

CITY OF PLACERVILLE



Image by Craig Koski

ADOPTED OPERATING BUDGET 2015/2016

CITY OF PLACERVILLE
ADOPTED OPERATING BUDGET
2015/2016

CITY COUNCIL

Patty Borelli, Mayor
Carol Patton, Vice-Mayor
John Clerici
Wendy Thomas
Trisha Wilkins

CITY CLERK

Susan Zito

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Scott Heller, 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 23, 2015

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2015-2016 Budget Message

Dear Mayor Borelli and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2015-2016. Although we continue to struggle to find funding for badly needed infrastructure such as roads, park improvements and facility repairs, we continue to make progress in restoring some services. For the first time since 1992, over 20 years, we are restoring the 2 hour Friday furlough and implementing a 40 hour standard work week. Although these 2 hours may seem minimal, it is a starting point to restoring employee compensation and staffing levels to meet demands. During the recession almost all capital repair and replacement was eliminated. Last year we implemented a capital equipment lease program to “catch up” on our efforts to provide quality equipment. This year we continue that process by providing additional one-time funds to purchase additional needed equipment. It is a pleasure this year to once again present you with a balanced budget, noting that some reserves are used for one-time equipment purchases. The budget document should be a tool used to educate our citizens. This last year we developed the Budget Fact Sheet to educate citizens on how their tax dollars are spent. We will update and expand that document to continue our efforts to educate our citizens.

The budget format is similar to last year's in that it 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. This budget contains some minor changes to the Police Department and Development Services Department. These changes are shown in the personnel line items of the budget related to the Police Department and Development Services.

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 expenditures, Capital Outlay requests and Alternative Service Levels requests. These requests are measured against each department's goals and objectives and ultimately the Council's identified goals. The requests are then prioritized, and recommended to the Council at a Budget Workshop. Council assists in the prioritization of requests and the final document is developed. The requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis.

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The budget includes significant revenues to continue our efforts to replace aging equipment. We also continue to look at ways to identify funding for a Capital Repair and Replacement Program.

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 and current trends.

For the Fiscal Year 2015-2016 budget, we continue to be cautiously optimistic in the recovering economy. Sales tax revenues growth has slowed somewhat but continues to improve. In the 2014-2015 budget we were able to restore the remaining half of the Mandatory Time Off Program in place for the past 4 years and completely eliminate this program. Beginning July 1, 2015, this budget restores the 2 hour Friday furlough which has been in place since 1992 bringing us back to a 40 hour work week. Staff continues to be conservative in our recommended estimates of revenues. Prior to this past year we have consistently outpaced the State estimates for sales tax growth. In 2014, we have seen the pace of our sales tax growth slow down but still match or slightly exceed the State's average performance. With that information we continue to be conservative and only match the State estimates for the coming year plus adjustments for major changes in our business portfolio. Through conservative spending and monitoring of all revenues and expenditures, we have maintained a balanced budget. This year we did exceed our planned contingency due to unexpected needs at the aquatic center and the Police Department roof. For the 2013-2014 fiscal year, we realized a \$417,115 surplus due to positive sales tax growth and efficiency in providing services. This funding is proposed to partially restore our reserve fund, continue funding the employee vacation buy-back program to reduce liability due to high vacation balances and fund capital equipment replacement needs.

This year's General Fund budget expenditures include several Capital Outlay requests, such as 2 police administration vehicles, body worn cameras for police, various police safety equipment, computer servers and copy machine replacement. Capital Improvements include various water, sewer and street projects to update aging infrastructure. The Community Promotions grant program continues with funding decreased from \$7,500 to \$5,000.

This year's proposed budget as presented also reflects certain assumptions. Sales tax revenues were projected to increase by 6.36% in 2014-2015. Based on state projections, as well as actual receipts through the first quarter of 2015, sales tax revenues are conservatively projected to increase by only 4.91%, or \$183,679. Fiscal Year 2015/2016 sales tax revenues are forecasted to grow by \$275,562 or 7.02%. 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 two years. 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 2015-2016 General Fund Budget is \$7,902,934 or 4.69% more than the Fiscal Year 2014-2015 revised budget.

We continue to look at ways to maximize revenues and reduce costs. The recently implemented second tier retirement plan continues to produce savings. This year, that amount equals \$274,855 in savings. The City continues to look at Training and primarily only mandated training or training that is reimbursable such as POST Training for Police Officers is included in the budget. In addition this year's budget includes training for Councilmembers in the amount of \$1,000 per Councilmember. Mandated cost reimbursements are included in the amount of \$5,800.

