

CITY OF PLACERVILLE



Festival of Lights 2021

PROPOSED OPERATING BUDGET FISCAL YEAR 2022/2023

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2022/2023

CITY COUNCIL

Kara Taylor, Mayor
Michael Saragosa, Vice-Mayor
Patty Borelli
Jackie Neau
Dennis Thomas

CITY CLERK

Regina O'Connell

CITY TREASURER

Candace Bernardi

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

Mona Ebrahimi

DEPARTMENT HEADS

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

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City of Placerville

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

June 28, 2022

Honorable Mayor and
Members of the City Council

Re: Fiscal Year 2022-2023 Budget Message

Dear Mayor Taylor and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2022-2023. I appreciate the time and effort that has gone into the preparation of the budget from all department heads, to our Finance Department to the City Council. This year's budget presented a unique challenge that we have not experienced for several years. Increased sales tax revenue gave us the opportunity to look at shoring up staffing lost during the pandemic and addressing some of our deferred maintenance. We took this as a positive sign but still approached it from a cautious standpoint due the instability of today's economy.

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) 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 May 9, 2022 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. On May 23, 2022, staff presented a draft balanced budget to the Council and received input on from Council and the public. Based on that review, staff prepared a balanced budget which was presented to the City Council and the public in a public hearing on June 14, 2022. At that meeting, the Council recommended the addition of one cost item based on a request from the Placerville Fire Safe Council. It was requested and approved by the City Council to provide \$5,000 in funding to the Placerville Fire Safe Council to assist them in providing ongoing

services to the community to protect us from wild fire. The City Council also recommended that \$5,000 be appropriated to reestablish the City Grant Program and an additional \$10,000 be budgeted for the Historic Asset Inventory project.

The budget presented to the Council is a balanced budget for the 2022-2023 Fiscal Year.

Strategic Budget Priorities:

In November 2021, the Council began developing a Strategic Plan. The purpose of the Strategic Plan is to develop priorities and strategies to achieve our Mission and Vision. Although still in a draft stage, this document was used in setting priorities for the budget. The specific strategies identified are:

- Infrastructure: Maintain and improve our infrastructure and facilities to provide a safe community.
- Fiscal Stability: 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 the finest law enforcement services through strategic policing and strong community partnerships in the continued pursuit of a safer and prosperous community.
- 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: 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 provided the focus for development of the budget.

Operating Budget Specifics:

Revenues: Last year's revenues showed signs of recovery. This trend has continued into the current year and exceeded budget forecasts. In the 2021-2022 mid-year budget review, Staff presented a budget showing an approximate forecasted \$901,745 surplus based on higher than forecasted revenues. As we proceeded into the development of the budget, these forecasts have held true.

As shown in the budget, we are forecasting an increase in General Fund revenues of 12.48% or \$1,221,336. Consistent with past practice, revenue estimates are conservative in order to not create unrealistic expectations. We continue to produce better than statewide averages which is evidence of a good business climate in Placerville.

Budgeted expenditures estimates increased by 11.96% as we restore some of the services and programs eliminated during the Pandemic. However, of these increases, only approximately half or 45.62% represent on-going expenses. This creates a more conservative approach that enables us to adjust in future years to downturns in the economy. This year's budget also includes a \$75,000 planned contingency through current year operations.

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

- Capital Outlay: \$239,742:
 - Police: Patrol Vehicles and Duty Pistols
 - Development Services: Computer Equipment
 - Community Services: Trucks, One New, One Replacement
 - Public Works: New and Replacement Equipment including Vactor Truck, and Mini Excavator
- Alternative Service Levels: \$535,543
 - Police: Sergeant and Police Services Assistant positions
 - Development Services: Administrative Secretary position
 - Engineering: Wastewater Operator III position
 - Community Services: Additional contract janitorial services, part-time Park Maintenance Worker position, and Part-time Attendants at Gold Bug Park, and Blacksmith Supplies for Gold Bug Park
 - Administration: Senior Management Analyst position for the Information Technology Division
 - Finance: Assistant Finance Director position and additional contributions towards unfunded pension liabilities
- CIP Requests: \$184,067
 - Police: CAD Hardware and Software and Female Locker Room improvements
 - Development Services: Historic Asset Inventory
 - Community Services: Bell Tower Roof Replacement, Town Hall Carpet, and Town Hall Stucco Repair
 - Administration: City Hall and Town Hall Phone VIOP Phone System
- Conference Training and Travel: \$25,511
 - Miscellaneous Training, all Departments

Line Item Changes: This year's budget includes a 3% cost of living adjustment for miscellaneous employees plus a 1% equity adjustment based on a salary study of comparable jurisdictions.. Total pension contributions for all funds are expected to increase by \$1,960,590. Other cost increases include general liability insurance – 4.42% and property insurance – approximately 25%. The City continues to budget for mandated training in all departments plus training to improve the efficiency of employees and to reduce liability for the City. This year we are able to include more non-mandatory training increasing the skills and efficiency of employees.

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.

Capital Improvement Budget: This year's CIP Budget totals \$3,408,952 (Including General Fund CIP) including streets, water, sewer, bridges and bike and Pedestrian projects. This includes \$2,010,376 from Measure L and \$512,525 from Measure H. Also included are the paving of the Historic City Hall Parking Lot and set asides for Broadband and Homeless Programs from American Rescue Plan Act (ARPA) funding.

Other Funds:

Water Enterprise: Revenue - \$2,504,232
Expenditures - \$2,504,232

Sewer Enterprise: Revenue - \$7,106,456
Expenditures – \$6,237,931

Downtown Parking District: Revenue – \$309,802
Expenditures - \$236,270 (Includes \$73,532 in one-time use of fund balance)

Measure J: Revenue – \$1,435,188
Expenditures - \$1,496,781 (Includes transfer in from the General Fund of \$159,182)

Measure H: Revenue - \$1,440,188
Expenditures - \$1,435,188

Measure L: Revenue - \$2,880,376

Other minor funds are also listed and all show balanced budgets.

As noted above, the Measure J Fund shows a deficit requiring a transfer from the General Fund. Staff continues to look at ways to correct this deficit. The Parking Fund also shows a deficit however this is a planned use of fund balance to repair parking lots. Fund balance for these repairs is built up over a few years and then used to make the repairs. This avoids the need to finance projects and pay higher costs.

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 2021-2022 Forecasted		Fiscal Year 2022-2023 Proposed			
	Revenues	Expenditures	Revenues	Percent Change	Expenditures	Percent Change
General Fund	\$ 10,739,819	\$ 9,599,352	\$ 11,007,857	2.5%	\$ 10,986,836	14.5%
Water Fund	2,629,401	2,111,822	2,504,232	-4.8%	2,504,232	18.6%
Sewer Fund	6,997,270	6,105,647	7,106,456	1.6%	6,237,931	2.2%
Measure J Fund	1,561,099	1,213,564	1,435,188	-8.1%	1,496,781	23.3%
Measure H Fund	1,561,099	1,207,219	1,440,188	-7.7%	1,435,188	18.9%
Measure L Fund	3,142,494	-	2,880,376	-8.3%	-	0.0%
Other Funds	2,504,154	1,045,450	1,209,146	-51.7%	761,697	-27.1%
Total	\$ 29,135,336	\$ 21,283,054	\$ 27,583,443	-5.3%	\$ 23,422,665	10.1%

2022-2023 Fiscal Year Budget created both challenges and opportunities to continue and improve on services provided to our community. We look forward to these challenges and opportunities to provide excellent services to our community. I once again express my deep gratitude and respect for Assistant City Manager/Director of Finance Dave Warren and his staff for the 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. I express my appreciation to all City Employees who work diligently to keep the City providing a high level of service with limited resources. And, finally, I thank the City Council for their support, direction, leadership and continued diligence in providing quality, efficient service to the Citizens and visitors of Placerville.

Very truly yours,



M. Cleve Morris
City Manager
City of Placerville

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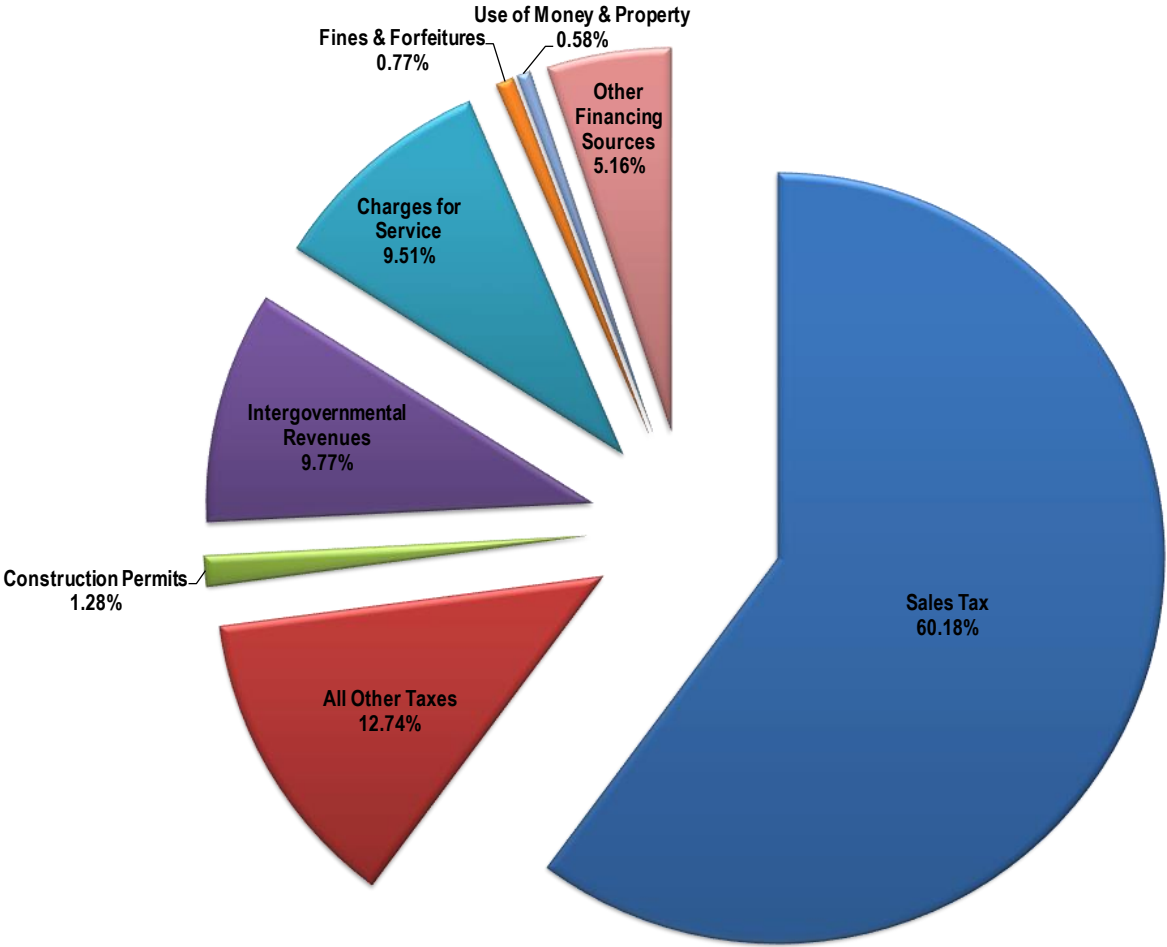
Revenue and Expenditure Summaries

Projected General Fund Revenues by Source Fiscal Year 2022/2023

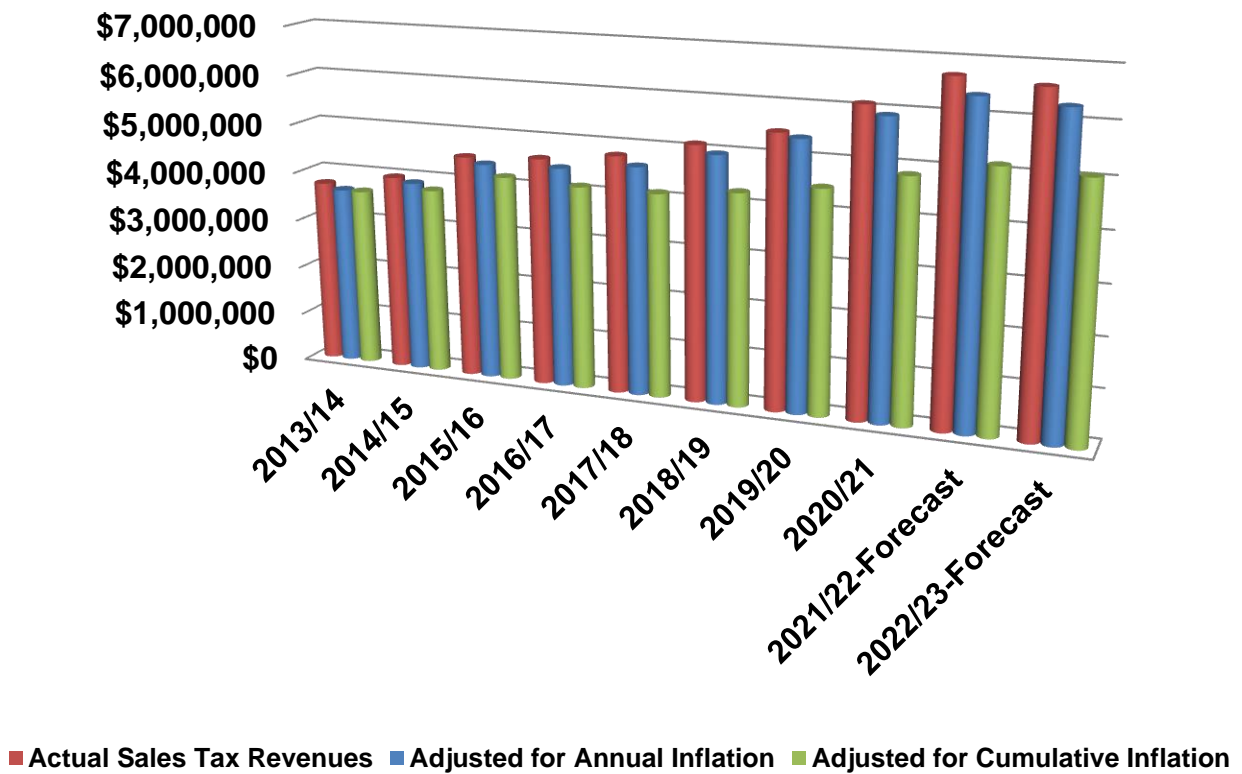
Sales Tax	\$	6,624,642	60.18%
All Other Taxes		1,402,644	12.74%
Construction Permits		141,000	1.28%
Intergovernmental Revenues		1,075,336	9.77%
Charges for Service		1,047,382	9.51%
Fines & Forfeitures		85,000	0.77%
Use of Money & Property		64,362	0.58%
Other Financing Sources		567,491	5.16%
Total revenues	\$	11,007,857	100.00%

