

"Placerville, a Unique Historical Past Forging into a Golden Future"



City Manager's Report
June 24, 2014 City Council Meeting
Prepared by: Dave Warren, Director of Finance
Item #: 12.1

Subject: Adopt a Resolution approving and adopting the Proposed Fiscal Year 2014/2015 Operating Budget and Capital Improvement Program Budget as presented.

Background:

Over the past six months, the City's Budget Team, which is comprised of all Department Heads and the City Manager, has collectively developed both the Operating Budget and the Capital Improvement Program Budget in a manner that aligns with the City Council's established fiscal policies and maintains essential program delivery to the greatest extent possible. As part of the budget development process, the Council held a Capital Improvement Program Workshop on January 23rd, a Goal Setting Workshop on March 20th, a Budget Workshop on May 22nd, and a Budget Open Hearing on June 10th of this year. Both the Proposed Operating Budget and Capital Improvement Program Budget include the same assumptions as what was discussed at the Budget Open Hearing held on June 10th.

Discussion:

The attached budget documents are the same format as in past years including multi-year summaries of all aggregate operating revenues and expenditures as well as detailed expenditure summaries for all City departments and divisions. Tonight, staff is requesting the Council to adopt the Proposed Fiscal Year 2014/2015 Operating Budget and Capital Improvement Program Budget as presented.

Options:

1. Adopt the attached resolution approving and adopting the Proposed Fiscal Year 2014/2015 Operating Budget and Capital Improvement Program Budget as presented.
2. Make adjustments to either the Proposed Operating Budget and/or Capital Improvement Program Budget and adopt the budgets as adjusted.

Recommendation:

Adopt a Resolution approving and adopting the Proposed Fiscal Year 2014/2015 Operating Budget and Capital Improvement Program Budget as presented.



 M. Cleve Morris, City Manager



 Dave Warren, Director of Finance

RESOLUTION NO _____

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PLACERVILLE, APPROVING BOTH THE OPERATING BUDGET
AND THE CAPITAL IMPROVEMENT PROGRAM BUDGET
FOR THE FISCAL YEAR 2014/2015

WHEREAS, an Operating Budget and Capital Improvement Program Budget for the Fiscal Year 2014/2015 has been prepared by the City Manager and Director of Finance; and

WHEREAS, the City Council has examined the said budgets and conferred with the City Manager, Director of Finance and members of the Budget Team; and

WHEREAS, the City Council desires to adopt a final budget for the fiscal year; and

WHEREAS, The City Council has, after due deliberation and consideration, made such amendments in the proposed final budget as is considered desirable; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Placerville as follows:

Section 1. The operating budget, a summary of which is presented below, is hereby approved and amounts thereby appropriated to the departments, divisions, activities and projects. The revenue estimates contained are hereby accepted.

OPERATING REVENUES

General Fund	\$ 7,492,456
Gas Tax Fund	305,385
Measure J Fund	968,777
Parking District Fund	124,678
Grant Funds	259,146
General CIP Fund	(29,000)
LLMD Funds	34,899
BA District Funds	34,635
Water Enterprise Fund	1,904,732
Sewer Enterprise Fund	5,765,383
Measure H Fund	487,765
Economic Impact Reserve Fund	(10,000)
Total operating revenues	<u>\$17,338,856</u>

OPERATING EXPENDITURES

Patrol Services	\$ 2,334,427
Investigations	176,550
Police Records / Dispatch	559,781
Police Administration	730,375
Planning	135,807
Building Inspection	172,083
Engineering	614,910
Water Reclamation Facility	2,314,832
DSD Administration	217,400
Parks	549,212
Recreation	875,546
Facility Maintenance	276,510
Streets & Roads	621,281
Water & Sewer Lines	1,142,959
Water Acquisition & Delivery	742,324
Downtown Parking	149,678
CSD Administration	230,814
City Council/Treasurer	144,519
City Attorney	76,391
City Management	303,873
Information Services	352,142
Human Resources	125,367
City Clerk	15,555
Financial Management	311,777
Utility Billing	394,902
Central Stores	3,769,841
Total operating expenditures	<u><u>\$ 17,338,856</u></u>

Section 2. The City Manager shall have the authority to adjust the appropriations and within each fund, provided however, that the total appropriations within each fund do not exceed the amounts approved in this budget resolution (or amending resolution). Said adjustments of the appropriations for each department or activity shall be made only upon written request to the City Manager, the form of which shall be prescribed and approved by the Director of Finance. Once such a written request is properly executed and approved by the City Manager, the Director of Finance shall make such funds available.

Section 3. Transfers of fund balance from one fund to another shall be made only upon action by the City Council.

Section 4. At the close of the fiscal year, outstanding purchase commitments for goods and services will be carried forward into the next fiscal year as a reserve for encumbrances.

Section 5. That the prepayment of demands prior to audit may be made by the Director of Finance in conformity with the authority by Section 37208 of the Government Code of the State of California.

Section 6. The Director of Finance shall render a quarterly report to the City Council on the status of the City Operational revenues and expenditures.

Section 7. The Capital Improvement Program Budget, summarized as follows, is hereby approved and amounts thereby appropriated to the departments, activities, and projects. The funding sources are hereby accepted.

CIP REVENUE SOURCES

General CIP Fund	\$ 18,000
Gas Tax Fund	43,768
Transportation Fund	213,500
TDA Article 3 Fund	47,100
Water Enterprise Fund	6,000
Sewer Enterprise Fund	6,000
General Liability Fund	48,000
Total CIP revenue sources	<u><u>\$382,368</u></u>

CIP EXPENDITURE USES

Police Department Roof Repair	\$ 10,000
Police Department Entryway Repair	2,000
Cemetery Tree Removal	48,000
Lower Main Street Connector Road Closer Gates & Flashing Beacons	31,000
Speed bump Replacement	12,768
Broadway Crosswalk Improvements-Carson Road to Schnell School Road	260,600
Website Update	18,000
Total CIP expenditure uses	<u><u>\$382,368</u></u>

Section 8. Budgets for the capital improvement projects are appropriated for the duration of project. Therefore, appropriations for incomplete capital improvement projects are automatically carried forward to the next fiscal year.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Placerville held on June 24, 2014, by Council member _____, who moved its adoption. The motion was seconded by Council member _____. A poll was taken, which stood as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

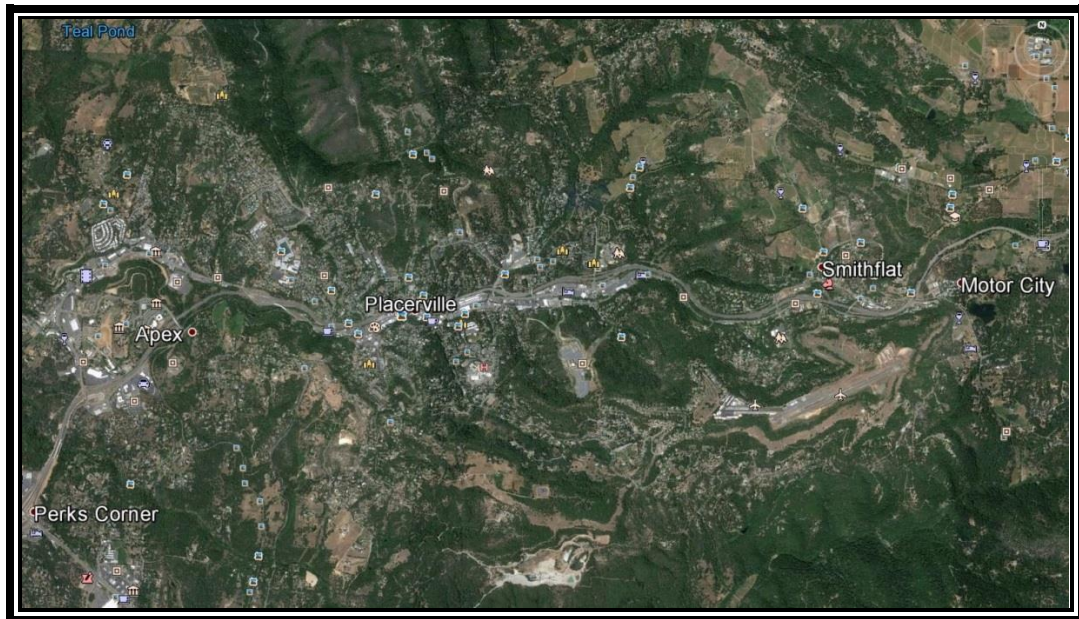
There being a majority of votes "AYE", Motion carried and was so ordered.

Mayor, Carl Hagen

Attest:

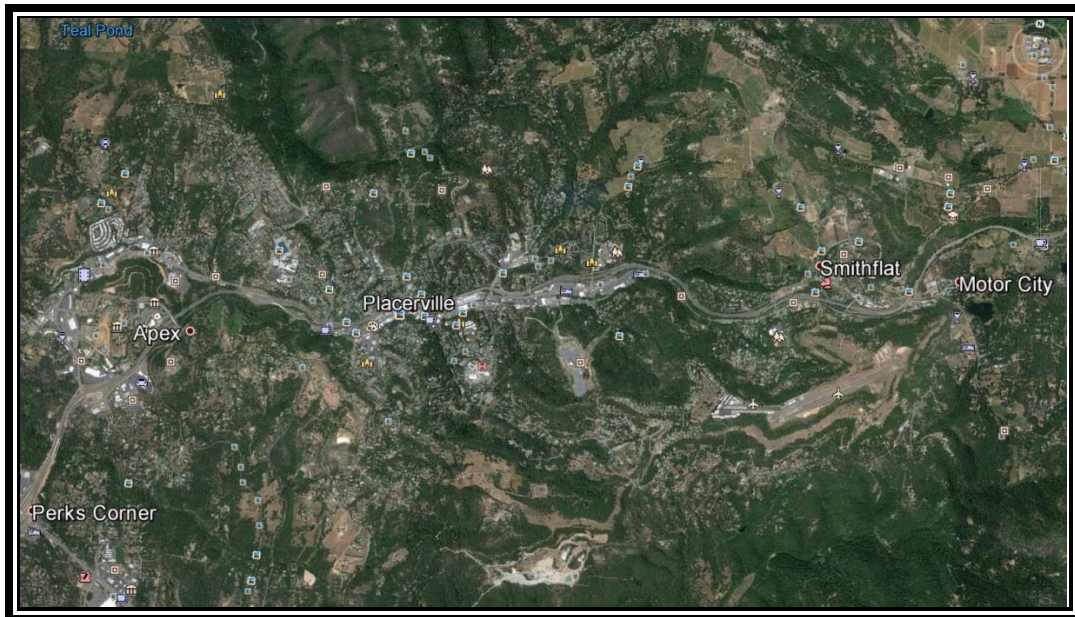
City Clerk Susan Zito

CITY OF PLACERVILLE



PROPOSED OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET 2014/2015

CITY OF PLACERVILLE



PROPOSED OPERATING BUDGET 2014/2015

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2014/2015

CITY COUNCIL

Carl Hagen, Mayor
Patty Borelli, Vice-Mayor
Carol Patton
Wendy Thomas
Trisha Wilkins

CITY CLERK

Susan Zito

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Scott Heller, Chief of Police
Pierre Rivas, Director of Development Services
Dave Warren, Director of Finance
Steve Youel, Director of Community Services

This page was intentionally left blank.



City of Placerville

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

June 24, 2014

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2014-2015 Budget Message

Dear Mayor Hagen and Councilmembers:

I present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2014-2015. For the past 5 to 6 years the City has struggled to maintain services at an expected level due to the effects of the recession. This year we begin to see a glimmer of hope in being able to return to some sense of normalcy. This budget provides some restoration of services through restoring employee hours and hence City office hours. Allowing us again to better serve the public. In addition, this budget begins to replace some of our aging infrastructure and equipment, some of which is out of compliance with State regulations. It is a pleasure to present you with a balanced budget this year. The budget document should be a tool used to educate our citizens. Over the next year we plan on using this document throughout the year to help our citizens understand our priorities and what we do.

The budget format is similar to last year's in that it again addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures. This budget contains some personnel changes to the Police Department, Community Services Department, Development Services Department, and Finance Department. These changes are shown in the staffing summaries for each department.

The process in developing a proposed budget involves the Budget Team (comprised of the department heads) meeting as a group on several occasions and reviewing each department's ongoing annual expenditures, capital outlay requests and Alternative Service Levels requests. These requests are measured against each department's goals and objectives and ultimately the Council's identified goals. The requests are then prioritized, and the requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis. For the first time in several years this budget proposes a significant amount of Capital Outlay, partially financed through a capital lease program. Staff proposes to use this program to play catchup on replacement of outdated equipment while beginning an equipment replacement fund for future capital outlays.

Priorities are established by consideration of Council directives and goals, revenue generation, cost

This page was intentionally left blank.

efficiency, health and safety, critical staffing needs, cost recovery, project delivery and improved public service and efficiency. Previous operating budget line item expenditures are reviewed with each department head and modified where warranted by past history.

For the Fiscal Year 2014-2015 budget, staff entered the process optimistic since sales tax revenues have shown significant improvement over the past two years. In the 2013-2014 budget we were able to restore half of the Mandatory Time Off (MTO) Program in place for the previous 4 years. This budget restores the other half of that Program bringing staff close to a 40 hour work week. One small piece remains which is a 2 hour furlough proposed to be eliminated in July of 2015. Staff continues to be conservative in our recommended estimates of revenues. For the past year we have consistently out paced the State estimates for sales tax growth. However, to be conservative we continue to only match the State estimates for the coming year. Through conservative spending and monitoring of all revenues and expenditures, we have maintained a balanced budget and stayed within our budgeted contingency. For the 2012-2013 fiscal year, we realized a \$107,065 surplus due to positive sales tax returns and efficiency in providing services. This funding is proposed to partially restore our operating reserve, and to fund an employee vacation buy-back program to reduce liability due to high vacation balances.

This year's General Fund budget expenditures include several Capital Outlay requests, such as 2 police vehicles, a new Street Sweeper which is out of compliance, 3 new utility service trucks for public works also out of compliance, one new pickup, one backhoe, the replacement of the folder-inserter machine for utility bill processing, and other smaller equipment and computers. Capital Improvements include removal of unsafe trees in our cemeteries, minor repairs to our Public Safety Building, and Broadway Crosswalk Improvements funded through a grant. Finally, for the first time in several years, this budget includes \$7,500 for Community Promotions.

This year's proposed budget as presented also reflects certain assumptions. Sales tax revenues are projected to increase by 10.65% in 2013-2014. Based on state projections, as well as actual receipts through the first quarter of 2014, sales tax revenues are conservatively projected to increase by 6.36%, or \$240,207 in 2014-2015. The proposed budget reflects projected increases in health insurance, including medical, dental and vision. Savings continue to be realized in the ancillary programs due to changes made in the past two years. The budget continues the temporary change from full-exposure personnel cost budgeting to anticipated personnel costs based on actual employee trends. As a result, the Fiscal Year 2014-2015 General Fund Budget is \$7,492,456 or 10.78% more than the Fiscal Year 2013-2014 adopted budget.

We continue to look for ways to maximize revenues and reduce costs. The City's second tier retirement plan and the Public Employees Pension Reform Act (PEPRA) of 2012 continue to produce savings. This year, we anticipate \$240,060 in savings. The City continues to look at Training and primarily only mandated training or training that is reimbursable such as POST Training for Police Officers is included in the budget.

Staff continues to evaluate all programs to determine ways to operate more efficiently. The proposed budget also does not include any Citywide personnel salary increases other than standard merit increase and the elimination of the MTO plan. Finally, the General Fund budget does include a modest contingency in the amount of \$75,000 which is fully funded by net operating revenues.

Included with this document are the budgets for both the Water Enterprise Fund and the Sewer Enterprise Fund. Water and Sewer Rate Discounts, as supplemented by Measure H, are again included in this year's budget. The budget assumes a 1.87% increase in sewer rates and a 3.71% increase in water rates effective this August. As recommended by the Measure H Committee, the budget includes \$625,000 in water and sewer line replacement projects including the utility replacement phase

This page was intentionally left blank.

for the Central Main Street Overlay project and a water line replacement associated with the Placerville Station II project. Both of these projects are a high priority as part of much needed improvements to our downtown and replacement of an inadequate 1 inch water main line.

As part of its “workout” plan for the \$42,864,638 State Revolving Fund (SRF) Loan, the City has set aside Sewer Enterprise Fund net revenues in a Rate Stabilization Reserve between Fiscal Years 2009/2010 and 2012/2013. We anticipate the Rate Stabilization Reserve will have a balance of approximately \$1,052,162 as of June 30, 2014. The first full \$1,528,631 payment towards the 2006 SRF loan was made in September of 2013. The proposed Sewer Enterprise Fund Budget assumes \$549,963 from the Rate Stabilization Reserve to make that the 2014 loan payment. Although the Sewer Enterprise Fund has the appearance of a \$549,963 operating deficit, the planned use of \$549,963 in Rate Stabilization Reserve funds to help “smooth” future rate increases over the next few years is a prudent plan until sewer rates are incrementally adjusted to achieve 100% funding of the loan payment from operating revenues.

Measure J continues to show improvement due to sales tax revenue gains and negotiated benefit concessions. This year’s budget demonstrates a surplus of \$40,699 including a \$10,000 payment to the loan from the Reserve for Economic Uncertainties. Measure J provides funding for salary and benefits for public safety employees. If sales tax revenues continue to improve, Measure J should remain in a positive position.

The Parking Fund is of concern this fiscal year. Although the fund is showing a balanced budget through transfers, no funding is going toward deferred maintenance and upkeep of our parking facilities or overhead and administration. Deteriorating asphalt and other repairs to the Center Street Parking Structure are an increasing problem. Last year, the Council established the Ad-Hoc Parking Advisory Committee to review ways to restore this fund. The Committee has been meeting for approximately 7 months and plans to bring recommendations to the Council this fall.