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Staff continues to evaluate all programs to determine ways to operate more efficiently. The proposed budget includes negotiated contract changes including 1.5% for restoration of the Friday furlough, continuation of the vacation buy-back program and a longevity pay program. No other Citywide personnel salary increases are included other than standard merit increases. Finally, the General Fund budget does include a modest contingency in the amount of \$75,000 to be funded from the Reserve for Economic Uncertainties.

Included with this document are the budgets for both the Water Enterprise Fund and the Sewer Enterprise Fund. Water and Sewer Rate Discounts, as supplemented by Measure H, are again included in this year's budget. Council approved a Water and Sewer Rate study which will be completed this fall. Implementation of new recommended rates is estimated to take place in January which are necessary to fund debt service. Upon recommendation from the Measure H Committee, the budget includes \$528,667 in water and sewer line replacement funds. These projects include the continuation of the Main Street Project and various other water and sewer line replacement projects. All of these projects are a high priority as part of much needed replacement of aging infrastructure.

As part of its "workout" plan for the \$42,864,638 State Revolving Fund (SRF) Loan, the City has set aside Sewer Enterprise Fund net revenues in a Rate Stabilization Reserve since Fiscal Year 2009/2010. We anticipate the Rate Stabilization Reserve will have a balance of approximately \$477,017 as of June 30, 2015. The first full \$1,528,631 payment towards the 2006 SRF loan was made in September of 2014. The proposed Sewer Enterprise Fund Budget assumes \$447,147 from the Rate Stabilization Reserve this year to make that loan payment. Although the Sewer Enterprise Fund has the appearance of a \$447,147 operating deficit, the planned use of \$447,147 in Rate Stabilization Reserve funds to "smooth" future rate increases over the next few years is a prudent plan until sewer rates are incrementally adjusted to achieve 100% funding of the loan payment from operating revenues.

One area of major concern is funding adequate staffing for the water, sewer, and storm drain systems. Additional state requirements continue to overburden routine operations in these divisions. We will attempt to address the problem for water and sewer systems in the Water and Sewer Rate Study being completed this fall. However, there is no secure source for funding storm drain systems 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 this year to seek ways to fund these permit requirements.

The Measure J Fund continues to show improvement due to sales tax revenue gains and negotiated benefit concessions. This year's budget is balanced using \$9,269 from reserves, however this includes a \$77,131 payment towards the loan from the General Fund as agreed upon with the Placerville Police Officers Association. The agreement shows the loan being paid off in Fiscal Year 2016-2017. Measure J provides funding for salary and benefits for public safety employees. If sales tax revenues continue to improve, Measure J should remain in a positive position.

The Parking Fund continues to have a structural deficit, using general fund revenues to balance its budget. Although the fund is showing a balanced budget through transfers, no funding is going toward maintenance and upkeep of our parking facilities nor the cost of clerical and information technology support. Deteriorating asphalt and other repairs to the Parking Garage are an increasing problem. The Council appointed the Ad-Hoc Parking Advisory Committee which continues to meet and it is expected to have recommendations for changes to balance the fund this fall, 2015.

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The result is a balanced budget for all funds for the current fiscal year with the exception of the Sewer Enterprise Fund which is addressed above. Staff feels the proposed budget reflects extremely 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 will definitely 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. It is our hope that improvement will continue in our Sales Tax Revenues, which will allow us to provide better service to the public. 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 functioning during these difficult financial conditions. And, finally, I thank the Council for their support, direction, leadership and continued diligence in providing quality, efficient service to the public.

Very truly yours,

A handwritten signature in blue ink that reads "M. Cleve Morris". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

