRF loan and the Revenue Bonds. In the interim, staff will be asking for a continuing appropriation for waste water based on last year's budget.

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

Priorities are established by consideration of Council directives and goals, revenue generation, cost efficiency, health and safety, critical staffing needs, cost recovery, project delivery and improved public service and efficiency. Previous operating budget line item expenditures were reviewed with each department head and reduced where past history warranted such action.

The Fiscal Year 2007-2008 budget, as presented, reflects certain assumptions. Included in the proposed budget is a \$108,000 increase in Vehicle Code fine revenues. However, the budget assumes that sales tax receipts will be flat. This differs from last year's budget, which reflected a noticeable increase in sales tax revenue, consistent with what the City received in Fiscal Year 2005-2006. The proposed budget also reflects projected increases in health insurance, including medical, dental and vision.

In formulating the proposed budget, staff began with a status quo budget, which maintains full-exposure budgeting policies. The budget also includes salaries based on COLA and the Class and Compensation Study.

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The operating budgets, excluding personnel costs, for many departments have been maintained at a level similar to the previous fiscal year's amount. This was accomplished by each department head examining those areas in which expenditures have been less than budgeted and determining whether or not reductions could be achieved with respect to those items.

As in our previous fiscal year, we have experienced a surplus with respect to the Fiscal Year 2006-2007. As a result, we are again recommending the Capital Outlay requests be funded out of that surplus, together with the Capital Improvement Program. While the Alternative Service Level requests include some additional personnel, a portion of those requests have been deferred pending the adoption of a revised Master Fee Schedule. It also should be noted that the revenues projected in the proposed budget do not include the additional revenue which will be derived from the revised Master Fee Schedule.

This year, the Capital Improvement Program is being presented together with the City's operating budget. That Capital Improvement Program is designed to include projects that will be initiated during the 2007-2008 fiscal year. Projects included in the Capital Improvement Program are based upon Council directives and goals, health and safety, cost recovery, and cost efficiency, public service needs and deliverability. This year's Capital Improvement Program reflects fewer projects than in previous years. Presently, there are a large number of Capital Improvement Program projects still open that need to be finished. As a result, staff feels it is important to concentrate on completing those projects, and is therefore proposing a minimal number of necessary projects.

The result is a balanced budget, which provides for necessary and essential public services, reasonable personnel benefits, and which maintains a prudent contingency. This year's budget continues with the implementation of the salary survey and also provides cost of living increases for personnel. It is significant that, for the second straight year, the increases in this year's medical insurance premiums and CalPERS benefits are not paid for from reserves. In fact, as part of this year's budget we are proposing to replenish the Reserve for Economic Uncertainties by \$100,000. This year, as with previous years, the budget is a living document and will be revisited periodically as circumstances require.

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

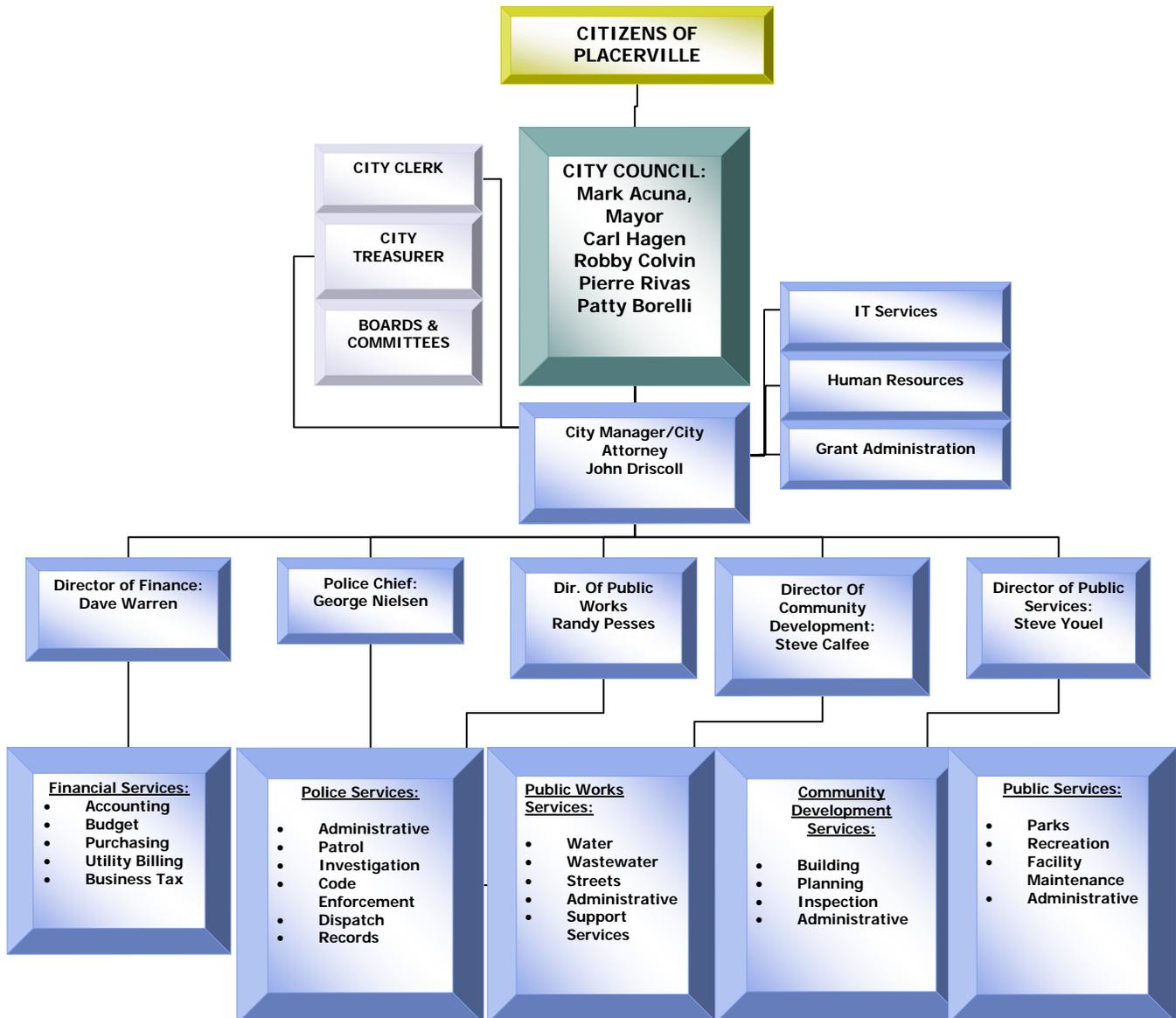
Very truly yours,

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

JWD:lrn

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# Organization Chart



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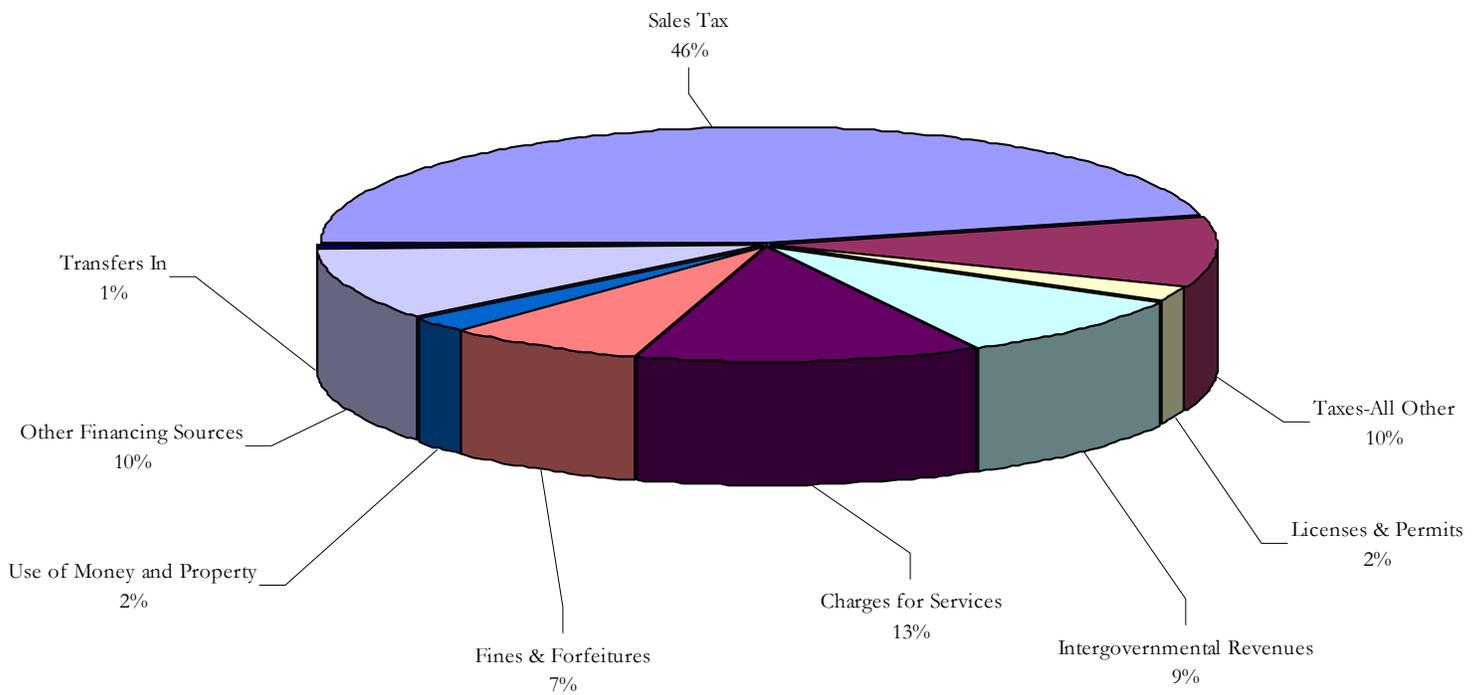
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## **Revenue and Expenditure Summaries**

**Projected General Fund Revenues & Transfers  
In By Source  
Fiscal Year 2007/2008**

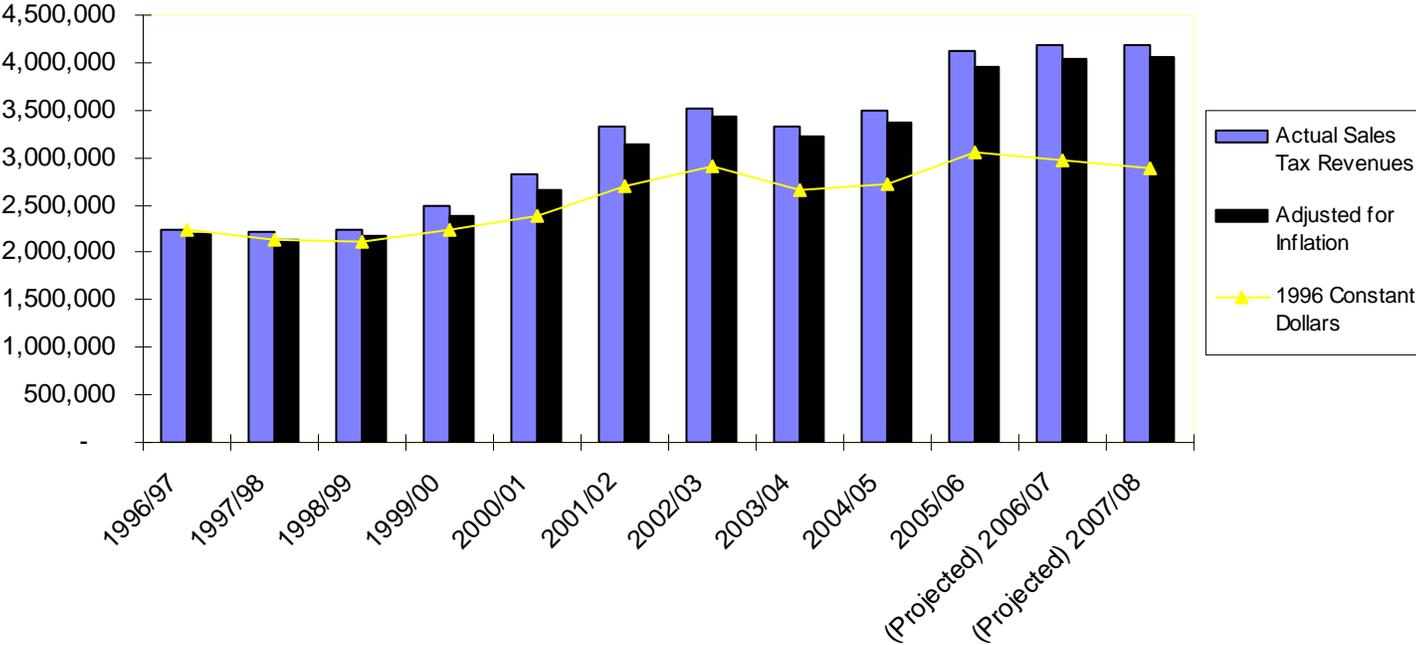
Sales Tax	\$ 4,188,000	46.11%
All Other Taxes	905,600	9.97%
Licenses & Permits	167,000	1.84%
Intergovernmental Revenues	833,986	9.18%
Charges for Service	1,155,858	12.73%
Fines & Forfeitures	644,200	7.09%
Use of Money & Property	196,662	2.17%
Other Financing Sources	941,215	10.36%
Total revenues	<u>9,032,521</u>	
Transfers In	<u>49,174</u>	0.54%
 <b>Total revenues &amp; transfers in</b>	 <b><u><u>\$ 9,081,695</u></u></b>	 <b>100.00%</b>

# Projected General Fund Revenues & Transfers In By Source Fiscal Year 2007/2008



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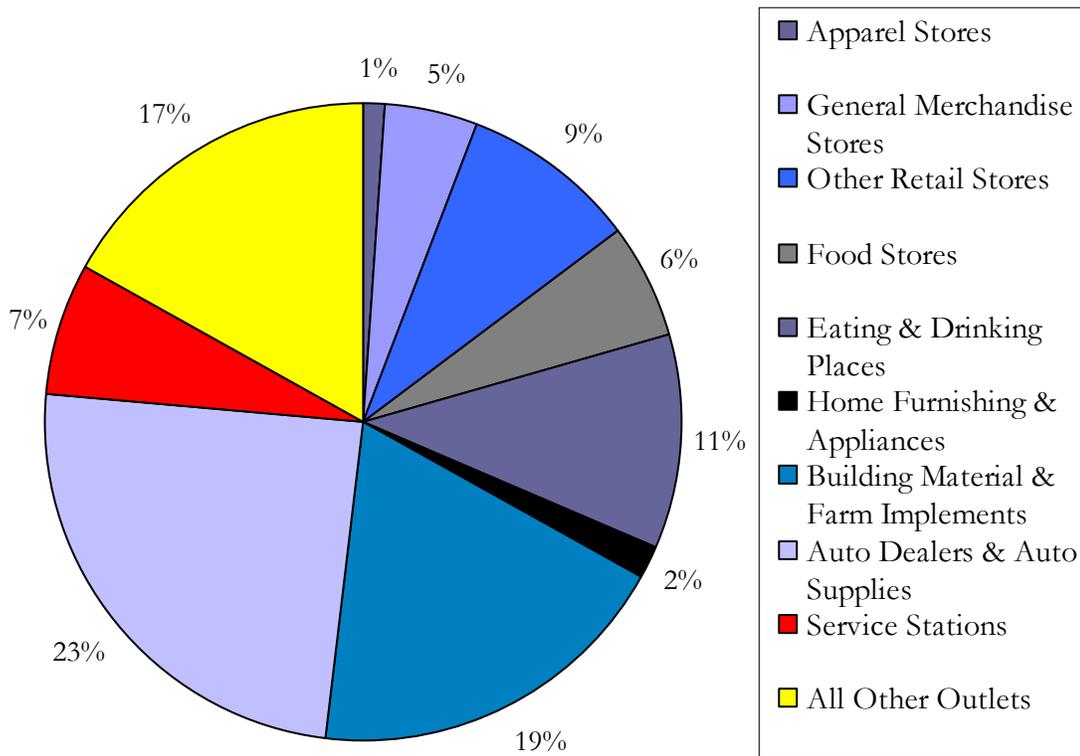
# Local Sales Tax Trend



