

CITY OF PLACERVILLE



Golden History Days Event

PROPOSED OPERATING BUDGET FISCAL YEAR 2023/2024

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2023/2024

CITY COUNCIL

Michael Saragosa, Mayor
Jackie Neau, Vice-Mayor
John Clerici
Nicole Gotberg
David Yarbrough

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 27, 2023

Honorable Mayor and
Members of the City Council

Re: Fiscal Year 2023-2024 Budget Message

Dear Mayor Saragosa and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2023-2024. 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 an opportunity to use surplus revenues from the past three years to complete deferred maintenance items and continue to provide additional staffing where needed. Sales tax revenues, although not growing as they have in the past two years, seem to have flattened out, signaling a potential end to the large increases we have seen recently. While this allows us to make improvements in many areas, we need to move forward cautiously as we see the economy slowing.

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 10, 2023 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. Staff took input from that meeting and presented a draft balanced budget to the Council on May 30, 2023. Further input from Council and the public was then used to create a final draft which was presented to the Council and an open Public Hearing on June 13, 2023. At that meeting, the Council did not recommend any further changes to the budget. Input was also received from the public but did not warrant any further changes. One addition to

the budget that has not been included yet is the contribution toward a Municipal Public Art Plan prepared by Arts and Culture El Dorado. Staff is recommending that program be funded through American Rescue Plan Act (ARPA) funds. Staff will return to council with an accounting of those funds this summer and prepare recommendations for projects including the Public Art Plan.

The budget presented to the Council is a balanced budget for the 2023-2024 Fiscal Year for ongoing expenses. However the budget does include approximately \$1,105,791 in one-time costs which will come from General Fund balance rather than current year projected revenue.

Strategic Budget Priorities:

In November 2021, the Council began developing a Strategic Plan, and in July of 2022 the plan was adopted. On February 7, 2023, the Council completed an annual review of the Strategic Plan and made recommendations for updates. At the adoption of this budget, these updates are still being implemented. However, the following 6 Core Strategies were not changed.

- 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 continue to provide the focus for development of the budget.

Operating Budget Specifics:

Revenues: Revenues through calendar year 2022 continued to be strong but showed signs of weakening. Through the last half of Fiscal Year 2022-2023, those revenues have flattened out and projections into Fiscal Year 2023-2024 show that trend continuing. Last year's revenues showed signs of recovery. This trend has continued into the current year and exceeded budget forecasts. In the 2022-2023 mid-year budget review, Staff presented a budget showing an approximate forecasted \$1,202,093 General Fund 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 4.40% or \$484,756. Consistent with past practice, revenue estimates are conservative in order to avoid unrealistic expectations. We did continue to produce better than statewide averages for the last fiscal year. However,

that trend is changing as the larger markets such as the San Francisco Bay Area begin to recover from the pandemic, although at a slower rate.

Budgeted General Fund expenditures estimates increased by 13.36% as we restore some of the services and programs eliminated during the Pandemic. However, of these increases, only approximately \$448,769 or 4.04% 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 \$100,000 planned contingency through current year operations.

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

- Capital Outlay: \$275,098:
 - Police: Patrol Vehicles, Pickup, School Resource officer vehicle and Rifle rated Body Armor
 - Engineering: Survey Level
 - Community Services: Truck, Replace Pool Vacuum
 - Public Works: New and Replacement Equipment including Roller Compactor, Sewer Camera, Paint Sprayer and Concrete Scarifier.

- Alternative Service Levels: \$871,602
 - Police: Additional Police School Resource Officer and Additional Police Officer, Abolished Senior Police Dispatcher and added a Dispatcher.
 - Development Services: Implemented costs for SB1383
 - Engineering: Reclassified Assistant Engineer Positions to Senior Engineers, Added an Associate Engineer.
 - Community Services: Added 1.5 Park Maintenance Positions to replace Pride Industries Contract, Established new Cornhole Tournament and added a contract preventative maintenance program for City Facility Generators.
 - Administration: Added a Social Media Public Outreach Program that was previously temporary.
 - Finance: One-time contribution to Pension Unfunded Liability (\$500,000) and increased the General Fund contingency to \$100,000.

- CIP Requests: \$269,775
 - Police: Kitchen Remodel
 - Community Services: Lion's Park Irrigation System replacement, Remodel Downtown Restrooms, City Hall HVAC Computerized System Update, Mosquito Park and Ride Station Repairs

- Conference Training and Travel: \$52,956
 - Miscellaneous Training, all Departments

Line Item Changes: This year's budget includes a 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 \$491,694 or 18.33%. 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.

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

Other Funds:

Water Enterprise: Revenue - \$3,350,369
Expenditures - \$2,533,514

Sewer Enterprise: Revenue - \$7,520,666
Expenditures – \$6,515,309

Downtown Parking District: Revenue – \$283,692
Expenditures - \$258,454

Measure J: Revenue – \$1,472,000
Expenditures - \$1,472,000 (Includes transfer in from the General Fund of \$417,919)

Measure H: Revenue - \$1,487,000
Expenditures - \$1,462,294

Measure L: Revenue - \$3,017,000

Capital Improvement Budget: This year’s CIP Budget totals \$4,450,810 (Including General Fund CIP) including streets, water, sewer, bridges and bike and Pedestrian projects. This includes \$901,450 from Measure L and \$617,155 from Measure H. Also included are the paving of the Historic City Hall Parking Lot, other parking lot rehabilitation and Citywide Street striping.

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.

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 2022-2023 Forecasted		Fiscal Year 2023-2024 Proposed			
	Revenues	Expenditures	Revenues	Percent Change	Expenditures	Percent Change
General Fund	\$ 12,041,095	\$ 10,947,660	\$ 11,492,613	-4.6%	\$ 12,598,404	15.1%
Water Fund	2,494,247	2,429,280	3,350,369	34.3%	2,533,514	4.3%
Sewer Fund	8,099,832	6,001,787	7,520,666	-7.2%	6,515,309	8.6%
Measure J Fund	1,468,000	1,491,724	1,472,000	0.3%	1,472,000	-1.3%
Measure H Fund	1,473,000	1,435,188	1,487,000	1.0%	1,472,000	2.6%
Measure L Fund	2,951,000	-	3,017,000	2.2%	-	0.0%
Other Funds	1,149,984	725,084	1,310,767	14.0%	819,366	13.0%
Total	\$ 29,677,158	\$ 23,030,723	\$ 29,650,415	-0.1%	\$ 25,410,593	10.3%

2023-2024 Fiscal Year Budget created unique opportunities to continue and improve on services provided to our community and provide additional catch up on deferred maintenance items. For the past three years, the City has seen increases to our fund balance due to higher than anticipated revenues and conservative spending practices. This has enabled the City to use fund balance to address long overdue deferred maintenance items. We look forward to implementing the projects to address these issues and provide additional amenities to our citizens and visitors. I truly wish to 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

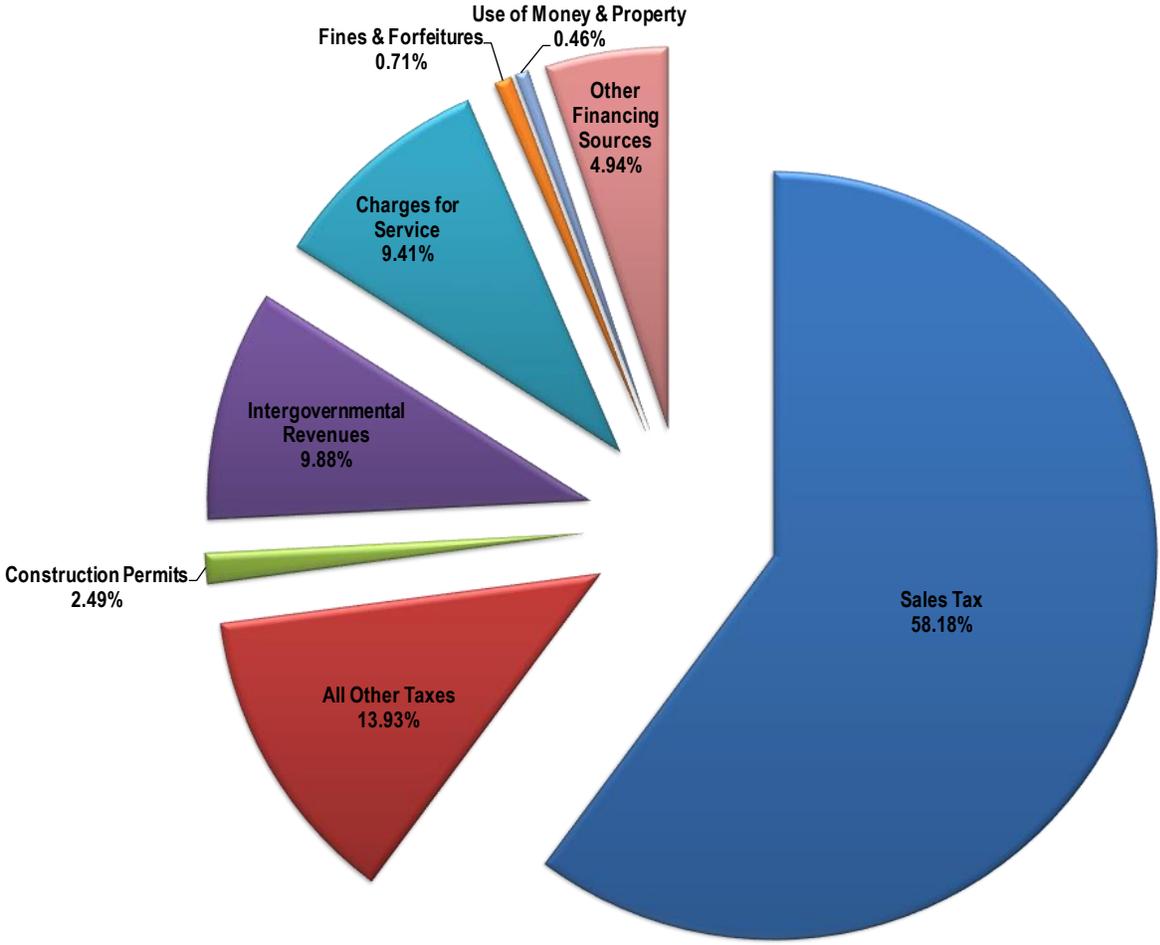
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Revenue and Expenditure Summaries

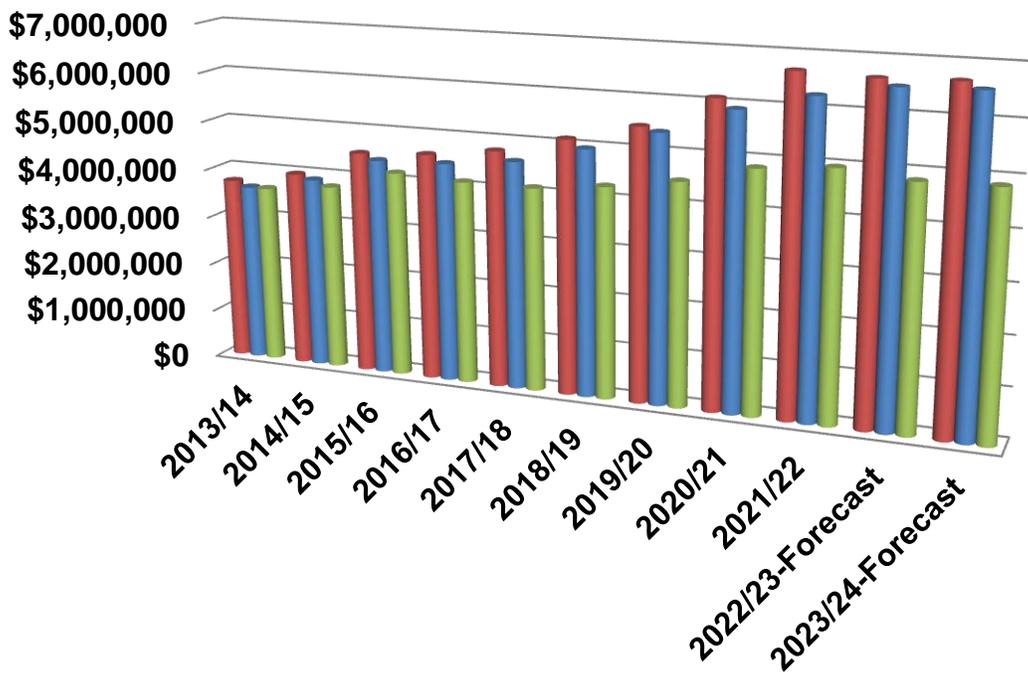
Projected General Fund Revenues by Source Fiscal Year 2023/2024

Sales Tax	\$	6,685,984	58.18%
All Other Taxes		1,601,285	13.93%
Construction Permits		286,000	2.49%
Intergovernmental Revenues		1,135,735	9.88%
Charges for Service		1,081,580	9.41%
Fines & Forfeitures		82,000	0.71%
Use of Money & Property		52,538	0.46%
Other Financing Sources		567,491	4.94%
Total revenues	\$	11,492,613	100.00%

Projected General Fund Revenues By Source Fiscal Year 2023/2024

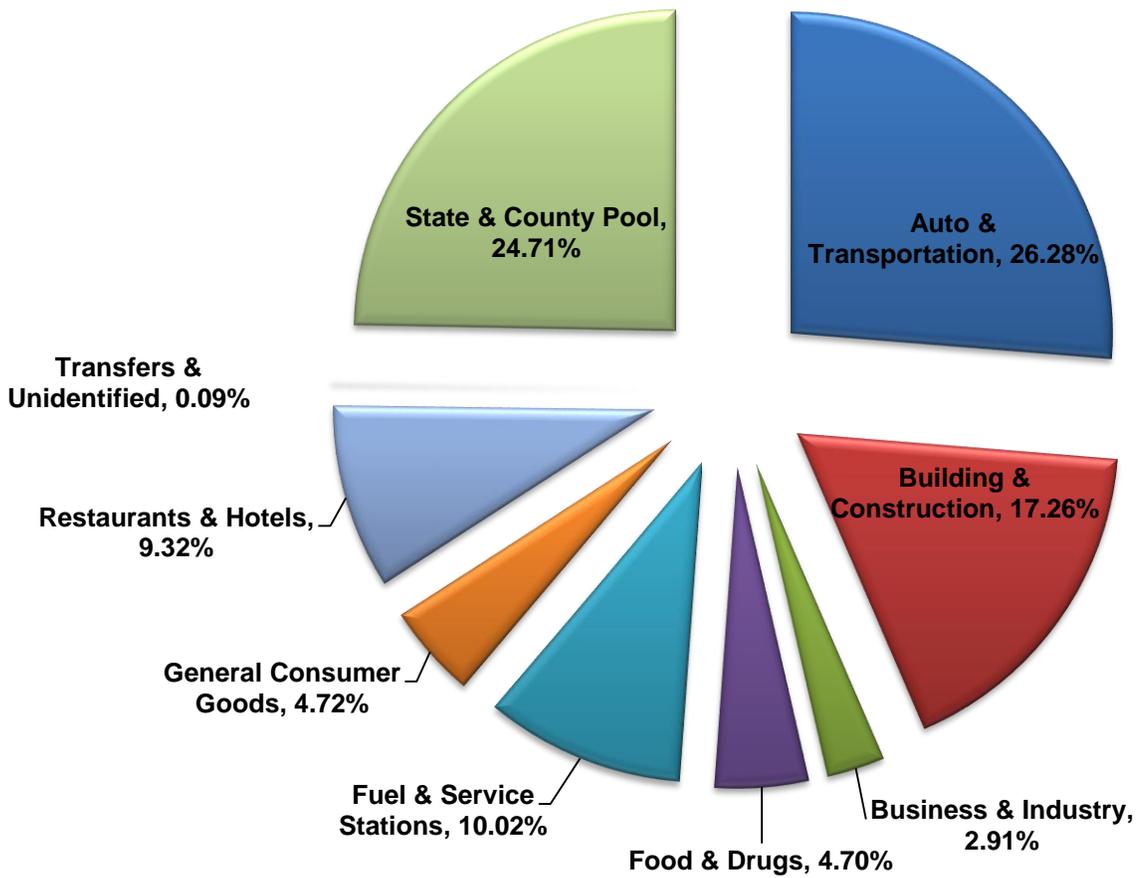


Local Sales Tax Trend



■ Actual Sales Tax Revenues ■ Adjusted for Annual Inflation ■ Adjusted for Cumulative Inflation

