

CITY OF PLACERVILLE



2024 Hometown Holiday Event

ADOPTED OPERATING BUDGET FISCAL YEAR 2025/2026

CITY OF PLACERVILLE
ADOPTED OPERATING BUDGET
2025/2026

CITY COUNCIL

John Clerici, Mayor
Nicole Gotberg, Vice-Mayor
Ryan Carter
Jackie Neau
David Yarbrough

CITY CLERK

Regina O'Connell

CITY TREASURER

Candace Bernardi

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

Mona Ebrahimi

DEPARTMENT HEADS

Carole Kendrick, Director of Development Services
Denis Nishihara, Director of Community Services
Melissa Savage, City Engineer
Nick Stone, Director of Public Works
Dave Warren, Assistant City Manager/Director of Finance
Joe Wren, Chief of Police

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City of Placerville

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

June 24, 2025

Honorable Mayor and
Members of the City Council

Re: Fiscal Year 2025-2026 Budget Message

Dear Mayor Clerici and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2025-2026. I appreciate the time and effort that has gone into the preparation of the budget from all department heads, to the Finance Department, and the City Council. This year's budget presented a severe test following the challenging budget last year where we faced a \$1 million General Fund deficit due to declining revenues and increased costs due to inflation. This year, we again faced an approximate \$1 million General Fund deficit primarily due to declining sales tax revenues and increasing costs. Although our sales tax decline has been less and seems to be flattening out, it clearly has not kept up with rising costs due to inflation. The current year sales tax is projected to be 6.8% lower than originally expected. For Fiscal Year 2025-2026, we expect sales tax to rise slightly approximately 3.6% above the current year projected totals. The forecast for the coming year, is based on HDL's projections. However, this increase will still not cover the cost increases we are seeing.

Budget Process:

The budget format has not changed 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 and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures.

The process in developing a proposed budget involves the Budget Team (comprised of the department heads and the Assistant Finance Director) 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.

On April 30, 2025, the City Council held our first budget workshop. At that workshop, we reviewed all proposals from staff and any additional proposals from the City Council. At that meeting, staff presented

an additional \$1 million in requests to better serve the public. Staff took input from that meeting and presented a draft balanced budget to the Council on May 20, 2025. Further input from Council and the public was then used to create a revised draft which was presented to the Council at an open Public Hearing on June 10, 2025. At that meeting, the Council recommended some additional minor changes based on City priorities. Input was also received from the public. The proposed budget as of June 10, 2025 showed a General Fund deficit of \$26,823.

The budget presented to the Council is a balanced budget overall for the 2025/2026 Fiscal Year for ongoing expenses.

Strategic Budget Priorities:

On January 23, 2025, the Council completed an annual review of the Strategic Plan and made minor edits. In addition staff presented Council with potential funding needs for large items such as the Public Safety Building. The following 6 Core Strategies were not changed.

- Infrastructure: Maintain and improve our infrastructure and facilities to provide a safe community.
- Fiscal Stability/Sustainability: Create a fiscally stable and sustainable government that can provide for and maintain a safe community with high quality of life.
- Health and Public Safety: Provide Public Safety Systems through Professionalism, integrity and justice to create a safe City to live, work, and play.
- Maintain/Improve Quality of Life: Provide and maintain vibrant public spaces, events and programs and ensure a well-designed and protected City Infrastructure
- Economic Development: Support a place for economic vitality and a vibrant lifestyle that respects Placerville's historic identity.
- Good Governance: The City Council will embrace effective governance standards and strategies that encompass the basic characteristics and behaviors which enables them to effectively create a climate for excellence.

These strategies continue to provide the focus for development of the budget.

Operating Budget Specifics:

Revenues: Revenues through Fiscal Year 2024-2025 continue to be slightly down or flat. For Fiscal Year 2025-2026, we expect to see a decrease in total General Fund revenues by approximately \$236,458 or 2.09%. Based on our review with HDL we hope that revenues are flattening out and will see improvement in the next year. However, today's economy is extremely volatile and difficult to predict. We have analyzed this a great deal in order to be conservative but realistic in our projections

Budgeted General Fund expenditures estimates increased by 6.44% due to rising costs. Due to budget constraints, staff is not proposing a contingency in this year's budget. In addition, due to declining revenues and inflation, we were forced to make concerning decisions to staff in order to reach a balanced

budget. The proposed budget includes freezing the following currently approved positions in addition to those that were frozen last year:

Community Services: The reorganization in the Community Services Department will consist of reducing management/supervisory positions and adding front line workers. It is the hope that through this process, we can continue offering the excellent programs and facilities we have while improving efficiencies in some areas to provide better ongoing maintenance and service.

Development Services: Associate Planner

Over the past two years the following positions have been frozen:

Police: Police Officer

Development Services: Administrative Assistant and an Associate Planner

Community Services: Maintenance Worker I and a Recreation Coordinator

As stated previously, these positions are critical to maintaining current levels of service. It should be expected that delivery of certain related services in each of these departments will be affected by this action. Staff will review revenues over the next 6 months and bring back proposals to restore these positions as soon as possible, potentially at Mid-Year Budget review.

Other changes to this year's General Fund Budget in specific categories are as follows:

- Capital Outlay: \$6,845
- Alternative Service Levels (Enhancements): \$0
- CIP Requests: \$0
- Conference Training and Travel: \$21,173
Miscellaneous Training, all Departments

Line Item Changes: This year's budget includes previously agreed upon increases with Employee Bargaining Units. Total pension contributions for all funds are expected to increase by \$232,451 or 8.40%. This year's budget only includes mandated health and safety training in all departments plus minimal training to improve the efficiency of employees and to reduce liability for the City. This year's non-mandatory training decreased significantly due to budget constraints.

Budget Assumptions: This year's proposed budget as presented also reflects certain assumptions. The proposed budget reflects projected increases in health insurance, including medical, chiropractic, dental, and vision. Savings continue to be realized in the ancillary programs due to changes made in the past. The budget continues the anticipated personnel costs based on actual employee trends, rather than full exposure.

Other minor funds are also listed and all show either a balanced budget or in some case minor use of reserves as follows:

Other Funds:

Water Enterprise: Revenue - \$2,645,609
Expenditures - \$2,715,679

Sewer Enterprise: Revenue - \$7,352,421
Expenditures – \$6,707,345

Downtown Parking District: Revenue – \$236,922
Expenditures - \$233,898

Measure J: Revenue – \$1,399,760
Expenditures - \$1,399,760 (Includes transfer in from the General Fund of \$799,449)

Measure H: Revenue - \$1,449,760
Expenditures - \$1,399,760

Measure L: Revenue - \$2,949,519

Capital Improvement Budget: This year's CIP Budget totals \$2,714,351 including streets, water system, sewer system projects. This includes \$1,956,941 from the Measure L Fund and \$633,690 from the Measure H Fund. These numbers include \$30,000 to repair the fence next to the Creek in the Small Center Street Parking Lot.

As noted above, the Measure J Fund continues to demonstrate a budget deficit requiring a transfer from the General Fund. Staff continues to look at ways to correct this deficit.

Final Total Budget: The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services to the fullest extent possible. Through Strategies set in the Strategic Plan, and the recently completed Good Governance Program, staff feels we will make continual progress in being more efficient in operations, and more responsive to citizen needs. The following table outlines the final proposed budget numbers:

	Fiscal Year 2024-2025 Forecasted			Fiscal Year 2025-2026 Proposed		
	Revenues	Expenditures		Revenues Percent Change	Expenditures Percent Change	
General Fund	\$ 11,048,036	\$ 10,402,708		\$ 11,066,304 0.2%	\$ 11,262,645 8.3%	
Water Fund	2,665,880	2,641,099		2,645,609 -0.8%	2,715,679 2.8%	
Sewer Fund	8,209,023	5,980,372		7,352,421 -10.4%	6,707,345 12.2%	
Measure J Fund	1,383,294	1,383,294		1,399,760 1.2%	1,399,760 1.2%	
Measure H Fund	1,475,190	1,406,035		1,449,760 -1.7%	1,399,760 -0.4%	
Measure L Fund	3,023,546	-		2,949,519 -2.4%	- 0.0%	
Other Funds	1,656,267	2,240,064		1,579,451 -4.6%	1,497,344 -33.2%	
Total	\$ 29,461,236	\$ 24,053,572		\$ 28,442,824 -3.5%	\$ 24,982,533 3.9%	
	\$ -					

The 2025-2026 Fiscal Year Budget presented a difficult challenge to maintain services while living within projected revenues. Following severe budget constraints last year, the City faced another year of declining revenues and increasing costs. This followed three years of increases to our fund balance due to higher than anticipated revenues and conservative spending practices. This enabled the City to use fund balance to pay down the pension UAL and address long overdue deferred maintenance items. This year's budget does not allow us to continue that process to address those needs. This year all General Fund deferred maintenance was eliminated from the budget. It is my hope that we see improvements in the economy over the next year so that we can provide the level of services expected by our citizens. The City cannot withstand another year of severe cuts that we are seeing this year.

I truly wish to express my deep gratitude and respect for Assistant City Manager/Director of Finance, Dave Warren, his Assistant, Natalie Tornincasa, and his other staff for their dedication and work on the budget. In addition, each Department Head is to be commended for their sacrifice and dedication to the budget, and for their dedication to excellence in their individual departments. Without the cooperation of each member of our team, we could not accomplish this task. 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,

A handwritten signature in blue ink that reads "M. Cleve Morris". The signature is written in a cursive, flowing style.

M. Cleve Morris
City Manager
City of Placerville

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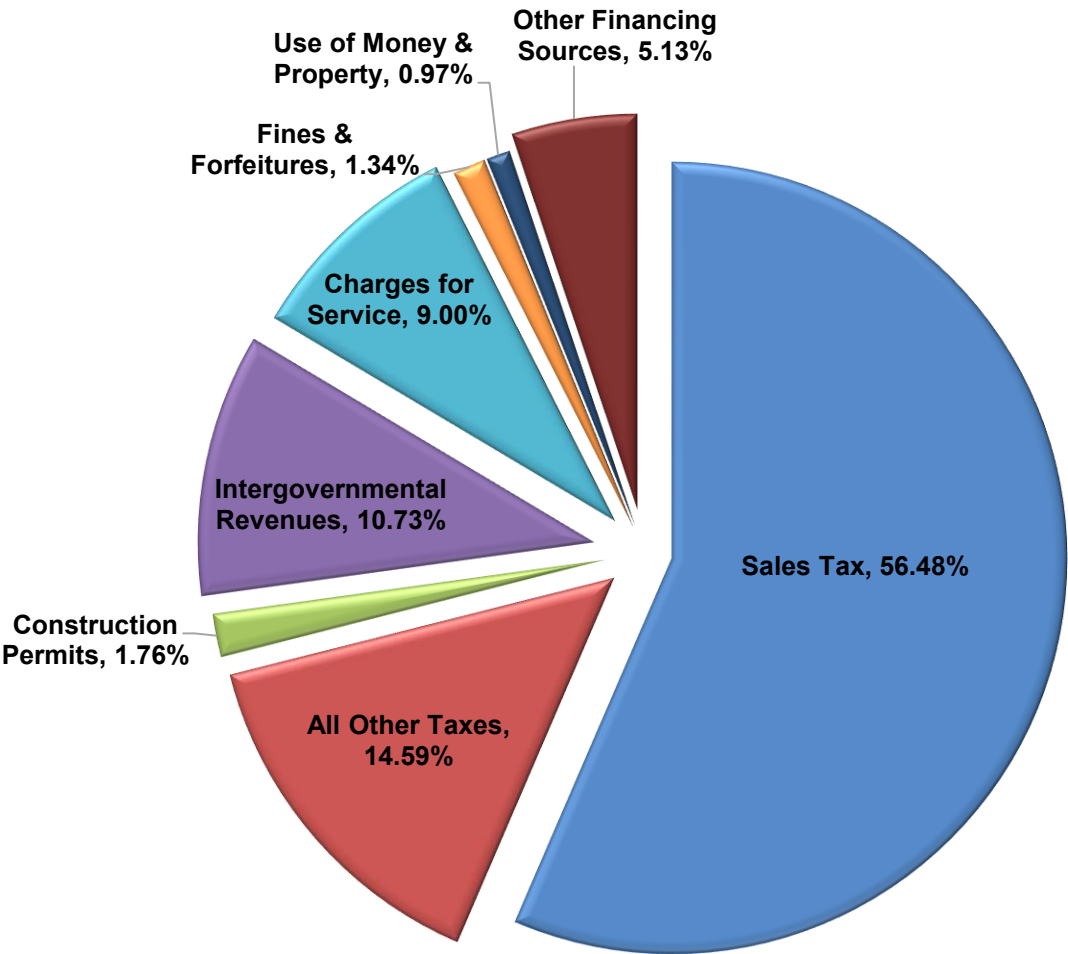
Revenue and Expenditure Summaries

Projected General Fund Revenues by Source Fiscal Year 2025/2026

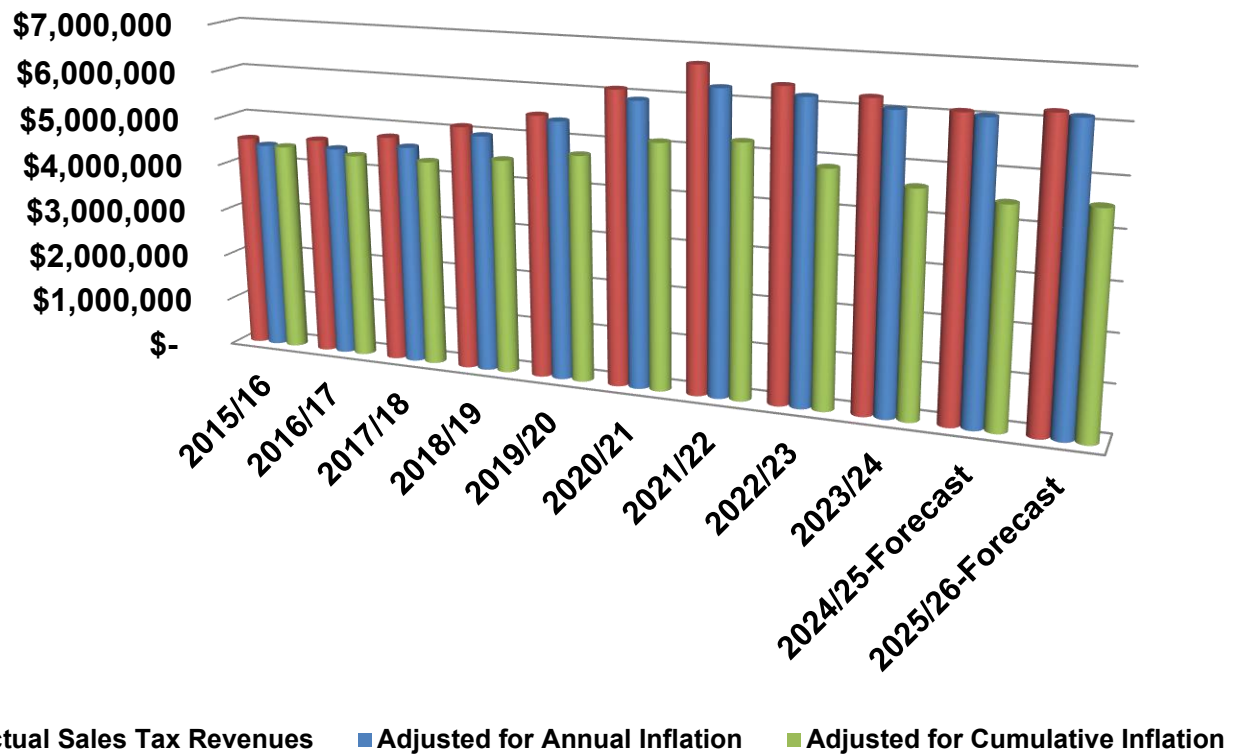
Sales Tax	\$	6,249,799	56.48%
All Other Taxes		1,615,053	14.59%
Construction Permits		195,000	1.76%
Intergovernmental Revenues		1,186,884	10.73%
Charges for Service		996,420	9.00%
Fines & Forfeitures		148,401	1.34%
Use of Money & Property		107,256	0.97%
Other Financing Sources		567,491	5.13%
Total revenues	\$	11,066,304	100.00%

