

# CITY OF PLACERVILLE



*2023 National Night Out Event Team*

## **PROPOSED OPERATING BUDGET FISCAL YEAR 2024/2025**



CITY OF PLACERVILLE  
PROPOSED OPERATING BUDGET  
2024/2025

CITY COUNCIL

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

CITY CLERK

Regina O'Connell

CITY TREASURER

Candace Bernardi

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

Mona Ebrahimi

DEPARTMENT HEADS

Melissa McConnell, 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  
Steve Youel, Interim Director of Community Services

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# City of Placerville

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

June 25, 2024

Honorable Mayor and  
Members of the City Council

**Re: Fiscal Year 2024-2025 Budget Message**

Dear Mayor Neau and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2024-2025. I appreciate the time and effort that has gone into the preparation of the budget from all department heads, to our Finance Department to the City Council. This year's budget presented a challenge for the City due to declining revenues and increased costs due to inflation. Sales tax revenues dropped slightly this past year, projected to be 4.69% below budget. For the coming year, we utilized HDL's projections and anticipate a slight increase of 1.62%. Combine these numbers with inflation results in an extremely difficult budget year to maintain the level of services expected by our citizens. It appears that perhaps revenues are leveling off, and hopefully coming back up this coming year.

**Budget Process:**

The budget format has not changed and, once again, addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures.

The process in developing a proposed budget involves the Budget Team (comprised of the department heads and the Assistant Finance Director ) meeting as a group on several occasions and reviewing each department's ongoing annual revenues, expenditures, capital outlay requests, alternative service level (ASL) requests, Capital Improvement Program (CIP) requests, and conference, training, and travel requests. These requests are measured against each department's goals and objectives and ultimately the Council's identified goals.

On May 9, 2024 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 29, 2024. Further input from Council and the public was then used to create a revised draft which was presented to the Council and an open Public

Hearing on June 11, 2024. 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. The proposed budget as of June 11, 2024 showed a General Fund deficit of \$23,514, with \$19,000 proposed from General Fund reserves for Department Head recruitments.

The budget presented to the Council is a balanced budget for the 2024-2025 Fiscal Year for ongoing expenses.

### **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. On February 22, 2024, the Council completed an annual review of the Strategic Plan and made minor edits. 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 2023 weakened more than expected. Through the last half of Fiscal Year 2023-2024, those revenues are expected to decrease by approximately 2.10%. We expect this trend to continue through the first half of 2024-2025 before recovering slightly in the second half of the fiscal year. Due to these trends staff projections are extremely conservative.

As shown in the budget, we are forecasting an decrease in General Fund revenues of 1.65% or \$189,851. We have analyzed this a great deal in order to be conservative but realistic in our projections.

Budgeted General Fund expenditures estimates decreased by 10.67% due to decreasing revenues and to account for the one-time spending from last year's budget. Due to budget constraints, staff did not include a contingency in this year's budget as opposed to last year's contingency of \$100,000. In addition, due to declining revenues and inflation we were forced to make concerning decisions to staff in order to reach a

balanced budget. The proposed budget includes freezing the following currently approved positions that are currently vacant due to staff turnover:

Community Services:	Recreation Coordinator
	Maintenance Worker I
Development Services:	Development Services Technician
Police Department:	Police Officer
Engineering:	Senior Civil Engineer

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

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

- Capital Outlay: \$0
- Alternative Service Levels: \$19,000
  - Administration: Department Head Recruitment.
- CIP Requests: \$0
- Conference Training and Travel: \$27,154
  - Miscellaneous Training, all Departments

In addition, this budget liquidates \$206,350 from the ARPA Fund for the Public Safety Building Environmental Clearance and Conceptual Design project (CIP #42310) to fund needed Capital Outlay to include the following:

- |   |          |
|---|----------|
| ➤ Tasers & Cartridges for Police Department (replacements): | \$18,925 |
| ➤ Vehicle Up-Fitting for new Patrol vehicles:               | \$67,500 |
| ➤ One Replacement Vehicle and one new vehicles for Parks:   | \$95,000 |
| ➤ Utility Truck With Stencil Spray Bed for Public Works:    | \$10,267 |
| ➤ Folder Inserter Machine for Utility Billing:              | \$ 9,301 |
| ➤ Computer for Engineering:                                 | \$ 1,000 |
| ➤ Citywide Computer Replacement:                            | \$ 4,357 |

**Line Item Changes:** This year's budget includes previously agreed upon increases with Employee Bargaining Units. Total pension UAL contributions for all funds are expected to increase by \$281,971 or 16.50%. This year's budget only includes mandated training in all departments plus minimal training to improve the efficiency of employees and to reduce liability for the City. This year's non-mandatory training decreased significantly due to budget constraints.

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

**Other Funds:**

Water Enterprise: Revenue - \$2,644,262  
Expenditures - \$2,618,696

Sewer Enterprise: Revenue - \$7,353,612  
Expenditures – \$6,491,823

Downtown Parking District: Revenue – \$234,110  
Expenditures - \$228,336

Measure J: Revenue – \$1,407,035  
Expenditures - \$1,407,035 (Includes transfer in from the General Fund of \$615,443)

Measure H: Revenue - \$1,450,035  
Expenditures - \$1,406,035

Measure L: Revenue - \$2,912,069

**Capital Improvement Budget:** This year’s CIP Budget totals \$2,620,141 including streets, water, sewer, bridges and bike and Pedestrian projects. This includes \$238,504 from Measure L and \$1,090,437 from Measure H. These numbers include \$61,200 for the Tot Lot replacement at Orchard Hill. Staff continues to look for grant funding for the Tot Lot replacement.

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

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

	Fiscal Year 2023-2024 Forecasted		Fiscal Year 2024-2025 Proposed		Percent Change	Percent Change
	Revenues	Expenditures	Revenues	Expenditures		
General Fund	\$ 11,328,302	\$ 12,616,367	\$ 11,302,762	\$ 11,302,762	-0.2%	-10.4%
Water Fund	2,534,567	2,560,370	2,644,262	2,618,696	4.3%	2.3%
Sewer Fund	8,112,702	6,411,865	7,353,612	6,491,823	-9.4%	1.2%
Measure J Fund	1,425,750	1,408,402	1,407,035	1,407,035	-1.3%	-0.1%
Measure H Fund	1,440,750	1,408,402	1,450,035	1,406,035	0.6%	-0.2%
Measure L Fund	2,927,499	-	2,912,069	-	-0.5%	0.0%
Other Funds	1,370,029	935,449	1,398,148	1,455,707	2.1%	55.6%
<b>Total</b>	<b>\$ 29,139,599</b>	<b>\$ 25,340,855</b>	<b>\$ 28,467,923</b>	<b>\$ 24,682,058</b>	<b>-2.3%</b>	<b>-2.6%</b>

2024-2025 Fiscal Year Budget presented a difficult challenge to maintain services while living within projected revenues. Prior to the current fiscal year, the City saw three years of increases to our fund balance due to higher than anticipated revenues and conservative spending practices. This enabled the City to use fund balance to pay down the pension UAL and address long overdue deferred maintenance items last year. Although we put a dent in some of these deferred maintenance items, we still have a long way to go. This year all deferred maintenance was



eliminated from the budget. It is my hope that we the economy will improve or we can find other new revenues to meet the growing maintenance needs of the City.

I truly wish to express my deep gratitude and respect for Assistant City Manager/Director of Finance, Dave Warren, his Assistant, Natalie Tornincasa, and his other staff for their dedication and work on the budget. In addition, each Department Head is to be commended for their sacrifice and dedication to the budget, and for their dedication to excellence in their individual departments. 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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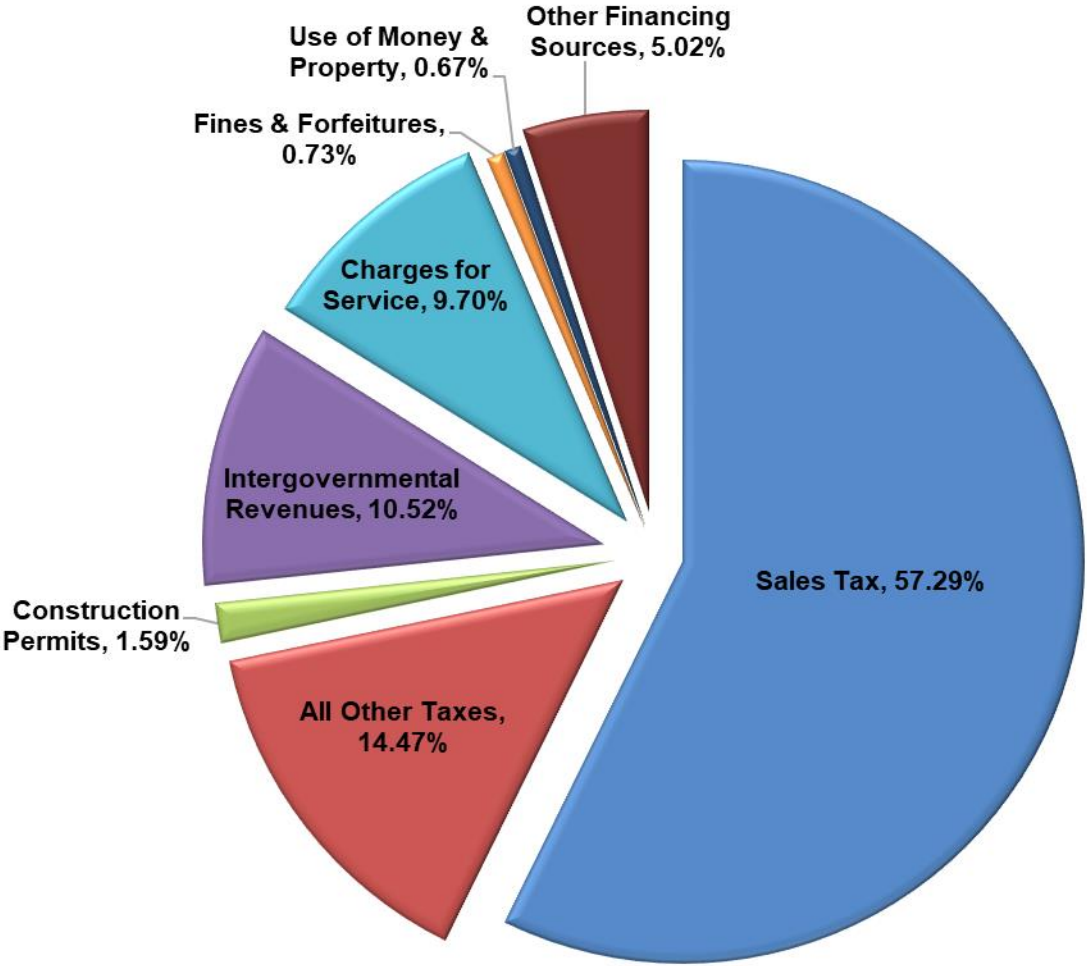
## **Revenue and Expenditure Summaries**

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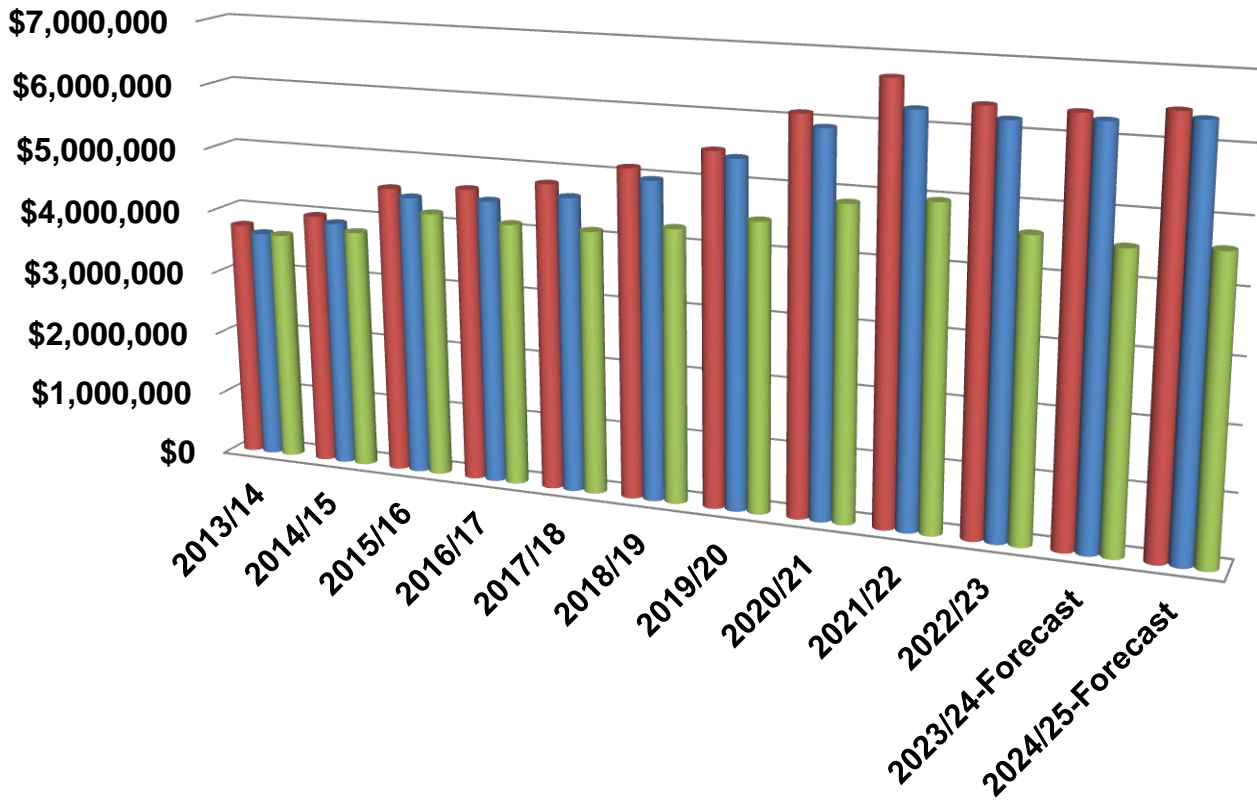
## Projected General Fund Revenues by Source Fiscal Year 2024/2025

Sales Tax	\$	6,475,817	57.29%
All Other Taxes		1,635,401	14.47%
Construction Permits		180,000	1.59%
Intergovernmental Revenues		1,189,308	10.52%
Charges for Service		1,096,835	9.70%
Fines & Forfeitures		82,050	0.73%
Use of Money & Property		75,860	0.67%
Other Financing Sources		567,491	5.02%
<b>Total revenues</b>	<b>\$</b>	<b>11,302,762</b>	<b>100.00%</b>