Projected General Fund Revenues By Source

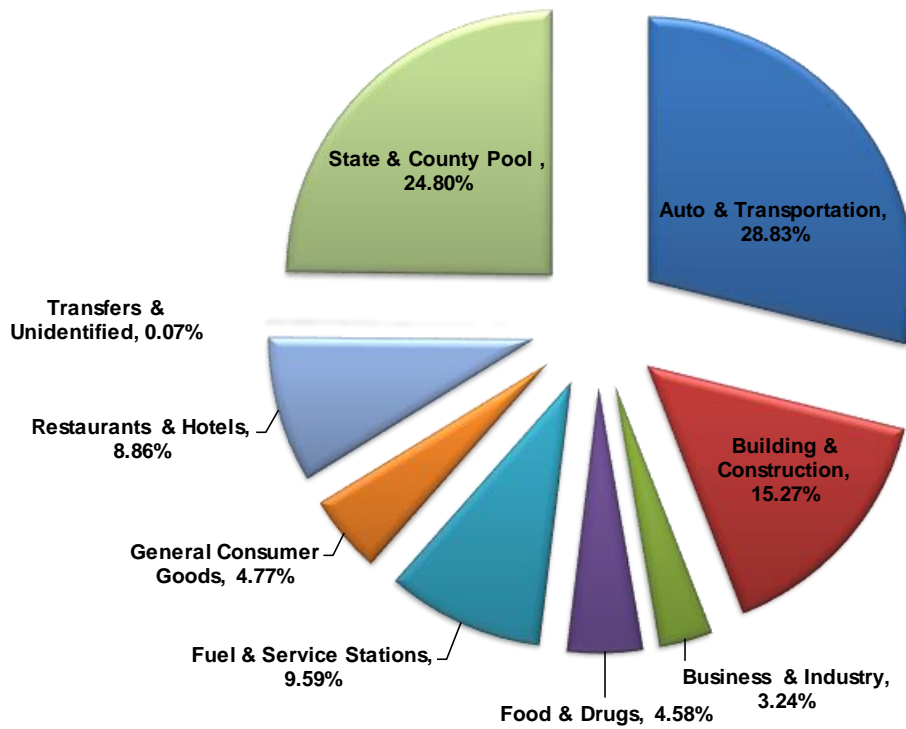
Fiscal Year 2022/2023



Local Sales Tax Trend



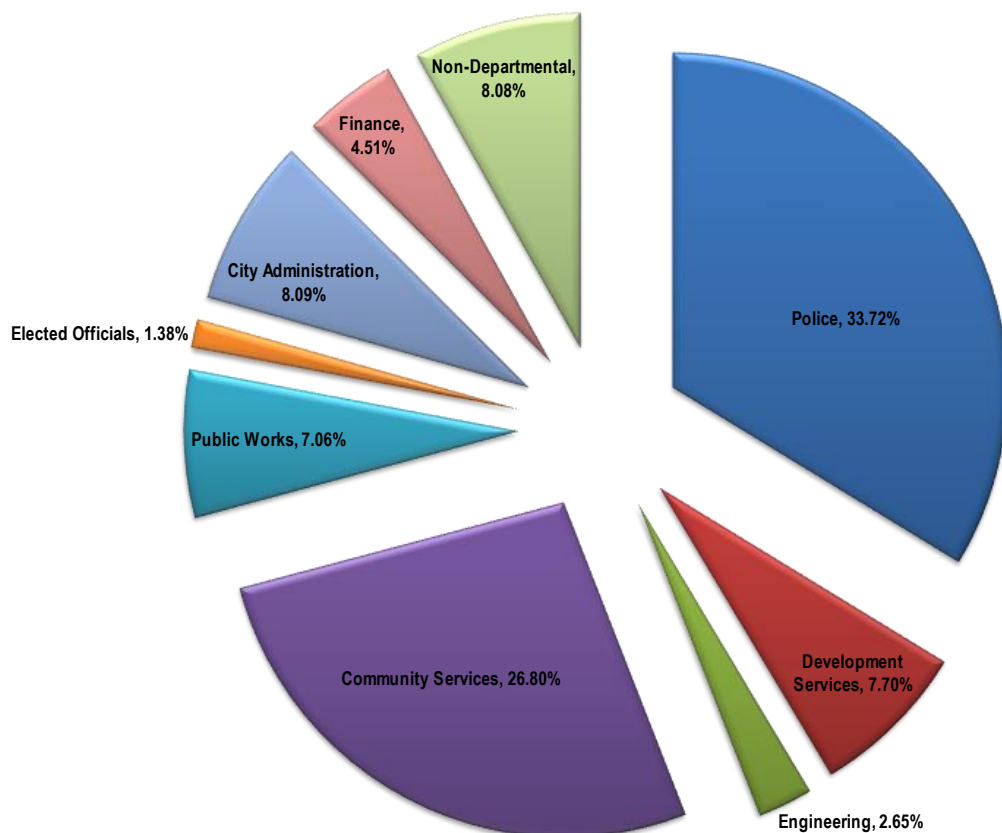
Sales Tax Revenue Sources for the Quarter ended March 31, 2022



Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2022/2023

Police	\$ 3,704,987	33.72%
Development Services	846,049	7.70%
Engineering	291,153	2.65%
Community Services	2,944,597	26.80%
Public Works	775,843	7.06%
Elected Officials	151,070	1.38%
City Administration	889,202	8.09%
Finance	495,978	4.51%
Non-Departmental	887,957	8.08%
Total	\$ 10,986,836	100.00%

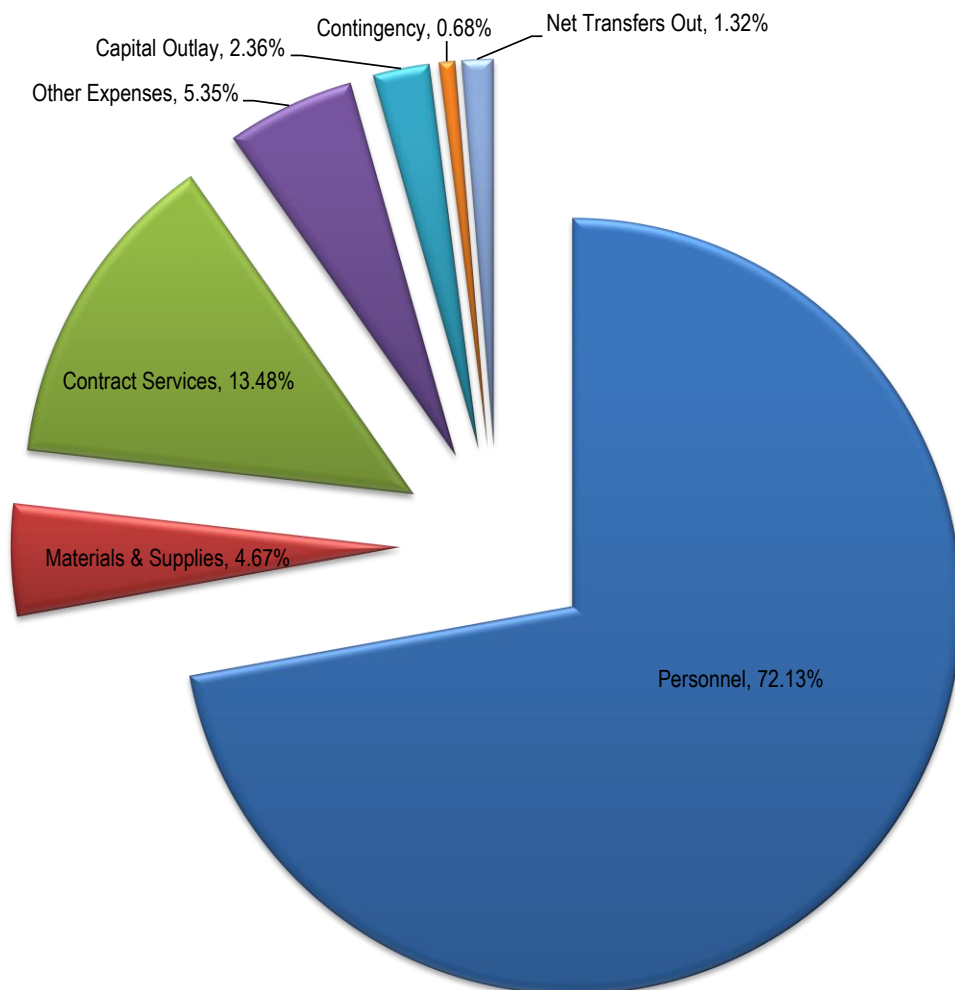
Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2022/2023



Proposed General Fund Operating Expenditures & Net Transfers Out by Category Fiscal Year 2022/2023

Personnel	\$ 7,925,260	72.13%
Materials & Supplies	512,750	4.67%
Contract Services	1,481,425	13.48%
Other Expenses	587,821	5.35%
Capital Outlay	259,749	2.36%
Contingency	75,000	0.68%
Subtotal expenditures	<u>10,842,005</u>	
Net Transfers Out	<u>(144,831)</u>	1.32%
Total expenditures & transfers in	<u><u>\$ 10,986,836</u></u>	100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2022/2023



Fiscal Year 2022/2023 Proposed Operating Budget

Summary of Revenues – All Funds

	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Forecast 2021/2022	Proposed 2022/2023
GENERAL FUND					
Sales Tax	\$ 5,482,507	\$ 6,112,754	\$ 5,776,840	\$ 6,722,468	\$ 6,624,642
Taxes - All Other	1,088,889	1,114,230	1,141,232	1,374,054	1,402,644
Licenses and Permits	143,411	175,501	152,000	143,365	141,000
Intergovernmental Revenues	1,026,635	1,051,135	1,068,654	1,082,663	1,075,336
Charges for Services	595,080	376,488	951,780	697,110	1,047,382
Fines and Forfeitures	71,368	66,214	75,208	77,197	85,000
Use of Money and Property	130,429	87,271	53,316	75,471	64,362
Other Financing Sources	567,491	567,491	567,491	567,491	567,491
Subtotal	\$ 9,105,810	\$ 9,551,084	\$ 9,786,521	\$ 10,739,819	\$ 11,007,857
GAS TAX FUND					
Gas Tax	\$ 459,696	\$ 503,543	\$ 500,681	\$ 533,676	\$ 590,486
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	6,147	1,569	1,900	1,900	1,900
Subtotal	\$ 465,843	\$ 505,112	\$ 502,581	\$ 535,576	\$ 592,386
MEASURE J					
Sales Tax	\$ 1,096,775	\$ 1,351,131	\$ 1,207,219	\$ 1,561,099	\$ 1,435,188
Use of Money and Property	-	-	-	-	-
Subtotal	\$ 1,096,775	\$ 1,351,131	\$ 1,207,219	\$ 1,561,099	\$ 1,435,188
MEASURE L					
Sales Tax	\$ 2,224,192	\$ 2,728,342	\$ 2,414,438	\$ 3,122,198	\$ 2,870,376
Use of Money and Property	54,266	16,414	20,296	20,296	10,000
Subtotal	\$ 2,278,458	\$ 2,744,756	\$ 2,434,734	\$ 3,142,494	\$ 2,880,376
WATER ENTERPRISE FUND					
Charges for Services	\$ 2,231,752	\$ 2,530,612	\$ 2,320,046	\$ 2,623,082	\$ 2,498,032
Grants	-	-	-	-	-
Use of Money and Property	58,115	6,272	6,959	6,319	6,200
Subtotal	\$ 2,289,867	\$ 2,536,884	\$ 2,327,005	\$ 2,629,401	\$ 2,504,232
SEWER ENTERPRISE FUND					
Charges for Services	\$ 6,401,631	\$ 6,623,728	\$ 6,874,637	\$ 6,944,538	\$ 7,102,037
Grants	-	-	-	-	-
Use of Money and Property	42,547	4,745	10,766	52,732	4,419
Subtotal	\$ 6,444,178	\$ 6,628,473	\$ 6,885,403	\$ 6,997,270	\$ 7,106,456
MEASURE H					
Sales Tax	\$ 1,098,822	\$ 1,356,380	\$ 1,207,219	\$ 1,561,099	\$ 1,435,188
Use of Money and Property	24,794	5,631	6,911	-	5,000
Subtotal	\$ 1,123,616	\$ 1,362,011	\$ 1,214,130	\$ 1,561,099	\$ 1,440,188
PARKING DISTRICT FUND	\$ 271,468	\$ 186,487	\$ 309,802	\$ 216,690	\$ 309,802
GRANT FUNDS	\$ 507,870	\$ 489,820	\$ 1,620,461	\$ 1,597,490	\$ 226,005
LLMD FUNDS	\$ 32,730	\$ 33,972	\$ 34,476	\$ 34,778	\$ 34,517
BA/CFD DISTRICT FUNDS	\$ 44,211	\$ 46,345	\$ 41,475	\$ 46,516	\$ 46,331
GENERAL RESERVE FUNDS	\$ 50,657	\$ 126,725	\$ 73,100	\$ 73,104	\$ 105
TOTAL REVENUE SOURCES	\$ 23,711,483	\$ 25,562,800	\$ 26,436,907	\$ 29,135,336	\$ 27,583,443
Operating Expenditures	\$ 20,150,005	\$ 20,992,865	\$ 21,505,375	\$ 21,283,054	\$ 23,422,665
Capital Improvement	3,561,478	3,136,289	4,469,443	5,524,172	4,094,494
Reserves and Contingencies	-	1,433,646	462,089	2,328,110	66,284
TOTAL EXPENDITURE USES	\$ 23,711,483	\$ 25,562,800	\$ 26,436,907	\$ 29,135,336	\$ 27,583,443

Fiscal Year 2022/2023 Proposed Operating Budget Summary of Expenditures by Division and Funding Source


	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Forecast 2021/2022	Proposed 2022/2023
OPERATING EXPENDITURES					
Patrol Services	\$ 3,236,014	\$ 3,101,150	\$ 2,893,737	\$ 2,947,773	\$ 3,410,251
Investigations	116,490	69,326	309,411	190,906	219,065
Police Records / Dispatch	520,186	567,943	681,000	592,225	797,961
Police Administration	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326
Planning	207,432	235,841	233,334	183,649	165,762
Building Inspection	287,427	283,891	343,344	278,894	270,316
Engineering	350,451	301,832	230,334	272,980	377,187
Water Reclamation Facility	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586
DSD Administration	244,969	242,366	266,123	285,460	409,971
Parks	665,286	563,215	582,267	612,215	755,619
Recreation	832,811	654,750	1,436,366	1,310,534	1,509,833
CSD Administration	167,648	164,389	278,766	247,928	302,605
Facility Maintenance	315,133	395,883	364,752	360,611	401,963
Street & Roads	667,805	639,150	690,641	681,470	794,687
Water & Sewer Lines	998,440	1,021,024	1,372,034	1,257,092	1,760,570
Water Acquisition & Delivery	747,527	826,633	805,732	811,850	901,793
Downtown Parking	113,824	110,168	128,194	119,722	140,389
City Council and City Treasurer	118,542	121,616	134,579	130,519	151,070
City Attorney	197,745	310,488	135,594	38,870	140,978
City Management	381,057	424,110	446,227	533,057	401,020
Information Services	428,947	347,218	347,678	319,442	523,103
Human Resources	131,459	133,216	138,936	138,068	168,989
Grant Administration	-	-	-	-	-
City Clerk	3,748	11,183	2,650	2,558	13,520
Financial Management	561,781	599,879	507,119	511,086	499,381
Utility Billing	375,783	346,237	576,703	567,013	496,881
Non-Departmental	4,858,768	5,892,624	4,762,286	4,868,425	4,635,839
Total Operating Expenditures	<u>\$ 20,150,005</u>	<u>\$ 20,992,865</u>	<u>\$ 21,505,375</u>	<u>\$ 21,283,054</u>	<u>\$ 23,422,665</u>
FUNDING SOURCES					
General Fund	\$ 9,057,493	\$ 8,582,178	\$ 9,813,154	\$ 9,599,352	\$ 10,986,836
Gas Tax Fund	390,956	238,045	289,751	289,751	342,298
Measure L Fund	-	-	-	-	-
Measure J Fund	1,058,945	1,267,871	1,207,219	1,213,564	1,496,781
Downtown Parking Fund	181,185	163,540	224,890	218,594	236,270
Grant Funds	418,616	388,462	506,412	522,179	294,743
General CIP Fund	(53,690)	-	-	(43,516)	(184,067)
LLMD Funds	51,058	26,707	34,476	39,114	34,517
BAD Funds	13,041	9,017	41,475	27,723	46,331
Water Enterprise Fund	1,781,084	2,636,266	2,165,396	2,111,822	2,504,232
Sewer Enterprise Fund	5,799,649	6,510,657	6,023,778	6,105,647	6,237,931
Measure H Fund	1,362,052	898,856	1,207,219	1,207,219	1,435,188
General Liability Fund	98,011	238,171	-	-	-
Equipment Replacement Fund	-	41,490	-	-	-
Economic Impact Reserve Fund	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>20,150,005</u>	<u>20,992,865</u>	<u>21,505,375</u>	<u>21,283,054</u>	<u>23,422,665</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 and Treasurer	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

