

CITY OF PLACERVILLE



PROPOSED OPERATING BUDGET 2019/2020

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PROPOSED OPERATING BUDGET
2019/2020

CITY COUNCIL

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Michael Saragosa, Vice-Mayor
Patty Borelli
Kara Taylor
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CITY CLERK

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M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Rebecca Neves, City Engineer
James Ortega, Chief of Police
Pierre Rivas, Director of Development Services
Nick Stone, Director of Public Works
Dave Warren, Assistant City Manager/Director of Finance
Terry Zeller, Director of Community Services

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City of Placerville

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

June 25, 2019

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2019-2020 Budget Message

Dear Mayor Acuna and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2019-2020. For the past 2-3 years it seems that I have opened my budget letter with the statement that “this year’s budget was extremely difficult to balance despite strong sales tax growth and moderate growth in other areas”. Perhaps there are stronger words than “extremely difficult” to describe the difficult decisions we had to make in order to balance the budget this year. We continue to look for ways to fund badly needed equipment and facility maintenance costs while balancing our Operating Budget. Expenses continue to grow, outpacing revenue growth. Specifically, pension costs continue to increase at an alarming rate, far outpacing revenue growth.

Although these aspects of the budget are concerning, there are many positive things to look at, primarily CIP projects. This year begins the third year of Measure L, and we will see significant street, water and sewer projects completed. Besides Measure L, we also have funding from State SB1 funding that will supplement our streets maintenance budget. One of the biggest areas of concern this year is funding for equipment repair and replacement. Staff has prepared a 5-year computer replacement program to bring much of our equipment needs up to where they should be. In the first year, 2019-2020, we are asking to fund this project primarily from fund balance, in order to catch up. In future years, this will be an ongoing expense that will be incorporated into the budget.

Staff is recommending the general capital outlay costs such as computer costs plus certain General Fund Capital Improvement Program (CIP) projects be funded out of General Fund unassigned fund balance. Excluding these items, we once again present you with a balanced budget, currently showing minimal reserves being used. The budget document should be a tool used to guide our service delivery, and educate our citizens. We will continue to publish the Budget Fact Sheet to educate citizens on how their tax dollars are spent.

The budget format has not changed significantly and, once again, addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document that 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 includes the Citywide reorganization that resulted in two new departments; the Public Works Department and the Engineering

Department. Costs for these departments are broken out separately. In the current fiscal year, a part-time Accounting Assistant II position was added in the Finance Department to assist with preparation of invoicing grant funded CIP projects. However, we were not successful in finding a qualified applicant to fill that position. This year's budget includes an upgraded part-time Accountant position. The cost of this position will be entirely recoverable from the associated grants it will be billing. Two areas of concern that we have implemented this year to balance the budget are in our Police Department. The proposed budget assumes freezing a vacant Police Dispatcher/Records Technician position and vacant Police Officer position. We do not take these actions lightly and will actively pursue ways to restore these positions if possible before the end of the fiscal year.

The City is currently reviewing applications based on our recently adopted Ordinance to allow cannabis businesses to operate in the City. Fees for the application review will primarily be in the current fiscal year. However there will be an license fee for the three successful applicants. Although the analysis has not yet been completed, it is anticipated that the fee will be approximately \$24,000 per business. This anticipated fee is a new revenue we will collect this year and is included in the budget. Although some cannabis businesses may get started up later this year, we have not included any cannabis related tax revenue in the current year budget. In addition, the City is now anticipating that the Point View Drive hotel project will move forward this year. As such, we have included conservative revenues for that development in the current year's budget.

The process in developing a proposed budget involved the Budget Team (comprised of the department heads) meeting as a group on several occasions and reviewing each department's ongoing annual revenues, expenditures, capital outlay requests, Alternative Service Level (ASL) requests, Capital Improvement Program (CIP) requests, and conference, training, and travel requests. These requests are measured against each department's goals and objectives and ultimately the Council's identified goals. The requests were then prioritized, and recommended to the Council.

The City Council held two budget workshops on May 8, 2019 and June 10, 2019 to assist in the prioritization of requests prior to the development of the final budget. On June 25, 2019 a public hearing was held to receive further Council and public input on the budget. The requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis.

Priorities are established by consideration of Council directives and goals, policies, revenue generation, cost efficiency, health and safety, critical staffing needs, cost recovery, project delivery and improved public service and efficiency. Operating budget line item expenditures are reviewed with each department head and modified where warranted by past history. This year staff again put considerable effort into cost recovery, due to the amount of CIP projects being developed. Each of these takes time from staff in many areas.

Budgeted, revenues continue to improve with sales tax growth matching or exceeding estimates. Fiscal Year 2018-2019 sales tax growth was originally estimated at 4.76%. Based on current estimates it appears we will exceed that growth as estimated growth is 7.64%. Based on current trends, we are estimating a 2.26% growth in Fiscal Year 2019/2020 sales tax. Consistent with past practice, revenue estimates are conservative in order to not create unrealistic expectations. We continue to produce better than statewide averages which are evidence of a good business climate in Placerville. Estimated growth for 2019-2020 is similar to 2018-2019, and represents a healthy growth rate. These estimates once again are conservative and only match the State estimates for the coming year despite our history of beating the State average. As budgets become tighter, budgeted expenditures provide less of a cushion for unexpected events. The 2019-2020 \$75,000 planned contingency is funded through current year net operating revenues.

This year's normal Capital Outlay budget is estimated at \$89,472 with \$47,059 of that coming from the General Fund. In addition, staff is recommending \$96,594 in computer equipment purchases with \$58,107 coming from the General Fund. The General Fund computer purchases are recommended to be funded from unassigned fund balance. Additional capital outlay items include water modeling software for the Engineering Department, root degreaser for the Sewer Collection Division, and the replacement of the Gas Gator for the Parks Division. In the Police Department, various safety equipment is proposed with some being funded through grants. In addition, one unmarked vehicle is being proposed.

This year's CIP Budget is extensive totaling \$1,601,510 in new facility, water, sewer and street projects. In addition, \$1,225,000 will be added to existing projects to be delivered this year. This will add over \$2.8 million to water sewer and street projects this year. In addition, Staff has identified Corporation Yard improvements totaling \$60,000, roof repairs at the Water Reclamation Facility storage building for \$30,000 and a storage container for Recreation and Parks for \$4,510. Projects requested that not recommended for funding at this time include a backup generator for City Hall, Police Department remodel, building and planning permitting software, and a drinking fountain replacement at the City Park. Staff will continue to look at grant funding for these items. Finally, \$32,000 will be used to improve our Downtown parking facilities. Many on-going projects will continue including the Western Placerville Interchange project and the Upper Broadway Bike Lane project. These are funded through State and Federal Grants.

This year's proposed budget as presented also reflects certain assumptions. 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. 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 2019-2020 General Fund Budget is \$9,272,741 or 1.91% more than the Fiscal Year 2018-2019 revised budget.

This budget reflects negotiated cost of living increases for employees. We continue to look at ways to maximize revenues and reduce costs. The second-tier retirement and PEPRA plans continue to produce savings. Retirement costs overall however continue to increase. This year the General Fund is experiencing a \$205,405 increase in pension contributions. Total pension contributions for all funds are expected to increase by \$246,184. Other cost increases include Liability Insurance – 5.97%, Property Insurance – 14.40%, a 8.33% increase in the minimum wage and a 1.77% increase in Local Agency Formation Organization Fees. The City continues to budget for mandated training in all departments plus training to improve the efficiency of employees and to reduce liability for the City. However, only limited amount of non-mandatory training is included in the budget.

Staff continues to evaluate all programs to determine ways to operate more efficiently. Despite minimal staffing increases in water and sewer areas, staffing levels are still well below historical levels. The recently adopted water and sewer rates will allow us to better staff those critical functions including two additional Senior Maintenance Worker positions in the Public Works Department and an additional Water Reclamation Facility Operator I position in the Engineering Department.

Included with this document is the budget for both the Water Enterprise Fund and the Sewer Enterprise Fund. As adopted with the water and sewer rate adjustments, the sewer charge discounts have been eliminated. That funding from the Measure H Fund is now being used for debt service, debt service coverage ratio, and projects.

As addressed above, the new water and sewer rate will significantly help the City in meeting critical staffing needs in the Water Distribution and, Sewer Collection. Additional State requirements continue to overburden routine operations in these departments. However, there is no secure source for funding storm

drain requirements. The City is required to implement best practices for storm drain systems. The current permit, as required by the State, lists new requirements to be completed each year. Only minimal implementation has been completed to date. Without identifying additional staffing to implement these functions, the City could be subject to penalties. We will continue to seek ways to fund these permit requirements.

The Measure J Fund has shown improvement in recent past due to sales tax revenue gains and negotiated benefit concessions. However expenditures due to increases in retirement and other benefit costs continue to outpace revenue growth. This year's budget will deplete Measure J reserves and require a \$271,107 transfer from the General Fund. Staff continues to review options to help this fund and will discuss those further in the coming months. Measure J sales tax provides funding for enhancements to the salaries and benefits for sworn public safety employees.

The Downtown Parking Fund is performing as estimated when the new rates and program were established. The City is now in the third year of the new program and the second year of in-house staffing. The new program will contribute over \$40,000 each year for improvements plus \$20,000 set aside for future capital improvements. This year's budget includes over \$32,000 in parking lot improvements including pavement repairs, fence repairs, striping and signage.

The result is a balanced budget for all funds for the current fiscal year with the exception of Measure J as addressed above. Staff feels the proposed budget reflects conservative estimates in all areas to ensure a balanced budget. However, with the freezing of one Police Officer position and one Police Dispatcher/Records Technician position, minor service cuts could be realized this coming year. If solutions are not found to address rising costs, more significant service cuts are likely next year.

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. We continue to see positive sales tax numbers and we plan to expand efforts in economic development to improve revenue for the future. Proposed housing projects, the Gateway Hotel project and other small commercial development may bring additional revenue to help address our needs. Staff is committed to keeping the City fiscally sound while maintaining all essential services to the Public.

Assistant City Manager/Director of Finance, Dave Warren and his staff are to be commended for their excellent work and presentation of the budget. Each Department Head should also be recognized for their cooperation, dedication and sacrifice to achieve a balanced budget. I express my appreciation to all City Employees who work diligently to keep the City providing a high level of service with limited resources. And, finally, I thank the City Council for their support, direction, leadership and continued diligence in providing quality, efficient service to the Citizens and visitors of Placerville.

Very truly yours,



M. Cleve Morris
City Manager
City of Placerville



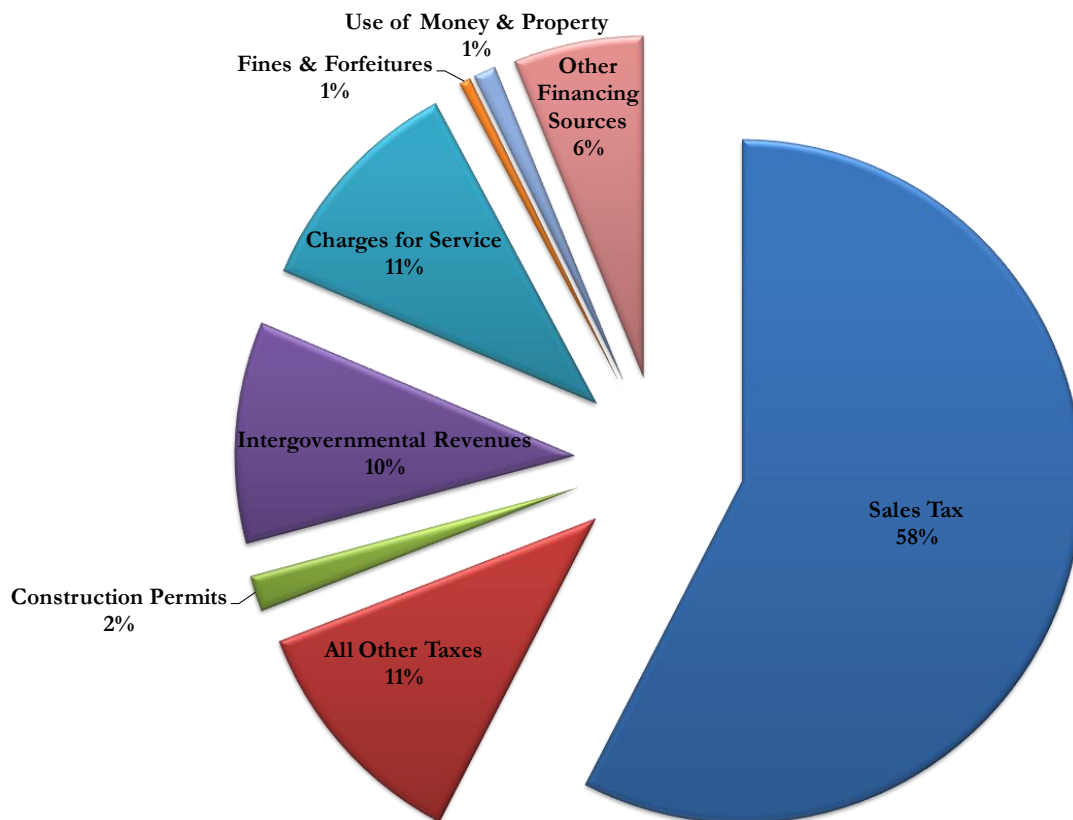
Revenue and Expenditure Summaries



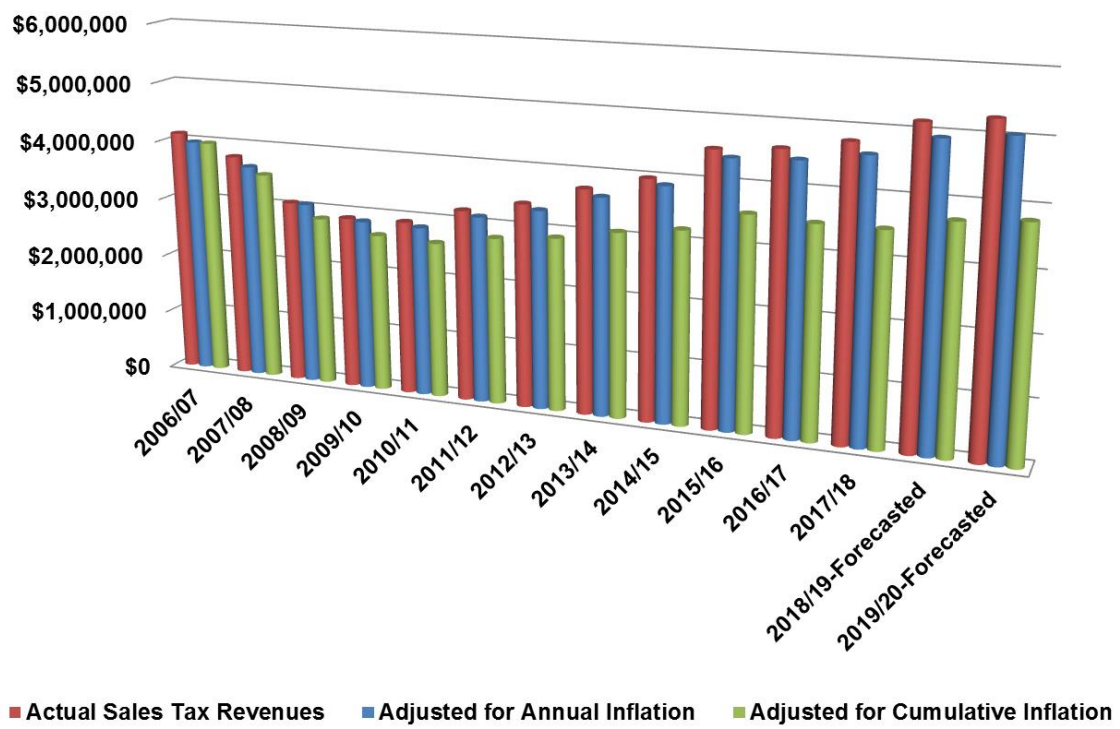
Projected General Fund Revenues by Source Fiscal Year 2019/2020

Sales Tax	\$	5,279,200	57.63%
All Other Taxes		1,055,336	11.52%
Construction Permits		155,564	1.70%
Intergovernmental Revenues		963,219	10.51%
Charges for Service		988,703	10.79%
Fines & Forfeitures		52,120	0.57%
Use of Money & Property		99,140	1.08%
Other Financing Sources		567,491	6.19%
Total revenues	\$	9,160,773	100.00%

