



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: November 9, 2005

TO: City Council

FROM: Dave Warren
Director of Finance

SUBJECT: PROPOSED SEWER ENTERPRISE FUND OPERATING BUDGET ADOPTION

RECOMMENDATION:

Adopt a Resolution approving the proposed Sewer Enterprise Fund Budget.

DISCUSSION:

Between January and June 2005, the City's Budget Team, which is composed of all Department Heads and the City Manager, collectively developed the Operating Budget, including the Sewer Enterprise Fund 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.

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. This year's Sewer Enterprise Fund Operating Budget process was fairly unique since the City was in the process of developing a new waste water revenue program before, during, and after the regular budget adoption period which normally occurs in June of each year. To avoid disruption in service, the Council adopted two continuing budget appropriations which authorized the City to maintain operations at the Fiscal Year 2004/2005 level through December 31, 2005.

On October 5, 2005, the Council adopted new waste water rates for Fiscal Year 2005/2006, and staff was able to accurately project operating revenues for the remainder of the fiscal year.

ANALYSIS:

The attached Fiscal Year 2005/2006 Sewer Fund Operating 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 includes the Sewer Enterprise Fund's allocation of the ASL positions previously authorized by the Council last June (e.g., Maintenance Worker I and the IT Analyst positions). Tonight, staff respectfully requests the Council to authorize an additional ASL for a part-time (0.38 FTE) Capital Program Engineer.

One of the most important responsibilities of the Public Works Department is the management of the City's Capital Program. In the past, this function has been shared between the City Engineer, and the engineering specialists with mixed levels of success. With increasing workloads, and ever increasing infrastructure costs, it is critically important that these projects be effectively managed. This engineer will monitor scope, schedule and budget during project development, and will perform construction management, contract administration duties, and act as Resident Engineer during project construction for all water and sewer related capital projects. The cost of the proposed position would be allocated 50% to the Water Enterprise Fund and 50% to the Sewer Enterprise Fund. The cost of the position was included in the waste water rate model that was adopted by the Council last month. If adopted tonight, the Sewer Enterprise Fund Operating Budget will appropriate 50% or \$21,670 for the new Capital Program Engineer position. Staff will also return to the Council with a proposed Water Enterprise Fund Operating Budget once the new water rates are adopted in the coming months.

The proposed Sewer Fund Operating Budget is balanced and totals \$2,907,038 as follows:

Sewer Enterprise Sources:

Sewer Enterprise Fund revenue	\$2,605,445
Transfer in: From the Sewer Rate Stabilization Fund	<u>301,593</u>
Total Sewer Enterprise Sources	<u>\$2,907,038</u>

Sewer Enterprise Uses:

Proposed Operating Expenditures	\$2,190,872
Debt Service (SRF & Revenue Bonds)	500,000
2005/2006 Medical Insurance Increase	26,146
2005/2006 CalPERS Retirement Increase	29,906
2005/2006 Worker's Compensation Relief	(30,589)
Contingency for Unforeseen Expenditures	<u>50,000</u>
Subtotal	<u>\$2,766,335</u>
Capital Outlay Requests	75,413
<i>Alternative Service Level Requests:</i>	
Previously Authorized ASLs	43,620
Capital Program Engineer (0.38 FTE)	<u>21,670</u>
Subtotal	<u>65,290</u>
Total Sewer Enterprise Uses	<u>\$2,907,038</u>

It's important to note that the proposed Sewer Enterprise revenue sources include a \$301,593 transfer in from the new Rate Stabilization Fund which is a one-time revenue source. The Rate Stabilization Fund was established to help the City "smooth" the waste water rate increases over several years while affording additional operating costs, capital improvements, and debt service. Staff projects the Rate Stabilization Fund will have a \$550,000 available for operating and capital needs for Fiscal Year 2005/2006 once the Sewer Revenue Bonds are sold in the coming months.