M. Cleve Morris
City Manager
City of Placerville

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Organization Chart



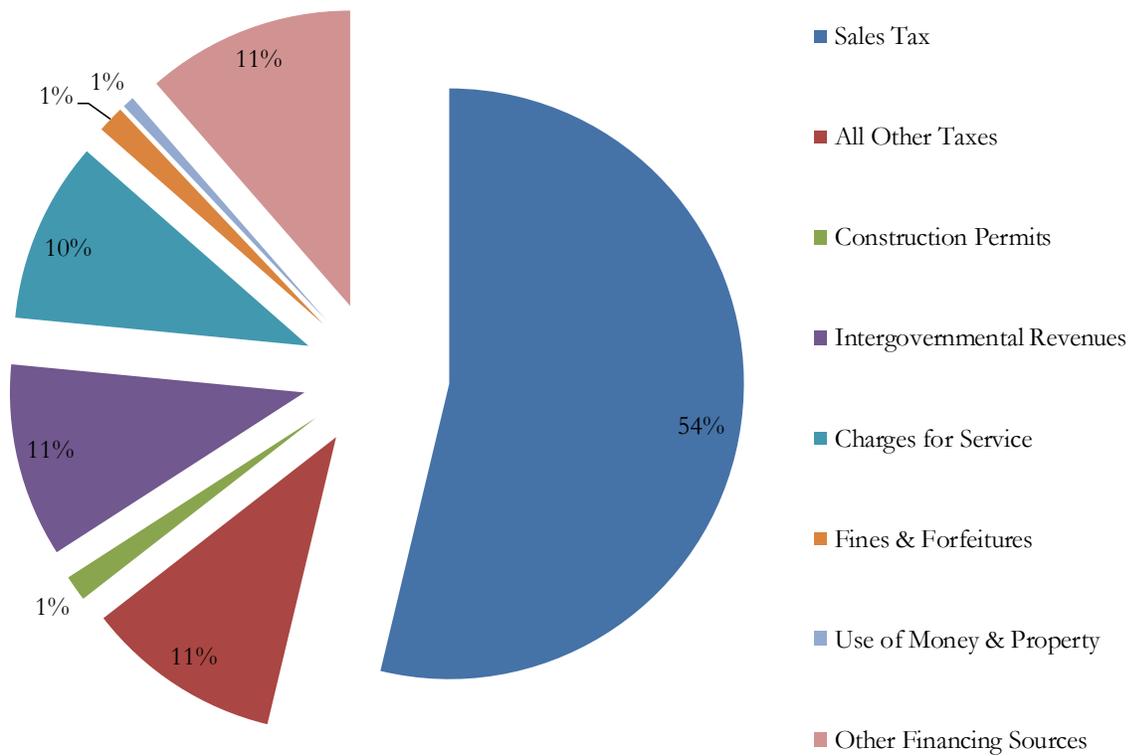
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Revenue and Expenditure Summaries

Projected General Fund Revenues by Source Fiscal Year 2015/2016

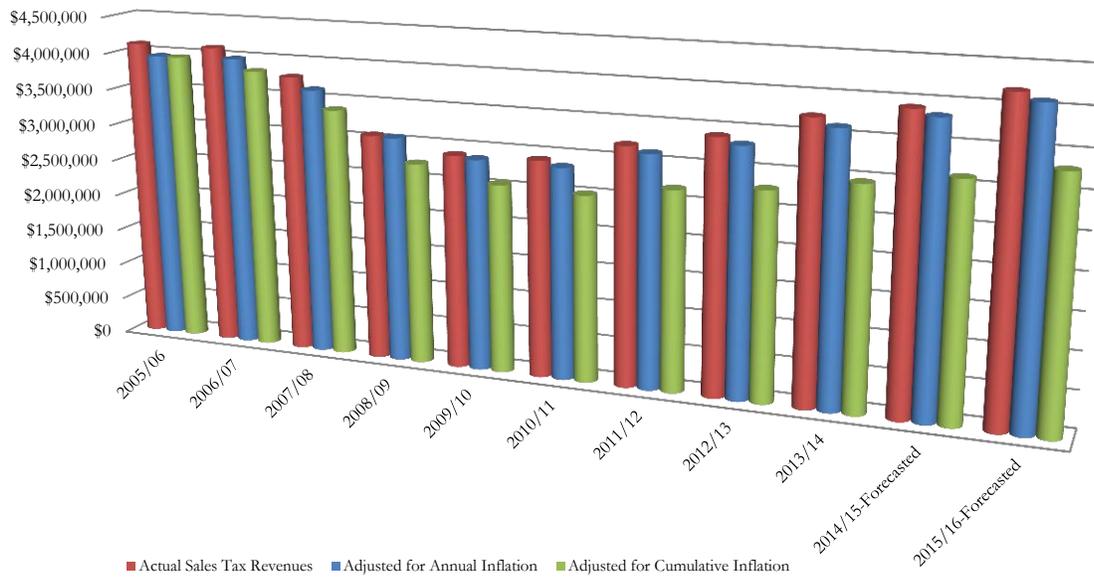
Sales Tax	\$	4,199,241	53.75%
All Other Taxes		839,326	10.74%
Construction Permits		110,000	1.41%
Intergovernmental Revenues		829,603	10.62%
Charges for Service		775,245	9.92%
Fines & Forfeitures		115,500	1.48%
Use of Money & Property		50,120	0.64%
Other Financing Sources		893,188	11.43%
Total revenues	\$	7,812,223	100.00%