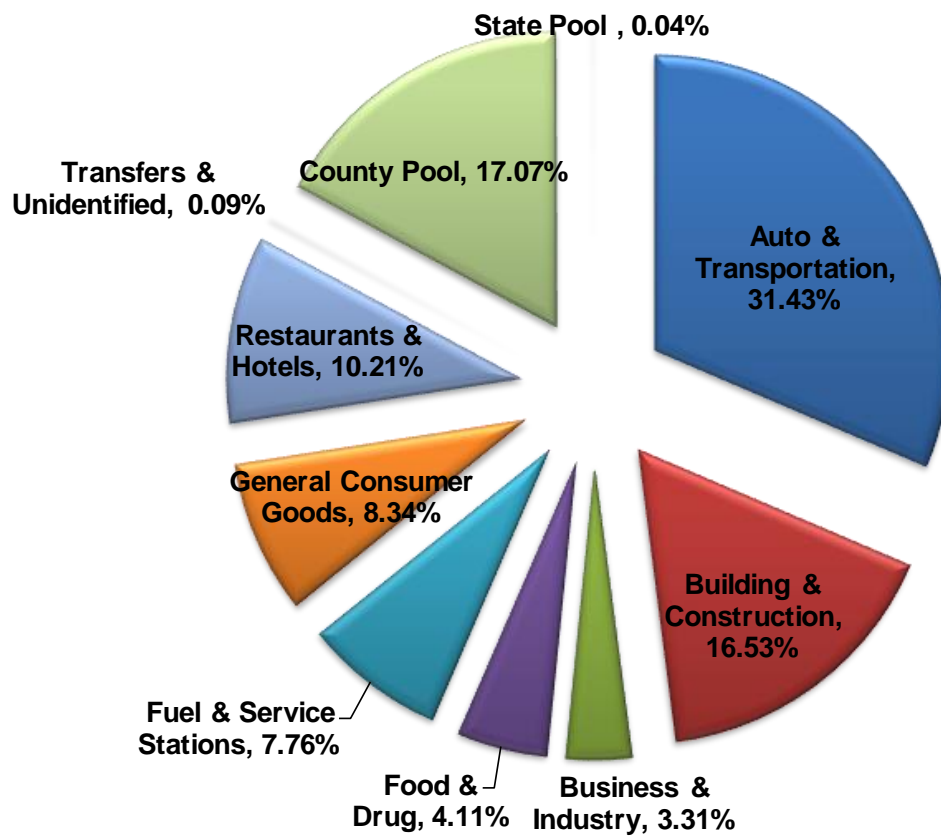
Projected General Fund Revenues By Source Fiscal Year 2019/2020



Local Sales Tax Trend



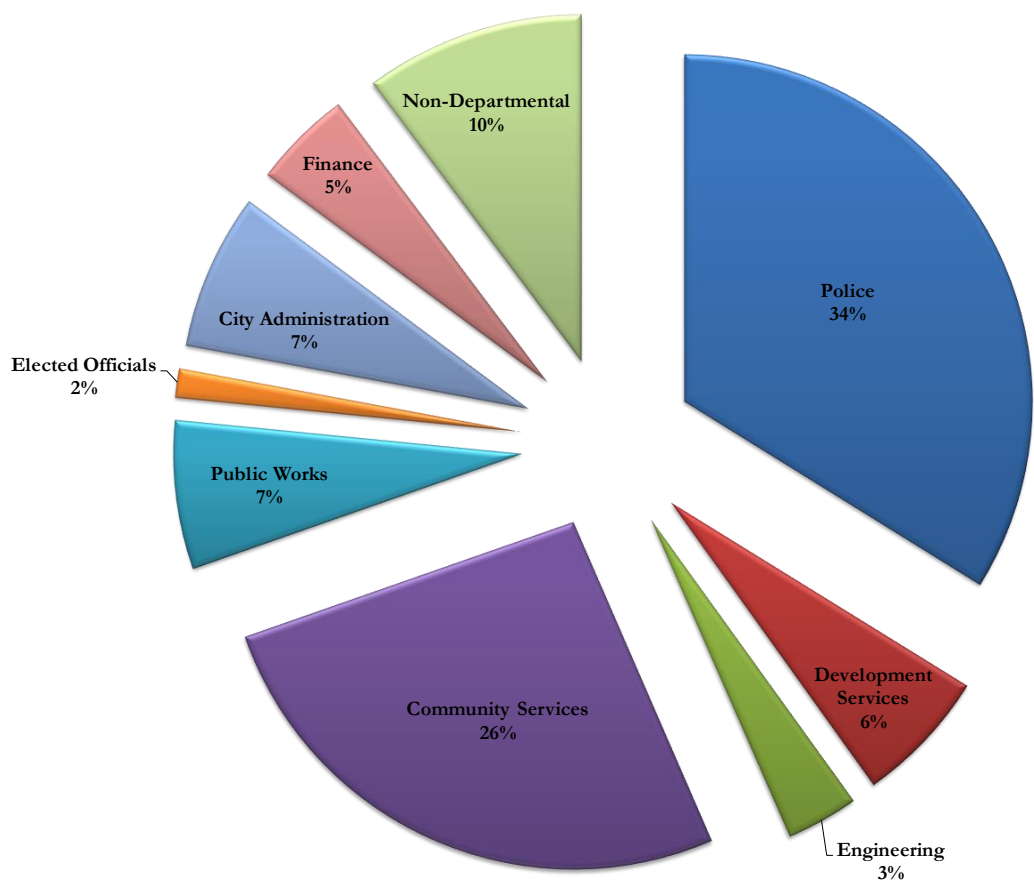
Sales Tax Revenue Sources for the Quarter ended December 31, 2018



**Proposed General Fund Operating Budget
Expenditures & Net Transfers Out by Department
Fiscal Year 2019/2020**

Police	\$ 3,139,063	33.85%
Development Services	582,851	6.29%
Engineering	310,531	3.35%
Community Services	2,425,027	26.15%
Public Works	641,476	6.92%
Elected Officials	125,726	1.36%
City Administration	675,177	7.28%
Finance	426,807	4.60%
Non-Departmental	946,083	10.20%
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Total	\$ 9,272,741	100.00%

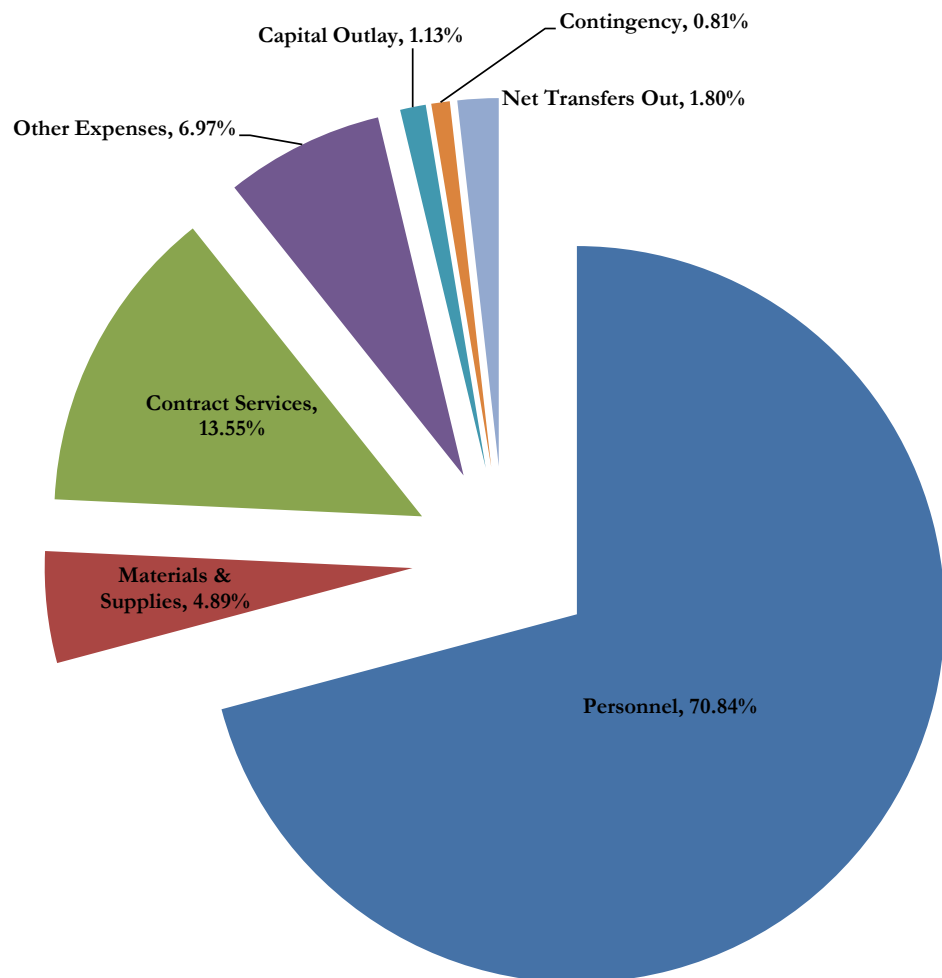
Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2019/2020



Proposed General Fund Operating Expenditures & Net Transfers Out by Category Fiscal Year 2019/2020

Personnel	\$ 6,569,100	70.84%
Materials & Supplies	453,699	4.89%
Contract Services	1,256,339	13.55%
Other Expenses	646,370	6.97%
Capital Outlay	105,169	1.13%
Contingency	75,000	0.81%
Subtotal expenditures	<u>9,105,677</u>	
Net Transfers Out	<u>(167,064)</u>	1.80%
 Total expenditures & transfers in	 <u><u>\$ 9,272,741</u></u>	 100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2019/2020



Fiscal Year 2019/2020 Proposed Operating Budget

Summary of Revenues – All Funds

	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Forecast 2018/2019	Proposed 2019/2020
GENERAL FUND					
Sales Tax	\$ 4,614,719	\$ 4,796,155	\$ 5,096,994	\$ 5,162,527	\$ 5,279,200
Taxes - All Other	987,047	1,053,999	1,049,596	1,046,444	1,055,336
Licenses and Permits	204,018	138,726	105,000	192,014	155,564
Intergovernmental Revenues	853,524	934,900	926,734	978,279	963,219
Charges for Services	832,820	827,679	807,092	867,988	988,703
Fines and Forfeitures	107,115	48,272	52,385	54,259	52,120
Use of Money and Property	165,520	174,129	87,911	92,294	99,140
Other Financing Sources	577,000	552,038	904,062	835,707	567,491
Subtotal	<u>\$ 8,341,762</u>	<u>\$ 8,525,898</u>	<u>\$ 9,029,774</u>	<u>\$ 9,229,512</u>	<u>\$ 9,160,773</u>
GAS TAX FUND					
Gas Tax	\$ 228,474	\$ 314,365	\$ 439,224	\$ 420,346	\$ 478,475
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	761	729	2,000	2,000	2,745
Subtotal	<u>\$ 229,235</u>	<u>\$ 315,094</u>	<u>\$ 441,224</u>	<u>\$ 422,346</u>	<u>\$ 481,220</u>
MEASURE J					
Sales Tax	\$ 1,028,353	\$ 1,019,165	\$ 1,086,270	\$ 1,072,736	\$ 1,110,970
Use of Money and Property	1,351	478	700	700	500
Subtotal	<u>\$ 1,029,704</u>	<u>\$ 1,019,643</u>	<u>\$ 1,086,970</u>	<u>\$ 1,073,436</u>	<u>\$ 1,111,470</u>
MEASURE L					
Sales Tax	\$ 467,663	\$ 2,043,141	\$ 2,155,014	\$ 2,159,308	\$ 2,236,900
Use of Money and Property	24	3,541	22,650	22,650	22,000
Subtotal	<u>\$ 467,687</u>	<u>\$ 2,046,682</u>	<u>\$ 2,177,664</u>	<u>\$ 2,181,958</u>	<u>\$ 2,258,900</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 2,031,563	\$ 2,021,733	\$ 1,957,702	\$ 2,186,996	\$ 2,269,244
Grants	1,724,073	-	-	-	-
Use of Money and Property	4,386	12,259	3,598	10,903	7,136
Subtotal	<u>\$ 3,760,022</u>	<u>\$ 2,033,992</u>	<u>\$ 1,961,300</u>	<u>\$ 2,197,899</u>	<u>\$ 2,276,380</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 5,399,150	\$ 5,693,103	\$ 5,907,873	\$ 6,103,224	\$ 6,400,417
Grants	-	104,436	-	-	-
Use of Money and Property	18,101	36,946	6,785	40,208	33,302
Subtotal	<u>\$ 5,417,251</u>	<u>\$ 5,834,485</u>	<u>\$ 5,914,658</u>	<u>\$ 6,143,432</u>	<u>\$ 6,433,719</u>
MEASURE H					
Sales Tax	\$ 1,027,268	\$ 1,018,232	\$ 1,086,270	\$ 1,072,736	\$ 1,110,970
Use of Money and Property	4,316	4,027	12,080	12,080	13,000
Subtotal	<u>\$ 1,031,584</u>	<u>\$ 1,022,259</u>	<u>\$ 1,098,350</u>	<u>\$ 1,084,816</u>	<u>\$ 1,123,970</u>
PARKING DISTRICT FUND					
	\$ 173,582	\$ 344,832	\$ 301,104	\$ 348,740	\$ 344,809
GRANT FUNDS					
	\$ 281,623	\$ 288,178	\$ 272,802	\$ 272,802	\$ 399,525
LLMD FUNDS					
	\$ 32,970	\$ 34,558	\$ 35,019	\$ 35,019	\$ 35,271
BA/CFD DISTRICT FUNDS					
	\$ 68,607	\$ 33,786	\$ 35,430	\$ 35,430	\$ 36,891
GENERAL RESERVE FUNDS					
	\$ 364,363	\$ 133,428	\$ 4,736	\$ 113,108	\$ 1,200
TOTAL REVENUE SOURCES	<u><u>\$ 21,198,390</u></u>	<u><u>\$ 21,632,835</u></u>	<u><u>\$ 22,359,031</u></u>	<u><u>\$ 23,138,498</u></u>	<u><u>\$ 23,664,128</u></u>
Operating Expenditures					
	\$ 18,198,123	\$ 18,564,651	\$ 19,606,495	\$ 19,571,058	\$ 20,649,281
Capital Improvement					
	3,228,888	2,669,211	2,832,864	2,832,864	2,944,571
Reserves and Contingencies					
	(228,621)	398,973	(80,328)	734,576	70,276
TOTAL EXPENDITURE USES	<u><u>\$ 21,198,390</u></u>	<u><u>\$ 21,632,835</u></u>	<u><u>\$ 22,359,031</u></u>	<u><u>\$ 23,138,498</u></u>	<u><u>\$ 23,664,128</u></u>

