

CITY OF RANCHO CORDOVA CALIFORNIA

ADOPTED BUDGET



FISCAL YEAR 2007-2008



RANCHO CORDOVA

City Life. Reinvented.

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CITY COUNCIL

David M. Sander, Mayor

Linda Budge, Vice Mayor

Ken Cooley, Council Member

Robert J. McGarvey, Council Member

Dan Skoglund, Council Member

CITY MANAGER

Ted A. Gaebler

MANAGEMENT STAFF

Cyrus Abhar, Public Works Director/City Engineer

Joe Chinn, Assistant City Manager

Curt Haven, Economic Development Director

Paul Junker, Planning Director

Adam Lindgren, City Attorney

Reuben Meeks, Chief of Police

Anna Olea-Moger, City Clerk

Donna Silva, Finance Director

Tom Trimberger, Chief Building Official



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City Life. Reinvented. | INTRODUCTION



City Manager's Budget Message

We are currently in an era of uncertainty, with a decelerating housing market, declines in consumer spending, Congress' halt on local appropriations, a weak dollar, high fuel costs, political and fiscal pressures mounting from the Iraq War, and challenges in dealing with climate change. California prisons are overburdened and infrastructure is in need of repair. In the Sacramento region, reflections of a national and statewide housing slow-down are evident, with sales tax revenues decreasing and a declining level of job growth, particularly in the manufacturing sector.

Despite these challenges, the adopted budget for the City of Rancho Cordova is, indeed, balanced. We did not cut services drastically, make unsustainable short-term fixes, or dip into our reserves, as some cities have done, and are doing, when faced with budgeting challenges. Instead, we are weighing the desires and goals of the City Council with the resources at hand and making decisions based on costs and benefits. By doing so, we are making sure that future budgets will also be balanced.

The City management, financial policies and practices have assisted us in establishing a strong, financially stable organization. The finance policies include matching sustainable ongoing resources to fund ongoing commitments, using one-time revenues for one-time expenses or reserves, and building reserves for future needs and uncertainties. In December 2006, the City of Rancho Cordova was rewarded by Standard & Poors for its financial and operating performance with a rating upgrade on the City's Certificates of Participation.

The Fiscal Year 2007-2008 General Fund expenditures of \$47.1 million represents a 16.6% growth over the previous year's budget. General Fund revenues have increased 11.4% over last year's budget to \$47.2 million. Revenues include:

- \$13.6 million in property taxes (a 6.5% increase over last year's budget)
- \$10.4 million in sales taxes (a 6.9% decrease)
- \$14.4 million in licenses, fines, and charges for service (a 57% increase).

Several economic factors affect our budget, including a nationwide housing slowdown, which affects property taxes, and correspondingly "soft" consumer spending, which affects sales tax revenues. Assessed value growth and corresponding property tax revenue growth are strong in FY 2007-2008 but are anticipated to slow down in the following fiscal year. Sales tax revenues have been down throughout the first three quarters of the current

fiscal year. We will continue to monitor the property and sales tax “picture” as the year progresses.

The effects of the revenue neutrality settlement with Sacramento County will produce huge long-term benefits to the City. Collaboration, a lot of effort on the part of the City Attorney, some work by key management staff, and amicable discussions between the two jurisdictions led to a resolution that ensures a steady stream of revenue to Sacramento County for the historical investments made in the city, while providing a brighter future for Rancho Cordova. Present savings in revenue neutrality payments offset the decrease in sales tax revenue.

Other budget funds will also impact much of the rebuilding and revitalizing of the physical landscape of the City, whether it’s new roads, redevelopment, or revitalization through strengthened services. These include:

- \$1.8 million in redevelopment – new this year
- \$19.9 million in other special revenues
- \$30.3 million capital projects.

As you can see, we manage in such a way that we are a fiscally solid city. We carefully consider our projected revenues and budget accordingly, always keeping in mind the thirteen goals of the City. There are several notable elements to this year’s budget:

- Our current population is an important figure that affects our projections for the amount of revenue we will receive and the level of services we must provide. Rancho Cordova experienced a 4.6% population increase over last year, bringing the total city population to 59,056.
- Police staffing and benefit costs have increased, ending in a total public safety budget of \$15.4 million. Increased personnel costs and added resources in the newly-developed Anatolia area contribute to this change. We have successfully negotiated a renewed contract with the Sacramento County Sheriff and we will continue to monitor developments in other cities that have recently formed in-house police services departments. As a standard measure of analysis, we compare our police costs to those of other cities in our region. Figure 1 shows a comparison of the police costs for some of those cities.

Figure 1: Regional Police Budget costs Per Capita

Cities	Population	PD Budget (06-07)	PD Budget Per Capita
City of Sacramento	467,343	\$120,540,717.00	\$257.93
Roseville	106,266	\$29,597,063.00	\$278.52
Fairfield	105,421	\$25,052,000.00	\$237.64
Elk Grove	136,318	\$24,915,218.00	\$182.77
Vacaville	96,489	\$22,861,630.00	\$236.94
Tracy	80,505	\$19,030,200.00	\$236.39
Folsom	70,835	\$17,873,327.00	\$252.32
Citrus Heights	87,017	\$14,731,029.00	\$169.29
Rancho Cordova	59,056	\$14,407,000.00	\$243.95
Lodi	63,395	\$14,240,003.00	\$224.62
Davis	64,938	\$13,457,565.00	\$207.24
West Sacramento	44,928	\$12,191,534.00	\$271.36
Rocklin	51,951	\$12,142,100.00	\$233.72
Yuba City	62,083	\$11,427,266.00	\$184.06

- \$30.3 million for Public Works improvements in the city, including:
 - Completion of Sunrise Boulevard between Douglas Road and Kiefer Boulevard, Douglas Road from Sunrise to Americanos, and completion of the Sunrise-Douglas intersection improvements Sunrise Park to Douglas Road (frontage and striping).
 - Several roads will also be receiving facelifts with new rubberized asphalt concrete pavement and the removal and replacement of damaged curb, gutter and sidewalks at various locations within the city, including Vanguard Drive, Explorer Drive, Ambassador Drive, Rod Beaudry Drive, Trinity River Drive, and portions of Kilgore Road and Coloma Road.
 - Beautification and streetscape improvements will continue on Mather Field Road between Highway 50 and Mills Station Road, and on Folsom Boulevard from Coloma Road to Cordova Lane. Improvements include landscaped medians, new traffic signals at Don Juan and Aramon, new pavement striping, and bicycle and pedestrian improvements.
- The budget also contains a \$288,800 grant for the Cordova Community Council for the purpose of establishing an important source of work to rebuild, revitalize, and reinvest in the community.

- Tax-increment revenues will begin to funnel into the Redevelopment Agency, for an annual amount of \$1.8 million. Forthcoming Economic Development and Redevelopment plans will further chart the path towards a truly “reinvented” city.
- Funding for various community-related programs in the Economic and Neighborhood Development Department, including:
 - program money for affordable housing
 - \$60,000 in outreach and education funding for the Strong Neighborhoods Initiative (Public Information)
 - the addition of a Community Services Liaison
 - launch of several Economic Development tools that will bring renewed interest and investment into the City
- A new, user-friendly website, with features that will facilitate and foster responsible citizenship and will allow for easier maintenance to provide new and updated information more frequently
- Continued reinvestment in the organization to the end of better serving the community through:
 - The addition of eight (8) employees, bringing the total City staff number to eighty-one (81)
 - Refining and enhancing staff ability to handle increasingly sophisticated requests and information through the purchase and implementation of document archiving, electronic information management, and permitting-related software for Public Works and Building & Safety
 - Ensuring that City Hall’s “Class A” office space offers equally “Class A” facilities through restroom upgrades, and renovation of 2701 Prospect Park Drive for prospective tenants

The budgeting process was conducted in a different way this year. We took last year’s base budget, added a 3% increase over last year’s operating expenses, and then analyzed the total amount of all departments’ supplemental requests. We found this way to be more transparent and accountable to all involved, and fostered a spirit of cooperation, collaboration, and calm among staff.

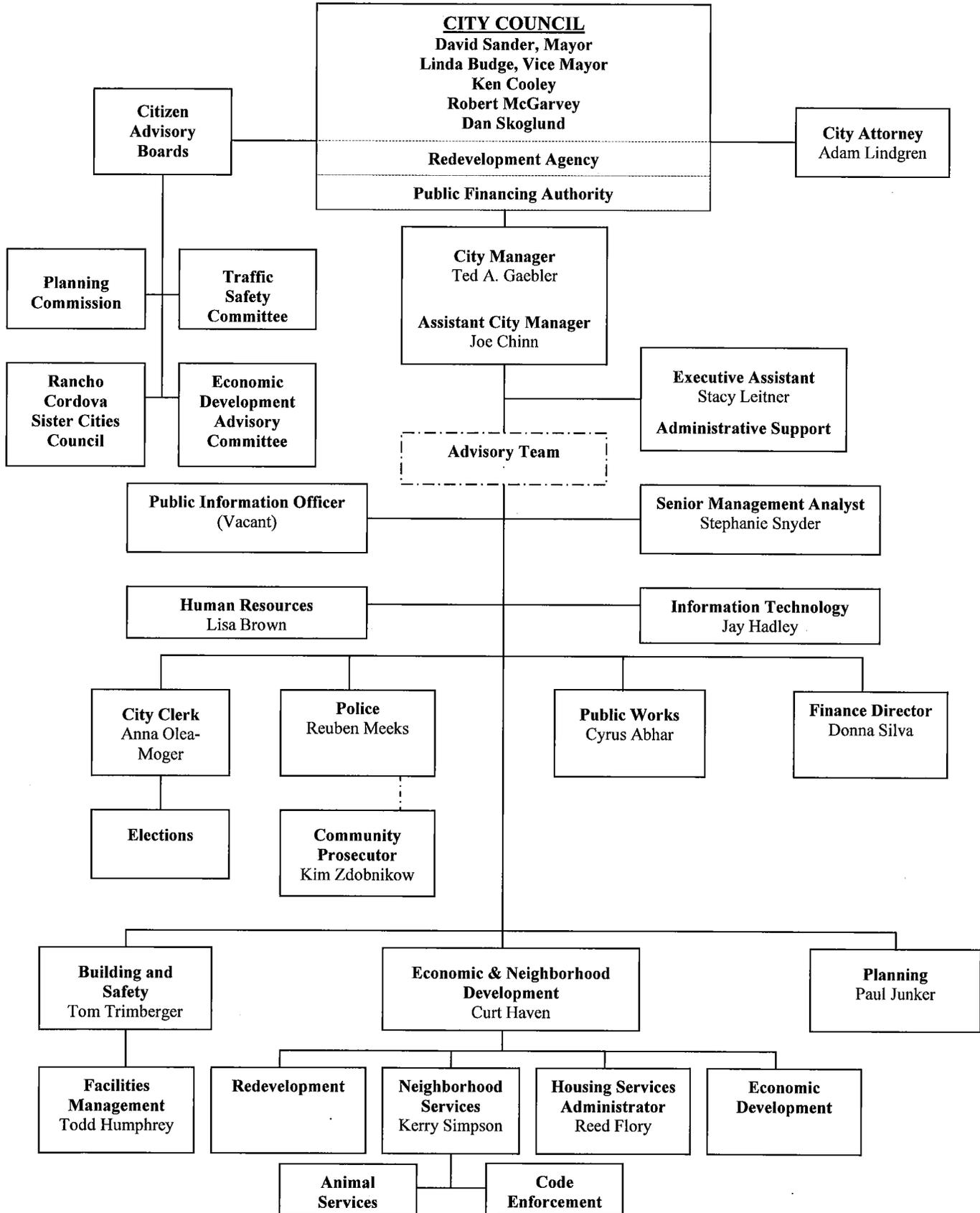
Finally, I want to thank the following individuals who prepared this document: Acting Finance Director Sandy Salerno, Senior Accountant Liisa Behrends, Assistant City Manager Joe Chinn, Senior Management Analyst Stephanie Snyder, Human Resources Analyst Lisa Brown, Executive Assistant Stacy Leitner, Management Assistant Alexandra Miller, and clerical support from Evelyn Richardson and Alisha Vega. I would also like to recognize the flexibility and diligence of the department heads as we used a new and more effective way of producing this balanced budget. A recent department head addition is Donna Silva, the City’s new Finance Director, who will join this group of managerial staff as we complete the budget process for this year. May this fiscal year’s budget show evidence of their thoughtfulness, labor, and leadership.

Ted A. Salerno
City Manager

Organizational Chart

City of Rancho Cordova

July 1, 2007



Citywide Goals

- 1. Foster a Positive Image of Rancho Cordova**
- 2. Improve Transportation & Connectivity**
- 3. Champion Employee Development & a High Performance Work Environment**
- 4. Ensure the Availability of the Best Public Services in the Region**
- 5. Establish a Vibrant Downtown**
- 6. Ensure a Safe Community**
- 7. Improve the Quality of Housing in Rancho Cordova**
- 8. Sustain a Livable Community**
- 9. Drive Diverse Economic Opportunities**
- 10. Foster Responsible Citizenship**
- 11. Practice Sound Fiscal Management**
- 12. Establish Logical (City) Boundaries**
- 13. Continue to Provide Regional Leadership**



Community Profile

Introduction

This section of the FY 2007-08 budget document provides general information about the city of Rancho Cordova, its demographics, and its economic climate. The goal of this section is to inform the reader about the environment in which city leaders make decisions during the budget process. This section will also make it easier to examine and understand other sections of this budget document, highlighting the needs and desires of city residents and how city services can meet those needs.

Rancho Cordova's budget is a policy document that reflects the City's policies, goals, and priorities. It is also a communications tool, informing residents of the short and long-term issues and challenges confronting the City. The budget document reflects the goals of citizens and leaders alike, bearing in mind the resources the City has available.

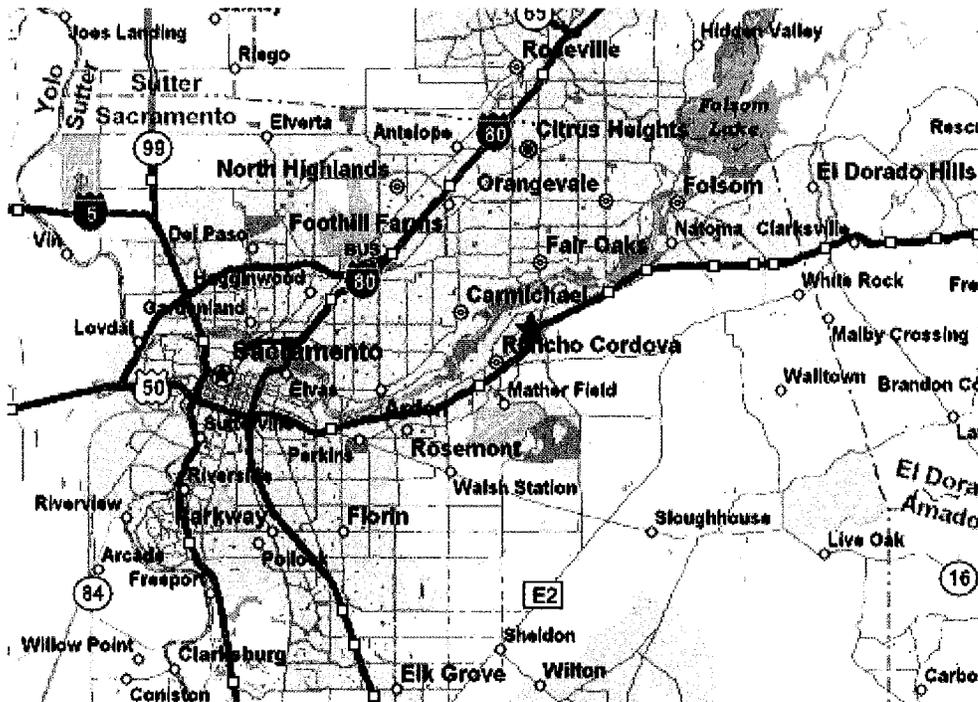


Figure 2: The Sacramento Region (Source: Mapquest.com)

Location and Demographics

The City of Rancho Cordova was incorporated on July 1, 2003, and encompasses 33.6 square miles on the Highway 50 corridor between the City of Sacramento and the City of Folsom. It is bounded by the American River to the north.

The most recent population estimate for the City of Rancho Cordova is 59,056, according to a May 2007 survey by the California State Department of Finance. This represents a 4.6% population increase from 2006, much of this due to completion of housing developments in the southern area of the city. The estimated total household number is 23,410, with 14,381 single family units.

Economy and Jobs

The City of Rancho Cordova is unique among new California cities created over the last 20 years in that it has more jobs than residents. There are approximately 62,000 employees in the various business parks located throughout the city, and this large employment base will continue to drive both residential and commercial growth within the City. Figure 2 below shows some of the major private employers located in Rancho Cordova.

Figure 3: Major Private Sector Employers in Rancho Cordova

City of Rancho Cordova Major Private Sector Employers Fiscal Year 2006-07	
Company	Number of Employees
Catholic Health Care	6,845
Bank of America	3,118
Electronic Data Systems	1,787
Vision Service Plan	1,586
Aerojet - Gen Corp.	1,538
Delta Dental	1,500
Franklin Templeton	1,200
Cedar Valley Concrete	1,154
EdFund	805
TOTAL	19,533

*Aerojet-Gen Corp. in Rancho Cordova Planning Area

The high growth rates in inland areas such as the Sacramento region has created increased need for infrastructure and resources. Growth in the Sacramento region is expected to continue, with demand for housing and job growth in suburban areas. The number of jobs in electronics manufacturing, information services, health care, agriculture, food processing and tourism are rapidly reaching the level provided by government in the area.

The regional Sacramento County and statewide economy are experiencing a slowing in the real estate market. Market values are down and new home sales have declined as have the sales of existing homes. On both the national and state levels, these trends, along with

increased fuel prices, lead to mixed predictions on the strength of the economic picture. On the plus side, positive job growth in the Sacramento region is expected although the rate of growth is down.

Transportation and Land Use

Rancho Cordova is fortunate to have excellent transportation access along its major thoroughfares. Sacramento Regional Transit (RT) provides transit services to Sacramento County by light rail and bus. Light rail services traverse the Interstate 50 Corridor, and include four stations in Rancho Cordova. RT is responsible for maintaining this infrastructure. The City's Public Works Department plans for future development and revitalizing of existing infrastructure.

As the City implements its land use and transportation elements of the General Plan, citizens should expect to see greater flexibility in both the modes and routes of transportation, and an increased focus on pedestrian and bicycle mobility. Future land use and transportation policies will reflect the City's desire to foster efficient movement of people and goods around the city and within the region, and to promote an integrated mix of land uses that create lively and livable neighborhoods.

The Region

The Sacramento Valley region consists of six contiguous counties, centered around Sacramento County. The area has seen rapid growth in housing and jobs in the past few years as both businesses and residents leave the high-priced San Francisco Bay Area in search of more affordable land and housing options. Increased growth has brought both prosperity and greater strain on infrastructure, agriculture and the environment in the region. Organizations such as the Sacramento Area Council of Governments (SACOG) and non-profit group Valley Vision were formed to create and implement guiding policies and goals region-wide to ensure responsible growth.

The City of Rancho Cordova is an active participant in regional organizations and maintains a commitment to continue to provide regional leadership.

The City is served by a number of different regional organizations, including:

- ◆ Sacramento Regional Transit – transportation services
- ◆ Sacramento Metropolitan Fire District – fire protection services
- ◆ Sacramento Municipal Utilities District – electricity provider
- ◆ Golden State Water Company, California American Water, Southern California Water, Sacramento City Water, Sacramento County Water
- ◆ Sacramento Regional Sanitation District – sewer services
- ◆ BFI – garbage services
- ◆ Wells Sweeping – street sweeping services
- ◆ Cordova Recreation and Park District – parks, open space, recreation activities
- ◆ Folsom Cordova Unified School District, Elk Grove Unified School District, San Juan Unified School District and Sacramento City Unified School District

Figure 4: Miscellaneous Statistics (Source: City Finance Department)

Miscellaneous Statistics		
Date of Incorporation		July 1, 2003
Form of Government		General Law
Area in square miles		33
Government Facilities and Services		
Miles of Streets		220
Number of Street Lights		3,000
Number of signalized intersections		70
Police protection – number of stations		1
Facilities and services not included in the reporting entity		
Culture and Recreation		
Parks		11
Park acreage		282
Swimming pools		3
Tennis courts		21
Community centers		3
Senior centers		1
Ball and soccer fields		10
Fire Protection		
Number of stations		5
Education		
Number of districts		4
Number of elementary schools		10
Number of secondary schools		6
Number of community colleges		1
County Library		
City-serving branch		1

FINANCIAL POLICIES

General Policies

- All current operating expenditures will be paid for with current revenues.
- Budgetary emphasis will focus on providing high quality municipal services, recognizing the fundamental importance to the citizens of public safety and properly maintained infrastructure.
- The budget will strive to provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.
- The budget will reflect a higher priority for maintenance of existing facilities than for acquisition of new facilities.
- Future maintenance needs for all new capital facilities will be identified with the inclusion of the capital project.
- Strong customer service and productivity improvements with a focus on cost savings remain important budgetary goals.

Revenue Policies

- A diversified and stable revenue system will be maintained to shelter the City from short-run fluctuations in any single revenue source.
- Revenues will be conservatively estimated and will be updated quarterly throughout the fiscal year.
- Intergovernmental assistance in the form of grants and loans will be used to finance only:
 - Those capital improvements which can be maintained and operated over time or
 - Operating programs that can either be sustained over time or have a limited horizon.
- In general, one-time revenues will be used only to support capital or other non-recurring expenditures. One-time revenues may be used for operating programs only after an examination determines if they are subsidizing an imbalance between operating revenues and expenditures; and then only if a long-term forecast shows that the operating deficit will not continue.
- Development process costs and related administrative expenses will be totally offset by development fees.
- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

Reserve Policies

- A minimum fund balance reserve in the General Fund will be maintained at all times. The minimal, optimal level required for this reserve will be 20% of the General Fund operating budget. The reserve will be drawn down as a funding source of last resort and used only after other reserve accounts have been accessed.
- The unappropriated fund balance in the General Fund will be maintained at a level sufficient to provide adequate working capital and to accommodate required adjustments to other reserve accounts, including the reserves for advances to other funds, deposits and prepaid items.
- Reserves for Encumbrances and Continuing Appropriations are established at the end of every fiscal year to reserve fund-balance in the amount equal to the City's unpaid obligations and unfinished projects at year-end.
- Funding levels of General Fund reserves will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.
- Appropriations or use of funds from any designated reserves will require City Council action.

Cash Management

- Investments and cash management will be the responsibility of the Finance Director.
- In accordance with Section 53646 of the Government Code, the City Council will review and update annually an investment policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are, in order of priority: safety; compliance with Federal, State and local laws; liquidity; and yield. The policy also specifically outlines authorized investments, the maximum maturities allowed for each investment instrument, and the criteria used to determine qualified depositories and/or dealers.
- The City invests all idle cash as determined by analysis of anticipated cash flow needs. Specific emphasis will be placed on future cash requirements when selecting maturity dates to avoid forced liquidations and the potential corresponding loss of investment earnings.
- In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund that has a positive cash balance. Interest expense will be charged to those funds that maintain a negative cash balance.
- The City will maintain the investment portfolio under the "Prudent Person Standard." The "Prudent Person Standard" is as follows: Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The investment officer,

acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for the credit risk of an individual security or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.

- To protect against potential losses by collapse of individual securities and/or dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank trust department, acting as the City's agent.
- The Finance Director will generate a monthly report to the City Manager and a quarterly report to the City Council in accordance with all state laws and City investment policy requirements.
- The City's independent auditors, in conjunction with their annual audit, will audit the cash and investment balances in accordance with Generally Accepted Accounting Principles (GAAP). In addition, the Finance Director shall establish an annual process of independent review by an external auditor to assure compliance with internal controls. The City Council may at any time order an audit of the investment portfolio and/or Finance Director's investment practices.

Debt Policy

- It is the intent of the City of Rancho Cordova to issue debt in a manner that adheres to state and federal laws, existing bond covenants and prudent financial management.
- The General Fund currently does not have any general obligation bonds and does not anticipate issuing such debt.
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period that is consistent with the useful life of the project.
- The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. Short-term debt instruments such as revenue tax or bond anticipation notes shall be excluded from this limitation.
- The City will generally conduct debt financing on a competitive basis. However, negotiated issues may be used due to market volatility or the use of an unusual or complex financing or security structure.
- The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- The City will operate under the provisions of Proposition 13, the California Constitutional Amendment that limits the incurrence of "general obligation" debt. To incur this debt, the City must receive a two-thirds (2/3) vote of the voters at a general election.

Cost Allocation

- The City will establish internal service funds. The cost allocation from its internal service funds is to charge the departments for City resources that are being used by the individual departments.
- The City may establish an insurance fund. The insurance fund is to be used to account for the cost of the City's insurance premiums (such as general liability, property, and automobile insurance), as well as claims adjuster services, and legal costs.
- The City may establish a vehicle and equipment replacement fund. This fund is to be used to account for the acquisition, depreciation, and replacement of City vehicles and other equipment. Charges to each department are calculated based on the actual depreciation charge for vehicles used by each department.
- The City may establish a technology enhancement and replacement fund. This fund is to be used to account for the acquisition, depreciation, and replacement of computers and related equipment. Charges to each department are calculated based on the number of computer workstations, as well as any other method established by a cost allocation study.

Risk Management

- The City is self insured for the first \$250,000 on each general liability claim and the first \$125,000 on each workers comp claim.
- Third party coverage is currently maintained for general liability claims greater than \$250,000 up to a limit of \$15 million. For workers comp claims greater than \$125,000, the limit is \$200 million.
- The City will establish an internal Safety Committee to promote safe and healthy work practices. The objectives of the committee include:
 - Identifying, reviewing, and correcting unsafe conditions and practices, establishing employee safety training programs, and promoting a system of communications with employees regarding safety and health matters.
- The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues.
- The City has a policy of vigorously defending claims filed against the City of Rancho Cordova and continues to maintain an excellent loss history.

Annual Audit

- Sound accounting practices suggest that an annual audit is a prudent business decision.
- The City requires an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters.
- The independent auditing firm will be selected by the City based on a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the "lowest cost" approach is not the defining method of selecting an auditing firm.
- The City shall issue a Request for Proposal for audit services at least every five years.

ACCOUNTING STRUCTURE AND PRINCIPLES

City Government Reporting Entities and Services

The budget includes all of the funds and account groups of the City of Rancho Cordova. The City provides the following municipal services directly:

- Building Permit/Plan Approval
- Community Development
- Emergency Services
- Engineering
- Planning and Zoning
- Public Safety (Police with Fire being provided by a Special District)
- Street Maintenance
- Neighborhood Services
- Economic Development

Accounting System and Budgetary Control

In developing and evaluating the City's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition; and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a specific control feature should not exceed the benefits likely to be derived and the evaluation of costs and benefits require estimates and judgments by management.

All evaluations of the City's internal control will continue to occur within the above framework. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Basis of Accounting

The budgets of all governmental and fiduciary funds types are prepared on a modified accrual basis. Under the modified accrual basis, revenue is recognized when susceptible to accrual (e.g., when it becomes both measurable and available). "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to pay current liabilities. This is generally within sixty-days (60) after the end of the fiscal year. Expenditures are recognized when the related fund liability is incurred.

The budgets of the proprietary funds (enterprise and internal service funds) are prepared on an accrual basis. Under this method, revenue is recognized when earned and expenses are recognized at the time the liability is incurred. Under this method, depreciation for fixed assets is budgeted.

Fund Descriptions

The City's accounting records are organized and operate on a "fund" basis, which is the basic financial accounting entity in governmental accounting. The accounting system is designed to enable the use of these types of funds, although not all fund types are currently being used by the City. Each fund is designed by fund type and classification:

- Governmental Funds: General, Special Revenue, Debt Service and Capital Projects
- Proprietary Funds: Enterprise and Internal Service
- Fiduciary Funds: Trust and Agency
- Account Groups: General Fixed Assets and General Long-Term Debt

Governmental Funds

Governmental funds are used to account for the City's expendable financial resources and related current liabilities, except for those accounted for in proprietary funds. The basic financial statements necessary to fairly present financial position and operating results for governmental funds are the balance sheet and the statement of revenues, expenditures and changes in fund balance. Governmental funds are maintained using the modified accrual basis of accounting.

- General Fund - accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to the rendering of general services by the City.
- Special Revenue Fund - accounts for the proceeds of specific revenue sources that are restricted by law or administrative action for specified purposes.
- Debt Service Fund - accounts for accumulation of resources for, and payment of, interest and principal on long-term debt.
- Capital Project Fund - accounts for financial resources used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Proprietary Funds

Generally Accepted Accounting Principles (GAAP) applicable to a private commercial business are applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are required, such as the balance sheet, the statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows.

- Enterprise Fund - accounts for operations that are financed and operated in a manner similar to private enterprises, where the intent of the City Council is that

the cost and expense (including depreciation and amortization) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

- Internal Service Fund - accounts for activities involved in rendering services to departments within the City. Costs of materials and services used are accumulated in these funds and are charged to the user departments as such goods are delivered or services rendered.

Fiduciary Funds

Fiduciary Funds are maintained to account for assets held by the City in a trustee capacity for individuals, private organizations, other governments and other funds. Expendable trust funds are budgeted in accordance with their restrictions. The budget generally consists of a transfer of funds to another fund.

- Private Purpose Trust – used to report all trust arrangements, other than those properly reported in pension trust or investment trust funds, under which principal and income benefit individuals, private organizations or other governments.
- Permanent Trust – used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs – that is, for the benefit of the government or its citizenry.
- Expendable Trust – used to report resources that are not legally restricted to expenditure of principal and restricted to a specific purpose in accordance with a trust agreement.
- Agency Funds – used to account for assets held by the City as an agent or in trust.

Account Groups

Account Groups are used to establish accounting control and accountability for the City's general fixed assets and general long-term debt.

- General Fixed Assets Account Group - accounts for long-term assets of the City, except for those accounted for in proprietary fund types.
- General Long-Term Debt Account Group - accounts for long-term debt of the City, except for debt accounted for in proprietary fund types.

GASB 34

Beginning with the fiscal year ending on June 30, 2004, the City implemented the provisions of GASB 34 with the publication of our Comprehensive Annual Financial Report (CAFR). The CAFR presents the status of the city's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares its budget with the following exceptions:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (budget).
- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis as opposed to being expended on a budget basis.
- Capital outlays within the Enterprise Funds are recorded as assets on a GAAP basis and expended on a budget basis.
- Inventory is recorded as an expenditure at the time it is used.
- Depreciation expense is not budgeted as an expense.

The CAFR shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.

BUDGET POLICIES AND PROCEDURES

Policy

The City Manager shall submit a proposed budget to the City Council each year by May 31. The budget that is submitted is a balanced budget either through the matching of ongoing revenues with proposed expenditures or the use of existing reserves.

Budget Basis

The budgets of general government type funds (for example, the General Fund itself, and gas tax funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenses, but revenues are recognized only when measurable and available.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares the budget. One exception is the treatment of compensated absences. Compensated absences, including accrued but unused holiday, administrative leave, compensatory time and vacation leave, are treated slightly different in the budget than in the CAFR.

Responsibility

The department heads are responsible for preparing their budgets in accordance with the guidelines provided by the City Manager and Finance Director. The Finance Department provides cost experience data as required by City departments. The Finance Director prepares all revenue, debt service and reserve estimates.

Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and trail maintenance, should be financed through recurring operating revenues rather than through bond issuance.
- In addition, at least \$1 million of transportation related funding should annually fund the annual overlay and slurry program.
- Fluctuating federal grants should not be used to fund ongoing programs.