Projected General Fund Revenues By Source Fiscal Year 2015/2016



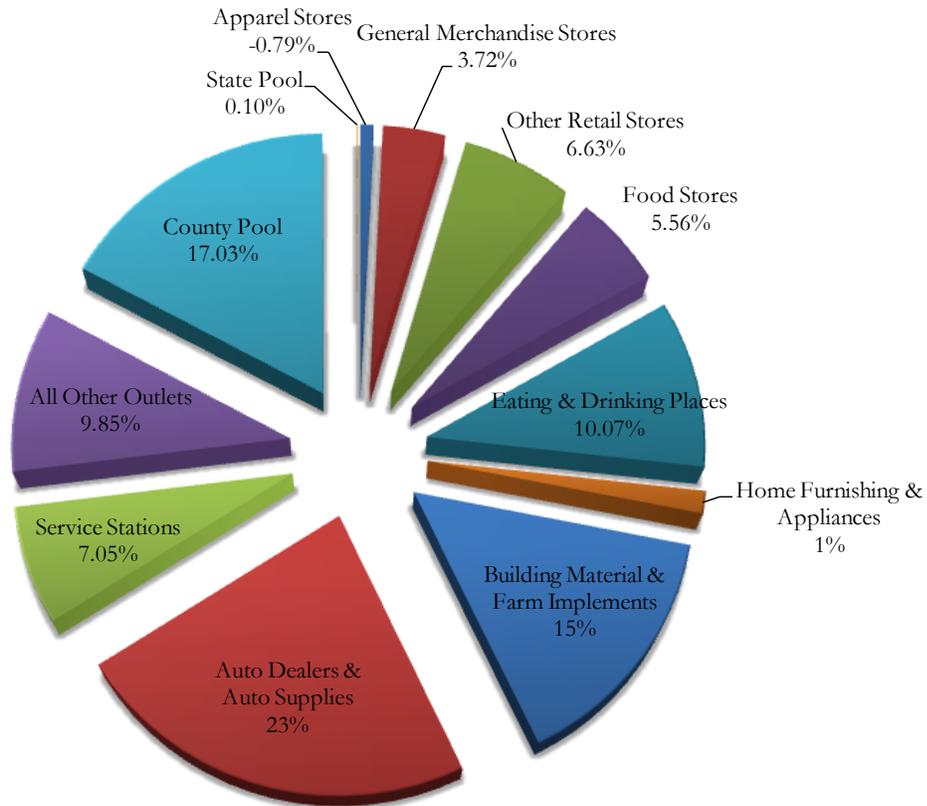
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Local Sales Tax Trend



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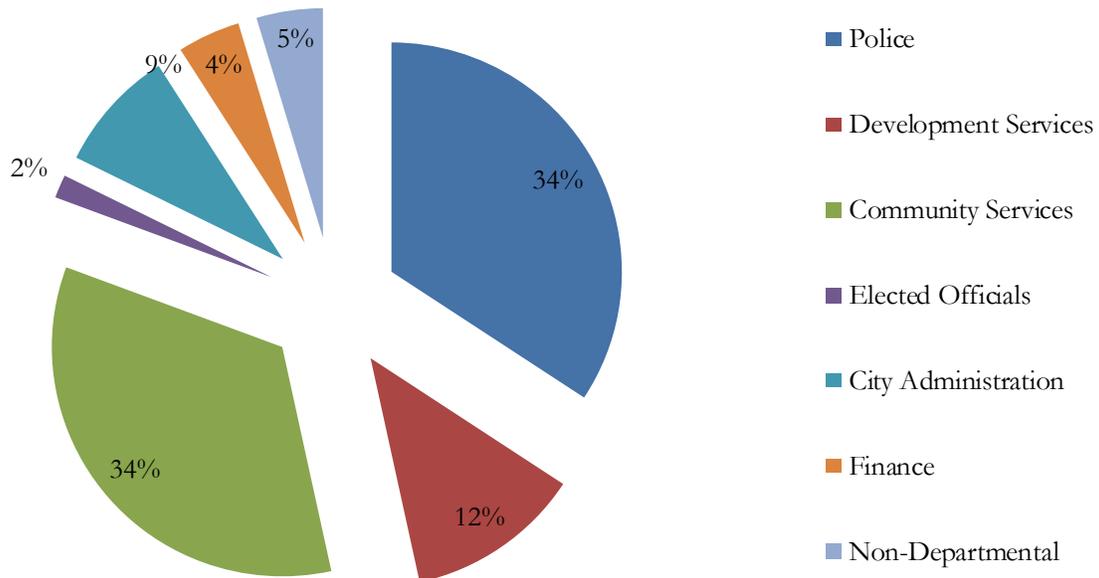
Sales Tax Revenue Sources for the Quarter ended December 31, 2014