Projected General Fund Revenues By Source

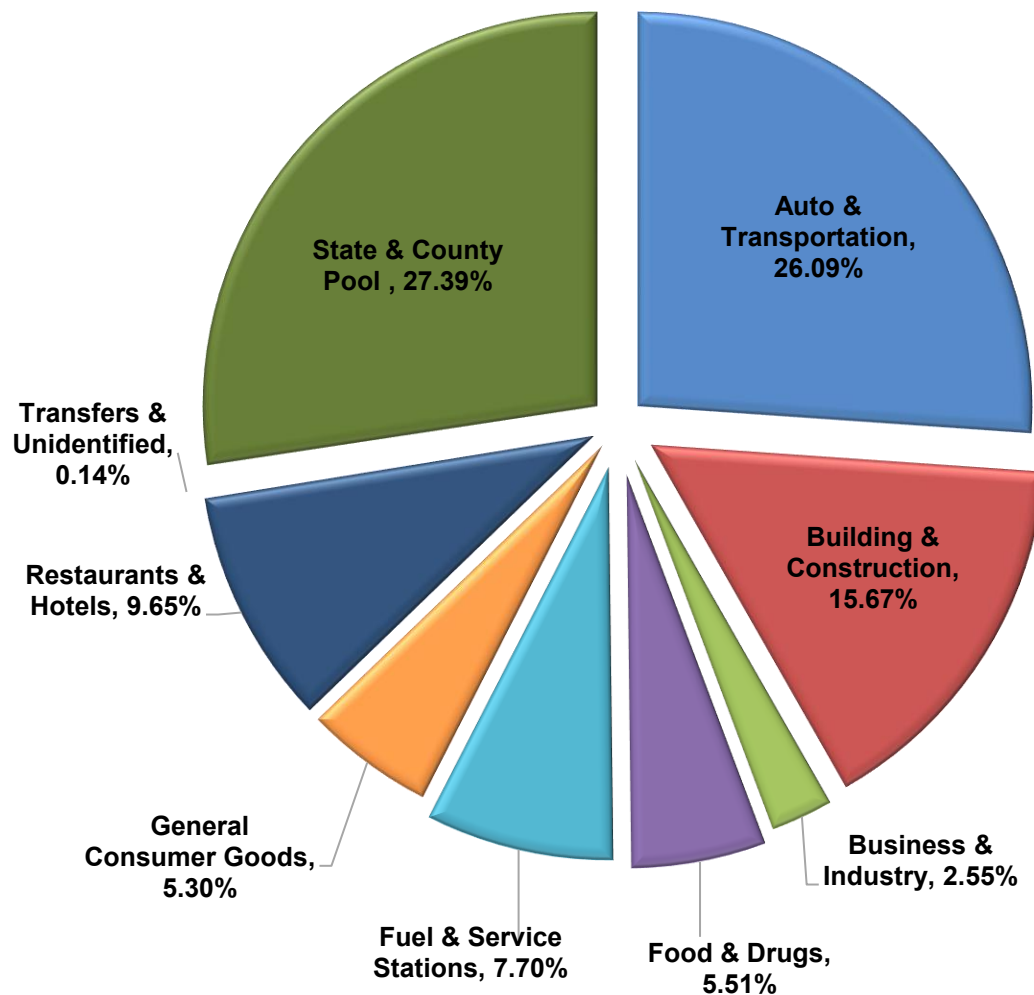
Fiscal Year 2025/2026



Local Sales Tax Trend



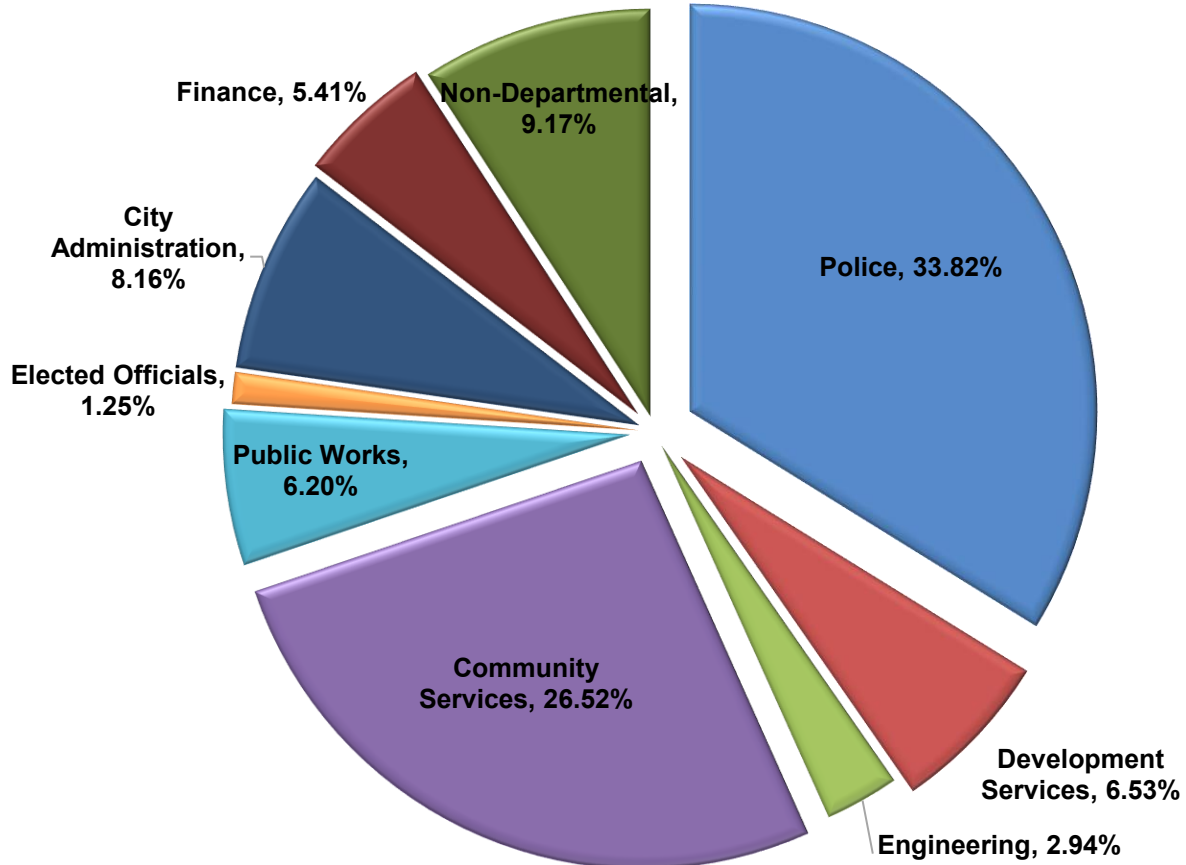
Sales Tax Revenue Sources for the Quarter ended December 31, 2024



**Adopted General Fund Operating Budget
Expenditures & Net Transfers Out by Department
Fiscal Year 2025/2026**

Police	\$ 3,809,373	33.82%
Development Services	735,618	6.53%
Engineering	330,725	2.94%
Community Services	2,987,172	26.52%
Public Works	697,969	6.20%
City Council	141,189	1.25%
City Administration	918,689	8.16%
Finance	609,245	5.41%
Non-Departmental	1,032,665	9.17%
Total	\$ 11,262,645	100.00%

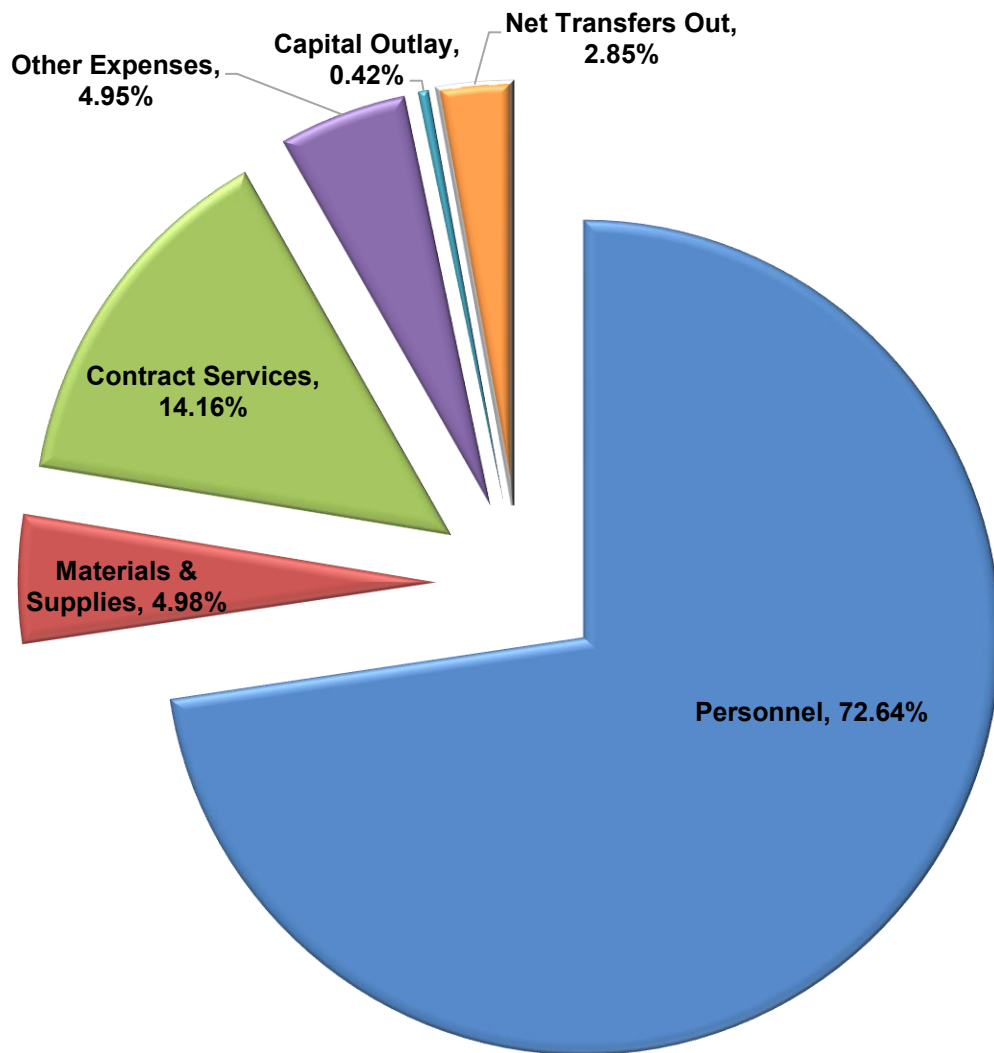
Adopted General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2025/2026



Adopted General Fund Operating Expenditures & Net Transfers Out by Category Fiscal Year 2025/2026

Personnel	\$ 8,181,236	72.64%
Materials & Supplies	560,892	4.98%
Contract Services	1,595,295	14.16%
Other Expenses	556,997	4.95%
Capital Outlay	47,174	0.42%
Contingency	-	0.00%
Subtotal expenditures	<u>10,941,594</u>	
Net Transfers Out	<u>(321,051)</u>	2.85%
Total expenditures & transfers in	<u><u>\$ 11,262,645</u></u>	100.00%

Adopted General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2025/2026



Fiscal Year 2025/2026 Adopted Operating Budget

Summary of Revenues – All Funds

	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Forecast 2024/2025	Adopted 2025/2026
GENERAL FUND					
Sales Tax	\$ 6,388,172	\$ 6,267,811	\$ 6,475,817	\$ 6,033,632	\$ 6,249,799
Taxes - All Other	1,582,084	1,578,203	1,635,401	1,582,830	1,615,053
Licenses and Permits	172,456	245,884	180,000	318,138	195,000
Intergovernmental Revenues	1,123,674	1,194,859	1,189,308	1,205,975	1,186,884
Charges for Services	1,307,927	1,040,140	1,096,835	1,120,708	996,420
Fines and Forfeitures	82,720	101,805	82,050	109,111	148,401
Use of Money and Property	126,847	153,817	75,860	30,002	107,256
Other Financing Sources	567,491	567,491	567,491	647,640	567,491
Subtotal	11,351,371	11,150,010	11,302,762	11,048,036	11,066,304
GAS TAX FUND					
Gas Tax	541,365	604,103	602,542	609,802	634,426
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	12,333	28,368	12,000	28,368	28,367
Subtotal	553,698	632,471	614,542	638,170	662,793
MEASURE J					
Sales Tax	1,446,288	1,444,531	1,406,035	1,383,294	1,399,760
Use of Money and Property	1,182	(2,301)	1,000	-	-
Subtotal	1,447,470	1,442,230	1,407,035	1,383,294	1,399,760
MEASURE L					
Sales Tax	2,916,717	2,908,595	2,812,069	2,766,588	2,799,519
Use of Money and Property	107,483	256,957	100,000	256,958	150,000
Subtotal	3,024,200	3,165,552	2,912,069	3,023,546	2,949,519
WATER ENTERPRISE FUND					
Charges for Services	2,432,941	2,529,500	2,606,662	2,592,615	2,572,344
Grants	8,413	-	-	-	-
Use of Money and Property	37,824	44,576	37,600	73,265	73,265
Subtotal	2,479,178	2,574,076	2,644,262	2,665,880	2,645,609
SEWER ENTERPRISE FUND					
Charges for Services	7,235,323	7,211,027	7,317,612	8,144,447	7,287,845
Grants	67,308	-	-	-	-
Use of Money and Property	39,815	70,243	36,000	64,576	64,576
Subtotal	7,342,446	7,281,270	7,353,612	8,209,023	7,352,421
MEASURE H					
Sales Tax	1,446,014	1,444,634	1,406,035	1,383,294	1,399,760
Use of Money and Property	44,756	91,896	44,000	91,896	50,000
Subtotal	1,490,770	1,536,530	1,450,035	1,475,190	1,449,760
PARKING DISTRICT FUND	224,147	206,538	234,110	236,921	236,922
GRANT FUNDS	1,052,230	332,406	288,004	330,274	195,306
Cannabis Community Benefit Fund	86,209	41,022	86,145	80,481	81,241
LLMD FUNDS	33,236	31,899	35,017	35,360	35,360
BAD/CFD DISTRICT FUNDS	54,618	61,143	155,308	163,652	163,653
GENERAL RESERVE FUNDS	606,300	607,777	80,322	171,409	204,176
TOTAL REVENUE SOURCES	\$ 29,745,873	\$ 29,062,924	\$ 28,563,223	\$ 29,461,236	\$ 28,442,824
Operating Expenditures	\$ 23,076,263	\$ 28,246,230	\$ 24,777,824	\$ 24,053,572	\$ 24,982,533
Capital Improvement	4,191,567	816,694	3,785,399	3,785,865	2,714,351
Reserves and Contingencies	2,478,043	-	-	1,621,799	745,940
TOTAL EXPENDITURE USES	\$ 29,745,873	\$ 29,062,924	\$ 28,563,223	\$ 29,461,236	\$ 28,442,824

Fiscal Year 2025/2026 Adopted Operating Budget Summary of Expenditures by Division and Funding Source

	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Forecast 2024/2025	Adopted 2025/2026
OPERATING EXPENDITURES					
Patrol Services	\$ 3,821,321	\$ 4,082,254	\$ 3,291,429	\$ 3,222,378	\$ 3,428,417
Investigations	216,317	98,599	530,457	579,199	568,369
Police Records / Dispatch	876,084	802,849	826,918	801,992	878,007
Police Administration	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564
Planning	186,952	161,573	169,000	165,531	28,830
Building Inspection	253,907	289,584	290,947	291,515	327,452
Engineering	437,363	470,290	354,001	395,966	417,213
Water Reclamation Facility	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251
DSD Administration	390,696	358,402	349,427	282,872	379,336
Parks	1,185,100	960,487	775,841	762,724	763,432
Recreation	1,010,112	1,159,707	1,453,697	1,253,480	1,408,970
CSD Administration	281,792	307,955	364,358	310,019	380,800
Facility Maintenance	670,159	518,760	534,294	568,255	503,881
Street & Roads	736,219	1,030,910	1,014,060	1,162,363	885,695
Water & Sewer Lines	1,450,592	1,466,633	1,827,003	1,649,236	1,820,083
Water Acquisition & Delivery	882,761	971,227	1,051,485	1,054,613	1,130,024
Downtown Parking	186,510	169,067	134,211	140,212	141,181
City Council	119,492	128,532	143,321	134,379	141,189
City Attorney	257,896	138,486	118,668	277,888	102,763
City Management	435,271	444,442	431,548	381,120	407,015
Information Services	555,513	527,302	552,386	469,855	589,155
Human Resources	171,241	178,668	204,137	202,418	197,919
Grant Administration	-	-	-	-	-
City Clerk	5,919	5,838	12,675	13,900	3,666
Financial Management	512,872	631,799	592,247	573,614	612,909
Utility Billing	489,306	493,795	558,471	534,814	577,191
Non-Departmental	3,722,012	8,451,456	4,417,959	4,443,705	4,415,221
Total Operating Expenditures	<u>\$ 23,076,263</u>	<u>\$ 28,246,230</u>	<u>\$ 24,777,824</u>	<u>\$ 24,053,572</u>	<u>\$ 24,982,533</u>
FUNDING SOURCES					
General Fund	\$ 10,838,592	\$ 11,815,909	\$ 10,581,523	\$ 10,402,708	\$ 11,262,645
Gas Tax Fund	367,541	548,089	614,542	625,285	662,793
Measure L Fund	-	2,179,182	-	-	-
Measure J Fund	1,563,848	1,427,418	1,407,035	1,383,294	1,399,760
Downtown Parking Fund	245,123	245,014	228,336	231,941	233,898
Grant Funds	959,199	1,365,090	1,266,977	1,250,610	194,774
Cannabis Community Benefit Fund	(18,656)	68,712	20,000	20,466	65,640
General CIP Fund	223,246	(259,726)	29,341	29,341	91,941
LLMD Funds	32,811	50,486	29,341	35,122	35,360
BAD/CFD Funds	9,841	12,577	92,570	55,694	109,398
Water Enterprise Fund	2,452,559	2,372,654	2,618,696	2,641,099	2,715,679
Sewer Enterprise Fund	5,101,964	6,607,095	6,491,823	5,980,372	6,707,345
Measure H Fund	1,207,670	1,212,287	1,406,035	1,406,035	1,399,760
General Liability Fund	100,920	609,838	-	-	111,935
Economic Impact Reserve Fund	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>\$ 23,076,263</u>	<u>\$ 28,246,230</u>	<u>\$ 24,777,824</u>	<u>\$ 24,053,572</u>	<u>\$ 24,982,533</u>

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Table of Contents

POLICE DEPARTMENT	1
Patrol Services	4
Investigations	6
Police Records/Dispatch	8
Police Administration	10
DEVELOPMENT SERVICES DEPARTMENT	13
Planning	16
Building Inspection	18
Development Services Administration	20
ENGINEERING DEPARTMENT	23
Engineering	26
Water Reclamation Facility	28
COMMUNITY SERVICES DEPARTMENT	31
Parks	34
Recreation	36
Facility Maintenance	38
Community Services Administration	40
PUBLIC WORKS DEPARTMENT	43
Streets and Roads	46
Water/Sewer Lines	48
Water Acquisition and Delivery	50
Downtown Parking	52
ELECTED OFFICIALS	55
City Council	56
CITY ADMINISTRATION	59
City Attorney	62
City Manager	64
Information Services	66
Human Resources/City Clerk	68
Grant Administration	70
City Clerk	72
FINANCE	75
Financial Management	78
Utility Billing	80
NON-DEPARTMENTAL	83
AUTHORIZED STAFFING	87



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Public Safety Police

Deliver comprehensive law enforcement services to the City by applying proven best practices in police administration, fully adhering to current laws.