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# Sales Tax Revenue Sources

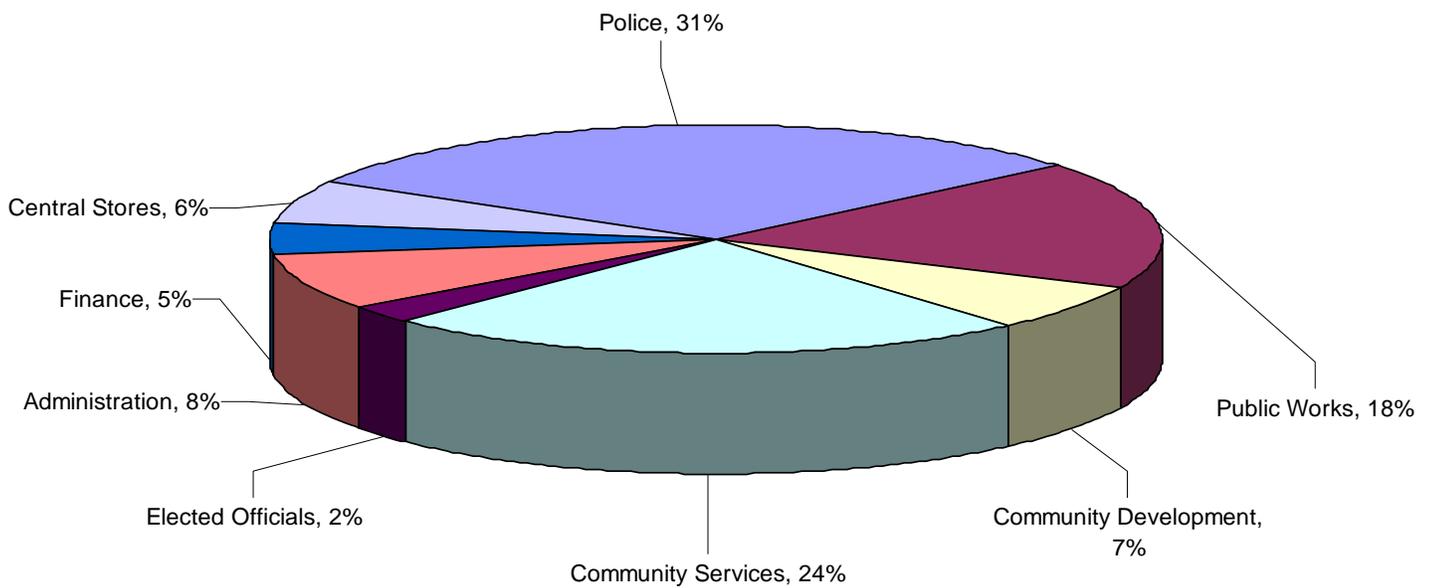
City of Placerville  
Sales Tax Revenue Sources  
Fiscal Year 2006/2007



**Proposed General Fund Operating Budget  
Expenditures & Transfers Out By Department  
Fiscal Year 2007/2008**

Police	\$ 2,773,370	30.54%
Public Works	1,645,872	18.12%
Community Development	611,314	6.73%
Community Services	2,150,316	23.68%
Elected Officials	220,887	2.43%
City Administration	738,391	8.13%
Finance	416,481	4.59%
Central Stores	525,064	5.78%
<b>Total</b>	<b>\$ 9,081,695</b>	<b>100.00%</b>

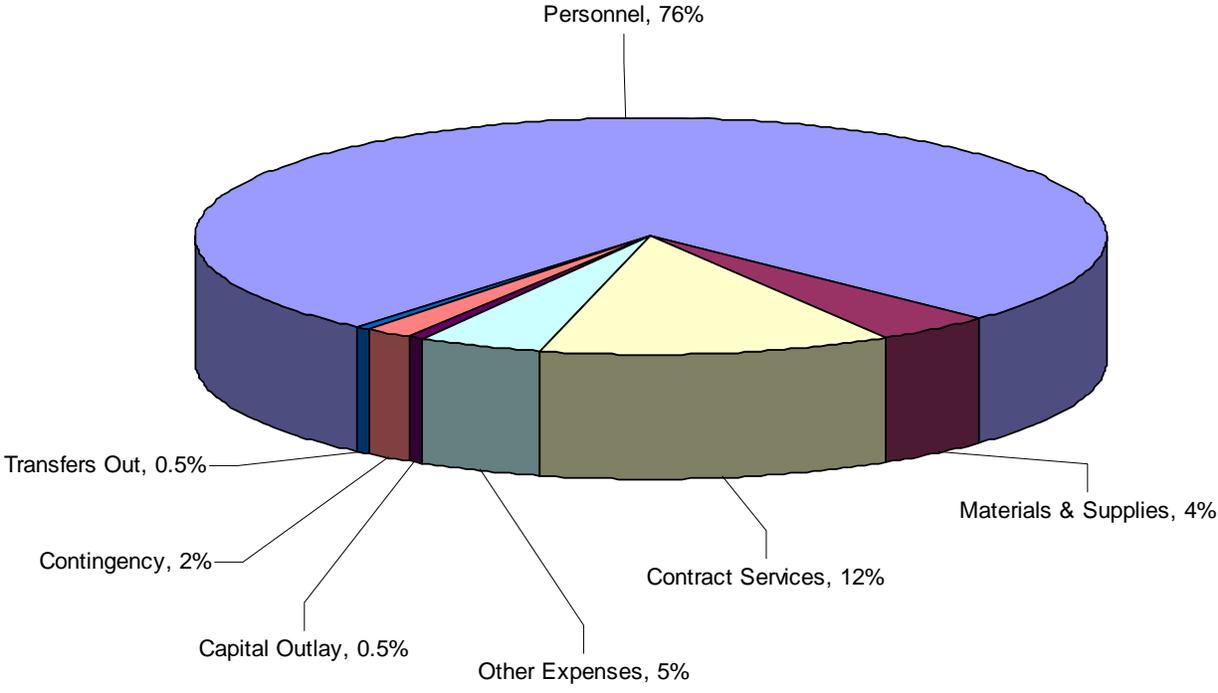
# Proposed General Fund Operating Budget Expenditures & Transfers Out By Department Fiscal Year 2007/2008



## Proposed General Fund Operating Expenditures By Category Fiscal Year 2007/2008

Personnel	\$	6,902,845	76.01%
Materials & Supplies		385,747	4.25%
Contract Services		1,133,410	12.48%
Other Expenses		415,635	4.58%
Capital Outlay		25,372	0.28%
Contingency		150,000	1.65%
Subtotal expenditures		9,013,009	
Transfers Out		68,686	0.76%
<b>Total expenditures &amp; transfers out</b>	<b>\$</b>	<b>9,081,695</b>	100.00%

# Proposed General Fund Operating Expenditures By Category Fiscal Year 2007/2008



# Fiscal Year 2007/2008 Proposed Operating Budget

## Summary of Revenues – All Funds

	<i>Actual</i> <i>2004/2005</i>	<i>Actual</i> <i>2005/2006</i>	<i>Revised</i> <i>2006/2007</i>	<i>Forecast</i> <i>2006/2007</i>	<i>Proposed</i> <i>2007/2008</i>
<b>GENERAL FUND</b>					
Sales Tax	\$ 3,545,722	\$ 4,116,168	\$ 4,188,000	\$ 4,177,289	\$ 4,188,000
Taxes - All Other	691,918	718,471	792,000	905,595	905,600
Licenses and Permits	97,690	96,102	135,000	169,295	167,000
Intergovernmental Revenues	783,222	773,293	764,160	808,565	833,986
Charges for Services	884,105	888,882	1,056,500	1,117,591	1,155,858
Fines and Forfeitures	531,299	502,144	500,000	486,191	644,200
Use of Money and Property	176,280	175,163	178,400	177,825	196,662
Other Financing Sources	359,930	421,423	847,276	543,277	941,215
Subtotal	<u>\$ 7,070,167</u>	<u>\$ 7,691,646</u>	<u>\$ 8,461,336</u>	<u>\$ 8,385,628</u>	<u>\$ 9,032,521</u>
<b>GAS TAX FUND</b>					
Gas Tax	\$ 219,510	\$ 249,957	\$ 261,590	\$ 305,518	\$ 216,773
Intergovernmental Revenues	-	4,535	-	-	-
Use of Money and Property	32,458	9,021	6,000	33,009	5,000
Subtotal	<u>\$ 251,968</u>	<u>\$ 263,513</u>	<u>\$ 267,590</u>	<u>\$ 338,527</u>	<u>\$ 221,773</u>
<b>MEASURE J</b>					
Sales Tax	\$ 827,015	\$ 882,598	\$ 978,000	\$ 991,615	\$ 991,615
Intergovernmental Revenues	-	-	25,000	25,000	12,500
Use of Money and Property	11,201	16,091	32,000	43,075	43,000
Subtotal	<u>\$ 838,215</u>	<u>\$ 898,689</u>	<u>\$ 1,035,000</u>	<u>\$ 1,059,690</u>	<u>\$ 1,047,115</u>
<b>WATER ENTERPRISE FUND</b>					
Charges for Service	\$ 976,761	\$ 933,096	\$ 1,624,290	\$ 1,602,875	\$ 1,659,720
Use of Money and Property	22,934	2,534	21,000	11,906	13,300
Subtotal	<u>\$ 999,694</u>	<u>\$ 935,630</u>	<u>\$ 1,645,290</u>	<u>\$ 1,614,781</u>	<u>\$ 1,673,020</u>
PARKING DISTRICT FUND	\$ 29,230	\$ 23,687	\$ 32,000	\$ 111,815	\$ 188,664
GRANT FUNDS	\$ 101,339	\$ 102,289	\$ 156,161	\$ 103,162	\$ 102,723
LLMD FUNDS	\$ 36,157	\$ 31,356	\$ 35,369	\$ 37,734	\$ 37,620
BA DISTRICT FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 27,594
GENERAL RESERVE FUNDS	\$ 86,164	\$ -	\$ 38,000	\$ 66,504	\$ 38,000
<b>TOTAL REVENUE SOURCES</b>	<u><u>\$ 9,412,934</u></u>	<u><u>\$ 9,946,810</u></u>	<u><u>\$ 11,670,746</u></u>	<u><u>\$ 11,717,841</u></u>	<u><u>\$ 12,369,030</u></u>
Operating Expenditures	\$ 8,661,807	\$ 9,557,398	\$ 11,445,156	\$ 11,450,771	\$ 12,331,030
Capital Improvement	564,963	389,412	187,590	100,566	-
Reserves and Contingencies	186,164	-	38,000	166,504	38,000
<b>TOTAL EXPENDITURE USES</b>	<u><u>\$ 9,412,934</u></u>	<u><u>\$ 9,946,810</u></u>	<u><u>\$ 11,670,746</u></u>	<u><u>\$ 11,717,841</u></u>	<u><u>\$ 12,369,030</u></u>

## Fiscal Year 2007/2008 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	<i>Actual</i> <i>2004/2005</i>	<i>Actual</i> <i>2005/2006</i>	<i>Revised</i> <i>2006/2007</i>	<i>Forecast</i> <i>2006/2007</i>	<i>Proposed</i> <i>2007/2008</i>
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 2,044,013	\$ 2,180,614	\$ 2,329,056	\$ 2,346,498	\$ 2,324,574
Investigations	243,791	139,973	309,250	242,028	390,422
Police Records / Dispatch	606,174	646,727	748,745	602,498	777,917
Police Administration	528,629	505,909	654,163	534,183	695,303
Engineering	706,374	639,027	1,039,985	968,030	1,098,658
Streets & Roads	552,766	487,380	584,537	507,027	643,960
Water Lines	252,873	304,063	574,324	384,590	567,569
Water Acquisition and Delivery	524,505	497,412	624,149	509,905	636,643
Downtown Parking	21,139	18,602	31,900	110,046	186,068
Planning	87,781	110,017	120,569	122,080	128,646
Building Inspection	109,379	108,878	194,610	176,419	232,359
CDD Administration	196,897	204,227	245,718	216,035	250,309
Parks	572,559	573,787	602,390	554,630	548,222
Recreation	705,111	872,640	923,250	903,824	1,060,611
Facility Maintenance	153,221	281,962	289,422	293,944	338,717
CSD Administration	199,615	253,636	226,067	173,060	233,395
City Council/Clerk and Treasurer	143,898	126,510	214,734	160,063	220,887
City Attorney	97,383	78,429	133,999	84,962	120,722
City Management	233,040	333,800	345,180	339,622	358,458
Information Services	173,530	180,996	235,434	231,933	260,867
Human Resources	97,833	111,169	114,013	112,686	121,874
Grant Administration	80,871	92,644	92,161	92,136	104,928
Financial Management	326,986	238,262	409,630	296,318	416,481
Utility Billing	146,147	140,005	188,543	151,355	194,401
Central Stores	834,436	633,760	630,509	798,675	619,762
Total Operating Expenditures	<u>\$ 9,638,951</u>	<u>\$ 9,760,431</u>	<u>\$ 11,862,338</u>	<u>\$ 10,912,547</u>	<u>\$ 12,531,753</u>
<b>FUNDING SOURCES</b>					
General Fund Revenues	\$ 7,024,961	\$ 7,530,283	\$ 8,608,757	\$ 8,029,170	\$ 9,032,521
Gas Tax	72,005	6,468	80,000	80,000	25,372
Development Impact Fund	-	3,166	-	-	-
Measure J Revenues	826,127	788,717	1,223,463	1,045,173	1,298,741
Water Enterprise	1,071,624	1,028,770	1,645,290	1,234,581	1,673,020
Storm Drainage Fund	-	-	19,000	19,000	-
Leased Parking Revenues	21,139	26,198	31,900	113,844	188,664
Grant Funds	184,871	158,033	209,791	213,391	230,033
Orchard Hill and G Duffey LLMD	39,745	33,431	44,137	49,910	36,829
Benefit Assessments Districts	-	-	-	-	27,594
General CIP Fund	22,050	-	-	-	-
General Liability Reserve	68,755	185,364	-	127,478	18,979
Equipment Replacement Fund	8,473	-	-	-	-
Economic Impact Reserve	299,201	-	-	-	-
Total Funding Sources	<u>\$ 9,638,951</u>	<u>\$ 9,760,431</u>	<u>\$ 11,862,338</u>	<u>\$ 10,912,547</u>	<u>\$ 12,531,753</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 2007/2008 Annual Operating Budget

## Department: Police

### All Divisions

<u>Workload Indicators</u>	Actual	Actual	Estimated	Proposed
	2004/2005	2005/2006	Actual 2006/2007	2007/2008
<b>Patrol Services</b>				
Arrests	878	911	925	950
Citations	3,958	3,857	4,250	4,750
Calls for service	16,672	17,839	18,000	18,250
Crime / incident	2,970	2,694	3,000	3,000
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,300	2,300	2,300	2,500
<b>Investigations</b>				
Abuse	22	29	25	30
Robberies	8	7	7	7
Reports	240	253	250	260
Internal Affairs	3	4	3	3
Background	6	9	6	5
Arson	1	1	1	1
Homicide	1	1	-	-
Narcotics	65	65	65	65
<b>Records / Support</b>				
Calls	38,000	38,000	40,000	40,000
Customers	5,500	5,500	5,500	5,500
Crime reports	2,970	2,694	3,000	3,000
Abatement reports	54	38	40	50

<u>Department Staff by Position</u>	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Captain	1.0	1.0	1.0	1.0	0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	0	0%
Police Sergeant	4.0	4.0	4.0	4.0	0	0%
Police Officer	13.0	13.0	13.0	13.0	0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher /Records Technician	6.0	6.0	6.0	6.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
<b>Total</b>	<b>33.5</b>	<b>33.5</b>	<b>33.5</b>	<b>33.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department Budget**  
**Police**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	3,058,176	3,189,348	3,720,273	3,399,569	3,882,672	-	4%
Materials and supplies	79,372	96,601	96,419	113,111	109,419	-	13%
Contract Services	180,923	135,146	123,731	172,710	139,575	-	13%
Overhead	-	-	-	-	-	-	0%
Other expense	35,499	30,069	35,171	13,021	56,550	-	61%
Capital outlay	68,637	22,061	65,620	26,796	-	-	-100%
<b>Total</b>	<b>3,422,607</b>	<b>3,473,224</b>	<b>4,041,214</b>	<b>3,725,206</b>	<b>4,188,216</b>	<b>-</b>	<b>4%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Patrol Services	2,044,013	2,180,614	2,329,056	2,346,498	2,324,574	-	0%
Investigations	243,791	139,973	309,250	242,028	390,422	-	26%
Records and Dispatch	606,174	646,727	748,745	602,498	777,917	-	4%
Police Administrative Support	528,629	505,909	654,163	534,183	695,303	-	6%
<b>Total</b>	<b>3,422,607</b>	<b>3,473,224</b>	<b>4,041,214</b>	<b>3,725,206</b>	<b>4,188,216</b>	<b>-</b>	<b>4%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	1,896,645	2,077,859	2,146,121	2,042,625	2,053,744	-	-4%
Measure J	855,974	779,895	1,214,463	1,036,173	1,289,741	-	6%
Grants	37,500	65,389	117,630	121,255	125,105	-	6%
Booking Fees	55,629	846	-	30,601	30,600	-	0%
Fines and Forfeitures	475,670	502,144	500,000	455,590	613,600	-	23%
POST Reimbursement	14,830	11,175	13,000	10,000	35,426	-	173%
Police Services Revenues	86,359	35,915	50,000	28,962	40,000	-	-20%
<b>Total</b>	<b>3,422,607</b>	<b>3,473,224</b>	<b>4,041,214</b>	<b>3,725,206</b>	<b>4,188,216</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: Police**

**Division: Patrol**

## 2006/07 REVIEW

- Made 911 physical arrests (excluding cited and released). 669 arrests were billable bookings. (Calendar year 2006)
- Wrote approximately 1,529 citations for moving and non-moving violations. We also wrote 2,328 parking citations. (Calendar year 2006)
- Responded to 17,839 calls for service and wrote 2,694 crime/incident reports. (Calendar year 2006)
- Average response time to Priority "A" calls for 2006 was approximately 6:09 minutes, (5:46 minutes for 2005). Our 2006 response time to Priority "B" (non-emergency) calls was approximately 9:16 minutes, (8:57 minutes for 2005).
- Experienced another decrease in injury related traffic collisions from 43 (2005) to 40 (2006). There was, however, one fatal collision for 2006.
- Our School Resource Officer has continued full-time on the El Dorado High School campus. This makes our presence at the school for the eighth year in succession. The SRO participates on the EDUHSD district-wide safety committee and the Healthy Start Collaborative Team.
- Our Community Services Officer was once again instrumental in our very successful National Night Out Program in 2006. We once again received national recognition as the #1 outstanding program for cities in our population category in the nation.
- Overall, staffing has stabilized over the past eight months after a couple resignations from both the sworn and non-sworn ranks. We continue to recruit for two open officer positions with plans to have these vacancies filled by June 30, 2007.
- Average Officer experience level has remained stable at approximately 8 years as compared to 2 to 3 years 7-8 years ago.
- Two patrol officers have been trained as gang detectives to work with the local gang task force as an additional assignment.
- The popular and successful K-9 Program has continued for a seventh year in a row.
- All Officers have been trained to use Bennelli shotguns, Armalite AR15 rifles, the new Glock 22 handguns and the Taser device.
- The Special Response Team (SRT) has continued in its seventh year of existence. Our SRT Unit is a group of highly trained officers that work as a team on a variety of high-risk incidents. We have formed partnerships with other local agencies including South Lake Tahoe PD and Auburn PD to create a regional tactical team providing greater resources for response to critical incidents. We previously added a tactical medic element to the team and we obtained a low-mileage county surplus ambulance to be used as the SRT deployment vehicle.
- We received award of the Office of Traffic Safety Enforcement and Education program grant approximately November 2005. The Traffic Enforcement and Education Officer was deployed December 20, 2005. The traffic enforcement officer has been fully deployed using both the traffic motorcycle and Dodge Police vehicle.