**Adopted General Fund Operating Budget
Expenditures & Net Transfers In by Department
Fiscal Year 2015/2016**

Police	\$ 2,706,052	34.24%
Development Services	975,006	12.34%
Community Services	2,692,943	34.08%
Elected Officials	129,373	1.64%
City Administration	683,083	8.64%
Finance	348,461	4.41%
Non-Departmental	368,016	4.66%
Total	\$ 7,902,934	100.00%

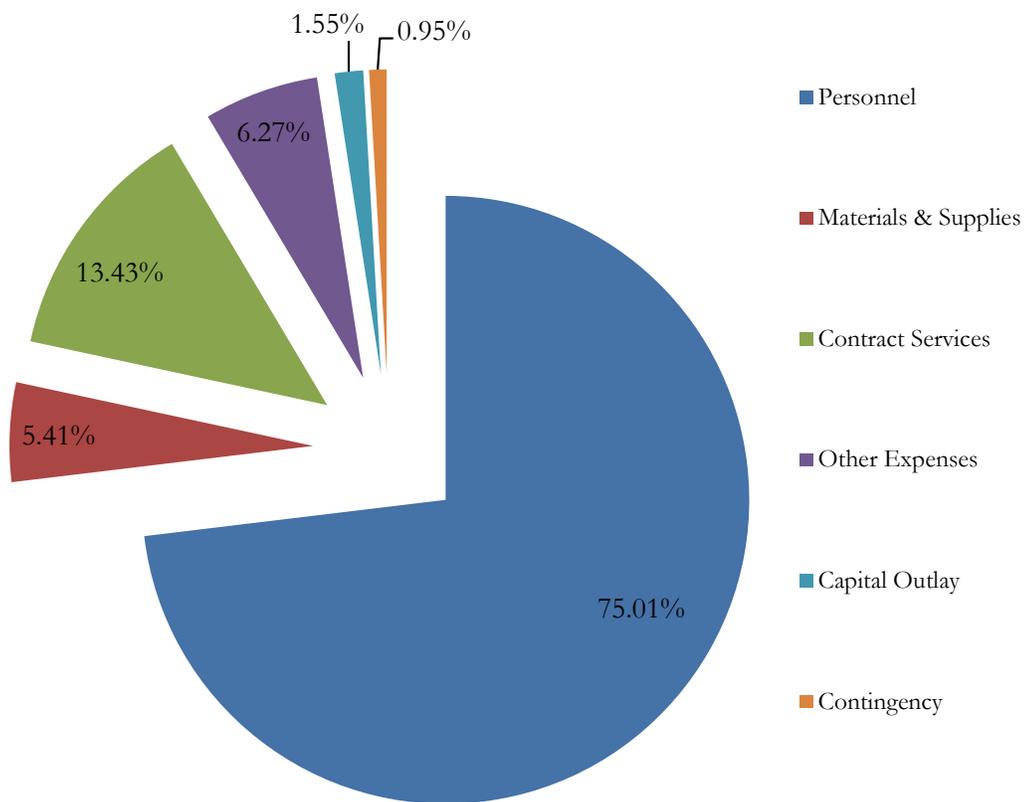
Adopted General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2015/2016



**Adopted General Fund Operating
Expenditures & Net Transfers In by Category
Fiscal Year 2015/2016**

Personnel	\$ 5,928,303	75.01%
Materials & Supplies	427,295	5.41%
Contract Services	1,061,051	13.43%
Other Expenses	495,190	6.27%
Capital Outlay	122,788	1.55%
Contingency	75,000	0.95%
Subtotal expenditures	<u>8,109,627</u>	
Net Transfers In	<u>206,693</u>	2.62%
 Total expenditures & transfers in	 <u><u>\$ 7,902,934</u></u>	 100.00%