All of the budget assumptions mentioned above are reflected in the waste water rate model used to calculate the new waste water rates that were adopted by the Council on October 5th. Tonight, staff respectfully requests the Council to adopt the Sewer Enterprise Operating Budget as presented.

Dave Warren
Director of Finance

Reviewed and Approved:

John Driscoll
City Manager/City Attorney

CITY OF PLACERVILLE

PROPOSED SEWER ENTERPRISE FUND OPERATING BUDGET 2005/2006



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

CITY OF PLACERVILLE
PROPOSED SEWER FUND OPERATING BUDGET
2005/2006

CITY COUNCIL

Roberta Colvin, Mayor
Pierre Rivas, Vice-Mayor
Mark Acuna
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
Ron Mueller, Director of Public Services
George Nielsen, Chief of Police
Randy Pesses, Director of Public Works
Dave Warren, Director of Finance

This page was intentionally left blank.

Revenue and Expenditure Summaries

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Summary of Revenues & Expenditures

	<i>Actual</i> <i>2002/2003</i>	<i>Actual</i> <i>2003/2004</i>	<i>Revised</i> <i>2004/2005</i>	<i>Actual</i> <i>2004/2005</i>	<i>Proposed</i> <i>2005/2006</i>
OPERATING REVENUES					
Charges for Services	\$ 1,987,009	\$ 1,922,034	\$ 1,950,000	\$ 1,961,480	\$ 2,468,511
Capital Improvement Fees	117,414	194,302	128,000	60,539	57,000
Use of Money & Property	197,109	120,844	45,000	143,681	79,934
Total Operating Revenues	<u>\$ 2,301,532</u>	<u>\$ 2,237,181</u>	<u>\$ 2,123,000</u>	<u>\$ 2,165,699</u>	<u>\$ 2,605,445</u>
OPERATING EXPENDITURES					
Engineering	-	-	-	-	26,668
Sewer Line M & O	279,588	261,304	445,472	407,858	495,277
Sewer Treatment	1,629,330	1,249,361	1,451,912	1,535,370	1,521,796
Information Technology	46,581	49,739	72,433	72,264	101,355
Utility Billing	158,182	171,190	160,781	161,334	167,608
Central Stores	319,206	305,646	319,684	356,047	594,334
Total Operating Expenditures	<u>\$ 2,432,887</u>	<u>\$ 2,037,240</u>	<u>\$ 2,450,282</u>	<u>\$ 2,532,873</u>	<u>\$ 2,907,038</u>
FUNDING SOURCES					
Sewer Enterprise Fund	\$ 2,432,887	\$ 2,037,240	\$ 2,450,282	\$ 2,532,873	\$ 2,605,445
Rate Stabilization Fund	-	-	-	-	301,593
Total Funding Sources	<u>\$ 2,432,887</u>	<u>\$ 2,037,240</u>	<u>\$ 2,450,282</u>	<u>\$ 2,532,873</u>	<u>\$ 2,907,038</u>



Table of Contents

<u>PUBLIC WORKS DEPARTMENT</u>	<u>9</u>
<u>Engineering</u>	<u>12</u>
<u>Sewer Lines M & O</u>	<u>14</u>
<u>Wastewater Treatment</u>	<u>16</u>
<u>CITY ADMINISTRATION</u>	<u>19</u>
<u>Information Services</u>	<u>22</u>
<u>FINANCE DEPARTMENT</u>	<u>25</u>
<u>Information Services</u>	<u>28</u>
<u>Utility Billing</u>	<u>30</u>
<u>CENTRAL STORES</u>	<u>33</u>
<u>AUTHORIZED STAFFING</u>	<u>37</u>

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 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department: Public Works (Sewer Enterprise Fund Only)
All Divisions

<u>Workload Indicators</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>
Engineering				
Capital improvement projects	14	30	30	20
Speed surveys	2	2	2	4
Permits	190	190	195	200
USA dig notices	350	350	350	250
Calls for service	180	180	34	40
Parcel / subdivision map review	350	350	70	100
Building plan review	390	390	180	200
Building inspection	350	350	150	175
Sewer				
Calls for service	70	70	15	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