## 2007/08 BUDGET

- Continue to promote our COPPS philosophy in our neighborhoods and business areas. We intend to place special emphasis on problem oriented policing including use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Continue to strengthen our volunteer programs and our crime prevention outreach programs with the assistance of our CSO and supervisory staff.
- Replace at least three of our high mileage patrol vehicles and complete modifications to the SRT vehicle.
- Obtain remaining Taser devices for full deployment to all sworn personnel.
- Continue to manage the OTS grant and implement all aspects of the Traffic Enforcement and Education Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Police Sergeant	3.0	3.0	4.0	4.0	0	0%
Police Officer	12.0	12.0	10.0	10.0	0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	0	0%
<b>Total</b>	<b>18.0</b>	<b>18.0</b>	<b>17.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Patrol**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	1,899,932	2,040,866	2,169,836	2,197,074	2,190,668	-	1%
Materials and supplies	60,173	79,067	70,269	92,885	83,269	-	19%
Contract Services	36,140	26,981	25,957	36,884	28,250	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	13,645	13,223	14,269	7,390	22,387	-	57%
Capital outlay	34,123	20,477	48,725	12,266	-	-	-100%
<b>Total</b>	<b>2,044,013</b>	<b>2,180,614</b>	<b>2,329,056</b>	<b>2,346,498</b>	<b>2,324,574</b>	<b>-</b>	<b>0%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Patrol Services	1,929,286	2,060,877	2,188,075	2,220,482	2,178,557	-	0%
Community Services	56,607	62,282	69,040	67,894	72,383	-	5%
Property/Evidence	58,120	57,456	71,941	58,122	73,634	-	2%
<b>Total</b>	<b>2,044,013</b>	<b>2,180,614</b>	<b>2,329,056</b>	<b>2,346,498</b>	<b>2,324,574</b>	<b>-</b>	<b>0%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	765,043	1,063,804	765,466	911,602	562,291	-	-27%
Measure J	608,981	501,341	882,960	788,488	917,552	-	4%
Grants	37,500	65,389	117,630	121,255	125,105	-	6%
Booking Fees	55,629	846	-	30,601	30,600	-	0%
Fines and Forfeitures	475,670	502,144	500,000	455,590	613,600	-	23%
POST Reimbursement	14,830	11,175	13,000	10,000	35,426	-	173%
Police Services Revenues	86,359	35,915	50,000	28,962	40,000	-	-20%
<b>Total</b>	<b>2,044,013</b>	<b>2,180,614</b>	<b>2,329,056</b>	<b>2,346,498</b>	<b>2,324,574</b>	<b>-</b>	<b>0%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: Police**

**Division: Investigations**

## 2006/07 REVIEW

- Burglary clearance rate for 2006 was 23%. There were 66 burglaries reported for 2006, down 15 burglaries from the 81 reported in 2005.
- Estimated dollar value amount of property reported stolen for 2006 was \$552,804. This is down from the 2005 figure of \$662,701. The recovery rate remained stable at 57% (\$313,311), the same rate as 2004 and 2005.
- Two full time detectives worked in the investigations bureau for part of the fiscal year. The remaining time there was one detective assigned to the bureau with the Lieutenant assisting.
- To date there was one domestic violence related homicide within the City of Placerville for FY 2006/2007.
- Investigated 29 cases involving suspected child abuse/neglect and child molestation.
- Investigated 3 reported cases of rape in 2006. This was an increase from the 2 reports in 2005.
- Monitored approximately 25 registered sex offenders during 2006, 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.

## 2007/08 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Police Sergeant	1.0	1.0	0.0	0.0	0	0%
Police Officer	1.0	1.0	3.0	3.0	0	0%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
***Division Budget***  
***Investigations***

<b><u>Division Budget by Category</u></b>	<b><u>Actual</u></b> <b><u>2004/2005</u></b>	<b><u>Actual</u></b> <b><u>2005/2006</u></b>	<b><u>Revised</u></b> <b><u>2006/2007</u></b>	<b><u>Estimated</u></b> <b><u>Actual</u></b> <b><u>2006/2007</u></b>	<b><u>Proposed</u></b> <b><u>2007/2008</u></b>	<b><u>Council</u></b> <b><u>Approved</u></b> <b><u>2007/2008</u></b>	<b><u>% Change</u></b> <b><u>from 06/07</u></b> <b><u>Budget</u></b>
Personal services	232,250	126,298	292,126	230,032	371,848	-	27%
Materials and supplies	1,605	1,100	2,515	1,335	2,515	-	0%
Contract Services	5,065	7,259	14,609	10,539	9,300	-	-36%
Overhead	-	-	-	-	-	-	0%
Other expense	4,871	5,316	-	122	6,759	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>243,791</b>	<b>139,973</b>	<b>309,250</b>	<b>242,028</b>	<b>390,422</b>	<b>-</b>	<b>26%</b>

<b><u>Division Budget by Program</u></b>	<b><u>Actual</u></b> <b><u>2004/2005</u></b>	<b><u>Actual</u></b> <b><u>2005/2006</u></b>	<b><u>Revised</u></b> <b><u>2006/2007</u></b>	<b><u>Estimated</u></b> <b><u>Actual</u></b> <b><u>2006/2007</u></b>	<b><u>Proposed</u></b> <b><u>2007/2008</u></b>	<b><u>Council</u></b> <b><u>Approved</u></b> <b><u>2007/2008</u></b>	<b><u>% Change</u></b> <b><u>from 06/07</u></b> <b><u>Budget</u></b>
Crime Scene Investigations	243,791	139,973	309,250	242,028	390,422	-	26%
<b>Total</b>	<b>243,791</b>	<b>139,973</b>	<b>309,250</b>	<b>242,028</b>	<b>390,422</b>	<b>-</b>	<b>26%</b>

<b><u>Source of Funds:</u></b>	<b><u>Actual</u></b> <b><u>2004/2005</u></b>	<b><u>Actual</u></b> <b><u>2005/2006</u></b>	<b><u>Revised</u></b> <b><u>2006/2007</u></b>	<b><u>Estimated</u></b> <b><u>Actual</u></b> <b><u>2006/2007</u></b>	<b><u>Proposed</u></b> <b><u>2007/2008</u></b>	<b><u>Council</u></b> <b><u>Approved</u></b> <b><u>2007/2008</u></b>	<b><u>% Change</u></b> <b><u>from 06/07</u></b> <b><u>Budget</u></b>
General Fund							
Discretionary Revenues	162,924	55,846	185,970	189,175	245,012	-	32%
Measure J	80,866	84,127	123,280	52,853	145,410	-	18%
<b>Total</b>	<b>243,791</b>	<b>139,973</b>	<b>309,250</b>	<b>242,028</b>	<b>390,422</b>	<b>-</b>	<b>26%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Police*

*Division: Records and Dispatch*

## 2006/07 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 5,000 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,694 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 50+ vehicle abatement reports, resulting in 38 actual abatements.
- Conducted approximately 300 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 18,000 calls for service from our 9-1-1 dispatch center.
- Continued implementation of an alternative work schedule in the Dispatch Center to help reduce overtime.
- Coordinated another citywide effort to get surplus property to an auction company.
- Continued implementation of the false alarm billing process.
- Completed the E911 State funded communications center equipment upgrade.
- Continued implementation of the wireless E911 call taking and related geographic mapping.

## 2007/08 BUDGET

- Continue to work with department staff in an effort to comply with on-going training requirements for our dispatchers.
- Create and maintain a current eligibility list for dispatch/records technicians in an effort to expedite the hiring process when an opening exists.
- Continue efforts toward total automation of our records handling process to become nearly paperless.
- Continue the process of auctioning surplus property.
- Continue implementation of annually revising the general orders and loading the manual onto network computers.
- Continue efforts to achieve compliance with our alarm permit ordinance.
- Replace the RMS/CAD mainframe server.
- Replace the communications center printer.
- Replace the records office copy machine.
- Install a panic button system for front office/lobby security.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher/Records Tech.	6.0	6.0	6.0	6.0	0	0%
<b>Total</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Records and Dispatch**

<u>Division Budget by Category</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Personal services	574,039	614,195	687,620	558,560	723,760	-	5%
Materials and supplies	6,763	7,625	10,025	5,860	10,025	-	0%
Contract Services	23,078	21,529	28,950	26,481	28,950	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,294	3,378	8,950	102	15,182	-	70%
Capital outlay	-	-	13,200	11,495	-	-	0%
Total	<u>606,174</u>	<u>646,727</u>	<u>748,745</u>	<u>602,498</u>	<u>777,917</u>	<u>-</u>	<u>4%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Records Management	102,524	125,663	162,706	136,140	93,496	-	-43%
Dispatch	503,650	521,065	586,039	466,358	684,421	-	17%
Total	<u>606,174</u>	<u>646,727</u>	<u>748,745</u>	<u>602,498</u>	<u>777,917</u>	<u>-</u>	<u>4%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
General Fund							
Discretionary Revenues	606,174	646,727	748,745	602,498	777,917	-	4%
Total	<u>606,174</u>	<u>646,727</u>	<u>748,745</u>	<u>602,498</u>	<u>777,917</u>	<u>-</u>	<u>4%</u>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Police

### Division: Police Administration

#### 2006/07 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to reach full 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 to seek alternatives for the police building facility needs.
- Continued participation with community outreach serving with Marshall Foundation for Community Health, El Dorado Woman's Center and Sierra Law Enforcement Chaplaincy.
- Completed work on the implementation of the Wireless computer data terminal project.
- Completed another comprehensive Department meeting with all police department staff.
- Completed Command Staff reorganization including promotions for the Lieutenant position and one Sergeant position.
- Reorganized Community Policing geographic areas and responsibilities in an effort to enhance COPPS efforts.
- Completed an update to the Department General Policy Manual.
- Completed revision, approval and implementation of our POST Field Training Program.
- 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 completion of the regional Emergency Operations Plan.

#### 2007/08 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel. Add one authorized sworn officer position to the department structure making for authorized sworn staffing of 22.
- Continue to streamline and improve our Community Oriented Policing and Problem Solving (COPPS) practices. This will include 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 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.
- Implement staffing deployment plan for allocation and assignment of all positions.
- Continue collaboration with El Dorado High School to provide a School Resource Officer.
- Complete a training plan for all sworn and non-sworn personnel in an effort to maintain POST compliance and satisfy State mandated training requirements.
- Continue to manage the Citizen's Option for Policing (COPS) grant and the Federal Homeland Security grant programs that we have received over the past few years.
- Coordinate and implement a Team Building Workshop as authorized by POST on a biennial basis.
- 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
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Captain	2.0	2.0	1.0	1.0	0	0%
Police Lieutenant	0.0	0.0	1.0	1.0	0	0%
Executive Assitant to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>

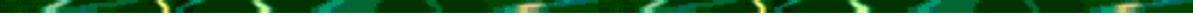
**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	351,955	407,989	570,691	413,902	596,396	-	5%
Materials and supplies	10,831	8,808	13,610	13,032	13,610	-	0%
Contract Services	116,641	79,377	54,215	98,806	73,075	-	35%
Overhead	-	-	-	-	-	-	0%
Other expense	14,688	8,151	11,952	5,408	12,222	-	2%
Capital outlay	34,514	1,584	3,695	3,035	-	-	0%
<b>Total</b>	<b>528,629</b>	<b>505,909</b>	<b>654,163</b>	<b>534,183</b>	<b>695,303</b>	<b>-</b>	<b>6%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Police Department Admin	528,629	505,909	654,163	534,183	695,303	-	6%
<b>Total</b>	<b>528,629</b>	<b>505,909</b>	<b>654,163</b>	<b>534,183</b>	<b>695,303</b>	<b>-</b>	<b>6%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	362,503	311,482	445,940	339,351	468,524	-	5%
Measure J	166,126	194,427	208,223	194,832	226,779	-	9%
<b>Total</b>	<b>528,629</b>	<b>505,909</b>	<b>654,163</b>	<b>534,183</b>	<b>695,303</b>	<b>-</b>	<b>6%</b>

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## Public Works

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

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Public Works

### All Divisions (Excluding Sewer Enterprise Fund)

<u>Workload Indicators</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated 2006/2007</u>	<u>Proposed 2007/2008</u>
<b>Engineering</b>				
Capital improvement projects	30	30	20	16
Speed surveys	2	-	12	2
Permits	190	195	195	195
USA dig notices	350	650	568	600
Calls for service	180	40	120	100
Parcel / subdivision map review	350	70	120	100
Building plan review	390	150	70	110
Building inspection	350	140	140	150
<b>Streets and Roads</b>				
Calls for service	250	262	232	250
Maintenance hours	9,850	9,440	9,440	9440
Miles of streets maintained	52	52	52	52
Green waste diverted (tons)	500	500	500	500
<b>Water</b>				
Calls for service	70	262	232	250
Meter replacement	300	78	55	50
Connection application	29	29	48	135

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	0.0	0%
Associate Engineer	0.0	0.0	0.5	0.5	0.0	0%
Senior Management Analyst	1.0	1.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	2.0	2.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	1.0	1.0	0.0	0%
Public Works Superintendent	0.7	0.7	0.7	0.7	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.5	1.5	0.0	0%
Maintenance Worker II	2.6	2.6	3.1	3.1	0.0	0%
Retired Annuitant	0.0	0.3	0.3	0.3	0.0	0%
Maintenance Worker I	2.6	2.6	3.1	3.1	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Plant Supervisor	0.4	0.4	0.0	0.0	0.0	0%
Water Meter Technician	0.5	0.5	0.5	0.5	0.0	0%
Water Services Specialist	1.0	1.0	2.0	2.0	0.0	0%
Maintenance Mechanic	0.0	0.0	0.5	0.5	0.0	0%
<b>Total</b>	<b>17.8</b>	<b>18.1</b>	<b>21.2</b>	<b>21.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Public Works (Excluding the Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	1,316,670	1,157,334	1,841,266	1,332,207	1,895,532	-	3%
Materials and supplies	334,952	401,533	436,852	443,905	446,703	-	2%
Contract Services	208,875	242,412	295,885	463,757	538,704	-	82%
Overhead	87,916	96,798	158,394	102,541	174,257	-	10%
Other expense	17,749	19,296	21,673	35,054	38,206	-	76%
Capital outlay	91,496	29,111	100,825	102,132	39,496	-	-61%
<b>Total</b>	<b>2,057,657</b>	<b>1,946,483</b>	<b>2,854,895</b>	<b>2,479,597</b>	<b>3,132,898</b>	<b>-</b>	<b>10%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Engineering	706,374	639,027	1,039,985	968,030	1,098,658	-	6%
Streets and Roads	552,766	487,380	584,537	507,027	643,960	-	10%
Downtown Parking	21,139	18,602	31,900	110,046	186,068	-	483%
Water Lines	252,873	304,063	574,324	384,590	567,569	-	-1%
Water Acquisition & Delivery	524,505	497,412	624,149	509,905	636,643	-	2%
<b>Total</b>	<b>2,057,657</b>	<b>1,946,483</b>	<b>2,854,895</b>	<b>2,479,597</b>	<b>3,132,898</b>	<b>-</b>	<b>10%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	847,992	879,400	1,047,625	1,013,888	1,060,500	-	1%
Engineering Fees	211,094	91,757	200,000	291,824	260,000	-	30%
Gas Tax Fund	72,005	6,468	50,000	50,000	25,372	-	-49%
Leased Parking Revenues	21,139	18,602	31,900	110,046	186,068	-	483%
Cost Recovery	128,050	148,781	250,000	119,345	300,000	-	20%
Water Enterprise Fund	777,378	801,475	1,275,370	894,495	1,281,034	-	0%
Benefit Assessment Districts	-	-	-	-	19,924	-	0%
<b>Total</b>	<b>2,057,657</b>	<b>1,946,483</b>	<b>2,854,895</b>	<b>2,479,597</b>	<b>3,132,898</b>	<b>-</b>	<b>10%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department: Public Works**  
**Division: Engineering (Excluding Sewer Enterprise Fund)**

**2006/07 REVIEW**

- Continued implementation of Capital Improvement Program.
- Continued Public Works Department Fee update as part of an overall City fee review process.
- Continued to review of City Code relating to public works, private development.
- Implementation of NPDES required Storm Water Management Plan.
- Continued development of Citywide GIS system and public works inventory.
- Continued to process dig notices and work service requests.
- Continued to work with Finance Department in development of equipment replacement program.
- Continued to expand and update City's long range Capital Improvement Program, including funding identification.
- Continued participation in updating City's development standards.
- Continued to assist in implementation of Downtown Revitalization Plan.
- Continued to provide construction inspection of subdivision and commercial development projects.
- Continued to address the sewer system I & I condition.
- Continued to process Transportation and Encroachment Permits.
- Continued to work with EDCTC, El Dorado County, and State on development of regional transportation projects.
- Adopted Pedestrian Circulation Plan.
- Completed construction on the upper Main St Rehabilitation Project.
- Completed Water System Master Plan.
- Began work on Pavement Management Program.

