



M E M O R A N D U M
F i n a n c e D e p a r t m e n t

DATE: June 27, 2006

TO: City Council

FROM: Dave Warren
Director of Finance

**SUBJECT: PROPOSED OPERATING BUDGET AND CAPITAL IMPROVEMENT
PROGRAM BUDGET**

RECOMMENDATION:

Approve and adopt the proposed Operating Budget and Capital Improvement Program Budget.

DISCUSSION:

Over the past six months, the City's Budget Team, which is composed of all Department Heads and the City Manager, has collectively developed both the Operating Budget and Capital Improvement Program Budget in a manner that aligns with the Council's established fiscal policies as well as the City's overall goals and objectives. In developing the Operating Budget, the Budget Team took a status quo approach to most operating expenditures and adjusted line items according to price fluctuations in City purchased goods and services as well as inflationary impacts such as the rising cost of gasoline and propane over the past twelve months.

As in the past, staff used full-exposure budgeting (e.g., salaries at top step, health benefits at the family rate, etc.) so that year-to-year trends are not distorted by fluctuations within cost structures. This practice also aids in more accurate budgeting and forecasting. In developing revenue projections, staff used prudent assumptions based on current revenue trends, Council authorized revisions to the Master Fees schedule, and State revenue legislation. To further refine the budget development process, the Council, City Manager, and Department Heads also conducted a three-part series of goal setting/budget workshops this past spring.

The attached Fiscal Year 2006/2007 Operating Budget and Capital Improvement Program Budget document is the same format as in past years including multi-year summaries of all aggregate revenues and expenditures as well as detailed expenditure summaries for all City departments and divisions. The proposed budget amounts have not changed since Budget Open Hearing held June 13, 2006.

ANALYSIS:

The proposed Operating Budget is balanced and totals \$15,423,675 (all funds). Of the aggregate \$15,423,675 amount, \$8,594,250 is for General Fund uses.

The General Fund Operating budget is summarized as follows:

Revenues Before Adjustments	\$ 8,358,336
Proposition 1A (Restored Property Tax)	103,000
Net General Fund Revenues	<u>8,461,336</u>

Transfers in:	<u>132,914</u>
Total General Fund revenues & transfers in	<u>\$ 8,594,250</u>

Proposed Operating Expenditures	\$ 8,204,375
2006/2007 CalPERS Retirement Increase	13,502
2006/2007 Medical Insurance Increase	89,310
2006/2007 Worker's Compensation Relief	(53,292)
Contingency for Unforeseen Expenditures	150,000
Alternative Service Level Requests	<u>143,288</u>
Subtotal expenditures	<u>8,547,183</u>
Transfers Out: Liability Insurance	<u>47,067</u>
Total General Fund expenditures & transfers out	<u>\$ 8,594,250</u>

It's important to note that this is the first time since Fiscal Year 2001/2002 that the City has not had to dip into reserves to cover cost spikes in medical insurance, retirement contributions, and worker's compensation insurance. The proposed Water Enterprise Fund Operating Budget includes the results of the recently completed draft water revenue program. Staff will present the proposed draft water revenue program to the Council later this summer. The proposed Alternative Service Level (ASL) positions, capital outlay line items, and CIP projects allocated to the Water Enterprise Fund will not be implemented until the new water revenue program is approved by the Council.

Based on the outcome of the draft water revenue program, staff is recommending that the previously proposed \$150,000 Water System Plan, Phase II project be deferred until Fiscal Year 2007/2008.

The proposed Capital Improvement Program Budget is summarized below:

CIP REVENUE SOURCES

General Capital Improvement Fund	\$ 135,200
Gas Tax Fund	560,666
Caltrans Reimbursements	3,400,000
Article 3	20,000
AQMD	300,000
Federal Appropriations	1,000,000
Water Enterprise Fund	70,459
Sewer Enterprise Fund	246,559
Storm Drainage Fund	30,000
General Liability Fund	87,600
FEMA Grant	67,500
Total CIP revenue sources	\$ 5,917,984

CIP EXPENDITURE USES

Police Station Flooring/Interior Painting	22,800
Canal Street Drainage Repair	217,000
Geographical Information System (GIS)	60,000
Placerville Drive Pavement Repair	342,000
Western Placerville Drive Interchange	3,400,000
Annual Street Stripe	15,000
N.P.D.E.S. Storm Water Permit Implementation	60,000
Placerville Station II, Phase I	1,300,000
City Facility Backflow Prevention Device Installation Program	25,300
Sanitary Sewer Master Plan	200,000
Update of Design Manual	20,000
Safety Fencing at Aquatics Complex	15,600
Scout Hall Roof Replacement	12,000
Gold Bug Park Fire Safe Plan	67,500
Actuarial Study for Post-Employment Health Benefits (GASB 43 & 45)	10,000
Online Utility Payment Software Upgrade	25,784
Placerville Drive Development Plan	60,000
Sidewalk Repair Identification & Implementation	20,000
Street Maintenance Management Plan	5,000
Storm Drain Improvements	30,000
Hangtown Creek Master Plan	10,000
Total CIP expenditure uses	\$ 5,917,984

Both the proposed Operating and CIP Budgets embrace the Council's short and long-term goals and objectives and focus on local infrastructure. This year's spending plan is an investment in the future that the community, City Council, and staff can be proud of.

Tonight, staff respectfully requests the Council to approve the proposed Fiscal Year 2006/2007 Operating and CIP Budget as presented.

Dave Warren
Director of Finance

Reviewed and Approved:

John Driscoll
City Manager/City Attorney

CITY OF PLACERVILLE

PROPOSED OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

2006/2007



Historic Cary House Hotel
Placerville, California

CITY OF PLACERVILLE
PROPOSED GENERAL FUND AND
SPECIAL FUND OPERATING BUDGET
2006/2007

CITY COUNCIL

Pierre Rivas, Mayor
Mark Acuna, Vice Mayor
Roberta Colvin
Carl Hagen
Marian Washburn

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

This page was intentionally left blank.

July 1, 2006

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2006-2007 Proposed Budget Message

Dear Mayor Rivas and Councilmembers:

I am pleased to present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2006-2007. 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 did not include Wastewater and Enterprise funds as the City was in the process of making adjustments to those rates. The wastewater rates have been adjusted and it is anticipated that the water rates will be modified in August of this year. The rate model has been completed and will shortly be published for public review. That portion of the budget relating to the Water Enterprise Fund is predicated on the proposed rates being adopted. In the event the adopted rates differ materially from the projected rates, the budget will be modified accordingly.

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.

Some uncertainties still remain as the State has yet to pass its budget for the upcoming fiscal year and it is unknown at this point whether or not the State proposition relating to infrastructure funding will pass. The budget as presented does not make any assumptions with respect to those funds. The budget does reflect increased medical insurance premiums and increased City contributions to CalPERS. However, for the first time in several years, the budget does not include transfers from reserves to cover these increased costs.

Staff has also taken into consideration that there has been a noticeable increase in sales tax revenues over the last fiscal year. As a result, sales tax revenues are being forecast at an increased amount over what was projected in the previous fiscal year's budget. The amount being forecast is consistent with the higher amount of sales tax which the City has received in Fiscal Year 2005-2006.

This page was intentionally left blank.

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.

Because of a substantial surplus for Fiscal Year 2005-2006 capital outlay requests are actually being funded out of that surplus. Alternative service level requests and capital outlay requests include additional personnel to provide better public service and are designed to assist in infrastructure improvements for the City. This year's requests include additional personnel for water and sewer service needs which will free existing personnel to concentrate on the streets, on the storm drains and other infrastructure. Equipment purchases also designed to aid in street repair maintenance, storm drain maintenance and sewer repair and replacement.

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 2006-2007 fiscal year. Projects included in the Capital Improvement Program are based upon Council directives and goals, health and safety, cost recovery, and cost efficiency, public service needs and deliverability. This year's Capital Improvement Program places emphasis on transportation-related projects and includes payment maintenance for Placerville Drive and street striping. Also included are items such as the Hangtown Creek Master Plan, Canal Street drainage repair, continued implementation of the City's GIS and Placerville Station II, Phase 1.

The result is a balanced budget, which provides for necessary and essential public services, reasonable personnel benefits and maintains a prudent contingency. This year's budget continues with the implementation of last year's salary survey and also provides cost of living increases for personnel. It is significant that the increases in this year's medical insurance premiums and CalPERS benefits are not paid for from reserves. This year as with previous years, the budget is a living document and will be revisited periodically as circumstance require.

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

Very truly yours,

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

JWD:lrn

h:\cmca\budget\CityCouncil06-07.ltr

This page was intentionally left blank.

This page was intentionally left blank.

This page was intentionally left blank.

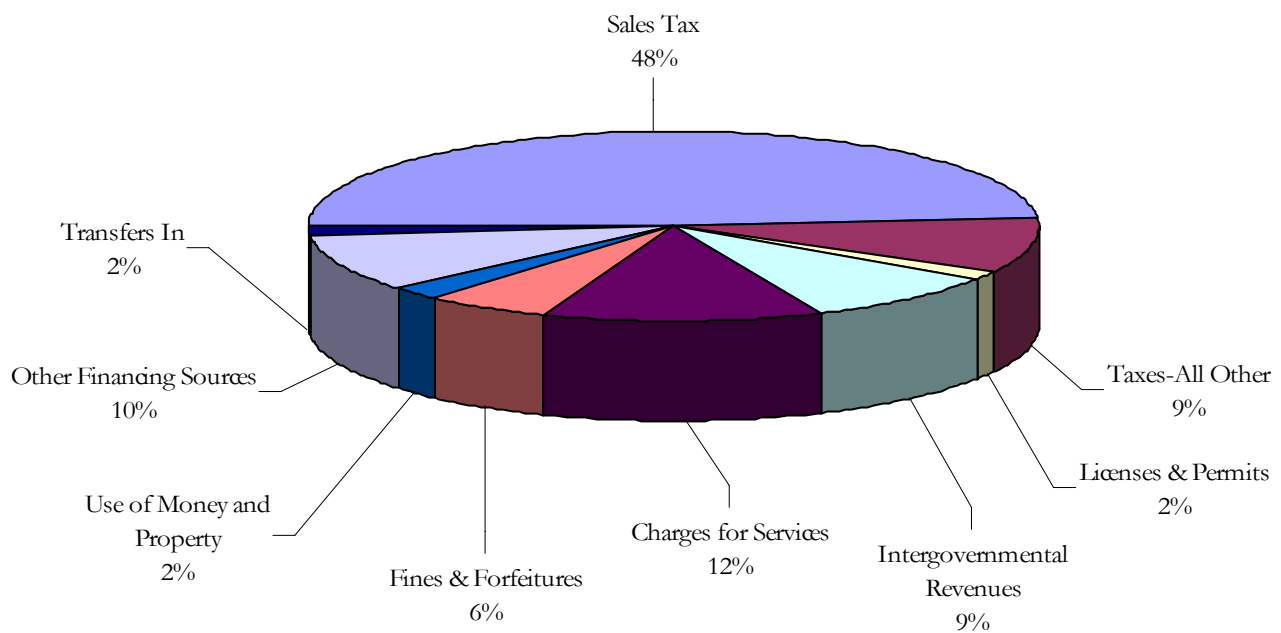


Revenue and Expenditure Summaries

Projected General Fund Revenues & Transfers In By Source Fiscal Year 2006/2007

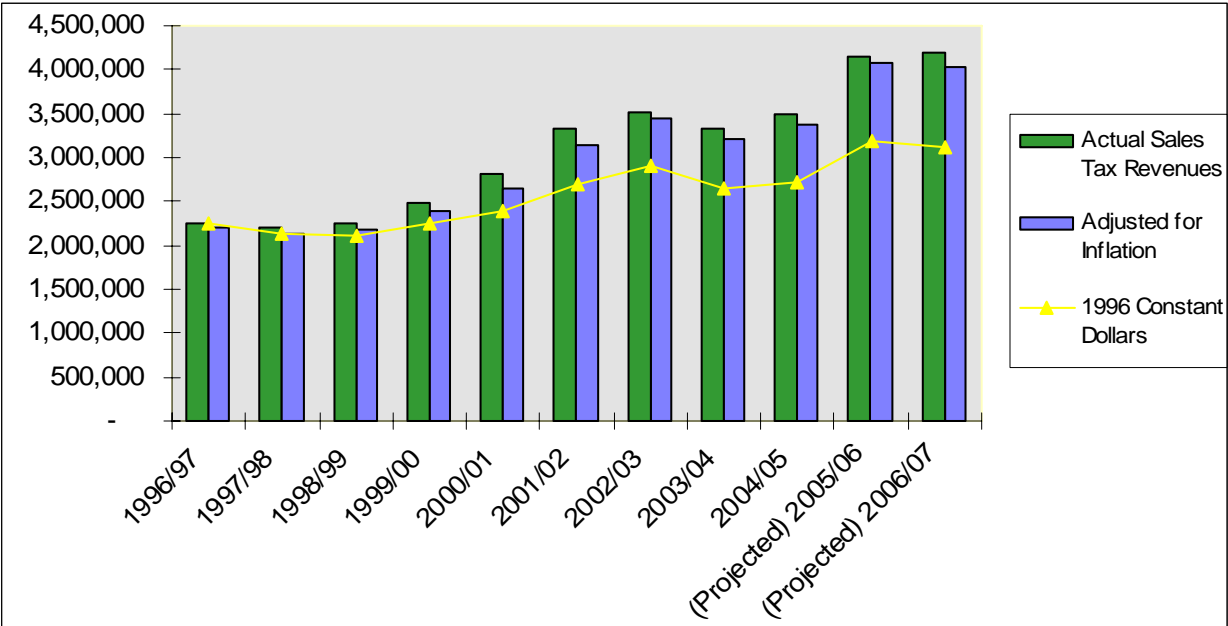
Sales Tax	\$ 4,188,000	48%
All Other Taxes	792,000	9%
Licences & Permites	135,000	2%
Intergovernmental Revenues	764,160	9%
Charges for Service	1,056,500	12%
Fines & Forfeitures	500,000	6%
Use of Money & Property	178,400	2%
Other Financing Sources	<u>847,276</u>	10%
Total revenues	<u>8,461,336</u>	
Transfers In	<u>132,914</u>	2%
 Total revenues & transfers in	 <u><u>\$ 8,594,250</u></u>	 100%

Projected General Fund Revenues & Transfers In By Source Fiscal Year 2006/2007



This page was intentionally left blank.

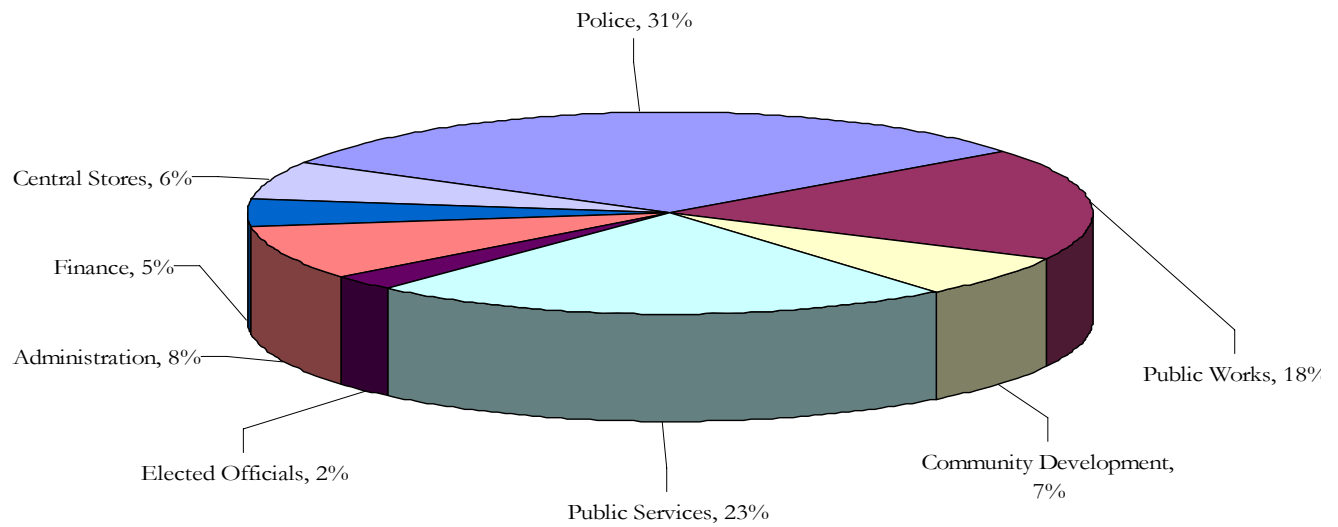
Local Sales Tax Trend



Proposed General Fund Operating Budget Expenditures & Transfers Out By Department Fiscal Year 2006/2007

Police	\$ 2,643,502	31%
Public Works	1,547,625	18%
Community Development	560,897	7%
Community Services	1,941,192	23%
Elected Officials	204,918	2%
City Administration	720,820	8%
Finance	396,064	5%
Central Stores	579,232	6%
Total	<u>\$ 8,594,250</u>	100%