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
City Engineer~	0.0	0.0	0.0	0.2	0.0	0%
Public Works Superintendent~	0.3	0.3	0.3	0.3	0.0	0%
Senior Maintenance Worker~	0.8	0.8	1.0	1.0	0.0	0%
Maintenance Worker II~	1.1	1.1	1.4	1.4	0.0	0%
Maintenance Worker I~	1.5	1.5	2.0	2.4	0.0	20%
Water Meter Technician~	0.5	0.5	0.5	0.5	0.0	0%
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%
WWTP Mechanic	1.0	1.0	0.0	0.0	0.0	0%
Senior Maintenance Mechanic	0.0	0.0	1.0	1.0	0.0	0%
WWTP Lab Technician/Operator II	0.0	1.0	0.0	0.0	0.0	0%
Wastewater Treatment Plant Operator II	1.0	1.0	2.0	2.0	0.0	0%
Total	10.1	11.1	12.2	12.8	0.0	5%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department Budget
Public Works (Sewer Enterprise Fund Only)

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	637,900	711,606	970,769	873,155	1,094,517	-	13%
Materials and supplies	279,784	262,303	258,400	304,043	273,250	-	6%
Contract Services	519,126	289,906	302,260	444,003	321,500	-	6%
Overhead	402,049	217,304	241,555	213,065	234,055	-	-3%
Other expense	30,204	18,665	25,400	32,924	46,672	-	84%
Capital outlay	39,856	10,882	99,000	76,039	73,747	-	-26%
Total	1,908,918	1,510,665	1,897,384	1,943,228	2,043,741	-	8%

<u>Budget by Division</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Engineering	-	-	-	-	26,668	-	0%
Sewer Lines	279,588	261,304	445,472	407,858	495,277	-	11%
Wastewater Treatment	1,629,331	1,249,361	1,451,912	1,535,370	1,521,796	-	5%
Total	1,908,918	1,510,665	1,897,384	1,943,228	2,043,741	-	8%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	1,908,918	1,510,665	1,897,384	1,943,228	2,043,741	-	8%
Total	1,908,918	1,510,665	1,897,384	1,943,228	2,043,741	-	8%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Department: Public Works
Division: Engineering (Sewer Enterprise Fund Only)

2004/05 REVIEW

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

2005/06 BUDGET

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

<u>Department Staff by Position</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
City Engineer~	0.0	0.0	0.0	0.2	0.0	0%
Total	0.0	0.0	0.0	0.2	0.0	0%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Division Budget
Engineering (Sewer Enterprise Fund Only)

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	-	-	-	-	21,668	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	5,000	-	0%
Total	-	-	-	-	26,668	-	0%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Sewer Lines	-	-	-	-	26,668	-	0%
Total	-	-	-	-	26,668	-	0%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Sewer Enterprise Fund	-	-	-	-	26,668	-	0%
Total	-	-	-	-	26,668	-	0%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Department: Public Works
Division: Sewer Lines M & O

2004/05 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.

2005/06 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 2002/2003	Actual 2003/2004	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Public Works Superintendent~	0.3	0.3	0.3	0.3	0.0	0%
Senior Maintenance Worker~	0.8	0.8	1.0	1.0	0.0	0%
Maintenance Worker II~	1.1	1.1	1.4	1.4	0.0	0%
Maintenance Worker I~	1.5	1.5	2.0	2.4	0.0	20%
Water Meter Technician~	0.5	0.5	0.5	0.5	0.0	0%
Total	4.1	4.1	5.2	5.6	0.0	8%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Division Budget
Sewer Lines M & O

Division Budget by Category	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Personal services	208,544	209,494	332,623	323,388	377,613	-	14%
Materials and supplies	8,703	4,368	9,500	5,646	9,300	-	-2%
Contract Services	8,669	10,616	10,200	9,658	9,400	-	-8%
Overhead	53,163	36,680	48,899	44,720	56,460	-	0%
Other expense	30	17	1,250	-	1,757	-	41%
Capital outlay	478	130	43,000	24,446	40,747	-	0%
Total	279,588	261,304	445,472	407,858	495,277	-	11%

