

# CITY OF PLACERVILLE



## PROPOSED OPERATING BUDGET 2018/2019



CITY OF PLACERVILLE  
PROPOSED OPERATING BUDGET  
2018/2019

CITY COUNCIL

Wendy Thomas, Mayor  
Mark Acuna, Vice-Mayor  
Patty Borelli  
John Clerici  
Trisha Wilkins

CITY CLERK

Regina O'Connell

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

James Ortega, Chief of Police  
Pierre Rivas, Director of Development Services  
Dave Warren, Director of Finance  
Steve Youel, 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 26, 2018

Honorable Mayor and  
City Councilmembers of the  
City of Placerville

Re: Fiscal Year 2018-2019 Budget Message

Dear Mayor Thomas and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2018-2019. This year's budget was extremely difficult to balance despite strong sales tax growth and moderate growth in other areas. Staff continues to look for ways to shore up the Operating Budget. Expenses continue to grow, outpacing revenue growth. Although these aspects of the budget are concerning, there are many positive things to look at, primarily CIP projects. As we begin the second year of Measure L, we will see significant street, water and sewer projects completed. Besides Measure L, we also have funding from State SB1 funding that will supplement our streets budget. Probably the biggest area of concern this year is funding for equipment repair and replacement. As identified in the Budget Public Hearing, staff has requested an extension to provide additional information and options to fund the capital outlay budget which primarily includes equipment. It is anticipated that a program to fund capital outlay will be presented to the Council sometime this fall. With that said, we once again present you with a balanced budget, currently showing minimal reserves being used. However, it is anticipated that a recommendation may come forth for use of reserves for some capital outlay and or General Fund CIP's when we return in August. The budget document should be a tool used to guide our service delivery, and educate our citizens. We will continue to publish the Budget Fact Sheet to educate citizens on how their tax dollars are spent.

The budget format has not changed significantly and once again addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document 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. Minor changes are proposed in this budget including the some software programs to support development of Capital Improvement Projects. Also, a part-time position has been added in the Finance Department to assist with preparation of invoicing relating to Capital Improvement Projects, which is a recoverable cost. One important addition to the budget this year is a \$10,000 contribution to a Homeless coordinator, which is also partially funded by the County, Marshall Hospital, and others. We are excited to see this position assist with relieving the homeless problem in Placerville. This will be important, as significant funding is made available on the State level, which can assist the City and County in addressing the homeless problem.

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

The City Council held two budget workshops on May 16<sup>th</sup> and June 6<sup>th</sup> to assist in the prioritization of requests prior to the development of the final document. In addition a public hearing was held on June 12<sup>th</sup>, to receive further Council and public input on the budget. The requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis. The budget includes some revenues to continue our efforts to replace aging equipment.

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

Budgeted, revenues continue to improve with sales tax growth matching or exceeding estimates. Fiscal Year 2017-2018 sales tax growth was estimated at 4.43%. Based on current estimates it appears we will exceed that growth. This year, based on current trends, we are estimating a 4.76% growth in sales tax. Consistent with past practice, revenue estimates are conservative in order to not create unrealistic expectations. We continue to produce better than statewide averages which is evidence of a good business climate in Placerville. Estimated growth for 2018-2019 is similar to 2017-2018, and represents a healthy growth rate. These estimates once again are conservative and only match the State estimates for the coming year despite our history of beating the state average. As budgets become tighter, budgeted expenditures estimates are less conservative and provide less of a cushion for unexpected events. As opposed to 2017-2018, our \$75,000 planned contingency 2018-2019 is funded through current year operations rather than reserves.

This year's Capital Outlay budget is estimated at \$416,874 with \$204,991 of that coming from the General Fund. Full funding for Capital Outlay, however, is not being recommended at this time but will be brought back to the Council in early fall to further identify needs and funding options. Therefore these numbers are subject to change and a complete list will be provided at a later date along with funding recommendations. Current proposals include vehicles for Police, Parks, and Public Works, and computer equipment for Police and Engineering.

This year's CIP Budget is extensive totaling \$1,471,206 in new facility, water, sewer and street projects. In addition, \$1,456,231 will be added to existing projects to be delivered this year. This will add over \$2.8 million to water sewer and street projects this year. In addition, Staff has identified roof projects for Historic City Hall and Town Hall totaling \$65,000. These are currently proposed to be completed this fall using current year revenues. Staff is also looking at critical improvements to the El Dorado Trail totaling approximately \$84,000 that need to be addressed. Staff will return with recommendations to fund these projects in early fall so that they can be completed prior to the winter. Finally, due to the new parking program, over \$73,000 will be used to improve our parking facilities. Of great interest to many is the correction and widening of the compact parking spaces in the garage. These are only new projects being proposed. Many on-going projects will continue including the Western Placerville Interchange project and the Upper Broadway Pedestrian and Bike Lane project. These are funded through State and Federal Grants.

This year's proposed budget as presented also reflects certain assumptions. The proposed budget reflects projected increases in health insurance, including medical, dental and vision. Savings continue to be realized in the ancillary programs due to changes made in the past. The budget continues the temporary change from full-exposure personnel cost budgeting to anticipated personnel costs based on actual employee trends. As a result, the Fiscal Year 2018-2019 General Fund Budget is \$9,025,661 or 1.80% more than the Fiscal Year 2017-2018 revised budget.

This budget reflects negotiated cost of living increases for employees. We continue to look at ways to maximize revenues and reduce costs. The second-tier retirement and PEPRA plans continue to produce savings. Retirement costs overall however continue to increase. This year the General Fund is experiencing a \$116,561 increase in pension contributions. Total pension contributions for all funds are expected to increase by \$205,457. Other cost increases include Liability Insurance – 31%, Property Insurance – 20%, a 9% increase in the minimum wage and a 27.09% increase in Local Agency Formation Organization Fees. The City continues to budget for mandated training in all departments plus training to improve the efficiency of employees and to reduce liability for the City. However, only limited amount of non-mandatory training is included in the budget.

Staff continues to evaluate all programs to determine ways to operate more efficiently. Despite minimal staffing increases in water and sewer areas, staffing levels are still well below historical levels. Recently adopted water and sewer rates will allow us to better staff those critical functions.

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

As addressed above, the new water and sewer rate will significantly help the City in meeting critical staffing needs in the Water Distribution and, Sewer Collection. Additional State requirements continue to overburden routine operations in these departments. However, there is no secure source for funding storm drain requirements. The City is required to implement best practices for storm drain systems. The current permit, as required by the State, lists new requirements to be completed each year. Only minimal implementation has been completed to date. Without identifying additional staffing to implement these functions, the City could be subject to penalties. We will continue to seek ways to fund these permit requirements.

The Measure J Fund has shown improvement over the past couple of years due to sales tax revenue gains and negotiated benefit concessions. However expenditures due to increases in retirement and other benefit costs continue to outpace revenues. This year's budget uses \$238,291 from reserves leaving less than \$100,000 in that reserve therefore this type of deficit spending will not be possible next year. Staff will review this budget over the next year to determine ways to reach a balanced Measure J Fund Budget. Measure J sales tax provides funding for enhancements to the salaries and benefits for public safety employees.

The parking fund is performing as estimated when the new rates and program were established. The City is now in the second year of the new program and the first year of in-house staffing. The new program will contribute over \$40,000 each year for improvements plus \$20,000 set aside for future capital improvements. This year's budget includes over \$73,000 in parking lot improvements including pavement repairs, fence repairs, striping and signage.

The result is a balanced budget for all funds for the current fiscal year with the exception of Measure J as addressed above. However, additional recommendations will be brought back to address Capital Outlay and Capital Improvement Projects that may include spending of some reserves. Staff feels the proposed budget reflects conservative estimates in all areas to ensure a balanced budget without compromising essential program delivery or vital public services. However, if further cuts are necessary, services levels could be impacted.

The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services in fiscally constrained years. Staff continues to closely monitor the budget to explore ways to more efficiently provide services. We continue to see positive sales tax numbers and we plan to expand efforts in economic development to improve revenue for the future. Proposed housing projects, the Gateway Hotel project and other small commercial development may bring additional revenue to address needs. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

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

Very truly yours,



M. Cleve Morris  
City Manager  
City of Placerville

# Organization Chart



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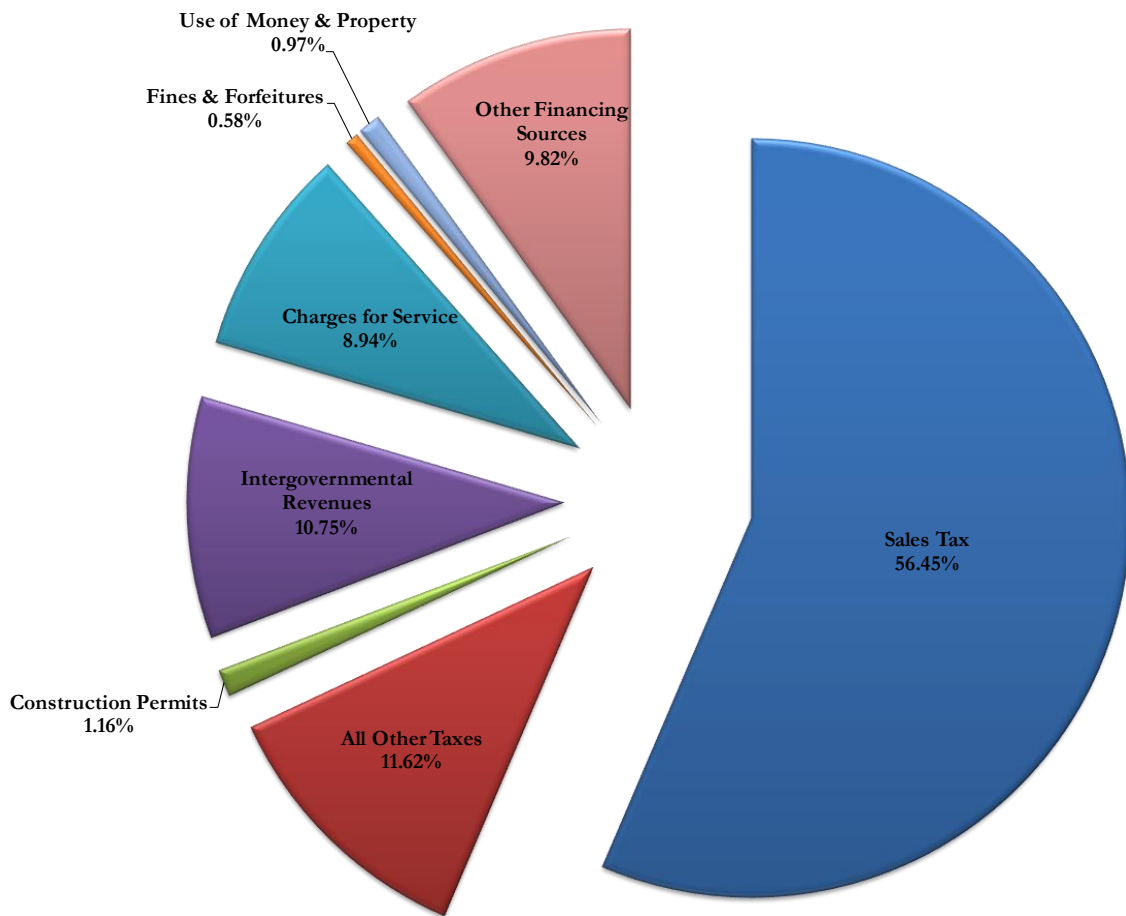
## **Revenue and Expenditure Summaries**



## Projected General Fund Revenues by Source Fiscal Year 2018/2019

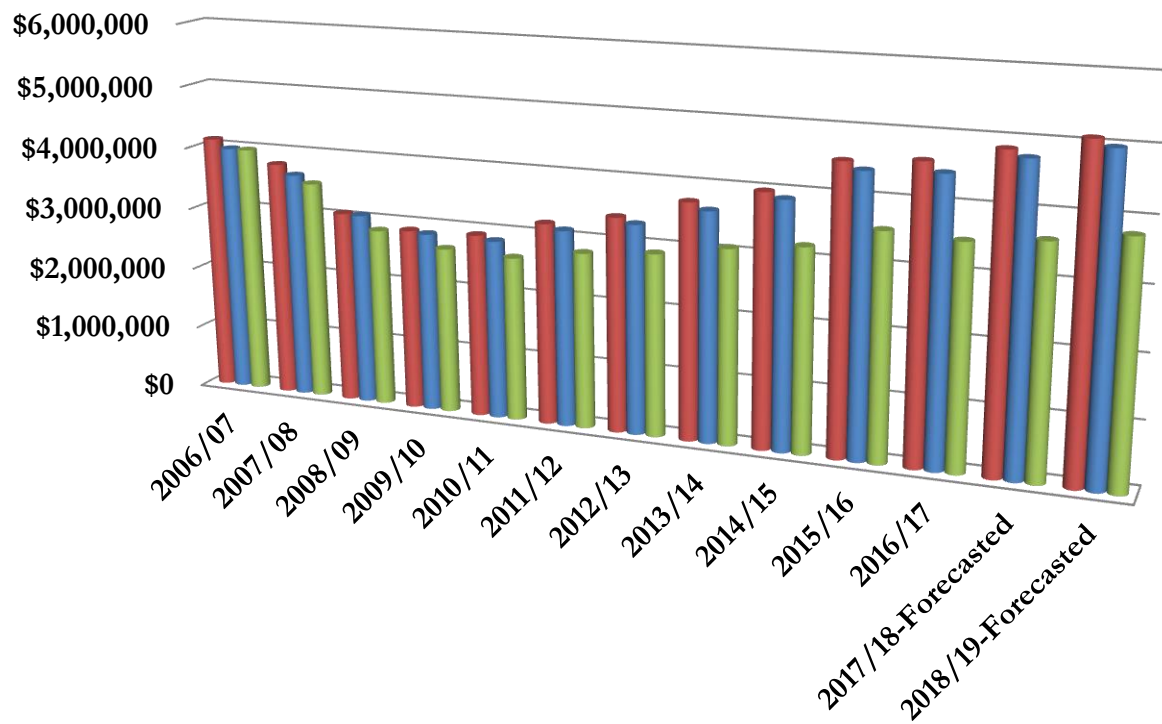
Sales Tax	\$	5,096,994	56.45%
All Other Taxes		1,049,596	11.62%
Construction Permits		105,000	1.16%
Intergovernmental Revenues		926,734	10.26%
Charges for Service		807,092	8.94%
Fines & Forfeitures		52,385	0.58%
Use of Money & Property		87,911	0.97%
Other Financing Sources		904,062	10.01%
<b>Total revenues</b>	<b>\$</b>	<b>9,029,774</b>	<b>100.00%</b>