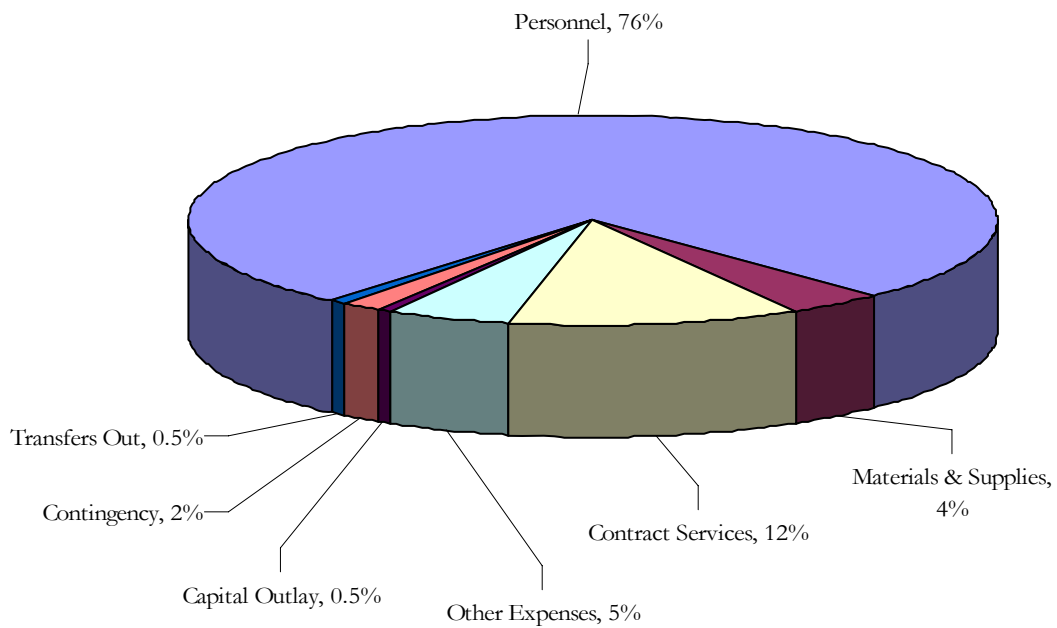
Proposed General Fund Operating Budget Expenditures & Transfers Out By Department Fiscal Year 2006/2007



Proposed General Fund Operating Expenditures By Category Fiscal Year 2006/2007

Personnel	\$ 6,571,129	76%
Materials & Supplies	345,019	4%
Contract Services	988,543	12%
Other Expenses	442,492	5%
Capital Outlay	50,000	0.5%
Contingency	150,000	2%
Subtotal expenditures	<u>8,547,183</u>	
Transfers Out	<u>47,067</u>	0.5%
Total expenditures & transfers out	<u><u>\$ 8,594,250</u></u>	100%

Proposed General Fund Operating Expenditures By Category Fiscal Year 2006/2007



Fiscal Year 2006/2007 Proposed Operating Budget

Summary of Revenues – All Funds

	<i>Actual</i> <i>2003/2004</i>	<i>Actual</i> <i>2004/2005</i>	<i>Revised</i> <i>2005/2006</i>	<i>Forecast</i> <i>2005/2006</i>	<i>Proposed</i> <i>2006/2007</i>
GENERAL FUND					
Sales Tax	\$ 3,318,345	\$ 3,545,722	\$ 3,803,888	\$ 4,133,545	\$ 4,188,000
Taxes - All Other	716,129	691,918	598,300	714,906	792,000
Licenses and Permits	174,494	97,690	115,000	115,000	135,000
Intergovernmental Revenues	471,314	783,222	620,726	777,228	764,160
Charges for Services	965,630	884,105	1,044,500	776,338	1,056,500
Fines and Forfeitures	561,084	531,299	441,000	491,830	500,000
Use of Money and Property	255,247	176,280	113,500	258,245	178,400
Other Financing Sources	402,223	359,930	717,320	912,183	847,276
Subtotal	<u>\$ 6,864,467</u>	<u>\$ 7,070,167</u>	<u>\$ 7,454,234</u>	<u>\$ 8,179,275</u>	<u>\$ 8,461,336</u>
GAS TAX FUND					
Gas Tax	\$ 217,437	\$ 219,510	\$ 219,551	\$ 260,590	\$ 261,590
Use of Money and Property	5,611	32,458	5,249	10,494	6,000
Subtotal	<u>\$ 223,048</u>	<u>\$ 251,968</u>	<u>\$ 224,800</u>	<u>\$ 271,084</u>	<u>\$ 267,590</u>
MEASURE J					
Sales Tax	\$ 723,190	\$ 827,015	\$ 900,000	\$ 978,396	\$ 978,000
Intergovernmental Revenues	-	-	-	-	25,000
Use of Money and Property	5,281	11,201	7,000	14,739	32,000
Subtotal	<u>\$ 728,470</u>	<u>\$ 838,215</u>	<u>\$ 907,000</u>	<u>\$ 993,135</u>	<u>\$ 1,035,000</u>
WATER ENTERPRISE FUND					
Charges for Service	\$ 998,718	\$ 976,761	\$ 1,002,793	\$ 1,061,000	\$ 1,624,290
Use of Money and Property	16,776	22,934	4,000	1,300	21,000
Subtotal	<u>\$ 1,015,494</u>	<u>\$ 999,694</u>	<u>\$ 1,006,793</u>	<u>\$ 1,062,300</u>	<u>\$ 1,645,290</u>
SEWER ENTERPRISE FUND					
Charges for Service	\$ 2,116,336	\$ 2,021,149	\$ 2,525,511	\$ 2,528,511	\$ 3,854,717
Use of Money and Property	33,971	11,124	79,934	2,718	103,000
Subtotal	<u>\$ 2,150,308</u>	<u>\$ 2,032,273</u>	<u>\$ 2,605,445</u>	<u>\$ 2,531,229</u>	<u>\$ 3,957,717</u>
PARKING DISTRICT FUND	\$ 26,848	\$ 29,230	\$ 29,000	\$ 30,000	\$ 32,000
GRANT FUNDS	\$ 271,391	\$ 723,729	\$ 101,226	\$ 102,502	\$ 156,161
LLMD FUNDS	\$ 33,779	\$ 36,157	\$ 34,719	\$ 35,447	\$ 35,369
GENERAL RESERVE FUNDS	\$ 28,942	\$ 92,361	\$ -	\$ 17,859	\$ 38,000
TOTAL REVENUE SOURCES	<u>\$ 11,342,746</u>	<u>\$ 12,073,794</u>	<u>\$ 12,363,217</u>	<u>\$ 13,222,831</u>	<u>\$ 15,628,463</u>
Operating Expenditures	\$ 11,062,294	\$ 11,344,465	\$ 11,821,417	\$ 12,925,789	\$ 15,191,573
Capital Improvement	251,510	636,968	524,800	269,367	398,890
Reserves and Contingencies	28,942	92,361	17,000	27,675	38,000
TOTAL EXPENDITURE USES	<u>\$ 11,342,746</u>	<u>\$ 12,073,794</u>	<u>\$ 12,363,217</u>	<u>\$ 13,222,831</u>	<u>\$ 15,628,463</u>

Fiscal Year 2006/2007 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	<i>Actual</i> <i>2003/2004</i>	<i>Actual</i> <i>2004/2005</i>	<i>Revised</i> <i>2005/2006</i>	<i>Forecast</i> <i>2005/2006</i>	<i>Proposed</i> <i>2006/2007</i>
OPERATING EXPENDITURES					
Patrol Services	\$ 1,820,328	\$ 2,044,013	\$ 2,199,006	\$ 2,163,723	\$ 2,265,167
Investigations	135,515	243,791	275,566	127,923	289,767
Police Records / Dispatch	600,386	606,174	704,229	629,785	735,545
Police Administration	601,679	528,629	640,313	506,367	647,457
Engineering	696,563	706,374	925,467	822,115	1,116,882
Streets & Roads	441,511	552,766	517,395	473,018	584,537
Water and Sewer Lines	589,406	685,178	843,136	759,983	1,540,744
Water Acquisition and Delivery	474,968	524,505	580,764	493,116	624,149
Wastewater Treatment	1,249,361	1,504,514	1,521,796	1,634,271	1,702,005
Downtown Parking	21,288	21,139	22,200	18,314	31,900
Planning	81,027	87,781	98,785	107,105	120,569
Building Inspection	87,588	109,379	109,773	105,792	194,610
CDD Administration	174,891	196,897	224,130	201,044	245,718
Parks	491,686	572,559	534,030	545,025	566,390
Recreation	702,722	705,111	892,850	824,349	908,250
Facility Maintenance	194,906	153,221	226,008	281,897	286,122
CSD Administration	212,261	199,615	200,080	257,098	224,567
City Council/Clerk and Treasurer	154,058	143,898	159,997	119,159	204,918
City Attorney	196,809	97,383	129,323	77,031	133,999
City Management	252,144	233,040	318,368	331,688	345,180
Information Services	151,437	234,804	288,294	294,038	343,509
Human Resources	82,833	97,833	103,326	107,115	114,013
Grant Administration	73,085	80,871	87,974	91,524	92,161
Financial Management	262,785	326,986	366,216	240,465	396,064
Utility Billing	357,119	270,070	327,158	430,211	378,086
Central Stores	1,614,135	1,255,345	1,075,757	772,836	1,331,366
Total Operating Expenditures	<u>\$ 11,720,491</u>	<u>\$ 12,181,876</u>	<u>\$ 13,371,941</u>	<u>\$ 12,414,992</u>	<u>\$ 15,423,675</u>
FUNDING SOURCES					
General Fund Revenues	\$ 7,111,626	\$ 7,024,961	\$ 7,454,234	\$ 7,343,278	\$ 8,461,336
Gas Tax	80,000	72,005	35,007	35,007	80,000
Development Impact Fund	-	-	4,000	4,000	-
Measure J Revenues	740,732	826,127	1,098,042	926,098	1,190,643
Water Enterprise	1,030,285	1,096,070	1,198,600	1,088,469	1,645,290
Sewer Enterprise	2,038,118	2,453,617	2,605,445	2,476,336	3,746,417
Sewer Rate Stabilization Fund	-	-	301,593	301,593	-
Storm Drainage Fund	-	-	-	-	19,000
Leased Parking Revenues	21,288	21,139	22,200	18,314	31,900
Grant Funds	73,085	184,871	207,204	193,466	204,952
Orchard Hill and G Duffey LLMD	36,071	39,745	46,415	28,431	44,137
General CIP Fund	100,000	22,050	-	-	-
General Liability Reserve	281,549	33,617	-	-	-
Equipment Replacement Fund	-	8,473	-	-	-
Economic Impact Reserve	207,737	399,201	399,201	-	-
Total Funding Sources	<u>\$ 11,720,491</u>	<u>\$ 12,181,876</u>	<u>\$ 13,371,941</u>	<u>\$ 12,414,992</u>	<u>\$ 15,423,675</u>

This page was intentionally left blank.



Table of Contents

<u>POLICE DEPARTMENT</u>	<u>25</u>
<u>Patrol Services</u>	<u>28</u>
<u>Investigations</u>	<u>30</u>
<u>Police Records/Dispatch</u>	<u>32</u>
<u>Police Administration</u>	<u>34</u>
<u>PUBLIC WORKS DEPARTMENT</u>	<u>37</u>
<u>Engineering</u>	<u>40</u>
<u>Streets and Roads</u>	<u>42</u>
<u>Water and Sewer Lines</u>	<u>44</u>
<u>Water Acquisition and Delivery</u>	<u>46</u>
<u>Wastewater Treatment</u>	<u>48</u>
<u>Downtown Parking</u>	<u>50</u>
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>	<u>53</u>
<u>Planning</u>	<u>56</u>
<u>Building Inspection</u>	<u>58</u>
<u>CDD Administration</u>	<u>60</u>
<u>COMMUNITY SERVICES DEPARTMENT</u>	<u>63</u>
<u>Parks</u>	<u>66</u>
<u>Recreation</u>	<u>68</u>
<u>Facility Maintenance</u>	<u>70</u>
<u>Community Services Administration</u>	<u>72</u>
<u>ELECTED OFFICIALS</u>	<u>75</u>
<u>City Council, Clerk, and Treasurer</u>	<u>76</u>
<u>CITY ADMINISTRATION</u>	<u>79</u>
<u>City Attorney</u>	<u>82</u>
<u>City Manager</u>	<u>84</u>
<u>Information Services</u>	<u>86</u>
<u>Human Resources/City Clerk</u>	<u>88</u>
<u>Grant Administration</u>	<u>90</u>
<u>FINANCE</u>	<u>93</u>
<u>Financial Management</u>	<u>96</u>
<u>Utility Billing</u>	<u>98</u>
<u>CENTRAL STORES</u>	<u>101</u>
<u>AUTHORIZED STAFFING</u>	<u>105</u>

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Estimated			
	Actual 2003/2004	Actual 2004/2005	Actual 2005/2006	Proposed 2006/2007
Patrol Services				
Arrests	804	878	900	925
Citations	5,117	3,958	4,250	5,000
Calls for service	17,301	16,672	17,000	17,250
Crime / incident	2,831	2,970	3,000	3,000
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,100	2,300	2,300	2,500
Investigations				
Abuse	33	22	25	30
Robberies	5	8	5	6
Reports	277	240	250	260
Internal Affairs	3	3	3	3
Background	5	6	14	5
Arson	3	1	1	1
Homicide	-	1	-	-
Narcotics	65	65	65	65
Records / Support				
Calls	38,000	38,000	38,000	38,000
Customers	5,500	5,500	5,500	5,500
Crime reports	2,831	2,970	3,000	3,000
Abatement reports	68	54	60	60

Department Staff by Position	Estimated				Council Approved 2006/2007	% Change from 05/06 Budget
	Actual 2003/2004	Actual 2004/2005	Actual 2005/2006	Proposed 2006/2007		
Chief of Police	1.0	1.0	1.0	1.0	0	0%
Police Commander	0.0	0.0	0.0	0.0	0	0%
Police Captain	2.0	1.0	1.0	1.0	0	0%
Police Lieutenant	0.0	1.0	1.0	1.0	0	
Sergeant	4.0	4.0	4.0	4.0	0	0%
Officer	13.0	13.0	13.0	13.0	0	0%
Traffic Enforcement Officer	0.0	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 Code Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Secretary to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
Total	32.5	33.5	33.5	33.5	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Department Budget

Police

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	2,862,031	3,058,176	3,491,963	3,110,087	3,682,615	-	5%
Materials and supplies	82,471	79,372	88,519	97,597	96,419	-	9%
Contract Services	175,492	180,923	137,812	136,366	117,240	-	-15%
Overhead	-	-	-	-	-	-	0%
Other expense	22,638	35,499	31,000	31,686	41,662	-	34%
Capital outlay	15,276	68,637	69,820	52,062	-	-	-100%
Total	3,157,908	3,422,607	3,819,114	3,427,798	3,937,936	-	3%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Patrol Services	1,820,328	2,044,013	2,199,006	2,163,723	2,265,167	-	3%
Investigations	135,515	243,791	275,566	127,923	289,767	-	5%
Records and Dispatch	600,386	606,174	704,229	629,785	735,545	-	4%
Police Administrative Support	601,679	528,629	640,313	506,367	647,457	-	1%
Total	3,157,908	3,422,607	3,819,114	3,427,798	3,937,936	-	3%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	1,732,713	1,896,645	2,140,920	1,868,270	2,080,502	-	-3%
Measure J	732,949	855,974	1,054,168	916,498	1,181,643	-	12%
Grants	70,869	37,500	100,026	101,942	112,791	-	13%
Booking Fees	61,477	55,629	-	846	-	-	0%
Fines and Forfeitures	499,607	475,670	441,000	490,984	500,000	-	13%
POST Reimbursement	9,444	14,830	13,000	13,000	13,000	-	0%
Police Services Revenues	50,848	86,359	70,000	36,259	50,000	-	-29%
Total	3,157,908	3,422,607	3,819,114	3,427,798	3,937,936	-	3%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Police

Division: Patrol

2005/06 REVIEW

- Made 857 physical arrests (excluding cited and released). 556 arrests were billable bookings (Calendar year 2005).
- Wrote approximately 1,105 citations for moving and non-moving violations. We also wrote 2,781 parking citations (Calendar year 2005).
- Responded to 16,843 calls for service and wrote 2,625 crime/incident reports (Calendar year 2005).
- Average response time to Priority "A" calls for 2005 was approximately 5:46 minutes, (5:51 minutes for 2004). Our 2005 response time to Priority "B" (non-emergency) calls was approximately 8:57 minutes, (10:07 minutes for 2004).
- Experienced another decrease in injury related traffic collisions from 52 (2004) to 43 (2005). There have been no fatal traffic collisions to date.
- Our School Resource Officer continued part-time on the El Dorado High School campus. This makes our presence at the school for the seventh year in succession. The SRO participates on the EDUHSD district-wide safety committee.
- Our Community Services Officer was again instrumental in our very successful National Night Out Program in 2005. We again received national recognition as the #2 outstanding program for cities our size 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, 2006.
- Average Officer experience level has risen to approximately 8 years as compared to 2 to 3 years 6-7 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 sixth year in a row.
- All Officers have been trained to use Bennelli shotguns, Armalite AR15 rifles, and the new Glock 22 handguns.
- The Special Response Team (SRT) has continued in its sixth 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 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 motorcycle has been ordered and the traffic enforcement Dodge Police vehicle has been received.