**2007/08 BUDGET**

- Continue implementation of Capital Improvement Program.
- Complete Public Works Department Fee update as part of an overall City fee review process.
- Continue to review of City Code relating to public works, and private development.
- Continue implementation of Storm Water Management Plan.
- Continue development of Citywide GIS system and public works inventory.
- Continue to process dig notices and work service requests.
- Continue to work with Finance Department in development of equipment replacement program.
- Continue to expand and update City's long range Capital Improvement Program, including funding identification.
- Establish pavement management system for evaluating all City streets.
- Continue participation in updating City's development standards.
- Continue to assist in implementation of Downtown Revitalization Plan.
- Continue to provide construction inspection of subdivision and commercial development projects.
- Continue to 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.
- Implement Pedestrian Circulation Improvement Plan.
- Begin preliminary design and environmental work on the Clay Street and Cedar Ravine roundabout.
- 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
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	0.0	0%
Associate Engineer	0.0	0.0	0.5	0.5	0.0	0%
Senior Management Analyst	1.0	1.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	2.0	2.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>8.0</b>	<b>8.0</b>	<b>8.5</b>	<b>8.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Engineering (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	667,406	532,296	889,995	716,331	893,285	-	0%
Materials and supplies	5,196	9,389	7,900	6,049	8,400	-	6%
Contract Services	28,810	85,918	124,000	234,712	177,200	-	43%
Overhead	-	-	9,550	-	9,982	-	0%
Other expense	2,961	3,342	7,515	9,374	8,616	-	15%
Capital outlay	2,000	8,081	1,025	1,563	1,175	-	15%
<b>Total</b>	<b>706,374</b>	<b>639,027</b>	<b>1,039,985</b>	<b>968,030</b>	<b>1,098,658</b>	<b>-</b>	<b>6%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Engineering	706,374	639,027	1,039,985	968,030	1,098,658	-	6%
<b>Total</b>	<b>706,374</b>	<b>639,027</b>	<b>1,039,985</b>	<b>968,030</b>	<b>1,098,658</b>	<b>-</b>	<b>6%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	367,230	398,489	513,088	556,860	461,836	-	-10%
CIP Cost Recovery	128,050	148,781	250,000	119,345	300,000	-	20%
Engineering Fees	211,094	91,757	200,000	291,824	260,000	-	30%
Water Enterprise Fund	-	-	76,897	-	76,822	-	0%
<b>Total</b>	<b>706,374</b>	<b>639,027</b>	<b>1,039,985</b>	<b>968,030</b>	<b>1,098,658</b>	<b>-</b>	<b>6%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Public Works

### Division: Streets and Roads

#### 2006/07 REVIEW

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

#### 2007/08 BUDGET

- Continue to maintain approximately 53 miles of city streets.
- Purchase equipment approved in the FY 2007/08 Capital Outlay Program.
- Continue to operate annual fall leaf cleanup program.
- Utilize Durapatcher to maintain pavement throughout city.
- Continue street painting, sign installation, repair and graffiti removal program.
- Continue to sweep streets twice weekly.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains.
- Begin the design and construction of upgrades to the Corporation Yard.
- Continue weed abatement program in conjunction with Recreation and Parks Department.
- Continue support activities for special events.
- Continue to support Engineering in inventorying infrastructure.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Public Works Superintendent	0.5	0.5	0.5	0.5	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker II	1.8	1.8	1.8	1.8	0.0	0%
Retired Annuitant	0.0	0.3	0.3	0.3	0.0	0%
Maintenance Worker I	1.2	1.2	1.2	1.2	0.0	0%
<b>Total</b>	<b>5.0</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Streets and Roads**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	337,382	306,843	387,202	283,803	404,484	-	4%
Materials and supplies	23,625	48,172	37,450	33,084	50,350	-	34%
Contract Services	101,687	104,659	109,885	116,365	150,924	-	37%
Overhead	-	-	-	-	-	-	0%
Other expense	2,800	7,172	-	13,775	12,830	-	0%
Capital outlay	87,272	20,535	50,000	60,000	25,372	-	-49%
<b>Total</b>	<b>552,766</b>	<b>487,380</b>	<b>584,537</b>	<b>507,027</b>	<b>643,960</b>	<b>-</b>	<b>10%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Street Sweeping	53,413	56,333	82,238	23,615	90,504	-	10%
Sidewalks, Curbs and Gutters	23,106	26,070	28,491	21,085	41,208	-	45%
Street Signs and Marking	30,236	29,330	31,898	26,241	33,567	-	5%
Storm Drains	639	971	3,150	4,151	14,615	-	364%
Traffic Signals and Lights	83,907	87,984	83,500	96,998	99,313	-	19%
Street Sanding / Snow Removal	4,573	2,115	3,700	2,968	4,000	-	8%
General Street Maintenance	356,892	284,577	351,560	331,968	360,753	-	3%
<b>Total</b>	<b>552,766</b>	<b>487,380</b>	<b>584,537</b>	<b>507,027</b>	<b>643,960</b>	<b>-</b>	<b>10%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	480,762	480,911	534,537	457,027	598,664	-	12%
Gas Tax	72,005	6,468	50,000	50,000	25,372	-	-49%
TDA Fund	-	-	-	-	-	-	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	-	-	-	-	19,924	-	
<b>Total</b>	<b>552,766</b>	<b>487,380</b>	<b>584,537</b>	<b>507,027</b>	<b>643,960</b>	<b>-</b>	<b>10%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Public Works*

*Division: Water Lines (Excluding Sewer Enterprise Fund)*

## 2006/07 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.
- Conducted bi-monthly reading of all water meters within City service area.
- Replaced defective water meters.
- Continued Citywide Backflow Certification Program and certified all City owned devices and approximately 40 private devices.
- Continued development of valve exercise and cross-contamination prevention programs.

## 2007/08 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and assist in water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Public Works Superintendent	0.2	0.2	0.2	0.2	0.0	0%
Maintenance Mechanic	0.0	0.0	0.5	0.5	0.0	0%
Senior Maintenance Worker	0.5	0.5	1.0	1.0	0.0	0%
Maintenance Worker II	0.8	0.8	1.3	1.3	0.0	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0%
Maintenance Worker I	1.5	1.5	1.9	1.9	0.0	0%
Water Meter Technician	0.5	0.5	0.5	0.5	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>5.4</b>	<b>5.4</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Water Lines (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	194,411	202,974	386,988	243,559	407,961	-	5%
Materials and supplies	21,683	38,877	46,550	46,203	51,550	-	11%
Contract Services	6,246	24,695	16,400	7,678	16,600	-	1%
Overhead	30,407	35,879	71,328	45,944	75,549	-	6%
Other expense	127	1,143	3,258	1,406	3,960	-	22%
Capital outlay	-	495	49,800	39,800	11,949	-	-76%
<b>Total</b>	<b>252,873</b>	<b>304,063</b>	<b>574,324</b>	<b>384,590</b>	<b>567,569</b>	<b>-</b>	<b>-1%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Water Lines	252,873	304,063	574,324	384,590	567,569	-	-1%
<b>Total</b>	<b>252,873</b>	<b>304,063</b>	<b>574,324</b>	<b>384,590</b>	<b>567,569</b>	<b>-</b>	<b>-1%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Water Enterprise	252,873	304,063	574,324	384,590	567,569	-	-1%
<b>Total</b>	<b>252,873</b>	<b>304,063</b>	<b>574,324</b>	<b>384,590</b>	<b>567,569</b>	<b>-</b>	<b>-1%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Public Works*

*Division: Water Acquisition and Delivery*

## 2006/07 REVIEW

- Completed annual water quality report to customers and Department of Health Services.
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Continued annual water conservation program.
- Continued support services for the Water Master Plan.
- Instituted valve exercise and cross-contamination prevention program.
- Continued City wide backflow certification program.

## 2007/08 BUDGET

- Complete annual water quality report to customers and Department of Health Services.
- Continue responding to water quality calls and conducting investigations related to distribution system problems.
- Continue annual water conservation program.
- 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.

<b>Department Staff by Position</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Council</b>	<b>% Change</b>
	<b>2004/2005</b>	<b>2005/2006</b>	<b>Actual 2006/2007</b>	<b>2007/2008</b>	<b>Approved 2007/2008</b>	<b>from 06/07 Budget</b>
Water Plant Supervisor	0.4	0.4	0.0	0.0	0.0	0%
Water Services Specialist	1.0	1.0	2.0	2.0	0.0	0%
Maintenance Worker II	0.1	0.1	0.1	0.1	0.1	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>1.4</b>	<b>1.4</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Water Acquisition and Delivery**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	116,331	115,222	177,081	88,514	189,802	-	7%
Materials and supplies	282,896	304,512	344,052	342,846	326,675	-	-5%
Contract Services	53,685	9,121	14,600	11,836	17,640	-	21%
Overhead	57,509	60,919	77,516	56,597	88,726	-	14%
Other expense	11,861	7,638	10,900	9,344	12,800	-	17%
Capital outlay	2,224	-	-	769	1,000	-	0%
<b>Total</b>	<b>524,505</b>	<b>497,412</b>	<b>624,149</b>	<b>509,905</b>	<b>636,643</b>	<b>-</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Water Acquisition & Delivery	524,505	497,412	624,149	509,905	636,643	-	2%
<b>Total</b>	<b>524,505</b>	<b>497,412</b>	<b>624,149</b>	<b>509,905</b>	<b>636,643</b>	<b>-</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Water Enterprise	524,505	497,412	624,149	509,905	636,643	-	2%
<b>Total</b>	<b>524,505</b>	<b>497,412</b>	<b>624,149</b>	<b>509,905</b>	<b>636,643</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Public Works*

*Division: Downtown Parking*

## 2006/07 REVIEW

- Performed M & O as needed including lighting, signage, patching, striping, and landscape maintenance.
- Continued to develop beautification to selected parking lots.
- Completed construction of Phase 2 improvements to Fox Lot.
- Provided special event support.
- Provided visitor Center Grounds Maintenance.
- Instituted regular steam cleaning of Parking Structure, trash enclosures, trash cans and sidewalks.
- Opened Placerville Station II for juror and downtown parking.

## 2007/08 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.
- Continue regular steam cleaning of Parking Structure, trash enclosures, trash cans and sidewalks.
- Continue with improvements at Placerville Station II.

Department Staff by Position	Actual 2004/2005	Actual 2005/2006	Estimated Actual 2006/2007	Proposed 2007/2008	Council Approved 2007/2008	% Change from 06/07 Budget
Total	0.0	0.0	0.0	0.0	0.0	0%
	0.0	0.0	0.0	0.0	0.0	0%

**Fiscal Year 2007/2008 Annual Operating Budget**  
***Division Budget***  
***Downtown Parking***

<b><u>Division Budget by Category</u></b>	<b><u>Actual</u></b> 2004/2005	<b><u>Actual</u></b> 2005/2006	<b><u>Revised</u></b> 2006/2007	<b><u>Estimated</u></b> Actual 2006/2007	<b><u>Proposed</u></b> 2007/2008	<b><u>Council</u></b> Approved 2007/2008	<b><u>% Change</u></b> from 06/07 Budget
Personal services	1,140	-	-	-	-	-	0%
Materials and supplies	1,552	583	900	15,724	9,728	-	981%
Contract Services	18,447	18,019	31,000	93,167	176,340	-	469%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	1,155	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>21,139</b>	<b>18,602</b>	<b>31,900</b>	<b>110,046</b>	<b>186,068</b>	<b>-</b>	<b>483%</b>

<b><u>Division Budget by Program</u></b>	<b><u>Actual</u></b> 2004/2005	<b><u>Actual</u></b> 2005/2006	<b><u>Revised</u></b> 2006/2007	<b><u>Estimated</u></b> Actual 2006/2007	<b><u>Proposed</u></b> 2007/2008	<b><u>Council</u></b> Approved 2007/2008	<b><u>% Change</u></b> from 06/07 Budget
Downtown Parking	21,139	18,602	31,900	110,046	186,068	-	483%
<b>Total</b>	<b>21,139</b>	<b>18,602</b>	<b>31,900</b>	<b>110,046</b>	<b>186,068</b>	<b>-</b>	<b>483%</b>

<b><u>Source of Funds:</u></b>	<b><u>Actual</u></b> 2004/2005	<b><u>Actual</u></b> 2005/2006	<b><u>Revised</u></b> 2006/2007	<b><u>Estimated</u></b> Actual 2006/2007	<b><u>Proposed</u></b> 2007/2008	<b><u>Council</u></b> Approved 2007/2008	<b><u>% Change</u></b> from 06/07 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Leased Parking Revenues	21,139	18,602	31,900	110,046	186,068	-	483%
<b>Total</b>	<b>21,139</b>	<b>18,602</b>	<b>31,900</b>	<b>110,046</b>	<b>186,068</b>	<b>-</b>	<b>483%</b>

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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 2007/2008 Annual Operating Budget

## Department: Community Development

### All Divisions

<u>Division Budget By Category</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated 2006/2007</u>	<u>Proposed 2007/2008</u>
<b>Administration</b>				
Budget administration	300	300	300	300
Planning division support	500	500	500	500
Building division support	300	300	250	300
Grant division support	250	250	0	0
Interdepartmental support	700	700	700	800
Personnel matters	100	100	100	100
Clerical/Records	400	400	400	400
Grant support	200	200	0	0
Special projects (Streetscape, Creek Plan, Annexations, Placerville Drive)	350	350	200	400
City Council/Planning Commission & misc. meetings	350	350	350	350
<b>Planning</b>				
Discretionary development applications	31	31	27	30
Miscellaneous applications	18	18	15	20
Housing Element implementation	10	10	10	100
Parcel and subdivision maps	11	11	9	15
Inquiries	2,300	2,300	2,300	2,400
<b>Building</b>				
Inspections	1,800	1,800	1,800	2,000
Building permits	338	338	275	310
Miscellaneous permits/Plan rev	149	149	98	155
Inquiries	2,500	2,500	2,500	2,600

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Building Inspector II	0.0	0.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.5	0.5	0.0	0%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>5.5</b>	<b>5.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department Budget**  
**Community Development**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	365,362	391,087	537,140	478,170	564,964	-	5%
Materials and supplies	1,588	3,446	3,850	4,812	4,800	-	25%
Contract Services	23,304	12,353	11,500	16,416	34,350	-	199%
Overhead	-	-	-	-	-	-	0%
Other expense	3,803	8,811	8,407	12,254	7,200	-	-14%
Capital outlay	-	7,426	-	2,883	-	-	0%
<b>Total</b>	<b>394,057</b>	<b>423,123</b>	<b>560,897</b>	<b>514,534</b>	<b>611,314</b>	<b>-</b>	<b>9%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Planning	87,781	110,017	120,569	122,080	128,646	-	7%
Building	109,379	108,878	194,610	176,419	232,359	-	19%
CDD Administration	196,897	204,227	245,718	216,035	250,309	-	2%
<b>Total</b>	<b>394,057</b>	<b>423,123</b>	<b>560,897</b>	<b>514,534</b>	<b>611,314</b>	<b>-</b>	<b>9%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	206,585	193,941	319,397	204,357	315,814	-	-1%
Planning Fees	89,782	129,915	106,500	140,882	128,500	-	21%
Building Permits	97,690	96,102	135,000	169,295	167,000	-	24%
TIM Fees	-	3,166	-	-	-	-	0%
<b>Total</b>	<b>394,057</b>	<b>423,123</b>	<b>560,897</b>	<b>514,534</b>	<b>611,314</b>	<b>-</b>	<b>9%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Community Development*

*Division: Planning*

## 2006/07 REVIEW

- Processed approximately 30 miscellaneous planning applications, such as Site Plan Reviews, Conditional Use Permits and Tentative Parcel Maps.
- Monitored activities relating to the El Dorado County General Plan and activities in the Missouri Flat area.
- Provided approximately 2,500 customer service contacts at the public counter, telephone and email regarding zoning and other planning related information.
- Conducted plan checks and monitored projects for compliance with City codes, Conditions of Approval and Mitigation Measures.
- Provided staff support to the Planning Commission and City Council.
- Provided enforcement of regulations relating to temporary and permanent signs and other nuisances.
- Provided support service to City departments.