The result is a balanced budget for all funds for the current fiscal year with the exception of the Sewer Enterprise Fund which is addressed above. Staff feels the proposed budget reflects extremely conservative estimates in all areas to ensure a balanced budget without compromising essential program delivery or vital public services.

The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services in fiscally constrained years. Staff continues to closely monitor the budget to explore ways to more efficiently provide services. It is our hope that improvement will continue in our Sales Tax Revenues, which will allow us to provide better service to the public. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

I express my appreciation to all City Employees who work diligently to keep the City functioning during these extreme financial conditions. I would like to thank our Budget Team for their hard work and effort in achieving this balanced budget. I especially thank Dave Warren and his staff for their work in preparing the budget. And, finally, I thank the Council for their support and continued diligence in providing quality, efficient service to the public.

Very truly yours,



M. Cleve Morris
City Manager
City of Placerville

This page was intentionally left blank.

Organization Chart



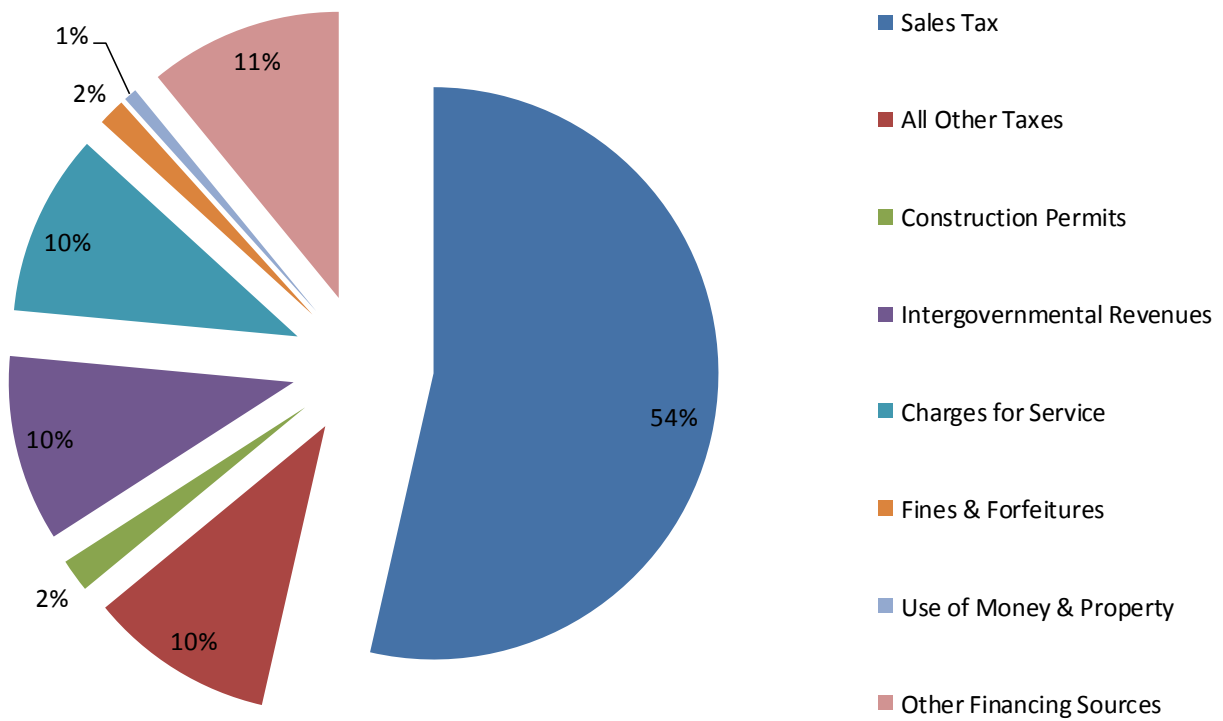
This page was intentionally left blank.

Revenue and Expenditure Summaries

Projected General Fund Revenues by Source Fiscal Year 2014/2015

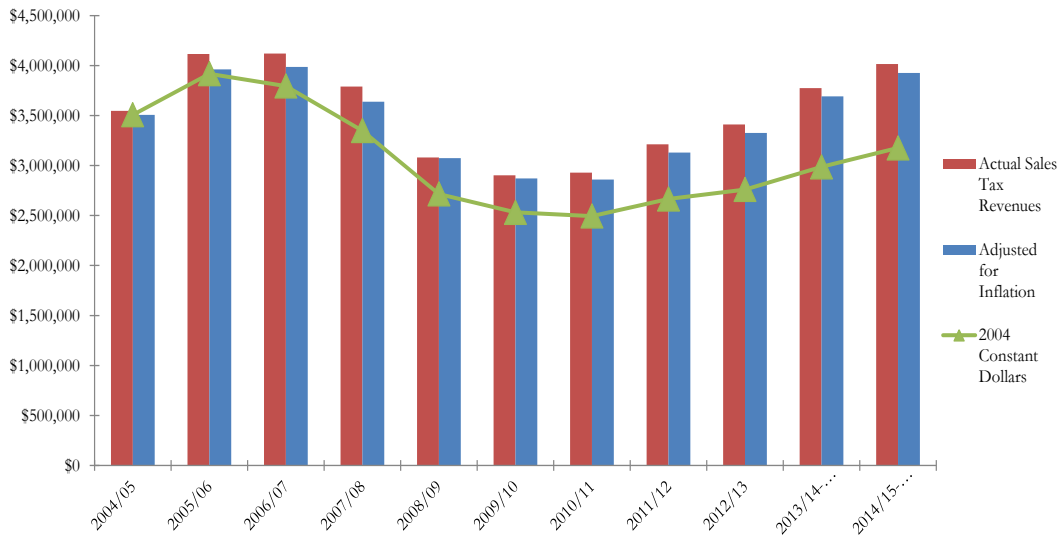
Sales Tax	\$	4,014,331	53.58%
All Other Taxes		785,533	10.48%
Construction Permits		140,000	1.87%
Intergovernmental Revenues		789,164	10.53%
Charges for Service		770,739	10.29%
Fines & Forfeitures		115,500	1.54%
Use of Money & Property		56,087	0.75%
Other Financing Sources		821,102	10.96%
Total revenues	\$	7,492,456	100.00%

Projected General Fund Revenues By Source Fiscal Year 2014/2015



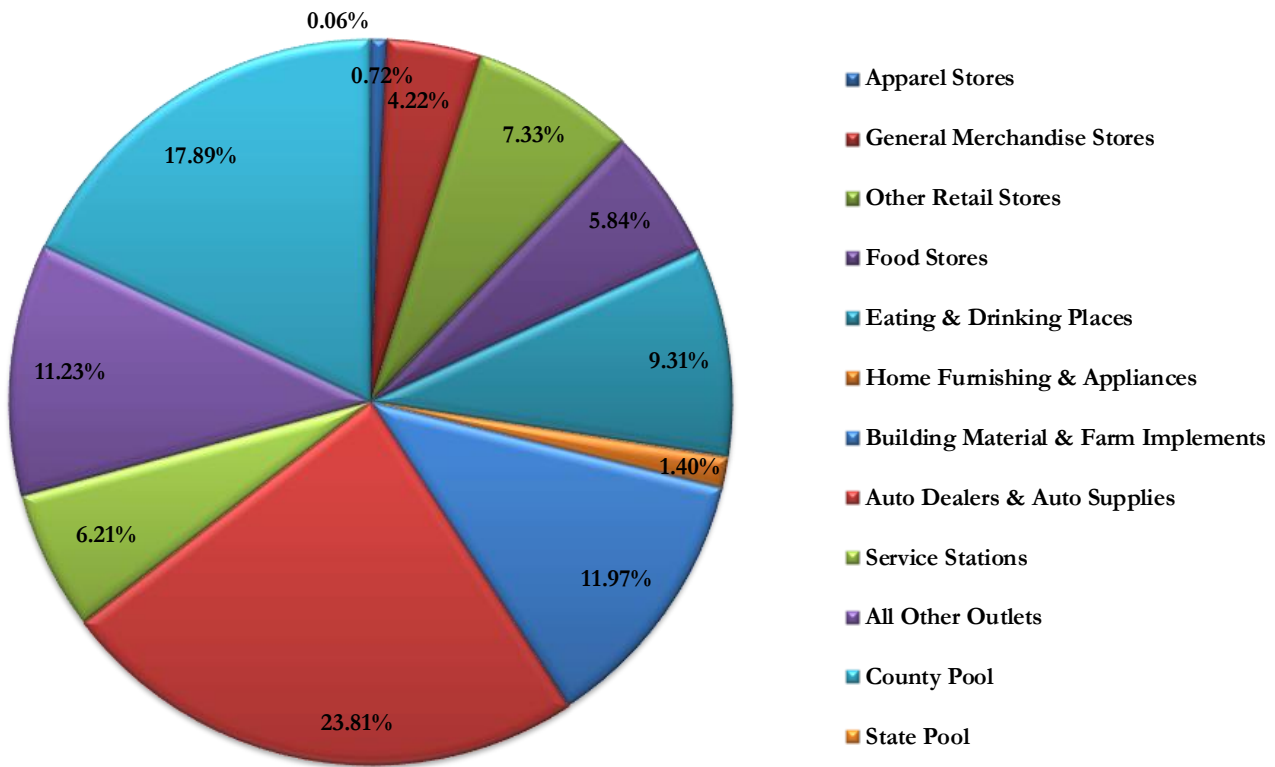
This page was intentionally left blank.

Local Sales Tax Trend



This page was intentionally left blank.

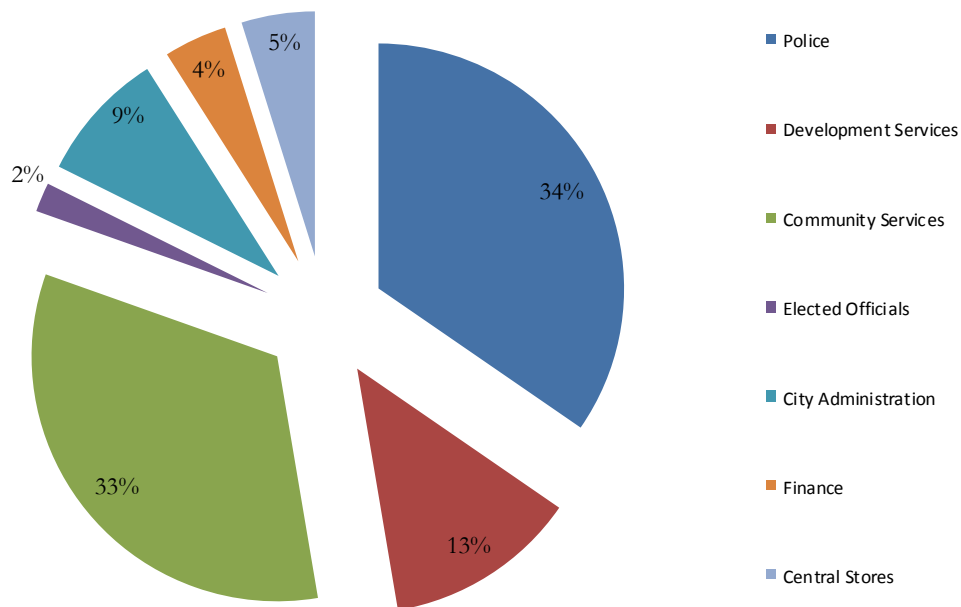
Sales Tax Revenue Sources for the Quarter ended December 31, 2013



**Proposed General Fund Operating Budget
Expenditures & Net Transfers In by Department
Fiscal Year 2014/2015**

Police	\$ 2,593,302	34.61%
Development Services	953,674	12.73%
Community Services	2,479,247	33.09%
Elected Officials	144,519	1.93%
City Administration	648,172	8.65%
Finance	311,777	4.16%
Central Stores	361,765	4.83%
Total	<u><u>\$ 7,492,456</u></u>	100.00%

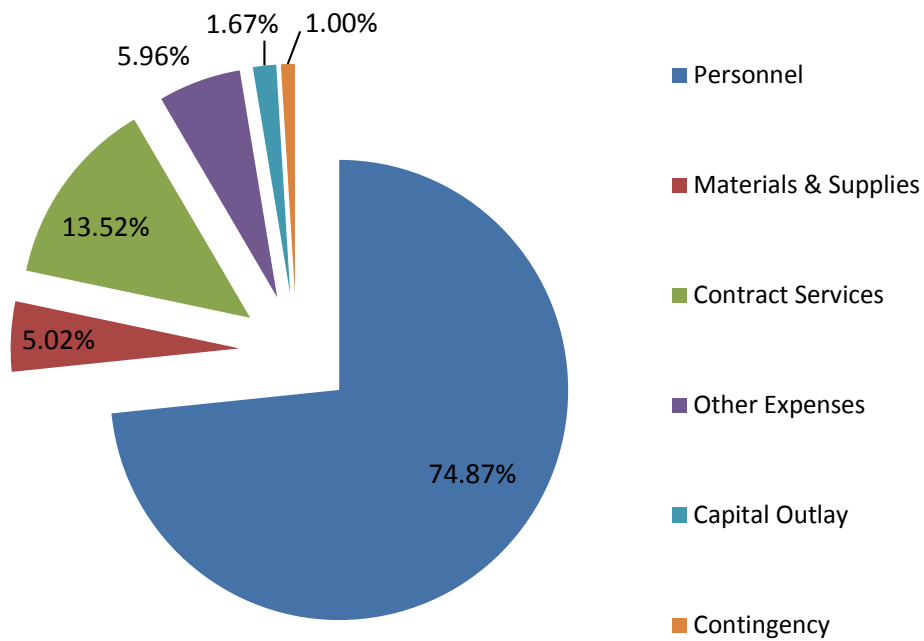
Proposed General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2014/2015



**Proposed General Fund Operating
Expenditures & Net Transfers In by Category
Fiscal Year 2014/2015**

Personnel	\$ 5,609,735	74.87%
Materials & Supplies	375,791	5.02%
Contract Services	1,012,874	13.52%
Other Expenses	446,631	5.96%
Capital Outlay	125,447	1.67%
Contingency	75,000	1.00%
Subtotal expenditures	<u>7,645,478</u>	
Net Transfers In	<u>153,022</u>	-2.04%
 Total expenditures & transfers in	 <u><u>\$ 7,492,456</u></u>	 100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2014/2015



Fiscal Year 2014/2015 Proposed Operating Budget

Summary of Revenues – All Funds

	<u>Actual</u> <u>2011/2012</u>	<u>Actual</u> <u>2012/2013</u>	<u>Revised</u> <u>2013/2014</u>	<u>Forecast</u> <u>2013/2014</u>	<u>Proposed</u> <u>2014/2015</u>
GENERAL FUND					
Sales Tax	\$ 3,212,091	\$ 3,410,861	\$ 3,516,353	\$ 3,774,124	\$ 4,014,331
Taxes - All Other	737,604	791,712	754,300	786,482	785,533
Licenses and Permits	94,268	120,066	87,500	95,152	140,000
Intergovernmental Revenues	745,316	768,185	791,896	801,106	789,164
Charges for Services	677,689	711,961	694,517	691,564	770,739
Fines and Forfeitures	164,950	131,919	141,800	108,802	115,500
Use of Money and Property	44,468	59,373	45,830	52,523	56,087
Other Financing Sources	695,322	577,000	730,897	758,114	821,102
Subtotal	<u>\$ 6,371,708</u>	<u>\$ 6,571,077</u>	<u>\$ 6,763,093</u>	<u>\$ 7,067,867</u>	<u>\$ 7,492,456</u>
GAS TAX FUND					
Gas Tax	\$ 315,885	\$ 291,651	\$ 309,628	\$ 308,607	\$ 275,385
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	825	448	500	500	350
Subtotal	<u>\$ 316,710</u>	<u>\$ 292,099</u>	<u>\$ 310,128</u>	<u>\$ 309,107</u>	<u>\$ 275,735</u>
MEASURE J					
Sales Tax	\$ 828,850	\$ 892,381	\$ 897,261	\$ 947,383	\$ 1,009,226
Intergovernmental Revenues	-	-	-	5,000	-
Use of Money and Property	12,218	38	-	145	250
Subtotal	<u>\$ 841,068</u>	<u>\$ 892,419</u>	<u>\$ 897,261</u>	<u>\$ 952,528</u>	<u>\$ 1,009,476</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,643,470	\$ 1,855,650	\$ 1,872,628	\$ 1,631,309	\$ 1,903,582
Grants	30,801	-	-	-	-
Use of Money and Property	65,203	1,017	5,600	600	1,150
Subtotal	<u>\$ 1,739,474</u>	<u>\$ 1,856,667</u>	<u>\$ 1,878,228</u>	<u>\$ 1,631,909</u>	<u>\$ 1,904,732</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 4,493,202	\$ 4,963,622	\$ 5,053,961	\$ 4,901,533	\$ 5,213,320
Grants	-	-	-	-	-
Use of Money and Property	99,662	2,306	6,000	1,000	2,100
Subtotal	<u>\$ 4,592,864</u>	<u>\$ 4,965,928</u>	<u>\$ 5,059,961</u>	<u>\$ 4,902,533</u>	<u>\$ 5,215,420</u>
MEASURE H					
Sales Tax	\$ 816,763	\$ 887,881	\$ 897,261	\$ 947,383	\$ 1,009,226
Use of Money and Property	431	867	1,600	1,600	2,600
Subtotal	<u>\$ 817,194</u>	<u>\$ 888,748</u>	<u>\$ 898,861</u>	<u>\$ 948,983</u>	<u>\$ 1,011,826</u>
PARKING DISTRICT FUND	\$ 115,796	\$ 114,766	\$ 119,091	\$ 115,494	\$ 124,685
TRANSPORTATION FUND	\$ -	\$ 29,989	\$ 30,000	\$ 29,997	\$ -
GRANT FUNDS	\$ 294,723	\$ 306,686	\$ 172,655	\$ 243,022	\$ 265,395
LLMD FUNDS	\$ 33,881	\$ 35,099	\$ 34,899	\$ 34,871	\$ 34,899
BA/CFD DISTRICT FUNDS	\$ 31,588	\$ 34,460	\$ 31,627	\$ 31,627	\$ 34,635
GENERAL RESERVE FUNDS	\$ 99,600	\$ 302,348	\$ 1,000	\$ 12,660	\$ 1,450
TOTAL REVENUE SOURCES	<u><u>\$ 15,254,606</u></u>	<u><u>\$ 16,290,286</u></u>	<u><u>\$ 16,196,804</u></u>	<u><u>\$ 16,280,598</u></u>	<u><u>\$ 17,370,709</u></u>
Operating Expenditures	\$ 13,669,933	\$ 13,474,105	\$ 16,459,277	\$ 16,446,238	\$ 17,338,856
Capital Improvement	398,935	300,863	45,610	45,610	121,768
Reserves and Contingencies	1,185,738	2,515,318	(308,083)	(211,250)	(89,915)
TOTAL EXPENDITURE USES	<u><u>\$ 15,254,606</u></u>	<u><u>\$ 16,290,286</u></u>	<u><u>\$ 16,196,804</u></u>	<u><u>\$ 16,280,598</u></u>	<u><u>\$ 17,370,709</u></u>