2006/07 BUDGET

- Continue to promote our COPPS philosophy in our neighborhoods and business areas. We intend to place special emphasis on problem oriented policing including use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Strengthen our volunteer programs and our crime prevention outreach programs with the assistance of our CSO and supervisory staff.
- Replace at least one of our high mileage patrol vehicles.
- Assign a new officer to the School Resource Officer position to return to a full-time deployment of the SRO at El Dorado High School.
- Manage the OTS grant and implement all aspects of the Traffic Enforcement and Education Program.

Department Staff by Position	Actual		Estimated	Proposed	Council Approved	% Change from 05/06 Budget
	2003/2004	Actual 2004/2005	Actual 2005/2006			
Sergeant	3.0	3.0	3.0	3.0	0	0%
Officer	12.0	12.0	12.0	12.0	0	0%
Traffic Enforcement Officer	0.0	1.0	1.0	1.0	0	0%
Community Services Officer	1.0	1.0	1.0	1.0	0	0%
Code Enforcement Officer	1.0	1.0	1.0	1.0	0	0%
Total	17.0	18.0	18.0	18.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Patrol

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	1,718,027	1,899,932	2,048,955	1,991,441	2,154,672	-	5%
Materials and supplies	54,569	60,173	63,769	79,356	70,269	-	10%
Contract Services	38,353	36,140	25,938	28,223	24,775	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	6,820	13,645	10,524	14,226	15,451	-	47%
Capital outlay	2,559	34,123	49,820	50,478	-	-	-100%
Total	1,820,328	2,044,013	2,199,006	2,163,723	2,265,167	-	3%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Patrol Services	1,715,269	1,929,286	2,067,595	2,045,318	2,124,186	-	3%
Community Services	48,773	56,607	68,876	61,340	69,040	-	0%
Parking Enforcement	56,285	58,120	62,535	57,065	71,941	-	15%
Total	1,820,328	2,044,013	2,199,006	2,163,723	2,265,167	-	3%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	611,894	765,043	770,518	897,487	716,742	-	-7%
Measure J	516,188	608,981	804,462	623,206	872,634	-	8%
Grants	70,869	37,500	100,026	101,942	112,791	-	13%
Booking Fees	61,477	55,629	-	846	-	-	0%
Fines and Forfeitures	499,607	475,670	441,000	490,984	500,000	-	13%
POST Reimbursement	9,444	14,830	13,000	13,000	13,000	-	0%
Police Services Revenues	50,848	86,359	70,000	36,259	50,000	-	-29%
Total	1,820,328	2,044,013	2,199,006	2,163,723	2,265,167	-	3%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Police

Division: Investigations

2005/06 REVIEW

- Burglary clearance rate for 2005 was 19%. There were 81 burglaries reported for 2005, down 9 burglaries from the 90 reported in 2004.
- Estimated dollar value amount of property reported stolen for 2005 was \$662,701. This is up slightly from the 2004 figure of \$634,390. The recovery rate remained stable at 57% (\$378,765), the same rate as 2004.
- Two full time detectives continued working in the investigations bureau for most of the fiscal year. One of the detectives left for maternity leave in March 2006 and is due to return in July 2006. This will have a short term staffing effect on the bureau.
- To date there were no homicides within the City of Placerville for FY 2005/2006.
- Investigated 21 cases involving suspected child abuse/neglect and child molestation. This represents a slight decrease compared to the 22 cases reported in 2004/2005.
- Investigated 2 reported cases of rape in 2005. This was down from the 3 reports in 2004.
- Monitored approximately 25 registered sex offenders during 2005, 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.

2006/07 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 Crime Scene Investigation/Communications Vehicle so it can function as a mobile crime scene response vehicle, mobile command center and mobile communications vehicle.
- Identify key POST training courses for the detectives to attend in an effort to further increase effectiveness.
- Increase our effectiveness with surveillance efforts for all types of reported crimes.
- Continue to aggressively investigate cases involving narcotics and gang related crimes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Sergeant	1.0	1.0	1.0	1.0	0	0%
Officer	1.0	1.0	1.0	1.0	0	0%
Total	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Division Budget

Investigations

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	117,584	232,250	258,635	113,908	272,643	-	5%
Materials and supplies	2,798	1,605	2,515	1,320	2,515	-	0%
Contract Services	5,990	5,065	9,150	6,316	9,300	-	2%
Overhead	-	-	-	-	-	-	0%
Other expense	3,537	4,871	5,266	6,379	5,309	-	1%
Capital outlay	5,606	-	-	-	-	-	0%
Total	135,515	243,791	275,566	127,923	289,767	-	5%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Crime Scene Investigations	135,515	243,791	275,566	127,923	289,767	-	5%
Total	135,515	243,791	275,566	127,923	289,767	-	5%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	81,382	162,924	183,826	39,327	185,970	-	1%
Measure J	54,132	80,866	91,740	88,596	103,797	-	13%
Total	135,515	243,791	275,566	127,923	289,767	-	5%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2005/06 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 2,970 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 50+ vehicle abatement reports, resulting in 40 actual abatements.
- Conducted approximately 300 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 17,000 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 a citywide effort to get surplus property to an auction company.
- Continued implementation of the false alarm billing process.
- We continue to offer the live scan fingerprinting to the community.
- Implemented wireless E911 call taking and related geographic mapping.

2006/07 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Police Support Services Supervisor	1.0	1.0	1.0	1.0	0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	0	0%
Police Dispatcher/Records Tech.	6.0	6.0	6.0	6.0	0	0%
Total	9.5	9.5	9.5	9.5	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Records and Dispatch

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	561,988	574,039	639,928	594,055	687,620	-	7%
Materials and supplies	9,643	6,763	8,625	8,216	10,025	-	16%
Contract Services	22,661	23,078	28,950	24,217	28,950	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	6,095	2,294	6,726	3,296	8,950	-	33%
Capital outlay	-	-	20,000	-	-	-	0%
Total	<u>600,386</u>	<u>606,174</u>	<u>704,229</u>	<u>629,785</u>	<u>735,545</u>	<u>-</u>	4%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Records Management	237,233	102,524	162,717	123,355	149,506	-	-8%
Dispatch	<u>363,154</u>	<u>503,650</u>	<u>541,512</u>	<u>506,430</u>	<u>586,039</u>	<u>-</u>	8%
Total	<u>600,386</u>	<u>606,174</u>	<u>704,229</u>	<u>629,785</u>	<u>735,545</u>	<u>-</u>	4%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	<u>600,386</u>	<u>606,174</u>	<u>704,229</u>	<u>629,785</u>	<u>735,545</u>	<u>-</u>	4%
Total	<u>600,386</u>	<u>606,174</u>	<u>704,229</u>	<u>629,785</u>	<u>735,545</u>	<u>-</u>	4%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Police

Division: Police Administration

2005/06 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.
- Continued work on the implementation of the Wireless computer data terminal project.
- Completed the POST Team Building Workshop follow-up to facilitate transition of new administrative staff.
- 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 and approval 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.

2006/07 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- 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.
- Complete the wireless data network project.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual	2006/2007	Approved	from 05/06
Department Staff by Position			2005/2006		2006/2007	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 Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0	0%
Total	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Police Administration

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	464,432	351,955	544,445	410,684	567,680	-	4%
Materials and supplies	15,461	10,831	13,610	8,705	13,610	-	0%
Contract Services	108,489	116,641	73,774	77,610	54,215	-	-27%
Overhead	-	-	-	-	-	-	0%
Other expense	6,187	14,688	8,484	7,784	11,952	-	41%
Capital outlay	7,111	34,514	-	1,584	-	-	0%
Total	601,679	528,629	640,313	506,367	647,457	-	1%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Police Department Admin	601,679	528,629	640,313	506,367	647,457	-	1%
Total	601,679	528,629	640,313	506,367	647,457	-	1%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	439,051	362,503	482,347	301,671	442,245	-	-8%
Measure J	162,628	166,126	157,966	204,696	205,212	-	30%
Total	601,679	528,629	640,313	506,367	647,457	-	1%

This page was intentionally left blank



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 2006/2007 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual 2003/2004	Actual 2004/2005	Estimated 2005/2006	Proposed 2006/2007
Engineering				
Capital improvement projects	30	30	20	16
Speed surveys	2	-	2	0
Permits	190	195	195	195
USA dig notices	350	350	350	350
Calls for service	180	40	34	60
Parcel / subdivision map review	350	70	55	60
Building plan review	390	150	110	150
Building inspection	350	140	140	150
Streets and Roads				
Calls for service	250	465	465	480
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
Water / Sewer				
Calls for service	70	50	50	50
Gallons water treated/per day	1.2m	-	-	na
Meter replacement	300	78	78	50
Connection application	29	29	34	35
Gallons sewer treated/per day	1.3m	1.3m	1.3m	1.3m
Miles of sewer lines	54	54	54	54

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 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%
CIP Engineer	0.0	0.0	0.0	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	0.5	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	3.0	0.0	50%
Maintenance Worker II	4.0	4.0	4.0	5.0	0.0	25%
Maintenance Worker I	4.0	4.0	5.0	6.0	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Plant Supervisor	0.4	0.4	0.4	0.0	0.0	-100%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	2.0	0.0	100%
Wastewater Treatment Plant Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Senior Wastewater Treatment Plant Operator	2.0	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior WWTP Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.0	0.0	0.0	1.0	0.0	0%
Wastewater Treatment Plant Operator II	2.0	2.0	2.0	2.0	0.0	0%
Total	29.4	29.4	30.4	36.5	1.0	20%

Fiscal Year 2006/2007 Annual Operating Budget

Division Budget

Public Works

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	1,887,345	2,189,824	2,551,107	2,221,416	3,143,534	-	23%
Materials and supplies	567,578	638,994	668,410	736,951	839,002	-	26%
Contract Services	621,580	623,207	564,855	628,107	668,650	-	18%
Overhead	329,408	300,981	369,842	422,013	499,350	-	35%
Other expense	33,385	49,488	73,957	45,069	76,831	-	4%
Capital outlay	33,800	191,981	182,587	147,260	372,850	-	104%
Total	3,473,097	3,994,476	4,410,758	4,200,816	5,600,217	-	27%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Engineering	696,563	706,374	925,467	822,115	1,116,882	-	21%
Streets and Roads	441,511	552,766	517,395	473,018	584,537	-	13%
Downtown Parking	21,288	21,139	22,200	18,314	31,900	-	44%
Water & Sewer Lines	589,406	685,178	843,136	759,983	1,540,744	-	83%
Water Acquisition & Delivery	474,968	524,505	580,764	493,116	624,149	-	7%
Wastewater Treatment	1,249,361	1,504,514	1,521,796	1,634,271	1,702,005	-	12%
Total	3,473,097	3,994,476	4,410,758	4,200,816	5,600,217	-	27%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	801,648	847,992	881,187	881,323	1,047,625	-	19%
Engineering Fees	205,724	211,094	200,000	232,601	200,000	-	0%
Gas Tax Fund	80,000	72,005	35,007	35,007	50,000	-	43%
Leased Parking Revenues	21,288	21,139	22,200	18,314	31,900	-	44%
Cost Recovery	50,703	128,050	300,000	146,201	250,000	-	-17%
Water Enterprise Fund	803,070	801,824	928,623	808,641	1,275,370	-	37%
Sewer Enterprise Fund	1,510,665	1,912,373	2,043,741	2,078,728	2,745,322	-	34%
Total	3,473,097	3,994,476	4,410,758	4,200,816	5,600,217	-	27%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Engineering

2005/06 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.
- NPDES required Storm Water Management Plan adopted.
- 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 non motorized transportation plan.
- Began work on Pedestrian Circulation improvement plan.
- Began construction on the upper Main St Rehabilitation Project
- Completed Water System Master Plan.

2006/07 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.
- Begin 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.
- Complete Pedestrian Circulation Improvement Plan.
- Complete construction of the Upper Main St Rehabilitation Project.
- Continue to work with Caltrans on the Highway 50 Operational Improvements Project.
- Develop a Sewer System Master PlanDevelop a 10 year Capital Improvement Program.

	Actual	Actual	Estimated		Council	% Change
	2003/2004	2004/2005	Actual	Proposed	Approved	from 05/06
Department Staff by Position	2003/2004	2004/2005	2005/2006	2006/2007	2006/2007	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%
CIP Engineer	0.0	0.0	0.0	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Total	8.0	8.0	8.0	9.0	0.0	13%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Engineering

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	475,932	667,406	795,139	669,680	956,317	-	20%
Materials and supplies	5,719	5,196	6,075	7,644	7,900	-	30%
Contract Services	191,182	28,810	105,820	132,512	124,000	-	17%
Overhead	-	-	-	-	19,100	-	0%
Other expense	1,071	2,961	5,100	3,946	7,515	-	47%
Capital outlay	22,659	2,000	13,333	8,333	2,050	-	-85%
Total	696,563	706,374	925,467	822,115	1,116,882	-	21%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Engineering	696,563	706,374	925,467	822,115	1,116,882	-	21%
Total	696,563	706,374	925,467	822,115	1,116,882	-	21%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	440,137	367,230	398,799	443,312	513,088	-	29%
Cost Recovery	50,703	128,050	300,000	146,201	250,000		-17%
Engineering Fees	205,724	211,094	200,000	232,601	200,000	-	0%
Water Enterprise Fund	-	-	-	-	76,897		0%
Sewer Enterprise Fund	-	-	26,668	-	76,897		0%
Total	696,563	706,374	925,467	822,115	1,116,882	-	21%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2005/06 REVIEW

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

2006/07 BUDGET

- Continue to maintain approximately 53 miles of city streets.
- Purchase equipment approved in the FY 2006/07 Capital Outlay Programs.
- Continue to operate annual fall leaf cleanup program.
- Maintain pavement throughout city.
- Continue street painting, sign installation, repair and graffiti removal program.
- Continue to sweep streets twice weekly.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains.
- Begin the design and construction of upgrades to the Corporation Yard.
- Continue weed abatement program in conjunction with Recreation and Parks Department.
- Continue to support Engineering Division in Traffic Control and system map updates.
- Continue support activities for special events.
- Continue to support Engineering in inventorying infrastructure.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Department Staff by Position						
Public Works Superintendent	0.5	0.5	0.5	0.5	0.0	0%
Senior Maintenance Worker	1.5	1.5	1.5	2.5	0.0	67%
Maintenance Worker II	2.3	2.3	2.3	3.3	0.0	47%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	0.0	0.0	0.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	4.0	5.0	0.0	25%
Total	8.3	8.3	9.3	13.3	0.0	44%

Fiscal Year 2006/2007 Annual Operating Budget

Division Budget

Streets and Roads

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	314,939	337,382	350,058	300,478	387,202	-	11%
Materials and supplies	25,375	23,625	29,510	25,602	37,450	-	27%
Contract Services	98,629	101,687	98,085	102,614	102,650	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	2,438	2,800	4,735	6,894	7,235	-	53%
Capital outlay	130	87,272	35,007	37,430	50,000	-	43%
Total	441,511	552,766	517,395	473,018	584,537	-	13%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Street Sweeping	59,102	53,413	56,107	50,496	82,238	-	47%
Sidewalks, Curbs and Gutters	18,906	23,106	27,363	23,890	28,491	-	4%
Street Signs and Marking	27,665	30,236	30,841	23,015	31,898	-	3%
Storm Drains	1,452	639	3,150	299	3,150	-	0%
Traffic Signals and Lights	79,924	83,907	81,000	88,274	83,500	-	3%
Street Sanding / Snow Removal	2,760	4,573	3,700	2,539	3,700	-	0%
General Street Maintenance	251,701	356,892	315,234	284,506	351,560	-	12%
Total	441,511	552,766	517,395	473,018	584,537	-	13%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	361,511	480,762	482,388	438,011	534,537	-	11%
Gas Tax	80,000	72,005	35,007	35,007	50,000	-	43%
TDA Fund	-	-	-	-	-	-	0%
Development Impact Fund	-	-	-	-	-	-	0%
Total	441,511	552,766	517,395	473,018	584,537	-	13%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2005/06 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.
- Continued to operate and maintain approximately 50 miles of sewer collection lines.
- Performed a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Completed sewer line repair work service requests.
- Continued sewer collection system flushing program.
- Continued repair on smoke testing identified sewer defects.
- Continued Grease Interceptor program for restaurants.

2006/07 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.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue repair on smoke testing identified sewer defects.
- Continue Grease Interceptor program for restaurants.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Public Works Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	3.0	0.0	50%
Maintenance Worker II	4.0	4.0	4.0	5.0	0.0	25%
Maintenance Worker I	4.0	4.0	5.0	6.0	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Plant Supervisor	0.4	0.4	0.4	0.0	0.0	-100%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	2.0	0.0	100%
Total	14.4	14.4	15.4	19.0	0.0	23%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Water and Sewer Lines

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	467,361	517,798	572,541	525,819	931,175	-	63%
Materials and supplies	21,631	27,329	34,500	35,530	55,950	-	62%
Contract Services	16,903	15,904	15,800	14,017	36,200	-	129%
Overhead	83,190	75,127	109,491	111,078	191,353	-	75%
Other expense	61	127	4,557	42	5,266	-	16%
Capital outlay	259	48,893	106,247	73,497	320,800	-	202%
Total	589,406	685,178	843,136	759,983	1,540,744	-	83%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Water and Sewer Lines	589,406	685,178	843,136	759,983	1,540,744	-	83%
Total	589,406	685,178	843,136	759,983	1,540,744	-	83%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Water Enterprise	328,102	277,319	347,859	315,526	574,324	-	65%
Sewer Enterprise	261,304	407,858	495,277	444,457	966,420	-	95%
Total	589,406	685,178	843,136	759,983	1,540,744	-	83%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2005/06 REVIEW

- Phased out maintenance and operation of two water treatment plants.
- 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.