# Projected General Fund Revenues By Source Fiscal Year 2024/2025

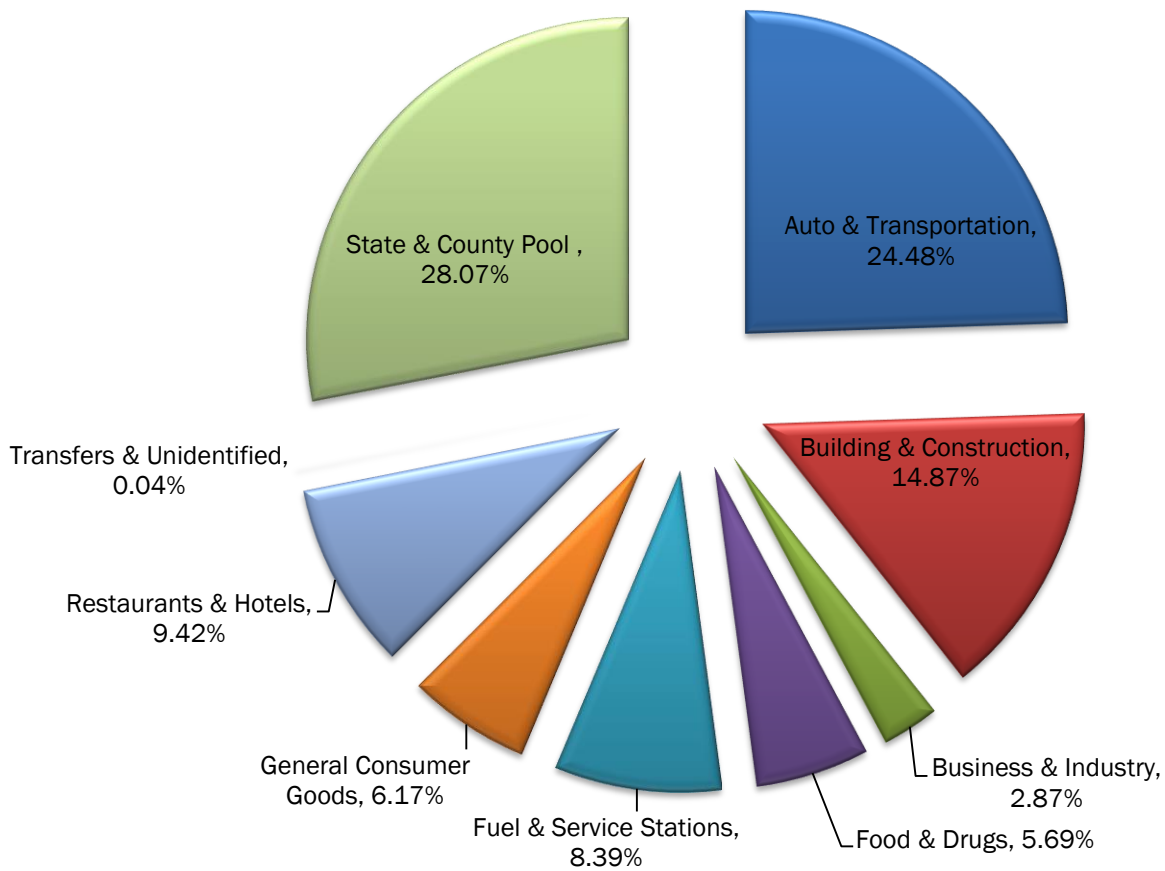


# Local Sales Tax Trend



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

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

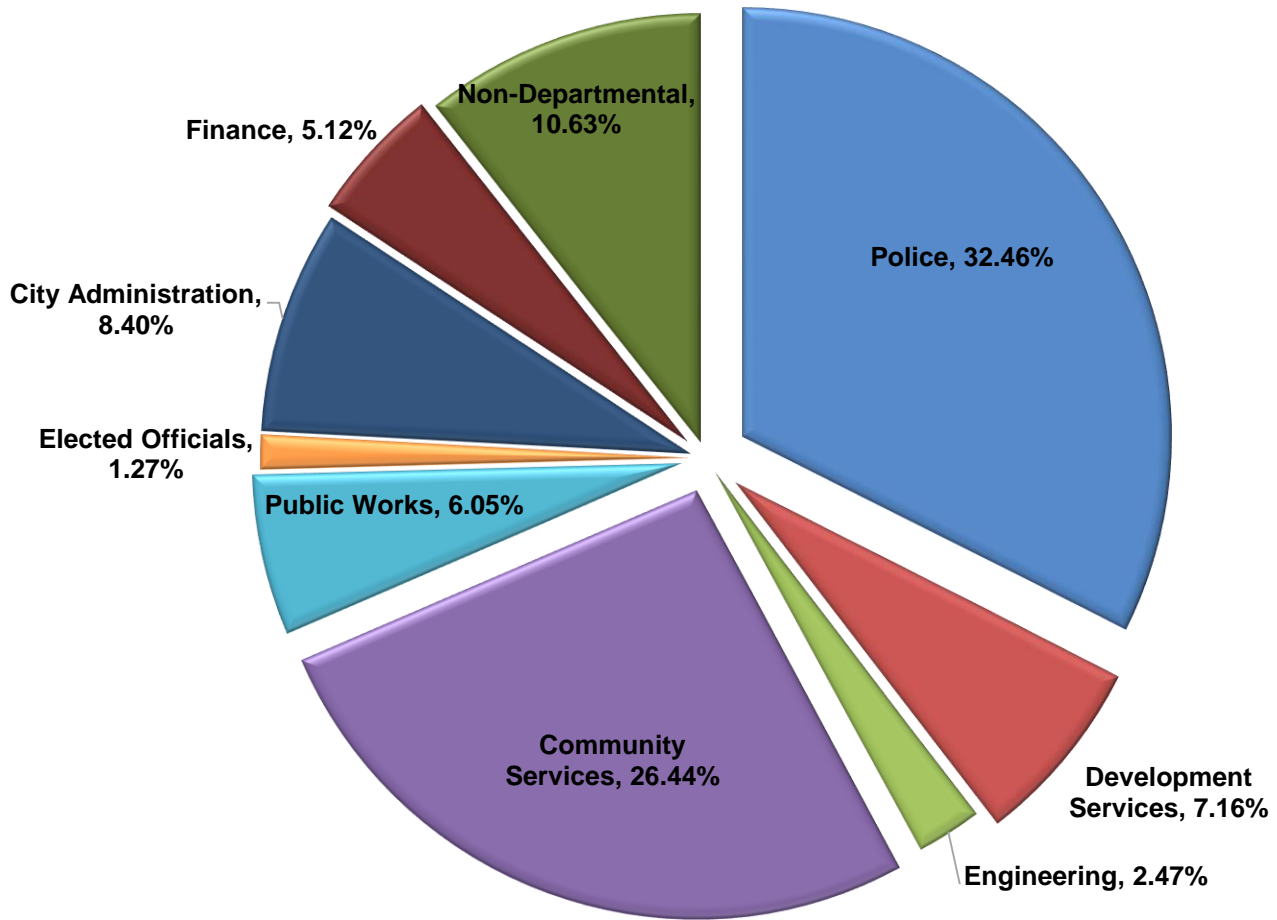


**Proposed General Fund Operating Budget  
Expenditures & Net Transfers Out by Department  
Fiscal Year 2024/2025**

Police	\$ 3,668,599	32.46%
Development Services	809,374	7.16%
Engineering	279,585	2.47%
Community Services	2,988,136	26.44%
Public Works	683,613	6.05%
City Council	143,321	1.27%
City Administration	949,890	8.40%
Finance	579,093	5.12%
Non-Departmental	1,201,151	10.63%
<b>Total</b>	<b>\$ 11,302,762</b>	<b>100.00%</b>



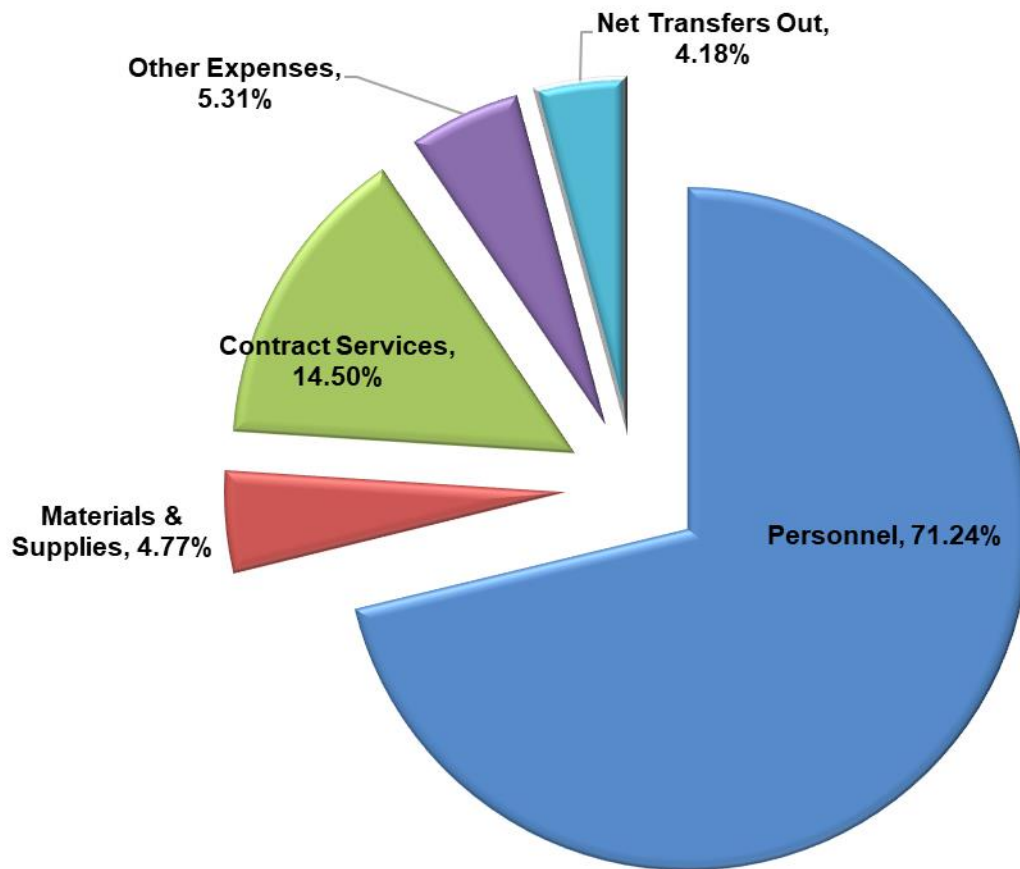
# Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2024/2025



**Proposed General Fund Operating  
Expenditures & Net Transfers Out by Category  
Fiscal Year 2024/2025**

Personnel	\$ 8,051,990	71.24%
Materials & Supplies	539,079	4.77%
Contract Services	1,639,437	14.50%
Other Expenses	599,759	5.31%
Capital Outlay	-	0.00%
Contingency	-	0.00%
Subtotal expenditures	<u>10,830,265</u>	
Net Transfers Out	<u>(472,497)</u>	4.18%
<b>Total expenditures &amp; transfers in</b>	<b><u><u>\$ 11,302,762</u></u></b>	<b>100.00%</b>

# Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2024/2025



# Fiscal Year 2024/2025 Proposed Operating Budget

## Summary of Revenues – All Funds

	Actual 2021/2022	Actual 2022/2023	Revised 2023/2024	Forecast 2023/2024	Proposed 2024/2025
<b>GENERAL FUND</b>					
Sales Tax	\$ 6,699,052	\$ 6,388,172	\$ 6,685,984	\$ 6,372,567	\$ 6,475,817
Taxes - All Other	1,517,902	1,582,084	1,601,285	1,576,381	1,635,401
Licenses and Permits	195,435	172,456	286,000	367,431	180,000
Intergovernmental Revenues	1,079,675	1,123,674	1,135,735	1,190,383	1,189,308
Charges for Services	817,289	1,307,927	1,081,580	1,090,760	1,096,835
Fines and Forfeitures	61,097	82,720	82,000	95,130	82,050
Use of Money and Property	128,006	126,847	52,538	68,159	75,860
Other Financing Sources	567,491	567,491	567,491	567,491	567,491
Subtotal	<u>\$ 11,065,947</u>	<u>\$ 11,351,371</u>	<u>\$ 11,492,613</u>	<u>\$ 11,328,302</u>	<u>\$ 11,302,762</u>
<b>GAS TAX FUND</b>					
Gas Tax	\$ 499,202	\$ 541,365	\$ 598,919	\$ 579,477	\$ 602,542
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	1,418	12,333	1,900	1,900	12,000
Subtotal	<u>\$ 500,620</u>	<u>\$ 553,698</u>	<u>\$ 600,819</u>	<u>\$ 581,377</u>	<u>\$ 614,542</u>
<b>MEASURE J</b>					
Sales Tax	\$ 1,589,812	\$ 1,446,288	\$ 1,472,000	\$ 1,425,750	\$ 1,406,035
Use of Money and Property	429	1,182	-	-	1,000
Subtotal	<u>\$ 1,590,241</u>	<u>\$ 1,447,470</u>	<u>\$ 1,472,000</u>	<u>\$ 1,425,750</u>	<u>\$ 1,407,035</u>
<b>MEASURE L</b>					
Sales Tax	\$ 3,206,171	\$ 2,916,717	\$ 2,941,000	\$ 2,851,499	\$ 2,812,069
Use of Money and Property	9,347	107,483	76,000	76,000	100,000
Subtotal	<u>\$ 3,215,518</u>	<u>\$ 3,024,200</u>	<u>\$ 3,017,000</u>	<u>\$ 2,927,499</u>	<u>\$ 2,912,069</u>
<b>WATER ENTERPRISE FUND</b>					
Charges for Services	\$ 2,389,448	\$ 2,432,941	\$ 3,344,169	\$ 2,527,992	\$ 2,606,662
Grants	-	8,413	-	-	-
Use of Money and Property	4,070	37,824	6,200	6,575	37,600
Subtotal	<u>\$ 2,393,518</u>	<u>\$ 2,479,178</u>	<u>\$ 3,350,369</u>	<u>\$ 2,534,567</u>	<u>\$ 2,644,262</u>
<b>SEWER ENTERPRISE FUND</b>					
Charges for Services	\$ 7,046,222	\$ 7,235,323	\$ 7,509,703	\$ 8,101,364	\$ 7,317,612
Grants	154,266	67,308	-	-	-
Use of Money and Property	85,125	39,815	10,963	11,338	36,000
Subtotal	<u>\$ 7,285,613</u>	<u>\$ 7,342,446</u>	<u>\$ 7,520,666</u>	<u>\$ 8,112,702</u>	<u>\$ 7,353,612</u>
<b>MEASURE H</b>					
Sales Tax	\$ 1,589,583	\$ 1,446,014	\$ 1,472,000	\$ 1,425,750	\$ 1,406,035
Use of Money and Property	4,673	44,756	15,000	15,000	44,000
Subtotal	<u>\$ 1,594,256</u>	<u>\$ 1,490,770</u>	<u>\$ 1,487,000</u>	<u>\$ 1,440,750</u>	<u>\$ 1,450,035</u>
<b>PARKING DISTRICT FUND</b>					
	\$ 240,193	\$ 224,147	\$ 283,692	\$ 232,885	\$ 234,110
<b>GRANT FUNDS</b>					
	\$ 527,716	\$ 1,052,230	\$ 374,969	\$ 298,535	\$ 192,704
Cannabis Community Benefit Fund	-	86,209	85,566	83,145	86,145
LLMD FUNDS	\$ 33,853	\$ 33,236	\$ 34,517	\$ 34,517	\$ 35,017
BA/CFD DISTRICT FUNDS	\$ 45,596	\$ 54,618	\$ 46,099	\$ 46,099	\$ 155,308
GENERAL RESERVE FUNDS	\$ 137,345	\$ 606,300	\$ 105	\$ 93,471	\$ 80,322
<b>TOTAL REVENUE SOURCES</b>	<u><u>\$ 28,630,416</u></u>	<u><u>\$ 29,745,873</u></u>	<u><u>\$ 29,765,415</u></u>	<u><u>\$ 29,139,599</u></u>	<u><u>\$ 28,467,923</u></u>
<b>Operating Expenditures</b>					
	\$ 22,554,682	\$ 23,076,263	\$ 25,604,844	\$ 25,340,855	\$ 24,682,058
Capital Improvement	5,524,172	4,191,567	4,160,571	2,413,335	3,785,865
Reserves and Contingencies	551,562	2,478,043	-	1,385,409	-
<b>TOTAL EXPENDITURE USES</b>	<u><u>\$ 28,630,416</u></u>	<u><u>\$ 29,745,873</u></u>	<u><u>\$ 29,765,415</u></u>	<u><u>\$ 29,139,599</u></u>	<u><u>\$ 28,467,923</u></u>

## Fiscal Year 2024/2025 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	Actual 2021/2022	Actual 2022/2023	Revised 2023/2024	Forecast 2023/2024	Proposed 2024/2025
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 3,096,093	\$ 3,821,321	\$ 3,830,340	\$ 4,018,627	\$ 3,291,429
Investigations	177,970	216,317	482,649	352,523	530,457
Police Records / Dispatch	624,822	876,084	754,116	809,116	826,918
Police Administration	1,207,915	1,187,879	1,224,990	1,304,515	1,305,742
Planning	163,348	186,952	159,382	164,794	169,000
Building Inspection	296,381	253,907	272,998	279,015	290,947
Engineering	425,125	437,363	398,961	273,994	354,001
Water Reclamation Facility	2,791,994	3,032,977	3,272,544	3,247,862	3,473,542
DSD Administration	278,461	390,696	444,218	398,796	349,427
Parks	640,919	1,185,100	778,691	809,279	775,841
Recreation	988,128	1,010,112	1,574,452	1,380,265	1,453,697
CSD Administration	237,244	281,792	345,516	331,022	364,358
Facility Maintenance	387,466	670,159	512,163	487,257	534,294
Street & Roads	633,172	736,219	803,375	837,476	1,014,060
Water & Sewer Lines	1,120,376	1,450,592	1,782,080	1,607,121	1,827,003
Water Acquisition & Delivery	846,473	882,761	944,018	992,057	1,051,485
Downtown Parking	125,840	186,510	161,427	174,607	134,211
City Council	136,836	119,492	146,996	130,238	143,321
City Attorney	194,719	257,896	132,272	96,721	118,668
City Management	471,958	435,271	443,840	445,145	431,548
Information Services	282,518	555,513	539,461	554,006	552,386
Human Resources	142,955	171,241	177,465	180,014	204,137
Grant Administration	-	-	-	-	-
City Clerk	3,988	5,919	2,990	3,373	12,675
Financial Management	573,160	512,872	570,655	503,560	592,247
Utility Billing	483,953	489,306	519,318	489,481	558,471
Non-Departmental	6,222,868	3,722,012	5,329,927	5,469,991	4,322,193
Total Operating Expenditures	<u>\$ 22,554,682</u>	<u>\$ 23,076,263</u>	<u>\$ 25,604,844</u>	<u>\$ 25,340,855</u>	<u>\$ 24,682,058</u>
<b>FUNDING SOURCES</b>					
General Fund	\$ 9,338,834	\$ 10,838,592	\$ 12,653,404	\$ 12,616,367	\$ 11,302,762
Gas Tax Fund	337,146	367,541	376,585	360,277	614,542
Measure L Fund	-	-	-	-	-
Measure J Fund	1,490,438	1,563,848	1,472,000	1,408,402	1,407,035
Downtown Parking Fund	183,658	245,123	258,454	270,055	228,336
Grant Funds	604,077	959,199	370,588	373,327	395,278
Cannabis Community Benefit Fund	-	(18,656)	122,412	122,412	20,000
General CIP Fund	(93,382)	223,246	(241,643)	(241,643)	78,522
LLMD Funds	28,518	32,811	34,517	33,989	34,854
BAD/CFD Funds	8,668	9,841	46,099	25,427	92,570
Water Enterprise Fund	1,887,879	2,452,559	2,533,514	2,560,370	2,618,696
Sewer Enterprise Fund	7,710,275	5,101,964	6,515,309	6,411,865	6,491,823
Measure H Fund	1,079,734	1,207,670	1,472,000	1,408,402	1,406,035
General Liability Fund	(12,768)	100,920	-	-	-
Equipment Replacement Fund	-	-	-	-	-
Economic Impact Reserve Fund	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>\$ 22,554,682</u>	<u>\$ 23,076,263</u>	<u>\$ 25,604,844</u>	<u>\$ 25,340,855</u>	<u>\$ 24,682,058</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, planning, rapid deployment to chronic problems and relentless assessment and follow-up to all public safety issues.