Foster community crime awareness by forging strong partnerships with residents and proactively tackling issues together to enhance quality of life and create a safer living environment.

We will prioritize robust community policing and innovative problem-solving strategies, utilizing effective tactics, meticulous planning, rapid responses to persistent challenges, and thorough assessments and follow-ups on all public safety concerns.

Fiscal Year 2025/2026 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual 2022/2023	Actual 2023/2024	Estimated Actual 2024/2025	Adopted 2025/2026
Patrol Services				
Arrests	656	612	850	800
Citations*	1,677	1,130	1,400	1,500
Calls for service	24,779	25,517	25,373	26,000
Shield hours	2,173	2,100	2,000	2,000
Community Oriented Policing Hours	2,000	2,000	2,000	3,000
Investigations				
Child Abuse	9	22	8	10
Robberies	5	4	8	10
Reports for investigative follow up	200	200	250	250
Administrative Investigations	3	5	5	4
Background	2	0	0	2
Arson	2	2	8	6
Homicide	-	0	0	0
Narcotics	212	219	300	300
Dispatch / Records / Support				
9-11 Calls	6,338	6,147	6,133	6,500
Crime reports	1,996	2,077	2,206	2,200
Abatement reports	32	14	14	20
*excludes any parking citations				

Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	2.0	0%
Police Sergeant	5.0	5.0	5.0	5.0	5.0	5.0	0%
Police Officer	11.0	11.5	10.5	10.5	10.5	10.5	0%
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	5.0	5.0	5.0	5.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	28.0	28.5	27.5	27.5	27.5	27.5	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Police

All Divisions

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	4,901,968	5,301,170	5,370,772	5,322,879	5,672,091	5,672,091	6%
Materials and supplies	159,067	177,949	168,000	167,498	171,450	171,450	2%
Contract Services	722,412	282,108	275,637	260,674	282,750	282,750	3%
Overhead	-	-	-	-	-	-	0%
Other expense	38,281	41,365	52,536	57,219	34,041	34,041	-35%
Capital outlay	279,873	465,831	87,601	91,840	29,025	29,025	-67%
Total	6,101,601	6,268,423	5,954,546	5,900,110	6,189,357	6,189,357	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Patrol Services	3,821,321	4,082,254	3,291,429	3,222,378	3,428,417	3,428,417	4%
Investigations	216,317	98,599	530,457	579,199	568,369	568,369	7%
Records and Dispatch	876,084	802,849	826,918	801,992	878,007	878,007	6%
Police Administrative Support	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564	1,314,564	1%
Total	6,101,601	6,268,423	5,954,546	5,900,110	6,189,357	6,189,357	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	3,706,401	4,025,755	2,742,725	2,714,997	3,611,170	3,611,170	32%
Measure J	1,609,385	1,737,972	2,009,418	1,970,958	2,185,210	2,185,210	9%
Grants	672,779	374,532	1,045,773	1,035,544	194,774	194,774	-81%
Fines and Forfeitures	71,682	88,105	70,050	92,512	136,401	136,401	95%
POST Reimbursement	-	13,677	21,480	24,793	5,702	5,702	-73%
Police Services Revenues	41,354	28,382	65,100	61,306	56,100	56,100	-14%
Total	6,101,601	6,268,423	5,954,546	5,900,110	6,189,357	6,189,357	4%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Police

Division: Patrol

2024/25 REVIEW

- Estimated 850 physical arrests (excluding cite & release). Current mid-year we are 412 arrests and projected to hit 850 by the end of the Fiscal Year.
- Estimated 1,400 citations to be written for moving/non-moving violations (No parking citations counted). This increase is due to the Department receiving an OTS grant allowing us to focus on traffic safety.
- Estimated responding to approximately 26,000 calls for service (CFS). That is an average of 71 calls per day. Our Officers will have written an estimated 2,200 crime reports.
- Continued to upgrade equipment (new ballistic/tactical vests, ballistic helmets w/ communication systems, and firearms).
- Updated emergency equipment in Patrol vehicles to meet state requirements.
- Hired one (1) new Police Officer with plans to continue recruitment as needed.
- Continued to submit grant applications as they become available.
- Conducted Coffee with a Cop 4 times a year (at minimum) led by Sergeants.
- Conducted special enforcement details targeting illegal activity within the City.

2025/26 BUDGET

- Continue our focus on Community Service, Professional Development, Internal Operations, and Capital Improvement.
- Continue to work on more proactive policing strategies to suppress criminal activity in the community.
- Work to keep response time for priority calls to 5:00 minutes or less and to develop our personnel through training.
- Continue to develop POST-certified training courses to be held in-house, offering staff expertise and a training point for allied agencies.
- Continue our Community Policing efforts through National Night Out, Coffee with a Cop, Pops with a Cop, and our Crime Reduction Team.
- Train Officers in collateral assignments such as; Motor Officer, Bike Patrol Team, Honor Guard, and Emergency Vehicle Operator Course Instructor.
- Focus on mentorship, development, and coaching of front-line supervisors and patrol staff 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 address quality-of-life issues.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Police Sergeant	4.0	4.0	3.0	3.0	3.0	3.0	0%
Police Officer	10.0	10.5	10.5	10.5	10.5	10.5	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	15.0	15.5	14.5	14.5	14.5	14.5	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Patrol

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	2,969,844	3,372,128	2,974,224	2,905,015	3,202,264	3,202,264	8%
Materials and supplies	136,888	150,473	133,500	133,499	137,700	137,700	3%
Contract Services	414,543	78,049	68,000	68,000	67,900	67,900	0%
Overhead	-	-	-	-	-	-	0%
Other expense	20,173	15,773	29,280	29,439	17,805	17,805	-39%
Capital outlay	279,873	465,831	86,425	86,425	2,748	2,748	-97%
Total	3,821,321	4,082,254	3,291,429	3,222,378	3,428,417	3,428,417	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Patrol Services	3,719,658	3,974,067	3,177,145	3,109,458	3,310,711	3,310,711	4%
Community Services	1,025	1,077	2,500	2,500	2,300	2,300	-8%
Property / Evidence	100,638	107,110	111,784	110,420	115,406	115,406	3%
Total	3,821,321	4,082,254	3,291,429	3,222,378	3,428,417	3,428,417	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	1,895,368	2,348,427	778,983	731,400	1,605,089	1,605,089	106%
Measure J	1,140,138	1,229,131	1,310,043	1,276,823	1,430,351	1,430,351	9%
Grants	672,779	374,532	1,045,773	1,035,544	194,774	194,774	-81%
Fines and Forfeitures	71,682	88,105	70,050	92,512	136,401	136,401	95%
POST Reimbursement	-	13,677	21,480	24,793	5,702	5,702	-73%
Police Services Revenues	41,354	28,382	65,100	61,306	56,100	56,100	-14%
Total	3,821,321	4,082,254	3,291,429	3,222,378	3,428,417	3,428,417	4%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Police

Division: Investigations

2024/25 REVIEW

- Continued to take a proactive stance to combat quality of life crimes in the City of Placerville.
- Led efforts to provide outreach to the homeless population within the City of Placerville.
- Attended specialized training for investigations.
- Estimated dollar value amount of property reported stolen for 2024 was \$432,238. Estimated value of property recovered for 2024 is \$154,766 equating to 35% property value recovered.
- Continued to participation in quarterly regional investigator meetings.
- Utilized GPS tracking devices to coordinate effective property crime investigations.
- Successfully utilized social media to solve cases.
- Continued up to date training for detective.

2025/26 BUDGET

- Continue proactive stance on quality of life crimes and outreach to the homeless population to make a positive impact in our community.
- Continue conducting thorough investigations on all serious criminal offenses.
- Strive to improve our burglary clearance rate.
- Continue involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team, Alcohol Beverage Control grant operations, Tobacco Retailer licensing task force, Placerville Drug Free Coalition, 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 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.
- Attend specialized training in sexual assault and property crime investigations.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Police Sergeant	1.0	1.0	2.0	2.0	2.0	2.0	0%
Police Officer	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	2.0	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Investigations

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	209,327	88,996	517,637	562,639	554,100	554,100	7%
Materials and supplies	1,612	3,197	3,500	3,000	2,500	2,500	-29%
Contract Services	4,258	3,351	3,000	3,001	2,000	2,000	-33%
Overhead	-	-	-	-	-	-	0%
Other expense	1,120	3,055	6,320	6,320	5,695	5,695	-10%
Capital outlay	-	-	-	4,239	4,074	4,074	0%
Total	216,317	98,599	530,457	579,199	568,369	568,369	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Crime Scene Investigations	216,317	98,599	530,457	579,199	568,369	568,369	7%
Total	216,317	98,599	530,457	579,199	568,369	568,369	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	138,832	14,823	269,153	350,299	283,543	283,543	5%
Measure J	77,485	83,776	261,304	228,900	284,826	284,826	9%
Total	216,317	98,599	530,457	579,199	568,369	568,369	7%

Fiscal Year 2025/2026 Operating Budget

Department: Police

Division: Records, Evidence and Dispatch

2024/25 REVIEW

- Received 6,133 911 calls in our dispatch center, an average of 511 calls per month for the calendar year.
- Received 20,235 non-emergency calls in our Dispatch Center, an average of 1,686 calls per month for the calendar year.
- Responded to approximately 8,000 in person/telephone customers at our front counter consuming several minutes per contact.
- Processed 2,084 crime/incident reports and 1,655 criminal/traffic citations.
- Finished the installation of the NG91 system, which will improve our PSAP's ability to help manage call overload, natural disasters, and transferring of 911 calls and proper jurisdictional responses based on location tracking and text to 911 capabilities.
- Continued to recruit, test and hire for vacant DRT position, utilizing social media and other online resources.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted 520 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched 25,373 calls for service from our 9-1-1 dispatch center.
- Successfully recruited, hired and trained 1 full time Police Dispatcher/Records Technician.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2023.
- Completed ongoing training of all support service staff.
- Completed 14 vehicle abatement reports.

2025/26 BUDGET

- Continue to train and keep staff up to date on RIPA and SB 384 changes
- Continue to work with Department staff in an effort to comply with on-going training requirements for our Police Dispatchers/Records Technician.
- Continue our ongoing effort to comply with training requirements for our Records staff.
- 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 full-time Police Dispatcher/Records Technician.
- Maintain strong social media presence.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Police Dispatcher /Records Technician	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher/Records Technician	4.0	5.0	5.0	5.0	5.0	5.0	0%
Total	7.0	7.0	7.0	7.0	7.0	7.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Records, Evidence and Dispatch

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	711,439	756,729	769,327	756,978	809,422	809,422	5%
Materials and supplies	7,410	5,624	8,000	8,000	9,250	9,250	16%
Contract Services	155,217	38,791	47,325	31,861	45,350	45,350	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	2,018	1,705	2,266	5,153	3,991	3,991	76%
Capital outlay	-	-	-	-	9,994	9,994	0%
Total	876,084	802,849	826,918	801,992	878,007	878,007	6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Records Management	346,216	236,612	251,354	233,335	255,589	255,589	2%
Dispatch	529,868	566,237	575,564	568,657	622,418	622,418	8%
Total	876,084	802,849	826,918	801,992	878,007	878,007	6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	876,084	802,849	826,918	801,992	878,007	878,007	6%
Total	876,084	802,849	826,918	801,992	878,007	878,007	6%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Police

Division: Police Administration

2024/25 REVIEW

- Achieved full staffing Departmentwide.
- Awarded a \$70,000 traffic safety grant from the Office of Traffic Safety.
- Participated in state and international police executive training alongside command staff, ensuring robust continuity of operations.
- Developed policy and procedures in response to legislation that was passed at the state level.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Purchase a 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.
- Fully implemented the new CAD/RMS system (RIMS).
- Updated individual officer technology with computers and radio equipment.
- Worked with regional emergency response partners to update the City's emergency response plan.

2025/26 BUDGET

- Prepare for a major radio system upgrade funded by the Department of Homeland Security.
- Continue to identify and apply for grants that will enhance public safety.
- Participated in state and international police executive training alongside command staff, ensuring robust continuity of operations.
- Continue to develop policies and procedures in response to legislation that was passed at the state level.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer and any safety concerns they have.
- 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.
- Ensure we are consistently building upon our retention program to maintain full staffing.
- Identify the latest in technology.
- Maintain effective service life of equipment and replacement program.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	2.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	4.0	4.0	4.0	4.0	4.0	4.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Police Administration

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,011,358	1,083,317	1,109,584	1,098,247	1,106,305	1,106,305	0%
Materials and supplies	13,157	18,655	23,000	22,999	22,000	22,000	-4%
Contract Services	148,394	161,917	157,312	157,812	167,500	167,500	6%
Overhead	-	-	-	-	-	-	0%
Other expense	14,970	20,832	14,670	16,307	6,550	6,550	-55%
Capital outlay	-	-	1,176	1,176	12,209	12,209	938%
Total	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564	1,314,564	1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 23/24 Budget
Police Department Administration	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564	1,314,564	1%
Total	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564	1,314,564	1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 23/24 Budget
General Fund							
Discretionary Revenues	796,117	859,656	867,671	831,306	844,531	844,531	-3%
Measure J	391,762	425,065	438,071	465,235	470,033	470,033	7%
Total	1,187,879	1,284,721	1,305,742	1,296,541	1,314,564	1,314,564	1%

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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 2025/2026 Annual Operating Budget

Department: Development Services

All Divisions

	Actual 2022/2023	Actual 2023/2024	Estimated Actual 2024/2025	Adopted 2025/2026-
DIVISION BUDGET				
<i>Administration (Hours)</i>				
Budget Administration	400	400	400	400
Planning Division support	3,000	3,000	3,000	3,000
Building Division support	3,600	3,600	3,600	4,000
Interdepartmental support	300	300	300	600
Clerical/Records	200	200	200	800
Special projects	500	500	500	500
City Council/and Miscellaneous Meetings	350	88	88	150
Planning Commission Meetings	96	93	63	50
Code Enforcement	1,800	1,856	1,856	800
Solid Waste Management	400	400	400	500
PRA Requests	100	100	100	100
Planning (Projects)				
Discretionary Applications	18	28	28	14
Miscellaneous Applications	15	24	24	14
Housing Element Update/Implementation	75	75	75	150
Parcel and subdivision maps	3	3	3	2
Inquiries (not tracked)	---	---	---	---
Building				
Inspections	1,170	830	1,074	1,300 ¹
Building Permits	638	525	545	600
Plan Reviews	310	265	230	300
Inquiries	---	---	---	2,080
Code Compliance				
Code Enforcement Cases	51	138	138	80
Cases Closed	69	118	118	150
Cases Opened	302	172	172	80
Fire Hazard Abatement				
Code Cases	25	5	5	10
Cases Closed	40	0	0	5
Cases Opened	50	0	5	5

¹Building inspections may increase should large commercial projects begin construction: Mallard Apartments, Middletown Apartments, Clementine (Armory) Apartments, Mackinaw Hotel.

	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Department Staff by Position							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Associate Planner	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Building Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Development Technician	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	6.0	6.0	5.0	5.0	4.0	4.0	-20%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

Development Services

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
Personnel	751,337	770,524	796,850	731,104	720,702	720,702	-10%
Materials and supplies	2,315	8,350	3,450	2,301	3,450	3,450	0%
Contract Services	69,705	19,751	2,500	921	2,950	2,950	18%
Overhead	-	-	-	-	-	-	0%
Other expense	5,188	3,803	6,574	5,592	4,234	4,234	-36%
Capital outlay	3,010	7,131	-	-	4,282	4,282	0%
Total	<u>831,555</u>	<u>809,559</u>	<u>809,374</u>	<u>739,918</u>	<u>735,618</u>	<u>735,618</u>	-9%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
Planning	186,952	161,573	169,000	165,531	28,830	28,830	-83%
Building	253,907	289,584	290,947	291,515	327,452	327,452	13%
DSD Administration	390,696	358,402	349,427	282,872	379,336	379,336	9%
Total	<u>831,555</u>	<u>809,559</u>	<u>809,374</u>	<u>739,918</u>	<u>735,618</u>	<u>735,618</u>	-9%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
General Fund							
Discretionary Revenues	377,834	373,982	453,498	270,504	413,742	413,742	-9%
Planning Fees	281,265	189,693	175,876	151,276	114,876	114,876	-35%
Building Permits	172,456	245,884	180,000	318,138	207,000	207,000	15%
Total	<u>831,555</u>	<u>809,559</u>	<u>809,374</u>	<u>739,918</u>	<u>735,618</u>	<u>735,618</u>	-9%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Development Services

Division: Planning

2024/2025 REVIEW

- Procured a professional historic architectural service for and held a joint City Council/ Planning Commission workshop on historic preservation.
- Responded to public inquiries on planning matters, including the general plan, zoning ordinances, land use compatibility, and development regulations.
- Provided staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee (PEAC).
- Continued the implementation of the 2021-2029 Housing Element programs and facilitated housing-related funding and planning initiatives.
- Managed updates to the General Plan Safety Element, utilizing REAP funding and collaborating with AECOM for project execution.
- Secured and managed funding through HCD's SB 2 and LEAP Grant Programs for environmental review and architectural services related to affordable housing projects.
- Processed 52 planning permit applications, including discretionary applications requiring public hearings, and addressed zoning amendments for short-term rentals and wireless facilities.
- Coordinated workshops for the City Council and Planning Commission on topics such as A-board signs, short-term rentals, and historic preservation. Additionally, supported annexation proposals and participated in regional planning efforts with LAFCO.