2006/07 BUDGET

- Complete phasing out maintenance and operation of two water treatment plants.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Water Plant Supervisor	0.4	0.4	0.4	0.0	0.0	-100%
Water Services Specialist	1.0	1.0	1.0	2.0	0.0	100%
Total	1.4	1.4	1.4	2.0	0.0	43%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	127,000	116,331	138,133	113,733	177,081	-	28%
Materials and supplies	254,733	282,896	332,175	289,988	344,052	-	4%
Contract Services	16,474	53,685	13,050	8,906	14,600	-	12%
Overhead	65,594	57,509	82,756	72,073	77,516	-	-6%
Other expense	11,167	11,861	14,650	8,414	10,900	-	-26%
Capital outlay	-	2,224	-	-	-	-	0%
Total	474,968	524,505	580,764	493,116	624,149	-	7%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Water Acquisition & Delivery	474,968	524,505	580,764	493,116	624,149	-	7%
Total	474,968	524,505	580,764	493,116	624,149	-	7%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Water Enterprise	474,968	524,505	580,764	493,116	624,149	-	7%
Total	474,968	524,505	580,764	493,116	624,149	-	7%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Wastewater Treatment

2005/06 REVIEW

- Operated and maintained the Hangtown Creek WWTP.
- Complied with all regulatory requirements and reports.
- Conducted laboratory testing, analysis and reporting program as required by NPDES permit.
- Conducted laboratory testing and analysis function necessary for plant operations.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Implemented Capital Outlay projects.
- Maintained 1 fresh -water pump and 3 sanitary sewer lift stations.
- Continued design of improvements for lift stations.
- Continued implementation of Sewer Spill Policy.
- Assisted in development of new sewer rates.
- Furthered sewer collection system inventory and analysis program.
- Assisted in obtaining State Revolving Fund Loan, and bond financing for WWTP Improvement project.
- Completed design and began construction of WWTP Phase IIIa and IIIb improvements.

2006/07 BUDGET

- Operate and maintain the Hangtown Creek WWTP.
- Comply with all regulatory requirements and reports.
- Continue conducting laboratory testing, analysis and reporting program as required by NPDES permit.
- Continue conducting laboratory testing and analysis function necessary for plant operations.
- Continue working towards compliance with effluent discharge temperature Cease and Desist Order.
- Implement Capital Outlay projects.
- Implement CIP program.
- Continue maintaining 1 fresh -water pump and 3 sanitary sewer lift stations.
- Continue implementation of Sewer Spill Policy.
- Begin implementing new State mandated Waste Discharge Rules.
- Further sewer collection system inventory and analysis program.
- Continue construction of WWTP Phase IIIa and IIIb improvements.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual	2006/2007	Approved	from 05/06
Department Staff by Position			2005/2006		2006/2007	Budget
Wastewater Treatment Plant Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Senior Wastewater Treatment Plant Operator	2.0	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior WWTP Mechanic	1.0	1.0	1.0	1.0	0.0	0%
Wastewater Treatment Plant Operator II	2.0	2.0	2.0	2.0	0.0	0%
Total	7.0	7.0	7.0	7.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Wastewater Treatment

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	502,112	549,767	695,236	611,707	691,759	-	-1%
Materials and supplies	257,935	298,397	263,950	378,067	392,750	-	49%
Contract Services	279,290	404,674	312,100	352,516	360,200	-	15%
Overhead	180,624	168,345	177,595	238,862	211,381	-	19%
Other expense	18,648	31,739	44,915	25,120	45,915	-	2%
Capital outlay	10,752	51,592	28,000	28,000	-	-	-100%
Total	<u>1,249,361</u>	<u>1,504,514</u>	<u>1,521,796</u>	<u>1,634,271</u>	<u>1,702,005</u>	<u>-</u>	12%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Wastewater Treatment	<u>1,249,361</u>	<u>1,504,514</u>	<u>1,521,796</u>	<u>1,634,271</u>	<u>1,702,005</u>	<u>-</u>	12%
Total	<u>1,249,361</u>	<u>1,504,514</u>	<u>1,521,796</u>	<u>1,634,271</u>	<u>1,702,005</u>	<u>-</u>	12%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Sewer Enterprise	<u>1,249,361</u>	<u>1,504,514</u>	<u>1,521,796</u>	<u>1,634,271</u>	<u>1,702,005</u>	<u>-</u>	12%
Total	<u>1,249,361</u>	<u>1,504,514</u>	<u>1,521,796</u>	<u>1,634,271</u>	<u>1,702,005</u>	<u>-</u>	12%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2005/06 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.

2006/07 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	#DIV/0!

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Downtown Parking

<u>Division Budget by Category</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
Personal services	-	1,140	-	-	-	-	0%
Materials and supplies	2,185	1,552	2,200	119	900	-	-59%
Contract Services	19,103	18,447	20,000	17,542	31,000	-	55%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	653	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>21,288</u>	<u>21,139</u>	<u>22,200</u>	<u>18,314</u>	<u>31,900</u>	<u>-</u>	44%

<u>Division Budget by Program</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
Downtown Parking	<u>21,288</u>	<u>21,139</u>	<u>22,200</u>	<u>18,314</u>	<u>31,900</u>	<u>-</u>	44%
Total	<u>21,288</u>	<u>21,139</u>	<u>22,200</u>	<u>18,314</u>	<u>31,900</u>	<u>-</u>	44%

<u>Source of Funds:</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Leased Parking Revenues	<u>21,288</u>	<u>21,139</u>	<u>22,200</u>	<u>18,314</u>	<u>31,900</u>	<u>-</u>	44%
Total	<u>21,288</u>	<u>21,139</u>	<u>22,200</u>	<u>18,314</u>	<u>31,900</u>	<u>-</u>	44%

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department: Community Development

All Divisions

<u>Division Budget By Category</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Estimated 2005/2006</u>	<u>Proposed 2006/2007</u>
Administration				
Budget administration	250	300	300	300
Planning division support	600	500	500	500
Building division support	150	300	250	300
Grant division support	200	250	0	0
Interdepartmental support	400	700	700	800
Personnel matters	50	100	100	100
Clerical/Records	420	400	400	400
Grant support	100	200	0	0
Special projects (Streetscape, Creek Plan, Annexations, Placerville Drive)	500	350	200	400
City Council/Planning Commission & misc. meetings	400	350	350	350
Planning				
Discretionary development applications	28	31	27	30
Miscellaneous applications	21	18	15	20
Housing Element implementation	320	10	10	100
Parcel and subdivision maps	16	11	9	15
Inquiries	2,350	2,300	2,300	2,400
Building				
Inspections	1,800	1,800	1,800	2,000
Building permits	285	338	275	310
Miscellaneous permits/Plan rev	140	149	98	155
Inquiries	2,500	2,500	2,500	2,600

	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
<u>Department Staff by Position</u>	<u>2003/2004</u>	<u>2004/2005</u>	<u>Actual</u>	<u>2006/2007</u>	<u>Approved</u>	<u>from 05/06</u>
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Administrative Specialist	1.0	1.0	1.0	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%
Total	5.0	5.0	5.5	5.5	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Department Budget
Community Development

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	332,890	365,362	407,038	379,463	537,140	-	32%
Materials and supplies	810	1,588	3,200	2,614	3,850	-	20%
Contract Services	3,677	23,304	10,250	14,564	6,750	-	-34%
Overhead	-	-	-	-	-	-	0%
Other expense	5,839	3,803	8,200	9,874	13,157	-	60%
Capital outlay	290	-	4,000	7,426	-	-	0%
Total	343,506	394,057	432,688	413,941	560,897	-	30%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Planning	81,027	87,781	98,785	107,105	120,569	-	22%
Building	87,588	109,379	109,773	105,792	194,610	-	77%
CDD Administration	174,891	196,897	224,130	201,044	245,718	-	10%
Total	343,506	394,057	432,688	413,941	560,897	-	30%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	55,020	206,585	242,688	176,362	319,397	-	32%
Planning Fees	114,042	89,782	75,000	130,360	106,500	-	42%
Building Permits	174,444	97,690	111,000	103,218	135,000	-	22%
TIM Fees	-	-	4,000	4,000	-	-	0%
Total	343,506	394,057	432,688	413,941	560,897	-	30%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Development

Division: Planning

2005/06 REVIEW

- Continued to work with the Hangtown Creek Stewardship Committee and others toward the completion of a masterplan for Hangtown Creek.
- 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.
- Processed Tentative Subdivision Map 05-01 Cottonwood Phases 4 & 6.
- Processed Site Plan Review 04-08 & Environmental Assessment 04-06, Fausel Professional Building.
- Processed Environmental Assessment 04-09, Oetting Grading Permit request.
- Processed Conditional Use Permit 05-05 & Site Plan Review 05-02, All Star Rents, Placerville Drive.
- Processed Site Plan Review 05-03 & Environmental Assessment 05-02, 3047 Briw Rd. Professional Building.
- Processed Annexation/Reorganization 04-02, railroad right-of-way, lower Main Street.
- 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 the recently enacted regulations relating to temporary and permanent signs.
- Provided support service to City departments.
- Processed Planned Development Overlay 05-01 for Lumsden Ranch.

2006/07 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.
- Process Tentative Subdivision Map 02-02 Capitol Consultants Business Park.
- Process request for an Acute Care Facility and Parking Garage for Marshall Hospital.
- Process two Environmental Impact Reports.
- Process a Tentative Subdivision Map for Quartz Mountain Estates Phase II.
- Continue annexation of the Smith Flat area and monitor the preparation of a Specific Plan for the same.

Department Staff by Position	Actual		Estimated	Proposed	Council Approved	% Change from 05/06 Budget
	2003/2004	2004/2005	Actual 2005/2006			
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Planning

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	76,744	82,339	92,485	94,122	115,219	-	25%
Materials and supplies	302	523	850	1,043	600	-	-29%
Contract Services	2,608	4,145	3,700	4,205	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	1,373	773	1,750	6,161	4,750	-	171%
Capital outlay	-	-	-	1,574	-	-	0%
Total	81,027	87,781	98,785	107,105	120,569	-	22%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Planning	81,027	87,781	98,785	107,105	120,569	-	22%
Total	81,027	87,781	98,785	107,105	120,569	-	22%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	-	-	23,785	-	14,069	-	-41%
Planning Fees	81,027	87,781	75,000	107,105	106,500	-	42%
Total	81,027	87,781	98,785	107,105	120,569	-	22%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Development

Division: Building

2005/06 REVIEW

- Completed approximately 203 plan reviews and issued 362 construction permits. Plan reviews and construction permits include single-family dwellings, commercial structures, additions, tenant improvements, repairs, replacements, and other modifications to structures.
- Continued code enforcement for violations relating to property use and substandard housing.
- Customer service – responded to approximately 2,500 phone calls and email inquiries and provided 780 hours of counter support and conducted approximately 1,232 field inspections.

2006/07 BUDGET

- Plan review, construction permit and inspection are expected to increase over the above figures with the development of projects such as the Eskaton Senior Community, The Ridge at Orchard Hill Senior Development, Gateway Motel, EID Annex, Marshall Hospital Office Remodel and Parking Structure, 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 1,000 hours counter support and conduct an estimated 2,000 field inspections.
- Conduct a survey of other jurisdiction's permit and plan review fees. Submit a proposed fee increase to City Council for approval.
- Update and revise Title IV of the City Code with Council approval.
- Assist in the archiving of plans and file records.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Building Inspector II	0.0	0.0	0.0	1.0	0.0	
Total	1.0	1.0	1.0	2.0	0.0	100%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Building

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	85,038	88,984	97,973	87,881	184,328	-	88%
Materials and supplies	508	681	1,750	1,416	2,650	-	51%
Contract Services	1,069	17,933	3,750	9,588	4,750	-	27%
Overhead	-	-	-	-	-	-	0%
Other expense	973	1,781	2,300	2,167	2,882	-	25%
Capital outlay	-	-	4,000	4,740	-	-	0%
Total	87,588	109,379	109,773	105,792	194,610	-	77%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Building Plan Review /Inspection	87,588	109,379	109,773	105,792	194,610	-	77%
Total	87,588	109,379	109,773	105,792	194,610	-	77%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	-	11,689	-	-	59,610	-	0%
Building Permits	87,588	97,690	105,773	101,792	135,000	-	28%
TIM Fees	-	-	4,000	4,000	-	-	-100%
Total	87,588	109,379	109,773	105,792	194,610	-	77%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Development

Division: Community Development Administration

2005/06 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.
- Became partners in the Regional Greenprint Program.

2006/07 BUDGET

- Continue to manage activities of the Planning and Building Divisions of the Community Development Department.
- Provide budget management and technical assistance to department staff.
- 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.
- Solicit proposals for the preparation of two Environmental Impact Reports.
- Initiate a Special Planning Project for the Placerville Drive Business District.
- Assist the City Manager in the preparation and implementation of a Capital Facilities Fee Program.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual	2006/2007	Approved	from 05/06
Department Staff by Position			2005/2006		2006/2007	Budget
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	0.5	0.0	0%
Total	2.0	2.0	2.0	2.5	0.0	25%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Community Development Administration

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	171,108	194,039	216,580	197,460	237,593	-	10%
Materials and supplies	-	384	600	155	600	-	0%
Contract Services	-	1,226	2,800	772	2,000	-	-29%
Overhead	-	-	-	-	-	-	0%
Other expense	3,493	1,249	4,150	1,546	5,525	-	33%
Capital outlay	290	-	-	1,112	-	-	0%
Total	174,891	196,897	224,130	201,044	245,718	-	10%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Community Development Admin	174,891	196,897	224,130	201,044	245,718	-	10%
Total	174,891	196,897	224,130	201,044	245,718	-	10%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	55,020	194,896	218,903	176,362	245,718	-	12%
Planning Fees	33,015	2,001	-	23,255	-	-	0%
Building Permits	86,856	-	5,227	1,426	-	-	-100%
Total	174,891	196,897	224,130	201,044	245,718	-	10%

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual 2003/2004	Actual 2004/2005	Estimated 2005/2006	Proposed 2006/2007
Parks Maintenance Hours				
Gold Bug Park	1750	1750	1700	1700
Lions Park	1600	1600	1650	1650
City Park	600	600	500	600
Rotary Park	550	550	600	600
Lumsden Park	400	400	500	500
Orchard Hill Park	400	400	350	350
George Duffey Park	0	0	0	100
Other Parks and Grounds	950	950	1000	800
Recreation (FT hrs / PT hrs)				
General	2,900/250	2,900/250	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
Facilities Maintenance				
City Hall	350	350	350	300
Town Hall	800	800	850	850
Scout Hall	100	100	100	100
Pool	600	600	700	750
Other	100	100	100	100

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	1.0	0.0	0.0	0.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	13.0	12.0	12.0	12.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Department Budget
Community Services

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	1,095,535	1,127,069	1,369,696	1,292,785	1,440,829	-	5%
Materials and supplies	143,924	162,763	165,000	170,615	157,100	-	-5%
Contract Services	269,291	268,837	290,072	378,581	350,100	-	21%
Overhead	-	-	-	-	-	-	0%
Other expense	22,450	17,540	13,900	47,027	37,300	-	168%
Capital outlay	70,377	54,296	14,300	19,361	-	-	-100%
Total	1,601,576	1,630,505	1,852,968	1,908,368	1,985,329	-	7%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Parks	491,686	572,559	534,030	545,025	566,390	-	6%
Recreation	702,722	705,111	892,850	824,349	908,250	-	2%
Facilities M & O	194,906	153,221	226,008	281,897	286,122	-	27%
CSD Administration	212,261	199,615	200,080	257,098	224,567	-	12%
Total	1,601,576	1,630,505	1,852,968	1,908,368	1,985,329	-	7%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	1,015,767	1,077,401	1,134,553	1,300,689	1,227,692	-	8%
Orchard Hill / Duffey LLMD	36,072	39,745	46,415	28,431	44,137	-	-5%
Recreation Fees	549,738	513,359	672,000	579,249	713,500	-	6%
Total	1,601,576	1,630,505	1,852,968	1,908,369	1,985,329	-	7%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Services

Division: Parks

2005/06 REVIEW

- Maintained 103 acres of park, 30,000 square feet of buildings, two swimming pools, and 10 acres of open space and 4 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.
- Created a fire safety and minerals exhibits in the Stamp Mill at Gold Bug Park.
- Performed planning work that will lead to construction of restrooms at Gold Bug Park.
- Made major improvements to irrigation systems at various adopt-a-spots.
- Assisted in the completion of the Placerville Aquatics Center.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- Worked with local volunteer groups in improvements to Hangtown Creek, Gold Bug Park and City Cemeteries.
- Made safety improvements to access and walkways at Benham Park.
- Renovated turf areas at Benham Park.
- Performed tree trimming/removal work.
- Opened new trail extension.