# Projected General Fund Revenues By Source Fiscal Year 2018/2019



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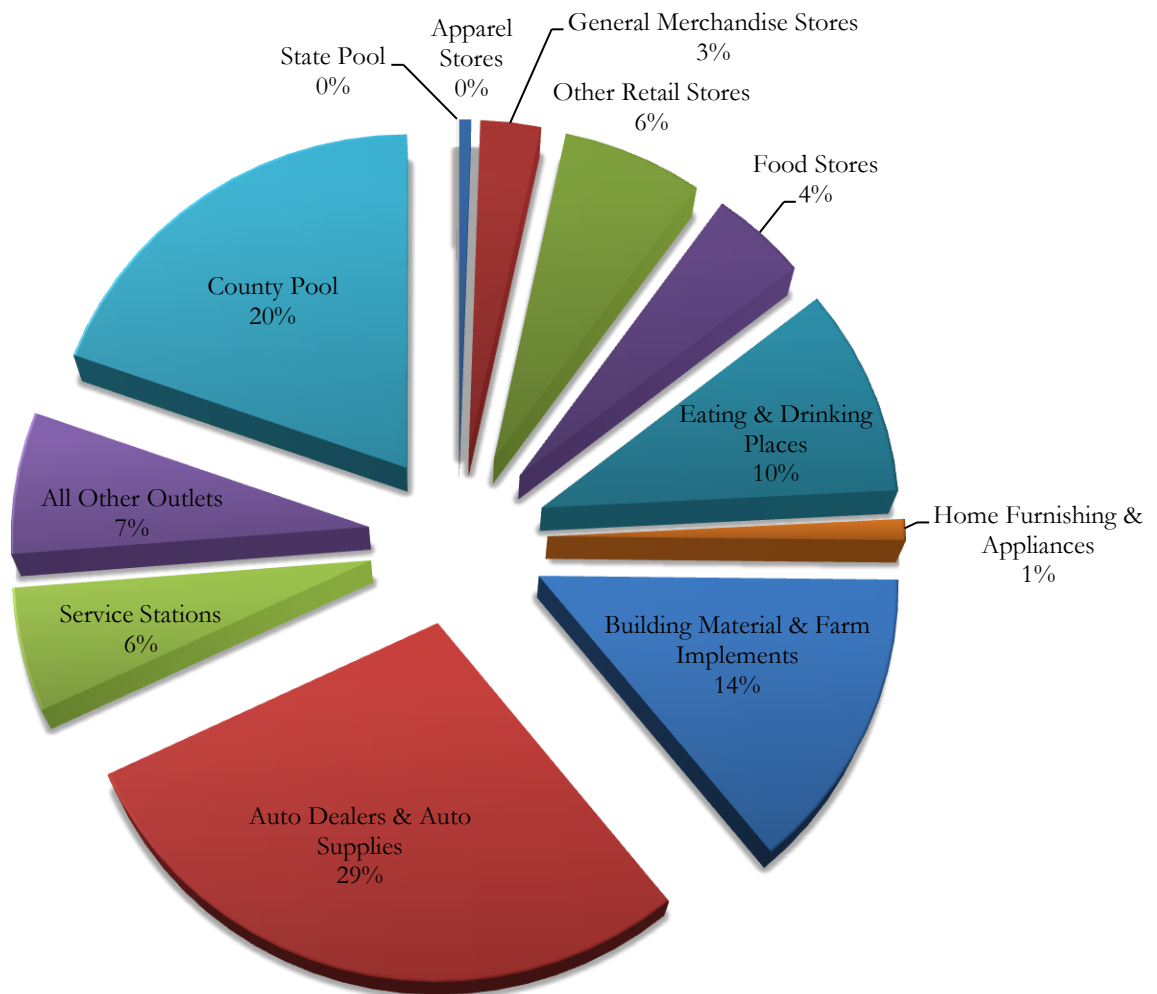
## Local Sales Tax Trend



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

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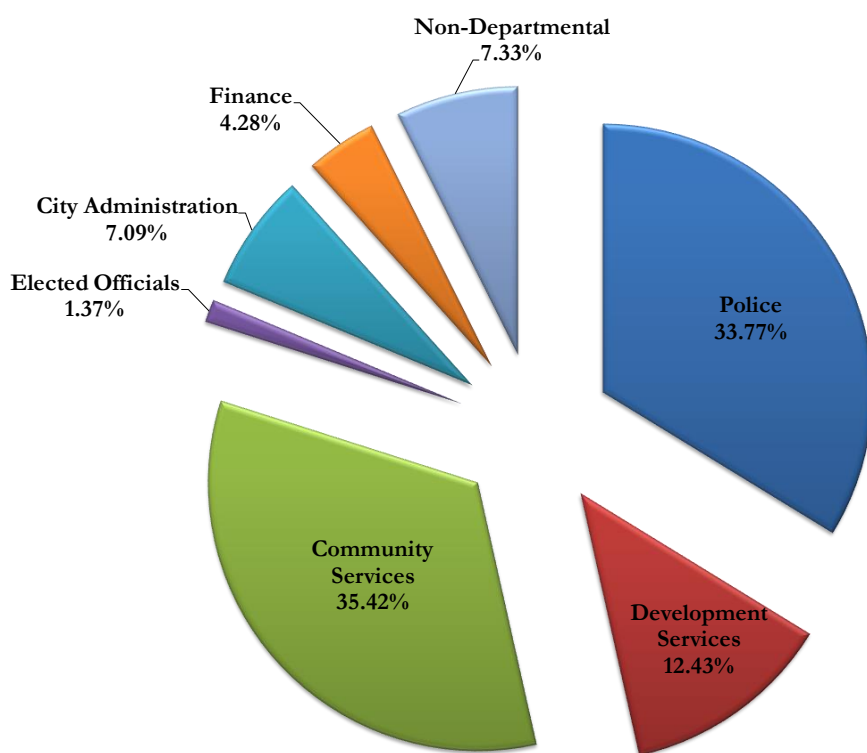
# Sales Tax Revenue Sources for the Quarter ended December 31, 2017



**Proposed General Fund Operating Budget  
Expenditures & Net Transfers In by Department  
Fiscal Year 2018/2019**

Police	\$ 3,047,636	33.77%
Development Services	1,149,005	12.73%
Community Services	3,018,030	33.44%
Elected Officials	123,600	1.37%
City Administration	639,837	7.09%
Finance	386,033	4.28%
Non-Departmental	661,520	7.33%
	<hr/>	
<b>Total</b>	<b>\$ 9,025,661</b>	<b>100.00%</b>
	<hr/> <hr/>	

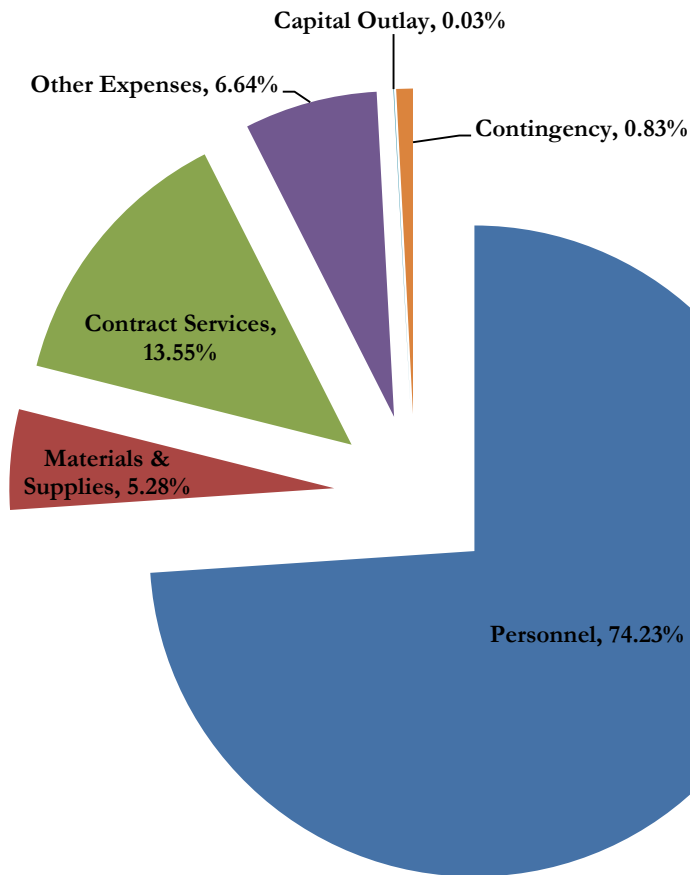
# Proposed General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2018/2019



# **Proposed General Fund Operating Expenditures & Net Transfers In by Category Fiscal Year 2018/2019**

Personnel	\$ 6,700,012	74.23%
Materials & Supplies	449,941	4.99%
Contract Services	1,234,939	13.68%
Other Expenses	599,565	6.64%
Capital Outlay	2,700	0.03%
Contingency	75,000	0.83%
Subtotal expenditures	<u>9,062,157</u>	
Net Transfers In	<u>36,496</u>	-0.40%
 <b>Total expenditures &amp; transfers in</b>	 <b><u><u>\$ 9,025,661</u></u></b>	 <b>100.00%</b>

# Proposed General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2018/2019



# Fiscal Year 2018/2019 Proposed Operating Budget

## Summary of Revenues – All Funds

	<u>Actual</u> <u>2015/2016</u>	<u>Actual</u> <u>2016/2017</u>	<u>Revised</u> <u>2017/2018</u>	<u>Forecast</u> <u>2017/2018</u>	<u>Proposed</u> <u>2018/2019</u>
<b>GENERAL FUND</b>					
Sales Tax	\$ 4,530,605	\$ 4,614,719	\$ 4,867,323	\$ 4,865,541	\$ 5,096,994
Taxes - All Other	910,415	987,047	942,837	998,094	1,049,596
Licenses and Permits	196,364	204,018	125,000	113,364	105,000
Intergovernmental Revenues	866,096	853,524	876,104	925,265	926,734
Charges for Services	904,761	832,820	823,008	816,170	807,092
Fines and Forfeitures	115,018	107,115	60,000	56,114	52,385
Use of Money and Property	65,211	165,520	70,062	72,518	87,911
Other Financing Sources	577,000	577,000	873,527	829,467	904,062
Subtotal	<u>\$ 8,165,470</u>	<u>\$ 8,341,762</u>	<u>\$ 8,637,861</u>	<u>\$ 8,676,533</u>	<u>\$ 9,029,774</u>
<b>GAS TAX FUND</b>					
Gas Tax	\$ 255,781	\$ 228,474	\$ 304,738	\$ 319,902	\$ 439,224
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	649	761	400	400	2,000
Subtotal	<u>\$ 256,430</u>	<u>\$ 229,235</u>	<u>\$ 305,138</u>	<u>\$ 320,302</u>	<u>\$ 441,224</u>
<b>MEASURE J</b>					
Sales Tax	\$ 929,253	\$ 1,028,353	\$ 1,060,260	\$ 1,046,053	\$ 1,086,270
Use of Money and Property	777	1,351	700	700	700
Subtotal	<u>\$ 930,030</u>	<u>\$ 1,029,704</u>	<u>\$ 1,060,960</u>	<u>\$ 1,046,753</u>	<u>\$ 1,086,970</u>
<b>MEASURE L</b>					
Sales Tax	\$ -	\$ 467,663	\$ 2,120,521	\$ 2,075,265	\$ 2,155,014
Use of Money and Property	-	24	500	12,598	22,650
Subtotal	<u>\$ -</u>	<u>\$ 467,687</u>	<u>\$ 2,121,021</u>	<u>\$ 2,087,863</u>	<u>\$ 2,177,664</u>
<b>WATER ENTERPRISE FUND</b>					
Charges for Services	\$ 1,820,979	\$ 2,031,563	\$ 1,939,756	\$ 2,097,802	\$ 1,957,702
Grants	10,307	1,724,073	-	-	-
Use of Money and Property	7,850	4,386	3,500	10,053	3,598
Subtotal	<u>\$ 1,839,136</u>	<u>\$ 3,760,022</u>	<u>\$ 1,943,256</u>	<u>\$ 2,107,855</u>	<u>\$ 1,961,300</u>
<b>SEWER ENTERPRISE FUND</b>					
Charges for Services	\$ 5,201,375	\$ 5,399,150	\$ 5,398,991	\$ 5,612,453	\$ 5,907,873
Grants	-	-	-	-	-
Use of Money and Property	9,867	18,101	6,600	8,834	6,785
Subtotal	<u>\$ 5,211,242</u>	<u>\$ 5,417,251</u>	<u>\$ 5,405,591</u>	<u>\$ 5,621,287</u>	<u>\$ 5,914,658</u>
<b>MEASURE H</b>					
Sales Tax	\$ 929,198	\$ 1,027,268	\$ 1,060,260	\$ 1,046,053	\$ 1,086,270
Use of Money and Property	2,236	4,316	4,000	14,794	12,080
Subtotal	<u>\$ 931,434</u>	<u>\$ 1,031,584</u>	<u>\$ 1,064,260</u>	<u>\$ 1,060,847</u>	<u>\$ 1,098,350</u>
<b>PARKING DISTRICT FUND</b>					
	\$ 137,498	\$ 173,582	\$ 279,136	\$ 285,026	\$ 301,104
<b>GRANT FUNDS</b>					
	\$ 350,378	\$ 281,623	\$ 243,883	\$ 247,977	\$ 272,802
<b>LLMD FUNDS</b>					
	\$ 34,404	\$ 32,970	\$ 35,019	\$ 35,019	\$ 35,019
<b>BA/CFD DISTRICT FUNDS</b>					
	\$ 31,238	\$ 68,607	\$ 34,820	\$ 34,820	\$ 35,430
<b>GENERAL RESERVE FUNDS</b>					
	\$ 106,821	\$ 364,363	\$ 3,000	\$ 3,197	\$ 4,736
<b>TOTAL REVENUE SOURCES</b>	<u><u>\$ 17,994,081</u></u>	<u><u>\$ 21,198,390</u></u>	<u><u>\$ 21,133,945</u></u>	<u><u>\$ 21,527,479</u></u>	<u><u>\$ 22,359,031</u></u>
<b>Operating Expenditures</b>					
	\$ 17,989,561	\$ 18,198,123	\$ 19,114,112	\$ 19,279,414	\$ 19,526,190
<b>Capital Improvement</b>					
	528,667	3,228,888	2,669,211	2,745,755	2,832,864
<b>Reserves and Contingencies</b>					
	(524,147)	(228,621)	(649,378)	(497,690)	(23)
<b>TOTAL EXPENDITURE USES</b>	<u><u>\$ 17,994,081</u></u>	<u><u>\$ 21,198,390</u></u>	<u><u>\$ 21,133,945</u></u>	<u><u>\$ 21,527,479</u></u>	<u><u>\$ 22,359,031</u></u>

# Fiscal Year 2018/2019 Proposed Operating Budget

## Summary of Expenditures by Division and Funding Source

	Actual 2015/2016	Actual 2016/2017	Revised 2017/2018	Forecast 2017/2018	Proposed 2018/2019
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 2,607,479	\$ 2,577,754	\$ 2,702,091	\$ 2,772,122	\$ 2,848,106
Investigations	186,182	200,493	212,920	203,484	230,333
Police Records / Dispatch	594,442	565,930	666,264	617,454	713,864
Police Administration	737,772	698,122	783,339	811,763	842,387
Planning	145,255	159,606	163,518	165,589	172,565
Building Inspection	199,694	220,690	164,263	210,615	161,303
Engineering	401,489	391,323	585,188	571,245	611,574
Water Reclamation Facility	2,230,628	2,443,893	2,411,728	2,359,271	2,524,477
DSD Administration	207,201	222,095	223,143	228,150	226,091
Parks	681,364	664,457	655,695	744,052	701,560
Recreation	821,424	992,548	1,116,669	1,061,362	1,103,248
Facility Maintenance	348,171	367,974	339,661	347,733	358,391
Street & Roads	899,450	689,437	752,700	782,254	652,550
Water & Sewer Lines	940,486	1,009,256	1,231,812	1,168,287	1,263,526
Water Acquisition & Delivery	693,421	779,129	803,814	807,361	839,538
Downtown Parking	133,359	225,505	153,944	148,972	121,772
CSD Administration	279,700	207,372	275,734	252,105	276,867
City Council and City Treasurer	124,420	118,511	133,966	127,654	123,600
City Attorney	408,193	314,754	70,440	145,842	66,761
City Management	304,761	313,459	338,725	343,448	351,465
Information Services	378,893	353,480	397,303	389,668	404,667
Human Resources	153,620	136,118	130,287	124,401	122,235
Grant Administration	-	-	-	-	-
City Clerk	23,685	11,443	6,635	4,276	7,700
Financial Management	374,263	456,549	387,352	416,812	388,037
Utility Billing	427,120	356,486	449,714	416,439	446,244
Non-Departmental	3,687,089	3,721,739	3,957,207	4,059,055	3,967,329
Total Operating Expenditures	<u>\$ 17,989,561</u>	<u>18,198,123</u>	<u>\$ 19,114,112</u>	<u>\$ 19,279,414</u>	<u>\$ 19,526,190</u>
<b>FUNDING SOURCES</b>					
General Fund	\$ 7,967,695	\$ 8,342,491	\$ 8,703,846	\$ 8,865,943	\$ 9,025,661
Gas Tax Fund	293,123	281,647	316,898	316,898	289,472
Measure L Fund	-	51,517	-	-	-
Measure J Fund	964,489	995,551	1,146,410	1,192,200	1,325,261
Downtown Parking Fund	108,359	96,919	217,233	212,361	207,687
Grant Funds	332,067	200,185	237,669	223,768	272,656
General CIP Fund	-	(22,114)	(82,689)	(82,689)	(72,920)
LLMD Funds	38,513	50,681	35,019	36,671	35,019
BAD Funds	7,706	8,041	34,820	28,788	35,000
Water Enterprise Fund	1,600,736	1,100,960	1,943,256	1,963,159	1,951,585
Sewer Enterprise Fund	5,536,414	5,641,353	5,837,748	5,799,195	5,366,814
Measure H Fund	645,625	951,559	516,070	516,070	1,098,350
General Liability Fund	135,726	314,446	-	-	-
Equipment Replacement Fund	359,108	62,917	142,671	141,890	-
Economic Impact Reserve Fund	-	121,970	65,161	65,160	(8,395)
Total Funding Sources	<u>\$ 17,989,561</u>	<u>18,198,123</u>	<u>\$ 19,114,112</u>	<u>\$ 19,279,414</u>	<u>\$ 19,526,190</u>