Fiscal Year 2014/2015 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	<u>Actual</u> <u>2011/2012</u>	<u>Actual</u> <u>2012/2013</u>	<u>Revised</u> <u>2013/2014</u>	<u>Forecast</u> <u>2013/2014</u>	<u>Proposed</u> <u>2014/2015</u>
OPERATING EXPENDITURES					
Patrol Services	\$ 2,167,402	\$ 2,065,695	\$ 2,035,739	\$ 2,008,659	\$ 2,334,427
Investigations	141,551	154,166	163,978	207,497	176,550
Police Records / Dispatch	587,364	568,957	633,645	606,203	559,781
Police Administration	671,465	699,448	579,342	563,618	730,375
Planning	114,369	115,948	128,030	125,696	135,807
Building Inspection	144,410	168,746	172,920	182,378	172,083
Engineering	463,577	254,850	519,902	526,267	614,910
Water Reclamation Facility	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832
DSD Administration	122,793	203,686	207,075	208,384	217,400
Parks	458,508	506,940	507,508	546,243	549,212
Recreation	601,606	662,706	813,528	798,685	875,546
Facility Maintenance	257,365	279,677	262,157	296,121	276,510
Street & Roads	451,548	554,748	585,333	567,797	621,281
Water & Sewer Lines	773,835	753,407	1,131,388	1,077,083	1,142,959
Water Acquisition & Delivery	545,887	595,507	694,861	669,156	742,324
Downtown Parking	135,142	146,159	142,644	142,644	149,678
CSD Administration	193,704	210,464	224,117	221,540	230,814
City Council and City Treasurer	128,804	109,558	133,459	125,166	144,519
City Attorney	229,933	389,125	75,164	140,076	76,391
City Management	262,865	256,101	285,321	281,107	303,873
Information Services	329,808	303,715	338,583	337,352	352,142
Human Resources	107,713	119,693	115,889	126,853	125,367
Grant Administration	17,004	39	-	-	-
City Clerk	6,146	10,623	14,059	9,090	15,555
Financial Management	278,240	282,859	298,814	296,064	311,777
Utility Billing	347,854	359,763	384,228	367,703	394,902
Central Stores	2,231,077	1,665,000	3,771,372	3,757,933	3,769,841
Total Operating Expenditures	<u>\$ 13,669,933</u>	<u>\$ 13,474,105</u>	<u>\$ 16,459,277</u>	<u>\$ 16,446,238</u>	<u>\$ 17,338,856</u>
FUNDING SOURCES					
General Fund	\$ 6,207,347	\$ 6,464,012	\$ 6,763,093	\$ 6,891,330	\$ 7,492,456
Gas Tax Fund	306,048	277,469	309,628	309,720	305,385
Transportation Fund	-	29,989	30,000	29,997	-
Measure J Fund	955,622	829,218	897,261	837,308	968,777
Downtown Parking Fund	117,739	128,755	119,091	115,494	124,678
Grant Funds	244,979	239,858	172,605	243,030	259,146
General CIP Fund	-	(10,300)	-	-	(29,000)
LLMD Funds	45,422	43,183	45,478	45,822	34,899
BAD Funds	7,624	9,813	31,627	8,763	34,635
CFD Funds	-	-	-	-	-
Water Enterprise Fund	1,361,904	1,369,576	1,832,618	1,787,390	1,904,732
Sewer Enterprise Fund	3,832,105	3,383,456	5,701,729	5,677,185	5,765,383
Measure H Fund	467,027	467,688	471,019	481,199	487,765
General Liability Fund	124,116	241,388	-	-	-
Equipment Replacement Fund	-	-	27,000	27,000	-
Economic Impact Reserve Fund	-	-	58,128	(8,000)	(10,000)
Total Funding Sources	<u>\$ 13,669,933</u>	<u>\$ 13,474,105</u>	<u>\$ 16,459,277</u>	<u>\$ 16,446,238</u>	<u>\$ 17,338,856</u>

This page was intentionally left blank.

Table of Contents

<u>POLICE DEPARTMENT</u>	<u>1</u>
<u>Patrol Services</u>	<u>4</u>
<u>Investigations</u>	<u>6</u>
<u>Police Records/Dispatch</u>	<u>8</u>
<u>Police Administration</u>	<u>10</u>
<u>DEVELOPMENT SERVICES DEPARTMENT</u>	<u>13</u>
<u>Planning</u>	<u>16</u>
<u>Building Inspection</u>	<u>18</u>
<u>Engineering</u>	<u>20</u>
<u>Water Reclamation Facility</u>	<u>22</u>
<u>Development Services Administration</u>	<u>24</u>
<u>COMMUNITY SERVICES DEPARTMENT</u>	<u>27</u>
<u>Parks</u>	<u>30</u>
<u>Recreation</u>	<u>32</u>
<u>Facility Maintenance</u>	<u>34</u>
<u>Streets and Roads</u>	<u>36</u>
<u>Water/Sewer Lines</u>	<u>38</u>
<u>Water Acquisition and Delivery</u>	<u>40</u>
<u>Downtown Parking</u>	<u>42</u>
<u>Community Services Administration</u>	<u>44</u>
<u>ELECTED OFFICIALS</u>	<u>47</u>
<u>City Council and Treasurer</u>	<u>48</u>
<u>CITY ADMINISTRATION</u>	<u>51</u>
<u>City Attorney</u>	<u>54</u>
<u>City Manager</u>	<u>56</u>
<u>Information Services</u>	<u>58</u>
<u>Human Resources/City Clerk</u>	<u>60</u>
<u>Grant Administration</u>	<u>62</u>
<u>City Clerk</u>	<u>64</u>
<u>FINANCE</u>	<u>67</u>
<u>Financial Management</u>	<u>70</u>
<u>Utility Billing</u>	<u>72</u>
<u>CENTRAL STORES</u>	<u>75</u>
<u>AUTHORIZED STAFFING</u>	<u>79</u>

This page was intentionally left blank.



Public Safety Police

Provide the City's general law enforcement services using sound police administration practices within the guidelines of current law.

Provide community crime awareness by establishing a partnership with the community and working in a collective effort to solve problems to improve our quality of life while promoting a safer living environment.

Special emphasis shall be placed on enhancing community policing and problem solving strategies including emphasis on effective tactics and planning, rapid deployment to chronic problems and relentless assessment and follow-up to all public safety issues.

Fiscal Year 2014/2015 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2011/2012	2012/2013	Actual 2013/2014	2014/2015
Patrol Services				
Arrests	534	478	550	600
Citations*	737	683	700	700
Calls for service	13,715	13,613	14,000	14,000
Crime / incident	1,625	1,578	1,700	1,700
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,000	2,000	2,000	2,000
Investigations				
Abuse	12	10	10	10
Robberies	11	8	10	10
Reports	240	240	240	240
Administrative Investigations	4	1	3	4
Background	2	1	4	4
Arson	1	1	4	4
Homicide	-	-	-	-
Narcotics	65	89	90	90
Records / Support				
Calls	40,000	40,000	40,000	40,000
Customers	6,500	6,500	6,500	6,500
Crime reports	1,625	1,578	1,700	1,700
Abatement reports	13	9	15	15

*Excludes any parking citations.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	1.0	1.0	0.3	0.0	0.0	-100%
Police Commander	0.0	0.0	0.0	2.0	0.0	0%
Police Lieutenant	1.0	1.0	1.0	0.0	0.0	-100%
Police Sergeant	3.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	10.0	10.0	12.0	0.0	20%
Traffic Enforcement Officer	1.0	1.0	1.0	0.0	0.0	-100%
Police Support Services Supervisor	1.0	1.0	1.0	0.0	0.0	-100%
Police Services Assistant	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Total	26.5	27.5	26.8	27.5	0.0	3%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
Police

Department Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	3,336,497	3,203,668	3,096,131	3,043,487	3,437,357	-	11%
Materials and supplies	72,578	75,812	106,690	97,687	109,190	-	2%
Contract Services	106,318	113,377	146,816	144,791	149,310	-	2%
Overhead	-	-	-	-	-	-	0%
Other expense	16,385	8,071	28,067	23,944	37,398	-	33%
Capital outlay	36,004	87,338	35,000	76,068	67,878	-	94%
Total	3,567,782	3,488,266	3,412,704	3,385,977	3,801,133	-	11%

Department Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Patrol Services	2,167,402	2,065,695	2,035,739	2,008,659	2,334,427	-	15%
Investigations	141,551	154,166	163,978	207,497	176,550	-	8%
Records and Dispatch	587,364	568,957	633,645	606,203	559,781	-	-12%
Police Administrative Support	671,465	699,448	579,342	563,618	730,375	-	26%
Total	3,567,782	3,488,266	3,412,704	3,385,977	3,801,133	-	11%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	2,147,709	2,229,834	2,158,037	2,142,816	2,407,489	-	12%
Measure J	947,579	820,474	866,416	820,117	948,685	-	9%
Grants	244,641	258,039	172,605	261,242	265,395	-	54%
Fines and Forfeitures	164,950	131,919	141,800	108,802	115,500	-	-19%
POST Reimbursement	487	2,116	23,546	3,000	14,064	-	-40%
Police Services Revenues	62,416	45,884	50,300	50,000	50,000	-	-1%
Total	3,567,782	3,488,266	3,412,704	3,385,977	3,801,133	-	11%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Police

Division: Patrol

2013/2014 REVIEW

- Made 520 physical arrests (excluding cited and released). 402 arrests were billable bookings. (Calendar year 2013)
- Wrote approximately 700 citations for moving and non-moving violations. (Note: excludes any parking citations -parking enforcement conducted via contract services)
- Responded to approximately 14,000 calls for service and wrote approximately 1,700 crime/incident reports.
- Average response time to Priority "A" calls for 2013 was approximately 4:44 minutes, down from 2012/13 fiscal year of 5:01 minutes.
- Experienced a decrease in injury related traffic collisions from 31 (2012) to 29 (2013). There were no fatal collisions in 2013.
- Received first place in the nation for our National Night Out participation, 2013.
- 2012 COPS CHP grant will assist with funding ongoing COP projects. The 2009 CHRP grant project was completed December, 2013.
- Patrol staff continued progress on directed community policing projects with the historic downtown, transients, the Skate park/Fairgrounds, Ivy House Lot, Benham Park and Placerville Drive/Gangs.
- The popular and successful K-9 Program has continued for a thirteenth year in a row.
- Dealt with 1,102 transient related calls for service (2013) which is a 176% increase from 2012.
- Successfully instituted two ordinances, aggressive panhandling and no camping ordinance, which directly affects the enforcement of habitual transient offenders.
- Handled significant incidents including various robberies, sexual assaults, and child abuse cases.
- Assigned a second officer to the EDSO regional SWAT team.
- The PUSD was successful in obtaining a SURV grant which allowed us to obtain an 18th officer for the SRO position.
- Successfully assigned an officer to the SRO position.
- Added 1 new patrol vehicle to our fleet.

2014/2015 BUDGET

- Develop a Strategic Plan.
- Reestablish dedicated command level oversight to the Operations Division.
- Evaluate and analyze schedules and deployments.
- Increase utilization of the Community Policing Philosophy to include enhanced park and path patrols, downtown foot patrols, traffic safety, and increase social media/internet presence.
- Continue focus on problem oriented policing project areas/issues – Historic Downtown/Center Street Parking Structure/Benham Park/Ivy House Lot, Habitual Transient Offenders (illegal camping/panhandling), Broadway corridor, Skate park/Fairgrounds, Placerville Drive and Gangs.
- Continue to strengthen our volunteer program and our crime prevention outreach efforts.
- Work to reduce area burglaries and to maintain average response time to Priority "A" calls to 5:00 minutes or less.
- Work to reestablish the Traffic Officer and Community Service Officer positions.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Police Sergeant	3.0	4.0	4.0	4.0	0.0	0%
Police Officer	9.0	9.0	9.0	11.0	0.0	22%
Traffic Enforcement Officer	1.0	1.0	1.0	0.0	0.0	-100%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	0.0	0%
Total	14.0	15.0	15.0	16.0	0.0	7%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Patrol

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
Personnel	2,035,044	1,886,626	1,857,674	1,803,528	2,127,727	-	15%
Materials and supplies	62,915	68,036	90,140	81,137	92,640	-	3%
Contract Services	20,098	19,218	38,050	37,650	39,030	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	13,341	4,554	14,875	10,276	19,613	-	32%
Capital outlay	36,004	87,261	35,000	76,068	55,417	-	58%
Total	2,167,402	2,065,695	2,035,739	2,008,659	2,334,427	-	15%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
Patrol Services	2,108,436	2,005,646	1,970,332	1,941,014	2,264,688	-	15%
Community Services	4,380	4,439	6,021	6,913	6,165	-	2%
Property / Evidence	54,586	55,610	59,386	60,732	63,574	-	7%
Total	2,167,402	2,065,695	2,035,739	2,008,659	2,334,427	-	15%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
General Fund							
Discretionary Revenues	1,023,164	1,077,798	981,066	1,008,699	1,182,648	-	21%
Measure J	671,744	549,939	666,422	576,916	706,820	-	6%
Grants	244,641	258,039	172,605	261,242	265,395	-	54%
Fines and Forfeitures	164,950	131,919	141,800	108,802	115,500	-	-19%
POST Reimbursement	487	2,116	23,546	3,000	14,064	-	-40%
Police Services Revenues	62,416	45,884	50,300	50,000	50,000	-	-1%
Total	2,167,402	2,065,695	2,035,739	2,008,659	2,334,427	-	15%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Police

Division: Investigations

2013/2014 REVIEW

- Burglary clearance rate for 2013 was 25%. There were 92 burglaries reported for 2013, up 42% from the 65 burglaries reported in 2012. Burglary clearance rate has increased from 17% in 2012 to 25% in 2013 without a full time detective.
- Estimated dollar value amount of property reported stolen for 2013 was \$391,620. Estimated value of property recovered \$163,070, a 64% increase from 2012.
- Due to staffing constraints in the Patrol Division, the Lieutenant was temporarily assigned as the primary investigator.
- Investigated 9 cases involving suspected child abuse/neglect and child molestation.
- Investigated 3 reported cases of sexual assault.
- Monitored approximately 20 registered sex offenders during 2012, which resulted in an approximate 95% compliance rate.
- Continued to use the TRAK System that was purchased through grant funding and Measure J funds.

2014/2015 BUDGET

- Develop a Strategic Plan.
- Reestablish detective positions to provide for follow up investigations on all serious criminal offenses and proactive Problem Oriented Policing (POP) Projects.
- Maintain our burglary clearance rate above 20%.
- Continue our involvement in the Domestic Violence Coordinating Council and the El Dorado County Child Abuse Prevention Council to increase public awareness and education.
- Continue our involvement in the El Dorado County Elder Abuse Task Force and the Mental Health MDT to coordinate investigations and increase public awareness.
- Increase our effectiveness with surveillance efforts for all types of reported crimes.
- Continue to aggressively investigate cases involving narcotics and gang related crimes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Police Officer	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Investigations

<u>Division Budget by Category</u>	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
Personnel	138,625	148,032	154,218	198,462	167,200	-	8%
Materials and supplies	686	87	1,850	1,850	1,850	-	0%
Contract Services	2,240	6,047	6,686	6,685	7,500	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	1,224	500	-	-	-100%
Capital outlay	-	-	-	-	-	-	0%
Total	141,551	154,166	163,978	207,497	176,550	-	8%

<u>Division Budget by Program</u>	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
Crime Scene Investigations	141,551	154,166	163,978	207,497	176,550	-	8%
Total	141,551	154,166	163,978	207,497	176,550	-	8%

<u>Funding Sources</u>	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
General Fund							
Discretionary Revenues	91,232	101,197	102,484	131,055	111,745	-	9%
Measure J	50,319	52,969	61,494	76,442	64,805	-	5%
Total	141,551	154,166	163,978	207,497	176,550	-	8%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2013/2014 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 6,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 1,700 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 12 vehicle abatement reports, resulting in 10 voluntary and 2 mandatory removals.
- Conducted approximately 1,250 (1,085 billable) live scan sessions involving arrest bookings, youth league coaches, and employment background checks.
- Dispatched approximately 14,000 calls for service from our 9-1-1 dispatch center.
- Obtained new dispatch office equipment and updated carpeting.
- Continued implementation of an alternative work schedule in the Dispatch Center to help reduce overtime.
- Continued implementation of the newer RMS/CAD mainframe server, the Citrix document server, the dispatch printer and the records office copy machine. Made progress towards a paperless records system.
- Coordinated another citywide effort to get surplus property to an auction company.
- Continued implementation of the false alarm billing process.
- Continued implementation of the wireless E911 call taking and related geographic mapping.