## 2007/08 BUDGET

- Continue to monitor and, when appropriate, comment on development activities located in the County but affecting the City, particularly those in the Missouri Flat Road area.
- Continue to provide customer service regarding information relating to zoning and other planning matters.
- Continue to provide staff support to the Planning Commission and City Council where it is expected that approximately 30 discretionary projects will be submitted for review.
- With the help of the Hangtown Creek Master Plan Committee and others, complete the master plan.
- Process ten Parcel Maps.
- Complete Tentative Subdivision Map 02-02 Capitol Consultants Business Park.
- Process request for an Acute Care Facility for Marshall Hospital.
- Process a Tentative Subdivision Map for Quartz Mountain Estates Phase II.
- Process Environmental Impact Report and Tentative Subdivision Map 06-02, Lumsden Ranch.
- Process Tentative Subdivision Map 06-03, Country Club Court.
- Process Tentative Subdivision Map 07-03, Dover/Stancil Planned Development.
- Process Tentative Subdivision Map 07-01, Placerville Heritage Homes.
- Process Tentative Subdivision map 07-04, Placerville Cottages.
- Process Environmental Impact Report for Fairway Pines.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
City Planner	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Planning**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	82,339	98,252	115,219	115,925	120,946	-	5%
Materials and supplies	523	930	600	1,310	1,100	-	83%
Contract Services	4,145	3,691	4,750	750	6,600	-	39%
Overhead	-	-	-	-	-	-	0%
Other expense	773	5,569	-	4,095	-	-	0%
Capital outlay	-	1,574	-	-	-	-	0%
<b>Total</b>	<b>87,781</b>	<b>110,017</b>	<b>120,569</b>	<b>122,080</b>	<b>128,646</b>	<b>-</b>	<b>7%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Planning	87,781	110,017	120,569	122,080	128,646	-	7%
<b>Total</b>	<b>87,781</b>	<b>110,017</b>	<b>120,569</b>	<b>122,080</b>	<b>128,646</b>	<b>-</b>	<b>7%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	-	-	14,069	-	146	-	-99%
Planning Fees	87,781	110,017	106,500	122,080	128,500	-	21%
<b>Total</b>	<b>87,781</b>	<b>110,017</b>	<b>120,569</b>	<b>122,080</b>	<b>128,646</b>	<b>-</b>	<b>7%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Community Development

### Division: Building

#### 2006/07 REVIEW

- Processed approximately 208 plan reviews and issued 414 construction permits. Plan reviews and construction permits include new single-family dwellings, new commercial structures, additions, tenant improvements, repairs, replacements, and other modifications to structures.
- Continued code enforcement for violations relating to work without permits, property use and substandard housing.
- Customer service – responded to approximately 2,500 phone calls and email inquiries, provided 780 hours of counter support and conducted 1,450 field inspections.

#### 2007/08 BUDGET

- Plan review, construction permit and inspections are expected to remain comparable to or slightly greater than the above figures with the on going development of projects such as: Eskaton Senior Community, care facility, condos, lodge, community pool, park; The Ridge at Orchard Hill; EID Administration Building expansion; Fausel Office Building Phases 1 & 2, County Animal Shelter and the Wastewater treatment plant laboratory building.
- Proposed development projects that may be permitted include Cottonwood Phases 4 & 6; Cedar Bluffs subdivision; Fairway Pines subdivision; Lumsden Ranch subdivision; Marshall Hospital parking garage, the Gateway hotel, gas station and store and various City sponsored projects.
- Continue to identify code violations and obtain compliance to the City Code relating to property use and substandard housing conditions.
- Provide plan review and inspection services for the City's Capital Improvement projects.
- Respond to an estimated 2,500 phone calls and email inquiries and counter contacts, provide 1,200 hours counter support and conduct 1,900 field inspections.
- Conduct a survey of other jurisdiction's permit and plan review fees. Submit a small proposed fee increase to City Council for approval.
- Update and revise Title IV of the City Code for the adoption of the 2006 International Building Code, 2006 California Residential Building Code, 2007 California Plumbing Code, 2007 California Mechanical Code, 2007 California Electrical Code, and local condition amendments, with Council approval.
- Assist in the archiving of plans and file records.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Building Inspector II	0.0	0.0	1.0	1.0	0.0	
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Building**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	88,984	91,900	184,328	150,830	197,559	-	7%
Materials and supplies	681	2,386	2,650	2,979	3,350	-	26%
Contract Services	17,933	8,019	4,750	15,666	25,750	-	442%
Overhead	-	-	-	-	-	-	0%
Other expense	1,781	1,834	2,882	4,062	5,700	-	98%
Capital outlay	-	4,740	-	2,883	-	-	0%
<b>Total</b>	<b>109,379</b>	<b>108,878</b>	<b>194,610</b>	<b>176,419</b>	<b>232,359</b>	<b>-</b>	<b>19%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Building Plan Review /Inspection	109,379	108,878	194,610	176,419	232,359	-	19%
<b>Total</b>	<b>109,379</b>	<b>108,878</b>	<b>194,610</b>	<b>176,419</b>	<b>232,359</b>	<b>-</b>	<b>19%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	11,689	9,610	59,610	7,124	65,359	-	10%
Building Permits	97,690	96,102	135,000	169,295	167,000	-	24%
TIM Fees	-	3,166	-	-	-	-	0%
<b>Total</b>	<b>109,379</b>	<b>108,878</b>	<b>194,610</b>	<b>176,419</b>	<b>232,359</b>	<b>-</b>	<b>19%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Community Development

### Division: Community Development Administration

#### 2006/07 REVIEW

- Managed daily activities of the Planning and Building Divisions of the Community Development Department.
- Provided budget management and technical assistance to the department staff.
- Continue proactive approach regarding the abatement of illegal/temporary signs and general nuisance abatements.
- Completed the Downtown Streetscape Design Plan.
- Solicited proposals for the preparation of two Environmental Impact Reports.
- Initiated a project for the Placerville Drive Business District.
- Enhanced the Department web page.

#### 2007/08 BUDGET

- Continue the enforcement of illegal/temporary signs and other community nuisances.
- Manage contracts for the outsourcing of certain Building Division and Planning Division services.
- Assist the Public Works Department with the implementation of various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Continue refinement of the Department web page.
- Begin implementation of the Housing Element programs and strategies.
- Continue supporting the Civic Engagement Project for the Placerville Drive Business District.
- Assist the City Manager in the preparation and implementation of a Capital Facilities Fee Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.5	0.5	0.0	0%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
***Division Budget***  
***Community Development Administration***

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<u>Division Budget by Category</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Personal services	194,039	200,936	237,593	211,415	246,459	-	4%
Materials and supplies	384	129	600	523	350	-	-42%
Contract Services	1,226	643	2,000	-	2,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,249	1,408	5,525	4,097	1,500	-	-73%
Capital outlay	-	1,112	-	-	-	-	0%
<b>Total</b>	<b>196,897</b>	<b>204,227</b>	<b>245,718</b>	<b>216,035</b>	<b>250,309</b>	<b>-</b>	<b>2%</b>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Community Development Admin	196,897	204,227	245,718	216,035	250,309	-	2%
<b>Total</b>	<b>196,897</b>	<b>204,227</b>	<b>245,718</b>	<b>216,035</b>	<b>250,309</b>	<b>-</b>	<b>2%</b>

<u>Source of Funds:</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
General Fund							
Discretionary Revenues	194,896	184,330	245,718	197,233	250,309	-	2%
Planning Fees	2,001	19,897	-	18,802	-	-	0%
Building Permits	-	-	-	-	-	-	0%
<b>Total</b>	<b>196,897</b>	<b>204,227</b>	<b>245,718</b>	<b>216,035</b>	<b>250,309</b>	<b>-</b>	<b>2%</b>

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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 City.

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Community Services

### All Divisions

<u>Workload Indicators</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated 2006/2007</u>	<u>Proposed 2007/2008</u>
<b>Parks Maintenance Hours</b>				
Gold Bug Park	1750	1700	1700	1700
Lions Park	1600	1650	1650	1650
City Park	600	500	600	600
Rotary Park	550	600	600	600
Lumsden Park	400	500	500	500
Orchard Hill Park	400	350	350	350
George Duffey Park	0	0	100	100
El Dorado Trail	0	0	0	200
Community Gardens	0	0	0	200
Cemeteries	0	0	0	200
Other Parks and Grounds	950	1000	800	200
<b>Recreation (FT hrs / PT hrs)</b>				
General	2,900/250	3,000/200	3,000/200	3,000/200
Activity Guides Produced	4	4	4	4
Gold Bug Tours	100/2,000	100/2,000	300/2,500	300/2,500
Adult Program	450/1,900	450/1,900	450/2,100	450/2,100
Youth Programs	300/400	300/400	350/500	350/500
Aquatics	1,800/9,000	1,800/9,000	1,900/10,000	2,000/15,000
Youth Sports	800/2,200	800/2,200	800/2,100	700/2,100
Adult Sports	1,700/2,800	1,700/2,800	1,750/2,900	1,750/2,900

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.0	0.0	0.2	0.2	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.5	0.0	25%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
<b>Total Public Services</b>	<b>12.0</b>	<b>12.0</b>	<b>12.2</b>	<b>12.7</b>	<b>0.0</b>	<b>4%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department Budget**  
**Community Services**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	1,127,069	1,353,186	1,440,829	1,306,718	1,575,865	-	9%
Materials and supplies	162,763	180,317	156,600	158,673	169,900	-	8%
Contract Services	268,837	386,666	350,100	342,666	380,800	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	17,540	45,545	37,800	61,263	54,380	-	44%
Capital outlay	54,296	16,311	55,800	56,137	-	-	-100%
<b>Total</b>	<b>1,630,505</b>	<b>1,982,025</b>	<b>2,041,129</b>	<b>1,925,458</b>	<b>2,180,945</b>	<b>-</b>	<b>7%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Parks	572,559	573,787	602,390	554,630	548,222	-	-9%
Recreation	705,111	872,640	923,250	903,824	1,060,611	-	15%
Facilities M & O	153,221	281,962	289,422	293,944	338,717	-	17%
CSD Administration	199,615	253,636	226,067	173,060	233,395	-	3%
<b>Total</b>	<b>1,630,505</b>	<b>1,982,025</b>	<b>2,041,129</b>	<b>1,925,458</b>	<b>2,180,945</b>	<b>-</b>	<b>7%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	1,077,401	1,298,824	1,283,492	1,214,756	1,406,196	-	10%
Orchard Hill / Duffey LLMD	39,745	28,895	44,137	43,748	30,629	-	-31%
Recreation Fees	513,359	654,307	713,500	666,954	744,120	-	4%
<b>Total</b>	<b>1,630,505</b>	<b>1,982,025</b>	<b>2,041,129</b>	<b>1,925,458</b>	<b>2,180,945</b>	<b>-</b>	<b>7%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Community Services

### Division: Parks

#### 2006/07 REVIEW

- Maintained 103 acres of parks, 30,000 square feet of buildings, two swimming pools, and ten acres of open space and four miles of trails.
- Spent approximately 5,500 hours in the maintenance of parks and open space.
- Spent approximately 1,800 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,200 hours at Lions Park in a variety of maintenance functions including: grounds, turf, playground/tot-lot, tennis courts, athletic fields and facility maintenance.
- Spent approximately 800 hours at City Park to maintain all grounds.
- Spent approximately 600 hours at Rotary Park to maintain all grounds.
- Spent approximately 500 hours at Lumsden Park to maintain all grounds.
- Spent approximately 400 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 1,000 hours within other grounds areas, such as trails, cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance.
- Made improvements to Meagher House at Gold Bug Park.
- Assisted with creek clean up projects on Hang Town Creek and Big Canyon Creek.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- 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 survey and engineer tot-lot project at Lions Park.
- Worked with local volunteer group to replace grass infield at Rotary Park.
- 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.
- Replaced Spiral Slide at Orchard Hill Park.

#### 2007/08 BUDGET

- Maintain 105 acres of park, 30,000 sq. ft. of buildings, two swimming pools, and eight acres of open space and 4 miles of trails.
- Complete renovation of Gold Bug Park restrooms.
- Replace Playground at Lions Park.
- Create access improvements into Lumsden Park picnic areas.
- Construct a shop facility for Parks Maintenance Division.
- Initiate a maintenance program for Duffy Park.
- Complete Parks Master Plan.
- Implement Fire Safe Plan for Gold Bug Park.
- Implement Memorial Plaque Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.8	0.8	0.0	0%
Senior Maintenance Worker	0.6	0.6	0.6	0.6	0.0	0%
Maintenance Worker II	2.5	2.5	2.5	2.5	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Parks**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	384,028	411,650	429,890	408,312	420,067	-	-2%
Materials and supplies	60,528	59,714	49,600	48,850	51,700	-	4%
Contract Services	74,234	84,108	84,600	59,798	74,400	-	-12%
Overhead	-	-	-	-	-	-	0%
Other expense	2,969	2,754	2,300	1,333	2,055	-	-11%
Capital outlay	50,800	15,561	36,000	36,337	-	-	-100%
<b>Total</b>	<b>572,559</b>	<b>573,787</b>	<b>602,390</b>	<b>554,630</b>	<b>548,222</b>	<b>-</b>	<b>-9%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Parks Maintenance	98,529	79,534	98,192	88,770	61,917	-	-37%
Lions Park	107,684	97,606	140,890	111,837	128,706	-	-9%
Gold Bug Park	131,008	151,515	98,956	96,048	90,287	-	-9%
Rotary Park	45,120	45,089	59,297	55,165	59,878	-	1%
City Park	66,166	81,358	63,302	58,293	64,042	-	1%
Lumsden Park	26,810	29,638	37,681	36,069	34,314	-	-9%
City Cemeteries*	-	-	-	-	24,111	-	0%
Community Gardens*	-	-	-	-	8,663	-	0%
El Dorado Trail*	-	-	-	-	11,970	-	0%
Orchard Hill /Duffey LLMD	39,745	28,895	44,137	43,748	30,629	-	-31%
Other Grounds	57,497	60,152	59,935	64,700	33,705	-	-44%
<b>Total</b>	<b>572,559</b>	<b>573,787</b>	<b>602,390</b>	<b>554,630</b>	<b>548,222</b>	<b>-</b>	<b>-9%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	532,814	544,893	558,253	510,882	517,593	-	-7%
Orchard Hill / Duffey LLMD	39,745	28,895	44,137	43,748	30,629	-	-31%
<b>Total</b>	<b>572,559</b>	<b>573,787</b>	<b>602,390</b>	<b>554,630</b>	<b>548,222</b>	<b>-</b>	<b>-9%</b>

\*City Cemeteries, Community Gardens, and El Dorado Trail are new divisions within the Community Services Department budget that were previously accounted for in the Other Grounds division.

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Community Services

### Division: Recreation

#### 2006/07 REVIEW

- Created four Recreation Program Activity Guides with a distribution of approximately 40,000 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 936 participants participating in four divisions.
- Expanded swim lesson program to accommodate over 100 classes and offered 1,500 learn to swim lessons.
- Implemented “extended” aquatics activities to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Water Exercise.
- Administered Youth Assistance Fund. Solicited for and distributed over \$6,000 of assistance to local youth.
- Conducted four Adult 5 on 5 Basketball Leagues with an average of 24 teams per league. Each league ran for approximately two months.
- Conducted four Adult 3 on 3 Basketball Leagues with an average of 11 teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 251 teams combined in spring, summer, fall leagues.
- Co-sponsored four Special Events (Halloween Parade, Fishing Derby, Founders Day and Gold Panning Championships).
- Co-sponsored El Dorado County Special Olympics year round programs and special events serving 75 athletes.
- Expanded the number of visitors to Gold Bug Park.
- Made improvements to newly created program brochure and distribution system.
- Implement new aquatics safety training program. (Ellis & Associates)
- Conducted 203 guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated 11,086 general public tours of Gold Bug Mine.