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# **Public Safety Police**

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

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

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

# Fiscal Year 2018/2019 Annual Operating Budget

## Department: Police

### All Divisions

Workload Indicators	Actual	Actual	Estimated
	2014/2015	2015/2016	2016/2017
<b>Patrol Services</b>			
Arrests	636	643	600
Citations*	1,658	1,207	1,068
Calls for service	20,805	19,934	20,800
Shield hours	1,000	3,800	4,100
Community Oriented Policing Hours	2,000	2,000	2,000
<b>Investigations</b>			
Child Abuse	7	20	4
Robberies	6	7	5
Reports for investigative follow up	180	200	200
Administrative Investigations	3	7	7
Background		8	8
Arson	3	2	2
Homicide	0	0	0
Narcotics	150	133	90
<b>Dispatch / Records / Support</b>			
9-11 Calls	5,107	5,946	5,000
Crime reports	2,200	2,530	2,750
Abatement reports	23	4	2

\*excludes any parking citations

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	12.0	11.0	12.0	12.0	12.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher / Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher / Records Technician	4.0	4.9	5.0	5.0	5.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.4	0.4	0.5	0.5	0.5	0.0	-4%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>27.9</b>	<b>27.8</b>	<b>29.0</b>	<b>29.0</b>	<b>29.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Department Budget*

### *Police*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Personnel	3,638,262	3,674,372	3,991,364	3,881,665	4,242,532	-	15%
Materials and supplies	86,250	89,037	100,220	102,035	103,470	-	16%
Contract Services	166,511	173,750	169,515	311,926	224,585	-	29%
Overhead	-	-	-	-	-	-	0%
Other expense	25,853	30,187	29,632	36,095	36,708	-	22%
Capital outlay	208,999	74,953	73,883	73,102	27,395	-	-63%
<b>Total</b>	<b>4,125,875</b>	<b>4,042,299</b>	<b>4,364,614</b>	<b>4,404,823</b>	<b>4,634,690</b>	<b>-</b>	<b>15%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Patrol Services	2,607,479	2,577,754	2,702,091	2,772,122	2,848,106	-	10%
Investigations	186,182	200,493	212,920	203,484	230,333	-	15%
Records and Dispatch	594,442	565,930	666,264	617,454	713,864	-	26%
Police Administrative Support	737,772	698,122	783,339	811,763	842,387	-	21%
<b>Total</b>	<b>4,125,875</b>	<b>4,042,299</b>	<b>4,364,614</b>	<b>4,404,823</b>	<b>4,634,690</b>	<b>-</b>	<b>15%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
General Fund							
Discretionary Revenues	2,616,241	2,670,169	2,814,690	2,834,201	2,942,396	-	10%
Measure J	955,197	985,337	1,135,807	1,181,478	1,314,398	-	33%
Grants	347,238	228,860	237,669	223,768	272,656	-	19%
Fines and Forfeitures	115,018	107,115	60,000	56,114	52,385	-	-51%
POST Reimbursement	8,212	4,235	8,565	5,000	23,855	-	463%
Police Services Revenues	83,969	35,983	34,000	31,768	29,000	-	-19%
Equipment Replacement Fund	-	10,600	73,883	72,494	-	-	-100%
<b>Total</b>	<b>4,125,875</b>	<b>4,042,299</b>	<b>4,364,614</b>	<b>4,404,823</b>	<b>4,634,690</b>	<b>-</b>	<b>15%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Police*

*Division: Patrol*

## 2017/2018 REVIEW

- Estimated 600 physical arrests (excluding cite & release).
- Estimated 1,060 citations written for moving/non-moving violations (No parking citations counted).
- Responded to approximately 21,000 calls for service (CFS) and wrote an estimated 2,750 crime reports.
- Re-established a tactical team with donated new equipment.
- Purchased/updated patrol rifles for every sworn officer at no cost to the city
- Refitted a military Humvee acquired by the 1033 program for community policing activities.
- Acquired a remote military robot from the 1033 program for use during critical incidents.
- Updated emergency equipment in patrol vehicles to meet state requirements.
- Updated service handguns allowing for a 10 year use cycle.
- Hired three full-time officers to fill an existing vacancy.
- Continued to submit grant applications as they become available.
- Attended a team building workshop with the department's leadership team.
- Conduct Coffee with a Cop 6 times year (at minimum) led by Sergeants.
- Received POST certification to conduct Rifle, Range and Defensive Tactics training saving the city an estimated \$20,000 in training costs.
- Established an ongoing El Dorado Trail patrol using Reserve Police Officers.
- Conducted special enforcement details targeting illegal camping within the City.
- Finalized uniform manual, report writing manual and evidence manual.

## 2018/2019 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Department Staff by Position				2017/2018		2018/2019	Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	11.0	10.0	11.0	11.0	11.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.4	0.4	0.5	0.5	0.5	0.0	0%
<b>Total</b>	<b>16.4</b>	<b>15.4</b>	<b>16.5</b>	<b>16.5</b>	<b>16.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget Patrol

<u>Division Budget by Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	2,311,273	2,344,013	2,508,096	2,553,599	2,652,601	-	13%
Materials and supplies	69,937	71,730	81,515	83,198	85,770	-	20%
Contract Services	41,518	70,652	44,800	58,456	64,220	-	-9%
Overhead	-	-	-	-	-	-	0%
Other expense	18,603	18,698	13,797	22,060	18,120	-	-3%
Capital outlay	166,148	72,661	53,883	54,809	27,395	-	-62%
Total	<u>2,607,479</u>	<u>2,577,754</u>	<u>2,702,091</u>	<u>2,772,122</u>	<u>2,848,106</u>	<u>-</u>	<u>10%</u>

<u>Division Budget by Program</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Patrol Services	2,521,322	2,485,233	2,602,892	2,687,928	2,744,217	-	10%
Community Services	16,916	21,869	23,161	8,826	21,222	-	-3%
Property / Evidence	69,241	70,652	76,038	75,368	82,667	-	17%
Total	<u>2,607,479</u>	<u>2,577,754</u>	<u>2,702,091</u>	<u>2,772,122</u>	<u>2,848,106</u>	<u>-</u>	<u>10%</u>

<u>Funding Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,346,326	1,439,595	1,470,248	1,547,062	1,495,480	-	4%
Measure J	706,716	751,366	837,726	853,601	974,730	-	30%
Grants	347,238	228,860	237,669	223,768	272,656	-	19%
Fines and Forfeitures	115,018	107,115	60,000	56,114	52,385	-	-51%
POST Reimbursement	8,212	4,235	8,565	5,000	23,855	-	463%
Police Services Revenues	83,969	35,983	34,000	31,768	29,000	-	-19%
Equipment Replacement Fund	-	10,600	53,883	54,809	-	-	-100%
Total	<u>2,607,479</u>	<u>2,577,754</u>	<u>2,702,091</u>	<u>2,772,122</u>	<u>2,848,106</u>	<u>-</u>	<u>10%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Police**

**Division: Investigations**

## 2017/2018 REVIEW

- Burglary reports have increased 43% from 53 in 2016 to 76 in 2017.
- Estimated dollar value amount of property reported stolen for 2015 was \$747,964. Estimated value of property recovered for 2017 is \$164,300, equating to 22% property value recovered.
- Investigated 27 cases involving suspected child abuse/neglect and child molestation.
- Monitored approximately 24 registered sex offenders during 2017 to ensure compliance.
- Continue 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.
- Utilize the SRO position with investigations as a force multiplier.
- SRO completed an emergency binder for each school site, with map, master key, and personnel list.
- Obtained a grant from Ca. Alcohol Beverage Control for \$60,000.00 to be used for enforcement and education.

## 2018/2019 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Strive to improve our burglary clearance rate.
- Continue our involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team, Tobacco Retailer licensing task force, Placerville Drug Free Coalition, to increase public awareness and education.
- Participate in a regional Investigator's monthly meeting to improve information sharing with outside agencies.
- Participate in monthly Crime Alert meetings.
- Obtain and utilize progressive technology to assist in investigations.
- Increase our effectiveness with surveillance efforts through the downtown cameras system for all types of reported crimes.
- Provide contemporary training and information regarding active investigations to patrol of crime trends (i.e. human trafficking).
- Create a functioning Problem Oriented Policing/Investigations unit with increased number of reserves.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Police Officer	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 2018/2019 Annual Operating Budget**  
**Division Budget**  
**Investigations**

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>Revised</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
			<b>2017/2018</b>	<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Personnel	182,915	193,262	210,720	200,676	224,695	-	16%
Materials and supplies	1,094	2,212	1,200	1,200	1,215	-	-45%
Contract Services	2,173	2,727	1,000	1,000	1,015	-	-63%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	3,408	-	0%
Capital outlay	-	2,292	-	608	-	-	-100%
Total	<u>186,182</u>	<u>200,493</u>	<u>212,920</u>	<u>203,484</u>	<u>230,333</u>	<u>-</u>	15%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>Revised</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
			<b>2017/2018</b>	<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Crime Scene Investigations	<u>186,182</u>	<u>200,493</u>	<u>212,920</u>	<u>203,484</u>	<u>230,333</u>	<u>-</u>	15%
Total	<u>186,182</u>	<u>200,493</u>	<u>212,920</u>	<u>203,484</u>	<u>230,333</u>	<u>-</u>	15%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>Revised</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
			<b>2017/2018</b>	<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	123,502	127,932	126,204	118,438	133,904	-	5%
Measure J	<u>62,680</u>	<u>72,561</u>	<u>86,716</u>	<u>85,046</u>	<u>96,429</u>	<u>-</u>	33%
Total	<u>186,182</u>	<u>200,493</u>	<u>212,920</u>	<u>203,484</u>	<u>230,333</u>	<u>-</u>	15%

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Police**

**Division: Records and Dispatch**

## 2017/2018 REVIEW

- Received 5,946 911 calls in our dispatch center, an average of 495 calls per month for the calendar year. This is a 16% increase over 2016 which was 5,107 calls.
- Responded to over 7,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,500 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted nearly 1,500 (740 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks in 2016.
- Dispatched approximately 21,000 calls for service from our 9-1-1 dispatch center.
- Successfully recruited and hired 1 full-time and 1 part-time Dispatcher/Records Technicians.
- Continued implementation of the E911 call taking and related geographic mapping.
- Completed thorough inventory of evidence, accounting for over 4,300 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2016.
- Recruited and promoted a Senior Dispatcher/Records Technician after a retirement of C. Bryant.
- Completed relocation of dispatch, investigations and commander offices.
- Continued training of DRT's with records functions.
- On-going training of all support service staff.

## 2018/2019 BUDGET

- Continue to work with department staff in an effort to comply with on-going training requirements for our dispatchers.
- Create and maintain a perpetually current eligibility list for Dispatcher/Records Technicians (DRT's) in an effort to expedite the hiring process when an opening exists.
- Continue efforts toward total automation of our records handling process to become nearly paperless with external partners.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire three full time DRT to assist with staffing and reduce overtime.
- Recruit and hire one part time Police Services Assistant.
- Pursue standards of performance and statistical data collection in alignment with CALEA standards.
- Increase records management function for DRT's.
- Update phone system for entire Police Department.
- Finalize property/evidence manual.
- Purchase new portable radios from HLS grant.
- Complete Phase 2 of the downtown camera project.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Department Staff by Position				2017/2018		2018/2019	Budget
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.0	4.9	5.0	5.0	5.0	0.0	0%
<b>Total</b>	<b>6.5</b>	<b>7.4</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Division Budget Records and Dispatch*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Personnel	542,214	548,716	628,799	473,626	672,666	-	23%
Materials and supplies	6,251	5,330	1,655	1,655	1,680	-	-68%
Contract Services	43,440	10,916	30,815	137,177	31,238	-	186%
Overhead	-	-	-	-	-	-	0%
Other expense	2,537	969	4,995	4,996	8,280	-	755%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>594,442</u>	<u>565,930</u>	<u>666,264</u>	<u>617,454</u>	<u>713,864</u>	<u>-</u>	26%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Records Management	47,760	33,359	51,745	51,278	52,376	-	57%
Dispatch	546,682	532,571	614,519	566,176	661,488	-	24%
Total	<u>594,442</u>	<u>565,930</u>	<u>666,264</u>	<u>617,454</u>	<u>713,864</u>	<u>-</u>	26%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
General Fund							
Discretionary Revenues	<u>594,442</u>	<u>565,930</u>	<u>666,264</u>	<u>617,454</u>	<u>713,864</u>	<u>-</u>	26%
Total	<u>594,442</u>	<u>565,930</u>	<u>666,264</u>	<u>617,454</u>	<u>713,864</u>	<u>-</u>	26%

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Police**

**Division: Police Administration**

## 2017/2018 REVIEW

- Developed Cadet Explorer Program Manual.
- Continued efforts to recruit, test, and train sworn and civilian personnel in an attempt to maintain staffing.
- In collaboration with many community partners, continued to identify strategies to address illegal camping which is associated with increasing calls for service related to subjects in need of mental health care and treatment.
- Conducted weekly staff meetings to provide continued progress toward our organizational goals and objectives.
- Continued the updates to the Department Manuals.
- Completed Phase I of the Homeland Security (HLS) grant funding for downtown camera system.
- Actively participated on Social Media Sites- Facebook and Twitter to increase public awareness and participation with COPPS programs.
- Authored and submitted application for an OTS grant for FY 2017/2018 that will enhance our DUI enforcement.
- Submitted BVP grant to assist with vest purchases throughout the year.
- Authored and submitted ABC Grant to increase public education and awareness regarding alcohol related crimes.
- Actively participate in Opportunity Knocks, a county wide committee to address the homelessness in EDC.
- Developed vehicle fleet plan.
- Revised Departmental organization chart.
- Began process of purging decades of confidential records to be in accordance with State Law and City policy.
- In collaboration with the Sierra Law Enforcement Chaplaincy, there are three regular Law Enforcement Chaplains assigned to the Placerville Police Department.