2014/2015 BUDGET

- Develop a Strategic Plan.
- Reestablish dedicated command level oversight in the Support Services Division.
- Evaluate and analyze schedules and deployments.
- Continue to work with department staff in an effort to comply with on-going training requirements for our dispatchers.
- Maximize efficiency by employing best practices in Property and Evidence Management.
- Explore establishing a Crime Analyst position.
- Create and maintain a perpetually current eligibility list for dispatch/records technicians in an effort to expedite the hiring process when an opening exists.
- Continue efforts toward total automation of our records handling process to become nearly paperless.
- Continue efforts to achieve compliance with our alarm permit ordinance.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Police Support Services Supervisor	1.0	1.0	1.0	0.0	0.0	-100%
Police Services Assistant	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.0	4.0	4.0	4.0	0.0	0%
Total	7.5	7.5	7.5	6.5	0.0	-13%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Records and Dispatch

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	558,986	539,105	593,579	566,138	514,670	-	-13%
Materials and supplies	4,350	4,376	6,300	6,300	6,300	-	0%
Contract Services	23,510	23,868	28,180	28,179	28,980	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	518	1,608	5,586	5,586	6,641	-	19%
Capital outlay	-	-	-	-	3,190	-	0%
Total	587,364	568,957	633,645	606,203	559,781	-	-12%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Records Management	96,141	101,800	96,807	107,668	53,971	-	-44%
Dispatch	491,223	467,157	536,838	498,535	505,810	-	-6%
Total	587,364	568,957	633,645	606,203	559,781	-	-12%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	587,364	568,957	633,645	606,203	559,781	-	-12%
Total	587,364	568,957	633,645	606,203	559,781	-	-12%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Police

Division: Police Administration

2013/2014 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing. Four sworn, two dispatch positions and the CSO position continue to be unfunded due to continued budget constraints.
- Secured funding from the El Dorado Union High School District and the Placerville Union School District to reestablish the School Resource Officer Program.
- Worked with community members in an effort to develop alternatives for our youth. Continued to participate and work with the West Slope Boys and Girls Club, New Morning Youth and Family Services and BSA Troop 460 and Pack 190.
- Continued participation with community outreach serving with Marshall Foundation for Community Health and the Sierra Law Enforcement Chaplaincy.
- Conducted comprehensive monthly staff meetings to provide continued growth and progress toward our organizational goals and objectives.
- Annual UCR Part I Crime Rate increase of 43% from 2012 to 2013.
- Continued the comprehensive and detailed updates to the Department General Policy Manual. Continued use of Daily Training Bulletin program – “everyday is a training day” philosophy.
- Utilized Homeland Security (HLS) grant funding for Automated License Plate Reader System for one patrol vehicle.
- Obtained approval for future HLS funds for integrated regional information sharing (COPLINK).
- Actively participated in regional disaster preparedness including pandemic flu preparations, evacuation and shelter planning and revision of the regional Emergency Operations Plan.
- Participated in the Disaster Council.

2014/2015 BUDGET

- Develop a Strategic Plan.
- Move from the design/planning phase of police building facility needs and identify a funding source to begin renovation/construction recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Pursue National Police Accreditation through the Commission on Accreditation of Police Agencies.
- Reestablish a Reserve Officer Program/Unit.
- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Aggressively pursue grant funding opportunities.
- Improve the PD Range Facility.
- Maximize efficiency and effectiveness by employing best practices in Fleet Management (maintenance and replacement).
- Emphasize succession planning and continuous professional training including developing a training plan for all sworn and non-sworn personnel in an effort to maintain POST compliance and satisfy State mandated training requirements.
- Continue to streamline and improve our Community Oriented Policing and Problem Solving (COPPS) practices.
- Continue involvement with the Police Chiefs Associations both on the regional and State levels in an effort to learn/share ideas and enhance administrative effectiveness.
- Continue involvement in both the County and Regional Law Enforcement Manager’s Associations.
- Continue implementing staff deployment and scheduling plans for allocation and assignment of all positions with an approach towards balance of service, efficiency and cost savings.
- Continue to manage the 2012 CHP grant and the Federal Homeland Security grant programs that we have received over recent years.
- Manage and allocate State Law Enforcement Supplemental Funding (SLESF) to augment “front line” expenditures of the Department pursuant to Government Code Sections 30061-30063.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	1.0	1.0	0.3	0.0	0.0	-100%
Police Commander	0.0	0.0	0.0	2.0	0.0	0%
Police Lieutenant	1.0	1.0	1.0	0.0	0.0	-100%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	3.3	4.0	0.0	21%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Police Administration

Division Budget by Category	Actual 2011/2012	Actual 2012/2013	Revised 2013/2014	Estimated Actual 2013/2014	Proposed 2014/2015	Council Approved 2014/2015	% Change from 13/14 Budget
Personnel	603,842	629,905	490,660	475,359	627,760	-	28%
Materials and supplies	4,627	3,313	8,400	8,400	8,400	-	0%
Contract Services	60,470	64,244	73,900	72,277	73,800	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,526	1,909	6,382	7,582	11,144	-	75%
Capital outlay	-	77	-	-	9,271	-	0%
Total	671,465	699,448	579,342	563,618	730,375	-	26%

Division Budget by Program	Actual 2011/2012	Actual 2012/2013	Revised 2013/2014	Estimated Actual 2013/2014	Proposed 2014/2015	Council Approved 2014/2015	% Change from 13/14 Budget
Police Department Administratic	671,465	699,448	579,342	563,618	730,375	-	26%
Total	671,465	699,448	579,342	563,618	730,375	-	26%

Funding Sources	Actual 2011/2012	Actual 2012/2013	Revised 2013/2014	Estimated Actual 2013/2014	Proposed 2014/2015	Council Approved 2014/2015	% Change from 13/14 Budget
General Fund							
Discretionary Revenues	445,949	481,882	440,842	396,859	553,315	-	26%
Measure J	225,516	217,566	138,500	166,759	177,060	-	28%
Total	671,465	699,448	579,342	563,618	730,375	-	26%

This page was intentionally left blank.



Development Services

Provide current and long-range planning, including land use entitlement and permitting services; Building services, including permitting, plan check, and inspection; Engineering services, including implementation of City CIP and infrastructure improvements, private development review and permitting; and wastewater treatment; that is consistent with the City's General Plan and City Code related state and federal regulations, and utilizing current and best planning, engineering and building code practices, that is responsive to both current and long-term needs and interests of the City.

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2011/2012	Actual 2012/2013	Estimated 2013/2014	Projected 2014/2015
Administration (Hours)				
Budget administration	300	400	400	400
Planning division support	250	250	400	400
Building division support	350	400	400	400
Engineering division support	-	400	400	400
Wastewater division support	-	400	300	300
Interdepartmental support	500	400	300	300
Clerical/Records	400	550	200	200
Special projects	300	500	500	500
City Council/ Planning Commission and miscellaneous meetings	250	350	350	350
Planning (Projects)				
Discretionary development applications	16	16	15	16
Miscellaneous applications	4	3	3	4
Housing Element Update/Implementation (hours)	300	200	200	125
Parcel and subdivision maps	0	1	0	2
Inquiries	950	1,000	1,000	1,000
Code enforcement cases	10	25	25	25
Building				
Inspections	1,042	1,145	1,134	1,140
Building permits	390	425	413	450
Plan review	152	120	146	150
Inquiries/Contacts	10,000	9,000	9,000	9,000
Code enforcement cases	90	120	120	120
Engineering				
Capital Improvement Projects	14	16	18	18
Development permits	14	13	20	20
Development Plan Checks	18	20	30	30
Grading Permits	1	1	2	2
Parcel/Subdivision Map Review	2	2	2	4
Encroachment Permits	40	40	50	50
Transportation Permits	59	56	60	60
Water Applications	4	1	5	7
Sewer Applications	2	3	4	10
Wastewater Treatment				
Gallons treated per day	1.3M	1.3M	1.3M	1.3M

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of Development Services	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	0.5	1.0	1.5	0.0	50%
Administrative Secretary	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.0	1.0	1.5	0.0	46%
Water Redamation Facility Operator III	2.5	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	0.0	0%
Maintenance Worker II	1.0	0.0	0.0	0.0	0.0	0%
Total	19.0	16.5	17.0	18.0	0.0	6%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
Development Services

Department Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	1,607,210	1,541,305	1,921,825	1,919,718	2,039,961	-	6%
Materials and supplies	250,783	273,308	331,250	332,818	330,700	-	0%
Contract Services	600,019	687,549	712,860	739,457	762,920	-	7%
Overhead	235,000	235,000	235,000	235,000	235,000	-	0%
Other expense	48,146	42,310	64,650	69,949	74,103	-	15%
Capital outlay	3,954	283	2,563	2,706	12,348	-	382%
Total	2,745,112	2,779,755	3,268,148	3,299,648	3,455,032	-	6%

Department Budget by Division	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Planning	114,369	115,948	128,030	125,696	135,807	-	6%
Building	144,410	168,746	172,920	182,378	172,083	-	0%
Engineering	463,577	254,850	519,902	526,267	614,910	-	18%
Water Reclamation Facility	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%
DSD Administration	122,793	203,686	207,075	208,384	217,400	-	5%
Total	2,745,112	2,779,755	3,268,148	3,299,648	3,455,032	-	6%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	370,652	251,168	510,856	471,534	430,235	-	-16%
Planning Fees	54,738	70,465	52,500	58,379	60,000	-	14%
Building Permits	94,268	120,066	87,500	95,152	140,000	-	60%
CIP Cost Recovery	230,995	190,461	153,897	181,114	244,102	-	59%
Engineering Fees	43,685	49,977	45,000	36,319	79,337	-	76%
Water Enterprise Fund	25,631	31,765	89,087	100,121	93,263	-	5%
Sewer Enterprise Fund	1,925,143	2,065,853	2,329,308	2,357,029	2,408,095	-	3%
Total	2,745,112	2,779,755	3,268,148	3,299,648	3,455,032	-	6%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

Division: Planning

2013/2014 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Responded to public complaints and code enforcement cases.
- Provided staff support to the Historical Advisory Committee, Planning Commission, Economic Development Advisory Committee and City Council for discretionary projects reviews as well as various zoning ordinance amendments.
- Processed entitlements for Marshall Hospital Solar Project and Remote Employee Parking Lot project.
- Monitored the Temporary Use Permit (TUP) for Hangtown Haven temporary homeless camp and its closure; and issued and monitored the TUP for the Christ Like Services temporary homeless shelter and its closure.
- Completed 2013-2021 Housing Element update including its adoption by the City Council and certification by the California Department of Housing and Community Development.
- Completed abatement of Council declared “nuisance” pole signs.
- Coordinated project reviews with the Building and Engineering Divisions and other City Departments.
- Initiated the creation of a downtown Historic District Overlay through the Historical Advisory Committee.
- Completed application for Preserve America designation and received designation of a “Preserve America Community.”
- Received award of \$250,000 CDBG Housing Rehabilitation Program Grant.
- Prepared and submitted CDBG and other grant application documents.

2014/2015 BUDGET

- Continue to provide superior customer service regarding information relating to zoning and other planning matters.
- Continue to provide staff support to the Placerville Economic Development Advisory Committee (PEAC), Historical Advisory Committee, Planning Commission, and the City Council.
- Complete implementation of housing programs within the 2013-2021 Housing Element.
- Complete establishment of a downtown Historic District Overlay with recommendations to the City Council.
- Complete MOU with El Dorado County for implementation of CDGB Housing Rehabilitation Program.
- Continue the implementation of Housing Element programs.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either Staff or the public.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs and temporary accessory structures, and abatement of debris and other nuisances.
- Prepare inventory of illegal pole signs for “nuisance” declaration by the City Council for abatement.
- Implement grant-funded projects as applicable.
- Coordinate project reviews with the Building and Engineering Divisions, and other City Departments.
- Bring to City Council for adoption the Placerville Drive Multi-Model Plan.
- Bring to City Council for adoption the Broadway Multi-Model Plan.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Planning

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	111,174	112,488	124,005	121,502	130,082	-	5%
Materials and supplies	235	125	-	250	150	-	0%
Contract Services	825	835	-	344	1,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,135	2,500	4,025	3,600	4,575	-	14%
Capital outlay	-	-	-	-	-	-	0%
Total	114,369	115,948	128,030	125,696	135,807	-	6%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Planning	114,369	115,948	128,030	125,696	135,807	-	6%
Total	114,369	115,948	128,030	125,696	135,807	-	6%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	59,631	45,483	75,530	67,317	75,807	-	0%
Planning Fees	54,738	70,465	52,500	58,379	60,000	-	14%
Total	114,369	115,948	128,030	125,696	135,807	-	6%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

Division: Building

2013/2014 REVIEW

- As of May 2014, 355 building permits were issued, performed 125 plan review, conducted 977 inspections, and 306 permits were finalized.
- Implemented part-time, in-house contract Building Official services to offset a significantly increased workload of plan review applications, inspection requests and public inquiries, minimizing delays related to physically outsourcing plan review services.
- Continued to work with the public to obtain compliance with the City and State Codes relating to property use, non-conforming construction and substandard housing conditions.
- Perform complimentary site visits for proposed projects.
- Issued permits and provided inspection services for commercial projects, including: Tractor Supply, Marshall Hospital Solar project, Pizza Bene, 311 Main Street (future specialty deli), and 301-305 Main Street (Herrick Building).

2014/2015 BUDGET

- Continue to provide superb customer service regarding information relating to building codes and safety.
- Plan review, building permit and inspection activity are expected to continue to rise for this next fiscal year.
- Continue to maximize the benefit of in-house contract building services, in-lieu of the reinstatement of more staff hours.
- Process permits for entitled hotel and subdivision projects at such time that market conditions become favorable for the applicants.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs to formerly bank-owned code enforcement sites.
- Complete inspections for renovation and shoring work at 301-305 Main Street (Herrick Building).
- Code enforcement activity is expected to remain steady rather than increase.
- Coordinate project reviews with the Building and Engineering Divisions and other City Departments and Fire District.
- Continue to bring substandard, bank-owned properties into compliance.
- Update relevant City Code and bring to City Council for adoption of the 2013 Fire Code.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	%
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	Change from 13/14 Budget
Building Official	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Building

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	96,442	102,182	107,915	89,411	107,333	-	-1%
Materials and supplies	1,908	1,248	500	985	1,200	-	140%
Contract Services	43,313	62,752	61,080	86,542	61,150	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,747	2,564	3,425	5,440	2,400	-	-30%
Capital outlay	-	-	-	-	-	-	0%
Total	144,410	168,746	172,920	182,378	172,083	-	0%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Building Plan Review/Inspection	144,410	168,746	172,920	182,378	172,083	-	0%
Total	144,410	168,746	172,920	182,378	172,083	-	0%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	50,142	48,680	85,420	87,226	32,083	-	-62%
Building Permits	94,268	120,066	87,500	95,152	140,000	-	60%
Total	144,410	168,746	172,920	182,378	172,083	-	0%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

Division: Engineering

2013/2014 REVIEW

- Implemented Capital Improvement Program projects including: Western Placerville Interchange (Phase 1A), Cedar Ravine Sewer Replacement, Pleasant Street Sewer Replacement, and Thompson Way Sidewalks.
- Implementation of the NPDES required Storm Water Management Plan, and new 5-year Phase II MS4 permit reissued.
- Completed Sewer System Management Plan audit and update.
- Continued development of Citywide GIS system and public works inventory.
- Continued to expand and update City's long range Capital Improvement Program, including funding identification.
- Provided construction inspection of commercial development projects.
- Continued to address the sewer system inflow and infiltration (I & I) condition.
- Processed transportation & encroachment permits.
- Coordinated with EL Dorado Transportation Committee (EDCTC), El Dorado County, SACOG, and the State on development of regional transportation projects.
- Completed environmental and design work for two El Dorado Trail segments within the City—Ray Lawyer Drive to Main Street and Clay Street to Bedford Avenue.
- Completed design work for removal of sewer lines from Hangtown Creek and Cedar Ravine Creek at Rowland Street.
- Completed design, ROW acquisition, and utility relocation plans for the Blairs' Lane Bridge Replacement project.
- Began construction of the Combella Road bicycle lanes project.
- Continued to work on Pavement Management Program including supporting data for the proposed sales tax increase initiative.
- Continued implementation of the City's Irrigation Meter Program/Policy.
- Issued permits for grading and other Engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, and other city departments and other agencies.
- Provide engineering, technical support, and staff training services to the Community Services Department for compliance with State permits and reporting requirements.
- Continued development of Placerville Station Phase II Park and Ride.