Budget Review

During the budget review phase, the City Manager's Office, in conjunction with the Finance Department, analyzes new positions, operating and capital budget requests. This information is then compiled and the City Manager, Assistant City Manager and the Finance Director hold meetings with each department to review their estimated expenditures for the current fiscal year and the proposed base line requests and enhancements for the proposed budget year. At the completion of these meetings, the Finance Director again compiles all the financial data and presents the Preliminary Budget to the City Manager for review.

Budget Adoption

The City Manager presents, via publicly noticed study sessions, the budget to the City Council. Public hearings are held and, after modifications and revisions, the budget is adopted by resolution (the "adopted budget").

Budget Implementation

A budgetary control system will be maintained to ensure compliance with the budget. The Finance Department is responsible for setting up the budget for tracking purposes and is charged with ensuring fund availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated and sent to departments on a monthly basis.

Budget Revision

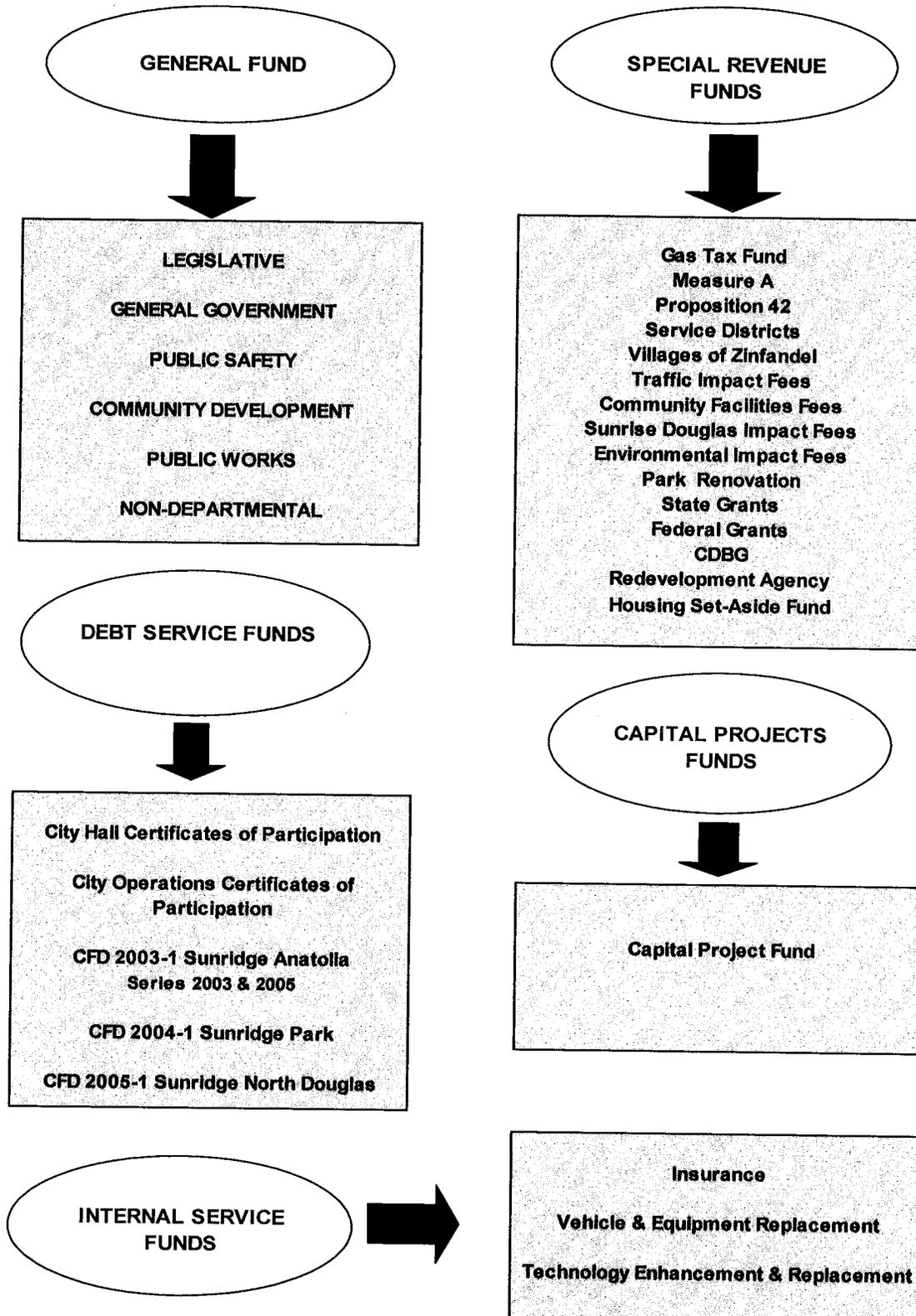
The City Council approves total budgeted appropriations throughout the year. Actual expenditures may not exceed budgeted appropriations at the department level (e.g., Police, City Manager, etc.). The City Manager or his/her designee is authorized to transfer budgeted amounts at the category level (e.g. salaries and benefits, operating expenditures, capital outlay and transfers). The City has the following programs accounted for through its governmental funds: legislative, general government, public safety, community development, public works and non-departmental. Use of unappropriated reserves must be specifically approved by the City Council.

FY 2007-08 BUDGET SCHEDULE

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Feb. 13	First Annual Work Session on Financial Issues: First opportunity to gather input from Council before budget development process begins	City Council, City Manager, Department Heads, Budget Team & the public
Feb. 27—12:30 p.m.	Budget development kick-off: Distribute budget packet and answer questions on budget process, schedule, expectations	Departments, City Manager & Budget Team
Mar. 1-21 (approximately 3 weeks)	Prepare budget book pages: <ol style="list-style-type: none"> 1. Dept. description, including organizational changes 2. FY 06-07 accomplishments 3. FY 07-08 goals 	Departments, with assistance from Budget Team, as needed or requested
Mar. 1-28 (approximately 4 weeks)	Prepare Proposed Budget requests: <ol style="list-style-type: none"> 1. Revenue estimates 2. Expenditure requests 3. HR staffing change requests 4. Capital & IT requests 	Departments, with assistance from Finance and Budget Team, as needed or requested
Mar. 21	<i>Submit budget book pages</i> , including department description, accomplishments & goals	Departments
Mar. 28	<i>Submit Proposed Budget requests</i> , including all back-up	Departments
Apr. 2-13 (2 weeks)	Review & analysis: <ol style="list-style-type: none"> 1. Revenue estimates 2. Expenditure requests 3. HR staffing change requests 4. Capital & IT requests 5. Description, accomplishments & goals 	Finance, HR, IT & Budget Team, as appropriate
Apr. 16-20 (1 week)	Meet with City Manager to discuss Proposed Budget requests	Departments, City Manager & Budget Team

Apr. 23-27 (1 week)	Final review of budget requests, budget compilation and checks	Budget Team
April 30 – May 4 (1 week)	Review final revenue estimates and overall resource allocation recommendations	City Manager & Budget Team
May 7	Communicate final decisions to departments	Budget Team
May 7	Complete budget message	City Manager & Budget Team
May 8-11 (4 days)	Final proofreading, budget sent out for copying	Budget Team
May 18	Proposed Budget distributed to Council and Departments	Budget Team
May 22—5:30 p.m.	Council workshop	City Council, City Manager, Budget Team & Departments
May 23	Changes to final Proposed Budget based on workshop, <i>if needed</i>	Budget Team
May 24	Distribute revised Proposed Budget, <i>if needed</i>	Budget Team
June 4 (Council calendar also shows <i>tentative</i> workshop prior to public hearing.)	Public hearing on Proposed Budget distributed May 24; <i>if no changes</i> , adopt Proposed Budget & GANN Limitation	City Council
June 11, <i>if needed</i>	All Hands staff meeting to discuss FY 07-08 Proposed/Adopted Budget	City Manager, Budget Team, Department Heads, all employees
June 5-15, <i>if needed</i> (1+ week)	If Proposed Budget was not adopted on June 4, prepare changes	Finance
June 18, <i>if needed</i>	Adopt Final Proposed Budget & GANN Limitation	City Council
June 29	Distribute Adopted Budget	Budget Team

DIAGRAM OF FUNDS USED IN THE CITY



FUND DESCRIPTIONS

The City of Rancho Cordova uses fund accounting to track revenues and expenditures. Some funds such as the Gas Tax Fund are required by state legislation. These are accounted for individually in separate "Special Revenue" funds.

Governmental Funds

Governmental funds typically include those activities which are financed through the use of tax-supported activities. The major categories within this fund type are the General Fund, Special Revenue Funds and Debt Service Funds. This category also includes Capital Project Funds and Permanent Funds. Permanent funds are not budgeted in the City.

General Fund - this fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. All general operating revenues not restricted as to use are recorded in this fund.

Special Revenue Funds - used to account for activities supported by specific taxes or other designated revenue sources. These funds are generally required by statute, charter or ordinance to finance specific government functions and include:

- **Gas Tax Fund:** used to account for funds received from the State of California from the statewide tax on gasoline and other fuels. Used specifically for road related projects.
- **Measure A:** used to account for the one-half percent sales tax that is imposed in Sacramento County for transportation related projects.
- **Street Cut:** used to account for funds received from utilities for loss of pavement life due to trench work in City streets.
- **Proposition 42:** used to account for funds received from the State of California as a result of a state constitutional referendum (Proposition 42). These funds are used for transportation related projects.
- **Very Low Impact Housing Fund:** used to account for developer impact fees dedicated to the creation of Low and Moderate Income Housing.
- **Service Districts:** used to account for funds received from assessments on property owners and are used for specific purposes based on their origin:
 - **Landscape & Lighting 2005** – public landscaping areas previously in County Zone 4 and 5.
 - **Landscape Maintenance CFD** – maintenance for public landscape areas for new development in the City
 - **Road Maintenance** – public street maintenance
 - **Community Service District #10** – transit related services in Villages of Zinfandel and Sunridge Specific Plan
 - **Transit Related Services Tax** - transit related services in new development areas of the City
- **Villages of Zinfandel:** used to account for developer impact fees that are imposed on certain development. Includes both road impact and library impact fees that are to be spent in the specific development area.
- **Capital Village:** used to account for funds received from the Capital Village area which are in addition to the other fees imposed. The fees relate specifically to improvements that will be required as a result of the development in that area.

- **Traffic Impact Fees:** used to account for funds received from development in all other areas of the City. The funds will be used to construct public transportation improvements that are necessitated by development.
- **Community Facilities Fees:** Imposed on new development to construct or obtain municipal facilities. The City collects fees for the following facilities:
 - **Library**
 - **City Hall**
 - **Community Center**
 - **Museum**
 - **Corporation Yard**
 - **Parking**
 - **Animal Services**
 - **Records Management**
 - **Technology**
 - **Police Facilities**
- **Sunrise Douglas Impact Fees:** used to account for funds received from the Sunrise Douglas area which are in addition to the other fees imposed. The fees relate specifically to improvements that will be required as a result of the development in that area.
- **Environmental Impact Fee:** used to account for funds received from development to mitigate the impact on the Swainson's Hawk.
- **Park Renovation:** used to account for funds received from developers for the impact of development on existing parks and the need to build additional parks.
- **State Grants:** used to account for revenues and expenditures related to funds received from the State of California.
- **Federal Grants:** used to account for revenues and expenditures related funds received from the federal government.
- **Community Development Block Grant (CDBG):** used to account for federal grants received under the Housing and Community Development Act of 1974.
- **Redevelopment Agency:** used to account for revenues and expenditures for the City's Redevelopment Agency. The City has been providing funds from its General Fund to fund activities in this area. Tax increment will be available in FY 2008 but General Fund support will be necessary until Tax Increment growth is sufficient to fund Redevelopment activities
- **Housing Fund:** used to account for funds that are to be used for very low income housing projects.

Capital Projects Funds - used to account for the accumulation of resources and payment of expenses related to specific capital projects. The City has, for Fiscal Year 2007-08, the following Capital Project Funds:

- **City Hall Capital Project Fund:** used to account for payments related to the acquisition and tenant improvements for the City Hall.
- **City Operations Facility Capital Project Fund:** used to account for payments related to the acquisition and tenant improvements for the new Police facility and Corporation Yard.
- **Public Works Capital Project Fund:** used to account for the various Public Works capital projects.

Debt Service Funds – used to account for the accumulation of resources and payment of long-term debt principal and interest. The City maintains five (5) funds, as follows:

- **City Hall Certificates of Participation (COPs):** used to account for debt service payments on the \$21 million debt issuance that was completed in late FY 2005 and refinanced in 2007 to acquire the City Hall facility.
- **City Operations Facility Certificates of Participation (COPs):** used to account for debt service payments on the approximate \$7 million debt issuance that was completed in early FY 2006 to acquire a site for a future police facility and corporation yard.
- **CFD 2003-1 Sunridge Anatolia (Series 2003 and Series 2005):** used to account for debt service payments on an assessment district that issued debt in FY 2004 and FY 2006 to finance infrastructure improvements.
- **CFD 2004-1 Sunridge Park:** used to account for debt service payments on an assessment district that will issue debt in FY 2008 to finance infrastructure improvements.
- **CFD 2005-1 Sunridge North Douglas:** used to account for debt service payments on an assessment district that will issue debt in FY 2008 to finance infrastructure improvements.

Internal Service Funds – used to account for the services that are provided to all departments and is used to accumulate reserves to fund future acquisition and expenses. The City maintains three (3) internal service funds.

- **Insurance Fund:** used to accumulate reserves to fund future litigation and insurance claims that the City may participate in.
- **Vehicle Equipment and Replacement Fund:** used to account for funds that are accumulated to replace vehicle and equipment as needed. Departments that either require vehicles and/or major equipment are charged a fee each year that will provide sufficient funds to replace the vehicle and/or equipment when needed.
- **Technology Enhancement & Replacement Fund:** used to account for funds that are accumulated to replace and/or enhance technology. All departments are charged a fee each year, depending on their level of technology, so that the fund will provide sufficient monies in the future to replace and/or enhance technology.

City Life. Reinvented. | SUMMARIES

BUDGET SUMMARY

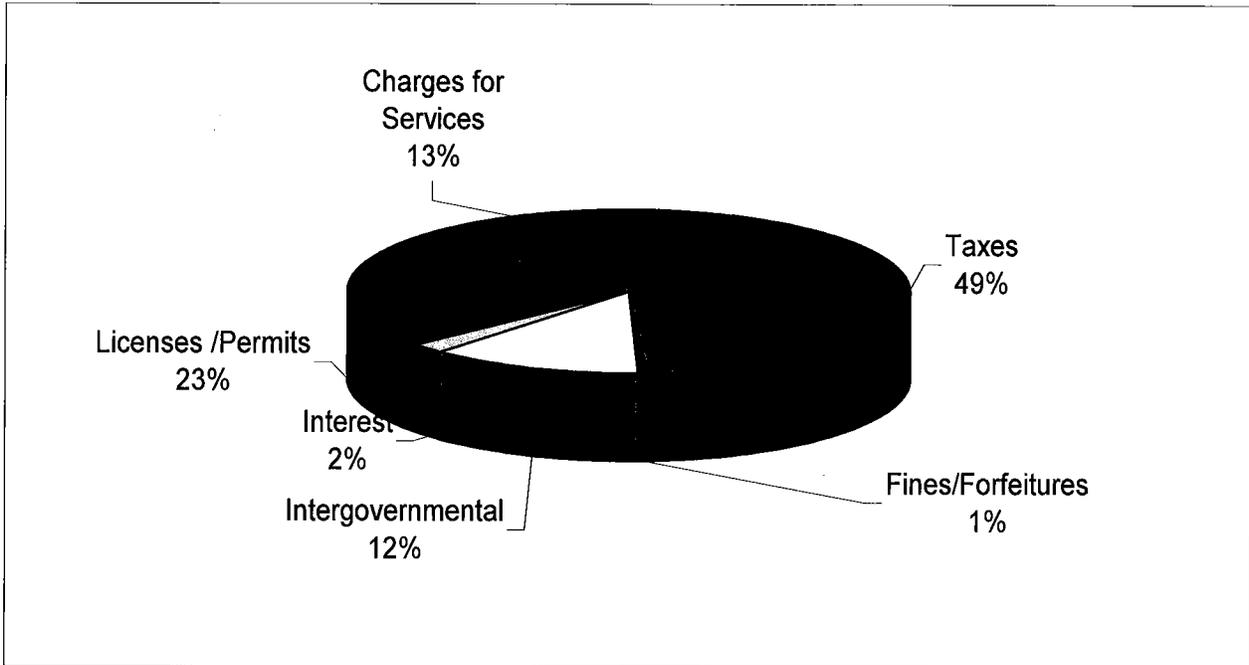
The annual budget for the City of Rancho Cordova is divided into five (5) major components which include all of the appropriations for the City. Those divisions are:

- Salaries and Benefits (Personnel);
- Operating Expenses;
- Capital Outlay;
- Debt Service and
- Transfers Out to other funds

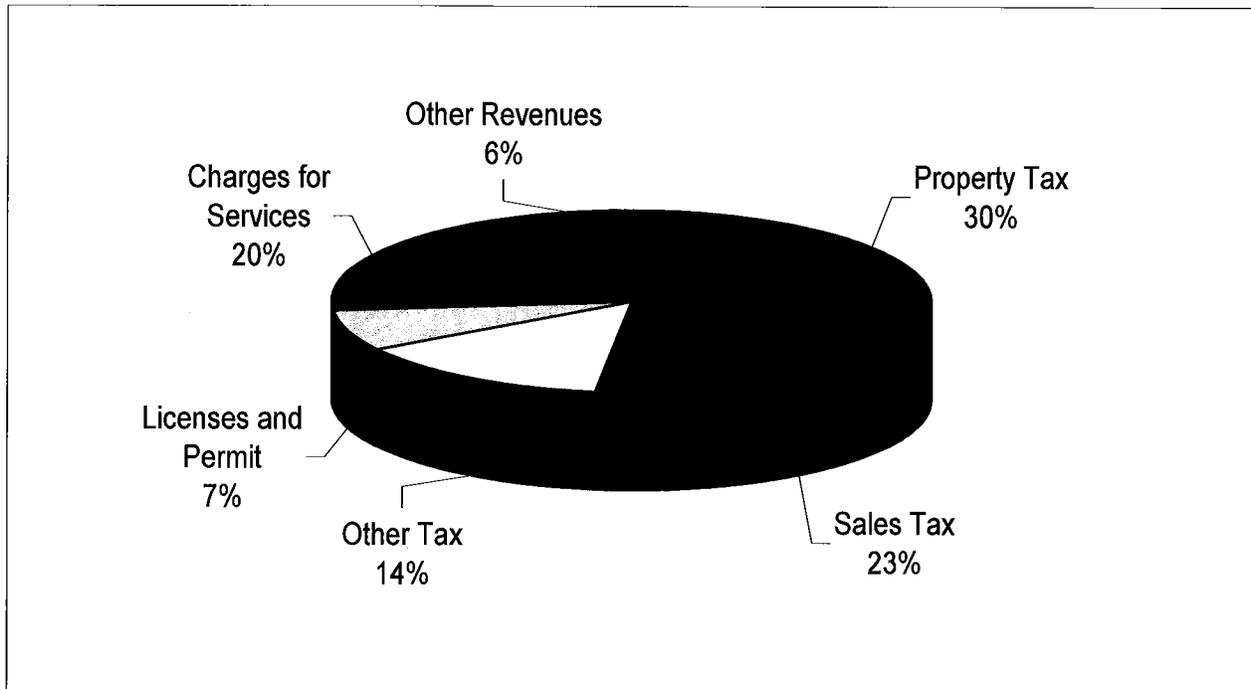
The Personnel section provides salaries and benefits for all of the City's employees. The Operating section finances the day-to-day expenses associated with operating a multi-million dollar corporation. Included in this section are the large contracts that the City has with PMC (Planning), Sacramento County (Police) and Meyers Nave (Legal). The Debt Service component provides the resources to pay for the ongoing debt service of the City. In FY 2008 those debts include Community Facilities District (CFD) debt and the debt service on City Hall as well as the Kilgore properties. The Capital Project component finances the infrastructure projects that are proposed in this budget. Finally, the Transfers Out provides a means of moving funds between the various funds to finance the ongoing operations of the City. This is a self-balancing component as there is a like amount recognized in the City's revenue base.

WHERE THE MONEY COMES FROM

ALL CITY FUNDS \$71,872,222

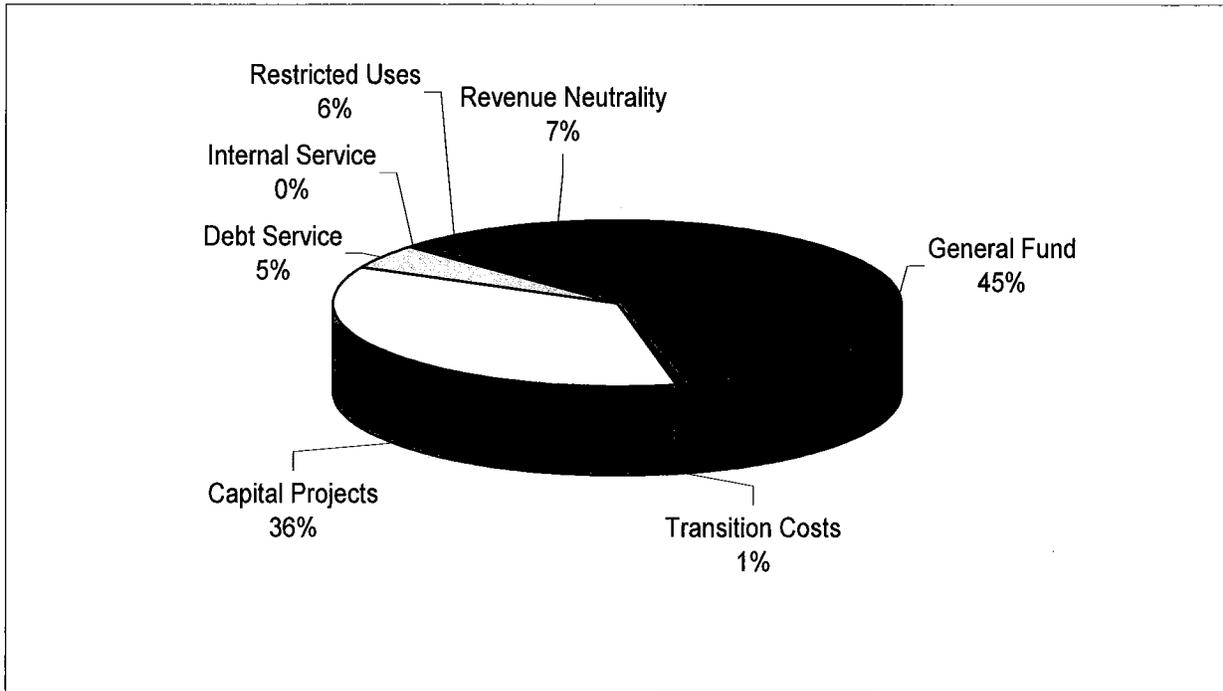


GENERAL FUND \$46,255,512

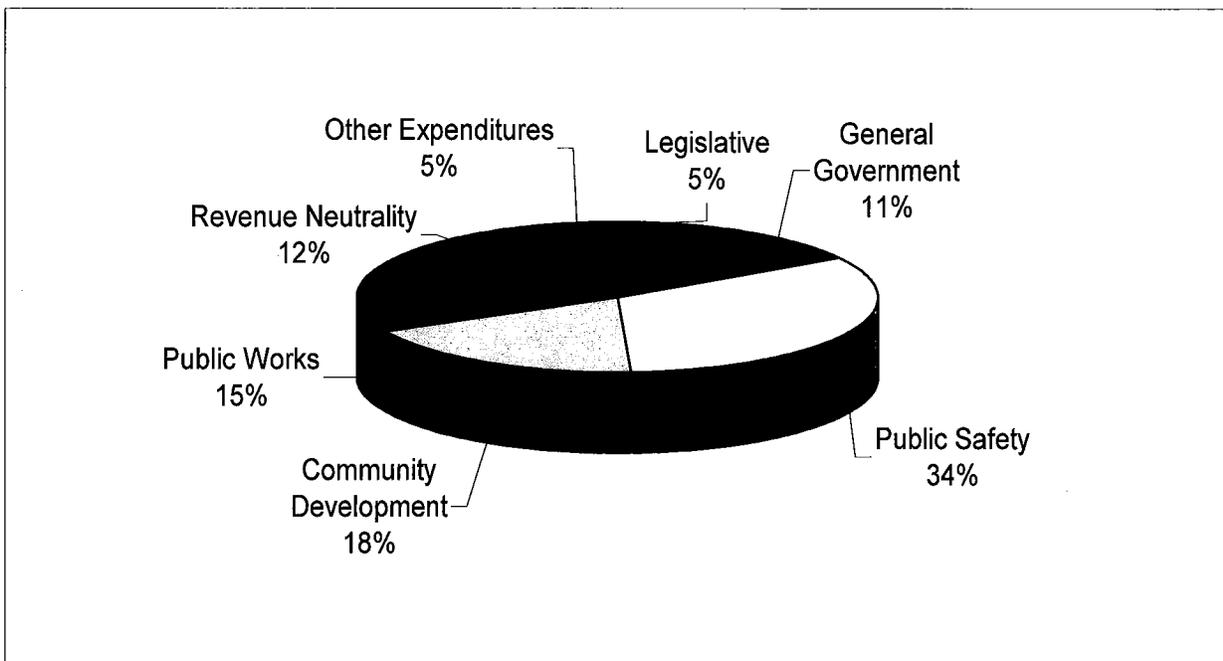


WHERE THE MONEY GOES

ALL CITY FUNDS \$85,358,852



GENERAL FUND \$47,098,986



2007-08 SOURCES AND USES OF FUNDS

	General Fund	Special Revenue	Capital Projects	Debt Service	Internal Service	Total City Funds
Revenues:						
Taxes	\$ 30,536,000	\$ 2,466,466	\$ -	\$ 2,185,325	\$ -	\$ 35,187,791
Licenses & Permits	3,386,000	13,331,525	-	-	-	16,717,525
Fines and Forfeitures	422,000	10,000	-	-	-	432,000
Investment Earnings	1,195,000	174,710	-	-	-	1,369,710
Intergovernmental	1,215,000	7,448,684	-	-	-	8,663,684
Charges for Services/Other Revenues	9,501,512	-	-	-	-	9,501,512
Total Revenues	46,255,512	23,431,385	-	2,185,325	-	71,872,222
Other Sources:						
Transfers In	889,105	360,000	30,322,677	1,867,980	500,000	33,939,762
Proceeds from Debt	-	-	-	-	-	-
Total Other Sources	889,105	360,000	30,322,677	1,867,980	500,000	33,939,762
Total Revenues and Other Sources	47,144,617	23,791,385	30,322,677	4,053,305	500,000	105,811,984
Expenditures/Expenses:						
Salaries	6,286,638	173,000	-	-	-	6,459,638
Benefits	2,668,555	-	-	-	-	2,668,555
Operations	29,999,905	3,900,884	-	-	-	33,900,789
Capital Outlay	482,000	-	-	-	410,000	892,000
Capital Improvements	-	790,000	30,322,677	-	-	31,112,677
Total Expenditures/Expenses	39,437,098	4,863,884	30,322,677	-	410,000	75,033,659
Other Uses:						
Transfers Out	1,390,000	32,549,762	-	-	-	33,939,762
Debt Service Principal & Interest	6,271,888	-	-	4,053,305	-	10,325,193
Total Other Uses	7,661,888	32,549,762	-	4,053,305	-	44,264,955
Total Expenditures/Expenses and Other Uses	47,098,986	37,413,646	30,322,677	4,053,305	410,000	119,298,614
Difference	45,631	(13,622,261)	-	-	90,000	(13,486,630)
Beginning Fund Balance	16,214,444	49,735,046	-	11,705,201	870,832	78,525,524
Ending Fund Balance	\$ 16,260,076	\$ 36,112,785	\$ -	\$ 11,705,201	\$ 960,832	\$ 65,038,894

FUND SUMMARIES

FISCAL YEAR 2006 - 2007

Fund Description	Beginning Balance July 1, 2006	Estimated Revenues	Estimated Expenditures	Transfers In/(Out) Net	Estimated Fund Balance June 30, 2007
General Fund	\$ 15,201,619	\$ 37,326,100	\$ 35,496,375	\$ (816,900)	\$ 16,214,444
Special Revenue Funds:					
Gas Tax	3,603,026	1,375,000	-	-	4,978,026
Measure A	144,147	2,754,000	1,490,000	(400,000)	1,008,147
Street Cut	-	5,000	-	-	5,000
Mather Field	-	-	-	-	-
Proposition 42	324,271	538,730	-	(400,000)	463,001
Very Low Income Housing	228,146	35,000	-	-	263,146
CDBG	(29,369)	704,227	483,708	-	191,150
Asset Forfeiture	20,231	5,000	-	-	25,231
Abandoned Vehicles	-	-	-	-	-
Environmental Impact Fee	617,712	13,000	630,000	-	712
Landscape & Lighting 2005-1	344,042	97,000	85,000	-	356,042
Road Maintenance	8,082	60,000	55,000	-	13,082
Community Services District #10	-	-	-	-	-
Landscape Maintenance CFD	-	-	5,000	-	(5,000)
Transit-Related Services Tax	19,102	-	-	(16,000)	3,102
General Plan Impact	(1,785,715)	102,000	150,000	-	(1,833,715)
Park Renovation Fees	1,380,585	480,000	35,000	-	1,825,585
Sunrise-Douglas Impact	16,687,406	6,440,334	2,547,981	-	20,579,759
Villages of Zinfandel Impact	468,296	43,500	-	-	511,796
Traffic Mitigation Impact	14,775,924	4,345,000	918,000	(1,300,000)	16,902,924
Community Facilities Fees	5,402,981	1,674,999	-	(1,867,980)	5,210,000
State Grants	134,005	294,367	-	(250,250)	178,122
Federal Grants	(245,566)	298,616	-	(53,050)	-
Housing Fund - 20% Set Aside	46,916	-	15,000	-	31,916
Redevelopment Agency	(787,980)	-	185,000	-	(972,980)
Total Special Revenue Funds	<u>41,356,242</u>	<u>19,265,773</u>	<u>6,599,689</u>	<u>(4,287,280)</u>	<u>49,735,046</u>
Capital Projects Funds					
City Hall Capital Project	-	-	-	-	-
Kilgore Capital Project	-	-	-	-	-
Public Works Capital Projects	-	-	2,116,000	2,116,000	-
Total Capital Projects Funds	<u>-</u>	<u>-</u>	<u>2,116,000</u>	<u>2,116,000</u>	<u>-</u>
Debt Service Funds:					
City Hall COP	9,837,221	1,276,820	1,276,820	1,328,922	11,166,143
City Operations Facility COP	-	541,350	541,350	539,058	539,058
CFD 2003-1 Sunridge Anatolia (Series 2003)	-	1,406,950	1,406,950	-	-
CFD 2003-1 Sunridge Anatolia (Series 2005)	-	525,403	525,403	-	-
Total Debt Service Funds	<u>9,837,221</u>	<u>3,750,523</u>	<u>3,750,523</u>	<u>1,867,980</u>	<u>11,705,201</u>
Internal Service Funds:					
Insurance Fund	(233,613)	144,245	125,000	332,950	118,582
Vehicle & Equipment Replacement Fund	-	-	-	329,500	329,500
Technology Enhancement & Repl. Fund	-	-	35,000	457,750	422,750
Total Internal Service Funds	<u>(233,613)</u>	<u>144,245</u>	<u>160,000</u>	<u>1,120,200</u>	<u>870,832</u>
Total - All City Funds	<u>\$ 66,161,469</u>	<u>\$ 60,486,641</u>	<u>\$ 48,122,587</u>	<u>\$ -</u>	<u>\$ 78,525,523</u>