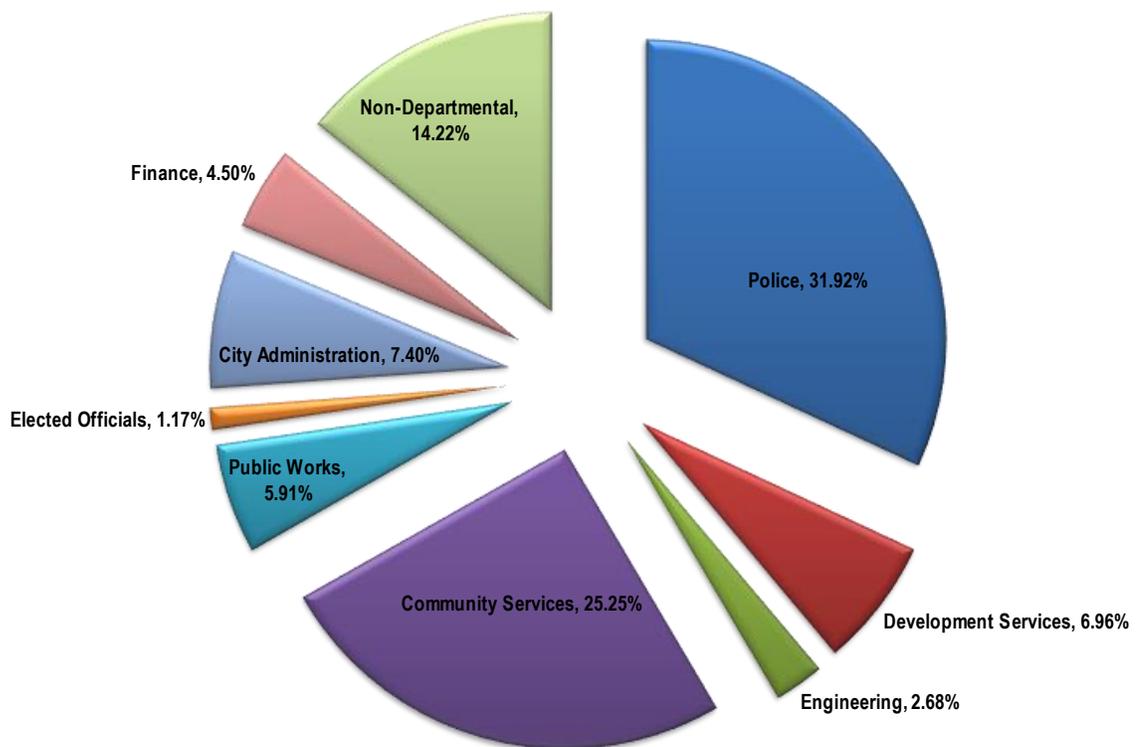
Sales Tax Revenue Sources for the Quarter ended December 31, 2023



**Proposed General Fund Operating Budget
Expenditures & Net Transfers Out by Department
Fiscal Year 2023/2024**

Police	\$ 4,021,308	31.92%
Development Services	876,598	6.96%
Engineering	337,059	2.68%
Community Services	3,180,696	25.25%
Public Works	744,897	5.91%
Elected Officials	146,996	1.17%
City Administration	932,452	7.40%
Finance	567,080	4.50%
Non-Departmental	1,791,318	14.22%
Total	<u>\$ 12,598,404</u>	100.00%

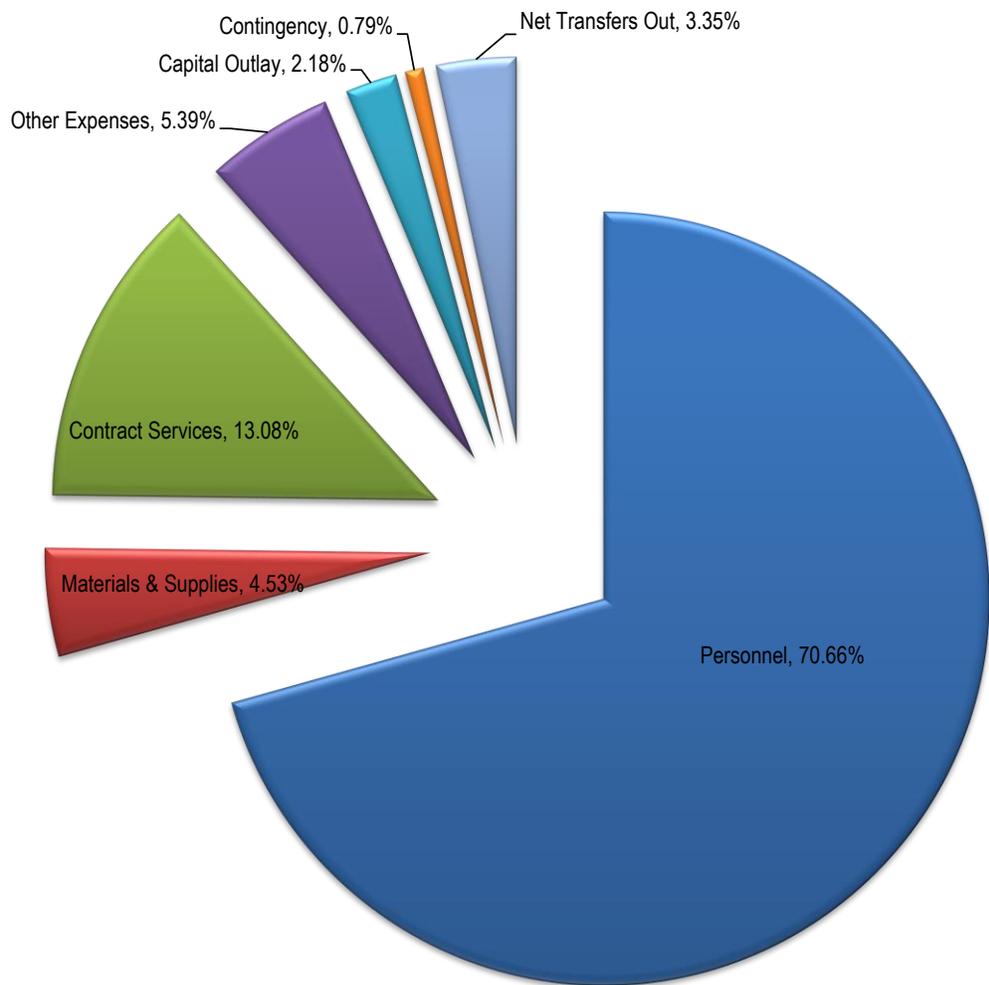
Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2023/2024



**Proposed General Fund Operating
Expenditures & Net Transfers Out by Category
Fiscal Year 2023/2024**

Personnel	\$ 8,902,493	70.66%
Materials & Supplies	571,030	4.53%
Contract Services	1,648,370	13.08%
Other Expenses	679,153	5.39%
Capital Outlay	275,098	2.18%
Contingency	100,000	0.79%
Subtotal expenditures	<u>12,176,144</u>	
Net Transfers Out	<u>(422,260)</u>	3.35%
Total expenditures & transfers in	<u><u>\$ 12,598,404</u></u>	100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2023/2024



Fiscal Year 2023/2024 Proposed Operating Budget

Summary of Revenues – All Funds

	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Forecast 2022/2023	Proposed 2023/2024
GENERAL FUND					
Sales Tax	\$ 6,112,754	\$ 6,699,052	\$ 6,624,642	\$ 6,648,714	\$ 6,685,984
Taxes - All Other	1,114,230	1,517,902	1,402,644	1,568,619	1,601,285
Licenses and Permits	175,501	195,435	141,000	558,531	286,000
Intergovernmental Revenues	1,051,135	1,079,675	1,075,336	1,131,895	1,135,735
Charges for Services	376,488	817,289	1,047,382	1,363,476	1,081,580
Fines and Forfeitures	66,214	61,097	85,000	67,594	82,000
Use of Money and Property	87,271	128,006	64,362	134,775	52,538
Other Financing Sources	567,491	567,491	567,491	567,491	567,491
Subtotal	<u>\$ 9,551,084</u>	<u>\$ 11,065,947</u>	<u>\$ 11,007,857</u>	<u>\$ 12,041,095</u>	<u>\$ 11,492,613</u>
GAS TAX FUND					
Gas Tax	\$ 503,543	\$ 499,202	\$ 590,486	\$ 538,922	\$ 598,919
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	1,569	1,418	1,900	1,900	1,900
Subtotal	<u>\$ 505,112</u>	<u>\$ 500,620</u>	<u>\$ 592,386</u>	<u>\$ 540,822</u>	<u>\$ 600,819</u>
MEASURE J					
Sales Tax	\$ 1,351,131	\$ 1,589,812	\$ 1,435,188	\$ 1,468,000	\$ 1,472,000
Use of Money and Property	-	429	-	-	-
Subtotal	<u>\$ 1,351,131</u>	<u>\$ 1,590,241</u>	<u>\$ 1,435,188</u>	<u>\$ 1,468,000</u>	<u>\$ 1,472,000</u>
MEASURE L					
Sales Tax	\$ 2,728,342	\$ 3,206,171	\$ 2,870,376	\$ 2,941,000	\$ 2,941,000
Use of Money and Property	16,414	9,347	10,000	10,000	76,000
Subtotal	<u>\$ 2,744,756</u>	<u>\$ 3,215,518</u>	<u>\$ 2,880,376</u>	<u>\$ 2,951,000</u>	<u>\$ 3,017,000</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 2,530,612	\$ 2,389,448	\$ 2,498,032	\$ 2,488,647	\$ 3,344,169
Grants	-	-	-	-	-
Use of Money and Property	6,272	4,070	6,200	5,600	6,200
Subtotal	<u>\$ 2,536,884</u>	<u>\$ 2,393,518</u>	<u>\$ 2,504,232</u>	<u>\$ 2,494,247</u>	<u>\$ 3,350,369</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 6,623,728	\$ 7,046,222	\$ 7,102,037	\$ 8,097,413	\$ 7,509,703
Grants	-	154,266	-	-	-
Use of Money and Property	4,745	85,125	4,419	2,419	10,963
Subtotal	<u>\$ 6,628,473</u>	<u>\$ 7,285,613</u>	<u>\$ 7,106,456</u>	<u>\$ 8,099,832</u>	<u>\$ 7,520,666</u>
MEASURE H					
Sales Tax	\$ 1,356,380	\$ 1,589,583	\$ 1,435,188	\$ 1,468,000	\$ 1,472,000
Use of Money and Property	5,631	4,673	5,000	5,000	15,000
Subtotal	<u>\$ 1,362,011</u>	<u>\$ 1,594,256</u>	<u>\$ 1,440,188</u>	<u>\$ 1,473,000</u>	<u>\$ 1,487,000</u>
PARKING DISTRICT FUND					
	\$ 186,487	\$ 240,193	\$ 309,802	\$ 283,691	\$ 283,692
GRANT FUNDS					
	\$ 489,820	\$ 527,716	\$ 308,105	\$ 244,019	\$ 181,337
Cannabis Community Benefit Fund					
	\$ -	\$ -	\$ -	\$ -	\$ 85,566
LLMD FUNDS					
	\$ 33,972	\$ 33,853	\$ 34,517	\$ 34,517	\$ 34,517
BA/CFD DISTRICT FUNDS					
	\$ 46,345	\$ 45,596	\$ 46,331	\$ 46,331	\$ 46,099
GENERAL RESERVE FUNDS					
	\$ 126,725	\$ 137,345	\$ 105	\$ 604	\$ 78,737
TOTAL REVENUE SOURCES	<u><u>\$ 25,562,800</u></u>	<u><u>\$ 28,630,416</u></u>	<u><u>\$ 27,665,543</u></u>	<u><u>\$ 29,677,158</u></u>	<u><u>\$ 29,650,415</u></u>
Operating Expenditures					
	\$ 20,992,865	\$ 22,554,682	\$ 23,631,963	\$ 23,030,723	\$ 25,410,593
Capital Improvement					
	3,136,289	5,524,172	4,033,580	4,191,567	2,413,335
Reserves and Contingencies					
	1,433,646	551,562	-	2,454,868	1,826,487
TOTAL EXPENDITURE USES	<u><u>\$ 25,562,800</u></u>	<u><u>\$ 28,630,416</u></u>	<u><u>\$ 27,665,543</u></u>	<u><u>\$ 29,677,158</u></u>	<u><u>\$ 29,650,415</u></u>