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Police

### All Divisions

Workload Indicators	Actual 2021/2022	Actual 2022/2023	Est. Actual 2023/2024	Projected 2024/2025
<b>Patrol Services</b>				
Arrests	612	656	680	700
Citations*	1,550	1,677	1,700	1,800
Calls for service	25,257	24,779	25,000	26,000
Shield hours	1,856	2,173	2,441	2,200
Community Oriented Policing Hours	2,000	2,000	2,000	3,000
<b>Investigations</b>				
Child Abuse	9	9	14	10
Robberies	8	5	10	10
Reports for investigative follow up	200	200	200	250
Administrative Investigations	3	3	5	4
Background	-	2	3	2
Arson	2	2	4	4
Homicide	1	0	1	0
Narcotics	204	212	293	400
<b>Dispatch / Records / Support</b>				
9-11 Calls	5,556	6,338	6,133	6,800
Crime reports	2,173	1,996	2,206	3,000
Abatement reports	24	32	14	20

\*excludes any parking citations

Department Staff by Position	Actual 2021/2022	Actual 2022/2023	Revised 2023/2024	Estimated Actual 2023/2024	Proposed 2024/2025	Council Approved 2024/2025	% Change from 23/24 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	5.0	5.0	5.0	5.0	0.0	0%
Police Officer	11.0	11.0	11.5	11.5	10.5	0.0	-9%
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	0.5	1.0	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	5.0	5.0	5.0	0.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	0.0	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%
<b>Total</b>	<b>27.0</b>	<b>28.0</b>	<b>28.5</b>	<b>28.5</b>	<b>27.5</b>	<b>0.0</b>	<b>-4%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Police

### All Divisions

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	4,360,736	4,901,968	5,342,938	5,503,464	5,370,772	-	1%
Materials and supplies	150,630	159,067	167,950	168,701	168,000	-	0%
Contract Services	228,834	722,412	274,800	270,549	275,637	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	35,225	38,281	60,843	114,620	52,536	-	-14%
Capital outlay	331,375	279,873	445,564	427,447	87,601	-	-80%
<b>Total</b>	<b>5,106,800</b>	<b>6,101,601</b>	<b>6,292,095</b>	<b>6,484,781</b>	<b>5,954,546</b>	<b>-</b>	<b>-5%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Patrol Services	3,096,093	3,821,321	3,830,340	4,018,627	3,291,429	-	-14%
Investigations	177,970	216,317	482,649	352,523	530,457	-	10%
Records and Dispatch	624,822	876,084	754,116	809,116	826,918	-	10%
Police Administrative Support	1,207,915	1,187,879	1,224,990	1,304,515	1,305,742	-	7%
<b>Total</b>	<b>5,106,800</b>	<b>6,101,601</b>	<b>6,292,095</b>	<b>6,484,781</b>	<b>5,954,546</b>	<b>-</b>	<b>-5%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	3,241,175	3,706,401	3,843,653	3,987,086	3,513,145	-	-9%
Measure J	1,487,983	1,609,385	1,875,199	1,931,185	2,009,418	-	7%
Grants	247,114	672,779	395,588	371,825	275,353	-	-30%
Fines and Forfeitures	66,214	71,682	70,000	79,830	70,050	-	0%
POST Reimbursement	8,466	-	22,555	22,555	21,480	-	-5%
Police Services Revenues	14,358	41,354	85,100	92,300	65,100	-	-24%
Equipment Replacement Fund	41,490	-	-	-	-	-	0%
<b>Total</b>	<b>5,106,800</b>	<b>6,101,601</b>	<b>6,292,095</b>	<b>6,484,781</b>	<b>5,954,546</b>	<b>-</b>	<b>-5%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Police**

**Division: Patrol**

## 2023/24 REVIEW

- For the fiscal year we estimated 750 physical arrests (excluding cite & release). Current mid-year we are 480 arrests and projected to hit 700 by the end of the Fiscal Year.
- By the end of the Fiscal Year, we estimate 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.
- We estimate by the end of the Fiscal Year we will have responded to approximately 24,000 calls for service (CFS). That is an average of 66 calls per day. Our Officers will have written an estimated 2,500 crime reports.
- Continued to upgrade equipment. This includes new computers issued to Officers, as well as a new CAD/RMS system
- 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 a year (at minimum) led by Sergeants.
- Conducted special enforcement details targeting illegal activity within the City.

## 2024/25 BUDGET

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

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
				<u>2023/2024</u>		<u>2024/2025</u>	<u>Budget</u>
Police Sergeant	4.0	4.0	4.0	4.0	3.0	0.0	-25%
Police Officer	10.0	10.0	10.5	10.5	10.5	0.0	0%
Police Property/Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<u>15.5</u>	<u>15.0</u>	<u>15.5</u>	<u>15.5</u>	<u>14.5</u>	<u>0.0</u>	<u>-6%</u>

## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Patrol

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Personnel	2,581,111	2,969,844	3,149,821	3,302,490	2,974,224	-	-6%
Materials and supplies	127,223	136,888	134,250	134,918	133,500	-	-1%
Contract Services	53,185	414,543	72,000	74,925	68,000	-	-6%
Overhead	-	-	-	-	-	-	0%
Other expense	18,050	20,173	28,705	78,847	29,280	-	2%
Capital outlay	316,524	279,873	445,564	427,447	86,425	-	-81%
<b>Total</b>	<u>3,096,093</u>	<u>3,821,321</u>	<u>3,830,340</u>	<u>4,018,627</u>	<u>3,291,429</u>	<u>-</u>	<u>-14%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Patrol Services	2,973,285	3,719,658	3,720,108	3,905,300	3,177,145	-	-15%
Community Services	360	1,025	2,050	2,050	2,500	-	22%
Property / Evidence	122,448	100,638	108,182	111,277	111,784	-	3%
<b>Total</b>	<u>3,096,093</u>	<u>3,821,321</u>	<u>3,830,340</u>	<u>4,018,627</u>	<u>3,291,429</u>	<u>-</u>	<u>-14%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,726,677	1,895,368	1,951,488	2,125,459	1,549,403	-	-21%
Measure J	991,774	1,140,138	1,305,609	1,326,658	1,310,043	-	0%
Grants	247,114	672,779	395,588	371,825	275,353	-	-30%
Fines and Forfeitures	66,214	71,682	70,000	79,830	70,050	-	0%
POST Reimbursement	8,466	-	22,555	22,555	21,480	-	-5%
Police Services Revenues	14,358	41,354	85,100	92,300	65,100	-	-24%
Equipment Replacement Fund	41,490	-	-	-	-	-	0%
<b>Total</b>	<u>3,096,093</u>	<u>3,821,321</u>	<u>3,830,340</u>	<u>4,018,627</u>	<u>3,291,429</u>	<u>-</u>	<u>-14%</u>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Police**  
**Division: Investigations**

## 2022/23 REVIEW

- Crime Reduction Team was created to take a proactive stance to combat quality of life crimes in the City of Placerville.
- Crime Reduction Team led efforts to provide outreach to the homeless population within the City of Placerville.
- Burglary reports are coming in under the three year average.
- Estimated dollar value amount of property reported stolen for 2023 was \$334,027. Estimated value of property recovered for 2023 is \$23,481 equating to 7% property value recovered.
- Registered sex offenders decreased in 2023 to 35, from 44 in 2022. Services continue to be offered in the City of Placerville 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

## 2024/25 BUDGET

- The Crime Reduction Team will continue their proactive stance on quality of life crimes and outreach to the homeless population to make an 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.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Staff by Position</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
				<u>2023/2024</u>	<u>2024/2025</u>	<u>2024/2025</u>	<u>Budget</u>
Police Sergeant	0.0	1.0	1.0	1.0	2.0	0.0	100%
Police Officer	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Total</b>	<u>1.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>0.0</u>	0%

## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Investigations

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Personnel	163,942	209,327	463,759	333,633	517,637	-	12%
Materials and supplies	1,620	1,612	3,500	3,500	3,500	-	0%
Contract Services	5,065	4,258	4,000	4,000	3,000	-	-25%
Overhead	-	-	-	-	-	-	0%
Other expense	3,446	1,120	11,390	11,390	6,320	-	-45%
Capital outlay	3,897	-	-	-	-	-	0%
<b>Total</b>	<u>177,970</u>	<u>216,317</u>	<u>482,649</u>	<u>352,523</u>	<u>530,457</u>	<u>-</u>	<u>10%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Crime Scene Investigations	<u>177,970</u>	<u>216,317</u>	<u>482,649</u>	<u>352,523</u>	<u>530,457</u>	<u>-</u>	<u>10%</u>
<b>Total</b>	<u>177,970</u>	<u>216,317</u>	<u>482,649</u>	<u>352,523</u>	<u>530,457</u>	<u>-</u>	<u>10%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
General Fund							
Discretionary Revenues	115,599	138,832	256,022	177,935	269,153	-	5%
Measure J	62,371	77,485	226,627	174,588	261,304	-	15%
Equipment Replacement Fund	-	-	-	-	-	-	
<b>Total</b>	<u>177,970</u> <span style="color: green;">▲</span>	<u>216,317</u> <span style="color: green;">▲</span>	<u>482,649</u> <span style="color: green;">▲</span>	<u>352,523</u>	<u>530,457</u> <span style="color: green;">▲</span>	<u>-</u>	<u>10%</u>

# Fiscal Year 2024/2025 Operating Budget

**Department: Police**

**Division: Records, Evidence and Dispatch**

## 2022/23 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 DRT 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.
- On-going training of all support service staff.
- Completed 26 vehicle abatement reports.

## 2024/25 BUDGET

- Continue to train and keep staff up to date on RIPA and SB 384 changes
- Continue to work with department staff in an effort to comply with on-going training requirements for our Dispatchers.
- Continue our ongoing effort to comply with ongoing training requirements for our Records staff.
- Create and maintain a perpetually current eligibility list for Dispatcher/Records Technicians in an effort to expedite the hiring process when an opening exists.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire full time Dispatcher/Records Technician.
- Maintain strong social media presence.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 Budget
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	0.5	1.0	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher/Records Technician	4.0	4.0	5.0	5.0	5.0	0.0	0%
<b>Total</b>	<b>6.5</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>	<b>0%</b>



**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Records, Evidence and Dispatch**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	577,872	711,439	705,591	767,685	769,327	-	9%
Materials and supplies	6,583	7,410	7,700	7,783	8,000	-	4%
Contract Services	33,084	155,217	37,300	30,123	47,325	-	27%
Overhead	-	-	-	-	-	-	0%
Other expense	4,344	2,018	3,525	3,525	2,266	-	-36%
Capital outlay	2,939	-	-	-	-	-	0%
<b>Total</b>	<b>624,822</b>	<b>876,084</b>	<b>754,116</b>	<b>809,116</b>	<b>826,918</b>	<b>-</b>	<b>10%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Records Management	187,001	346,216	226,397	233,011	251,354	-	11%
Dispatch	437,821	529,868	527,719	576,105	575,564	-	9%
<b>Total</b>	<b>624,822</b>	<b>876,084</b>	<b>754,116</b>	<b>809,116</b>	<b>826,918</b>	<b>-</b>	<b>10%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	624,822	876,084	754,116	809,116	826,918	-	10%
<b>Total</b>	<b>624,822</b>	<b>876,084</b>	<b>754,116</b>	<b>809,116</b>	<b>826,918</b>	<b>-</b>	<b>10%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Police**

**Division: Police Administration**

## 2023/2024 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.
- Obtained 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. Police department staff continues 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.

## 2024/25 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 Associates both on the regional, state and national levels in an effort to stay up to date on best practices and enhance administrative effectiveness.
- Develop policy and procedures in response to legislation that was passed at the state level.
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue professional growth of Command Staff.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Purchase training management system to create an organized training program for all personnel that meets POST standards.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CRRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the Police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continue to monitor illegal camping prevention and abatement program.
- Continue to purge/destroy confidential records in accordance with State law and City policy.
- Working with the City Manager and City Attorney, monitor the city ordinance for the regulation of cannabis within the City.
- Work with regional emergency response partners to update the city's emergency response plan.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
<b>Department Staff by Position</b>				2023/2024		2024/2025	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%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	1,037,811	1,011,358	1,023,767	1,099,656	1,109,584	-	8%
Materials and supplies	15,204	13,157	22,500	22,500	23,000	-	2%
Contract Services	137,500	148,394	161,500	161,501	157,312	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	9,385	14,970	17,223	20,858	14,670	-	-15%
Capital outlay	8,015	-	-	-	1,176	-	0%
<b>Total</b>	<b>1,207,915</b>	<b>1,187,879</b>	<b>1,224,990</b>	<b>1,304,515</b>	<b>1,305,742</b>	<b>-</b>	<b>7%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Police Department Administration	1,207,915	1,187,879	1,224,990	1,304,515	1,305,742	-	7%
<b>Total</b>	<b>1,207,915</b>	<b>1,187,879</b>	<b>1,224,990</b>	<b>1,304,515</b>	<b>1,305,742</b>	<b>-</b>	<b>7%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	774,077	796,117	882,027	874,576	867,671	-	-2%
Measure J	433,838	391,762	342,963	429,939	438,071	-	28%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>1,207,915</b>	<b>1,187,879</b>	<b>1,224,990</b>	<b>1,304,515</b>	<b>1,305,742</b>	<b>-</b>	<b>7%</b>

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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 2024/2025 Annual Operating Budget

## Department: Development Services

### All Divisions

<b>Division Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Estimated Actual 2023/2024</b>	<b>Projected 2024/2025</b>
<i>Administration (Hours)</i>				
Budget administration	400	400	400	400
Planning Division support	400	3,000	3,000	3,000
Building Division support	400	3,600	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	88	88
Planning Commission meetings	96	96	63	63
Code Enforcement	369	1,800	1,856	1,856
Solid Waste Management	75	400	400	440
PRA Requests	---	100	100	100
<i>Planning (Projects)</i>				
Discretionary development applications	19	18	28	20
Miscellaneous applications	11	15	24	20
Housing Element Update/Implementation (hours)	200	75	75	150
Parcel and subdivision maps	2	3	3	2
Inquiries (not tracked)	---	---	---	---
<i>Building</i>				
Inspections	1,110	1,170	830	950 <sup>1</sup>
Building permits issued	660	638	525	500
Building Permits finalized	525	622	466	450
Plan reviews	308	310	265	250
Inquiries (not tracked)	---	---	---	---
<i>Code Compliance</i>				
Code enforcement cases filed	66	51	138	135
Total code enforcement cases closed	65	69	118	100
Total open code enforcement cases 307		302	172	180
<i>Fire Hazard Abatement</i>				
Total code cases filed	23	25	5	10
Total code cases closed	30	40	0	5
Total code cases open	54	50	5	5

Notes:

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

<b>Department Staff by Position</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	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	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Assistant	0.3	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>5.3</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>5.0</b>	<b>0.0</b>	<b>-17%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department Budget**  
**Development Services**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	622,822	751,337	845,396	806,534	796,850	-	-6%
Materials and supplies	1,354	2,315	3,600	3,562	3,450	-	-4%
Contract Services	111,741	69,705	13,250	14,460	2,500	-	-81%
Overhead	-	-	-	-	-	-	0%
Other expense	2,273	5,188	8,557	8,207	6,574	-	-23%
Capital outlay	-	3,010	5,795	9,842	-	-	-100%
<b>Total</b>	<b>738,190</b>	<b>831,555</b>	<b>876,598</b>	<b>842,605</b>	<b>809,374</b>	<b>-</b>	<b>-8%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Planning	163,348	186,952	159,382	164,794	169,000	-	6%
Building	296,381	253,907	272,998	279,015	290,947	-	7%
DSD Administration	278,461	390,696	444,218	398,796	349,427	-	-21%
<b>Total</b>	<b>738,190</b>	<b>831,555</b>	<b>876,598</b>	<b>842,605</b>	<b>809,374</b>	<b>-</b>	<b>-8%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	379,407	377,834	413,967	248,818	453,498	-	10%
Planning Fees	163,348	281,265	176,631	226,356	175,876	-	0%
Building Permits	195,435	172,456	286,000	367,431	180,000	-	-37%
State Tobacco Grant	-	-	-	-	-	-	0%
<b>Total</b>	<b>738,190</b>	<b>831,555</b>	<b>876,598</b>	<b>842,605</b>	<b>809,374</b>	<b>-</b>	<b>-8%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Development Services

### Division: Planning

#### 2023/2024 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.
- Continued to implement the 2021-2029 Housing Element programs.
- Implementing update of General Plan Safety Element through contract with AECOM (40K REAP funding through SACOG).
- 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 52 planning permit/entitlement applications of which 28 were discretionary (public hearing).
- Processing zoning text amendments for hosted short-term rentals within residential zones, Section 10-4-3: Yards (ZC10-02) and preparing to bring to Council for consideration, of sign regulations in response to Reed v. Gilbert U.S. Supreme Court Decision, to consider small cell wireless facilities in response to FCC final rule (47 CFR Part 1).
- Held a Council workshop regarding the placement of A-board signs within City rights-of-way (sidewalks).
- Held a Planning Commission workshop on hosted short-term rentals in residential zone districts.
- Assist property owners with annexation proposals and assist the PEAC Annexation Subcommittee.
- Assisted with LAFCo Municipal Services Review and Sphere of Influence Update.
- Continue implementation/construction of publically funded affordable housing projects including the Mallard Apartments, Middletown Apartment, and The Clementine Apartments.
- Procured a professional historic architectural services for and held a joint City Council/ Planning Commission workshop on historic preservation.

#### 2024/2025 BUDGET

- Provide superior customer service regarding information relating to planning, and zoning, and other permitting requirements.
- Respond to citizen complaints and 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.
- Complete the establishment of a downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Zoning Code amendments including: (1) Hosted 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 update the processing of 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 public sidewalk encroachments (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.
- 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.
- Hold Planning Commission workshop on regulations of sea-land containers.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>



## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Planning

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	154,888	132,949	145,578	151,123	164,698	-	13%
Materials and supplies	-	117	200	200	250	-	25%
Contract Services	6,300	51,445	6,000	6,000	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	2,160	2,441	6,445	6,295	4,052	-	-37%
Capital outlay	-	-	1,159	1,176	-	-	-100%
<b>Total</b>	<u>163,348</u>	<u>186,952</u>	<u>159,382</u>	<u>164,794</u>	<u>169,000</u>	<u>-</u>	<u>6%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Planning	163,348	186,952	159,382	164,794	169,000	-	6%
<b>Total</b>	<u>163,348</u>	<u>186,952</u>	<u>159,382</u>	<u>164,794</u>	<u>169,000</u>	<u>-</u>	<u>6%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Planning Fees	163,348	186,952	159,382	164,794	169,000	-	6%
<b>Total</b>	<u>163,348</u>	<u>186,952</u>	<u>159,382</u>	<u>164,794</u>	<u>169,000</u>	<u>-</u>	<u>6%</u>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Development Services**

**Division: Building**

## 2023/2024 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.
- Contracted with and implemented Camino permitting software replacing Approach software, and implementation of on-line permit applications.
- Assisted with review of building code violations and reduction of enforcement backlog.
- Assist the code enforcement official with building code/ health and safety code violations.
- Continued to improve overall customer service and improved review time.
- Brought the Private Sewer Lateral Ordinance to the City Council for adoption.