Fiscal Year 2019/2020 Proposed Operating Budget

Summary of Expenditures by Division and Funding Source

	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Forecast 2018/2019	Proposed 2019/2020
OPERATING EXPENDITURES					
Patrol Services	\$ 2,577,754	\$ 2,783,856	\$ 2,848,106	\$ 2,790,082	\$ 3,030,521
Investigations	200,493	187,823	230,333	203,721	173,237
Police Records / Dispatch	565,930	484,849	713,864	528,208	684,015
Police Administration	698,122	808,120	844,594	837,427	935,925
Planning	159,606	156,027	172,565	172,718	187,486
Building Inspection	220,690	240,806	161,303	140,848	233,755
Engineering	391,323	319,946	618,669	708,828	381,581
Water Reclamation Facility	2,443,893	2,367,239	2,524,477	2,485,012	2,640,646
DSD Administration	222,095	221,845	226,091	232,179	245,465
Parks	664,457	740,695	764,460	829,379	707,295
Recreation	992,548	1,013,314	1,103,248	1,027,177	1,153,364
Facility Maintenance	367,974	357,665	358,391	380,812	330,082
Street & Roads	689,437	723,470	652,550	682,366	690,320
Water & Sewer Lines	1,009,256	1,015,819	1,263,526	1,227,469	1,498,682
Water Acquisition & Delivery	779,129	796,273	839,538	823,262	864,297
Downtown Parking	225,505	153,448	121,772	118,558	135,487
CSD Administration	207,372	217,391	276,867	286,053	259,219
City Council and City Treasurer	118,511	118,871	123,600	115,622	125,726
City Attorney	314,754	252,257	66,761	225,254	69,085
City Management	313,459	340,565	351,465	357,878	370,144
Information Services	353,480	368,225	411,477	413,009	460,085
Human Resources	136,118	125,278	122,235	121,196	129,387
Grant Administration	-	-	-	-	-
City Clerk	11,443	3,473	7,700	9,626	5,170
Financial Management	456,549	447,282	388,468	421,561	429,009
Utility Billing	356,486	353,923	447,106	396,464	474,602
Non-Departmental	3,721,739	3,966,191	3,967,329	4,036,349	4,434,696
Total Operating Expenditures	<u>\$ 18,198,123</u>	<u>18,564,651</u>	<u>\$ 19,606,495</u>	<u>\$ 19,571,058</u>	<u>\$ 20,649,281</u>
FUNDING SOURCES					
General Fund	\$ 8,342,491	\$ 8,801,865	\$ 9,095,834	\$ 8,943,056	\$ 9,272,741
Gas Tax Fund	281,647	225,899	289,472	289,472	321,573
Measure L Fund	51,517	230,622	-	-	-
Measure J Fund	995,551	1,118,786	1,325,261	1,428,534	1,111,470
Downtown Parking Fund	96,919	198,151	207,687	201,480	225,313
Grant Funds	200,185	276,896	272,656	274,145	399,523
General CIP Fund	(22,114)	(287,034)	(72,920)	(72,920)	(28,690)
LLMD Funds	50,681	48,500	35,019	37,540	35,271
BAD Funds	8,041	12,404	35,000	28,247	36,891
Water Enterprise Fund	1,100,960	1,601,290	1,956,651	1,902,436	2,245,871
Sewer Enterprise Fund	5,641,353	5,541,616	5,371,880	5,413,979	5,926,743
Measure H Fund	951,559	603,381	1,098,350	1,084,816	1,110,970
General Liability Fund	314,446	(1,488)	-	48,668	-
Equipment Replacement Fund	62,917	128,602	-	-	-
Economic Impact Reserve Fund	121,970	65,161	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>18,198,123</u>	<u>18,564,651</u>	<u>\$ 19,606,495</u>	<u>\$ 19,571,058</u>	<u>\$ 20,649,281</u>

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Public Safety Police

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

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

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

Fiscal Year 2019/2020 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Estimated			
	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Proposed 2019/2020
Patrol Services				
Arrests	643	568	706	600
Citations*	1,207	957	1,200	1,000
Calls for service	19,934	18,877	22,620	21,000
Shield hours	1,500	1,500	1,500	1,500
Community Oriented Policing Hours	2,000	2,000	2,000	2,100
Investigations				
Child Abuse	20	4	10	10
Robberies	7	8	7	7
Reports for investigative follow up	200	200	200	200
Administrative Investigations	7	7	1	5
Background	10	8	8	10
Arson	2	2	2	2
Homicide	0	0	0	0
Narcotics	150	90	90	90
Dispatch / Records / Support				
9-11 Calls	5,946	5,106	5,500	5,500
Crime reports	2,200	2,530	2,750	2,700
Abatement reports	23	4	2	15

*excludes any parking citations

**Projected numbers are based upon previous years' activity and are continuously changing giving the Placerville Police Department an unknown workload on a daily basis. The actual and projection numbers do not reflect a quota system in accordance with California Vehicle Code 41603 and Placerville Police Department Police 500.3.

Department Staff by Position	Estimated				Council Approved 2019/2020	% Change from 18/19 Budget
	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Actual 2018/2019	Proposed 2019/2020	
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0%
Police Officer	11.0	12.0	12.0	12.0	11.0	-8%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher / Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher / Records Technician	4.9	5.0	5.0	5.0	4.0	-20%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0%
Community Services Officer	0.4	0.5	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Total	27.8	29.0	29.5	29.5	27.5	-7%

Fiscal Year 2019/2020 Annual Operating Budget

Department Budget

Police

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	3,674,372	3,799,264	4,242,532	3,984,651	4,396,840	-	16%
Materials and supplies	89,037	88,295	103,470	80,772	116,173	-	32%
Contract Services	173,750	208,520	224,585	249,168	215,692	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	30,187	28,163	36,708	15,739	16,950	-	-40%
Capital outlay	74,953	140,406	29,602	29,108	78,043	-	-44%
Total	<u>4,042,299</u>	<u>4,264,648</u>	<u>4,636,897</u>	<u>4,359,438</u>	<u>4,823,698</u>	<u>-</u>	13%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Patrol Services	2,577,754	2,783,856	2,848,106	2,790,082	3,030,521	-	9%
Investigations	200,493	187,823	230,333	203,721	173,237	-	-8%
Records and Dispatch	565,930	484,849	713,864	528,208	684,015	-	41%
Police Administrative Support	698,122	808,120	844,594	837,427	935,925	-	16%
Total	<u>4,042,299</u>	<u>4,264,648</u>	<u>4,636,897</u>	<u>4,359,438</u>	<u>4,823,698</u>	<u>-</u>	13%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	2,670,169	2,686,737	2,944,603	2,563,402	3,023,498	-	13%
Measure J	985,337	1,108,317	1,314,398	1,414,601	1,371,467	-	24%
Grants	228,860	276,896	272,656	274,146	278,170	-	0%
Fines and Forfeitures	107,115	48,273	52,385	54,259	52,120	-	8%
POST Reimbursement	4,235	33,141	23,855	23,855	8,795	-	-73%
Police Services Revenues	35,983	38,182	29,000	29,175	89,648	-	135%
Equipment Replacement Fund	10,600	73,102	-	-	-	-	-100%
Total	<u>4,042,299</u>	<u>4,264,648</u>	<u>4,636,897</u>	<u>4,359,438</u>	<u>4,823,698</u>	<u>-</u>	13%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Police

Division: Patrol

2018/2019 REVIEW

- For the fiscal year we estimated 600 physical arrests (excluding cite & release). Current mid-year we are 353 arrests and projected to hit 700 by the end of the fiscal year.
- By the end of the fiscal year, we estimate 1,200 citations written for moving/non-moving violations (No parking citations counted). This increase is due to the department receiving a OTS grant allowing us to focus on traffic safety.
- We estimate by the end of the fiscal year we will have responded to approximately 22,620 calls for service (CFS). That is an average of 62 calls per day. Our officers will have written an estimated 2,654 crime reports.
- We continue to train our tactical team. Currently we have seven members with plans to add three additional. The tactical team has conducted active shooter training in conjunction with local schools.
- Equipment continues to be upgraded.
- Updated emergency equipment in patrol vehicles to meet state requirements.
- Hired two full time officers to fill an existing vacancy.
- Continued to submit grant applications as they become available.
- Conduct Coffee with a Cop 6 times year (at minimum) led by Sergeants.
- Established an ongoing El Dorado Trail patrol using Reserve Police Officers.
- Conducted special enforcement details targeting illegal camping within the city.
- Sergeant Cannon attended SBSLI leadership training. All Sergeants will have received this prestigious leadership training.

2019/2020 BUDGET

- Continue our focus on community service, professional development, internal operations and capital improvement.
- Work to keep response time for priority calls to 5:00 minutes or less. Average response time is 4:30, with emergency calls being lower than the average.
- Continue to develop all of our personnel through continued training.
- Continue to develop POST certified training courses to be held in house.
- Obtain government surplus equipment through LESO (formally known as the 1033 program).
- Continue with our community policing efforts through National Night Out and Coffee with a Cop.
- Train additional officers in collateral assignments such as; motor officer, bike patrol team, honor guard, and defensive tactics instructor.
- Focus on mentorship, development and coaching of front line supervisors to further prepare them for greater leadership responsibilities within the police department.
- Continue to update equipment to meet the ever evolving demands of law enforcement.
- Develop strategies to not only address crime, but the fear of crime as well (i.e. community meetings).
- Continue to work with our internal city partners to holistically address quality of life issues.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
Department Staff by Position	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	2019/2020	Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	11.0	11.0	11.0	10.0	0.0	-9%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.4	0.5	1.0	1.0	1.0	0.0	0%
Total	15.4	16.5	17.0	17.0	16.0	0.0	-6%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget Patrol

<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>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	2,344,013	2,518,685	2,652,601	2,658,842	2,833,590	-	13%
Materials and supplies	71,730	70,182	85,770	73,884	94,673	-	35%
Contract Services	70,652	52,224	64,220	25,348	60,785	-	16%
Overhead	-	-	-	-	-	-	0%
Other expense	18,698	20,652	18,120	7,313	4,050	-	-80%
Capital outlay	72,661	122,113	27,395	24,695	37,423	-	-69%
Total	<u>2,577,754</u>	<u>2,783,856</u>	<u>2,848,106</u>	<u>2,790,082</u>	<u>3,030,521</u>	<u>-</u>	<u>9%</u>

<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>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Patrol Services	2,485,233	2,704,436	2,744,217	2,688,204	2,883,547	-	7%
Community Services	21,869	4,763	21,222	18,094	55,003	-	1055%
Property / Evidence	70,652	74,657	82,667	83,784	91,971	-	23%
Total	<u>2,577,754</u>	<u>2,783,856</u>	<u>2,848,106</u>	<u>2,790,082</u>	<u>3,030,521</u>	<u>-</u>	<u>9%</u>

<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>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,439,595	1,544,953	1,495,480	1,375,061	1,558,004	-	1%
Measure J	751,366	787,602	974,730	1,033,586	1,043,784	-	33%
Grants	228,860	276,896	272,656	274,146	278,170	-	0%
Fines and Forfeitures	107,115	48,273	52,385	54,259	52,120	-	8%
POST Reimbursement	4,235	33,141	23,855	23,855	8,795	-	-73%
Police Services Revenues	35,983	38,182	29,000	29,175	89,648	-	135%
Equipment Replacement Fund	10,600	54,809	-	-	-	-	-100%
Total	<u>2,577,754</u>	<u>2,783,856</u>	<u>2,848,106</u>	<u>2,790,082</u>	<u>3,030,521</u>	<u>-</u>	<u>9%</u>

Fiscal Year 2019/2020 Annual Operating Budget

Department: Police

Division: Investigations

2018/2019 REVIEW

- Burglary reports have dropped from 57 in 2017 to 46 in 2018; a difference of 19%.
- Estimated dollar value amount of property reported stolen for 2018 was \$661,417. Estimated value of property recovered for 2018 is \$254,880, equating to 39% property value recovered.
- Child abuse cases dropped by 25%, from 8 to 6 investigated.
- Sexual assaults have increased from 6 in 2017 to 10 reports in 2018. After conducting an investigation, 7 of those 10 were unfounded sexual assault reports.
- Monitored approximately 24 registered sex offenders during 2018 to ensure compliance.
- Continued to participate in regional investigator meetings.
- Utilized GPS tracking devices to coordinate effective property crime investigations.
- Continued to utilize social media and downtown cameras to solve cases.
- Continued up to date training for detective, including ICI courses.
- Utilized the SRO position with investigations as a force multiplier.

2019/2020 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Continue our involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team, Tobacco Retailer licensing task force, Vulnerable Populations committee, to increase public awareness and education.
- Participate in a regional Investigator's monthly meeting to improve information sharing with outside agencies.
- Participate in monthly Crime Alert, MDT/CIT, SART and Gang suppression team meetings.
- Obtain and utilize progressive technology to assist in investigations.
- Increase our effectiveness with surveillance efforts through the downtown cameras system for all types of reported crimes.
- Provide contemporary training and information regarding active investigations to patrol of crime trends i.e. human trafficking.
- Create a functioning Problem Oriented Policing/Investigations unit utilizing CHP grant.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
Department Staff by Position				2018/2019		2019/2020	Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Investigations

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	Revised	Actual	2019/2020	Approved	from 18/19
			2018/2019	2018/2019		2019/2020	Budget
Personnel	193,262	186,541	224,695	198,083	167,462	-	-10%
Materials and supplies	2,212	674	1,215	1,215	1,215	-	80%
Contract Services	2,727	-	1,015	1,015	1,015	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	3,408	3,408	1,275	-	0%
Capital outlay	2,292	608	-	-	2,270	-	273%
Total	200,493	187,823	230,333	203,721	173,237	-	-8%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	Revised	Actual	2019/2020	Approved	from 18/19
			2018/2019	2018/2019		2019/2020	Budget
Crime Scene Investigations	200,493	187,823	230,333	203,721	173,237	-	-8%
Total	200,493	187,823	230,333	203,721	173,237	-	-8%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	Revised	Actual	2019/2020	Approved	from 18/19
			2018/2019	2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	127,932	110,205	133,904	105,932	109,453	-	-1%
Measure J	72,561	77,010	96,429	97,789	63,784	-	-17%
Equipment Replacement Fund	-	608	-	-	-	-	
Total	200,493	187,823	230,333	203,721	173,237	-	-8%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2018/2019 REVIEW

- Received 5,106 911 calls in our Dispatch Center, an average of 427 calls per month for the calendar year.
- Responded to over 7,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,500 crime/incident reports.
- Purged appropriate records and property in accordance with State law and retention procedures.
- Conducted nearly 894 (744 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks in fiscal year 2017/18.
- Dispatched approximately 20,800 calls for service from our 9-1-1 dispatch center.
- Contracted with EDSO for dispatch services during staffing shortage.
- Continued implementation of the E911 call taking and related geographic mapping.
- Completed thorough inventory of evidence, accounting for over 4,300 pieces of evidence.
- Completed DOJ CLETS/CORI Audit, with an “in compliance” rating for 2018.
- Continued training of DRT’s with records functions.
- Continued ongoing training of all support service staff.
- Installed monitors for downtown camera system in communications center for 24/7 viewing.
- Purchased and initiated critical testing for dispatch candidates.
- Purchased and installed new phone system for Police Department.
- Purchased and distributed new portable radios
- Successfully recruited and hired PTE CSO
- Participated in annual NNO and awarded 1st in CA, 3rd in nation.

2019/2020 BUDGET

- Continue to work with department staff in an effort to comply with on-going training requirements for our Dispatchers.
- Create and maintain a perpetually current eligibility list for Police Dispatcher/Records Technicians in an effort to expedite the hiring process when an opening exists. .
- Continue the process of auctioning and purging surplus property.
- Recruit and hire 4 fulltime DRT’s to assist with staffing and reduce overtime.
- Recruit and hire one part-time Community Services Officer, based on receiving the 3-year Tobacco Grant.
- Work with schools and business districts in tobacco prevention related activity, to include no smoking ordinance and Tobacco Retail License.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
Department Staff by Position				2018/2019		2019/2020	Budget
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.9	5.0	5.0	5.0	4.0	0.0	-20%
Total	7.4	7.5	7.5	7.5	6.5	0.0	-13%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Records and Dispatch

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	548,716	451,418	672,666	407,487	640,143	-	42%
Materials and supplies	5,330	1,561	1,680	18	4,680	-	200%
Contract Services	10,916	30,965	31,238	120,280	31,182	-	1%
Overhead	-	-	-	-	-	-	0%
Other expense	969	905	8,280	423	3,900	-	331%
Capital outlay	-	-	-	-	4,110	-	0%
Total	565,930	484,849	713,864	528,208	684,015	-	41%

Division Budget by Program	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Records Management	33,359	51,799	52,376	67,051	154,454	-	198%
Dispatch	532,571	433,050	661,488	461,157	529,561	-	22%
Total	565,930	484,849	713,864	528,208	684,015	-	41%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	565,930	484,849	713,864	528,208	684,015	-	41%
Total	565,930	484,849	713,864	528,208	684,015	-	41%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Police

Division: Police Administration

2018/2019 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Continued with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Review and revise Strategic Plan.
- Successfully awarded a two-year \$395,267 grant through the California Department of Justice for the prevention of tobacco use.
- Successfully awarded a grant through the California Office of Traffic Safety totaling \$50,000. This is a one year grant. This grant provides overtime costs and equipment for enhanced traffic enforcement throughout the city including driving under the influence enforcement.
- Held community meetings were scheduled during this year including Coffee With A Cop and other community meetings. The Chief of Police attended conferences and ½ day meetings hosted by the California Police Chief's Association, California Peace Officers Association and the FBI National Academy Associates both on the regional, state and national levels in an effort to stay up to date on best practices and enhance administrative effectiveness. All command staff regularly attended meetings hosted by NCCSIF.
- Command staff attended regular meetings involving County and Regional Law Enforcement Manager's Associations.
- Continued professional growth of Command Staff.
- Continued to work in collaboration with our area schools to provide a School Resource Officer.
- Continued to manage the Citizen's Option for Policing (COPS) grant, the CHRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continued to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continued to address illegal camping prevention and abatement program by working with private property owners who have subjects illegally camping and engaged the public and private agencies in an effort to direct those persons in need of social services.
- Began staffing the Retroactive Policing-Problem Oriented Police Officer to work with organizations serving the homeless and youth populations with a focus on long-term chronic crime problems affecting the City.
- Worked with the City Manager and City Attorney to draft and finalize a City Ordinance for the regulation of cannabis within the City.