FUND SUMMARIES (Continued)

FISCAL YEAR 2007 - 2008

Fund Description	Beginning Balance July 1, 2007	Estimated Revenues	Estimated Expenditures	Transfers In/(Out) Net	Estimated Fund Balance June 30, 2008
General Fund	\$ 16,214,444	\$ 46,255,512	\$ 45,708,987	\$ (500,895)	\$ 16,260,075
Special Revenue Funds:					
Gas Tax	4,978,026	1,348,510	-	(1,395,500)	4,931,036
Measure A	1,008,147	3,009,309	1,299,309	(1,710,000)	1,008,147
Street Cut	5,000	5,050	-	-	10,050
Mather Field	-	-	-	-	-
Proposition 42	463,001	4,000	-	(466,862)	139
Very Low Income Housing	263,146	-	-	(7,500)	255,646
CDBG	191,150	702,906	706,256	(187,800)	-
Asset Forfeiture	25,231	10,000	-	-	35,231
Abandoned Vehicles	-	-	-	-	-
Environmental Impact Fee	712	-	-	-	712
Landscape & Lighting 2005-1	356,042	85,887	-	(10,000)	431,929
Road Maintenance	13,082	159,000	-	(10,000)	162,082
Community Services District #10	-	430,679	35,000	(310,000)	85,679
Landscape Maintenance CFD	(5,000)	-	-	-	(5,000)
Transit-Related Services	3,102	16,000	-	(35,000)	(15,898)
General Plan Impact	(1,833,715)	-	-	-	(1,833,715)
Park Renovation Fees	1,825,585	500,000	-	-	2,325,585
Sunrise-Douglas Impact	20,579,759	7,853,500	-	(17,568,596)	10,864,663
Villages of Zinfandel Impact	511,796	16,700	-	(8,000)	520,496
Traffic Mitigation Impact	16,902,924	3,232,910	-	(6,868,000)	13,267,834
Community Facilities Fees	5,210,000	1,843,565	790,000	(1,402,490)	4,861,075
State Grants	178,122	1,150,250	134,688	(1,197,426)	(3,742)
Federal Grants	-	1,265,719	348,131	(917,588)	-
Housing Fund - 20% Set Aside	31,916	-	266,500	360,000	125,416
Redevelopment Agency	(972,980)	1,797,400	1,284,000	(455,000)	(914,580)
Total Special Revenue Funds	<u>49,735,046</u>	<u>23,431,385</u>	<u>4,863,884</u>	<u>(32,189,762)</u>	<u>36,112,785</u>
Capital Projects Funds					
City Hall Capital Project	-	-	-	-	-
Kilgore Capital Project	-	-	-	-	-
Public Works Capital Projects	-	-	30,322,677	30,322,677	-
Total Capital Projects Funds	<u>-</u>	<u>-</u>	<u>30,322,677</u>	<u>30,322,677</u>	<u>-</u>
Debt Service Funds:					
City Hall COP	11,166,143	-	1,328,922	1,328,922	11,166,143
City Operations Facility COP	539,058	-	539,058	539,058	539,058
CFD 2003-1 Sunridge Anatolia (Series 2003)	-	1,406,950	1,406,950	-	-
CFD 2003-1 Sunridge Anatolia (Series 2005)	-	778,375	778,375	-	-
Total Debt Service Funds	<u>11,705,201</u>	<u>2,185,325</u>	<u>4,053,305</u>	<u>1,867,980</u>	<u>11,705,201</u>
Internal Service Funds:					
Insurance Fund	118,582	-	-	400,000	518,582
Vehicle & Equipment Replacement Fund	329,500	-	120,000	-	209,500
Technology Enhancement & Repl. Fund	422,750	-	290,000	100,000	232,750
Total Internal Service Funds	<u>870,832</u>	<u>-</u>	<u>410,000</u>	<u>500,000</u>	<u>960,832</u>
Total - All City Funds	<u>\$ 78,525,524</u>	<u>\$ 71,872,222</u>	<u>\$ 85,358,853</u>	<u>\$ -</u>	<u>\$ 65,038,893</u>

GENERAL FUND REVENUE DETAIL

Description	2005 Actual	2006 Actual	2007 Budget	2007 Estimated Actual	FY 2008 Adopted
Property Taxes - Secured - Current	\$ 6,802,440	\$ 6,114,221	\$ 7,219,700	\$ 7,219,000	\$ 7,920,000
Property Taxes - Unsecured - Current	-	257,984	263,100	268,000	275,000
Property Taxes - Supplemental	-	1,162,403	562,400	229,000	300,000
Property Taxes - Secured/Unsecured - Prior	-	121,395	116,800	194,000	80,000
Property Taxes - Motor Vehicle In-Lieu	-	4,518,669	4,600,000	4,420,000	5,020,000
Sub-Total Property Taxes	6,802,440	12,174,672	12,762,000	12,330,000	13,595,000
Sales Tax	9,603,899	8,242,181	8,915,400	7,639,000	2,590,000
Sales Tax in Lieu	-	2,176,137	2,230,550	2,546,000	7,780,000
Sub-Total Sales Tax	9,603,899	10,418,318	11,145,950	10,185,000	10,370,000
Transient Occupancy Tax	2,697,012	2,581,424	2,423,700	2,424,000	2,510,000
Utility Users Taxes	1,389,613	1,721,736	1,750,000	1,750,000	1,810,000
Homeowners' Subventions	114,128	6,357	6,200	6,500	7,000
Police Tax	-	199,711	400,000	506,000	662,000
Property Transfer	459,334	776,568	400,000	425,000	450,000
Other Taxes	-	-	-	-	-
Sub-Total Other Taxes	4,660,088	5,285,796	4,979,900	5,111,500	5,439,000
Sub-total All Taxes	21,066,427	27,878,786	28,887,850	27,626,500	29,404,000
Metro Cable Franchise Fee	253,506	258,249	220,000	220,000	225,000
Residential Waste Franchise Fee	486,598	266,214	315,000	350,000	410,000
Commercial Waste Franchise Fee	-	373,960	400,000	400,000	400,000
PG&E Franchise Fee	54,771	68,474	69,000	69,000	71,000
Other Franchise Fee	-	14,621	-	15,000	26,000
Sub-Total Franchise Fees	794,875	981,518	1,004,000	1,054,000	1,132,000
Animal Licenses	-	23,906	95,000	31,000	37,000
Alarm Permits	-	25,500	9,000	25,000	25,000
General Business License	45,399	73,119	80,000	162,000	165,000
Special Business License	16,050	14,484	15,000	14,000	15,000
Employee Permits	4,350	6,876	7,500	5,000	5,000
Special Events	1,196	1,000	1,000	-	-
Licenses - Other	-	7,302	8,000	6,000	3,000
Building Permits	3,498,063	3,894,055	3,705,800	2,500,000	2,420,000
Engineering Permits	-	-	-	10,000	15,000
Other Permits	-	4,916	-	15,000	15,000
General Plan Fees	17,448	-	-	-	108,000
Planning Fees	120,119	3,300	-	2,000	-
Housing Stock Fee	-	-	-	48,000	15,000
City Hall Rental Fees	-	13,008	10,000	40,000	80,000
Street Sweeping Fees	59,989	137,028	145,000	136,000	150,000
Passports	-	1,870	25,000	25,000	33,000
Vacation of Public Easement Fee	-	-	-	1,000	-
Other Fees	60	843	-	2,400	300,000
Sub-total Licenses/Permits/Fees	3,762,673	4,207,207	4,101,300	3,022,400	3,386,000
Traffic Citations	183,455	219,944	200,000	115,000	156,000
Criminal Fines	-	19,524	5,000	1,000	1,000
Parking Fines	109,940	160,237	135,000	199,200	180,000
Commercial Vehicle Code Fines	-	-	46,000	-	-
False Alarm Fines	-	37,425	25,000	66,000	55,000
Code Enforcement Fines	9,176	8,220	10,000	3,000	15,000
Other Fines	-	8,849	20,000	-	15,000
Sub-total Fines & Forfeitures	302,571	454,199	441,000	384,200	422,000
Real Property Leases	-	176,550	229,500	373,000	645,000
LAIF Investment Earnings	37,925	260,643	15,000	195,000	180,000
CAMP Investment Earnings	-	70,604	-	196,000	170,000
MBIA Investment Earnings	-	82,664	35,000	120,000	110,000
Trustee Investment Earnings	-	-	-	-	-
Other Investment Earnings	8,278	21,121	-	100,000	90,000
Unearned GASB Adjustments	-	(4,294)	-	-	-
Sub-total Use of Money	46,203	607,288	279,500	984,000	1,195,000

GENERAL FUND REVENUE DETAIL (Continued)

Description	2005 Actual	2006 Actual	2007 Budget	Total Estimated	FY 2008 Adopted
Intergovernmental Other Receipts	-	-	-	163,000	-
Mandated Cost Recovery	-	23,246	48,850	10,000	15,000
MVLF Direct Payments	4,606,840	362,395	320,250	320,000	330,000
MVLF Hardship	-	879,994	932,950	933,000	870,000
Sub-total Inter/Intra Governmental	4,606,840	1,265,635	1,302,050	1,426,000	1,215,000
CFD Administration Services Cost Recovery	-	-	-	-	80,000
Legal Cost Recovery	139,918	506,122	350,000	320,000	550,000
Planning Cost Recovery	2,004,828	1,963,102	2,483,300	1,000,000	2,200,000
Workers' Compensation Cost Recovery	17,771	55,361	23,000	25,000	24,000
Administrative Cost Recovery	-	241,304	475,100	250,000	368,000
Public Works Cost Recovery	51,894	3,120	299,000	1,000,000	6,183,512
Other Cost Recovery	-	2	-	200	-
Sub-total Cost Recovery	2,214,410	2,769,011	3,630,400	2,595,200	9,405,512
Police Reports	62,623	12,761	22,500	15,000	12,000
Police - Towing Administration	86,229	92,480	90,000	75,000	84,000
Police - Towing Rotational	1,660	-	8,900	-	-
Police - Towing Other	9,075	1,026	1,650	19,000	-
Other Charges for Services	396	1,408	250	300	-
Miscellaneous Revenue Other	16,216	55,491	209,000	124,500	-
Donations	-	1,600	-	-	-
Sub-total Other Revenues	176,199	164,766	332,300	233,800	96,000
Transfers In					
Annual Accounting Costs Reimbursements:					
Community Facilities	-	1,060,853	50,000	-	224,510
Park Renovation	-	-	31,350	-	-
SD Fee Update	-	-	10,000	-	-
Traffic Mitigation Administrative	-	-	10,000	-	-
VOZ Administrative	-	-	1,000	-	-
Sub-total	-	1,060,853	102,350	-	224,510
Gas Tax - salaries	-	-	10,000	-	-
Measure A - salaries	53,377	-	10,000	-	-
Traffic Impact Fees - salaries	-	-	50,000	-	-
Federal Grant (Weed n Seed)	-	-	250,250	250,250	76,869
State Grant (OTS)	-	-	53,050	53,050	297,426
Park Development Fees	-	-	40,250	-	-
CFD Administration	-	-	25,000	-	-
CFD 2005-1 Administrative Fee	-	-	15,000	-	-
CFD 2003-1 (Series 1) Admin. Fee	170,622	-	20,000	-	-
CFD 2003 -1 (Series 2) Admin. Fee	-	-	15,000	-	-
CFD 2004-1 Administrative Fee	-	-	20,000	-	-
Sub-total	223,999	-	508,550	303,300	374,295
Gas Tax	-	-	52,550	-	-
Measure A	-	-	507,800	-	-
Traffic Impact	-	-	654,400	-	-
Very Low Income Hsg Fund	-	-	-	-	7,500
PW State & Federal Grants	-	-	44,200	-	-
Special Districts	-	-	95,100	-	-
CFD's	-	-	181,850	-	95,000
PW Capital Project - Planning Costs	-	-	156,250	-	-
CDBG	-	-	73,700	-	187,800
Sub-total	-	-	1,765,850	-	290,300
Sub-total Transfers In	223,999	1,060,853	2,376,750	303,300	889,105
TOTAL GENERAL FUND	\$ 33,194,196	\$ 39,389,263	\$ 42,355,150	\$ 37,629,400	\$ 47,144,617

SPECIAL REVENUE FUNDS – REVENUE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
GAS TAX FUND					
Intergovernmental	\$ 1,340,863	\$ 1,323,724	\$ 1,350,000	\$ 1,300,000	\$ 1,320,500
Interest	13,286	9,300	250	75,000	28,010
Total	<u>\$ 1,354,149</u>	<u>\$ 1,333,024</u>	<u>\$ 1,350,250</u>	<u>\$ 1,375,000</u>	<u>\$ 1,348,510</u>
MEASURE A					
Intergovernmental	\$ 1,552,146	\$ 1,483,146	\$ 2,757,100	\$ 2,754,000	\$ 3,009,309
Interest	448	-	-	-	-
Transfer In	-	-	100,000	-	-
Total	<u>\$ 1,552,594</u>	<u>\$ 1,483,146</u>	<u>\$ 2,857,100</u>	<u>\$ 2,754,000</u>	<u>\$ 3,009,309</u>
Street Cut					
Licenses/Permits/Fees	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,050
Interest	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,050</u>
Proposition 42					
Intergovernmental	\$ -	\$ 319,986	\$ 235,000	\$ 531,230	\$ -
Interest	-	4,285	-	7,500	4,000
Total	<u>\$ -</u>	<u>\$ 324,271</u>	<u>\$ 235,000</u>	<u>\$ 538,730</u>	<u>\$ 4,000</u>
Very Low Income Housing					
Licenses/Permits/Fees	\$ 67,077	\$ 74,155	\$ 220,550	\$ 35,000	\$ -
Interest	1,313	4,171	-	-	-
Total	<u>\$ 68,390</u>	<u>\$ 78,326</u>	<u>\$ 220,550</u>	<u>\$ 35,000</u>	<u>\$ -</u>
CDBG					
Intergovernmental	\$ 240,250	\$ 169,385	\$ 704,227	\$ 704,227	\$ 702,906
Interest	-	-	-	-	-
Total	<u>\$ 240,250</u>	<u>\$ 169,385</u>	<u>\$ 704,227</u>	<u>\$ 704,227</u>	<u>\$ 702,906</u>
Asset Forfeiture					
Fines and Forfeitures	\$ 9,235	\$ 10,547	\$ 5,000	\$ 5,000	\$ 10,000
Interest	80	370	-	-	-
Total	<u>\$ 9,315</u>	<u>\$ 10,917</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 10,000</u>
Abandoned Vehicles					
Fines and Forfeitures	\$ -	\$ -	\$ 2,500	\$ -	\$ -
Interest	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ -</u>
Environmental Mitigation					
Taxes & Assessments	\$ 138,817	\$ -	\$ -	\$ -	\$ -
Interest	5,322	11,326	-	13,000	-
Total	<u>\$ 144,139</u>	<u>\$ 11,326</u>	<u>\$ -</u>	<u>\$ 13,000</u>	<u>\$ -</u>

SPECIAL REVENUE FUNDS – REVENUE SUMMARIES (Continued)

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Landscape & Lighting 2005-1					
Taxes	\$ -	\$ 83,204	\$ 85,000	\$ 97,000	\$ 83,887
Transfer from Sac County	-	331,134	150,000	-	-
Licenses/Permits/Fees	-	-	-	-	-
Interest	-	1,467	-	-	2,000
Total	\$ -	\$ 415,805	\$ 235,000	\$ 97,000	\$ 85,887
Road Maintenance Fund					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Licenses/Permits/Fees	-	50,238	25,000	60,000	-
Interest	-	269	-	-	9,000
Total	\$ -	\$ 50,507	\$ 25,000	\$ 60,000	\$ 159,000
Community Service District #10					
Taxes	\$ -	\$ -	\$ 250,000	\$ -	\$ 419,179
Transfer from Sac. County	-	-	-	-	-
Licenses/Permits/Fees	-	-	-	-	-
Interest	-	-	-	-	11,500
Total	\$ -	\$ -	\$ 250,000	\$ -	\$ 430,679
Landscape Maintenance CFD					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses/Permits/Fees	-	-	-	-	-
Interest	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Transit-Related Services					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Licenses/Permits/Fees	-	18,900	-	-	-
Interest	-	352	-	-	-
Total	\$ -	\$ 19,252	\$ -	\$ -	\$ 16,000
General Plan Impact Fee					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses/Permits/Fees	184,972	206,592	300,000	102,000	-
Interest	-	-	-	-	-
Total	\$ 184,972	\$ 206,592	\$ 300,000	\$ 102,000	\$ -
Park Renovation Fund					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses/Permits/Fees	650,338	805,857	1,290,000	450,000	500,000
Interest	4,797	23,900	-	30,000	-
Total	\$ 655,135	\$ 829,757	\$ 1,290,000	\$ 480,000	\$ 500,000
Sunrise/Douglas Impact					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses/Permits/Fees	11,087,708	18,921,241	11,638,800	6,440,334	7,750,000
Interest	58,460	272,571	-	-	103,500
Total	\$ 11,146,168	\$ 19,193,812	\$ 11,638,800	\$ 6,440,334	\$ 7,853,500

SPECIAL REVENUE FUNDS – REVENUE SUMMARIES (Continued)

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Villages of Zinfandel Impact					
Licenses/Permits/Fees	\$ 177,800	\$ 269,873	\$ 119,400	\$ 43,500	\$ 10,500
Interest	1,894	9,045	1,000	-	6,200
Total	\$ 179,694	\$ 278,918	\$ 120,400	\$ 43,500	\$ 16,700
Traffic Mitigation Impact					
Licenses/Permits/Fees	\$ 3,700,356	\$ 7,480,313	\$ 8,914,000	\$ 4,345,000	\$ 3,229,910
Transfer from Sac. County	-	3,082,100	-	-	-
Interest	21,939	210,160	7,000	-	3,000
Total	\$ 3,722,295	\$ 10,772,573	\$ 8,921,000	\$ 4,345,000	\$ 3,232,910
Community Fac. Fees					
Licenses/Permits/Fees	\$ 3,522,420	\$ 1,501,000	\$ 1,501,000	\$ 1,669,999	\$ 1,836,065
Interest	27,944	2,500	2,500	5,000	7,500
Total	\$ 3,550,364	\$ 1,503,500	\$ 1,503,500	\$ 1,674,999	\$ 1,843,565
State Grants					
Intergovernmental	\$ 359,085	\$ 342,796	\$ 342,796	\$ 294,367	\$ 1,150,250
Interest	-	250	250	-	-
Total	\$ 359,085	\$ 343,046	\$ 343,046	\$ 294,367	\$ 1,150,250
Federal Grants					
Intergovernmental	\$ 586,795	\$ 12,962	\$ 4,236,250	\$ 298,616	\$ 1,265,719
Interest	-	-	-	-	-
Total	\$ 586,795	\$ 12,962	\$ 4,236,250	\$ 298,616	\$ 1,265,719
Redevelopment Agency					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ 1,797,400
Intergovernmental	-	-	-	-	-
Interest	-	-	-	-	-
Transfer in	-	458,141	458,141	-	-
Total	\$ -	\$ 458,141	\$ 458,141	\$ -	\$ 1,797,400
Housing Fund					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-
Interest	-	-	-	-	-
Transfer in	-	-	-	-	360,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 360,000
TOTAL SPECIAL REVENUES					
Taxes	\$ -	\$ 83,204	\$ 335,000	\$ 97,000	\$ 2,466,466
Licenses/Permits/Fee	19,390,671	29,328,169	24,008,750	13,150,833	13,331,525
Intergovernmental	4,079,139	3,651,999	9,625,373	5,882,440	7,448,684
Fines and Forfeitures	9,235	10,547	7,500	5,000	10,000
Interest	135,483	550,216	11,250	130,500	174,710
Transfers from Sac. County	-	3,413,234	150,000	-	-
Transfers In	-	458,141	558,141	-	360,000
TOTAL	\$ 23,614,528	\$ 37,495,510	\$ 34,696,014	\$ 19,265,773	\$ 23,791,385

CAPITAL PROJECTS FUNDS – REVENUE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Hall Capital Project					
Interest	\$ -	\$ -	\$ 11,500	\$ -	\$ -
Lease Revenue	-	-	-	-	-
Other Revenues	-	-	-	-	-
Transfers In	-	-	120,000	-	-
Total	\$ -	\$ -	\$ 131,500	\$ -	\$ -
City Operations Facility Capital Project					
Interest	\$ -	\$ -	\$ 15,000	\$ -	\$ -
Other Revenues	-	-	-	-	-
Transfers In	-	-	1,800,000	-	-
Total	\$ -	\$ -	\$ 1,815,000	\$ -	\$ -
Public Works Capital Projects					
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Developer Cost Recovery	-	-	2,550,000	-	-
Transfers In:	-	-	-	-	-
General Fund (FY 2006 Street)	-	-	-	-	200,000
Gas Tax	-	-	3,000,000	-	1,395,500
Measure A	-	-	2,283,300	400,000	1,710,000
Proposition 42	-	-	400,000	400,000	466,862
Impact Fees	-	-	167,700	983,981	17,576,596
CFD 2003-1	-	-	800,000	-	-
Traffic Impact	-	-	1,600,000	1,300,000	6,868,000
PW Federal Grants	-	-	4,139,000	-	840,719
PW State Grants	-	-	510,000	-	900,000
Special Districts	-	-	50,000	-	365,000
CFF - Police Facilities	-	-	1,800,000	-	-
Total Transfers In	-	-	14,750,000	3,083,981	30,322,677

DEBT SERVICE FUND – REVENUE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Hall Certificates of Participation					
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Proceeds	20,579,750	-	-	-	-
Lease Revenue	-	-	-	-	-
Other Revenue	-	-	-	-	-
Transfers In	-	-	1,664,396	1,276,820	1,328,922
Total	\$ 20,579,750	\$ -	\$ 1,664,396	\$ 1,276,820	\$ 1,328,922
City Operations Certificates of Participation					
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Proceeds	-	-	5,800,000	-	-
Other Revenue	-	-	-	-	-
Transfers In	-	-	216,000	541,350	539,058
Total	\$ -	\$ -	\$ 6,016,000	\$ 541,350	\$ 539,058
CFD 2003-1 Sunridge Anatolia (Series 2003)					
Taxes	\$ -	\$ -	\$ 1,406,950	\$ 1,406,950	\$ 1,406,950
Debt Proceeds	-	-	-	-	-
Transfers In	-	-	-	-	-
Total	\$ -	\$ -	\$ 1,406,950	\$ 1,406,950	\$ 1,406,950
CFD 2003-1 Sunridge Anatolia (Series 2005)					
Taxes	\$ -	\$ -	\$ 525,403	\$ 525,403	\$ 778,375
Debt Proceeds	-	-	-	-	-
Transfers In	-	-	-	-	-
Total	\$ -	\$ -	\$ 525,403	\$ 525,403	\$ 778,375
Total Debt Service					
Taxes	\$ -	\$ -	\$ 1,932,353	\$ 1,932,353	\$ 2,185,325
Interest	-	-	-	-	-
Lease Revenue	-	-	-	-	-
Other Revenue	-	-	-	-	-
Debt Proceeds	20,579,750	-	5,800,000	-	-
Transfers In	-	-	1,880,396	1,818,170	1,867,980
Total	\$ 20,579,750	\$ -	\$ 9,612,749	\$ 3,750,523	\$ 4,053,305

INTERNAL SERVICE FUNDS – REVENUE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Insurance Fund					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds/Reimbursements	-	88,490	-	144,245	-
Transfers In	-	-	332,950	332,950	400,000
Total	<u>\$ -</u>	<u>\$ 88,490</u>	<u>\$ 332,950</u>	<u>\$ 477,195</u>	<u>\$ 400,000</u>
Vehicle & Equipment Replacement Fund					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds/Reimbursements	-	-	-	-	-
Transfers In	-	-	333,500	329,500	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 333,500</u>	<u>\$ 329,500</u>	<u>\$ -</u>
Technology Enhancement & Replacement Fund					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds/Reimbursements	-	-	-	-	-
Transfers In	-	-	457,750	457,750	100,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 457,750</u>	<u>\$ 457,750</u>	<u>\$ 100,000</u>
Total Internal Service Funds					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Refunds/Reimbursements	-	88,490	-	144,245	-
Transfers In	-	-	1,124,200	1,120,200	500,000
Total	<u>\$ -</u>	<u>\$ 88,490</u>	<u>\$ 1,124,200</u>	<u>\$ 1,264,445</u>	<u>\$ 500,000</u>

GENERAL FUND EXPENDITURE SUMMARY

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Actual	FY 2008 Adopted
Legislative:					
City Council	\$ 75,375	\$ 122,183	\$ 302,000	\$ 266,000	\$ 324,485
Boards & Commissions	15,634	96,972	338,200	62,900	351,700
City Attorney	967,067	1,232,396	930,500	1,201,000	1,196,000
City Clerk	376,072	434,350	611,800	359,793	571,543
Elections	-	-	37,700	20,500	8,300
Total Legislative	1,434,148	1,885,901	2,220,200	1,910,193	2,452,028
General Government:					
City Manager	497,813	753,906	942,550	805,940	1,153,544
Administrative Support	-	329,472	380,600	288,100	392,883
Public Information Office	-	1,759	422,050	352,000	696,276
Human Resources	61,170	177,714	371,400	287,000	528,792
Finance	433,972	638,525	1,091,500	822,750	1,207,960
Information Technology	195,000	1,032,689	749,200	569,000	771,115
Risk Management	-	111,363	167,500	325,000	425,000
Total General Government	1,187,955	3,045,427	4,124,800	3,449,790	5,175,569
Public Safety:					
Police	11,843,953	13,246,499	14,300,000	14,300,000	15,415,000
Community Prosecutor	96,000	-	107,000	107,000	107,000
Total Public Safety	11,939,953	13,246,499	14,407,000	14,407,000	15,522,000
Community Development:					
Planning	2,525,996	2,984,000	3,039,300	2,302,000	3,344,580
Building & Safety	1,596,617	2,526,920	2,055,200	2,236,200	2,131,413
Facilities Management	-	261,403	959,450	780,900	1,108,762
Economic Development	200,896	279,996	476,250	395,900	644,745
Housing	-	-	23,400	23,400	443,176
Animal Services	107,314	443,343	439,900	451,500	360,732
Code Enforcement	580,815	517,353	676,450	571,400	580,536
Total Community Development	5,011,638	7,013,015	7,669,950	6,761,300	8,613,945
Public Works	520,748	1,368,385	2,682,300	2,677,600	7,273,512
Non-Departmental	903,493	527,045	170,750	261,000	400,045
Total Expenditures	20,997,935	27,086,272	31,275,000	29,466,883	39,437,099
Other Uses:					
Transfers Out	397,992	1,092,269	1,120,200	1,120,200	1,390,000
Debt Service (Transition Costs)	423,012	474,032	463,000	475,000	475,000
Revenue Neutrality Payment	6,544,089	7,234,086	7,549,850	5,554,492	5,796,888
Total Other Uses	7,365,092	8,800,387	9,133,050	7,149,692	7,661,888
Total Expenditures & Other Uses	\$ 28,363,027	\$ 35,886,659	\$ 40,408,050	\$ 36,616,575	\$ 47,098,987

SPECIAL REVENUE FUNDS – EXPENDITURE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
GAS TAX FUND					
Salaries and Benefits	\$ 67,789	\$ -	\$ -	\$ -	\$ -
Operating	17,677	9,300	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	179,000	3,062,550	-	1,395,500
Total	\$ 85,466	\$ 188,300	\$ 3,062,550	\$ -	\$ 1,395,500
Measure A Maintenance					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	1,093,491	1,300,000	1,300,000	1,299,309
Capital Outlay	-	-	190,000	190,000	-
Transfers Out	-	245,509	2,801,100	400,000	-
Total	\$ -	\$ 1,339,000	\$ 4,291,100	\$ 1,890,000	\$ 1,299,309
Measure A Construction					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	1,710,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,710,000
Street Cut					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Proposition 42					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	400,000	400,000	466,862
Total	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 466,862
Very Low Income Housing					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	7,500
Total	\$ -	\$ -	\$ -	\$ -	\$ 7,500
CDBG					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	240,250	52,198	483,708	483,708	706,256
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	187,800
Total	\$ 240,250	\$ 52,198	\$ 483,708	\$ 483,708	\$ 894,056
Asset Forfeiture					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Mitigation					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	5,197	-	10,000	630,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ 5,197	\$ -	\$ 10,000	\$ 630,000	\$ -

SPECIAL REVENUE FUNDS – EXPENDITURE SUMMARIES (Continued)

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Landscape & Lighting 2005-1					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	59,275	-	85,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	130,000	-	10,000
Total	\$ -	\$ 59,275	\$ 130,000	\$ 85,000	\$ 10,000
Road Maintenance Fund					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	42,086	-	55,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	30,000	-	10,000
Total	\$ -	\$ 42,086	\$ 30,000	\$ 55,000	\$ 10,000
Community Service District #10					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	35,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	85,100	-	310,000
Total	\$ -	\$ -	\$ 85,100	\$ -	\$ 345,000
Landscape Maintenance CFD					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	2,841	-	5,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ 2,841	\$ -	\$ 5,000	\$ -
Transit-Related Services					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	16,000	35,000
Total	\$ -	\$ -	\$ -	\$ 16,000	\$ 35,000
General Plan Impact Fee					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	874,881	1,239,159	497,350	150,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ 874,881	\$ 1,239,159	\$ 497,350	\$ 150,000	\$ -
Park Renovation Fund					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	21,648	-	-	35,000	-
Transfers Out	-	-	71,600	-	-
Total	\$ 21,648	\$ -	\$ 71,600	\$ 35,000	\$ -
Sunrise Douglas Impact Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	47,669	300,000	380,000	-
Capital Outlay	-	13,607,403	-	2,167,981	-
Transfers Out	-	11,005	600,000	-	17,568,596
Total	\$ -	\$ 13,666,077	\$ 900,000	\$ 2,547,981	\$ 17,568,596

SPECIAL REVENUE FUNDS – EXPENDITURE SUMMARIES (Continued)

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Villages of Zinfandel Impact Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	1,000	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	26,485	1,000	-	8,000
Total	<u>\$ -</u>	<u>\$ 26,485</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ 8,000</u>
Traffic Mitigation Impact					
Salaries and Benefits	\$ 14,026	\$ -	\$ -	\$ -	\$ -
Operating	60,980	77,480	18,000	218,000	-
Capital Outlay	-	-	-	700,000	-
Transfers Out	-	279,000	2,314,400	1,300,000	6,868,000
Total	<u>\$ 75,006</u>	<u>\$ 356,480</u>	<u>\$ 2,332,400</u>	<u>\$ 2,218,000</u>	<u>\$ 6,868,000</u>
Community Facilities Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	6,866	-	-	-	-
Capital Outlay	-	-	-	-	790,000
Transfers Out	-	1,501,075	3,692,100	1,867,980	1,402,490
Total	<u>\$ -</u>	<u>\$ 1,501,075</u>	<u>\$ 3,692,100</u>	<u>\$ 1,867,980</u>	<u>\$ 2,192,490</u>
State Grants					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	84,068	-	-	-	134,688
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	760,250	250,250	1,197,426
Total	<u>\$ 84,068</u>	<u>\$ -</u>	<u>\$ 760,250</u>	<u>\$ 250,250</u>	<u>\$ 1,332,114</u>
Federal Grants					
Salaries and Benefits	\$ 586,795	\$ -	\$ -	\$ -	\$ -
Operating	-	156,543	-	-	348,131
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	4,236,250	53,050	917,588
Total	<u>\$ 586,795</u>	<u>\$ 156,543</u>	<u>\$ 4,236,250</u>	<u>\$ 53,050</u>	<u>\$ 1,265,719</u>
Housing					
Salaries and Benefits	\$ -	\$ -	\$ 137,150	\$ -	\$ -
Operating	-	-	-	15,000	266,500
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 137,150</u>	<u>\$ 15,000</u>	<u>\$ 266,500</u>
Redevelopment Agency					
Salaries and Benefits	\$ -	\$ 1,067	\$ 112,850	\$ 95,000	\$ 173,000
Operating	46,374	734,620	356,800	90,000	1,111,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	455,000
Total	<u>\$ 46,374</u>	<u>\$ 735,687</u>	<u>\$ 469,650</u>	<u>\$ 185,000</u>	<u>\$ 1,739,000</u>