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

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

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

Fiscal Year 2022/2023 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual 2019/2020	Actual 2020/2021	Est. Actual 2021/2022	Projected 2022/2023
Patrol Services				
Arrests	501	612	586	600
Citations*	1,154	1,550	1,633	1,600
Calls for service	22,776	25,257	24,600	25,000
Shield hours	1,856	2,173	2,441	2,156
Community Oriented Policing Hours	2,000	2,000	2,000	2,500
Investigations				
Child Abuse	13	9	3	8
Robberies	5	8	4	5
Reports for investigative follow up	200	200	200	200
Administrative Investigations	3	2	2	2
Background	-	0	0	
Arson	1	2	3	2
Homicide	-	1	0	0
Narcotics	139	204	200	200
Dispatch / Records / Support				
9-11 Calls	5,872	5,556	6,338	6,000
Crime reports	2,441	2,173	1,968	2,500
Abatement reports	36	24	30	30

*excludes any parking citations

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	5.0	0.0	25%
Police Officer	11.0	11.0	11.0	11.0	11.0	0.0	0%
Lead Police Services Assistant	0.0	0.0	0.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	0.5	1.0	0.0	-33%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	1.0	0.5	0.5	0.5	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	27.5	27.5	27.0	27.0	28.5	0.0	6%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Police

All Divisions

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	4,478,048	4,392,089	4,354,475	4,214,512	4,995,675	-	15%
Materials and supplies	99,207	105,078	128,510	137,618	147,410	-	15%
Contract Services	179,023	203,417	224,970	236,377	241,180	-	7%
Overhead	-	-	-	-	-	-	0%
Other expense	19,258	23,842	34,342	37,165	37,943	-	10%
Capital outlay	100,944	99,619	329,148	315,019	150,395	-	-54%
Total	4,876,480	4,824,045	5,071,445	4,940,691	5,572,603	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Patrol Services	3,236,014	3,101,150	2,893,737	2,947,773	3,410,251	-	18%
Investigations	116,490	69,326	309,411	190,906	219,065	-	-29%
Records and Dispatch	520,186	567,943	681,000	592,225	797,961	-	17%
Police Administrative Support	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326	-	-4%
Total	4,876,480	4,824,045	5,071,445	4,940,691	5,572,603	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	3,072,233	2,996,049	3,102,631	3,181,277	3,649,273	-	18%
Measure J	1,382,949	1,450,354	1,413,823	1,198,709	1,641,611	-	16%
Grants	301,069	247,114	373,093	374,728	102,356	-	-73%
Fines and Forfeitures	71,368	66,214	66,208	77,197	70,000	-	6%
POST Reimbursement	18,678	8,466	26,042	26,042	18,715	-	-28%
Police Services Revenues	30,183	14,358	89,648	82,738	90,648	-	1%
Equipment Replacement Fund	-	41,490	-	-	-	-	0%
Total	4,876,480	4,824,045	5,071,445	4,940,691	5,572,603	-	10%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Police

Division: Patrol

2021/22 REVIEW

- Estimated 750 physical arrests (excluding cite & release). Current mid-year we are 440 arrests and projected to hit 566 by the end of the fiscal year.
- Estimated 1300 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 by the end of the fiscal year we will have responded to approximately 24,000 calls for service (CFS). That is an average of 66 calls per day. Our officers will have written an estimated 2,500 crime reports.
- Continued to upgrade equipment.
- Updated emergency equipment in patrol vehicles to meet state requirements.
- Hired three (3) new Police Officer's with plans to recruit and hire 1 more.
- Continued to submit grant applications as they become available.
- Conduct Coffee with a Cop 4 times year (at minimum) led by Sergeants.
- Conducted special enforcement details targeting illegal activity within the City.

2022/23 BUDGET

- Continue our focus on Community Service, Professional Development, Internal Operations and Capital Improvement.
- Continue to work on more proactive policing strategies to further suppress criminal activity in the community
- Work to keep response time for priority calls to 5:00 minutes or less.
- Continue to develop all of our personnel through continued training.
- Continue to develop POST certified training courses to be held in house, offering staff expertise and a training point for allied agencies
- Continue with our Community Policing efforts through National Night Out and Coffee with a Cop.
- Train additional officers in collateral assignments such as; Motor Officer, Bike Patrol Team, Honor Guard, and Defensive Tactics Instructor.
- Focus on mentorship, development and coaching of front line supervisors to further prepare them for greater leadership responsibilities within the Police Department.
- Continue to update equipment to meet the ever evolving demands of law enforcement.
- Develop strategies to not only address crime, but the fear of crime as well (i.e. community meetings).
- Continue to work with our internal City partners to holistically address quality of life issues.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Police Sergeant	4.0	4.0	4.0	4.0	5.0	0.0	25%
Police Officer	10.0	10.0	10.0	10.0	10.0	0.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	1.0	0.5	0.5	0.5	0.0	0%
Total	16.0	16.0	15.5	15.5	16.5	0.0	6%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Patrol

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	3,035,296	2,855,188	2,453,521	2,524,798	3,066,201	-	25%
Materials and supplies	83,369	91,040	100,950	104,396	116,850	-	16%
Contract Services	41,494	48,370	58,000	59,095	60,000	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	6,358	6,933	16,669	17,669	22,648	-	36%
Capital outlay	69,497	99,619	264,597	241,815	144,552	-	-45%
Total	3,236,014	3,101,150	2,893,737	2,947,773	3,410,251	-	18%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Patrol Services	3,123,676	2,969,743	2,773,515	2,827,718	3,309,841	-	19%
Community Services	19,272	29,350	1,550	1,550	1,550	-	0%
Property / Evidence	93,066	102,057	118,672	118,505	98,860	-	-17%
Total	3,236,014	3,101,150	2,893,737	2,947,773	3,410,251	-	18%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	1,773,421	1,731,734	1,434,204	1,583,959	1,922,891	-	34%
Measure J	1,041,295	991,774	904,542	803,109	1,205,641	-	33%
Grants	301,069	247,114	373,093	374,728	102,356	-	-73%
Fines and Forfeitures	71,368	66,214	66,208	77,197	70,000	-	6%
POST Reimbursement	18,678	8,466	26,042	26,042	18,715	-	-28%
Police Services Revenues	30,183	14,358	89,648	82,738	90,648	-	1%
Equipment Replacement Fund	-	41,490	-	-	-	-	0%
Total	3,236,014	3,101,150	2,893,737	2,947,773	3,410,251	-	18%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Police

Division: Investigations

2021/22 REVIEW

- Burglary reports are about average over a 3 year period. Forty nine is the 3 year average and as of March 2022 there are 8 reported burglaries.
- Estimated dollar value amount of property reported stolen for 2021 was \$319,035. Estimated value of property recovered for 2021 is \$22,772, equating to 7% property value recovered. This is a decrease from the previous year.
- Registered sex offenders have increased in 2021 to 44, from 35 in 2020. This increase is related to the services offered in the City and parole is placing 290's back into the county of origin for the offender.
- Handled 9 child abuse investigations, 8 robbery investigations, and 2 arson investigations.
- Continued to participate in quarterly regional investigator meetings.
- Utilize GPS tracking devices to coordinate effective property crime investigations.
- Utilized social media to solve cases.
- Continued training for detective.

2022/23 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Strive to improve our burglary clearance rate.
- Continue our involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team, 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.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Investigations

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	111,264	63,093	278,163	148,564	197,777	-	-29%
Materials and supplies	1,200	824	3,250	3,250	3,250	-	0%
Contract Services	691	831	4,000	13,000	8,000	-	100%
Overhead	-	-	-	-	-	-	0%
Other expense	1,240	4,578	3,998	3,998	4,195	-	5%
Capital outlay	2,095	-	20,000	22,094	5,843	-	-71%
Total	116,490	69,326	309,411	190,906	219,065	-	-29%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Crime Scene Investigations	116,490	69,326	309,411	190,906	219,065	-	-29%
Total	116,490	69,326	309,411	190,906	219,065	-	-29%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	72,316	6,955	133,055	140,735	137,766	-	4%
Measure J	44,174	62,371	176,356	50,171	81,299	-	-54%
Equipment Replacement Fund	-	-	-	-	-	-	
Total	116,490	69,326	309,411	190,906	219,065	-	-29%

Fiscal Year 2022/2023 Operating Budget

Department: Police

Division: Records and Dispatch

2021/22 REVIEW

- Received 6,125 9-1-1 calls in our Dispatch Center, an average of 510 calls per month for the calendar year. This is an increase of 542 9-1-1 calls from 2020.
- Responded to approximately 8,000 in person/telephone customers at our front counter consuming several minutes per contact.
- Processed approximately 2,200 crime/incident reports.
- Continued the installation of the NG91, 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 Dispatch/Records Technician (DRT) position, utilizing social media and other online resources.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted 490 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 22,000 calls for service from our 9-1-1 dispatch center.
- Successfully recruited, hired and trained 2 full time DRTs.
- Completed thorough inventory of evidence, accounting for over 4,400 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2021.
- Ongoing training of all support service staff.
- Implemented NIBRS reporting to DOJ.
- Went live with RIPA Stop DATA reporting pursuant to AB953

2022/23 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 dispatchers.
- Continue our on-going effort to comply with on-going training requirements for our records staff.
- Create and maintain a perpetually current eligibility list for DRTs 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 lead DRT to effectively supervise DRT staff and implement programs.
- Maintain strong social media presence.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Lead Police Services Assistant	0.0	0.0	0.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	0.5	1.0	0.0	-33%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.0	4.0	4.0	4.0	4.0	0.0	0%
Total	6.5	6.5	6.5	6.5	7.0	0.0	8%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Records and Dispatch

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	479,541	530,796	633,710	544,623	751,541	-	19%
Materials and supplies	1,807	2,071	7,610	8,610	7,610	-	0%
Contract Services	31,117	32,513	35,780	35,092	36,280	-	1%
Overhead	-	-	-	-	-	-	0%
Other expense	5,914	2,563	3,900	3,900	2,530	-	-35%
Capital outlay	1,807	-	-	-	-	-	0%
Total	520,186	567,943	681,000	592,225	797,961	-	17%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Records Management	151,659	163,161	179,280	179,788	220,532	-	23%
Dispatch	368,527	404,782	501,720	412,437	577,429	-	15%
Total	520,186	567,943	681,000	592,225	797,961	-	17%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	520,186	567,943	681,000	592,225	797,961	-	17%
Total	520,186	567,943	681,000	592,225	797,961	-	17%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Police

Division: Police Administration

2021/22 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Provided direct security and law enforcement services to over 30 demonstrations held at the Courthouse and other areas of the City.
- Develop a continuity of operations plan directly related to the Covid-19 Pandemic and ensure PD level of service never reduced.
- Successfully awarded another grant through the California Office of Traffic Safety totaling \$50,000.
- Command staff attended regular meetings involving County and Regional Law Enforcement Manager's Associations.
- Continued professional growth of Command Staff.
- Continued to work in collaboration with our area schools to provide a School Resource Officer.
- Continued to research information to the need for a new Police Facility. Actively worked on Needs Assessment Study with outside consultant.
- Responded to the Caldor Fire, which required police staff to work 12 hours and 12 hours for an extended period of time to support the community emergency effort

2022/23 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continue with submitting various grants and/or other funding opportunities that may become available.
- Create a Street Crimes Unit to address low level street crimes as well as complex investigations.
- Continue involvement with the California Police Chief's Association, California Peace Officers Association and the FBI National Academy Associates both on the regional, state and national levels in an effort to stay up to date on best practices and enhance administrative effectiveness.
- Developed policy and procedures in response to legislation that was passed at the state level.
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Purchase training management system to create an organized training program for all personnel that meets POST standards.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CRRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continue to monitor illegal camping prevention and abatement program.
- Continue to purge/destroy confidential records in accordance with State law and City policy.
- Working with the City Manager and City Attorney, monitor the City ordinance for the regulation of cannabis within the City.
- Work with regional emergency response partners to update the City's emergency response plan.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Police Administration

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	851,947	943,012	989,081	996,527	980,156	-	-1%
Materials and supplies	12,831	11,143	16,700	21,362	19,700	-	18%
Contract Services	105,721	121,703	127,190	129,190	136,900	-	8%
Overhead	-	-	-	-	-	-	0%
Other expense	5,746	9,768	9,775	11,598	8,570	-	-12%
Capital outlay	27,545	-	44,551	51,110	-	-	-100%
Total	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326	-	-4%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Police Department Administration	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326	-	-4%
Total	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326	-	-4%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	706,310	689,417	854,372	864,358	790,655	-	-7%
Measure J	297,480	396,209	332,925	345,429	354,671	-	7%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	1,003,790	1,085,626	1,187,297	1,209,787	1,145,326	-	-4%

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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 2022/2023 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2019/2020	Actual 2020/2021	Estimated Actual 2021/2022 ¹	Projected 2022/2023
Administration (Hours)				
Budget administration	400	400	400	400
Planning Division support	400	400	400	400
Building Division support	400	400	400	400
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/and miscellaneous meetings	350	350	350	350
Planning Commission meetings	96	96	96	96
Code Enforcement	802	515	369	1,200
Solid Waste Management	---	---	75	80
PRA Requests	---	---	---	---
Planning (Projects)				
Discretionary development applications	15	16	19	15
Miscellaneous applications	10	34 ²	11	10
Housing Element Update/Implementation (hours)	180	200	200	75
Parcel and subdivision maps	1	2	2	3
Inquiries	---	---	---	---
Building				
Inspections	1,310	1,103	1,264	1,280
Building permits issued	572	602	679	570
Building Permits finalized	554	502	461	500
Plan reviews	310	392	455	395
Inquiries	---	---	---	---
Code Compliance				
Code enforcement cases filed	97	90	66	90
Total code enforcement cases closed	48	53	65	80
Total open code enforcement cases	281	304	307	280
Fire Hazard Abatement				
Total code cases filed	--	23	23	25
Total code cases closed	--	30	30	40
Total code cases open	--	54	54	50

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	0.0	0.0	1.0	1.0	1.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	0.3	0.3	1.0	0.0	300%
Total	4.0	4.0	5.3	5.3	6.0	0.0	14%

Fiscal Year 2022/2023 Annual Operating Budget
Department Budget
Development Services

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	522,348	562,897	615,805	639,684	821,874	-	33%
Materials and supplies	1,485	1,637	2,850	1,618	3,000	-	5%
Contract Services	204,413	193,510	216,500	99,579	12,000	-	-94%
Overhead	-	-	-	-	-	-	0%
Other expense	3,235	4,054	5,570	5,046	8,190	-	47%
Capital outlay	8,347	-	2,076	2,076	985	-	-53%
Total	739,828	762,098	842,801	748,003	846,049	-	0%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Planning	207,432	235,841	233,334	183,649	165,762	-	-29%
Building	287,427	283,891	343,344	278,894	270,316	-	-21%
DSD Administration	244,969	242,366	266,123	285,460	409,971	-	54%
Total	739,828	762,098	842,801	748,003	846,049	-	0%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	439,237	380,312	589,001	430,877	634,649	-	8%
Planning Fees	102,508	148,953	92,800	173,761	70,400	-	-24%
Building Permits	143,411	175,501	161,000	143,365	141,000	-	-12%
State Tobacco Grant	54,672	57,332	-	-	-	-	0%
Total	739,828	762,098	842,801	748,003	846,049	-	0%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Development Services

Division: Planning

2021/2022 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provided staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Responded to public nuisance complaints, investigated and enforced land use and building code violations; and implemented the City's Hazardous Vegetation Ordinance.
- Continued implementation of housing programs within the 2013-2021 Housing Element planning period.
- Completed and submitted the 2021 Housing Element Progress Report to HCD and OPR.
- Completing Cycle 6 (2021-2029) Housing Element Update with assistance from SACOG.
- Contracted with Ascent Environmental and BAE for addressing HUD comments on final draft Housing Element Update.
- Participated in SACOG's Broadway Corridor Housing Opportunity Study (100K LEAP funding through SACOG).
- Continued to assist with the County Public Health Department's Mosquito undercrossing mural project and coordinate with Caltrans.
- Completed draft update the City's Accessory Dwelling Unit (ADU) zoning ordinance in compliance with AB 881, SB 13, and AB 68.
- Implementing program funding through HCD's SB 2 Planning Grants Program to further affordable housing.
- Continued to update the City's telecommunication ordinance and the inclusion of Small Cell Wireless Facilities Ordinance.
- Processed and completed a total of 30 planning permit/entitlement applications of which 19 were discretionary (public hearing).
- The 30 planning permit applications included: 9 site plan review (SPR) applications, 3 variance (VAR) applications, 3 conditional use permits (CUP) applications, 1 preliminary plan reviews, 3 special temporary use permit (TUP) applications, 2 tentative subdivision map time application, 1 lot line adjustment, 1 certificate of compliance, 1 zone text amendment, and 1 general plan amendment.
- Completed zoning text amendments for short-term rentals within the CBD, C, and HWC Zones.
- Processed zoning code text amendments to Section 10-4-3: Yards (ZC10-02) and preparing to bring to Council for consideration, sign regulations in response to Reed v. Gilbert U.S. Supreme Court Decision, and small cell wireless facilities in response to FCC final rule (47 CFR Part 1).
- Reviewed Formula Business Ordinance.
- Assist property owners with annexation proposals and assist the PEAC Annexation Subcommittee.