Division Budget by Program	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Sewer Lines	279,588	261,304	445,472	407,858	495,277	-	11%
Total	279,588	261,304	445,472	407,858	495,277	-	11%

Source of Funds:	Actual 2002/2003	Actual 2003/2004	Revised 2004/2005	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Sewer Enterprise Fund	279,588	261,304	445,472	407,858	495,277	-	11%
Total	279,588	261,304	445,472	407,858	495,277	-	11%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Department: Public Works

Division: Wastewater Treatment

2004/05 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.
- Implemented CIP program.
- Maintained 1 fresh -water pump and 3 sanitary sewer lift stations.
- Began design of improvements for lift stations.
- Continued implementation of Sewer Spill Policy.
- Undertook rate equity study.
- Furthered sewer collection system inventory and analysis program
- Worked on application for State Revolving Fund Loan, and alternate financing for WWTP Improvement project
- Continued design of WWTP Phase IIIa and IIIb improvements.

2005/06 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.
- Complete rate equity study.
- Further sewer collection system inventory and analysis program.
- Obtain WWTP Improvement Project financing.
- Complete design and begin construction of WWTP Phase IIIa improvements.
- Complete design and begin construction of WWTP Phase IIIb improvements.

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 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%
WWTP Mechanic	1.0	1.0	0.0	0.0	0.0	0%
Senior Maintenance Mechanic	0.0	0.0	1.0	1.0	0.0	0%
WWTP Lab Technician/Operator II	0.0	1.0	0.0	0.0	0.0	0%
Wastewater Treatment Plant Operator II	1.0	1.0	2.0	2.0	0.0	0%
Total	6.0	7.0	7.0	7.0	0.0	0%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Division Budget
Wastewater Treatment

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	429,355	502,112	638,146	549,767	695,236	-	9%
Materials and supplies	271,080	257,935	248,900	298,397	263,950	-	6%
Contract Services	510,457	279,290	292,060	434,344	312,100	-	7%
Overhead	348,886	180,624	192,656	168,345	177,595	-	-8%
Other expense	30,173	18,648	24,150	32,924	44,915	-	86%
Capital outlay	39,378	10,752	56,000	51,592	28,000	-	-50%
Total	<u>1,629,330</u>	<u>1,249,361</u>	<u>1,451,912</u>	<u>1,535,370</u>	<u>1,521,796</u>	<u>-</u>	5%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Wastewater Treatment	<u>1,629,330</u>	<u>1,249,361</u>	<u>1,451,912</u>	<u>1,535,370</u>	<u>1,521,796</u>	<u>-</u>	5%
Total	<u>1,629,330</u>	<u>1,249,361</u>	<u>1,451,912</u>	<u>1,535,370</u>	<u>1,521,796</u>	<u>-</u>	5%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	<u>1,629,330</u>	<u>1,249,361</u>	<u>1,451,912</u>	<u>1,535,370</u>	<u>1,521,796</u>	<u>-</u>	5%
Total	<u>1,629,330</u>	<u>1,249,361</u>	<u>1,451,912</u>	<u>1,535,370</u>	<u>1,521,796</u>	<u>-</u>	5%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department: City Administration (Sewer Enterprise Fund Only)
All Divisions

<u>Workload Indicators</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Estimated 2004/2005</u>	<u>Proposed 2005/2006</u>
Information Services (% hrs)				
Network administration	-	-	-	15%
Computer service calls/training	-	-	-	25%
Project management	-	-	-	35%
Updating skills/administration	-	-	-	25%

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
IT Manager~	0.0	0.0	0.0	0.3	0.0	0%
IT Analyst~	0.0	0.0	0.0	0.3	0.0	0%
Total	0.0	0.0	0.0	0.6	0.0	0%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department Budget
City Administration(Sewer Enterprise Fund Only)