#### 2007/08 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.
- Work with the El Dorado Community Foundation in the management of the Youth Assistance Fund.
- Generate community support and funding for the Youth Assistance Fund.
- Increase participation levels by 5% in the following program areas: Aquatics, Adult Sports, Youth Sports Camps, and Special Interest Classes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Recreation Supervisor	2.0	2.0	2.0	2.5	0.0	25%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
<b>Total Public Services</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.5</b>	<b>0.0</b>	<b>13%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department: Community Services**  
**Division: Recreation**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	495,766	636,425	690,250	661,702	819,726	-	19%
Materials and supplies	71,643	60,271	70,000	38,770	64,950	-	-7%
Contract Services	119,645	132,403	112,500	128,422	125,710	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	14,571	42,791	35,500	59,930	50,225	-	41%
Capital outlay	3,485	750	15,000	15,000	-	-	-100%
<b>Total</b>	<b>705,111</b>	<b>872,640</b>	<b>923,250</b>	<b>903,824</b>	<b>1,060,611</b>	<b>-</b>	<b>15%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Special Interest Programs	29,131	52,168	33,361	46,634	31,617	-	-5%
Sports Camps and Teams	281,355	299,077	335,181	314,871	431,115	-	29%
Gold Bug Park Admissions	54,530	48,985	55,859	45,186	57,062	-	2%
Aquatics	185,220	252,649	291,164	281,206	351,087	-	21%
Special Events	-	-	-	-	5,520	-	-
Recreation - General	154,876	219,761	207,685	215,927	184,210	-	-11%
<b>Total</b>	<b>705,111</b>	<b>872,640</b>	<b>923,250</b>	<b>903,824</b>	<b>1,060,611</b>	<b>-</b>	<b>15%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	191,751	218,333	209,750	236,870	316,491	-	51%
Recreation Fees	513,359	654,307	713,500	666,954	744,120	-	4%
<b>Total</b>	<b>705,111</b>	<b>872,640</b>	<b>923,250</b>	<b>903,824</b>	<b>1,060,611</b>	<b>-</b>	<b>15%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Community Services*

*Division: Facilities Maintenance*

## 2006/07 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds, including: Town Hall, City Hall, Public Safety Building, Scout Hall, Aquatics Center, El Dorado High School Pool, Corporation Yard, Downtown Restrooms, Mosquito Park and Ride, Bike Trail, Caboose, Stamp Mill Building and the Museum/Visitor Center at Gold Bug Park.
- Improved the landscape at the Aquatics Center.
- Assisted City in move to new City Hall.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Remodeled back portion of Scout Hall.
- Installed Safety Fencing at Placerville Aquatics Center.
- Replaced roof on Scout Hall Building.
- Made improvements to front room at Town Hall.
- Assisted in the remodel of El Dorado High School restrooms.
- Made improvements to Corporation Yard Office.

## 2007/08 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Parks & Facility Maintenance Superintendent	0.2	0.2	0.2	0.2	0.0	0%
Senior Maintenance Worker	0.4	0.4	0.4	0.4	0.0	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.0	0%
<b>Total Public Services</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Facilities Maintenance**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	47,659	51,476	96,122	65,145	103,427	-	8%
Materials and supplies	30,592	60,332	37,000	71,053	52,500	-	42%
Contract Services	74,959	170,155	153,000	154,446	180,690	-	18%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	2,100	-	0%
Capital outlay	11	-	3,300	3,300	-	-	0%
<b>Total</b>	<b>153,221</b>	<b>281,962</b>	<b>289,422</b>	<b>293,944</b>	<b>338,717</b>	<b>-</b>	<b>17%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Old City Hall	49,224	30,148	20,890	16,261	9,190	-	-56%
New City Hall	-	55,902	50,852	66,549	82,710	-	63%
Town Hall	48,934	42,810	60,772	46,026	69,979	-	15%
Scout Hall	8,354	7,404	10,141	10,811	17,523	-	73%
Corporation Yard	10,706	11,865	10,800	12,447	12,900	-	19%
City Pool Facilities	18,396	105,482	111,967	117,949	120,715	-	8%
Public Safety Building	5,374	6,053	5,300	3,021	5,300	-	0%
Downtown Public Restroom	7,344	15,426	13,500	12,483	13,500	-	0%
Mosquito Road Park & Bus	4,889	6,872	5,200	8,397	6,900	-	33%
<b>Total</b>	<b>153,221</b>	<b>281,962</b>	<b>289,422</b>	<b>293,944</b>	<b>338,717</b>	<b>-</b>	<b>17%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	153,221	281,962	289,422	293,944	338,717	-	17%
<b>Total</b>	<b>153,221</b>	<b>281,962</b>	<b>289,422</b>	<b>293,944</b>	<b>338,717</b>	<b>-</b>	<b>17%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: Community Services*

*Division: Community Services Administration*

## 2006/07 REVIEW

- Made major marketing improvements to department program delivery system.
- Continued customer user survey program.
- Increased program users in many recreation programs, resulting in a 5% increase in program revenue.
- Developed discounting strategies for certain recreation and park programs.
- Met with community groups in the support of various city programs.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Assisted in the delivery of the Recreation & Park information within the website.
- Assisted City in implementation of several safety related improvements at City facilities.
- Improved Vehicle Accident Procedures.
- Identified funding for Gold Bug Park Fire Safe Plan.
- Provided risk management services for Citywide Special Events.

## 2007/08 BUDGET

- Work with the Recreation & Parks Commission in the development of policies for memorial plaques.
- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies 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 leisure programs.
- Work with City engineering department to complete construction of Gold Bug Park restroom renovation.
- Continue to work with local volunteer groups to reconstruct the Lions Park Tot-Lot.
- Work with City engineering department to construct a shop facility for Parks Maintenance Division.
- Develop a maintenance program for Duffy Park.
- Complete Recreation and Parks Facilities Master Plan.
- Continue to work on the implementation of the Fire Safe Plan for Gold Bug Park.
- Implement Memorial Plaque Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.0	0.2	0.2	0.2	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
<b>Total Public Services</b>	<b>2.0</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Community Services Administration**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	199,615	253,636	224,567	171,560	232,645	-	4%
Materials and supplies	-	-	-	-	750	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	1,500	1,500	-	-	0%
<b>Total</b>	<b>199,615</b>	<b>253,636</b>	<b>226,067</b>	<b>173,060</b>	<b>233,395</b>	<b>-</b>	<b>3%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Public Services Administration	199,615	253,636	226,067	173,060	233,395	-	3%
<b>Total</b>	<b>199,615</b>	<b>253,636</b>	<b>226,067</b>	<b>173,060</b>	<b>233,395</b>	<b>-</b>	<b>3%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	199,615	253,636	226,067	173,060	233,395	-	3%
<b>Total</b>	<b>199,615</b>	<b>253,636</b>	<b>226,067</b>	<b>173,060</b>	<b>233,395</b>	<b>-</b>	<b>3%</b>

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## Elected Officials

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

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

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

# Fiscal Year 2007/2008 Annual Operating Budget

## Department Budget:

### Elected Officials

<u>Workload Indicators</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated 2006/2007</u>	<u>Proposed 2007/2008</u>
Regular City Council Meetings	22	22	22	22
Resolutions	130	145	145	102
Ordinances	4	4	8	6

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
Mayor	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	0.0	0%
Elected City Clerk	1.0	1.0	1.0	1.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	0.0	0%
Total	7.0	7.0	7.0	7.0	0.0	0%

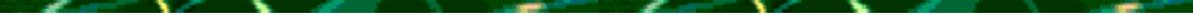
**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department Budget**  
**Elected Officials**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	61,819	67,489	105,146	66,333	113,745	-	8%
Materials and supplies	3,034	1,387	2,400	1,369	2,345	-	-2%
Contract Services	51,806	19,239	36,500	26,867	35,450	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	27,239	37,578	70,688	65,493	69,347	-	-2%
Capital outlay	-	816	-	-	-	-	0%
<b>Total</b>	<b>143,898</b>	<b>126,510</b>	<b>214,734</b>	<b>160,063</b>	<b>220,887</b>	<b>-</b>	<b>3%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
City Council	125,907	113,799	187,345	140,651	199,031	-	6%
City Clerk	15,716	10,524	25,018	17,240	19,489	-	-22%
City Treasurer	2,275	2,187	2,371	2,172	2,367	-	0%
<b>Total</b>	<b>143,898</b>	<b>126,510</b>	<b>214,734</b>	<b>160,063</b>	<b>220,887</b>	<b>-</b>	<b>3%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	143,898	126,510	214,734	160,063	220,887	-	3%
<b>Total</b>	<b>143,898</b>	<b>126,510</b>	<b>214,734</b>	<b>160,063</b>	<b>220,887</b>	<b>-</b>	<b>3%</b>

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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.

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: City Administration

### All Divisions (Excluding Sewer Enterprise Fund)

Workload Indicators	Actual 2004/2005	Actual 2005/2006	Estimated 2006/2007	Proposed 2007/2008
<b>City Manager (hours)</b>				
Council agenda and meeting prep.	475	500	500	500
Attend Council meetings	110	105	105	120
Personnel	225	225	250	250
Bonds	175	225	175	200
Intergovernmental relations	50	55	75	100
Citizen inquiries	120	120	130	150
Public Works/Comm. Develop. Proj.	475	530	530	540
Claims and litigation	80	85	100	100
Franchise	50	45	60	100
Bids and contracts	110	155	150	125
Special Events		45	40	50
Utility fees		50	50	50
Main Street & Parking		110	300	200
Ordinances and resolutions	150	130	140	140
<b>City Attorney (hours)</b>				
Council agenda and meeting prep.	110	70	70	70
Attend Council meetings	40	35	45	50
Personnel	150	120	120	130
Bonds	120	120	150	150
Respond to subpoenas/records reqs.	60	60	70	70
Public Works/Comm. Develop. Proj.	100	75	75	90
Claims	60	70	90	100
Litigation	75	90	75	90
Bids and contracts	90	75	80	90
Ordinances and resolutions	150	100	110	120
Collections	75	60	50	30
Utility fees		30	40	50
Parking		35	65	100
Franchise	15	20	60	60
<b>Grant Administration (hours)</b>				
Loan Reuse Program	2	3	500	500
Small Business Loans	2	2	400	400
Code Enforcement	100	100	500	500
Downtown Streetscape	300	300	200	200
<b>City Clerk (#/Hrs)</b>				
Agendas/Minutes	24/696	58/740	58/740	54/689
Resolutions	130/65	145/73	145/73	102/51
Ordinances	4/6	4/6	8/12	6/9
Economic Interest Statements	34/34	34/34	62/93	62/93
Citizen calls & inquires	2,000/10	2000/10	2000/10	2000/10
Public records requests	350/350	350/350	350/350	200/200
<b>Human Resources (#/hrs)</b>				
Recruitments	16/576	16/576	20/720	12/432
Reclassifications	2/32	2/32	2/32	Perf. By Finance
Orientations	16/16	16/16	20/20	12/12
Process new hires including seasonals				12FT-166PT-89S
<b>Risk Management</b>				
Liability claims processed	14/112	12/96	8/64	6/48
Worker's comp. claims	30/240	30/240	31/248	19/152
COBRA Administration	5/5	5/5	5/5	11/11
<b>Information Services (% hrs)</b>				
Network administration	15%	15%	15%	20%
Computer service calls/training	25%	25%	25%	20%
Project management	35%	35%	45%	40%
Updating skills/administration	25%	25%	15%	20%

Department Staff by Position	Actual 2004/2005	Actual 2005/2006	Estimated Actual 2006/2007	Proposed 2007/2008	Council Approved 2007/2008	% Change from 06/07 Budget
City Manager / Attorney	1.0	1.0	1.0	1.0	1.0	0.0
IT Manager	0.7	0.7	0.7	0.7	0.7	0.0
IT Analyst	0.0	0.7	0.7	0.7	0.7	0.0
Administrative Specialist	1.0	1.0	1.0	1.0	1.0	0.0
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0
Archive Technician	0.0	1.0	1.0	1.0	1.0	0.0
<b>Total</b>	<b>4.7</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>	<b>0.0</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Department Budget**  
**City Administration (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	511,527	669,778	697,271	692,767	742,066	-	6%
Materials and supplies	4,181	4,346	11,300	5,293	10,115	-	-10%
Contract Services	151,050	88,901	178,230	134,732	169,579	-	-5%
Overhead	9,242	14,159	16,351	17,247	19,212	-	17%
Other expense	5,725	13,338	15,675	9,340	20,077	-	28%
Capital outlay	933	6,516	1,960	1,960	5,800	-	196%
<b>Total</b>	<b>682,658</b>	<b>797,038</b>	<b>920,787</b>	<b>861,340</b>	<b>966,849</b>	<b>-</b>	<b>5%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Legal Services	94,237	78,429	108,999	84,962	100,722	-	-8%
Litigation	3,146	-	25,000	-	20,000	-	-20%
City Management	233,040	333,800	345,180	339,622	358,458	-	4%
Information Services	173,530	180,996	235,434	231,933	260,867	-	11%
Human Resources/City Clerk	97,833	111,169	114,013	112,686	121,874	-	7%
Grant Administration	80,871	92,644	92,161	92,136	104,928	-	14%
<b>Total</b>	<b>682,658</b>	<b>797,038</b>	<b>920,787</b>	<b>861,340</b>	<b>966,849</b>	<b>-</b>	<b>5%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	529,503	622,799	722,267	661,536	738,391	-	2%
General Liability Fund	-	-	-	-	-	-	0%
Grant Funds	80,871	92,644	92,161	92,136	104,928	-	14%
Water Enterprise Fund	72,284	81,595	106,359	107,668	123,530	-	16%
<b>Total</b>	<b>682,658</b>	<b>797,038</b>	<b>920,787</b>	<b>861,340</b>	<b>966,849</b>	<b>-</b>	<b>5%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: City Administration**

**Division: City Attorney**

<b>2006/07 REVIEW</b>	<b>2007/08 BUDGET</b>
<ul style="list-style-type: none"> <li>■ Conferences with new franchisee regarding solid waste pick up.</li> <li>■ Bonds - Draft Information Releases and attend Conferences Regarding Workouts.</li> <li>■ Bonds – Respond to Inquiries From Property Owners and Bond Holders.</li> <li>■ Prepare documents for “First Time Buyers Home Loan Program”</li> <li>■ Continue to monitor legal issues relating to grant funding and transportation funds</li> <li>■ Review Smith Flat Annexation.</li> <li>■ Review Contracts, RFP's and Bid Documents.</li> <li>■ Prepare and Review Ordinance/Resolutions.</li> <li>■ Review and Assist in Personnel Matters.</li> <li>■ Review Housing Element Update.</li> <li>■ Review CEQA Documents for Projects.</li> <li>■ Supervise Claims and Litigation.</li> <li>■ Monitor Pending Legislation and New Legislation.</li> <li>■ Review Water Plant Regulatory Issues.</li> <li>■ Review Waste Water Treatment Plant Regulatory Issues.</li> <li>■ Assist Labor Negotiator with Labor Negotiations.</li> <li>■ Monitor Tower Investments Bond Acquisition/Development Regarding Quartz Mountain.</li> <li>■ Assist Planning and Engineering on Legal Issues.</li> <li>■ Continue Supervisory Personnel Training.</li> <li>■ Update Master Fee Schedule.</li> <li>■ Participate in Gateway Appeal., Appellate Brief preparation and review.</li> <li>■ Assist in Code Enforcement.</li> <li>■ Review and advise on legal issues in adopting new water rates and TIM fees.</li> <li>■ Prepare Agreements for Bonding and Improvements re Eskaton.</li> </ul>	<ul style="list-style-type: none"> <li>■ Franchises – Review solid waste franchise/Cart system/Mandatory pick-up</li> <li>■ Bonds – Work with Trustee/Financial Advisor/Bond Counsel regarding Workouts of defaulted bonds</li> <li>■ Bonds – Respond to inquiries from property owners and bond holders</li> <li>■ Bonds – Continue with Lakemont bond issue</li> <li>■ Develop “First-Time Buyer’s” home loan program</li> <li>■ Monitor legal issues regarding grant funds</li> <li>■ Monitor legal issues regarding transportation funds</li> <li>■ Smith Flat Annexation</li> <li>■ Review contracts, RFPs and bid documents</li> <li>■ Prepare and review ordinances/resolutions</li> <li>■ Assist in personnel matters</li> <li>■ Review CEQA documents</li> <li>■ Supervise claims and litigation</li> <li>■ Monitor pending and new legislation</li> <li>■ Assist in Cal OSHA matters</li> <li>■ Monitor water regulations</li> <li>■ Monitor WWTP regulation issues</li> <li>■ Assist in labor negotiations</li> <li>■ Advise Planning and Engineering on legal issues</li> <li>■ Update Master Fee Schedule</li> <li>■ Personnel training</li> <li>■ Code enforcement</li> <li>■ Advise on legal issues for TIM fees and waste water CICs</li> <li>■ Advise on legal issues regarding parking regulations</li> </ul>