## 2018/2019 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 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 2018/2019 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Personnel	601,860	588,382	643,749	653,764	692,570	-	18%
Materials and supplies	8,968	9,765	15,850	15,982	14,805	-	52%
Contract Services	79,380	89,455	92,900	115,293	128,112	-	43%
Overhead	-	-	-	-	-	-	0%
Other expense	4,713	10,520	10,840	9,039	6,900	-	-34%
Capital outlay	42,851	-	20,000	17,685	-	-	0%
Total	<u>737,772</u>	<u>698,122</u>	<u>783,339</u>	<u>811,763</u>	<u>842,387</u>	<u>-</u>	<u>21%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Police Department Administratic	<u>737,772</u>	<u>698,122</u>	<u>783,339</u>	<u>811,763</u>	<u>842,387</u>	<u>-</u>	<u>21%</u>
Total	<u>737,772</u>	<u>698,122</u>	<u>783,339</u>	<u>811,763</u>	<u>842,387</u>	<u>-</u>	<u>21%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	551,971	536,712	551,974	551,247	599,148	-	12%
Measure J	185,801	161,410	211,365	242,831	243,239	-	51%
Equipment Replacement Fund	-	-	20,000	17,685	-	-	0%
Total	<u>737,772</u>	<u>698,122</u>	<u>783,339</u>	<u>811,763</u>	<u>842,387</u>	<u>-</u>	<u>21%</u>

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

# Fiscal Year 2018/2019 Annual Operating Budget

## Department: Development Services

### All Divisions

Division Budget by Category	Actual 2015/2016	Actual 2016/2017	Estimated Actual 2017/2018	Proposed 2018/2019
<b>Administration (Hours)</b>				
Budget administration	400	400	400	400
Planning division support	400	400	400	400
Building division support	400	400	400	400
Engineering division support	400	400	400	400
Wastewater division support	300	300	300	300
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/ Planning Commission and miscellaneous meetings	350	350	350	350
<b>Planning (Projects)</b>				
Discretionary development applications	6	14	8	10
Miscellaneous applications	3	9	7	10
Housing Element Update/Implementation (hours)	150	175	75	30
Parcel and subdivision maps	0	1	1	1
Inquiries	950	1,000	975	500
Code enforcement cases	98	65	12	15
<b>Building</b>				
Inspections	1,100	1,607	1,199	1,000
Building permits	450	508	509	500
Plan review	205	230	345	250
Inquiries/Contacts	9,250	9,510	10,080	9,000
Code enforcement cases	48	95	85	80
<b>Engineering</b>				
Capital Improvement Projects	36	36	44	52
Development permits	16	14	8	9
Development Plan Checks	27	12	4	11
Grading Permits	11	2	2	4
Parcel/Subdivision Map Review	0	0	2	2
Encroachment Permits	77	61	54	57
Transportation Permits	35	37	27	28
Water Applications	28	19	11	3
<b>Wastewater Treatment</b>				
Average million gallons treated per day	0.98 MGD	0.98 MGD	1.23 MGD	1.02 MGD

Department Staff by Position	Actual 2015/2016	Actual 2016/2017	Revised 2017/2018	Estimated Actual 2017/2018	Proposed 2018/2019	Council Approved 2018/2019	% Change from 17/18 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	2.0	2.0	2.0	0.0	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
<b>Total</b>	<b>18.0</b>	<b>18.0</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
**Department Budget**  
**Development Services**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Personnel	1,771,168	1,763,909	2,104,261	1,938,493	2,195,313	-	24%
Materials and supplies	334,584	330,906	366,700	346,100	319,284	-	-4%
Contract Services	773,114	936,960	777,113	944,136	846,366	-	-10%
Overhead	235,000	235,000	235,000	235,000	275,932	-	17%
Other expense	38,824	42,042	57,740	58,348	59,115	-	41%
Capital outlay	31,577	128,790	7,026	12,793	-	-	-100%
Total	<u>3,184,267</u>	<u>3,437,607</u>	<u>3,547,840</u>	<u>3,534,870</u>	<u>3,696,010</u>	<u>-</u>	<u>8%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Planning	145,255	159,606	163,518	165,589	172,565	-	8%
Building	199,694	220,690	164,263	210,615	161,303	-	-27%
Engineering	401,489	391,323	585,188	571,245	611,574	-	56%
Water Reclamation Facility	2,230,628	2,443,893	2,411,728	2,359,271	2,524,477	-	3%
DSD Administration	207,201	222,095	223,143	228,150	226,091	-	2%
Total	<u>3,184,267</u>	<u>3,437,607</u>	<u>3,547,840</u>	<u>3,534,870</u>	<u>3,696,010</u>	<u>-</u>	<u>8%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
General Fund							
Discretionary Revenues	569,584	605,694	870,360	919,962	959,005	-	58%
Planning Fees	57,955	22,800	70,000	8,163	10,000	-	-56%
Building Permits	196,364	270,641	125,000	181,617	145,000	-	-46%
Engineering Fees	66,948	37,874	40,000	28,840	35,000	-	-8%
Water Enterprise Fund	32,331	13,096	12,413	15,546	11,264	-	-14%
Sewer Enterprise Fund	2,261,085	2,457,134	2,424,141	2,374,816	2,535,741	-	3%
Equipment Replacement Fund	-	30,368	5,926	5,926	-	-	-100%
Total	<u>3,184,267</u>	<u>3,437,607</u>	<u>3,547,840</u>	<u>3,534,870</u>	<u>3,696,010</u>	<u>-</u>	<u>8%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Development Services*

*Division: Planning*

## 2017/2018 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provide staff support to the City Council and Planning Commission.
- Responded to public complaints and land use code enforcement cases and continued causing removal of dead and dying hazardous trees located on private property.
- Completed and submitted 2017 Water Efficient Landscape Ordinances annual report to CA Dept. of Water Resources.
- Completed and submitted the 2017 Housing Element Progress Report to HCD.
- Completed amendments to the City's Development Guide regarding specific sign guidelines for historic Main Street.
- Completed Accessory Dwelling Unit zoning ordinance update (ZC17-01 / Ord. No. 1692).
- Completed General Plan Consistency Finding for City purchase of 718 Main Street (GPC18-01).
- Assisted U.S. Census Bureau in the Local Update of Census Addresses program for the upcoming 2020 U.S. Census.
- Issued TUP for Sidewalk Dining Area permit for 385 Main Street (TUP17-02).
- Processed 12-month extension of entitlement on SPR for Toad Hall mixed use development for 971 Spring Street (SPR06-01).
- Processed SPR modification for major change to the front elevation of the Raley's commercial grocery store building (SPR92-05-R).
- Processed CUP for a Domino's fast-food restaurant (CUP17-03).
- Processed entitlement extension for the "Forni" Road Hotel project approval (SPR08-03).
- Processed Ray Lawyer Drive commercial approved tentative map time extension request (TSM08-04-E).
- Processed Cottonwood Park Phase 4 & 6 approved tentative map time extension request (TSM05-01-E2).
- Processed KFC re-image SPR application (SPR79-07-R).
- Processed Bene Ristorante Sidewalk Dining TUP application (TUP17-04).
- Processed Minor Deviation for 1488 Brendan Way-rear yard setback reduction (MD18-01).
- Processed SPR for exterior modifications on historic building at 692-696 Main Street.
- Processed General Plan amendment (GPA17-01)for Wiltse Road Project.
- Process Astoria approved tentative subdivision map time extension request (TSM99-02-E).

## 2018/2019 BUDGET

- Provide superior customer service regarding information relating to zoning and other planning matters.
- Respond to citizen complaints and nuisance issues.
- Provide staff support to the City Council and Planning Commission.
- Implementation of housing programs within the 2013-2021 Housing Element planning period.
- Complete the establishment of a downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Zoning Code amendments including: (1) Vacation Rentals Ordinance, (2) amendments to Sign Regulations in response to Reed vs. Town of Gilbert, (3) Amendments to Residential Front Yard Regulations; (4) sea-land cargo container regulations; (5) amendments to child care facilities sections for consistency with the California Child Day Care Facilities Act; and (7) amendments to code enforcement and nuisance abatement procedures as necessary.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either staff or the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Update the Subdivision Ordinance (Title 10, Chapters 7 & 8).
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures; and abatement of garbage and debris, fire hazards, hazard tree removal, and other nuisances.
- Hold Council workshop regarding public sidewalk encroachments (signs, merchandise, furniture, etc.) for direction and enforcement.
- Continue code enforcement and abatement of unpermitted parking lots.
- Implement grant-funded projects as applicable.
- Coordinate project reviews in coordination with the Building and Engineering Divisions, other City departments, and outside public agencies.

	Actual	Actual	Revised	Estimated		Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	Proposed	Approved	from 17/18
Department Staff by Position				2017/2018	2018/2019	2018/2019	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 2018/2019 Annual Operating Budget**  
**Division Budget**  
**Planning**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Personnel	141,431	149,819	155,118	155,679	164,190	-	10%
Materials and supplies	-	143	300	300	200	-	39%
Contract Services	950	7,732	5,000	6,621	5,000	-	-35%
Overhead	-	-	-	-	-	-	0%
Other expense	1,835	1,912	3,100	2,989	3,175	-	66%
Capital outlay	1,039	-	-	-	-	-	0%
Total	145,255	159,606	163,518	165,589	172,565	-	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Planning	145,255	159,606	163,518	165,589	172,565	-	8%
Total	145,255	159,606	163,518	165,589	172,565	-	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	87,300	136,806	93,518	157,426	162,565	-	19%
Planning Fees	57,955	22,800	70,000	8,163	10,000	-	-56%
Total	145,255	159,606	163,518	165,589	172,565	-	8%

# Fiscal Year 2018/2019 Annual Operating Budget

## Department: Development Services

### Division: Building

#### 2017/2018 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increase the availability of published materials on City's website, trifold pamphlets, informational booklets and handouts.
- Plan review, building permit and inspection activities continued to remain high during this fiscal year with an increase in inquiries made regarding existing vacant subdivisions and individual vacant lots and buildings.
- Maximized the benefit of in-house contract building services including an "acting" building official. The benefits of contract services include the ability to cover the high and low building activity volumes efficiently without adding or reducing staff to cover in response to changing demands.
- Processed permits for commercial upgrades on existing commercial buildings and residential subdivision projects at a time of favorable market conditions. Worked with developers to expedite their projects through the permitting process whenever possible.
- Completed inspection process for active projects including single-family residences, new and remodeled commercial sites, repairs to dilapidated substandard buildings and under code enforcement, and abatement of nuisance properties with public health and safety issues.
- Completed plan reviews and permit issuance for commercial upgrades including Raley's interior and exterior remodel and solar installation; and the Home Depot solar installation project.
- Coordinated project reviews with the Building and Engineering Divisions, 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.

#### 2018/2019 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Department Staff by Position				2017/2018		2018/2019	Budget
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

**Fiscal Year 2018/2019 Annual Operating Budget**  
***Division Budget***  
***Building***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
Personnel	40,282	38,147	119,441	26,046	113,978	-	199%
Materials and supplies	144	181	400	797	500	-	176%
Contract Services	159,268	180,801	43,847	183,697	46,000	-	-75%
Overhead	-	-	-	-	-	-	0%
Other expense	-	1,560	575	75	825	-	-47%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>199,694</u>	<u>220,690</u>	<u>164,263</u>	<u>210,615</u>	<u>161,303</u>	<u>-</u>	<u>-27%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
Building Plan Review/Inspection	<u>199,694</u>	<u>220,690</u>	<u>164,263</u>	<u>210,615</u>	<u>161,303</u>	<u>-</u>	<u>-27%</u>
Total	<u>199,694</u>	<u>220,690</u>	<u>164,263</u>	<u>210,615</u>	<u>161,303</u>	<u>-</u>	<u>-27%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
General Fund							
Discretionary Revenues	3,330	-	39,263	28,998	16,303	-	0%
Building Permits	<u>196,364</u>	<u>220,690</u>	<u>125,000</u>	<u>181,617</u>	<u>145,000</u>	<u>-</u>	<u>-34%</u>
Total	<u>199,694</u>	<u>220,690</u>	<u>164,263</u>	<u>210,615</u>	<u>161,303</u>	<u>-</u>	<u>-27%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

## Department: Development Services

### Division: Engineering

#### 2017/2018 REVIEW

- Implemented ten existing funded Capital Improvement Program projects including: (1) Western Placerville Interchange Phase 2; (2) Madrone & Giovanni Sewer Lift Stations; (3) Upper Broadway Bike Lanes; (4) Schnell School Road PRV; (5) Wiltse Road PRV; (6) Sierra Tank Bypass; (7) Placerville Drive Bridge Replacement; (8) Placerville Drive Bike Lanes & Pedestrian; (9) Clay Street Bridge Replacement Project; (9) Broadway Sidewalks; and (10) Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade.
- Completed preparation and circulation of the Draft EIR for the Clay Street Bridge Replacement Project.
- Completed Green Valley Road Pavement Rehabilitation and Placerville Drive Pavement Rehabilitation Projects.
- Implemented the NPDES Storm Water Management Plan and 5th-year Phase II MS4 with Community Services.
- Continued development of Citywide GIS system and public infrastructure inventory (water, sewer, and drainage).
- Continued to expand City's long-range Capital Improvement Program, including funding source identification.
- Provided plan review and construction inspection of commercial development and residential projects.
- Continued to address the sewer collection system inflow and infiltration (I & I) conditions.
- Coordinated with El Dorado County Transportation Commission, El Dorado County Transit Authority, El Dorado County, SACOG, and the State on development of regional transportation projects.
- Continued to work on Pavement Management Program including supporting data for project prioritization.
- Continued implementation of the City's Irrigation Meter Program.
- Issued permits for grading activities and other engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, other City departments and outside agencies.
- Provided engineering, technical support, and staff training services to the Community Services Department for compliance with State permits and reporting requirements; and development of the "Public Works/Engineering Hot Spot List."
- Provided staff support to City Council, Planning Commission and the Measures H/L Sales Tax Committee.

#### 2018/2019 BUDGET

- Continue implementation of the ten existing funded CIP projects listed above not yet completed.
- Implementation of Fiscal Year 2018-19 CIPs including: (1) Canal Street Pavement Rehabilitation from Bee Street to Moulton Road; (2) Conrad Street Sewer Replacement, Coloma Street to Cottage Street; (3) Pacific Street Pavement Rehabilitation, from Clark Street to Cedar Ravine Road; (4) Ray Lawyer Drive Pavement Rehabilitation, from Placerville Drive to Fair Lane; (5) Spring Street Pavement Rehabilitation, from Coloma Road to Bedford Avenue.
- Continue implementation of the NPDES Storm Water Management Plan and the MS4 Stormwater Permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification.
- Continue update of the City's Traffic Impact Mitigation (TIM) fee program.
- Maintain the City's Pavement Management System for evaluating all City street conditions.
- Continue updating the City's Development & Design Standards.
- Provide construction inspection of subdivision and commercial development projects.
- Continue to address the sewer system inflow and infiltration (I&I) conditions and implement annual I&I projects.
- Develop City Water System Model (Fiscal Year 2018-19 Capital Outlay).
- Process Transportation and Encroachment Permits.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on regional transportation projects.
- Continue implementation of the Pedestrian Circulation Improvement Plan.
- Continue to issue permits for grading and all other Engineering related development projects.
- Coordinate project reviews with DSD divisions, City departments, and other local, State, and Federal agencies.
- Apply for grant-funded projects as sources are made available.
- Provide staff support to the City Council, Planning Commission, and the Measures H/L Sales Tax Committee.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	2.0	2.0	2.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>5.5</b>	<b>5.5</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
**Division Budget**  
**Engineering**

<b>Division Budget by Category</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Personnel	368,836	335,264	547,087	533,433	586,950	-	75%
Materials and supplies	4,606	3,967	5,700	4,852	4,000	-	1%
Contract Services	1,626	1,406	4,575	4,949	17,920	-	1174%
Overhead	20,000	20,000	20,000	20,000	604	-	-97%
Other expense	349	173	800	1,351	2,100	-	1111%
Capital outlay	6,072	30,512	7,026	6,660	-	-	-100%
<b>Total</b>	<b>401,489</b>	<b>391,323</b>	<b>585,188</b>	<b>571,245</b>	<b>611,574</b>	<b>-</b>	<b>56%</b>

<b>Division Budget by Program</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Engineering	401,489	391,323	585,188	571,245	611,574	-	56%
<b>Total</b>	<b>401,489</b>	<b>391,323</b>	<b>585,188</b>	<b>571,245</b>	<b>611,574</b>	<b>-</b>	<b>56%</b>

<b>Funding Sources</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
General Fund							
Discretionary Revenues	271,753	296,744	514,436	505,388	554,046	-	87%
Engineering Fees	66,948	37,874	40,000	28,840	35,000	-	-8%
Water Enterprise Fund	32,331	13,096	12,413	15,546	11,264	-	-14%
Sewer Enterprise Fund	30,457	13,241	12,413	15,545	11,264	-	-15%
Equipment Replacement Fund	-	30,368	5,926	5,926	-	-	-100%
<b>Total</b>	<b>401,489</b>	<b>391,323</b>	<b>585,188</b>	<b>571,245</b>	<b>611,574</b>	<b>-</b>	<b>56%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Development Services**

**Division: Water Reclamation Facility**

## 2017/2018 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Continued to participate in the Central Valley Clean Water Association's Freshwater water Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Maintained compliance with the Zinc Cease and Desist Order and continued to evaluate methods to reduce over concentration of Zinc in effluent through the Zinc WER Study.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Maintained three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations which are a part of the City's sewer collection system.
- Participated in the review of design of improvements for the Madrone and Giovanni sewer left stations replacement CIP project.
- Completed the facility asphalt sealcoat CIP project (CIP #41702).
- Completed the Sodium Hydroxide pump Manifold System Replacement Project (CIP #41801).
- Completed replacement of RSW-001 Stream Level Gauge Replacement and in-stream flow and profile measurements.
- Implement repairs of January and February 2017 storm event damaged plant equipment eligible for funding under FEMA including: Headworks screen replacement (CIP #41806), grit pump replacement (CIP #41805), and grit classifier re-build (CIP #41804).
- Re-evaluation of Automatic Transfer Switch Replacement Project and review of alternatives (CIP #41803).
- Implement Digester No. 2 Pump Replacement Project (CIP #41801).