2006/07 BUDGET

- Maintain 105 acres of park, 30,000 sq. ft. of buildings, two (2) swimming pools, and 8 acres of open space and 4 miles of trails.
- Complete construction of Gold Bug Park restroom renovation.
- Reconstruct the Lions Park Tot-Lot.
- 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.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual	2006/2007	Approved	from 05/06
Department Staff by Position	2003/2004	2004/2005	2005/2006	2006/2007	2006/2007	Budget
Parks & Facility Maintenance Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.0	2.0	2.0	2.0	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	1.0	0.0	0.0	0.0		
Total Public Services	6.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Division Budget

Parks

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	329,935	384,028	400,158	402,034	429,890	-	7%
Materials and supplies	40,673	60,528	48,900	47,635	49,600	-	1%
Contract Services	71,041	74,234	78,272	83,440	84,600	-	8%
Overhead	-	-	-	-	-	-	0%
Other expense	2,037	2,969	1,700	1,855	2,300	-	35%
Capital outlay	48,001	50,800	5,000	10,061	-	-	-100%
Total	491,686	572,559	534,030	545,025	566,390	-	6%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Parks Maintenance	140,529	98,529	64,785	62,472	62,192	-	-4%
Lions Park	80,808	107,684	123,846	94,013	140,890	-	14%
Gold Bug Park	68,716	131,008	118,927	149,345	98,956	-	-17%
Rotary Park	43,508	45,120	46,433	42,218	59,297	-	28%
City Park	43,477	66,166	53,127	80,802	63,302	-	19%
Lumsden Park	30,924	26,810	28,210	28,419	37,681	-	34%
Orchard Hill /Duffey LLMD	36,072	39,745	46,415	28,431	44,137	-	-5%
Other Grounds	47,653	57,497	52,287	59,324	59,935	-	15%
Total	491,686	572,559	534,030	545,025	566,390	-	6%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	455,615	532,814	487,615	516,594	522,253	-	7%
Orchard Hill / Duffey LLMD	36,072	39,745	46,415	28,431	44,137	-	-5%
Total	491,686	572,559	534,030	545,025	566,390	-	6%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Services

Division: Recreation

2005/06 REVIEW

- Created four (4) 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 1,014 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 calendar to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Synchronized Swimming.
- Administered Youth Assistance Fund. Solicited for and distributed over \$5,000 worth of financial 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 10 teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 275 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).

2006/07 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.
- Expand recreation programs at the newly constructed Carl Borrilli Amphitheater.
- 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.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Recreation Supervisor	2.0	2.0	2.0	2.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Services

Division: Recreation

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	469,716	495,766	679,500	582,240	690,250	-	2%
Materials and supplies	76,652	71,643	83,700	63,070	70,000	-	-16%
Contract Services	119,625	119,645	108,150	124,568	113,000	-	4%
Overhead	-	-	-	-	-	-	0%
Other expense	20,413	14,571	12,200	45,172	35,000	-	187%
Capital outlay	16,317	3,485	9,300	9,300	-	-	-100%
Total	702,722	705,111	892,850	824,349	908,250	-	2%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Special Interest Programs	24,158	29,131	29,353	49,417	33,361	-	14%
Sports Camps and Teams	219,652	281,355	326,971	290,687	335,181	-	3%
Gold Bug Park Admissions	68,408	54,530	53,544	47,067	55,859	-	4%
Aquatics	173,638	185,220	300,509	223,893	291,164	-	-3%
Recreation - General	216,867	154,876	182,473	213,286	192,685	-	6%
Total	702,722	705,111	892,850	824,349	908,250	-	2%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	152,985	191,751	220,850	245,100	194,750	-	-12%
Recreation Fees	549,738	513,359	672,000	579,249	713,500	-	6%
Total	702,722	705,111	892,850	824,349	908,250	-	2%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2005/06 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, 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.

2006/07 BUDGET

- Maintain approximately 40,000 sq. ft. of buildings/facilities/grounds.
- Accomplish this maintenance program with approximately 2,000 hours of staff time.
- Make improvements to front room at Town Hall.
- Continue annual carpet cleaning program at city facilities.
- Make improvements to Corporation Yard Office.
- Install Safety Fencing at Placerville Aquatics Center.
- Re-Roof Scout Hall Building.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
Maintenance Worker II	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	83,622	47,659	89,958	51,414	96,122	-	7%
Materials and supplies	26,598	30,592	32,400	59,910	37,500	-	16%
Contract Services	78,625	74,959	103,650	170,573	152,500	-	47%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	6,060	11	-	-	-	-	0%
Total	194,906	153,221	226,008	281,897	286,122	-	27%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Old City Hall	49,982	49,224	28,272	43,050	20,890	-	-26%
New City Hall	-	-	28,272	43,050	50,852	-	80%
Town Hall	64,503	48,934	63,389	43,274	57,472	-	-9%
Scout Hall	11,600	8,354	6,648	7,654	10,141	-	53%
Corporation Yard	16,507	10,706	8,900	13,130	10,800	-	21%
City Pool Facilities	32,894	18,396	71,827	99,351	111,967	-	56%
Public Safety Building	11,324	5,374	3,700	7,732	5,300	-	43%
Downtown Public Restroom	3,180	7,344	11,900	17,211	13,500	-	13%
Mosquito Road Park & Bus	4,915	4,889	3,100	7,445	5,200	-	68%
Total	194,906	153,221	226,008	281,897	286,122	-	27%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	194,906	153,221	226,008	281,897	286,122	-	27%
Total	194,906	153,221	226,008	281,897	286,122	-	27%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Community Services

Division: Community Services Administration

2005/06 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.
- Worked with the community in the development of Duffy Park.
- Work with the Recreation & Parks Commission in the development of policies for memorial plaques.
- Completed Aquatics Center.
- Assisted city in implementation of several safety related improvements at city facilities.
- Wrote and received \$140,000 state grant application for Tot-Lot at Lions Park.

2006/07 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.
- 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.
- Create awareness programs that will focus on getting our Latino community more involved in leisure programs.
- Work with city engineering department to complete construction of Gold Bug Park restroom renovation.
- 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 Parks Master Plan.
- Develop plan to implement Fire Safe Plan for Gold Bug Park.
- Implement Memorial Plaque Program.

	Actual	Actual	Estimated		Council	% Change
			Actual	Proposed	Approved	from 05/06
Department Staff by Position	2003/2004	2004/2005	2005/2006	2006/2007	2006/2007	Budget
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Community Services Administration

<u>Division Budget by Category</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
Personal services	212,261	199,615	200,080	257,098	224,567	-	12%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>212,261</u>	<u>199,615</u>	<u>200,080</u>	<u>257,098</u>	<u>224,567</u>	<u>-</u>	12%

<u>Division Budget by Program</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
Public Services Administration	<u>212,261</u>	<u>199,615</u>	<u>200,080</u>	<u>257,098</u>	<u>224,567</u>	<u>-</u>	12%
Total	<u>212,261</u>	<u>199,615</u>	<u>200,080</u>	<u>257,098</u>	<u>224,567</u>	<u>-</u>	12%

<u>Source of Funds:</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Revised 2005/2006</u>	<u>Estimated Actual 2005/2006</u>	<u>Proposed 2006/2007</u>	<u>Council Approved 2006/2007</u>	<u>% Change from 05/06 Budget</u>
General Fund							
Discretionary Revenues	<u>212,261</u>	<u>199,615</u>	<u>200,080</u>	<u>257,098</u>	<u>224,567</u>	<u>-</u>	12%
Total	<u>212,261</u>	<u>199,615</u>	<u>200,080</u>	<u>257,098</u>	<u>224,567</u>	<u>-</u>	12%

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department Budget:

Elected Officials

Workload Indicators	Actual 2003/2004	Actual 2004/2005	Estimated 2005/2006	Proposed 2006/2007
Regular City Council Meetings	22	22	22	22
Resolutions	57	130	145	145
Ordinances	4	4	4	4

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
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 2006/2007 Annual Operating Budget
Department Budget
Elected Officials

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	65,503	61,819	100,951	64,807	105,146	-	4%
Materials and supplies	886	3,034	2,260	1,660	2,400	-	6%
Contract Services	61,880	51,806	24,375	13,178	36,500	-	50%
Overhead	-	-	-	-	-	-	0%
Other expense	25,789	27,239	32,411	38,734	60,872	-	88%
Capital outlay	-	-	-	781	-	-	0%
Total	154,058	143,898	159,997	119,159	204,918	-	28%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
City Council	146,473	125,907	148,682	105,045	177,529	-	19%
City Clerk	5,401	15,716	8,943	11,945	25,018	-	180%
City Treasurer	2,184	2,275	2,372	2,169	2,371	-	0%
Total	154,058	143,898	159,997	119,159	204,918	-	28%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	154,058	143,898	159,997	119,159	204,918	-	28%
Total	154,058	143,898	159,997	119,159	204,918	-	28%

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual 2003/2004	Actual 2004/2005	Estimated 2005/2006	Proposed 2006/2007
City Manager (hours)				
Council agenda and meeting prep.	475	475	500	500
Attend Council meetings	110	110	105	105
Personnel	225	225	225	200
Bonds	175	175	225	175
Intergovernmental relations	50	50	55	75
Citizen inquiries	120	120	120	130
Public Works/Comm. Develop. Proj.	475	475	530	530
Claims and litigation	80	80	85	90
Franchise	50	50	45	60
Bids and contracts	110	110	155	150
Special Events			45	40
Utility fees			50	50
Main Street & Parking			110	90
Ordinances and resolutions	150	150	130	140
City Attorney (hours)				
Council agenda and meeting prep.	110	110	70	70
Attend Council meetings	40	40	35	45
Personnel	150	150	120	120
Bonds	120	120	120	150
Respond to subpoenas/records reqs.	60	60	60	70
Public Works/Comm. Develop. Proj.	100	100	75	75
Claims	60	60	70	90
Litigation	75	75	90	75
Bids and contracts	90	90	75	80
Ordinances and resolutions	150	150	100	110
Collections	75	75	60	50
Utility fees			30	40
Parking			35	65
Franchise	15	15	20	60
Grant Administration (hours)				
Loan Reuse Program	2	2	2	500
Small Business Loans	-	2	2	400
Code Enforcement	90	100	100	500
Downtown Streetscape	250	300	300	200
City Clerk (#/Hrs)				
Agendas/Minutes	50/650	24/696	58/740	58/740
Resolutions	114/57	130/65	145/73	145/73
Ordinances	4/4	4/6	4/6	8/12
Economic Interest Statements	32/32	34/34	34/34	62/93
Citizen calls & inquiries	2,000/10	2,000/10	2000/10	2000/10
Public records requests	350/350	350/350	350/350	350/350
Human Resources (#/hrs)				
Recruitments	14/504	16/576	16/576	20/720
Reclassifications	2/32	2/32	2/32	2/32
Orientations	13/13	16/16	16/16	20/20
Risk Management				
Liability claims processed	6/48	14/112	12/96	8/64
Worker's comp. claims	32/256	30/240	30/240	31/248
COBRA Administration	16/16	5/5	5/5	5/5
Information Services (% hrs)				
Network administration	15%	15%	15%	15
Computer service calls/training	35%	25%	25%	25
Project management	30%	35%	35%	45
Updating skills/administration	20%	25%	25%	15

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
City Manager / Attorney	1.0	1.0	1.0	1.0	0.0	0%
IT Manager	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	0.0	0.0	1.0	1.0	0.0	0%
Administrative Specialist	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%
Archive Technician	0.0	0.0	1.0	1.0	0.0	0%
Total	5.0	5.0	7.0	7.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Department Budget
City Administration

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	496,156	540,978	665,924	713,348	757,473	-	14%
Materials and supplies	3,105	5,089	15,690	5,321	13,700	-	-13%
Contract Services	229,511	171,757	213,583	122,612	205,530	-	-4%
Overhead	17,184	18,484	20,125	34,769	33,138	-	0%
Other expense	10,061	5,758	9,013	12,768	17,341	-	92%
Capital outlay	290	1,866	2,950	12,578	1,680	-	0%
Total	756,307	743,931	927,285	901,397	1,028,862	-	11%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Legal Services	194,757	94,237	104,323	77,031	108,999	-	4%
Litigation	2,052	3,146	25,000	-	25,000	-	0%
City Management	252,144	233,040	318,368	331,688	345,180	-	8%
Information Services	151,437	234,804	288,294	294,038	343,509	-	19%
Human Resources/City Clerk	82,833	97,833	103,326	107,115	114,013	-	10%
Grant Administration	73,085	80,871	87,974	91,524	92,161	-	5%
Total	756,307	743,931	927,285	901,397	1,028,862	-	11%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	583,806	529,503	666,729	617,698	721,147	-	8%
General Liability Fund	-	-	-	-	-	-	0%
Grant Funds	73,085	80,871	87,974	91,524	92,161	-	5%
Water Enterprise Fund	49,678	72,284	71,227	88,039	106,359	-	49%
Sewer Enterprise Fund	49,739	61,274	101,355	104,137	109,195	-	8%
Total	756,307	743,931	927,285	901,397	1,028,862	-	11%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: City Attorney

2005/06 REVIEW

- Attended conferences with El Dorado Disposal Regarding Solid Waste Pick-up.
- Bonds - Prepared Draft Information Release and Conferences Regarding Workouts.
- Respond to inquiries from bondholders
- Attended Meetings and Review Documents for Highway 50 OPS Project.
- Conferences re: Smith Flat Annexation.
- Monitor annexation proceedings
- Reviewed Contracts, RFP's and Bid Documents.
- Prepared and Review Ordinances/Resolutions.
- Reviewed and Assist in Personnel Matters.
- Review and prepare documents relating to transfer of solid waste franchise
- Reviewed CEQA Documents for Projects.
- Supervised Claims and Litigation.
- Monitored Pending Legislation and New Legislation.
- Reviewed Water Plant Regulatory Issues.
- Reviewed Waste Water Treatment Plant Regulatory Issues.
- Assisted Labor Negotiator with Labor Negotiations.
- Reviewed Documentation Relating to Tower Investments/Quartz Mountain.
- Monitored City Pool Contracts and Project.
- Reviewed Design and Contracts for City Hall Remodel.
- Assist Planning and Engineering on Legal Issues.
- Institute Supervisory Personnel Training.
- Participate in Gateway Appeal and "Pitchess" Litigation.
- Assist in Code Enforcement.
- Prepare agreements for Eskaton/Lakemont Project.
- Monitor assessment district formation and related agreements for Eskaton/Lakemont.
- Review and monitor rate setting process for waste water rates.
- Review and prepare documents relating to Waste Water Revenue Bonds.
- Review SRF loan documents.
- Prepare new parking regulations and related agreements.
- Responded to document requests.
- Prepared revisions to medical marijuana dispensary ordinance.

2006/07 BUDGET

- Conferences with new franchisee regarding solid waste pick up.
- Bonds - Draft Information Releases and attend Conferences Regarding Workouts.
- Bonds – Respond to Inquiries From Property Owners and Bond Holders.
- Prepare documents for “First Time Buyers Home Loan Program”
- Continue to monitor legal issues relating to grant funding and transportation funds
- Review Smith Flat Annexation.
- Review Contracts, RFP's and Bid Documents.
- Prepare and Review Ordinance/Resolutions.
- Review and Assist in Personnel Matters.
- Review Housing Element Update.
- Review CEQA Documents for Projects.
- Supervise Claims and Litigation.
- Monitor Pending Legislation and New Legislation..
- Review Water Plant Regulatory Issues.
- Review Waste Water Treatment Plant Regulatory Issues.
- Assist Labor Negotiator with Labor Negotiations.
- Monitor Tower Investments Bond Acquisition/Development Regarding Quartz Mountain..
- Assist Planning and Engineering on Legal Issues.
- Continue Supervisory Personnel Training.
- Update Master Fee Schedule.
- Participate in Gateway Appeal., Appellate Brief preparation and review.
- Assist in Code Enforcement.
- Review and advise on legal issues in adopting new water rates and TIM fees.
- Prepare Agreements for Bonding and Improvements re Eskaton.