2019/2020 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Review and revise Strategic Plan.
- Continue with submitting various grants and/or other funding opportunities that might become available.
- Continue to formalize and improve our Community Oriented Policing and Problem Solving (COPPS) practices. This could include further implementation of crime analysis and mapping and continuation of a Community Survey and use of random Customer Satisfaction Surveys.
- Continue involvement with the California Police Chief's Association, California Peace Officers Association and the FBI National Academy Associates both on the regional, state and national levels in an effort to stay up to date on best practices and enhance administrative effectiveness.
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Purchase training management system to create an organized training program for all personnel that meets POST standards.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CHRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continue to monitor illegal camping prevention and abatement program.
- Continue to purge/destroy confidential records in accordance with State law and City policy.
- Working with the City Manager and City Attorney, monitor the city ordinance for the regulation of cannabis within the City.
- Work with regional emergency response partners to update the City's emergency response plan.
- Present an updated strategic plan which outlines Department goals for the next three (3) years.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Approved	from 18/19
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Police Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	588,382	642,620	692,570	720,239	755,645	-	18%
Materials and supplies	9,765	15,878	14,805	5,655	15,605	-	-2%
Contract Services	89,455	125,331	128,112	102,525	122,710	-	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	10,520	6,606	6,900	4,595	7,725	-	17%
Capital outlay	-	17,685	2,207	4,413	34,240	-	94%
Total	<u>698,122</u>	<u>808,120</u>	<u>844,594</u>	<u>837,427</u>	<u>935,925</u>	<u>-</u>	16%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Police Department Administrative	<u>698,122</u>	<u>808,120</u>	<u>844,594</u>	<u>837,427</u>	<u>935,925</u>	<u>-</u>	16%
Total	<u>698,122</u>	<u>808,120</u>	<u>844,594</u>	<u>837,427</u>	<u>935,925</u>	<u>-</u>	16%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	536,712	546,730	601,355	554,201	672,026	-	23%
Measure J	161,410	243,705	243,239	283,226	263,899	-	8%
Equipment Replacement Fund	-	17,685	-	-	-	-	-100%
Total	<u>698,122</u>	<u>808,120</u>	<u>844,594</u>	<u>837,427</u>	<u>935,925</u>	<u>-</u>	16%

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Development Services

Provide current and long-range land use planning services including land use entitlement, permitting services, and code enforcement; building services including construction permitting, plan check, construction inspections, and code enforcement; and providing quality services consistent with the City's General Plan, City Code, and development Design Guide and in compliance with related State and Federal regulations while utilizing best practices in planning and building that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2019/2020 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Estimated Actual 2018/2019	Projected 2019/2020
Administration (Hours)				
Budget administration	400	400	400	400
Planning Division support	400	400	400	400
Building Division support	400	400	400	400
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/ Planning Commission and miscellaneous meetings	350	350	350	350
Planning (Projects)				
Discretionary development applications	14	8	19	15
Miscellaneous applications	9	7	16	10
Housing Element Update/Implementation (hours)	175	75	75	180
Parcel and subdivision maps	1	1	0	1
Inquiries	1,000	975	1,000	900
Code enforcement cases	50	12	12	15
Building				
Inspections	1,607	1,199	1,495	1,100
Building permits	508	509	620	500
Plan review	230	345	384	310
Inquiries/Contacts	9,510	10,080	12,000	10,000
Code enforcement cases	101	37	57	60
Total open code enforcement cases (Planning & Building)	142	128	187	180
Total code enforcement cases closed (Planning & Building)	127	63	33	50

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Code Enforcement Official	0.0	0.0	0.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Department Budget
Development Services

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	403,040	397,401	501,669	432,965	544,865	-	37%
Materials and supplies	2,163	1,279	2,100	1,888	1,975	-	54%
Contract Services	191,927	218,311	52,000	106,016	104,800	-	-52%
Overhead	-	-	-	-	-	-	0%
Other expense	3,584	1,687	4,190	4,876	6,662	-	295%
Capital outlay	1,677	-	-	-	8,404	-	0%
Total	602,391	618,678	559,959	545,745	666,706	-	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Planning	159,606	156,027	172,565	172,718	187,486	-	20%
Building	220,690	240,806	161,303	140,848	233,755	-	-3%
DSD Administration	222,095	221,845	226,091	232,179	245,465	-	11%
Total	602,391	618,678	559,959	545,745	666,706	-	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	308,950	368,764	404,959	284,756	248,074	-	-33%
Planning Fees	22,800	111,188	10,000	68,975	179,213	-	61%
Building Permits	270,641	138,726	145,000	192,014	155,564	-	12%
State Tobacco Grant	-	-	-	-	83,855	-	0%
Total	602,391	618,678	559,959	545,745	666,706	-	8%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Development Services

Division: Planning

2018/2019 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Responded to public complaints and land use code enforcement cases and continued causing removal of dead and dying hazardous trees located on private property.
- Completed assistance to the U.S Census with the Local Update of Census Addresses (LUCA) program.
- Completed tax credit evaluation for Placer Village Apartments.
- Continued implementation of housing programs within the 2013-2021 Housing Element planning period.
- Completed and submitted the 2018 Housing Element Progress Report to HCD.
- Participated in SACOG's Civic Lab II "Commercial Corridor Revitalization" program.
- Completed implementation of the County Public Health Department's Main Street Parklet project.
- Assisted with the County Public Health Department's Mosquito undercrossing mural project.
- Began Cycle 6 (2021-2019) Housing Element Update and RHNA determination process (SACOG process).
- Continued processing zone change for modification of Historic Design Review exceptions (ZC 19-03).
- Completed Accessory Dwelling Unit (ADU) zoning ordinance update (ZC19-01).
- Made preliminary application for "Green Means Go" for SACOG's infill development pilot program.
- Continued preparation of the application for SB 2 Planning Grants Program to further affordable housing.
- Began preparation of Small Cell Wireless Facilities Ordinance (ZC 19-02).
- Completed zoning text amendment creating the Commercial Cannabis Business Overlay Zone.
- Prepared 22 commercial cannabis business zoning verification letters
- Received and reviewed 13 commercial cannabis business applications.
- Processed and completed a total of 35 planning permit/entitlement applications of which 19 were discretionary (public hearing).
- The 35 planning permit applications included: 9 site plan review (SPR) applications, 2 minor deviation (MD) applications, 6 lot line adjustment (LLA) applications, 5 variance (VAR) applications, 2 special event signage applications (SE), 2 conditional use permit (CUP) applications, 1 special temporary use permit (TUP) application, 1 general plan (GP) amendment application, 2 zone change (ZC) applications, 2 temporary mobile home (TMH) applications, and 2 certificates of compliance (COC) applications.
- Abated zoning code violations bringing unpermitted land use and construction activities into compliance.

2019/2020 BUDGET

- Provide superior customer service regarding information relating to zoning and other planning matters.
- Respond to citizen complaints and nuisance issues.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Complete the establishment of a downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Zoning Code amendments including: (1) Vacation Rentals Ordinance, (2) amendments to Sign Regulations in response to Reed vs. Town of Gilbert, (3) Amendments to Residential Front Yard Regulations; (4) amendments to child care facilities sections for consistency with the California Child Day Care Facilities Act; and (5) Small Cell Wireless Facilities Ordinance.
- Complete public participation process and preparation of the Private Sewer Lateral Ordinance.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either staff or the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Update the Subdivision Ordinance (Title 10, Chapters 7 & 8) to include subdivisions, parcel maps, and certificates of compliance.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures; and abatement of garbage and debris, fire hazards, hazard tree removal, and other nuisances.
- Hold Council workshop regarding public sidewalk encroachments (signs, merchandise, furniture, etc.) for direction and enforcement.
- Continue code enforcement and abatement of unpermitted parking lots.
- Implement grant-funded projects as applicable.
- Coordinate project reviews in coordination with other City departments, and outside public agencies.
- Continue to pursue abatement of zoning code violations bringing unpermitted land use and construction activities into compliance.

	Actual	Actual	Revised	Estimated		Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	Proposed	Approved	from 18/19
Department Staff by Position				2018/2019	2019/2020	2019/2020	Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Planning

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	149,819	153,420	164,190	163,762	181,994	-	19%
Materials and supplies	143	83	200	200	200	-	141%
Contract Services	7,732	950	5,000	4,896	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	1,912	1,574	3,175	3,860	4,315	-	174%
Capital outlay	-	-	-	-	977	-	0%
Total	<u>159,606</u>	<u>156,027</u>	<u>172,565</u>	<u>172,718</u>	<u>187,486</u>	<u>-</u>	<u>20%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Planning	<u>159,606</u>	<u>156,027</u>	<u>172,565</u>	<u>172,718</u>	<u>187,486</u>	<u>-</u>	<u>20%</u>
Total	<u>159,606</u>	<u>156,027</u>	<u>172,565</u>	<u>172,718</u>	<u>187,486</u>	<u>-</u>	<u>20%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	136,806	44,839	162,565	103,743	8,273	-	-82%
Planning Fees	<u>22,800</u>	<u>111,188</u>	<u>10,000</u>	<u>68,975</u>	<u>179,213</u>	<u>-</u>	<u>61%</u>
Total	<u>159,606</u>	<u>156,027</u>	<u>172,565</u>	<u>172,718</u>	<u>187,486</u>	<u>-</u>	<u>20%</u>

Fiscal Year 2019/2020 Annual Operating Budget

Department: Development Services

Division: Building

2018/2019 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increase the availability of published materials on City's website, trifold pamphlets, informational booklets and handouts.
- Plan review, building permit and inspection activities continued to remain high during this fiscal year with an increase in inquiries made regarding existing vacant subdivisions and individual vacant lots and buildings.
- Maximized the benefit of in-house contract building services for inspections and plan review. The benefits of contract services include the ability to cover the high and low building activity volumes efficiently without adding or reducing staff in response to changing customer demands.
- Processed permits for commercial upgrades on existing commercial buildings and residential subdivision projects at a time of favorable market conditions.
- Worked with developers to expedite their projects through the permitting process whenever possible.
- Completed inspection process for active projects including single-family residences, new and remodeled commercial sites, repairs to dilapidated substandard buildings.
- Completed plan reviews and permit issuance for commercial upgrades including Raley's solar installation project.
- Coordinated project reviews with the Engineering Department, and other City departments; and continued to work with other outside agencies such as the County Fire Protection District, Air Quality Management District, El Dorado County Environmental Management Division.
- Provided enforcement of State and Federal regulations such as FEMA and State Water Quality flood issues, the State Health and Safety Code, Business and Professions Code, and other relevant Government Codes.
- Provide building code assistance related to the Confidence Hall and Emigrant Jane buildings (former City Hall).
- Pursued code enforcement of abandoned and dilapidated substandard buildings and abatement of nuisance properties for public health and safety code and fire hazard violations.

2019/2020 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Plan review, building permit and inspection activity may rise for this next fiscal year but are expected to flatten.
- Continue to maximize the benefit of in-house contract building services.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Coordinate project reviews with the Building and Engineering Divisions, other City departments, and the Fire District.
- Continue to bring substandard and dilapidated properties, homes and structures into compliance through code enforcement and abatement.
- Continue to update relevant City Codes where necessary for consistency with state regulations.
- Continue to work toward a permitting computer program to replace an outdated spread sheet type of application. Will explore use of outside resources or by creating an in-house program. Include a project tracking element for building, planning and code enforcement divisions.
- Development of electronically archiving department records with equipment and systems to efficiently record at the time of permit issuance and eliminate backlog of documents to be archived.
- Continue with archiving process to electronically archive currently created documents and converting existing files into a database that can be readily review at any designated computer station.
- Continue with code enforcement activity which is expected to steady increase.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Building Official	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Code Enforcement Official	0.0	0.0	0.0	1.0	1.0	0.0	
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget

Building

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	38,147	24,708	113,978	39,325	131,905	-	434%
Materials and supplies	181	297	500	498	650	-	119%
Contract Services	180,801	215,801	46,000	100,200	99,300	-	-54%
Overhead	-	-	-	-	-	-	0%
Other expense	1,560	-	825	825	1,900	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>220,690</u>	<u>240,806</u>	<u>161,303</u>	<u>140,848</u>	<u>233,755</u>	<u>-</u>	-3%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Building Plan Review/Inspection	<u>220,690</u>	<u>240,806</u>	<u>161,303</u>	<u>140,848</u>	<u>233,755</u>	<u>-</u>	-3%
Total	<u>220,690</u>	<u>240,806</u>	<u>161,303</u>	<u>140,848</u>	<u>233,755</u>	<u>-</u>	-3%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	(0)	102,080	16,303	-	-	-	-100%
Building Permits	220,690	138,726	145,000	140,848	149,900	-	8%
State Tobacco Grant	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>83,855</u>	<u>-</u>	
Total	<u>220,690</u>	<u>240,806</u>	<u>161,303</u>	<u>140,848</u>	<u>233,755</u>	<u>-</u>	-3%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Development Services

Division: Administration

2018/2019 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to the Planning, Building, and Code Enforcement Divisions.
- Provided administrative support to the Engineering Division and Water Reclamation Facility (July 1, 2018 through December 31, 2019).
- Coordinated efforts between Engineering Department (formerly a division of DSD) and Public Works Department (formerly a division of CSD) in the implementation of the City's CIP projects and construction inspection efforts; and in implementation of the City's MS4 permit (July 1, 2018 through December 31, 2019).
- 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 (EDSWAC).
- Provided implementation of required waste management and diversion monitoring in coordination with El Dorado Disposal as required by CalRecycle.
- Submitted the 2017 Electronic Annual Report (EAR) to CalRecycle.
- Make annual grant application for the CalRecycle City/County payment Program and provide administrative support.
- Continue to implement 2013-2021 Housing Element and continued efforts for compliance with state housing law in cooperation with the State Department of Housing and Community Development.
- Monitored the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Facilitate annexation requests and City initiated annexations of County islands in consultation with LAFCO.
- Provided staff support to the City Council, Planning Commission, and the Placerville Economic Advisory Committee.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.