2014/2015 BUDGET

- Implement City's Capital Improvement Program (CIP) including: (1) El Dorado Trail Clay to Bedford project; (2) El Dorado Trail Ray Lawyer Drive to Main Street project; (3) Placerville Station Phase II Park and Ride project; (4) Blair's Lane Bridge Replacement; (5) WPI Phase 1B – Fair Lane Sidewalk & Bike Lanes; (6) Central Main Street Overlay; (7) Pardi/Big Cut/Sacramento Street Water Lines Replacement; and (8) Madrone & Giovanni Sewer Lift Station projects.
- Continue design engineering phase for the Placerville Drive Bridge Replacement Project.
- Continue design engineering phase and completion of environmental review documents for the Clay Street/Cedar Ravine Realignment and Clay Street Bridge Replacement Project.
- Continue implementation of the NPDES Storm Water Management Plan and the MS4 Stormwater Permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification.
- Maintain the City's Pavement Management System for evaluating all City streets.
- Continue participation in updating City's Development Standards.
- Provide construction inspection of subdivision and commercial development projects.
- Continue to address the sewer system inflow and infiltration conditions.
- Process Transportation and Encroachment Permits.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on development of regional transportation projects.
- Continue implementation of the Pedestrian Circulation Improvement Plan.
- Continue to issue permits for grading and all other Engineering related development projects.
- Coordinate project reviews with the Planning and Building Divisions, other City Departments, and other local, state, and federal agencies.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	0.5	1.0	1.5	0.0	50%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	0.5	1.0	0.0	100%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Total	4.5	4.5	4.5	5.5	0.0	22%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Engineering

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	430,945	225,614	483,880	489,494	577,865	-	19%
Materials and supplies	6,183	4,643	6,450	7,202	5,900	-	-9%
Contract Services	3,290	3,401	5,580	5,579	5,570	-	0%
Overhead	20,000	20,000	20,000	20,000	20,000	-	0%
Other expense	1,659	1,192	2,400	2,400	4,175	-	74%
Capital outlay	1,500	-	1,592	1,592	1,400	-	-12%
Total	463,577	254,850	519,902	526,267	614,910	-	18%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Engineering	463,577	254,850	519,902	526,267	614,910	-	18%
Total	463,577	254,850	519,902	526,267	614,910	-	18%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	138,086	(46,681)	142,831	108,607	104,945	-	-27%
CIP Cost Recovery	230,995	190,461	153,897	181,114	244,102	-	59%
Engineering Fees	43,685	49,977	45,000	36,319	79,337	-	76%
Water Enterprise Fund	25,631	31,765	89,087	100,121	93,263	-	5%
Sewer Enterprise Fund	25,180	29,328	89,087	100,106	93,263	-	5%
Total	463,577	254,850	519,902	526,267	614,910	-	18%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2013/2014 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Worked with Regional WQCB staff in development of a new 5-year NPDES Discharge Permit and successfully negotiated a more favorable permit with fewer sampling requirements.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained three sanitary sewer lift stations and two park restroom pump stations.
- Continued design of improvements for lift stations at Madrone and Giovanni.
- Continued implementation of Sewer Spill Response Plan and coordinated trainings with Community Services response staff.
- Furthered sewer collection system inventory and analysis program.

2014/2015 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continue working towards compliance with effluent discharge temperature Cease and Desist Order.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue implementation of Sewer Spill Response Plan and coordinate training with Community Services Department response staff.
- Continue Sewer Collection System Inventory and Analysis Program.
- Continue design of improvements for lift stations at Madrone and Giovanni.

Department Staff by Position	Actual 2011/2012	Actual 2012/2013	Estimated Actual 2013/2014	Proposed 2014/2015	Council Approved 2014/2015	% Change from 13/14 Budget
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.0	1.0	1.5	0.0	46%
Water Redamation Facility Operator III	2.5	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	0.0	0%
Engineering Specialist	0.0	0.0	0.5	0.0	0.0	-100%
Maintenance Worker II	1.0	0.0	0.0	0.0	0.0	0%
Total	10.5	8.0	8.5	8.5	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Water Reclamation Facility

<u>Division Budget by Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Personnel	861,994	904,163	1,005,850	1,016,536	1,014,984	-	1%
Materials and supplies	241,161	265,257	323,500	323,581	322,500	-	0%
Contract Services	538,332	616,147	641,200	643,992	690,200	-	8%
Overhead	215,000	215,000	215,000	215,000	215,000	-	0%
Other expense	41,022	35,958	53,700	56,700	61,200	-	14%
Capital outlay	2,454	-	971	1,114	10,948	-	1027%
Total	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%

<u>Division Budget by Program</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Water Reclamation Facility	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%
Total	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%

<u>Funding Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Sewer Enterprise	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%
Total	1,899,963	2,036,525	2,240,221	2,256,923	2,314,832	-	3%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Development Services

Division: Administration

2013/2014 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to all department divisions.
- Provided coordination with El Dorado County on various planning, building, and transportation efforts.
- Provided City representation on the El Dorado County Solid Waste Advisory Committee.
- Staffed the Economic Development Advisory Committee and assisted in the preparation of the draft Economic Development Strategy.
- Completed abatement of City Council declared “nuisance” pole signs.
- Participated in the Business Outreach Visit program.
- Completed initial review, community outreach, and recommendations for Island Annexations.
- Assisted with public outreach and “Neighborhood Chats” on a variety of subjects.
- Completed 2013-2021 Housing Element update including its adoption by the City Council and certification by the California Department of Housing and Community Development.

2014/2015 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the Development Services Department.
- Provide budget management and technical assistance to department staff.
- Continue to provide staff support to the PEAC, Historical Advisory Committee, Planning Commission and City Council.
- Assist the Historical Advisory Committee in assessing the creation of Downtown Historic District boundaries and guidelines.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Implementation of Housing Rehabilitation loans, pending approval of CDBG grant funding.
- Continue implementation of the programs and strategies established in the 2013-2021 Housing Element.
- Oversight of matters related to the Hangman's Tree & Herrick building rehabilitation efforts, and the Confidence Hall and Emigrant Jane buildings.
- Oversight of matters related to the Confidence Hall and Emigrant Jane buildings (former City Hall).
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Provide assistance to the City Manager and Administration Department with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and economic development efforts.
- Prepare list of illegal pole signs for “nuisance” declaration by the City Council and subsequent abatement.
- Abate known illegal parking lots as directed by the City Council.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of DSD	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Administration

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	106,655	196,858	200,175	202,775	209,697	-	5%
Materials and supplies	1,296	2,035	800	800	950	-	19%
Contract Services	14,259	4,414	5,000	3,000	5,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	583	96	1,100	1,809	1,753	-	59%
Capital outlay	-	283	-	-	-	-	0%
Total	122,793	203,686	207,075	208,384	217,400	-	5%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
DSD Administration	122,793	203,686	207,075	208,384	217,400	-	5%
Total	122,793	203,686	207,075	208,384	217,400	-	5%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	122,793	203,686	207,075	208,384	217,400	-	5%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	122,793	203,686	207,075	208,384	217,400	-	5%

This page was intentionally left blank.



Community Services

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

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual 2011/2012	Actual 2012/2013	Estimated 2013/2014	Projected 2014/2015	Workload Indicators	Actual 2011/2012	Actual 2012/2013	Estimated 2013/2014	Projected 2014/2015
Parks Maintenance Hours					Streets and Roads				
Gold Bug Park	1700	1700	1,720	1,720	Calls for service	304	198	350	350
Lions Park	1,450	1450	1190/750	1190/750	Maintenance hours	9,440	9,440	3460	3460
City Park	400	600	250	250	Miles of streets maintained	52	52	0	0
Rotary Park	400	400	305	305	Green waste diverted (tons)	100	150	0	0
Lumsden Park	400	400	155	155	Street Sweeping			510	510
Orchard Hill Park	150	150	205	205	Parking Lots			260	260
George Duffey Park	0	200	105	105	Storm Drains			370	370
El Dorado Trail	200	200	2,000	2,000	Sanding			15	15
Community Gardens	200	200	0	0	Snow Removal			234	234
Cemeteries	200	200	18/370	18/370	Streets, Signs and Markings			1950	1950
Other Parks and Grounds	200	200	870	870	Sidewalk, Curb and Gutter			245	245
Admin.			260	260	Mechanic			1,350	1,350
Recreation (FT hours / PT hours)					Water / Sewer				
General	3,000/200	500/200	3,165/1015	3,165/1017	Calls for service	212	163	380	380
Activity Guide	300/0	300/0	312	314	Meter replacement	50	83	20	20
Gold Bug Tours	100/2,600	0/2,600	350/3,315	350/3317	Water Applications	10	4	0	0
Adult Program	450/2,100	250/2,100	0	0	Sewer Applications		4	45	45
Youth Programs	350/500	350/500	0	0	Miles of sewer lines	54	54	0	0
Aquatics	2,000/10,000	1,750/10,000	1,100/13,404	11,00/13,404	Water M&O			5,175	5,175
Youth Basketball			888/1,170	888/1,170	Sewer M&O			3,095	3,095
Youth Camps			24/40	24/40	Admin.			420	420
Adult Basketball			25/310	25/310					
Adult Softball			850/1440	850/1440					
Adult Volleyball			11/150	11/150					
Youth Sports	400/2,100	400/2,100	0	0					
Adult Sports	1,150/2,900	900/2,900	0	0					
Special Events			60	60					
Admin.			515	515					
Facilities Maintenance									
City Hall	200	300	100/555	100/555					
Town Hall	650	650	455/450	455/450					
Scout Hall	100	50	80	80					
Pool	550	550	500	500					
Park and Ride	50	50	115/255	115/255					
Old City Hall	15	15	10	12					
Police Department	20	20	105/30	105/30					
Other	15	15	0	0					
Corp Yard			300	300					
Admin.			260	260					

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council Approved	% Change from 13/14 Budget
	2011/2012	2012/2013	Actual 2013/2014			
Director of Community Services	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Community Services Superintendent	0.0	0.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	1.0	1.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	2.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	5.8	5.4	4.9	6.0	0.0	22%
Gold Bug Park Maint. & Operations Spec	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	0.0	0.5	1.0	1.0	0.0	0%
Maintenance Worker I	4.0	4.0	4.0	3.0	0.0	-25%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	23.4	22.4	22.4	22.5	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	1,861,217	1,940,535	2,273,651	2,184,486	2,419,510	-	6%
Materials and supplies	593,720	695,281	801,485	814,237	860,435	-	7%
Contract Services	616,866	711,224	841,141	845,909	865,143	-	3%
Overhead	237,000	237,000	237,000	237,000	237,000	-	0%
Other expense	96,595	111,109	105,357	130,787	106,405	-	1%
Capital outlay	12,197	14,459	102,902	106,850	99,831	-	-3%
Total	3,417,595	3,709,608	4,361,536	4,319,269	4,588,324	-	5%

Department Budget by Division	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Parks	458,508	506,940	507,508	546,243	549,212	-	8%
Recreation	601,606	662,706	813,528	798,685	875,546	-	8%
Facilities M & O	257,365	279,677	262,157	296,121	276,510	-	5%
Streets and Roads	451,548	554,748	585,333	567,797	621,281	-	6%
Water/Sewer Lines	773,835	753,407	1,131,388	1,077,083	1,142,959	-	1%
Water Acquisition & Delivery	545,887	595,507	694,861	669,156	742,324	-	7%
Downtown Parking	135,142	146,159	142,644	142,644	149,678	-	5%
CSD Administration	193,704	210,464	224,117	221,540	230,814	-	3%
Total	3,417,595	3,709,608	4,361,536	4,319,269	4,588,324	-	5%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	1,114,186	1,347,595	1,472,227	1,525,991	1,624,807	-	10%
Orchard Hill/Duffey LLMD	38,494	36,159	36,487	38,792	25,309	-	-31%
Recreation Fees	523,173	552,400	549,347	562,207	604,048	-	10%
Gas Tax	306,048	277,469	309,628	300,207	275,385	-	-11%
Transportation Fund	-	29,989	30,000	29,997	30,000	-	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	-	2,133	18,507	304	18,807	-	2%
Water Enterprise Fund	890,331	923,265	1,209,410	1,163,537	1,275,673	-	5%
Sewer Enterprise Fund	429,391	425,649	616,839	582,702	609,610	-	-1%
Daily Parking Revenues	40,342	44,995	42,771	46,102	49,805	-	16%
Leased Parking Revenues	75,630	69,954	76,320	69,430	74,880	-	-2%
Total	3,417,595	3,709,608	4,361,536	4,319,269	4,588,324	-	5%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Parks

2013/2014 REVIEW

- Maintained 103 acres of parks, four miles of trails and ten acres of open space.
- Spent approximately 7,075 hours in the maintenance of parks and open space.
- Spent approximately 1,720 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,950 hours at Lions Park in a variety of maintenance functions including: grounds, turf, playground/tot-lot, tennis courts, athletic fields and facility maintenance.
- Spent approximately 250 hours at City Park to maintain all grounds.
- Spent approximately 305 hours at Rotary Park to maintain all grounds.
- Spent approximately 155 hours at Lumsden Park to maintain all grounds.
- Spent approximately 205 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 2,000 hours within other grounds areas, such as trails, cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- Worked with local volunteers to decorate Christmas Trees on Broadway, Main Street and Placerville Drive.
- Worked with local volunteer groups to make improvements to the El Dorado Trail.
- Worked with local volunteer groups to make improvements to Gold Bug Park.
- Worked with local volunteer group to replace grass infield at Rotary Park.
- Worked with Community Pride volunteers to maintain 20 gardens throughout town.
- Placed fall material in tot-lots throughout the City's park system.
- Made fire safety improvements to trails and roadways at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Renovation of softball infields at Lions Park.
- Installed playground equipment at Duffey Park.
- Planted Trees at Lions Park.
- Coordinated major repairs at the Aquatics Center.
- Made improvements to irrigation system at Lions Park.
- Replaced Gift Shop Deck at Gold Bug Park.
- Installed Park Benches along the El Dorado Trail.
- Assisted with the removal of illegal camp sites.

2014/2015 BUDGET

- Maintain 105 acres of park, four miles of trails, and eight acres of open space.
- Assist the Placerville Rotary Club with park improvements at Rotary Park.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.8	0.7	0.0	-16%
Senior Maintenance Worker	0.6	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	2.3	2.3	2.3	2.6	0.0	11%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	0.0	0%
Total	4.8	4.2	4.2	4.3	0.0	3%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Parks

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	335,899	365,178	376,676	389,870	395,764	-	5%
Materials and supplies	42,853	45,990	51,851	60,237	55,837	-	8%
Contract Services	77,198	94,817	75,081	92,236	87,400	-	16%
Overhead	-	-	-	-	-	-	0%
Other expense	2,558	955	3,900	3,900	4,611	-	18%
Capital outlay	-	-	-	-	5,600	-	0%
Total	458,508	506,940	507,508	546,243	549,212	-	8%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Parks Maintenance	61,331	88,114	79,427	83,414	43,731	-	-45%
Lions Park	95,655	101,628	108,357	114,927	131,458	-	21%
Gold Bug Park	69,470	72,182	76,019	81,184	94,943	-	25%
Rotary Park	44,703	48,873	49,943	51,641	40,774	-	-18%
City Park	55,683	58,994	58,408	60,991	60,032	-	3%
Lumsden Park	27,494	32,620	30,535	32,230	21,850	-	-28%
Hangtown Creek^	-	3,841	5,000	5,000	5,000	-	0%
City Cemeteries	19,363	21,165	21,287	24,407	5,618	-	-74%
Community Gardens	3,217	3,262	3,338	3,497	500	-	-85%
El Dorado Trail	6,797	8,041	6,988	8,086	17,845	-	155%
Orchard Hill/Duffey LLMD	38,494	36,159	36,487	38,792	25,309	-	-31%
Other Grounds	36,301	32,061	31,719	42,074	102,152	-	222%
Total	458,508	506,940	507,508	546,243	549,212	-	8%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	420,014	470,781	471,021	507,451	523,903	-	11%
Orchard Hill/Duffey LLMD	38,494	36,159	36,487	38,792	25,309	-	-31%
Total	458,508	506,940	507,508	546,243	549,212	-	8%

^The Hangtown Creek Maintenance division was newly created in Fiscal Year 2012/2013.

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Recreation

2013/2014 REVIEW

- Created three Recreation Program Activity Guides with a distribution of approximately 14,000 per issue.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Implemented new Sports Camps with a special emphasis on younger age groups.
- Conducted a Youth Basketball League consisting of 732 participants participating in four divisions.
- Accommodated over 1,200 participants in learn to swim program.
- Implemented “extended” aquatics activities to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Water Exercise.
- Administered Youth Assistance Fund and solicited for and distributed over \$5,500 of assistance to local youths.
- Conducted four Adult 5 on 5 Basketball Leagues with an average of six teams per league running for approximately two months each.
- Conducted five Adult 3 on 3 Basketball Leagues with an average of eight teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 228 teams combined in spring, summer, and fall leagues.
- Co-sponsored five Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out)
- Made improvements to Activity Guide and distribution system.
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Conducted five volleyball leagues comprised of 35 teams.
- Open Priest Mine at Gold Bug Park for Presidents Day Weekend.
- Established Hangtown Table Tennis Club.
- Held Blacksmith Shop Open House at Gold Bug Park.

2014/2015 BUDGET

- Increase customer user base and program revenue.
- Expand program opportunities at the Placerville Aquatic Center.
- Analyze customer user survey to improve upon programs and delivery.
- Generate community support and funding for the Youth Assistance Fund.
- Increase participation levels by 5% in the following program areas: Aquatics, Adult Sports, Youth Sports Camps, Gold Bug Park Tours and Special Interest Classes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Total	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Recreation

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	422,018	479,922	583,352	573,777	646,670	-	11%
Materials and supplies	31,403	30,647	45,250	45,250	46,950	-	4%
Contract Services	100,868	100,175	126,651	119,555	122,151	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	45,842	45,413	58,275	60,103	59,775	-	3%
Capital outlay	1,475	6,549	-	-	-	-	0%
Total	601,606	662,706	813,528	798,685	875,546	-	8%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Special Interest Programs	29,070	25,224	25,439	26,126	25,403	-	0%
Sports Camps and Teams	226,469	260,861	331,291	319,942	355,054	-	7%
Gold Bug Park Admissions	55,674	56,898	81,223	79,665	86,150	-	6%
Aquatics	165,049	176,501	214,404	208,966	236,858	-	10%
Special Events	4,479	4,959	11,945	11,985	9,548	-	-20%
Recreation - General	120,865	138,263	149,226	152,001	162,533	-	9%
Total	601,606	662,706	813,528	798,685	875,546	-	8%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	78,433	110,306	264,181	236,478	271,498	-	3%
Recreation Fees	523,173	552,400	549,347	562,207	604,048	-	10%
Total	601,606	662,706	813,528	798,685	875,546	-	8%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2013/2014 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Assisted with lighting retrofits throughout City buildings and parking lots.
- Installed new heater at Aquatics Center.
- Continued work on installation of a new roof on City Hall.
- Repaired lighting system within the Center Street Parking Structure.
- Repaired street lighting throughout Lighting and Landscape Districts.
- Assisted the Placerville Rotary Club in re-furbishing and installing trash receptacles on Main Street.

2014/2015 BUDGET

- Maintain approximately 40,000 sq. ft. of facilities.
- Accomplish maintenance program with approximately 2,000 hours of staff time.
- Work towards the completion of ongoing Capital Improvement Projects.