	Actual	Actual	Estimated		Council	% Change
	2003/2004	2004/2005	Actual	Proposed	Approved	from 05/06
Department Staff by Position			2005/2006	2006/2007	2006/2007	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%
Total	0.44	0.44	0.44	0.44	0.00	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
City Attorney

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	51,304	53,380	48,006	51,143	55,199	-	15%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	142,434	42,022	77,542	23,190	75,000	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	3,072	1,981	3,775	2,699	3,800	-	1%
Capital outlay	-	-	-	-	-	-	0%
Total	196,809	97,383	129,323	77,031	133,999	-	4%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Legal Services	194,757	94,237	104,323	77,031	108,999	-	4%
Litigation	2,052	3,146	25,000	-	25,000	-	0%
Total	196,809	97,383	129,323	77,031	133,999	-	4%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	196,809	97,383	129,323	77,031	133,999	-	4%
General Liability Reserve	-	-	-	-	-	-	0%
Total	196,809	97,383	129,323	77,031	133,999	-	4%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: City Manager

2005/06 REVIEW

- Participated in Conference and Review Documents Relating to Highway 50 OPS Project.
- Met with Bond Consultants, Counsel, Developers, and Other Interested Parties Regarding Defaulted Subdivisions.
- Assisted in Preparation of Bond Information Release.
- Supervised Claims and Litigation.
- Assisted and Review Public Works Department Reorganization.
- Pursued Economic Development/Redevelopment.
- Meet and work with El Dorado Disposal re solid waste collection issues
- Meet with and assist new franchisee in transfer of solid waste franchise
- Supervised Water Plant Regulatory Issues.
- Supervised Waster Water Treatment Plant Regulatory Issues.
- Monitored SRF loan process and review documents.
- Assisted in Coordination of City Committees.
- Monitored County General Plan.
- Continued Implementation of Downtown Revitalization.
- Set programs for downtown cleaning and solid waste pickup issues
- Reviewed and Assist in Personnel matters - Salaries/Benefits.
- Assisted in Code Enforcement.
- Located and Prepare Grant Applications.
- Assisted in Web Page Development.
- Assisted in personnel recruitments.
- Monitored Home Depot Project.
- Monitored Smith Flat annexation.
- Assisted in Cap to Cap Program.
- Met and confer with City's League and grass roots representation.
- Monitored State's Budget Process
- Monitored Eskaton/Weatherstone Project.
- Assisted in City budget preparation.
- Assisted in preparation of new waste water rates
- Met with Architects and Contractors Regarding City Hall Project and monitored project.
- Met with PDA committee and develop new parking regulations and enforcement contract.
- Work with citizens committee in revising medical marijuana dispensary ordinance.
- Develop new water rates.
- Work Fire District to establish new fees.
- Reviewed potential sites for new Public Safety Bldg.

2006/07 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.
- 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 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 buyers 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.

	Actual	Actual	Estimated		Council	% Change
	2003/2004	2004/2005	Actual	Proposed	Approved	from 05/06
Department Staff by Position			2005/2006	2006/2007	2006/2007	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	0.00	1.00	1.00	0.00	0%
Total	1.56	1.56	2.56	2.56	0.00	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
City Manager

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	207,584	201,014	275,718	299,538	305,780	-	11%
Materials and supplies	391	582	4,400	1,462	4,400	-	0%
Contract Services	37,402	28,739	31,800	27,222	30,750	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	6,476	2,706	3,500	3,467	4,250	-	21%
Capital outlay	290	-	2,950	-	-	-	0%
Total	252,144	233,040	318,368	331,688	345,180	-	8%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
City Manager	252,144	233,040	318,368	331,688	345,180	-	8%
Total	252,144	233,040	318,368	331,688	345,180	-	8%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	252,144	233,040	318,368	331,688	345,180	-	8%
Total	252,144	233,040	318,368	331,688	345,180	-	8%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: Information Services

2005/06 REVIEW

- Provided computer trouble shooting services to all City departments.
- Acquired reputable firm to digitize and catalog important City documents (Document imaging).
- 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.
- Coordinated City Hall move to 3101 Center Street (phones, computers, data communications).
- Installed new network at Center Street City Hall.
- 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.

2006/07 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.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2003/2004	2004/2005	Actual 2005/2006	2006/2007	Approved 2006/2007	from 05/06 Budget
IT Manager	1.0	1.0	1.0	1.0	0	0%
IT Analyst	0.0	0.0	1.0	1.0	0	0%
Total	1.0	1.0	2.0	2.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Information Services

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	86,150	114,663	158,960	177,390	200,674	-	26%
Materials and supplies	2,676	4,408	10,695	3,559	8,550	-	-20%
Contract Services	45,427	95,282	97,441	65,369	94,680	-	-3%
Overhead	17,184	18,484	20,125	34,769	33,138	-	65%
Other expense	-	100	1,073	374	4,787	-	346%
Capital outlay	-	1,866	-	12,578	1,680	-	0%
Total	151,437	234,804	288,294	294,038	343,509	-	19%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Information Services	151,437	234,804	288,294	294,038	343,509	-	19%
Total	151,437	234,804	288,294	294,038	343,509	-	19%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	52,020	101,246	115,712	101,863	127,955	-	11%
Water Enterprise Fund	49,678	72,284	71,227	88,039	106,359	-	49%
Sewer Enterprise Fund	49,739	61,274	101,355	104,137	109,195	-	8%
Total	151,437	234,804	288,294	294,038	343,509	-	19%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: Human Resources/City Clerk

2005/06 REVIEW

- Worked with Archive Technician to begin identifying and classifying the City's legislative history for document imaging and records management.
- Continued a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continued to post City Council Agendas and Minutes to the City's website.
- Processed Resolutions and Ordinances.
- Prepared numerous Proclamations for presentation, notices and other official documents.
- Filed the annual FPPC Annual Statements of Economic Interest for both elected officials and designated employees.
- Filed Officeholder and Candidate Campaign Statements.
- Provided codification of Ordinances, publication of the Ordinances in a newspaper of general circulation and responded to public inquiries regarding various sections of the Municipal Code.
- Closely monitored liability claims in coordination with the City Manager/Attorney and the City's third party administrator.
- File Workers Compensation claims with third party administrator and track treatment, cost containment measures and return to work program for the employees.
- Expansion of human resource information on the City's website to include salary schedules and job classifications as part of an ongoing effort to respond to public inquiries.
- Worked with the Municipal Codification company to provide an on-line Municipal Code.
- Track required employee training in safe work practices and state mandated issues such as AB 1234 and AB 1825.
- Coordinated employee presentations with the International City Manager's Association (ICMA) in order for employees to better understand their deferred compensation plan.
- Responsible for the recruitment process from advertising, candidate screening, securing interview panel, preparing interview panel packets, establishment of eligibility list, conditional offer to selected candidate, conditional employment physical, job offer, new hire orientation and related correspondence. Fiscal Year 2005/2006 netted 11 recruitments with a total of 210 applicants for regular positions with City. A large recruitment effort for seasonal aquatics positions was undertaken with a total of 63 new hires put on record.

2006/07 BUDGET

- Continue the process of converting City records into a digital format.
- Continue to post the Agenda and corresponding staff reports electronically to the new City website.
- Work with the codification company in transmitting Ordinances following the Second Reading.
- Continue responsibilities as the Filing Officer/Official for the FPPC Annual Statements of Economic Interest Filers.
- Track filers for Assuming Office Statements and Leaving Office Statements.
- Undertake training to enable the City Clerk to be responsible for Campaign Filings.
- Continue to closely monitor liability and workers compensation claims in coordination with the City Manager/Attorney and the City's third party administrator.
- Revise the Conflict of Interest Code in accordance with the biennial revisions required in even-numbered years.
- Work with the Gold Country Consortium to provide on-going training to City employees in the areas of risk management and supervisory training.
- Continue to seek creative avenues of attracting top candidates for positions within the City.
- Finalize, in conjunction with the City Manager, a comprehensive employee service award program.
- Working in conjunction with the City Manager and IT Manager, develop a streamlined agenda process utilizing the current city computer system.
- Provide Records Retention and Management training to the City's Administrative Secretaries and the Executive Assistant to the Chief of Police to begin the digitization of all City records.

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget
Division Budget
Human Resources/City Clerk

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	78,034	91,056	95,866	94,916	104,259	-	9%
Materials and supplies	37	92	95	301	250	-	163%
Contract Services	4,248	5,714	6,700	5,670	5,000	-	-25%
Overhead	-	-	-	-	-	-	0%
Other expense	513	971	665	6,228	4,504	-	577%
Capital outlay	-	-	-	-	-	-	0%
Total	82,833	97,833	103,326	107,115	114,013	-	10%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Human Resources	82,833	97,833	103,326	107,115	114,013	-	10%
Total	82,833	97,833	103,326	107,115	114,013	-	10%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	82,833	97,833	103,326	107,115	114,013	-	10%
Total	82,833	97,833	103,326	107,115	114,013	-	10%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: Grant Administration

2005/06 REVIEW

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

2006/07 BUDGET

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

	Actual	Actual	Estimated		Council	% Change
	2003/2004	2004/2005	Actual	Proposed	Approved	from 05/06
Department Staff by Position			2005/2006	2006/2007	2006/2007	Budget
Community Development Specialist	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Department: City Administration

Division: Grant Administration

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	73,085	80,864	87,374	90,362	91,561	-	5%
Materials and supplies	-	7	500	-	500	-	0%
Contract Services	-	-	100	1,162	100	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	73,085	80,871	87,974	91,524	92,161	-	5%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Grant Administration	73,085	80,871	87,974	91,524	92,161	-	5%
Total	73,085	80,871	87,974	91,524	92,161	-	5%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	73,085	80,871	87,974	91,524	92,161	-	5%
Total	73,085	80,871	87,974	91,524	92,161	-	5%

This page was intentionally left blank.



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 2006/2007 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual 2003/2004	Actual 2004/2005	Estimated 2005/2006	Projected 2006/2007
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	8	8	8	8
Special Projects / Analysis	30	50	60	80
Bond related inquiries	440	200	200	100
Foreclosures and auction	1	1	1	1
Deposits/revenues	624/\$7.7m	624/\$7.7m	624/\$7.7m	624/\$8.0m
Accounts receivable billings	2,721	2,800	2,563	2,800
Payable checks processed	3,509/\$8.2m	3,400/\$6.0m	3,400/\$6.0m	4,000/\$7.0m
Business license applications	200	200	252	200
Bad checks recovered	87/\$9,108	80/\$9,000	33/\$10,670	80/\$9,000
Payroll				
Payroll checks issued	3,667/\$7.3	3,773/\$7.8m	3,600/\$8.0m	3,600/\$8.0m
Processed payroll (FT/PT)	99/43	19/30	95/130	95/130
Action forms processed (FT)	66	66	148	150
New hire orientation	10	10	13	13
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	13,800	14,000	15,000	15,000
Bills issued	19,500	19,550	21,600	21,600
Liens filed/released	11/\$1,908	11/\$7,890	20/\$4,400	-
Discover nonpaying users	3/\$1,067	1/\$360	1/\$580	1/\$500
State mandated reports	2	2	2	2

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 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	2.0	2.0	2.0	2.0	0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	0	0%
Retired Annuitant	0.5	0.5	0.5	0.5	0	0%
Total	7.5	7.5	7.5	7.5	0.0	0%

Fiscal Year 2006/07 Annual Operating Budget
Department Budget
Finance

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	370,174	397,280	569,904	380,029	624,743	-	10%
Materials and supplies	19,487	21,429	19,450	13,154	14,275	-	-27%
Contract Services	137,855	128,149	48,100	120,765	33,925	-	-29%
Overhead	55,631	40,465	46,522	136,816	64,788	-	39%
Other expense	1,123	1,677	6,065	14,491	15,087	-	149%
Capital outlay	35,634	8,055	3,333	5,421	21,332	-	540%
Total	619,904	597,056	693,374	670,676	774,150	-	12%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Financial Management	262,785	326,986	366,216	240,465	396,064	-	8%
Utility Billing	357,119	270,070	327,158	430,211	378,086	-	16%
Total	619,904	597,056	693,374	670,676	774,150	-	12%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	262,785	326,986	366,216	240,465	396,064	-	8%
Water Enterprise Fund	174,192	146,147	159,550	148,747	188,543	-	18%
Sewer Enterprise Fund	182,927	123,923	167,608	281,465	189,543	-	13%
Total	619,904	597,056	693,374	670,676	774,150	-	12%

Fiscal Year 2006/2007 Annual Operating Budget

Department: Finance

Division: Financial Management

2005/06 REVIEW

- Successfully completed several audits including TDA and year-end.
- Managed City's short and long-term cashflow and investment needs.
- Prepared analysis and attended meeting 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 Navaline financial software.
- Administered medical insurance open enrollment process.
- Implemented electronic direct deposit program for payroll.
- 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.
- Assisted financing team in preparing the official statement and the sale of the 2006 Waste Water Revenue Bonds.
- Assisted financing team in securing the 2006 SRF Loan for the Wastewater Treatment Plant Upgrade project.
- 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.
- Co-facilitated waste water rate equity study.
- Implemented new waste water rates.
- Administered City's CalPERS Retirement plan.
- Revised budget according to City Council action.
- Administered LLMD assessment districts.
- Co-facilitated rate equity study.

2006/07 BUDGET

- Complete the Master Fee Schedule study and implement new fee structure to further improve citywide cost recovery.
- Implement new online utility billing payment software that will be available on City's website.
- 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.
- 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, and year-end.
- Implement standardized citywide encumbrance accounting including online purchase orders.
- Pilot online time sheets with the Engineering Division.

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Director of Finance	1.0	1.0	1.0	1.0	0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	0	0%
Accounting Supervisor	0.8	0.8	0.8	0.8	0	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0	0%
Retired Annuitant	0.2	0.2	0.2	0.2	0	0%
Total	3.8	3.8	3.8	3.8	0.0	0%

Fiscal Year 2006/2007 Annual Operating Budget

Division Budget

Financial Management

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	185,994	214,315	346,699	194,877	374,787	-	8%
Materials and supplies	945	317	400	496	600	-	50%
Contract Services	62,959	107,658	14,900	39,576	12,900	-	-13%
Overhead	-	-	-	-	-	-	0%
Other expense	1,009	1,182	2,550	3,709	7,777	-	205%
Capital outlay	11,878	3,514	1,667	1,807	-	-	-100%
Total	262,785	326,986	366,216	240,465	396,064	-	8%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Financial Analysis	157,671	196,192	219,730	144,279	237,638	-	8%
Account Payable / Receivable	78,836	98,096	109,865	72,139	118,819	-	8%
Bond Administration	21,023	26,159	29,297	19,237	31,685	-	8%
Mandated Reporting	5,256	6,540	7,324	4,809	7,921	-	8%
Total	262,785	326,986	366,216	240,465	396,064	-	8%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	262,785	326,986	366,216	240,465	396,064	-	8%
Total	262,785	326,986	366,216	240,465	396,064	-	8%

Fiscal Year 2006/2007 Annual Sewer Enterprise Fund Operating Budget

Department: Finance

Division: Utility Billing

2005/06 REVIEW

- Implemented new wastewater rates.
- Revised the City Ordinances that address utility billing to conform to the new water and waste water rate programs.
- 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 of not exceed 1% of the fund's current fiscal year receivables.
- Completed conversion to the new HTE Naviline utility billing software.
- Audited all businesses within the City limits to determine connectivity and compliance.
- Provided information and support to the City's consultants to prepare the wastewater rate study.
- Analyzed all sewer customer categories in order to tailor a useful and equitable sewer rate structure.
- Actively pursued utility account collections to maintain smooth revenue streams.

2005/06 BUDGET

- Complete water rate study.
- Implement new water rates.
- 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.
- Continue to audit the City's strip malls to obtain equitable sewer billing.
- Update utility information page for the City's website.

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Accounting Supervisor	1.2	1.2	1.2	1.2	1.2	0%
Accounting Assistant II	1.2	1.2	1.2	1.2	1.2	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.3	0.3	0.3	0.3	0%
Total	3.7	3.7	3.7	3.7	3.7	0%

Fiscal Year 2006/2007 Annual Sewer Enterprise Fund Operating Budget

Division Budget Utility Billing

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	184,179	182,965	223,205	185,152	249,956	-	12%
Materials and supplies	18,543	21,112	19,050	12,658	13,675	-	-28%
Contract Services	74,896	20,491	33,200	81,189	21,025	-	-37%
Overhead	55,631	40,465	46,522	136,816	64,788	-	39%
Other expense	114	495	3,515	10,781	7,310	-	108%
Capital outlay	23,756	4,541	1,666	3,614	21,332	-	1180%
Total	357,119	270,070	327,158	430,211	378,086	-	16%

Division Budget by Program	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Utility Billing	357,119	270,070	327,158	430,211	378,086	-	16%
Total	357,119	270,070	327,158	430,211	378,086	-	16%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Water Enterprise	174,192	146,147	159,550	148,747	188,543	-	18%
Sewer Enterprise	182,927	123,923	167,608	281,465	189,543	-	13%
Total	357,119	270,070	327,158	430,211	378,086	-	16%

This page was intentionally left blank.



Central Stores

This page was intentionally left blank.

Fiscal Year 2006/2007 Annual Operating Budget

Central Stores

Division Budget by Category	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Personal services	-	-	-	-	-	-	0%
Materials and supplies	69,165	65,600	29,500	87,510	33,000	-	12%
Contract Services	82,139	135,660	75,650	132,769	100,900	-	33%
Overhead	-	-	-	-	-	-	0%
Other expense	584,468	1,054,085	970,607	552,445	1,197,466	-	23%
Capital outlay	878,363	-	-	112	-	-	0%
Total	1,614,135	1,255,345	1,075,757	772,836	1,331,366	-	24%

Budget by Division	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
Central Stores	1,614,135	1,255,345	1,075,757	772,836	1,331,366	-	24%
Total	1,614,135	1,255,345	1,075,757	772,836	1,331,366	-	24%

Source of Funds:	Actual 2003/2004	Actual 2004/2005	Revised 2005/2006	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
General Fund							
Discretionary Revenues	638,936	280,483	(22,285)	367,588	495,991	-	-2326%
Gas Tax Fund	80,000	72,005	35,007	35,007	-	-	0%
Development Impact Fund	-	-	4,000	4,000	-	-	0%
Grant Funds	-	-	17,300	-	-	-	
Measure J Fund	7,782	7,653	9,000	9,600	9,000	-	0%
General CIP Fund	100,000	22,050	-	-	-	-	0%
Water Enterprise Fund	3,345	75,815	39,200	43,042	75,018	-	91%
Sewer Enterprise Fund	294,787	356,047	292,741	12,006	751,357	-	157%
Sewer Rate Stabilization Fund	-	-	301,593	301,593	-	-	-100%
General Liability Fund	281,548	33,619	-	-	-	-	0%
Equipment Replacement Fund	-	8,473	-	-	-	-	0%
Economic Impact Reserve	207,737	399,201	399,201	-	-	-	0%
Total	1,614,135	1,255,345	1,075,757	772,836	1,331,366	-	24%

This page was intentionally left blank.