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	-	-	-	-	56,182	-	0%
Materials and supplies	-	-	-	-	3,400	-	0%
Contract Services	-	-	-	-	30,700	-	0%
Overhead	-	-	-	-	10,727	-	0%
Other expense	-	-	-	-	346	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	101,355	-	0%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Information Services	-	-	-	-	101,355	-	0%
Total	-	-	-	-	101,355	-	0%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	-	-	-	-	101,355	-	0%
Total	-	-	-	-	101,355	-	0%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department: City Administration
Division: Information Services (Sewer Enterprise Fund Only)

2004/05 REVIEW

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

2005/06 BUDGET

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

<u>Department Staff by Position</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
IT Manager~	0.0	0.0	0.0	0.3	0.0	0%
IT Analyst~	0.0	0.0	0.0	0.3	0.0	0%
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.6</u>	<u>0.0</u>	<u>0%</u>

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

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

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	-	-	-	-	56,182	-	0%
Materials and supplies	-	-	-	-	3,400	-	0%
Contract Services	-	-	-	-	30,700	-	0%
Overhead	-	-	-	-	10,727	-	0%
Other expense	-	-	-	-	346	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	101,355	-	0%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Information Services	-	-	-	-	101,355	-	0%
Total	-	-	-	-	101,355	-	0%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	-	-	-	-	101,355	-	0%
Total	-	-	-	-	101,355	-	0%

This page was intentionally left blank.



Finance Department

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department: Finance (Sewer Enterprise Fund Only)
All Divisions

Workload Indicators	Actual 2002/2003	Actual 2003/2004	Estimated 2004/2005	Projected 2005/2006
Information Services (% hrs)				
Network administration	20%	15%	15%	
Computer service calls/training	40%	35%	35%	
Project management	20%	30%	30%	
Updating skills/administration	20%	20%	20%	
Utility Billing				
Counter and telephone	13,800	13,800	14,000	14,000
Bills issued	19,200	19,500	19,550	19,550
Liens filed/released	12/\$19713	11/\$1,908	11/\$7,890	11/\$7,890
Discover nonpaying users	-	3/\$1,067	1/\$360	1/\$360

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
IT Manager~	0.3	0.3	0.3	0.0	0	0%
Accounting Supervisor~	0.6	0.6	0.6	0.6	0	0%
Accounting Assistant II~	0.6	0.6	0.6	0.6	0	0%
Accounting Assistant I	0.5	0.5	0.5	0.5	0	0%
Retired Annuitant~	0.1	0.1	0.1	0.1	0	0%
Total	2.1	2.1	2.1	1.8	0.0	-14%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department Budget
Finance (Sewer Enterprise Fund Only)

<u>Division Budget by Category</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Personal services	128,324	119,933	133,664	109,414	117,409	-	-12%
Materials and supplies	8,778	9,644	11,500	11,471	7,900	-	-31%
Contract Services	19,810	54,756	50,061	79,354	16,500	-	-67%
Overhead	47,648	36,397	32,684	29,875	23,623	-	0%
Other expense	204	57	905	281	510	-	-44%
Capital outlay	-	141	4,400	3,204	1,666	-	0%
Total	<u>204,763</u>	<u>220,929</u>	<u>233,214</u>	<u>233,598</u>	<u>167,608</u>	<u>-</u>	<u>-28%</u>

<u>Budget by Division</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Information Services	46,581	49,739	72,433	72,264	-	-	-100%
Utility Billing	158,182	171,191	160,781	161,334	167,608	-	4%
Total	<u>204,763</u>	<u>220,929</u>	<u>233,214</u>	<u>233,598</u>	<u>167,608</u>	<u>-</u>	<u>-28%</u>