## 2024/2025 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Inspection activity may rise significantly for this next Fiscal Year should pending large multi-family projects submit for building permits.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Coordinate project reviews with the Building and Planning Divisions, other City departments, and the Fire District.
- Continue to bring substandard and dilapidated properties, homes and structures into compliance through code enforcement and abatement.
- Continue to update relevant City Codes where necessary for consistency with state regulations.
- Development of electronically archiving department records with equipment and systems to efficiently record at the time of permit issuance and eliminate backlog of documents to be archived.
- Continue 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 improving the utility of the Camino on-line permitting software system and provide in-house training.
- Continue implementation of the adopted Private Sewer Lateral Ordinance.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
Department Staff by Position				2023/2024		2024/2025	Budget
Building Official	1.0	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%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Building**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	190,919	231,710	267,534	268,835	285,762	-	7%
Materials and supplies	21	399	1,400	1,362	1,200	-	-14%
Contract Services	105,441	18,260	1,250	2,460	2,500	-	100%
Overhead	-	-	-	-	-	-	0%
Other expense	-	2,542	1,655	1,455	1,485	-	-10%
Capital outlay	-	996	1,159	4,903	-	-	-100%
<b>Total</b>	<b>296,381</b>	<b>253,907</b>	<b>272,998</b>	<b>279,015</b>	<b>290,947</b>	<b>-</b>	<b>7%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Building Plan Review/Inspection	296,381	253,907	272,998	279,015	290,947	-	7%
<b>Total</b>	<b>296,381</b>	<b>253,907</b>	<b>272,998</b>	<b>279,015</b>	<b>290,947</b>	<b>-</b>	<b>7%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	100,946	81,451	-	-	110,947	-	0%
Building Permits	195,435	172,456	272,998	279,015	180,000	-	-34%
State Tobacco Grant	-	-	-	-	-	-	0%
<b>Total</b>	<b>296,381</b>	<b>253,907</b>	<b>272,998</b>	<b>279,015</b>	<b>290,947</b>	<b>-</b>	<b>7%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Development Services

### Division: Administration

## 2023/2024 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the Department staff.
- 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.
- Continued to implement 2021-2029 Housing Element and continued efforts for compliance with state housing law in cooperation with the State Department of Housing and Community Development.
- Monitored the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Provided staff support to the City Council, Planning Commission, and the Placerville Economic Advisory Committee.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.
- Completed adoption of the private sewer lateral ordinance.
- Assisted property owners with annexation proposals and assist the PEAC Annexation Subcommittee. 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.
- In coordination with El Dorado County Public Health Division prepare draft Tobacco Retail Ordinance and Tobacco Smoking Ordinance.
- Prepared draft sidewalk vending ordinance in accordance with SB 946.
- Prepared draft shopping cart ordinance.

## 2024/2025 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, Planning Commission, and Economic Advisory Committee.
- Provide assistance to the City Manager with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and other economic development efforts.
- Continue to coordinate solid waste disposal programs with CalRecycle and the City's commercial franchise waste hauler.
- 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 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 2023 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.
- Administer REAP grant (two grants), LEAP grant funding (one grant), and SB2 Grant.
- Prepare addressing ordinance.
- 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 and other affordable housing programs.
- Serve as City representative on the EDCTC Greater Placerville Wildfire Evacuation Preparedness Study, El Dorado County Defensible Space Work Group, and the El Dorado County Wildfire Preparedness & Resilience Advisory Committee.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	2023/2024	2024/2025	Approved	from 23/24 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Assistant	0.3	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>2.3</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>2.0</b>	<b>0.0</b>	<b>-33%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	277,015	386,678	432,284	386,576	346,390	-	-20%
Materials and supplies	1,333	1,799	2,000	2,000	2,000	-	0%
Contract Services	-	-	6,000	6,000	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	113	205	457	457	1,037	-	127%
Capital outlay	-	2,014	3,477	3,763	-	-	-100%
<b>Total</b>	<u>278,461</u>	<u>390,696</u>	<u>444,218</u>	<u>398,796</u>	<u>349,427</u>	<u>-</u>	<u>-21%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
DSD Administration	<u>278,461</u>	<u>390,696</u>	<u>444,218</u>	<u>398,796</u>	<u>349,427</u>	<u>-</u>	<u>-21%</u>
<b>Total</b>	<u>278,461</u>	<u>390,696</u>	<u>444,218</u>	<u>398,796</u>	<u>349,427</u>	<u>-</u>	<u>-21%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	278,461	296,383	413,967	248,818	342,551	-	-17%
Planning Fees	-	94,313	17,249	61,562	6,876	-	-60%
Building Permits	-	-	13,002	88,416	-	-	-100%
<b>Total</b>	<u>278,461</u>	<u>390,696</u>	<u>444,218</u>	<u>398,796</u>	<u>349,427</u>	<u>-</u>	<u>-21%</u>

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# Engineering

Provide engineering services and construction inspections to support the development and implementation of the City's Capital Improvement Program (CIP), which addresses the infrastructure needs of the City's water distribution system, sewer collection system, storm drainage system, and roadway network. Provide application, oversight, and implementation of state and federal grant programs to deliver CIP projects.

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

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

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Engineering

### All Divisions

<u>Division Budget by Category</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>
<b>Administration (Hours)</b>				
Engineering Division support	140	180	312	320
Wastewater Division support	140	140	208	260
Interdepartmental support	105	180	208	210
Clerical/Records	70	120	208	210
Special Projects and Permitting	175	225	416	420
City Council/ Measure H-L Committee/ and Misc. Public Meetings	190	210	208	210
<b>Engineering</b>				
Capital Improvement Projects	82	108	130	110
Construction Permits	10	8	4	10
Code Enforcement Cases	16	12	8	10
Site Plan Checks	11	10	6	10
Grading Permits	8	15	4	12
Parcel/Subdivision Map Review	3	3	10	3
Encroachment Permits	480	355	231	320
Transportation Permits	41	20	37	20
Water Applications	4	3	10	4
<b>Wastewater Treatment</b>				
Average million gallons treated per day	0.81 MGD	0.91 MGD	1.18 MGD	0.91 MGD

<u>Department Staff by Position</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	2.0	2.0	1.0	0.0	-50%
Associate Engineer	2.0	2.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
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	2.0	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	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>12.5</b>	<b>13.5</b>	<b>14.5</b>	<b>14.5</b>	<b>13.5</b>	<b>0.0</b>	<b>-7%</b>



## Fiscal Year 2024/2025 Annual Operating Budget Department Budget Engineering

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	1,530,568	1,658,578	1,783,670	1,633,388	1,747,946	-	-2%
Materials and supplies	367,913	473,059	512,850	513,147	540,050	-	5%
Contract Services	991,028	990,024	1,016,045	1,012,523	1,082,842	-	7%
Overhead	275,932	275,932	275,932	275,932	275,932	-	0%
Other expense	51,678	71,409	79,650	83,894	82,700	-	4%
Capital outlay	-	1,338	3,358	2,972	98,073	-	2821%
<b>Total</b>	<b><u>3,217,119</u></b>	<b><u>3,470,340</u></b>	<b><u>3,671,505</u></b>	<b><u>3,521,856</u></b>	<b><u>3,827,543</u></b>	<b>-</b>	<b>4%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Engineering	425,125	437,363	398,961	273,994	354,001	-	-11%
Water Reclamation Facility	2,791,994	3,032,977	3,272,544	3,247,862	3,473,542	-	6%
<b>Total</b>	<b><u>3,217,119</u></b>	<b><u>3,470,340</u></b>	<b><u>3,671,505</u></b>	<b><u>3,521,856</u></b>	<b><u>3,827,543</u></b>	<b>-</b>	<b>4%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	203,670	84,868	232,059	72,451	161,373	-	-30%
Engineering Fees	158,324	282,826	105,000	105,000	120,000	-	14%
Water Enterprise Fund	33,009	37,699	30,950	46,531	34,361	-	11%
Sewer Enterprise Fund	2,822,116	3,064,947	3,303,496	3,297,874	3,511,809	-	6%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b><u>3,217,119</u></b>	<b><u>3,470,340</u></b>	<b><u>3,671,505</u></b>	<b><u>3,521,856</u></b>	<b><u>3,827,543</u></b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Engineering

### Division: Engineering

## 2023/2024 REVIEW

- Continued implementation and project delivery of the existing funded Capital Improvement Program (CIP) projects, including oversight on 124 active CIPs, and completed the construction of the Placerville Station II Park and Bus Project and Hocking Street Sewer Line Replacement Project.
- Hired a new Assistant Engineer to support Department workload and to aid other City departments/divisions.
- Continued implementation of the NPDES Storm Water Management Plan and the 10th-year Phase II MS4 with the Public Works Department.
- Continued development and update of the City's GIS system and public infrastructure inventory (water, sewer, and drainage).
- Continued to expand City's long-range Capital Improvement Program, including funding source identification.
- Secured additional funding for delivery of environmental, design, and construction of existing and new City projects.
- Coordinated and partnered with the El Dorado County Transportation Commission (EDCTC), El Dorado County Transit Authority, El Dorado County, SACOG, and the State on the development and delivery of regional transportation projects.
- Provided plan review and construction inspection for commercial development and residential projects.
- Continued to address and correct inflow and infiltration (I & I) conditions in the sewer collection system.
- Continued to work on Pavement Management Program including development of technical data for project prioritization.
- Provided review, issuance, and inspection of 231 encroachment permits, 37 transportation permits, and 4 grading permits.
- 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.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program.
- Completed the City's Local Road Safety Plan.
- Provided Code Enforcement related to encroachment, illicit discharges, and grading violations.
- Provided coordination with PG&E for their system hardening and vegetation management efforts within City limits.
- Provided City Broadband Program support to City Manager's Office.

## 2024/2025 BUDGET

- Continue implementation of all funded CIP projects including 8 new projects (2 Engineering and 6 Water Reclamation Facility) for a total of 132 projects and continue the completion and closeout of older projects.
- Implementation of Fiscal Year 2024-2025 CIP projects.
- Continue to expand and update the City's long-range Capital Improvement Program, continue project prioritization efforts to ensure successful project delivery, with additional preference to infrastructure maintenance projects (Measure H and Measure L funded projects).
- Seek additional outside funding sources, like federal and state grants, to preserve and supplement local funding on CIP projects.
- Hire a new Associate Civil Engineer to fill the position vacancy and support department workload.
- Continue implementation and support of the NPDES Storm Water Management Plan and the MS4 Storm Water Permit.
- Continue development of the City's GIS system.
- Continue the City's Traffic Impact Mitigation (TIM) fee program update.
- Continue to improve 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.
- Update the Engineering Fees for various services.
- Revise the City Code for parking restrictions, traffic speed limits, and frontage improvement requirements.
- Continue to provide construction inspection of commercial and residential development projects.
- Continue to monitor and address the sewer system inflow and infiltration (I&I) conditions.
- 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 improvements identified in the Pedestrian Circulation Improvement Plan.
- Continue to provide grading plan review and all other Engineering review of development projects.
- Provide staff support to the City Council, Planning Commission, Measures H/L Sales Tax Committee, and EDCTC.
- Complete construction of the Broadway Sidewalks and Broadway Maintenance Projects and continue to drive other projects to construction in 2025 (including Smith Flat Road Storm Drain and Repaving, Placerville Drive Pedestrian Connectivity, and Thompson Way Repaving).
- Continue completing the various project delivery phases of large transportation infrastructure projects, including the Placerville Drive Bridge Replacement Project, the Clay Street Bridge Replacement Project, and the Placerville Drive Bicycle and Pedestrian Facilities Project.
- Continue ongoing Code Enforcement related to grading, encroachments, and other unpermitted work, and coordination with the Development Services Department on such matters.
- Continue conducting Engineering and Traffic Studies as required by the California Vehicle Code to support the Police Department.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	2.0	2.0	1.0	0.0	-50%
Associate Engineer	2.0	2.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>4.5</b>	<b>0.0</b>	<b>-18%</b>

## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Engineering

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	176,639	306,263	285,899	165,255	248,027	-	-13%
Materials and supplies	2,453	4,793	4,100	4,100	3,300	-	-20%
Contract Services	244,307	123,731	101,750	97,563	91,750	-	-10%
Overhead	604	604	604	604	604	-	0%
Other expense	1,122	634	3,250	3,500	1,050	-	-68%
Capital outlay	-	1,338	3,358	2,972	9,270	-	176%
<b>Total</b>	<u>425,125</u>	<u>437,363</u>	<u>398,961</u>	<u>273,994</u>	<u>354,001</u>	<u>-</u>	<u>-11%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Engineering	425,125	437,363	398,961	273,994	354,001	-	-11%
<b>Total</b>	<u>425,125</u>	<u>437,363</u>	<u>398,961</u>	<u>273,994</u>	<u>354,001</u>	<u>-</u>	<u>-11%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	203,670	84,868	232,059	72,451	161,373	-	-30%
Engineering Fees	158,324	282,826	105,000	105,000	120,000	-	14%
Water Enterprise Fund	33,009	37,699	30,950	46,531	34,361	-	11%
Sewer Enterprise Fund	30,122	31,970	30,952	50,012	38,267	-	24%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<u>425,125</u>	<u>437,363</u>	<u>398,961</u>	<u>273,994</u>	<u>354,001</u>	<u>-</u>	<u>-11%</u>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Engineering**

**Division: Water Reclamation Facility**

## 2023/2024 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Following staff retirement, hired a Chief Plant Operator to supervise and coordinate all daily operations, maintenance, and repair activities.
- Average daily treatment of 1.18 MGD (million gallons per day) of collected wastewater, which was higher than other years due to increased storm flows.
- Complied with all regulatory requirements, permits, and reports.
- Implemented and complied with the new RWQCB NPDES Industrial General Order Permit and Notice of Application (NOA).
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES General Order.
- Provided laboratory testing support to the Public Works Department for meeting drinking water compliance regulations and MS4 permit compliance regulations.
- Completed the Environmental Laboratory Accreditation Program (ELAP) compliance and The NELAC Institute (TNI) audit of the laboratory operations and testing standards as part of the California Environmental Laboratory Accreditation Program.
- With the Public Works Department, maintained three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations which are a part of the City's sewer collection system.
- Completed the Secondary Clarifier #1 Mechanism Replacement (CIP #42108), Modular Treatment Unit (MTU) #1 Servicing Project (CIP #41901), Cribbs Lift Station Maintenance Project (CIP #42011), and the Secondary Scum Pumps Replacement Project (CIP # 42232), Waste Gas Flare Control System (CIP # 42234), Aeration Basin Blower Project (CIP # 42230), and other ongoing maintenance projects including but not limited to drainage improvements and potable water service supply.

## 2024/2025 BUDGET

- Continue to operate and maintain the Water Reclamation Facility and comply with all regulatory requirements and reports.
- Implement staff retention by the creation of the Senior Operator position and Operator Advancement Program which will incentivize existing staff through promotional opportunities and sustain operational support and workload.
- Implement staff succession planning by hiring a Maintenance Mechanic and filling the vacant Operator position to maintain compliance with the NPDES General Order and to sustain operational support and workload.
- Implementation of Fiscal Year 2024-2025 CIP projects.
- 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 the Public Works Department as part of the City's collection system.
- Continue to implement ongoing maintenance, repair, and replacement of plant equipment as needed.
- Implement preventative maintenance and inventory programs.
- Implementation of Digester No. 1 Servicing (CIP #42109).
- Continue work on the Secondary Clarifier #1 Protective Coating Project (CIP #42413), Secondary Clarifier #3 Drive Unit Project (CIP #42235), Belt Filter Press Building Improvements (CIP #42233), Waste Gas Flare Control System (CIP # 42234), Primary Sludge Pump #2 Replacement Project (CIP #42412), Aeration Basin Blower Project (CIP # 42230), Secondary Scum Replacement Project (CIP # 42232), and the Gravity Belt Thickener Poly Blend Unit Replacement (CIP #42334).