2019/2020 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Continue to coordinate and improve efficiency between Engineering Department and Public Works Department in the implementation of the City's CIP projects and construction inspection efforts; and in implementation of the City's MS4 permit.
- Provide budget management and technical assistance to department staff.
- Provide staff support to the City Council and the Planning Commission.
- Provide assistance to the City Manager with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and other economic development efforts.
- Assist in the creation of Downtown Historic District.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Implementation of Housing Rehabilitation loans pending implementation of the Housing Rehabilitation program.
- Continue implementation of the programs and strategies established in the 2013-2021 Housing Element and continue to initiate necessary General Plan amendments and zoning amendments for implementation of Housing Element goals.
- Continue to coordinate with State Housing and Community Development (HCD) and the Sacramento Area Council of Governments (SACOG) regarding determination of the City's Regional Housing Needs Allocation (RHNA) for the 6th RHNA Cycle.
- Continue to serve as the City's representation on the El Dorado County Solid Waste Advisory Committee.
- Continue to work with CalRecycle in meeting the City's state solid waste diversion mandates and preparation and submittal of the annual Electronic Annual Report (EAR).
- Continue to monitor the City's annual CalRecycle Payment Program and prepare and submit required Expenditure Report.
- Monitor the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Complete update to the City's Subdivision Ordinance including subdivision maps, parcel maps, and certificates of compliance.
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Continue to oversee abatement and/or permitting of known unpermitted parking lots.
- Prepare annual General Plan status report for consideration by the City Council and submittal to OPR.
- Continue to coordinate efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	2.0	2.0	2.0	2.0	2.0	0.0	0%

**Fiscal Year 2019/2020 Annual Operating
Budget
Division Budget
Administration**

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	215,074	219,273	223,501	229,878	230,966	-	5%
Materials and supplies	1,838	899	1,400	1,190	1,125	-	25%
Contract Services	3,394	1,560	1,000	920	5,500	-	253%
Overhead	-	-	-	-	-	-	0%
Other expense	112	113	190	191	447	-	296%
Capital outlay	1,677	-	-	-	7,427	-	0%
Total	222,095	221,845	226,091	232,179	245,465	-	11%

Division Budget by Program	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
DSD Administration	222,095	221,845	226,091	232,179	245,465	-	11%
Total	222,095	221,845	226,091	232,179	245,465	-	11%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	172,144	221,845	226,091	181,013	239,801	-	8%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	49,951	-	-	51,166	5,664	-	0%
Total	222,095	221,845	226,091	232,179	245,465	-	11%

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Engineering

Provide construction inspections and engineering services including development and implementation of the City's Capital Improvement Program (CIP), infrastructure improvements including public water distribution system, public sewer collection system, storm drainage system, and circulation systems, private development improvement plan review and permitting; and wastewater treatment providing quality services consistent with the City's General Plan and City Code and in compliance with related State and Federal regulations while utilizing best practices in engineering and construction that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2019/2020 Annual Operating Budget

Department: Engineering

All Divisions

Division Budget by Category	Actual <u>2015/2016</u>	Actual <u>2016/2017</u>	Actual <u>2017/2018</u>	Actual <u>2018/2019</u>	Proposed <u>2019/2020</u>
Engineering					
Capital Improvement Projects	36	36	44	52	72
Development permits	16	14	8	9	9
Development Plan Checks	27	12	4	17	15
Grading Permits	11	2	2	4	5
Parcel/Subdivision Map Review	0	0	2	3	3
Encroachment Permits	77	61	54	72	70
Transportation Permits	35	37	27	32	30
Water Applications	28	19	11	3	3
Wastewater Treatment					
Average million gallons treated per day	0.98 MGD	0.98 MGD	1.23 MGD	1.05 MGD	1.05 MGD

Department Staff by Position	Actual <u>2016/2017</u>	Actual <u>2017/2018</u>	Revised <u>2018/2019</u>	Estimated Actual <u>2018/2019</u>	Proposed <u>2019/2020</u>	Council Approved <u>2019/2020</u>	% Change from 18/19 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	2.0	2.0	2.0	2.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.0	0.0	-33%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Redamation Facility Operator I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Total	<u>14.0</u>	<u>14.5</u>	<u>14.5</u>	<u>14.5</u>	<u>15.0</u>	<u>0.0</u>	3%

Fiscal Year 2019/2020 Annual Operating Budget
Department Budget
Engineering

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	1,360,869	1,335,085	1,693,644	1,786,996	1,505,488	-	13%
Materials and supplies	328,743	317,489	317,184	330,765	370,750	-	17%
Contract Services	745,033	714,289	794,366	750,613	770,622	-	8%
Overhead	235,000	268,417	275,932	275,932	275,932	-	3%
Other expense	38,457	40,272	54,925	49,534	59,107	-	47%
Capital outlay	127,113	11,633	7,095	-	40,328	-	247%
Total	<u>2,835,216</u>	<u>2,687,185</u>	<u>3,143,146</u>	<u>3,193,840</u>	<u>3,022,227</u>	<u>-</u>	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Engineering	391,323	319,946	618,669	708,828	381,581	-	19%
Water Reclamation Facility	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%
Total	<u>2,835,216</u>	<u>2,687,185</u>	<u>3,143,146</u>	<u>3,193,840</u>	<u>3,022,227</u>	<u>-</u>	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	296,744	268,653	556,411	506,570	274,443	-	2%
Engineering Fees	37,874	39,125	35,000	89,234	36,088	-	-8%
Water Enterprise Fund	13,096	12,211	13,629	57,695	40,275	-	230%
Sewer Enterprise Fund	2,457,134	2,361,696	2,538,106	2,540,341	2,671,421	-	13%
Equipment Replacement Fund	<u>30,368</u>	<u>5,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	-100%
Total	<u>2,835,216</u>	<u>2,687,185</u>	<u>3,143,146</u>	<u>3,193,840</u>	<u>3,022,227</u>	<u>-</u>	12%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Engineering

Division: Engineering

2018/2019 REVIEW

- Continued implementation of forty-three existing funded Capital Improvement Program (CIP) projects along with general oversight of the 72 active CIP projects.
- Implemented the NPDES Storm Water Management Plan and 5th-year Phase II MS4 with Public Works.
- Continued development of Citywide GIS system and public infrastructure inventory (water, sewer, and drainage).
- Continued to expand City's long range Capital Improvement Program, including funding source identification.
- Provided plan review and construction inspection of commercial development and residential projects.
- Continued to address the sewer collection system inflow and infiltration (I & I) conditions.
- Coordinated with El Dorado County Transportation Commission, El Dorado County Transit Authority, El Dorado County, SACOG, and the State on development of regional transportation projects.
- Continued to work on Pavement Management Program including supporting data for project prioritization.
- Continued implementation of the City's Irrigation Meter Program.
- Issued permits for grading activities and other engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, other City departments and outside agencies.
- Provided engineering, technical support, and staff training services to the Public Works Department for compliance with State permits and reporting requirements; and development of the "Public Works/Engineering Hot Spot List."
- Provided staff support to City Council, Planning Commission and the Measures H/L Sales Tax Committee.

2019/2020 BUDGET

- Continue implementation of the thirteen existing funded CIP projects listed above and support of the complete Citywide CIP List of 72 total projects for an estimated total value of \$52,400,000.
- Implement Fiscal Year 2019-2020 CIP projects.
- Continue implementation and support of the NPDES Storm Water Management Plan and the MS4 Storm water 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 and Citywide department support.
- Continue update of the City's Traffic Impact Mitigation (TIM) fee program.
- Maintain the City's Pavement Management System for evaluating all City street conditions.
- Continue updating the City's Development & Design Standards and corresponding City Code revisions.
- Update of Engineering Fees for various services.
- Revise City Code for frontage improvement requirements.
- Provide construction inspection of subdivision and commercial development projects.
- Continue to address the sewer system inflow and infiltration (I&I) conditions and implement annual I&I projects.
- Develop City Water System Model (FY 2019-20 Capital Outlay).
- Process Transportation and Encroachment Permits.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on 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 all City departments, and other local, state, and federal agencies.
- Apply for grant-funded projects as sources are made available.
- Provide staff support to the City Council, Planning Commission, and the Measures H/L Sales Tax Committee.
- Construct 13 CIP projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	2.0	2.0	2.0	2.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	5.5	6.0	6.0	6.0	6.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget

Engineering

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	335,264	305,854	586,950	679,485	324,722	-	6%
Materials and supplies	3,967	4,270	4,000	4,985	5,400	-	26%
Contract Services	1,406	2,982	17,920	21,854	18,765	-	529%
Overhead	20,000	588	604	604	604	-	3%
Other expense	173	752	2,100	1,900	4,332	-	476%
Capital outlay	30,512	5,500	7,095		27,758	-	405%
Total	<u>391,323</u>	<u>319,946</u>	<u>618,669</u>	<u>708,828</u>	<u>381,581</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Engineering	<u>391,323</u>	<u>319,946</u>	<u>618,669</u>	<u>708,828</u>	<u>381,581</u>	<u>-</u>	<u>19%</u>
Total	<u>391,323</u>	<u>319,946</u>	<u>618,669</u>	<u>708,828</u>	<u>381,581</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	296,744	268,653	556,411	506,570	274,443	-	2%
Engineering Fees	37,874	39,125	35,000	89,234	36,088	-	-8%
Water Enterprise Fund	13,096	12,211	13,629	57,695	40,275	-	230%
Sewer Enterprise Fund	13,241	(5,543)	13,629	55,329	30,775	-	-655%
Equipment Replacement Fund	30,368	5,500	-		-	-	-100%
Total	<u>391,323</u>	<u>319,946</u>	<u>618,669</u>	<u>708,828</u>	<u>381,581</u>	<u>-</u>	<u>19%</u>

Fiscal Year 2019/2020 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2018/2019 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Continued to participate in the Central Valley Clean Water Association's Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Maintained compliance with the Zinc Cease and Desist Order and continued to evaluate methods to reduce over concentration of Zinc in effluent through the Zinc WER Study.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Provided laboratory testing support to the Public Works Department for meeting drinking water compliance regulations.
- Maintained three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations which are a part of the City's sewer collection system.
- Participated in the design review and construction of improvements for the Madrone and Giovanni sewer left stations replacement CIP project.
- Completed the Sodium Hydroxide pump Manifold System Replacement Project (CIP #41801).
- Completed replacement of RSW-001 Stream Level Gauge Replacement and in-stream flow and profile measurements. (CIP #41807).
- Implemented repairs of January and February 2017 storm event damaged plant equipment eligible for funding under FEMA.
- Implementation of Digester No. 2 Pump Replacement Project (CIP #41801).
- Implementation of Modular Treatment Unit Servicing Project (CIP #41901).

2019/2020 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 to provide laboratory testing support to the Public Works Department.
- Continue to work with Central Valley Regional Water Quality Control Board in issuance of new NPDES permit.
- Continue to participate in the Central Valley Clean Water Association's Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Continue to evaluate methods to reduce over concentration of Zinc in the effluent through the Zinc WER Study.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue to implement repair and replacement of plant equipment damaged during the January and February 2017 storm events.
- Implement preventative maintenance and inventory programs.
- Implementation of Pressure Filter Replacement Project.
- Implementation of the Cribbs Lift Station Maintenance Project
- Implementation of the Water Reclamation Facility Storage Building Roof Replacement.

	Actual	Actual	Revised	Estimated		Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	Proposed	Approved	from 18/19
Department Staff by Position				2018/2019	2019/2020	2019/2020	Budget
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.0	0.0	-33%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Redamation Facility Operator I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Total	8.5	8.5	8.5	8.5	9.0	0.0	6%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Water Reclamation Facility

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	1,025,605	1,029,231	1,106,694	1,107,511	1,180,766	-	15%
Materials and supplies	324,776	313,219	313,184	325,780	365,350	-	17%
Contract Services	743,627	711,307	776,446	728,759	751,857	-	6%
Overhead	215,000	267,829	275,328	275,328	275,328	-	3%
Other expense	38,284	39,520	52,825	47,634	54,775	-	39%
Capital outlay	96,601	6,133	-	-	12,570	-	105%
Total	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Water Reclamation Facility	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%
Total	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Sewer Enterprise	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%
Total	<u>2,443,893</u>	<u>2,367,239</u>	<u>2,524,477</u>	<u>2,485,012</u>	<u>2,640,646</u>	<u>-</u>	12%

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Community Services

Provide the City's parks, recreation activities, and public facilities 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 2019/2020 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed	Workload Indicators	Actual	Actual	Estimated	Proposed
	2016/2017	2017/2018	Actual 2018/2019	2019/2020		2016/2017	2017/2018	Actual 2018/2019	2018/2019
Parks Maintenance Hours					Police Dept.	0	0	0	0
Gold Bug Park	1,828	1828	1828	1828	Downtown Restroom	142/229	142/229	142/229	142/229
Lions Park	1291/187	1291/187	1291/187	1291/187	Corp Yard	203	203	203	203
City Park	390	390	390	390	Admin				
Rotary Park	234	234	234	234	Streets and Roads				
Lumsden Park	200	200	200	200	Calls for service				
Orchard Hill Park	190	190	190	190	Maintenance hours	3764	3764	3764	3764
George Duffey Park	64	64	64	64	Miles of streets maintained		2000	4000	4000
El Dorado Trail/other grounds	1,480	1,480	1,480	1,480	Flagging				
Community Gardens	0	0	15	15	Green waste diverted (tons)				
Cemeteries	0	1	15	15	Street Sweeping	487	487	487	487
Parks General	858	858	858	858	Parking Lots	15	15	15	15
Admin	0	0	0	0	Streets and Roads	6.5	6.5	6.5	6.5
Recreation (FT hrs / PT hrs)					Storm Drains	996/1	996/1	996/1	996/1
General	4865/1548	4865/1548	4865/1548	4865/1548	Sanding	0	0	0	0
Activity Guide	0	0	0	0	Snow Removal	26	26	26	26
Gold Bug Tours	913/4827	913/4827	913/4827	913/4827	Streets, signs & markings	547	547	547	547
Adult Program	586	586	586	586	Sidewalk, curd & gutter	57	57	57	57
Youth Programs	571	571	571	571	Mechanic	1490	1490	1490	1490
Aquatics	1499/16423	1499/16423	1499/16423	1499/16423	USA Digs	163	163	163	163
Youth Basketball	854/1008	854/1008	854/1008	854/1008	Admin		200	200	200
Youth Camps	54/118	54/118	54/118	54/118	Water / Sewer				
Adult Basketball	47/275	47/275	47/275	47/275	Calls for service Water	59	59	80	80
Adult Softball	1017/997	1017/997	1017/997	1017/997	Calls for service Sewer	47	47	55	55
Adult Volleyball	6/101	6/101	6/101	6/101	Meter replacement		30	30	30
Special Events	77	77	77	77	Water Applications				
Admin					Sewer Applications				
Facilities Maintenance					Miles of sewer lines				
City Hall	160/284	160/284	160/284	160/284	Water M&O	7867/313	7867/313	7867/313	7867/313
Town Hall	517/419	517/419	517/419	517/419	Sewer M&O	3138/313	3138/313	3138/313	3138/313
Scout Hall	76	76	76	76	Fema	715	715	15000	15000
Pool	700/597	700/597	700/597	700/597	Training	25	25	25	25
Park and Ride	220	220	220	220	Admin				

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total Community Services	10.5	10.5	10.5	10.5	10.5	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	1,552,197	1,588,598	1,694,791	1,561,952	1,712,601	-	8%
Materials and supplies	191,670	225,793	224,016	224,013	216,074	-	-4%
Contract Services	431,487	458,735	462,854	620,271	441,611	-	-4%
Overhead	-	1,600	-	-	-	-	-100%
Other expense	56,996	54,339	58,405	52,170	63,887	-	18%
Capital outlay	-	-	62,900	65,015	15,787	-	0%
Total	2,232,351	2,329,065	2,502,966	2,523,421	2,449,960	-	5%

Department Budget by Division	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Parks	664,457	740,695	764,460	829,379	707,295	-	-5%
Recreation	992,548	1,013,314	1,103,248	1,027,177	1,153,364	-	14%
Facilities M & O	367,974	357,665	358,391	380,812	330,082	-	-8%
CSD Administration	207,372	217,391	276,867	286,053	259,219	-	19%
Total	2,232,351	2,329,065	2,502,966	2,523,421	2,449,960	-	5%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	1,537,268	1,606,742	1,758,560	1,786,690	1,714,520	-	7%
Orchard Hill/Duffey LLMD	42,988	40,478	25,742	28,421	24,933	-	-38%
Recreation Fees	652,095	681,845	718,664	708,310	710,507	-	4%
Total	2,232,351	2,329,065	2,502,966	2,523,421	2,449,960	-	5%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Community Services

Division: Parks

2018/2019 REVIEW

- Maintained 105 acres of parks, five 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 Community Pride volunteers to maintain 20 gardens throughout town.
- Made trail and mine shoring improvements at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Assisted with the removal of illegal camp sites located along the El Dorado Bike Trail.
- Implemented Hazard Tree Removal Program and Gold Bug Park and El Dorado Trail.