2025/2026 BUDGET

- Provide excellent customer service by offering information on planning, zoning, and permitting requirements.
- Address citizen complaints and resolve nuisance issues related to unauthorized land use activities.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee (PEAC).
- Coordinate project reviews across various City departments and external public agencies to ensure comprehensive analysis and feedback.
- Complete the establishment of a Downtown commercial Historic District Overlay and present recommendations to the City Council.
- Lead amendments to the City's Zoning Code, including short-term rental regulations, sign code updates, and other ordinance revisions to ensure alignment with legal requirements.
- Monitor and initiate General Plan and Zoning Ordinance amendments, including updates to safety elements, subdivision ordinances, and related zoning provisions.
- Assist with zoning code enforcement related to development standards, nuisances, and fire hazards, and facilitate public education on enforcement issues.
- Support the implementation of affordable housing projects, including the Placerville Armory (Clementine), Mallard, and Middletown Apartments.
- Assist with annexation proposals, regional planning efforts with LAFCO, and facilitate discussions on public sidewalk encroachments and zoning regulation updates.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Associate Planner	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Total	1.0	1.0	1.0	1.0	0.0	0.0	-100%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Planning

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	132,949	151,409	164,698	161,857	22,302	22,302	-86%
Materials and supplies	117	-	250	250	250	250	0%
Contract Services	51,445	5,973	-	401	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,441	3,015	4,052	3,023	2,912	2,912	-28%
Capital outlay	-	1,176	-	-	3,366	3,366	0%
Total	186,952	161,573	169,000	165,531	28,830	28,830	-83%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Planning	186,952	161,573	169,000	165,531	28,830	28,830	-83%
Total	186,952	161,573	169,000	165,531	28,830	28,830	-83%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	-	22,110	-	79,809	-	-	0%
Planning Fees	186,952	139,463	169,000	85,722	28,830	28,830	-83%
Total	186,952	161,573	169,000	165,531	28,830	28,830	-83%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Development Services

Division: Building

2024/2025 REVIEW

- Provided superior customer service regarding information relating to building codes and safety.
- 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.
- Managed high volumes of plan reviews, building permits, and inspections, with a focus on vacant subdivisions, lots, and commercial upgrades.
- Collaborated with developers to expedite project approvals and complete inspections for residential, commercial, and repair projects.
- Coordinated reviews with internal departments and external agencies, ensuring compliance with building codes and regulations.
- 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.
- Assisted with review of building code violations and reduction of enforcement backlog.
- Provided building code assistance related to the Historic City Hall and other City building projects.
- Pursued code enforcement of abandoned and dilapidated substandard buildings under building code and public health and safety code.
- Contracted with and implemented Camino permitting software replacing Approach software, and implementation of on-line permit applications.
- Brought the Private Sewer Lateral Ordinance to the City Council for adoption.

2025/2026 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Inspection activity may rise significantly for this next Fiscal Year should pending large multi-family projects submit for building permits.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Coordinate project reviews with the Building and Planning 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.
- 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 to electronically archive currently created documents and convert existing files into a database that can be readily review at any designated computer station.
- Continue with improving the utility of the Camino on-line permitting software system and provide in-house training.
- Continue implementation of the adopted Private Sewer Lateral Ordinance.

Department Staff by Position				Estimated	Proposed 2025/2026	Council	% Change from 24/25 Budget
	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Actual 2024/2025		Approved 2025/2026	
Building Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	2.0	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Building

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	231,710	266,764	285,762	287,499	322,437	322,437	13%
Materials and supplies	399	5,245	1,200	1,384	1,200	1,200	0%
Contract Services	18,260	13,344	2,500	520	2,950	2,950	18%
Overhead	-	-	-	-	-	-	0%
Other expense	2,542	665	1,485	2,112	865	865	-42%
Capital outlay	996	3,566	-	-	-	-	0%
Total	253,907	289,584	290,947	291,515	327,452	327,452	13%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Building Plan Review/Inspection	253,907	289,584	290,947	291,515	327,452	327,452	13%
Total	253,907	289,584	290,947	291,515	327,452	327,452	13%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	81,451	43,700	110,947	(26,623)	120,452	120,452	9%
Building Permits	172,456	245,884	180,000	318,138	207,000	207,000	15%
Total	253,907	289,584	290,947	291,515	327,452	327,452	13%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Development Services

Division: Administration

2024/2025 REVIEW

- Managed daily operations and staff of the Development Services Department.
- Provided budget oversight and technical support to department staff, aligning resources with departmental goals.
- Coordinated planning and building efforts with El Dorado County and represented the City on the El Dorado County Solid Waste Advisory Committee (EDSWAC).
- Monitored waste management and diversion programs, ensuring compliance with CalRecycle and coordinated with El Dorado Disposal.
- Oversaw submission of annual reports, including the 2022 Electronic Annual Report (EAR) to CalRecycle, and managed the CalRecycle City/County payment program and related grant applications.
- Implemented the 2021-2029 Housing Element in cooperation with the State Department of Housing and Community Development, ensuring compliance with state housing law.
- Supported the City Council, Planning Commission, and Placerville Economic Advisory Committee (PEAC) with staff assistance, while monitoring and initiating necessary updates to the General Plan, Zoning Ordinance, and relevant city codes.

2025/2026 BUDGET

- Oversee and manage key divisions within the Development Services Department, including Planning, Building, and Code Compliance, ensuring effective operations and budget management.
- Provide administrative support to the City Council, Planning Commission, and Economic Advisory Committee, and assist with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC).
- Coordinate and monitor solid waste disposal programs, ensuring compliance with state mandates, and manage partnerships with CalRecycle and local waste haulers.
- Lead implementation of the 2021-2029 Housing Element, including necessary General Plan and zoning amendments, and work with local stakeholders on affordable housing projects.
- Manage the City's representation on various committees, including the El Dorado County Solid Waste Advisory Committee (EDSWAC) and wildfire preparedness initiatives.
- Oversee grant administration for programs such as REAP, LEAP, and SB2, ensuring successful execution of funded projects, including affordable housing developments.
- Develop and implement departmental policies and procedures, as well as coordinate the abatement of substandard housing and fire hazards, to ensure community safety and compliance.
- Implement grant-funded (CDGB, IIG, and CPLHA) projects including affordable housing projects (Middletown and Mallard Apartments).
- Assist State HCD and Jamboree with the development of an affordable housing project (Clementine) at the former Placerville Armory site.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Development Technician	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	3.0	3.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
Personnel	386,678	352,351	346,390	281,748	375,963	375,963	9%
Materials and supplies	1,799	3,105	2,000	667	2,000	2,000	0%
Contract Services	-	434	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	205	123	1,037	457	457	457	-56%
Capital outlay	2,014	2,389	-	-	916	916	0%
Total	<u>390,696</u>	<u>358,402</u>	<u>349,427</u>	<u>282,872</u>	<u>379,336</u>	<u>379,336</u>	9%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
DSD Administration	<u>390,696</u>	<u>358,402</u>	<u>349,427</u>	<u>282,872</u>	<u>379,336</u>	<u>379,336</u>	9%
Total	<u>390,696</u>	<u>358,402</u>	<u>349,427</u>	<u>282,872</u>	<u>379,336</u>	<u>379,336</u>	9%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
General Fund							
Discretionary Revenues	296,383	308,172	342,551	217,318	293,290	293,290	-14%
Planning Fees	94,313	50,230	6,876	65,554	86,046	86,046	1151%
Building Permits	-	-	-	-	-	-	0%
Total	<u>390,696</u>	<u>358,402</u>	<u>349,427</u>	<u>282,872</u>	<u>379,336</u>	<u>379,336</u>	9%

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Engineering

Provide engineering services to support the planning, development, and implementation of the City's Capital Improvement Program (CIP), which addresses the infrastructure needs of the City's water distribution system, sewer collection system, storm drainage system, and multimodal roadway network within the limits of economic constraints.

Provide and support City wastewater treatment services through operation and maintenance of the Hangtown Creek Water Reclamation Facility, while remaining in compliance with all regulatory requirements, permits, and reports.

Provide private development project engineering support services to ensure consistency and compliance with the City's General Plan, City Code, and State and Federal regulations.

Ensure the use of 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 2025/2026 Annual Operating Budget

Department: Engineering

All Divisions

	Actual	Actual	Estimated	Adopted
<u>Division Budget by Category</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u> <u>2024/2025</u>	<u>2025/2026</u>
Administration (Hours)				
Engineering Division support	180	312	832	832
Wastewater Division support	140	208	416	520
Interdepartmental support	180	208	208	208
Clerical/Records	120	208	208	208
Special Projects and Permitting	225	416	416	520
City Council/ Measure H-L Committee/ and Misc. Public Meetings	210	208	208	208
Engineering				
Capital Improvement Projects	108	130	112	95
Construction Permits	8	4	2	6
Code Enforcement Cases	12	8	7	6
Site Plan Checks	10	6	3	10
Grading Permits	15	4	0	4
Parcel/Subdivision Map Review	3	10	3	5
Encroachment Permits	355	231	260	320
Transportation Permits	20	37	30	15
Water Applications	3	10	4	4
Wastewater Treatment				
Average million gallons treated per day	0.91 MGD	1.18 MGD	0.91 MGD	0.91 MGD

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Staff by Position</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>Actual</u> <u>2024/2025</u>	<u>2025/2026</u>	<u>Approved</u> <u>2025/2026</u>	<u>from 24/25</u> <u>Budget</u>
City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Civil Engineer	0.0	2.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	2.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Chief Plant Operator	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.0	2.0	2.0	2.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	3.0	0%
Total	13.5	14.5	14.5	14.5	14.5	14.5	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

Engineering

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,658,578	1,795,787	1,747,946	1,401,128	1,836,524	1,836,524	5%
Materials and supplies	473,059	443,763	540,050	540,051	600,550	600,550	11%
Contract Services	990,024	998,508	1,082,842	1,082,843	1,139,045	1,139,045	5%
Overhead	275,932	275,932	275,932	275,630	275,932	275,932	0%
Other expense	71,409	66,524	82,700	83,225	105,115	105,115	27%
Capital outlay	1,338	2,670	98,073	98,073	19,298	19,298	-80%
Total	3,470,340	3,583,184	3,827,543	3,480,950	3,976,464	3,976,464	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Engineering	437,363	470,290	354,001	395,966	417,213	417,213	18%
Water Reclamation Facility	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%
Total	3,470,340	3,583,184	3,827,543	3,480,950	3,976,464	3,976,464	4%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	84,868	276,079	161,373	81,215	210,725	210,725	31%
Engineering Fees	282,826	99,082	120,000	238,073	120,000	120,000	0%
Water Enterprise Fund	37,699	56,204	34,361	36,540	41,345	41,345	20%
Sewer Enterprise Fund	3,064,947	3,151,819	3,511,809	3,125,122	3,604,394	3,604,394	3%
Total	3,470,340	3,583,184	3,827,543	3,480,950	3,976,464	3,976,464	4%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Engineering

Division: Engineering

2024/2025 REVIEW

- Continued implementation and project delivery of the existing funded Capital Improvement Program (CIP) projects, including oversight on more than 100 CIP projects, and completed the construction of the Broadway Sidewalks and Broadway Maintenance Projects.
- Opened a new position for an Associate Civil Engineer to support Department workload and to aid other City departments/divisions.
- Continued implementation of the NPDES Storm Water Management Plan and the 10th-year Phase II MS4 with the Public Works Department.
- Kicked off development of the Citywide GIS program and continued development of the public infrastructure inventory in GIS.
- Continued to expand the City's long-range Capital Improvement Program and prioritize projects for implementation within a five year Plan.
- Secured additional funding for delivery of environmental, design, and construction of existing City CIP projects.
- Coordinated and partnered with the El Dorado County Transportation Commission (EDCTC), El Dorado County Transit Authority, El Dorado County, SACOG, and the State on the development and delivery of regional transportation projects.
- Provided Development Services Department support through plan reviews and construction inspections for development projects.
- Provided Community Services Department engineering support on facilities and parks projects.
- Continued to address and correct inflow and infiltration (I & I) conditions in the sewer collection system.
- Continued to utilize the Pavement Management Program for project prioritization.
- Provided review, issuance, and inspection of 260 encroachment permits and 30 transportation permits.
- Coordinated project and plan reviews with outside agencies including Caltrans, State Water Resources Control Board, El Dorado County, Federal Highway Administration, and Federal Transit Administration.
- Provided engineering and technical support to the Public Works Department.
- Provided staff support to City Council, Planning Commission, Measures H/L Sales Tax Committee.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program.
- Completed an update to the City's ADA Transition Plan.
- Provided coordination with PG&E for their electric system hardening and vegetation management efforts within City limits.
- Provided City Broadband Program support to City Manager's Office.

2025/2026 BUDGET

- Continue prioritizing the project delivery efforts for the Placerville Drive Bridge Replacement Project and Placerville Drive Bicycle and Pedestrian Facilities Project to ensure the successful start of construction of these major transportation infrastructure projects in 2026.
- Continue implementation and project delivery of all funded CIP projects, and continue the completion and closeout of older Engineering CIP projects.
- Continue to expand and update the City's long-range Capital Improvement Program, and continue project prioritization efforts with additional preference to infrastructure maintenance projects (Measure H and Measure L funded projects).
- Seek additional outside funding sources, like federal and state grants, to supplement local funding on existing underfunded CIP projects.
- Hire Associate Civil Engineers and Assistant Engineer to fill department vacancies and support workload.
- Continue implementation and support of the NPDES Storm Water Management Plan and the MS4 Storm Water Permit.
- Continue development and implementation of the Citywide GIS program.
- Complete the City's Traffic Impact Mitigation (TIM) fee program update.
- Continue to provide interdepartmental engineering support to Development Services, Community Services, and Public Works Departments.
- Maintain the City's Pavement Management Program for evaluating all City street conditions.
- Update the Engineering Fees for various services.
- Update the City Code for parking restrictions, traffic speed limits, and frontage improvement requirements.
- Continue to provide construction inspection of commercial and residential development projects.
- Continue to monitor and address the sewer system inflow and infiltration (I&I) conditions.
- Process Transportation and Encroachment Permits and accompanying inspections.
- Develop a new Annual Blanket Encroachment Permit program.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on regional transportation projects.
- Continue implementation of pedestrian facility improvements identified in the Pedestrian Circulation Plan and ADA Transition Plan.
- Provide staff support to the City Council, Planning Commission, Measures H/L Sales Tax Committee, and EDCTC.
- Continue providing Engineering Department support of the City Broadband construction project.
- Continue conducting Engineering and Traffic Studies as required by the California Vehicle Code to support the Police Department.
- Complete construction of the Smith Flat Road Storm Drain and Repaving Project, Placerville Drive Pedestrian Connectivity Project, Storm Drain Repair at Upper Broadway and Point View Drive Project, and Phase 1 of Thompson Way and Sherman Street Repaving Projects.
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	Actual	Actual	Revised	Estimated		Council	% Change
	2022/2023	2023/2024	2024/2025	Actual	Proposed	Approved	from 24/25
Department Staff by Position				2024/2025	2025/2026	2025/2026	Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Civil Engineer	0.0	2.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.5	5.5	5.5	5.5	5.5	0.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Engineering

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	306,263	401,490	248,027	290,293	316,711	316,711	28%
Materials and supplies	4,793	4,174	3,300	3,300	3,300	3,300	0%
Contract Services	123,731	58,599	91,750	91,750	91,750	91,750	0%
Overhead	604	604	604	302	604	604	0%
Other expense	634	2,753	1,050	1,051	1,050	1,050	0%
Capital outlay	1,338	2,670	9,270	9,270	3,798	3,798	-59%
Total	437,363	470,290	354,001	395,966	417,213	417,213	18%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Engineering	437,363	470,290	354,001	395,966	417,213	417,213	18%
Total	437,363	470,290	354,001	395,966	417,213	417,213	18%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	84,868	276,079	161,373	81,215	210,725	210,725	31%
Engineering Fees	282,826	99,082	120,000	238,073	120,000	120,000	0%
Water Enterprise Fund	37,699	56,204	34,361	36,540	41,345	41,345	20%
Sewer Enterprise Fund	31,970	38,925	38,267	40,138	45,143	45,143	18%
Total	437,363	470,290	354,001	395,966	417,213	417,213	18%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Engineering

Division: Water Reclamation Facility

2024/2025 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Recruited for a full-time Chief Plant Operator to fill the position vacancy.
- Hired a part-time Chief Plant Operator to assist in supervising and coordinating all daily operations, maintenance, and repair activities.
- Hired two Operator I/Operators-In-Training.
- Average daily treatment of 0.91 MGD (million gallons per day) of collected wastewater.
- Complied with all regulatory requirements, permits, and reports.
- Implemented and complied with the new RWQCB NPDES Industrial General Order Permit and Notice of Application (NOA).
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES General Order.
- Provided laboratory testing support to the Public Works Department for meeting drinking water compliance regulations and MS4 permit compliance regulations.
- Completed the Environmental Laboratory Accreditation Program (ELAP) compliance and The NELAC Institute (TNI) audit of the laboratory operations and testing standards as part of the California Environmental Laboratory Accreditation Program.
- With the help of the Public Works Department, 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.
- Completed the Generator Load Bank Project (CIP #42507), Primary Sludge Pump #2 Replacement (CIP #42412), Secondary Clarifier #1 Protective Coating Project (CIP #42413), Secondary Clarifier #3 Drive Unit Project (CIP #42235), Secondary Scum Pump Replacement Project (CIP #42232) and other ongoing maintenance projects including but not limited to drainage improvements and potable water service supply.