2022/2023 BUDGET

- Provide superior customer service regarding information relating to planning, and zoning, and other permitting requirements.
- Respond to citizen complaints, nuisance issues from unauthorized land use activities.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Coordinate project reviews in coordination with other City departments, and outside public agencies.
- Continue to coordinate solid waste disposal programs with CalRecycle and the City's commercial franchise waste hauler.
- Complete the establishment of a Downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Zoning Code amendments including: (1) Short-Term Rentals Ordinance, (2) amendments to Sign Regulations in response to Reed vs. Town of Gilbert, (3) Amendments to Residential Front Yard Regulations; (4) amendments to child care facilities sections for consistency with the California Child Day Care Facilities Act; (5) Telecommunication Ordinance and including Small Cell Wireless Facilities Ordinance; (6) conduct Council A-Board sign workshop and modify City code accordingly; (7) conduct Council.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Update Safety Element of City's General Plan.
- Update the Subdivision Ordinance (Title 10, Chapters 7 & 8) to include subdivisions, parcel maps, and certificates of compliance.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures; and abatement of garbage and debris, fire hazards, hazard tree removal, and other nuisances.
- Hold Council workshop regarding public sidewalk encroachments (signs, merchandise, furniture, etc.) for direction and enforcement.
- Implement grant-funded (CDGB and IIG) projects including affordable housing projects (Middletown and Mallard Apartments).
- Implementation of SB 2 affordable housing grant; implementation of Civic Lab Technical Assistance Planning Grant (Broadway corridor).
- Preparation and Council review of retail smoking ordinance and City anti-smoking ordinance.
- Continue to pursue abatement of zoning code violations bringing unpermitted land use and construction activities into compliance.
- Revise Ordinances to including: A-board/sandwich signs-merchandise-furniture on Main Street sidewalk; vacation rental ordinance; front yard use regulations; subdivision ordinance update; sign ordinance update; home occupation ordinance update; small cell ordinance; creation of an agriculture-commercial zone district; and addition of existing adopted planned development onto the City's official zoning map.
- Bring draft private sewer lateral ordinance to the City Council.
- Assist private property owners with annexation proposals and assist the PEAC Annexation Subcommittee.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget Planning

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	180,307	199,279	223,684	173,410	155,312	-	-31%
Materials and supplies	-	14	200	-	200	-	0%
Contract Services	24,450	33,251	5,000	5,937	5,500	-	10%
Overhead	-	-	-	-	-	-	0%
Other expense	1,627	3,297	4,450	4,302	4,750	-	7%
Capital outlay	1,048	-	-	-	-	-	0%
Total	207,432	235,841	233,334	183,649	165,762	-	-29%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Planning	207,432	235,841	233,334	183,649	165,762	-	-29%
Total	207,432	235,841	233,334	183,649	165,762	-	-29%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	104,924	86,888	140,534	9,888	95,362	-	-32%
Planning Fees	102,508	148,953	92,800	173,761	70,400	-	-24%
Total	207,432	235,841	233,334	183,649	165,762	-	-29%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Development Services

Division: Building

2021/2022 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increased the availability of published materials on City's website, trifold pamphlets, informational booklets and handouts.
- Plan review, building permit and inspection activities continued to remain high during this fiscal year with an increase in inquiries made regarding existing vacant subdivisions and individual vacant lots and buildings.
- Hired in-house Building Official allowing for superior customer service.
- Processed permits for commercial upgrades on existing commercial buildings and residential subdivision projects at a time of favorable market conditions.
- Worked with developers to expedite their projects through the permitting process whenever possible.
- Completed inspection process for active projects including single-family residences, new and remodeled commercial sites, repairs to dilapidated substandard buildings.
- Coordinated project reviews with the Engineering Department, and other City departments; and continued to work with other outside agencies such as the County Fire Protection District, Air Quality Management District, El Dorado County Environmental Management Division.
- Provided enforcement of State and Federal regulations such as FEMA and State Water Quality flood issues, the State Health and Safety Code, Business and Professions Code, and other relevant Government Codes.
- Provide Building Code assistance related to the Confidence Hall and Emigrant Jane buildings (former City Hall), and other City building projects.
- Pursued code enforcement of abandoned and dilapidated substandard buildings and abatement of nuisance properties for public health and safety code and fire hazard violations.
- Review of potential permitting software vendors.

2022/2023 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Plan review, building permit and inspection activity may rise significantly for this next fiscal year should pending large multi-family and commercial projects submit for building permits.
- Continue to maximize the benefit of in-house contract building services and improved in-house review by in-house building official/architect.
- 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.
- Continue to work toward a permitting software to replace an obsolete spread sheet software program.
- Develop electronic record archiving system to efficiently record at the time of permit issuance and eliminate backlog of documents to be archived.
- Continue with archiving process to electronically archive currently created documents and converting existing files into a database that can be readily review at any designated computer station.
- Continue with code enforcement activity which is expected to steady increase, particularly with fire hazards and defensible space requirements.
- Complete review of permitting software vendors and select a vendor to replace the existing Approach software.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual	Proposed	Approved	from 21/22
			2021/2022	2021/2022	2022/2023	2022/2023	Budget
Building Official	0.0	0.0	1.0	1.0	1.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Building

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	109,348	124,584	150,769	184,077	264,341	-	75%
Materials and supplies	-	-	650	650	800	-	23%
Contract Services	176,659	158,663	191,000	93,642	1,000	-	-99%
Overhead	-	-	-	-	-	-	0%
Other expense	1,420	644	925	525	3,190	-	245%
Capital outlay	-	-	-	-	985	-	0%
Total	287,427	283,891	343,344	278,894	270,316	-	-21%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Building Plan Review/Inspection	287,427	283,891	343,344	278,894	270,316	-	-21%
Total	287,427	283,891	343,344	278,894	270,316	-	-21%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	89,344	51,058	182,344	135,529	129,316	-	-29%
Building Permits	143,411	175,501	161,000	143,365	141,000	-	-12%
State Tobacco Grant	54,672	57,332	-	-	-	-	0%
Total	287,427	283,891	343,344	278,894	270,316	-	-21%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Development Services

Division: Administration

2021/2022 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to the Planning, Building, and Code Compliance Divisions.
- Provided coordination with El Dorado County on various planning and building efforts.
- Provided City representation on the El Dorado County Solid Waste Advisory Committee (EDSWAC).
- Provided implementation of required waste management and diversion monitoring in coordination with El Dorado Disposal as required by CalRecycle.
- Submitted the 2021 Electronic Annual Report (EAR) to CalRecycle.
- Make annual grant application and expenditure reports for the CalRecycle City/County payment Program and provide administrative support.
- Continue to implement 2021-2029 Housing Element and continued efforts for compliance with state housing law in cooperation with the State Department of Housing and Community Development.
- Monitored the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Provided staff support to the City Council, Planning Commission, and the Placerville Economic Advisory Committee.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.
- Submitted 2021 Water Rights reports for Lumsden Pond and Big Canyon Creek.

2022/2023 BUDGET

- Coordinate and administer the activities of the Planning, Building, and Code Compliance Divisions of the Development Services Department.
- Provide budget management and technical assistance to the department staff.
- Provide staff support to the City Council and the Planning Commission.
- Provide assistance to the City Manager with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and other economic development efforts.
- Bring the proposed Downtown Historic District to the Planning Commission and City Council.
- Organize a joint City Council / Planning Commission workshop on historic preservation.
- Continue implementation of the programs and strategies established in the 2021-2029 Housing Element and continue to initiate necessary General Plan amendments and zoning amendments for implementation of Housing Element goals.
- Continue to coordinate with State Housing and Community Development (HCD) and the Sacramento Area Council of Governments (SACOG) regarding modifications requested by HCD for certification of the Cycle 6 Housing Element.
- Continue to serve as the City's representation on the El Dorado County Solid Waste Advisory Committee.
- Continue to work with CalRecycle in meeting the City's state solid waste diversion mandates and preparation and submittal of the annual Electronic Annual Report (EAR).
- Continue to monitor the City's annual CalRecycle Payment Program and prepare and submit required Expenditure Reports.
- Pursuant to AB 1826 and SB 1383, make necessary revisions to the franchise agreement with El Dorado Disposal.
- Monitor the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Initiate zoning text and map amendments to implement General Plan Ag-Commercial land use designation and address Planned Development Overlay zoning inconsistency.
- Complete update to the City's Subdivision Ordinance including subdivision maps, parcel maps, and certificates of compliance.
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Prepare annual General Plan status report for consideration by the City Council and submittal to OPR.
- Continue to coordinate efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.
- Prepare 2021 Water Rights reports for Lumsden Pond and Big Canyon Creek and submit to the State Water Board.
- Administration of REAP grant funding (two grants), LEAP grant funding (one grant), and SB 2 grant funding.
- Assist State HCD with the development of an affordable housing project at the former Placerville Armory site.
- Complete review and adoption of the draft Private Sewer Lateral Ordinance.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual	Proposed	Approved	from 21/22
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	0.3	0.3	1.0	0.0	300%
Total	2.0	2.0	2.3	2.3	3.0	0.0	33%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget Administration

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	232,693	239,034	241,352	282,197	402,221	-	67%
Materials and supplies	1,485	1,623	2,000	968	2,000	-	0%
Contract Services	3,304	1,596	20,500	-	5,500	-	-73%
Overhead	-	-	-	-	-	-	0%
Other expense	188	113	195	219	250	-	28%
Capital outlay	7,299	-	2,076	2,076	-	-	-100%
Total	244,969	242,366	266,123	285,460	409,971	-	54%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
DSD Administration	244,969	242,366	266,123	285,460	409,971	-	54%
Total	244,969	242,366	266,123	285,460	409,971	-	54%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	244,969	242,366	266,123	285,460	409,971	-	54%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	244,969	242,366	266,123	285,460	409,971	-	54%

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Engineering

Provide engineering services and construction inspections to support development and implementation of the City's Capital Improvement Program (CIP) addressing infrastructure improvements for the City's water distribution system, sewer collection system, storm drainage system, and roadway network. Application, oversight, and implementation of state and federal grant programs to deliver CIP projects. Provide and support City wastewater treatment services in compliance with all regulatory requirements, permits, and reports.

Provide private development improvement plan review, permit processing, encroachment permitting, and support implementation through quality services consistent with the City's General Plan and City Code and in compliance with related State and Federal regulations while utilizing best practices in engineering and construction that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2022/2023 Annual Operating Budget

Department: Engineering

All Divisions

	Actual	Actual	Estimated	Proposed
<u>Division Budget by Category</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>2022/2023</u>
Administration (Hours)				
Engineering Division support	200	280	140	180
Wastewater Division support	200	210	140	140
Interdepartmental support	150	210	105	180
Clerical/Records	100	140	70	120
Special Projects and Permitting	250	350	175	225
City Council/ Measure H-L Committee/ and Misc. Public Meetings	201	190	190	210
Engineering				
Capital Improvement Projects	74	82	82	108
Construction Permits	10	12	10	8
Code Enforcement Cases	9	12	16	14
Site Plan Checks	10	13	11	10
Grading Permits	9	8	8	7
Parcel/Subdivision Map Review	0	3	3	3
Encroachment Permits	284	430	480	480
Transportation Permits	32	18	41	35
Water Applications	3	4	4	3
Wastewater Treatment				
Average million gallons treated per day	1.1 MGD	0.94 MGD	0.81 MGD	0.91 MGD

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Staff by Position</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>	<u>Actual</u> <u>2021/2022</u>	<u>2022/2023</u>	<u>Approved</u> <u>2022/2023</u>	<u>from 21/22</u> <u>Budget</u>
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Assistant Engineer	0.0	0.0	0.0	0.0	0.0	0.0	0%
Secretary to the City Manager	0.0	0.1	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	0.0	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	0.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	0.0	0.0	0.0	0.0	0.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	2.0	0.0	100%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	15.0	12.1	12.5	12.5	13.5	0.0	8%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

Engineering

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	1,554,516	1,386,315	1,401,438	1,409,254	1,748,891	-	25%
Materials and supplies	328,221	287,968	294,100	404,101	450,800	-	53%
Contract Services	753,503	855,199	827,154	909,958	861,990	-	4%
Overhead	275,932	275,932	275,932	275,932	275,932	-	0%
Other expense	44,640	39,525	58,150	60,824	68,160	-	17%
Capital outlay	10,581	-	23,831	23,831	-	-	-100%
Total	2,967,393	2,844,939	2,880,605	3,083,900	3,405,773	-	18%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Engineering	350,451	301,832	230,334	272,980	377,187	-	64%
Water Reclamation Facility	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%
Total	2,967,393	2,844,939	2,880,605	3,083,900	3,405,773	-	18%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	209,491	203,275	56,671	117,076	162,956	-	188%
Engineering Fees	102,087	64,851	129,197	105,000	128,197	-	-1%
Water Enterprise Fund	26,613	19,308	22,233	25,607	43,017	-	93%
Sewer Enterprise Fund	2,629,202	2,557,505	2,672,504	2,836,217	3,071,603	-	15%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	2,967,393	2,844,939	2,880,605	3,083,900	3,405,773	-	18%

Fiscal Year 2021/2022 Annual Operating Budget

Department: Engineering

Division: Engineering

2021/2022 REVIEW

- Managed daily activities of the Engineering Department and active construction within City right-of-way including delivery of several Capital Improvement Projects.
- Provided technical expertise to department staff and other City departments.
- Provided budget management to department staff.
- Implementation of the existing funded Capital Improvement Program (CIP) projects which included oversight of the 82 active CIP projects.
- Implementation of the NPDES Storm Water Management Plan and 8th-year Phase II MS4 with the Public Works Department.
- Continued development and update of Citywide GIS system and public infrastructure inventory (water, sewer, and drainage).
- Continued to expand City's long-range Capital Improvement Program, including funding source identification.
- Secured additional funding sources for delivery of environmental, design, and construction of existing City projects.
- Provided plan review and construction inspection of commercial development and residential projects.
- Continued addressment and correction of the sewer collection system inflow and infiltration (I & I) conditions.
- Coordinated with EL Dorado County Transportation Commission, El Dorado County Transit Authority, El Dorado County, SACOG, and the State on development of regional transportation projects.
- Continued to work on Pavement Management Program including supporting data for project prioritization.
- Reviewed, issued, and inspected of 480 encroachment permits and 41 transportation permits.
- Issued permits for grading activities and other engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, other City departments, and outside agencies including Caltrans, State Water Resources Control Board, Federal Highway Administration, and Federal Transit Administration.
- Provided engineering, technical support, and staff training services to the Public Works Department for compliance with State permits and reporting requirements; and refinement of the "Public Works/Engineering Hot Spot List."
- Provided staff support to City Council, Planning Commission, Measures H/L Sales Tax Committee, and administrative support of special meetings as needed such as the Strategic Plan Community Workshop held on May 31, 2022.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program, issued Request for Proposals for update to the TIM program, and implementation of SB743, and on-going compliance efforts with AB602.
- Implementation of a City-side Traffic Calming Policy Manual and Program.
- Coordinated and supported Trip to Green Pilot Project including field support to the Caldor Fire Evacuation Support on August 17, 2021.
- Code Enforcement related to encroachment and grading violations.
- Coordinated PG&E System Hardening including identifying and supporting projects located on Blairs Lane and Reservoir Alley.
- Supported City-wide Broadband Program to City Manager's Office.
- Supported Public Safety Building Needs Assessment Report and Coordination.
- Revised City Code for parking restrictions and traffic speed limits.