2019/2020 BUDGET

- Maintain 105 acres of park, five miles of trails, and eight acres of open space.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.6	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.3	4.3	4.3	4.3	4.3	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget

Parks

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
Personnel	476,312	501,029	484,124	434,862	478,225	-	-5%
Materials and supplies	57,651	74,019	70,137	63,809	71,437	-	-3%
Contract Services	128,009	163,959	146,124	266,661	146,248	-	-11%
Overhead	-	1,600	-	-	-	-	-100%
Other expense	2,485	88	1,175	1,147	3,385	-	3747%
Capital outlay	-	-	62,900	62,900	8,000	-	0%
Total	<u>664,457</u>	<u>740,695</u>	<u>764,460</u>	<u>829,379</u>	<u>707,295</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
General Parks Maintenance	31,712	41,146	98,656	105,579	42,482	-	3%
Lions Park	156,865	154,057	171,121	154,256	169,312	-	10%
Gold Bug Park	110,276	114,923	127,100	119,786	131,534	-	14%
Rotary Park	49,808	50,513	52,020	39,230	46,113	-	-9%
City Park	67,974	67,318	67,071	58,127	63,338	-	-6%
Lumsden Park	28,000	34,572	27,583	17,427	23,552	-	-32%
Hangtown Creek	-	10,500	12,000	12,000	8,500	-	-19%
City Cemeteries	591	659	500	794	500	-	-24%
Community Gardens	1,843	1,500	1,750	1,750	1,750	-	17%
El Dorado Trail	23,941	33,100	29,540	26,661	28,491	-	-14%
Orchard Hill/Duffey LLMD	42,988	40,478	25,742	28,421	24,933	-	-38%
Other Grounds	150,458	191,929	151,377	265,348	166,790	-	-13%
Total	<u>664,457</u>	<u>740,695</u>	<u>764,460</u>	<u>829,379</u>	<u>707,295</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
General Fund							
Discretionary Revenues	621,469	700,217	738,718	800,958	682,362	-	-3%
Orchard Hill/Cottonwood LLMDs	42,988	40,478	25,742	28,421	24,933	-	-38%
Total	<u>664,457</u>	<u>740,695</u>	<u>764,460</u>	<u>829,379</u>	<u>707,295</u>	<u>-</u>	<u>-5%</u>

Fiscal Year 2019/2020 Annual Operating Budget

Department: Community Services

Division: Recreation

2018/2019 REVIEW

- Created three Recreation Program Activity Guides with a distribution of approximately 13,500 per issue.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Conducted a Youth Basketball League consisting of 771 participants participating in four divisions from grades K-8.
- Accommodated over 1,500 participants in learn to swim program.
- Administered Youth Assistance Fund. Solicited for and distributed over \$5,000 of assistance to local youths.
- Conducted three Adult 5 on 5 Basketball Leagues with 19 teams combined. Each league ran for approximately two months.
- Conducted five Adult 3 on 3 Basketball Leagues with 44 combined. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 194 teams combined in spring, summer, and fall leagues.
- Conducted five volleyball leagues, 23 teams combined.
- Co-sponsored seven Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out, two Community Clean-Ups and Rise and Shine Event).
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Operated Haities Gift Shop at Gold Bug Park.
- Open Priest Mine at Gold Bug Park for Presidents Day Weekend and Labor Day Weekend.
- Held Blacksmith Shop Open House at Gold Bug Park.
- Assisted with special events at Gold Bug Park and Lions Park.
- Assisted with Halloween event at Gold Bug Park.

2019/2020 BUDGET

- Increase customer user base and program revenue.
- Increase advertising through social media.
- 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.
- Improve Customer Service.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	3.5	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Community Services

Division: Recreation

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	765,652	777,091	833,230	762,951	897,196	-	15%
Materials and supplies	68,923	76,687	88,300	88,783	80,658	-	5%
Contract Services	109,209	111,615	124,488	123,563	110,621	-	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	48,764	47,921	57,230	49,765	57,102	-	19%
Capital outlay	-	-	-	2,115	7,787	-	0%
Total	<u>992,548</u>	<u>1,013,314</u>	<u>1,103,248</u>	<u>1,027,177</u>	<u>1,153,364</u>	<u>-</u>	14%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Special Interest Programs	22,642	28,426	26,160	27,819	25,960	-	-9%
Sports Camps and Teams	370,332	343,985	388,570	352,382	395,996	-	15%
Gold Bug Park Admissions	119,121	125,211	165,688	156,942	166,129	-	33%
Aquatics	273,975	304,700	300,895	285,713	326,647	-	7%
Special Events	11,635	9,893	18,670	19,712	10,319	-	4%
Recreation - General	194,843	201,099	203,265	184,609	228,313	-	14%
Total	<u>992,548</u>	<u>1,013,314</u>	<u>1,103,248</u>	<u>1,027,177</u>	<u>1,153,364</u>	<u>-</u>	14%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	340,453	331,469	384,584	318,867	442,857	-	34%
Recreation Fees	652,095	681,845	718,664	708,310	710,507	-	4%
Total	<u>992,548</u>	<u>1,013,314</u>	<u>1,103,248</u>	<u>1,027,177</u>	<u>1,153,364</u>	<u>-</u>	14%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2017/2018 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds, including: Town Hall, Old City Hall, New City Hall, Public Safety Building, Scout Hall, Aquatics Center, Bell Tower, Corporation Yard, Downtown Restrooms, Mosquito Park and Ride, Bike Trail, Caboose, Stamp Mill Building the Museum/Visitor Center at Gold Bug Park and the Down Town Parking Garage.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Repaired lighting system within the Down Town Parking Garage.
- Repaired street lighting throughout the City.
- Repaired Emergency Generators at Police Department and Town Hall.
- Coordinated major repairs at the Placerville Aquatics Center.
- Made on-going repairs to Placerville Station Park and Ride.
- Continued Graffiti Abatement Program.
- Made on-going repairs at the Downtown Restrooms.

2019/2020 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 new and ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Parks & Facility Maintenance Superintendent	0.3	0.3	0.3	0.3	0.3	0.0	0%
Maintenance Worker II	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total	0.7	0.7	0.7	0.7	0.7	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	102,862	93,087	100,570	78,086	77,961	-	-16%
Materials and supplies	65,096	75,087	65,579	71,421	63,979	-	-15%
Contract Services	194,269	183,161	192,242	230,047	184,742	-	1%
Overhead	-	-	-	-	-	-	0%
Other expense	5,747	6,330	-	1,258	3,400	-	-46%
Capital outlay	-	-	-	-	-	-	0%
Total	367,974	357,665	358,391	380,812	330,082	-	-8%

Division Budget by Program	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Old City Hall	11,425	13,454	12,552	20,635	12,325	-	-8%
New City Hall	71,354	74,426	79,512	85,222	64,585	-	-13%
Town Hall	59,323	48,978	52,278	57,714	50,553	-	3%
Scout Hall	10,470	11,108	10,704	12,575	9,334	-	-16%
Corporation Yard	19,371	20,393	17,114	17,773	18,200	-	-11%
City Pool Facilities	153,991	165,545	156,624	158,233	153,985	-	-7%
Public Safety Building	13,110	6,180	8,200	7,706	4,200	-	-32%
Downtown Public Restroom	14,829	4,435	6,950	6,997	4,100	-	-8%
Mosquito Road Park & Bus	14,101	13,146	14,457	13,957	12,800	-	-3%
Total	367,974	357,665	358,391	380,812	330,082	-	-8%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	367,974	357,665	358,391	380,812	330,082	-	-8%
Total	367,974	357,665	358,391	380,812	330,082	-	-8%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Community Services

Division: Administration

2017/2018 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.
- Coordinated Main Street Banner, Bell Tower and Highway 50 Corridor Promotions.
- Provided risk management services for Citywide Special Events.
- Coordinated Farmers Markets along the El Dorado Trail and the Bell Tower.
- Provided daily oversight for Public Works, Recreation, and Parks and Facilities functions.
- Coordinated Hazard Tree Removal Program.
- Coordinated abandon campsite clean-up projects.

2019/2020 BUDGET

- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies to reduce costs associated with the ongoing 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 implement Hazard Tree Removal Program.
- Continue to coordinate abandon campsite clean-up projects.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	207,372	217,391	276,867	286,053	259,219	-	19%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>207,372</u>	<u>217,391</u>	<u>276,867</u>	<u>286,053</u>	<u>259,219</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
CSD Administration	<u>207,372</u>	<u>217,391</u>	<u>276,867</u>	<u>286,053</u>	<u>259,219</u>	<u>-</u>	<u>19%</u>
Total	<u>207,372</u>	<u>217,391</u>	<u>276,867</u>	<u>286,053</u>	<u>259,219</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>207,372</u>	<u>217,391</u>	<u>276,867</u>	<u>286,053</u>	<u>259,219</u>	<u>-</u>	<u>19%</u>
Total	<u>207,372</u>	<u>217,391</u>	<u>276,867</u>	<u>286,053</u>	<u>259,219</u>	<u>-</u>	<u>19%</u>

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Public Works

Provide the City's 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 2019/2020 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual 2016/2017	Actual 2017/2018	Estimated Actual 2018/2019	Proposed 2019/2020
Streets and Roads				
<i>Calls for service</i>				
Maintenance hours	3764	4343.42	4500	4500
Miles of streets maintained				
Flagging		2,033	2,000	2,000
Green waste diverted (tons)				
Street Sweeping	487	816.5	800	800
Parking Lots	15	6	80	80
Streets and Roads	6.5			
Storm Drains	996/1	525/23	600	
Sanding	0			
Snow Removal	26	75	100	100
Streets, signs & markings	547	1084.25	1100	1100
Sidewalk, curd & gutter	57	30	75	75
Mechanic	1490	1640.5	1640	1640
Service Calls				
USA Digs	163	122.5	135	140
Corp Yard		1215.5	250	250
Special Events		22	40	40
Admin				
Water / Sewer				
Calls for service Water	59	23	120	120
Calls for service Sewer	47	7.25	120	120
Meter replacement				
Water Applications				
Sewer Applications				
Miles of sewer lines				
Water M&O	7867/313	8591/89.5	8000	8000
Sewer M&O	3138/313	4276/46.5	4000	4000
FEMA	715	237	0	0
Training	25			
Admin			960	960

	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Department Staff by Position							
Public Works Director	0.0	0.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	1.0	1.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	0.5	0.5	0.5	2.0	0.0	300%
Maintenance Worker II	3.0	3.0	3.5	3.5	3.0	0.0	-14%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer II	0.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.0	0.5	0.5	0.5	0.5	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total Community Services	12.4	14.3	14.8	14.8	15.8	0.0	7%

Fiscal Year 2019/2020 Annual Operating Budget

Department Budget

Public Works

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	1,053,063	1,182,389	1,299,469	1,270,966	1,574,138	-	33%
Materials and supplies	713,122	761,864	815,036	814,275	836,640	-	10%
Contract Services	600,559	374,655	462,658	482,759	444,324	-	19%
Overhead	237,000	216,557	222,618	222,618	222,618	-	3%
Other expense	82,867	102,766	77,605	44,301	81,950	-	-20%
Capital outlay	16,716	50,779	-	16,736	29,116	-	-43%
Total	<u>2,703,327</u>	<u>2,689,010</u>	<u>2,877,386</u>	<u>2,851,655</u>	<u>3,188,786</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Division</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Streets and Roads	689,437	723,470	652,550	682,366	690,320	-	-5%
Water/Sewer Lines	1,009,256	1,015,819	1,263,526	1,227,469	1,498,682	-	48%
Water Acquisition & Delivery	779,129	796,273	839,538	823,262	864,297	-	9%
Downtown Parking	225,505	153,448	121,772	118,558	135,487	-	-12%
Total	<u>2,703,327</u>	<u>2,689,010</u>	<u>2,877,386</u>	<u>2,851,655</u>	<u>3,188,786</u>	<u>-</u>	<u>19%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	466,612	443,369	344,234	391,125	349,903	-	-21%
Gas Tax	281,647	225,899	289,472	289,472	321,573	-	42%
Benefit Assessment Districts	-	4,202	18,844	1,769	18,844	-	348%
Water Enterprise Fund	1,249,251	1,255,596	1,409,216	1,340,647	1,560,323	-	24%
Sewer Enterprise Fund	539,134	556,496	693,848	710,084	802,656	-	44%
Daily Parking Revenues	65,827	28,501	121,772	-	11,361	-	-60%
Leased Parking Revenues	99,345	124,947	-	118,558	124,126	-	-1%
Equipment Replacement Fund	1,511	50,000	-	-	-	-	-100%
Total	<u>2,703,327</u>	<u>2,689,010</u>	<u>2,877,386</u>	<u>2,851,655</u>	<u>3,188,786</u>	<u>-</u>	<u>19%</u>

Fiscal Year 2019/2020 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2018/2019 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement (pot holes) throughout the City.
- Continued street painting, sign installation and repair, and graffiti removal program.
- Swept streets.
- 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 on Capital Improvement Projects.
- Assisted with the removal of illegal camp sites.
- Implemented Street Striping Program.
- Maintained City gas and diesel fleet.
- Filled Potholes.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.

2019/2020 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 to comply with MS4 permit requirements.
- Continue weed abatement program in conjunction with the Recreation and Parks Divisions.
- Continue support activities for special events.
- Continue to support the Engineering Department in inventorying infrastructure.
- Assist the Engineering Department with Capital Improvement projects.
- Complete SB1 projects on schedule.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Director of Public Works	0.0	0.0	0.4	0.4	0.4	0.0	0%
Public Works Operations Manager	0.4	0.4	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.0	0.2	0.2	0.2	0.2	0.0	0%
Senior Maintenance Worker	0.0	0.5	0.5	0.5	0.0	0.0	-100%
Traffic Maintenance Worker	1.0	0.9	0.9	0.9	0.9	0.0	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker I	0.5	0.5	0.5	0.5	0.5	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	
Total	2.5	3.1	3.1	3.1	2.6	0.0	-16%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget

Streets and Roads

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	268,037	343,163	239,948	263,196	272,630	-	-21%
Materials and supplies	80,055	94,469	91,208	88,912	94,733	-	0%
Contract Services	291,131	181,950	286,442	302,896	285,244	-	57%
Overhead	-	-	-	-	-	-	0%
Other expense	42,876	53,888	34,952	21,781	34,400	-	-36%
Capital outlay	7,338	50,000	-	5,581	3,313	-	-93%
Total	689,437	723,470	652,550	682,366	690,320	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Street Sweeping	59,933	59,301	31,388	27,666	25,346	-	-57%
Curbs, Gutters, and Sidewalks	56,100	32,130	34,719	33,939	46,856	-	46%
Street Signs and Markings	39,387	43,061	45,133	40,304	57,092	-	33%
Storm Drains	96,395	21,197	48,465	26,703	48,465	-	129%
Traffic Signals and Lights	149,781	123,785	155,089	177,750	155,150	-	25%
Street Sanding/Snow Removal	726	2,629	8,200	8,000	8,200	-	212%
General Street Maintenance	287,115	441,367	329,556	368,004	349,211	-	-21%
Total	689,437	723,470	652,550	682,366	690,320	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	406,279	443,369	344,234	391,125	349,903	-	-21%
Gas Tax	281,647	225,899	289,472	289,472	321,573	-	42%
Benefit Assessment Districts	-	4,202	18,844	1,769	18,844	-	348%
Equipment Replacement Fund	1,511	50,000	-	-	-	-	-100%
Total	689,437	723,470	652,550	682,366	690,320	-	-5%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2018/2019 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 and line break repairs.
- Completed water line repair work service requests.
- 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.
- Implemented Fat, Oils and Grease Program.
- Implemented annual sewer flushing program.
- Assisted the Engineering Department with mapping of sewer and waterlines.
- Responded to
- emergency storm damage.

2019/2020 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 waterline repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue grease interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan
- Increase in-service training.
- Continue backflow prevention program.
- Continue Fat's, Oil's and Grease Program.
- Continue annual sewer flushing program.
- Continue to assist the Engineering Department with mapping of sewer and water lines.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Director of Public Works	0.0	0.0	0.6	0.6	0.6	0.0	0%
Public Works Operations Manager	0.6	0.6	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.0	0.8	0.8	0.8	0.8	0.0	0%
Senior Maintenance Worker	1.0	0.0	0.0	0.0	2.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.5	2.5	3.0	3.0	2.5	0.0	-17%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	8.7	8.5	9.0	9.0	10.5	0.0	17%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget Water and Sewer Lines

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	694,600	726,901	882,441	833,511	1,102,558	-	52%
Materials and supplies	57,441	74,542	105,600	107,135	106,050	-	42%
Contract Services	84,217	59,021	121,311	124,258	105,200	-	78%
Overhead	149,000	130,373	134,021	134,021	134,021	-	3%
Other expense	14,620	24,203	20,153	17,389	25,050	-	3%
Capital outlay	9,378	779	-	11,155	25,803	-	3212%
Total	1,009,256	1,015,819	1,263,526	1,227,469	1,498,682	-	48%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Water Lines	470,122	459,323	569,678	517,385	696,026	-	52%
Sewer Lines	539,134	556,496	693,848	710,084	802,656	-	44%
Total	1,009,256	1,015,819	1,263,526	1,227,469	1,498,682	-	48%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Water Enterprise Fund	470,122	459,323	569,678	517,385	696,026	-	52%
Sewer Enterprise Fund	539,134	556,496	693,848	710,084	802,656	-	44%
Total	1,009,256	1,015,819	1,263,526	1,227,469	1,498,682	-	48%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2018/2019 REVIEW

- Completed annual Consumer Confidence water quality report to customers and Department of Health Services.
- Complete Water System Permit amendment as required by California State Water Resources Control Board
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed daily, weekly, monthly, quarterly, and annual water sampling, testing and reporting.
- Conducted bi-monthly reading of all water meters within the City service area.
- Replaced defective water meters.
- Implement City wide Backflow Certification Program for all City owned devices and all private devices, and also tested all devices.
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.
- Assisted the Engineering Department with the Schnell School Road PRV Station CIP project.
- Assisted the Engineering Department with the Sierra Tank removal CIP project.