## 2018/2019 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continue to work with Central Valley Regional Water Quality Control Board in issuance of new NPDES permit.
- Continue to participate in the Central Valley Clean Water Association's Freshwater water Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Continue to evaluate methods to reduce over concentration of Zinc in the effluent through the Zinc WER Study.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue to implement repair and replacement of plant equipment damaged during the January and February 2017 storm events.
- Implement preventative maintenance and inventory programs.
- Implement Modular Treatment Unit Servicing Project (FY2018-19 CIP).

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Engineering Specialist	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
***Division Budget***  
***Water Reclamation Facility***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
Personnel	1,015,486	1,025,605	1,062,387	999,434	1,106,694	-	8%
Materials and supplies	328,241	324,776	358,450	338,451	313,184	-	-4%
Contract Services	610,982	743,627	722,691	746,499	776,446	-	4%
Overhead	215,000	215,000	215,000	215,000	275,328	-	28%
Other expense	36,453	38,284	53,200	53,754	52,825	-	38%
Capital outlay	24,466	96,601	-	6,133	-	-	-100%
Total	<u>2,230,628</u>	<u>2,443,893</u>	<u>2,411,728</u>	<u>2,359,271</u>	<u>2,524,477</u>	<u>-</u>	3%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
Water Reclamation Facility	<u>2,230,628</u>	<u>2,443,893</u>	<u>2,411,728</u>	<u>2,359,271</u>	<u>2,524,477</u>	<u>-</u>	3%
Total	<u>2,230,628</u>	<u>2,443,893</u>	<u>2,411,728</u>	<u>2,359,271</u>	<u>2,524,477</u>	<u>-</u>	3%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
Sewer Enterprise	<u>2,230,628</u>	<u>2,443,893</u>	<u>2,411,728</u>	<u>2,359,271</u>	<u>2,524,477</u>	<u>-</u>	3%
Total	<u>2,230,628</u>	<u>2,443,893</u>	<u>2,411,728</u>	<u>2,359,271</u>	<u>2,524,477</u>	<u>-</u>	3%

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Development Services**

**Division: Administration**

## 2017/2018 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to the Planning, Building, Engineering and Wastewater Treatment Facility Divisions of the Development Services Department.
- Coordinated efforts between Engineering Division and Public Works Division in the implementation of the City's CIP projects and construction inspection efforts; and in implementation of the City's MS4 permit.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures.
- Provided coordination with El Dorado County on various planning, building, and transportation efforts.
- Provided City representation on the El Dorado County Solid Waste Advisory Committee.
- Continue to implement 2013-2021 Housing Element and continued efforts for compliance with state housing law in cooperation with the State Department of Housing and Community Development.
- Monitored the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Facilitate annexation requests and City initiated annexations of County islands in consultation with LAFCO.
- Provided staff support to the City Council, Planning Commission, Placerville Economic Advisory Committee, and the Courthouse Reuse Blue Ribbon Committee.
- Provided implementation of required waste management and diversion monitoring in coordination with El Dorado Disposal as required by CalRecycle.
- Assisted Community Services Department in update with the City's Recreation and Parks Master Plan update.

## 2018/2019 BUDGET

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

	Actual	Actual	Revised	Estimated		Council	% Change
	2015/2016	2016/2017	2017/2018	2017/2018	Proposed	Approved	from 17/18
Department Staff by Position					2018/2019	2018/2019	Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
<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 2018/2019 Annual Operating Budget

## *Division Budget Administration*

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2018/2019</u>	<u>Budget</u>
Personnel	205,133	215,074	220,228	223,901	223,501	-	4%
Materials and supplies	1,593	1,838	1,850	1,700	1,400	-	-24%
Contract Services	288	3,394	1,000	2,370	1,000	-	-71%
Overhead	-	-	-	-	-	-	0%
Other expense	187	112	65	179	190	-	70%
Capital outlay	-	1,677	-	-	-	-	-100%
Total	<u>207,201</u>	<u>222,095</u>	<u>223,143</u>	<u>228,150</u>	<u>226,091</u>	<u>-</u>	<u>2%</u>

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2018/2019</u>	<u>Budget</u>
DSD Administration	<u>207,201</u>	<u>222,095</u>	<u>223,143</u>	<u>228,150</u>	<u>226,091</u>	<u>-</u>	<u>2%</u>
Total	<u>207,201</u>	<u>222,095</u>	<u>223,143</u>	<u>228,150</u>	<u>226,091</u>	<u>-</u>	<u>2%</u>

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2018/2019</u>	<u>Budget</u>
General Fund							
Discretionary Revenues	207,201	172,144	223,143	228,150	226,091	-	31%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	49,951	-	-	-	-	-100%
Total	<u>207,201</u>	<u>222,095</u>	<u>223,143</u>	<u>228,150</u>	<u>226,091</u>	<u>-</u>	<u>2%</u>

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## Community Services

Provide the City's parks, recreation activities, public facilities, 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 2018/2019 Annual Operating Budget

## Department: Community Services

### All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed	Workload Indicators	Actual	Actual	Estimated	Proposed
	2015/2016	2016/2017	Actual	2018/2019		2015/2016	2016/2017	Actual	2018/2019
<b>Parks Maintenance Hours</b>					Police Dept.	0	0	0	0
Gold Bug Park	1846	1,828	1828	1828	Downtown Restroom	125/414	142/229	142/229	142/229
Lions Park	1125/155	1291/187	1291/187	1291/187	Corp Yard	351	203	203	203
City Park	399	390	390	390	Admin	260			
Rotary Park	289	234	234	234	<b>Streets and Roads</b>				
Lumsden Park	310	200	200	200	Calls for service				
Orchard Hill Park	233	190	190	190	Maintenance hours	2360/1373	3764	3764	3764
George Duffey Park	91	64	64	64	Miles of streets maintained				
El Dorado Trail/other grounds	1,205	1,480	1,480	1,480	Flagging			2000	4000
Community Gardens	0	0	0	15	Green waste diverted (tons)				
Cemeteries	30/152	0	1	15	Street Sweeping	304	487	487	487
Parks General	868	858	858	858	Parking Lots	8	15	15	15
Admin	260	0	0	0	Streets and Roads		6.5	6.5	6.5
<b>Recreation (FT hrs / PT hrs)</b>					Storm Drains	575	996/1	996/1	996/1
General	4255/1929	4865/1548	4865/1548	4865/1548	Sanding		0	0	0
Activity Guide		0	0	0	Snow Removal	25	26	26	26
Gold Bug Tours	273/5279	913/4827	913/4827	913/4827	Streets, signs & markings	643	547	547	547
Adult Program	498/73	586	586	586	Sidewalk, curd & gutter	52	57	57	57
Youth Programs	483/70	571	571	571	Mechanic	1576	1490	1490	1490
Aquatics	1385/14161	1499/16423	1499/16423	1499/16423	USA Digs		163	163	163
Youth Basketball	828/826	854/1008	854/1008	854/1008	Admin	130		200	200
Youth Camps	0/218	54/118	54/118	54/118	<b>Water / Sewer</b>				
Adult Basketball	57/273	47/275	47/275	47/275	Calls for service Water	181/52	59	59	80
Adult Softball	1067/1112	1017/997	1017/997	1017/997	Calls for service Sewer	185/53	47	47	55
Adult Volleyball	7/121	6/101	6/101	6/101	Meter replacement			30	30
Special Events	84/12	77	77	77	Water Applications				
Admin	515				Sewer Applications	25			
<b>Facilities Maintenance</b>					Miles of sewer lines				
City Hall	109/604	160/284	160/284	160/284	Water M&O	8468/122	7867/313	7867/313	7867/313
Town Hall	591/364	517/419	517/419	517/419	Sewer M&O	3538/122	3138/313	3138/313	3138/313
Scout Hall	65	76	76	76	Fema		715	715	15000
Pool	802/4	700/597	700/597	700/597	Training		25	25	25
Park and Ride	335	220	220	220	Admin				

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	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%
Public Works Superintendent	0.0	0.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	0.5	0.5	0.5	0.0	0%
Maintenance Worker II	6.0	6.0	6.0	6.0	6.5	0.0	8%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	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%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
<b>Total Community Services</b>	<b>22.9</b>	<b>22.9</b>	<b>23.4</b>	<b>23.4</b>	<b>23.9</b>	<b>0.0</b>	<b>2%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
**Department Budget**  
**Community Services**

<b>Department Budget by Category</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Personnel	2,444,880	2,605,261	2,902,374	2,785,394	2,994,260	-	15%
Materials and supplies	843,776	904,792	426,177	1,039,262	1,039,052	-	15%
Contract Services	858,057	1,032,046	1,567,712	1,042,786	925,512	-	-10%
Overhead	237,000	237,000	237,000	243,057	222,618	-	-6%
Other expense	95,971	139,863	137,304	142,165	136,010	-	-3%
Capital outlay	317,691	16,716	59,462	59,462	-	-	-100%
<b>Total</b>	<b>4,797,375</b>	<b>4,935,678</b>	<b>5,330,029</b>	<b>5,312,126</b>	<b>5,317,452</b>	<b>-</b>	<b>8%</b>

<b>Department Budget by Division</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Parks	681,364	664,457	655,695	744,052	701,560	-	6%
Recreation	821,424	992,548	1,116,669	1,061,362	1,103,248	-	11%
Facilities M & O	348,171	367,974	339,661	347,733	358,391	-	-3%
Streets and Roads	899,450	689,437	752,700	782,254	652,550	-	-5%
Water/Sewer Lines	940,486	1,009,256	1,231,812	1,168,287	1,263,526	-	25%
Water Acquisition & Delivery	693,421	779,129	803,814	807,361	839,538	-	8%
Downtown Parking	133,359	225,505	153,944	148,972	121,772	-	-46%
CSD Administration	279,700	207,372	275,734	252,105	276,867	-	34%
<b>Total</b>	<b>4,797,375</b>	<b>4,935,678</b>	<b>5,330,029</b>	<b>5,312,126</b>	<b>5,317,452</b>	<b>-</b>	<b>8%</b>

<b>Funding Sources</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
General Fund							
Discretionary Revenues	2,080,130	2,003,880	2,005,918	2,346,457	2,039,894	-	2%
Orchard Hill/Duffey LLMD	30,709	42,988	27,261	26,923	25,742	-	-40%
Recreation Fees	651,988	652,095	705,961	704,917	718,664	-	10%
Gas Tax	263,126	281,647	316,898	30,000	289,472	-	3%
Benefit Assessment Districts	-	-	24,959	19,747	18,844	-	0%
Water Enterprise Fund	1,108,675	1,249,251	1,339,230	1,315,049	1,409,216	-	13%
Sewer Enterprise Fund	525,232	539,134	696,396	660,599	693,848	-	29%
Daily Parking Revenues	54,630	65,827	135,117	104,173	121,772	-	85%
Leased Parking Revenues	82,885	99,345	18,827	44,799	-	-	-100%
Equipment Replacement Fund	-	1,511	59,462	59,462	-	-	-100%
<b>Total</b>	<b>4,797,375</b>	<b>4,935,678</b>	<b>5,330,029</b>	<b>5,312,126</b>	<b>5,317,452</b>	<b>-</b>	<b>8%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

Department: Community Services

Division: Parks

## 2017/2018 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Spent approximately 7,075 hours in the maintenance of parks and open space.
- Spent approximately 1,720 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,950 hours at Lions Park in a variety of maintenance functions including: grounds, turf, playground/tot-lot, tennis courts, athletic fields and facility maintenance.
- Spent approximately 250 hours at City Park to maintain all grounds.
- Spent approximately 305 hours at Rotary Park to maintain all grounds.
- Spent approximately 155 hours at Lumsden Park to maintain all grounds.
- Spent approximately 205 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 2,000 hours within other grounds areas, such as: trails, cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- Worked with local volunteers to decorate Christmas Trees on Broadway, Main Street and Placerville Drive.
- Worked with local volunteer groups to make improvements to the El Dorado Trail.
- Worked with local volunteer groups to make improvements to Gold Bug Park.
- Worked with Community Pride volunteers to maintain 20 gardens throughout town.
- Made trail and mine shoring improvements at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Made improvements to irrigation system at Lions Park.
- Assisted with the removal of illegal camp sites located along the El Dorado Bike Trail.
- Assist the Placerville Kiwanis Club with park improvements at Duffey Park.
- Made shoring repairs to Gold Bug Mine.
- Implemented Hazard Tree Removal Program and Gold Bug Park and El Dorado Trail.
- Assisted with the installation of monument on Main Street.
- Installed new bike racks and trash receptacles on Main Street.
- Installed flower pots on Main Street.

## 2018/2019 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Department Staff by Position				2017/2018		2018/2019	Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.6	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget

### Parks

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	465,920	476,312	472,483	478,188	484,124	-	2%
Materials and supplies	58,649	57,651	64,087	68,276	70,137	-	22%
Contract Services	139,958	128,009	118,050	190,456	146,124	-	14%
Overhead	-	-	-	6,057	-	-	0%
Other expense	2,632	2,485	1,075	1,075	1,175	-	-53%
Capital outlay	14,205	-	-	-	-	-	0%
Total	<u>681,364</u>	<u>664,457</u>	<u>655,695</u>	<u>744,052</u>	<u>701,560</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Parks Maintenance	34,813	31,712	31,667	36,151	35,756	-	13%
Lions Park	172,741	156,865	174,942	174,073	171,121	-	9%
Gold Bug Park	116,785	110,276	122,675	121,768	127,100	-	15%
Rotary Park	55,511	49,808	48,042	51,891	52,020	-	4%
City Park	83,395	67,974	68,513	67,809	67,071	-	-1%
Lumsden Park	28,636	28,000	26,854	27,936	27,583	-	-1%
Hangtown Creek	6,756	-	5,000	13,500	12,000	-	0%
City Cemeteries	2,374	591	1,500	1,809	500	-	-15%
Community Gardens	1,500	1,843	2,000	2,000	1,750	-	-5%
El Dorado Trail	22,016	23,941	25,589	31,570	29,540	-	23%
Orchard Hill/Duffey LLMD	30,709	42,988	27,261	26,923	25,742	-	-40%
Other Grounds	126,128	150,458	121,652	188,622	151,377	-	1%
Total	<u>681,364</u>	<u>664,457</u>	<u>655,695</u>	<u>744,052</u>	<u>701,560</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	650,655	621,469	628,434	717,129	675,818	-	9%
Orchard Hill/Cottonwood LLMDs	30,709	42,988	27,261	26,923	25,742	-	-40%
Total	<u>681,364</u>	<u>664,457</u>	<u>655,695</u>	<u>744,052</u>	<u>701,560</u>	<u>-</u>	<u>6%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Recreation*

## 2017/2018 REVIEW

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

## 2018/2019 BUDGET

- Increase customer user base and program revenue.
- Increase advertising through social media.
- Analyze customer user survey to improve upon programs and delivery.
- Generate community support and funding for the Youth Assistance Fund.
- Increase participation levels by 5% in the following program areas: Aquatics, Adult Sports, Youth Sports Camps, Gold Bug Park Tours and Special Interest Classes.
- Improve Customer Service.
- Implement and promote on-line registration for recreation programs and services.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Recreation*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	584,119	765,652	806,678	767,558	833,230	-	9%
Materials and supplies	38,978	68,923	107,700	107,770	88,300	-	28%
Contract Services	139,827	109,209	139,611	133,407	124,488	-	14%
Overhead	-	-	-	-	-	-	0%
Other expense	45,954	48,764	62,680	52,627	57,230	-	17%
Capital outlay	12,546	-	-	-	-	-	0%
Total	<u>821,424</u>	<u>992,548</u>	<u>1,116,669</u>	<u>1,061,362</u>	<u>1,103,248</u>	<u>-</u>	11%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Special Interest Programs	26,644	22,642	25,000	26,150	26,160	-	16%
Sports Camps and Teams	322,005	370,332	418,696	394,166	388,570	-	5%
Gold Bug Park Admissions	87,426	119,121	168,757	159,843	165,688	-	39%
Aquatics	216,837	273,975	283,698	258,113	300,895	-	10%
Special Events	5,840	11,635	20,818	20,862	18,670	-	60%
Recreation - General	162,672	194,843	199,700	202,228	203,265	-	4%
Total	<u>821,424</u>	<u>992,548</u>	<u>1,116,669</u>	<u>1,061,362</u>	<u>1,103,248</u>	<u>-</u>	11%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	169,436	340,453	410,708	356,445	384,584	-	13%
Recreation Fees	651,988	652,095	705,961	704,917	718,664	-	10%
Total	<u>821,424</u>	<u>992,548</u>	<u>1,116,669</u>	<u>1,061,362</u>	<u>1,103,248</u>	<u>-</u>	11%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Facilities Maintenance*