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
			<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Parks & Facility Maintenance Superintendent	0.2	0.2	0.2	0.3	0.0	76%
Senior Maintenance Worker	0.4	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	0.5	0.6	0.6	0.4	0.0	-30%
Total	1.1	0.7	0.7	0.7	0.0	-5%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	66,419	65,915	66,962	73,045	76,812	-	15%
Materials and supplies	42,441	43,255	33,548	51,992	44,900	-	34%
Contract Services	147,818	161,073	155,199	160,134	150,698	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	687	1,524	1,146	1,700	1,700	-	48%
Capital outlay	-	7,910	5,302	9,250	2,400	-	-55%
Total	257,365	279,677	262,157	296,121	276,510	-	5%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Old City Hall	10,658	11,841	11,536	14,812	8,000	-	-31%
New City Hall	72,374	69,103	76,064	76,724	68,971	-	-9%
Town Hall	39,796	38,507	38,312	53,574	42,613	-	11%
Scout Hall	10,719	9,222	10,093	10,214	7,424	-	-26%
Corporation Yard	13,753	15,896	17,000	17,500	20,650	-	21%
City Pool Facilities	85,347	101,385	91,237	97,064	106,944	-	17%
Public Safety Building	1,684	8,729	3,626	10,135	6,035	-	66%
Downtown Public Restroom	12,952	10,170	8,850	7,944	7,411	-	-16%
Mosquito Road Park & Bus	10,082	14,824	5,439	8,154	8,462	-	56%
Total	257,365	279,677	262,157	296,121	276,510	-	5%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	257,365	279,677	262,157	296,121	276,510	-	5%
Total	257,365	279,677	262,157	296,121	276,510	-	5%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Streets and Roads

2013/2014 REVIEW

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

2014/2015 BUDGET

- Continue to maintain approximately 53 miles of City streets.
- Continue street painting, sign installation & repair and graffiti removal program.
- Continue to provide street sweeping one day per week.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains.
- Continue weed abatement program in conjunction with the Recreation and Parks Divisions.
- Continue support activities for special events.
- Continue to support Engineering in inventorying infrastructure

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Community Services Superintendent	0.0	0.0	0.4	0.4	0.0	0%
Public Works Superintendent	0.5	0.5	0.0	0.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	0.6	0.4	0.3	0.5	0.0	92%
Maintenance Worker I	0.8	0.8	0.8	0.5	0.0	-33%
Total	2.8	2.7	2.4	2.4	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Streets and Roads

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	233,431	286,524	246,884	218,702	237,593	-	-4%
Materials and supplies	66,431	62,658	71,956	82,601	89,147	-	24%
Contract Services	131,117	172,662	212,458	203,411	224,858	-	6%
Overhead	-	-	-	-	-	-	0%
Other expense	20,569	32,904	20,869	29,917	18,702	-	-10%
Capital outlay	-	-	33,166	33,166	50,981	-	54%
Total	451,548	554,748	585,333	567,797	621,281	-	6%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Street Sweeping	13,565	13,894	29,822	29,272	28,606	-	-4%
Curbs, Gutters, and Sidewalks	17,572	38,135	35,810	34,374	37,967	-	6%
Street Signs and Markings	29,827	43,622	75,370	47,560	63,026	-	-16%
Storm Drains	1,962	7,479	27,553	20,279	22,465	-	-18%
Traffic Signals and Lights	110,552	108,569	110,313	108,563	130,283	-	18%
Street Sanding/Snow Removal	1,432	2,333	5,200	19,000	9,000	-	73%
General Street Maintenance	276,638	340,716	301,265	308,749	329,934	-	10%
Total	451,548	554,748	585,333	567,797	621,281	-	6%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	145,500	245,157	227,198	237,289	297,089	-	31%
Gas Tax	306,048	277,469	309,628	300,207	275,385	-	-11%
Transportation Fund	-	29,989	30,000	29,997	30,000	-	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	-	2,133	18,507	304	18,807	-	2%
Total	451,548	554,748	585,333	567,797	621,281	-	6%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Water and Sewer Lines

2013/2014 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of water line division maintenance and operations functions, to include: water line and valve replacement, water pressure assessment, water quality calls/investigations.
- Completed water line repair work service requests.
- Conducted bi-monthly reading of all water meters within the City service area.
- Continued to operate and maintain approximately 50 miles of sewer collection lines.
- Performed a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Completed sewer line repair work service requests.
- Implemented Backflow Prevention Program.
- Made strides to implement the City's Sanitary Sewer Management Plan.

2014/2015 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.
- Continue conducting bi-monthly reading of all water meters within City service area.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue Grease Interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan
- Increase In-Service Training.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Community Services Superintendent	0.0	0.0	0.6	0.6	0.0	0%
Public Works Superintendent	0.5	0.5	0.0	0.0	0.0	0%
Senior Maintenance Worker	0.0	0.0	1.0	1.0	0.0	0%
Maintenance Mechanic	0.0	0.5	1.0	1.0	0.0	0%
Maintenance Worker II	2.4	2.1	1.8	2.5	0.0	43%
Maintenance Worker I	3.3	3.3	3.3	2.5	0.0	-23%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Total	<u>7.2</u>	<u>7.3</u>	<u>8.6</u>	<u>8.6</u>	<u>0.0</u>	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Water and Sewer Lines

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Personnel	528,661	516,766	691,179	636,874	725,134	-	5%
Materials and supplies	62,606	48,550	100,050	100,050	99,950	-	0%
Contract Services	20,576	34,874	117,658	117,658	118,508	-	1%
Overhead	149,000	149,000	149,000	149,000	149,000	-	0%
Other expense	2,270	4,217	9,067	9,067	9,517	-	5%
Capital outlay	10,722	-	64,434	64,434	40,850	-	-37%
Total	773,835	753,407	1,131,388	1,077,083	1,142,959	-	1%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Water Lines	344,444	327,758	514,549	494,381	533,349	-	4%
Sewer Lines	429,391	425,649	616,839	582,702	609,610	-	-1%
Total	773,835	753,407	1,131,388	1,077,083	1,142,959	-	1%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Water Enterprise Fund	344,444	327,758	514,549	494,381	533,349	-	4%
Sewer Enterprise Fund	429,391	425,649	616,839	582,702	609,610	-	-1%
Total	773,835	753,407	1,131,388	1,077,083	1,142,959	-	1%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Water Acquisition and Delivery

2013/2014 REVIEW

- Completed annual water quality report to customers and Department of Health Services.
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed weekly water sampling, testing and reporting.
- Replaced defective water meters.
- Implement City wide Backflow Certification Program for all City owned devices and all private devices.

2014/2015 BUDGET

- Complete annual water quality report to customers and Department of Health Services.
- Continue responding to water quality calls and conducting investigations related to distribution system problems.
- Implement Citywide Backflow Certification Program and certified all City owned devices.
- Implement Cross-Contamination Prevention Programs.
- Continue weekly water quality sampling, testing, and reporting.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program.
- Continue replacement of defective water meters.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	0.0	0.0	0.0	0%
Total	2.0	2.0	1.0	1.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	81,085	15,766	84,481	70,678	106,723	-	26%
Materials and supplies	347,293	460,015	497,730	473,007	522,251	-	5%
Contract Services	5,657	6,450	13,450	12,271	14,150	-	5%
Overhead	88,000	88,000	88,000	88,000	88,000	-	0%
Other expense	23,852	25,276	11,200	25,200	11,200	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	545,887	595,507	694,861	669,156	742,324	-	7%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Water Acquisition & Delivery	545,887	595,507	694,861	669,156	742,324	-	7%
Total	545,887	595,507	694,861	669,156	742,324	-	7%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Water Acquisition & Delivery	545,887	595,507	694,861	669,156	742,324	-	7%
Total	545,887	595,507	694,861	669,156	742,324	-	7%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Downtown Parking

2013/2014 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Provided special event support.

2014/2015 BUDGET

- Continue to perform maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual	2014/2015	Approved	from 13/14
Department Staff by Position			2013/2014		2014/2015	Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

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

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Downtown Parking

<u>Division Budget by Category</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	693	4,166	1,100	1,100	1,400	-	27%
Contract Services	133,632	141,173	140,644	140,644	147,378	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	817	820	900	900	900	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	135,142	146,159	142,644	142,644	149,678	-	5%

<u>Division Budget by Program</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
Downtown Parking	135,142	146,159	142,644	142,644	149,678	-	5%
Total	135,142	146,159	142,644	142,644	149,678	-	5%

<u>Funding Sources</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
General Fund							
Discretionary Revenues	19,170	31,210	23,553	27,112	24,993	-	6%
Daily Parking Revenues	40,342	44,995	42,771	46,102	49,805	-	16%
Leased Parking Revenues	75,630	69,954	76,320	69,430	74,880	-	-2%
Total	135,142	146,159	142,644	142,644	149,678	-	5%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Community Services

Division: Administration

2013/2014 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Continued implementation of Gold Bug Park Fire Safe Plan.
- Provided risk management services for Citywide Special Events.
- Provided daily oversight for Public Works, Recreation, and Parks and Facilities functions.

2014/2015 BUDGET

- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies to reduce costs associated with the on-going maintenance and operation of the Aquatics Center.
- Continue to work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Continue to work on the implementation of the Fire Safe Plan for Gold Bug Park.
- Complete site improvements at the corner of Main and Bedford Street in Placerville.
- Continue to work on the implementation of the Sewer System Management Plan.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of Community Services	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Administration

<u>Division Budget by Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Personnel	193,704	210,464	224,117	221,540	230,814	-	3%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	193,704	210,464	224,117	221,540	230,814	-	3%

<u>Division Budget by Program</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
CSD Administration	193,704	210,464	224,117	221,540	230,814	-	3%
Total	193,704	210,464	224,117	221,540	230,814	-	3%

<u>Funding Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
General Fund							
Discretionary Revenues	193,704	210,464	224,117	221,540	230,814	-	3%
Total	193,704	210,464	224,117	221,540	230,814	-	3%

This page was intentionally left blank.



Elected Officials

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

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

Fiscal Year 2014/2015 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>			Estimated	
	<u>Actual</u> 2011/2012	<u>Actual</u> 2012/2013	<u>Actual</u> 2013/2014	<u>Proposed</u> 2013/2014
Regular City Council Meetings	22	22	22	22
Resolutions	97	93	100	100
Ordinances	5	5	5	5

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	Estimated	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	2011/2012	2012/2013	2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Mayor	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	0.0	0%
Total	6.0	6.0	6.0	6.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
Elected Officials

Department Budget by Category	Actual		Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
Personnel	92,065	87,227	103,020	96,727	109,110	-	6%
Materials and supplies	840	1,158	500	500	500	-	0%
Contract Services	27,885	11,677	22,300	20,300	22,300	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	8,014	9,496	7,639	7,639	12,609	-	65%
Capital outlay	-	-	-	-	-	-	0%
Total	128,804	109,558	133,459	125,166	144,519	-	8%

Department Budget by Division	Actual		Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
City Council	126,610	107,370	131,090	122,874	142,154	-	8%
City Treasurer	2,194	2,188	2,369	2,292	2,365	-	0%
Total	128,804	109,558	133,459	125,166	144,519	-	8%

Funding Sources	Actual		Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2013/2014	2014/2015	Approved	from 13/14
						2014/2015	Budget
General Fund							
Discretionary Revenues	128,804	109,558	133,459	125,166	144,519	-	8%
Total	128,804	109,558	133,459	125,166	144,519	-	8%

This page was intentionally left blank.



City Administration

Manage the daily operations of the City. Ensure that City Council approved policies are translated into administrative instruction and budgeted programs, and that they are implemented and administered in a manner consistent with the spirit in which they were adopted.

Provide legal advice and services to the City Council and City staff that City actions, staff recommendations, City Council policies, and administrative procedures are undertaken after consideration of sound legal advice. Provide or arrange for appropriate representation for the City in all legal and quasi-judicial proceedings.

Provide the City's human resources and technology support services in a manner that is applicable and responsive to the needs and interests of the City. Provide that City records are preserved and archived.

Provide grant services and administration, economic development administration and implementation.

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

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed		
	2011/2012	2012/2013	Actual 2013/2014	2014/2015		
City Manager (hours)						
Council agenda and meeting prep.	500	500	500	500		
Attend Council meetings	120	75	75	75		
Personnel	300	300	500	500		
Bonds	100	50	50	50		
Intergovernmental relations	150	150	150	150		
Citizen inquiries	150	150	150	150		
Public Works/Comm. Develop. Proj.	600	600	600	600		
Claims and litigation	150	150	75	150		
Franchise	50	50	50	50		
Bids and contracts	125	75	75	75		
Special Events	50	50	50	50		
Utility fees	100	100	100	100		
Main Street & Parking	125	125	125	125		
Ordinances and resolutions	150	150	150	150		
Redevelopment	500	50	0	0		
Economic Development		350	350	350		
City Attorney (hours)						
Council agenda and meeting prep.	25	25	25	25		
Attend Council meetings	19	96	75	75		
Personnel	55	55	55	55		
Bonds	28	20	10	10		
Respond to subpoenas/records reqs.	37	35	20	20		
Public Works/Comm. Develop. Proj.	84	85	50	50		
Claims	47	50	50	50		
Litigation	56	60	60	60		
Bids and contracts	37	35	25	25		
Ordinances and resolutions	47	45	45	45		
Collections	19	5	5	5		
Utility fees	56	20	20	20		
Parking	19	5	5	5		
Franchise	11	5	5	5		
Redevelopment	40	10	0	0		
Grant Administration (hours)						
Loan Reuse Program	50	25	0	0		
Small Business Loans	50	25	0	0		
Code Enforcement - Citizen Inquiries	150	75	0	0		
Downtown Streetscape-Parking	50	25	0	0		
Grant Development	100	50	50	50		
CEC-ARRA Grant	100	50	0	0		
CDBG 1st-Time Homebuyer/Housing Rehab	50	25	25	25		
City Clerk (#/Hrs)						
Agendas/Minutes	50/637.5	50/637.5	54/637.5	54/637.5		
Resolutions	100/200	100/200	100/200	100/200		
Ordinances	5/10	5/10	5/10	5/10		
Economic Interest Statements	62/93	62/93	62/93	62/93		
Citizen calls & inquiries	2,000/10	2,000/10	2,000/10	2,000/10		
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.		
Public records requests	300/300	300/300	300/300	300/300		
Human Resources (#/hrs)						
Recruitments	5/180	5/180	15/540	7/252		
Reclassifications	0	2/4	1/20	2/4		
Orientations	4/4	5/5	15/15	7/7		
Process new hires including seasonal	4/4	5/5	200/100	10/10		
Risk Management						
Liability claims processed	15/120	15/120	2/4	15/120		
Worker's Comp claims existing	21/84	21/84	25/10	0		
Worker's comp. claims	7/56	7/56	11/10	7/56		
COBRA Administration	3/3	3/3	6/6	3/3		
Information Services (% hrs)						
Network administration	20%	20%	20%	20%		
Computer service calls/training	20%	20%	20%	20%		
Project management	30%	30%	30%	30%		
Updating skills/administration	30%	30%	30%	30%		
Department Staff by Position	Actual 2011/2012	Actual 2012/2013	Estimated Actual 2013/2014	Proposed 2014/2015	Council Approved 2014/2015	% Change from 13/14 Budget
City Manager	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%
Total	5.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
City Administration

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	614,078	555,619	613,217	607,254	659,652	-	8%
Materials and supplies	4,288	3,559	4,490	4,538	5,045	-	12%
Contract Services	287,961	472,798	149,708	217,191	155,304	-	4%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	8,646	7,885	16,822	20,718	15,327	-	-9%
Capital outlay	496	1,435	6,779	6,777	-	-	-100%
Total	953,469	1,079,296	829,016	894,478	873,328	-	5%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Legal Services	63,666	67,127	75,164	63,681	76,391	-	2%
Litigation	166,267	321,998	-	76,395	-	-	0%
City Manager	262,865	256,101	285,321	281,107	303,873	-	7%
Information Services	329,808	303,715	338,583	337,352	352,142	-	4%
Human Resources	107,713	119,693	115,889	126,853	125,367	-	8%
Grant Administration	17,004	39	-	-	-	-	0%
City Clerk	6,146	10,623	14,059	9,090	15,555	-	11%
Total	953,469	1,079,296	829,016	894,478	873,328	-	5%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	560,828	566,164	612,049	601,928	648,172	-	6%
General Liability Fund	166,267	321,998	-	76,395	-	-	0%
Grant Funds	17,004	39	-	-	-	-	0%
Water Enterprise Fund	104,484	95,459	103,433	103,102	112,578	-	9%
Sewer Enterprise Fund	104,886	95,636	113,534	113,053	112,578	-	-1%
Total	953,469	1,079,296	829,016	894,478	873,328	-	5%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: City Attorney

2013/2014 REVIEW

- Worked with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Continued to respond to inquiries from property owners and bond holders.
- Monitored legal issues regarding grant funds.
- Monitored legal issues regarding transportation funds.
- Reviewed contracts, RFPs and bid documents.
- Prepared and reviewed ordinances/resolutions/contracts.
- Assisted in personnel matters.
- Reviewed CEQA documents.
- Supervised claims and litigation and workers compensation claims.
- Monitored pending and new legislation.
- Assisted in Cal/OSHA matters.
- Monitored water regulations.
- Monitored and assisted in WRF regulation issues.
- Advised Planning and Engineering on legal issues.
- Assisted with code enforcement.
- Advised on legal documents regarding lease/purchase for old City Hall.
- Represented City on Pitchess motions
- Reviewed and advised regarding Public Records requests
- Attended City Council meetings
- Reviewed and advise regarding legal documents relating to City