Fiscal Year 2023/2024 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Forecast 2022/2023	Proposed 2023/2024
OPERATING EXPENDITURES					
Patrol Services	\$ 3,101,150	\$ 3,096,093	\$ 3,492,351	\$ 3,394,282	\$ 3,641,089
Investigations	69,326	177,970	219,065	224,937	482,649
Police Records / Dispatch	567,943	624,822	797,961	723,004	754,116
Police Administration	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990
Planning	235,841	163,348	165,762	139,986	159,382
Building Inspection	283,891	296,381	274,490	269,155	272,998
Engineering	301,832	425,125	377,187	344,537	398,961
Water Reclamation Facility	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544
DSD Administration	242,366	278,461	409,971	410,914	444,218
Parks	563,215	640,919	765,619	790,993	773,691
Recreation	654,750	988,128	1,509,833	1,471,475	1,574,452
CSD Administration	164,389	237,244	302,605	301,592	345,516
Facility Maintenance	395,883	387,466	401,963	400,539	512,163
Street & Roads	639,150	633,172	794,687	744,236	803,375
Water & Sewer Lines	1,021,024	1,120,376	1,760,570	1,570,924	1,782,080
Water Acquisition & Delivery	826,633	846,473	901,793	905,836	944,018
Downtown Parking	110,168	125,840	140,389	143,112	161,427
City Council and City Treasurer	121,616	136,836	151,070	138,607	146,996
City Attorney	310,488	194,719	140,978	118,974	132,272
City Management	424,110	471,958	401,020	405,498	443,840
Information Services	347,218	282,518	523,103	467,177	539,461
Human Resources	133,216	142,955	168,989	170,145	177,465
Grant Administration	-	-	-	-	-
City Clerk	11,183	3,988	13,520	13,296	2,990
Financial Management	599,879	573,160	499,381	489,488	570,655
Utility Billing	346,237	483,953	496,881	493,634	519,318
Non-Departmental	5,892,624	6,222,868	4,748,863	4,769,932	5,329,927
Total Operating Expenditures	<u>\$ 20,992,865</u>	<u>\$ 22,554,682</u>	<u>\$ 23,631,963</u>	<u>\$ 23,030,723</u>	<u>\$ 25,410,593</u>
FUNDING SOURCES					
General Fund	\$ 8,582,178	\$ 9,338,834	\$ 11,114,034	\$ 10,947,660	\$ 12,598,404
Gas Tax Fund	238,045	337,146	342,298	304,450	376,585
Measure L Fund	-	-	-	-	-
Measure J Fund	1,267,871	1,490,438	1,496,781	1,491,724	1,472,000
Downtown Parking Fund	163,540	183,658	236,270	239,063	258,454
Grant Funds	388,462	604,077	376,843	312,757	181,337
Cannabis Community Benefit Fund	-	-	-	-	122,412
General CIP Fund	-	(93,382)	(184,067)	(184,067)	(191,643)
LLMD Funds	26,707	28,518	34,517	35,996	34,517
BAD Funds	9,017	8,668	46,331	25,280	46,099
Water Enterprise Fund	2,636,266	1,887,879	2,504,232	2,429,280	2,533,514
Sewer Enterprise Fund	6,510,657	7,710,275	6,237,931	6,001,787	6,515,309
Measure H Fund	898,856	1,079,734	1,435,188	1,435,188	1,472,000
General Liability Fund	238,171	(12,768)	-	-	-
Equipment Replacement Fund	41,490	-	-	-	-
Economic Impact Reserve Fund	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>\$ 20,992,865</u>	<u>\$ 22,554,682</u>	<u>\$ 23,631,963</u>	<u>\$ 23,030,723</u>	<u>\$ 25,410,593</u>

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Public Safety Police

Provide the City's general law enforcement services using sound police administration best 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 in order 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 2023/2024 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual	Actual	Estimated	Projected
	2020/2021	2021/2022	Actual 2022/2023	2023/2024
Patrol Services				
Arrests	612	656	680	650
Citations*	1,550	1,677	1,700	1,700
Calls for service	25,257	24,779	25,000	25,500
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	9	9	14	15
Robberies	8	5	10	11
Reports for investigative follow up	200	200	200	250
Administrative Investigations	2	2	2	2
Background	-	2	3	4
Arson	2	2	4	4
Homicide	1	0	1	0
Narcotics	204	212	293	300
Dispatch / Records / Support				
9-11 Calls	5,556	6,338	6,133	6,745
Crime reports	2,173	1,996	2,206	2,500
Abatement reports	24	32	14	16

*excludes any parking citations

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	5.0	5.0	5.0	0.0	0%
Police Officer	11.0	11.0	11.0	11.0	12.5	0.0	13%
Lead Police Services Assistant	0.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	0.5	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	5.0	0.0	25%
Police Property /Ev idence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	0.5	0.0	0.0	0.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	27.5	27.0	28.0	28.0	29.5	0.0	5%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Police

All Divisions

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	4,392,089	4,360,736	4,995,675	4,855,171	5,342,938	-	7%
Materials and supplies	105,078	150,630	147,410	147,989	167,950	-	14%
Contract Services	203,417	228,834	241,180	241,835	274,800	-	14%
Overhead	-	-	-	-	-	-	0%
Other expense	23,842	35,225	37,943	72,620	60,843	-	60%
Capital outlay	99,619	331,375	232,495	200,181	256,313	-	10%
Total	4,824,045	5,106,800	5,654,703	5,517,796	6,102,844	-	8%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Patrol Services	3,101,150	3,096,093	3,492,351	3,394,282	3,641,089	-	4%
Investigations	69,326	177,970	219,065	224,937	482,649	-	120%
Records and Dispatch	567,943	624,822	797,961	723,004	754,116	-	-5%
Police Administrative Support	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990	-	7%
Total	4,824,045	5,106,800	5,654,703	5,517,796	6,102,844	-	8%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	2,996,049	3,145,326	3,525,624	3,466,425	3,843,653	-	9%
Measure J	1,450,354	1,474,540	1,641,611	1,636,555	1,875,199	-	14%
Grants	247,114	386,439	308,105	242,994	206,337	-	-33%
Fines and Forfeitures	66,214	58,100	70,000	67,594	70,000	-	0%
POST Reimbursement	8,466	10,439	18,715	18,715	22,555	-	21%
Police Services Revenues	14,358	31,956	90,648	85,513	85,100	-	-6%
Equipment Replacement Fund	41,490	-	-	-	-	-	0%
Total	4,824,045	5,106,800	5,654,703	5,517,796	6,102,844	-	8%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Police

Division: Patrol

2022/2023 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 1,300 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 approximately 24,000 calls for service (CFS). That is an average of 66 calls per day. Our officers will have written an estimated 2500 crime reports.
- Equipment continues to be upgraded.
- 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.
- Conducted Coffee with a Cop 4 times year (at minimum) led by Sergeants.
- Conducted special enforcement details targeting illegal activity within the City.

2023/2024 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. Average response time is 4:30, with emergency calls being much lower than the average.
- Continue to develop all of our personnel through continued training.
- Continue to develop POST certified training courses to be held in house, 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
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	10.0	10.0	10.0	11.5	0.0	15%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	0.5	0.0	0.0	0.0	0.0	0%
Total	16.0	15.5	15.0	15.0	16.5	0.0	10%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Patrol

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	2,855,188	2,581,111	3,066,201	2,968,290	3,149,821	-	3%
Materials and supplies	91,040	127,223	116,850	116,350	134,250	-	15%
Contract Services	48,370	53,185	60,000	60,556	72,000	-	20%
Overhead	-	-	-	-	-	-	0%
Other expense	6,933	18,050	22,648	54,748	28,705	-	27%
Capital outlay	99,619	316,524	226,652	194,338	256,313	-	13%
Total	3,101,150	3,096,093	3,492,351	3,394,282	3,641,089	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Patrol Services	2,969,743	2,973,285	3,391,941	3,289,206	3,530,857	-	4%
Community Services	29,350	360	1,550	1,550	2,050	-	32%
Property / Evidence	102,057	122,448	98,860	103,526	108,182	-	9%
Total	3,101,150	3,096,093	3,492,351	3,394,282	3,641,089	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	1,731,734	1,625,626	1,799,242	1,814,998	1,951,488	-	8%
Measure J	991,774	983,533	1,205,641	1,164,468	1,305,609	-	8%
Grants	247,114	386,439	308,105	242,994	206,337	-	-33%
Fines and Forfeitures	66,214	58,100	70,000	67,594	70,000	-	0%
POST Reimbursement	8,466	10,439	18,715	18,715	22,555	-	21%
Police Services Revenues	14,358	31,956	90,648	85,513	85,100	-	-6%
Equipment Replacement Fund	41,490	-	-	-	-	-	0%
Total	3,101,150	3,096,093	3,492,351	3,394,282	3,641,089	-	4%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Police

Division: Investigations

2022/2023 REVIEW

- Created the Crime Reduction Team to take a provocative stance to combat quality of life crimes in the City.
- Crime Reduction Team led efforts to provide outreach to the homeless population within the City.
- Burglary reports are coming in under the three year average. Forty six is the 3 year average and as of March 2023 there are 33 reported burglaries.
- Estimated dollar value amount of property reported stolen for 2022 was \$334,027. Estimated value of property recovered for 2022 is \$23,481 equating to 7% property value recovered.
- Registered sex offenders decreased in 2022 to 35, from 44 in 2021. Services continue to be offered in the City and parole is placing 290's back into the county of origin for the offender.
- Detectives have investigated 1 homicide, 11 child abuses, 8 robberies, 3 arsons, and 220 narcotics related incidents.
- Continued to participate in quarterly regional investigator meetings.
- Utilize GPS tracking devices to coordinate effective property crime investigations.
- Successfully utilized social media to solve cases.
- Continued up to date training for Detective.

2023/2024 BUDGET

- The Crime Reduction Team will continue their proactive stance on quality of life crimes and outreach to the homeless population to make a positive impact in our community.
- Continue conducting thorough investigations on all serious criminal offenses.
- Strive to improve our burglary clearance rate.
- Continue our involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team, Alcohol Beverage Control grant operations, Tobacco Retailer licensing task force, Placerville Drug Free Coalition, to increase public awareness and education.
- Participate in a regional Investigator's monthly meeting to improve information sharing with outside agencies.
- Participate in monthly Crime Alert meetings.
- Obtain and utilize progressive technology to assist in investigations.
- Increase our effectiveness with surveillance efforts through the Downtown cameras system for all types of reported crimes.
- Provide contemporary training and information regarding active investigations to patrol of crime trends i.e. human trafficking.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Police Sergeant	0.0	0.0	1.0	1.0	1.0	0.0	0%
Police Officer	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 2023/2024 Annual Operating Budget

Division Budget Investigations

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Personnel	63,093	163,942	197,777	203,550	463,759	-	134%
Materials and supplies	824	1,620	3,250	3,250	3,500	-	8%
Contract Services	831	5,065	8,000	8,099	4,000	-	-50%
Overhead		-	-	-	-	-	0%
Other expense	4,578	3,446	4,195	4,195	11,390	-	172%
Capital outlay		3,897	5,843	5,843	-	-	-100%
Total	<u>69,326</u>	<u>177,970</u>	<u>219,065</u>	<u>224,937</u>	<u>482,649</u>	<u>-</u>	<u>120%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Crime Scene Investigations	69,326	177,970	219,065	224,937	482,649	-	120%
Total	<u>69,326</u>	<u>177,970</u>	<u>219,065</u>	<u>224,937</u>	<u>482,649</u>	<u>-</u>	<u>120%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
General Fund							
Discretionary Revenues	6,955	120,801	137,766	141,658	256,022	-	86%
Measure J	62,371	57,169	81,299	83,279	226,627	-	179%
Equipment Replacement Fund	-	-	-	-	-	-	
Total	<u>69,326</u> ✓	<u>177,970</u> ✓	<u>219,065</u> ✓	<u>224,937</u>	<u>482,649</u> ✓	<u>-</u>	<u>120%</u>

Fiscal Year 2023/2024 Operating Budget

Department: Police

Division: Records and Dispatch

2022/2023 REVIEW

- Received 6,001 911 calls in our dispatch center, an average of 500 calls per month for the calendar year. Received 20,235 non-emergency calls in our dispatch center, an average of 1,686 calls per month for the calendar year.
- Responded to approximately 8,000 in person/telephone customers at our front counter consuming several minutes per contact.
- Processed 2,084 crime/incident reports and 1,655 criminal/traffic citations.
- 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 for vacant Dispatcher/Records Technician position, utilizing social media and other online resources.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted 637 live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched 24,107 calls for service from our 9-1-1 dispatch center.
- Successfully recruited, hired and trained 2 full time Dispatchers.
- Completed thorough inventory of evidence, accounting for 4,974 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2022.
- Ongoing training of all support service staff.
- Completed 26 vehicle abatement reports.

2023/2024 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 ongoing 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 Dispatch/Records Technicians in an effort to expedite the hiring process when an opening exists.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire full time Dispatcher/Records Technician.
- Maintain strong social media presence.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Lead Police Services Assistant	0.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	0.5	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Police Dispatcher/Records Technician	4.0	4.0	4.0	4.0	5.0	0.0	25%
Total	6.5	6.5	7.0	7.0	7.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Records and Dispatch

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	530,796	577,872	751,541	675,505	705,591	-	-6%
Materials and supplies	2,071	6,583	7,610	8,689	7,700	-	1%
Contract Services	32,513	33,084	36,280	36,280	37,300	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	2,563	4,344	2,530	2,530	3,525	-	39%
Capital outlay	-	2,939	-	-	-	-	0%
Total	567,943	624,822	797,961	723,004	754,116	-	-5%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Records Management	163,161	187,001	220,532	217,637	226,397	-	3%
Dispatch	404,782	437,821	577,429	505,367	527,719	-	-9%
Total	567,943	624,822	797,961	723,004	754,116	-	-5%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
General Fund							
Discretionary Revenues	567,943	624,822	797,961	723,004	754,116	-	-5%
Total	567,943	624,822	797,961	723,004	754,116	-	-5%

Fiscal Year 2021/2022 Annual Operating Budget

Department: Police

Division: Police Administration

2022/2023 REVIEW

- Continued efforts to recruit, test, and train sworn and civilian personnel in an attempt to maintain staffing. Assigned a Commander to directly oversee strategies related to hiring.
- Successfully awarded another grant through the California Office of Traffic Safety totaling \$50,000. This is a one year grant. This grant provides overtime costs and equipment for enhanced traffic enforcement throughout the city including driving under the influence enforcement.
- Awarded ABC Grant for \$32,100 to prevent underage drinking
- Creation of the new Crime Reduction Unit, which took officers assigned to Detectives, Problem Orientated Policing and Homeless Outreach and placed them in one unit.
- Command staff attended regular meetings involving County and Regional Law Enforcement Manager's Associations.
- Police Department staff continued to work in collaboration with our area schools to provide a School Resource Officer. Sgt Ron Cannon (ret) came back to work 960 hours as the SRO.
- Continued to research information to the need for a new police facility. During this year, a memorandum of understanding was approved by the City and the El Dorado County Fire Protection District to initiate a feasibility study to build a joint public safety building. Actively worked on Needs Assessment Study with outside consultant.