## 2017/2018 REVIEW

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

## 2018/2019 BUDGET

- Maintain approximately 40,000 sq. ft. of facilities.
- Accomplish maintenance program with approximately 2,000 hours of staff time.
- Work towards the completion of new and ongoing Capital Improvement Projects.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Department Staff by Position				2017/2018		2018/2019	Budget
Parks & Facility Maintenance Superintendent	0.3	0.3	0.3	0.3	0.3	0.0	0%
Maintenance Worker II	0.4	0.4	0.4	0.4	0.4	0.0	0%
<b>Total</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget

### Facilities Maintenance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	101,511	102,862	97,566	98,967	100,570	-	-2%
Materials and supplies	73,302	65,096	64,695	64,817	65,579	-	1%
Contract Services	170,662	194,269	177,400	182,030	192,242	-	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	2,696	5,747	-	1,919	-	-	-100%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>348,171</u>	<u>367,974</u>	<u>339,661</u>	<u>347,733</u>	<u>358,391</u>	<u>-</u>	<u>-3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Old City Hall	11,934	11,425	11,645	11,710	12,552	-	10%
New City Hall	73,349	71,354	72,620	75,428	79,512	-	11%
Town Hall	52,271	59,323	53,255	54,876	52,278	-	-12%
Scout Hall	9,301	10,470	8,643	10,526	10,704	-	2%
Corporation Yard	18,940	19,371	15,100	16,600	17,114	-	-12%
City Pool Facilities	143,379	153,991	146,855	149,762	156,624	-	2%
Public Safety Building	6,600	13,110	8,200	8,200	8,200	-	-37%
Downtown Public Restroom	15,397	14,829	7,850	7,530	6,950	-	-53%
Mosquito Road Park & Bus	17,000	14,101	15,493	13,101	14,457	-	3%
Total	<u>348,171</u>	<u>367,974</u>	<u>339,661</u>	<u>347,733</u>	<u>358,391</u>	<u>-</u>	<u>-3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	348,171	367,974	339,661	347,733	358,391	-	-3%
Total	<u>348,171</u>	<u>367,974</u>	<u>339,661</u>	<u>347,733</u>	<u>358,391</u>	<u>-</u>	<u>-3%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Streets and Roads*

## 2017/2018 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 one day per week.
- Completed work service requests for street work.
- Removed hazardous trees and brush.
- Plowed & sanded streets during winter conditions.
- Cleaned storm drains.
- Continued weed abatement program in conjunction with Recreation and Parks Department.
- Continued support activities for special events.
- Continued to support the Engineering Division with Capital Improvement Program Projects.
- Assisted with the removal of illegal camp sites.
- Implemented Street Striping Program.
- Maintained City Gas and Diesel Fleet.
- Filled Potholes.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.

## 2018/2019 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Public Works Operations Manager	0.4	0.4	0.4	0.4	0.4	0.0	0%
Public Works Superintendent	0.0	0.0	0.2	0.2	0.2	0.0	0%
Senior Maintenance Worker	0.0	0.0	0.5	0.5	0.5	0.0	0%
Traffic Maintenance Worker	1.0	1.0	0.9	0.9	0.9	0.0	-3%
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%
<b>Total</b>	<b>2.4</b>	<b>2.4</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	<b>-1%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Division Budget Streets and Roads*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	278,926	268,037	298,694	299,655	239,948	-	-10%
Materials and supplies	103,402	80,055	87,620	94,715	91,208	-	14%
Contract Services	221,354	291,131	280,557	291,557	286,442	-	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	26,884	42,876	26,367	36,865	34,952	-	-18%
Capital outlay	268,884	7,338	59,462	59,462	-	-	-100%
Total	899,450	689,437	752,700	782,254	652,550	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Street Sweeping	22,383	59,933	36,298	67,537	31,388	-	-48%
Curbs, Gutters, and Sidewalks	38,424	56,100	36,725	35,856	34,719	-	-38%
Street Signs and Markings	68,100	39,387	51,533	42,583	45,133	-	15%
Storm Drains	41,259	96,395	48,465	48,465	48,465	-	-50%
Traffic Signals and Lights	132,311	149,781	159,113	159,113	155,089	-	4%
Street Sanding/Snow Removal	234	726	9,200	9,200	8,200	-	1030%
General Street Maintenance	596,739	287,115	411,366	419,500	329,556	-	15%
Total	899,450	689,437	752,700	782,254	652,550	-	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	636,324	406,279	351,381	673,045	344,234	-	-15%
Gas Tax	263,126	281,647	316,898	30,000	289,472	-	3%
Benefit Assessment Districts	-	-	24,959	19,747	18,844	-	0%
Equipment Replacement Fund	-	1,511	59,462	59,462	-	-	-100%
Total	899,450	689,437	752,700	782,254	652,550	-	-5%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Water and Sewer Lines*

## 2017/2018 REVIEW

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

## 2018/2019 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue Grease Interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan.
- Increase In-Service Training.
- Continue Backflow Prevention Program.
- Continue Fat's, Oil's and Grease Program.
- Continue Annual Sewer Flushing Program.
- Continue to assist Engineering with mapping of sewer and water lines.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Public Works Operations Manager	0.6	0.6	0.6	0.6	0.6	0.0	0%
Public Works Superintendent	0.0	0.0	0.8	0.8	0.8	0.0	0%
Senior Maintenance Worker	1.0	1.0	0.0	0.0	0.0	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	3.0	0.0	20%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>8.7</b>	<b>8.7</b>	<b>8.5</b>	<b>8.5</b>	<b>9.0</b>	<b>0.0</b>	<b>6%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Division Budget Water and Sewer Lines*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	617,083	694,600	850,025	768,337	882,441	-	27%
Materials and supplies	104,719	57,441	87,400	103,774	105,600	-	84%
Contract Services	43,538	84,217	119,450	120,801	121,311	-	44%
Overhead	149,000	149,000	149,000	149,000	134,021	-	-10%
Other expense	4,090	14,620	25,937	26,375	20,153	-	38%
Capital outlay	22,056	9,378	-	-	-	-	-100%
Total	<u>940,486</u>	<u>1,009,256</u>	<u>1,231,812</u>	<u>1,168,287</u>	<u>1,263,526</u>	<u>-</u>	25%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Water Lines	415,254	470,122	535,416	507,688	569,678	-	21%
Sewer Lines	525,232	539,134	696,396	660,599	693,848	-	29%
Total	<u>940,486</u>	<u>1,009,256</u>	<u>1,231,812</u>	<u>1,168,287</u>	<u>1,263,526</u>	<u>-</u>	25%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Water Enterprise Fund	415,254	470,122	535,416	507,688	569,678	-	21%
Sewer Enterprise Fund	525,232	539,134	696,396	660,599	693,848	-	29%
Total	<u>940,486</u>	<u>1,009,256</u>	<u>1,231,812</u>	<u>1,168,287</u>	<u>1,263,526</u>	<u>-</u>	25%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Water Acquisition and Delivery*

## 2017/2018 REVIEW

- Completed annual water quality report to customers and Department of Health Services.
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed weekly 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.
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.

## 2018/2019 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.2	0.2	0.2	0.2	0.2	0.0	0%
<b>Total</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
***Division Budget***  
***Water Acquisition and Delivery***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
Personnel	117,516	86,934	87,434	87,301	97,741	-	12%
Materials and supplies	464,645	573,637	9,675	592,535	610,853	-	6%
Contract Services	10,612	8,638	598,960	17,720	21,347	-	147%
Overhead	88,000	88,000	88,000	88,000	88,597	-	1%
Other expense	12,648	21,920	19,745	21,805	21,000	-	-4%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>693,421</u>	<u>779,129</u>	<u>803,814</u>	<u>807,361</u>	<u>839,538</u>	<u>-</u>	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
Water Acquisition & Delivery	693,421	779,129	803,814	807,361	839,538	-	8%
Total	<u>693,421</u>	<u>779,129</u>	<u>803,814</u>	<u>807,361</u>	<u>839,538</u>	<u>-</u>	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b>	<b><u>from 17/18</u></b>
				<b><u>2017/2018</u></b>		<b><u>2018/2019</u></b>	<b><u>Budget</u></b>
Water Acquisition & Delivery	693,421	779,129	803,814	807,361	839,538	-	8%
Total	<u>693,421</u>	<u>779,129</u>	<u>803,814</u>	<u>807,361</u>	<u>839,538</u>	<u>-</u>	8%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Downtown Parking*

## 2017/2018 REVIEW

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

## 2018/2019 BUDGET

- Continue to perform maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Implemented the approved parking CIP projects.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Traffic Maintenance Worker	0.0	0.0	0.1	0.1	0.1	0.0	30%
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.0</b>	<b>30%</b>

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

**Fiscal Year 2018/2019 Annual Operating Budget**  
***Division Budget***  
***Downtown Parking***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
Personnel	105	3,492	13,760	33,283	79,339	-	2172%
Materials and supplies	81	1,989	5,000	7,375	7,375	-	271%
Contract Services	132,106	216,573	133,684	106,815	33,558	-	-85%
Overhead	-	-	-	-	-	-	0%
Other expense	1,067	3,451	1,500	1,499	1,500	-	-57%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>133,359</u>	<u>225,505</u>	<u>153,944</u>	<u>148,972</u>	<u>121,772</u>	<u>-</u>	<u>-46%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
Downtown Parking	<u>133,359</u>	<u>225,505</u>	<u>153,944</u>	<u>148,972</u>	<u>121,772</u>	<u>-</u>	<u>-46%</u>
Total	<u>133,359</u>	<u>225,505</u>	<u>153,944</u>	<u>148,972</u>	<u>121,772</u>	<u>-</u>	<u>-46%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>Actual</u></b> <b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>Approved</u></b> <b><u>2018/2019</u></b>	<b><u>from 17/18</u></b> <b><u>Budget</u></b>
General Fund							
Discretionary Revenues	(4,156)	60,333	-	-	-	-	-100%
Daily Parking Revenues	54,630	65,827	135,117	104,173	121,772	-	85%
Leased Parking Revenues	<u>82,885</u>	<u>99,345</u>	<u>18,827</u>	<u>44,799</u>	<u>-</u>	<u>-</u>	<u>-100%</u>
Total	<u>133,359</u>	<u>225,505</u>	<u>153,944</u>	<u>148,972</u>	<u>121,772</u>	<u>-</u>	<u>-46%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Community Services*

*Division: Administration*

## 2017/2018 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Coordinated Main Street Bannor, Bell Tower and Highway 50 Corridor Promotions.
- Provided risk management services for Citywide Special Events.
- Coordinated Farmers Markets at Pearson's Soda Works Parking Lot and Bell Tower.
- Provided daily oversight for Public Works, Recreation, and Parks and Facilities functions.
- Coordinated Hazard Tree Removal Program.
- Coordinated abandon campsite clean-up projects.

## 2018/2019 BUDGET

- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies to reduce costs associated with the ongoing maintenance and operation of the Aquatics Center.
- Continue to work with community groups in the funding of the Youth Assistance Program.
- Continue efforts with community groups in the coordinated delivery of Recreation & Parks programs.
- Continue to work on the implementation of the Fire Safe Plan for Gold Bug Park.
- Complete site improvements at the corner of Main and Bedford Street in Placerville.
- Continue to implement Hazard Tree Removal Program.
- Continue to coordinate abandon campsite clean-up projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total Public Services</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Division Budget Administration*

<b>Division Budget by Category</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Personnel	279,700	207,372	275,734	252,105	276,867	-	34%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>279,700</b>	<b>207,372</b>	<b>275,734</b>	<b>252,105</b>	<b>276,867</b>	<b>-</b>	<b>34%</b>

<b>Division Budget by Program</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
CSD Administration	279,700	207,372	275,734	252,105	276,867	-	34%
<b>Total</b>	<b>279,700</b>	<b>207,372</b>	<b>275,734</b>	<b>252,105</b>	<b>276,867</b>	<b>-</b>	<b>34%</b>

<b>Funding Sources</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
General Fund							
Discretionary Revenues	279,700	207,372	275,734	252,105	276,867	-	34%
<b>Total</b>	<b>279,700</b>	<b>207,372</b>	<b>275,734</b>	<b>252,105</b>	<b>276,867</b>	<b>-</b>	<b>34%</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.

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

# Fiscal Year 2018/2019 Annual Operating Budget

## Department Budget:

### Elected Officials



<b>Workload Indicators</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>
Regular City Council Meetings	22	21	22	22
Resolutions	103	92	100	100
Ordinances	5	5	5	5

<b>Department Staff by Position</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2018/2019 Annual Operating Budget**  
**Department Budget**  
**Elected Officials**

			Estimated			Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Department Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
Personnel	97,621	96,931	104,641	98,329	101,200	-	4%
Materials and supplies	728	246	700	700	700	-	184%
Contract Services	13,124	12,676	9,000	9,001	10,500	-	-17%
Overhead	-	-	-	-	-	-	0%
Other expense	12,947	8,658	19,625	19,624	11,200	-	29%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>124,420</u>	<u>118,511</u>	<u>133,966</u>	<u>127,654</u>	<u>123,600</u>	<u>-</u>	4%

			Estimated			Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Department Budget by Division</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
City Council	122,225	116,321	131,606	125,207	121,239	-	4%
City Treasurer	2,195	2,190	2,360	2,447	2,361	-	8%
Total	<u>124,420</u>	<u>118,511</u>	<u>133,966</u>	<u>127,654</u>	<u>123,600</u>	<u>-</u>	4%

			Estimated			Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	124,420	118,511	133,966	127,654	123,600	-	4%
Total	<u>124,420</u>	<u>118,511</u>	<u>133,966</u>	<u>127,654</u>	<u>123,600</u>	<u>-</u>	4%

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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 2018/2019 Annual Operating Budget

## Department: City Administration

### All Divisions

	Actual	Actual	Estimated	Proposed
Workload Indicators	2015/2016	2016/2017	Actual 2017/2018	2018/2019
<b>City Manager (hours)</b>				
Council agenda and meeting prep.	500	500	500	624
Attend Council meetings	75	75	75	84
Personnel	500	500	500	416
Bonds	50	50	10	10
Intergovernmental relations	150	150	150	130
Citizen inquiries	150	150	150	156
Public Works/Develop. Serv. Proj.	400	400	300	364
Claims and litigation	150	150	200	156
Franchise	50	50	20	12
Bids and contracts	75	75	40	52
Special Events	50	50	25	12
Utility fees	100	100	50	52
Main Street & Parking	125	125	150	208
Ordinances and resolutions	150	150	70	104
Redevelopment	0	0	0	0
Economic Development	350	350	300	208
Grant Development and Admin.	40	40	40	26
<b>City Attorney (hours)</b>				
Council agenda and meeting prep.	25	25	25	35
Attend Council meetings	75	75	75	86
Personnel	55	55	55	45
Bonds	10	10	10	30
Respond to subpoenas/records reqs.	20	20	20	55
Public Works/Comm. Develop. Proj.	50	50	50	60
Claims	50	50	50	55
Litigation	60	60	60	75
Bids and contracts	25	25	25	40
Ordinances and resolutions	45	45	45	60
Collections	5	5	5	5
Utility fees	20	20	20	20
Parking	5	5	5	20
Franchise	5	5	5	5
Redevelopment	0	0	0	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 1st-Time Homebuyer/Housing Rehab	0	0	0	0
<b>City Clerk (#/Hrs)</b>				
Agendas/Minutes	54/637.5	54/637.5	54/637.5	54/637.5
Resolutions	100/200	100/200	100/200	100/200
Ordinances	5/10	5/10	5/10	5/10
Economic Interest Statements	62/93	62/93	62/93	52/77
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.
Public records requests	300/300	300/300	300/300	300/300
<b>Human Resources (#/hrs)</b>				
Recruitments	6/216	6/216	6/216	6/216
Reclassifications	0/5	3/3	3/3	3/3
Orientations	6/6	6/6	6/6	6/6
Process new hires including seasonal	10/10	10/10	10/10	10/10
<b>Risk Management</b>				
Liability claims processed	15/120	15/120	15/120	15/120
Worker's Comp. claims existing				
Worker's comp. claims	7/56	7/56	7/56	7/56
COBRA Administration	3/3	3/3	3/3	3/3
<b>Information Services (% hrs)</b>				
Network administration	20%	20%	20%	20%
Computer service calls/training	20%	20%	20%	30%
Project management	30%	30%	30%	30%
Updating skills/administration	30%	30%	30%	20%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 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%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	5.0	5.0	5.0	5.0	5.0	0.0	0%