2022/2023 BUDGET

- Continue implementation of all funded CIP projects and support of the complete Citywide CIP List of 26 new project for a total of 108 projects for an estimated total value of \$43,721,211.
- Seek out additional outside funding sources for CIP projects to preserve local funding.
- Continue implementation and support of the NPDES Storm Water Management Plan and the MS4 Storm water Permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification and City-wide department support.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program and implementation of SB743 and AB 602.
- Streamline the development review process in conjunction with the Development Services and Public Works Departments.
- Maintain the City's Pavement Management System for evaluating all City street conditions.
- Continue updating the City's Development & Design Standards and corresponding City Code revisions.
- Update of Engineering Fees for various services.
- Revise City Code for parking restrictions, traffic speed limits, and frontage improvement requirements.
- Provide construction inspection of subdivision and commercial development projects.
- Provide in-house design, construction management, and inspection of select CIP projects.
- Continue to address the sewer system inflow and infiltration (I&I) conditions and implement annual I&I projects.
- Develop City Water System Model.
- Process Transportation and Encroachment Permits and accompanying inspections.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on regional transportation projects.
- Continue implementation of the Pedestrian Circulation Improvement Plan.
- Continue to issue permits for grading and all other Engineering related development projects.
- Coordinate project reviews with all City departments, and other local, state, and federal agencies.
- Provide staff support to the City Council, Planning Commission, Measures H/L Sales Tax Committee, and the El Dorado County Transportation Commission.
- Construction of or continuing construction of transportation projects including Broadway Sidewalks and Maintenance projects and the Placerville Station II Park N'Bus Project.
- Implement the Trip to Green Proof of Concept Project on US Highway 50 in fall 2022.
- Continue ongoing Code Enforcement related to grading, encroachments, and other unpermitted work.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual	Proposed	Approved	from 21/22
				2021/2022	2022/2023	2022/2023	Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Assistant Engineer	0.0	0.0	0.0	0.0	0.0	0.0	0%
Secretary to the City Manager	0.0	0.1	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	0.0	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	0.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	6.0	3.1	4.5	4.5	4.5	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Engineering

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	320,670	151,835	129,413	110,039	293,333	-	127%
Materials and supplies	3,306	1,961	4,750	4,750	3,550	-	-25%
Contract Services	18,913	147,432	71,854	133,875	76,690	-	7%
Overhead	604	604	604	604	604	-	0%
Other expense	554	-	1,175	1,174	3,010	-	156%
Capital outlay	6,404	-	22,538	22,538	-	-	-100%
Total	350,451	301,832	230,334	272,980	377,187	-	64%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Engineering	350,451	301,832	230,334	272,980	377,187	-	64%
Total	350,451	301,832	230,334	272,980	377,187	-	64%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	209,491	203,275	56,671	117,076	162,956	-	188%
Engineering Fees	102,087	64,851	129,197	105,000	128,197	-	-1%
Water Enterprise Fund	26,613	19,308	22,233	25,607	43,017	-	93%
Sewer Enterprise Fund	12,260	14,398	22,233	25,297	43,017	-	93%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	350,451	301,832	230,334	272,980	377,187	-	64%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Engineering

Division: Water Reclamation Facility

2021/2022 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Average daily treatment of 0.81 MGD (million gallons per day) of collected wastewater.
- Complied with all regulatory requirements, permits, and reports.
- Concluded participation in the Central Valley Clean Water Association's Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's (RWQCB) effluent limitations for ammonia for protection of aquatic life.
- Implemented and complied with the new RWQCB NPDES Industrial General Order Permit and Notice of Application (NOA).
- Maintained compliance with the Zinc Cease and Desist Order and continued to evaluate methods to reduce over concentration of Zinc in effluent.
- 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.
- Continued with the Environmental Laboratory Accreditation Program (ELAP) compliance of the laboratory operations and testing standards, completed a State site assessment in January 2022 and awaiting report information for compliance.
- Assisted with maintaining three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations.
- Completion of Digester No. 2 Pump Replacement Project (CIP #41801), Turbidity Meter Replacement (CIP #42231), Secondary Clarifier (SC) #1 Drive Mechanism (CIP #42108), Modular Treatment Unit (MTU) #1 Servicing Project (CIP #41901), Waste Gas Flare Control System (CIP #42234), Aeration Basin Blower Project (CIP #42230).
- Continued work on Secondary Scum Replacement Project (CIP #42232).
- Replaced Cooling Tower Unit (CTU) #2 pump.
- Implemented ongoing maintenance projects including but not limited to drainage improvements and potable water service supply.

2022/2023 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES General Order and NOA.
- 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 assist with maintaining the three sanitary sewer lift stations and two park restroom pump stations.
- Continue to implement ongoing maintenance, repair, and replacement of plant equipment as needed.
- Implement preventative maintenance and inventory programs.
- Complete the Cribbs Lift Station Maintenance Project (CIP #42011), Secondary Clarifier No. 1 Mechanism Replacement (CIP #42108).
- Implementation of Digester No. 1 Servicing (CIP #42109), Secondary Clarifier (SC) #1 Drive Mechanism (CIP #42108), Modular Treatment Unit (MTU) #1 Servicing Project (CIP #41901), and the Waste Gas Flare Control System (CIP #42234).
- Initiate work on Belt Filter Press Building Improvements (CIP #42233), Aeration Basin Blower Project (CIP #42230), and the Secondary Scum Replacement Project (CIP #42232).
- Develop succession plan for staffing and continued quality of service.
- Hire an Operator II or Operator III position to sustain workload and operational support in compliance with the plant NPDES General Order and NOA.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	2.0	0.0	100%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	9.0	9.0	8.0	8.0	9.0	0.0	13%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Water Reclamation Facility

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	1,233,846	1,234,480	1,272,025	1,299,215	1,455,558	-	14%
Materials and supplies	324,915	286,007	289,350	399,351	447,250	-	55%
Contract Services	734,590	707,767	755,300	776,083	785,300	-	4%
Overhead	275,328	275,328	275,328	275,328	275,328	-	0%
Other expense	44,086	39,525	56,975	59,650	65,150	-	14%
Capital outlay	4,177	-	1,293	1,293	-	-	-100%
Total	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Water Reclamation Facility	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%
Total	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Sewer Enterprise	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%
Total	2,616,942	2,543,107	2,650,271	2,810,920	3,028,586	-	14%

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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 2022/2023 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual 2019/2020	Actual 2020/2021	Estimated Actual 2021/2022	Projected 2022/2023
Parks Maintenance Hours				
Gold Bug Park	1681	82/1182	82/1182	82/1182
Lions Park	1319	917/93	917/93	917/93
City Park	441	526	526	526
Rotary Park	343	422	422	422
Lumsden Park	315	348	348	348
Orchard Hill Park	266	327	327	327
George Duffey Park	116	222	222	222
El Dorado Trail/other grounds	1,279	1,341	1,341	1,341
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	1,210	945	945	945
Admin	250	250	250	250
Recreation				
General	6203/918.75	5977	5977/0	5977/0
Gold Bug	1670/3769	843/1182	843/1182	843/1182
Adult Program	438.5	289	289	289
Youth Programs	421	226	226	226
Aquatics	960/9822	440/243	440/243	440/243
Youth Basketball	803/952.5	0/0	0/0	0/0
Youth Camps	39.5	0/0	0/0	0/0
Adult Basketball	27.5/156.25	0/0	0/0	0/0
Adult Softball	813.25/630.25	573/220	573/220	573/220
Adult Volleyball	31/106.5	0/0	0/0	0/0
Special Events	0/0	9/0	9/0	9/0
Admin	0	0	0	0
Facilities Maintenance				
City Hall	141	157	157	157
Town Hall	320	128	128	128
Scout Hall	100	136	136	136
Pool	581	594	594	594
Park and Ride	124	232	232	232
Old City Hall	0	0	0	0
Police Department	127	108	108	108
Downtown Restroom	144	273/0	273/0	273/0
Corp Yard	320.5	272	272	272
Admin	250	250	250	250

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	0.0	0.0	0.0	0.0	0.0	0%
Recreation Supervisor	1.5	1.5	2.0	2.0	2.0	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total Community Services	10.5	9.5	10.0	10.0	10.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

Community Services

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	1,409,300	1,307,864	1,918,039	1,791,521	2,085,394	-	9%
Materials and supplies	144,129	123,976	219,237	209,621	237,752	-	8%
Contract Services	338,346	334,326	449,994	471,793	530,347	-	18%
Overhead	-	1,600	-	-	-	-	0%
Other expense	41,653	7,134	63,012	46,484	66,527	-	6%
Capital outlay	47,450	3,337	11,869	11,869	50,000	-	321%
Total	1,980,878	1,778,237	2,662,151	2,531,288	2,970,020	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Parks	665,286	563,215	582,267	612,215	755,619	-	30%
Recreation	832,811	654,750	1,436,366	1,310,534	1,509,833	-	5%
Facilities M & O	315,133	395,883	364,752	360,611	401,963	-	10%
CSD Administration	167,648	164,389	278,766	247,928	302,605	-	9%
Total	1,980,878	1,778,237	2,662,151	2,531,288	2,970,020	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	1,938,356	1,599,173	1,970,065	2,208,232	2,175,791	-	10%
Orchard Hill/Duffey LLMD	42,522	17,952	24,902	29,488	15,519	-	-38%
Recreation Fees	-	161,112	667,184	293,568	778,710	-	17%
Total	1,980,878	1,778,237	2,662,151	2,531,288	2,970,020	-	12%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Community Services

Division: Parks

2021/22 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Spent approximately 6,655 hours in the maintenance of parks and open space.
- Spent approximately 1,264 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,010 hours at Lions Park in a variety of maintenance functions including: grounds, turf, playground/tot-lot, tennis courts, athletic fields and facility maintenance.
- Spent approximately 526 hours at City Park to maintain all grounds.
- Spent approximately 422 hours at Rotary Park to maintain all grounds.
- Spent approximately 348 hours at Lumsden Park to maintain all grounds.
- Spent approximately 327 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 1,341 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 decorate Christmas Trees on Main Street and staff decorated the tree on Placerville Drive.
- Worked with local volunteer groups to maintain the ride-off areas to the El Dorado Trail.
- Worked with local volunteer groups to make improvements to Gold Bug Park.
- Worked with Community Pride volunteers to maintain 25 gardens throughout town.
- Made Stamp Mill and Gift Shop improvements at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Continued improvements to infields and turf at Lions Park.
- Assisted with the removal of illegal camp sites located along the El Dorado Bike Trail.
- Implemented Fuels Reduction Projects at Gold Bug, Lower Main Street and Lions Park.
- Worked with contractor to install flower pots on Main Street.

2022/23 BUDGET

- All full-time Park Maintenance positions filled.
- Increase maintenance for anticipated usage at Pool following lifting of COVID restrictions.
- Return to similar budget expenditures of 2019/2020 following lifting of COVID restrictions.
- Continue year 3 turf management program to improve field turf for safety and aesthetics at Lions Park.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.6	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	4.3	3.3	3.3	3.3	3.3	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Parks

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	467,872	425,140	393,450	404,116	454,764	-	16%
Materials and supplies	49,733	53,600	72,300	76,614	80,065	-	11%
Contract Services	98,695	79,538	115,242	130,235	169,100	-	47%
Overhead	-	1,600	-	-	-	-	0%
Other expense	2,588	-	1,275	1,250	1,690	-	33%
Capital outlay	46,398	3,337	-	-	50,000	-	0%
Total	665,286	563,215	582,267	612,215	755,619	-	30%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Parks Maintenance	66,627	33,600	41,250	45,972	161,076	-	290%
Lions Park	156,105	126,412	168,120	174,835	181,638	-	8%
Gold Bug Park	126,683	114,314	27,052	25,484	27,605	-	2%
Rotary Park	40,597	25,293	45,005	56,373	51,424	-	14%
City Park	61,039	60,690	66,196	70,082	75,519	-	14%
Lumsden Park	17,364	2,398	19,502	24,120	24,585	-	26%
Hangtown Creek	1,113	-	8,500	8,500	8,500	-	0%
City Cemeteries	309	-	500	500	500	-	0%
Community Gardens	832	-	1,750	1,750	1,750	-	0%
El Dorado Trail	22,915	22,599	30,408	30,219	33,548	-	10%
Orchard Hill/Duffey LLMD	42,522	17,952	24,902	29,488	25,423	-	2%
Other Grounds	129,180	159,957	149,082	144,892	164,051	-	10%
Total	665,286	563,215	582,267	612,215	755,619	-	30%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	622,764	545,263	557,365	582,727	740,100	-	33%
Orchard Hill/Cottonwood LLMDs	42,522	17,952	24,902	29,488	15,519	-	-38%
Total	665,286	563,215	582,267	612,215	755,619	-	30%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Community Services

Division: Recreation

2021/22 REVIEW

- Offered a Lifeguard Training class to certify new lifeguards in March and June of 2022.
- Offered swim lessons for all ages and skill level at the Placerville Aquatic Center, public swim 7 days a week at the Placerville Aquatic center, and lap swim 7 days a week at the Aquatic center.
- Contracted with Skyhawks which brought weeklong sports camps for kids ages 4-14.
- Implemented a new Youth NFL Flag Football league for ages 5-14.
- Performed annual State pool slide inspection.
- Developed new strategies to increase visibility and public awareness of recreation offerings.
- Maintained high level of efficiency in Recreation by staff taking on additional work for months with missing office positions.
- Hired a replacement instructor and built the class to its largest size. We are now offering an additional weekly yoga class as the first one is full.
- Increased Pilates class size and added a second day of Pilates per week.
- Offered a Spring Break Lego Camp in person – first time since Covid!
- Increased visibility for programs/activities via Facebook advertising.
- On-boarded and continue to train a new office Administrative Secretary. Continue to assist in all office Administrative aspects.
- Hosted Annual Spring Fishing Derby in April and Spooktacular on Halloween.
- Conducted two Adult Softball Leagues with approximately 73 teams combined in summer and fall 2021 and one Adult Softball League in spring 2022.
- Upgraded Teamsideline to allow for online team rosters and waivers.
- Accommodated general public for self-guided tours of Gold Bug Mine, conducted guided tours of the Stamp Mill and Blacksmith Shop as well as operated the Gift Shop in July..
- Changed the winter hours of operation for Gold Bug Park to 10 am-4 pm to match non-winter hours.
- Took over the Gold Bug Park Facebook page, increased advertising on social media, and took over overall operations of Blacksmith Shop.
- Developed and implemented a new training program for Volunteers.
- Conducted annual mine inspections at Gold Bug Park.
- Installed glass windows in all 4 doors at the Museum/Gift Shop.
- Purchased a new forge for the Blacksmith Shop.
- Repaired the lighting inside the mine.
- Created a new app for the mine tours.
- Took part in KCRA 3's Explore Outdoors segment promoting the park.
- Replaced pump in public restrooms.
- Installed ceiling fans in the Stamp Mill.
- Installed boulder and plaque at Gold Bug to honor those who help to get Gold Bug Park Open.
- Installed New Gate at Gold Bug.
- Created COVID guidelines and protocols for different programs areas.

2022/23 BUDGET

- Increase customer user base and program revenue.
- Increase advertising through social media.
- Generate community support and funding for the Youth Assistance Fund.
- Improve Customer Service.
- Implement and promote online registration for recreation programs and services.
- Advance to majority online guide due to COVID-19 distribution barriers.
- Implement additional staffing hours at Gold Bug Park for Blacksmith, Tour Guides, and Park Maintenance.
- Implement additional funding for expenses in Blacksmith Shop since City has taken over operations..