2019/2020 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 certify all City owned devices.
- Implement cross-contamination prevention programs.
- Continue daily, weekly, monthly, quarterly, and annual 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 conducting bi-monthly reading of all water meters within City service area.
- Continue replacement of defective water meters.
- Continue to repair and maintain pressure relief valves.
- Continue to perform flood control measures in Hangtown Creek.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.2	0.2	0.2	0.2	0.2	0.0	0%
Total	1.2	1.2	1.2	1.2	1.2	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
Personnel	86,934	87,743	97,741	98,774	105,758	-	21%
Materials and supplies	573,637	585,127	610,853	610,853	628,482	-	7%
Contract Services	8,638	13,088	21,347	21,407	20,460	-	56%
Overhead	88,000	86,184	88,597	88,597	88,597	-	3%
Other expense	21,920	24,131	21,000	3,631	21,000	-	-13%
Capital outlay	-	-	-	-	-	-	0%
Total	779,129	796,273	839,538	823,262	864,297	-	9%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
Water Acquisition & Delivery	779,129	796,273	839,538	823,262	864,297	-	9%
Total	779,129	796,273	839,538	823,262	864,297	-	9%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u>	<u>2019/2020</u>	<u>Approved</u>	<u>from 18/19</u>
				<u>2018/2019</u>		<u>2019/2020</u>	<u>Budget</u>
Water Acquisition & Delivery	779,129	796,273	839,538	823,262	864,297	-	9%
Total	779,129	796,273	839,538	823,262	864,297	-	9%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2018/2019 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Provided special event support.
- Began the Fox and Tetraut Parking Lot rehabilitation CIP projects scheduled for competition this spring.

2019/2020 BUDGET

- Continue to perform maintenance and operations of all City parking lots as needed including lighting, signage, patching, striping, and landscape maintenance.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Approved	from 18/19
Traffic Maintenance Worker	0.0	0.1	0.1	0.1	0.1	0.0	0%
Parking Enforcement Officer II	0.0	1.0	1.0	1.0	1.0	0.0	
Parking Enforcement Officer I	0.0	0.5	0.5	0.5	0.5	0.0	
Total	0.0	1.6	1.6	1.6	1.6	0.0	0%

Please Note: The Parking program is collectively administered by the Administration Department, Public Works Department, and the Finance Department.

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Downtown Parking

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	3,492	24,582	79,339	75,485	93,192	-	279%
Materials and supplies	1,989	7,726	7,375	7,375	7,375	-	-5%
Contract Services	216,573	120,596	33,558	34,198	33,420	-	-72%
Overhead	-	-	-	-	-	-	0%
Other expense	3,451	544	1,500	1,500	1,500	-	176%
Capital outlay	-	-	-	-	-	-	0%
Total	225,505	153,448	121,772	118,558	135,487	-	-12%

Division Budget by Program	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Downtown Parking	225,505	153,448	121,772	118,558	135,487	-	-12%
Total	225,505	153,448	121,772	118,558	135,487	-	-12%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	60,333	-	-	-	-	-	0%
Daily Parking Revenues	65,827	28,501	121,772	-	11,361	-	-60%
Leased Parking Revenues	99,345	124,947	-	118,558	124,126	-	-1%
Total	225,505	153,448	121,772	118,558	135,487	-	-12%

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Elected Officials

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

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

Fiscal Year 2019/2020 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>	<u>Actual 2016/2017</u>	<u>Actual 2017/2018</u>	<u>Estimated Actual 2018/2019</u>	<u>Proposed</u>
Regular City Council Meetings	21	22	22	22
Resolutions	92	110	100	100
Ordinances	5	5	5	5

<u>Department Staff by Position</u>	<u>Actual 2016/2017</u>	<u>Actual 2017/2018</u>	<u>Revised 2018/2019</u>	<u>Estimated Actual 2018/2019</u>	<u>Proposed 2019/2020</u>	<u>Council Approved 2019/2020</u>	<u>% Change from 18/19 Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	6.0	6.0	6.0	6.0	6.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Department Budget
Elected Officials

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	96,931	96,455	101,200	95,686	101,450	-	5%
Materials and supplies	246	320	700	736	750	-	134%
Contract Services	12,676	3,962	10,500	19,005	8,500	-	115%
Overhead	-	-	-	-	-	-	0%
Other expense	8,658	18,134	11,200	195	11,526	-	-36%
Capital outlay	-	-	-	-	3,500	-	0%
Total	118,511	118,871	123,600	115,622	125,726	-	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
City Council	116,321	116,683	121,239	113,334	123,366	-	6%
City Treasurer	2,190	2,188	2,361	2,288	2,360	-	8%
Total	118,511	118,871	123,600	115,622	125,726	-	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	118,511	118,871	123,600	115,622	125,726	-	6%
Total	118,511	118,871	123,600	115,622	125,726	-	6%

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City Administration

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

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

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

Provide grant services and administration, economic development 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 2019/2020 Annual Operating Budget

Department: City Administration

All Divisions

	Actual 2016/2017	Actual 2017/2018	Estimated Actual 2018/2019	Proposed 2019/2020
Workload Indicators				
City Manager (hours)				
Council agenda and meeting prep.	500	500	624	624
Attend Council meetings	75	75	84	84
Personnel	500	500	416	520
Bonds	50	50	10	10
Intergovernmental relations	150	150	130	130
Citizen inquiries	150	150	156	156
Public Works/Develop. Serv. Proj.	400	400	364	390
Claims and litigation	150	150	156	156
Franchise	50	50	12	12
Bids and contracts	75	75	52	52
Special Events	50	50	12	24
Utility fees	100	100	52	52
Main Street & Parking	125	125	208	150
Ordinances and resolutions	150	150	104	104
Redevelopment	0	0	0	0
Economic Development	350	350	208	300
Grant Development and Admin.	40	40	26	40
City Attorney (hours)				
Council agenda and meeting prep.	25	25	35	35
Attend Council meetings	75	75	86	86
Personnel	55	55	45	54
Bonds	10	10	30	40
Respond to subpoenas/records reqs.	20	20	55	70
Public Works/Comm. Develop. Proj.	50	50	60	80
Claims	50	50	55	60
Litigation	60	60	75	75
Bids and contracts	25	25	40	40
Ordinances and resolutions	45	45	60	75
Collections	5	5	5	0
Utility fees	20	20	20	20
Parking	5	5	20	0
Franchise	5	5	5	5
Redevelopment	0	0	0	30
City Clerk (#/Hrs)				
Agendas/Minutes	54/637.5	54/637.5	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	52/77
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10
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	6/216	6/216	6/216	6/216
Redesignations	0/5	3/3	3/3	3/3
Orientations	6/6	6/6	6/6	6/6
Process new hires including seasonal	10/10	10/10	10/10	10/10
Risk Management				
Liability claims processed	15/120	15/120	15/120	15/120
Worker's Comp. claims existing				15/5
Worker's comp. claims	7/56	7/56	7/56	7/56
COBRA Administration	3/3	3/3	3/3	3/3
Information Services (% hrs)				
Network administration	20%	20%	20%	25%
Computer service calls/training	20%	20%	20%	30%
Project management	30%	30%	30%	25%
Updating skills/administration	30%	30%	30%	20%

	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Department Staff by Position							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	5.0	5.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Department Budget
City Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	673,725	698,453	727,454	730,055	790,886	-	13%
Materials and supplies	1,978	668	5,052	5,052	4,802	-	619%
Contract Services	391,278	358,666	189,895	360,103	192,009	-	-46%
Overhead	38,000	23,546	24,205	24,205	24,205	-	3%
Other expense	17,877	8,465	6,222	6,678	8,207	-	-3%
Capital outlay	6,397	-	6,810	870	13,762	-	0%
Total	1,129,254	1,089,798	959,638	1,126,963	1,033,871	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Legal Services	58,188	70,501	66,761	105,913	69,085	-	-2%
Litigation	256,566	181,756	-	119,341	-	-	-100%
City Manager	313,459	340,565	351,465	357,878	370,144	-	9%
Information Services	353,480	368,225	411,477	413,009	460,085	-	25%
Human Resources	136,118	125,278	122,235	121,196	129,387	-	3%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	11,443	3,473	7,700	9,626	5,170	-	49%
Total	1,129,254	1,089,798	959,638	1,126,963	1,033,871	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	632,867	631,467	642,107	692,804	675,177	-	7%
Parking District Fund	6,092	41,694	64,172	61,086	67,885	-	63%
General Liability Fund	256,566	181,756	-	119,341	-	-	-100%
State Tobacco Grant	-	-	-	-	2,500	-	0%
Water Enterprise Fund	115,424	111,136	125,168	121,755	142,643	-	28%
Sewer Enterprise Fund	118,305	123,745	128,191	131,977	145,666	-	18%
Total	1,129,254	1,089,798	959,638	1,126,963	1,033,871	-	-5%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: City Attorney

2018/2019 REVIEW	2019/2020 BUDGET
<ul style="list-style-type: none"> Continued to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds. Assisted City staff and advise regarding Public Works projects/contracts/issues. Monitored legal issues regarding grants and funding Monitored legal issues regarding transportation funds Drafted and reviewed contracts, RFP's and bid documents Drafted and reviewed ordinances/resolutions/contracts. Reviewed and advised regarding new and pending legislation affecting City Advised and assisted in personnel matters. Reviewed CEQA documents. Advised and assisted Planning staff Advised and supervised liability claims, worker's compensation claims. Supervised and monitored outside counsel in litigation matters. Advised City departments on legal issues affecting the department. Assisted with code enforcement issues. Monitored and assist with water and wastewater regulations/issues. Assisted in Cal/OSHA matters Represented City on Pitchess motions Reviewed and advised regarding Public Records requests Attended City Council meetings Reviewed and advised regarding legal documents relating to City Provided legal advice to Council. Advised on FPPC issues. 	<ul style="list-style-type: none"> Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds. Assist City staff and advise regarding Public Works projects/contracts/issues. 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. Advise and assist Planning staff Advise and supervise liability claims, worker's compensation claims. Supervise and monitor outside counsel in litigation matters. 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 Provide legal advice to Council. Advise on FPPC issues.

	Actual	Actual	Revised	Estimated		Council	% Change
	2016/2017	2017/2018	2018/2019	Actual	Proposed	Approved	from 18/19
Department Staff by Position				2018/2019	2019/2020	2019/2020	Budget
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0.00	0%
Total	0.30	0.30	0.30	0.30	0.30	0.00	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
City Attorney

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	19,405	22,989	24,761	24,213	26,585	-	16%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	293,381	227,053	40,000	200,231	40,500	-	-82%
Overhead	-	-	-	-	-	-	0%
Other expense	1,968	2,215	2,000	810	2,000	-	-10%
Capital outlay	-	-	-	-	-	-	0%
Total	314,754	252,257	66,761	225,254	69,085	-	-73%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Legal Services	58,188	70,501	66,761	105,913	69,085	-	-2%
Litigation	256,566	181,756	-	119,341	-	-	-100%
Total	314,754	252,257	66,761	225,254	69,085	-	-73%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	58,188	70,501	66,761	105,913	66,585	-	-6%
General Liability Reserve	256,566	181,756	-	119,341	-	-	-100%
State Tobacco Grant	-	-	-	-	2,500		
Total	314,754	252,257	66,761	225,254	69,085	-	-73%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: City Manager

2018/2019 REVIEW	2019/2020 BUDGET
<ul style="list-style-type: none"> Continued to look at workout options for Defaulted Bonds. Monitored pending and existing legislation. Reviewed and Updated Economic Development Strategy. Prepared Strategy to Implement Economic Development Priority identified by Council. Monitored Water Reclamation Facility regulatory issues. Monitored El Dorado Disposal performance. Implemented and Administered New Parking Program. Reviewed and oversaw personnel matters -salaries/ benefits/ discipline. Continued to improve new City Website. Continued work with Holliday Inn Express Developer Proceeded with development of Placerville Station II. Monitored State's budget process and other State Legislation. Reviewed and recommended changes to downtown event to address traffic concerns. Oversaw City budget preparation. Monitored transportation-related projects. Continued to search for alternatives for new Public Safety Building. Reviewed all new hires and personnel forms. Continued City Newsletter – E-newsletter. Investigated and pursued options for renovation of Historic City Hall. Reviewed potential projects for CDBG funding, considered joint application with County for Housing Rehab. Continued Neighborhood Chats to improve communication for intergovernmental relations. Supervised Claims and Litigation. Identified Social Media Strategy to better communicate with the public. Continued to pursue funding for Western Placerville Interchange and monitored construction of Phase II. Continued and refined plan and Implementation of Measure L in coordination with Measure H. Researched options to fund mandated Storm Drain Maintenance. Monitored Traffic Impact and Water/Sewer CIC charge studies. Completed application and monitored review process for SRF loan for first phase of Johnson Controls Water and Energy Efficiency Project. Monitored State Court House Funding and responded accordingly. Continued public outreach and design and development of Clay Street Bridge Replacement and Realignment Project 	<ul style="list-style-type: none"> Complete City Lighting and HVAC Project and Loan Admin. Monitor pending and existing legislation. Continue to staff PEAC Meetings and Initiatives. Develop Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. Monitor Water Reclamation Facility regulatory issues. Monitor El Dorado Disposal performance. Administer Parking Program. Explore ways to improve program. Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. Continue to improve new City Website. Work with developers of Hotel sites to remove obstacles. Proceed with development of Placerville Station II. Monitor State's budget process and other State Legislation. Oversee City budget preparation. Monitor Engineering and Public Works Projects. Continue to search for alternatives for new/remodeled Public Safety Building. Review all new hires and personnel forms. Reestablish City Newsletter – E-newsletter. Negotiate agreement for reuse of Historic City Hall and implement agreement. Review potential projects for CDBG funding, consider joint application with County for Housing Rehab. Continue Neighborhood Chats to improve communication for intergovernmental relations. Supervise Claims and Litigation. Identify Social Media Strategy to better communicate with the public. Continue to pursue funding for Western Placerville Interchange and monitor construction of Phase 2 and 2.2. Continue to implement Measure L in coordination with Measure H. Research options to fund mandated Storm Drain Maintenance. Monitor Traffic Impact and Water/Sewer CIC charge studies. Complete application and proceed with project after successful loan/grant for Johnson Controls WRF Solar Project. Monitor State Court House Funding and respond accordingly. Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project Explore options to fund PERS unfunded pension liability and control pension costs.