<b>Department Staff by Position</b>	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
City Manager / Attorney	0.14	0.14	0.14	0.14	0.00	0%
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.00	0%
<b>Total</b>	<b>0.44</b>	<b>0.44</b>	<b>0.44</b>	<b>0.44</b>	<b>0.00</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**City Attorney**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	53,380	53,899	55,199	48,669	57,422	-	4%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	42,022	21,547	75,000	33,106	60,000	-	-20%
Overhead	-	-	-	-	-	-	0%
Other expense	1,981	2,984	3,800	3,188	3,300	-	-13%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>97,383</b>	<b>78,429</b>	<b>133,999</b>	<b>84,962</b>	<b>120,722</b>	<b>-</b>	<b>-10%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Legal Services	94,237	78,429	108,999	84,962	100,722	-	-8%
Litigation	3,146	-	25,000	-	20,000	-	-20%
<b>Total</b>	<b>97,383</b>	<b>78,429</b>	<b>133,999</b>	<b>84,962</b>	<b>120,722</b>	<b>-</b>	<b>-10%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	97,383	78,429	133,999	84,962	120,722	-	-10%
General Liability Reserve	-	-	-	-	-	-	0%
<b>Total</b>	<b>97,383</b>	<b>78,429</b>	<b>133,999</b>	<b>84,962</b>	<b>120,722</b>	<b>-</b>	<b>-10%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: City Administration**

**Division: City Manager**

## 2006/07 REVIEW

- Participate in Conferences and Review Documents Relating to Highway 50 OPS Project.
- Meet with Bond Consultants, Counsel, Developers, and Other Interested Parties Regarding Defaulted Subdivisions.
- Assist in Preparation of Bond Information Release.
- Supervise Claims and Litigation.
- Monitor Pending Legislation.
- Assist and Review Public Works Department Reorganization.
- Smith Flat Annexation.
- Pursue Economic Development/Redevelopment.
- Develop a 3-Cart Program and Potential Mandatory Pick-Up with Waste Connections.
- Supervise Water Plant Regulatory Issues.
- Supervise Waster Water Treatment Plant Regulatory Issues.
- Monitor Waste Connections performance.
- Assist in Coordination of City Committees.
- Monitor parking regulations and downtown parking
- Continue to Implement Downtown Revitalization.
- Continue to work with merchants regarding cleaning downtown and solid waste pickup
- Review and Assist in Personnel matters - Salaries/Benefits.
- Assist in Code Enforcement.
- Locate and Prepare Grant Applications.
- Continue to Assist in Web Page Development.
- Monitor development of Placerville Station II.
- Monitor Smith Flat Annexation.
- Participate in Cap to Cap Program.
- Meet and Confer with City's League and Grass Roots Representation.
- Monitor State's Budget Process.
- Monitor Eskaton/Weatherstone Project.
- Establish a first time buyer's home loan program.
- Participate with PDA in Planning and Coordinating Downtown Events.
- Meet with Architects and Contractors Regarding City Hall Project.
- Update Master Fee Schedule.
- Assist in City budget preparation.
- Prepare and adopt new water rates.
- Assist and review new TIM fees.
- Monitor transportation related projects.
- Monitor sidewalk repair project.
- Continue to work with Fire District to establish new fees.
- Continue to search for alternatives for new Public Safety Bldg.

## 2007/08 BUDGET

- Participate in Conferences and Review Documents Relating to Highway 50 OPS Project.
- Meet with Bond Consultants, Counsel, Developers, and Other Interested Parties Regarding Defaulted Subdivisions.
- Assist in Preparation of Bond Information Release.
- Supervise Claims and Litigation.
- Monitor Pending Legislation.
- Smith Flat Annexation.
- Pursue Economic Development/Redevelopment.
- Develop a 3-Cart Program and Potential Mandatory Pick-Up with Waste Connections.
- Supervise Water Plant Regulatory Issues.
- Supervise Waster Water Treatment Plant Regulatory Issues.
- Monitor Waste Connections performance.
- Assist in Coordination of City Committees.
- Monitor parking regulations and downtown parking
- Continue to Implement Downtown Revitalization.
- Continue to work with merchants re cleaning downtown and solid waste pickup
- Review and Assist in Personnel matters - Salaries/Benefits.
- Assist in Code Enforcement.
- Locate and Prepare Grant Applications.
- Continue to Assist in Web Page Development.
- Monitor development of Placerville Station II.
- Monitor Smith Flat Annexation.
- Participate in Cap to Cap Program.
- Meet and Confer with City's League and Grass Roots Representation.
- Monitor State's Budget Process.
- Monitor Eskaton/Weatherstone Project.
- Establish a first time buyer's home loan program.
- Participate with PDA in Planning and Coordinating Downtown Events.
- Update Master Fee Schedule.
- Assist in City budget preparation.
- Assist and review new TIM fees.
- Monitor transportation related projects.
- Monitor sidewalk repair project.
- Continue to work with Fire District to establish new fees.
- Continue to search for alternatives for new Public Safety Bldg.
- Review all new hires and personnel forms.
- Assist consultant with Facilities Impact Fee Study.
- Assist in providing LAFCO MSR information.
- Continue to work with transit regarding jury issues.
- Develop and publish City Newsletter.
- Participate in Placerville Drive planning process.
- Participate in Broadway development process.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
City Manager / Attorney	0.86	0.86	0.86	0.86	0.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.00	0%
Archive Technician	0.00	1.00	1.00	1.00	0.00	0%
<b>Total</b>	<b>1.56</b>	<b>2.56</b>	<b>2.56</b>	<b>2.56</b>	<b>0.00</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**City Manager**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	201,014	301,123	305,780	311,048	317,858	-	4%
Materials and supplies	582	1,748	4,400	805	4,400	-	0%
Contract Services	28,739	27,854	30,750	26,823	30,950	-	1%
Overhead	-	-	-	-	-	-	0%
Other expense	2,706	3,075	4,250	947	5,250	-	24%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>233,040</b>	<b>333,800</b>	<b>345,180</b>	<b>339,622</b>	<b>358,458</b>	<b>-</b>	<b>4%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
City Manager	233,040	333,800	345,180	339,622	358,458	-	4%
<b>Total</b>	<b>233,040</b>	<b>333,800</b>	<b>345,180</b>	<b>339,622</b>	<b>358,458</b>	<b>-</b>	<b>4%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	233,040	333,800	345,180	339,622	358,458	-	4%
<b>Total</b>	<b>233,040</b>	<b>333,800</b>	<b>345,180</b>	<b>339,622</b>	<b>358,458</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: City Administration

### Division: Information Services (Excluding Sewer Enterprise Fund)

#### 2006/07 REVIEW

- Provided computer trouble shooting services to all City departments.
- Worked toward completion of the PD wireless network project.
- Worked with Public Works and County on GIS project.
- Provided assistance to Departments with IT projects.
- Negotiated hardware and software contracts.
- Installed new phone system at Center Street City Hall.
- Relocated the Recreation Department's LAN hardware.
- Installed / designed connectivity for new public pool computer access to P&R application(s).
- Assisted with new "e-911" system for Police department.
- Assisted with upgrade to Police CAD system.
- Moved part of the Police computer room equipment to EOC room.
- Upgraded parking garage camera system to include new webcam access on Main Street.
- Continued to update and monitor computer related city policies.
- Assisted with data sharing via network with District Attorney. Not yet complete.
- Provided network access to WWTP contracted engineers during the construction there.
- Provided backups and security for the COP data.
- Provided email responses to the public for our website.

#### 2007/08 BUDGET

- Continue to provide computer trouble shooting services to all City departments.
- Complete the wireless in car computer network project.
- Build GIS server
- Work with Public Works and County on GIS project.
- Continue to provide services to Departments by implementing various IT projects.
- Continue to negotiate hardware and software contracts.
- Coordinate / implement phase II of City Hall move (I.T. related).
- Install new network equipment at Center Street City Hall.
- Continue to support the new phone system at Center Street City Hall.
- Install and support new and existing VPN connections to the COP network.
- Install and support new ISDN line and equipment at 3101 Center Street.
- Continue to support the new "e-911" system for Police department.
- Assist with support of the Police CAD system.
- Continue to move Police computer room equipment to EOC.
- Continue to support parking garage cameras, 487 and Town Hall.
- Continue to update and monitor computer related city policies.
- Create data sharing via network with District Attorney.
- Upgrade Planetpress application in Finance department.
- Order and configure new data lines and move data center to 3101 Center Street.
- Continue to support the ever growing needs of our website.
- Provide computer and projector needs to City Counsel meetings.
- Upgrade current Outlook / Microsoft Exchange system from version 5.5 to Exchange 2003.
- Provide backups and security for COP data.
- Provide network support and/or changes needed at WWTP during construction phases.
- Continue to respond to emails sent to our website by the public.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
IT Manager	0.7	0.7	0.7	0.7	0	0%
IT Analyst	0.0	0.7	0.7	0.7	0	0%
<b>Total</b>	<b>0.7</b>	<b>1.4</b>	<b>1.4</b>	<b>1.4</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Information Services (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	85,213	126,386	140,472	138,233	151,488	-	8%
Materials and supplies	3,501	2,348	6,150	3,426	4,965	-	-19%
Contract Services	74,575	32,941	67,480	69,943	73,629	-	9%
Overhead	9,242	14,159	16,351	17,247	19,212	-	17%
Other expense	67	207	3,021	1,123	5,773	-	91%
Capital outlay	933	4,954	1,960	1,960	5,800	-	196%
<b>Total</b>	<b>173,530</b>	<b>180,996</b>	<b>235,434</b>	<b>231,933</b>	<b>260,867</b>	<b>-</b>	<b>11%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Information Services	173,530	180,996	235,434	231,933	260,867	-	11%
<b>Total</b>	<b>173,530</b>	<b>180,996</b>	<b>235,434</b>	<b>231,933</b>	<b>260,867</b>	<b>-</b>	<b>11%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	101,246	99,401	129,075	124,265	137,337	-	6%
Water Enterprise Fund	72,284	81,595	106,359	107,668	123,530	-	16%
<b>Total</b>	<b>173,530</b>	<b>180,996</b>	<b>235,434</b>	<b>231,933</b>	<b>260,867</b>	<b>-</b>	<b>11%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: City Administration**

**Division: Human Resources/City Clerk**

## 2006/07 REVIEW

- Continued to identify and classify the City's legislative history for document imaging, records management and retention.
- Continued a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Archive Technician has completed digitally scanning over ten years of legislative history with SIRE technology.
- Provided SIRE training to key staff members to enable all city departments to access scanned legislative history.
- Continued the posting of City Council Agendas, Minutes and staff reports to the City website.
- Processed 108 Resolutions, codified and published seven Ordinances and responded to public inquiries regarding various sections of the Municipal Code.
- Work closely with Sterling Codification to post pending legislation to City website in a timely manner.
- Processed Community Facilities District assessment Ordinance, ballots, and related documentation.
- Prepared numerous Proclamations for presentation, notices and other official documents.
- Filed the annual FPPC Annual Statements of Economic Interest for both elected officials and designated employees.
- Filed Office Holder and Candidate Campaign Statements.
- Closely monitored liability claims in coordination with the City Manager/Attorney and the City's third party administrator.
- Filed Workers' Compensation claims with third party administrator and tracked treatment, cost containment measures and return to work program for employees.
- Continue to expand Human Resources information on the City website to include salary schedules, job classifications and job recruitments as part of an ongoing effort to respond to public inquiries.
- Track required employee training in safe work practices and state mandated issues such as AB 1234 and AB 1825.
- Represent the City in the Gold Country Human Resources Consortium to provide ongoing supervisory, leadership and safety training to employees.
- Responsible for the recruitment process from advertising, candidate screening, securing interview panel, preparing interview panel packets, establishment of eligibility list, conditional job offer to selected candidate, setting a conditional employment physical with City physician, new hire orientation and related correspondence. Fiscal Year 2006/2007 netted 12 recruitments with over 300 applicants for full-time, regular positions with the City. A large recruitment effort for seasonal aquatics and sports positions, including participation in El Dorado High School's spring career fair, netted approximately 150 seasonal part-time new-hires.

## 2007/08 BUDGET

- Continue the process of converting City records into a digital format.
- Complete, before the end of calendar 2007, 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 seek creative avenues of attracting top candidates for positions within City service.
- Develop a comprehensive service award program to recognize and commend City staff.
- Continue to track Statement of Economic Interest filers.
- Continue to closely monitor liability and workers compensation claims in coordination with City Manager/Attorney and third party claims administrators.
- Continue to expand training opportunities to City staff through Gold Country Consortium, Public Agency Risk Management Association, and other local agencies.
- 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.
- Working in conjunction with El Dorado County and the City of Roseville Human Resources Department, 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.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Human Resources/City Clerk**

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<u>Division Budget by Category</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Personal services	91,056	96,722	104,259	103,681	110,970	-	6%
Materials and supplies	92	251	250	62	250	-	0%
Contract Services	5,714	5,711	5,000	4,860	5,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	971	6,924	4,504	4,083	5,654	-	26%
Capital outlay	-	1,562	-	-	-	-	0%
<b>Total</b>	<b>97,833</b>	<b>111,169</b>	<b>114,013</b>	<b>112,686</b>	<b>121,874</b>	<b>-</b>	<b>7%</b>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Human Resources	97,833	111,169	114,013	112,686	121,874	-	7%
<b>Total</b>	<b>97,833</b>	<b>111,169</b>	<b>114,013</b>	<b>112,686</b>	<b>121,874</b>	<b>-</b>	<b>7%</b>

<u>Source of Funds:</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
General Fund							
Discretionary Revenues	97,833	111,169	114,013	112,686	121,874	-	7%
<b>Total</b>	<b>97,833</b>	<b>111,169</b>	<b>114,013</b>	<b>112,686</b>	<b>121,874</b>	<b>-</b>	<b>7%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

**Department: City Administration**

**Division: Grant Administration**

## 2006/07 REVIEW

- Continued the City's Small Business Loan Program Reuse Funds.
- Continued to assist the Downtown Advisory Board with PBIA.
- Continued to assist Downtown Advisory Board with PBID.
- Continued to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assisted Community Development Director with the General Plan Housing Element.
- Continued the City of Placerville Housing Rehabilitation Loan Program. Completed two (2) rehabilitation loans during the fiscal year.
- Sought grant funding and other sources for major economic development projects within the City of Placerville. Possible use of Community Development Block Grant and Economic Development funds will be explored.
- Sought funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Assisted Park and Recreation Department with Gold Bug Park., Lyons Park Tot Lot & Maintenance Bldg.
- Sought funding for 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.
- Served as a City Representative on Sierra Economic Development District board.
- Assisted with effort to encourage retail business to locate within the City.
- Assisted with development of the Downtown Historic District.
- Assisted with development of potential area special assessments for Placerville Drive and Broadway.
- Assisted in the implementation and monitoring of the Housing Element of the City General Plan.
- Assisted in obtaining grant from Energy Partnership and loan for lighting in parking structure.
- Assisted in parking management for downtown.
- Assist all departments in Ombudsman capacity.
- Assisted in programming and managing special events.
- Coordinated Community Clean-Up Day.
- Coordinated Founders' Day event.
- Continue to assist in the management of solid waste pickup issues.

## 2007/08 BUDGET

- Assisted City Manager in developing 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 Downtown Advisory Board with PBID.
- Continue to assist the City Manager and the Community Development Director with Economic Development efforts.
- Assist in Implementing Programs Outlined in the General Plan Housing Element.
- Continue the City of Placerville Housing Rehabilitation Loan Program. The target is to complete two (2) rehabilitation loans during the fiscal year.
- Seek grant funding and other sources for major economic development projects within the City of Placerville. Possible use of Community Development Block Grant and Economic Development funds will be explored.
- Seek funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.
- Assist Recreation and Parks Department with Aquatic Complex and Other Special Projects.
- Seek funding for Storefront Improvement Program.
- Continue administering PBIA/PBID Storefront Improvement Program.
- Continue City Code enforcement of dangerous building abatement.
- Continue City Nuisance Abatement Program.
- Continue to assist public at Community Development Department counter.
- Conduct building inspections when required.
- Coordinate commercial building plan check process with other departments or agencies.
- Serve as a City Representative (Secretary/Treasurer) on Sierra Economic Development District board.
- Assist with effort to encourage retail business to locate within the City.
- Assist with development of the Downtown Historic District.
- Assist with development of potential area special assessments for Placerville Drive and Broadway.
- Assist in the implementation and monitoring of the Housing Element of the City General Plan.
- Assist City Manager with Downtown Parking Review Committee.
- Assist with Downtown parking management.
- Assist City Manager with Blue Ribbon City Hall Committee.
- Assist all Departments in an Ombudsman Capacity.
- Assist in programming and managing special events.
- Continue Community Clean-Up Day.
- Develop Neighborhood Clean-Up Program.
- Coordinate Founders' Day Committee and event.
- Continue to assist in the management of solid waste pickup issues.