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	2.0	2.0	2.0	0.0	0%
Recreation Coordinator II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	3.5	3.5	4.0	4.0	4.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Department: Community Services
Division: Recreation

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	698,684	610,819	1,176,219	1,093,221	1,229,981	-	5%
Materials and supplies	34,269	17,755	81,858	66,909	94,358	-	15%
Contract Services	62,258	21,690	119,952	108,570	124,057	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	36,548	4,486	58,337	41,834	61,437	-	5%
Capital outlay	1,052	-	-	-	-	-	0%
Total	832,811	654,750	1,436,366	1,310,534	1,509,833	-	5%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Special Interest Programs	18,103	3,181	21,700	21,700	21,700	-	0%
Sports Camps and Teams	335,218	276,344	478,572	385,142	473,553	-	-1%
Gold Bug Park Admissions	74,232	49,252	222,180	216,310	325,671	-	47%
Aquatics	186,334	104,250	434,255	408,464	445,525	-	3%
Special Events	2,280	2,598	10,388	10,388	10,386	-	0%
General Recreation	216,644	219,125	269,271	268,530	232,998	-	-13%
Total	832,811	654,750	1,436,366	1,310,534	1,509,833	-	5%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	832,811	493,638	769,182	1,016,966	731,123	-	-5%
Recreation Fees	-	161,112	667,184	293,568	778,710	-	17%
Total	832,811	654,750	1,436,366	1,310,534	1,509,833	-	5%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2021/22 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds, including: Town Hall, Old City Hall, New City Hall, Public Safety Building, Scout Hall, Aquatics Center, Bell Tower, Corporation Yard, Downtown Restrooms, Mosquito Park and Ride, Bike Trail, Caboose, Stamp Mill Building the Museum/Visitor Center at Gold Bug Park and the Down Town Parking Garage.
- Taught new staff on maintenance and operation of the Placerville Aquatics Center.
- Implemented Graffiti Abatement Program.
- Added lockable storage at Corporation Yard.
- Repaired Garbage Bins in Downtown Parking Garage.
- Made ongoing repairs at the Downtown Restrooms.

2022/23 BUDGET

- Complete of construction of Pickle ball Courts at Lions Park.
- Begin installation of a Community Garden at Duffey Park.
- Work with volunteers on Day of Service and Community Clean Up projects.
- Improve recycling efforts in all City facilities.
- Continue oversight of warranty and preventative maintenance of new HVAC systems.
- 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Parks & Facility Maintenance Superintendent	0.3	0.3	0.3	0.3	0.3	0.0	0%
Maintenance Worker II	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total	0.7	0.7	0.7	0.7	0.7	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Facilities Maintenance

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	75,096	107,516	81,473	61,125	98,044	-	20%
Materials and supplies	60,127	52,621	65,079	66,098	63,329	-	-3%
Contract Services	177,393	233,098	214,800	229,988	237,190	-	10%
Overhead	-	-	-	-	-	-	0%
Other expense	2,517	2,648	3,400	3,400	3,400	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	315,133	395,883	364,752	360,611	401,963	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Historic City Hall	7,036	9,381	12,825	12,825	12,825	-	0%
City Hall	77,384	87,820	78,675	81,133	89,865	-	14%
Town Hall	49,756	46,226	58,843	57,333	62,767	-	7%
Scout Hall	7,645	8,536	10,981	10,775	12,289	-	12%
Corporation Yard	17,495	15,994	20,600	20,501	20,600	-	0%
City Pool Facilities	117,908	189,540	154,228	135,874	170,117	-	10%
Public Safety Building	4,394	3,207	4,700	4,701	4,500	-	-4%
Downtown Public Restroom	12,310	11,793	6,100	10,801	5,800	-	-5%
Mosquito Road Park & Bus	21,205	23,169	17,800	25,692	17,300	-	-3%
525 Main Street	-	217	-	976	5,900	-	0%
Total	315,133	395,883	364,752	360,611	401,963	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	315,133	395,883	364,752	360,611	401,963	-	10%
Total	315,133	395,883	364,752	360,611	401,963	-	10%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Community Services

Division: Administration

2021/2022 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Planned for AmGen Bike Race as Host City prior to event cancellation.
- Created a new process for City Sponsoring of Special Events.
- Coordinated initial fuels reduction plan for over 60 acres using ARPA funds.
- Completed site improvements at the corner of Main and Bedford Street in Placerville.
- Completed Old City Hall wall stabilization project
- Coordinated Farmers Market at Bell Tower.
- Provided daily oversight for Recreation, Parks and Facilities functions.
- Coordinated abandoned campsite clean-up projects.

2022/2023 BUDGET

- Implement additional marketing strategies for Gold Bug and other programs to enhance recreation program delivery.
- Develop strategies to reduce costs associated with the on-going maintenance and operation of the Aquatics Center.
- Continue to work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Continue to work on the implementation of the Fire Safe Plan for all public properties.
- Continue to coordinate abandon campsite clean-up projects with volunteers, saving public funds.
- Apply for additional proposition 68 grant funding.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total Public Services	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget Administration

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	167,648	164,389	266,897	233,059	302,605	-	13%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	3,000	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	11,869	11,869	-	-	-100%
Total	167,648	164,389	278,766	247,928	302,605	-	9%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
CSD Administration	167,648	164,389	278,766	247,928	302,605	-	9%
Total	167,648	164,389	278,766	247,928	302,605	-	9%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	167,648	164,389	278,766	247,928	302,605	-	9%
Total	167,648	164,389	278,766	247,928	302,605	-	9%

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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 2022/2023 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual 2019/2020	Actual 2020/ 2021	Est./Actual 2021/ 2022	Proposed 2022/ 2023			
Miles of streets maintained							
Flagging	1,274.25	1274.25	38	2,000			
Green waste diverted (tons)	323	1,065.10	862	1,200			
Street Sweeping	522	636	376	800			
Parking Lots	14	19	13	80			
Streets and Roads	0	0	0	0			
Storm Drains	562.5	697.5	214	800			
Sanding	0	0	0	40			
Snow Removal	25	100	31	100			
Streets, signs & markings	1,358	1100	1,893	1,100			
Sidewalk, curb & gutter	82	75	15	75			
Mechanic	1,426	1966	1859	1640			
Service Calls							
USA Digs	625	1077	1943	1200			
Corp Yard	944	140	1130	1200			
Special Events	0	0	0	0			
Admin							
Water / Sewer							
Calls for service Water	26	120	43	165			
Calls for service Sewer	9	46	25	165			
Meter replacement							
Water Applications							
Sewer Applications							
Miles of sewer lines							
Water M&O	6,632.50	9597	9638.5	8000			
Sewer M&O	1935	2877.5	3441	4000			
FEMA	0	0	0	0			
Training							
Admin	445.5	907	573.33	920			
	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Public Works Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.0	0.0	0.0	0.0	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total Community Services	15.8	15.4	15.4	15.4	15.4	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

Public Works

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	1,268,689	1,318,084	1,530,390	1,384,731	1,836,355	-	20%
Materials and supplies	643,585	709,292	767,016	774,067	854,715	-	11%
Contract Services	317,395	281,245	379,464	377,605	383,214	-	1%
Overhead	222,618	222,618	222,618	222,618	222,618	-	0%
Other expense	72,710	61,799	81,170	95,172	98,370	-	21%
Capital outlay	2,599	3,937	15,943	15,941	202,167	-	1168%
Total	2,527,596	2,596,975	2,996,601	2,870,134	3,597,439	-	20%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Streets and Roads	667,805	639,150	690,641	681,470	794,687	-	15%
Water/Sewer Lines	998,440	1,021,024	1,372,034	1,257,092	1,760,570	-	28%
Water Acquisition & Delivery	747,527	826,633	805,732	811,850	901,793	-	12%
Downtown Parking	113,824	110,168	128,194	119,722	140,389	-	10%
Total	2,527,596	2,596,975	2,996,601	2,870,134	3,597,439	-	20%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	272,252	376,823	382,046	372,875	351,419	-	-8%
Gas Tax	390,956	238,045	289,751	289,751	342,298	-	18%
Benefit Assessment Districts	4,597	475	18,844	18,844	29,107	-	54%
Water Enterprise Fund	1,200,488	1,273,793	1,416,633	1,146,229	1,714,797	-	21%
Sewer Enterprise Fund	545,479	573,864	761,133	922,713	947,566	-	24%
Daily Parking Revenues	72,718	40,971	15,200	49,727	99,258	-	553%
Leased Parking Revenues	41,106	93,004	112,994	69,995	112,994	-	0%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	2,527,596	2,596,975	2,996,601	2,870,134	3,597,439	-	20%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2021/22 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 the Community Services Department.
- Continued support activities for special events.
- Continued to support the Engineering Department with Capital Improvement Projects.
- Assisted with the removal of illegal camp sites.
- Implemented Street Striping Program.
- Maintained City Gas and Diesel Fleet.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.
- Worked with multiple volunteers to cleanup homeless camp debris

2022/23 BUDGET

- Continue to maintain approximately 53 miles of City streets.
- Continue street painting, sign installation & repair and graffiti removal program.
- Continue to provide street sweeping one day per week.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains to comply with MS4 permit requirements.
- Continue weed abatement program in conjunction with the Recreation and Parks Divisions.
- Continue support activities for special events.
- Continue to support the Engineering Department with inventorying infrastructure.
- Assist the Engineering Department with Capital Improvement projects.
- Complete SB1 projects on schedule.

	Actual	Actual	Revised	Estimated		Council	% Change
	2019/2020	2020/2021	2021/2022	Actual	Proposed	Approved	from 21/22
Department Staff by Position				2021/2022	2022/2023	2022/2023	Budget
Director of Public Works	0.4	0.4	0.4	0.4	0.4	0.0	0%
Public Works Superintendent	0.2	0.2	0.2	0.2	0.2	0.0	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	0.0	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker I	0.5	0.5	0.5	0.5	0.5	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	2.6	2.6	2.6	2.6	2.6	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Streets and Roads

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	303,927	307,187	309,556	286,066	340,801	-	10%
Materials and supplies	71,786	74,274	92,103	99,137	98,583	-	7%
Contract Services	233,648	215,361	245,844	249,529	246,344	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	57,578	40,524	36,000	39,602	54,200	-	51%
Capital outlay	866	1,804	7,138	7,136	54,759	-	667%
Total	667,805	639,150	690,641	681,470	794,687	-	15%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Street Sweeping	19,547	19,897	28,208	19,288	31,584	-	12%
Curbs, Gutters, and Sidewalks	45,979	47,957	54,922	53,235	49,388	-	-10%
Street Signs and Markings	58,802	62,899	64,635	67,689	58,901	-	-9%
Storm Drains	59,423	43,060	45,465	49,067	49,465	-	9%
Traffic Signals and Lights	139,164	140,422	154,850	154,850	154,850	-	0%
Street Sanding/Snow Removal	828	2,338	7,400	7,401	7,400	-	0%
General Street Maintenance	344,062	322,577	335,161	329,940	443,099	-	32%
Total	667,805	639,150	690,641	681,470	794,687	-	15%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	272,252	400,630	382,046	372,875	423,282	-	11%
Gas Tax	390,956	238,045	289,751	289,751	342,298	-	18%
Benefit Assessment Districts	4,597	475	18,844	18,844	29,107	-	54%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	667,805	639,150	690,641	681,470	794,687	-	15%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2021/22 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of water line division maintenance and operations functions, to include: water line and valve replacement, water pressure assessment, water quality calls/investigations and line break repairs.
- Completed water line repair work service requests.
- Continued to operate and maintain approximately 50 miles of sewer collection lines.
- Performed a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Completed sewer line repair work service requests.
- Implemented Backflow Prevention Program.
- Made strides to implement the City's Sanitary Sewer Management Plan.
- Implemented Fat, Oils and Grease Program.
- Implemented annual sewer flushing program.
- Assisted the Engineering Department with mapping of sewer and waterlines.
- Responded to emergency storm damage.

2022/23 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.
- Continue 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 waterlines.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	Proposed 2022/2023	Approved 2022/2023	from 21/22 Budget
Director of Public Works	0.6	0.6	0.6	0.6	0.6	0.0	0%
Public Works Superintendent	0.8	0.8	0.8	0.8	0.8	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.5	2.5	2.5	2.5	2.5	0.0	0%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	10.5	10.5	10.5	10.5	10.5	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Water and Sewer Lines

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	767,068	809,329	1,027,066	900,374	1,263,611	-	23%
Materials and supplies	63,561	53,889	101,260	101,261	112,010	-	11%
Contract Services	27,819	19,143	79,250	80,599	81,850	-	3%
Overhead	134,021	134,021	134,021	134,021	134,021	-	0%
Other expense	4,238	2,509	22,670	33,070	21,670	-	-4%
Capital outlay	1,733	2,133	7,767	7,767	147,408	-	1798%
Total	998,440	1,021,024	1,372,034	1,257,092	1,760,570	-	28%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Water Lines	452,961	447,160	610,901	334,379	813,004	-	33%
Sewer Lines	545,479	573,864	761,133	922,713	947,566	-	24%
Total	998,440	1,021,024	1,372,034	1,257,092	1,760,570	-	28%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Water Enterprise Fund	452,961	447,160	610,901	334,379	813,004	-	33%
Sewer Enterprise Fund	545,479	573,864	761,133	922,713	947,566	-	24%
Total	998,440	1,021,024	1,372,034	1,257,092	1,760,570	-	28%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2021/22 REVIEW

- Completed annual Consumer Confidence water quality report to customers and Department of Health Services.
- Complete Water System Permit amendment as required by California State Water Resources Control Board
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed daily, weekly, monthly, quarterly, and annual water sampling, testing and reporting.
- Conducted bi-monthly reading of all water meters within the City service area.
- Replaced defective water meters.
- Implemented 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 Spring Street CIP.
- Assisted the Engineering Department with the Conrad Street CIP.

2022/23 BUDGET

- Complete annual water quality report to customers and Department of Health Services.
- Continue responding to water quality calls and conducting investigations related to distribution system problems.
- Implement Citywide Backflow Certification Program and certify all City owned devices.
- Implement Cross-Contamination Prevention Programs.
- Continue daily, weekly, monthly, quarterly, and annual water quality sampling, testing, and reporting.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program.
- Continue conducting bi-monthly reading of all water meters within City service area.
- Continue replacement of defective water meters.
- Continue to repair and maintain pressure relief valves.
- Continue to perform flood control measures in Hangtown Creek.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.2	0.2	0.2	0.2	0.2	0.0	0%
Total	1.2	1.2	1.2	1.2	1.2	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	111,414	121,403	108,407	114,264	133,349	-	23%
Materials and supplies	507,725	579,817	566,278	566,294	636,747	-	12%
Contract Services	29,630	18,745	21,450	21,695	22,100	-	3%
Overhead	88,597	88,597	88,597	88,597	88,597	-	0%
Other expense	10,161	18,071	21,000	21,000	21,000	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	747,527	826,633	805,732	811,850	901,793	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Water Acquisition & Delivery	747,527	826,633	805,732	811,850	901,793	-	12%
Total	747,527	826,633	805,732	811,850	901,793	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Water Acquisition & Delivery	747,527	826,633	805,732	811,850	901,793	-	12%
Total	747,527	826,633	805,732	811,850	901,793	-	12%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2021/22 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Provided special event support.
- Completed the Town Hall Parking Lot Rehabilitation project.