Authorized Staffing

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
<i>Police Department</i>						
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	2.0	1.0	1.0	1.0	0.0	0%
Police Lieutenant	0.0	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	0.0	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%
Secretary to the Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	32.5	33.5	33.5	33.5	0.0	0%

Public Works Department

Director of Public Works	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
CIP Engineer	0.0	0.0	0.4	1.0	0.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	3.0	3.0	3.0	3.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant II	0.0	0.0	0.0	0.5	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	3.0	0.0	50%
Maintenance Worker II	4.0	4.0	4.0	5.0	0.0	25%
Maintenance Worker I	4.0	4.0	5.0	6.0	0.0	20%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Plant Supervisor	0.4	0.4	0.4	0.0	0.0	-100%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	2.0	0.0	100%
Wastewater Treatment Plant Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Senior Wastewater Treatment Plant Operator	2.0	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior WWTP Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.0	0.0	0.0	1.0	0.0	0%
Wastewater Treatment Plant Operator II	2.0	2.0	2.0	2.0	0.0	0%
Subtotal	29.4	29.4	30.8	36.5	1.0	19%

Department Staff by Position	Actual 2003/2004	Actual 2004/2005	Estimated Actual 2005/2006	Proposed 2006/2007	Council Approved 2006/2007	% Change from 05/06 Budget
<i>Community Development Department</i>						
Director of Community Development	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	0.0	0%
Administrative 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%
Subtotal	4.0	4.0	4.5	4.5	0.0	0%
<i>Community Services Department</i>						
Director of Public Services	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	1.0	0.0	0.0	0.0	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%
Subtotal	13.0	12.0	12.0	12.0	0.0	0%
<i>City Administration</i>						
City Manager / Attorney	1.0	1.0	1.0	1.0	0.0	0%
IT Manager	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	0.0	0.0	1.0	1.0	0.0	0%
Administrative Specialist	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%
Archive Technician	0.0	0.0	1.0	1.0	0.0	0%
Subtotal	5.0	5.0	7.0	7.0	0.0	0%
<i>Finance Department</i>						
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	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.5	0.5	0.5	0.5	0.0	0%
Subtotal	7.5	7.5	7.5	7.5	0.0	0%
Total All Departments	91.4	91.4	95.3	101.0	0.0	6%

This page was intentionally left blank.

CITY OF PLACERVILLE

PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET 2006/2007



Historic Cary House Hotel
Placerville, California

CAPITAL IMPROVEMENT PROGRAM POLICY

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

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

This page was intentionally left blank.

EQUIPMENT REPLACEMENT PROGRAM POLICY

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

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

This page was intentionally left blank.

TABLE OF CONTENTS

CAPITAL IMPROVEMENT PROJECTS 2006/2007

Police Station Laminate Flooring/Interior Painting (CIP #40701)	10
Canal Street Drainage Repair (CIP #40702)	11
Geographic Information System (GIS), Phase II (CIP #40703)	12
Placerville Drive Pavement Repairs (CIP #40704)	13
Western Placerville Drive Interchange (CIP #40705)	14
Annual Street Stripe (CIP #40706)	15
N.P.D.E.S. Storm Water Permit Implementation (CIP #40707)	16
Placerville Station II, Phase I (CIP #40708)	17
City Facility Backflow Prevention Device Installation Program (CIP #40709)	18
Sanitary Sewer Master Plan (CIP #40710)	19
Update of Design Manual (CIP #40711)	20
Sidewalk Repair Identification and Implementation (CIP #40712)	21
Street Maintenance Management Plan (CIP #40713)	22
Storm Drain Improvements (CIP #40714)	23
Placerville Drive Business District Special Planning Project (CIP #40715)	24
Hangtown Creek Master Plan (CIP #40716)	25
Safety Fencing at Aquatics Complex (CIP #40717)	26
Scout Hall Roof Replacement (CIP #40718)	27
Gold Bug Park Fire Safe Plan (CIP #40719)	28
Actuarial Study for Post-Employment Health Insurance Benefits (CIP #40720)	29
Online Utility Payment Software Upgrade (CIP #40721)	30

This page was intentionally left blank.

2006/2007 CAPITAL IMPROVEMENT PROGRAM PROJECTS

Police Station Laminate Flooring / Interior Painting (CIP #40701)

DESCRIPTION:

The public safety building flooring and walls typically both take a tremendous beating from the officers and other staff returning from the field. The myriad of duties conducted by all personnel cause staff to inflict significant wear and tear on the flooring and walls within the building. Historically, the flooring within the public safety building has been commercial grade carpeting. The carpeting has been replaced several times since the building was constructed in about 1977.

The proposal would be to replace all carpeting with laminate flooring in all hallways, the squad room, the men's locker room and dispatch. Also included in this proposal would be to paint most interior walls to improve the appearance and presentation of the facility. This would be a stopgap measure to provide acceptable areas for staff and the public until the future of the public safety building can be finally determined.

The cost projection for painting is approximately \$3,000 and is based on a commercial private contractor conducting the work. Some of this cost projection for painting could be mitigated and reduced if City maintenance staff were available to do the interior painting.

COST SUMMARY:

Construction	\$19,000
Architecture/Engineering	
Environmental Document	
Right-of-Way Acquisition	
Inspection/Testing	
Subtotal	<u>19,000</u>
Contingency	<u>3,800</u>
Total Estimate	<u>\$22,800</u>

POTENTIAL FUNDING SOURCES:

General Capital Improvement Fund	\$22,800
----------------------------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

It is anticipated that new laminate flooring would hold up well to the heavy traffic of the office providing for enhanced value to the facility for future consideration. Introduction of this flooring could have some cost savings due to reduced need for commercial carpet cleaning within the facility.

ALTERNATIVES:

1. Expand this flooring project to additional areas of the public safety building.
2. Do nothing with any of the flooring or wall surfaces in anticipation of the new public safety building project.

Canal Street Drainage Repair (CIP #40702)

DESCRIPTION:

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

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

Engineering and Construction cost are higher than expected. Additionally, further inspection and analysis of the existing system call for repairs that are more extensive than originally anticipated. Additionally, it has been determined that the existing system is undersized and will require eventual replacement. This repair will only address the immediate issue at 949 Simas Way.

COST SUMMARY:

Construction	\$	135,000
Architecture/Engineering		38,950
Right of Way		2,500
Construction Administration, Observation &		
Materials Testing		<u>4,000</u>
Subtotal		180,450
Project Management		9,550
Contingency		<u>27,000</u>
Total Estimate	\$	<u>217,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax	\$	157,000
General Liability Fund	\$	60,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

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

ALTERNATIVES:

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

Geographic Information System (GIS), Phase II (CIP #40703)

DESCRIPTION:

The initial phase of GIS was begun last year. The contract for this work was to establish City Right-of-Way and all parcels that are located in the City. Additionally, this was lined up with our existing topography and, land use, and aerial mapping. The results are currently being verified, and the product should be available to the public later this summer.

At this time, we can start to incorporate information that was collected during the preparation of the Sewer and Water Master Plans. Information collected for the Storm Water Management Plan will be added as it becomes available. Also, Staff can participate in opportunities to update the topography and aerial mapping. Additional items will include securing software and equipment to make the information more accessible to Staff and the public.

The information compiled in this process is essential to the financial reporting mandates imposed by the Government Accounting Standards Board Statement Number 34 (GASB 34).

COST SUMMARY:

Architecture/Engineering	\$ 50,000
Project Management	<u>10,000</u>
Total Estimate	<u>\$ 60,000</u>

PROPOSED FUNDING SOURCES:

Sewer Enterprise Fund	\$ 25,000
Water Enterprise Fund	\$ 25,000
Gas Tax	\$ 10,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

With this information digitized and soon to be available through computer databases, the City will experience a marked increase in staff efficiency and reduced response time to public inquiries. This system will not only speed up our response to the public, but will also allow the public access to much of our data that is currently inaccessible due to storage and the inability of Staff to find the needed document.

ALTERNATIVES:

Staff recommends no alternatives to this program.

Placerville Drive Pavement Repairs (CIP #40704)

DESCRIPTION:

The existing pavement on Placerville Drive was placed in late 1996. While it is in good condition and holding up well over time, it is in need of maintenance. The purpose of this maintenance is to protect our investment and extend the life of the current pavement. This would involve crack sealing, repairing localized pavement failures and utility boxes, and placing thin slurry overlay the entire length of Placerville Drive.

This work is considered periodic work that should take place on a schedule of every seven to ten years. Keeping up with this maintenance extends the pavement life allowing for the City to keep major rehabilitation of the pavement limited to every twenty to forty years.. If this maintenance is not performed, the pavement suffers further distress and damage until it reaches a point of failure, thus requiring a major rehabilitation.

COST SUMMARY:

Construction	\$ 270,000
Architecture/Engineering	8,000
Construction Administration, Observation & Materials Testing	<u>19,000</u>
Subtotal	297,000
Contingency	<u>45,000</u>
Total Estimate	<u>\$ 342,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax Fund	\$ 307,000
General CIP Fund	\$ 35,000
(Home Depot Road Impact Reimbursement)	

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

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

ALTERNATIVES:

Do nothing. Unfortunately, pavement if not maintained starts to suffer significant damage from wear and water intrusion into the subbase. If this happens, the amount of patch paving will increase and the ride quality of the roadway will suffer. Repair of the roadway after failure could significantly be much higher in cost, thus greatly increasing the pavement life cost over time.

Western Placerville Drive Interchange (CIP #40705)

DESCRIPTION:

At a regular City Council Meeting in November 2005, City Council unanimously selected Alternative D, Placerville Drive Roundabout with the Ray Lawyer Connection, and certified the Environment Impact Report for the Western Placerville Interchange Project. This provide specific direction to Staff as to how to proceed with the next stage of the project, which is to prepare the Plans, Specifications and Estimate, (PS&E), which will provide the documentation needed to construct the project as approved.

Staff will request proposals from area design firms to prepare the PS&E. Upon receipt of the proposals, Staff will select the firm that represents the best qualifications for this type of project with a blend of freeway and bridge structure experience and additional background and understanding of roundabout construction and operations. It is anticipated that design will begin in fall 2006 and take approximately two years.

Based on the design as it progresses, Staff will begin to secure the Right-of-Way that will be required for future construction of this project.

COST SUMMARY:

Architecture/Engineering	\$ 2,400,000
Right-of-Way Acquisition	800,000
Admin Inspection/Testing	<u>200,000</u>
Total Estimate	<u>\$ 3,400,000</u>

POTENTIAL FUNDING SOURCES:

Federal Allocation	\$ 1,000,000
SAFET-LU Earmark	<u>2,400,000</u>
Total Funding Sources	<u>\$ 3,400,000</u>

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

While there is no impact to maintenance and operation cost, there will be a benefit to the Community by this project improving roadway and interchange level of service.

ALTERNATIVES:

Stage the project to design improvements at Ray Lawyer Drive or Placerville Drive only. Savings in design would be minimal, but more substantial for right of way and construction cost..

Annual Street Stripe (CIP #40706)

DESCRIPTION:

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

COST SUMMARY:

Construction	\$ 12,000
Construction Administration, Observation & Materials Testing	<u>1,000</u>
Subtotal	<u>13,000</u>
Project Management	<u>2,000</u>
Total Estimate	<u>\$ 15,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax Fund	\$ 15,000
--------------	-----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

The Street Striping Program is conducted under contract. For this reason, there is no impact on maintenance and operation costs. The impact of not doing this program correctly and continuously is the increased liability that the City is exposed to by virtue of having faded pavement markings.

ALTERNATIVES:

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

N.P.D.E.S. Storm Water Permit Implementation (CIP #40707)

DESCRIPTION:

In California, federal storm water regulations for jurisdictions that size of Placerville are governed through the General National Pollution Discharge Elimination System (NPDES) Permit for storm water discharge from small municipal storm systems. The goal of this permit is to protect water quality that can be impacted by the public, municipal activities, and development of property. To achieve compliance with this permit, the City prepared a Storm Water Management Plan (SWMP) to provide direction on how to coordinate efforts by City Staff to ensure compliance with the NPDES Permit requirements.

Now that the SWMP has been prepared, approved by Council, and accepted by the State Water Resources Control Board (SWRCB), Staff needs to begin implementing the plan. These identified efforts required over the next couple of years include;

- Educate the Public
- Establishment of an annual employee training program
- Revise the City Code for SWMP compliance and to provide for penalties for violators.
- Procure appropriate Best Management Practices (BMP) training and education materials.
- Establish a creek clean up program.
- Prepare a Pollution Prevention and Response Plan.
- Locate and map all storm drainage outfalls within the City of Placerville.
- Revise and adopt new City Standards for compliance with the NPDES and SWMP BMP requirements.
- Prepare a Storm Water Management for the Corporation Yard.
- Conduct construction site inspections and plan review for proper BMP application.
- Summarize all activities via an Annual Report due in September.

Upon establishment of the program, there will be an on-going effort by Staff to provide direction to Developers and City Staff, and to provide for the proper record keeping and report requirements.

COST SUMMARY:

Architecture/Engineering	\$	50,000
Project Management		<u>10,000</u>
Total Estimate	\$	<u>60,000</u>

PROPOSED FUNDING SOURCES:

Gas Tax	\$	60,000
---------	----	--------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

As this program is implemented, it will help reduce the cost for maintenance as the amount of sediment discharge is controlled and the City will have a better understanding of its storm drainage system, but this will be offset by high record keeping and education cost.

ALTERNATIVES:

Staff recommends no alternatives, as this is essential in order to implement federally mandated programs that will be administered by the state.

Placerville Station II, Phase I (CIP #40708)

DESCRIPTION:

Placerville Station II is proposed as a multi-story, mixed use parking garage immediately adjacent to the existing Placerville Station Park and Bus facility. The facility will contain approximately 150 parking stalls and 5,000 sq ft of commercial space. The City currently holds an option to purchase the property from EID for \$211,000, and Phase I of this project would consist of:

1. Exercise option to purchase property
2. Rough grade and gravel to develop interim overflow parking area
3. Retain consultant team to design multi-level parking garage with mixed-use commercial space and 150 +/- parking spaces.

COST SUMMARY:

Construction	\$ 730,000
Architecture/Engineering	80,000
Environmental Document	20,000
Right-of-Way Acquisition	215,000
Admin Inspection/Testing	<u>40,000</u>
Subtotal	<u>1,085,000</u>
Contingency	<u>215,000</u>
Total Estimate	<u>\$ 1,300,000</u>

POTENTIAL FUNDING SOURCES:

AQMD Grant	\$ 300,000
Federal Appropriation	\$ 1,000,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Increase parking lot maintenance costs.

ALTERNATIVES:

Proceed only with property acquisition and rough grading at this time for \$300,000.

City Facility Backflow Prevention Device Installation Program (CIP #40709)

DESCRIPTION:

State law and City Ordinance Code require that commercial and public buildings have reduced pressure backflow prevention devices installed at the water service point. Approximately six existing City facilities currently require the installation of these devices.

COST SUMMARY:

Construction	\$	20,000
Architecture/Engineering		2,000
Environmental Document		
Right-of-Way Acquisition		
Inspection/Testing		<u>1,000</u>
Subtotal		23,000
Contingency		<u>2,300</u>
Total Estimate	\$	<u>25,300</u>

POTENTIAL FUNDING SOURCES:

Water Enterprise Fund	\$	25,300
-----------------------	----	--------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Annual testing of these facilities will be required at a nominal cost.

ALTERNATIVES:

There is no alternative; these devices are required by State law.

Sanitary Sewer Master Plan (CIP #40710)

DESCRIPTION:

1. Phase I of this Master Plan Study consisted of calculating the design capacity of the City Trunk System to determine if adequate capacity to meet anticipated future demands was available.
2. Phase II of this program will include a comprehensive condition assessment of the existing system; will determine the physical location of all the City's facilities, and incorporate them into our GIS map; and determine which facilities are the highest priority for repair or replacement.

COST SUMMARY:

Construction	
Architecture/Engineering	\$ 200,000
Environmental Document	
Right-of-Way Acquisition	
Admin Inspection/Testing	
Subtotal	<hr/> 200,000
Contingency	
Total Estimate	<hr/> <hr/> \$ 200,000

POTENTIAL FUNDING SOURCES:

Sewer Enterprise Fund	\$ 200,000
-----------------------	------------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

No short-term impact on M & O.

Long-term impact is lower M & O costs, greater system dependability, and greater customer service

ALTERNATIVES:

Do nothing and continue to react to system failures and increasing M & O costs. Risk being out of compliance with State and Federal Regulations, with the increasing potential to be subject to heavy fines for sewer spills and water-quality violations. Risk heavy fines.