2023/2024 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.
- Continue involvement with the California Police Chief's Association, California Peace Officers Association and the FBI National Academy. Developed policy and procedures in response to legislation that was passed at the state level. This required extensive hours to research and develop these policies
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Purchase training management system to create an organized training program for all personnel that meets POST standards.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CHRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the Police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continue to monitor illegal camping prevention and abatement program.
- Continue to purge/destroy confidential records in accordance with State law and City policy.
- Working with the City Manager and City Attorney, monitor the city ordinance for the regulation of cannabis within the City.
- Work with regional emergency response partners to update the city's emergency response plan.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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%

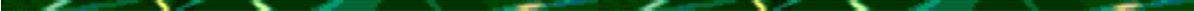
Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Police Administration

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	943,012	1,037,811	980,156	1,007,826	1,023,767	-	4%
Materials and supplies	11,143	15,204	19,700	19,700	22,500	-	14%
Contract Services	121,703	137,500	136,900	136,900	161,500	-	18%
Overhead	-	-	-	-	-	-	0%
Other expense	9,768	9,385	8,570	11,147	17,223	-	101%
Capital outlay	-	8,015	-	-	-	-	0%
Total	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990	-	7%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Police Department Administration	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990	-	7%
Total	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990	-	7%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	689,417	774,077	790,655	786,765	882,027	-	12%
Measure J	396,209	433,838	354,671	388,808	342,963	-	-3%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	1,085,626	1,207,915	1,145,326	1,175,573	1,224,990	-	7%

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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 2023/2024 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2020/2021	Actual 2021/2022	Estimated Actual 2022/2023	Projected 2023/2024
<i>Administration (Hours)</i>				
Budget administration	400	400	400	400
Planning Division support	400	400	3,000	3,000
Building Division support	400	400	3,600	3,600
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	515	369	1,800	2,400
Solid Waste Management	---	75	400	400
PRA Requests	---	---	100	100
<i>Planning (Projects)</i>				
Discretionary development applications	16	19	18	18
Miscellaneous applications	34 ¹	11	15	16
Housing Element Update/Implementation (hours)	200	200	75	150
Parcel and subdivision maps	2	2	3	2
Inquiries (not tracked)	---	---	---	---
<i>Building</i>				
Inspections	1,103	1,110	1,170	1,080 ²
Building permits issued	602	660	638	660
Building Permits finalized	502	525	622	600
Plan reviews	357	308	310	315
Inquiries (not tracked)	---	---	---	---
<i>Code Compliance</i>				
Code enforcement cases filed	90	66	51	120
Total code enforcement cases closed	53	65	69	90
Total open code enforcement cases	304	307	302	240
<i>Fire Hazard Abatement</i>				
Total code cases filed	23	23	25	24
Total code cases closed	30	30	40	30
Total code cases open	54	54	50	44

Department Staff by Position	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 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	1.0	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	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	0.3	1.0	1.0	1.0	0.0	0%
Total	4.0	5.3	6.0	6.0	6.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget Department Budget Development Services

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimaed Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	562,897	622,822	826,048	775,936	845,396	-	2%
Materials and supplies	1,637	1,354	3,000	4,165	3,600	-	20%
Contract Services	193,510	111,741	12,000	30,487	13,250	-	10%
Overhead	-	-	-	-	-	-	0%
Other expense	4,054	2,273	8,190	7,337	8,557	-	4%
Capital outlay	-	-	985	2,130	5,795	-	488%
Total	762,098	738,190	850,223	820,055	876,598	-	3%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimaed Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Planning	235,841	163,348	165,762	139,986	159,382	-	-4%
Building	283,891	296,381	274,490	269,155	272,998	-	-1%
DSD Administration	242,366	278,461	409,971	410,914	444,218	-	8%
Total	762,098	738,190	850,223	820,055	876,598	-	3%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimaed Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
General Fund							
Discretionary Revenues	380,312	362,196	636,458	3,494	413,967	-	-35%
Planning Fees	148,953	180,559	70,400	258,030	176,631	-	151%
Building Permits	175,501	195,435	143,365	558,531	286,000	-	99%
State Tobacco Grant	57,332	-	-	-	-	-	0%
Total	762,098	738,190	850,223	820,055	876,598	-	3%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Development Services

Division: Planning

2022/2023 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 enforced the City's Hazardous Vegetation Ordinance causing removal of fire hazards and creation of defensible space located on private property.
- Completed and submitted the 2022 Housing Element Progress Report to HCD and OPR.
- Completing 2021-2029 Housing Element Update amendment (Cycle 6) with assistance from SACOG receiving HCD certification.
- Participated in SACOG's Broadway Corridor Housing Opportunity Study (100K LEAP funding through SACOG).
- Implementing update of General Plan Safety Element through contract with AECOM (40K REAP funding through SACOG).
- 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 and contracted professional environmental review services on three affordable housing sites.
- Implementing program funding through HCD's LEAP Grant Program and contracted with professional architectural services for preparation of conceptual site plans and building elevations for three affordable housing sites.
- Processed and completed a total of 34 planning permit/entitlement applications of which 18 were discretionary (public hearing).
- The 34 planning permit applications included: 13 site plan review (SPR) applications, 2 variance (VAR) applications, 1 conditional use permit (CUP) application, 4 preliminary plan reviews, 2 special temporary use permit (TUP) applications, 2 tentative subdivision map reviews (CC&Rs and building elevations) and 2 final map applications, 1 lot line adjustment, and 2 certificate of compliance.
- Completed zoning text amendments for short-term rentals within the CBD, C, and HWC Zones.
- Processing zoning code text amendments to Section 10-4-3: Yards (ZC10-02) and preparing to bring to Council for consideration.
- Processing zoning code text amendments of sign regulations in response to Reed v. Gilbert U.S. Supreme Court Decision.
- Processing zoning code text amendments to consider small cell wireless facilities in response to FCC final rule (47 CFR Part 1).
- Assist property owners with annexation proposals and assist the PEAC Annexation Subcommittee.
- Assisted with LAFCo Municipal Services Review and Sphere of Influence Update.
- Prepare and submit annual MWELo report to State Water Resources.

2023/2024 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 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; and (6) conduct Council A-Board sign workshop and modify City code accordingly.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either staff or the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Update 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 a Council workshop regarding the placement of A-board signs within City rights-of-way (sidewalks).
- Hold a Council workshop regarding public sidewalk encroachments (signs, merchandise, furniture, etc.) for direction and enforcement.
- Assist State and State's contract developer (Jamboree) in implementing the Placerville Armory (Clementine) affordable housing project.
- 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.
- Ordinance revisions to include: 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.
- Assist LAFCo with its Municipal Services Review and Sphere of Influence Update for the City of Placerville.
- Procure professional historic architectural services for a joint City Council/ Planning Commission workshop on historic preservation.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2020/2021	2021/2022	2022/2023	Actual	2023/2024	Approved	from 22/23
				2022/2023		2023/2024	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 2023/2024 Annual Operating Budget
Division Budget
Planning

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Personnel	199,279	154,888	155,312	130,061	145,578	-	-6%
Materials and supplies	14	-	200	400	200	-	0%
Contract Services	33,251	6,300	5,500	5,372	6,000	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	3,297	2,160	4,750	4,153	6,445	-	36%
Capital outlay	-	-	-	-	1,159	-	0%
Total	<u>235,841</u>	<u>163,348</u>	<u>165,762</u>	<u>139,986</u>	<u>159,382</u>	<u>-</u>	<u>-4%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Planning	235,841	163,348	165,762	139,986	159,382	-	-4%
Total	<u>235,841</u>	<u>163,348</u>	<u>165,762</u>	<u>139,986</u>	<u>159,382</u>	<u>-</u>	<u>-4%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
General Fund							
Discretionary Revenues	86,888	-	95,362	-	-	-	-100%
Planning Fees	148,953	163,348	70,400	139,986	159,382	-	126%
Total	<u>235,841</u>	<u>163,348</u>	<u>165,762</u>	<u>139,986</u>	<u>159,382</u>	<u>-</u>	<u>-4%</u>

Fiscal Year 2023/2024 Annual Operating Budget

Department: Development Services

Division: Building

2022/2023 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increase the availability of published materials on City’s website, trifold pamphlets, informational booklets and handouts.
- Plan review, building permit and inspection activities continued to remain high during this Fiscal Year with an increase in inquiries made regarding existing vacant subdivisions and individual vacant lots and buildings.
- 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.
- Provided 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 under building code and public health and safety code.
- Completed draft Private Sewer Lateral Ordinance and held community workshop.
- Reviewed and recommended potential permitting software vendors.
- Assisted with review of building code violations and reduction of backlog.
- Provided oversight and management of code enforcement official position.
- Overall improvement to customer service and improved review time due to hiring of full-time building official (as opposed to contract services).

2023/2024 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.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Coordinate project reviews with the Building and Planning Divisions, other City departments, and the Fire District.
- Continue to bring substandard and dilapidated properties, homes and structures into compliance through code enforcement and abatement.
- Continue to update relevant City Codes where necessary for consistency with state regulations.
- Development of electronically archiving department records with equipment and systems to efficiently record at the time of permit issuance and eliminate backlog of documents to be archived.
- Continue 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 steadily 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.
- Complete review, adoption, and implementation of the draft Private Sewer Lateral Ordinance.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Building Official	0.0	1.0	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	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget Division Budget Building

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	124,584	190,919	268,515	244,754	267,534	-	0%
Materials and supplies	-	21	800	800	1,400	-	75%
Contract Services	158,663	105,441	1,000	19,615	1,250	-	25%
Overhead	-	-	-	-	-	-	0%
Other expense	644	-	3,190	2,990	1,655	-	-48%
Capital outlay	-	-	985	996	1,159	-	18%
Total	283,891	296,381	274,490	269,155	272,998	-	-1%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Building Plan Review/Inspection	283,891	296,381	274,490	269,155	272,998	-	-1%
Total	283,891	296,381	274,490	269,155	272,998	-	-1%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
General Fund							
Discretionary Revenues	51,058	100,946	131,125	-	-	-	-100%
Building Permits	175,501	195,435	143,365	269,155	272,998	-	90%
State Tobacco Grant	57,332	-	-	-	-	-	0%
Total	283,891	296,381	274,490	269,155	272,998	-	-1%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Development Services

Division: Administration

2022/2023 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).
- Monitor required waste management and diversions in coordination with El Dorado Disposal as required by CalRecycle.
- Submitted the 2022 Electronic Annual Report (EAR) to CalRecycle.
- Made annual grant application and expenditure reports for the CalRecycle City/County payment Program.
- Continue to implemented 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 2022 Water Rights reports for Lumsden Pond and Big Canyon Creek.
- Completed draft private sewer lateral ordinance.
- Assisted property owners with annexation proposals and assist the PEAC Annexation Subcommittee.

2023/2024 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).
- Administration of LEAP grant funding (one grant).
- Administration of SB 2 grant funding.
- Implement grant-funded (CDGB, IIG, and CPLHA) projects including affordable housing projects (Middletown and Mallard Apartments).
- Assist State HCD and Jamboree with the development of an affordable housing project (Clementine) at the former Placerville Armory site.
- Coordinate with Housing El Dorado and El Dorado County Planning Division for implementation of "Jump Start ADU" program.
- Complete review, adoption, and implementation of the draft Private Sewer Lateral Ordinance.
- Serve as City representative on the EDCTC Greater Placerville Wildfire Evacuation Preparedness Study.
- Serve as City representative on the El Dorado County Defensible Space Work Group.
- Serve as City representative on the El Dorado County Wildfire Preparedness & Resilience Advisory Committee.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	0.3	1.0	1.0	1.0	0.0	0%
Total	2.0	2.3	3.0	3.0	3.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget

Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Personnel	239,034	277,015	402,221	401,121	432,284	-	7%
Materials and supplies	1,623	1,333	2,000	2,965	2,000	-	0%
Contract Services	1,596	-	5,500	5,500	6,000	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	113	113	250	194	457	-	83%
Capital outlay	-	-	-	1,134	3,477	-	0%
Total	242,366	278,461	409,971	410,914	444,218	-	8%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
DSD Administration	242,366	278,461	409,971	410,914	444,218	-	8%
Total	242,366	278,461	409,971	410,914	444,218	-	8%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
General Fund							
Discretionary Revenues	242,366	261,250	409,971	3,494	413,967	-	1%
Planning Fees	-	17,211	-	118,044	17,249	-	0%
Building Permits	-	-	-	289,376	13,002	-	0%
Total	242,366	278,461	409,971	410,914	444,218	-	8%

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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 wastewater treatment, 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 2023/2024 Annual Operating Budget

Department: Engineering

All Divisions

Division Budget by Category	Actual	Actual	Estimated	Proposed
	2020/2021	2021/2022	Actual 2022/2023	2023/2024
Administration (Hours)				
Engineering Division support	280	140	180	350
Wastewater Division support	210	140	140	350
Interdepartmental support	210	105	180	300
Clerical/Records	140	70	120	200
Special Projects and Permitting	350	175	225	500
City Council/ Measure H-L Committee/ and Misc. Public Meetings	190	190	210	210
Engineering				
Capital Improvement Projects	82	82	108	110
Construction Permits	12	10	8	10
Code Enforcement Cases	12	16	12	14
Site Plan Checks	13	11	10	10
Grading Permits	8	8	15	12
Parcel/Subdivision Map Review	3	3	3	2
Encroachment Permits	430	480	355	340
Transportation Permits	18	41	20	20
Water Applications	4	4	3	3
Wastewater Treatment				
Average million gallons treated per day	0.94 MGD	0.81 MGD	0.91 MGD	0.91 MGD

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	0.0	0.0	2.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	1.0	0.0	-50%
Secretary to the City Manager	0.1	0.0	0.0	0.0	0.0	0.0	0%
Administrative Secretary	0.0	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	0.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	0.0	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	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	12.1	12.5	13.5	13.5	14.5	0.0	7%

Fiscal Year 2023/2024 Annual Operating Budget Department Budget Engineering

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	1,386,315	1,530,568	1,748,891	1,516,217	1,783,670	-	2%
Materials and supplies	287,968	367,913	450,800	450,800	512,850	-	14%
Contract Services	855,199	991,028	861,990	986,305	1,016,045	-	18%
Overhead	275,932	275,932	275,932	275,932	275,932	-	0%
Other expense	39,525	51,678	68,160	68,160	79,650	-	17%
Capital outlay	-	-	-	-	3,358	-	0%
Total	2,844,939	3,217,119	3,405,773	3,297,414	3,671,505	-	8%

Department Budget by Category	Actual 2021/2022	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Engineering	301,832	425,125	377,187	344,537	398,961	-	6%
Water Reclamation Facility	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%
Total	2,844,939	3,217,119	3,405,773	3,297,414	3,671,505	-	8%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	203,275	203,670	162,956	5,939	232,059	-	42%
Engineering Fees	64,851	158,324	128,197	278,467	105,000	-	-18%
Water Enterprise Fund	19,308	33,009	43,017	30,069	30,950	-	-28%
Sewer Enterprise Fund	2,557,505	2,822,116	3,071,603	2,982,939	3,303,496	-	8%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	2,844,939	3,217,119	3,405,773	3,297,414	3,671,505	-	8%