CAPITAL PROJECTS FUNDS – EXPENDITURE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Hall Capital Project					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	152,882	-	-	-	-
Capital Outlay	245,110	-	120,000	120,000	-
Transfers Out	-	-	-	-	-
Total	\$ 397,992	\$ -	\$ 120,000	\$ 120,000	\$ -
City Operations Facility Capital Project					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	38,922	-	-	-	-
Capital Outlay	-	-	650,000	-	-
Transfers Out	-	-	-	-	-
Total	\$ 38,922	\$ -	\$ 650,000	\$ -	\$ -
Capital Projects Total					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	191,804	-	-	-	-
Capital Outlay	245,110	-	770,000	120,000	-
Capital Projects	-	-	14,690,000	14,690,000	30,322,677
Transfers Out	-	-	156,250	-	-
Total	\$ 436,914	\$ -	\$ 15,616,250	\$ 14,810,000	\$ 30,322,677

DEBT SERVICE FUNDS – EXPENDITURE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Hall Certificates of Participation					
Debt Service - Principal	\$ -	\$ -	\$ 380,000	\$ 380,000	\$ 330,000
Debt Service - Interest	-	-	896,850	896,820	998,922
Capital	12,500,000	-	-	-	-
Transfers Out	-	-	120,000	-	-
Total	\$ 12,500,000	\$ -	\$ 1,396,850	\$ 1,276,820	\$ 1,328,922
City Operations Certificates of Participation					
Debt Service - Principal	\$ -	\$ -	\$ 240,000	\$ 240,000	\$ 250,000
Debt Service - Interest	-	-	301,350	301,350	289,058
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ 541,350	\$ 541,350	\$ 539,058
CFD 2003-1 Sunridge Anatolia (Series 2003)					
Debt Service - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Interest	-	1,406,950	1,406,950	1,406,950	1,406,950
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ 1,406,950	\$ 1,406,950	\$ 1,406,950	\$ 1,406,950
CFD 2003-1 Sunridge Anatolia (Series 2005)					
Debt Service - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Interest	-	-	525,403	525,403	778,375
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ 525,403	\$ 525,403	\$ 778,375
Total Debt Service					
Debt Service - Principal	\$ -	\$ -	\$ 620,000	\$ 620,000	\$ 580,000
Debt Service - Interest	-	1,406,950	3,130,553	3,130,523	3,473,305
Capital	12,500,000	-	-	-	-
Transfers Out	-	-	120,000	-	-
Total	\$ 12,500,000	\$ 1,406,950	\$ 3,870,553	\$ 3,750,523	\$ 4,053,305

INTERNAL SERVICE FUNDS – EXPENDITURE SUMMARIES

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Insurance Fund					
Consultants - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	-	322,103	100,000	100,000	-
Claims	-	-	25,000	25,000	-
Insurance	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ 322,103	\$ 125,000	\$ 125,000	\$ -
Vehicle & Equipment Replacement Fund					
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Technology Enhancement & Replacement Fund					
Equipment	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 290,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 290,000
Internal Service Funds - Total					
Consultants - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	-	322,103	100,000	100,000	-
Claims	-	-	25,000	25,000	-
Insurance	-	-	-	-	-
Equipment	-	-	35,000	35,000	410,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ 322,103	\$ 160,000	\$ 160,000	\$ 410,000

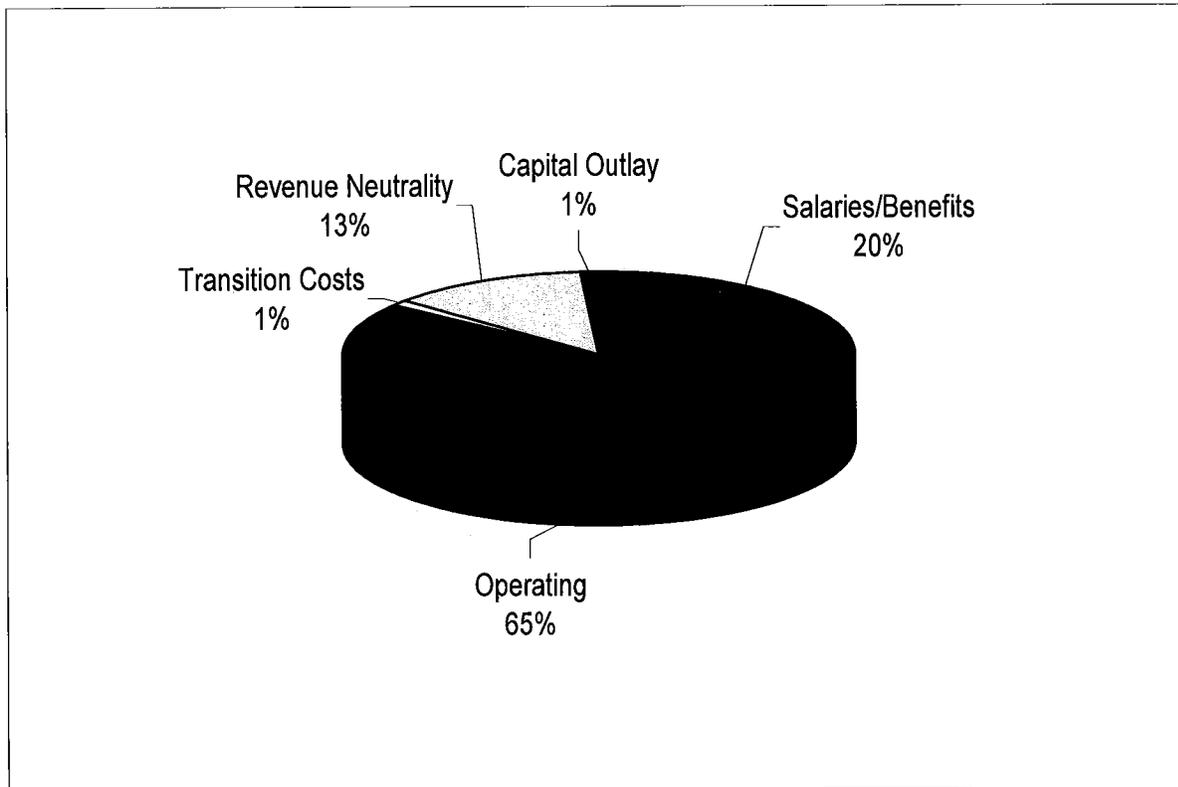
GENERAL FUND SUMMARY

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Est. Actual	FY 2008 Adopted
Revenues:					
Taxes	\$ 21,861,302	\$ 28,860,304	\$ 29,891,850	\$ 28,680,500	\$ 30,536,000
Licenses & Permits	3,762,673	4,207,207	4,101,300	3,022,400	3,386,000
Fines & Forfeitures	302,571	454,199	441,000	384,200	422,000
Investments/Use of Property	46,203	607,288	279,500	984,000	1,195,000
Intergovernmental	4,606,840	1,265,635	1,302,050	1,426,000	1,215,000
Charges for Services	2,214,410	2,769,011	3,630,400	2,595,200	9,405,512
Other Revenue	176,199	164,766	332,300	233,800	96,000
Total Revenues	32,970,198	38,328,410	39,978,400	37,326,100	46,255,512
Other Sources:					
Transfers In	223,999	1,060,853	2,376,750	303,300	889,105
Proceeds from Long-Term Debt	-	-	-	-	-
Total Revenues & Other Sources	33,194,196	39,389,263	42,355,150	37,629,400	47,144,617
Expenditures:					
Legislative:					
City Council	75,375	122,183	302,000	266,000	324,485
Boards & Commissions	15,634	96,972	338,200	62,900	351,700
City Attorney	967,067	1,232,396	930,500	1,201,000	1,196,000
City Clerk	376,072	434,350	611,800	359,793	571,543
Elections	-	-	37,700	20,500	8,300
Total Legislative	1,434,148	1,885,901	2,220,200	1,910,193	2,452,028
General Government:					
City Manager	497,813	753,906	942,550	805,940	1,153,544
Administrative Support	-	329,472	380,600	288,100	392,883
Public Information Office	-	1,759	422,050	352,000	696,276
Human Resources	61,170	177,714	371,400	287,000	528,792
Accounting	433,972	638,525	1,091,500	822,750	1,207,960
Information Technology	195,000	1,032,689	749,200	569,000	771,115
Risk Management	-	111,363	167,500	325,000	425,000
Total General Government	1,187,955	3,045,427	4,124,800	3,449,790	5,175,569
Public Safety:					
Police	11,843,953	13,246,499	14,300,000	14,300,000	15,415,000
Community Prosecutor	96,000	-	107,000	107,000	107,000
Total Public Safety	11,939,953	13,246,499	14,407,000	14,407,000	15,522,000
Community Development:					
Planning	2,525,996	2,984,000	3,039,300	2,302,000	3,344,580
Building & Safety	1,596,617	2,526,920	2,055,200	2,236,200	2,131,413
Facilities Management	-	261,403	959,450	780,900	1,108,762
Economic Development	200,896	279,996	476,250	395,900	644,745
Housing	-	-	23,400	23,400	443,176
Animal Services	107,314	443,343	439,900	451,500	360,732
Code Enforcement	580,815	517,353	676,450	571,400	580,536
Total Community Development	5,011,638	7,013,015	7,669,950	6,761,300	8,613,945
Public Works	520,748	1,368,385	2,682,300	2,677,600	7,273,512
Non-Departmental	903,493	527,045	170,750	261,000	400,045
Total Expenditures	20,997,935	27,086,272	31,275,000	29,466,883	39,437,099
Other Uses:					
Transfers Out	397,992	1,092,269	1,120,200	1,120,200	1,390,000
Debt Service (Transition Costs)	423,012	474,032	463,000	475,000	475,000
Revenue Neutrality Payment	6,544,089	7,234,086	7,549,850	5,554,492	5,796,888
Total Other Sources	7,365,092	8,800,387	9,133,050	7,149,692	7,661,888
Total Expenditures & Other Uses	28,363,027	35,886,659	40,408,050	36,616,575	47,098,987
Surplus/(Deficit)	\$ 4,831,169	\$ 3,502,604	\$ 1,947,100	\$ 1,012,825	\$ 45,630

GENERAL FUND EXPENDITURE SUMMARY

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 928,667	\$ 2,090,717	\$ 5,075,900	\$ 3,704,210	\$ 6,286,638
Benefits	402,800	872,710	2,179,950	1,642,873	2,668,555
Operating	19,370,362	23,150,020	23,143,650	23,973,300	29,999,905
Capital Outlay	260,296	972,822	875,500	146,500	482,000
Transition Costs	458,821	474,032	463,000	475,000	475,000
Revenue Neutrality	6,544,089	7,234,086	7,549,850	5,554,492	5,796,888
Transfers Out	397,992	1,092,269	1,120,200	1,120,200	1,390,000
TOTALS	\$ 28,363,027	\$ 35,886,657	\$ 40,408,050	\$ 36,616,575	\$ 47,098,986



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LEGISLATIVE

LEGISLATIVE SUMMARY

DESCRIPTION

Through the Legislative function, the Mayor and City Council govern the City of Rancho Cordova by enacting and enforcing all laws and regulations concerning municipal affairs, subject to limitations and restrictions of the State constitution. The Council is supported by the City Attorney and the City Clerk and the following Boards and Commissions: Planning Commission, Rancho Cordova Sister Cities Council, Neighborhood Traffic Safety Committee, and Economic Development Advisory Committee.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 226,512	\$ 258,354	\$ 319,050	\$ 258,300	\$ 286,849
Benefits	78,944	106,016	124,400	98,843	\$ 125,178
Operating	1,128,693	1,521,531	1,686,750	1,553,050	\$ 1,950,000
Capital Outlay	-	-	90,000	-	\$ 90,000
Transfers Out	-	-	-	-	-
TOTALS	<u>\$ 1,434,149</u>	<u>\$ 1,885,901</u>	<u>\$ 2,220,200</u>	<u>\$ 1,910,193</u>	<u>\$ 2,452,027</u>

FUNDING SOURCES:

General Fund - Discretionary	\$ 1,869,027
Other Revenues - Passports	33,000
Legal Cost Recovery	550,000
	<u>\$ 2,452,027</u>

CITY COUNCIL

DESCRIPTION

The City Council consists of five representatives elected at large to four-year overlapping terms. Council Members must be residents of the City. The positions of Mayor and Vice Mayor are chosen by the City Council through policy direction determined by the City Council. The Mayor conducts the Council meetings and represents the City on ceremonial occasions.

The Council is the policy and legislative body of the City and formulates policies in response to the needs, values and interest of the citizens of Rancho Cordova.

The Council hires the City Manager and City Attorney, makes appointments to boards and commissions, and acts to influence local, regional and state policies favorable to the City of Rancho Cordova through various action groups and organizations.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 30,000	30,000	\$ 30,000	\$ 30,000	\$ 30,000
Benefits	3,455	8,453	5,750	5,750	4,485
Operating	41,920	83,730	266,250	230,250	290,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 75,375	\$ 122,183	\$ 302,000	\$ 266,000	\$ 324,485

FUNDING SOURCES:

General Fund - Discretionary	<u>\$ 324,485</u>
	<u>\$ 324,485</u>

BOARDS & COMMISSIONS

DESCRIPTION

Boards & Commissions provide advice to the City Council.

The Planning Commission was established by ordinance in FY 2003-04. Seven Planning Commissioners were appointed in January 2004. Planning Commissioners make land use decisions consistent with the policies and plans formally adopted by the City Council. They weigh the professional input given in staff reports, environmental impact reports and reports from consultants when making decisions. Planning Commissioners serve four year overlapping terms.

Three citizen committees are currently in place to provide input on important issues:

- Rancho Cordova Sister Cities Council—This council began as a City Council-appointed committee formed to develop Sister City relationships in other countries. During FY 2006-07, the committee of eight residents and a City Council subcommittee incorporated and filed for tax-exempt non-profit status. Several potential Sister Cities are currently under consideration and relationships are being explored.
- Neighborhood Traffic Safety (NTS) Committee – The NTS Committee reviews and prioritizes petitions received by residents who wish to have traffic calming measures installed on their streets. The committee is comprised of three residents and one representative each from the Rancho Cordova Police Department and Sacramento Metropolitan Fire District. This committee furthers the City's Strong Neighborhoods Initiative.
- Economic Development Advisory Committee – This committee is made up of local business owners, commercial brokers, builders, Chamber of Commerce representatives and economic development consultants. The mission of the group is to give feedback on economic development issues as needed.

In addition, the City is in the process of establishing a Building Board of Appeals to hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board will consist of five to seven seats, and members will serve a two year overlapping term. Members will have expertise in general contracting, engineering (electrical, plumbing, mechanical, civil or structural), architecture, law, or utilities, and interested public members at large are also sought.

This budget also includes funding for a grant to the Cordova Community Council to provide a professionally managed umbrella organization for Rancho Cordova non-profits that will include volunteer management, fund-raising and community event support.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	13,650	\$ 21,000	\$ 21,000	\$ 21,000
Benefits	-	-	-	-	-
Operating	15,634	83,322	317,200	41,900	330,700
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 15,634	\$ 96,972	\$ 338,200	\$ 62,900	\$ 351,700

FUNDING SOURCES:

General Fund - Discretionary	\$ 351,700
	<u>\$ 351,700</u>

CITY ATTORNEY

DESCRIPTION

The City Attorney's Office provides legal service, advice, and representation to the Mayor, City Council, City Manager, City departments, and City boards and commissions. The City Attorney works closely with the City Manager and his staff to carry out the Council's goals.

Standard on-going responsibilities of the City Attorney's Office include:

- Serve as General Counsel for other agencies after being formed by the City
- Advocate the City's interest in lawsuits filed against or on behalf of the City, its officers, employees, and agencies in administrative venues, before boards and commissions, and in the state and federal court systems
- Assist in the investigation of claims for damages filed against the City and defends the City's interest when necessary
- Provide legal advice in the areas of finance, land use, personnel, elections, conflicts of interest, and economic development, among others
- Provide legal services such as drafting and reviewing contracts, ordinances, resolutions, and other documents
- Perform legal research
- Provide counsel to and attend meetings of the Council, Planning Commission (as required), and subcommittees (as required)

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Achieved highly favorable settlement on revenue neutrality through litigation, saving the City many millions of dollars—Goals #11, 12 & 13
- Implemented the City's Strong Neighborhoods Initiative by writing new code enforcement ordinances regarding administrative citations, animal services, vacant buildings, rental inspection —Goals #1, 4, 6 & 8
- Completed draft municipal code update for consideration in the summer of 2007—Goals #1, 4, 6, 7, 8 & 10
- Completed rezoning of Folsom Blvd. Goals #1, 4 & 7
- Assist staff in processing development impact fess adjustment and negotiating with developer to secure additional funding for roads—Goals #1, 2, 4, 6, 8 & 11
- Made further progress in processing of park and open space improvement and maintenance fees—Goals #1, 4, 6 & 8

- Assisted in preparation of draft environmental documents and development agreements for over 20,000 new homes, parks and commercial development Rio Del Oro—Goals #1, 4 & 7
- Wrote urgency ordinances to stop potential expansion on proliferation of uses that may have negative impacts on the community, including smoke shop, adult business, tattoo parlors, and second-hand stores —Goals #1, 4, 6 & 8
- Supported the image of the City and helped connect staff to the residents by attending over half a dozen major City events —Goals #8, 9, 11, 12 & 13
- Negotiated and drafted Joint Powers Agreement for the Interstate 50 Connector--Goals #1, 4, 6, 7, 8 & 10
- Worked with staff to draft new labor management ordinance —Goal #3
- Continued work on ABC issues with a focus on preventing additional businesses that sell alcohol, and working to reduce the number and visibility of these businesses—Goals #1, 5, 6 & 8
- Continued to support the image of the City and help to connect staff to the residents, attending at least five major City events and speaking at two or more—Goals #1, 4 & 10
- Continued work to annex additional areas to the City—Goals #8, 9, 11, 12 & 13

FISCAL YEAR 2007 – 2008 GOALS

- Prepare comprehensive zoning ordinance, including assisting in preparation of studies required to support new regulations—Goals #1, 2, 5, 7, 8 & 9
- Implement the City's Strong Neighborhoods Initiative by continuing to focus on restricting and conditioning undesirable uses and activities in the City by way of moratoria, rezoning and other regulation—Goals #1, 5, 6, 7 & 8
- Implement the City's Strong Neighborhoods Initiative by continuing to focus on strengthening the Code Enforcement Department by adopting needed ordinances and improving the coordination of City code enforcement resources—Goals #1, 5, 6, 7 & 8
- Complete the codification of the City's first Municipal Code—Goals #3, 4, 8, 9, 10 & 11
- Write a new ordinance regulating adult businesses—Goals #1, 6 & 8
- Work with the Finance Department to identify new creative and cutting edge taxes, fees, or assessments to further improve the City's financial future—Goals #4, 6, 8, 11 & 13
- Evaluate the City's current human resources legal infrastructure and work with the City Manager and Human Resources Department to adopt needed updates to City policies and procedures—Goals #3, 4 & 11
- Continue to focus on ABC issues with a focus on preventing additional businesses that sell alcohol, and reducing the visibility of existing businesses—Goals #1, 5, 8 & 11

- Continue to support the image of the City and help connect staff to the residents by attending over half a dozen major City events—Goals #1, 3 & 9

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	967,067	1,232,396	930,500	1,201,000	1,196,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 967,067	\$ 1,232,396	\$ 930,500	\$ 1,201,000	\$ 1,196,000

FUNDING SOURCES:

General Fund - Discretionary	\$ 646,000
Legal Cost Recovery	550,000
	<u>\$ 1,196,000</u>

CITY CLERK

DESCRIPTION

The City Clerk's Office administers the City Council's public meeting process and the electorate's election process. Scope of operations also encompasses preserving and archiving public records, legal noticing, and coordinating citizen appointments to Boards and Commissions.

Standard on-going City Clerk's Office stewardship responsibilities include:

- Council Business – Serving as the Council's ambassador for citizens to participate in the public meeting process by managing the agenda process and notifying the public of City Council meetings; preparing minutes of Council's proceedings and preparing staff reports, proclamations, resolutions and other official business documents.
- Public Records – Responding to public requests for records by managing the intake and provision of public records requests within the legal timeline.
- Elections & Financial Disclosures – Serving the community as its Elections Official by managing the process of Council Member candidate elections, coordinating the electorate's right to direct recalls, referendums, and initiatives with the City Attorney & the County Registrar of Voters, and supporting the electorate's will of campaign and economic interest disclosure of their elected & City officials by notifying the officials of their filing requirements under the Fair Political Practices Commission mandates for financial disclosure.
- Municipal Code – Disseminating of and providing access to the City's Municipal Code to the public to ensure the local standards, rules and regulations regarding building, fire safety, electrical, waste disposal, noise abatement, business licenses, etc., are easily acquired.
- Records Management – Ensuring the public's vital and historic business records of the City are preserved and archived via a comprehensive system that effects efficient retrieval.
- Passport Services – Providing a customer service venue for members of the community to apply for passports and facilitate their business or personal travel abroad.
- Cemetery Services – Manage the sale of burial space and burial records for niche wall and ground plot cemetery spaces at the Kilgore Cemetery.
- Claims – Coordinating the intake and disbursement of the public's claims for damages against the City with the City's Risk Manager and maintaining a chronicle of claims for sound business practices.
- Bid Openings – Developing the public's trust by assuring the integrity of bid openings and records.

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Drafted RFP for an Electronic Document Management System--Goals #1 & 4
- Drafted action plan for the transition of City records from the County to the City--Goal #4
- Expanded customer services to the community by providing venue for applying for passports, facilitating their business and personal travel abroad--Goal #4

FISCAL YEAR 2007 – 2008 GOALS

- Enhance the preservation and archiving of the public's vital and historic business records of the City by implementing a citywide comprehensive Records Management Program and providing training to department record coordinators--Goals #3 & 4
- Model environmental conservation actions by automating the Council meeting agenda process and creating paperless option meeting packets for City staff--Goal #4
- Achieve an expected outcome of incorporation by completing the acquisition and transition of City records from Sacramento County--Goal #4
- Boost the City's ability to tap into the reservoir of talent among its citizenry by establishing a recruitment and selection process to serve on Boards and Commissions and by developing a robust roster of the appointments--Goal #4
- Foster practices that maximize customer service excellence by cross-training of employees and by continuing the Certified Municipal Clerk (CMC) training for two Deputy City Clerks--Goals #3 & 4
- Increase the retrieval efficiency and decrease physical storage expenses by implementing an Electronic Document Management System for vital records—Goal #4
- Implement system for tracking and archiving burial activities and records related to Kilgore Cemetery—Goal #4
- Complete codification of the City's Municipal Code—Goal #4

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 196,512	214,704	\$ 268,050	\$ 207,300	\$ 235,849
Benefits	75,489	97,563	118,650	93,093	120,694
Operating	104,072	122,083	135,100	59,400	125,000
Capital Outlay	-	-	90,000	-	90,000
Transfers Out	-	-	-	-	-
TOTALS	\$ 376,073	\$ 434,350	\$ 611,800	\$ 359,793	\$ 571,543

FUNDING SOURCES:

General Fund - Discretionary	\$ 538,543
Other Revenues - Passports	33,000
	<u>\$ 571,543</u>

ELECTIONS

DESCRIPTION

The citizens of Rancho Cordova elect their City Council Members every two years in even-numbered years. The electorate has opted to have five directly-elected Council Members at large. The positions of Mayor and Vice Mayor are selected from among Council Members for one-year terms. Full Council Member terms are four years in duration with terms staggered so that two Council Member seats are voted on during an election year and three seats are voted on two years later. Three Council Member seats will be voted on in the November 4, 2008 election.

The citizens of Rancho Cordova practice fiscal prudence by consolidating their Council Member elections with the statewide election held in November via contracting with the Sacramento County Voter Registration & Elections Division to provide election services; however, the City Clerk is responsible for the overall administration of all municipal elections and serves as the Elections Official.

Acting on the electorate's behalf for administering Council candidate elections, the City Clerk also has statutory responsibility to respond and process initiatives, referendums and recall petitions filed by the electorate in accordance with provisions of the California Elections Code.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	-	-	37,700	20,500	8,300
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ -	\$ -	\$ 37,700	\$ 20,500	\$ 8,300

FUNDING SOURCES:

General Fund - Discretionary	\$ 8,300
	<u>\$ 8,300</u>

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GENERAL GOVERNMENT

GENERAL GOVERNMENT SUMMARY

DESCRIPTION

Through the General government function, the City Manager implements the policies that are set by the City Council. Additionally, the City Manager acts as the Chief Executive/Administrative Officer of the City and is responsible for the day-to-day administration of the City's business. The General Government function also includes the Public Information Office, Human Resources, Administrative Support, Finance, Information Technology and Risk Management.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 563,888	\$ 917,822	\$ 1,730,250	\$ 1,324,850	\$ 2,291,787
Benefits	226,925	367,722	734,400	591,090	826,382
Operating	199,289	972,614	1,310,000	1,483,850	2,057,400
Capital Outlay	197,853	787,269	350,150	50,000	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 1,187,956	\$ 3,045,427	\$ 4,124,800	\$ 3,449,790	\$ 5,175,569

FUNDING SOURCES:

General Fund - Discretionary	\$ 4,170,609
Mandated Cost Recovery	15,000
Interest Earnings	550,000
Business Licenses	439,960
	<u>\$ 5,175,569</u>

CITY MANAGER

DESCRIPTION

The City Manager's role is to leverage available resources, whether fiscal, social, or political, towards uses with maximum benefit to the community. In doing so, he spurs the organization to accomplishment of Council goals and citizen satisfaction by providing strong administrative leadership and fostering successful working relationships between the City Council, the public and the staff.

As the City's Chief Executive Officer, the City Manager and his staff pursue excellence and professionalism in providing leadership to and management for all departments and services. He maintains transparency, flexibility, clarity, and accountability of the organization to the Council, to the public, and to other agencies. The City Manager is responsible for the enforcement of all laws and City ordinances; appointment of department heads; and submission of the annual budget to the City Council. In addition, the City Manager and his staff recommend policies and programs to the City Council based on sound research and advocate Council policy and City interests. A significant portion of the City Manager's office time is spent representing the City in local, regional, and statewide venues.

The City Manager's Office will:

- Translate Council policy direction, vision and decisions into reality
- Support the Council's policy making role by ensuring that the Council is provided with timely, accurate, and complete information based on sound research
- Raise the bar of expectations for Rancho Cordova's future
- Drive fiscal performance to exceed citizen expectations
- Provide support, guidance and inspiration to City departments
- Direct research and analysis aimed at increasing the responsiveness of government
- Direct the development of special programs that are aligned with the priorities established by the community and the City Council
- Hire and develop City department heads and staff and ensure work performance
- Coordinate an ambitious range of activities that serve Rancho Cordova residents
- Provide leadership in solving regional issues and challenges
- Negotiate contracts for the City, such as: police services, street maintenance, solid waste, animal control, code enforcement, planning, building and legal services
- Provide legislative analysis, legislative relations, and coordination of National and California League of Cities events and information sharing

- Provide public education and communicate relevant information to the public, City Council and staff about goals, accomplishments, plans and activities
- Explore state of the art technology solutions for providing services and two-way communication with citizens and businesses within the community

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Provided new and entrepreneurial approaches and strategies to leadership in managing the organization towards accomplishments of City goals – Goals #1 – 13
- Researched and developed the Strong Neighborhoods Initiative program at the request of the Mayor — Goals #1 - 13
- Reopened negotiations that led to the repair and restructure of the current revenue neutrality agreement with Sacramento County—Goals #10 & 11
- Increased the capacity of the City Manager’s Office with the addition of an Assistant City Manager in order to assist with planning for growth and bring in new revenue—Goals # 8 & 10
- Hosted a Financial Issues Workshop to inform the Council, staff, and community about the strong fiscal health of the City —Goals #1 & 11
- Worked with Sacramento County and the cities of Sacramento, Elk Grove, and Citrus Heights to form a new Joint Powers Agreement for the Sacramento Public Library Authority—Goals # 4, 8, & 13
- Renegotiated contract for police services with Sacramento Sheriff’s Department to ensure a safe community and foster Strong Neighborhoods—Goals #4 & 6
- Supported the City Council in participation and relationship-building with regional agencies, commissions & committees—Goal #13
- Assisted in the formation of a citizen’s committee with the goal of establishing ties to at least one Sister City—Goals #1, 8, 9 & 10
- Dedicated and reopened the Kilgore Cemetery restored to its 1800’s heritage—Goals #1 & 8
- Implemented an online Customer Relations Management system to enhance the community’s ability to communicate with staff, encouraging citizen participation and fostering the Strong Neighborhoods Initiative – Goals #4 & 10
- Researched various tools to be used for delivering funds to the Cordova Community Council for community capacity-building activities, and developed a grant agreement balancing accountability and fiduciary responsibilities with a desire to fund civic volunteerism—Goals #8, 10 & 11
- Implemented a legislative program to give Council, staff, citizens, and legislative representatives a clear message about what policies are important to the City of Rancho

Cordova, and to bring various legislative functions, including federal and state legislative advocacy and federal appropriations processing, under one function.--Goals #1 - 13

FISCAL YEAR 2007 – 2008 GOALS

- Annex the 1.2 square mile “Finger” unincorporated area originally intended to be part of Rancho Cordova -- Goal #12
- Initiate the process to expand the City’s Sphere of Influence (SOI) to include all strategic “areas of concern” -- Goal #12
- Finalize discussions with the development community to secure funding commitments for future transportation needs-- Goals #2, 8, & 11
- Develop the Folsom Boulevard Specific Plan, begin implementing the redevelopment plan, and continue beautification improvements, with an eye towards improving property values as part of the Strong Neighborhoods Initiative -- Goals # 1, 2, 5, 8, & 9
- Provide leadership and direction to the Police Department with the goal of developing its reputation as a modern, urban Police Department with measurable performance indicators with emphasis on the Strong Neighborhoods Initiative -- Goals #4 & 6
- Continue to work with Cordova Recreation and Parks District to fully implement park renovation and maintenance fees and ensure proper ownership and management of park facilities in Rancho Cordova -- Goals #4 & 8
- Actively work to resolve the issue of school district boundaries within City limits -- Goal #11
- Foster close cooperation with all school districts regarding facility planning and financing --Goals #4 & 8,
- Create a strategy for planning for future library facilities --Goals #4 & 8
- Influence Sacramento County’s General Plan update for the 96 square mile future City boundaries --Goals #2, 8, 12, & 13
- Adopt an Emergency Preparedness Plan that will direct staff and Council action in the event of an emergency --Goal #6
- Establish ties to a Sister City --Goals #1, 8, 9 & 10

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 280,572	\$ 317,548	\$ 509,700	\$ 440,220	\$ 651,895
Benefits	102,563	108,589	191,600	189,720	254,648
Operating	114,678	327,769	241,250	176,000	247,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 497,813	\$ 753,906	\$ 942,550	\$ 805,940	\$ 1,153,544

FUNDING SOURCES:

General Fund - Discretionary	\$ 1,153,544
	<u>\$ 1,153,544</u>

PUBLIC INFORMATION, EDUCATION & OUTREACH

DESCRIPTION

The City Manager's office has the primary responsibility for public information, education and outreach. This role is fulfilled through a variety of communication strategies to community organizations, businesses, visitors, and partner agencies.