<u>Source of Funds:</u>	<u>Actual</u> <u>2002/2003</u>	<u>Actual</u> <u>2003/2004</u>	<u>Revised</u> <u>2004/2005</u>	<u>Actual</u> <u>2004/2005</u>	<u>Proposed</u> <u>2005/2006</u>	<u>Council</u> <u>Approved</u> <u>2005/2006</u>	<u>% Change</u> <u>from 04/05</u> <u>Budget</u>
Sewer Enterprise Fund	204,763	220,929	233,214	233,598	167,608	-	-28%
Total	<u>204,763</u>	<u>220,929</u>	<u>233,214</u>	<u>233,598</u>	<u>167,608</u>	<u>-</u>	<u>-28%</u>

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Department: Finance
Division: Information Services (Sewer Enterprise Fund Only)

2004/05 REVIEW

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

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

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
IT Manager~	0.3	0.3	0.3	0.0	0.0	0%
Total	0.3	0.3	0.3	0.0	0.0	0%

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

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

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	29,014	27,845	27,868	29,451	-	-	-100%
Materials and supplies	1,275	472	4,000	907	-	-	-100%
Contract Services	5,454	12,824	30,561	31,697	-	-	-100%
Overhead	10,839	8,597	9,604	9,242	-	-	0%
Other expense	-	-	400	33	-	-	0%
Capital outlay	-	-	-	933	-	-	0%
Total	<u>46,581</u>	<u>49,739</u>	<u>72,433</u>	<u>72,264</u>	<u>-</u>	<u>-</u>	-100%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Information Services	<u>46,581</u>	<u>49,739</u>	<u>72,433</u>	<u>72,264</u>	<u>-</u>	<u>-</u>	-100%
Total	<u>46,581</u>	<u>49,739</u>	<u>72,433</u>	<u>72,264</u>	<u>-</u>	<u>-</u>	-100%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	<u>46,581</u>	<u>49,739</u>	<u>72,433</u>	<u>72,264</u>	<u>-</u>	<u>-</u>	-100%
Total	<u>46,581</u>	<u>49,739</u>	<u>72,433</u>	<u>72,264</u>	<u>-</u>	<u>-</u>	-100%

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Department: Finance
Division: Utility Billing (Sewer Enterprise Fund Only)

2004/05 REVIEW

- 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.
- Began system conversion to prepare for 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 waste water rate study.
- Analyzed all sewer customer categories in order to tailor a useful and equitable sewer rate structure.
- Created utility information page for the City's website.
- Actively pursued utility account collections to maintain smooth revenue streams.

2005/06 BUDGET

- 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.
- Continue to audit the City's strip malls to obtain equitable sewer billing.
- Research a reputable firm to make electronic utility bill payments available on the City's website.
- Develop a budget billing program for water customers.
- Complete the system conversion to the new HTE Naviline utility billing software.
- Revise the City Ordinances that address utility billing to conform to the new water and waste water rate programs.
- Provide information and support to the City's consultants in developing and implementing a new water revenue program.
- Provide information and support to the City's consultants in developing and implementing a new waste water revenue program.

Department Staff by Position	Actual 2002/2003	Actual 2003/2004	Actual 2004/2005	Proposed 2005/2006	Council Approved 2005/2006	% Change from 04/05 Budget
Accounting Supervisor~	0.6	0.6	0.6	0.6	0	0%
Accounting Assistant II~	0.6	0.6	0.6	0.6	0	0%
Accounting Assistant I~	0.5	0.5	0.5	0.5	0	0%
Retired Annuitant~	0.1	0.1	0.1	0.1	0	0%
Total	1.8	1.8	1.8	1.8	0.0	0%

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

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget
Division Budget
Utility Billing (Sewer Enterprise Fund Only)

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	99,310	92,088	105,796	79,964	117,409	-	11%
Materials and supplies	7,503	9,172	7,500	10,563	7,900	-	5%
Contract Services	14,356	41,931	19,500	47,657	16,500	-	-15%
Overhead	36,809	27,800	23,080	20,633	23,623	-	0%
Other expense	204	57	505	247	510	-	1%
Capital outlay	-	141	4,400	2,271	1,666	-	0%
Total	158,182	171,190	160,781	161,334	167,608	-	4%

<u>Division Budget by Program</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Utility Billing	158,182	171,190	160,781	161,334	167,608	-	4%
Total	158,182	171,190	160,781	161,334	167,608	-	4%

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	158,182	171,190	160,781	161,334	167,608	-	4%
Total	158,182	171,190	160,781	161,334	167,608	-	4%

This page was intentionally left blank.