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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	2.0	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	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Water Reclamation Facility**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	1,353,929	1,352,315	1,497,771	1,468,133	1,499,919	-	0%
Materials and supplies	365,460	468,266	508,750	509,047	536,750	-	6%
Contract Services	746,721	866,293	914,295	914,960	991,092	-	8%
Overhead	275,328	275,328	275,328	275,328	275,328	-	0%
Other expense	50,556	70,775	76,400	80,394	81,650	-	7%
Capital outlay	-	-	-	-	88,803	-	0%
<b>Total</b>	<b>2,791,994</b>	<b>3,032,977</b>	<b>3,272,544</b>	<b>3,247,862</b>	<b>3,473,542</b>	<b>-</b>	<b>6%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Water Reclamation Facility	2,791,994	3,032,977	3,272,544	3,247,862	3,473,542	-	6%
<b>Total</b>	<b>2,791,994</b>	<b>3,032,977</b>	<b>3,272,544</b>	<b>3,247,862</b>	<b>3,473,542</b>	<b>-</b>	<b>6%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Sewer Enterprise	2,791,994	3,032,977	3,272,544	3,247,862	3,473,542	-	6%
<b>Total</b>	<b>2,791,994</b>	<b>3,032,977</b>	<b>3,272,544</b>	<b>3,247,862</b>	<b>3,473,542</b>	<b>-</b>	<b>6%</b>

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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 2024/2025 Annual Operating Budget

## Department: Community Services

### All Divisions

Workload Indicators	2021/2022	2022/2023	2023/2024	2024/2025
<b>Parks Maintenance Hours</b>				
Gold Bug Park	83/1096	85/1182	85/1182	85/1182
Lions Park	811.5/560	810/560	950/560	950/560
City Park	524	524	524	524
Rotary Park	440	440	440	440
Lumsden Park	373	373	373	373
Orchard Hill Park	315	315	315	315
George Duffey Park	221	230	230	230
El Dorado Trail/other grounds	1,400	1400	1400	1400
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	990	990	990	990
Admin	250	250	250	250
<b>Recreation</b>				
General	5960	5960	5960	5960
Gold Bug	1505/2780	1600/3500	1600/4000	1600/4000
Adult Program	430	430	430	430
Youth Programs	430	430	430	430
Aquatics	950/8200	950/8200	950/8200	950/8200
Youth Basketball	800/950	800/950	800/1000	800/1000
Youth Camps	66	66	75	75
Adult Basketball	28/150	28/150	15/75	15/75
Adult Softball	770/620	770/620	770/500	770/500
Adult Volleyball	31/135	31/135	31/135	31/135
Special Events	10/0	10/0	60/25	60/25
Admin	0	0	0	0
<b>Facilities Maintenance</b>				
City Hall	160	67	67	67
Town Hall	220	126	126	126
Scout Hall	80	80	80	80
Pool	621	621	621	621
Park and Ride	250	250	250	250
Old City Hall	0	0	0	0
Police Department	130	130	130	130
Downtown Restroom	250	250	250	250
Corp Yard	274	274	274	274
Admin	250	250	250	250

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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	1.0	1.0	0.0	0.0	-100%
Recreation Supervisor	2.0	2.0	2.0	2.0	2.0	0.0	0%
Recreation Coordinator II	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Assistant	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Community Services Specialist	0.0	0.0	0.0	0.0	1.0	0.0	0%
<b>Total Community Services</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>	<b>9.0</b>	<b>0.0</b>	<b>-18%</b>



## Fiscal Year 2024/2025 Annual Operating Budget Department Budget Community Services

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Personnel	1,552,432	1,658,160	2,251,248	2,035,119	2,124,523	-	-6%
Materials and supplies	207,014	244,151	274,792	268,578	248,360	-	-10%
Contract Services	482,676	1,024,307	578,577	611,832	605,686	-	5%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	10,035	31,493	68,887	67,177	53,445	-	-22%
Capital outlay	-	187,452	37,318	25,117	96,176	-	158%
<b>Total</b>	<u>2,253,757</u>	<u>3,147,163</u>	<u>3,210,822</u>	<u>3,007,823</u>	<u>3,128,190</u>	<u>-</u>	<u>-3%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Parks	640,919	1,185,100	778,691	809,279	775,841	-	0%
Recreation	988,128	1,010,112	1,574,452	1,380,265	1,453,697	-	-8%
Facilities M & O	387,466	670,159	512,163	487,257	534,294	-	4%
CSD Administration	237,244	281,792	345,516	331,022	364,358	-	5%
<b>Total</b>	<u>2,253,757</u>	<u>3,147,163</u>	<u>3,210,822</u>	<u>3,007,823</u>	<u>3,128,190</u>	<u>-</u>	<u>-3%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
General Fund							
Discretionary Revenues	2,072,934	2,396,003	2,450,274	2,362,461	2,357,126	-	-4%
Orchard Hill/Duffey LLMD	19,711	23,457	25,126	26,350	25,842	-	3%
Recreation Fees	161,112	727,703	735,422	619,012	745,222	-	1%
<b>Total</b>	<u>2,253,757</u>	<u>3,147,163</u>	<u>3,210,822</u>	<u>3,007,823</u>	<u>3,128,190</u>	<u>-</u>	<u>-3%</u>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Community Services**

**Division: Parks**

## 2023/2024 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.
- Hired 2 Park Maintenance positions to handle custodial and achieve a higher level of service.
- Repaired deferred maintenance items at Pool.
- Assisted with road closures for Special Events on Main Street.
- Assisted with Special Events in City Parks and the El Dorado Trail.

## 2024/2025 BUDGET

- Assist with Capital Improvement Projects at Lions Park.

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual 2023/2024</u>	<u>2024/2025</u>	<u>Approved 2024/2025</u>	<u>from 23/24 Budget</u>
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	0.4	0.4	0.0	0.0	-100%
<b>Total</b>	<u>3.3</u>	<u>3.3</u>	<u>3.7</u>	<u>3.7</u>	<u>3.3</u>	<u>0.0</u>	<u>-10%</u>

## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Parks

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	451,317	505,179	511,942	518,891	481,757	-	-6%
Materials and supplies	70,256	84,669	83,655	76,517	62,968	-	-25%
Contract Services	117,746	404,903	155,744	190,472	133,616	-	-14%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	-	1,915	350	600	2,500	-	614%
Capital outlay	-	186,834	27,000	22,799	95,000	-	252%
<b>Total</b>	<b>640,919</b>	<b>1,185,100</b>	<b>778,691</b>	<b>809,279</b>	<b>775,841</b>	<b>-</b>	<b>0%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Parks Maintenance	48,713	259,683	139,114	134,976	181,308	-	30%
Lions Park	198,198	271,645	200,816	221,065	171,640	-	-15%
Gold Bug Park	34,914	160,405	21,558	16,756	10,930	-	-49%
Rotary Park	75,144	84,710	56,534	68,423	49,769	-	-12%
City Park	75,178	83,680	86,165	84,375	74,625	-	-13%
Lumsden Park	32,527	39,948	25,871	35,526	21,465	-	-17%
Hangtown Creek	-	24,520	8,500	8,500	8,500	-	0%
City Cemeteries	-	18	500	500	250	-	-50%
Community Gardens	1,083	1,318	3,500	3,500	3,500	-	0%
El Dorado Trail	26,178	32,252	34,882	35,107	32,518	-	-7%
Orchard Hill/Duffey CFD/ LLMD	19,711	23,457	25,126	26,350	43,878	-	75%
Other Grounds	129,273	203,464	176,125	174,201	177,458	-	1%
<b>Total</b>	<b>640,919</b>	<b>1,185,100</b>	<b>778,691</b>	<b>809,279</b>	<b>775,841</b>	<b>-</b>	<b>0%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	621,208	1,161,643	753,565	782,929	749,999	-	0%
Orchard Hill/Cottonwood CFD/ LLMDs	19,711	23,457	25,126	26,350	25,842	-	3%
<b>Total</b>	<b>640,919</b>	<b>1,185,100</b>	<b>778,691</b>	<b>809,279</b>	<b>775,841</b>	<b>-</b>	<b>0%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Community Services

### Division: Recreation

#### 2023/2024 REVIEW

- Offered a Lifeguard Training class to certify new lifeguards.
- 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.
- Brought back Water Aerobics and offered it two evenings a week.
- Offered Youth Basketball. Partnered with the Georgetown Divide Recreation Department who brought in 13 additional teams for a league total of 79 teams..
- Contracted with Skyhawks which brought weeklong sports camps for kids ages 4-14.
- Conducted 3<sup>rd</sup> season of Youth NFL Flag Football league for ages 5-14 with 23 teams.
- 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 Coordinator responsible for overseeing special interest classes and the Activity Guide.
- 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.
- Increased visibility for programs/activities via Facebook advertising.
- Hosted the 37<sup>th</sup> Annual Spring Fishing Derby at Lumsden Park in April.
- Conducted two Adult Softball Leagues with approximately 69 teams combined in summer and fall.
- Made the change to offer two 10-week softball seasons rather than three 8-week seasons.
- Offered Adult 3x3 Basketball with 38 teams.
- Offered Adult Volleyball with 20 teams.
- 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 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.

#### 2024/2025 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.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
<u>Department Staff by Position</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2024/2025</u>	<u>Budget</u>
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	2.0	2.0	2.0	2.0	2.0	0.0	0%
Recreation Coordinator II	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.0</b>	<b>0.0</b>	<b>-25%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department: Community Services**  
**Division: Recreation**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	824,051	822,118	1,260,134	1,080,817	1,164,431	-	-8%
Materials and supplies	66,243	84,947	115,958	112,894	114,788	-	-1%
Contract Services	90,518	88,050	130,505	120,658	125,957	-	-3%
Overhead	-	-	-	-	-	-	0%
Other expense	7,316	14,379	65,537	63,578	47,345	-	-28%
Capital outlay	-	618	2,318	2,318	1,176	-	-49%
<b>Total</b>	<b>988,128</b>	<b>1,010,112</b>	<b>1,574,452</b>	<b>1,380,265</b>	<b>1,453,697</b>	<b>-</b>	<b>-8%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Special Interest Programs	10,383	16,987	21,700	21,900	13,100	-	-40%
Sports Camps and Teams	328,451	375,636	498,720	465,550	449,364	-	-10%
Gold Bug Park Admissions	159,937	193,246	337,174	296,200	345,793	-	3%
Aquatics	228,143	226,760	459,691	325,282	465,700	-	1%
Special Events	40,146	10,103	10,396	13,718	17,096	-	64%
General Recreation	221,068	187,380	246,771	257,615	162,644	-	-34%
<b>Total</b>	<b>988,128</b>	<b>1,010,112</b>	<b>1,574,452</b>	<b>1,380,265</b>	<b>1,453,697</b>	<b>-</b>	<b>-8%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	827,016	282,409	839,030	761,253	708,475	-	-16%
Recreation Fees	161,112	727,703	735,422	619,012	745,222	-	1%
<b>Total</b>	<b>988,128</b>	<b>1,010,112</b>	<b>1,574,452</b>	<b>1,380,265</b>	<b>1,453,697</b>	<b>-</b>	<b>-8%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Community Services**

**Division: Facilities Maintenance**

## 2023/2024 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, 515 Main Street, 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.
- Made ongoing repairs at the Downtown Restrooms and plans for renovations.

## 2024/2025 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.
- 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.

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u> <u>2023/2024</u>	<u>2024/2025</u>	<u>Approved</u> <u>2024/2025</u>	<u>from 23/24</u> <u>Budget</u>
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	0.6	0.6	0.0	0.0	-100%
<b>Total</b>	<u>0.7</u>	<u>0.7</u>	<u>1.3</u>	<u>1.3</u>	<u>0.7</u>	<u>0.0</u>	<u>-47%</u>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Facilities Maintenance**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	39,820	49,071	133,656	104,389	113,977	-	-15%
Materials and supplies	70,515	74,535	75,179	79,167	70,604	-	-6%
Contract Services	274,412	531,354	292,328	300,702	346,113	-	18%
Overhead	-	-	-	-	-	-	0%
Other expense	2,719	15,199	3,000	2,999	3,600	-	20%
Capital outlay	-	-	8,000	-	-	-	-100%
<b>Total</b>	<b>387,466</b>	<b>670,159</b>	<b>512,163</b>	<b>487,257</b>	<b>534,294</b>	<b>-</b>	<b>4%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Historic City Hall	14,511	13,003	12,825	12,295	9,909	-	-23%
City Hall	98,740	188,932	107,975	96,767	130,857	-	21%
Town Hall	57,250	145,567	78,378	81,999	88,781	-	13%
Scout Hall	9,897	13,183	12,927	12,754	14,510	-	12%
Corporation Yard	26,958	21,544	26,400	21,902	21,210	-	-20%
City Pool Facilities	130,740	176,292	202,330	188,868	208,930	-	3%
Public Safety Building	3,645	33,252	9,324	9,070	6,000	-	-36%
Downtown Public Restroom	14,374	15,344	18,352	18,313	17,442	-	-5%
Mosquito Road Park & Bus 525 Main Street	25,977 5,374	32,161 30,881	30,152 13,500	31,789 13,500	34,155 2,500	-	13% -81%
<b>Total</b>	<b>387,466</b>	<b>670,159</b>	<b>512,163</b>	<b>487,257</b>	<b>534,294</b>	<b>-</b>	<b>4%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	387,466	670,159	512,163	487,257	534,294	-	4%
<b>Total</b>	<b>387,466</b>	<b>670,159</b>	<b>512,163</b>	<b>487,257</b>	<b>534,294</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Community Services**

**Division: Administration**

## 2023/2024 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.
- Continued to work on the implementation of the Fire Safe Plan for all public properties, year two.
- Hired two new Maintenance staff for increased level of service for maintenance.
- Implemented additional marketing strategies for Gold Bug and other programs to enhance recreation program delivery.

## 2024/2025 BUDGET

- Continue to work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Continue to coordinate abandoned campsite clean-up projects with volunteers, saving public funds.
- Complete the pickleball court project at Lions Park.
- Complete the community garden project at Duffey Park.
- Identify funding for new Orchard Hill playground.
- Update the Parks Master Plan nexus study for impact fees.
- Work with Recreation & Parks Commission on plans for Lions Park Improvements.
- Continue to pursue funding for LED sports lighting at Lions Park and Rotary Park.
- Develop strategies to reduce costs associated with the ongoing maintenance and operation of the Aquatics Center.
- Complete Lions Park Sport Lighting Retrofit Project.
- Complete Drainage Maintenance Plan at Lions Park.
- Complete Irrigation Project at Lions Park.
- Complete Disc Golf Improvements at Lions Park.
- Complete Main Street Bell Tower Repairs.
- Work with El Dorado Transit on Maintenance of Mosquito Road Park and Ride Facility.
- Continue to work with community groups on special events.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
<u>Department Staff by Position</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2024/2025</u>	<u>Budget</u>
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Community Services Specialist	0.0	0.0	0.0	0.0	1.0	0.0	0%
<b>Total Public Services</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>



## Fiscal Year 2024/2025 Annual Operating Budget Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	237,244	281,792	345,516	331,022	364,358	-	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<u>237,244</u>	<u>281,792</u>	<u>345,516</u>	<u>331,022</u>	<u>364,358</u>	<u>-</u>	<u>5%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
CSD Administration	237,244	281,792	345,516	331,022	364,358	-	5%
<b>Total</b>	<u>237,244</u>	<u>281,792</u>	<u>345,516</u>	<u>331,022</u>	<u>364,358</u>	<u>-</u>	<u>5%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	237,244	281,792	345,516	331,022	364,358	-	5%
<b>Total</b>	<u>237,244</u>	<u>281,792</u>	<u>345,516</u>	<u>331,022</u>	<u>364,358</u>	<u>-</u>	<u>5%</u>

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## **Public Works**

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

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Public Works

### All Divisions

Workload Indicators	Actual	Actual	Estimated Actual	Proposed
	2021/ 2022	2022/ 2023	2023/2024	2024/2025
<b>Streets and Roads</b>				
Calls for service (311)	909	543	1,000	1,000
Maintenance hours	3,372.75	2,950	3,500	3,500
Miles of streets maintained (	57	57	57	57
Flagging		243	500	500
Green waste div erted (tons)	1,150.20	989	1,100	1,050
Street Sweeping	521.5	537	630	630
Parking Lots	12.5	57	50	50
Storm Drains	584.25	706	690	690
Sanding	0	0	15	15
Streets and Roads				
Snow Removal	301.5	297	280	280
Streets, signs & markings	1,436.25	1,635	1,450	1,450
Sidewalk, curb & gutter	24	131	150	150
Mechanic				
Service Calls - On Call	33	38	30	30
USA Digs	1,642	6,729	6,650	6,600
Corp Yard	1,010.25	332	450	450
Special Events	54.5	94	100	100
Trip to Green (10837)	37			
Admin				
<b>Water / Sewer</b>				
Calls for service Water	36	46	40	40
Calls for service Sewer	29	48	30	30
Meter replacement	44	0	45	45
Water Applications	2	9	4	4
Sewer Applications	3	10	4	4
Miles of sewer maintained (	60.4	60.4	60.4	60.4
Water M&O	6,929.50	9,205	6,600	6,600
Sewer M&O	4,106	4,977	3,500	3,500
Fema				
Training				
Admin	669.5	700	700	700
Storm		236		

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
				2023/2024		2024/2025	Budget
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%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.4	0.4	0.4	0.5	0.5	0.0	28%
<b>Total Community Services</b>	<b>15.4</b>	<b>15.4</b>	<b>15.4</b>	<b>15.5</b>	<b>15.5</b>	<b>0.0</b>	<b>1%</b>

## Fiscal Year 2024/2025 Annual Operating Budget Department Budget Public Works

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	1,360,974	1,640,799	1,942,768	1,791,050	1,995,038	-	3%
Materials and supplies	741,502	819,233	860,715	905,280	948,257	-	10%
Contract Services	299,214	344,568	411,218	429,843	373,454	-	-9%
Overhead	222,618	222,618	222,618	222,618	222,618	-	0%
Other expense	88,325	124,995	115,397	122,089	94,570	-	-18%
Capital outlay	13,228	103,869	138,184	140,381	392,822	-	184%
<b>Total</b>	<u>2,725,861</u>	<u>3,256,082</u>	<u>3,690,900</u>	<u>3,611,261</u>	<u>4,026,759</u>	-	9%

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Streets and Roads	633,172	736,219	803,375	837,476	1,014,060	-	26%
Water/Sewer Lines	1,120,376	1,450,592	1,782,080	1,607,121	1,827,003	-	3%
Water Acquisition & Delivery	846,473	882,761	944,018	992,057	1,051,485	-	11%
Downtown Parking	125,840	186,510	161,427	174,607	134,211	-	-17%
<b>Total</b>	<u>2,725,861</u>	<u>3,256,082</u>	<u>3,690,900</u>	<u>3,611,261</u>	<u>4,026,759</u>	-	9%