Standard on-going responsibilities of Public Information, Education and Outreach include:

- Public education, image building and branding
- Strategic communications planning and implementation for City services and projects.
- Media relations and media outreach
- Emergency response information dissemination
- Event planning, calendaring and execution
- Maintenance and distribution of the City logo, promotional items, and portfolio of collateral materials (brochures, flyers)
- Creation and distribution of a City newsletter
- Website design, including functionality and content management
- Coordination of Awards nominations
- Preparation of written documents, speeches, reports, presentations, and graphical materials

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Created and implemented a Communications Outreach Plan with calendar of activities, goals, objectives and actions—Goal #1
- Communicated relevant information to the public, City Council, media and staff about goals, accomplishments, services and projects—Goals #1, 4, 6, 8, 10, & 13
- Continued the process of branding the City to foster a positive image—Goal #1
- Implemented Customer Response Module, My City Hall Online, to allow citizens to request assistance from the City via the web site and be able to track responses to their inquiry—Goals #3, 4 & 10
- Sponsored several outreach activities for the benefit of the community and to get the City's message out to the public, including the Annual Rancho Cordova Fourth of July Celebration, Eppie's Great Race, California Capitol Airshow and Kid's Day in Rancho Cordova—Goals #1, 8, 10 & 13
- Provided oversight to Allied Waste Outreach efforts on residential garbage issues, specifically the Dial before you Pile campaign—Goals #4 & 8
- Developed the "Events at City Hall" marketing materials to promote the use of the City's rentable space—Goals #1 & 11

- Started the City's light pole banner program—Goals #1 & 11
- Managed the launch of Strong Neighborhoods Initiative Campaign and subsequent media outreach and educational materials—Goals #1, 4, 6, 7, 8, 9 & 10
- Developed the City's Holiday Card—Goal #1
- Redesigned and updated the CityView's quarterly newsletter—Goals #1, 4, 6, 8 & 10
- Orchestrated media efforts for the Revenue Neutrality agreement—Goals #4 & 11
- Managed outreach efforts for the current Annexation process—Goal #12
- Began redevelopment of City's Web Site—Goals #1, 4 & 10
- Conducted media training of senior staff and Council members—Goal #3
- Promoted start of Folsom Boulevard Beautification Project—Goals #1, 2, 4 & 8
- Planned and executed rededication ceremony event for Kilgore Cemetery—Goals #1, 4 & 8

FISCAL YEAR 2007 – 2008 GOALS

- Continue to support Council's expressed desires to provide outreach and publicity on their priorities—Goals #1 & 13
- Support department head's on effort to promote projects and City services—Goal #1
- Implement Strong Neighborhoods outreach and education components-- Goals #1, 4, 6, 8 & 10
- Create an educational Citizen Guide—Goals #4, 6, 8 & 10
- Develop City Report Card for Year 4 – 5—Goals #1-10
- Begin planning efforts for City's 5th Anniversary—Goals #1, 8 & 10
- Expand Banner Pole Program—Goals #1 & 11
- Create an incident communication plan to assist with emergency preparedness and information dissemination during a disaster—Goals #4, 6 & 10
- Measure the success of City services and communication efforts via public opinion polling—Goals #1-10
- Complete redesign and launch of an interactive public web site—Goals #1, 4 & 10

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ 83,500	\$ 89,700	\$ 165,804
Benefits	-	-	34,500	40,300	38,472
Operating	-	1,759	304,050	222,000	492,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ -	\$ 1,759	\$ 422,050	\$ 352,000	\$ 696,276

FUNDING SOURCES:

General Fund - Discretionary	<u>\$ 696,276</u>
	<u>\$ 696,276</u>

HUMAN RESOURCES

DESCRIPTION

Under the management and general direction of the City Manager's Office, the Human Resources Department plays a major role in the foundation of an integrated team of contract and City employees that provide high quality service to the community. The Human Resources Department takes great pride in its employees who are up to the challenge of creating something different, who think beyond the traditional boundaries of "how it's always been done", who dare to want to make a difference, and who can have fun and not take themselves too seriously in the process. With this being said, the City is committed to maintaining and attracting an exceptionally qualified team of employees.

Aside from providing the City with well-trained and motivated employees, developing and maintaining a high-quality of work life, adhering to equitable and ethical personnel standards, creating job descriptions for City positions, recruiting, hiring and retaining talented employees to oversee contract and program responsibilities, the department is also charged with providing training and development opportunities for general and supervisory staff. Human Resources ensures that performance is appropriately rewarded and that employees receive salary and benefits competitive with the marketplace. The mission of Human Resources is to develop a staff and workforce philosophy that embraces the City Council's mission, vision and core values in daily decision-making.

Standard on-going responsibilities include:

- Create job descriptions for City positions, develop recruitment and hiring strategies and retain talented employees to oversee contract and program responsibilities to meet department staffing needs
- Conduct annual market surveys of City positions and salary ranges to ensure that employees receive salaries and benefits competitive with the marketplace
- Ongoing review of position classification and employee compensation
- Provide a "Review and Development" process for evaluating performance and ensuring performance is appropriately rewarded
- Provide exceptional Public Service through training and development opportunities for general and supervisory staff including: skills enhancement training; management and supervisory training, and mandated training (safety and sexual harassment)
- Administer the City's benefit program including the contract for the City's health insurance program and retirement program with the California Public Employees Retirement System.
- Administer the annual "open enrollment" for health and associated benefits
- Administer the City's deferred compensation program
- Process personnel action forms and maintain official personnel history files

- Prepare and administer departmental budget
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs.
- Provide proactive professional assistance in human resources matters with departments on a regular basis
- Develop manuals, policies, procedures and forms necessary to the effective operation of the organization
- Administer Leave of Absence Program, adhering to Federal and State guidelines
- Administer volunteer and student internship program
- Administer and maintain the Human Resources Information System (HRIS)
- Administer the Employee Advisory Team (E.A.T.)

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Established a working relationship with Cordova High School and Heald College to offer real world work experience in City government for student internships--Goals #1 & 11
- Developed a partnership with Heald College to provide enhancement training in Microsoft applications for city employees--Goal # 3
- Developed a comprehensive Management Foundation Training Program to be implemented in fiscal year 2007/2008--Goal #3
- Increased the wellness program options by coordinating a health benefit fair and continually promoting health and exercise programs--Goal #3
- Administered eighteen recruitments adhering to equitable and ethical personnel standards in a fair, efficient and responsive manner--Goal #3
- Met the challenge and achieved an increase of 20% or more in the workplace giving campaign for United Way—Goals #1, 3 & 13
- Determined that a flexible work schedule for employees would not improve customer service for the staff and community--Goals #1 & 3

FISCAL YEAR 2007 – 2008 GOALS

- Continue to recognize, encourage, and value the role of our employees by developing a service corporate culture of mutual respect, support and trust--Goals #3 & 4

- Expand recruitment and hiring strategies to fill newly created and vacant positions utilizing community resources that provides the most qualified applicants to serve our internal and external customers--Goals #1 & 3
- Develop and implement a citywide multi-level internship program providing interns valuable experience in a professional city government environment as they fulfill essential duties to maintain the City's level of services to citizens--Goals #1 & 10
- Continue to analyze citywide classification study with goals to identify classification/reclassification issues--Goals #3 & 4
- Continue to implement wellness and education program to increase work productivity, reduce absenteeism and foster improvements in the well-being of our employees--Goal #3
- Develop an employee recognition program to improve and maintain morale by honoring initiative and contributions by employees--Goals #3 & 4
- Evaluate service delivery options of health, dental and vision plans to determine the future direction of employee benefits--Goals #3 & 11
- Administer and implement citywide training programs, and determine how they can be applied to improve business operations and add value to government services—Goals #3 & 4

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 4,976	44,450	\$ 127,600	\$ 106,260	\$ 263,379
Benefits	2,102	22,270	61,350	47,740	58,513
Operating	54,092	110,994	182,450	133,000	206,900
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 61,170	\$ 177,714	\$ 371,400	\$ 287,000	\$ 528,792

FUNDING SOURCES:

General Fund - Discretionary	\$ 528,792
	<u>\$ 528,792</u>

ADMINISTRATIVE SUPPORT

DESCRIPTION

The Administrative Support Division provides general administrative and clerical assistance to the City Manager's Office, City Council and several City departments (Finance, City Attorney, Public Information Office, Human Resources). In addition, the division provides front receptionist coverage for the front counter. A special focus for this division is the coordination of the support staff and providing general administrative assistance for a variety of projects.

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Improved the technical skills of the clerical support staff in the Administrative Support Division through local and in-house computer training programs with an emphasis on the Microsoft Office Suite. In addition to the computer training, clerical support staff learned a new computerized switchboard phone system—Goal #3
- Developed and reinforced customer service standards through in-house training and started monthly internal customer service specialist meetings—Goal #1
- Managed the Heald College and Cordova High School Internship Programs, which resulted in additional clerical resources for the City—Goal #1
- Initiated a monthly administrative support newsletter, "Between Admins," to share technology support tools and professional development materials—Goal #3
- Responded effectively to ongoing requests from City Council Members, the City Manager, department heads, and support staff—Goal #1
- Helped to implement activities and soft benefits through active participation of the E.A.T. (Employee Advisory Team) Committee—Goal #3
- Received recognition from the Rancho Cordova Chamber of Commerce for one of our Administrative Support Division staff, Evelyn Richardson, as "Public Servant of the Year" for the City—Goals #1 & 4
- Responded appropriately and promptly to a multitude of requests for help from agencies and other governmental offices requesting City services—Goal #1
- Served the citizens of Rancho Cordova by effectively handling hundreds of ongoing requests for city services through front-line receptionist duties—Goal #1
- Provided back-up assistance to the City Clerk's Office for phone coverage and issuance of passports—Goal #3
- Provided clerical support for the first Leadership Rancho Cordova program—Goals #4, 8 & 10

- Provided clerical support for the Mayor's Strong Neighborhoods Initiative program—Goals #4, 6, 7, 8 & 10
- Effectively responded to ongoing requests via telephone, email, fax, etc. of City Council members, department heads, and support staff, etc.—Goal #1
- Researched, compiled, collected, and organized materials related to projects approved by the City Manager—Goal #1

FISCAL YEAR 2007 – 2008 GOALS

- Continue to develop and upgrade the technical skills of the clerical support staff in the Administrative Support Division through ongoing computer software training with emphasis on the Microsoft Office Suite—Goal #3
- Continue to model excellent customer service through training and goal setting— Goal #1
- Continue to create and distribute the monthly administrative support newsletter, "Between Admins," to share technology support tools and professional development materials—Goal #3
- Participate in the implementation of activities and soft benefits through active participation of the E.A.T. (Employee Advisory Team) Committee—Goal #3
- Manage the Heald College and Cordova High School Internship Programs, which will continue to provide additional clerical resources for the City—Goal #1
- Respond effectively to ongoing requests from City Council Members, the City Manager, department heads, and support staff—Goal #1
- Continue to serve the citizens of Rancho Cordova by effectively handling hundreds of ongoing requests for city services through front-line receptionist duties—Goal #1
- Create comprehensive training manuals for positions within Administrative Support—Goal #3
- Continue to provide clerical support to the Leadership Rancho Cordova program—Goals #4, 8 & 10
- Continue to provide clerical support for the Mayor's Strong Neighborhoods Initiative program—Goals #4, 6, 7, 8 & 10

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 201,650	\$ 242,300	\$ 176,000	\$ 244,123
Benefits	-	90,438	121,700	83,000	131,960
Operating	-	37,330	16,600	29,100	16,800
Capital Outlay	-	54	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ -	\$ 329,472	\$ 380,600	\$ 288,100	\$ 392,883

FUNDING SOURCES:

General Fund - Discretionary	\$ 392,883
	<u>\$ 392,883</u>

FINANCE

DESCRIPTION

The Finance Department provides valuable and efficient professional financial services to internal and external customers.

On-going standard responsibilities of the Finance Department include:

- Providing financial data and information to the City Manager and the City Council
- Providing general accounting services
- Providing payroll services
- Providing contract administration
- Collecting various revenues on behalf of the City, including Utility Users' Taxes, Transient Occupancy Taxes, and Business License fees
- Providing high-level analysis of the City's financial position
- Providing timely reports to City management and the City Council
- Providing on-going management of the City's investment portfolio
- Acting as the City's financial consultant in matters dealing with issues affecting the financial standing of the City

The department consists of two divisions – Financial Services and Risk Management.

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Integrated the General Plan Pro-Forma process into the City's financial analysis process and provide financial impact analysis of development plans for the City Council—Goal #8
- Provided a Financial Issues Workshop to inform the Council, staff, and community about the strong fiscal health of the City--Goals #1 & 11
- Resolved Sacramento County issues affecting the long-term financial health of the City--Goal #11
- Refinanced Certificates of Participation for City Hall and raised City's Bond Rating from *BBB+* to *A-*. --Goal #11
- Brought payroll function and cashiering in-house—Goal #11
- Renegotiated contract for police services with Sacramento Sheriff's Department to ensure a safe community and foster Strong Neighborhoods--Goals #4 & 6
- Issued quarterly Treasurer's Reports--Goal #11

- Began implementing a process of recovering all City expenses that are attributable to costs associated with recoverable services—Goal #11
- In conjunction with City Attorney's Office, updated the Utility Users Tax Ordinance--Goal #11

FISCAL YEAR 2007 – 2008 GOALS

- Research and present to the City Council alternative options for the Business License program—Goal #11
- Review City Processing and Capital Facility Fees for Council update-- Goal #11
- Complete a “nexus” study to determine the cost of creating and maintaining the City's General Plan and determine an updated fee to charge developers--Goal #11
- Complete installation of financial software and reporting tools--Goal #11
- Complete cost recovery system--Goal #11
- Coordinate the Second Annual Financial Issues Workshop
- Provide a method of an on-line staff time reporting system that is linked to both the payroll and general ledger—Goal #11
- Complete an Internal Control Policy--Goal #11
- Complete an Accounting Policies and Procedures Manual in conjunction with the City's financial accounting software system--Goal #11
- Begin process of evaluating the relocation of the Police Department administrative and operational offices to Kilgore--Goal #3
- Obtain the Government Finance Officers Association Distinguished Budget Presentation Award for the City's 2007-08 budget and the Certificate of Achievement for Excellence in Financial Reporting for the 2006-07 Comprehensive Annual Financial Statement – Goal #11

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 278,340	293,078	\$ 610,650	\$ 422,280	\$ 703,980
Benefits	122,261	129,518	258,700	189,720	273,080
Operating	30,518	215,929	222,150	210,750	230,900
Capital Outlay	2,853	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 433,972	\$ 638,525	\$ 1,091,500	\$ 822,750	\$ 1,207,960

FUNDING SOURCES:

General Fund - Discretionary	\$ 439,960
Business Licenses	203,000
Mandated Cost Recovery	15,000
Interest Earnings	550,000
	<u>\$ 1,207,960</u>

INFORMATION TECHNOLOGY

DESCRIPTION

Information Technology (IT) provides support for the City's computing systems including desktop, network, and other information technology hardware, software, and services, and assists with monitoring and controlling telecommunications costs and configurations.

Standard on-going responsibilities of Information Technology include:

- Provide and manage all support and maintenance for computing resources, the wide area network, Internet connectivity, and all data security
- Provide telephone services on an organization-wide basis
- Provide maintenance of computer equipment, networking and software applications and hosted services through contracts with outside vendors/consultants

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Equipped Animal Service Vehicles with Laptops, Printers, and Wireless access to web based software allowing them to work completely remote from vehicles in field--Goals #3, 4 & 10
- Implemented Hansen CDR for Building and Safety to create an automated permit issuing and tracking system--Goals #3 & 4
- Implemented a City Hall wide wireless access to server both Internal and External users--Goals #3 & 4
- Replaced computers that had reached 3 years or older to maintain a high level of technology and user satisfaction--Goal #3
- Established a City-wide Technology Enhancement and Replacement Fund to provide for continued financial support of technology improvements—Goal #11
- Expanded Security Access Control system to include doors in our Community Rooms, Main Lobby, Coloma Room, and Kitchen--Goal #3

FISCAL YEAR 2007 – 2008 GOALS

- Create a City-wide GIS Strategic Plan addressing GIS needs and planning for new GIS technology—Goals #2, 4 & 9
- Implement Hansen Dynamic Portal to allow citizen interface via web to Business License Application and Status as well as Building Permit application and Status—Goal #4
- Continue implementation plan for Hansen Enterprise software—Goal #4

- Create a City-wide IT policy covering network use, email, and web use—Goals \$3 & 4
- Establish a City-wide policy for the replacement/enhancement of the computer network—Goals #3 & 11
- Complete implementation of Finance and Human Resources Great Plains modules, and XL Reporter—Goal #3 & 11
- Upgrade Server Room battery backup system—Goals #4 & 11
- Add Waterless fire suppression to server room—Goals #4 & 11

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 61,097	\$ 156,500	\$ 90,390	\$ 262,606
Benefits	-	16,906	66,550	40,610	69,709
Operating	-	167,470	176,000	388,000	438,800
Capital Outlay	195,000	787,215	350,150	50,000	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 195,000	\$ 1,032,689	\$ 749,200	\$ 569,000	\$ 771,115

FUNDING SOURCES:

General Fund - Discretionary	\$ 771,115
	<u>\$ 771,115</u>

RISK MANAGEMENT

DESCRIPTION

Risk Management administers the City program to minimize harm to the physical, human, and fiscal resources of the City and to minimize the total cost of risk to the City of Rancho Cordova.

Risk Management provides the following services for the City:

- Management of all insurance operations for the City, and review of insurance contract language to ensure the best liability protection for the City
- Coordination of the information flow between the City's insurance adjusters and City personnel
- Advice on loss control and insurance for City management
- Management oversight on all open liability claims which are filed against the City
- Provide oversight of the City's Workers' Compensation program

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Moved City Workers Comp coverage to CSAC--Goal #10
- Established active participation in the CSAC users group including representation on Excess Liability Committee—Goal #10

FISCAL YEAR 2007 – 2008 GOALS

- Conduct two risk management trainings in conjunction with CSAC—Goal #3
- Facilitate creation of a formal city-wide risk management program—Goals #3 & 11

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	-	111,363	167,500	325,000	425,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	<u>\$ -</u>	<u>\$ 111,363</u>	<u>\$ 167,500</u>	<u>\$ 325,000</u>	<u>\$ 425,000</u>

FUNDING SOURCES:

General Fund - Discretionary	<u>\$ 425,000</u>
	<u>\$ 425,000</u>

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PUBLIC SAFETY



PUBLIC SAFETY SUMMARY

DESCRIPTION

The Public Safety function is comprised of the budgets for the Rancho Cordova Police Department and the contract services of the Community Prosecutor.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	11,939,953	13,246,499	14,407,000	14,407,000	15,522,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	<u>\$ 11,939,953</u>	<u>\$ 13,246,499</u>	<u>\$ 14,407,000</u>	<u>\$ 14,407,000</u>	<u>\$ 15,522,000</u>

FUNDING SOURCES:

General Fund - Discretionary	\$ 14,610,705
Alarm Permits	25,000
Traffic Citations	156,000
Criminal Fines	1,000
Parking Fines	180,000
False Alarm Fines	55,000
Workers' Comp Recovery	24,000
Towing	84,000
Transfer In - OTS Grant	297,426
Transfer In- Weed n' Seed Grant	76,869
Police Reports	12,000
	<u>\$ 15,522,000</u>

POLICE DEPARTMENT

DESCRIPTION

The Rancho Cordova Police Department (RCPD) is a community based policing organization and subscribes to a Community Oriented Policing (C.O.P.) philosophy. This philosophy includes a management style and organizational strategy that promotes proactive problem solving and police-community partnerships. There are six major principles that are critical to the Community Oriented Policing philosophy:

- Partnerships
- Accountability
- Empowerment
- Problem Solving
- Service Orientation
- Risk Taking

The department is operated as a shared command police agency with the Sacramento Sheriff's Department and is responsive to the needs of the city residents and businesses. The personnel for the department are obtained through a contract with the Sacramento County Sheriff's Department.

The Rancho Cordova Police Department focuses efforts on producing the following desired outcomes:

- Order and civility in public places
- Reduction of crime and victimization
- Offenders held accountable
- Efficient and effective use of resources (operational and financial)
- Quality service and customer satisfaction

The above outcomes are produced through the following six functional areas:

- Office of the Chief of Police – responsible for effective management and coordination of police services in the community
- Administrative Services Bureau – responsible for training, finance and facility operations, and provides the necessary support functions needed to carry out daily operations
- Field Operations Bureau – performs a wide variety of patrol functions, including: responding to life threatening emergencies and in-progress criminal activity, accident investigation and traffic enforcement, addressing quality of life issues in neighborhoods and business districts, and performing peacekeeping activities
- Investigations and Community Services Bureau – includes investigations, problem-oriented policing, school resource officers, volunteer services, traffic enforcement, crime prevention, crime and traffic analysis, and fingerprinting; this includes follow-up investigations on both criminal and traffic related cases; this division also provides traffic enforcement, accident investigation and takes crime reports from the public

- Communications and Records Services – provided by the Sheriff's Technical Services Division, this division is responsible for handling calls-for-service from the community and the dispatching of officers, and provides processing, routing, storage, and retrieval of police reports and citations
- Program Support Services – consists of a menu of fee-for-service support such as major crime investigation, helicopter patrol, canine units, crime scene investigation, SWAT Team, Homeland Security and hazardous material response

Additional standard on-going services provided by the Rancho Cordova Police Department's Rockingham Station include:

- Report-taking (telephone and walk-in)
- Applicant fingerprinting
- Access to the Megan's Law computer
- Crime analysis
- Neighborhood Watch
- Business Watch
- Business security survey
- Vacation house checks
- Crime prevention meetings
- Community meeting room

FISCAL YEAR 2006– 2007 ACCOMPLISHMENTS

COMMUNITY POLICING AND CUSTOMER SERVICE—Goals #1, 4, 6, 7, 8, & 10

- Worked with regional and community partnerships to address homeless neighborhood issues, including:
 - The abatement of twenty homeless sights
 - Operation Stand Down
 - Benefits Management Corporation
 - Mather Community Campus
 - Department of Health Services
- Blight Busters for neighborhood clean up
- Code Enforcement to demolish the Bradshaw Inn
- Conducted buy bust operations to reduce drug activity
- Participated in prostitution operations on massage parlors and street prostitutes to reduce prostitution
- Conducted seven bicycle rodeos regarding bicycle safety
- Resolved over 140 community contact complaints
- Conducted 20 Community presentation on gangs drugs and gun safety
- Partnership with District Attorneys Office on the GIFT program (gun prevention)
- Participated as a member of the Safe Kids Coalition promoting child safety
- Operated the 941 shoplift program and trained loss prevention officers
- Recognized nationally for the criminal aspect of the Weed and Seed program and provided training though out the United States
- Coordinated and attended National Night Out celebrations
- Maintained involvement in three neighborhood watch groups per month
- Held bi-monthly meetings open to all Neighborhood Watch Coordinators

- Provided presentations to neighborhood watch groups on the following subjects:
 - Home burglary prevention
 - Vehicle burglary prevention
 - Personal Safety
 - Fraud/Identity Theft prevention
 - Reporting a crime or activity to law enforcement
 - Distribute crime statistical information
- Provided an average of four community presentations per month regarding the following topics:
 - Gang Awareness/Prevention
 - Personal Safety
 - Fraud/Identity Theft Prevention
 - Stranger Danger
 - Say NO to Grandpa Joe!
 - Bicycle Safety
 - Child Car Seat Safety Inspections
 - Babysitting Safety
 - Elder Abuse Recognition/Prevention
 - Scams & Schemes
- Participation and services at the following community fairs and events:
 - Air Force Show (Mather AFB)
 - Safetyville
 - Kids Day at the Park
 - Health Net Safety Fair
 - Home Depot Safety Fair
 - Marines Mud Run
 - Health Net Safety Fair
 - Marines Toys for Tots
 - 4th of July Celebration at Hagan Community Park
 - National Night Out
 - Business Grand Openings
 - Relay for Life
 - Foundation Health Safety Fair
 - Delta Dental Safety Fair
 - Torch Run
 - Tip A Cop
 - Duck Regatta
- Participated with Wal-Mart at the Shop With A Cop event where forty children were selected by RCPD to spend \$50 at Wal-Mart
- Christmas 2006 was one of the largest ever at the Rancho Cordova Police Department. The department assisted more than 100 needy families and more than 300 children in our community. Each child received 4-5 presents and a new blanket. Each family received 5 boxes of food and a frozen turkey. Gifts included bicycles, wooden rocking horses, doll houses, and computers
- Child Car Seat Safety training
- Provided live scan and ink printing at local schools and community events for child safety and identification
- Maintained a volunteer program responsible for the following community events:
 - 438 vacation checks
 - 593 hours of VIPS Vehicle Patrol
 - Holiday Patrol
 - Property Pick Up

- 7,416 office hours providing customer service
- Christmas Outreach Program
 - 200 hours of volunteer service
 - Provided gift wrapping for approximately 12,000 gifts
 - Provided gifts to more than 300 children
- Community Partnerships
 - Neighborhood Crime Watch
 - Business Crime Watch
 - Special Events
 - Community Emergency Response Team
- Investigations
 - Missing persons follow up
 - Special projects
- Records
 - Clerical
 - Computer data entry for the Traffic and Crime Analysis Unit
- Clerical Support
 - Computer data entry in Traffic
 - Crime Analysis and Investigations
- Service Center
 - Customer Service, including citizen walk in and phone contact, prepare crime reports and community events

TRAFFIC ENFORCEMENT AND SAFETY—Goals # 2 & 6

- Provided traffic enforcement to reduce traffic related issues, including:
 - Participated in seven Avoid the Capital 12 operations
 - Conducted 20 DUI operations, included DUI check points and saturation patrols
 - 218 DUI Arrests
 - Reduced from 234 the previous year
 - 660 Accident reports
 - Reduced from 1,092 the previous year
 - 3 fatal vehicle accidents
 - Reduced from 4 in the previous year
- Office of Traffic Safety Grants
 - \$441,879 awarded for overtime and equipment
 - \$24,650 awarded for seat belt enforcement
- Purchased a vehicle and equipment for commercial enforcement and provided specialized commercial training
- Provided street racing classes to more than 100 students
- Conducted 4 street racing operations reducing street racing injuries and fatalities to zero since July 2004
- Participated in 12 community and school events in coordination with the problem oriented policing unit
- Trained 4 additional motor officer and conducted monthly in-service training
- Participated in two funerals to represent the Rancho Cordova Police Department
- Provided traffic enforcement for the July 4th celebration resulting in 22 arrests including DUI and criminal offences
- Issued 6,949 citation during the first 9 months of the fiscal year

INVESTIGATIONS—Goals #4 & 6

- Developed a temporary gang suppression unit to focus on street level gang and narcotics activity
- Assigned a full time missing persons investigator
- Provided crime prevention through environmental design project review for developing projects and construction
- In the first 8 months of the fiscal year, detectives were assigned 483 cases for investigations
- Detectives arrested a suspect in a cat burglary series which placed a community at ease and ending a string of burglaries that occurred over several months

INTER-AGENCY COOPERATION AND REGIONAL PARTNERSHIPS—Goals #4, 6, 8 & 13

- Partnered with City and County Government on numerous projects:
 - ABC licensing
 - Nightclubs
 - Care homes
 - Ordinance development
 - Homeless and vagrancy
 - Narcotics activity
 - Gang issues
 - Traffic safety, engineering and calming projects
- Established partnerships with regional law enforcement and public service agencies listed:
 - Sacramento Housing and Redevelopment Agency
 - Sacramento Police Department
 - Sacramento Probation Department
 - California Dept of Corrections-Parole
 - Sacramento County and Rancho Cordova City Code Enforcement
 - Alcohol Beverage Control
 - County Health
 - Business Licensing
 - County Welfare
 - Department of Human Assistance
 - District Attorneys Office
 - Child Protective Services
 - Sacramento Metro Fire

FISCAL MANAGEMENT—Goal #11

- Came under budget last year and expect to come under budget this year
- Utilized federal and state grants (OTS, Weed and Seed) to offset costs
- Utilized a shared command for efficiency and cost savings
- Managed overtime usage
- Anticipate extending the contract for another three years

FISCAL YEAR 2007 – 2008 GOALS

- Obtain authorization and fiscal support from the Rancho Cordova City Council to create, implement, and maintain a full time Crime Suppression Unit as proposed--Goals #1, 5 & 7
- Obtain authorization and fiscal support from the Rancho Cordova City Council to create, implement, and maintain a permanent full time K-9 Narcotic officer and dog--Goals #1, 5 & 7
- Revise the Rancho Cordova Police Department's website to provide a user friendly means to access law enforcement related information and a conduit to provide information to the community--Goals #1 & 3
- Assist in the process of relocating police services to a new building--Goals #1, 3 & 5
- Collaborate with the other City Departments and the City Council in creating an Emergency Response Plan as directed by a consultant hired by the City--Goals #1, 3, 5, 7 & 12
- Continue to seek funding opportunities to provide additional public safety, education, and traffic enforcement to the community--Goals # 1, 2, 3, 5 & 9
- Work toward the development and implementation of a fully functional reverse directory telephone recording notification system to provide information to communities during critical incidents and/or major events--Goals #1, 3 & 5
- Partner with other City Departments in planning for the growth of city services as the City continues to grow--Goals #2, 3, 5 & 6
- Continue to improve customer service through improved interactions with the community--Goals #1 & 3
- Maintain a responsible budget to ensure services are provided within fiscal restraints while maintaining adequate law enforcement services to the community--Goals #3 & 10

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	11,843,953	13,246,499	14,300,000	14,300,000	15,415,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 11,843,953	\$ 13,246,499	\$ 14,300,000	\$ 14,300,000	\$ 15,415,000

FUNDING SOURCES:

General Fund - Discretionary	\$ 14,503,705
Alarm Permits	25,000
Traffic Citations	156,000
Criminal Fines	1,000
Parking Fines	180,000
False Alarm Fines	55,000
Workers' Comp Recovery	24,000
Towing	84,000
Transfer In - OTS Grant	297,426
Transfer In- Weed n' Seed Grant	76,869
Police Reports	12,000
	<u>\$ 15,415,000</u>

COMMUNITY PROSECUTOR

DESCRIPTION

The Community Prosecutor is an arm of the Sacramento County District Attorney's Office acting as a liaison between the City and the court system. The Community Prosecutor is responsible for representing and ensuring the City's best interests in civil and criminal actions as well as special prosecutions. This individual works closely with City staff, including Code Enforcement staff and the Police Department—Patrol, Detectives, Traffic and Problem Oriented Policing (POP) officers.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	96,000	-	107,000	107,000	107,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	<u>\$ 96,000</u>	<u>\$ -</u>	<u>\$ 107,000</u>	<u>\$ 107,000</u>	<u>\$ 107,000</u>

FUNDING SOURCES:

General Fund - Discretionary	\$ 107,000
	<u>\$ 107,000</u>

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COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT SUMMARY

DESCRIPTION

The Community Development function includes the Economic & Neighborhood Development Department (with divisions of Economic Development, Housing, and Neighborhood Services), Planning, Building and Safety, and Facilities Management.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 138,268	\$ 357,679	\$ 1,446,800	\$ 1,075,710	\$ 1,773,286
Benefits	53,265	136,767	653,200	483,290	783,700
Operating	4,820,106	6,333,016	5,329,600	5,135,800	5,836,960
Capital Outlay	-	185,553	240,350	66,500	220,000
Transfers Out	-	-	-	-	-
TOTALS	\$ 5,011,638	\$ 7,013,015	\$ 7,669,950	\$ 6,761,300	\$ 8,613,945

FUNDING SOURCES:

General Fund - Discretionary	\$ 2,972,722
Impact Fees - General Plan	108,000
Planning Cost Recovery	2,200,000
Building Permit Fees	2,131,413
Code Enforcement Fines	15,000
Transfer In	409,810
Animal Licenses	37,000
Other Fines - Animals	15,000
Real Property Leases	645,000
City Hall Rental	80,000
	\$ 8,613,945

ECONOMIC AND NEIGHBORHOOD SERVICES

DESCRIPTION

The Economic and Neighborhood Development Department provides enhanced service delivery in support of comprehensive economic and neighborhood development. In doing so, our mission is twofold:

- To maximize Rancho Cordova's potential as a thriving hub for businesses and jobs.
- To develop and execute revitalization and development strategies that drive growth and investment in the City's existing neighborhoods, commercial corridors and newly developing areas.