2022/23 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Traffic Maintenance Worker	0.1	0.1	0.1	0.1	0.1	0.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.0	0.0	0.0	0.0	0.0	0%
Total	1.6	1.1	1.1	1.1	1.1	0.0	0%

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

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Downtown Parking

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	86,280	80,165	85,361	84,027	98,594	-	16%
Materials and supplies	513	1,312	7,375	7,375	7,375	-	0%
Contract Services	26,298	27,996	32,920	25,782	32,920	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	733	695	1,500	1,500	1,500	-	0%
Capital outlay	-	-	1,038	1,038	-	-	-100%
Total	113,824	110,168	128,194	119,722	140,389	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Downtown Parking	113,824	110,168	128,194	119,722	140,389	-	10%
Total	113,824	110,168	128,194	119,722	140,389	-	10%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	-	(23,807)	-	-	(71,863)	-	0%
Daily Parking Revenues	72,718	40,971	15,200	49,727	99,258	-	553%
Leased Parking Revenues	41,106	93,004	112,994	69,995	112,994	-	0%
Total	113,824	110,168	128,194	119,722	140,389	-	10%

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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 2022/2023 Annual Operating Budget

Department Budget:

Elected Officials

Workload Indicators	Actual	Actual	Estimated	Proposed
	2019/2020	2020/2021	Actual 2021/2022	2021/2022
Regular City Council Meetings	22	22	22	22
Resolutions	106	113	113	113
Ordinances	5	3	4	4

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	0.0	0.0	0.0	0.0	0%
Total	6.0	6.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

Elected Officials

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	100,150	100,373	105,729	98,690	112,070	-	6%
Materials and supplies	469	218	750	1,249	900	-	20%
Contract Services	6,191	10,919	10,000	12,480	10,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	9,388	10,106	18,100	18,100	28,100	-	55%
Capital outlay	2,344	-	-	-	-	-	0%
Total	118,542	121,616	134,579	130,519	151,070	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
City Council	116,344	120,632	134,579	130,519	151,070	-	12%
City Treasurer	2,198	984	-	-	-	-	0%
Total	118,542	121,616	134,579	130,519	151,070	-	12%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	118,542	121,616	134,579	130,519	151,070	-	12%
Total	118,542	121,616	134,579	130,519	151,070	-	12%

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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 2022/2023 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual 2019/2020	Actual 2020/2021	Estimated Actual 2021/2022	Proposed 2022-2023			
City Manager (hours)							
Council agenda and meeting prep.	624	624	624	624			
Attend Council meetings	84	84	84	84			
Personnel	520	520	520	520			
Bonds	10	10	10	4			
Intergovernmental relations	130	130	130	130			
Citizen inquiries	156	156	156	220			
Public Works/Engineering CHIPs	390	390	390	390			
Claims and litigation	156	156	156	156			
Franchise	12	12	12	12			
Bids and contracts	52	52	52	52			
Special Events	24	24	24	12			
Utility fees	52	52	52	52			
Redevelopment	0	0	0	0			
Economic Development	300	300	300	300			
Grant Development and Admin.	40	40	40	40			
Emergency Management	250	250	250	150			
City Attorney (hours)							
Council agenda and meeting prep.	25	25	35	35			
Attend Council meetings	75	75	86	86			
Personnel	55	55	54	54			
Bonds	10	10	40	40			
Respond to subpoenas/records reqs.	20	20	70	70			
Public Works/Comm. Develop. Proj.	50	50	80	80			
Claims	50	50	60	60			
Litigation	60	60	75	75			
Bids and contracts	25	25	40	40			
Utility fees	20	20	20	20			
Parking	5	5	0	0			
Franchise	5	5	5	5			
Redevelopment	0	0	30	30			
Grant Administration (hours)							
Loan Reuse Program	0	0	0	0			
Small Business Loans	0	0	0	0			
Downtown Streetscape-Parking	0	0	0	0			
Grant Development	0	0	0	0			
CEC-ARRA Grant	0	0	0	0			
CDBG 1st-Time Homebuyer/Housing Rehab	0	0	0	0			
City Clerk (#/Hrs)							
Agendas/Minutes	54/637.5	54/637.5	54/637.5	54/637.5			
Resolutions	100/200	100/200	100/200	100/200			
Ordinances	5/10	5/10	5/10	5/10			
Economic Interest Statements	62/93	62/93	62/93	50/73			
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10			
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.			
Public records requests	300/300	300/300	300/300	300/300			
Human Resources (#/hrs)							
Recruitments	6/216	6/216	10/360	10/360			
Reclassifications	3/3	3/3	3/3	3/3			
Orientations	6/6	6/6	10/10	10/10			
Process new hires including seasonal	10/10	10/10	15/15	15/15			
Risk Management							
Liability claims processed	15/120	15/120	15/120	15/120			
Worker's Comp. claims existing			15/5	15/5			
Worker's comp. claims	7/56	7/56	7/56	7/56			
COBRA Administration	3/3	3/3	10/10	10/10			
Information Services (% hrs)							
Network administration	20%	20%	70%	70%			
Computer service calls/training	20%	20%	20%	20%			
Project management	30%	30%	10%	10%			
Updating skills/administration	30%	30%	0%	0%			
Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	0.0	0.0	0.0	0.0	1.0	0.0	0%
IT Analyst	1.0	0.0	0.0	0.0	0.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	5.0	4.0	4.0	4.0	5.0	0.0	25%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

City Administration

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	813,176	777,861	719,468	726,234	891,577	-	24%
Materials and supplies	2,716	2,276	3,568	3,074	2,284	-	-36%
Contract Services	288,310	377,379	312,467	265,287	322,967	-	3%
Overhead	24,205	24,205	24,205	24,205	12,114	-	-50%
Other expense	10,172	44,494	6,715	6,965	7,836	-	17%
Capital outlay	4,377	-	4,662	6,230	10,832	-	132%
Total	1,142,956	1,226,215	1,071,085	1,031,995	1,247,610	-	16%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Legal Services	118,023	102,525	135,594	37,694	140,978	-	4%
Litigation	79,722	207,963	-	1,176	-	-	0%
City Manager	381,057	424,110	446,227	533,057	401,020	-	-10%
Information Services	428,947	347,218	347,678	319,442	523,103	-	50%
Human Resources	131,459	133,216	138,936	138,068	168,989	-	22%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	3,748	11,183	2,650	2,558	13,520	-	410%
Total	1,142,956	1,226,215	1,071,085	1,031,995	1,247,610	-	16%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	735,481	742,659	782,039	759,773	889,202	-	14%
Parking District Fund	65,822	51,342	70,917	73,124	70,645	-	0%
General Liability Fund	79,722	207,963	-	1,176	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Water Enterprise Fund	130,711	111,846	109,053	99,358	143,874	-	32%
Sewer Enterprise Fund	131,220	112,405	109,076	98,564	143,889	-	32%
Total	1,142,956	1,226,215	1,071,085	1,031,995	1,247,610	-	16%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: City Attorney

2021/2022 REVIEW

- Continued to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Assisted City staff and advise regarding Public Works projects/contracts/issues.
- Monitored legal issues regarding grants and funding.
- Monitored legal issues regarding transportation funds.
- Drafted and reviewed contracts, RFP's and bid documents.
- Drafted and reviewed ordinances/resolutions/contracts.
- Reviewed and advised regarding new and pending legislation affecting City.
- Advised and assisted in personnel matters.
- Reviewed CEQA documents.
- Advised and assisted Planning staff.
- Advised and supervised liability claims, worker's compensation claims.
- Supervised and monitored outside counsel in litigation matters.
- Advised City departments on legal issues.
- Assisted with code enforcement issues.
- Monitored and assist with water and wastewater regulations/issues.
- Assisted in Cal/OSHA matters.
- Represented City on Pitchess motions.
- Reviewed and advised regarding Public Records requests.
- Attended City Council meetings.
- Reviewed and advised regarding legal documents relating to City.
- Provided legal advice to Council.
- Advised on FPPC issues.

2022/2023 BUDGET

- Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Assist City staff and advise regarding Public Works projects/contracts/issues.
- Monitor legal issues regarding grants and funding.
- Monitor legal issues regarding transportation funds.
- Draft and review contracts, RFP's and bid documents.
- Draft and review ordinances/resolutions/contracts.
- Review and advise regarding new and pending legislation affecting City.
- Advise and assist in personnel matters.
- Review CEQA documents.
- Advise and assist Planning staff.
- Advise and supervise liability claims, worker's compensation claims in coordination with outside counsel through risk pool.
- Supervise and monitor outside counsel in other litigation matters.
- Advise City departments on legal issues affecting the department.
- 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.
- Review and advise regarding Public Records 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.
- Serve as trial and appellate council for civil litigation.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Secretary to the City Manager	0.30	0.29	0.30	0.30	0.30	0.00	0%
Total	0.30	0.29	0.30	0.30	0.30	0.00	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

City Attorney

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
Personnel	26,672	27,308	27,126	26,811	34,478	-	27%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	168,752	243,792	106,500	11,239	106,500	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,321	39,388	1,968	820	-	-	-100%
Capital outlay	-	-	-	-	-	-	0%
Total	197,745	310,488	135,594	38,870	140,978	-	4%

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
Legal Services	118,023	102,525	135,594	37,694	140,978	-	4%
Litigation	79,722	207,963	-	1,176	-	-	0%
Total	197,745	310,488	135,594	38,870	140,978	-	4%

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
General Fund							
Discretionary Revenues	118,023	102,525	135,594	37,694	140,978	-	4%
General Liability Reserve	79,722	207,963	-	1,176	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Total	197,745	310,488	135,594	38,870	140,978	-	4%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: City Manager

2021/2022 REVIEW	2022/2023 BUDGET
<ul style="list-style-type: none"> ■ Monitor pending and existing legislation. ■ Continue to staff PEAC meetings and initiatives. ■ Develop Strategy to look at revenue increasing initiatives including annexations, development of undeveloped areas, etc. ■ Monitor Water Reclamation Facility regulatory issues. ■ Monitor El Dorado Disposal performance. ■ Administer Parking Program. Explore ways to improve program. ■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continue to look for ways to make more interactive City Website. ■ Finalize Gateway Hotel Site. ■ Renew Hotel Incentive Program. ■ Proceed with development of Placerville Station II. ■ Monitor State's budget process and other State Legislation. ■ Oversee City budget preparation. ■ Monitor Engineering and Public Works Projects. ■ Complete with joint Feasibility Study with El Dorado County Fire District Joint Public Safety Building. ■ Identify Funding for joint Public Safety Facility. ■ Review all new hires and personnel forms. ■ Continue with Constant Contact Newsletter, look for ways to expand. ■ Negotiate agreement for reuse of Historic City Hall and DA Annex. Implement agreement. ■ Work with County on CDBG-CV funding, look at potential Home Key sites/projects. ■ Reinstate Neighborhood Chats to improve communication with Citizens. ■ Supervise Claims and Litigation. ■ Improve Social Media Strategy to better communicate with the public. ■ Complete WPI Phase 2.2. ■ Continue to implement Measure L in coordination with Measure H. ■ Research options to fund mandated Storm Drain Maintenance. ■ Complete Traffic Impact and Water/Sewer CIC charge studies. ■ Complete application to State for Johnson Controls WRF Solar Project. ■ Monitor State Court House Funding and respond accordingly. ■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project. ■ Explore options to fund PERS Unfunded pension liability and control pension costs. ■ Adopt New Emergency Operations Plan. ■ Pursue funding for Vegetation Management Program. ■ Work with County to implement solutions to reduce and eliminate homelessness. ■ Adopt new Personnel Rules and Regulations. ■ Complete Broadband Feasibility Study. 	<ul style="list-style-type: none"> ■ Monitor pending and existing legislation. ■ Continue to staff PEAC Meetings and Initiatives. ■ Develop Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. ■ Monitor Water Reclamation Facility regulatory issues. ■ Monitor El Dorado Disposal performance and assist with implementation of new law. ■ Administer Parking Program. Explore ways to improve program. ■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continue to look for ways to make more interactive City Website. ■ Finalize Gateway Hotel Site. ■ Proceed with development of Placerville Station II. ■ Monitor State's budget process and other State Legislation. ■ Oversee City budget preparation. ■ Monitor Engineering and Public Works Projects. ■ Complete and implement joint Feasibility Study with El Dorado County Fire District Joint Public Safety Building. ■ Identify Funding for joint Public Safety Facility. ■ Review all new hires and personnel forms. ■ Continue with Constant Contact Newsletter, and expand to City Newsletter. ■ Finalize agreement for reuse of Historic City Hall and DA Annex. Implement agreement. ■ Work with County on Homeless Navigation Center to meet requirements of Martin vs. Boise. ■ Reinstate Neighborhood Chats to improve communication with Citizens. ■ Supervise Claims and Litigation. ■ Improve Social Media Strategy to better communicate with the public. ■ Continue to implement Measure L in coordination with Measure H. ■ Research options to fund mandated Storm Drain Maintenance. ■ Complete Traffic Impact and Water/Sewer CIC charge studies. ■ Implement WRF Solar Project. ■ Review and Monitor State Court House Funding and respond accordingly. ■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project ■ Explore options to fund PERS Unfunded pension liability and control pension costs. ■ Adopt New Emergency Operations Plan. ■ Pursue funding for Vegetation Management Program. ■ Adopt new Personnel Rules and Regulations. ■ Implement Pilot Project in accordance with Broadband Feasibility Study.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	2021/2022	2022/2023	Approved	from 21/22
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.70	0.67	0.70	0.70	0.70	0.00	0%
Total	1.70	1.67	1.70	1.70	1.70	0.00	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

City Manager

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
Personnel	357,382	392,148	412,452	419,804	366,320	-	-11%
Materials and supplies	437	430	500	6	500	-	0%
Contract Services	22,794	30,852	32,600	112,364	32,600	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	444	680	675	883	1,600	-	137%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>381,057</u>	<u>424,110</u>	<u>446,227</u>	<u>533,057</u>	<u>401,020</u>	<u>-</u>	-10%

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
City Manager	<u>381,057</u>	<u>424,110</u>	<u>446,227</u>	<u>533,057</u>	<u>401,020</u>	<u>-</u>	-10%
Total	<u>381,057</u>	<u>424,110</u>	<u>446,227</u>	<u>533,057</u>	<u>401,020</u>	<u>-</u>	-10%

<u>Department Budget by Category</u>	<u>Actual 2019/2020</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Estimated Actual 2021/2022</u>	<u>Proposed 2022/2023</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
General Fund							
Discretionary Revenues	341,752	379,985	398,320	483,004	355,277	-	-11%
Parking District Fund	39,305	44,125	47,907	50,053	45,743	-	-5%
Total	<u>381,057</u>	<u>424,110</u>	<u>446,227</u>	<u>533,057</u>	<u>401,020</u>	<u>-</u>	-10%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: Information Services

2021/2022 REVIEW	2022/2023 BUDGET
<ul style="list-style-type: none"> ■ Provide email and/phone support to the public regarding our website. ■ Continue providing internal staff support on our website & Facebook page. ■ Support “Planet Press” software and printing services on our cloud based Naviline application. ■ Provide computer, projector and audio needs to City Council & Planning Commission meetings. ■ Upgrade Finance department software to implement bar coding for Utility billing. ■ Implement the Click2Gov applications for Finance. ■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ Plan VMware implementation for our City’s network. ■ Schedule to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implement new AD server and Police Department server. ■ Obtain on Cradlepoint routers / admin tools. ■ Support / implement any new website features. ■ Support new network technologies at the Police Department such as its new IP Phone system. ■ Assist CalNet and Technology Industries with high bandwidth data connection from garage to PPD. ■ Maintain new Parking meters. ■ Support new Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City. ■ Look at potential contract for IT backup. 	<ul style="list-style-type: none"> ■ Provide email and/phone support to the public regarding our website. ■ Continue providing internal staff support on our website & Facebook page. ■ Support “Planet Press” software and printing services on our cloud based Naviline application. ■ Provide computer, projector and audio needs to City Council & Planning Commission meetings. ■ Upgrade Finance department software to implement bar coding for Utility billing. ■ Implement the Click2Gov applications for Finance. ■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ Plan cloud data backup services for data retention redundancy. ■ Schedule to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implement new CAD server at the Police Department. ■ Obtain new 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 CalNet and Technology Industries with high bandwidth data connection from garage to PPD. ■ Maintain new Parking meters. ■ Support new Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	0.0	0.0	0.0	0.0	1.0	0.0	
IT Analyst	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	2.0	1.0	1.0	1.0	2.0	0.0	100%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Information Services

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	304,707	231,695	145,164	146,179	326,510	-	125%
Materials and supplies	2,279	1,846	3,068	3,068	1,784	-	-42%
Contract Services	91,533	89,049	170,117	138,798	170,117	-	0%
Overhead	24,205	24,205	24,205	24,205	12,114	-	-50%
Other expense	1,846	423	462	962	1,746	-	278%
Capital outlay	4,377	-	4,662	6,230	10,832	-	132%
Total	428,947	347,218	347,678	319,442	523,103	-	50%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Information Services	428,947	347,218	347,678	319,442	523,103	-	50%
Total	428,947	347,218	347,678	319,442	523,103	-	50%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	140,499	115,750	106,539	98,449	210,438	-	98%
Parking District Fund	26,517	7,217	23,010	23,071	24,902	-	8%
Water Enterprise Fund	130,711	111,846	109,053	99,358	143,874	-	32%
Sewer Enterprise Fund	131,220	112,405	109,076	98,564	143,889	-	32%
Total	428,947	347,218	347,678	319,442	523,103	-	50%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: Human Resources