Adopted General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2015/2016



Fiscal Year 2015/2016 Adopted Operating Budget

Summary of Revenues – All Funds

	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Forecast 2014/2015	Adopted 2015/2016
GENERAL FUND					
Sales Tax	\$ 3,410,861	\$ 3,740,000	\$ 4,014,331	\$ 3,923,679	\$ 4,199,241
Taxes - All Other	791,712	826,365	785,533	845,142	839,326
Licenses and Permits	120,066	100,252	140,000	110,472	110,000
Intergovernmental Revenues	768,185	778,458	789,164	834,120	829,603
Charges for Services	711,961	696,635	770,739	767,723	775,245
Fines and Forfeitures	131,919	112,718	115,500	132,230	115,500
Use of Money and Property	59,373	74,648	56,087	58,633	50,120
Other Financing Sources	577,000	577,000	821,102	749,322	893,188
Subtotal	<u>\$ 6,571,077</u>	<u>\$ 6,906,076</u>	<u>\$ 7,492,456</u>	<u>\$ 7,421,321</u>	<u>\$ 7,812,223</u>
GAS TAX FUND					
Gas Tax	\$ 291,651	\$ 348,231	\$ 275,385	\$ 305,276	\$ 233,817
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	448	288	350	217	260
Subtotal	<u>\$ 292,099</u>	<u>\$ 348,519</u>	<u>\$ 275,735</u>	<u>\$ 305,493</u>	<u>\$ 234,077</u>
MEASURE J					
Sales Tax	\$ 892,381	\$ 934,395	\$ 1,009,226	\$ 949,778	\$ 1,019,502
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	38	5,146	250	263	520
Subtotal	<u>\$ 892,419</u>	<u>\$ 939,541</u>	<u>\$ 1,009,476</u>	<u>\$ 950,041</u>	<u>\$ 1,020,022</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,855,650	\$ 1,876,111	\$ 1,903,582	\$ 1,862,751	\$ 1,773,037
Grants	-	-	-	-	-
Use of Money and Property	1,017	2,686	1,150	3,383	3,300
Subtotal	<u>\$ 1,856,667</u>	<u>\$ 1,878,797</u>	<u>\$ 1,904,732</u>	<u>\$ 1,866,134</u>	<u>\$ 1,776,337</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 4,963,622	\$ 4,908,177	\$ 5,213,320	\$ 5,085,947	\$ 5,248,346
Grants	-	-	-	-	-
Use of Money and Property	2,306	2,250	2,100	2,509	2,020
Subtotal	<u>\$ 4,965,928</u>	<u>\$ 4,910,427</u>	<u>\$ 5,215,420</u>	<u>\$ 5,088,456</u>	<u>\$ 5,250,366</u>
MEASURE H					
Sales Tax	\$ 887,881	\$ 937,459	\$ 1,009,226	\$ 949,778	\$ 1,019,502
Use of Money and Property	867	982	2,600	1,230	2,000
Subtotal	<u>\$ 888,748</u>	<u>\$ 938,441</u>	<u>\$ 1,011,826</u>	<u>\$ 951,008</u>	<u>\$ 1,021,502</u>
PARKING DISTRICT FUND					
	\$ 114,766	\$ 119,898	\$ 124,685	\$ 122,360	\$ 127,842
TRANSPORTATION FUND					
	\$ 29,989	\$ -	\$ -	\$ -	\$ -
GRANT FUNDS					
	\$ 306,686	\$ 256,006	\$ 265,395	\$ 326,131	\$ 346,176
LLMD FUNDS					
	\$ 35,099	\$ 33,995	\$ 34,899	\$ 34,692	\$ 34,875
BA/CFD DISTRICT FUNDS					
	\$ 34,460	\$ 26,173	\$ 34,635	\$ 34,415	\$ 34,670
GENERAL RESERVE FUNDS					
	\$ 302,348	\$ 67,746	\$ 1,450	\$ 11,570	\$ 1,682
TOTAL REVENUE SOURCES	<u><u>\$ 16,290,286</u></u>	<u><u>\$ 16,425,619</u></u>	<u><u>\$ 17,370,709</u></u>	<u><u>\$ 17,111,621</u></u>	<u><u>\$ 17,659,772</u></u>
Operating Expenditures					
	\$ 13,474,105	\$ 15,207,084	\$ 17,428,798	\$ 16,924,379	\$ 17,833,537
Capital Improvement					
	300,863	1,121,382	121,768	121,768	528,667
Reserves and Contingencies					
	2,515,318	97,153	(179,857)	65,474	(702,432)
TOTAL EXPENDITURE USES	<u><u>\$ 16,290,286</u></u>	<u><u>\$ 16,425,619</u></u>	<u><u>\$ 17,370,709</u></u>	<u><u>\$ 17,111,621</u></u>	<u><u>\$ 17,659,772</u></u>