STRUCTURE AND SERVICES

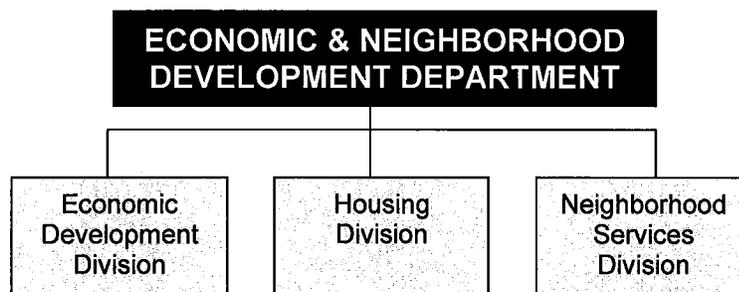
The Economic and Neighborhood Development Department is comprised of the following divisions:

The **Economic Development Division** directs and implements actions identified in the City's Economic and Neighborhood Development Strategy. The Division also provides management oversight of the entire Department, and administers day-to-day operations of the City's Redevelopment Agency.

The **Housing Division** develops and manages a variety of programs that expand housing choices, revitalize neighborhoods and respond to special needs. The Division also administers the City's Community Development Block Grant (CDBG) program and the Very Low-Income Housing Trust Fund.

The **Neighborhood Services Division** administers an enforcement program to correct violations of municipal codes and land use requirements. The Division also provides animal care and control services, and enforces animal laws and ordinances.

Discussion on prior year accomplishments and proposed actions for each Division are detailed in subsequent sections of this budget document.



ECONOMIC DEVELOPMENT

DESCRIPTION

The Economic Development Division provides leadership on developing and implementing key programs that fuel the local economy and improve the standard of living for City residents. Our activities are guided by the Economic and Neighborhood Development Strategy, a five-year work program that defines the following initiatives:¹

- Revitalize commercial corridors
- Improve neighborhoods
- Broaden housing choices
- Foster placemaking; enhance community amenities
- Retain and expand business
- Strengthen retail opportunities
- Attract new business

This fiscal year forward, the Division will prepare an annual business plan that details performance benchmarks and implementation activities required by the Strategy. The business plan will also provide a basis for creating new programs, informing future funding decisions, and communicating public benefits resulting from the Strategy and its recommendations.

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Provided development ombudsman assistance for notable retailers including Target, Contractors Warehouse, Chipotle and 24 Hour Fitness--Goals #1 & 9
- Expedited development and approval processes for retail façade improvements at Cordova Town Center, Zinfandel Plaza and Mills Shopping Center--Goals #1 & 9
- Worked with TriTool and EdFund to ensure that corporate relocations remained in the City's Planning Area, resulting in minimal employee displacement--Goals #1, 9 & 12
- Created a business retention and expansion program for the Rancho Cordova Regional Economic Development Corporation--Goals #1, 4, 9 & 13
- Furnished valuable input and led publicity efforts for key planning initiatives including the Zoning Code Update, the Folsom Boulevard Specific Plan, and the Sunrise/"Finger" Annexation--Goals # 1, 2, 4, 5, 7, 8, 9, 12, & 13
- Offered technical assistance and third party referrals to small businesses looking to expand or locate in the City--Goals #1, 9, & 13.
- Leveraged, maintained and built partnerships with key economic development stakeholders including, but not limited to: the Rancho Cordova Chamber of Commerce, Sacramento Metro Chamber, U.S. Small Business Administration, Sacramento Area Commerce and Trade Organization, and the Sacramento Small Business Development Center--Goals #1, 4, 9 & 13

¹ The Economic and Neighborhood Development Strategy is scheduled for formal Council consideration and approval in July 2007.

- Continued assembling an economic development incentives toolbox, including participation in the Statewide Community Infrastructure Program--Goals #1, 9 & 13
- Secured \$40,000 in seed funding for Business Improvement District (BID) formation proceedings--Goals #1, 4, 5, 6, 9 & 11.
- Finalized and disseminated a Mayor's outreach letter and resource list to business license recipients--Goals #1, 9, & 10
- Drafted the City's five-year Economic and Neighborhood Development Strategy--Goals #1, 4, 8, 9, 12, & 13
- Kicked-off development of two critical websites: a site selector website and a comprehensive business portal website--Goals #1, 9 & 13
- Designed an innovative economic development marketing package, complete with demographic profiles, investment reports and quality of life discussions--Goals #1, 9 & 13
- Collaborated with the Public Information Officer to generate positive press and perception about Rancho Cordova's achievements, vision and potential--Goals #1, 9 & 13
- Increased Department staff capacity by filling five positions: Neighborhood Services Supervisor, Housing Services Administrator, Administrative Assistant and two Animal Services Officers--Goals #3 & 4

FISCAL YEAR 2007 – 2008 GOALS

- Adopt and implement the City's Economic and Neighborhood Development Strategy, and related business plan.
- Formalize a team of City and outside agency officials to expedite development review and permit processes for key economic inducing projects--Goals #1, 4, 9 & 13
- Facilitate approvals for new retail at Anatolia Marketplace, Rio Del Oro and Capital Village--Goals #1, 5, 8, & 9
- Build relationships with the commercial brokerage community to understand retailer needs and attraction incentives--Goals #1, 5, 8, and 9
- Implement Folsom Boulevard "retail adjustment" recommendations per the City's Economic and Neighborhood Development Strategy--Goals #1, 5, 8 & 9
- Establish an Economic Development Fund to provide public financial support for the retention, attraction and expansion of targeted businesses--Goals #1, 4, 6, 9 & 13
- Redesign and accelerate implementation of a City-branded business retention and expansion program--Goals #1, 4, 8, 9 & 13
- Develop a targeted business attraction list and associated marketing plan for implementation--Goals #1 & 9
- Launch and promote the City's business web portal and site selector website--Goals #1, 4, 9 & 13
- Identify geographic boundaries and conduct a feasibility assessment for possible BID formation--Goals #1, 4, 5, 6, 9 & 11
- Define and market a continuum of resources for small businesses and large employers--Goals #1, 9 & 13

- Promote, market and facilitate the development of key sites along Folsom Boulevard--Goals #1, 5 & 9
- Prepare a market demand analysis to determine appropriate uses within the Convention Center Overlay District--Goals #1 & 9

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 92,673	\$ 103,672	\$ 189,750	\$ 180,780	\$ 312,484
Benefits	37,811	36,571	80,300	81,220	115,762
Operating	70,412	127,753	200,200	133,900	216,500
Capital Outlay	-	12,000	6,000	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 200,896	\$ 279,996	\$ 476,250	\$ 395,900	\$ 644,745

FUNDING SOURCES:

General Fund - Discretionary	\$ 644,745
	<u>\$ 644,745</u>

HOUSING

DESCRIPTION

The Housing Division is proposed as a new division of the Economic Development Department. As the City moves away from the reliance on consultant support in the area of housing, the Housing Division has assumed a major role in promoting City efforts to provide a diverse range of high quality housing choices in our community - choices available to workforce participants and executives as well as to seniors and other special need groups. Through reinvestment, reuse and conversion, existing homes and apartments shall be preserved and improved and homeownership will be encouraged. In these efforts, activities of the Housing Division have been focused to complement the City's Strong Neighborhood Initiatives campaign. The Housing Division will respond creatively and effectively to the demands of the regional housing marketplace. All efforts of the Division to identify and respond to City housing needs shall be guided by the City's Housing Element of the General Plan.

Work efforts of this Division will coordinate and direct closely associated activities derived from separate funding sources. Federal Community Development Block Grant (CDBG) efforts, activities associated with the Very Low Income Housing Fund (VLIHF), and activities associated with the Redevelopment Agency's Low/Mod Income Housing Fund (20% set-aside) shall be used in furtherance of the goals of the City and its Housing Element. It is also anticipated that within the next year, this Division will have major responsibility for "Mixed Income Housing" negotiations and primary responsibility for the administration of a City Housing Performance Fee (impact fee).

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Administered the CDBG program including the funding of 5 non-profit service providers, the development of several City administered housing and neighborhood improvement programs (including funding for the Strong Neighborhood Initiatives Incentives program), and park improvement efforts---Goals #1, 4 & 8
- Participated in the Zoning Code revision effort emphasizing the objectives of the Strong Neighborhood Initiatives program—Goals #8
- Coordinated with RDA, Economic Development and the Strong Neighborhood Initiatives program in the development of potential sites in the Folsom Blvd. Corridor—Goals #4 & 8
- Initiated stakeholder input process as a component of defining specific requirements for the City's mixed-income housing program---Goals #7 & 8
- Participated in the Regional Housing Needs Assessment (RHNA) needs determination and allocation process—Goals # 13
- Continued to negotiate housing performance requirements in large scale plan development agreements—Goals #1 & 8
- Coordinated the City's participation in the HOME Consortium --- Goal #7
- Initiated the pursuit of additional housing resources (Prop 1C, St. MHP, HUD 202/811) --- Goals #7 & 9

- Continued to meet with developers and potential developers to describe housings requirements and opportunities---Goals # 1,7 & 9
- Established the Housing Division as a meaningful participant in the City's planning and implementation programs---Goals #7, 9, &13
- Responded effectively to an increasing number of citizen requests for information and respond to citizen issues and complaints related to housing, neighborhood, and development matters—Goals # 4, 6 & 7

FISCAL YEAR 2007 – 2008 GOALS

- Draft and receive City Council approval for the definition of the requirements of the “mixed-income housing program” including the approval of a housing performance fee (impact fee). ---Goals # 1, 4, 7, 8 & 13
- Apply for at least one Tax Credit and one special needs housing award as well as make an application for the Transit Oriented Development (TOD) component of Proposition 1C funds. --- Goals # 1, 2, 4, 5, 7, 8, 9, & 13.
- Initiate efforts to develop a Workforce Housing Trust program as part of the City's First-time Homebuyer program. – Goals # 1, 2, 3, 6, 7, 8, 9, & 13
- Initiate efforts to develop, fund and make operational an incentives program to compliment developer efforts to respond to the Mixed Income Housing Program requirements.—Goals # 1, 2, 3, 6, 7, 8, 9, & 13
- Using CDBG funding, develop an incentives program to compliment the City's Strong Neighborhoods Initiatives Program.--- Goals # 1, 2, 4, 5, 6, 7, 8, 9, 10, & 13
- Negotiate a process with the County for the orderly transference of the Mather 20% set-aside funds (or their equivalent) as those funds are generated. ---Goals # 2, 4, 6, 7, 8, & 13
- Respond to opportunities to preserve or expand housing choices within the City of Rancho Cordova. --- Goals #1, 2, 3, 5, 6, 7, 8, 9, & 13
- Facilitate the acquisition and major rehabilitation of at least one existing apartment complex. Goals # 1, 6, 7, 8, & 13
- Re-examine the City's participation in the City-County HOME Consortium. – Goals #1, 4, 7, 8, 11, & 13
- Hire a CDBG and Grant Specialist to support CDBG, HOME and Mixed Income Housing Program efforts. ---Goals #3, 6, 7, 8, 9, 11, & 13
- Assume 100% of the responsibility for the day to day administration of the CDBG program including the IDIS process—Goals #1, 3, 4, 6, 7, 8, 9, 11 &13

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ 195,104
Benefits	-	-	-	-	43,272
Operating	-	-	23,400	23,400	204,800
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,400</u>	<u>\$ 23,400</u>	<u>\$ 443,176</u>

FUNDING SOURCES:

General Fund - Discretionary	\$ 238,876
Transfer In	204,300
	<u>\$ 443,176</u>

NEIGHBORHOOD SERVICES

DESCRIPTION

The Neighborhood Services Division was organized in late FY 2005-06 by combining the two divisions of Code Enforcement and Animal Services. All services were physically moved to operate out of the Rancho Cordova Neighborhood Center (RCNC) and a Neighborhood Services Supervisor was hired to oversee the newly formed Division. The budget for FY 2007-08 enhances services by:

- Adding a Code Enforcement Officer with the primary focus of performing Rental Housing Inspections;
- Hiring a permanent Customer Service Specialist for the front counter of RCNC; and,
- Hiring a Neighborhood Services Liaison

Code Enforcement

The Code Enforcement Division's plays a major role in improving Rancho Cordova's community image and strives to ensure that all residents have a safe and healthy environment to live, work and play in. The program includes enforcement of violations of the Zoning, Housing, Abandoned Buildings and Municipal Codes as well as public education and other proactive enforcement programs. The major issues addressed by this program are ensuring safe housing and eliminating nuisances that either present a danger to the community or are sources of significant blight.

The City believes that the most successful communities in terms of "quality of life" are those where the residents take an active part and enter into collaborative efforts with their City's programs. Code Enforcement, therefore, emphasizes providing assistance to residents and businesses as well as seeking out the knowledge and creativity of the City's residents to reach new levels of success. The Code Enforcement Division compliments the City's Strong Neighborhood Initiative by actively participating in Blight Busters and other initiative programs. Code Enforcement focuses on education and strives to obtain compliance without taking legal action.

The Code Enforcement Division focuses efforts on producing the following desired outcomes:

- Improved overall community image
- Improved substandard housing conditions through education, property owner cooperation and abatement.
- Abatement of abandoned vehicles
- Improved safety and enhanced visual effects in commercial/industrial districts
- Encourage property owners to take responsibility for their property and neighborhoods.

The above outcomes are produced through effective execution of the following on-going activities:

- Work collaboratively with the Rancho Cordova Police Department and the community in a Federal “Weed & Seed” grant program designed to improve distressed neighborhoods by moving from “Weeding” (elimination of crime and other threats) to “Seeding” (empowered residents working to improve their quality of life)
- Conduct public outreach and education efforts
- Review, revise and create needed City Codes and Ordinances
- Effectively enforce codes utilizing newly developed enforcement tools

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Implemented technological solutions to increase efficiency in caseload management and individual inspections through use of the City’s customer relationship management (CRM) system--Goals #1, 4, 11 & 13
- Employed a computer database for Code Enforcement staff to track cases allowing staff to become more efficient--Goals #3, 10, 11,13
- Implemented a fair, un-biased hearing process to adjudicate administrative hearings — Goals #3, 4, 5, 6, 7, 10, 11 & 13
- Continued to work with the Community Prosecutor to implement solutions to long-standing nuisances and blights—Goals #1, 5, 6, 7, 8 & 10
- Created informational brochures in several languages with the assistance of the PIO to improve outreach to residents –Goals #1, 4, 6, 7, 8 &10
- Initiate Rancho Cordova Inter-departmental Enforcement (RIDE) a bi-weekly meeting where line staff brain storm on cross departmental issues—Goals #1, 2, 3, 6, 7 & 8
- Provided input into the updated zoning code—Goals #1, 2, 3, 4 & 8

Strong Neighborhood Initiative Accomplishments

- Utilized the opportunity presented by our new office in the Rancho Cordova Neighborhood Center into increased one-on-one community contacts—Goals #1, 3, 4, 5, 6, 7 & 10
- Attended community meetings and made public aware of code enforcement issues through interaction with local neighborhood associations—Goals #1,4 & 10
- Executed an administrative citation ordinance as an additional enforcement tool—Goals #3, 5, 6, 7, 8,10 & 11
- Initiated a more proactive code enforcement by sweeping areas through the “blight busters” program as part of the Strong Neighborhood Initiative--Goals # 1, 4, 6, 7, 8 & 10
- Promoted and conducted one neighborhood cleanup in conjunction with the Weed & Seed program --Goals #1, 4, 5, 6, 7,8 & 10
- Increased enforcement of all applicable municipal codes in commercial zones to create a safer and more comfortable environment for our citizens—Goals #1, 4, 5, 6 & 10
- Initiated an unsecured vacant building monitoring ordinance---Goals # 1, 3, 4, 6, 7, & 9

FISCAL YEAR 2007 – 2008 GOALS

- Implement a vacant building monitoring ordinance to eliminate the problem of vagrants or children entering into unsecured buildings. This will include fines and fees for property owners who allow vacant structures to become attractive nuisances –Goals # 1, 4, 5, 6, 7, 10 & 11
- Expand Rancho Cordova Inter-departmental Enforcement (RIDE) to include other departments and divisions---Goals # 1, 2, 3, 6, 7 & 8
- Begin the transition to a permanent customer service specialist –Goal # 4

Strong Neighborhood Initiative Goals

- Develop a rental housing inspection program to improve the rental housing stock and ensure all tenants are living in safe and sanitary housing conditions. This program will be funded through Community Development Block Grant Funds (CDBG)—Goals # 1, 4, 5, 6, 7, 8 & 11
- Participate in eight blight buster pro-active sweeps--Goals #1, 4, 6, 7, 8 & 10
- Continue to improve outreach literature in multiple languages—Goals #1, 4, 6, 7, 8 & 10
- Continue to attend community meetings and make the public aware of code enforcement issues through interaction with local neighborhood associations, neighborhood watches, and other venues—Goals #1, 4 & 10
- Promote and conduct two neighborhood cleanups in conjunction with the Weed & Seed Program --Goals #1, 4, 5, 6, 7,8 & 10
- Implement a Code Enforcement volunteer program –Goals #1,4,7,& 9
- Hire a rental housing inspector to ensure residents are living in safe and sanitary housing—Goals #1, 3, 5, 6, 7 & 12

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ 378,600	\$ 73,830	\$ 345,927
Benefits	-	-	158,000	33,170	170,609
Operating	580,815	517,353	64,850	435,400	64,000
Capital Outlay	-	-	75,000	29,000	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 580,815	\$ 517,353	\$ 676,450	\$ 571,400	\$ 580,536

FUNDING SOURCES:

General Fund - Discretionary	\$ 479,536
Code Enforcement Fines	15,000
Transfer In - CDBG	86,000
	\$ 580,536

Animal Services

Animal Services ensures the protection, promotion of, respect for, and the enhancement of the well being of all animals in our community. Animal Services continues to promote responsible pet ownership by providing the best possible professional services.

Standard on-going responsibilities of Animal Services include:

- Investigating animal cruelty and neglect
- Educating the community about humane care and treatment of animals
- Enforcing all animal-related local, state and federal laws

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Provided public safety to the community. These services range from responding to aggressive animals to rabies suppression investigation. Offered 24-hour emergency call out service—Goals #1,4,6,8 & 11
- Ensured community compliance of federal, state and local laws —Goals #1,4,6,8 & 11
- In the nine month period, from April through the end of December, 2006, responded to 5,035 service requests and provide shelter for 1,366 animals. This resulted in a 27% increase compared to the previous contracted services received from the County of Sacramento.—Goals #1, 4, 7 9 & 10
- Utilized resident volunteers and Regional Occupation Program (ROP) students to assist with creating outreach material—Goals # 1 & 9

Strong Neighborhood Initiative Accomplishments

- Promoted responsible pet ownership by making personal contact with many residents during the blight buster sweep.--Goals # 1, 4, 8 & 10
- Provided humane education for all ages and organizations throughout the community. Through our partnership with the Sacramento SPCA facilitated low-cost vaccination and spay/neuter clinics for residents of Rancho Cordova--Goals # 1, 4, 8 & 10

FISCAL YEAR 2007 – 2008 GOALS

- Continue to provide excellent customer service by expanding partnerships through volunteerism and other Animal Care Organizations--Goals # 1, 10 & 13.
- Encourage residents to comply with all local, state and federal laws by issuing administrative citations when necessary--Goals# 1, 10, 11 & 13.
- Strive to reduce the pet overpopulation through a partnership with the Sacramento SPCA. The partnership will seek grants and funding that will allow our efforts to stop the unwanted births of animals within the City--Goals # 1 & 6.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 34,610	\$ 139,800	\$ 100,740	\$ 84,460
Benefits	-	10,334	71,500	45,260	48,173
Operating	107,314	294,849	221,100	304,500	228,100
Capital Outlay	-	103,549	7,500	1,000	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 107,314	\$ 443,343	\$ 439,900	\$ 451,500	\$ 360,732

FUNDING SOURCES:

General Fund - Discretionary	\$ 308,732
Animal Licenses	37,000
Other Fines - Animals	15,000
	\$ 360,732

PLANNING

DESCRIPTION

To ensure a well planned, attractive and sustainable community and to respond to the needs of the community, the Planning Department provides a broad array of services pursuant to City Council and City Manager direction, development applications and state law. The department also supports the Planning Commission and works in coordination with other City departments to implement the City's goals and objectives.

The Planning Department focuses efforts on producing the following desired outcomes:

- Positive community image that promotes community investment and enhancement
- Existing neighborhoods that are more attractive and desirable
- New development projects that establish a positive sense of place
- Clear policies, standards and guidelines that facilitate building a Destination City
- Balanced housing choices that serve the community and support economic development
- Thoughtful integration of residential, commercial and employment uses that creates a vibrant community
- Expedited delivery of public facilities to serve the community's needs
- Community design that promotes bicycle, pedestrian and transit circulation
- Protection of the environment, natural resources and wildlife
- Recognition of City as a Regional Leader

The above outcomes are produced through the following seven major functions:

Advance Planning – Taking the lead in advance planning projects that guide development activities in Rancho Cordova toward the Council and citizen vision.

General Plan Implementation – Working in conjunction with other City departments to complete the implementation programs of the recently adopted General Plan.

Current Planning – Providing Planning and Environmental expertise to effectively and efficiently process development applications and to implement the City Council's vision and policies for future urban development.

Environmental Review – Providing a full range of services related to complying with state and federal environmental laws. When warranted, additional consultant resources are obtained to augment staff resources.

Regional Coordination – Providing ongoing representation to numerous regional organizations to provide regional coordination and regional leadership support.

Community Enhancement – Completing policy planning efforts and supporting the Economic Development Department in efforts to revitalize existing Rancho Cordova.

Support to City Departments – Providing technical and professional support to City departments for a broad range of development related issues and projects.

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

General Plan Implementation—Goals #1, 2, 5, 7, 8, 9 & 12

- Completed GP Consistency Rezone involving more than 800 properties
- Received Housing Community Development certification of the City's first Housing Element
- Completed review of General Plan, design guidelines, park standards and other policy documents for consistency with "Smart Growth" principles
- Initiated a Comprehensive Update of the Zoning Code – anticipate completion of this effort in late 2007
- General Plan Annual Review

Annexation/Sphere of Influence Expansion-- Goal #12

- Anticipated completion of Local Area Formation Commission Annexation Application for current Sphere of Influence (SOI) by June 30, 2007
- Initiated efforts to expand the City's sphere of influence
- Participated in County's General Plan

Supported City Redevelopment Efforts—Goals #1, 5, 6, 7, 8 & 9

- Completed majority of the Folsom Boulevard Specific Plan
- Provided technical support as needed to the Economic Development Director

Provided Excellent Services to the Community and City Departments—Goals #1, 4 & 9

- Provided responsive and easily accessible service to the public
- Provided timely and defensible CEQA reviews for projects within the City
- Provided responsive and accurate technical support to City departments
- Secured Corps of Engineers position to facilitate project reviews

Continued to Process Major Development Projects--Goals #1, 2, 6, 7, 8 & 9

- Rio del Oro (Council action anticipated in 2007/2008)
- Suncreek Specific Plan
- Westborough Specific Plan

Supported Cordova Recreation and Park District (CRPD)—Goals #1 & 8

- Served as liaison department between City and CRPD
- Proceeded with formal City standards for park land dedication and park improvements, including related park fee schedules
- Coordinated with CRPD on review and development of park designs within proposed development projects

Addressed Mitigation Issues Associated with Biological Resources—Goals #8 & 13

- Participated within the South Sacramento County Habitat Conservation Plan
- Completed technical studies to support adoption of a Swainson's Hawk mitigation ordinance
- Facilitated responsive action on required permits with the federal, state and local permitting agencies

Community Outreach—Goals #1, 4, 9, 10 & 13

- Conducted community outreach on key community issues, including public workshops and focused working sessions with the public, involved agencies and involved organizations
- Participated in regional forums to highlight Rancho Cordova's accomplishments

Regional Participation—Goals #1, 2, 8, 9 & 13

- Participated in American River Parkway Plan Update
- Continued to participate in regional planning efforts, including the South Sacramento Habitat Conservation Plan, the Folsom South Canal Trail, and the Upper Laguna Creek Collaborative

Planning Commission/City Council Training—Goals #2, 5, 7, 8 & 9

- Conducted informal study sessions on projects under review to consider major project issues and allow Council/Commission interaction

FISCAL YEAR 2007 – 2008 GOALS

Establish a vibrant downtown for Rancho Cordova—Goals #1, 4, 5, 6, 7 & 8

- Support Public Works in the identification of infrastructure needs for Folsom Boulevard and the Downtown
- Initiate preparation of the Downtown Specific Plan – including development standards, specific allowed uses and development incentives
- Begin implementation of the Folsom Boulevard Specific Plan

Promote quality and diverse housing opportunities within Rancho Cordova—Goals #1, 7 & 8

- Pursue opportunities to put Rancho Cordova in a leadership role for sustainable planning and development solutions in the region and State (e.g., solar community, green buildings).
- Assess infill and redevelopment opportunities near the light rail line
- Support Economic Development in the adopt of an infill development policy

Establish Logical (City) Boundaries—Goal #12

- Complete the annexation of the City's Sphere of Influence (SOI)
- Identify near term and long term strategies for expanding the City's SOI
- Apply for or support applications to increase the existing Rancho Cordova SOI

Refine the City's vision for Mather Field and the Mather Commerce Center, including circulation routes, land use designations and development standards—Goals #1, 4 & 8

- Coordinate with Sacramento County on land use and circulation issues for unincorporated lands adjacent to the City of Rancho Cordova
- Review existing land use documents for the Mather Commerce Center and determine whether updates or revisions are appropriate

General Plan Implementation—Goals #1, 2, 5, 7, 8, 9 & 12

- Complete a comprehensive Update of the Zoning Code
- Provide coordination and support for the planning and implementation of the City's circulation system
- Adopt and commence implementing City standards for parks and open space, including development standards and improvement fees

- Establish specific policies, standards, and guidelines for quality design of all public and quasi-public uses
- Prepare and adopt guidelines and standards for residential dwellings in higher density development
- Establish guidelines and implementation strategies to create City gateways

Coordinate with Sacramento County on development and facilities standards issues—Goals #1, 4 & 11

- Establish City/County Working Group to address land planning issues and development standards for the City's Planning Area
- Participate within and comment on the County General Plan process
- Incorporate facility standards issues into SOI expansion programs

Continue to Process Major Development Projects—Goals #1, 2, 5, 6, 7 & 8

- Rio del Oro
- Suncreek Specific Plan
- Westborough Specific Plan

Address Mitigation Issues Associated with Biological Resources—Goals #7 & 12

- Participate within the South Sacramento HCP
- Adopt a Swainson's Hawk mitigation ordinance with an Administrative Fee
- Facilitate responsive action by federal, state and local permitting agencies

Regional Participation—Goals #1, 2, 7, 8 & 12

- Continue to participate in regional forums, including SACOG, the Folsom South Canal Partners, and the Upper Laguna Creek Collaborative

Provide Excellent Services to the Community and City Departments—Goals #1, 3 & 8

- Provide responsive and easily accessible service to the public
- Identify and implement strategies to reduce delays in processing applications
- Provide timely and defensible CEQA reviews for projects within the City
- Provide responsive and accurate technical support to City departments

Planning Commission/City Council Training—Goals #2, 4, 6, 7 & 8

- Conduct informal study sessions on projects under review to consider major project issues and allow Council/Commission interaction
- Conduct Council/Commission workshop on General Plan and Design Guidelines
- Conduct at least one tour of development projects outside of Rancho Cordova

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Operating	2,525,996	2,984,000	3,039,300	2,286,000	3,344,580
Capital Outlay	-	-	-	16,000	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 2,525,996	\$ 2,984,000	\$ 3,039,300	\$ 2,302,000	\$ 3,344,580

FUNDING SOURCES:

General Fund - Discretionary	\$ 1,036,580
Impact Fees - General Plan	\$ 108,000
Planning Cost Recovery	2,200,000
	<u>\$ 3,344,580</u>

BUILDING AND SAFETY

DESCRIPTION

The Building and Safety Department ensures that private construction within the City of Rancho Cordova meets state and local standards for safety, accessibility, energy conservation and storm water pollution prevention.

Standard, on-going responsibilities of the Building and Safety Department include:

- Issuing building permits
- Reviewing plans
- Inspecting buildings to conformance with safety codes
- Public education on building code, building safety, energy conservation, and other relevant topics
- Investigating complaints of work without permits and non-compliant occupancy

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Finished upgrades and went “live” with a new Hansen Permit software solution--Goals #1, 4, 6, 11 & 13
- Implemented a web-based solution to allow customers to apply for simple permits and pay for permits on-line—Goals #1, 4 & 11
- Performed plan reviews within an average turn-around time of target timelines--Goals #1 & 4
- Reduced unresolved violations cases by 50%--Goals #1, 7 & 10

FISCAL YEAR 2007 – 2008 GOALS

- Implement a Hansen mobile solution to allow inspectors to record and document inspections in real-time by Oct 1, 2007—Goals #1, 3, 5, 6 & 10
- Continue to refine the implementation of a web-based solution to allow customers to apply for simple permits and pay for permits on-line by September 1, 2007—Goals #1, 4 & 11
- Establish and implement an electronic file storage and retrieval system by June 30, 2008--Goals #3 & 10

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ 45,594	\$ 191,945	\$ 630,050	\$ 612,720	\$ 712,202
Benefits	15,454	80,541	291,100	275,280	346,811
Operating	1,535,569	2,188,359	1,134,050	1,348,200	1,072,400
Capital Outlay	-	66,074	-	-	-
Transfers Out	-	-	-	-	-
TOTALS	\$ 1,596,617	\$ 2,526,920	\$ 2,055,200	\$ 2,236,200	\$ 2,131,413

FUNDING SOURCES:

Building Permit Fees	<u>\$ 2,131,413</u>
	<u>\$ 2,131,413</u>

FACILITIES MANAGEMENT

DESCRIPTION

Facilities management is responsible for all mechanical, custodial and related repairs and maintenance to City facilities. The buildings served by Facilities Management include all buildings on the City Hall property, the Kilgore property and, to a limited extent, the City services housed at the Rancho Cordova Neighborhood Center (RCNC).