2014/2015 BUDGET

- Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Continue to respond to inquiries from property owners and bond holders
- Monitor legal issues regarding grants and funding
- Monitor legal issues regarding transportation funds
- Draft and review contracts, RFP's and bid documents
- Draft and review ordinances/resolutions/contracts.
- Review and advise regarding new and pending legislation affecting City
- Advise and assist in personnel matters.
- Review CEQA documents.
- Participate in personnel training
- Supervise liability claims, workers compensation claims and litigation.
- Advise City departments on legal issues affecting the department.
- Assist with code enforcement issues.
- Monitor and assist with water and wastewater regulations/issues.
- Assist in Cal/OSHA matters
- Represent City on Pitchess motions
- Review and advise regarding Public Records requests
- Attend City Council meetings
- Review and advise regarding legal documents relating to City

	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual	2014/2015	Approved	from 13/14
<u>Department Staff by Position</u>	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2014/2015</u>	<u>Budget</u>
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.00	0%
Total	0.30	0.30	0.30	0.30	0.00	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
City Attorney

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	34,308	18,982	22,864	21,381	24,091	-	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	193,093	367,673	49,500	115,895	49,500	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,532	2,470	2,800	2,800	2,800	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	229,933	389,125	75,164	140,076	76,391	-	2%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Legal Services	63,666	67,127	75,164	63,681	76,391	-	2%
Litigation	166,267	321,998	-	76,395	-	-	0%
Total	229,933	389,125	75,164	140,076	76,391	-	2%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	63,666	67,127	75,164	63,681	76,391	-	2%
General Liability Reserve	166,267	321,998	-	76,395	-	-	0%
Total	229,933	389,125	75,164	140,076	76,391	-	2%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: City Manager

2013/2014 REVIEW

- Continued to look at workout options for defaulted bonds.
- Completed adoption of an Economic Strategic Plan and began implementation.
- Implemented Business Outreach Visits Program.
- Established procedures for exclusions to mandatory solid waste service.
- Monitored Water Reclamation Facility regulatory issues.
- Monitored El Dorado disposal performance.
- Assisted in coordination of City committees.
- Established Parking Committee to review parking regulations and funding and implement approved changes to regulations.
- Researched funding options for maintenance of parking facilities.
- Researched funding options to implement downtown revitalization.
- Continued to work with merchants regarding cleaning downtown.
- Review and oversee personnel matters - salaries/benefits/discipline.
- Continue to review and implement web page updates.
- Continue to monitor development of Placerville Station II.
- Participate in meetings, by phone and in person, with elected representatives in Washington and Sacramento.
- Monitor State's budget process.
- Participate with PDA in planning and coordinating downtown events.
- Oversee City budget preparation.
- Monitor transportation-related projects.
- Monitored bidding and construction of Phase IA of Western Placerville Interchange.
- Continue to search for alternatives for new Public Safety Building.
- Review all new hires and personnel forms.
- Review ways to implement City Newsletter – E-newsletter.
- Pursue options for renovation and/or sale of Old City Hall.
- Review and consider plaza improvements for new City Hall.
- Continue to explore ways to better implement Buxton Business Attraction/Retention Study.
- Monitor CDBG application and assist in preparation of new grant applications.
- Continue Neighborhood Chats to improve communication for intergovernmental relations.
- Implemented Reorganization of Community Development and Engineering.
- Supervised claims and litigation.
- Monitored transportation-related projects.
- Continued to improve communication with the public, including continued use of Facebook

2014/2015 BUDGET

- Continue to look at workout options for Defaulted Bonds.
- Monitor pending and existing legislation.
- Proceed with Implementation of Economic Strategy.
- Continue Business Outreach Visits Program.
- Continue to monitor 3-cart system and procedures for exclusions to mandatory solid waste service.
- Monitor Water Reclamation Facility regulatory issues.
- Monitor El Dorado Disposal performance.
- Assist in coordination of City committees.
- Monitor and review parking regulations and implement approved changes to regulations.
- Research funding options for maintenance of parking facilities.
- Pursue funding options to implement downtown revitalization.
- Continue to work with merchants regarding cleaning downtown.
- Review and oversee personnel matters - salaries/benefits/discipline.
- Pursue complete redo of Website
- Continue to monitor development of Placerville Station II.
- Participate in meetings, by phone and in person, with elected representatives in Washington and Sacramento.
- Monitor State's budget process.
- Participate with PDA in planning and coordinating downtown events.
- Oversee City budget preparation.
- Monitor transportation-related projects.
- Continue to search for alternatives for new Public Safety Building.
- Review all new hires and personnel forms.
- Review ways to implement City Newsletter – E-newsletter.
- Pursue options for renovation and/or sale of Old City Hall.
- Review and consider plaza improvements for new City Hall.
- Continue to explore ways to better implement Buxton Business Attraction/Retention Study.
- Monitor CDBG application and assist in preparation of new grant applications.
- Continue Neighborhood Chats to improve communication for intergovernmental relations.
- Supervise Claims and Litigation.
- Continue to pursue new ways through Social and other media to educate the public.
- Continue to pursue funding for Western Placerville Interchange and monitor development of existing funded phases.
- Continue to restore employee salaries and 40 hour work week..

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
City Manager	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.00	0%
Total	1.70	1.70	1.70	1.70	0.00	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
City Manager

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	246,026	243,382	271,746	266,532	282,798	-	4%
Materials and supplies	1,415	1,082	1,250	1,250	1,250	-	0%
Contract Services	14,106	10,719	11,600	12,600	11,600	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,305	918	725	725	8,225	-	1034%
Capital outlay	13	-	-	-	-	-	0%
Total	262,865	256,101	285,321	281,107	303,873	-	7%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
City Manager	262,865	256,101	285,321	281,107	303,873	-	7%
Total	262,865	256,101	285,321	281,107	303,873	-	7%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	262,865	256,101	285,321	281,107	303,873	-	7%
Total	262,865	256,101	285,321	281,107	303,873	-	7%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: Information Services

2013/2014 REVIEW

- Provided email responses to the public for our website.
- Supported computer and projector needs for City Council meetings.
- Monitored our security camera archiving video archiving.
- Provided software and hardware support to Banner parking for our parking meters throughout downtown Placerville.
- Provided support for all VPN connections to the Corp Yard, portables, Aquatic Center, and Gold Bug Park and Water Reclamation Facility.
- Supported all phone system issues for all sites.
- Supported all smart-phone data synchronization issues for the City, including all PPD officers.
- Supported hardware, software and security (24x7) all VPN connections required by employees and vendors.
- Supported CAD and TRACNET at the Police station and MDC's in Police cars and other PPD applications.
- Supported Police Officers by making security camera DVD's of crime related video archives.
- Supported Police computer room and equipment in EOC.
- Updated and helped monitor computer usage within the context of our city Computer Usage Policy.
- Supported network connections from City of Placerville to the District Attorney's office.
- Provided support to the network connecting City of Placerville with the El Dorado Sheriff (for PPD).
- Supported all data lines and computer rooms located at 3101 Center Street, Town Hall, PPD, and the WRF.
- Supported all DSL lines located at remote sites (Police, Gold Bug Park, City Pool, Corp. Yard and home lines).
- Supported emailing of Council, Planning and Commission Agendas to our ever-growing distribution lists.
- Supported ever growing needs of our website.
- Provided 1st level support for Google Apps users (75)
- Completed all AS400 PTF upgrades.
- Completed all Naviline upgrades during the past year.
- Supported all Channel 2 related issues that are related to our network and City functions.
- Supporting new cell phones for Public Works / CS department workers.
- Upgraded Police garage video archiving capacity.
- Supported Live video streaming of Council / Planning Commission meetings and YouTube archiving.
- Trained other departments to post and change their own webpages on our City website.
- Upgraded PlanetPress software / documents.
- Continuous Support for PlanetPress / Naviline application.
- Continuing with Naviline ASP conversion (Cloud App)
- Upgraded old Planet Press Computer and Software.

2014/2015 BUDGET

- Will provide email and/or phone support to the public regarding our website.
- Will provide internal staff support regarding our website.
- Will support and implement a brand new Website.
- Will port "Planet Press" software to newest ASP Naviline application.
- Will upgrade our Cisco based Network with Cradle Point Routers.
- Will repair broken security camera located on top of the bell tower.
- Will provide computer and projector needs to City Council meetings.
- Will upgrade Finance Department software to implement bar coding for Utility billing.
- Will provide software and hardware technical support for our parking meters and parking staff throughout Downtown Placerville.
- Will upgrade NetMotion server at PPD to Windows 2008 or 2012 (probably replacing the server and the backup / backup software.
- Will train I.T. Analyst in City Council Chambers A/V streaming
- Will train I.T. Analyst in City Council Chamber Comcast broadcasting.
- Plan VMware implementation for our City's network.
- Discuss Plan for replacing aging parking meters.
- Will have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room.
- Develop and plan to replace aging servers.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of IT	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	0.0	0%
Total	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Information Services

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	211,230	184,926	203,849	202,666	231,931	-	14%
Materials and supplies	2,873	2,385	3,240	3,240	3,795	-	17%
Contract Services	75,884	76,751	75,608	75,710	77,804	-	3%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	1,338	218	11,107	10,959	612	-	-94%
Capital outlay	483	1,435	6,779	6,777	-	-	-100%
Total	329,808	303,715	338,583	337,352	352,142	-	4%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Information Services	329,808	303,715	338,583	337,352	352,142	-	4%
Total	329,808	303,715	338,583	337,352	352,142	-	4%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	120,438	112,620	121,616	121,197	126,986	-	4%
Water Enterprise Fund	104,484	95,459	103,433	103,102	112,578	-	9%
Sewer Enterprise Fund	104,886	95,636	113,534	113,053	112,578	-	-1%
Total	329,808	303,715	338,583	337,352	352,142	-	4%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: Human Resources

2013/2014 REVIEW

- Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards.
- Coordinated recruitment process for fifteen City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing.
- Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.
- Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.
- Coordinate sexual harassment training for supervisory employees.
- Drafted revised Personnel System Rules & Regulations.

2014/2015 BUDGET

- Continue to seek creative avenues of attracting top candidates for positions within City service.
- Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association, and other local agencies.
- Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities.
- Expand Safety Program to encourage a safety culture within the City.
- Work with City Manager to disseminate draft revised Personnel Rules to employee groups and work toward Council approval.
- Work with City's insurance committee to continue to reduce costs of employee health benefits.

<u>Department Staff by Position</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	0.0	0%
Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	103,316	106,141	112,389	114,383	118,467	-	5%
Materials and supplies	-	46	-	48	-	-	0%
Contract Services	2,118	10,398	2,000	6,878	3,900	-	95%
Overhead	-	-	-	-	-	-	0%
Other expense	2,279	3,108	1,500	5,544	3,000	-	100%
Capital outlay	-	-	-	-	-	-	0%
Total	107,713	119,693	115,889	126,853	125,367	-	8%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Human Resources	107,713	119,693	115,889	126,853	125,367	-	8%
Total	107,713	119,693	115,889	126,853	125,367	-	8%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	107,713	119,693	115,889	126,853	125,367	-	8%
Total	107,713	119,693	115,889	126,853	125,367	-	8%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: Grant Administration

The Grant Administration Division is currently inactive due to continued budget constraints.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2011/2012	2012/2013	Actual	2014/2015	Approved	from 13/14
			2013/2014		2014/2015	Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Department: City Administration
Division: Grant Administration

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	17,004	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	39	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	17,004	39	-	-	-	-	0%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Grant Administration	17,004	39	-	-	-	-	0%
Total	17,004	39	-	-	-	-	0%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	17,004	39	-	-	-	-	0%
Total	17,004	39	-	-	-	-	0%

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: City Clerk

2013/2014 BUDGET REVIEW

- Continued the process of converting City records into a digital format.
- Continued to prepare the agendas and minutes of all regular and special City Council meetings.
- Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Responsible for all election related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continued to transfer paper records from the City Hall to off-site storage of permanent documents, and shredding of non-record documents.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Analyzed the feasibility of offering passports through the City Clerk's office as a potential revenue stream, modeled on very successful programs throughout the state.
- Responded to a large increase in requests for Public Information within a timely manner.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.
- Worked with the IT Division to begin live streaming City Council Meetings using funds from a Technology Grant obtained through the City Clerks Association of California
-

2014/2015 BUDGET

- Continue the process of converting City records into a digital format, as time allows.
- Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- To date, 100 Resolutions covering the years of 1900 to present have been indexed.
- Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Responsible for all election related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Administer the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2013.
- Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.
- Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy, to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.
- Continue to respond to a large volume of Public Information Act requests.
- Schedule bi-annual Ethics Training for all Form 700 filers.

Fiscal Year 2014/2015 Annual Operating Budget

Department: City Administration

Division: City Clerk

<u>Division Budget by Category</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
Personnel	2,194	2,188	2,369	2,292	2,365	-	0%
Materials and supplies	-	46	-	-	-	-	0%
Contract Services	2,760	7,218	11,000	6,108	12,500	-	14%
Overhead	-	-	-	-	-	-	0%
Other expense	1,192	1,171	690	690	690	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	6,146	10,623	14,059	9,090	15,555	-	11%

<u>Division Budget by Program</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
City Clerk	6,146	10,623	14,059	9,090	15,555	-	11%
Total	6,146	10,623	14,059	9,090	15,555	-	11%

<u>Funding Sources</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Revised 2013/2014</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
General Fund							
Discretionary Revenues	6,146	10,623	14,059	9,090	15,555	-	11%
Total	6,146	10,623	14,059	9,090	15,555	-	11%

This page was intentionally left blank.



Finance

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

Fiscal Year 2014/2015 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2011/2012	2012/2013	Actual 2013/2014	2014/2015
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	5	5	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	48	48	48
Deposits/revenues	700/\$17m	600/\$17m	500/\$16m	500/\$17m
Accounts receivable billings	5,000	5,000	5,200	5,250
Development Trust Accounts	28	30	26	28
Payable checks processed	2,994/\$9m	2,947/\$12m	3,000/\$12m	3,000/\$12m
Business license applications	149	160	141	150
Bad checks recovered	30/\$14,000	45/\$9,678	39/\$14,861	45/\$9,678
Payroll				
Payroll transactions processed	3,402/\$7.8m	3,468/\$8.0m	3,450/\$7.9m	3,450/\$8.0m
Processed payroll (FT/PT)	83/139	87/145	85/140	85/140
Action forms processed (FT)	60	50	50	50
New hire orientation	7	14	15	15
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,500	18,000	18,000	18,000
Bills issued	22,500	22,536	22,536	22,536
Liens filed/released	9	15	9	12
Discovery of non-paying users	2/\$2,000	8/\$18,000	4/\$4,042	4/\$4,042
State mandated reports	2	2	1	1
Judgements Placed	11	15	3	5
Payment plans established	325	375	375	375

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of Finance	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	2.0	2.0	2.0	3.0	0.0	50%
Accounting Assistant I	1.0	1.0	1.0	0.0	0.0	-100%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0%
Total	6.1	6.1	6.1	6.1	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Department Budget
Finance

<u>Department Budget by Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Personnel	517,152	529,929	562,807	548,192	581,741	-	3%
Materials and supplies	6,676	9,782	8,300	10,099	9,500	-	14%
Contract Services	23,452	26,822	31,200	24,856	31,350	-	0%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	11,814	6,599	13,090	12,975	13,365	-	2%
Capital outlay	-	2,490	645	645	3,723	-	477%
Total	626,094	642,622	683,042	663,767	706,679	-	3%

<u>Department Budget by Division</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
Financial Management	278,240	282,859	298,814	296,064	311,777	-	4%
Utility Billing	347,854	359,763	384,228	367,703	394,902	-	3%
Total	626,094	642,622	683,042	663,767	706,679	-	3%

<u>Funding Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2011/2012</u>	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u>	<u>2014/2015</u>	<u>Approved</u>	<u>from 13/14</u>
				<u>2013/2014</u>		<u>2014/2015</u>	<u>Budget</u>
General Fund							
Discretionary Revenues	278,240	282,859	298,814	296,064	311,777	-	4%
Water Enterprise Fund	174,886	180,863	193,614	183,556	198,834	-	3%
Sewer Enterprise Fund	172,968	178,900	190,614	184,147	196,068	-	3%
Total	626,094	642,622	683,042	663,767	706,679	-	3%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Finance

Division: Financial Management

2013/2014 REVIEW

- Successfully completed several audits including Federal single and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reporting to all City departments.
- Administered medical insurance open enrollment process.
- Co-facilitated both the operating and Capital Improvement Program budget development process.
- Assisted all departments with budgetary controls and analysis.
- Completed and presented comprehensive mid-year budget report.
- Administered City's Section 125 plan.
- Administered the Placerville Finance Authority's revenue bond accounting needs including the collections of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plan.
- Administered City's CalPERS Retirement plan.
- Co-facilitated the Health Benefits Advisory Committee.
- Revised budget according to City Council action.
- Administered CFD, BAD, and LLMD assessment districts.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Represented the City at meetings for both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors.
- Continued Conversion of the City's exiting financial software to a cloud based solution alleviating the City from having to purchase and maintain another AS400 server.
- Facilitated five Measure H Sales tax Committee meetings.
- Evaluated and revised sewer charge discount program.
- Co-facilitated three Ad-Hoc Parking Advisory Committee Meetings
- Developed plan to address the underfunding of Downtown Parking District operations and infrastructure replacement.