Department Staff by Position	Actual	Actual	Estimated		Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	Proposed 2007/2008	Approved 2007/2008	from 06/07 Budget
Administrative Specialist	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	1.0	1.0	1.0	1.0	0.0	0%

# Fiscal Year 2007/2008 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

<u>Division Budget by Category</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Personal services	80,864	91,647	91,561	91,136	104,328	-	14%
Materials and supplies	7	-	500	1,000	500	-	0%
Contract Services	-	848	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	149	100	-	100	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>80,871</b>	<b>92,644</b>	<b>92,161</b>	<b>92,136</b>	<b>104,928</b>	<b>-</b>	<b>14%</b>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Grant Administration	80,871	92,644	92,161	92,136	104,928	-	14%
<b>Total</b>	<b>80,871</b>	<b>92,644</b>	<b>92,161</b>	<b>92,136</b>	<b>104,928</b>	<b>-</b>	<b>14%</b>

<u>Source of Funds:</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	80,871	92,644	92,161	92,136	104,928	-	14%
<b>Total</b>	<b>80,871</b>	<b>92,644</b>	<b>92,161</b>	<b>92,136</b>	<b>104,928</b>	<b>-</b>	<b>14%</b>

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# Finance

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

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Finance

### All Divisions (Excluding Sewer Enterprise Fund)

<u>Workload Indicators</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated 2006/2007</u>	<u>Projected 2007/2008</u>
<b>Financial Management</b>				
State mandated reports	8	8	8	8
Audits (including pre-award)	8	8	9	9
Special Projects / Analysis	50	50	80	80
Grant Reporting	3	5	40	50
Deposits/revenues	624/\$7.7m	624/\$7.7m	732/\$15m	788/\$15m
Accounts receivable billings	2,800	2,800	3,000	3,000
Payable checks processed	3,400/\$6.0m	3,775/\$6m	3,775/\$30m	4,000/\$30m
Business license applications	200	200	200	215
Bad checks recovered	80/\$9,000	80/\$9,000	31/\$5,000	40/\$6,000
<b>Payroll</b>				
Payroll transactions processed	3,773/\$7.8m	4,100/\$8.1m	4,100/\$8.1m	4,100/\$8.4m
Processed payroll (FT/PT)	19/30	19/30	19/30	95/130
Action forms processed (FT)	66	188	188	175
New hire orientation	10	9	9	12
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	14,000	14,000	15,000	15,000
Bills issued	19,550	19,550	22,000	22,000
Liens filed/released	11/\$7,890	11/\$7,890	3/\$1,300	3/1,300
Discover nonpaying users	1/\$360	1/\$360	1/\$580	1/\$500
State mandated reports	2	2	2	2

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor	1.4	1.4	1.4	1.4	0	0%
Accounting Assistant II	1.4	1.4	1.4	1.4	0	0%
Accounting Assistant I	0.5	0.5	0.5	0.5		
Retired Annuitant	0.5	0.5	0.5	0.5	0	0%
<b>Total</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2006/07 Annual Operating Budget**  
**Department Budget**  
**Finance (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	317,317	293,102	499,765	353,378	528,877	-	6%
Materials and supplies	10,866	5,065	6,225	4,547	7,000	-	12%
Contract Services	117,904	47,926	25,425	34,598	23,750	-	-7%
Overhead	19,832	21,755	32,394	21,457	35,535	-	10%
Other expense	1,430	7,805	10,132	9,461	12,696	-	25%
Capital outlay	5,785	2,614	24,232	24,232	3,024	-	-88%
<b>Total</b>	<b>473,133</b>	<b>378,267</b>	<b>598,173</b>	<b>447,673</b>	<b>610,882</b>	<b>-</b>	<b>2%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Financial Management	326,986	238,262	409,630	296,318	416,481	-	2%
Utility Billing	146,147	140,005	188,543	151,355	194,401	-	3%
<b>Total</b>	<b>473,133</b>	<b>378,267</b>	<b>598,173</b>	<b>447,673</b>	<b>610,882</b>	<b>-</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	326,986	238,262	409,630	296,318	416,481	-	2%
Water Enterprise Fund	146,147	140,005	188,543	151,355	194,401	-	3%
<b>Total</b>	<b>473,133</b>	<b>378,267</b>	<b>598,173</b>	<b>447,673</b>	<b>610,882</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2007/2008 Annual Operating Budget

## Department: Finance

### Division: Financial Management

#### 2006/07 REVIEW

- Successfully completed several audits including TDA, Federal single, and year-end.
- Managed City's short and long-term cashflow and investment needs.
- Prepared analysis and attended meetings related to collective bargaining.
- Co-facilitated Home Grant and Home Rehabilitation Grant Loans including payoff demand calculations.
- Circulated monthly budget reporting to all City departments.
- Completed training and conversion process for the new business license financial module.
- Piloted the new automated purchase order software with both the Community Services Department and the Police Department.
- Completed training and conversion process for the new automated work order program to automate the accounting of development and CIP related project costs.
- Completed training and conversion process for the new fixed asset module to streamline the accounting of the City's fixed assets including automated depreciation calculations.
- 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 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.
- Implemented new water rates.
- Administered City's CalPERS Retirement plan.
- Revised budget according to City Council action.
- Administered LLMD assessment districts.
- Co-facilitated the formation of the Ridge at Orchard Hill Benefit Assessment District.
- Assisted with the formation of the Eskaton Village Community Facilities District.
- Solicited actuarial services in preparation for GASB Statements 43 and 45.
- Researched available medical insurance options to possibly replace the CalPERS medical plan due to the discontinuation of the Blue Shield EPO.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Updated the 2004 class and compensation study for the City's General Unit.

#### 2007/08 BUDGET

- Complete the Master Fee Schedule study and implement new fee structure to further improve citywide cost recovery.
- Facilitate actuarial study to determine post-employment medical insurance liability (GASB 43 & 45).
- Prepare mid-year budget reports and analysis to keep City Council and staff apprised of City's financial position.
- Manage City's short and long-term cashflow and investment needs.
- Refine the archival of development project cost accounting by implementing the new work order program.
- Complete medical insurance study and share results with labor and management.
- Administer medical insurance open enrollment process.
- Hire an Assistant Finance Director.
- 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.
- Administer City's CalPERS Retirement plan.
- 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.
- Administer new Ridge at Orchard BAD and Eskaton Village CFD.
- Pilot online time sheets with the Engineering Division.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor	0.8	0.8	0.8	0.8	0	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0	0%
Retired Annuitant	0.2	0.2	0.2	0.2	0	0%
<b>Total</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Operating Budget**  
**Division Budget**  
**Financial Management**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	214,315	198,754	374,787	246,497	395,298	-	5%
Materials and supplies	317	429	600	129	600	-	0%
Contract Services	107,658	33,344	12,900	30,311	12,900	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,182	4,428	7,777	5,815	7,683	-	-1%
Capital outlay	3,514	1,307	13,566	13,566	-	-	-100%
<b>Total</b>	<b>326,986</b>	<b>238,262</b>	<b>409,630</b>	<b>296,318</b>	<b>416,481</b>	<b>-</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Financial Analysis	196,192	142,957	245,778	177,791	249,889	-	2%
Account Payable / Receivable	98,096	71,479	122,889	88,895	124,944	-	2%
Bond Administration	26,159	19,061	32,770	23,705	33,318	-	2%
Mandated Reporting	6,540	4,765	8,193	5,926	8,330	-	2%
<b>Total</b>	<b>326,986</b>	<b>238,262</b>	<b>409,630</b>	<b>296,318</b>	<b>416,481</b>	<b>-</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	326,986	238,262	409,630	296,318	416,481	-	2%
<b>Total</b>	<b>326,986</b>	<b>238,262</b>	<b>409,630</b>	<b>296,318</b>	<b>416,481</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2007/2008 Annual Sewer Enterprise Fund Operating Budget

*Department: Finance*

*Division: Utility Billing (Excluding Sewer Enterprise Fund)*

## 2006/07 REVIEW

- Administered Proposition 218 reporting and implementation of new, more equitable, water revenue program.
- Continued to administer the City's accounts receivable collection process to ensure that the City's revenues are collected on timely basis and the delinquent revenues in the enterprise funds.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Issued 22,000 utility billing statements.

## 2007/08 BUDGET

- Prepare new multi-year water revenue program to address future operating and capital needs related to the Water Enterprise Fund.
- 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 Engineering 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 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 22,000 utility billing statements.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2004/2005	2005/2006	Actual 2006/2007	2007/2008	Approved 2007/2008	from 06/07 Budget
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0%
Accounting Assistant II	0.6	0.6	0.6	0.6	0.6	0%
Accounting Assistant I	0.5	0.5	0.5	0.5	0.5	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
<b>Total</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>0%</b>

**Fiscal Year 2007/2008 Annual Sewer Enterprise Fund Operating Budget**  
**Division Budget**  
*Utility Billing (Excluding Sewer Enterprise Fund)*

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<u>Division Budget by Category</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Personal services	103,002	94,348	124,978	106,881	133,579	-	7%
Materials and supplies	10,549	4,636	5,625	4,418	6,400	-	14%
Contract Services	10,246	14,582	12,525	4,287	10,850	-	-13%
Overhead	19,832	21,755	32,394	21,457	35,535	-	10%
Other expense	248	3,377	2,355	3,646	5,013	-	113%
Capital outlay	2,271	1,307	10,666	10,666	3,024	-	-72%
<b>Total</b>	<u>146,147</u>	<u>140,005</u>	<u>188,543</u>	<u>151,355</u>	<u>194,401</u>	<u>-</u>	<u>3%</u>

<u>Division Budget by Program</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Utility Billing	146,147	140,005	188,543	151,355	194,401	-	3%
<b>Total</b>	<u>146,147</u>	<u>140,005</u>	<u>188,543</u>	<u>151,355</u>	<u>194,401</u>	<u>-</u>	<u>3%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2004/2005</u>	<u>Actual</u> <u>2005/2006</u>	<u>Revised</u> <u>2006/2007</u>	<u>Estimated</u> <u>Actual</u> <u>2006/2007</u>	<u>Proposed</u> <u>2007/2008</u>	<u>Council</u> <u>Approved</u> <u>2007/2008</u>	<u>% Change</u> <u>from 06/07</u> <u>Budget</u>
Water Enterprise	146,147	140,005	188,543	151,355	194,401	-	3%
<b>Total</b>	<u>146,147</u>	<u>140,005</u>	<u>188,543</u>	<u>151,355</u>	<u>194,401</u>	<u>-</u>	<u>3%</u>

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# Central Stores

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**Fiscal Year 2007/2008 Annual Operating Budget**  
**Central Stores (Excluding Sewer Enterprise Fund)**

<b>Division Budget by Category</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Personal services	-	-	-	-	-	-	0%
Materials and supplies	65,539	35,677	33,000	88,822	33,946	-	3%
Contract Services	110,247	133,193	97,900	239,558	102,832	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	658,650	464,889	498,109	468,795	482,984	-	-3%
Capital outlay	-	-	1,500	1,500	-	-	0%
<b>Total</b>	<b>834,436</b>	<b>633,760</b>	<b>630,509</b>	<b>798,675</b>	<b>619,762</b>	<b>-</b>	<b>-2%</b>

<b>Budget by Division</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
Central Stores	834,436	633,760	630,509	798,675	619,762	-	-2%
<b>Total</b>	<b>834,436</b>	<b>633,760</b>	<b>630,509</b>	<b>798,675</b>	<b>619,762</b>	<b>-</b>	<b>-2%</b>

<b>Source of Funds:</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Revised 2006/2007</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
General Fund							
Discretionary Revenues	251,484	412,113	447,491	472,174	475,890	-	6%
Gas Tax Fund	72,005	6,468	80,000	80,000	25,372	-	-68%
Development Impact Fund	-	3,165	-	-	-	-	0%
Parking District Fund	-	7,596	-	3,798	2,596	-	0%
Grant Funds	104,000	-	-	-	-	-	0%
Measure J Fund	(67,347)	8,822	9,000	9,000	9,000	-	0%
General CIP Fund	22,050	-	-	-	-	-	0%
LLMD Funds	-	4,536	-	6,162	6,200	-	0%
Benefit Assessment Districts	-	-	-	-	7,670	-	0%
Water Enterprise Fund	75,815	5,695	75,018	81,063	74,055	-	-1%
Storm Drainage Fund	-	-	19,000	19,000	-	-	-100%
General Liability Fund	68,755	185,364	-	127,477	18,979	-	0%
Equipment Replacement Fund	8,473	-	-	-	-	-	0%
Economic Impact Reserve	299,201	-	-	-	-	-	0%
<b>Total</b>	<b>834,436</b>	<b>633,760</b>	<b>630,509</b>	<b>798,675</b>	<b>619,762</b>	<b>-</b>	<b>-2%</b>

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# Authorized Staffing

<b>Department Staff by Position</b>	<b>Actual 2004/2005</b>	<b>Actual 2005/2006</b>	<b>Estimated Actual 2006/2007</b>	<b>Proposed 2007/2008</b>	<b>Council Approved 2007/2008</b>	<b>% Change from 06/07 Budget</b>
<b><i>Police Department</i></b>						
Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	0.0	0.0	0.0	0.0	0.0	0%
Police Captain	1.0	1.0	1.0	1.0	0.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	0.0	0%
Sergeant	4.0	4.0	4.0	4.0	0.0	0%
Officer	13.0	13.0	13.0	13.0	0.0	0%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	0.0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	6.0	6.0	6.0	6.0	0.0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0.0	0%
Police Code Enforcement Officer	1.0	1.0	1.0	1.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>33.5</b>	<b>33.5</b>	<b>33.5</b>	<b>33.5</b>	<b>0.0</b>	<b>0%</b>
<b><i>Public Works Department</i></b>						
Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	0.0	0%
Associate Engineer	0.0	0.0	0.5	0.5	0.0	0%
Senior Management Analyst	1.0	1.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	2.0	2.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	1.0	1.0	0.0	0%
Public Works Superintendent	0.7	0.7	0.7	0.7	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.5	1.5	0.0	0%
Maintenance Worker II	2.6	2.6	3.1	3.1	0.0	0%
Retired Annuitant	0.0	0.3	0.3	0.3	0.0	0%
Maintenance Worker I	2.6	2.6	3.1	3.1	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Plant Supervisor	0.4	0.4	0.0	0.0	0.0	0%
Water Meter Technician	0.5	0.5	0.5	0.5	0.0	0%
Water Services Specialist	1.0	1.0	2.0	2.0	0.0	0%
Maintenance Mechanic	0.0	0.0	0.5	0.5	0.0	0%
<b>Subtotal</b>	<b>17.8</b>	<b>18.1</b>	<b>21.2</b>	<b>21.2</b>	<b>0.0</b>	<b>0%</b>

<u>Department Staff by Position</u>	<u>Actual 2004/2005</u>	<u>Actual 2005/2006</u>	<u>Estimated Actual 2006/2007</u>	<u>Proposed 2007/2008</u>	<u>Council Approved 2007/2008</u>	<u>% Change from 06/07 Budget</u>
<b><i>Community Development Department</i></b>						
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Building Inspector II	0.0	0.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.5	0.5	0.0	0%
<b>Subtotal</b>	<b>4.0</b>	<b>4.0</b>	<b>5.5</b>	<b>5.5</b>	<b>0.0</b>	<b>0%</b>
<b><i>Community Services Department</i></b>						
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.0	0.0	0.2	0.2	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.5	0.0	25%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>12.0</b>	<b>12.0</b>	<b>12.2</b>	<b>12.7</b>	<b>0.0</b>	<b>4%</b>
<b><i>City Administration</i></b>						
City Manager / Attorney	1.0	1.0	1.0	1.0	1.0	0%
IT Manager	0.7	0.7	0.7	0.7	0.7	0%
IT Analyst	0.0	0.7	0.7	0.7	0.7	0%
Administrative Specialist	1.0	1.0	1.0	1.0	1.0	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	0.0	1.0	1.0	1.0	1.0	0%
<b>Subtotal</b>	<b>4.7</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>	<b>6.4</b>	<b>0%</b>
<b><i>Finance Department</i></b>						
Director of Finance	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.4	1.4	1.4	1.4	0.0	0%
Accounting Assistant II	1.4	1.4	1.4	1.4	0.0	0%
Accounting Assistant I	0.5	0.5	0.5	0.5	0.0	0%
Retired Annuitant	0.5	0.5	0.5	0.5	0.0	0%
<b>Subtotal</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>0.0</b>	<b>0%</b>
<b>Total All Departments</b>	<b>77.8</b>	<b>79.8</b>	<b>84.6</b>	<b>85.1</b>	<b>0.0</b>	<b>1%</b>

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