2025/2026 BUDGET

- Continue to operate and maintain the Water Reclamation Facility and comply with all regulatory requirements and reports.
- Continue recruitment efforts for a full-time Chief Plant Operator to fill the position vacancy
- Implement staff retention by the creation of the Senior Operator position and Operator Advancement Program which will incentivize existing staff through promotional opportunities and sustain operational support and workload.
- Implement staff succession planning by hiring a Maintenance Mechanic position to maintain compliance with the NPDES General Order and to sustain operational support and workload.
- Implementation of Fiscal Year 2025-2026 CIP projects.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES General Order and Notice of Availability.
- Continue to provide laboratory testing support to the Public Works Department.
- Continue to work with Central Valley Regional Water Quality Control Board on implementation of the new NPDES General Order and NOA.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations along with support from the Public Works Department as part of the City's collection system.
- Continue to implement ongoing maintenance, repair, and replacement of plant equipment as needed.
- Implement preventative maintenance and inventory programs.
- Complete the Digester No. 1 Servicing (CIP #42109).
- Continue work on the Belt Filter Press Building Improvements (CIP #42233), Waste Gas Flare Control System (CIP # 42234), Aeration Basin Blower (CIP # 42230), and the Gravity Belt Thickener Poly Blend Unit Replacement (CIP #42334) projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Water Reclamation Facility Chief Plant Operator	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.0	2.0	2.0	2.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	3.0	0%
Total	9.0	9.0	9.0	9.0	9.0	9.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Water Reclamation Facility

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,352,315	1,394,297	1,499,919	1,110,835	1,519,813	1,519,813	1%
Materials and supplies	468,266	439,589	536,750	536,751	597,250	597,250	11%
Contract Services	866,293	939,909	991,092	991,093	1,047,295	1,047,295	6%
Overhead	275,328	275,328	275,328	275,328	275,328	275,328	0%
Other expense	70,775	63,771	81,650	82,174	104,065	104,065	27%
Capital outlay	-	-	88,803	88,803	15,500	15,500	-83%
Total	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Reclamation Facility	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%
Total	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Sewer Enterprise	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%
Total	3,032,977	3,112,894	3,473,542	3,084,984	3,559,251	3,559,251	2%

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Community Services

Provide the City's; recreation activities; parks, public facilities, and parking 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 2025/2026 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual 2021/2022	Actual 2022/2023	Estimated Actual 2023/2024	Adopted 2024/2025
Parks Maintenance Hours				
Gold Bug Park	83/1096	85/1182	85/1182	85/1182
Lions Park	811.5/560	810/560	950/560	950/560
City Park	524	524	524	524
Rotary Park	440	440	440	440
Lumsden Park	373	373	373	373
Orchard Hill Park	315	315	315	315
George Duffey Park	221	230	230	230
El Dorado Trail/other grounds	1,400	1,400	1,400	1,400
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	990	990	990	990
Admin	250	250	250	250
Recreation				
General	5,960	5,960	5,960	5,960
Gold Bug	1,505/2,780	1,600/3,500	1,600/4,000	1,600/4,000
Adult Program	430	430	430	430
Youth Programs	430	430	430	430
Aquatics	950/8,200	950/8,200	950/8,200	950/8,200
Youth Basketball	800/950	800/950	800/1000	800/1000
Youth Camps	66	66	75	75
Adult Basketball	28/150	28/150	15/75	15/75
Adult Softball	770/620	770/620	770/500	770/500
Adult Volleyball	31/135	31/135	31/135	31/135
Special Events	10/0	10/0	60/25	60/25
Admin	0	0	0	0
Facilities Maintenance				
City Hall	160	67	67	67
Town Hall	220	126	126	126
Scout Hall	80	80	80	80
Pool	621	621	621	621
Park and Ride	250	250	250	250
Old City Hall	0	0	0	0
Police Department	130	130	130	130
Downtown Restroom	250	250	250	250
Corp Yard	274	274	274	274
Admin	250	250	250	250

Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Maintenance Worker II	3.0	3.0	3.0	3.0	4.0	4.0	33%
Maintenance Worker I	0.0	1.0	0.0	0.0	0.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	1.0	1.0	-50%
Recreation Coordinator II	1.0	0.0	0.0	0.0	0.0	0.0	0%
Recreation Coordinator	1.0	1.0	0.0	0.0	1.0	1.0	0%
Administrative Assistant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Community Services Specialist	0.0	1.0	1.0	1.0	1.0	1.0	0%
Total	11.0	11.0	9.0	9.0	9.0	9.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

Community Services

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,658,160	1,854,890	2,124,523	1,860,200	2,083,267	2,083,267	-2%
Materials and supplies	244,151	270,344	248,360	245,613	269,158	269,158	8%
Contract Services	1,024,307	755,175	605,686	649,418	619,722	619,722	2%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	31,493	31,513	53,445	39,259	46,995	46,995	-12%
Capital outlay	187,452	33,387	96,176	99,988	37,941	37,941	-61%
Total	3,147,163	2,946,909	3,128,190	2,894,478	3,057,083	3,057,083	-2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Parks	1,185,100	960,487	775,841	762,724	763,432	763,432	-2%
Recreation	1,010,112	1,159,707	1,453,697	1,253,480	1,408,970	1,408,970	-3%
Facilities M & O	670,159	518,760	534,294	568,255	503,881	503,881	-6%
CSD Administration	281,792	307,955	364,358	310,019	380,800	380,800	5%
Total	3,147,163	2,946,909	3,128,190	2,894,478	3,057,083	3,057,083	-2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	2,396,003	2,150,760	2,357,126	2,183,155	2,338,055	2,338,055	-1%
Orchard Hill/Duffey LLMD	23,457	93,042	25,842	25,396	44,311	44,311	71%
Recreation Fees	727,703	703,107	745,222	685,927	674,717	674,717	-9%
Total	3,147,163	2,946,909	3,128,190	2,894,478	3,057,083	3,057,083	-2%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Community Services

Division: Parks

2024/2025 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Invested over 3,500 hours in the maintenance of parks and open space.
- Invested over 80 hours at Gold Bug Park in both grounds and building maintenance.
- Invested over 200 hours at Lions Park focusing heavily on fuel reduction.
- Invested over 500 hours at City Park to maintain all grounds and over 50 hours on fuel reduction
- Invested over 400 hours at Rotary Park to maintain all grounds.
- Concluded coordination of infield renovation at Rotary Park in partnership with Hangtown Little League.
- Invested over 300 hours at Lumsden Park to maintain all grounds.
- Invested over 300 hours at Orchard Hill Park to maintain grounds.
- Invested over 900 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.
- Coordinated with local volunteers to install and decorate Christmas Trees on Main Street near Bell Tower.
- Park Maintenance staff installed and decorated the tree on Placerville Drive.
- Worked with local volunteer groups to maintain the ride-off areas to the El Dorado Trail.
- Worked with Community Pride volunteers to maintain 25 gardens throughout town.
- Performed tree trimming/removal work throughout Park System.
- Continued improvements to infields and turf at Lions Park.
- Contracted over 100 hours of fuel reduction with Growlersburg for fuel reduction across the city.
- Assisted with the removal of illegal camp sites located along the El Dorado Bike Trail.
- Implemented Fuel Reduction Project with Cal Fire at Gold Bug clearing over 8.5 acres of park and over 7,900 ft. of fire break.
- Repaired minor deferred maintenance projects at Plaverville Aquatic Center.
- Managed 12 road closures for Special Events on Main Street.
- Managed over 20 Special Events in City Parks and the El Dorado Trail.
- Weed abatement in 8 parks, 6 parking lots, 7 community gardens, 9 public spaces, 6 public restrooms and 10 facilities.
- Work with over 80 volunteers on Rise & Shine Day of Service and Community Clean Up projects.

2025/2026 BUDGET

- Continue Capital Improvement Projects at Lions Park.
- Install over 120 yards of replacement playground bark.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.0	0.0	-100%
Maintenance Worker II	2.6	2.6	2.6	2.6	3.3	3.3	27%
Maintenance Worker I	0.0	0.4	0.0	0.0	0.0	0.0	0%
Total	3.3	3.7	3.3	3.3	3.3	3.3	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Parks

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	505,179	554,673	481,757	468,525	479,385	479,385	0%
Materials and supplies	84,669	88,217	62,968	57,509	81,050	81,050	29%
Contract Services	404,903	290,704	133,616	139,072	169,702	169,702	27%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	1,915	600	2,500	767	850	850	-66%
Capital outlay	186,834	24,693	95,000	96,851	32,445	32,445	-66%
Total	1,185,100	960,487	775,841	762,724	763,432	763,432	-2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Parks Maintenance	259,683	118,472	181,308	151,323	68,904	68,904	-62%
Lions Park	271,645	259,541	171,640	201,590	229,316	229,316	34%
Gold Bug Park	160,405	47,601	10,930	11,732	12,450	12,450	14%
Rotary Park	84,710	87,500	49,769	53,636	68,108	68,108	37%
City Park	83,680	84,196	74,625	73,802	78,299	78,299	5%
Lumsden Park	39,948	46,883	21,465	23,101	26,793	26,793	25%
Hangtown Creek	24,520	341	8,500	7,500	4,000	4,000	-53%
City Cemeteries	18	1,850	250	-	250	250	0%
Community Gardens	1,318	3,352	3,500	3,500	3,500	3,500	0%
El Dorado Trail	32,252	29,231	32,518	27,888	56,426	56,426	74%
Orchard Hill/Duffey CFD/ LLMD	23,457	46,197	43,878	42,637	44,311	44,311	1%
Other Grounds	203,464	235,323	177,458	166,015	171,075	171,075	-4%
Total	1,185,100	960,487	775,841	762,724	763,432	763,432	-2%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	1,161,643	867,445	749,999	737,328	719,121	719,121	-4%
Orchard Hill/Cottonwood CFD/ LLMDs	23,457	93,042	25,842	25,396	44,311	44,311	71%
Total	1,185,100	960,487	775,841	762,724	763,432	763,432	-2%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Community Services

Division: Recreation

2024/2025 REVIEW

- Offered over 500 swim lessons for all ages and skill levels at the Placerville Aquatic Center.
- Offered public swim 7 days a week at the Placerville Aquatic center.
- Offered lap swim 7 days a week at the Placerville Aquatic center.
- Held Water Aerobics during evenings.
- Offered Youth Basketball to over 700 participants with over 80 volunteer coaches.
- Partnered with the Georgetown Divide Recreation District with 16 additional teams for a league total of 91 teams.
- Contracted with Skyhawks which brought weeklong sports camps for kids ages 4-14.
- Conducted 4th season of Youth NFL Flag Football league for ages 5-14 with over 200 participants and over 20 teams coordinating more than.30 volunteer coaches.
- Printed publication of Activity Guide to increase visibility and public awareness of recreation offerings.
- Maintained a high level of efficiency in Recreation by staff taking on additional work for months with 2 less office positions.
- Researched new marketing trends such as small mailers containing scannable URL codes to a digital Activity Guide.
- Continued to survey other offerings of similar recreation activities in our area to ensure we are keeping competitive, and delivering the best possible service to our community for the fee charged for such service.
- Participated in League of Cities Roundtables and CPRS Roundtables involving or impacting Leisure and Recreation.
- Increased visibility for programs/activities via Facebook and online advertising.
- Hosted the 38th Annual Spring Fishing Derby at Lumsden Park in April.
- Conducted two Adult Softball Leagues with approximately 69 teams combined in summer and fall.
- Offered Adult 3x3 Basketball.
- Offered Adult Volleyball.
- Provided visitors self-guided tours and guided tours of Gold Bug Park.
- Hosted Rock-n-Water tours at Gold Bug Park.
- Conducted annual mine inspections at Gold Bug Park.
- Hired additional staff at Gold Bug Park to assist with guided tours.
- Hired over 60 summer staff for Placerville Aquatic Center.
- Continue to increase visibility for programs/activities through social media (Facebook/Instagram/Website) advertising.
- Offered 9 weeks of Swim Lessons to All Ages.
- Sold 60 Lap Swim Passes
- Facilitated over 340 swim lessons.
- Hosted over 420 Activity Pool Participants
- Facilitated over 370 Lap Swimmers
- Hosted an average weekly public swim attendance of 540 Placerville Aquatic Center visitors.
- Sold 5,331 daily drop in access at the Placerville Aquatic Center.

2025/2026 BUDGET

- Increase customer user base and program revenue.
- Increase funding for Gift Shop inventory at Gold Bug Park.
- Increase the number of school guided tours at Gold Bug Park.
- Generate community support and funding for the Youth Assistance Fund.
- Manage 3 Community Wide Special Events: Holiday Tree Lighting, Halloween on Main and co-sponsor Hangtown Christmas Parade.

	Actual	Actual	Revised	Estimated		Council	% Change
	2022/2023	2023/2024	2024/2025	Actual	Proposed	Approved	from 24/25
Department Staff by Position				2024/2025	2025/2026	2025/2026	Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	1.0	1.0	-50%
Recreation Coordinator	1.0	1.0	0.0	0.0	1.0	1.0	0%
Total	4.0	4.0	3.0	3.0	3.0	3.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Department: Community Services
Division: Recreation

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	822,118	932,470	1,164,431	983,062	1,134,781	1,134,781	-3%
Materials and supplies	84,947	102,948	114,788	113,825	112,208	112,208	-2%
Contract Services	88,050	94,424	125,957	115,752	113,940	113,940	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	14,379	27,733	47,345	37,704	42,545	42,545	-10%
Capital outlay	618	2,132	1,176	3,137	5,496	5,496	367%
Total	1,010,112	1,159,707	1,453,697	1,253,480	1,408,970	1,408,970	-3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Special Interest Programs	16,987	21,538	13,100	15,033	14,100	14,100	8%
Sports Camps and Teams	375,636	422,917	449,364	423,934	391,641	391,641	-13%
Gold Bug Park Admissions	193,246	218,805	345,793	282,129	346,064	346,064	0%
Aquatics	226,760	264,371	465,700	329,115	440,516	440,516	-5%
Special Events	10,103	24,953	17,096	21,826	21,500	21,500	26%
General Recreation	187,380	207,123	162,644	181,443	195,149	195,149	20%
Total	1,010,112	1,159,707	1,453,697	1,253,480	1,408,970	1,408,970	-3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	282,409	456,600	708,475	567,553	734,253	734,253	4%
Recreation Fees	727,703	703,107	745,222	685,927	674,717	674,717	-9%
Total	1,010,112	1,159,707	1,453,697	1,253,480	1,408,970	1,408,970	-3%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2024/2025 REVIEW

- Maintained over 40,000 sq. ft. of buildings / facilities / grounds, including, but not limited to: Town Hall, Old City Hall, New City Hall, Public Safety Building, Scout Hall, 515 Main Street, Placerville Aquatics Center, Historic 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.
- Additional training for staff on maintenance and operation of the Placerville Aquatics Center.
- Continued Graffiti Abatement efforts.
- Completed Downtown Restrooms renovations.
- Completed construction of the Pickleball Courts at Lions Park.
- Completed construction of ADA access to Pickleball Courts at Lions Park.
- Continue oversight of warranty and preventative maintenance of new HVAC systems.
- Discontinued public restroom custodial contract transitioning to an internal oversight plan.
- Completed installation of new roof on Historic Bell Tower

2025/2026 BUDGET

- Development of Park Maintenance Manual for uniformity of maintenance levels at all parks and facilities.
- Work towards the completion of new and ongoing Capital Improvement Projects.
- Playground Inspection Certification Training.
- Initiate internal playground inspection process.
- Facilitation of a comprehensive Park Inventory.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Parks & Facility Maintenance Superintendent	0.3	0.3	0.3	0.3	0.0	0.0	-100%
Maintenance Worker II	0.4	0.4	0.4	0.4	0.7	0.7	75%
Maintenance Worker I	0.0	0.6	0.0	0.0	0.0	0.0	0%
Total	0.7	1.3	0.7	0.7	0.7	0.7	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Facilities Maintenance

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	49,071	59,792	113,977	98,594	88,301	88,301	-23%
Materials and supplies	74,535	79,179	70,604	74,279	75,900	75,900	8%
Contract Services	531,354	370,047	346,113	394,594	336,080	336,080	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	15,199	3,180	3,600	788	3,600	3,600	0%
Capital outlay	-	6,562	-	-	-	-	0%
Total	670,159	518,760	534,294	568,255	503,881	503,881	-6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Historic City Hall	13,003	28,086	9,909	13,436	6,500	6,500	-34%
City Hall	188,932	125,928	130,857	160,150	135,480	135,480	4%
Town Hall	145,567	70,119	88,781	84,801	75,934	75,934	-14%
Scout Hall	13,183	12,197	14,510	12,728	10,112	10,112	-30%
Corporation Yard	21,544	23,679	21,210	21,864	21,000	21,000	-1%
City Pool Facilities	176,292	189,944	208,930	213,659	200,755	200,755	-4%
Public Safety Building	33,252	12,265	6,000	9,949	16,600	16,600	177%
Downtown Public Restroom	15,344	14,750	17,442	17,574	6,000	6,000	-66%
Mosquito Road Park & Bus	32,161	37,895	34,155	31,594	29,500	29,500	-14%
525 Main Street	30,881	3,897	2,500	2,500	2,000	2,000	-20%
Total	670,159	518,760	534,294	568,255	503,881	503,881	-6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	670,159	518,760	534,294	568,255	503,881	503,881	-6%
Total	670,159	518,760	534,294	568,255	503,881	503,881	-6%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Community Services

Division: Administration

2024/2025 REVIEW

- Continued to meet 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 City sponsorship of over 12 Special Events that impact City facilities and Downtown Main Street.
- Adopted Citywide Special Events Application, Permit Process and Resource Guide.
- Permitted two films shooting footage for a motion picture in Downtown Placerville.
- Executed fuels reduction plan for over 60 acres of city property with goats and tree contractors.
- Partnered with Cal Fire to complete fuel reduction on public property.
- Completed site improvements front entrance of Lions Park.
- Completed renovation of rock wall on the Historic Downtown Bell Tower.
- Provided oversight of Recreation, Parks and Facilities functions.
- Revised process and protocol procedures to facilitate Recreation and Parks Commission Meetings in Town Hall and streaming online.
- Developed framework for City Wide Adopt A Trail Program in partnership with the Cannabis Community Benefit Fund.
- Continued to work on the implementation of the Fire Safe Plan for all public properties.
- Implemented additional marketing strategies for Gold Bug and other programs to enhance recreation program delivery.
- Completed Department wide staff assignment time study to review effectiveness and efficiencies.
- Worked with Recreation & Parks Commission on plans for Lions Park improvements.
- Completed Lions Park Sport Lighting Retrofit Project.
- Completed Main Street Bell Tower Repairs.