2014/2015 BUDGET

- Prepare interim budget reports and analysis to keep City Council and staff apprised of City's financial position.
- Continue to monitor economic data and provide analysis to management and the City Council.
- Manage City's short and long-term cash flow and investment needs.
- Refine the archival of development project cost accounting by implementing the new work order program.
- Administer medical insurance open enrollment process.
- Develop an OMB Circular A-87 Federally audited overhead rate in an effort to recover all costs related to federally funded CIP projects.
- Continue to assist all departments with budget controls and provide financial analysis.
- Provide analysis and representation for the collective bargaining process.
- Administer City's Section 125 plan.
- Manage City's IRS Section 457 Deferred Compensation Plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer City's CalPERS Retirement plan.
- Revise budget according to City Council action.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Complete implementation of the new purchase order software.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at meetings for both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measure H Sales Tax Committee meetings.
- Complete conversion of the City's exiting financial software to a cloud based solution.
- Implement the mandated changes associated with the Affordable Care Act.
- Study other available risk pools that provide general liability, property, and worker's compensation insurance products.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Continue to co-facilitate Ad-Hoc Parking Advisory Committee Meetings
- Implement plan to address the underfunding of Downtown Parking District operations and infrastructure replacement.
- Co-facilitate the creation of a comprehensive Capital Improvement Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Director of Finance	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.4	0.4	0.4	0.0	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0.0	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0%
Total	2.6	2.6	2.6	2.6	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Financial Management

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	264,092	269,740	286,099	282,753	298,139	-	4%
Materials and supplies	178	-	100	211	100	-	0%
Contract Services	11,458	8,035	9,800	9,900	9,950	-	2%
Overhead	-	-	-	-	-	-	0%
Other expense	2,512	3,016	2,600	2,985	2,890	-	11%
Capital outlay	-	2,068	215	215	698	-	225%
Total	278,240	282,859	298,814	296,064	311,777	-	4%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Financial Analysis	166,944	169,715	179,288	177,638	187,066	-	4%
Accounts Payable/Receivable	83,472	84,858	89,644	88,819	93,533	-	4%
Bond Administration	22,259	22,629	23,905	23,685	24,942	-	4%
Mandated Reporting	5,565	5,657	5,976	5,921	6,236	-	4%
Total	278,240	282,859	298,814	296,064	311,777	-	4%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
General Fund							
Discretionary Revenues	278,240	282,859	298,814	296,064	311,777	-	4%
Total	278,240	282,859	298,814	296,064	311,777	-	4%

Fiscal Year 2014/2015 Annual Operating Budget

Department: Finance

Division: Utility Billing

2013/2014 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,536 utility billing statements.
- Established 375 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Successfully implemented the Council authorized increases in water and wastewater rates.
- Implemented revised sewer charge discount program paid for by the Measure H sales tax.
- Began the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.

2014/2015 BUDGET

- Issue 22,536 utility billing statements.
- Implement new online utility billing payment software that will be available on City's website.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Engineering Division on meter reading / replacement program to preserve the integrity of the City's water revenues.
- Work with the Corporation Yard, Engineering, and meter reader to improve procedures for hydrant meters.
- Continue to develop customer deposit/credit check program to minimize the negative affects of requirements to protect the City from bad debts.
- Update utility information page for the City's website.
- Work with the Engineering Division to implement a new automated water meter reading program.
- Implement planned increases in the water and wastewater rates.
- Revise utility application process.
- Complete the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	Actual 2013/2014	2014/2015	Approved 2014/2015	from 13/14 Budget
Accountant	0.6	0.6	0.6	0.6	0.0	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II	1.2	1.2	1.2	2.2	0.0	83%
Accounting Assistant I	1.0	1.0	1.0	0.0	0.0	-100%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0%
Total	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2014/2015 Annual Operating Budget
Division Budget
Utility Billing

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Personnel	253,060	260,189	276,708	265,439	283,602	-	2%
Materials and supplies	6,498	9,782	8,200	9,888	9,400	-	15%
Contract Services	11,994	18,787	21,400	14,956	21,400	-	0%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	9,302	3,583	10,490	9,990	10,475	-	0%
Capital outlay	-	422	430	430	3,025	-	603%
Total	347,854	359,763	384,228	367,703	394,902	-	3%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Utility Billing	347,854	359,763	384,228	367,703	394,902	-	3%
Total	347,854	359,763	384,228	367,703	394,902	-	3%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	2014/2015	Approved	from 13/14
				2013/2014		2014/2015	Budget
Water Enterprise Fund	174,886	180,863	193,614	183,556	198,834	-	3%
Sewer Enterprise Fund	172,968	178,900	190,614	184,147	196,068	-	3%
Total	347,854	359,763	384,228	367,703	394,902	-	3%

This page was intentionally left blank.

Central Stores

This page was intentionally left blank.

Fiscal Year 2014/2015 Annual Operating Budget Central Stores

Department Budget by Category	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	Proposed	Approved	from 13/14
				2013/2014	2014/2015	2014/2015	Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	(142,869)	28,518	27,140	30,346	22,302	-	-18%
Contract Services	146,407	141,552	137,700	144,816	144,500	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	2,227,539	1,494,930	3,606,532	3,582,771	3,603,039	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	2,231,077	1,665,000	3,771,372	3,757,933	3,769,841	-	0%

Department Budget by Division	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	Proposed	Approved	from 13/14
				2013/2014	2014/2015	2014/2015	Budget
Central Stores	2,231,077	1,665,000	3,771,372	3,757,933	3,769,841	-	0%
Total	2,231,077	1,665,000	3,771,372	3,757,933	3,769,841	-	0%

Funding Sources	Actual		Revised	Estimated		Council	% Change
	2011/2012	2012/2013	2013/2014	Actual	Proposed	Approved	from 13/14
				2013/2014	2014/2015	2014/2015	Budget
General Fund							
Discretionary Revenues	241,347	249,066	214,686	292,914	361,765	-	69%
Gas Tax Fund	306,048	277,469	309,628	309,720	275,385	-	-11%
Parking District Fund	(17,404)	(17,404)	(23,553)	(27,150)	(25,000)	-	6%
Grant Funds	-	-	-	-	-	-	0%
Measure J Fund	8,043	8,745	30,845	17,192	20,092	-	-35%
General CIP Fund	-	(10,300)	-	-	(29,000)	-	0%
LLMD Funds	6,928	7,024	8,991	7,030	9,590	-	7%
BAD Funds	7,624	7,680	13,120	7,700	15,828	-	21%
CFD Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	110,576	138,224	237,074	237,074	224,384	-	-5%
Sewer Enterprise Fund	1,143,039	617,418	2,451,434	2,440,254	2,439,032	-	-1%
Measure H Fund	467,027	467,688	471,019	481,199	487,765	-	4%
General Liability Fund	(42,151)	(80,610)	-	-	-	-	0%
Economic Impact Reserve	-	-	58,128	(8,000)	(10,000)	-	-117%
Total	2,231,077	1,665,000	3,771,372	3,757,933	3,769,841	-	0%

This page was intentionally left blank.

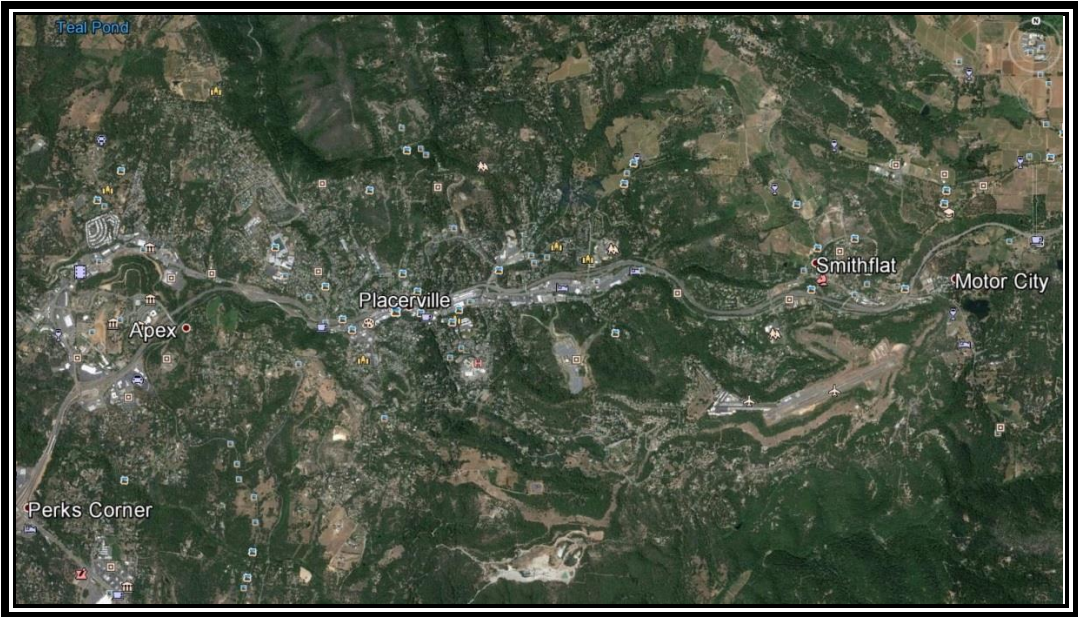
Authorized Staffing

<u>Department Staff by Position</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
<i>Police Department</i>						
Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	1.0	1.0	0.3	0.0	0.0	-100%
Police Commander	0.0	0.0	0.0	2.0	0.0	0%
Police Lieutenant	1.0	1.0	1.0	0.0	0.0	-100%
Police Sergeant	3.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	10.0	10.0	12.0	0.0	20%
Traffic Enforcement Officer	1.0	1.0	1.0	0.0	0.0	-100%
Police Support Services Supervisor	1.0	1.0	1.0	0.0	0.0	-100%
Police Services Assistant	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	26.5	27.5	26.8	27.5	0.0	3%
<i>Development Services Department</i>						
Director of Development Services	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	0.5	1.0	1.5	0.0	50%
Administrative Secretary	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.0	1.0	1.5	0.0	46%
Water Redamation Facility Operator III	2.5	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	0.0	0%
Maintenance Worker II	1.0	0.0	0.0	0.0	0.0	0%
Subtotal	19.0	16.5	17.0	18.0	0.0	6%

<u>Department Staff by Position</u>	<u>Actual 2011/2012</u>	<u>Actual 2012/2013</u>	<u>Estimated Actual 2013/2014</u>	<u>Proposed 2014/2015</u>	<u>Council Approved 2014/2015</u>	<u>% Change from 13/14 Budget</u>
<i>Community Services Department</i>						
Director of Community Services	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Community Services Superintendent	0.0	0.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	1.0	1.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	2.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	5.8	5.4	4.9	6.0	0.0	22%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	0.0	0.5	1.0	1.0	0.0	0%
Maintenance Worker I	4.0	4.0	4.0	3.0	0.0	-25%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	23.4	22.4	22.4	22.5	0.0	0%
<i>City Administration</i>						
City Manager	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	5.0	5.0	5.0	5.0	0.0	0%
<i>Finance Department</i>						
Director of Finance	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	2.0	2.0	2.0	3.0	0.0	50%
Accounting Assistant I	1.0	1.0	1.0	0.0	0.0	-100%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0%
Subtotal	6.1	6.1	6.1	6.1	0.0	0%
Total All Departments	80.0	77.5	77.3	79.1	0.0	2%

This page was intentionally left blank.

CITY OF PLACERVILLE



PROPOSED CAPITAL IMPROVEMENT PROGRAM BUDGET

2014/2015

CAPITAL IMPROVEMENT PROGRAM POLICY

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

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

This page was intentionally left blank.

TABLE OF CONTENTS

CAPITAL IMPROVEMENT PROJECTS 2014/2015

Police Department Roof Repair (CIP #41501)	4
Police Department Entryway Repair (CIP #41502)	5
Cemetery Tree Removal (CIP #41503)	6
Lower Main Street Connector Road Closer Gates & Flashing Beacons (CIP #41504)	7
Speed Bump Replacement (CIP #41505)	8
Broadway Crosswalk Improvements-Carson Rd. to Schnell School Rd. (CIP #41506)	9
Website Update (CIP #41507)	10
Budget Summary	11

This page was intentionally left blank.

2014/2015 CAPITAL IMPROVEMENT PROGRAM PROJECTS

Police Department Roof Repair (CIP #41501)

DESCRIPTION:

The existing roof has exceeded its useful life. The scope of work includes performing minor roof repairs as needed to afford more time to identify funding for a complete roof replacement.

COST SUMMARY:

Construction	\$ 9,000
Contingency	<u>1,000</u>
Total Estimate	<u>\$10,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$10,000
------------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project is operationally cost neutral.

ALTERNATIVES:

Defer the project.

Police Department Entryway Repair (CIP 41502)

DESCRIPTION:

The existing concrete entryway to the Police Department has numerous cracks and has shifted to the point that it must be repaired to avoid trip hazards. The scope of work involves grinding down lifted sections of walkway until funding for the complete replacement of the entryway can be identified.

COST SUMMARY:

Construction	\$1,800
Contingency	<u>200</u>
Total Estimate	<u>\$2,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$2,000
------------------	---------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

None

ALTERNATIVES:

Defer the project.

Cemetery Tree Removal (CIP #41503)

DESCRIPTION:

Most of the trees located within the City's two cemeteries are becoming decadent in their old age. Several oaks have failed at the Lower Town Cemetery causing damage to headstones and other infrastructure. Many of the trees located within the Upper Town Cemetery have lower crowns which may become a fire hazard. Several trees at both cemeteries need to be treated for bark borers.

COST SUMMARY:

Construction	\$40,000
Contingency	<u>8,000</u>
Total Estimate	<u>\$48,000</u>

POTENTIAL FUNDING SOURCES:

General Liability Fund	\$48,000
------------------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project will reduce staff time associated with limb removal and infrastructure repair.

ALTERNATIVES:

Defer the project.

Lower Main Street Connector Road Closure Gates and Flashing Beacons (CIP #41504)

DESCRIPTION:

This project will enable City staff to safely close the connector bridge from lower Main Street to Placerville Drive to through traffic when icy conditions persist. The scope of work will consist of fabrication and installation of two metal swinging gates. One gate will be located west of Forni Road exit. The second gate will be located east of the Highway 50 onramp. This project will also install a solar LED flashing beacon system to improve traffic safety by drawing motorists attention to existing warning signs.

COST SUMMARY:

Construction	\$27,000
Contingency	<u>4,000</u>
Total Estimate	<u>\$31,000</u>

POTENTIAL FUNDING SOURCES:

Gas Tax Fund	\$31,000
--------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This improvement will reduce operating costs by reducing the amount of time it takes Police and Public Works employees to open and close the road.

ALTERNATIVES:

Defer the project.

Speed Bump Replacement (CIP #41505)

DESCRIPTION:

This project will replace synthetic speed bumps at the following locations; 1.) Estey Way, 2.) Canal Street, 3.) Clay Street and 4.) The County Court House Alley. The existing speed bumps are in disrepair.

COST SUMMARY:

Construction	\$10,640
Contingency	<u>2,128</u>
Total Estimate	<u>\$12,768</u>

POTENTIAL FUNDING SOURCES:

Gas Tax Fund	\$12,768
--------------	----------

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

This project is operationally cost neutral.

ALTERNATIVES:

Defer the project.

Broadway Crosswalk Improvements-Carson Road to Schnell School Road (CIP #41506)

DESCRIPTION:

Replace two intersection crosswalks and three mid-block crosswalks with countermeasures to improve safety measures along Broadway, between Carson Road and Schnell School Road. Professional services will include preliminary engineering, evaluation of options, surveying, and design work leading to a complete set of construction contract plans and specifications. Improvements to the mid-block crosswalks may include new speed tables with highly visible crosswalk markings and the installation of solar powered rectangular rapid flashing beacons. For the intersection of Schnell School Road with Broadway, the improvements may include relocating the westbound approach stop bar closer to the intersection and installing a crosswalk across the east leg of Schnell School Road with appropriate curb ramps. Also, remove the high-visibility crosswalk markings at Broadway and Schnell School Road and replace with standard markings. All improvements will be compliant with the Americans with Disabilities Act (ADA).

COST SUMMARY:

Construction	\$155,000
Design and Environmental	59,333
Construction Engineering	<u>28,000</u>
Subtotal	242,233
Contingency	<u>18,267</u>
Total Estimate	<u>\$260,600</u>

POTENTIAL FUNDING SOURCES:

Highway Safety Improvement Program (HSIP)	\$ 213,500
TDA Article 3 (EDCTC)	47,100

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

Improvements to crosswalks in this area will result in safer pedestrian movements and an awareness of non-motorized travelers which may help decrease the speed along the stretch of Broadway, between Carson Road and Schnell School Road. Minor additional signing and striping maintenance costs per year will result from the improvements, as well as annual electrical maintenance for the pedestrian activated flashing beacons.

ALTERNATIVES:

Don't construct the project.

Website Update (CIP #41507)

DESCRIPTION:

The City website is in need of a makeover for a more user friendly experience on desktop and mobile platforms. An update would include an aesthetic improvement that will ease navigation and offer the public some newfound levels of interaction. Paying utility bills online will be more streamlined and easier to implement. The public will also be able to report damage to sidewalks, potholes or graffiti. There will be administrative benefits as well, such as creating a portal, intranet and a citizen request tracking System.

COST SUMMARY:

Construction	\$17,800
Contingency	<u>200</u>
Total Estimate	<u>\$18,000</u>

POTENTIAL FUNDING SOURCES:

General CIP Fund	\$ 6,000
Water Enterprise Fund	6,000
Sewer Enterprise Fund	6,000

IMPACT ON ANNUAL MAINTENANCE AND OPERATION COSTS:

It's estimated the City will save \$6,570 annually in operating costs by upgrading the website.

ALTERNATIVES:

Do nothing.

City of Placerville
Proposed Capital Improvement Program Budget Summary
Fiscal Year 2014/2015

Project	General CIP Fund	Gas Tax Fund	Transportation Fund	TDA Article 3 Fund	Water Enterprise Fund	Sewer Enterprise Fund	General Liability Fund	Total All Funds
Police Department Roof Repair	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Police Department Entryway Repair	2,000	-	-	-	-	-	-	2,000
Cemetery Tree Removal	-	-	-	-	-	-	48,000	48,000
Lower Main Street Connector Road Closer Gates & Flashing Beacons	-	31,000	-	-	-	-	-	31,000
Speed bump Replacement	-	12,768	-	-	-	-	-	12,768
Broadway Crosswalk Improvements-Carson Road to Schnell School Road	-	-	213,500	47,100	-	-	-	260,600
Website Update	6,000	-	-	-	6,000	6,000	-	18,000
Total	\$18,000	\$ 43,768	\$213,500	\$ 47,100	\$6,000	\$6,000	\$ 48,000	\$ 382,368