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	386,517	367,676	744,897	780,248	368,449	-	-51%
Gas Tax	238,045	367,541	39,634	39,634	614,542	-	1451%
Benefit Assessment Districts	475	1,002	18,844	17,594	31,069	-	65%
Water Enterprise Fund	1,339,709	1,562,298	1,723,045	1,747,390	1,873,593	-	9%
Sewer Enterprise Fund	627,140	771,055	1,003,053	851,788	1,004,895	-	0%
Daily Parking Revenues	40,971	64,410	97,190	45,796	57,756	-	-41%
Leased Parking Revenues	93,004	122,100	64,237	128,811	76,455	-	19%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<u>2,725,861</u> <span style="color: green;">▲</span>	<u>3,256,082</u> <span style="color: green;">▲</span>	<u>3,690,900</u> <span style="color: green;">▲</span>	<u>3,611,261</u> <span style="color: green;">▲</span>	<u>4,026,759</u> <span style="color: green;">▲</span>	-	9%

# Fiscal Year 202/2024 Annual Operating Budget

**Department: Public Works**

**Division: Streets and Roads**

## 2023/24 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement (pot holes) throughout the City.
- Continued street painting, sign installation and repair, and graffiti removal program.
- Swept streets.
- Completed work service requests for street work.
- Removed hazardous trees and brush.
- Plowed & sanded streets during winter conditions.
- Cleaned storm drains.
- Continued weed abatement program in conjunction with the Community Services Department.
- Continued support activities for special events.
- Continued to support the Engineering Department on Capital Improvement Projects.
- Assisted with the removal of illegal camp sites.
- Assisted with maintenance of City Gas and Diesel Fleet.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.
- Worked with multiple volunteers to cleanup homeless camp debris

## 2024/25 BUDGET

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

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
							<u>Budget</u>
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%
Administrative Assistant	0.1	0.1	0.1	0.1	0.1	0.0	25%
<b>Total</b>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>0.0</u>	1%

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Streets and Roads**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	275,773	311,087	347,751	379,089	354,392	-	2%
Materials and supplies	88,854	123,542	97,883	98,690	91,887	-	-6%
Contract Services	198,450	211,274	250,652	248,126	221,103	-	-12%
Overhead	-	-	-	-	-	-	0%
Other expense	63,276	62,769	63,675	68,157	47,300	-	-26%
Capital outlay	6,819	27,547	43,414	43,414	299,378	-	590%
<b>Total</b>	<b>633,172</b>	<b>736,219</b>	<b>803,375</b>	<b>837,476</b>	<b>1,014,060</b>	<b>-</b>	<b>26%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Street Sweeping	15,222	19,747	33,597	31,533	35,034	-	4%
Curbs, Gutters, and Sidewalks	48,004	46,942	51,831	58,666	43,547	-	-16%
Street Signs and Markings	61,815	64,698	62,345	66,569	57,959	-	-7%
Storm Drains	35,202	41,640	49,465	49,502	40,619	-	-18%
Traffic Signals and Lights	138,442	154,593	154,850	160,352	159,309	-	3%
Street Sanding/Snow Removal	5,883	8,183	7,200	7,400	3,700	-	-49%
General Street Maintenance	328,604	400,416	444,087	463,454	673,892	-	52%
<b>Total</b>	<b>633,172</b>	<b>736,219</b>	<b>803,375</b>	<b>837,476</b>	<b>1,014,060</b>	<b>-</b>	<b>26%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	394,652	367,676	744,897	780,248	368,449	-	-51%
Gas Tax	238,045	367,541	39,634	39,634	614,542	-	1451%
BAD/CFD Assessments	475	1,002	18,844	17,594	31,069	-	65%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>633,172</b>	<b>736,219</b>	<b>803,375</b>	<b>837,476</b>	<b>1,014,060</b>	<b>-</b>	<b>26%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

## Department: Public Works

### Division: Water and Sewer Lines

#### 2023/24 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of waterline division maintenance and operations functions, to include: waterline and valve replacement, water pressure assessment, water quality calls/investigations and line break repairs.
- Completed waterline 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

#### 2024/25 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete waterline repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue Grease Interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan
- Increase In-Service Training.
- Continue Backflow Prevention Program.
- Continue Fat's, Oil's and Grease Program.
- Continue Annual Sewer Flushing Program.
- Continue to assist Engineering with mapping of sewer and waterlines. 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
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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%
Administrative Assistant	0.1	0.1	0.1	0.1	0.1	0.0	25%
<b>Total</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0.0</b>	<b>0%</b>



**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Water and Sewer Lines**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	867,095	1,079,394	1,304,991	1,129,067	1,366,228	-	5%
Materials and supplies	60,572	87,444	118,310	111,374	118,500	-	0%
Contract Services	41,458	60,114	100,766	104,260	90,040	-	-11%
Overhead	134,021	134,021	134,021	134,021	134,021	-	0%
Other expense	10,821	13,297	29,222	31,432	24,770	-	-15%
Capital outlay	6,409	76,322	94,770	96,967	93,444	-	-1%
<b>Total</b>	<b>1,120,376</b>	<b>1,450,592</b>	<b>1,782,080</b>	<b>1,607,121</b>	<b>1,827,003</b>	<b>-</b>	<b>3%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Water Lines	493,236	679,537	779,027	755,333	822,108	-	6%
Sewer Lines	627,140	771,055	1,003,053	851,788	1,004,895	-	0%
<b>Total</b>	<b>1,120,376</b>	<b>1,450,592</b>	<b>1,782,080</b>	<b>1,607,121</b>	<b>1,827,003</b>	<b>-</b>	<b>3%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Water Enterprise Fund	493,236	679,537	779,027	755,333	822,108	-	6%
Sewer Enterprise Fund	627,140	771,055	1,003,053	851,788	1,004,895	-	0%
<b>Total</b>	<b>1,120,376</b>	<b>1,450,592</b>	<b>1,782,080</b>	<b>1,607,121</b>	<b>1,827,003</b>	<b>-</b>	<b>3%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Public Works**

**Division: Water Acquisition and Delivery**

## 2023/24 REVIEW

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

## 2024/25 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.

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
						<u>2024/2025</u>	<u>Budget</u>
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.2	0.2	0.2	0.3	0.3	0.0	32%
<b>Total</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.3</b>	<b>1.3</b>	<b>0.0</b>	<b>5%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Water Acquisition and Delivery**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	130,179	147,706	158,074	161,512	166,626	-	5%
Materials and supplies	588,789	603,196	637,147	687,565	730,495	-	15%
Contract Services	25,295	32,532	39,200	33,383	44,767	-	14%
Overhead	88,597	88,597	88,597	88,597	88,597	-	0%
Other expense	13,613	10,730	21,000	21,000	21,000	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<u>846,473</u>	<u>882,761</u>	<u>944,018</u>	<u>992,057</u>	<u>1,051,485</u>	<u>-</u>	<u>11%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Water Acquisition & Delivery	846,473	882,761	944,018	992,057	1,051,485	-	11%
<b>Total</b>	<u>846,473</u>	<u>882,761</u>	<u>944,018</u>	<u>992,057</u>	<u>1,051,485</u>	<u>-</u>	<u>11%</u>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Water Acquisition & Delivery	846,473	882,761	944,018	992,057	1,051,485	-	11%
<b>Total</b>	<u>846,473</u>	<u>882,761</u>	<u>944,018</u>	<u>992,057</u>	<u>1,051,485</u>	<u>-</u>	<u>11%</u>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Public Works**

**Division: Downtown Parking**

## 2023/24 REVIEW

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

## 2024/25 BUDGET

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

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

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
				<u>2023/2024</u>		<u>2024/2025</u>	<u>Budget</u>
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%
<b>Total</b>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>0.0</u>	0%

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Downtown Parking**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	87,927	102,612	131,952	121,382	107,792	-	-18%
Materials and supplies	3,287	5,051	7,375	7,651	7,375	-	0%
Contract Services	34,011	40,648	20,600	44,074	17,544	-	-15%
Overhead	-	-	-	-	-	-	0%
Other expense	615	38,199	1,500	1,500	1,500	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>125,840</b>	<b>186,510</b>	<b>161,427</b>	<b>174,607</b>	<b>134,211</b>	<b>-</b>	<b>-17%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Downtown Parking	125,840	186,510	161,427	174,607	134,211	-	-17%
<b>Total</b>	<b>125,840</b>	<b>186,510</b>	<b>161,427</b>	<b>174,607</b>	<b>134,211</b>	<b>-</b>	<b>-17%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	(8,135)	-	-	-	-	-	0%
Daily Parking Revenues	40,971	64,410	97,190	45,796	57,756	-	-41%
Leased Parking Revenues	93,004	122,100	64,237	128,811	76,455	-	19%
<b>Total</b>	<b>125,840</b>	<b>186,510</b>	<b>161,427</b>	<b>174,607</b>	<b>134,211</b>	<b>-</b>	<b>-17%</b>

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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 2024/2025 Annual Operating Budget

## Department Budget:

### Elected Officials

<u>Workload Indicators</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>
Regular City Council Meetings	22	22	21	22
Resolutions	116	116	114	113
Ordinances	5	3	3	3

<u>Department Staff by Position</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 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	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>	0%
Total	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>0.0</u>	0%



**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department Budget**  
**Elected Officials**

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Personnel	100,903	89,537	107,796	95,731	115,321	-	7%
Materials and supplies	1,532	723	900	900	900	-	0%
Contract Services	16,430	4,557	10,000	8,001	15,000	-	50%
Overhead	-	-	-	-	-	-	0%
Other expense	17,971	24,675	28,300	25,606	12,100	-	-57%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<u>136,836</u>	<u>119,492</u>	<u>146,996</u>	<u>130,238</u>	<u>143,321</u>	<u>-</u>	<u>-3%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
City Council	136,836	119,492	146,996	130,238	143,321	-	-3%
<b>Total</b>	<u>136,836</u>	<u>119,492</u>	<u>146,996</u>	<u>130,238</u>	<u>143,321</u>	<u>-</u>	<u>-3%</u>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
General Fund							
Discretionary Revenues	136,836	119,492	146,996	130,238	143,321	-	-3%
<b>Total</b>	<u>136,836</u>	<u>119,492</u>	<u>146,996</u>	<u>130,238</u>	<u>143,321</u>	<u>-</u>	<u>-3%</u>

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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 2024/2025 Annual Operating Budget

## Department: City Administration

### All Divisions

Workload Indicators	Estimated			
	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Proposed 2024-2025
<b>City Manager (hours)</b>				
Council agenda and meeting prep.	624	624	624	500
Attend Council meetings	84	84	84	75
Personnel	520	520	520	520
Bonds	10	10	10	10
Intergovernmental relations	130	130	130	100
Citizen inquiries	156	156	220	220
Public Works/Engineering CP's	390	390	390	390
Claims and litigation	156	156	156	156
Franchise	12	12	12	24
Bids and contracts	52	52	52	52
Special Events	24	24	24	30
Utility fees	52	52	52	52
Main Street & Parking	150	150	150	75
Ordinances and resolutions	104	104	104	104
Redevelopment	0	0	0	0
Economic Development	300	300	300	240
Grant Development and Admin.	40	40	40	40
Emergency Management	250	250	150	150
<b>City Attorney (hours)</b>				
Council agenda and meeting prep.	25	35	35	35
Attend Council meetings	75	86	86	86
Personnel	55	54	54	54
Bonds	10	40	40	10
Respond to subpoenas/records reqs.	20	70	70	70
Public Works/Comm. Develop. Proj.	50	80	80	80
Claims	50	60	60	60
Litigation	60	75	75	120
Bids and contracts	25	40	40	40
Ordinances and resolutions	45	75	75	75
Collections	5	0	0	0
Utility fees	20	20	20	20
Parking	5	0	0	0
Franchise	5	5	5	12
Redevelopment	0	30	30	0
<b>Grant Administration (hours)</b>				
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
CEC-ARRA Grant	0	0	0	0
CDBG Ist-Time Homebuyer/Housing Rehab	0	0	0	0
<b>City Clerk (#/Hrs)</b>				
Agendas/Minutes	54/637.5	30/240	30/240	30/240
Resolutions	100/200	124/248	124/248	124/248
Ordinances	5/10	3/6	3/6	6/12
Economic Interest Statements	62/93	62/93	62/93	62/93
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.
Public records requests	300/300	45/45	45/45	45/45
Elections Activities (hours)			160	160
<b>Human Resources (#/hrs)</b>				
Recruitments	6/216	15/75	15/75	15/75
Reclassifications	3/3		9/9	5/5
Orientations	6/6	20/20	20/20	20/20
Process New Hires including seasonal	10/10	164/164	164/164	164/164
Benefits inquiries and notifications (hours)			120	120
Mandatory Training (hours)			96	96
<b>Risk Management</b>				
Liability claims processed	15/120	15/120	15/120	15/120
Worker's Comp claims existing		15/5	15/5	15/5
Worker's comp. claims	7/56	8/64	8/64	8/64
COBRA Administration	3/3	15/15	15/15	15/15
<b>Information Services (% hrs)</b>				
Network administration	20%	70%	70%	60%
Computer service calls/training	20%	20%	20%	20%

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department Budget**  
**City Administration**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	750,428	859,020	925,059	945,485	973,339	-	5%
Materials and supplies	608	950	3,818	4,208	3,568	-	-7%
Contract Services	306,177	492,828	333,387	292,509	310,600	-	-7%
Overhead	24,205	24,205	24,205	24,205	24,205	-	0%
Other expense	12,375	42,694	8,401	7,626	6,524	-	-22%
Capital outlay	2,345	6,143	1,158	5,226	1,178	-	2%
<b>Total</b>	<b>1,096,138</b>	<b>1,425,840</b>	<b>1,296,028</b>	<b>1,279,259</b>	<b>1,319,414</b>	<b>-</b>	<b>2%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Legal Services	125,494	139,798	132,272	96,721	118,668	-	-10%
Litigation	69,225	118,098	-	-	-	-	0%
City Manager	471,958	435,271	443,840	445,145	431,548	-	-3%
Information Services	282,518	555,513	539,461	554,006	552,386	-	2%
Human Resources	142,955	171,241	177,465	180,014	204,137	-	15%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	3,988	5,919	2,990	3,373	12,675	-	324%
<b>Total</b>	<b>1,096,138</b>	<b>1,425,840</b>	<b>1,296,028</b>	<b>1,279,259</b>	<b>1,319,414</b>	<b>-</b>	<b>2%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	751,320	1,012,255	932,452	911,301	950,284	-	2%
Parking District Fund	51,342	62,557	71,576	70,121	69,485	-	-3%
General Liability Fund	69,225	118,098	-	-	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
Water Enterprise Fund	111,846	116,166	145,691	148,612	149,489	-	3%
Sewer Enterprise Fund	112,405	116,764	146,309	149,225	150,156	-	3%
<b>Total</b>	<b>1,096,138</b>	<b>1,425,840</b>	<b>1,296,028</b>	<b>1,279,259</b>	<b>1,319,414</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

Department: City Administration

Division: City Attorney

2023/2024 REVIEW	2024/2025 BUDGET
<ul style="list-style-type: none"> <li>■ Continued to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.</li> <li>■ Assisted City staff and advise regarding Public Works projects/contracts/issues.</li> <li>■ Monitored legal issues regarding grants and funding</li> <li>■ Monitored legal issues regarding transportation funds</li> <li>■ Drafted and reviewed contracts, RFP's and bid documents</li> <li>■ Drafted and reviewed ordinances/resolutions/contracts.</li> <li>■ Reviewed and advised regarding new and pending legislation affecting City</li> <li>■ Advised and assisted in personnel matters.</li> <li>■ Reviewed CEQA documents.</li> <li>■ Advised and assisted Planning staff</li> <li>■ Advised and supervised liability claims, worker's compensation claims in coordination with outside counsel through risk pool</li> <li>■ Supervised and monitored outside counsel in other litigation matters.</li> <li>■ Advised City departments on legal issues affecting the department.</li> <li>■ Assisted with code enforcement issues including obtaining warrants.</li> <li>■ Monitored and assisted with water and wastewater regulations/issues.</li> <li>■ Assisted in Cal/OSHA matters</li> <li>■ Represented City on Pitchess motions</li> <li>■ Reviewed and advised regarding Public Records requests</li> <li>■ Attended City Council meetings and other meetings, as necessary</li> <li>■ Reviewed and advised regarding legal documents relating to City</li> <li>■ Provided legal advice to Council, Commission and staff</li> <li>■ Advised on transparency issues (FPPC, Brown Act, Conflicts of Interest).</li> <li>■ Drafted policies pursuant to City Council direction.</li> <li>■ Provided AB 1234 ethics training.</li> <li>■ Served as trial and appellate council for civil litigation.</li> </ul>	<ul style="list-style-type: none"> <li>■ Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.</li> <li>■ Assist City staff and advise regarding projects/contracts/issues.</li> <li>■ Monitor legal issues regarding grants and funding</li> <li>■ Monitor legal issues regarding transportation funds</li> <li>■ Draft and review contracts, RFP's and bid documents</li> <li>■ Draft and review ordinances/resolutions/contracts.</li> <li>■ Review and advise regarding new and pending legislation affecting City</li> <li>■ Advise and assist in labor and employment matters.</li> <li>■ Review CEQA documents.</li> <li>■ Advise and assist Planning staff</li> <li>■ Advise and provide direction on liability claims, worker's compensation claims in coordination with outside counsel through risk pool</li> <li>■ Supervise and monitor outside counsel in other litigation matters.</li> <li>■ Assist with code enforcement issues including obtaining warrants.</li> <li>■ Monitor and assist with water and wastewater regulations/issues.</li> <li>■ Assist in Cal/OSHA matters</li> <li>■ Represent City on Pitchess motions, Gun Violence Restraining Orders and other litigation</li> <li>■ Review and advise regarding Public Records Act requests</li> <li>■ Attend City Council meetings and other meetings, as necessary</li> <li>■ Review and advise regarding legal documents relating to City</li> <li>■ Provide legal advice to Council, Commission and staff</li> <li>■ Advise on transparency issues (FPPC, Brown Act, Conflicts of Interest).</li> <li>■ Draft policies pursuant to City Council direction.</li> <li>■ Provide AB 1234 ethics training, as requested.</li> <li>■ Serve as trial and appellate council for civil litigation.</li> </ul>