Central Stores

This page was intentionally left blank.

Fiscal Year 2005/2006 Annual Sewer Enterprise Fund Operating Budget

Central Stores (Sewer Enterprise Fund Only)

<u>Division Budget by Category</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Personal services	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	2,662	2,105	3,000	2,012	3,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	316,544	303,541	316,684	354,035	591,334	-	87%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>319,206</u>	<u>305,646</u>	<u>319,684</u>	<u>356,047</u>	<u>594,334</u>	<u>-</u>	<u>86%</u>

<u>Budget by Division</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Central Stores	<u>319,206</u>	<u>305,646</u>	<u>319,684</u>	<u>356,047</u>	<u>594,334</u>	<u>-</u>	<u>86%</u>
Total	<u>319,206</u>	<u>305,646</u>	<u>319,684</u>	<u>356,047</u>	<u>594,334</u>	<u>-</u>	<u>86%</u>

<u>Source of Funds:</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Revised 2004/2005</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Sewer Enterprise Fund	<u>319,206</u>	<u>305,646</u>	<u>319,684</u>	<u>356,047</u>	<u>292,741</u>	<u>-</u>	<u>-8%</u>
Rate Stabilization Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>301,593</u>	<u>-</u>	<u>0%</u>
Total	<u>319,206</u>	<u>305,646</u>	<u>319,684</u>	<u>356,047</u>	<u>594,334</u>	<u>-</u>	<u>86%</u>

This page was intentionally left blank.

Authorized Staffing

<u>Department Staff by Position</u>	<u>Actual 2002/2003</u>	<u>Actual 2003/2004</u>	<u>Actual 2004/2005</u>	<u>Proposed 2005/2006</u>	<u>Council Approved 2005/2006</u>	<u>% Change from 04/05 Budget</u>
Public Works Department						
City Engineer~	0.0	0.0	0.0	0.2	0.0	0%
Public Works Superintendent~	0.3	0.3	0.3	0.3	0.0	0%
Senior Maintenance Worker~	0.8	0.8	1.0	1.0	0.0	0%
Maintenance Worker II~	1.1	1.1	1.4	1.4	0.0	0%
Maintenance Worker I~	1.5	1.5	2.0	2.4	0.0	20%
Water Meter Technician~	0.5	0.5	0.5	0.5	0.0	0%
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%
WWTP Mechanic	1.0	1.0	0.0	0.0	0.0	0%
Senior Maintenance Mechanic	0.0	0.0	1.0	1.0	0.0	0%
WWTP Lab Technician/Operator II	0.0	1.0	0.0	0.0	0.0	0%
Wastewater Treatment Plant Operator II	1.0	1.0	2.0	2.0	0.0	0%
Total Public Works Department	<u>10.1</u>	<u>11.1</u>	<u>12.2</u>	<u>12.8</u>	<u>0.0</u>	5%
City Administration Department						
IT Manager~	0.0	0.0	0.0	0.3	0.0	0%
IT Analyst~	0.0	0.0	0.0	0.3	0.0	0%
Total City Administration Dept.	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.6</u>	<u>0.0</u>	0%
Finance Department						
IT Manager~	0.3	0.3	0.3	0.0	0.0	0%
Accounting Supervisor~	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II~	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant I	0.5	0.5	0.5	0.5	0.0	0%
Retired Annuitant~	0.1	0.1	0.1	0.1	0.0	0%
Total Finance Department	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>1.8</u>	<u>0.0</u>	-14%
Total All Departments	<u>12.2</u>	<u>13.2</u>	<u>14.3</u>	<u>15.2</u>	<u>0.0</u>	6%

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