Fiscal Year 2015/2016 Adopted Operating Budget Summary of Expenditures by Division and Funding Source

	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Forecast 2014/2015	Adopted 2015/2016
OPERATING EXPENDITURES					
Patrol Services	\$ 2,065,695	\$ 1,966,314	\$ 2,358,985	\$ 2,264,882	\$ 2,473,531
Investigations	154,166	212,400	176,550	195,936	171,005
Police Records / Dispatch	568,957	604,501	563,647	536,827	562,869
Police Administration	699,448	564,813	735,074	678,675	780,636
Planning	115,948	120,304	139,156	138,110	144,861
Building Inspection	168,746	164,745	172,083	141,408	179,710
Engineering	254,850	266,388	617,160	561,133	601,276
Water Redamation Facility	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646
DSD Administration	203,686	201,610	217,400	214,800	203,561
Parks	506,940	531,707	558,399	580,745	614,965
Recreation	662,706	738,998	880,465	876,573	985,608
Facility Maintenance	279,677	301,883	276,510	298,011	307,133
Street & Roads	554,748	539,617	621,281	585,735	589,705
Water & Sewer Lines	753,407	843,516	1,142,959	986,820	1,115,333
Water Acquisition & Delivery	595,507	700,317	743,976	747,444	770,337
Downtown Parking	146,159	147,036	149,678	149,997	147,790
CSD Administration	210,464	220,347	237,039	244,344	270,654
City Council and City Treasurer	109,558	124,174	144,519	120,209	129,373
City Attorney	389,125	127,924	76,391	102,311	71,851
City Management	256,101	279,197	303,873	300,793	309,157
Information Services	303,715	304,598	355,356	355,479	402,052
Human Resources	119,693	120,773	128,290	126,759	140,735
Grant Administration	39	-	-	-	-
City Clerk	10,623	8,839	15,555	9,562	27,414
Financial Management	282,859	294,326	318,307	313,859	348,461
Utility Billing	359,763	365,133	398,673	376,379	431,370
Non-Departmental	1,665,000	3,380,494	3,769,841	3,728,672	3,779,504
Total Operating Expenditures	<u>\$ 13,474,105</u>	<u>\$ 15,207,084</u>	<u>\$ 17,428,798</u>	<u>\$ 16,924,379</u>	<u>\$ 17,833,537</u>
FUNDING SOURCES					
General Fund	\$ 6,464,012	\$ 6,488,961	\$ 7,548,796	\$ 7,282,249	\$ 7,902,934
Gas Tax Fund	277,469	309,139	305,385	305,382	263,817
Transportation Fund	29,989	29,997	-	-	-
Measure J Fund	829,218	753,151	981,972	909,735	1,029,291
Downtown Parking Fund	128,755	125,834	124,678	124,997	127,842
Grant Funds	239,858	217,037	259,146	349,854	340,143
General CIP Fund	(10,300)	-	(29,000)	(85,779)	-
LLMD Funds	43,183	45,605	35,156	36,480	34,875
BAD Funds	9,813	7,530	34,635	15,710	34,670
CFD Funds	-	-	-	-	-
Water Enterprise Fund	1,369,576	1,534,961	1,909,234	1,789,322	1,911,748
Sewer Enterprise Fund	3,383,456	5,134,285	5,781,031	5,659,662	5,697,513
Measure H Fund	467,688	484,498	487,765	489,478	492,835
General Liability Fund	241,388	44,473	-	510	-
Equipment Replacement Fund	-	31,613	-	-	-
Economic Impact Reserve Fund	-	-	(10,000)	46,779	(2,131)
Total Funding Sources	<u>\$ 13,474,105</u>	<u>\$ 15,207,084</u>	<u>\$ 17,428,798</u>	<u>\$ 16,924,379</u>	<u>\$ 17,833,537</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 2015/2016 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual	Actual	Estimated	Adopted
	2012/2013	2013/2014	Actual 2014/2015	2015/2016
Patrol Services				
Arrests	529	592	650	650
Citations*	771	686	700	700
Calls for service	13,804	16,014	16,500	16,500
Crime / incident	1,578	2,029	2,100	2,200
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing Hours	2,000	2,000	2,000	2,000
Investigations				
Abuse	10	5	10	10
Robberies	8	8	10	10
Reports	240	240	240	240
Administrative Investigations	1	3	7	8
Background	4	4	8	8
Arson	1	1	1	2
Homicide	-	-	-	-
Narcotics	89	90	90	90
Records / Support				
Calls	40,000	40,000	40,000	40,000
Customers	6,500	6,500	6,500	6,500
Crime reports	1,578	2,029	2,100	2,300
Abatement reports	9	9	19	15