Fiscal Year 2022/2023 Annual Operating Budget

Department: Engineering

Division: Engineering

2022/2023 REVIEW	2023/2024 BUDGET
<ul style="list-style-type: none"> ■ Managed daily activities of the Engineering Department and active construction within City right-of-way including delivery of 8 capital improvement projects. ■ Provided technical expertise to department staff and other City departments. ■ Hired an Engineering Specialist and Administrative Assistant (shared with the Public Works Department) to support various operations within the Department and other City-wide departments. ■ Provided budget management to department staff. ■ Implementation of the existing 115 funded Capital Improvement Program (CIP) ■ Implementation of the NPDES Storm Water Management Plan and 9th-year Phase II MS4 with Public Works. ■ Continued development and update of Citywide GIS system and public infrastructure inventory (water, sewer, and drainage). ■ Secured additional funding sources for delivery of environmental, design, and construction of existing City projects. ■ Secured \$3,474,088 in Congestion Mitigation Air Quality funds for the Placerville Drive Connectivity Project and the Canal Street Phase 1 Project. ■ Secured \$1,335,000 in Urban Surface Transportation Block Grant Program funding for the Canal Street Phase 2 Project and the Combella Road Sidewalk Project. ■ Secured \$15,417,000 from the highly competitive State Active Transportation Program for the construction of the Placerville Drive Bicycle and Pedestrian Facilities Project. ■ Provided plan review and construction inspection of commercial development and residential projects. ■ Continued implementation of various sewer collection system projects for the purposes of correction and reduction of 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 and grant funding opportunities. ■ Continued to work on Pavement Management Program including supporting data for project prioritization. ■ Review, issuance, and inspections of 293 encroachment permits and 38 transportation permits. ■ Issued 22 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 priority infrastructure projects. ■ 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 Joint City Council and El Dorado County Fire Protection District Board meeting to discuss the Public Safety Building Needs Assessment. ■ Continued update of the City's Traffic Impact Mitigation (TIM) fee program, issued a consultant contract 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. ■ Implementation of the Trip to Green Pilot Project conducted over the first weekend of August, September (Labor Day Weekend), and October in the fall of 2022. ■ Code Enforcement related to encroachments, illicit discharges, and grading violations. ■ PG&E System Hardening Coordination, including identifying and supporting projects located on Blairs Lane, Broadway, and Reservoir Alley. ■ Citywide Broadband Program Support to City Manager's Office for both design and funding opportunities ■ Public Safety Building Needs Assessment Report Support and Coordination. ■ Provided Engineering and Traffic Studies as required by the California Vehicle Code to support speed enforcement and coordination with the Placerville Police Department. 	<ul style="list-style-type: none"> ■ Continue implementation of all funded CIP projects including 10 new projects for a total of 124 projects for an estimated total value of \$42,503,156.00. ■ Implementation of Fiscal Year 2023-2024 CIPs consisting of construction funding for the existing CIP project list. ■ Promote the two current Associate Engineers to Senior Engineers in support of their active roles in delivering the CIP program and providing support to Development Services. ■ Hire a new Assistant Engineer or Associate Engineer to support Department workload and functions. ■ Seek out additional outside funding sources for CIP projects to preserve local funding. ■ Issue construction permits for the future Mallard Lane and Middletown Road affordable housing apartment complexes. ■ 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, including training for staff in various departments and expansion of asset management of said facilities. ■ Support the Public Works Department with improved facility mapping management directly in the field and design support for improvements to the City's Corporation Yard. ■ 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 as needed 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. ■ Apply for grant-funded projects as sources are made available. ■ Provide staff support to the City Council, Planning Commission, Measures H/L Sales Tax Committee, and the El Dorado County Transportation Commission, and all other Committees and Commissions as needed. ■ Construction of or continuing construction of transportation projects including Broadway Sidewalks and Broadway Maintenance projects, Hocking Street Sewer Line Replacement, and the Placerville Station II Park and Bus Project. ■ Environmental Clearance and design of various capital projects including the Placerville Drive Bridge Replacement Project, the Clay Street Bridge Replacement Project, the Placerville Drive Bike and Pedestrian Project, Smith Flat Road Storm Drain and Repaving Project, and many more. ■ Ongoing Code Enforcement related to grading, encroachments, and other unpermitted work.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	0.0	0.0	2.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	1.0	0.0	-50%
Secretary to the City Manager	0.1	0.0	0.0	0.0	0.0	0.0	0%
Administrative Secretary	0.0	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	0.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	3.1	4.5	4.5	4.5	5.5	0.0	22%

Fiscal Year 2023/2024 Annual Operating Budget

Division Budget

Engineering

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Personnel	151,835	176,639	293,333	176,607	285,899	-	-3%
Materials and supplies	1,961	2,453	3,550	3,550	4,100	-	15%
Contract Services	147,432	244,307	76,690	160,766	101,750	-	33%
Overhead	604	604	604	604	604	-	0%
Other expense	-	1,122	3,010	3,010	3,250	-	8%
Capital outlay	-	-	-	-	3,358	-	0%
Total	<u>301,832</u>	<u>425,125</u>	<u>377,187</u>	<u>344,537</u>	<u>398,961</u>	<u>-</u>	<u>6%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
Engineering	301,832	425,125	377,187	344,537	398,961	-	6%
Total	<u>301,832</u>	<u>425,125</u>	<u>377,187</u>	<u>344,537</u>	<u>398,961</u>	<u>-</u>	<u>6%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2020/2021</u>	<u>Actual</u> <u>2021/2022</u>	<u>Revised</u> <u>2022/2023</u>	<u>Estimated</u> <u>Actual</u> <u>2022/2023</u>	<u>Proposed</u> <u>2023/2024</u>	<u>Council</u> <u>Approved</u> <u>2023/2024</u>	<u>% Change</u> <u>from 22/23</u> <u>Budget</u>
General Fund							
Discretionary Revenues	203,275	203,670	162,956	5,939	232,059	-	42%
Engineering Fees	64,851	158,324	128,197	278,467	105,000	-	-18%
Water Enterprise Fund	19,308	33,009	43,017	30,069	30,950	-	-28%
Sewer Enterprise Fund	14,398	30,122	43,017	30,062	30,952	-	-28%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	<u>301,832</u>	<u>425,125</u>	<u>377,187</u>	<u>344,537</u>	<u>398,961</u>	<u>-</u>	<u>6%</u>

Fiscal Year 2023/2024 Annual Operating Budget

Department: Engineering

Division: Water Reclamation Facility

2022/2023 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility, including during a +350 year storm event on 12/31/22.
- Hired (1) Grade II and (2) Grade I Wastewater Operators to support plant functions.
- Average daily treatment of 0.91 MGD (million gallons per day) of collected wastewater.
- Complied with all regulatory requirements, permits, and reports and conducted code enforcement as necessary in the event of private illicit discharges.
- Implementation and compliance of the new RWQCB NPDES Industrial General Order Permit and Notice of Application (NOA).
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES General Order.
- Provided laboratory testing support to the Public Works Department for meeting drinking water compliance regulations and MS4 permit compliance regulations.
- Continued with the Environmental Laboratory Accreditation Program (ELAP) compliance and The NELAC Institute (TNI) audit of the laboratory operations and testing standards as part of the California Environmental Laboratory Accreditation Program.
- With Public Works, maintained three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations which are a part of the City's sewer collection system.
- Completion of Secondary Clarifier #1 Mechanism Replacement (CIP #42108)
- Continued work on Modular Treatment Unit (MTU) #1 Servicing Project (CIP #41901).
- Continued work on Waste Gas Flare Control System (CIP #42234).
- Continued work on Aeration Basin Blower Project (CIP #42230).
- Continued work on Secondary Scum Replacement Project (CIP #42232).
- Implementation of ongoing maintenance projects including but not limited to drainage improvements and potable water service supply.

2023/2024 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility and comply with all regulatory requirements and reports.
- Implement staffing succession plan by hiring a new Chief Plant Operator, Assistant Lab Director, and Grade IV Wastewater Operator to maintain compliance with the NPDES General Order and to sustain operational support and workload.
- 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 maintain three sanitary sewer lift stations and two park restroom pump stations along with support from Public Works as part of the City's collection system team.
- 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).
- Implementation of Digester No. 1 Servicing (CIP #42109).
- Continue work on Belt Filter Press Building Improvements (CIP #42233).
- Complete work on Secondary Clarifier (SC) #1 Protective Coating (Future CIP).
- Complete work on Modular Treatment Unit (MTU) #1 Servicing Project (CIP #41901).
- Complete work on Waste Gas Flare Control System (CIP #42234).
- Continue work on Aeration Basin Blower Project (CIP #42230).
- Continue work on Secondary Scum Replacement Project (CIP #42232).

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	9.0	8.0	9.0	9.0	9.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Water Reclamation Facility

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	1,234,480	1,353,929	1,455,558	1,339,610	1,497,771	-	3%
Materials and supplies	286,007	365,460	447,250	447,250	508,750	-	14%
Contract Services	707,767	746,721	785,300	825,539	914,295	-	16%
Overhead	275,328	275,328	275,328	275,328	275,328	-	0%
Other expense	39,525	50,556	65,150	65,150	76,400	-	17%
Capital outlay	-	-	-	-	-	-	0%
Total	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Water Reclamation Facility	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%
Total	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Revised 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2022/2023</u>	<u>% Change from 21/22 Budget</u>
Sewer Enterprise	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%
Total	2,543,107	2,791,994	3,028,586	2,952,877	3,272,544	-	8%

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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 2023/2024 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	2020/2021	2021/2022	2022/2023	2023/2024
Parks Maintenance Hours				
Gold Bug Park	82/1182	60/990	83/1096	85/1182
Lions Park	917/93	917/93	811.5/560	810/560
City Park	526	526	524	524
Rotary Park	422	446	440	440
Lumsden Park	348	370	373	373
Orchard Hill Park	327	320	315	315
George Duffey Park	222	230	221	230
El Dorado Trail/other grounds	1,341	1,350	1,400	1400
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	945	1,002	990	990
Admin	250	250	250	250
Recreation				
General	5,977	5,960	5960	5960
Gold Bug	843/1182	843/1182	1505/2780	1600/3500
Adult Program	289	302	430	430
Youth Programs	226	313	430	430
Aquatics	440/223	680/1050	950/8200	950/8200
Youth Basketball	0/0	255/450	800/950	800/950
Youth Camps	0/0	52	66	66
Adult Basketball	0/0	25/140	28/150	28/150
Adult Softball	573/220	550/200	770/620	770/620
Adult Volleyball	0/0	30/120	31/135	31/135
Special Events	9/0	9/0	10/0	10/0
Admin	0	0	0	0
Facilities Maintenance				
City Hall	157	156	160	67
Town Hall	128	272	220	126
Scout Hall	136	100	80	80
Pool	594	581	621	621
Park and Ride	232	251	250	250
Old City Hall	0	0	0	0
Police Department	108	127	130	130
Downtown Restroom	273	270	250	250
Corp Yard	272	265	274	274
Admin	250	250	250	250

Please Note: The entries with two numbers indicate Full Time hours and Part Time hours respectively

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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%
Maintenance Worker I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Recreation Supervisor	1.5	2.0	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	9.5	10.0	10.0	10.0	11.0	0.0	10%

Fiscal Year 2023/2024 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	1,307,864	1,552,432	2,085,394	2,037,813	2,251,248	-	8%
Materials and supplies	123,976	207,014	237,752	251,475	274,792	-	16%
Contract Services	334,326	482,676	530,347	562,067	578,577	-	9%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	7,134	10,035	66,527	64,088	68,887	-	4%
Capital outlay	3,337	-	60,000	49,156	32,318	-	-46%
Total	1,778,237	2,253,757	2,980,020	2,964,599	3,205,822	-	8%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Parks	563,215	640,919	765,619	790,993	773,691	-	1%
Recreation	654,750	988,128	1,509,833	1,471,475	1,574,452	-	4%
Facilities M & O	395,883	387,466	401,963	400,539	512,163	-	27%
CSD Administration	164,389	237,244	302,605	301,592	345,516	-	14%
Total	1,778,237	2,253,757	2,980,020	2,964,599	3,205,822	-	8%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	1,599,173	1,767,438	2,175,887	2,224,904	2,445,274	-	12%
Orchard Hill/Duffey LLMD	17,952	19,711	25,423	26,615	25,126	-	-1%
Recreation Fees	161,112	466,608	778,710	713,080	735,422	-	-6%
Total	1,778,237	2,253,757	2,980,020	2,964,599	3,205,822	-	8%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Community Services

Division: Parks

2022/2023 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Spent approximately 3,823 hours in the maintenance of parks and open space.
- Spent approximately 83 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 811 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 524 hours at City Park to maintain all grounds.
- Spent approximately 440 hours at Rotary Park to maintain all grounds.
- Spent approximately 373 hours at Lumsden Park to maintain all grounds.
- Spent approximately 315 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 990 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 to doors at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Continued improvements to infields and turf at Lions Park and contracted with Growlersburg to clear Disc Golf Course.
- 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.

2023/2024 BUDGET

- Hire 2 Park Maintenance positions to handle custodial and achieve a higher level of service.
- Repair deferred maintenance items at Pool.
- Refine the budget expenditure process as we return to normal operations following COVID.
- Work on infield lip, warning tracks, lighting issues and turf conditions at Lions Park.
- Install new irrigation system at Lions Park for more uniform and safe outfield turf, and to reduce repairs.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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%
Maintenance Worker I	0.0	0.0	0.0	0.0	0.4	0.0	0%
Total	3.3	3.3	3.3	3.3	3.7	0.0	12%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Parks

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	425,140	451,317	454,764	468,268	511,942	-	13%
Materials and supplies	53,600	70,256	80,065	83,997	83,655	-	4%
Contract Services	79,538	117,746	169,100	187,907	155,744	-	-8%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	-	-	1,690	1,665	350	-	-79%
Capital outlay	3,337	-	60,000	49,156	22,000	-	-63%
Total	563,215	640,919	765,619	790,993	773,691	-	1%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Parks Maintenance	33,600	48,713	171,076	165,843	134,114	-	-22%
Lions Park	126,412	198,198	181,638	198,405	200,816	-	11%
Gold Bug Park	114,314	34,914	27,605	17,548	21,558	-	-22%
Rotary Park	25,293	75,144	51,424	64,446	56,534	-	10%
City Park	60,690	75,178	75,519	79,419	86,165	-	14%
Lumsden Park	2,398	32,527	24,585	33,450	25,871	-	5%
Hangtown Creek	-	-	8,500	8,500	8,500	-	0%
City Cemeteries	-	-	500	500	500	-	0%
Community Gardens	-	1,083	1,750	1,749	3,500	-	100%
El Dorado Trail	22,599	26,178	33,548	33,969	34,882	-	4%
Orchard Hill/Duffey LLMD	17,952	19,711	25,423	26,616	25,126	-	-1%
Other Grounds	159,957	129,273	164,051	160,548	176,125	-	7%
Total	563,215	640,919	765,619	790,993	773,691	-	1%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	545,263	621,208	740,196	764,378	748,565	-	1%
Orchard Hill/Cottonwood LLMDs	17,952	19,711	25,423	26,615	25,126	-	-1%
Total	563,215	640,919	765,619	790,993	773,691	-	1%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Community Services

Division: Recreation

2022/2023 REVIEW

- Offered a Lifeguard Training class to certify new lifeguards in April.
- Offered swim lessons for all ages and skill levels at the Aquatic Center.
- Offered public swim 7 days a week at the Aquatic center.
- Offered lap swim 7 days a week at the Aquatic center.
- Offered Youth Basketball for the first time since covid. Partnered with the Georgetown Divide Recreation Department who brought in 13 additional teams.
- Contracted with Skyhawks which brought weeklong sports camps for kids ages 4-14.
- Conducted 2nd season of Youth NFL Flag Football league for ages 5-14. Had 9 more teams and 73 more kids than last year.
- Developed new strategies to increase visibility and public awareness of recreation offerings.
- Maintained a high level of efficiency in Recreation by staff taking on additional work for months with less office positions.
- Recruited and hired a new Recreation Supervisor responsible for overseeing Youth Sports and Aquatics.
- Recruited and hired a new Administrative Assistant.
- Researched new marketing trends such as small mailers containing scannable URL codes to a digital Activity Guide.
- Continued to survey other offerings of similar recreation activities in our area to ensure we are keeping competitive, and delivering the best possible service to our community for the fee charged for such service.
- Continue to keep in the loop with League of Cities Roundtables and CPRS Roundtables that involve or impact Leisure and Recreation.
- Hosted a Spring Break Lego Camp in April.
- Increased visibility for programs/activities via Facebook advertising.
- Hosted the 36th Annual Spring Fishing Derby at Lumsden Park in April.
- Hosted Downtown Spooktacular on Halloween.
- Conducted two Adult Softball Leagues with approximately 84 teams combined in summer and fall.
- Canceled 2023 Spring Softball season to allow for the City's Parks Department to make necessary field improvements.
- Offered Adult 5x5 and Adult 3x3 Basketball for the first time since covid.
- Offered Adult Volleyball for the first time since covid.
- Accommodated general public for self-guided tours and guided tours of Gold Bug Park.
- Hosted Rock-n-Water tours at Gold Bug Park.
- Conducted school group guided tours. Had 5 more reservations than 2022.
- Conducted annual mine inspections at Gold Bug Park.
- Hired additional staff at Gold Bug Park to assist with guided tours.
- Hired 3 additional Blacksmiths for the Blacksmith Shop at Gold Bug Park.
- Created an Instagram account for Gold Bug Park to increase advertising capabilities.
- Continue to increase visibility for programs/activities through social media (Facebook/Instagram/Website) advertising.
- Create an Instagram account for the Recreation Department.