2025/2026 BUDGET

- 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 coordinate abandoned campsite clean-up projects with volunteers, saving public funds.
- Continue to work on Lions Park Renovation and implement Master Plan with community involvement / feedback.
- Develop new plan for Orchard Hill playground and park utilizing community feedback as the guidelines
- Continue working on the Parks Master Plan update, and complete nexus study for impact fees.
- Continue to pursue funding for LED sports lighting at Lions Park and Rotary Park.
- Develop strategies to reduce costs associated with the ongoing maintenance and operation of the Placerville Aquatics Center.
- Complete Drainage Maintenance Plan at Lions Park.
- Complete Irrigation Project at Lions Park.
- Complete Disc Golf Improvements at Lions Park.
- Start El Dorado Transit on Maintenance of Mosquito Road Park and Ride Facility project.
- Continue to work with community groups on special events.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Recreation Coordinator II	1.0	0.0	0.0	0.0	0.0	0.0	0%
Community Services Specialist	0.0	1.0	1.0	1.0	1.0	1.0	0%
Total	3.0	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Personnel	281,792	307,955	364,358	310,019	380,800	380,800	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>281,792</u>	<u>307,955</u>	<u>364,358</u>	<u>310,019</u>	<u>380,800</u>	<u>380,800</u>	5%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
CSD Administration	<u>281,792</u>	<u>307,955</u>	<u>364,358</u>	<u>310,019</u>	<u>380,800</u>	<u>380,800</u>	5%
Total	<u>281,792</u>	<u>307,955</u>	<u>364,358</u>	<u>310,019</u>	<u>380,800</u>	<u>380,800</u>	5%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
General Fund							
Discretionary Revenues	<u>281,792</u>	<u>307,955</u>	<u>364,358</u>	<u>310,019</u>	<u>380,800</u>	<u>380,800</u>	5%
Total	<u>281,792</u>	<u>307,955</u>	<u>364,358</u>	<u>310,019</u>	<u>380,800</u>	<u>380,800</u>	5%

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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 2025/2026 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Estimated			Adopted 2025/2026
	Actual 2022/ 2023	Actual 2023/2024	Actual 2024/2025	
Streets and Roads				
Calls for service (311)	543	435	500	500
Maintenance hours	2,950	3,374.5	3,400	3,300
Miles of streets maintained (approx)	57	57	57	57
Flagging	243	846.5	900	900
Green waste diverted (tons)				
Street Sweeping	537	457	550	500
Parking Lots	57	22.5	30	25
Storm Drains	706	1,197	1,000	1,000
Sanding	0	0	0	0
Snow Removal	297	66	5	150
Streets, signs & markings	1,635	1,920.5	1,900	1,900
Sidewalk, curb & gutter	131	148	140	130
USA Digs		446	1,200	1,200
Corp Yard	332	347.5	350	400
Special Events	94	104.75	100	100
Water / Sewer				
Calls for service Water	46	100	100	100
Calls for service Sewer	48	44	45	50
Meter replacement	0	45	40	45
Water Applications	9	19	10	10
Sewer Applications	10	19	10	10
Miles of sewer maintained (approx)	60.4	60.4	60.4	60.4
Water M&O	9,205	9,635.83	9,500	9,300
Sewer M&O	4,977	4,798.55	4,700	4,500

Department Staff by Position	Estimated			Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025			
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.4	0.5	0.5	0.5	0.5	0%
Total	<u>15.4</u>	<u>15.5</u>	<u>15.5</u>	<u>15.5</u>	<u>15.5</u>	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

Public Works

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,640,799	1,834,272	1,995,038	1,887,281	2,097,036	2,097,036	5%
Materials and supplies	819,233	892,982	948,257	951,445	1,029,616	1,029,616	9%
Contract Services	344,568	557,595	373,454	473,929	371,828	371,828	0%
Overhead	222,618	222,618	222,618	222,618	222,618	222,618	0%
Other expense	124,995	95,352	94,570	94,458	86,460	86,460	-9%
Capital outlay	103,869	35,018	392,822	376,693	169,425	169,425	-57%
Total	3,256,082	3,637,837	4,026,759	4,006,424	3,976,983	3,976,983	-1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Streets and Roads	736,219	1,030,910	1,014,060	1,162,363	885,695	885,695	-13%
Water/Sewer Lines	1,450,592	1,466,633	1,827,003	1,649,236	1,820,083	1,820,083	0%
Water Acquisition & Delivery	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%
Downtown Parking	186,510	169,067	134,211	140,212	141,181	141,181	5%
Total	3,256,082	3,637,837	4,026,759	4,006,424	3,976,983	3,976,983	-1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	367,676	805,653	368,449	840,828	194,103	194,103	-47%
Gas Tax	367,541	222,975	614,542	308,331	659,317	659,317	7%
Benefit Assessment Districts	1,002	2,282	31,069	13,204	32,275	32,275	4%
Water Enterprise Fund	1,562,298	1,667,748	1,873,593	1,854,105	1,946,842	1,946,842	4%
Sewer Enterprise Fund	771,055	770,112	1,004,895	849,744	1,003,265	1,003,265	0%
Daily Parking Revenues	64,410	55,133	57,756	54,400	54,400	54,400	-6%
Leased Parking Revenues	122,100	113,934	76,455	85,812	86,781	86,781	14%
Total	3,256,082	3,637,837	4,026,759	4,006,424	3,976,983	3,976,983	-1%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2024/25 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 Community Services Department.
- Continued support activities for special events.
- Continued to support Engineering on Capital Improvement Projects.
- Assisted with the removal of illegal camp sites.
- Assisted with maintenance of City Gas and Diesel Fleet.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.
- Worked with multiple volunteers to cleanup homeless camp debris.

2025/26 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 Engineering in inventorying infrastructure.
- Assist Engineering Department on Capital Improvement projects.
- Complete SB1 projects on schedule.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Director of Public Works	0.4	0.4	0.4	0.4	0.4	0.4	0%
Public Works Superintendent	0.2	0.2	0.2	0.2	0.2	0.2	0%
Senior Maintenance Worker	0.0	0.0	0.0	0.0	0.0	0.0	0%
Traffic Maintenance Worker	0.9	0.9	0.9	0.9	0.9	0.9	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.5	0.5	0%
Maintenance Worker I	0.5	0.5	0.5	0.5	0.5	0.5	0%
Administrative Assistant	0.1	0.1	0.1	0.1	0.1	0.1	0%
Total	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Streets and Roads

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	311,087	429,538	354,392	401,936	384,475	384,475	8%
Materials and supplies	123,542	109,037	91,887	94,392	92,076	92,076	0%
Contract Services	211,274	404,652	221,103	330,255	206,028	206,028	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	62,769	63,311	47,300	47,100	47,360	47,360	0%
Capital outlay	27,547	24,372	299,378	288,680	155,756	155,756	-48%
Total	736,219	1,030,910	1,014,060	1,162,363	885,695	885,695	-13%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Street Sweeping	19,747	18,604	35,034	30,478	37,929	37,929	8%
Curbs, Gutters, and Sidewalks	46,942	55,579	43,547	54,465	52,014	52,014	19%
Street Signs and Markings	64,698	72,557	57,959	67,907	66,029	66,029	14%
Storm Drains	41,640	43,714	40,619	32,275	39,522	39,522	-3%
Traffic Signals and Lights	154,593	145,941	159,309	157,020	147,150	147,150	-8%
Street Sanding/Snow Removal	8,183	3,440	3,700	3,701	3,700	3,700	0%
General Street Maintenance	400,416	691,075	673,892	816,517	539,351	539,351	-20%
Total	736,219	1,030,910	1,014,060	1,162,363	885,695	885,695	-13%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	367,676	805,653	368,449	840,828	194,103	194,103	-47%
Gas Tax	367,541	222,975	614,542	308,331	659,317	659,317	7%
BAD/CFD Assessments	1,002	2,282	31,069	13,204	32,275	32,275	4%
Total	736,219	1,030,910	1,014,060	1,162,363	885,695	885,695	-13%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2024/25 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of waterline division maintenance and operations functions, to include: waterline 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 Water Lines.
- Responded to emergency storm damage.
- Implemented UCMR5 (Unregulated Contaminant Monitoring Rule 5)water sampling in accordance with EPA regulations.
- Continued to replace Lead Service Lines in accordance with Division of Drinking Water timeline.
- Updated Lead Service Line inventory to include both customer and City service line materials.
- Began Drought and Water Conservation reporting as directed by the Division of Drinking Water in accordance with SB255.

2025/26 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: waterline 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. Implemented UCMR5 (Unregulated Contaminant Monitoring Rule 5)water sampling in accordance with EPA regulations.
- Continue to replace Lead Service Lines in accordance with Division of Drinking Water timeline.
- Continue to update Lead Service Line inventory to include both customer and City service line materials.
- Continue Drought and Water Conservation reporting as directed by the Division of Drinking Water in accordance with SB255.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Director of Public Works	0.6	0.6	0.6	0.6	0.6	0.6	0%
Public Works Superintendent	0.8	0.8	0.8	0.8	0.8	0.8	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	2.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	2.5	2.5	2.5	2.5	2.5	2.5	0%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	2.5	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.1	0.1	0.1	0.1	0.1	0.1	0%
Total	10.5	10.5	10.5	10.5	10.5	10.5	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Water and Sewer Lines

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	1,079,394	1,145,123	1,366,228	1,204,658	1,419,693	1,419,693	4%
Materials and supplies	87,444	101,079	118,500	119,183	138,250	138,250	17%
Contract Services	60,114	56,297	90,040	78,591	97,750	97,750	9%
Overhead	134,021	134,021	134,021	134,021	134,021	134,021	0%
Other expense	13,297	19,467	24,770	24,770	16,700	16,700	-33%
Capital outlay	76,322	10,646	93,444	88,013	13,669	13,669	-85%
Total	1,450,592	1,466,633	1,827,003	1,649,236	1,820,083	1,820,083	0%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Lines	679,537	696,521	822,108	799,492	816,818	816,818	-1%
Sewer Lines	771,055	770,112	1,004,895	849,744	1,003,265	1,003,265	0%
Total	1,450,592	1,466,633	1,827,003	1,649,236	1,820,083	1,820,083	0%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Enterprise Fund	679,537	696,521	822,108	799,492	816,818	816,818	-1%
Sewer Enterprise Fund	771,055	770,112	1,004,895	849,744	1,003,265	1,003,265	0%
Total	1,450,592	1,466,633	1,827,003	1,649,236	1,820,083	1,820,083	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2024/25 REVIEW

- Completed annual Consumer Confidence water quality report to customers and Division of Drinking Water.
- 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 Citywide 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 Broadway Maintenance and Sidewalks projects.
- Began inventory of all water service line materials on both City and customer side of lines.

2025/26 BUDGET

- Complete annual water quality report to customers and Division of Drinking Water.
- 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
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.2	0.3	0.3	0.3	0.3	0.3	0%
Total	1.2	1.3	1.3	1.3	1.3	1.3	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	147,706	150,106	166,626	169,666	179,437	179,437	8%
Materials and supplies	603,196	675,667	730,495	730,494	792,190	792,190	8%
Contract Services	32,532	45,284	44,767	44,768	48,800	48,800	9%
Overhead	88,597	88,597	88,597	88,597	88,597	88,597	0%
Other expense	10,730	11,573	21,000	21,088	21,000	21,000	0%
Capital outlay	-	-	-	-	-	-	0%
Total	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Acquisition & Delivery	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%
Total	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Acquisition & Delivery	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%
Total	882,761	971,227	1,051,485	1,054,613	1,130,024	1,130,024	7%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2024/25 REVIEW

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

2025/26 BUDGET

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

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Traffic Maintenance Worker	0.1	0.1	0.1	0.1	0.1	0.1	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	1.1	1.1	1.1	1.1	1.1	1.1	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Downtown Parking

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	102,612	109,505	107,792	111,021	113,431	113,431	5%
Materials and supplies	5,051	7,199	7,375	7,376	7,100	7,100	-4%
Contract Services	40,648	51,362	17,544	20,315	19,250	19,250	10%
Overhead	-	-	-	-	-	-	0%
Other expense	38,199	1,001	1,500	1,500	1,400	1,400	-7%
Capital outlay	-	-	-	-	-	-	0%
Total	186,510	169,067	134,211	140,212	141,181	141,181	5%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Downtown Parking	186,510	169,067	134,211	140,212	141,181	141,181	5%
Total	186,510	169,067	134,211	140,212	141,181	141,181	5%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Daily Parking Revenues	64,410	55,133	57,756	54,400	54,400	54,400	-6%
Leased Parking Revenues	122,100	113,934	76,455	85,812	86,781	86,781	14%
Total	186,510	169,067	134,211	140,212	141,181	141,181	5%

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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.

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget:

Elected Officials

Workload Indicators	Actual 2022/2023	Actual 2023/2024	Estimated Actual 2024/2025	Adopted 2025/2026
Regular City Council Meetings	21	21	21	22
Resolutions	117	124	100	100
Ordinances	3	1	1	3

Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Mayor	1.0	1.0	1.0	1.0	1.0	1.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	1.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	3.0	0%
Total	5.0	5.0	5.0	5.0	5.0	5.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Department Budget
Elected Officials

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	89,537	93,134	115,321	106,661	115,189	115,189	0%
Materials and supplies	723	710	900	618	900	900	0%
Contract Services	4,557	2,182	15,000	15,000	13,000	13,000	-13%
Overhead	-	-	-	-	-	-	0%
Other expense	24,675	32,506	12,100	12,100	12,100	12,100	0%
Capital outlay	-	-	-	-	-	-	0%
Total	119,492	128,532	143,321	134,379	141,189	141,189	-1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
City Council	119,492	128,532	143,321	134,379	141,189	141,189	-1%
Total	119,492	128,532	143,321	134,379	141,189	141,189	-1%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	119,492	128,532	143,321	134,379	141,189	141,189	-1%
Total	119,492	128,532	143,321	134,379	141,189	141,189	-1%

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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 2025/2026 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual	Actual	Estimated	Adopted			
	2022-2023	2023-2024	Actual 2024-2025	2025-2026			
City Manager (hours)							
Council agenda and meeting prep.	624	624	500	500			
Attend Council meetings	84	84	75	75			
Personnel	520	520	520	520			
Bonds	10	10	10	10			
Intergovernmental relations	130	130	100	100			
Citizen inquiries	156	220	220	220			
Public Works/Engineering CIP's	390	390	390	390			
Claims and litigation	156	156	156	156			
Franchise	12	12	24	24			
Bids and contracts	52	52	52	52			
Special Events	24	24	30	30			
Utility fees	52	52	52	52			
Main Street & Parking	150	150	75	75			
Ordinances and resolutions	104	104	104	104			
Redevelopment	0	0	0	0			
Economic Development	300	300	240	240			
Grant Development and Admin.	40	40	40	40			
Emergency Management	250	150	150	120			
City Attorney (hours)							
Council agenda and meeting prep.	25	35	35	35			
Attend Council meetings	75	86	86	86			
Personnel	55	54	54	54			
Bonds	10	40	40	10			
Respond to subpoenas/records reqs.	20	70	70	70			
Public Works/Comm. Develop. Proj.	50	80	80	80			
Claims	50	60	60	60			
Litigation	60	75	75	120			
Bids and contracts	25	40	40	40			
Ordinances and resolutions	45	75	75	75			
Collections	5	0	0	0			
Utility fees	20	20	20	20			
Parking	5	0	0	0			
Franchise	5	5	5	12			
Redevelopment	0	30	30	0			
City Clerk (#/Hrs)							
Agendas/Minutes	54/637.5	30/240	30/240	30/240			
Resolutions	100/200	124/248	124/248	124/248			
Ordinances	5/10	3/6	3/6	6/12			
Economic Interest Statements	62/93	62/93	62/93	62/93			
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10			
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80hrs.			
Public records requests	300/300	45/45	45/45	45/45			
Elections Activities (hours)			160	160			
Human Resources (#/hrs)							
Recruitments	6/216	15/75	15/75	15/75			
Reclassification	3/3		9/9	5/5			
Orientations	6/6	20/20	20/20	20/20			
Process New Hires including seasonal	10/10	164/164	164/164	164/164			
Benefits inquiries and notifications (hours)			120	120			
Mandatory Training (hours)			96	96			
Risk Management							
Liability claims processed	15/120	15/120	15/120	15/120			
Worker's Comp claims existing		15/5	15/5	15/5			
Worker's comp. claims	7/56	8/64	8/64	8/64			
COBRA Administration	3/3	15/15	15/15	15/15			
Information Services (% hrs)							
Network administration	20%	70%	70%	60%			
Computer service calls/training	20%	20%	20%	20%			
Project management	30%	10%	10%	10%			
Updating skills/administration	30%	0%	0%	10%			
Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
City Manager	1.0	1.0	1.0	1.0	1.0	1.0	0%
Director of Information Technology	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	5.0	5.0	5.0	5.0	5.0	5.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