Facilities Management provides the following services for the City:

- Management of the maintenance of facilities and grounds through contract and employee services
- Meets requests for maintenance and supplies
- Collaborates with leasing activities
- Coordinates improvements for tenant spaces

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS

- Transitioned contracts from Real Estate Management contracts to the City of Rancho Cordova --Goal #11
- Took over operations of the Kilgore Cemetery after rehabilitation--Goals #1, 4 & 12
- Provided a system for taking and tracking requests for services at City facilities--Goals #3 & 10

FISCAL YEAR 2007 – 2008 GOALS

- Develop a City Hall emergency operation plan to coordinate usage of the city hall in the case of emergency. It does not replace the City's overall emergency plan that is designed in coordination with the police and local jurisdictions, but is a part of that plan to make appropriate best use of city facilities specifically, in the case of an emergency.-- Goals #3, 5 & 7
- Expand the use of City Hall's community rooms by 50%. The community rooms are, first of all, an asset belonging to the city's residents. Additionally they are a place of business, government and commerce for the area's business and government leaders and a potential source of income for the city. All of these uses should be developed to their fullest potential--Goals #1, 3, 4, 7, 9, 10 & 12
- Improve cost accounting and tracking of city facilities business units. The Facilities department runs several different "businesses" supporting city facilities which need to be run appropriately--Goals #1, 4 & 11
 - City Hall at 2729 Prospect Park Drive
 - Community Room Rental at 2729 Prospect Park Drive
 - Tenants at 2729 Prospect Park Drive
 - Tenants at 2701 Prospect Park Drive

- Tenants at 2897 Kilgore Road
 - Kilgore Cemetery
 - Rancho Cordova Neighborhood Center
- Analyze service delivery costs and implement cost saving measures wherever possible to maximize savings while maintaining or improving service levels. –Goals #1, 4 & 11

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 27,451	\$ 108,600	\$ 107,640	\$ 123,109
Benefits	-	9,320	52,300	48,360	59,073
Operating	-	220,702	646,700	604,400	706,580
Capital Outlay	-	3,930	151,850	20,500	220,000
Transfers Out	-	-	-	-	-
TOTALS	\$ -	\$ 261,403	\$ 959,450	\$ 780,900	\$ 1,108,762

FUNDING SOURCES:

General Fund - Discretionary	\$ 264,252
City Hall Rental Fees	80,000
Real Property Leases	645,000
Transfer In	119,510
	\$ 1,108,762

PUBLIC WORKS



PUBLIC WORKS

DESCRIPTION

The Department of Public Works provides quality services that will safeguard public health, safety and welfare, and ensure a higher quality of life for our citizens by facilitating or providing plan review and development services, Capital Improvement Plan (CIP) development, construction management and inspection, infrastructure financing and special projects.

Many of the daily activities and on-going programs of Public Works support the City's Strong Neighborhoods Initiative. Some examples are the street safety program, the neighborhood traffic management program, sidewalk replacement and repair program, landscape and lighting maintenance, the elderly and disable access program, the pedestrian improvement program, streetscape improvement projects, the bikeway improvement program, lighted crosswalk projects, the Rancho Cordova transit shuttle project, many intersection improvements, and roadway maintenance. Additionally, Public Works has developed the "Dial Before You Pile" program to ensure timely pickup of trash piles in many neighborhoods and works very closely with Code Enforcement and the community to reduce illegal dumping within the City.

Standard on-going responsibilities of the Department of Public Works include:

- Construction, repair and maintenance of all City streets, sidewalks, street lights, traffic signals, traffic signs, traffic legends, crosswalks, pavement markers, lane line striping, and landscaping
- Street sweeping
- Graffiti removal
- Engineering and project management services for Capital Improvement Projects and permits
- Issuance of street use, encroachment and transportation permits
- Regulating the work of utilities and contractors in the public right-of-way
- Construction and maintenance of City facilities
- Refuse collection
- Water and wastewater services
- Storm water and drainage management
- Transportation Development Impact Fee Program Management

FISCAL YEAR 2006 – 2007 ACCOMPLISHMENTS
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- Substantially completed construction on the following Capital Improvement Projects—Goals #1, 2, 4, 6, 7 & 8
 - Sunrise Boulevard improvements from White Rock Road to Douglas Road
 - Installation of traffic signals at the intersection of Cordova Lane and Coloma Road
 - Installation of traffic signals and associated road improvements at the intersection of Kilgore Road and Trade Center Drive
 - Kilgore Cemetery Renovations
- Awarded construction contracts for the following Capital Improvement Projects--Goals #1, 2, 4, 7 & 8
 - Folsom Boulevard Beautification Project - Phase I
 - Landscape Improvements at US 50 and Mather Road interchange
 - 2006 Road Rehabilitation Project – Explorer Drive, Vanguard Drive, Ambassador Drive, Rod Beaudry Drive and Trinity River Drive
- Key player in 50 Corridor Mobility Partnership—Goals #11 & 13
 - Prepared comprehensive transportation planning in collaboration with counties of Sacramento, El Dorado, City of Folsom, Caltrans, Regional Transit and private land owners
 - Received \$22,000,000 in bond funding (grant) for improvements to White Rock Road
 - Received award from SACOG for Best Business of the Year
- Received additional grant funding (bond funded grants)—Goals #2, 4, 8 & 11
 - Rancho Cordova Pilot Transit Shuttle System - \$900,000
 - Folsom Boulevard Beautification Project – Phase I - \$1,000,000
 - 2007 Road Rehabilitation Project - \$339,426
- Initiated environmental and design work for the following Capital Improvement Projects--Goals #1, 2, 5, 7 & 8
 - Folsom Boulevard Beautification Project Phase II
 - 2007 Road Rehabilitation Project – Coloma Road (Folsom Blvd to Sunrise Blvd), McGregor Road (Coloma Road to Ambassador)
 - Zinfandel/Douglas Road Extension Project
 - International Drive connection to Sunrise Boulevard
 - Widening of Sunrise Boulevard from Kiefer to Jackson Hwy and Improvements at Sunrise and Jackson Hwy intersection
- Transitioned from the County the following services--Goals #2, 3, 4, 7, 10 & 11
 - Majority of new development plan review services and construction management services from the County to the City

- Executed franchise agreement with one of the private water purveyors in the city
- LAFCO for Detachment of Transit Services Tax Area (CSA10) to bring services completely under City control
- Completed the following Plans, Studies and Guidelines--Goals #1, 2, 6, 7 & 8
 - Transit Master Plan
 - Streetscape Master Plan for Folsom Boulevard
 - Conceptual street design guidelines
 - Folsom South Canal Corridor Study Phase I
- Initiated the Pedestrian and Bicycle Master Plan—Goals #1, 2, 6, 7 & 8
- Formed Joint Powers Authority (JPA) for the Elk Grove/Rancho Cordova/El Dorado County connector road—Goals #1, 2, 7, 8 & 13

FISCAL YEAR 2007 – 2008 GOALS

- Initiate pilot shuttle service as part of Implementation of Transit Master Plan--Goals #2, 3, 4, 7, 8 & 9
- Complete construction on the following Capital Improvement Projects—Goals #1, 2, 3, 6 & 7
 - Landscape improvements at US 50 and Mather Road interchange
 - Folsom Boulevard Beautification – Phase I
 - 2006 Road Rehabilitation projects: Explorer Drive, Vanguard Drive, Ambassador Drive, Rod Beaudry Drive, and Trinity River Drive
 - Sunrise Boulevard improvements from Douglas Road to Kiefer Boulevard
 - Installation of traffic signals and intersection improvements at Prospect Park Drive and International Drive, Data and Zinfandel, Disk Drive and Data Drive
- Award contracts for the following Capital Improvement Projects--Goals #1, 2, 3, 6, 7 & 8
 - Begin construction of 2007 Road Rehabilitation – Coloma Road (Folsom Blvd to Sunrise Blvd), McGregor Road (Coloma Road to Ambassador)
 - Begin construction of International Drive connection to Sunrise Boulevard
 - Design for Improvements at Sunrise and Jackson Road Intersection
 - Design for 4-lane Sunrise Widening from Kiefer Road to Jackson Road – Goals #2, 3, 7 & 8
- Develop, update and maintain the following--Goals #1, 2, 3, 4, 6, 7, 8 & 11
 - Phasing, funding and implementation plan for delivery of critical backbone infrastructure for new development
 - Citywide Transportation Capital Improvement Plan project list and update the Transportation Development Impact Fee
 - Balanced 5 year Capital Improvement Program Budget including a funding strategy for core backbone infrastructure

- High performance work environment that provides the best possible services to the citizens of Rancho Cordova
 - Developed agreement with Sacramento County for using portions of the Mather Financing District Funds for several City transportation projects
 - Secure additional State and Federal Grant funding to leverage local transportation funds and help fund critical backbone infrastructure
- Obtain CalTrans approval of the Project Study Report for the Rancho Cordova Parkway Interchange Project – Goals #1, 2, 6, 7 & 8
- Complete the Pedestrian and Bicycle Master Plan—Goals #1, 2, 6, 7 & 8
- Develop conceptual design for The Promenade--Goals #1, 2, 3 & 6
- Continue active participation in design development for the Elk Grove/Rancho Cordova/El Dorado County connector road—Goals #1, 2, 7 & 8
- Transition additional services from the County--Goals #1, 2, 3, 4, 6, 7, 8, 10 & 11
 - Some storm water management services
 - Drainage plan check services
 - Continue negotiations and executed franchise agreement with the remaining private water purveyor in the City
- Implement Hansen Asset Management and Maintenance Management System--Goals #2, 3, 4, 6, 8 & 11
- Implement a management and tracking system for the State and Federal Grants received for Transportation Projects to ensure funding compliance and deadlines are met--Goals #1, 2, 3, 4 and 11
- Provide employee development opportunities--Goals #1, 3, 4 and 11

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 556,642	\$ 1,579,800	\$ 1,045,350	\$ 1,934,717
Benefits	39,883	233,492	667,950	469,650	933,295
Operating	415,568	578,250	239,550	1,142,600	4,233,500
Capital Outlay	62,443	-	195,000	20,000	172,000
Transfers Out	-	48,009	-	-	200,000
TOTALS	\$ 517,895	\$ 1,416,394	\$ 2,682,300	\$ 2,677,600	\$ 7,473,512

FUNDING SOURCES:

General Fund - Discretionary	\$ -
Commercial Waste Franchise Fee	400,000
Residential Waste Franchise Fee	410,000
Engineering Permits	15,000
Other Permits	15,000
Street Sweeping Fees	150,000
Other Fees	300,000
Public Works Cost Recovery	6,183,512
	\$ 7,473,512

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NON-DEPARTMENTAL

NON DEPARTMENTAL

This activity accounts for the costs of support services needed to run the general City Hall operations. It also accounts for the cost of various items which are not directly attributable to a specific department.

Revenue neutrality's impact on the City has been mitigated to an extent by the settlement with Sacramento County reached during FY 2006-07. Under the new agreement, fixed payments over the next 20 years will reduce City property taxes by approximately \$181 million. These fixed payments will replace the formula approach previously used and provide a much more stable tax base for the City.

Transition costs represent the repayment to Sacramento County for the services (Police, Street Maintenance and Animal Services) they provided to the City during the first year of operation. This is being paid back in five equal annual installments and FY 2007-08 represents the fourth year of payments.

Transfers Out is an accounting method to locate resources in the fund that actually is incurring the expense.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

EXPENDITURES:

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated Actual	FY 2008 Adopted
Salaries	\$ -	\$ 220	\$ -	\$ -	\$ -
Benefits	3,783	28,714	-	-	-
Operating	866,753	498,110	170,750	251,000	400,045
Transition Costs	458,821	474,032	463,000	475,000	475,000
Revenue Neutrality	6,544,089	7,234,086	7,549,850	5,554,492	5,796,888
Capital Outlay	-	-	-	10,000	-
Transfers Out	397,992	1,044,260	1,120,200	1,120,200	1,190,000
TOTALS	\$ 8,271,438	\$ 9,279,423	\$ 9,303,800	\$ 7,410,692	\$ 7,861,933

FUNDING SOURCES:

General Fund - Discretionary	\$ 7,861,933
	\$ 7,861,933

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SPECIAL REVENUE FUNDS

GAS TAX

The Gas Tax fund is used to account for funds received from the State of California from the statewide tax on gasoline and other fuels. The amount that the City received is proportionate to the population. During the first seven years that a new City operates, the State provides additional funding in excess of the per capita funds.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
GAS TAX FUND					
Salaries and Benefits	\$ 67,789	\$ -	\$ -	\$ -	\$ -
Operating	17,677	9,300	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	179,000	3,062,550	-	1,395,500
Total	<u>\$ 85,466</u>	<u>\$ 188,300</u>	<u>\$ 3,062,550</u>	<u>\$ -</u>	<u>\$ 1,395,500</u>

MEASURE A

Measure A is a program of transportation improvements in Sacramento County funded by a one-half percent sales tax. The voters of Sacramento County, in November 2004, approved a 20-year extension of this program. The method of apportioning Measure A funds among participating local jurisdictions each year is set forth in the "Measure A Transportation Expenditure Agreement" which lists various conditions which local entities must satisfy before they can claim Measure A funds.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Measure A Maintenance					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	1,093,491	1,300,000	1,300,000	1,299,309
Capital Outlay	-	-	190,000	190,000	-
Transfers Out	-	245,509	2,801,100	400,000	-
Total	<u>\$ -</u>	<u>\$ 1,339,000</u>	<u>\$ 4,291,100</u>	<u>\$ 1,890,000</u>	<u>\$ 1,299,309</u>
Measure A Construction					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	1,710,000
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,710,000</u>

PROPOSITION 42

Proposition 42 (Assembly Bill 2928 Maintenance of Effort Program), passed in August 2000 establishing the Traffic Congestion Relief Fund (TCRF) in the State Treasury to allocate funds to cities and counties for the purpose of street or road maintenance or reconstruction. Funding was received in FY2006/07 for the repayment of FY03/04 and FY04/05 funds plus interest. There will not be a FY07/08 allocation. Additional allocations are expected in FY08/09.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Proposition 42					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	400,000	400,000	466,862
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ 466,862</u>

SERVICE DISTRICTS

The City has taken over administration of the landscaping services district from the County in FY2005/06 with the formation of Landscape and Lighting District 2005-1 (LL&D 2005-1).

The City has taken over administration of Community Services District #10 (CSA #10) in FY2006/07. This district has two zone areas.

The City has established a citywide Road Maintenance Assessment District.

New developments, as part of their Development Agreements, are required to annex into these districts. Ongoing funds will come from property assessments in the areas that are annexed into the districts.

Residents of Rancho Cordova are only affected by these districts if they had either been annexed in through development agreements (new development) or voted to be annexed into a district in the past (LLD 2005-1 and CSA #10).

The City has also taken over administration of the Transit Related Services Tax.

Operating costs in the Landscape and Lighting District 2005-1 fund represent the following:

Landscape and Lighting District 2005-1

Transfers out of this fund will provide funding to the following projects:
PW Project Special Fund Tracking (PM08-7070) - \$10,000

Community Services District #10

Operating costs in the Landscape and Lighting District 2005-1 fund represent the following:
50 Corridor TMA Consultant Contract - \$35,000 (\$17,500 from each zone)

Transfers out of this fund will provide funding to the following projects:
Rancho Cordova Pilot Transit Shuttle System - \$300,000 (\$150,000 from each zone)
PW Project Special Fund Tracking (PM08-7070) - \$10,000 (\$5,000 from each zone)

Road Maintenance Assessment District

Transfers out of this fund will provide funding to the following projects:
PW Project Special Fund Tracking (PM08-7070) - \$10,000

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Landscape & Lighting 2005-1					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	59,275	-	85,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	130,000	-	10,000
Total	\$ -	\$ 59,275	\$ 130,000	\$ 85,000	\$ 10,000
Road Maintenance Fund					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	42,086	-	55,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	30,000	-	10,000
Total	\$ -	\$ 42,086	\$ 30,000	\$ 55,000	\$ 10,000
Community Service District #10					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	35,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	85,100	-	310,000
Total	\$ -	\$ -	\$ 85,100	\$ -	\$ 345,000
Landscape Maintenance CFD					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	2,841	-	5,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ 2,841	\$ -	\$ 5,000	\$ -
Transit-Related Services					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	16,000	35,000
Total	\$ -	\$ -	\$ -	\$ 16,000	\$ 35,000

IMPACT FEES

The Impact fees are fees imposed on new development to pay for new developments impact on service delivery, infrastructure needs and capital projects. The City has the following impact fees:

- Villages of Zinfandel
- Traffic
- Community Facilities
- Sunrise Douglas
- General Plan
- Environmental
- Park Development and Renovation

Villages of Zinfandel

The City imposes a Library impact fee on this development along with all of the fees that are imposed under the Community Facilities Fee program. All of these fees, including the traffic impact fee that is imposed, are segregated so that all funds collected in this development are spent on infrastructure that is specifically identified as needed as a result of the development.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Villages of Zinfandel Impact Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	1,000	-	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	26,485	1,000	-	8,000
Total	\$ -	\$ 26,485	\$ 2,000	\$ -	\$ 8,000

Traffic Mitigation Impact Fees

The City imposes an impact fee of \$17,713 per residential unit to pay for traffic impact resulting from development.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Traffic Mitigation Impact					
Salaries and Benefits	\$ 14,026	\$ -	\$ -	\$ -	\$ -
Operating	60,980	77,480	18,000	218,000	-
Capital Outlay	-	-	-	700,000	-
Transfers Out	-	279,000	2,314,400	1,300,000	6,868,000
Total	\$ 75,006	\$ 356,480	\$ 2,332,400	\$ 2,218,000	\$ 6,868,000

Community Facilities Fees

The City imposes an impact fee on new residential development for the following facilities:

- City Hall - \$608
- Police Facility - \$799
- Community Center - \$735
- Corporation Yard - \$219
- Museum - \$249
- Parking Structure - \$255
- Administrative Overhead - \$133

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Community Facilities Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	6,866	-	-	-	-
Capital Outlay	-	-	-	-	790,000
Transfers Out	-	1,501,075	3,692,100	1,867,980	1,402,490
Total	\$ -	\$ 1,501,075	\$ 3,692,100	\$ 1,867,980	\$ 2,192,490

Sunrise Douglas Impact Fee

This fee is imposed on development in the South Douglas development area. It includes additional fees for traffic impact, transit, offsite water, interim sewer, park, library and fee program updates. These funds can only be spent to mitigate impact as a result of development in the South Douglas area.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Sunrise Douglas Impact Fees					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	47,669	300,000	380,000	-
Capital Outlay	-	13,607,403	-	2,167,981	-
Transfers Out	-	11,005	600,000	-	17,568,596
Total	\$ -	\$ 13,666,077	\$ 900,000	\$ 2,547,981	\$ 17,568,596

General Plan Impact Fee

This fee is imposed on all new development to defray the costs of completing the City's first General Plan and pay for the maintenance of that plan over the next ten years. The General Plan Impact Fee reflects the actual cost of the General Plan and implementing studies. The City will need to revisit this fee in FY 2008 as there are not sufficient revenues being generated from the existing fee to cover current and anticipated costs. In FY 2007-2008, the historic and current costs will be brought into the General Fund and this Special Revenue Fund will be eliminated.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
General Plan Impact Fee					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	874,881	1,239,159	497,350	150,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ 874,881	\$ 1,239,159	\$ 497,350	\$ 150,000	\$ -

Environmental Impact Fee

This fee is imposed on new development to mitigate the effect of development on the native Swainson's Hawk. The City stopped collecting this fee in FY 2006.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Environmental Mitigation					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	5,197	-	10,000	630,000	-
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ 5,197	\$ -	\$ 10,000	\$ 630,000	\$ -

Park Renovation Fee

Unlike the Park Development Impact Fee which is collected to fund park construction in new development areas, the Park Renovation Impact Fee is charged to new development through "development agreements" to be used to fund improvements to parks in existing City areas. The fee ranges from \$733 to \$1,500 per residential parcel.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Park Renovation Fund					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital Outlay	21,648	-	-	35,000	-
Transfers Out	-	-	71,600	-	-
Total	\$ 21,648	\$ -	\$ 71,600	\$ 35,000	\$ -

STATE AND FEDERAL GRANTS

Federal Transportation Capital Grants – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU): This is the current five-year program for federal funding of transportation projects. The five-year CIP shows the projected expenditure and revenue budgets for the SAFETEA-LU based on receipt of fund authorization and the project delivery schedule.

State Transportation Improvement Program (STIP) and Other Transportation Capital Grants: This program, adopted by the California Transportation Commission (CTC), is the programming tool for state approved capital improvements. Seventy-five percent of the funding goes to the local regions as a competitive process for local projects. Twenty-five percent of the statewide funding goes to Caltrans for projects of inter-regional significance.

The City has also received Used Oil Grant funds from the State Environmental Protection Agency.

During FY 2007-08, the City will receive funds from a Federal Fiscal Year (FFY) 2005-06 appropriations grant through the Housing and Urban Development Department (HUD) to be used for renovating the kitchen at the Cordova Senior Center. The funds will be passed though to the Cordova Recreation and Park District (CRPD) who owns the facility and will be responsible for the work.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
State Grants					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	84,068	-	-	-	134,688
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	760,250	250,250	1,197,426
Total	<u>\$ 84,068</u>	<u>\$ -</u>	<u>\$ 760,250</u>	<u>\$ 250,250</u>	<u>\$ 1,332,114</u>
Federal Grants					
Salaries and Benefits	\$ 586,795	\$ -	\$ -	\$ -	\$ -
Operating	-	156,543	-	-	348,131
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	4,236,250	53,050	917,588
Total	<u>\$ 586,795</u>	<u>\$ 156,543</u>	<u>\$ 4,236,250</u>	<u>\$ 53,050</u>	<u>\$ 1,265,719</u>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG funds represent federal grants received under the Housing and Community Development Act of 1974 (as amended). These grants are provided to local communities either through the "entitlement" program or passed through a county-wide agency. Funds may be used to respond to a variety of neighborhood, economic development and community facilities and service needs primarily to benefit low and moderate-income persons. Prior to FY 2006-07, the City received pass-through funds from the Sacramento Housing and Redevelopment Agency (SHRA). In FY 2006-07 the City became an "entitlement" city which allowed us to receive funds directly from the federal government. The total 2006-07 award was \$704,227, of which \$191,150 will be carried over to FY 2007-08. The FY 2007-08 award is \$702,906.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
CDBG					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	240,250	52,198	483,708	483,708	706,256
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	187,800
Total	<u>\$ 240,250</u>	<u>\$ 52,198</u>	<u>\$ 483,708</u>	<u>\$ 483,708</u>	<u>\$ 894,056</u>

REDEVELOPMENT AGENCY

The City Council approved the formation of the Rancho Cordova Redevelopment Agency in FY 2005. The project area was approved in 2006. It is anticipated that the City will begin to collect tax increment revenues beginning in FY 2008. Until tax increment is sufficient to support Redevelopment activities, this fund is being funded by advances from the General Fund. Expenditures in FY 2007 concentrated on developing the boundaries of the redevelopment area and identifying project areas within the boundaries.

The City will advance sufficient amounts in FY 2008 to the fund to cover anticipated expenditures. The General Fund will continue to advance funds to facilitate Redevelopment activities and programs and will need to be paid back from Redevelopment funds in the future.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Redevelopment Agency					
Salaries and Benefits	\$ -	\$ 1,067	\$ 112,850	\$ 95,000	\$ 173,000
Operating	46,374	734,620	356,800	90,000	1,111,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	455,000
Total	<u>\$ 46,374</u>	<u>\$ 735,687</u>	<u>\$ 469,650</u>	<u>\$ 185,000</u>	<u>\$ 1,739,000</u>

LOW/MODERATE INCOME HOUSING

This fund accounts for the legally required 20% set aside from tax increment.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Housing					
Salaries and Benefits	\$ -	\$ -	\$ 137,150	\$ -	\$ -
Operating	-	-	-	15,000	266,500
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 137,150</u>	<u>\$ 15,000</u>	<u>\$ 266,500</u>

CAPITAL PROJECT FUNDS



CAPITAL PROJECT FUNDS

Capital Project Fund

This fund will be used to account for expenditures relating to capital improvements for FY 2008. The projects that will be funded are as follows:

Douglas Road, Sunrise Boulevard to Americanos Boulevard	9,200,000
Anatolia III Major Roads Intersection	5,398,596
Rancho Cordova Parkway (Douglas Rd. to US 50)	3,000,000
Rancho Cordova Parkway Interchange	1,040,000
2008 Street Rehabilitation Project	1,588,000
Rancho Cordova Pilot Transit Shuttle System	1,425,000
2007 Street Rehabilitation Project	1,307,581
PW Project Special Fund Tracking - Consultants and Staff Costs	1,045,500
Chrysanthy Boulevard, Sunrise Boulevard to Jaeger Road	1,000,000
Jaeger Road, Douglas Road to Chrysanthy Boulevard	1,000,000
Folsom Boulevard and Mather Field Road Enhancements Phase II	660,000
Sunrise Boulevard, Kiefer Boulevard to State Route 16	560,000
Zinfandel / Douglas Extension (Douglas Road, Sunrise Boulevard to Zinfandel Drive)	540,000
Data Drive at International Drive Intersection Improvements	400,000
PW General Engineering - Consultants	400,000
PW Traffic Engineering - Consultants	400,000
International Drive, Kilgore Road to Sunrise Boulevard	358,000
Transportation Master Plan Program	200,000
Mather Boulevard, Mather Field Plaza to Zinfandel Drive	170,000
Street Safety Improvement Program	150,000
Bikeway Improvement Program	100,000
Elderly and Disabled Access Improvement Program	100,000
Neighborhood Traffic Management Program	100,000
Pedestrian Improvement Program	100,000
Douglas Road, Americanos Boulevard to Grant Line Road	80,000
	30,322,677

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DEBT SERVICE FUNDS

DEBT SERVICE FUND

City Hall Facility Certificates of Participation

The original debt, in the amount of \$20,835,000, provided funds to purchase the 2701 – 2729 Prospect Park Drive campus. The original debt was restructured and refunded in January 2007. The new debt is comprised of \$12.1 million Series A and \$8.3 million Series B (taxable). Debt service payments are due on August 1st and February 1st of each year. City Hall Community Facilities Fees and Community Center Facilities Fees are the source for repayment of this bond. However, if these sources are not sufficient to make the payment, the City's General Fund will be responsible. A debt service schedule is included in the "supporting schedules" section of this document.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Hall Certificates of Participation					
Debt Service - Principal	\$ -	\$ -	\$ 380,000	\$ 380,000	\$ 330,000
Debt Service - Interest	-	-	896,850	896,820	998,922
Capital	12,500,000	-	-	-	-
Transfers Out	-	-	120,000	-	-
Total	\$ 12,500,000	\$ -	\$ 1,396,850	\$ 1,276,820	\$ 1,328,922

City Operations Facility Certificates of Participation

The City issued \$6.8 million in Certificates of Participation (COPs) in August 2006. These funds provided resources to purchase the Kilgore site. This site includes developable vacant land, a 30,000 square foot office building and a historic cemetery (Kilgore Family Cemetery). The purchase price for this acquisition was \$6,000,000 with the cemetery and approximately 3 ½ acres of vacant land donated as part of the acquisition. Although the office building is partially leased, the City is studying the feasibility of relocating the Police Department operations there in the near future.

The debt service is due in September 1 and March 1 of each year. Police Facilities Community Facilities Fees are the source for repayment of this bond. However, if these sources are not sufficient to make the payment, the City's General Fund will be responsible. A debt service schedule is included in the "supporting schedules" section of this document.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
City Operations Certificates of Participation					
Debt Service - Principal	\$ -	\$ -	\$ 240,000	\$ 240,000	\$ 250,000
Debt Service - Interest	-	-	301,350	301,350	289,058
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	\$ -	\$ -	\$ 541,350	\$ 541,350	\$ 539,058

COMMUNITY FACILITIES DISTRICTS (CFDs)

These funds account for debt service payments on Mello Roos bonds that are or will be used to fund development infrastructure including roads, sidewalks, street signals, etc. The City has issued two debt instrument – CFD 2003-1 (Sunridge Anatolia) – Series 1 and Series 2. The City has formed the Sunridge Park Community Facilities District (CFD 2004-1) but has not issued bonds. The City anticipates issuing bonds in FY 2008. The City also has formed the Sunridge North Douglas Community Facilities District (CFD 2005-1) and will issue bonds in FY 2008. The majority of the expenditures for these debt service funds are to pay debt service, however the City does charge 3 ½% of the debt service each year for debt service administration. This amount is transferred to the General Fund. Additionally the City uses a portion of these funds to pay for Capital Improvement Projects.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
CFD 2003-1 Sunridge Anatolia (Series 2003)					
Debt Service - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Interest	-	1,406,950	1,406,950	1,406,950	1,406,950
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 1,406,950</u>	<u>\$ 1,406,950</u>	<u>\$ 1,406,950</u>	<u>\$ 1,406,950</u>
CFD 2003-1 Sunridge Anatolia (Series 2005)					
Debt Service - Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Interest	-	-	525,403	525,403	778,375
Capital	-	-	-	-	-
Transfers Out	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 525,403</u>	<u>\$ 525,403</u>	<u>\$ 778,375</u>
Total Debt Service					
Debt Service - Principal	\$ -	\$ -	\$ 620,000	\$ 620,000	\$ 580,000
Debt Service - Interest	-	1,406,950	3,130,553	3,130,523	3,473,305
Capital	12,500,000	-	-	-	-
Transfers Out	-	-	120,000	-	-
Total	<u>\$ 12,500,000</u>	<u>\$ 1,406,950</u>	<u>\$ 3,870,553</u>	<u>\$ 3,750,523</u>	<u>\$ 4,053,305</u>

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

The City maintains three (3) Internal Service Funds. The Insurance Fund provides for long-term financing of potential litigation, insurance costs and claims. Additionally, other Internal Service Funds accumulate funds to pay for the replacement of vehicles and equipment, and computer technology through the use of user charges to the various departments.

ADOPTED FISCAL YEAR 2007-2008 BUDGET

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Insurance Fund					
Consultants - Other	\$ -	\$ -	\$ -	\$ -	-
Legal	-	322,103	100,000	100,000	-
Claims	-	-	25,000	25,000	-
Insurance	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ 322,103</u>	<u>\$ 125,000</u>	<u>\$ 125,000</u>	<u>\$ -</u>

The appropriations are intended to cover potential litigation costs as well as provide a source to pay claims that may be filed against the City.

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Vehicle & Equipment Replacement Fund					
Equipment	\$ -	\$ -	\$ -	\$ -	120,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>

The Code Enforcement Department intends to purchase four vehicles in the next fiscal year. This fund will continue to accumulate resources to replace City vehicles and equipment as needed.

	FY 2005 Actual	FY 2006 Actual	FY 2007 Budget	FY 2007 Estimated	FY 2008 Adopted
Technology Enhancement & Replacement Fund					
Equipment	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 290,000
Capital Outlay	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 290,000</u>

Expenditures include an IVR system, GIS platform, and server redundancy.

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SUPPORTING
SCHEDULES

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SCHEDULES

DEBT SCHEDULES AND LEGAL DEBT MARGIN

Outstanding Debt Issues

General Obligation Bonds

None

Revenue Bonds

None

Certificates of Participation

2005 Certificates of Participation – City Operations Facility Project
 2007 Refunding Certificates of Participation Series A and B (nontaxable) – City Hall Acquisition

Special Assessment Bonds

Sunridge Anatolia Community Facilities District No. 2003-1 (Series 2003)
 Sunridge Anatolia Community Facilities District No. 2003-1 (Series 2005)

Tax Allocation Bonds

None

Notes Payable:

The City has not issued any notes.