2023/2024 BUDGET

- Increase customer user base and program revenue.
- Host Cornhole tournament.
- Increase funding for gift shop inventory at Gold Bug Park.
- Increase the number of school guided tours at Gold Bug Park.
- Generate community support and funding for the Youth Assistance Fund.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	2.0	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	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Department: Community Services
Division: Recreation

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	610,819	824,051	1,229,981	1,190,820	1,260,134	-	2%
Materials and supplies	17,755	66,243	94,358	88,378	115,958	-	23%
Contract Services	21,690	90,518	124,057	130,841	130,505	-	5%
Overhead	-	-	-	-	-	-	0%
Other expense	4,486	7,316	61,437	61,436	65,537	-	7%
Capital outlay	-	-	-	-	2,318	-	0%
Total	654,750	988,128	1,509,833	1,471,475	1,574,452	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Special Interest Programs	3,181	10,383	21,700	21,719	21,700	-	0%
Sports Camps and Teams	276,344	328,451	473,553	460,712	498,720	-	5%
Gold Bug Park Admissions	49,252	159,937	325,671	322,969	337,174	-	4%
Aquatics	104,250	228,143	445,525	424,427	459,691	-	3%
Special Events	2,598	40,146	10,386	11,329	10,396	-	0%
General Recreation	219,125	221,068	232,998	230,319	246,771	-	6%
Total	654,750	988,128	1,509,833	1,471,475	1,574,452	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	493,638	521,520	731,123	758,395	839,030	-	15%
Recreation Fees	161,112	466,608	778,710	713,080	735,422	-	-6%
Total	654,750	988,128	1,509,833	1,471,475	1,574,452	-	4%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2022/2023 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.
- Additional training for staff on maintenance and operation of the Placerville Aquatics Center.
- Increased Graffiti Abatement Program.
- Purchased two used trucks to increase motor pool at Corporation Yard.
- Took on a new building at 525 Main Street, new home for Arts & Culture El Dorado.
- Made on-going repairs at the Downtown Restrooms and plans for renovations.

2023/2024 BUDGET

- Complete construction of the Pickleball 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
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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%
Maintenance Worker I	0.0	0.0	0.0	0.0	0.6	0.0	0%
Total	0.7	0.7	0.7	0.7	1.3	0.0	89%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Facilities Maintenance

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	107,516	39,820	98,044	77,133	133,656	-	36%
Materials and supplies	52,621	70,515	63,329	79,100	75,179	-	19%
Contract Services	233,098	274,412	237,190	243,319	292,328	-	23%
Overhead		-	-	-	-	-	0%
Other expense	2,648	2,719	3,400	987	3,000	-	-12%
Capital outlay		-	-	-	8,000	-	0%
Total	395,883	387,466	401,963	400,539	512,163	-	27%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Historic City Hall	9,381	14,511	12,825	12,825	12,825	-	0%
City Hall	87,820	98,740	89,865	93,006	107,975	-	20%
Town Hall	46,226	57,250	62,767	66,168	78,378	-	25%
Scout Hall	8,536	9,897	12,289	12,816	12,927	-	5%
Corporation Yard	15,994	26,958	20,600	15,483	26,400	-	28%
City Pool Facilities	189,540	130,740	170,117	162,639	202,330	-	19%
Public Safety Building	3,207	3,645	4,500	4,500	9,324	-	107%
Downtown Public Restroom	11,793	14,374	5,800	8,868	18,352	-	216%
Mosquito Road Park & Bus	23,169	25,977	17,300	19,359	30,152	-	74%
525 Main Street	217	5,374	5,900	4,875	13,500	-	129%
Total	395,883	387,466	401,963	400,539	512,163	-	27%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	395,883	387,466	401,963	400,539	512,163	-	27%
Total	395,883	387,466	401,963	400,539	512,163	-	27%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Community Services

Division: Administration

2022/2023 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Coordinated City sponsorship of 7 Special Events that close Main Street.
- Managed a film crew shooting footage for a motion picture in downtown Placerville; received award for this work.
- Executed fuels reduction plan for over 60 acres of city property using ARPA funds with goats and tree contractors.
- Partnered with the Public Works Department to purchase fuel reduction equipment for ongoing maintenance of public property.
- Worked with High School Key Club on design of community garden at Duffey Park.
- Completed site improvements at the corner of Main and Bedford Street in Placerville.
- Coordinated Farmers Market at Bell Tower.
- Provided daily oversight for Recreation, Parks and Facilities functions.
- Coordinated abandoned campsite clean-up projects.

2023/2024 BUDGET

- Implement additional marketing strategies for Gold Bug and other programs to enhance recreation program delivery.
- Develop strategies to reduce costs associated with the ongoing maintenance and operation of the Aquatics Center.
- Continue to work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Continue to work on the implementation of the Fire Safe Plan for all public properties, year two.
- Continue to coordinate abandon campsite clean-up projects with volunteers, saving public funds.
- Complete the pickleball court project at Lions Park.
- Complete the community garden project at Duffey Park.
- Line up funding for new Orchard Hill playground.
- Hire 2 new Maintenance staff for increased level of service for maintenance.
- Update the Parks Master Plan nexus study for impact fees.
- Work with Recreation & Parks Commission on plans for Scout Hall and Lions Park Improvements.
- Continue to pursue funding for LED sports lighting at Lions Park and Rotary Park.
- Incorporate weather station into Lions Park irrigation for better precipitation control.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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 2023/2024 Annual Operating Budget Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	164,389	237,244	302,605	301,592	345,516	-	14%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>164,389</u>	<u>237,244</u>	<u>302,605</u>	<u>301,592</u>	<u>345,516</u>	<u>-</u>	14%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
CSD Administration	164,389	237,244	302,605	301,592	345,516	-	14%
Total	<u>164,389</u>	<u>237,244</u>	<u>302,605</u>	<u>301,592</u>	<u>345,516</u>	<u>-</u>	14%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
General Fund							
Discretionary Revenues	164,389	237,244	302,605	301,592	345,516	-	14%
Total	<u>164,389</u>	<u>237,244</u>	<u>302,605</u>	<u>301,592</u>	<u>345,516</u>	<u>-</u>	14%

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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 2023/2024 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual 2020/2021	Actual 2021/ 2022	Est./Actual 2022/ 2023	Proposed 2023/ 2024
Streets and Roads				
Calls for service (311)		909	1000	1000
Maintenance hours	4333.5	3372.75	3,500	3,800
Miles of streets maintained (approx)	57	57	57	57
Green waste diverted (tons)	1065.10	1150.20	1156	1500
Street Sweeping	636	521.50	630	650
Parking Lots	19	12.50	50	50
Storm Drains	697.50	584.25	690	700
Sanding	0	0	15	15
Streets and Roads				
Snow Removal	100	301.50	280	300
Streets, signs & markings	1100	1436.25	1450	1500
Sidewalk, curb & gutter	75	24	150	150
Service Calls - On Call		33	30	30
USA Digs	1077	1265	1300	1300
Corp Yard	140	1010.25	450	450
Special Events	0.00	54.50	100	100
Trip to Green (10837)		37		
Water / Sewer				
Calls for service Water	120	36	40	50
Calls for service Sewer	46	29	30	70
Meter replacement		44	45	45
Water Applications		2	4	4
Sewer Applications		3	4	4
Miles of sewer maintained (approx)		60.4	60.4	60.4
Water M&O	9597	6929.5	6600	7000
Sewer M&O	2877.5	4106	3500	4000
Admin	907	669.5	700	700

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	0.0	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	15.4	15.4	15.4	15.4	15.4	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget

Department Budget

Public Works

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	1,318,084	1,360,974	1,836,355	1,594,855	1,942,768	-	6%
Materials and supplies	709,292	741,502	854,715	854,727	860,715	-	1%
Contract Services	281,245	299,214	383,214	402,371	411,218	-	7%
Overhead	222,618	222,618	222,618	222,618	222,618	-	0%
Other expense	61,799	88,325	98,370	87,370	115,397	-	17%
Capital outlay	3,937	13,228	202,167	202,167	138,184	-	-32%
Total	2,596,975	2,725,861	3,597,439	3,364,108	3,690,900	-	3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Streets and Roads	639,150	633,172	794,687	744,236	803,375	-	1%
Water/Sewer Lines	1,021,024	1,120,376	1,760,570	1,570,924	1,782,080	-	1%
Water Acquisition & Delivery	826,633	846,473	901,793	905,836	944,018	-	5%
Downtown Parking	110,168	125,840	140,389	143,112	161,427	-	15%
Total	2,596,975	2,725,861	3,597,439	3,364,108	3,690,900	-	3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	376,823	248,271	351,419	358,111	407,946	-	16%
Gas Tax	238,045	337,146	342,298	304,450	376,585	-	10%
Benefit Assessment Districts	475	-	29,107	18,043	18,844	-	-35%
Water Enterprise Fund	1,273,793	1,339,709	1,714,797	1,665,432	1,723,045	-	0%
Sewer Enterprise Fund	573,864	627,140	947,566	811,328	1,003,053	-	6%
Daily Parking Revenues	40,971	62,270	99,258	97,190	97,190	-	-2%
Leased Parking Revenues	93,004	111,325	112,994	109,554	64,237	-	-43%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	2,596,975	2,725,861	3,597,439	3,364,108	3,690,900	-	3%

Fiscal Year 202/2024 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2022/2023 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement (pot holes) throughout the City.
- Continued street painting, sign installation and repair, and graffiti removal program.
- Swept streets.
- Completed work service requests for street work.
- Removed hazardous trees and brush.
- Plowed & sanded streets during winter conditions.
- Cleaned storm drains.
- Continued weed abatement program in conjunction with Recreation and Parks Department.
- Continued support activities for special events.
- Continued to support Engineering on Capital Improvement Projects.
- Assisted with the removal of illegal camp sites.
- 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.

2023/2024 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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 2023/2024 Annual Operating Budget
Division Budget
Streets and Roads

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	307,187	275,773	340,801	284,832	347,751	-	2%
Materials and supplies	74,274	88,854	98,583	98,595	97,883	-	-1%
Contract Services	215,361	198,450	246,344	262,850	250,652	-	2%
Overhead	-	-	-	-	-	-	0%
Other expense	40,524	63,276	54,200	43,200	63,675	-	17%
Capital outlay	1,804	6,819	54,759	54,759	43,414	-	-21%
Total	639,150	633,172	794,687	744,236	803,375	-	1%

Department Budget by Category	Actual 2020/2021	Revised 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Street Sweeping	19,897	15,222	31,584	28,412	33,597	-	6%
Curbs, Gutters, and Sidewalks	47,957	48,004	49,388	50,668	51,831	-	5%
Street Signs and Markings	62,899	61,815	58,901	60,097	62,345	-	6%
Storm Drains	43,060	35,202	49,465	49,477	49,465	-	0%
Traffic Signals and Lights	140,422	138,442	154,850	157,156	154,850	-	0%
Street Sanding/Snow Removal	2,338	5,883	7,400	7,400	7,200	-	-3%
General Street Maintenance	322,577	328,604	443,099	391,026	444,087	-	0%
Total	639,150	633,172	794,687	744,236	803,375	-	1%

Department Budget by Category	Actual 2020/2021	Revised 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	400,630	296,026	423,282	421,743	407,946	-	-4%
Gas Tax	238,045	337,146	342,298	304,450	376,585	-	10%
Benefit Assessment Districts	475	-	29,107	18,043	18,844	-	-35%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	639,150	633,172	794,687	744,236	803,375	-	1%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2022/2023 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 Engineering with Mapping of Sewer and Water Lines.
- Responded to emergency storm damage.
- Implemented UCMR5 (Unregulated Contaminant Monitoring Rule 5) water sampling in accordance with EPA regulations
- Continued to replace Lead Service Lines in accordance with Division of Drinking Water timeline
- Updated Lead Service Line inventory to include both customer and City service line materials
- Began Drought and Water Conservation reporting as directed by the Division of Drinking Water in accordance with SB255.

2023/2024 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 water lines. Implemented UCMR5 (Unregulated Contaminant Monitoring Rule 5) water sampling in accordance with EPA regulations.
- Continue to replace Lead Service Lines in accordance with Division of Drinking Water timeline.
- Continue to update Lead Service Line inventory to include both customer and City service line materials.
- Continue Drought and Water Conservation reporting as directed by the Division of Drinking Water in accordance with SB255.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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 2023/2024 Annual Operating Budget
Division Budget
Water and Sewer Lines

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	809,329	867,095	1,263,611	1,072,870	1,304,991	-	3%
Materials and supplies	53,889	60,572	112,010	112,010	118,310	-	6%
Contract Services	19,143	41,458	81,850	82,945	100,766	-	23%
Overhead	134,021	134,021	134,021	134,021	134,021	-	0%
Other expense	2,509	10,821	21,670	21,670	29,222	-	35%
Capital outlay	2,133	6,409	147,408	147,408	94,770	-	-36%
Total	1,021,024	1,120,376	1,760,570	1,570,924	1,782,080	-	1%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Water Lines	447,160	493,236	813,004	759,596	779,027	-	-4%
Sewer Lines	573,864	627,140	947,566	811,328	1,003,053	-	6%
Total	1,021,024	1,120,376	1,760,570	1,570,924	1,782,080	-	1%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Water Enterprise Fund	447,160	493,236	813,004	759,596	779,027	-	-4%
Sewer Enterprise Fund	573,864	627,140	947,566	811,328	1,003,053	-	6%
Total	1,021,024	1,120,376	1,760,570	1,570,924	1,782,080	-	1%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2022/2023 REVIEW

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

2023/2024 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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 2023/2024 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	121,403	130,179	133,349	135,835	158,074	-	19%
Materials and supplies	579,817	588,789	636,747	636,747	637,147	-	0%
Contract Services	18,745	25,295	22,100	23,657	39,200	-	77%
Overhead	88,597	88,597	88,597	88,597	88,597	-	0%
Other expense	18,071	13,613	21,000	21,000	21,000	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	826,633	846,473	901,793	905,836	944,018	-	5%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Water Acquisition & Delivery	826,633	846,473	901,793	905,836	944,018	-	5%
Total	826,633	846,473	901,793	905,836	944,018	-	5%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Water Acquisition & Delivery	826,633	846,473	901,793	905,836	944,018	-	5%
Total	826,633	846,473	901,793	905,836	944,018	-	5%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2022/2023 REVIEW

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

2023/2024 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
	2020/2021	2021/2022	2022/2023	2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	1.1	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 2023/2024 Annual Operating Budget
Division Budget
Downtown Parking