Department Staff by Position	Actual 2021/2022	Actual 2022/2023	Revised 2023/2024	Estimated Actual 2023/2024	Proposed 2024/2025	Council Approved 2024/2025	% Change from 23/24 Budget
Assistant to the City Manager	0.30	0.30	0.30	0.30	0.30	0.00	0%
<b>Total</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.00</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**City Attorney**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	27,987	32,530	36,272	34,532	38,668	-	7%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	165,748	225,366	96,000	62,189	80,000	-	-17%
Overhead	-	-	-	-	-	-	0%
Other expense	984	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>194,719</b>	<b>257,896</b>	<b>132,272</b>	<b>96,721</b>	<b>118,668</b>	<b>-</b>	<b>-10%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Legal Services	125,494	139,798	132,272	96,721	118,668	-	-10%
Litigation	69,225	118,098	-	-	-	-	0%
<b>Total</b>	<b>194,719</b>	<b>257,896</b>	<b>132,272</b>	<b>96,721</b>	<b>118,668</b>	<b>-</b>	<b>-10%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	125,494	139,798	132,272	96,721	118,668	-	-10%
General Liability Reserve	69,225	118,098	-	-	-	-	0%
State Tobacco Grant	-	-	-	-	-	-	0%
<b>Total</b>	<b>194,719</b>	<b>257,896</b>	<b>132,272</b>	<b>96,721</b>	<b>118,668</b>	<b>-</b>	<b>-10%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

Department: City Administration

Division: City Manager

2023/2024 REVIEW	2024/2025 BUDGET
<ul style="list-style-type: none"> <li>■ Monitored pending and existing legislation.</li> <li>■ Continued to staff PEAC Meetings and Initiatives.</li> <li>■ Reviewed potential strategies to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. Proposed Annexations to LAFCO</li> <li>■ Monitored Water Reclamation Facility regulatory issues.</li> <li>■ Worked with El Dorado Disposal to address contract issues and began discussions on new contract.</li> <li>■ Continued Administration of Parking Program.</li> <li>■ Addressed various personnel matters -salaries/ benefits/ discipline, negotiations, etc.</li> <li>■ Completed annual review of City Website.</li> <li>■ Continued to work with Developer on Mackinaw Hotel.</li> <li>■ Reviewed State's budget process and other State Legislation.</li> <li>■ Completed the 2024-2025 budget and monitored implementation.</li> <li>■ Worked with Engineering and Public Works on CIP Projects.</li> <li>■ Explored Funding options for joint Public Safety Facility. Presented those options to Council.</li> <li>■ Reviewed all new hires and personnel forms.</li> <li>■ Implemented and monitored City Social Media Program.</li> <li>■ Executed agreements for Structural Assessment of Historic City Hall.</li> <li>■ Reviewed reports for new Homeless Navigation Center and addressed issues as necessary.</li> <li>■ Supervised and provided input on Claims and Litigation.</li> <li>■ Continued process to complete Traffic Impact and Water/Sewer CIC charge studies.</li> <li>■ Continued to proceed toward implementation of WRF Solar Project.</li> <li>■ Worked with Engineering on CEQA document for Clay Street Bridge Replacement and Realignment Project</li> <li>■ Implemented programs to fund PERS Unfunded pension liability including \$500,000 payment and 1% of salary payment.</li> <li>■ Worked with staff and County staff on new Multi-jurisdiction Hazard Mitigation plan. Draft completed.</li> <li>■ Worked with Fire Safe Council on Vegetation Management Program including public information event.</li> <li>■ Completed draft of new Personnel Rules and Regulations.</li> <li>■ Applied for grant funding to implement pilot program for Broadband.</li> <li>■ Reviewed options and programs for Citywide Succession Plan</li> <li>■ Completed workout of Defaulted Bonds.</li> </ul>	<ul style="list-style-type: none"> <li>■ Monitor pending and existing legislation.</li> <li>■ Continue to staff PEAC Meetings and Initiatives.</li> <li>■ Continue to review potential strategies to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc.</li> <li>■ Monitor Water Reclamation Facility regulatory issues.</li> <li>■ Monitor El Dorado Disposal performance and prepare new agreement for recommendation to Council.</li> <li>■ Administer Parking Program. Explore possibility of automating garage and increasing parking.</li> <li>■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc.</li> <li>■ Continue to update and improve City Website.</li> <li>■ Continue to work with Developer on Mackinaw Hotel.</li> <li>■ Monitor State's budget process and other State Legislation.</li> <li>■ Oversee City budget preparation.</li> <li>■ Monitor Engineering and Public Works Projects.</li> <li>■ Identify Funding for joint Public Safety Facility.</li> <li>■ Review all new hires and personnel forms.</li> <li>■ Monitor and provide assessment of City Social Media Program.</li> <li>■ Complete Structural Assessment of Historic City Hall and finalize agreement for reuse of Historic City Hall and DA Annex.</li> <li>■ Review plans for new Homeless Navigation Center and work with County to address city concerns.</li> <li>■ Reinstate 5<sup>th</sup> Tuesday Study Sessions to address and review critical issues.</li> <li>■ Supervise Claims and Litigation.</li> <li>■ Research options to fund mandated Storm Drain Maintenance.</li> <li>■ Complete Traffic Impact and Water/Sewer CIC charge studies.</li> <li>■ Implement WRF Solar Project.</li> <li>■ Review status of State Court House Funding.</li> <li>■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project</li> <li>■ Continue to review options to fund PERS Unfunded pension liability and control pension costs.</li> <li>■ Adopt New Emergency Operations Plan.</li> <li>■ Continue Vegetation Management Programs, Goats and other Public Property Clearing Programs.</li> <li>■ Adopt new Personnel Rules and Regulations.</li> <li>■ Continue to support and implement Broadband Master Plan.</li> <li>■ Develop Citywide Succession Plan</li> </ul>

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 Budget
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Assistant to the City Manager	0.70	0.70	0.70	0.70	0.70	0.00	0%
<b>Total</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>0.00</b>	<b>0%</b>



## Fiscal Year 2024/2025 Annual Operating Budget Division Budget City Manager

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	437,658	373,811	376,115	386,817	400,859	-	7%
Materials and supplies	608	827	500	500	250	-	-50%
Contract Services	30,501	23,730	63,800	54,628	27,600	-	-57%
Overhead	-	-	-	-	-	-	0%
Other expense	3,191	36,903	3,425	3,200	2,839	-	-17%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>471,958</b>	<b>435,271</b>	<b>443,840</b>	<b>445,145</b>	<b>431,548</b>	<b>-</b>	<b>-3%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
City Manager	471,958	435,271	443,840	445,145	431,548	-	-3%
<b>Total</b>	<b>471,958</b>	<b>435,271</b>	<b>443,840</b>	<b>445,145</b>	<b>431,548</b>	<b>-</b>	<b>-3%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	427,833	397,831	397,643	405,430	388,941	-	-2%
Parking District Fund	44,125	37,440	46,197	39,715	42,607	-	-8%
<b>Total</b>	<b>471,958</b>	<b>435,271</b>	<b>443,840</b>	<b>445,145</b>	<b>431,548</b>	<b>-</b>	<b>-3%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

Department: City Administration

Division: Information Services

2023/2024 REVIEW	2024/2025 BUDGET
<ul style="list-style-type: none"> <li>■ Provided email and/phone support to the public regarding our website.</li> <li>■ Continued providing internal staff support on our website &amp; Facebook page.</li> <li>■ Provided computer, projector and audio needs to City Council &amp; Planning Commission meetings.</li> <li>■ Provided software and hardware technical support for our parking meters and parking staff throughout Placerville.</li> <li>■ Implemented cloud data backup services for data retention redundancy.</li> <li>■ Scheduled to have pipes in 4<sup>th</sup> 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.</li> <li>■ Implemented new CAD server / software at the Police Department.</li> <li>■ Implemented Netmotion VPN upgrade at PD</li> <li>■ Implemented new direct connection to DOJ via CLETS</li> <li>■ Implemented new A/V system for production / broadcasting City Council Meetings</li> <li>■ Implemented new VOIP phone system at Town Hall, City Hall, and the WRF</li> <li>■ Replaced / Repair existing Security Camera system in the city , and parking garage.</li> <li>■ Obtained new audio / video conferencing system for City Hall 4<sup>th</sup> floor conference room.</li> <li>■ Supported / implemented any new website features.</li> <li>■ Support new network technologies at the Police Department.</li> <li>■ Assisted CalNet and Technology Industries with high bandwidth data connection from garage to PPD.</li> <li>■ Maintained Parking meters.</li> <li>■ Supported new Recreation and Parks application (Activenet).</li> <li>■ Assisted Parking Attendants with pay stations.</li> <li>■ Installed and supported new computers throughout the City.</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide email and/phone support to the public regarding our website.</li> <li>■ Continue providing internal staff support on our website</li> <li>■ Provide computer, video, and audio needs to City Council &amp; Planning Commission meetings.</li> <li>■ Upgrade Finance department cash resiepts PC, cash drawer, and printer</li> <li>■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville.</li> <li>■ Receive training on Datto cloud data backup services for data retention redundancy.</li> <li>■ Train and maintain new CAD server / software at the Police Department.</li> <li>■ Maintain Netmotion VPN at the Police Department.</li> <li>■ Train / become proficient on the new A/V system for production / broadcasting City Council Meetings</li> <li>■ Replace / Repair existing Security Camera system in the City , and Parking Garage.</li> <li>■ Train on new audio / video conferencing system for City Hall 4<sup>th</sup> floor conference room.</li> <li>■ Support / implement any new website features.</li> <li>■ Support new network technologies at the Police Department.</li> <li>■ Assist CalNet and Technology Industries with high bandwidth data connection from garage to the Police Department.</li> <li>■ Maintain Parking meters.</li> <li>■ Support new Recreation and Parks application (Activenet).</li> <li>■ Assist Parking Attendants with pay stations.</li> <li>■ Install and support new computers throughout the City.</li> <li>■ Complete required CLETS training for newly acquired CLETS connection</li> <li>■ Maintain Active Directory, Email, and other software accounts for new hire and departing employees.</li> <li>■ Cleanup any departed employee accounts from the City Domian, and other accounts</li> <li>■ Do a security audit of all share folders on the Domain to make sure only employees with required access, have access.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2021/2022	2022/2023	2023/2024	Actual	2024/2025	Approved	from 23/24
				2023/2024		2024/2025	Budget
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Management Analyst	0.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<u>1.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>0.0</u>	0%

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Information Services**

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Personnel	151,201	294,044	340,927	351,014	352,919	-	4%
Materials and supplies	-	123	3,318	3,708	3,318	-	0%
Contract Services	104,194	230,869	169,337	169,337	170,250	-	1%
Overhead	24,205	24,205	24,205	24,205	24,205	-	0%
Other expense	573	129	516	516	516	-	0%
Capital outlay	2,345	6,143	1,158	5,226	1,178	-	2%
<b>Total</b>	<b>282,518</b>	<b>555,513</b>	<b>539,461</b>	<b>554,006</b>	<b>552,386</b>	<b>-</b>	<b>2%</b>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
Information Services	282,518	555,513	539,461	554,006	552,386	-	2%
<b>Total</b>	<b>282,518</b>	<b>555,513</b>	<b>539,461</b>	<b>554,006</b>	<b>552,386</b>	<b>-</b>	<b>2%</b>

<u>Department Budget by Category</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
General Fund							
Discretionary Revenues	51,050	297,466	222,082	225,763	225,863	-	2%
Parking District Fund	7,217	25,117	25,379	30,406	26,878	-	6%
Water Enterprise Fund	111,846	116,166	145,691	148,612	149,489	-	3%
Sewer Enterprise Fund	112,405	116,764	146,309	149,225	150,156	-	3%
<b>Total</b>	<b>282,518</b>	<b>555,513</b>	<b>539,461</b>	<b>554,006</b>	<b>552,386</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: City Administration**

**Division: Human Resources**

<b>2023/2024 REVIEW</b>	<b>2024/2025 BUDGET</b>
<ul style="list-style-type: none"> <li>■ Posted/advertised City recruitments, train hiring managers, current and new, on use of Applicant Tracking Software platform. Kept job specifications updated.</li> <li>■ Processed employment applications, offer letters, assisted with interviewing and selection of candidates.</li> <li>■ Communicated with applicants at numerous stages of the hiring process for each recruitment.</li> <li>■ Set up physicals and Live Scan background checks for new hires.</li> <li>■ Maintained Live Scan records/reports from the CA DOJ and passed annual, online DOJ security training.</li> <li>■ Conducted new-hire orientations and processed onboarding paperwork. Updated City Handbook as necessary.</li> <li>■ Enrolled City drivers in DMV pull notice program and maintained notifications/reports.</li> <li>■ Maintained and followed updated MOU info. with Local 39, PPOA, and Executive Bargaining Units.</li> <li>■ Processed evaluation records and maintained evaluation schedule for department heads; processed personnel action forms for all regular and seasonal new hires, wage increases, transfers, reclassifications, resignations, and retirements.</li> <li>■ Assigned and coordinated State-mandated training for all employees for AB 1234, AB 1825, and AB 1207.</li> <li>■ Filed and maintained personnel records and information helpful for employment verification checks from outside agencies.</li> <li>■ Worked with City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and work toward Council adoption.</li> <li>■ Notified employees of/and Processed requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc.</li> <li>■ Completed and submitted Workers' Compensation claims and reported medical status updates to the Workers' Compensation Claims Third Party Administrator (TPA), assisted with processing disability retirements.</li> <li>■ Notified terminated employees of COBRA medical continuation coverage and maintain records.</li> <li>■ Received and maintained Certificates of Liability</li> <li>■ Worked on expanding City's Injury and Illness Prevention Program</li> <li>■ Attended training webinars as able.</li> </ul>	<ul style="list-style-type: none"> <li>■ Post/advertise City recruitments, train hiring managers, current and new, on use of Applicant Tracking Software platform. Keep job specifications updated.</li> <li>■ Process employment applications, offer letters, assist with interviewing and selection of candidates.</li> <li>■ Communicate with applicants at numerous stages of the hiring process for each recruitment.</li> <li>■ Set up physicals and Live Scan background checks for new hires.</li> <li>■ Maintain Live Scan records/reports from the CA DOJ and pass annual, online DOJ security training.</li> <li>■ Conduct new-hire orientations and process onboarding paperwork. Update City Handbook as necessary.</li> <li>■ Enroll City drivers in DMV pull notice program and maintain notifications/reports.</li> <li>■ Maintain and follow updated MOU info. with Local 39, PPOA, and Executive Bargaining Units.</li> <li>■ 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.</li> <li>■ Assign and coordinate State-mandated training for all employees for AB 1234, AB 1825, and AB 1207.</li> <li>■ File and maintain personnel records and information helpful for employment verification checks from outside agencies.</li> <li>■ Work with City Manager, Assistant City Manager, and City Attorney to revise the Personnel System Rules and Regulations and work toward Council adoption.</li> <li>■ Notify employees of/and Process requests for FFCRA/FMLA leave, bereavement, maternity and paternity leave, etc.</li> <li>■ 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.</li> <li>■ Notify terminated employees of COBRA medical continuation coverage and maintain records.</li> <li>■ Receive and maintain Certificates of Liability</li> <li>■ Work on expanding City's Injury and Illness Prevention Program</li> <li>■ Attend training webinars as able.</li> </ul>

<b>Department Staff by Position</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Council</b>	<b>% Change</b>
	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>Actual</b>	<b>2024/2025</b>	<b>Approved</b>	<b>from 23/24</b>
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>
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%

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Human Resources**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	133,582	158,635	171,745	173,122	180,893	-	5%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	3,253	7,963	2,500	4,605	21,000	-	740%
Overhead	-	-	-	-	-	-	0%
Other expense	6,120	4,643	3,220	2,287	2,244	-	-30%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>142,955</b>	<b>171,241</b>	<b>177,465</b>	<b>180,014</b>	<b>204,137</b>	<b>-</b>	<b>15%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Human Resources	142,955	171,241	177,465	180,014	204,137	-	15%
<b>Total</b>	<b>142,955</b>	<b>171,241</b>	<b>177,465</b>	<b>180,014</b>	<b>204,137</b>	<b>-</b>	<b>15%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	142,955	171,241	177,465	180,014	204,137	-	15%
<b>Total</b>	<b>142,955</b>	<b>171,241</b>	<b>177,465</b>	<b>180,014</b>	<b>204,137</b>	<b>-</b>	<b>15%</b>

# Fiscal Year 2024/2025 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
<u>Department Staff by Position</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u>	<u>2024/2025</u>	<u>Approved</u>	<u>from 23/24</u>
				<u>2023/2024</u>		<u>2024/2025</u>	<u>Budget</u>
Total	0.0	0.0	0.0	0.0	0.0	0.0	0%
	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department: City Administration**  
**Division: Grant Administration**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Grant Administration	-	-	-	-	-	-	0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: City Administration**