	Actual	Actual	Estimated		Council	% Change
	2016/2017	2017/2018	Revised	Actual	Approved	from 18/19
Department Staff by Position			2018/2019	2018/2019	2019/2020	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 2019/2020 Annual Operating Budget
Division Budget
City Manager

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 18/19
Division Budget by Category	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	2019/2020	Budget
Personnel	294,490	308,186	310,525	316,523	342,454	-	11%
Materials and supplies	707	302	750	750	500	-	66%
Contract Services	10,488	31,903	39,865	40,279	26,865	-	-16%
Overhead	-	-	-	-	-	-	0%
Other expense	7,774	174	325	326	325	-	87%
Capital outlay	-	-	-	-	-	-	0%
Total	313,459	340,565	351,465	357,878	370,144	-	9%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 18/19
Division Budget by Program	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	2019/2020	Budget
City Manager	313,459	340,565	351,465	357,878	370,144	-	9%
Total	313,459	340,565	351,465	357,878	370,144	-	9%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 18/19
Funding Sources	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	2019/2020	Budget
General Fund							
Discretionary Revenues	311,852	314,865	309,741	321,575	326,645	-	4%
Parking District Fund	1,607	25,700	41,724	36,303	43,499	-	69%
Total	313,459	340,565	351,465	357,878	370,144	-	9%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: Information Services

2018/2019 REVIEW	2019/2020 BUDGET
<ul style="list-style-type: none"> ■ Provided email and/or phone support to the public regarding our website. ■ Provided internal staff support and training on our new website. ■ Supported “Planet Press” software to newest ASP Naviline application. ■ Provided computer, projector and audio needs to City Council meetings. ■ Upgraded Finance Department software to implement bar coding for Utility billing. ■ Explored the Click2Gov applications for Finance Department. ■ Provided software and hardware technical support for our parking meters and parking staff throughout downtown Placerville. ■ Planned VMware implementation for our City’s network. ■ Scheduled to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room. ■ Evaluated which file servers to be replaced next. ■ Obtained training on Cradlepoint routers / admin tools. ■ Supported new website features. ■ Upgraded network topology at PPD to eliminate older technologies and support newer technologies. ■ Assisted CalNet and Technology Industries with new security camera installation and implementation. 	<ul style="list-style-type: none"> ■ Provide email and/or phone support to the public regarding our website. ■ Continue providing internal staff support on our website & Facebook page. ■ Support “Planet Press” software and printing services on our cloud based Naviline application. ■ Provide computer, projector and audio needs to City Council & Planning Commission meetings. ■ Upgrade Finance department software to implement bar coding for Utility billing. ■ Implement the Click2Gov applications for Finance. ■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ Plan VMware implementation for our City’s network. ■ Schedule to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implement new AD server and Police Department server. ■ Obtain on Cradlepoint routers / admin tools. ■ Support / implement any new website features. ■ Support new network technologies at the Police Department such as its new IP Phone system. ■ Assist CalNet and Technology Industries with high bandwidth data connection from garage to PPD. ■ Maintain new Parking meters. ■ Support new Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Information Services

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	242,017	252,820	274,518	273,578	295,060	-	17%
Materials and supplies	1,272	366	4,302	4,302	4,302	-	1075%
Contract Services	65,636	90,970	101,030	110,593	122,144	-	34%
Overhead	38,000	23,546	24,205	24,205	24,205	-	3%
Other expense	159	523	612	331	612	-	17%
Capital outlay	6,397	-	6,810	-	13,762	-	0%
Total	353,480	368,225	411,477	413,009	460,085	-	25%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Information Services	353,480	368,225	411,477	413,009	460,085	-	25%
Total	353,480	368,225	411,477	413,009	460,085	-	25%
	-	-	-	-	-	-	-

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	115,266	117,350	135,670	134,494	147,390	-	26%
Parking District Fund	4,485	15,994	22,448	24,783	24,386	-	52%
Water Enterprise Fund	115,424	111,136	125,168	121,755	142,643	-	28%
Sewer Enterprise Fund	118,305	123,745	128,191	131,977	145,666	-	18%
Total	353,480	368,225	411,477	413,009	460,085	-	25%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: Human Resources

2018/2019 REVIEW	2019/2020 BUDGET
<ul style="list-style-type: none"> Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, background checks, new hire orientations and processing, oaths of office. Administered a Human Resources mail code from the Department of Justice to receive Live Scan background and subsequent arrest reports for City employees, Community Service Department employees and volunteers. Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators. Coordinated state mandated safety trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees. Coordinated Sexual Harassment training for supervisory employees. 	<ul style="list-style-type: none"> 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 (PARSAC), City of Roseville Academy 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's insurance committee to continue to reduce costs of employee health benefits. Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption. Continue to Coordinate Sexual Harassment training for supervisory employees and coordinate Mandated Reporter training for relevant employees.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Approved	from 18/19
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Personnel	117,813	114,458	117,650	115,741	126,787	-	11%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	13,405	7,079	2,500	2,500	1,000	-	-86%
Overhead	-	-	-	-	-	-	0%
Other expense	4,900	3,741	2,085	2,085	1,600	-	-57%
Capital outlay	-	-	-	870	-	-	0%
Total	136,118	125,278	122,235	121,196	129,387	-	3%

Division Budget by Program	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Human Resources	136,118	125,278	122,235	121,196	129,387	-	3%
Total	136,118	125,278	122,235	121,196	129,387	-	3%

Funding Sources	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
General Fund							
Discretionary Revenues	136,118	125,278	122,235	121,196	129,387	-	3%
Total	136,118	125,278	122,235	121,196	129,387	-	3%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: Grant Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: City Clerk

2018/2019 BUDGET REVIEW

- 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.
- Continued responsibilities for all election related responsibilities including candidate statements and campaign reporting for the 2018 City Council 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 50+ filers.
- Responded to 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.
- Scheduled biennial Ethics Training for all Form 700 filers.

2019/2020 BUDGET

- 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.
- Continue responsibilities for all 2018 election-related activities, including candidate statements and campaign reporting for all City Council 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 50+ filers.
- 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.
- Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.
- Continue the process of converting City records into a digital format, as time allows.

Fiscal Year 2019/2020 Annual Operating Budget

Department: City Administration

Division: City Clerk

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	8,368	1,661	6,500	6,500	1,500	-	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	3,075	1,812	1,200	3,126	3,670	-	103%
Capital outlay	-	-	-	-	-	-	0%
Total	11,443	3,473	7,700	9,626	5,170	-	49%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
City Clerk	11,443	3,473	7,700	9,626	5,170	-	49%
Total	11,443	3,473	7,700	9,626	5,170	-	49%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual</u> <u>2018/2019</u>	<u>2019/2020</u>	<u>Approved</u> <u>2019/2020</u>	<u>from 18/19</u> <u>Budget</u>
General Fund							
Discretionary Revenues	11,443	3,473	7,700	9,626	5,170	-	49%
Total	11,443	3,473	7,700	9,626	5,170	-	49%

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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 cash management, 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 2019/2020 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual 2016/2017	Actual 2017/2018	Estimated Actual 2018/2019	Proposed 2018/2019
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	60	60
Deposits/revenues	700/\$28m	700/\$30m	700/\$25m	700/\$25m
Accounts receivable billings	7,000	7,000	7,000	7000
Development Trust Accounts	26	47	56	68
Payable checks processed	2,931/\$18m	2,733/\$13m	3,187/\$12.2m	3,187/\$14m
Business license applications	185	185	183	183
Bad checks recovered	30/\$5,800	35/\$5,900	23/\$8,400	23/\$8,400
Payroll				
Payroll transactions processed	3,690/\$9.5m	3,694/\$9.5m	3,376/\$9.5m	3,376/\$10.0m
Processed payroll (FT/PT)	75/179	76/175	76/172	78/178
Action forms processed (FT)	158	129	155	166
New hire orientation	15	16	18	20
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,800	18,800	18,850	18,850
Bills issued	22,674	22,704	22,755	22,755
Liens filed/released	6	12	16	16
Discovery of non-paying users	7	8	3	3
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	34	38	35	35

Department Staff by Position	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.5	0.0	48%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	3.5	3.5	3.0	0.0	-14%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	6.1	6.1	6.6	6.6	6.6	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Department Budget

Finance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	671,667	702,359	724,995	724,743	792,555	-	13%
Materials and supplies	15,904	6,824	11,100	10,731	11,100	-	63%
Contract Services	29,408	29,229	41,323	29,805	40,323	-	38%
Overhead	67,000	43,518	44,736	44,736	44,736	-	3%
Other expense	10,014	14,118	12,127	6,717	12,269	-	-13%
Capital outlay	19,043	5,157	1,293	1,293	2,628	-	-49%
Total	813,035	801,205	835,574	818,025	903,611	-	13%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Financial Management	456,549	447,282	388,468	421,561	429,009	-	-4%
Utility Billing	356,486	353,923	447,106	396,464	474,602	-	34%
Total	813,035	801,205	835,574	818,025	903,611	-	13%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	437,965	445,455	386,464	419,564	426,807	-	-4%
Water Enterprise Fund	179,320	173,978	223,228	196,928	236,976	-	36%
Sewer Enterprise Fund	177,166	179,945	223,878	199,536	237,626	-	32%
Parking District Fund	438	1,827	2,004	1,997	2,202	-	21%
Equipment Replacement Fund	18,146	-	-	-	-	-	0%
Total	813,035	801,205	835,574	818,025	903,611	-	13%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Finance

Division: Financial Management

2018/2019 REVIEW

- Successfully completed several audits including State court revenue, gas tax, 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 reports 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 collection of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plans.
- Administered the City's CalPERS Retirement plans.
- Implemented new Employee Assistance Program (EAP).
- Revised budget according to City Council actions.
- 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.
- Chaired the NCCSIF Executive Committee and Board of Directors meetings and served on the Claims Committee.
- Facilitated five Measures H/L Sales Tax Committee Meetings.
- Continued efforts in refinancing the 2006 Wastewater Revenue Bonds to reduce the overall costs of the financing.
- Provided support for the financing of the Energy Efficiency Project with Johnson Controls, Inc.
- Successfully upgraded the City's financial software to NaviLine HTML 5/version 9.1.19

2019/2020 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.
- 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 the City's CalPERS Retirement plans.
- Revise budget according to City Council actions.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at NCCSIF Board of Directors meetings.
- Continue to serve on the PARSAC Finance Subcommittee.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measures H/L Sales Tax Committee meetings.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Continue to monitor the new Downtown Parking District proposal financial performance and recommend any necessary adjustments.
- Refinance the 2006 Wastewater Revenue Bonds.
- Perform an update of the Master Fee schedule.
- Continue to provide support for the financing of the Energy Efficiency project.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Hire and train a new part-time Accountant to prepare monthly invoices to Caltrans.
- Perform study of the Orchard Hill Lighting, Landscaping, and Maintenance District (LLMD).

Department Staff by Position	Actual			Estimated	Proposed	Council	% Change from 18/19
	2016/2017	2017/2018	Revised 2018/2019	Actual 2018/2019		Approved 2019/2020	
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.4	0.4	0.4	0.9	0.0	120%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.8	1.3	1.3	0.8	0.0	-38%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	2.6	2.6	3.1	3.1	3.1	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget
Division Budget
Financial Management

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	414,289	432,134	368,339	409,937	409,421	-	-5%
Materials and supplies	-	-	100	2	100	-	0%
Contract Services	18,756	10,532	17,473	8,239	16,473	-	56%
Overhead	-	-	-	-	-	-	0%
Other expense	4,462	2,896	2,125	2,952	2,139	-	-26%
Capital outlay	19,043	1,720	431	431	876	-	-49%
Total	456,549	447,282	388,468	421,561	429,009	-	-4%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Financial Analysis	273,929	268,369	233,081	252,937	257,405	-	-4%
Accounts Payable/Receivable	136,965	134,185	116,540	126,468	128,703	-	-4%
Bond Administration	36,524	35,783	31,077	33,725	34,321	-	-4%
Mandated Reporting	9,131	8,946	7,769	8,431	8,580	-	-4%
Total	456,549	447,282	388,468	421,561	429,009	-	-4%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
General Fund							
Discretionary Revenues	437,965	445,455	386,464	419,564	426,807	-	-4%
Parking District Fund	438	1,827	2,004	1,997	2,202	-	21%
Equipment Replacement Fund	18,146	-	-	-	-	-	0%
Total	456,549	447,282	388,468	421,561	429,009	-	-4%

Fiscal Year 2019/2020 Annual Operating Budget

Department: Finance

Division: Utility Billing

2018/2019 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Successfully secured and implemented new collection agency.
- 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 22,755 utility billing statements.
- Established 35 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Continued implementation of the new five-year water and wastewater rate revenue program.
- Assisted with the completion of the annual State Water Quality Report.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continued providing support for the water and energy efficiency projects.
- Monitored new State water and wastewater regulations that affect the City billing procedures.
- Completed audit of all 330 lifeline utility accounts.

2019/2020 BUDGET

- Issue 22,755 utility billing statements.
- 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 Public Works Department and Engineering Department, 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 the utility billing information page for the City's website.
- Facilitate a study of the City's water and wastewater Capital Improvement Charges (CICs).
- Revise utility application process.
- Complete the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continue to administer Public outreach program for water conservation as necessary.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water and Energy projects.
- Assist the Public Works Department with locating and correcting water leaks.
- Continue to monitor new State water and wastewater regulations that affect the City billing procedures.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2016/2017	2017/2018	2018/2019	2018/2019	2019/2020	Approved	from 18/19
Accountant	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II	2.2	2.2	2.2	2.2	2.2	0.0	0%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	3.5	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2019/2020 Annual Operating Budget

Division Budget

Utility Billing

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Personnel	257,378	270,225	356,656	314,806	383,134	-	42%
Materials and supplies	15,904	6,824	11,000	10,729	11,000	-	61%
Contract Services	10,652	18,697	23,850	21,566	23,850	-	28%
Overhead	67,000	43,518	44,736	44,736	44,736	-	3%
Other expense	5,552	11,222	10,002	3,765	10,130	-	-10%
Capital outlay	-	3,437	862	862	1,752	-	-49%
Total	356,486	353,923	447,106	396,464	474,602	-	34%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Utility Billing	356,486	353,923	447,106	396,464	474,602	-	34%
Total	356,486	353,923	447,106	396,464	474,602	-	34%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual	2019/2020	Approved	from 18/19
				2018/2019		2019/2020	Budget
Water Enterprise Fund	179,320	173,978	223,228	196,928	236,976	-	36%
Sewer Enterprise Fund	177,166	179,945	223,878	199,536	237,626	-	32%
Total	356,486	353,923	447,106	396,464	474,602	-	34%

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Non-Departmental

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Fiscal Year 2019/2020 Annual Operating Budget

Non-Departmental

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	28,416	28,273	28,500	11,763	28,500	-	1%
Contract Services	217,934	169,898	163,620	233,541	187,804	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	3,475,388	3,768,020	3,775,209	3,744,911	4,218,392	-	12%
Capital outlay	-	-	-	46,134	-	-	0%
Total	3,721,739	3,966,191	3,967,329	4,036,349	4,434,696	-	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
Non-Departmental	3,721,739	3,966,191	3,967,329	4,036,349	4,434,696	-	12%
Total	3,721,739	3,966,191	3,967,329	4,036,349	4,434,696	-	12%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
General Fund							
Discretionary Revenues	522,558	916,143	661,520	659,373	946,083	-	3%
Gas Tax Fund	281,647	225,183	259,472	259,472	291,573	-	29%
Measure L Fund	51,517	230,622	-	-	-	-	-100%
Parking District Fund	(133,509)	1,183	19,739	19,839	19,739	-	1569%
Grant Funds	(27,561)	-	-	-	-	-	0%
Measure J Fund	10,214	10,469	10,863	10,727	(259,997)	-	-2583%
General CIP Fund	(22,114)	(287,034)	(72,920)	(72,920)	(28,690)	-	-90%
LLMD Funds	7,692	8,022	9,277	9,119	10,338	-	29%
BAD Funds	8,041	8,202	16,156	8,200	18,047	-	120%
Water Enterprise Fund	(456,132)	48,369	185,410	185,410	265,654	-	0%
Sewer Enterprise Fund	2,349,614	231,973	1,787,857	1,832,040	2,069,374	-	4178%
Measure H Fund	951,559	603,381	1,098,350	1,084,816	1,110,970	-	84%
General Liability Fund	56,243	(183,244)	-	48,668	-	-	-100%
Economic Impact Reserve	121,970	65,161	(8,395)	(8,395)	(8,395)	-	-113%
Total	3,721,739	3,966,191	3,967,329	4,036,349	4,434,696	-	12%

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Authorized Staffing

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2016/2017	2017/2018	2018/2019	Actual 2018/2019	2019/2020	Approved 2019/2020	from 18/19 Budget
<i>Police Department</i>							
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	11.0	12.0	12.0	12.0	11.0	0.0	-8%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.9	5.0	5.0	5.0	4.0	0.0	-20%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.4	0.5	1.0	1.0	1.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	27.8	29.0	29.5	29.5	27.5	0.0	-7%
<i>Development Services Department</i>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Code Enforcement Official	0.0	0.0	0.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	4.0	4.0	4.0	4.0	4.0	0.0	0%
<i>Engineering Department</i>							
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	2.0	2.0	2.0	2.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.0	0.0	-33%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Redamation Facility Operator I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Subtotal	14.0	14.5	14.5	14.5	15.0	0.0	3%

Department Staff by Position	Actual 2016/2017	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2019/2020	% Change from 18/19 Budget
Community Services Department							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	10.5	10.5	10.5	10.5	10.5	0.0	0%
Public Works Department							
Director of Public Works	0.0	0.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	1.0	1.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	0.5	0.5	0.5	2.0	0.0	300%
Maintenance Worker II	3.0	3.0	3.5	3.5	3.0	0.0	-14%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Parking Enforcement Officer II	0.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.0	0.5	0.5	0.5	0.5	0.0	0%
Subtotal	12.4	14.3	14.8	14.8	15.8	0.0	7%
City Administration Department							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	5.0	5.0	5.0	5.0	5.0	0.0	0%
Finance Department							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.5	0.0	48%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	3.5	3.5	3.0	0.0	-14%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Subtotal	6.1	6.1	6.6	6.6	6.6	0.0	0%
Total All Departments	79.8	83.4	84.9	84.9	84.4	0.0	-1%

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