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	80,165	87,927	98,594	101,318	131,952	-	34%
Materials and supplies	1,312	3,287	7,375	7,375	7,375	-	0%
Contract Services	27,996	34,011	32,920	32,919	20,600	-	-37%
Overhead	-	-	-	-	-	-	0%
Other expense	695	615	1,500	1,500	1,500	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	110,168	125,840	140,389	143,112	161,427	-	15%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Downtown Parking	110,168	125,840	140,389	143,112	161,427	-	15%
Total	110,168	125,840	140,389	143,112	161,427	-	15%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	(23,807)	(47,755)	(71,863)	(63,632)	-	-	-100%
Daily Parking Revenues	40,971	62,270	99,258	97,190	97,190	-	-2%
Leased Parking Revenues	93,004	111,325	112,994	109,554	64,237	-	-43%
Total	110,168	125,840	140,389	143,112	161,427	-	15%

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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 2023/2024 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>
Regular City Council Meetings	22	22	22	22
Resolutions	113	116	113	113
Ordinances	3	5	3	3

<u>Department Staff by Position</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	0.0	0.0	0.0	0.0	0.0	0%
Total	6.0	5.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Department Budget
Elected Officials

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	100,373	100,903	112,070	99,607	107,796	-	-4%
Materials and supplies	218	1,532	900	900	900	-	0%
Contract Services	10,919	16,430	10,000	10,000	10,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	10,106	17,971	28,100	28,100	28,300	-	1%
Capital outlay	-	-	-	-	-	-	0%
Total	121,616	136,836	151,070	138,607	146,996	-	-3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
City Council	120,632	136,836	151,070	138,607	146,996	-	-3%
City Treasurer	984	-	-	-	-	-	0%
Total	121,616	136,836	151,070	138,607	146,996	-	-3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	121,616	136,836	151,070	138,607	146,996	-	-3%
Total	121,616	136,836	151,070	138,607	146,996	-	-3%

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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 2023/2024 Annual Operating Budget

Department: City Administration

All Divisions



Workload Indicators	Actual	Actual	Estimated	Proposed
	2020-2021	2021-2022	Actual 2022-2023	2023-2024
City Manager (hours)				
Council agenda and meeting prep.	624	624	624	624
Attend Council meetings	64	64	64	64
Personnel	240	240	240	240
Bonds	10	10	10	10
Intergovernmental relations	130	130	130	130
Citizen inquiries	166	166	166	220
Public works/engineering Ltr's	390	390	390	390
Claims and litigation	166	166	166	166
Franchise	12	12	12	12
Bids and contracts	32	32	32	32
Special Events	24	24	24	24
Utility fees	32	32	32	32
Main Street & Parking	150	150	150	150
Ordinances and resolutions	104	104	104	104
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
Ordinances and resolutions	45	45	75	75
Collections	5	5	0	0
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
Code Enforcement - Citizen Inquiries	0	0	0	0
Downtown Streetscape-Parking	0	0	0	0
Grant Development	0	0	0	0
OEC-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	30/240	30/240
Resolutions	100/200	100/200	124/248	124/248
Ordinances	5/10	5/10	3/6	3/6
Economic Interest Statements	62/93	62/93	62/93	62/93
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.
Public records requests	300/300	300/300	45/45	45/45
Elections Activities (hours)				160
Human Resources (#hrs)				
Recruitments	6/216	6/216	15/75	15/75
Reclassifications	3/3	3/3		9/9
Orientations	6/6	6/6	20/20	20/20
Process New Hires including seasonal	10/10	10/10	164/164	164/164
Benefits inquiries and notifications (hours)				120
Mandatory Training (hours)				96
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	8/64	8/64
COBRA Administration	3/3	3/3	15/15	15/15
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	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	5.0	5.0	5.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Department Budget
City Administration

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	777,861	750,428	891,577	826,556	925,059	-	4%
Materials and supplies	2,276	608	2,284	3,584	3,818	-	67%
Contract Services	377,379	306,177	322,967	302,160	333,387	-	3%
Overhead	24,205	24,205	12,114	24,205	24,205	-	100%
Other expense	44,494	12,375	7,836	6,713	8,401	-	7%
Capital outlay	-	2,345	10,832	11,872	1,158	-	-89%
Total	1,226,215	1,096,138	1,247,610	1,175,090	1,296,028	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Legal Services	102,525	125,494	140,978	118,974	132,272	-	-6%
Litigation	207,963	69,225	-	-	-	-	0%
City Manager	424,110	471,958	401,020	405,498	443,840	-	11%
Information Services	347,218	282,518	523,103	467,177	539,461	-	3%
Human Resources	133,216	142,955	168,989	170,145	177,465	-	5%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	11,183	3,988	13,520	13,296	2,990	-	-78%
Total	1,226,215	1,096,138	1,247,610	1,175,090	1,296,028	-	4%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	742,659	829,153	889,202	837,098	932,452	-	5%
Parking District Fund	51,342	19,278	70,645	70,743	71,576	-	1%
General Liability Fund	207,963	69,225	-	-	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Water Enterprise Fund	111,846	88,973	143,874	131,810	145,691	-	1%
Sewer Enterprise Fund	112,405	89,509	143,889	135,439	146,309	-	2%
Total	1,226,215	1,096,138	1,247,610	1,175,090	1,296,028	-	4%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: City Attorney

2022/2023 REVIEW

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

2023/2024 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Secretary to the City Manager	0.29	0.30	0.30	0.30	0.30	0.00	0%
Total	0.29	0.30	0.30	0.30	0.30	0.00	0%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
City Attorney

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	27,308	27,987	34,478	33,639	36,272	-	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	243,792	165,748	106,500	85,335	96,000	-	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	39,388	984	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	310,488	194,719	140,978	118,974	132,272	-	-6%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Legal Services	102,525	125,494	140,978	118,974	132,272	-	-6%
Litigation	207,963	69,225	-	-	-	-	0%
Total	310,488	194,719	140,978	118,974	132,272	-	-6%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	102,525	125,494	140,978	118,974	132,272	-	-6%
General Liability Reserve	207,963	69,225	-	-	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Total	310,488	194,719	140,978	118,974	132,272	-	-6%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: City Manager

2022/2023 REVIEW	2023/2024 BUDGET
<ul style="list-style-type: none"> ■ Monitored pending and existing legislation. ■ Continue to staff PEAC Meetings and Initiatives. ■ Developed Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. ■ Monitored Water Reclamation Facility regulatory issues. ■ Monitored El Dorado Disposal performance and assist with implementation of new law. ■ Administered Parking Program. Explored ways to improve program. ■ Reviewed and oversaw personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continued to look for ways to make more interactive City Website. ■ Monitored Gateway Hotel Site. ■ Proceeded with development of Placerville Station II. ■ Monitored State's budget process and other State Legislation. ■ Oversaw City budget preparation. ■ Monitored Engineering and Public Works Projects. ■ Completed and implement joint Feasibility Study with El Dorado County Fire District Joint Public Safety Building. ■ Explored Funding for joint Public Safety Facility. ■ Reviewed all new hires and personnel forms. ■ Continued with Constant Contact Newsletter, and expanded to City Newsletter. ■ Finalized agreement for reuse of Historic City Hall and DA Annex. Implemented agreement. ■ Worked with County on Homeless Navigation Center to meet requirements of Martin vs. Boise. ■ Reinstated Neighborhood Chats to improve communication with Citizens. ■ Supervised Claims and Litigation. ■ Improve Social Media Strategy to better communicate with the public. ■ Continued to implement Measure L in coordination with Measure H. ■ Researched options to fund mandated Storm Drain Maintenance. ■ Monitored Traffic Impact and Water/Sewer CIC charge studies. ■ Implemented WRF Solar Project. ■ Reviewed and Monitored State Court House Funding and respond accordingly. ■ Continued public outreach and design and development of Clay Street Bridge Replacement and Realignment Project ■ Explored options to fund PERS Unfunded pension liability and control pension costs. ■ Adopted New Emergency Operations Plan. ■ Pursued funding for Vegetation Management Program. ■ Adopted new Personnel Rules and Regulations. ■ Implemented Pilot Project in accordance with Broadband Feasibility Study. 	<ul style="list-style-type: none"> ■ Monitor pending and existing legislation. ■ Continue to staff PEAC Meetings and Initiatives. ■ Continue to review potential strategies 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 laws, including AB 1383. ■ Administer Parking Program. Explore possibility of automating garage and increasing parking. ■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continue to update and improve City Website. ■ Continue to work with Developer on Mackinaw Hotel. ■ Monitor State's budget process and other State Legislation. ■ Oversee City budget preparation. ■ Monitor Engineering and Public Works Projects. ■ Identify Funding for joint Public Safety Facility. ■ Review all new hires and personnel forms. ■ Monitor and provide assessment of City Social Media Program. ■ Complete Structural Assessment of Historic City Hall and finalize agreement for reuse of Historic City Hall and DA Annex. ■ Continue to monitor new Homeless Navigation Center and work with County on further solutions including security. ■ Reinstated Neighborhood Chats to improve communication with Citizens. ■ Supervise Claims and Litigation. ■ Research options to fund mandated Storm Drain Maintenance. ■ Complete Traffic Impact and Water/Sewer CIC charge studies. ■ Implement WRF Solar Project. ■ Review status of State Court House Funding. ■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project. ■ Continue to review options to fund PERS Unfunded pension liability and control pension costs. ■ Adopt New Emergency Operations Plan. ■ Work with County and Fire Safe Council on Vegetation Management Program. ■ Adopt new Personnel Rules and Regulations. ■ Continue to support and implement Broadband Master Plan. ■ Develop Citywide Succession Plan ■ Work with Finance Department and Attorneys on workout of Defaulted Bonds.

	Actual		Estimated	Actual	Proposed	Council	% Change
	2020/2021	2021/2022	Revised 2022/2023	2022/2023	2023/2024	Approved 2023/2024	from 22/23 Budget
Department Staff by Position							
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.67	0.70	0.70	0.70	0.70	0.00	0%
Total	1.67	1.70	1.70	1.70	1.70	0.00	0%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
City Manager

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	392,148	437,658	366,320	370,782	376,115	-	3%
Materials and supplies	430	608	500	516	500	-	0%
Contract Services	30,852	30,501	32,600	32,600	63,800	-	96%
Overhead	-	-	-	-	-	-	0%
Other expense	680	3,191	1,600	1,600	3,425	-	114%
Capital outlay	-	-	-	-	-	-	0%
Total	424,110	471,958	401,020	405,498	443,840	-	11%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
City Manager	424,110	471,958	401,020	405,498	443,840	-	11%
Total	424,110	471,958	401,020	405,498	443,840	-	11%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	379,985	471,958	355,277	359,625	397,643	-	12%
Parking District Fund	44,125	-	45,743	45,873	46,197	-	1%
Total	424,110	471,958	401,020	405,498	443,840	-	11%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: Information Services

2022/2023 REVIEW	2023/2024 BUDGET
<ul style="list-style-type: none"> ■ Provided email and/phone support to the public regarding our website. ■ Continued providing internal staff support on our website & Facebook page. ■ Provided computer, projector and audio needs to City Council & Planning Commission meetings. ■ Provided software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ Planned cloud data backup services for data retention redundancy. ■ Scheduled to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implemented new CAD server at the Police Department. ■ Obtained new audio / video conferencing system for City Hall 4th floor conference room. ■ Supported/ implemented new website features. ■ Supported new network technologies at the Police Department. ■ Assisted CalNet and Technology Industries with high bandwidth data connection from garage to Police Department. ■ Maintained new Parking meters. ■ Supported new Recreation and Parks application (Activenet). ■ Assisted Parking Attendants with pay stations. ■ Installed and supported new computers throughout the City. 	<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. ■ 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 / software at the Police Department. ■ Netmotion VPN upgrade at Police Department. ■ New direct connection to DOJ via CLETS ■ New A/V system for production / broadcasting City Council Meetings. ■ New VOIP phone system at Town Hall, City Hall, and the WRF ■ Replace / Repair existing Security Camera system in the city , and parking garage. ■ 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 Police Department. ■ Maintain Parking meters. ■ Support new Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual	2023/2024	Approved	from 22/23
				2022/2023		2023/2024	Budget
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	0.0	0.0	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 2023/2024 Annual Operating Budget
Division Budget
Information Services

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	231,695	151,201	326,510	257,913	340,927	-	4%
Materials and supplies	1,846	-	1,784	3,068	3,318	-	86%
Contract Services	89,049	104,194	170,117	169,657	169,337	-	0%
Overhead	24,205	24,205	12,114	24,205	24,205	-	100%
Other expense	423	573	1,746	462	516	-	-70%
Capital outlay	-	2,345	10,832	11,872	1,158	-	-89%
Total	347,218	282,518	523,103	467,177	539,461	-	3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Information Services	347,218	282,518	523,103	467,177	539,461	-	3%
Total	347,218	282,518	523,103	467,177	539,461	-	3%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	115,750	84,758	210,438	175,058	222,082	-	6%
Parking District Fund	7,217	19,278	24,902	24,870	25,379	-	2%
Water Enterprise Fund	111,846	88,973	143,874	131,810	145,691	-	1%
Sewer Enterprise Fund	112,405	89,509	143,889	135,439	146,309	-	2%
Total	347,218	282,518	523,103	467,177	539,461	-	3%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: Human Resources

2022/2023 REVIEW	2023/2024 BUDGET
<ul style="list-style-type: none"> ■ Implemented an Applicant Tracking Software platform. ■ Assisted several hiring managers with Applicant Tracking Software platform. ■ Sought creative avenues to attract top candidates for positions within City service. ■ Processed employment applications, wrote offer letters, assisted with interviewing and selection of candidates. ■ Communicated with all applicants at numerous stages of the hiring process for each recruitment/position. ■ Set up physicals and Live Scan background checks for all new hires. ■ Maintained Live Scan records/reports from the CA DOJ and passed online DOJ security training. ■ Conducted new-hire orientations and processed onboarding paperwork. ■ Enrolled City drivers in DMV pull notice program and maintained all notifications/reports. ■ Maintained and followed all updated MOU info. with Local 39, PPOA, and Executive Bargaining Units. ■ Processed all evaluation records and maintained evaluation schedules for department heads; processed personnel action forms for all regular and seasonal new hires, wage increases, transfers, reclassifications, resignations, and retirements. ■ Assigned and coordinated State-mandated training for all employees for AB 1234, AB 1825, and AB 1207. ■ Filed and maintained personnel records and information helpful to employment verification checks from outside agencies. ■ Worked with the City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and worked toward Council adoption. ■ Notified employees of/and Processed requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc. ■ Completed and submitted Workers' Compensation claims and reported all medical status updates to the Workers' Compensation Claims Third Party Administrator (TPA), assisted with processing disability retirements. ■ Notified terminated employees of COBRA medical continuation coverage and maintained records. ■ Continued to seek low-cost or free training opportunities to City staff through the City's risk management authority and other local agencies. ■ Received and maintained Certificates of Liability 	<ul style="list-style-type: none"> ■ Post/advertise City recruitments, train hiring managers, current and new, on use of Applicant Tracking Software platform. Keep job specifications updated. ■ Process employment applications, offer letters, assist with interviewing and selection of candidates. ■ Communicate with applicants at numerous stages of the hiring process for each recruitment. ■ Set up physicals and Live Scan background checks for new hires. ■ Maintain Live Scan records/reports from the CA DOJ and pass annual, online DOJ security training. ■ Conduct new-hire orientations and process onboarding paperwork. Update City Handbook as necessary. ■ Enroll City drivers in DMV pull notice program and maintain notifications/reports. ■ Maintain and follow updated MOU info. with Local 39, PPOA, and Executive Bargaining Units. ■ Process evaluation records and maintain evaluation schedule for department heads; process personnel action forms for all regular and seasonal new hires, wage increases, transfers, reclassifications, resignations, and retirements. ■ Assign and coordinate State-mandated training for all employees for AB 1234, AB 1825, and AB 1207. ■ File and maintain personnel records and information helpful for employment verification checks from outside agencies. ■ Work with City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and work toward Council adoption. ■ Notify employees of/and Process requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc. ■ Complete and submit Workers' Compensation claims and report medical status updates to the Workers' Compensation Claims Third Party Administrator (TPA), assist with processing disability retirements. ■ Notify terminated employees of COBRA medical continuation coverage and maintain records. ■ Receive and maintain Certificates of Liability ■ Work on expanding City's Injury and Illness Prevention Program ■ Attend training webinars as able.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual	2023/2024	Approved	from 22/23
Total	2020/2021	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk	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 2023/2024 Annual Operating Budget
Division Budget
Human Resources