City Administration

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Personnel	859,020	936,900	973,339	935,362	1,000,463	1,000,463	3%
Materials and supplies	950	1,645	3,568	599	3,918	3,918	10%
Contract Services	492,828	315,559	310,600	229,188	267,500	267,500	-14%
Overhead	24,205	24,205	24,205	-	24,205	24,205	0%
Other expense	42,694	10,253	6,524	180,032	3,516	3,516	-46%
Capital outlay	6,143	6,174	1,178	-	916	916	-22%
Total	1,425,840	1,294,736	1,319,414	1,345,181	1,300,518	1,300,518	-1%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Legal Services	139,798	138,486	118,668	104,307	102,763	102,763	-13%
Litigation	118,098	-	-	173,581	-	-	0%
City Manager	435,271	444,442	431,548	381,120	407,015	407,015	-6%
Information Services	555,513	527,302	552,386	469,855	589,155	589,155	7%
Human Resources	171,241	178,668	204,137	202,418	197,919	197,919	-3%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	5,919	5,838	12,675	13,900	3,666	3,666	-71%
Total	1,425,840	1,294,736	1,319,414	1,345,181	1,300,518	1,300,518	-1%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
General Fund							
Discretionary Revenues	1,012,255	939,925	950,284	887,637	918,689	918,689	-3%
Parking District Fund	62,557	71,103	69,485	42,213	67,874	67,874	-2%
General Liability Fund	118,098	-	-	173,581	-	-	0%
Water Enterprise Fund	116,166	141,519	149,489	120,759	156,616	156,616	5%
Sewer Enterprise Fund	116,764	142,189	150,156	120,991	157,339	157,339	5%
Total	1,425,840	1,294,736	1,319,414	1,345,181	1,300,518	1,300,518	-1%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: City Attorney

2024/2025 REVIEW

- Continued to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Assisted City staff and advised regarding 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 labor and employment matters.
- Reviewed CEQA documents.
- Advised and assisted Planning staff.
- Advised and provided direction on liability claims, worker's compensation claims in coordination with outside counsel through risk pool.
- Supervised and monitored outside counsel in other litigation matters.
- Assisted with code enforcement issues including obtaining warrants.
- Monitored and assisted with water and wastewater regulations/issues.
- Assisted in Cal/OSHA matters.
- Represented City on Pitchess motions, Gun Violence Restraining Orders and other litigation.
- Reviewed and advised regarding Public Records Act requests.
- Attended City Council meetings and other meetings, as necessary.
- Reviewed and advised regarding legal documents relating to City.
- Provided legal advised to Council, Commission and staff
- Advised on transparency issues (FPPC, Brown Act, Conflicts of Interest).
- Drafted policies pursuant to City Council direction.
- Provided AB 1234 ethics training, as requested.
- Served as trial and appellate council for civil litigation.

2025/2026 BUDGET

- Assist with final actions with trustee/financial advisor/bond counsel regarding closeout of defaulted bonds.
- Assist City staff and advise regarding 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 labor and employment matters.
- Review CEQA documents.
- Advise and assist Planning staff.
- Advise and provide direction on liability claims, worker's compensation claims in coordination with outside counsel through risk pool.
- Supervise and monitor outside counsel in other litigation matters.
- Assist with code enforcement issues including obtaining warrants.
- Monitor and assist with water and wastewater regulations/issues.
- Assist in Cal/OSHA matters.
- Represent City on Pitchess motions, Gun Violence Restraining Orders and other litigation.
- Review and advise regarding Public Records Act requests
- Attend City Council meetings and other meetings, as necessary.
- Review and advise regarding legal documents relating to City.
- Provide legal advice to Council, Commission and staff.
- Advise on transparency issues (FPPC, Brown Act, Conflicts of Interest).
- Draft policies pursuant to City Council direction.
- Provide AB 1234 ethics training, as requested.
- Serve as trial and appellate council for civil litigation.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual	Proposed	Approved	from 24/25
Assistant to the City Manager	0.30	0.30	0.30	0.30	0.30	0.30	0%
Total	0.30	0.30	0.30	0.30	0.30	0.30	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

City Attorney

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
Personnel	32,530	35,834	38,668	23,694	30,263	30,263	-22%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	225,366	102,652	80,000	80,613	72,500	72,500	-9%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	173,581	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>257,896</u>	<u>138,486</u>	<u>118,668</u>	<u>277,888</u>	<u>102,763</u>	<u>102,763</u>	-13%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
Legal Services	139,798	138,486	118,668	104,307	102,763	102,763	-13%
Litigation	118,098	-	-	173,581	-	-	0%
Total	<u>257,896</u>	<u>138,486</u>	<u>118,668</u>	<u>277,888</u>	<u>102,763</u>	<u>102,763</u>	-13%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2022/2023</u>	<u>Actual</u> <u>2023/2024</u>	<u>Revised</u> <u>2024/2025</u>	<u>Estimated</u> <u>Actual</u> <u>2024/2025</u>	<u>Proposed</u> <u>2025/2026</u>	<u>Council</u> <u>Approved</u> <u>2025/2026</u>	<u>% Change</u> <u>from 24/25</u> <u>Budget</u>
General Fund							
Discretionary Revenues	139,798	138,486	118,668	104,307	102,763	102,763	-13%
General Liability Reserve	118,098	-	-	173,581	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Total	<u>257,896</u>	<u>138,486</u>	<u>118,668</u>	<u>277,888</u>	<u>102,763</u>	<u>102,763</u>	-13%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: City Manager

2024/2025 REVIEW	2025/2026 BUDGET
■ Monitored pending and existing legislation. ■ Continued to staff PEAC Meetings and Initiatives. ■ Continued to review potential strategies for revenue increasing Initiatives including annexations, development of undeveloped areas, etc. ■ Monitored Water Reclamation Facility regulatory issues. ■ Initiated discussions with El Dorado Disposal regarding new agreement for recommendation to Council. ■ Explored options for funding Parking Structure improvements. ■ Reviewed and oversaw personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continued to monitor and update City Website. ■ Continued to work with Developer on Mackinaw Hotel. ■ Monitored State's budget process and other State Legislation. ■ Oversaw City budget preparation. ■ Monitored Engineering and Public Works Projects. ■ Explored options for Funding a joint Public Safety Facility. ■ Reviewed all new hires and personnel forms. ■ Took over maintenance of City Social Media Program. ■ Began preparation of plans for repairs of Historic City Hall and finalized agreement for funding. ■ Continued review of Homeless Navigation Center and worked with County to address city concerns. ■ Supervised Claims and Litigation. ■ Worked with Staff on Traffic Impact and Water/Sewer CIC charge studies. ■ Implement WRF Solar Project. ■ Continued public outreach and design and development of Clay Street Bridge Replacement and Realignment Project. ■ Continued to review options to fund PERS Unfunded pension liability and control pension costs. ■ Adopted City Annex to County's Hazzard Mitigation Plan. ■ Continued Vegetation Management Programs. ■ Finished preparation of new Personnel Rules and Regulations. Currently under legal review. ■ Began Implementation of FFA Grant for Fiber Optics implementation. ■ Worked with Departments to develop Succession Plans.	■ Monitor pending and existing legislation. ■ Continue to staff PEAC Meetings and Initiatives. ■ Continue to review potential strategies to look increase revenue including annexations, development of undeveloped areas, tax initiatives, etc. ■ Monitor Water Reclamation Facility regulatory issues. ■ Monitor El Dorado Disposal performance and finalize new agreement for recommendation to Council. ■ Continue to explore options to fund Parking Structure maintenance/improvements. ■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continue to administer, update and improve City Website. ■ Continue to work with Developer on Mackinaw Hotel. ■ Monitor State's budget process and other State Legislation. ■ Oversee City budget preparation. ■ Monitor Engineering and Public Works Projects. ■ Continue to Identify options to Fund joint Public Safety Facility. ■ Review all new hires and personnel forms. ■ Monitor and provide assessment of City Social Media Program. ■ Complete Structural Repair Plans for Historic City Hall and work with Arts and Culture El Dorado on funding for repairs. ■ Work with County on plans for new Homeless Navigation Center and address city concerns. ■ When appropriate use 5th Tuesday Study Sessions to address and review critical issues. ■ Supervise Claims and Litigation. ■ Research options to fund mandated Storm Drain Maintenance. ■ Implement new Traffic Impact and Water/Sewer CIC charge studies. ■ Complete WRF Solar Project. ■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project. ■ Continue to review options to fund PERS Unfunded pension liability and control pension costs. ■ Adopt New Emergency Operations Plan. ■ Continue Vegetation Management Programs, using goats and other Public Property Clearing Programs. ■ Adopt new Personnel Rules and Regulations. ■ Oversee construction of Broadband Fiber Project. ■ Finalize Succession Plan implementation for departments where necessary.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	0%
Assistant to the City Manager	0.70	0.70	0.70	0.70	0.70	0.70	0%
Total	1.70	1.70	1.70	1.70	1.70	1.70	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
City Manager

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	373,811	391,360	400,859	365,403	385,665	385,665	-4%
Materials and supplies	827	809	250	599	600	600	140%
Contract Services	23,730	49,158	27,600	12,593	20,500	20,500	-26%
Overhead	-	-	-	-	-	-	0%
Other expense	36,903	3,115	2,839	2,525	250	250	-91%
Capital outlay	-	-	-	-	-	-	0%
Total	435,271	444,442	431,548	381,120	407,015	407,015	-6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
City Manager	435,271	444,442	431,548	381,120	407,015	407,015	-6%
Total	435,271	444,442	431,548	381,120	407,015	407,015	-6%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	397,831	405,296	388,941	354,939	367,589	367,589	-5%
Parking District Fund	37,440	39,146	42,607	26,181	39,426	39,426	-7%
Total	435,271	444,442	431,548	381,120	407,015	407,015	-6%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: Information Services

2024/2025 REVIEW	2025/2026 BUDGET
■ Provided email and/phone support to the public regarding our website. ■ Continued providing internal staff support on our website & Facebook page. ■ Provided computer, projector, and audio needs to City Council & Planning Commission meetings. ■ Provided software and hardware technical support for our parking meters and parking staff. ■ Implemented cloud data backup services for data retention redundancy. ■ Scheduled to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Considered any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implemented new CAD server / software at the Police Department. ■ Implemented Netmotion VPN upgrade at PD. ■ Implemented new direct connection to DOJ via CLETS. ■ Implemented new A/V system for production / broadcasting City Council Meetings. ■ Implemented new VOIP phone system at Town Hall, City Hall, and the WRF. ■ Replaced / repaired existing Security Camera system in the city , and parking garage. ■ Obtained new audio / video conferencing system for City Hall 4th floor conference room. ■ Supported / implemented any new website features. ■ Supported new network technologies at the Police Department. ■ Assisted CalNet and Technology Industries with high bandwidth data connection from garage to PPD. ■ Maintained Parking meters. ■ Supported new Recreation and Parks application (Activenet). ■ Assisted Parking Attendants with pay stations. ■ Installed and supported new computers throughout the City. ■ Began administration of Broadband Fiber Optics project.	■ Provide email and/phone support to the public regarding our website. ■ Continue providing internal staff support on our website. ■ Provide computer, video, and audio needs to City Council & Planning Commission meetings. ■ Upgrade Finance department cash receipts PC, cash drawer, and printer. ■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ Continue training and maintaining Datto cloud data backup services for data retention redundancy. ■ Maintain new CAD server / software at the Police Department. ■ Maintain Netmotion VPN at the Police Department. ■ Continue creating proficiency on the new A/V system for production / broadcasting City Council Meetings. ■ Coordinating with the Police Department to Replace / Repair existing Security Camera system in the City , and Parking Garage. ■ Maintaining audio / video conferencing system for City Hall 4th floor conference room. ■ Support / implement any new website features. ■ Support new network technologies at the Police Department. ■ Assist Cal.Net and Technology Industries with high bandwidth data connection from garage to the Police Department. ■ Maintain Parking meters. ■ Support Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City. ■ Complete required CLETS training for acquired CLETS connection ■ Maintain Active Directory, Email, and other software accounts for new hire and departing employees. ■ Cleanup any departed employee accounts from the City Domain, and other accounts ■ Do a security audit of all share folders on the Domain to make sure only employees with required access, have access. ■ Continue to administer the Broadband Fiber Optics project.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual	2025/2026	Approved	from 24/25
Director of Information Technology	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	2.0	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Information Services

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	294,044	341,225	352,919	366,564	391,366	391,366	11%
Materials and supplies	123	543	3,318	-	3,318	3,318	0%
Contract Services	230,869	155,026	170,250	103,291	169,750	169,750	0%
Overhead	24,205	24,205	24,205	-	24,205	24,205	0%
Other expense	129	129	516	-	516	516	0%
Capital outlay	6,143	6,174	1,178	-	-	-	-100%
Total	555,513	527,302	552,386	469,855	589,155	589,155	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Information Services	555,513	527,302	552,386	469,855	589,155	589,155	7%
Total	555,513	527,302	552,386	469,855	589,155	589,155	7%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	297,466	211,637	225,863	212,073	246,752	246,752	9%
Parking District Fund	25,117	31,957	26,878	16,032	28,448	28,448	6%
Water Enterprise Fund	116,166	141,519	149,489	120,759	156,616	156,616	5%
Sewer Enterprise Fund	116,764	142,189	150,156	120,991	157,339	157,339	5%
Total	555,513	527,302	552,386	469,855	589,155	589,155	7%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: Human Resources

2024/2025 REVIEW	2025/2026 BUDGET
■ Posted/advertised City recruitments, train hiring managers, current and new, on use of Applicant Tracking Software platform. Kept job specifications updated. ■ Processed employment applications, offer letters, assisted with interviewing and selection of candidates. ■ Communicated with applicants at numerous stages of the hiring process for each recruitment. ■ Set up physicals and Live Scan background checks for new hires. ■ Maintained Live Scan records/reports from the CA DOJ and passed annual, online DOJ security training. ■ Conducted new-hire orientations and processed onboarding paperwork. Updated City Handbook as necessary. ■ Enrolled City drivers in DMV pull notice program and maintained notifications/reports. ■ Maintained and followed updated MOU info. with Local 39, PPOA, and Executive Bargaining Units. ■ Processed evaluation records and maintained evaluation schedule for department heads; processed personnel action forms for all regular and seasonal new hires, wage increases, transfers, reclassifications, resignations, and retirements. ■ Assigned and coordinated State-mandated training for all employees for AB 1234, AB 1825, and AB 1207. ■ Filed and maintained personnel records and information helpful for employment verification checks from outside agencies. ■ Worked with City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and work toward Council adoption. ■ Notified employees of/and processed requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc. ■ Completed and submitted Workers' Compensation claims and reported medical status updates to the Workers' Compensation Claims Third Party Administrator (TPA), participated in regular claims review meetings with TPA, assisted with processing disability retirements. ■ Notified terminated employees of COBRA medical continuation coverage and maintain records. ■ Received and maintained Certificates of Liability. ■ Worked on expanding City's Injury and Illness Prevention Program. ■ Attended training webinars as able.	■ Post/advertise City recruitments, train hiring managers, current and new, on use of Applicant Tracking Software platform. Keep job specifications updated. ■ Process employment applications, offer letters, assist with interviewing and selection of candidates. ■ Communicate with applicants at numerous stages of the hiring process for each recruitment. ■ Set up physicals and Live Scan background checks for new hires. ■ Maintain Live Scan records/reports from the CA DOJ and pass annual, online DOJ security training. ■ Conduct new-hire orientations and process onboarding paperwork. Update City Handbook as necessary. ■ Enroll City drivers in DMV pull notice program and maintain notifications/reports. ■ Maintain and follow updated MOU info. with Local 39, PPOA, and Executive Bargaining Units. ■ Process evaluation records and maintain evaluation schedule for department heads; process personnel action forms for all regular and seasonal new hires, wage increases, transfers, reclassifications, resignations, and retirements. ■ Assign and coordinate State-mandated training for all employees for AB 1234, AB 1825, SB 1343, AB 1207, and LC 6401.9. ■ File and maintain personnel records and information helpful for employment verification checks from outside agencies. ■ Work with City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and work toward Council adoption. ■ Notify employees of/and Process requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc. ■ Complete and submit Workers' Compensation claims and report medical status updates to the Workers' Compensation Claims Third Party Administrator (TPA), participate in regular claims review meetings with TPA, assist with processing disability retirements. ■ Notify terminated employees of COBRA medical continuation coverage and maintain records. ■ Receive and maintain Certificates of Liability ■ Work on expanding City's Injury and Illness Prevention Program ■ Attend training webinars as able.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual	Proposed	Approved	from 24/25
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Clerk							
Total	1.0	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Human Resources

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	158,635	168,481	180,893	179,701	193,169	193,169	7%
Materials and supplies	-	293	-	-	-	-	0%
Contract Services	7,963	4,998	21,000	20,473	3,000	3,000	-86%
Overhead	-	-	-	-	-	-	0%
Other expense	4,643	4,896	2,244	2,244	1,750	1,750	-22%
Capital outlay	-	-	-	-	-	-	0%
Total	171,241	178,668	204,137	202,418	197,919	197,919	-3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Human Resources	171,241	178,668	204,137	202,418	197,919	197,919	-3%
Total	171,241	178,668	204,137	202,418	197,919	197,919	-3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	171,241	178,668	204,137	202,418	197,919	197,919	-3%
Total	171,241	178,668	204,137	202,418	197,919	197,919	-3%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 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 2025/2026 Annual Operating Budget