# Fiscal Year 2018/2019 Annual Operating Budget

## Department Budget

### City Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Personnel	686,347	673,725	727,996	710,208	727,454	-	8%
Materials and supplies	2,517	1,978	5,052	5,052	5,052	-	155%
Contract Services	516,890	391,278	159,190	246,654	189,895	-	-51%
Overhead	38,000	38,000	38,000	38,000	24,205	-	-36%
Other expense	12,809	17,877	8,152	7,721	6,222	-	-65%
Capital outlay	12,589	6,397	5,000	-	-	-	-100%
<b>Total</b>	<b>1,269,152</b>	<b>1,129,254</b>	<b>943,390</b>	<b>1,007,635</b>	<b>952,828</b>	<b>-</b>	<b>-16%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
Legal Services	96,864	58,188	70,440	68,668	66,761	-	15%
Litigation	311,329	256,566	-	77,174	-	-	-100%
City Manager	304,761	313,459	338,725	343,448	351,465	-	12%
Information Services	378,893	353,480	397,303	389,668	404,667	-	14%
Human Resources	153,620	136,118	130,287	124,401	122,235	-	-10%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	23,685	11,443	6,635	4,276	7,700	-	-33%
<b>Total</b>	<b>1,269,152</b>	<b>1,129,254</b>	<b>943,390</b>	<b>1,007,635</b>	<b>952,828</b>	<b>-</b>	<b>-16%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual 2017/2018</b>	<b>2018/2019</b>	<b>Approved 2018/2019</b>	<b>from 17/18 Budget</b>
General Fund							
Discretionary Revenues	717,322	632,867	658,141	649,361	639,837	-	1%
Parking District Fund	-	6,092	40,179	40,237	64,172	-	953%
General Liability Fund	311,329	256,566	-	77,174	-	-	-100%
Grant Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	120,123	115,424	122,435	120,433	122,898	-	6%
Sewer Enterprise Fund	120,378	118,305	122,635	120,430	125,921	-	6%
<b>Total</b>	<b>1,269,152</b>	<b>1,129,254</b>	<b>943,390</b>	<b>1,007,635</b>	<b>952,828</b>	<b>-</b>	<b>-16%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: City Administration**

**Division: City Attorney**

2017/2018 REVIEW	2018/2019 BUDGET
<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 Public Works 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 personnel matters.</li> <li>■ Review CEQA documents.</li> <li>■ Advise and assist Planning staff.</li> <li>■ Advise and supervise liability claims, worker's compensation claims.</li> <li>■ Supervise and monitor outside counsel in litigation matters.</li> <li>■ Advise City departments on legal issues affecting the department.</li> <li>■ Assist with code enforcement issues.</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.</li> <li>■ Review and advise regarding Public Records requests.</li> <li>■ Attend City Council meetings.</li> <li>■ Review and advise regarding legal documents relating to City.</li> <li>■ Provide legal advice to Council.</li> <li>■ Advise on FPPC issues.</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 Public Works 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 the City.</li> <li>■ Advise and assist in personnel matters.</li> <li>■ Review CEQA documents.</li> <li>■ Advise and assist Planning staff.</li> <li>■ Advise and supervise liability claims, worker's compensation claims.</li> <li>■ Supervise and monitor outside counsel in litigation matters.</li> <li>■ Advise City departments on legal issues affecting the department.</li> <li>■ Assist with code enforcement issues.</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.</li> <li>■ Review and advise regarding Public Records requests.</li> <li>■ Attend City Council meetings.</li> <li>■ Review and advise regarding legal documents relating to City.</li> <li>■ Provide legal advice to Council.</li> <li>■ Advise on FPPC issues.</li> </ul>

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual	Proposed	Approved	from 17/18
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0.00	0%
Total	0.30	0.30	0.30	0.30	0.30	0.00	0%

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget

### City Attorney

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Personnel	16,248	19,405	25,440	23,668	24,761	-	28%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	390,007	293,381	43,000	120,174	40,000	-	-86%
Overhead	-	-	-	-	-	-	0%
Other expense	1,938	1,968	2,000	2,000	2,000	-	2%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>408,193</u>	<u>314,754</u>	<u>70,440</u>	<u>145,842</u>	<u>66,761</u>	<u>-</u>	<u>-79%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Legal Services	96,864	58,188	70,440	68,668	66,761	-	15%
Litigation	<u>311,329</u>	<u>256,566</u>	<u>-</u>	<u>77,174</u>	<u>-</u>	<u>-</u>	<u>-100%</u>
Total	<u>408,193</u>	<u>314,754</u>	<u>70,440</u>	<u>145,842</u>	<u>66,761</u>	<u>-</u>	<u>-79%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	96,864	58,188	70,440	68,668	66,761	-	15%
General Liability Reserve	<u>311,329</u>	<u>256,566</u>	<u>-</u>	<u>77,174</u>	<u>-</u>	<u>-</u>	<u>-100%</u>
Total	<u>408,193</u>	<u>314,754</u>	<u>70,440</u>	<u>145,842</u>	<u>66,761</u>	<u>-</u>	<u>-79%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: City Manager*

2017/2018 REVIEW	2018/2019 BUDGET
<ul style="list-style-type: none"> <li>Continued to look at workout options for Defaulted Bonds.</li> <li>Monitored pending and existing legislation.</li> <li>Continued with Implementation of Economic Development Strategy.</li> <li>Monitored Water Reclamation Facility regulatory issues.</li> <li>Monitored El Dorado Disposal performance.</li> <li>Implemented new Parking Program.</li> <li>Reviewed and oversee personnel matters -salaries/ benefits/ discipline.</li> <li>Continued to improve New City Website.</li> <li>Continued negotiations with Mosquito Park and Ride Hotel option.</li> <li>Proceeded with development of Placerville Station II.</li> <li>Monitored State's budget process and other State Legislation.</li> <li>Reviewed and recommend changes to downtown event to address traffic concerns.</li> <li>Oversaw City budget preparation.</li> <li>Monitored transportation-related projects.</li> <li>Continued to search for alternatives for new Public Safety Building.</li> <li>Reviewed all new hires and personnel forms.</li> <li>Reviewed ways to implement City Newsletter – E-newsletter.</li> <li>Investigated and pursue options for renovation of Historic City Hall.</li> <li>Reviewed potential projects for CDBG funding, consider joint application with County for Housing Rehab.</li> <li>Continued Neighborhood Chats to improve communication for intergovernmental relations.</li> <li>Supervised Claims and Litigation.</li> <li>Continued to pursue new ways through Social and other media to educate the public.</li> <li>Continued to pursue funding for Western Placerville Interchange and monitor development of Phase II.</li> <li>Prepared plan and Implement Measure L in coordination with Measure H.</li> <li>Researched options to fund mandated Storm Drain Maintenance.</li> <li>Oversaw Water and Sewer Rate Study and implement recommendations.</li> <li>Identified financing for first phase of Johnson Controls Water and Energy Efficiency Project and submit application for State Water Grant.</li> <li>Continued staff support to Court House Blue Ribbon Reuse Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to look at workout options for Defaulted Bonds.</li> <li>Monitor pending and existing legislation.</li> <li>Review and Update Economic Development Strategy.</li> <li>Prepare Strategy to Implement Economic Development Priority identified by Council.</li> <li>Monitor Water Reclamation Facility regulatory issues.</li> <li>Monitor El Dorado Disposal performance.</li> <li>Implement and Administer New Parking Program.</li> <li>Review and oversee personnel matters -salaries/ benefits/ discipline.</li> <li>Continue to improve New City Website.</li> <li>Continue work with Holliday Inn Express Developer.</li> <li>Proceed with development of Placerville Station II.</li> <li>Monitor State's budget process and other State Legislation.</li> <li>Review and recommend changes to downtown event to address traffic concerns.</li> <li>Oversee City budget preparation.</li> <li>Monitor transportation-related projects.</li> <li>Continue to search for alternatives for new Public Safety Building.</li> <li>Review all new hires and personnel forms.</li> <li>Continues City Newsletter – E-newsletter.</li> <li>Investigate and pursue options for renovation of Historic City Hall.</li> <li>Review potential projects for CDBG funding, consider joint application with County for Housing Rehab.</li> <li>Continue Neighborhood Chats to improve communication for intergovernmental relations.</li> <li>Supervise Claims and Litigation.</li> <li>Identify Social Media Strategy to better communicate with the public.</li> <li>Continue to pursue funding for Western Placerville Interchange and monitor construction of Phase II.</li> <li>Continue and refine plan and Implement Measure L in coordination with Measure H.</li> <li>Research options to fund mandated Storm Drain Maintenance.</li> <li>Monitor Traffic Impact and Water/Sewer CIC charge studies.</li> <li>Complete application and monitor review process for SRF loan for first phase of Johnson Controls Water and Energy Efficiency Project.</li> <li>Monitor State Court House Funding and respond accordingly.</li> <li>Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0.00	0%
Total	1.70	1.70	1.70	1.70	1.70	0.00	0%

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget

### City Manager

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Division Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
Personnel	279,730	294,490	312,625	315,428	310,525	-	5%
Materials and supplies	1,407	707	750	750	750	-	6%
Contract Services	20,548	10,488	19,920	26,820	39,865	-	280%
Overhead	-	-	-	-	-	-	0%
Other expense	3,001	7,774	430	450	325	-	-96%
Capital outlay	75	-	5,000	-	-	-	0%
Total	<u>304,761</u>	<u>313,459</u>	<u>338,725</u>	<u>343,448</u>	<u>351,465</u>	<u>-</u>	12%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Division Budget by Program</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
City Manager	<u>304,761</u>	<u>313,459</u>	<u>338,725</u>	<u>343,448</u>	<u>351,465</u>	<u>-</u>	12%
Total	<u>304,761</u>	<u>313,459</u>	<u>338,725</u>	<u>343,448</u>	<u>351,465</u>	<u>-</u>	12%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 17/18
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	304,761	311,852	320,566	325,438	309,741	-	-1%
Parking District Fund	-	1,607	18,159	18,010	41,724	-	2496%
Total	<u>304,761</u>	<u>313,459</u>	<u>338,725</u>	<u>343,448</u>	<u>351,465</u>	<u>-</u>	12%

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: City Administration**

**Division: Information Services**

2017/2018 REVIEW	2018/2019 BUDGET
<ul style="list-style-type: none"> <li>■ Provided email and/or phone support to the public regarding our website.</li> <li>■ Provided internal staff support and training on our new website.</li> <li>■ Supported “Planet Press” software to newest ASP Naviline application.</li> <li>■ Repaired broken security cameras phase two of current project.</li> <li>■ Provided computer, projector and audio needs to City Council meetings.</li> <li>■ Upgraded Finance department software to implement bar coding for Utility billing.</li> <li>■ Provided software and hardware technical support for our parking meters and parking staff throughout downtown Placerville.</li> <li>■ Trained I.T. Analyst in City Council Chamber Comcast broadcasting.</li> <li>■ Planned VMware implementation for our City’s network.</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. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room.</li> <li>■ Dedicated 20 amp circuit for copier at Town Hall.</li> <li>■ Evaluated which file servers to be replaced next.</li> <li>■ Received training on Cradlepoint routers / admin tools.</li> <li>■ Supported new website features.</li> <li>■ Upgraded network topology at PPD to eliminate older technologies and support newer technologies.</li> <li>■ Trained I.T. Analyst in City Council Chambers A/V streaming</li> <li>■ Assisted CalNet and Technology Industries with new security camera installation and implementation.</li> <li>■ Helped install, train on new Parking meters.</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide email and/or phone support to the public regarding our website.</li> <li>■ Provide internal staff support and training on our new website.</li> <li>■ Support “Planet Press” software to newest ASP Naviline application.</li> <li>■ Provide computer, projector and audio needs to City Council meetings.</li> <li>■ Upgrade Finance department software to implement bar coding for Utility billing.</li> <li>■ Support the Click2Gov software conversion for the Finance Department.</li> <li>■ Provide software and hardware technical support for our parking meters and parking staff throughout the Downtown area.</li> <li>■ Plan VMware implementation for our City’s network.</li> <li>■ Schedule to have pipes in 4<sup>th</sup> floor computer room wrapped to reduce heat and save on A/C in that room. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room.</li> <li>■ Evaluate which file servers to be replaced next.</li> <li>■ Get training on Cradlepoint routers / admin tools.</li> <li>■ Support new website features.</li> <li>■ Upgraded network topology at Police Department to eliminate older technologies and support newer technologies.</li> <li>■ Assist CalNet and Technology Industries with new security camera installation and implementation.</li> <li>■ Assist new Parking Assistants with whatever they may need (coming onboard 4-30-2018).</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
<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 2018/2019 Annual Operating Budget

## *Division Budget*

### *Information Services*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	243,007	242,017	262,119	254,786	274,518	-	13%
Materials and supplies	1,110	1,272	4,302	4,302	4,302	-	238%
Contract Services	96,128	65,636	92,270	92,420	101,030	-	54%
Overhead	38,000	38,000	38,000	38,000	24,205	-	-36%
Other expense	648	159	612	160	612	-	284%
Capital outlay	-	6,397	-	-	-	-	-100%
Total	<u>378,893</u>	<u>353,480</u>	<u>397,303</u>	<u>389,668</u>	<u>404,667</u>	<u>-</u>	14%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Information Services	<u>378,893</u>	<u>353,480</u>	<u>397,303</u>	<u>389,668</u>	<u>404,667</u>	<u>-</u>	14%
Total	<u>378,893</u>	<u>353,480</u>	<u>397,303</u>	<u>389,668</u>	<u>404,667</u>	<u>-</u>	14%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	138,392	115,266	130,213	126,578	133,400	-	16%
Parking District Fund	-	4,485	22,020	22,227	22,448	-	
Water Enterprise Fund	120,123	115,424	122,435	120,433	122,898	-	6%
Sewer Enterprise Fund	120,378	118,305	122,635	120,430	125,921	-	6%
Total	<u>378,893</u>	<u>353,480</u>	<u>397,303</u>	<u>389,668</u>	<u>404,667</u>	<u>-</u>	14%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: Human Resources*

2017/2018 REVIEW	2018/2019 BUDGET
<ul style="list-style-type: none"> <li>Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for seventeen City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, background checks, new hire orientations and processing, oaths of office.</li> <li>Administered a Human Resources mail code from the Department of Justice to receive Live Scan background and subsequent arrest reports for City employees, Recreation &amp; Parks employees and volunteers.</li> <li>Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.</li> <li>Coordinated state mandated safety trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.</li> <li>Coordinated Sexual Harassment training for supervisory employees.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek creative avenues of attracting top candidates for positions within City service.</li> <li>Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association (PARSAC), City of Roseville Academy and other local agencies.</li> <li>Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities.</li> <li>Expand Safety Program to encourage a safety culture within the City.</li> <li>Work with City's insurance committee to continue to reduce costs of employee health benefits.</li> <li>Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption.</li> <li>Continue to Coordinate Sexual Harassment training for supervisory employees and coordinate Mandated Reporter training for relevant employees.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual	2018/2019	Approved	from 17/18
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
<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 2018/2019 Annual Operating Budget**  
**Division Budget**  
**Human Resources**

<b>Division Budget by Category</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Personnel	145,496	117,813	125,452	116,326	117,650	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	6,290	13,405	2,500	5,740	2,500	-	-81%
Overhead	-	-	-	-	-	-	0%
Other expense	1,834	4,900	2,335	2,335	2,085	-	-57%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>153,620</b>	<b>136,118</b>	<b>130,287</b>	<b>124,401</b>	<b>122,235</b>	<b>-</b>	<b>-10%</b>

<b>Division Budget by Program</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
Human Resources	153,620	136,118	130,287	124,401	122,235	-	-10%
<b>Total</b>	<b>153,620</b>	<b>136,118</b>	<b>130,287</b>	<b>124,401</b>	<b>122,235</b>	<b>-</b>	<b>-10%</b>

<b>Funding Sources</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
General Fund							
Discretionary Revenues	153,620	136,118	130,287	124,401	122,235	-	-10%
<b>Total</b>	<b>153,620</b>	<b>136,118</b>	<b>130,287</b>	<b>124,401</b>	<b>122,235</b>	<b>-</b>	<b>-10%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: City Clerk*

## 2017/2018 BUDGET REVIEW

- Continued the process of converting City records into a digital format.
- Continued to prepare the agendas and minutes of all regular and special City Council meetings.
- Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Administered all election related responsibilities including candidate statements and campaign reporting for the 2016 City Council elections in conjunction with El Dorado County Elections department.
- Continued to transfer paper records from the City Hall to off-site storage of permanent documents, and shredding of non-record documents.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 50+ filers.
- Responded to a large increase in requests for Public Information within a timely manner.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.
- Scheduled biennial Ethics Training for all Form 700 filers.