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	126,710	133,582	164,269	164,222	171,745	-	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	2,861	3,253	2,000	2,818	2,500	-	25%
Overhead	-	-	-	-	-	-	0%
Other expense	3,645	6,120	2,720	3,105	3,220	-	18%
Capital outlay	-	-	-	-	-	-	0%
Total	133,216	142,955	168,989	170,145	177,465	-	5%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Human Resources	133,216	142,955	168,989	170,145	177,465	-	5%
Total	133,216	142,955	168,989	170,145	177,465	-	5%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	133,216	142,955	168,989	170,145	177,465	-	5%
Total	133,216	142,955	168,989	170,145	177,465	-	5%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2020/2021	2021/2022	2022/2023	Actual	2023/2024	Approved	from 22/23
				2022/2023		2023/2024	Budget
Total	0.0	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Department: City Administration
Division: Grant Administration

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 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 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2023/2024 Annual Operating Budget

Department: City Administration

Division: City Clerk

2022/2023 REVIEW	2023/2024 BUDGET
<ul style="list-style-type: none">■ Answered calls and emails from the public.■ Responded to Public Records Act requests. Redacted privileged information.■ Formatted and numbered incoming staff reports, resolutions, and attachments for the City Council agenda. Prepared 15 full agenda packets for each meeting and miscellaneous proclamations.■ Published agendas and Notices to the Public■ Attended City Council meetings and took minutes.■ Administered Oaths of Office to sworn officers, commissioners, and elected officials.■ Processed and filed all ordinances, resolutions, and follow-up of all items approved by the City Council.■ Attested and Recorded City documents with the County.■ Assisted the City Council with administrative errands.■ Maintained index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners.■ Received legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc.■ Prepared elections handbook, met with candidates, filed candidate statements, and collected and disclosed campaign reporting in accordance with the California Elections Code.■ Recruited for City Commissions, Boards, and Committees, and maintained Committee rosters per the Maddy Act.■ Notified designated employees, elected officials, and planning commissioners of requirement to file annual FPPC Form 700 statements of economic interest, including assuming and leaving office statements.■ Continued the process of converting City records into digital format.■ Attended New Law and Elections seminars and Annual City Clerk conferences as time allowed.	<ul style="list-style-type: none">■ Answer calls and emails from the public.■ Respond to Public Records Act requests. Redact privileged information.■ Format and number incoming staff reports, resolutions, and attachments for the City Council agenda. Prepare 15 full agenda packets for each meeting and miscellaneous proclamations.■ Publish agendas and Notices to the Public■ Attend City Council meetings and take minutes.■ Administer Oath of Office to sworn officers, commissioners, and elected officials.■ Process and file all ordinances, resolutions, and follow-up of all items approved by the City Council.■ Attest and Record City documents with the County.■ Assist the City Council with administrative errands.■ Maintain index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners.■ Receive legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc.■ Prepare elections handbook, meet with candidates, file candidate statements, and collect and disclose campaign reporting in accordance with the California Elections Code.■ Recruit for City Commissions, Boards, and Committees, and maintain Committee rosters per the Maddy Act.■ Notify designated employees, elected officials, and planning commissioners of requirement to file annual FPPC Form 700 statements of economic interest, including assuming and leaving office statements.■ Continue the process of converting City records into digital format.■ Attend New Law and Elections seminars and Annual City Clerk conferences as time allows.

Fiscal Year 2023/2024 Annual Operating Budget
Department: City Administration
Division: City Clerk

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	10,825	2,481	11,750	11,750	1,750	-	-85%
Overhead	-	-	-	-	-	-	0%
Other expense	358	1,507	1,770	1,546	1,240	-	-30%
Capital outlay	-	-	-	-	-	-	0%
Total	11,183	3,988	13,520	13,296	2,990	-	-78%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
City Clerk	11,183	3,988	13,520	13,296	2,990	-	-78%
Total	11,183	3,988	13,520	13,296	2,990	-	-78%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	11,183	3,988	13,520	13,296	2,990	-	-78%
Total	11,183	3,988	13,520	13,296	2,990	-	-78%

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Finance

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

Fiscal Year 2023/2024 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual 2020/2021	Actual 2021/2022	Estimated Actual 2022/2023	Proposed 2023/2024
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	8,000	8,000	7,500
Development Trust Accounts	68	98	120	171
Payable checks processed	3,187/\$14m	3,187/\$14m	2,500/\$14m	2,580/\$14m
Business license applications	220	210	210	210
Bad checks recovered	35/\$14,000	35/\$14,000	35/\$14,000	35/\$29,016
Payroll				
Payroll transactions processed	2,658/\$6.63m	3,083/\$6.63m	3,350/\$8m	3,350/\$8m
Processed payroll (FT/PT)	78/172	81/62	83/175	83/175
Action forms processed (FT)	158	162	176	176
New hire orientation	13	15	20	20
State and Federal reports	30	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,950	18,950	18,500	18,500
Bills issued	22,800	22,800	22,400	21,900
Liens filed/released	19	19	6	18
Discovery of non-paying users	2	2	-	-
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	25	25	5	23

Department Staff by Position	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 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	1.0	1.0	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	0.0	0.0	0.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	0.0	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.2	0.0	0.0	0.0	0.0	0.0	-100%
Total	6.7	6.5	7.0	7.0	7.0	0.0	-1%

Fiscal Year 2023/2024 Annual Operating Budget Department Budget Finance

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	830,411	947,230	882,551	866,118	967,856	-	10%
Materials and supplies	10,650	15,792	11,100	18,297	16,500	-	49%
Contract Services	47,228	36,397	44,880	37,494	44,610	-	-1%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	13,091	12,135	12,995	13,999	15,110	-	16%
Capital outlay	-	823	-	2,478	1,161	-	0%
Total	946,116	1,057,113	996,262	983,122	1,089,973	-	9%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Financial Management	599,879	573,160	499,381	489,488	570,655	-	14%
Utility Billing	346,237	483,953	496,881	493,634	519,318	-	5%
Total	946,116	1,057,113	996,262	983,122	1,089,973	-	9%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	598,308	569,171	495,978	486,163	567,080	-	14%
Water Enterprise Fund	174,201	240,753	247,673	247,098	259,826	-	5%
Sewer Enterprise Fund	172,036	243,200	249,208	246,536	259,492	-	4%
Parking District Fund	1,571	3,989	3,403	3,325	3,575	-	5%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	946,116	1,057,113	996,262	983,122	1,089,973	-	9%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Finance

Division: Financial Management

2022/2023 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.
- Attended CIRA Finance Subcommittee, Executive Committee, and Board of Director meetings.
- Began recruitment for Assistant Finance Director.
- Secured five-year master equipment lease agreement with Bank of America.
- Implemented the prefunding of the City's unfunded pension liabilities.

2023/2024 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.
- 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.
- Complete the Click2Gov conversion for accounts receivable and business license accounts.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	1.0	1.0	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	0.0	0.0	0.0	0.0	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant I	0.0	0.4	0.4	0.4	0.4	0.0	0%
Retired Annuitant	0.1	0.0	0.0	0.0	0.0	0.0	-100%
Total	3.2	3.1	3.6	3.6	3.6	0.0	-1%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Financial Management

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	569,773	552,075	475,616	468,125	546,975	-	15%
Materials and supplies	102	108	100	100	100	-	0%
Contract Services	26,551	18,872	21,030	18,682	20,200	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	3,453	1,709	2,635	2,581	2,993	-	14%
Capital outlay	-	396	-	-	387	-	0%
Total	599,879	573,160	499,381	489,488	570,655	-	14%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Financial Analysis	359,927	343,896	299,629	293,693	342,393	-	14%
Accounts Payable/Receivable	179,964	171,948	149,814	146,846	171,197	-	14%
Bond Administration	47,990	45,853	39,950	39,159	45,652	-	14%
Mandated Reporting	11,998	11,463	9,988	9,790	11,413	-	14%
Total	599,879	573,160	499,381	489,488	570,655	-	14%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	598,308	569,171	495,978	486,163	567,080	-	14%
Parking District Fund	1,571	3,989	3,403	3,325	3,575	-	5%
Equipment Replacement Fund	-	-	-	-	-	-	0%
Total	599,879	573,160	499,381	489,488	570,655	-	14%

Fiscal Year 2023/2024 Annual Operating Budget

Department: Finance

Division: Utility Billing

2022/2023 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.
- Completed 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 Low Income Household Water Assistance Program, which provides financial relief to struggling Customers.
- Contracted with a consultant to perform a new five-year water and wastewater cost of service study.

2023/2024 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).
- Complete new water and wastewater cost of service study.
- Revise the utility application process.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2020/2021	2021/2022	2022/2023	Actual 2022/2023	2023/2024	Approved 2023/2024	from 22/23 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	1.6	1.6	1.6	1.6	0.0	0%
Accounting Assistant I	0.0	0.6	0.6	0.6	0.6	0.0	0%
Retired Annuitant	0.1	0.0	0.0	0.0	0.0	0.0	0%
Total	3.5	3.4	3.4	3.4	3.4	0.0	0%

Fiscal Year 2023/2024 Annual Operating Budget
Division Budget
Utility Billing

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Personnel	260,638	395,155	406,935	397,993	420,881	-	3%
Materials and supplies	10,548	15,684	11,000	18,197	16,400	-	49%
Contract Services	20,677	17,525	23,850	18,812	24,410	-	2%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	9,638	10,426	10,360	11,418	12,117	-	17%
Capital outlay	-	427	-	2,478	774	-	0%
Total	346,237	483,953	496,881	493,634	519,318	-	5%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Utility Billing	346,237	483,953	496,881	493,634	519,318	-	5%
Total	346,237	483,953	496,881	493,634	519,318	-	5%

<u>Department Budget by Category</u>	<u>Actual 2020/2021</u>	<u>Actual 2021/2022</u>	<u>Revised 2022/2023</u>	<u>Estimated Actual 2022/2023</u>	<u>Proposed 2023/2024</u>	<u>Council Approved 2023/2024</u>	<u>% Change from 22/23 Budget</u>
Water Enterprise Fund	174,201	240,753	247,673	247,098	259,826	-	5%
Sewer Enterprise Fund	172,036	243,200	249,208	246,536	259,492	-	4%
Total	346,237	483,953	496,881	493,634	519,318	-	5%

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Non-Departmental

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Fiscal Year 2023/2024 Annual Operating Budget Non-Departmental

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Personnel	405,605	-	69,055	69,401	574,235	-	732%
Materials and supplies	20,171	15,692	22,620	18,428	22,620	-	0%
Contract Services	226,186	386,854	249,867	253,919	272,551	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	5,240,662	5,820,322	4,407,321	4,428,184	4,460,521	-	1%
Capital outlay	-	-	-	-	-	-	0%
Total	5,892,624	6,222,868	4,748,863	4,769,932	5,329,927	-	12%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
Non-Departmental	5,892,624	6,222,868	4,748,863	4,769,932	5,329,927	-	12%
Total	5,892,624	6,222,868	4,748,863	4,769,932	5,329,927	-	12%

Department Budget by Category	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
General Fund							
Discretionary Revenues	671,822	636,493	1,000,981	1,078,907	1,791,318	-	79%
Gas Tax Fund	238,045	337,146	342,298	304,450	336,951	-	-2%
Measure L Fund	-	-	-	-	-	-	0%
Parking District Fund	459	(11,490)	21,833	21,883	21,876	-	0%
Grant Funds	82,700	217,637	68,738	69,763	-	-	-100%
Cannabis Community Benefit Fund	-	-	-	-	97,412	-	0%
Measure J Fund	(182,483)	15,898	(144,830)	(144,830)	(403,199)	-	178%
General CIP Fund	-	(93,382)	(184,067)	(184,067)	(191,643)	-	4%
LLMD Funds	8,755	8,807	9,094	9,380	9,391	-	3%
BAD Funds	8,542	8,668	27,487	7,237	27,255	-	-1%
Water Enterprise Fund	1,057,118	185,435	354,871	354,871	374,002	-	5%
Sewer Enterprise Fund	3,094,847	3,928,310	1,825,665	1,825,545	1,802,959	-	-1%
Measure H Fund	898,856	1,079,734	1,435,188	1,435,188	1,472,000	-	3%
General Liability Fund	22,358	(81,993)	-	-	-	-	0%
Economic Impact Reserve	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	-	0%
Total	5,892,624	6,222,868	4,748,863	4,769,932	5,329,927	-	12%

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Authorized Staffing

Department Staff by Position	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 Budget
<i>Police Department</i>							
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	5.0	5.0	5.0	0.0	0%
Police Officer	11.0	11.0	11.0	11.0	12.5	0.0	13%
Lead Police Services Assistant	0.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	1.5	0.5	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	5.0	0.0	25%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	1.0	0.5	0.0	0.0	0.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	27.5	27.0	28.0	28.0	29.5	0.0	5%
<i>Development Services Department</i>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	0.0	1.0	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	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	0.3	1.0	1.0	1.0	0.0	0%
Subtotal	4.0	5.3	6.0	6.0	6.0	0.0	0%
<i>Engineering Department</i>							
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	0.0	0.0	2.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	1.0	0.0	-50%
Secretary to the City Manager	0.1	0.0	0.0	0.0	0.0	0.0	0%
Administrative Secretary	0.0	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	0.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	0.0	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	2.0	2.0	2.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Subtotal	12.1	12.5	13.5	13.5	14.5	0.0	7%

Department Staff by Position	Actual 2020/2021	Actual 2021/2022	Revised 2022/2023	Estimated Actual 2022/2023	Proposed 2023/2024	Council Approved 2023/2024	% Change from 22/23 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%
Maintenance Worker I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Recreation Supervisor	1.5	2.0	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	9.5	10.0	10.0	10.0	11.0	0.0	10%
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	0.0	0.0	0.0	0.0	0.0	0.0	0%
Subtotal	15.4	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	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	4.0	4.0	5.0	5.0	5.0	0.0	0%
Finance Department							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	0.0	0.0	1.0	1.0	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	0.0	0.0	0.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	0.0	1.0	1.0	1.0	1.0	0.0	0%
Retired Annuitant	0.2	0.0	0.0	0.0	0.0	0.0	-100%
Subtotal	6.7	6.5	7.0	7.0	7.0	0.0	-1%
Total All Departments	79.1	80.6	84.9	84.9	88.4	0.0	4%