2021/2022 REVIEW	2022/2023 BUDGET
<ul style="list-style-type: none"> ■ Continue to seek creative avenues to attract top candidates for positions within City service. ■ Continue to expand low-cost or free training opportunities to City staff through CIRA, NCCSIF, City of Roseville Academy and other local agencies. ■ Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities. ■ Expand Safety Program to encourage a safety culture within the City. ■ Work with City's insurance committee to continue to reduce costs of employee health benefits. ■ Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption. ■ Continue to Coordinate State-mandated training for all employees. 	<ul style="list-style-type: none"> ■ Implement an Applicant Tracking Software suite and train all hiring team/staff. ■ Continue to seek creative avenues to attract top candidates for positions within City service. ■ Continue to expand low-cost or free training opportunities to City staff through CIRA, NCCSIF, City of Roseville Academy and other local agencies. ■ Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities. ■ Expand Safety Program to encourage a safety culture within the City. ■ Work with City's insurance committee to continue to reduce costs of employee health benefits. ■ Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption. ■ Continue to Coordinate State-mandated training for all employees.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual	2022/2023	Approved	from 21/22
				2021/2022		2022/2023	Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Human Resources

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	124,415	126,710	134,726	133,440	164,269	-	22%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	3,846	2,861	1,500	1,543	2,000	-	33%
Overhead	-	-	-	-	-	-	0%
Other expense	3,198	3,645	2,710	3,085	2,720	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	131,459	133,216	138,936	138,068	168,989	-	22%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Human Resources	131,459	133,216	138,936	138,068	168,989	-	22%
Total	131,459	133,216	138,936	138,068	168,989	-	22%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	131,459	133,216	138,936	138,068	168,989	-	22%
Total	131,459	133,216	138,936	138,068	168,989	-	22%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 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 2022/2023 Annual Operating Budget

Department: City Administration

Division: Grant Administration

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund	-	-	-	-	-	-	0%
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2022/2023 Annual Operating Budget

Department: City Administration

Division: City Clerk

2021/2022 REVIEW <ul style="list-style-type: none">■ Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.■ Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.■ Continue responsibilities for all 2020 election-related activities, including candidate statements and campaign reporting for all City Council elections in conjunction with El Dorado County Elections department.■ Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.■ Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 50+ filers.■ Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.■ Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.■ Continue to respond to a large volume of Public Information Act requests.■ Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.■ Continue the process of converting City records into a digital format, as time allows.	2022/2023 BUDGET <ul style="list-style-type: none">■ Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.■ Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.■ Continue responsibilities for all 2022 election-related activities, including candidate statements and campaign reporting for all City Council elections in conjunction with El Dorado County Elections department.■ Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.■ Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 50+ filers.■ Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.■ Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy to develop a regional mentoring program to develop staff for future career opportunities.■ Continue to respond to a large volume of Public Information Act requests.■ Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.■ Continue the process of converting City records into a digital format, as time allows.
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Fiscal Year 2022/2023 Annual Operating Budget
Department: City Administration
Division: City Clerk

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	1,385	10,825	1,750	1,343	11,750	-	571%
Overhead	-	-	-	-	-	-	0%
Other expense	2,363	358	900	1,215	1,770	-	97%
Capital outlay	-	-	-	-	-	-	0%
Total	3,748	11,183	2,650	2,558	13,520	-	410%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
City Clerk	3,748	11,183	2,650	2,558	13,520	-	410%
Total	3,748	11,183	2,650	2,558	13,520	-	410%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	3,748	11,183	2,650	2,558	13,520	-	410%
Total	3,748	11,183	2,650	2,558	13,520	-	410%

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Finance

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

Fiscal Year 2022/2023 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual 2019/2020	Actual 2020/2021	Estimated Actual 2021/2022	Proposed 2022/2023
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	700/\$25m	700/\$25m	700/\$25m
Accounts receivable billings	7,500	7,500	8,000	8,000
Development Trust Accounts	68	68	98	120
Payable checks processed	3,187/\$14m	3,187/\$14m	3,187/\$14m	3,187/\$14m
Business license applications	174	220	210	210
Bad checks recovered	36/\$13,107	35/\$14,000	35/\$14,000	35/\$14,000
Payroll				
Payroll transactions processed	3,376/\$10.0m	2,658/\$6.63m	3,083/\$10.0m	3,235/\$10.0m
Processed payroll (FT/PT)	78/178	78/172	80/87	83/175
Action forms processed (FT)	166	158	244	176
New hire orientation	20	13	17	20
State and Federal reports	60	30	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,900	18,950	18,950	18,500
Bills issued	22,760	22,800	22,800	22,400
Liens filed/released	16	19	19	6
Discovery of non-paying users	3	2	2	-
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	75	25	25	5

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	0.0	0.0	0.0	0.0	1.0	0.0	0%
City Treasurer/Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	0.0	0.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.2	0.2	0.0	0.0	0.0	0.0	-100%
Total	6.7	6.7	6.5	6.5	7.0	0.0	7%

Fiscal Year 2022/2023 Annual Operating Budget

Department Budget

Finance

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	829,114	830,411	873,382	869,566	882,551	-	1%
Materials and supplies	9,430	10,650	11,100	11,054	11,100	-	0%
Contract Services	31,684	47,228	94,880	93,082	44,880	-	-53%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	10,867	13,091	12,995	12,347	12,995	-	0%
Capital outlay	11,733	-	46,729	47,314	-	-	-100%
Total	937,564	946,116	1,083,822	1,078,099	996,262	-	-8%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Financial Management	561,781	599,879	507,119	511,086	499,381	-	-2%
Utility Billing	375,783	346,237	576,703	567,013	496,881	-	-14%
Total	937,564	946,116	1,083,822	1,078,099	996,262	-	-8%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	559,981	598,308	503,167	507,165	495,978	-	-1%
Water Enterprise Fund	187,566	174,201	287,524	282,702	247,673	-	-14%
Sewer Enterprise Fund	188,217	172,036	289,179	284,311	249,208	-	-14%
Parking District Fund	1,800	1,571	3,952	3,921	3,403	-	-14%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	937,564	946,116	1,083,822	1,078,099	996,262	-	-8%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Finance

Division: Financial Management

2021/2022 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.
- Chaired NCCSIF Board of Directors and Executive Committee meetings
- Facilitated four Measures H/L Sales Tax Committee Meetings.
- Refinanced the 2006 Wastewater Revenue Bonds to reduce the overall costs of the financing.
- Attended CIRA Finance Subcommittee, Executive Committee, and Board of Director meetings.
- Hired and trained one Accountant and two new Accounting Assistants.

2022/2023 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, 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.
- Implement the prefunding of the City's unfunded pension liabilities.
- 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).
- Recruit and train a new Assistant Finance Director.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	0.0	0.0	0.0	0.0	1.0	0.0	0%
City Treasurer/Accountant	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accountant	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.8	0.4	0.4	0.4	0.0	0%
Accounting Assistant I	0.0	0.0	0.4	0.4	0.4	0.0	0%
Retired Annuitant	0.1	0.1	0.0	0.0	0.0	0.0	-100%
Total	3.2	3.2	3.1	3.1	3.6	0.0	15%

Fiscal Year 2022/2023 Annual Operating Budget
Division Budget
Financial Management

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	535,434	569,773	481,969	486,683	475,616	-	-1%
Materials and supplies	26	102	100	77	100	-	0%
Contract Services	19,981	26,551	21,030	20,444	21,030	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	4,065	3,453	2,635	2,174	2,635	-	0%
Capital outlay	2,275	-	1,385	1,708	-	-	-100%
Total	561,781	599,879	507,119	511,086	499,381	-	-2%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Financial Analysis	337,069	359,927	304,271	306,652	299,629	-	-2%
Accounts Payable/Receivable	168,534	179,964	152,136	153,326	149,814	-	-2%
Bond Administration	44,942	47,990	40,570	40,887	39,950	-	-2%
Mandated Reporting	11,236	11,998	10,142	10,222	9,988	-	-2%
Total	561,781	599,879	507,119	511,086	499,381	-	-2%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	559,981	598,308	503,167	507,165	495,978	-	-1%
Parking District Fund	1,800	1,571	3,952	3,921	3,403	-	-14%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	561,781	599,879	507,119	511,086	499,381	-	-2%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Finance

Division: Utility Billing

2021/2022 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 22,800 utility billing statements.
- Established 25 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Continued implementation of the new five-year water and wastewater rate revenue program.
- Assisted with the completion of the annual State Water Quality Report.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Monitored new State water and wastewater regulations that affect the City billing procedures.
- Implemented the Sewer and Water Arrearage Payment Programs thereby providing relief to struggling Customers.

2022/2023 BUDGET

- Issue 22,400 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).
- Facilitate a new study of the City's water and wastewater rates.
- Revise the utility application process.
- Complete the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continue to administer Public outreach program for water conservation as necessary.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water and Energy projects.
- Assist the Public Works Department with locating and correcting water leaks.
- Continue to monitor new State water and wastewater regulations that affect the City billing procedures.
- Assist the Public Works Department in implementing the new touch read handheld water meter reading system.
- Implement the Low Income Household Water Assistance Program that will provide additional relief to struggling Customers.
- Contract with a consultant to perform a new five-year sewer and water rate study.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2019/2020	2020/2021	2021/2022	Actual 2021/2022	2022/2023	Approved 2022/2023	from 21/22 Budget
City Treasurer/Accountant	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II	2.2	2.2	1.6	1.6	1.6	0.0	0%
Accounting Assistant I	0.0	0.0	0.6	0.6	0.6	0.0	0%
Retired Annuitant	0.1	0.1	0.0	0.0	0.0	0.0	0%
Total	3.5	3.5	3.4	3.4	3.4	0.0	0%

Fiscal Year 2022/2023 Annual Operating Budget

Division Budget

Utility Billing

<u>Department Budget by Category</u>	<u>Actual</u> <u>2019/2020</u>	<u>Actual</u> <u>2020/2021</u>	<u>Revised</u> <u>2021/2022</u>	<u>Estimated</u> <u>Actual</u> <u>2021/2022</u>	<u>Proposed</u> <u>2022/2023</u>	<u>Council</u> <u>Approved</u> <u>2022/2023</u>	<u>% Change</u> <u>from 21/22</u> <u>Budget</u>
Personnel	293,680	260,638	391,413	382,883	406,935	-	4%
Materials and supplies	9,404	10,548	11,000	10,977	11,000	-	0%
Contract Services	11,703	20,677	73,850	72,638	23,850	-	-68%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	6,802	9,638	10,360	10,173	10,360	-	0%
Capital outlay	9,458	-	45,344	45,606	-	-	-100%
Total	<u>375,783</u>	<u>346,237</u>	<u>576,703</u>	<u>567,013</u>	<u>496,881</u>	<u>-</u>	<u>-14%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2019/2020</u>	<u>Actual</u> <u>2020/2021</u>	<u>Revised</u> <u>2021/2022</u>	<u>Estimated</u> <u>Actual</u> <u>2021/2022</u>	<u>Proposed</u> <u>2022/2023</u>	<u>Council</u> <u>Approved</u> <u>2022/2023</u>	<u>% Change</u> <u>from 21/22</u> <u>Budget</u>
Utility Billing	375,783	346,237	576,703	567,013	496,881	-	-14%
Total	<u>375,783</u>	<u>346,237</u>	<u>576,703</u>	<u>567,013</u>	<u>496,881</u>	<u>-</u>	<u>-14%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2019/2020</u>	<u>Actual</u> <u>2020/2021</u>	<u>Revised</u> <u>2021/2022</u>	<u>Estimated</u> <u>Actual</u> <u>2021/2022</u>	<u>Proposed</u> <u>2022/2023</u>	<u>Council</u> <u>Approved</u> <u>2022/2023</u>	<u>% Change</u> <u>from 21/22</u> <u>Budget</u>
Water Enterprise Fund	187,566	174,201	287,524	282,702	247,673	-	-14%
Sewer Enterprise Fund	188,217	172,036	289,179	284,311	249,208	-	-14%
Total	<u>375,783</u>	<u>346,237</u>	<u>576,703</u>	<u>567,013</u>	<u>496,881</u>	<u>-</u>	<u>-14%</u>

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Non-Departmental

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Fiscal Year 2022/2023 Annual Operating Budget Non-Departmental

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Personnel	-	405,605	20,972	19,575	69,055	-	229%
Materials and supplies	23,348	20,171	21,037	19,303	22,620	-	8%
Contract Services	223,920	226,186	570,801	226,220	249,867	-	-56%
Overhead	-	-	-	-	-	-	0%
Other expense	4,611,500	5,240,662	4,149,476	4,603,327	4,294,297	-	3%
Capital outlay	-	-	-	-	-	-	0%
Total	4,858,768	5,892,624	4,762,286	4,868,425	4,635,839	-	-3%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Non-Departmental	4,858,768	5,892,624	4,762,286	4,868,425	4,635,839	-	-3%
Total	4,858,768	5,892,624	4,762,286	4,868,425	4,635,839	-	-3%

Department Budget by Category	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
General Fund							
Discretionary Revenues	920,427	671,822	853,047	797,585	887,957	-	4%
Gas Tax Fund	361,022	238,045	289,751	289,751	342,298	-	18%
Measure L Fund	-	-	-	-	-	-	0%
Parking District Fund	(261)	459	21,827	21,827	21,833	-	0%
Grant Funds	51,556	82,700	1,397	-	68,738	-	4820%
Measure J Fund	(324,003)	(182,483)	(206,604)	14,856	(144,830)	-	-30%
General CIP Fund	(53,690)	-	-	(43,516)	(184,067)	-	0%
LLMD Funds	8,536	8,755	9,574	9,626	9,094	-	-5%
BAD Funds	8,444	8,542	22,631	8,879	27,487	-	21%
Water Enterprise Fund	231,279	1,057,118	354,953	354,953	354,871	-	0%
Sewer Enterprise Fund	2,305,531	3,094,847	2,216,886	2,216,816	1,825,665	-	-18%
Measure H Fund	1,362,052	898,856	1,207,219	1,207,219	1,435,188	-	19%
General Liability Fund	(3,730)	22,358	-	(1,176)	-	-	0%
Economic Impact Reserve	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	-	0%
Total	4,858,768	5,892,624	4,762,286	4,868,425	4,635,839	-	-3%

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Authorized Staffing

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Police Department							
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	5.0	0.0	25%
Police Officer	11.0	11.0	11.0	11.0	11.0	0.0	0%
Lead Police Services Assistant	0.0	0.0	0.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	0.5	1.0	0.0	-33%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	1.0	0.5	0.5	0.5	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	27.5	27.5	27.0	27.0	28.5	0.0	6%
Development Services Department							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	0.0	0.0	1.0	1.0	1.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	0.3	0.3	1.0	0.0	300%
Subtotal	4.0	4.0	5.3	5.3	6.0	0.0	14%
Engineering Department							
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Assistant Engineer	0.0	0.0	0.0	0.0	0.0	0.0	0%
Secretary to the City Manager	0.0	0.1	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	0.0	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	0.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	0.0	0.0	0.0	0.0	0.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	2.0	0.0	100%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Subtotal	15.0	12.1	12.5	12.5	13.5	0.0	8%

Department Staff by Position	Actual 2019/2020	Actual 2020/2021	Revised 2021/2022	Estimated Actual 2021/2022	Proposed 2022/2023	Council Approved 2022/2023	% Change from 21/22 Budget
Community Services Department							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	0.0	0.0	0.0	0.0	0.0	0%
Recreation Supervisor	1.5	1.5	2.0	2.0	2.0	0.0	0%
Recreation Coordinator II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	10.5	9.5	10.0	10.0	10.0	0.0	0%
Public Works Department							
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	2.0	2.0	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.0	0.0	0.0	0.0	0.0	0%
Subtotal	15.8	15.4	15.4	15.4	15.4	0.0	0%
City Administration							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	0.0	0.0	0.0	0.0	1.0	0.0	0%
IT Analyst	1.0	0.0	0.0	0.0	0.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	5.0	4.0	4.0	4.0	5.0	0.0	25%
Finance Department							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	0.0	0.0	0.0	0.0	1.0	0.0	0%
City Treasurer/Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	0.0	0.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.2	0.2	0.0	0.0	0.0	0.0	-100%
Subtotal	6.7	6.7	6.5	6.5	7.0	0.0	7%
Total All Departments	84.5	79.0	80.6	80.6	85.4	0.0	6%