Department: City Administration

Division: Grant Administration

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department: City Administration

Division: City Clerk

2024/2025 REVIEW ■ Answered calls and emails from the public. ■ Responded to Public Records Act requests. Redacted privileged information. ■ Formatted and numbered incoming staff reports, resolutions, and attachments for the City Council agenda. Prepared 15 full agenda packets for each meeting and miscellaneous proclamations. ■ Published agendas and Notices to the Public. ■ Attended City Council meetings and took minutes. ■ Administered Oaths of Office to all new employees, sworn officers, commissioners, and elected officials. ■ Processed and filed all ordinances, resolutions, and follow-up of all items approved by the City Council. ■ Attested and Recorded City documents with the County. ■ Assisted the City Council with administrative errands. ■ Maintained index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners. ■ Received legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc. ■ Collected and disclosed campaign reporting in accordance with the California Elections Code. ■ Maintained Committee rosters per the Maddy Act. ■ Notified designated employees, elected officials, and planning commissioners of requirement to file annual FPPC Form 700 statements of economic interest, including assuming and leaving office statements. ■ Continued the process of converting City records into digital format. ■ Attended New Law and Elections seminars and Annual City Clerk conferences as time allowed.	2025/2026 BUDGET ■ Answer calls and emails from the public. ■ Respond to Public Records Act requests. Redact privileged information. ■ Format and number incoming staff reports, resolutions, and attachments for the City Council agenda. Prepare 15 full agenda packets for each meeting and miscellaneous proclamations. ■ Publish agendas and Notices to the Public. ■ Attend City Council meetings and take minutes. ■ Administer Oath of Office to all new employees, sworn officers, commissioners, and elected officials. ■ Process and file all ordinances, resolutions, and follow-up of all items approved by the City Council. ■ Attest and Record City documents with the County. ■ Assist the City Council with administrative errands. ■ Maintain index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners. ■ Receive legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc. ■ Prepare elections handbook, meet with candidates, file candidate statements, and collect and disclose campaign reporting in accordance with the California Elections Code. ■ Recruit for City Commissions, Boards, and Committees, and maintain Committee rosters per the Maddy Act. ■ Notify designated employees, elected officials, and planning commissioners of requirement to file annual FPPC Form 700 statements of economic interest, including assuming and leaving office statements. ■ Continue the process of converting City records into digital format. ■ Attend New Law and Elections seminars and Annual City Clerk conferences as time allows. ■ Title VI Reporting.
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Fiscal Year 2025/2026 Annual Operating Budget
Department: City Administration
Division: City Clerk

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	4,900	3,725	11,750	12,218	1,750	1,750	-85%
Overhead	-	-	-	-	-	-	0%
Other expense	1,019	2,113	925	1,682	1,000	1,000	8%
Capital outlay	-	-	-	-	916	916	0%
Total	<u>5,919</u>	<u>5,838</u>	<u>12,675</u>	<u>13,900</u>	<u>3,666</u>	<u>3,666</u>	-71%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
City Clerk	<u>5,919</u>	<u>5,838</u>	<u>12,675</u>	<u>13,900</u>	<u>3,666</u>	<u>3,666</u>	-71%
Total	<u>5,919</u>	<u>5,838</u>	<u>12,675</u>	<u>13,900</u>	<u>3,666</u>	<u>3,666</u>	-71%

<u>Department Budget by Category</u>	<u>Actual 2022/2023</u>	<u>Actual 2023/2024</u>	<u>Revised 2024/2025</u>	<u>Estimated Actual 2024/2025</u>	<u>Proposed 2025/2026</u>	<u>Council Approved 2025/2026</u>	<u>% Change from 24/25 Budget</u>
General Fund							
Discretionary Revenues	<u>5,919</u>	<u>5,838</u>	<u>12,675</u>	<u>13,900</u>	<u>3,666</u>	<u>3,666</u>	-71%
Total	<u>5,919</u>	<u>5,838</u>	<u>12,675</u>	<u>13,900</u>	<u>3,666</u>	<u>3,666</u>	-71%

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Finance

Provide the City's accounting, cash management, accounts receivable, accounts payable, budget administration, business license issuance, financial reporting, payroll, purchasing, records management in accordance with Governmental Generally Accepted Accounting Principles and the standards set by the Governmental Accounting Standards Board and in a manner that is applicable and responsive to the needs and interests of the City. Provide the City's financial and investment activities in a manner that is consistent with sound and prudent accounting practices and legal requirements. Administer the Downtown Parking Program and provide general reception services at City Hall.

Fiscal Year 2025/2026 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual 2022/2023	Actual 2023/2024	Estimated Actual 2024/2025	Adopted 2025/2026
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	60	60	60	60
Deposits/revenues	700/\$25m	1,000/\$29m	1,000/\$34m	1,000/\$35m
Accounts receivable billings	8,000	7,500	7,500	7,500
Development Trust Accounts	120	171	171	171
Payable checks processed	1,383/\$13.5m	2,565/\$21.5m	2,650/\$24m	2,750/\$25m
Business license applications	210	223	216	220
Bad checks recovered	35/\$14,000	16/\$15,000	12/\$32,000	12/\$10,000
Payroll				
Payroll transactions processed	3,350/\$8m	3,500/\$8.31m	3,630/\$8.5m	3,800/\$8.75m
Processed payroll (FT/PT)	83/175	83/141	83/142	83/150
Action forms processed (FT)	176	128	173	175
New hire orientation	20	14	9	10
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,500	18,500	15,000	15,000
Bills issued	22,400	21,800	21,500	21,600
Liens filed/released	6	8	38	40
Discovery of non-paying users	-	-	-	-
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	5	18	20	25

	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Department Staff by Position							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Treasurer/Accountant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	1.0	0%
Total	7.0	7.0	7.0	7.0	7.0	7.0	0%

Fiscal Year 2025/2026 Annual Operating Budget

Department Budget

Finance

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	873,439	1,011,013	1,003,228	970,267	1,070,296	1,070,296	7%
Materials and supplies	10,458	15,678	16,500	15,660	16,500	16,500	0%
Contract Services	51,399	33,216	42,610	33,215	40,970	40,970	-4%
Overhead	44,736	44,736	44,736	44,736	44,736	44,736	0%
Other expense	16,109	17,710	14,563	16,791	16,683	16,683	15%
Capital outlay	6,037	3,241	29,081	27,759	915	915	-97%
Total	1,002,178	1,125,594	1,150,718	1,108,428	1,190,100	1,190,100	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Financial Management	512,872	631,799	592,247	573,614	612,909	612,909	3%
Utility Billing	489,306	493,795	558,471	534,814	577,191	577,191	3%
Total	1,002,178	1,125,594	1,150,718	1,108,428	1,190,100	1,190,100	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	509,606	628,075	588,786	570,247	609,245	609,245	3%
Water Enterprise Fund	241,776	246,600	279,383	267,197	288,231	288,231	3%
Sewer Enterprise Fund	247,530	247,195	279,088	267,617	288,960	288,960	4%
Parking District Fund	3,266	3,724	3,461	3,367	3,664	3,664	6%
Total	1,002,178	1,125,594	1,150,718	1,108,428	1,190,100	1,190,100	3%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Finance

Division: Financial Management

2023/2024 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.
- Managed City's IRS Section 457 Deferred Compensation Plans.
- Administered the City's CalPERS Retirement plans.
- 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.
- Attended NCCSIF Board of Directors meetings
- Facilitated four Measures H/L Sales Tax Committee Meetings.
- Attended CIRA Finance Subcommittee, Underwriting Committee, Executive Committee, and Board of Director meetings.
- Completed training of Assistant Finance Director.
- Began updating the Master Fee Schedule.
- Began administering the Downtown Parking Program.
- Began the Downtown Parking Pay Station Upgrade project.
- Began update of the Parking Citation Program.

2024/2025 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 Department.
- Continue to attend the NCCSIF Board of Directors meetings.
- Continue to attend CIRA Finance Subcommittee, underwriting Committee, Executive Committee, and Board of Director meetings.
- 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.
- Complete of the Master Fee schedule update.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Co-facilitate studies of the Cottonwood Park and Orchard Hill Lighting, Landscaping, and Maintenance Districts (LLMDs).
- Complete the Click2Gov conversion for accounts receivable and business license accounts.
- Continue to administer the Downtown Parking Program.
- Complete the Downtown Parking Pay Station Upgrade project.
- Complete update of the Parking Citation Program.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2022/2023	2023/2024	2024/2025	Actual 2024/2025	2025/2026	Approved 2025/2026	from 24/25 Budget
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Treasurer/Accountant	0.4	0.4	0.4	0.4	0.4	0.4	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.4	0%
Accounting Assistant II	0.4	0.4	0.4	0.4	0.4	0.4	0%
Accounting Assistant I	0.4	0.4	0.4	0.4	0.4	0.4	0%
Total	3.6	3.6	3.6	3.6	3.6	3.6	0%

Fiscal Year 2025/2026 Annual Operating Budget
Division Budget
Financial Management

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	477,661	611,898	561,296	547,107	593,400	593,400	6%
Materials and supplies	-	16	100	-	100	100	0%
Contract Services	31,927	15,014	18,200	15,013	16,270	16,270	-11%
Overhead	-	-	-	-	-	-	0%
Other expense	2,965	3,492	2,958	3,123	2,834	2,834	-4%
Capital outlay	319	1,379	9,693	8,371	305	305	-97%
Total	512,872	631,799	592,247	573,614	612,909	612,909	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Financial Analysis	307,723	379,079	355,348	344,168	367,745	367,745	3%
Accounts Payable/Receivable	153,862	189,540	177,674	172,084	183,873	183,873	3%
Bond Administration	41,030	50,544	47,380	45,889	49,033	49,033	3%
Mandated Reporting	10,257	12,636	11,845	11,472	12,258	12,258	3%
Total	512,872	631,799	592,247	573,614	612,909	612,909	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	509,606	628,075	588,786	570,247	609,245	609,245	3%
Parking District Fund	3,266	3,724	3,461	3,367	3,664	3,664	6%
Total	512,872	631,799	592,247	573,614	612,909	612,909	3%

Fiscal Year 2025/2026 Annual Operating Budget

Department: Finance

Division: Utility Billing

2023/2024 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained property liens to collect from several severely delinquent utility accounts.
- Issued 21,500 utility billing statements.
- Established 18 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.
- Monitored new State water and wastewater regulations that affect the City billing procedures.
- Continued Low Income Household Water Assistance Program, which provides financial relief to struggling Customers.
- Worked with consultant to prepare a new five-year water and wastewater cost of service study and analysis.
- Assisted the Public Works Department in implementing the new touch read handheld water meter reading system.

2024/2025 BUDGET

- Issue 21,600 utility billing statements.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Public Works Department on the water meter replacement program to preserve the integrity of the City's water revenues.
- Work with the Public Works Department 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).
- Complete new water and wastewater cost of service study.
- Revise the utility application process.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water Reclamation Facility Photovoltaic Solar project.
- 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.
- Continue to work with the consultant to prepare a new five-year water and wastewater cost of service study and analysis.
- Perform audit of Lifeline accounts.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2022/2023	2023/2024	2024/2025	Actual	2025/2026	Approved	from 24/25
				2024/2025		2025/2026	Budget
City Treasurer/Accountant	0.6	0.6	0.6	0.6	0.6	0.6	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0.6	0%
Accounting Assistant II	1.6	1.6	1.6	1.6	1.6	1.6	0%
Accounting Assistant I	0.6	0.6	0.6	0.6	0.6	0.6	0%
Total	3.4	3.4	3.4	3.4	3.4	3.4	0%

Fiscal Year 2025/2026 Annual Operating Budget

Division Budget

Utility Billing

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	395,778	399,115	441,932	423,160	476,896	476,896	8%
Materials and supplies	10,458	15,662	16,400	15,660	16,400	16,400	0%
Contract Services	19,472	18,202	24,410	18,202	24,700	24,700	1%
Overhead	44,736	44,736	44,736	44,736	44,736	44,736	0%
Other expense	13,144	14,218	11,605	13,668	13,849	13,849	19%
Capital outlay	5,718	1,862	19,388	19,388	610	610	-97%
Total	489,306	493,795	558,471	534,814	577,191	577,191	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Utility Billing	489,306	493,795	558,471	534,814	577,191	577,191	3%
Total	489,306	493,795	558,471	534,814	577,191	577,191	3%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Water Enterprise Fund	241,776	246,600	279,383	267,197	288,231	288,231	3%
Sewer Enterprise Fund	247,530	247,195	279,088	267,617	288,960	288,960	4%
Total	489,306	493,795	558,471	534,814	577,191	577,191	3%

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Non-Departmental

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Fiscal Year 2025/2026 Annual Operating Budget Non-Departmental

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Personnel	226,378	18,745	-	-	14,310	14,310	0%
Materials and supplies	18,638	24,523	25,150	23,107	23,108	23,108	-8%
Contract Services	333,765	1,237,450	304,750	314,990	305,642	305,642	0%
Overhead	908	-	-	-	-	-	0%
Other expense	3,142,323	7,170,738	4,088,059	4,105,608	4,072,161	4,072,161	0%
Capital outlay	-	-	-	-	-	-	0%
Total	3,722,012	8,451,456	4,417,959	4,443,705	4,415,221	4,415,221	0%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Non-Departmental	3,722,012	8,451,456	4,417,959	4,443,705	4,415,221	4,415,221	0%
Total	3,722,012	8,451,456	4,417,959	4,443,705	4,415,221	4,415,221	0%

Department Budget by Category	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
General Fund							
Discretionary Revenues	1,314,990	1,268,960	1,207,988	1,368,478	1,032,665	1,032,665	-15%
Gas Tax Fund	367,541	325,114	325,862	336,605	659,317	659,317	102%
Measure L Fund	-	2,179,182	-	-	-	-	0%
Parking District Fund	(7,210)	1,185	21,179	21,179	21,179	21,179	0%
Grant Funds	(289,494)	837,666	88,929	-	-	-	-100%
Cannabis Community Benefit Fund	(18,656)	19,504	20,000	-	-	-	-100%
Measure J Fund	(45,537)	(310,555)	(602,383)	(581,665)	(785,450)	(785,450)	30%
General CIP Fund	(187,105)	(259,726)	78,522	29,341	91,941	91,941	17%
LLMD Funds	9,354	9,738	9,012	9,738	9,743	9,743	8%
BAD/CFD Funds	8,839	10,295	43,465	9,027	58,429	58,429	34%
Water Enterprise Fund	494,620	260,583	281,870	294,291	282,645	282,645	0%
Sewer Enterprise Fund	905,868	2,295,780	1,545,875	1,559,071	1,653,387	1,653,387	7%
Measure H Fund	1,207,670	1,212,287	1,406,035	1,406,035	1,399,760	1,399,760	0%
General Liability Fund	(30,473)	609,838	-	-	-	-	0%
Economic Impact Reserve	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	0%
Total	3,722,012	8,451,456	4,417,959	4,443,705	4,415,221	4,415,221	0%

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Authorized Staffing

Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
<i>Police Department</i>							
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	2.0	0%
Police Sergeant	5.0	5.0	5.0	5.0	5.0	5.0	0%
Police Officer	11.0	11.5	10.5	10.5	10.5	10.5	0%
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Police Services Assistant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	5.0	5.0	5.0	5.0	0%
Police Property /Evidence Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	28.0	28.5	27.5	27.5	27.5	27.5	0%
<i>Development Services Department</i>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Associate Planner	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Building Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	1.0	0%
Development Technician	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	1.0	1.0	0.0	0.0	0.0	0.0	0%
Subtotal	6.0	6.0	5.0	5.0	4.0	4.0	-20%
<i>Engineering Department</i>							
City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Civil Engineer	0.0	2.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	2.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant Engineer	0.0	0.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.5	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Chief Plant Operator	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	2.0	2.0	2.0	2.0	2.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	3.0	0%
Subtotal	13.5	14.5	14.5	14.5	14.5	14.5	0%

Department Staff by Position	Actual 2022/2023	Actual 2023/2024	Revised 2024/2025	Estimated Actual 2024/2025	Proposed 2025/2026	Council Approved 2025/2026	% Change from 24/25 Budget
Community Services Department							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Maintenance Worker II	3.0	3.0	3.0	3.0	4.0	4.0	33%
Maintenance Worker I	0.0	1.0	0.0	0.0	0.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	1.0	1.0	-50%
Recreation Coordinator II	1.0	0.0	0.0	0.0	0.0	0.0	0%
Recreation Coordinator	1.0	1.0	0.0	0.0	1.0	1.0	0%
Administrative Assistant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Community Services Specialist	0.0	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	11.0	11.0	9.0	9.0	9.0	9.0	0%
Public Works Department							
Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	2.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	3.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	3.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	1.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	1.0	0%
Administrative Assistant	0.4	0.5	0.5	0.5	0.5	0.5	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	15.4	15.5	15.5	15.5	15.5	15.5	0%
City Administration							
City Manager	1.0	1.0	1.0	1.0	1.0	1.0	0%
Director of Information Technology	1.0	1.0	1.0	1.0	1.0	1.0	0%
Senior Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	5.0	5.0	5.0	5.0	5.0	5.0	0%
Finance Department							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	1.0	0%
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0	1.0	0%
City Treasurer/Accountant	1.0	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	2.0	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	7.0	7.0	7.0	7.0	7.0	7.0	0%
Total All Departments	85.9	87.5	83.5	83.5	82.5	82.5	-1%