Proposition 13, and subsequent constitutional amendments, severely limits the type of debt the City can issue. General obligation debt requires 2/3-voter approval to increase taxes, which support this type of debt. Other debt options available to the City include those listed above. Debt issues such as revenue bonds, certificates of participation and notes do not require voter approval if there is a dedicated source for repayment. However, the City still maintains a legal debt limit, which is also governed by law. The calculation of that limit is as follows:

Assessed Value		\$ 4,975,975,761
Debt Limitation - 15% of Total Assessed Value		746,396,364
Debt Applicable to Limitation		
General Obligations Bonds Outstanding	-	
Less Amounts Available for Repayment	-	
Total Debt Applicable to Limitation	-	
Available Legal Debt Margin		<u>\$ 4,229,579,397</u>

LONG TERM DEBT DETAIL 2005 CERTIFICATES OF PARTICIPATION CITY HALL FACILITY ACQUISITION PROJECT

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/1/2007	\$ -	\$ 500,845	\$ 500,845	\$ 500,845
2/1/2008	330,000	498,078	828,078	
8/1/2008	-	489,085	489,085	1,317,163
2/1/2009	355,000	489,085	844,085	
8/1/2009	-	479,411	479,411	1,323,496
2/1/2010	370,000	479,411	849,411	
8/1/2010	-	469,329	469,329	1,318,740
2/1/2011	395,000	469,329	864,329	
8/1/2011	-	458,565	458,565	1,322,894
2/1/2012	415,000	458,565	873,565	
8/1/2012	-	447,256	447,256	1,320,821
2/1/2013	435,000	447,256	882,256	
8/1/2013	-	435,403	435,403	1,317,659
2/1/2014	460,000	435,403	895,403	
8/1/2014	-	422,868	422,868	1,318,270
2/1/2015	485,000	422,868	907,868	
8/1/2015	-	409,651	409,651	1,317,519
2/1/2016	515,000	409,651	924,651	
8/1/2016	-	395,618	395,618	1,320,269
2/1/2017	535,000	395,618	930,618	
8/1/2017	-	380,504	380,504	1,311,121
2/1/2018	570,000	380,504	950,504	
8/1/2018	-	364,401	364,401	1,314,905
2/1/2019	605,000	364,401	969,401	
8/1/2019	-	347,310	347,310	1,316,711
2/1/2020	635,000	347,310	982,310	
8/1/2020	-	329,371	329,371	1,311,681
2/1/2021	670,000	329,371	999,371	
8/1/2021	-	310,444	310,444	1,309,815
2/1/2022	710,000	310,444	1,020,444	
8/1/2022	-	290,386	290,386	1,310,830
2/1/2023	750,000	290,386	1,040,386	
8/1/2023	-	269,199	269,199	1,309,585
2/1/2024	65,000	269,199	334,199	
8/1/2024	-	251,850	251,850	586,049
2/1/2025	-	251,850	251,850	
8/1/2025	-	234,213	234,213	486,063
2/1/2026	-	234,213	234,213	
8/1/2026	-	215,400	215,400	449,613
2/1/2027	-	215,400	215,400	
8/1/2027	-	195,713	195,713	411,113
2/1/2028	-	195,713	195,713	
8/1/2028	-	175,150	175,150	370,863
2/1/2029	-	175,150	175,150	
8/1/2029	-	153,713	153,713	328,863
2/1/2030	-	153,713	153,713	
8/1/2030	-	131,400	131,400	285,113
2/1/2031	-	131,400	131,400	
8/1/2031	-	107,325	107,325	238,725
2/1/2032	-	107,325	107,325	
8/1/2032	-	82,238	82,238	189,563
2/1/2033	-	82,238	82,238	
8/1/2033	-	56,025	56,025	138,263
2/1/2034	-	56,025	56,025	
8/1/2034	-	28,688	28,688	84,713
2/1/2035	-	28,688	28,688	57,375
	<u>\$ 8,300,000</u>	<u>\$ 16,859,947</u>	<u>\$ 25,159,947</u>	<u>\$ 25,188,635</u>

LONG TERM DEBT DETAIL 2005 CERTIFICATES OF PARTICIPATION CITY OPERATIONS FACILITIES ACQUISITION PROJECT

Date	Principal	Interest	Period Total	Fiscal Total
3/1/2006	\$ -	\$ 171,580	\$ 171,580	\$ 171,580
9/1/2006	240,000	153,654	393,654	
3/1/2007	-	147,654	147,654	541,308
9/1/2007	250,000	147,654	397,654	
3/1/2008	-	141,404	141,404	539,058
9/1/2008	340,000	141,404	481,404	
3/1/2009	-	133,654	133,654	615,058
9/1/2009	355,000	133,654	488,654	
3/1/2010	-	125,435	125,435	614,089
9/1/2010	370,000	125,435	495,435	
3/1/2011	-	116,785	116,785	612,220
9/1/2011	390,000	116,785	506,785	
3/1/2012	-	107,726	107,726	614,511
9/1/2012	405,000	107,726	512,726	
3/1/2013	-	98,238	98,238	610,964
9/1/2013	425,000	98,238	523,238	
3/1/2014	-	88,243	88,243	611,481
9/1/2014	445,000	88,243	533,243	
3/1/2015	-	77,703	77,703	610,946
9/1/2015	465,000	77,703	542,703	
3/1/2016	-	66,624	66,624	609,328
9/1/2016	100,000	66,624	166,624	
3/1/2017	-	64,624	64,624	231,249
9/1/2017	100,000	64,624	164,624	
3/1/2018	-	62,624	62,624	227,249
9/1/2018	105,000	62,624	167,624	
3/1/2019	-	60,459	60,459	228,083
9/1/2019	110,000	60,459	170,459	
3/1/2020	-	58,190	58,190	228,649
9/1/2020	115,000	58,190	173,190	
3/1/2021	-	55,746	55,746	228,936
9/1/2021	120,000	55,746	175,746	
3/1/2022	-	53,166	53,166	228,913
9/1/2022	125,000	53,166	178,166	
3/1/2023	-	50,448	50,448	228,614
9/1/2023	130,000	50,448	180,448	
3/1/2024	-	47,588	47,588	228,035
9/1/2024	135,000	47,588	182,588	
3/1/2025	-	44,550	44,550	227,138
9/1/2025	145,000	44,550	189,550	
3/1/2026	-	41,288	41,288	230,838
9/1/2026	150,000	41,288	191,288	
3/1/2027	-	37,913	37,913	229,200
9/1/2027	155,000	37,913	192,913	
3/1/2028	-	34,425	34,425	227,338
9/1/2028	165,000	34,425	199,425	
3/1/2029	-	30,713	30,713	230,138
9/1/2029	170,000	30,713	200,713	
3/1/2030	-	26,888	26,888	227,600
9/1/2030	180,000	26,888	206,888	
3/1/2031	-	22,838	22,838	229,725
9/1/2031	185,000	22,838	207,838	
3/1/2032	-	18,675	18,675	226,513
9/1/2032	195,000	18,675	213,675	
3/1/2033	-	14,288	14,288	227,963
9/1/2033	205,000	14,288	219,288	
3/1/2034	-	9,675	9,675	228,963
9/1/2034	210,000	9,675	219,675	
3/1/2035	-	4,950	4,950	224,625
9/1/2035	220,000	4,950	224,950	
3/1/2036	-	-	-	224,950
	<u>\$ 6,705,000</u>	<u>\$ 4,010,255</u>	<u>\$ 10,715,255</u>	<u>\$ 10,715,255</u>

**LONG TERM DEBT DETAIL
SUNRIDGE ANATOLIA COMMUNITY FACILITIES DISTRICT
(CFD) NO. 2003-1 (Series 2003)**

Fiscal Year	Principal	Interest	Fiscal Year Total
2005	\$ -	\$ 1,406,950	\$ 1,406,950
2006	-	1,406,950	1,406,950
2007	-	1,406,950	1,406,950
2008	-	1,406,950	1,406,950
2009	-	1,406,950	1,406,950
2010	-	1,406,950	1,406,950
2011	-	1,406,950	1,406,950
2012	-	1,406,950	1,406,950
2013	-	1,406,950	1,406,950
2014	40,000	1,406,950	1,446,950
2015	80,000	1,404,990	1,484,990
2016	130,000	1,400,990	1,530,990
2017	180,000	1,394,295	1,574,295
2018	235,000	1,384,845	1,619,845
2019	295,000	1,372,273	1,667,273
2020	355,000	1,356,195	1,711,195
2021	425,000	1,334,895	1,759,895
2022	500,000	1,309,395	1,809,395
2023	580,000	1,279,395	1,859,395
2024	665,000	1,244,595	1,909,595
2025	760,000	1,204,695	1,964,695
2026	860,000	1,159,095	2,019,095
2027	965,000	1,107,495	2,072,495
2028	1,075,000	1,049,595	2,124,595
2029	1,200,000	985,095	2,185,095
2030	1,325,000	913,095	2,238,095
2031	1,465,000	833,595	2,298,595
2032	1,615,000	745,695	2,360,695
2033	1,770,000	648,795	2,418,795
2034	1,940,000	542,595	2,482,595
2035	2,120,000	424,255	2,544,255
2036	2,315,000	294,935	2,609,935
2037	2,520,000	153,720	2,673,720
Total	\$ 23,415,000	\$ 37,614,028	\$ 61,029,028

**LONG TERM DEBT DETAIL
SUNRIDGE ANATOLIA COMMUNITY FACILITIES DISTRICT
(CFD) NO. 2003-1 (Series 2005)**

Fiscal Year	Principal	Interest	Fiscal Year Total
2006	\$ -	\$ 525,403	\$ 525,403
2007	-	778,375	778,375
2008	-	778,375	778,375
2009	10,000	778,375	788,375
2010	55,000	777,975	832,975
2011	105,000	775,775	880,775
2012	155,000	771,313	926,313
2013	210,000	764,531	974,531
2014	230,000	755,081	985,081
2015	250,000	744,731	994,731
2016	270,000	732,981	1,002,981
2017	290,000	719,481	1,009,481
2018	315,000	704,981	1,019,981
2019	335,000	689,231	1,024,231
2020	365,000	672,481	1,037,481
2021	390,000	654,231	1,044,231
2022	420,000	633,756	1,053,756
2023	450,000	611,706	1,061,706
2024	485,000	588,081	1,073,081
2025	515,000	562,619	1,077,619
2026	550,000	535,581	1,085,581
2027	590,000	506,019	1,096,019
2028	635,000	474,306	1,109,306
2029	675,000	440,175	1,115,175
2030	725,000	403,894	1,128,894
2031	770,000	364,925	1,134,925
2032	825,000	322,575	1,147,575
2033	880,000	277,200	1,157,200
2034	940,000	228,800	1,168,800
2035	1,005,000	177,100	1,182,100
2036	1,070,000	121,825	1,191,825
2037	1,145,000	62,975	1,207,975
	<u>\$ 14,660,000</u>	<u>\$ 17,934,860</u>	<u>\$ 32,594,860</u>

TRANSFERS IN AND TRANSFERS OUT

Transfers in and out represent accounting methods to allocate the resource to the fund which will provide the mechanism to pay for the project. The majority of these transfers in the City relate to Capital Improvement projects which receive funds from a variety of sources to provide funding for the overall project. Transfers in represent funds being brought into the fund, whereas transfers out represent funds being taken from that fund.

TRANSFERS IN

General Fund		Capital Projects Funds	
Community Facilities	\$ 224,510	PW Capital Projects	\$ 200,000
Very Low Income Housing	7,500	PW Capital Projects	1,395,500
CFD's	95,000	PW Capital Projects	1,710,000
OTS Grant for Police	297,426	PW Capital Projects	900,000
Weed n Seed Grant for Police	76,869	PW Capital Projects	840,719
CDBG	187,800	PW Capital Projects	466,862
Total General fund	\$ 889,105	PW Capital Projects	17,576,596
		PW Capital Projects	6,868,000
		PW Capital Projects	365,000
		Total Capital Projects	\$ 30,322,677
Special Revenue Funds		Debt Service Funds	
Housing Set-Aside	\$ 360,000	City Hall COP's (from General Fund)	\$ 215,000
Total Special Revenues	\$ 360,000	City Hall COP's (from CFF)	365,000
		City Operations (From General Fund)	475,000
		City Operations (From CFF)	812,980
		Total Debt Service	\$ 1,867,980
		Internal Service Funds	
		Insurance Fund (From GF)	\$ 400,000
		Technology (From GF)	100,000
		Total Internal Service Funds	\$ 500,000
		TOTAL TRANSFERS IN	\$ 33,939,762

TRANSFERS IN AND TRANSFERS OUT (Continued)

		TRANSFERS OUT	
General Fund		Special Revenue Funds	
Insurance Fund	\$ 400,000	CDBG	\$ 187,800
Technology Enhancement	100,000		<u>187,800</u>
City Hall Certificates of Participation	475,000	CFF - City Hall	530,090
City Ops Certificates of Participation	215,000	CFF - Comm. Ctr.	767,400
Capital Project Fund	<u>200,000</u>	CFF - Admin	<u>105,000</u>
Total General Fund	<u>\$ 1,390,000</u>		1,402,490
		Gas Tax	<u>1,395,500</u>
			1,395,500
Redevelopment Agency		Sunrise Douglas Impact Fee	<u>17,568,596</u>
Housing Set-Aside	\$ 360,000		17,568,596
General Fund	<u>95,000</u>	Measure A	<u>1,710,000</u>
Total Redevelopment	<u>\$ 455,000</u>		1,710,000
		OTS Grant for Police	<u>297,426</u>
			297,426
Grants		Weed & Seed Grant	<u>76,869</u>
Public Works State Grants	\$ 900,000		76,869
Public Works Federal Grants	<u>840,719</u>	Prop 42	<u>466,862</u>
Total Grants	<u>\$ 1,740,719</u>		466,862
		Service Districts	<u>365,000</u>
			365,000
		Traffic Impact	6,668,000
		Traffic Mitigation Administrative	<u>200,000</u>
			6,868,000
		Villages of Zinfandel	<u>8,000</u>
			8,000
		Very Low Income Housing Fund	<u>7,500</u>
			7,500
		Total Special Revenues	<u>\$ 30,354,043</u>
		TOTAL TRANSFERS OUT	<u>\$ 33,939,762</u>

FULL-TIME POSITION ALLOCATION - CITY EMPLOYEES

	FY 2006 -07 Adopted	Mid-Yr Changes	FY 2007-08 Adopted		FY 2006 -07 Adopted	Mid-Yr Changes	FY 2007-08 Adopted
City Manager	4.00		5.00	Economic Development/Redevelopment	3.00	1.00	4.00
Public Information	1.00		2.00	Housing Services	1.00		2.00
City Clerk	4.00	0.00	4.00	Neighborhood Services	9.00		10.00
Human Resources	2.00		3.00	Building and Safety	11.00	0.00	11.00
Administrative Support	5.00		5.00	Facilities Management	2.00		2.00
Finance	8.00	0.00	9.00	Public Works	20.00		21.00
Information Technology	2.00		3.00	Total	72.00	1.00	81.00
City Manager				Economic Development/Redevelopment			
City Manager	1.00		1.00	Economic Development Director	1.00		1.00
Assistant City Manager	1.00		1.00	ED Management Analyst II	1.00		1.00
Sr. Management Analyst	1.00		1.00	Redevelopment Mgmt. Analyst	1.00		1.00
Management Analyst II			1.00	Administrative Assistant		1.00	1.00
Management Analyst I / Mgmt Asst	1.00		1.00	Total	3.00	1.00	4.00
Total	4.00	-	5.00	Housing Services			
Public Information				Housing Services			
Public Information Officer	1.00		1.00	Housing Administrator	1.00		1.00
Public Information Coordinator			1.00	Mgmt. Analyst I (CBDG & Grant Specialist)			1.00
Total	1.00	-	2.00	Total	1.00	-	2.00
City Clerk				Neighborhood Services			
City Clerk	1.00		1.00	Neighborhood Services Manager / Sup	1.00		1.00
Assistant City Clerk	1.00	-1.00		Code Enforcement Officer	5.00		5.00
Deputy City Clerk	1.00		1.00	Animal Svcs. Officer	2.00		2.00
Customer Svc. Specialist	-	1.00	1.00	Community Services Liaison			1.00
Records Coord.	1.00		1.00	Customer Svc. Specialist	1.00		1.00
Total	4.00	-	4.00	Total	9.00	-	10.00
Human Resources				Building and Safety			
HR Manager			1.00	Chief Building Official	1.00		1.00
HR Analyst	1.00		1.00	Supervising Building Inspector	1.00		1.00
HR Tech	1.00		1.00	Bldg Inspector II	4.00	-1.00	3.00
Total	2.00	-	3.00	Bldg Permit Tech	1.00	1.00	2.00
Administrative Support				Facilities Management			
Executive Assistant/Admin. Support Mgr.	1.00		1.00	Permit Svcs. Supervisor	1.00		1.00
Administrative Assistant-ACM	1.00		1.00	Principal Building Tech	1.00		1.00
Administrative Secretary	2.00	-1.00	1.00	Administrative Assistant	1.00		1.00
Cust. Svc. Specialist	1.00	1.00	2.00	Customer Svc. Specialist	1.00		1.00
Total	5.00	-	5.00	Total	11.00	-	11.00
Finance				Public Works			
Chief Financial Officer	1.00	-1.00		Public Works Director	1.00		1.00
Finance Director	-	1.00	1.00	Sr. Civil Engineer	6.00		7.00
Finance Manager/Admin Sec	1.00		1.00	Associate Civil Engineer	2.00		2.00
Sr. Accountant	2.00		2.00	Assistant Civil Engineer	2.00		2.00
Finance Analyst II			1.00	Assistant Land Surveyor	1.00		1.00
Accountant	1.00		1.00	Street Operations/Maintenance Mgr.	1.00		1.00
Sr. Accounting Tech	1.00		1.00	Solid Waste/Recycling	1.00		1.00
Accounting Tech	1.00		2.00	Management Analyst II	1.00		1.00
Customer Svc. Specialist	1.00		1.00	Sr. Engineering Tech	-		1.00
Total	8.00	-	9.00	Engineering Tech	3.00		2.00
Information Technology				Public Works			
IT Manager	1.00		1.00	Administrative Assistant	1.00		1.00
DBA/GIS Analyst			1.00	Cust. Svc. Specialist	1.00		1.00
IT Tech.	1.00		1.00	Total	20.00	-	21.00
Total	2.00	-	3.00	TOTAL	72.00	1.00	81.00

FULL-TIME POSITION ALLOCATION - CONTRACT EMPLOYEES

	<u>FY 2006-07 Adopted</u>	<u>FY 2007-08 Adopted</u>	<u>Changes from FY 2007</u>		<u>FY 2006-07 Adopted</u>	<u>FY 2007-08 Adopted</u>	<u>Changes from FY 2007</u>
City Attorney	2.50	2.50	0.00	Planning	14.68	15.62	0.94
Police	82.60	84.60	2.00	Building and Safety	3.00	5.00	2.00
				Total	102.78	107.72	4.94

City Attorney

	<u>FY 2006-07 Adopted</u>	<u>FY 2007-08 Adopted</u>
City Attorney	2.50	2.50
Total	2.50	2.50

Building and Safety

Building Inspector II	3.00	4.00
Principal Engineer	-	1.00
Total	3.00	5.00

Police

	<u>FY 2006-07 Adopted</u>	<u>FY 2007-08 Adopted</u>
Sworn Officers	69.60	69.60
Non-Sworn Positions	13.00	15.00
Total	82.60	84.60

Planning

Planning Director	1.64	1.26
Principal Planner	1.64	1.33
Senior Planner	2.59	2.20
Associate Planner	4.08	3.62
Assistant Planner	2.84	2.88
Planning Tech.	-	1.44
Planning Clerk / Admin	1.89	2.89
Total	14.68	15.62

FREQUENTLY ASKED QUESTIONS

The City of Rancho Cordova designed the Annual Budget to offer citizens an understandable and meaningful budget document. This guide, along with the Glossary of Terms, will provide assistance to those unfamiliar with Rancho Cordova's budgeting and financial processes.

WHAT IS A "FISCAL YEAR (FY)" AND WHEN DOES IT BEGIN AND END?

The City of Rancho Cordova follows a Fiscal Year (FY) that starts on July 1 and ends on June 30. A Fiscal Year is the period designated by the city for the beginning and ending of financial transactions or a budget cycle. For example, the "2008 Annual Budget" or "Fiscal Year 2007 – 2008" refers to the period that begins on July 1, 2007 and concludes on June 30, 2008.

WHAT DOES IT MEAN TO "ADOPT THE BUDGET?"

Budget adoption is a formal action taken by the City Council that sets the city's priorities and spending limits for the next year. The budget for each fiscal year is formally adopted by the passage of the "Appropriating Resolution."

WHAT IS AN "APPROPRIATING RESOLUTION"?

The City of Rancho Cordova adopts the annual budget with the "appropriating resolution". The resolution requires a majority of the Council to approve.

WHAT IS MEANT BY "BUDGET APPROPRIATIONS?"

Budget appropriations refer to authorizations made by the City Council that permit the city to incur obligations and expend resources. When the City Council appropriates funds, they are saying the community should, for example, spend its money on public safety, or make investments that improve the quality of life in Rancho Cordova. The city cannot collect or spend money unless it is appropriated, and this ensures the public's money is spent according to the public's needs as expressed by the democratically elected City Council.

WHAT IS DEBT SERVICE?

A family's debt service is the payments they make on loans, such as a mortgage or credit cards. Principal and interest payments on outstanding bonds are referred to as debt service. Just like a family cannot skip a mortgage payment or credit card payment, the city must keep up on its debt service, so this will always be part of the city's budget.

WHAT IS AN ENCUMBRANCE?

An encumbrance refers to the formal accounting recognition of commitments to expend resources in the future. For example, when a purchase order is issued for equipment, that fund is encumbered until delivery. Once the equipment arrives the invoice is paid and the encumbrance becomes an expenditure.

WHAT IS AN EXPENDITURE?

Expenditures represent a decrease in fund resources or, stated simply, a recorded expense.

WHAT IS A FULL-TIME EQUIVALENT POSITION (FTE)?

An FTE refers to one or more employees working a total of 40 hours per week, or 2,080 hours per year. For example, a part-time employee working 20 hours per week would be considered a 0.5 FTE.

WHAT IS THE DEFINITION OF A BUDGET FUND?

Rancho Cordova has numerous budget funds to help keep track of and focus resources. These include the General Fund, Gas Tax Fund and Debt Service Fund, to name just a few. A family might use several funds, too, in order to help manage their finances and determine how close they are to reaching certain goals. For instance, a family might have a children's college fund, a retirement fund, a vacation fund and household expenses fund. A budget fund, then, is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Rancho Cordova uses separate funds in order to correctly and legally track revenues and expenditures by program.

WHAT IS A FUND BALANCE?

Fund balance refers to the remainder or carryover that occurs when actual revenues exceed budgeted revenues and/or when actual expenditures are less than budgeted expenditures at the end of the fiscal year (June 30). If the city budgets (plans to spend) \$3 million on roads next year, but only spends \$2 million, there is a \$1 million increase to the fund balance.

WHERE DOES THE CITY'S REVENUE COME FROM?

Rancho Cordova's revenue comes from a variety of sources, including sales taxes, property taxes, and user charges and from other units of governments such as the State of California. A visual depiction of all revenue sources as well as how the money is spent is shown in the Summary Section.

WHAT ARE "STATE SUBVENTIONS"?

The State of California shares a portion of its tax revenues (gas tax and motor vehicle in-lieu taxes) with California cities and towns. This funding is divided amongst the local governments by various formulas, generally population. State subventions enable local governments to continue to provide basic services, such as police and fire protection, without burdening the residents with additional local taxes.

WHAT IS A BUDGET TRANSFER?

A budget transfer moves budget appropriations between programs or funds. Transfers within funds may be done with the City Manager's authority as the City Manager position is appointed by the City Council to act as the city's chief executive officer. Transfer between funds requires City Council approval.

WHAT ARE USER CHARGES?

User charges are fees paid in direct receipt of a public service by the party who benefits from the service.

The above are some of the more frequently asked questions concerning the City of Rancho Cordova's budget. Additional definitions of terms used in the budget document are provided for in the Glossary of Terms and Acronyms. All questions concerning the City of Rancho Cordova's budget should be directed to the Finance Department at 2729 Prospect Park Drive, Rancho Cordova, CA 95670, phone number (916) 851-8700. This report will also be provided on the City's website at: www.cityofranhocordova.org under the Finance Department's page. Log onto our website and click on *My City Hall Online* to submit your question/request.

GLOSSARY OF TERMS

ADOPTED BUDGET	The City Council approved annual budget establishing the legal authority for the expenditure of funds as set forth in the Appropriation Resolution
ACCRUAL/ACCRUAL BASIS OF ACCOUNTING	A method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows
ANNUAL FINANCIAL REPORT	A financial report applicable to a single fiscal year
APPROPRIATION	An authorization made by the City Council, which permits officials to incur obligations against and to make expenditures of resources. Appropriations are usually made to fixed amounts and are typically granted for a one-year period.
ASSESSED VALUATION	A valuation set upon real estate or other property by a government as a basis for a tax levy
AUDIT	A view of the City accounts by an independent auditing firm to substantiate year-end fund, salaries, reserves, and cash on hand
BEGINNING/ENDING FUND BALANCE	Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
BOND	A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.
BUDGET	A plan of financial operation embodying an estimate of proposed appropriations for a given period of time and the proposed means of financing them
BUDGETARY BASIS	The method of accounting applied to the budgetary accounts and process
BUDGETARY CONTROL	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of appropriations and available resources
BUDGET MESSAGE OR BUDGET TRANSMITTAL LETTER	A general discussion of the proposed budget as presented in writing by the City Manager to the City Council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.
BUDGETARY BASIS	The form of accounting utilized throughout the budget process
DEBT SERVICE	Payment of interest and repayment of principal to holders of the City's debt instruments (bonds)
DEBT SERVICE FUND	Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest
DEFICIT	An excess of expenditures or expenses over resources
DEPARTMENT	An operational and budgetary unit designated by the City Council to define and organize City operations

DEPRECIATION	The portion of the cost of a fixed-asset charged as an expense prorated over the estimated life of the asset
ENCUMBRANCE	An amount of money committed for the payment of goods and services not yet received or paid for. A purchase order is a common encumbrance.
ESTIMATED REVENUES	The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures
EXPENDITURE	The actual payment for goods and services
EXPENSES	The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operation. The term applies to the City's Enterprise and Internal Service Funds.
FISCAL YEAR (FY)	A 12-month period of time to which the budget applies. For the City of Rancho Cordova it is July 1 st through June 30 th
FIXED ASSET	A long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements to other assets and infrastructure (i.e., streets, highways, bridges, etc.)
FULL TIME EQUIVALENT (FTE) POSITION	The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours)
FUND	An accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
FUND BALANCE	The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) for a particular fund. It also represents the accumulated net resources of a fund available for reservation, designation or for appropriation.
GANN	Refers to the last name of the individual who championed Proposition 13 and secured the passage of the constitutional amendment that led to the property tax rollback in the 1970's.
GASB	Governmental Accounting Standards Board
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)	Uniform minimum standards and guidelines for accounting and reporting. These standards govern the form and content of the annual financial statements of an entity. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB)
GENERAL FUND	The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund
GENERAL PLAN	A comprehensive, long-range policy guide intended to promote efficient and desirable growth in the community

GOVERNMENTAL FUNDS	Distinguished by their measurement focus on determining financial position and changes in financial position
GRANTS	Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility
INFRASTRUCTURE	Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, parks and airports.
INTERFUND TRANSFERS	Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to reimburse the fund for expenses.
LINE ITEM	The description of an object of expenditure, i.e. salaries, supplies, professional services, and other operational costs
MAINTENANCE & OPERATION (M&O) COSTS	The day-to-day operating and maintenance costs of a municipality. These costs include personnel, gas, electric utility bills, telephone expense, reproduction costs, postage, and vehicle maintenance
MODIFIED ACCRUAL	An adaptation of the accrual basis of accounting for governmental funds types. Revenues and other financing resources are recognized when they become available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred.
NOTES	A paper that acknowledges a debt and promises payment to a specified party of a specific sum, describing a time of maturity that is either definite or will become definite
OBJECT	An individual expenditure account
OBJECTIVE	A measurable output that an organization strives to achieve within a designated time frame. The achievement of the objective advances an organization toward a corresponding goal.
OPERATING BUDGET	Plans of current expenditures and the proposed means of financing them. The annual operating budget, as distinguished from the capital program budget, is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.
OPERATING DEFICIT	The deficiency of operating revenues under expenditures
OPERATING EXPENSES	Expenditures for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in the program inventories
OPERATING SURPLUS	The excess of operating revenues over operating expenditures
ORDINANCE	A formal legislative enactment by the City Council. It is the full force and effect of law within the City boundaries unless preempted by a higher form of law.
PERFORMANCE MEASURES	Measurement of service performance indicators that reflect the amount of money spent on services and the resulting outcomes at a specific level of services provided
PROGRAM	A group of related activities performed by one or more organizational units for the purpose of accomplishing a City responsibility
PROPOSED BUDGET	This refers to the status of an annual budget, which has been submitted to the City Council by the City Manager and is

	pending public review and City Council adoption. Also referred to as the "Preliminary Budget".
RESERVE	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations
RESOLUTION	A special order of the City Council, which has a lower legal standing than an ordinance
RESOURCES	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances
RETAINED EARNINGS	An equity account reflecting the accumulated earnings of an enterprise or internal service fund
REVENUE	Income received through such sources as taxes, fines, fees, grants or service charges that can be used to finance operations or capital assets
RISK MANAGEMENT	An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner
SELF INSURANCE	A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or the activity of the agency. It is distinguished from the transfer of risk to a third party (insurance company).
SERVICE EFFORT	A measure of expected output by a budgetary program
SPECIAL REVENUE FUNDS	A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes
SUBVENTIONS	Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City come from the State of California and include motor vehicle in-lieu and gas tax.
TAX ALLOCATION BONDS	A bond issued that has a specific tax revenue source that backs the payment of the debt. In the City, these are not issued for General Fund purposes.
TRANSFER IN/OUT	Movement of resources between two funds. Example: An interfund transfer would include the transfer of operating resources from the General Fund to an Enterprise Fund.
TRANSIENT OCCUPANCY TAX (TOT)	This revenue source originates in a tax placed on lodging facilities for the occupancy of a room. Rancho Cordova has a 12% tax for such occupancies.
TRUST FUNDS	Funds held by the City that are subject to the terms of the trust that created the source of funding.
USER CHARGES	The payment of a fee in direct receipt of a public service by the party who benefits from the service.
WORKLOAD INDICATORS	Statistical information that indicates the demands for services within a given department or division. Workload indicators are a type of performance measure utilized by departments or divisions to assess its level of service.

ACRONYMS

Throughout the budget, acronyms are used that are familiar to those in government but are quite unfamiliar to those who do not work in that setting. Efforts were made to list as many of those that were used in the budget document and follow:

“CAD”	Computer Aided Dispatch
“CAD/RMS/MDC”	Computer Aided Dispatch/Records Management System/Mobile Data Computers
“CAFR”	Comprehensive Annual Financial Report or Annual Financial Report
“CDBG”	Community Development Block Grant
“COPPS”	Community Oriented Policing and Problem Solving
“CSR’s”	Customer Service Representatives
“DARE”	Drug Abuse Resistance Education
“DBE”	Disadvantaged Business Enterprise
“EIR”	Environmental Impact Report
“FPPC”	Fair Political Practices Commission
“FTP”	File Transfer Protocol
“FEIR”	Final Environmental Impact Report
“FEMA”	Federal Emergency Management Administration
“GIS”	Geographic Information Services
“HVAC”	Heating Ventilation and Air Conditioning
“ISTEA”	Intermodal Surface Transportation Efficiency Act
“ISTEA-RTSOP”	ISTEA-Regional Traffic Signal Operations Program
“ISTEA-STP-5311”	ISTEA-Surface Transportation Program-5311
“LED”	Light Emitting Diode
“LLEBG”	Local Law Enforcement Block Grant
“LLESSF”	Law Enforcement Supplemental Services
“MDC”	Mobile Data Computing
“MOU”	Memorandum of Understanding
“OES”	Office of Emergency Services
“PG&E”	Pacific Gas & Electric
“POST”	Police Officers Standards and Training
“RIM”	Records and Information Management
“RMS”	Records Management System
“SEMS”	Standardized Emergency Management System
“SWAT”	Special Weapons and Tactics
“TDA”	Transportation Development Act
“TEA-21”	Transportation efficiency Act of the 21 st Century
“TED”	Training and Education Development
“TFCA”	Transportation Fund for Clean Air
“WC”	Worker’s Compensation

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