## 2018/2019 BUDGET

- Continue the process of converting City records into a digital format, as time allows.
- Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Responsible for all 2018 election-related activities, including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 50+ filers.
- Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a Citywide, cohesive records management program.
- Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.
- Continue to respond to a large volume of Public Information Act requests.
- Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: City Administration*

*Division: City Clerk*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	1,866	-	2,360	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	3,917	8,368	1,500	1,500	6,500	-	-22%
Overhead	-	-	-	-	-	-	0%
Other expense	5,388	3,075	2,775	2,776	1,200	-	-61%
Capital outlay	12,514	-	-	-	-	-	0%
Total	<u>23,685</u>	<u>11,443</u>	<u>6,635</u>	<u>4,276</u>	<u>7,700</u>	<u>-</u>	<u>-33%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
City Clerk	<u>23,685</u>	<u>11,443</u>	<u>6,635</u>	<u>4,276</u>	<u>7,700</u>	<u>-</u>	<u>-33%</u>
Total	<u>23,685</u>	<u>11,443</u>	<u>6,635</u>	<u>4,276</u>	<u>7,700</u>	<u>-</u>	<u>-33%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>23,685</u>	<u>11,443</u>	<u>6,635</u>	<u>4,276</u>	<u>7,700</u>	<u>-</u>	<u>-33%</u>
Total	<u>23,685</u>	<u>11,443</u>	<u>6,635</u>	<u>4,276</u>	<u>7,700</u>	<u>-</u>	<u>-33%</u>

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# Finance

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

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Finance*

*All Divisions*

<b>Workload Indicators</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>
<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	48	48	48	60
Deposits/revenues	700/\$17m	700/\$28m	700/\$30m	700/\$35m
Accounts receivable billings	6,500	7,000	7,000	7,000
Development Trust Accounts	24	26	31	40
Payable checks processed	3,104/\$12m	2,931/\$18m	2,733/\$13m	3,100/\$20m
Business license applications	180	185	185	190
Bad checks recovered	50/\$24,000	30/\$5,800	35/\$5,900	36/\$6,000
<b>Payroll</b>				
Payroll transactions processed	3,604/\$9m	3,690/\$9.5m	3,501/\$8m	3,520/\$9.5m
Processed payroll (FT/PT)	80/132	75/179	80/169	82/175
Action forms processed (FT)	78	158	136	145
New hire orientation	11	15	12	14
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	18,500	18,800	18,800	18,800
Bills issued	22,560	22,674	22,704	22,750
Liens filed/released	6	6	12	12
Discovery of non-paying users	5	7	8	5
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	62	34	38	40

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Estimated Actual</b>	<b>Proposed</b>	<b>Council Approved</b>	<b>% Change from 17/18</b>
<b>Department Staff by Position</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2018/2019</b>	<b>Budget</b>
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	3.0	3.0	3.5	0.0	16%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.6</b>	<b>0.0</b>	<b>8%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## Department Budget

### Finance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	682,207	671,667	700,942	700,734	724,995	-	8%
Materials and supplies	10,842	15,904	11,100	10,929	11,100	-	-30%
Contract Services	22,072	29,408	42,750	38,687	41,323	-	41%
Overhead	67,000	67,000	67,000	67,000	44,736	-	-33%
Other expense	10,271	10,014	11,874	12,501	12,127	-	21%
Capital outlay	8,991	19,043	3,400	3,400	-	-	-100%
Total	<u>801,383</u>	<u>813,035</u>	<u>837,066</u>	<u>833,251</u>	<u>834,281</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Division</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Financial Management	374,263	456,549	387,352	416,812	388,037	-	-15%
Utility Billing	427,120	356,486	449,714	416,439	446,244	-	25%
Total	<u>801,383</u>	<u>813,035</u>	<u>837,066</u>	<u>833,251</u>	<u>834,281</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	374,263	437,965	382,025	411,443	386,033	-	-12%
Water Enterprise Fund	215,081	179,320	226,357	207,592	222,797	-	24%
Sewer Enterprise Fund	212,039	177,166	223,357	208,847	223,447	-	26%
Parking District Fund	-	438	1,927	1,969	2,004	-	358%
Equipment Replacement Fund	-	18,146	3,400	3,400	-	-	-100%
Total	<u>801,383</u>	<u>813,035</u>	<u>837,066</u>	<u>833,251</u>	<u>834,281</u>	<u>-</u>	<u>3%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

**Department: Finance**

**Division: Financial Management**

## 2016/2017 REVIEW

- Successfully completed several audits including CalPERS Compliance, gas tax, Federal single and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reports to all City departments.
- Administered medical insurance open enrollment process.
- Co-facilitated both the operating and Capital Improvement Program budget development process.
- Assisted all departments with budgetary controls and analysis.
- Completed and presented comprehensive mid-year budget report.
- Administered City's Section 125 plan.
- Administered the Placerville Finance Authority's revenue bond accounting needs including the collection of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plans.
- Administered the City's CalPERS Retirement plans.
- Facilitated the Health Benefits Advisory Committee.
- Performed study of three Employee Assistance Program (EAP) plans.
- Revised budget according to City Council actions.
- Administered CFD, BAD, and LLMD assessment districts.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Chaired the NCCSIF Executive Committee and Board of Directors meetings and served on the Claims Committee.
- Facilitated one Measure H Sales tax Committee meeting and three Measures H/L Sales Tax Committee Meetings.
- Continued efforts in refinancing the 2006 Wastewater Revenue Bonds to reduce the overall costs of the financing.
- Provided support for the financing of the Energy Efficiency Project with Johnson Controls, Inc.

## 2018/2019 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.
- Implement new EAP plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer the City's CalPERS Retirement plans.
- Revise budget according to City Council actions.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Pilot online time sheets with the Engineering Division.
- Continue to chair the NCCSIF Executive Committee and Board of Directors meetings and serve on the Claims Committee.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measures H/L Sales Tax Committee meetings.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Continue to co-facilitate Ad-Hoc Parking Advisory Committee Meetings.
- Continue to monitor the new Downtown Parking District proposal financial performance and recommend any necessary adjustments.
- Refinance the 2006 Wastewater Revenue Bonds.
- Perform an update of the Master Fee schedule.
- Continue to provide support for the financing of the Energy Efficiency project.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Hire and train a new part-time Accounting Assistant II to help prepare monthly invoices to Caltrans.
- Perform study of the Orchard Hill Lighting, Landscaping, and Maintenance District (LLMD).
- Help implement five-year equipment replacement program and funding.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	1.3	0.0	60%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>3.1</b>	<b>0.0</b>	<b>18%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## *Division Budget*

### *Financial Management*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Personnel	359,758	414,289	360,994	391,921	368,339	-	-11%
Materials and supplies	150	-	100	125	100	-	0%
Contract Services	9,202	18,756	20,650	18,570	17,473	-	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	2,156	4,462	2,208	2,796	2,125	-	-52%
Capital outlay	2,997	19,043	3,400	3,400	-	-	-100%
Total	<u>374,263</u>	<u>456,549</u>	<u>387,352</u>	<u>416,812</u>	<u>388,037</u>	<u>-</u>	<u>-15%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
Financial Analysis	224,558	273,929	232,411	250,087	232,822	-	-15%
Accounts Payable/Receivable	112,279	136,965	116,206	125,044	116,411	-	-15%
Bond Administration	29,941	36,524	30,988	33,345	31,043	-	-15%
Mandated Reporting	7,485	9,131	7,747	8,336	7,761	-	-15%
Total	<u>374,263</u>	<u>456,549</u>	<u>387,352</u>	<u>416,812</u>	<u>388,037</u>	<u>-</u>	<u>-15%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u> <u>2017/2018</u>	<u>2018/2019</u>	<u>Approved</u> <u>2018/2019</u>	<u>from 17/18</u> <u>Budget</u>
General Fund							
Discretionary Revenues	374,263	437,965	382,025	411,443	386,033	-	-12%
Parking District Fund	-	438	1,927	1,969	2,004	-	358%
Equipment Replacement Fund	-	18,146	3,400	3,400	-	-	-100%
Total	<u>374,263</u>	<u>456,549</u>	<u>387,352</u>	<u>416,812</u>	<u>388,037</u>	<u>-</u>	<u>-15%</u>

# Fiscal Year 2018/2019 Annual Operating Budget

*Department: Finance*

*Division: Utility Billing*

## 2016/2017 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 judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,704 utility billing statements.
- Established 38 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Completed the water and wastewater rate study and implemented a new five-year rate schedule.
- Assisted with the completion of the annual State Water Quality Report.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Provided support for the Water and Energy Efficiency, Phase 2 Study.
- Performed a study for a new collection agency.
- Monitored new State water and wastewater regulations that affect the City billing procedures.

## 2018/2019 BUDGET

- Issue 22,750 utility billing statements.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Engineering Division on meter reading / replacement program to preserve the integrity of the City's water revenues.
- Work with the Corporation Yard, Engineering, and meter reader to improve procedures for hydrant meters.
- Continue to develop customer deposit/credit check program to minimize the negative affects of requirements to protect the City from bad debts.
- Update the utility billing information page for the City's website.
- Facilitate a study of the City's water and wastewater Capital Improvement Charges (CICs).
- Revise utility application process.
- Complete the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continue to administer Public outreach program for water conservation as necessary.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water and Energy Efficiency, Phase 2 Study.
- Implement new collection agency.
- Assist the Community Development Department with locating and correcting water leaks.
- Continue to monitor new State water and wastewater regulations that affect the City billing procedures.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2015/2016	2016/2017	2017/2018	Actual 2017/2018	2018/2019	Approved 2018/2019	from 17/18 Budget
Accountant	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II	2.2	2.2	2.2	2.2	2.2	0.0	0%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2018/2019 Annual Operating Budget

## Division Budget

### Utility Billing

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u>	<u>2018/2019</u>	<u>Approved</u>	<u>from 17/18</u>
				<u>2017/2018</u>		<u>2018/2019</u>	<u>Budget</u>
Personnel	322,449	257,378	339,948	308,813	356,656	-	39%
Materials and supplies	10,692	15,904	11,000	10,804	11,000	-	-31%
Contract Services	12,870	10,652	22,100	20,117	23,850	-	124%
Overhead	67,000	67,000	67,000	67,000	44,736	-	-33%
Other expense	8,115	5,552	9,666	9,705	10,002	-	80%
Capital outlay	5,994	-	-	-	-	-	0%
Total	<u>427,120</u>	<u>356,486</u>	<u>449,714</u>	<u>416,439</u>	<u>446,244</u>	<u>-</u>	<u>25%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u>	<u>2018/2019</u>	<u>Approved</u>	<u>from 17/18</u>
				<u>2017/2018</u>		<u>2018/2019</u>	<u>Budget</u>
Utility Billing	<u>427,120</u>	<u>356,486</u>	<u>449,714</u>	<u>416,439</u>	<u>446,244</u>	<u>-</u>	<u>25%</u>
Total	<u>427,120</u>	<u>356,486</u>	<u>449,714</u>	<u>416,439</u>	<u>446,244</u>	<u>-</u>	<u>25%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>Actual</u>	<u>2018/2019</u>	<u>Approved</u>	<u>from 17/18</u>
				<u>2017/2018</u>		<u>2018/2019</u>	<u>Budget</u>
Water Enterprise Fund	215,081	179,320	226,357	207,592	222,797	-	24%
Sewer Enterprise Fund	212,039	177,166	223,357	208,847	223,447	-	26%
Total	<u>427,120</u>	<u>356,486</u>	<u>449,714</u>	<u>416,439</u>	<u>446,244</u>	<u>-</u>	<u>25%</u>

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## Non-Departmental

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# Fiscal Year 2018/2019 Annual Operating Budget

## Non-Departmental

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	18,945	28,416	28,500	13,126	28,500	-	0%
Contract Services	178,572	217,934	164,757	475,789	163,620	-	-25%
Overhead	-	-	-	-	-	-	0%
Other expense	3,489,572	3,475,388	3,763,950	3,570,140	3,775,209	-	9%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>3,687,089</u>	<u>3,721,739</u>	<u>3,957,207</u>	<u>4,059,055</u>	<u>3,967,329</u>	<u>-</u>	<u>7%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
Non-Departmental	<u>3,687,089</u>	<u>3,721,739</u>	<u>3,957,207</u>	<u>4,059,055</u>	<u>3,967,329</u>	<u>-</u>	<u>7%</u>
Total	<u>3,687,089</u>	<u>3,721,739</u>	<u>3,957,207</u>	<u>4,059,055</u>	<u>3,967,329</u>	<u>-</u>	<u>7%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>Actual</b>	<b>2018/2019</b>	<b>Approved</b>	<b>from 17/18</b>
				<b>2017/2018</b>		<b>2018/2019</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	417,980	522,558	502,170	561,913	661,520	-	27%
Gas Tax Fund	263,126	281,647	286,898	286,898	259,472	-	-8%
Measure L Fund	-	51,517	-	-	-	-	-100%
Parking District Fund	(25,000)	(133,509)	21,183	21,183	19,739	-	-115%
Grant Funds	-	(27,561)	-	-	-	-	-100%
Measure J Fund	9,293	10,214	10,603	10,723	10,863	-	6%
General CIP Fund	-	(22,114)	(82,689)	(82,689)	(72,920)	-	230%
LLMD Funds	7,804	7,692	7,758	9,748	9,277	-	21%
BAD Funds	7,706	8,041	16,013	9,981	16,156	-	101%
Water Enterprise Fund	122,502	(456,132)	242,821	304,539	185,410	-	-141%
Sewer Enterprise Fund	2,415,656	2,349,614	2,371,219	2,434,503	1,787,857	-	-24%
Measure H Fund	645,625	951,559	516,070	516,070	1,098,350	-	15%
General Liability Fund	(177,603)	56,243	-	(78,974)	-	-	-100%
Economic Impact Reserve	-	121,970	65,161	65,160	(8,395)	-	-107%
Total	<u>3,687,089</u>	<u>3,721,739</u>	<u>3,957,207</u>	<u>4,059,055</u>	<u>3,967,329</u>	<u>-</u>	<u>7%</u>

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## **Authorized Staffing**

<b>Department Staff by Position</b>	<b>Actual 2015/2016</b>	<b>Actual 2016/2017</b>	<b>Revised 2017/2018</b>	<b>Estimated Actual 2017/2018</b>	<b>Proposed 2018/2019</b>	<b>Council Approved 2018/2019</b>	<b>% Change from 17/18 Budget</b>
<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	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	12.0	11.0	12.0	12.0	12.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.9	5.0	5.0	5.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.4	0.4	0.5	0.5	0.5	0.0	-4%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>27.9</b>	<b>27.8</b>	<b>29.0</b>	<b>29.0</b>	<b>29.0</b>	<b>0.0</b>	<b>0%</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%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	2.0	2.0	2.0	0.0	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
<b>Subtotal</b>	<b>18.0</b>	<b>18.0</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>0.0</b>	<b>0%</b>

Department Staff by Position	Actual 2015/2016	Actual 2016/2017	Revised 2017/2018	Estimated Actual 2017/2018	Proposed 2018/2019	Council Approved 2018/2019	% Change from 17/18 Budget
<b><i>Community Services Department</i></b>							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	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%
Public Works Superintendent	0.0	0.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	0.5	0.5	0.5	0.0	0%
Maintenance Worker II	6.0	6.0	6.0	6.0	6.5	0.0	8%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	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%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
<b>Subtotal</b>	<b>22.9</b>	<b>22.9</b>	<b>23.4</b>	<b>23.4</b>	<b>23.9</b>	<b>0.0</b>	<b>2%</b>
<b><i>City Administration</i></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%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>5.0</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><i>Finance Department</i></b>							
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.0	3.0	3.0	3.5	0.0	16%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Subtotal</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.6</b>	<b>0.0</b>	<b>8%</b>
<b>Total All Departments</b>	<b>79.9</b>	<b>79.8</b>	<b>82.0</b>	<b>82.0</b>	<b>83.0</b>	<b>0.0</b>	<b>1%</b>

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