Update of Design Manual (CIP #40711)

DESCRIPTION:

The City's Engineering Design manual for streets and underground utilities is in great need of being updated to reflect changes in design and construction practices, materials technology, and community expectations. In addition, we would like to make the City's design manual as consistent with the El Dorado County and EID design manuals as possible. This will provide consistency and reliability in the design and construction standards expected of engineers and contractors doing work within any jurisdiction within El Dorado County. Attempts have been made in the past to do this work on a fill in basis, with absolutely no success. El Dorado County Department of Transportation has begun the process of updating their design and improvements standards, and it would be appropriate at this time to coordinate efforts with DOT to create a Design Manual that closely matches the County's.

COST SUMMARY:

Architecture/Engineering	\$20,000
Environmental Document	
Right-of-Way Acquisition	
Inspection/Testing	
Total Estimate	<u>\$20,000</u>

POTENTIAL FUNDING SOURCES:

Gas Tax	\$6,666
Sewer Enterprise Fund	\$6,667
Water Enterprise Fund	\$6,667

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Improved standards will result in higher quality design and construction, resulting in better infrastructure at lower cost and fewer maintenance problems.

Sidewalk Repair Identification and Implementation (CIP #40712)

DESCRIPTION:

This project would establish a program for the comprehensive inspection of all the existing sidewalks within the City of Placerville, identifying those areas of sidewalk that require maintenance or repair, then contacting the record property owners to advise them of the necessity to perform this work. Those items that would typically require some form of attention would be:

- Excessive sidewalk cracking and deterioration such that chunks of sidewalk could actually be removed resulting in a tripping hazard.
- Sidewalk heaving due to differential ground settlement, or the growth of adjacent trees, such that a tripping hazard exists.
- Excessive vegetation growth adjacent to the sidewalk, either weeds or landscape plants, such that it blocks the ability for pedestrians to comfortably pass through the area.

A component of this program would include an education program utilizing notices in the newspaper, and flyers incorporated into the utility bills advising residents of the need to maintain their sidewalks, and also letting them know if they clear vegetation from their sidewalks in conjunction with the City's fall leaf pickup program that City crews would be available to haul away the clippings provided they were properly bagged.

One goal of this program is to identify areas where numerous property owners can join together to cause several sidewalk repairs to be done under one contract for increased efficiencies and economies of scale. City staff would explore the possibility of establishing some form of revolving loan fund to assist those low income residents in their ability to pay for sidewalk repairs.

COST SUMMARY:

Consultant	\$ 0
Architecture/Engineering	0
Environmental Document	<u>0</u>
Subtotal	<u>0</u>
Project Management	20,000
Contingency	<u>0</u>
Total Estimate	<u>\$20,000</u>

POTENTIAL FUNDING SOURCES:

TDA Article 3	\$20,000
---------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

None

ALTERNATIVES:

None

Street Maintenance Management Plan (CIP #40713)

This capital program would be initiated in conjunction with the work that the El Dorado County Transportation Commission will be performing on behalf of the City to produce a comprehensive pavement management plan. This management plan will provide the information to our maintenance staff that will allow them to better prioritize and focus their efforts in the maintenance of the City's street system. With the incorporation of a new pavement patching machine, together with the other pavement maintenance tools at our Department's disposal, an enhanced level of effort towards the maintenance of our street system should be possible.

COST SUMMARY:

Consultant	\$ 0
Architecture/Engineering	0
Environmental Document	<u>0</u>
Subtotal	<u>0</u>
Project Management	\$ 5,000
Contingency	<u>0</u>
Total Estimate	<u>\$5,000</u>

POTENTIAL FUNDING SOURCES:

Gas Tax Fund	\$5,000
--------------	---------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

None

ALTERNATIVES:

None

Storm Drain Improvements (CIP #40714)

Numerous components of the City storm drain system have suffered through the years due to lack of effective maintenance. Both natural and man-made channels have become overgrown with vegetation and clogged with debris to the point where they no longer have the capacity to effectively convey storm runoff through the city. This capital project would allow City staff to complement our workforce by hiring local contractors on a force account basis to assist in the clean out and maintenance of several of our key storm drainage channels to maximize their available capacity in the event of a major storm.

COST SUMMARY:

Consultant	\$20,000
Architecture/Engineering	0
Environmental Document	<u>0</u>
Subtotal	<u>20,000</u>
Project Management	5,000
Contingency	<u>5,000</u>
Total Estimate	<u>\$30,000</u>

POTENTIAL FUNDING SOURCES:

Storm Drainage Fund	\$30,000
---------------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

None

ALTERNATIVES:

None

Placerville Drive Business District Special Planning Project (CIP #40715)

DESCRIPTION:

Over the past decade, there have been several attempts to prepare a “Specific Plan” for the Placerville Drive Business District. These attempts were unsuccessful due to a number of reasons, such as limited City staff and funding resources, the lack of an organized group of business/property owners committed to develop a Plan, and general skepticism. It now appears that none of the aforementioned conditions exist and that there is a group of citizens, business and property owners committed to developing a “Plan” or “Vision” for the Placerville Drive Business District. In order to maintain the momentum and interest, it is highly recommended that a consultant with expertise in the area of planning and community visioning be assigned to this task. The consultant would be responsible for project outreach scoping, coordination and conducting meetings and plan development.

COST SUMMARY:

Consultant	\$ 50,000
Contingency	<u>10,000</u>
Total Estimate	<u>\$ 60,000</u>

POTENTIAL FUNDING SOURCES:

General Capital Improvement Fund	\$ 60,000
----------------------------------	-----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

None

ALTERNATIVES:

In light of current workload demands, no alternatives are recommended at this time.

Hangtown Creek Master Plan – Completion (CIP #40716)

DESCRIPTION:

Approximately 5 years ago, the City Council authorized a volunteer committee to prepare a Master Plan for Hangtown Creek. The Plan is approximately 80% complete, however in order to finalize the Plan, it is recommended that the coordination and associated tasks for its completion require outsource of services. These services would include project management, coordination of committee meetings, public hearings, and quality control.

COST SUMMARY:

Consultant	\$ 8,000
Architecture/Engineering	0
Environmental Document	<u>0</u>
Subtotal	<u>8,000</u>
Contingency	<u>2,000</u>
Total Estimate	<u>\$ 10,000</u>

POTENTIAL FUNDING SOURCES:

General Capital Improvement Fund	\$ 10,000
----------------------------------	-----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Project implementation may improve the City's ability to maintain Hangtown Creek as a flood channel.

ALTERNATIVES:

In light of current workload demands, no alternatives are recommended at this time.

Safety Fencing at Aquatics Complex (CIP #40717)

DESCRIPTION:

This project will complete the safety fencing at the Aquatics Complex. One hundred and thirty feet of iron Pickett fence and twenty feet of chain link fence with two walk through gates will enclose the south end of the Aquatics Complex. Once completed, the facility will be more safe and secure from vandalism. This project will also improve the appearance at the entrance to the facility.

COST SUMMARY:

Construction	\$ 13,000
Contingency	<u>2,600</u>
Total Estimate	<u>\$ 15,600</u>

POTENTIAL FUNDING SOURCES:

General Liability Fund	\$ 15,600
------------------------	-----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

There will be a slight increase in routine maintenance. Gate hardware will be inspected and serviced periodically.

ALTERNATIVES:

Cap the top of the existing retaining wall and defer the project.

Scout Hall Roof Replacement (CIP #40718)

DESCRIPTION:

This project will replace the existing composition roof covering the storage room at Scout Hall. The roof is leaking, compromising the interior walls and ceiling of the building.

COST SUMMARY:

Construction	\$ 10,000
Contingency	<u>2,000</u>
Total Estimate	<u>\$ 12,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$ 12,000
------------------	-----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will safeguard against further damage to the building and its contents.

ALTERNATIVES:

Remove storage portion of the building and replace with storage shed.

Gold Bug Park Fire Safe Plan (CIP #40719)

DESCRIPTION:

This project will implement the Gold Bug Park Fire Safe Plan approved by City Council on October 25, 2005. The Fire Safe Plan for Gold Bug Park is a strategy for reducing the damage and loss from wildfires by placing an emphasis on what needs to be done before a wildfire starts. The plan looks to reduce natural resource and property loss, both inside and adjacent to the park, increase firefighter safety and contribute to ecosystem health. The plan is a cooperative effort with the Councils wildfire specialists, El Dorado County Fire Protection District and the City of Placerville. The scope of the project will address the following: 1.) Fuel treatment along roads, trails, structures and mature trees, 2.) Construction of shaded fuel reductions zones, 3.) Construction of a fuel break, 4.) Ignition prevention, and 5.) Fuel treatment maintenance.

COST SUMMARY:

Construction	\$ 50,000
Construction Administration, Observation	<u>2,500</u>
Subtotal	<u>52,500</u>
Project Management	5,000
Contingency	<u>10,000</u>
Total Estimate	<u>\$ 67,500</u>

POTENTIAL FUNDING SOURCES:

FEMA Grant	\$ 67,500
------------	-----------

Actuarial Study for Post-Employment Health Insurance Benefits (GASB 43 & 45) (CIP #40720)

DESCRIPTION:

Like many local government agencies, Placerville accounts for its post-employment health benefits for City retirees on the pay-as-you-go basis which is the actual cost of providing health benefits to participating retirees in any given year. Government Accounting Standards Board (GASB) Statements 43 and 45 require that government agencies begin pre-funding employer contributions to a trust account for post employment benefits based on an actuarial report. The City must establish a trust account, begin contributing an amortized amount of contributions, and report its liability in the year-end financial statements by Fiscal Year 2008/2009.

The first step in becoming compliant with GASB 43 and 45, is for the City to contract with an outside actuary to perform a study to determine the City's overall liability and the annual contribution rate it must pay in order to maintain its retiree health insurance plan. Although, these mandates are not required until Fiscal Year 2008/2009, staff recommends that the actuarial report be done in Fiscal Year 2006/2007 so that the City can begin preparing for the budgetary impacts the required annual contribution may bring.

COST SUMMARY:

Professional Services	\$	8,000
Contingency		<u>2,000</u>
Total Estimate	\$	<u>10,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$	7,400
Water Enterprise Fund	\$	600
Sewer Enterprise Fund	\$	2,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

1. With everything held constant, the annual contribution, based on an actuarial study, will be greater than the pay-as-you-go amount the City is currently paying.
2. After Fiscal Year 2008/2009, the City will have to update the actuarial report periodically. The cost of updating the report will be nominal.

ALTERNATIVES:

1. Defer the actuarial study until Fiscal Year 2007/2008.
2. Defer the actuarial study until Fiscal Year 2008/2009.

Online Utility Payment Software Upgrade (CIP #40721)

DESCRIPTION:

The City launched a new website (Phase II) in April 2005 which was more user-friendly, useful, informational, interactive, and aesthetically pleasing than the old site. Since then, the new website has been expanded providing even more information to web users. In recent years the community, City Council, and staff have shown a growing interest in implementing additional enhancements to the existing website (Phase III) including e-government solutions such as the ability for rate payers to make online utility bill payments. This technology would not only be an added convenience for utility rate payers but also a way to create additional efficiency in the Finance Department.

The City's financial software company, Sungard HTE, offers a seasoned online utility payment module called "Click2Gov" which is a fully compatible program that would interface with the City's financial software, bank, and most customer banks. If implemented, Click2Gov would provide the utility customers with the following convenient features:

- Online payment with a credit card
- Recurring payments via bank drafts
- Online access of account information 24 hours a day, 7 days a week
- Account information includes account status, balance, billing history, and three-year water consumption history

The proposed project budget includes estimated costs for full implementation of Click2Gov including the software license, installation, and training. In addition to these one-time costs, there would also be an ongoing annual maintenance agreement in the amount of \$2,910.

COST SUMMARY:

Professional Services	\$	23,440
Contingency		<u>2,344</u>
Total Estimate	\$	<u>25,784</u>

POTENTIAL FUNDING SOURCES:

Water Enterprise Fund	\$	12,892
Sewer Enterprise Fund	\$	12,892

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Once implemented, the software will reduce staff workload by lowering the number of over the counter/phone utility payments. An annual maintenance agreement in the amount \$2,910 would have to be added to the Operating Budget.

ALTERNATIVES:

1. Defer project until Fiscal Year 2007/2008.
2. Do nothing.

City of Placerville
Proposed Capital Improvement Program Budget Summary
Fiscal Year 2006/2007

Project	Unidentified	General Capital Improvement Fund	Gas Tax Fund	Caltrans Reimbursements	RSTP	Article 3	CMAQ	AQMD	Federal Appropriation	HBRR	Water Enterprise Fund [*]	Sewer Enterprise Fund	Storm Drainage Fund	General Liability Fund	PBIA	FEMA Grant	Total Projected Cost
<i>Fiscal Year 2006/2007 Projects</i>																	
Projected Beginning Unencumbered Fund Balance July 1, 2006	\$ -	\$ 135,200	\$ 661,273	\$ 3,400,000	\$ 30,890	\$ 20,122	\$ -	\$ 300,000	\$ 1,000,000	\$ -	\$ 120,132	\$ 247,000	\$ 30,000	\$ 87,600	\$ -	\$ 67,500	\$ 6,099,717
Police Station Flooring/Interior Painting	-	22,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,800
Canal Street Drainage Repair	-	-	157,000	-	-	-	-	-	-	-	-	-	-	60,000	-	-	217,000
Geographical Information System (GIS)	-	-	10,000	-	-	-	-	-	-	-	25,000	25,000	-	-	-	-	60,000
Placerville Drive Pavement Repair	-	35,000	307,000	-	-	-	-	-	-	-	-	-	-	-	-	-	342,000
Western Placerville Drive Interchange	-	-	-	3,400,000	-	-	-	-	-	-	-	-	-	-	-	-	3,400,000
Annual Street Stripe	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000
N.P.D.E.S. Storm Water Permit Implementation	-	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
Placerville Station II, Phase I	-	-	-	-	-	-	-	300,000	1,000,000	-	-	-	-	-	-	-	1,300,000
City Facility Backflow Prevention Device Installation Program	-	-	-	-	-	-	-	-	-	-	25,300	-	-	-	-	-	25,300
Sanitary Sewer Master Plan	-	-	-	-	-	-	-	-	-	-	-	200,000	-	-	-	-	200,000
Update of Design Manual	-	-	6,666	-	-	-	-	-	-	-	6,667	6,667	-	-	-	-	20,000
Sidewalk Repair Identification & Implementation	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Street Maintenance Management Plan	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Storm Drain Improvements	-	-	-	-	-	-	-	-	-	-	-	-	30,000	-	-	-	30,000
Placerville Drive Development Plan	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000
Hangtown Creek Master Plan	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
Safety Fencing at Aquatics Complex	-	-	-	-	-	-	-	-	-	-	-	-	-	15,600	-	-	15,600
Scout Hall Roof Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000	-	-	12,000
Gold Bug Park Fire Safe Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	67,500	67,500
Actuarial Study for Post-Employment Health Benefits (GASB 43 & 45)	-	7,400	-	-	-	-	-	-	-	-	600	2,000	-	-	-	-	10,000
Online Utility Payment Software Upgrade	-	-	-	-	-	-	-	-	-	-	12,892	12,892	-	-	-	-	25,784
Fiscal Year 2006/2007 project cost by fund	-	135,200	560,666	3,400,000	-	20,000	-	300,000	1,000,000	-	70,459	246,559	30,000	87,600	-	67,500	5,917,984
Projected ending unencumbered fund balance as of June 30, 2007	\$ -	\$ -	\$ 100,607	\$ -	\$ 30,890	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ 49,673	\$ 441	\$ -	\$ -	\$ -	\$ -	\$ 181,733

<i>Deferred Projects</i>																	
Public Safety Building	6,875,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,875,000
Clay Street/Cedar Ravine Road Roundabout	-	-	306,000	400,000	-	-	800,000	-	-	1,500,000	225,000	225,000	-	-	-	-	3,456,000
Mid-Main Street Surface Treatment (Sacramento St. to Bedford Ave.)	-	-	446,000	-	-	-	-	-	-	-	100,000	100,000	-	-	50,000	-	696,000
Turner Street Rehabilitation Project (Main St. to Sherman St.-1,200')	-	216,000	216,000	-	-	-	-	-	-	-	480,000	480,000	-	-	-	-	1,392,000
Benham Street Rehabilitation (Pacific St. to Big Cut Rd.)	-	-	251,000	-	-	-	-	-	-	-	50,000	50,000	-	-	-	-	351,000
Water System Master Plan, Phase II	-	-	-	-	-	-	-	-	-	-	150,000	-	-	-	-	-	150,000
Future Project cost by fund	6,875,000	216,000	1,219,000	400,000	-	-	800,000	-	-	1,500,000	1,005,000	855,000	-	-	50,000	-	12,920,000
Total of all projects	\$ 6,875,000	\$ 351,200	\$ 1,779,666	\$ 3,800,000	\$ -	\$ 20,000	\$ 800,000	\$ 300,000	\$ 1,000,000	\$ 1,500,000	\$ 1,075,459	\$ 1,101,559	\$ 30,000	\$ 87,600	\$ 50,000	\$ 67,500	\$ 18,837,984

^{*}Projected Water Enterprise Fund balance for CIP projects based on draft water revenue program.
Proposed projects allocated to the Water Enterprise Fund will not be constructed until after new water revenue program is adopted by the City Council.