**Division: City Clerk**

<b>2023/2024 REVIEW</b>	<b>2024/2025 BUDGET</b>
<ul style="list-style-type: none"><li>■ Answered calls and emails from the public.</li><li>■ Responded to Public Records Act requests. Redacted privileged information.</li><li>■ 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.</li><li>■ Published agendas and Notices to the Public</li><li>■ Attended City Council meetings and took minutes.</li><li>■ Administered Oaths of Office to all new employees, sworn officers, commissioners, and elected officials.</li><li>■ Processed and filed all ordinances, resolutions, and follow-up of all items approved by the City Council.</li><li>■ Attested and Recorded City documents with the County.</li><li>■ Assisted the City Council with administrative errands.</li><li>■ Maintained index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners.</li><li>■ Received legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc.</li><li>■ Collected and disclosed campaign reporting in accordance with the California Elections Code.</li><li>■ Maintained Committee rosters per the Maddy Act.</li><li>■ 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.</li><li>■ Continued the process of converting City records into digital format.</li><li>■ Attended New Law and Elections seminars and Annual City Clerk conferences as time allowed.</li></ul>	<ul style="list-style-type: none"><li>■ Answer calls and emails from the public.</li><li>■ Respond to Public Records Act requests. Redact privileged information.</li><li>■ 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.</li><li>■ Publish agendas and Notices to the Public</li><li>■ Attend City Council meetings and take minutes.</li><li>■ Administer Oath of Office to all new employees, sworn officers, commissioners, and elected officials.</li><li>■ Process and file all ordinances, resolutions, and follow-up of all items approved by the City Council.</li><li>■ Attest and Record City documents with the County.</li><li>■ Assist the City Council with administrative errands.</li><li>■ Maintain index of ordinances, resolutions, Mayors, Councilmembers, and Commissioners.</li><li>■ Receive legal documents such as Claims against the City, Subpoenas, Notices of Intent to Recall, Notices of Intent to File a Referendum, etc.</li><li>■ Prepare elections handbook, meet with candidates, file candidate statements, and collect and disclose campaign reporting in accordance with the California Elections Code.</li><li>■ Recruit for City Commissions, Boards, and Committees, and maintain Committee rosters per the Maddy Act.</li><li>■ 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.</li><li>■ Continue the process of converting City records into digital format.</li><li>■ Attend New Law and Elections seminars and Annual City Clerk conferences as time allows.</li></ul>



**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department: City Administration**  
**Division: City Clerk**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	2,481	4,900	1,750	1,750	11,750	-	571%
Overhead	-	-	-	-	-	-	0%
Other expense	1,507	1,019	1,240	1,623	925	-	-25%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>3,988</b>	<b>5,919</b>	<b>2,990</b>	<b>3,373</b>	<b>12,675</b>	<b>-</b>	<b>324%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
City Clerk	3,988	5,919	2,990	3,373	12,675	-	324%
<b>Total</b>	<b>3,988</b>	<b>5,919</b>	<b>2,990</b>	<b>3,373</b>	<b>12,675</b>	<b>-</b>	<b>324%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	3,988	5,919	2,990	3,373	12,675	-	324%
<b>Total</b>	<b>3,988</b>	<b>5,919</b>	<b>2,990</b>	<b>3,373</b>	<b>12,675</b>	<b>-</b>	<b>324%</b>

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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 2024/2025 Annual Operating Budget

## Department: Finance

### All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2021/2022	2022/2023	Actual 2023/2024	2024/2025
<b>Financial Management</b>				
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	1,000/\$29m	1,000/\$29m
Accounts receivable billings	8,000	8,000	7,500	7,500
Development Trust Accounts	98	120	171	171
Payable checks processed	1,260/\$8.2m	1,383/\$13.5m	1,400/\$14m	1,600/\$16m
Business license applications	210	210	223	225
Bad checks recovered	35/\$14,000	35/\$14,000	16/\$15,000	20/\$16,000
<b>Payroll</b>				
Payroll transactions processed	3,083/\$6.63m	3,350/\$8m	3,300/\$7.93m	3,350/\$8m
Processed payroll (FT/PT)	81/62	83/175	83/163	83/170
Action forms processed (FT)	162	176	176	177
New hire orientation	15	20	14	10
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	18,950	18,500	18,500	18,500
Bills issued	22,800	22,400	21,800	21,900
Liens filed/released	19	6	8	20
Discovery of non-paying users	2	-	-	-
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	25	5	18	25

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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	1.0	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	0.0	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	2.0	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>6.5</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Department Budget**  
**Finance**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	947,230	873,439	967,856	887,843	1,003,228	-	4%
Materials and supplies	15,792	10,458	16,500	14,108	16,500	-	0%
Contract Services	36,397	51,399	44,610	26,951	42,610	-	-4%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	12,135	16,109	15,110	16,610	14,563	-	-4%
Capital outlay	823	6,037	1,161	2,793	29,081	-	2405%
<b>Total</b>	<b>1,057,113</b>	<b>1,002,178</b>	<b>1,089,973</b>	<b>993,041</b>	<b>1,150,718</b>	<b>-</b>	<b>6%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Financial Management	573,160	512,872	570,655	503,560	592,247	-	4%
Utility Billing	483,953	489,306	519,318	489,481	558,471	-	8%
<b>Total</b>	<b>1,057,113</b>	<b>1,002,178</b>	<b>1,089,973</b>	<b>993,041</b>	<b>1,150,718</b>	<b>-</b>	<b>6%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	571,589	509,606	567,080	500,109	588,786	-	4%
Water Enterprise Fund	240,753	241,776	259,826	242,233	279,383	-	8%
Sewer Enterprise Fund	243,200	247,530	259,492	247,248	279,088	-	8%
Parking District Fund	1,571	3,266	3,575	3,451	3,461	-	-3%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>1,057,113</b>	<b>1,002,178</b>	<b>1,089,973</b>	<b>993,041</b>	<b>1,150,718</b>	<b>-</b>	<b>6%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Finance**

**Division: Financial Management**

## 2023/2024 REVIEW

- Successfully completed several audits including State court revenue, gas tax, Federal single and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reports to all City departments.
- Administered medical insurance open enrollment process.
- Co-facilitated both the operating and Capital Improvement Program budget development process.
- Assisted all departments with budgetary controls and analysis.
- Completed and presented comprehensive mid-year budget report.
- Administered City's Section 125 plan.
- Administered the Placerville Finance Authority's revenue bond accounting needs including the collection of delinquent assessments.
- Managed City's IRS Section 457 Deferred Compensation Plans.
- Administered the City's CalPERS Retirement plans.
- Revised budget according to City Council actions.
- Administered CFD, BAD, and LLMD assessment districts.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Attended NCCSIF Board of Directors meetings
- Facilitated four Measures H/L Sales Tax Committee Meetings.
- Attended CIRA Finance Subcommittee, Underwriting Committee, Executive Committee, and Board of Director meetings.
- Completed recruitment and began training for new Assistant Finance Director.
- Assisted with the establishment and implementation of a new Caltrans Invoice Standard Operating Procedures.
- Assisted with the establishment and implementation of the new Cottonwood Park CFD.

## 2024/2025 BUDGET

- Prepare interim budget reports and analysis to keep City Council and staff apprised of City's financial position.
- Continue to monitor economic data and provide analysis to management and the City Council.
- Manage City's short and long-term cash flow and investment needs.
- Administer medical insurance open enrollment process.
- Develop an OMB Circular A-87 Federally audited overhead rate in an effort to recover all costs related to federally funded CIP projects.
- Continue to assist all departments with budget controls and provide financial analysis.
- Provide analysis and representation for the collective bargaining process.
- Administer City's Section 125 plan.
- Manage City's IRS Section 457 Deferred Compensation Plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer the City's CalPERS Retirement plans.
- Revise budget according to City Council actions.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Pilot online time sheets with the Engineering Department.
- Continue to attend the NCCSIF Board of Directors meetings.
- Continue to attend CIRA Finance Subcommittee, underwriting Committee, Executive Committee, and Board of Director meetings.
- Continue to facilitate the Measures H/L Sales Tax Committee meetings.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Complete of the Master Fee schedule update.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Co-facilitate studies of the Cottonwood Park and Orchard Hill Lighting, Landscaping, and Maintenance Districts (LLMDs).
- Complete training for 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
	2021/2022	2022/2023	2023/2024	Actual 2023/2024	2024/2025	Approved 2024/2025	from 23/24 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	1.0	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	0.0	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	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
<b>Total</b>	<b>3.1</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Financial Management**

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Personnel	552,075	477,661	546,975	484,934	561,296	-	3%
Materials and supplies	108	-	100	-	100	-	0%
Contract Services	18,872	31,927	20,200	13,013	18,200	-	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	1,709	2,965	2,993	4,682	2,958	-	-1%
Capital outlay	396	319	387	931	9,693	-	2405%
<b>Total</b>	<b>573,160</b>	<b>512,872</b>	<b>570,655</b>	<b>503,560</b>	<b>592,247</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
Financial Analysis	343,896	307,723	342,393	302,136	355,348	-	4%
Accounts Payable/Receivable	171,948	153,862	171,197	151,068	177,674	-	4%
Bond Administration	45,853	41,030	45,652	40,285	47,380	-	4%
Mandated Reporting	11,463	10,257	11,413	10,071	11,845	-	4%
<b>Total</b>	<b>573,160</b>	<b>512,872</b>	<b>570,655</b>	<b>503,560</b>	<b>592,247</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2021/2022</b>	<b>Actual 2022/2023</b>	<b>Revised 2023/2024</b>	<b>Estimated Actual 2023/2024</b>	<b>Proposed 2024/2025</b>	<b>Council Approved 2024/2025</b>	<b>% Change from 23/24 Budget</b>
General Fund							
Discretionary Revenues	571,589	509,606	567,080	500,109	588,786	-	4%
Parking District Fund	1,571	3,266	3,575	3,451	3,461	-	-3%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>573,160</b>	<b>512,872</b>	<b>570,655</b>	<b>503,560</b>	<b>592,247</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2024/2025 Annual Operating Budget

**Department: Finance**

**Division: Utility Billing**

## 2023/2024 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained property liens to collect from several severely delinquent utility accounts.
- Issued 21,800 utility billing statements.
- Established 18 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Continued implementation of the new five-year water and wastewater rate revenue program.
- Assisted with the completion of the annual State Water Quality Report.
- Monitored new State water and wastewater regulations that affect the City billing procedures.
- Continued Low Income Household Water Assistance Program, which provides financial relief to struggling Customers.
- Worked with consultant to prepare a new five-year water and wastewater cost of service study and analysis.
- Assisted the Public Works Department in implementing the new touch read handheld water meter reading system.

## 2024/2025 BUDGET

- Issue 21,900 utility billing statements.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Public Works Department on the water meter replacement program to preserve the integrity of the City's water revenues.
- Work with the Public Works Department to improve procedures for hydrant meters.
- Continue to develop customer deposit/credit check program to minimize the negative affects of requirements to protect the City from bad debts.
- Update the utility billing information page for the City's website.
- Facilitate a study of the City's water and wastewater Capital Improvement Charges (CICs).
- Complete new water and wastewater cost of service study.
- Revise the utility application process.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water Reclamation Facility Photovoltaic Solar project..
- Assist the Public Works Department with locating and correcting water leaks.
- Continue to monitor new State water and wastewater regulations that affect the City billing procedures.
- Continue the Low Income Household Water Assistance Program that provides additional relief to struggling Customers.
- Continue to work with the consultant to prepare a new five-year water and wastewater cost of service study and analysis.

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>	<u>Actual</u> <u>2023/2024</u>	<u>2024/2025</u>	<u>Approved</u> <u>2024/2025</u>	<u>from 23/24</u> <u>Budget</u>
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	1.6	1.6	1.6	1.6	1.6	0.0	0%
Accounting Assistant I	0.6	0.6	0.6	0.6	0.6	0.0	0%
<b>Total</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>0.0</b>	<b>0%</b>



**Fiscal Year 2024/2025 Annual Operating Budget**  
**Division Budget**  
**Utility Billing**

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	395,155	395,778	420,881	402,909	441,932	-	5%
Materials and supplies	15,684	10,458	16,400	14,108	16,400	-	0%
Contract Services	17,525	19,472	24,410	13,938	24,410	-	0%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	10,426	13,144	12,117	11,928	11,605	-	-4%
Capital outlay	427	5,718	774	1,862	19,388	-	2405%
<b>Total</b>	<b>483,953</b>	<b>489,306</b>	<b>519,318</b>	<b>489,481</b>	<b>558,471</b>	<b>-</b>	<b>8%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Utility Billing	483,953	489,306	519,318	489,481	558,471	-	8%
<b>Total</b>	<b>483,953</b>	<b>489,306</b>	<b>519,318</b>	<b>489,481</b>	<b>558,471</b>	<b>-</b>	<b>8%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Water Enterprise Fund	240,753	241,776	259,826	242,233	279,383	-	8%
Sewer Enterprise Fund	243,200	247,530	259,492	247,248	279,088	-	8%
<b>Total</b>	<b>483,953</b>	<b>489,306</b>	<b>519,318</b>	<b>489,481</b>	<b>558,471</b>	<b>-</b>	<b>8%</b>

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## **Non-Departmental**

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## Fiscal Year 2024/2025 Annual Operating Budget Non-Departmental

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Personnel	-	226,378	574,235	333,400	-	-	-100%
Materials and supplies	15,692	18,638	22,620	25,078	25,150	-	11%
Contract Services	386,854	333,765	272,551	350,700	304,750	-	12%
Overhead	-	908	-	-	-	-	0%
Other expense	5,820,322	3,142,323	4,410,521	4,760,813	3,992,293	-	-9%
Capital outlay	-	-	50,000	-	-	-	-100%
<b>Total</b>	<b>6,222,868</b>	<b>3,722,012</b>	<b>5,329,927</b>	<b>5,469,991</b>	<b>4,322,193</b>	<b>-</b>	<b>-19%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
Non-Departmental	6,222,868	3,722,012	5,329,927	5,469,991	4,322,193	-	-19%
<b>Total</b>	<b>6,222,868</b>	<b>3,722,012</b>	<b>5,329,927</b>	<b>5,469,991</b>	<b>4,322,193</b>	<b>-</b>	<b>-19%</b>

<u>Department Budget by Category</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
General Fund							
Discretionary Revenues	636,493	1,314,990	1,841,318	2,136,172	1,201,151	-	-35%
Gas Tax Fund	337,146	367,541	336,951	320,643	325,862	-	-3%
Measure L Fund	-	-	-	-	-	-	0%
Parking District Fund	(11,490)	(7,210)	21,876	21,876	21,179	-	-3%
Grant Funds	217,637	(289,494)	-	1,502	-	-	0%
Cannabis Community Benefit Fund	-	(18,656)	97,412	97,412	20,000	0	-79%
Measure J Fund	15,898	(45,537)	(403,199)	(522,783)	(602,383)	-	49%
General CIP Fund	(93,382)	(187,105)	(241,643)	(241,643)	78,522	-	-132%
LLMD Funds	8,807	9,354	9,391	7,638	9,012	-	-4%
BAD/CFD Funds	8,668	8,839	27,255	7,833	43,465	-	59%
Water Enterprise Fund	185,435	494,620	374,002	374,002	281,870	-	-25%
Sewer Enterprise Fund	3,928,310	905,868	1,802,959	1,867,332	1,545,875	-	-14%
Measure H Fund	1,079,734	1,207,670	1,472,000	1,408,402	1,406,035	-	-4%
General Liability Fund	(81,993)	(30,473)	-	-	-	-	0%
Economic Impact Reserve	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	-	0%
<b>Total</b>	<b>6,222,868</b>	<b>3,722,012</b>	<b>5,329,927</b>	<b>5,469,991</b>	<b>4,322,193</b>	<b>-</b>	<b>-19%</b>

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# Authorized Staffing

<u>Department Staff by Position</u>	<u>Actual</u> <u>2021/2022</u>	<u>Actual</u> <u>2022/2023</u>	<u>Revised</u> <u>2023/2024</u>	<u>Estimated</u> <u>Actual</u> <u>2023/2024</u>	<u>Proposed</u> <u>2024/2025</u>	<u>Council</u> <u>Approved</u> <u>2024/2025</u>	<u>% Change</u> <u>from 23/24</u> <u>Budget</u>
<b><i>Police Department</i></b>							
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	5.0	5.0	5.0	5.0	0.0	0%
Police Officer	11.0	11.0	11.5	11.5	10.5	0.0	-9%
Senior Police Services Assistant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Services Assistant	0.5	1.0	1.0	1.0	1.0	0.0	0%
Senior Police Dispatcher /Records Technician	1.0	1.0	0.0	0.0	0.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	5.0	5.0	5.0	0.0	0%
Police Property /Evidence Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	0.0	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%
<b>Subtotal</b>	<b>27.0</b>	<b>28.0</b>	<b>28.5</b>	<b>28.5</b>	<b>27.5</b>	<b>0.0</b>	<b>-4%</b>
<b><i>Development Services Department</i></b>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	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	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Assistant	0.3	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>5.3</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>5.0</b>	<b>0.0</b>	<b>-17%</b>
<b><i>Engineering Department</i></b>							
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Engineer	0.0	0.0	2.0	2.0	1.0	0.0	-50%
Associate Engineer	2.0	2.0	1.0	1.0	1.0	0.0	0%
Administrative Assistant	0.5	0.5	0.5	0.5	0.5	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
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	2.0	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	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Subtotal</b>	<b>12.5</b>	<b>13.5</b>	<b>14.5</b>	<b>14.5</b>	<b>13.5</b>	<b>0.0</b>	<b>-7%</b>



<u>Department Staff by Position</u>	<u>Actual 2021/2022</u>	<u>Actual 2022/2023</u>	<u>Revised 2023/2024</u>	<u>Estimated Actual 2023/2024</u>	<u>Proposed 2024/2025</u>	<u>Council Approved 2024/2025</u>	<u>% Change from 23/24 Budget</u>
<b>Community Services Department</b>							
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	1.0	1.0	0.0	0.0	-100%
Recreation Supervisor	2.0	2.0	2.0	2.0	2.0	0.0	0%
Recreation Coordinator II	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Administrative Assistant	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Community Services Specialist	0.0	0.0	0.0	0.0	1.0	0.0	0%
<b>Subtotal</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>	<b>9.0</b>	<b>0.0</b>	<b>-18%</b>
<b>Public Works Department</b>							
Director or 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%
Administrative Assistant	0.4	0.4	0.4	0.5	0.5	0.0	28%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>15.4</b>	<b>15.4</b>	<b>15.4</b>	<b>15.5</b>	<b>15.5</b>	<b>0.0</b>	<b>1%</b>
<b>City Administration</b>							
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	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0%</b>
<b>Finance Department</b>							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Assistant Finance Director	0.0	1.0	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	0.0	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	2.0	2.0	2.0	2.0	2.0	0.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>6.5</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>	<b>0%</b>
<b>Total All Departments</b>	<b>80.6</b>	<b>84.9</b>	<b>87.4</b>	<b>87.5</b>	<b>82.5</b>	<b>0.0</b>	<b>-6%</b>