*excludes any parking citations

*Does not include parking citations

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	0.3	0.0	0.0	0.0	0%
Police Commander	0.0	0.0	2.0	2.0	2.0	0%
Police Lieutenant	1.0	1.0	0.0	0.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0%
Police Officer	10.0	10.0	12.0	12.0	12.0	0%
Traffic Enforcement Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Support Services Supervisor	1.0	1.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	4.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Community Services Officer	0.0	0.0	0.0	0.4	0.4	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Total	27.5	26.8	27.5	27.9	27.9	1%

Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
Police

Department Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	3,203,668	3,056,126	3,470,480	3,335,266	3,568,188	3,568,188	3%
Materials and supplies	75,812	87,599	109,190	101,690	105,700	105,700	-3%
Contract Services	113,377	128,962	149,310	157,010	163,409	163,409	9%
Overhead	-	-	-	-	-	-	0%
Other expense	8,071	16,927	37,398	35,098	41,761	41,761	12%
Capital outlay	87,338	58,414	67,878	47,256	108,983	108,983	61%
Total	3,488,266	3,348,028	3,834,256	3,676,320	3,988,041	3,988,041	4%

Department Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Patrol Services	2,065,695	1,966,314	2,358,985	2,264,882	2,473,531	2,473,531	5%
Investigations	154,166	212,400	176,550	195,936	171,005	171,005	-3%
Records and Dispatch	568,957	604,501	563,647	536,827	562,869	562,869	0%
Police Administrative Support	699,448	564,813	735,074	678,675	780,636	780,636	6%
Total	3,488,266	3,348,028	3,834,256	3,676,320	3,988,041	3,988,041	4%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	2,229,834	2,222,153	2,429,196	2,247,516	2,520,969	2,520,969	4%
Measure J	820,474	743,714	960,101	889,316	941,846	941,846	-2%
Grants	258,039	217,037	265,395	349,854	340,143	340,143	28%
Fines and Forfeitures	131,919	112,718	115,500	132,230	115,500	115,500	0%
POST Reimbursement	2,116	6,273	14,064	12,064	19,583	19,583	39%
Police Services Revenues	45,884	46,133	50,000	45,340	50,000	50,000	0%
Total	3,488,266	3,348,028	3,834,256	3,676,320	3,988,041	3,988,041	4%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Police

Division: Patrol

2014/2015 REVIEW

- For the fiscal year we estimate 650 physical arrests (excluding cited and released).
- Wrote approximately 700 citations for moving and non-moving violations. (Note: excludes any parking citations -parking enforcement conducted via contract services).
- Responded to approximately 16,500 calls for service and wrote approximately 2,100 crime/incident reports.
- Received first place in the California (#4 in the Nation) for our National Night Out participation, 2014.
- Patrol staff continued progress on directed community policing projects with the Historic Downtown, Transients, the Skate park/Fairgrounds, Ivy House Lot, Benham Park and Placerville Drive/Gangs. These issues and future efforts will continue in to next year.
- The popular and successful K-9 Program has continued for the fourteenth year. A new K9 was purchased and certified for patrol and narcotic detection.
- Dealt with 1,485 transient related calls for service which is a 35% increase from 13/14. This represents the lowest percentage increase since tracking began.
- Continued with the SRO program at EDHS and PUSD.
- Developed and released to the community a Placerville Police App for mobile phones and tablets.
- Replaced 1 patrol vehicle in our fleet, added 2 patrol bicycles and one electric motorcycle.
- Obtained grant funds through Homeland Security Grant to fund a camera system on Main Street and initiated the project.
- Assisted in mutual aid with EDSO for 2 large fires (King and Sand) in El Dorado County.
- Actively recruited and hired one Reserve Officer.
- Actively recruited and hired one Commander for our Support Services Division.
- Hired 2 additional full time Police Officers.
- Developed and implemented a 2015-2017 Strategic Plan, identifying four focus points to include; Community Service, Professional Development, Internal Operations, and Capital Improvement.

2015/2016 BUDGET

- Continue our Focus Points in our Strategic Plan of Community Service, Professional Development, Internal Operations and Capital Improvement.
- Promote our COPPS philosophy in our neighborhoods and business areas. Utilizing our social media, Twitter, Facebook, & Nixle, we intend to further develop our partnership with our community.
- Place emphasis on problem oriented policing including use of crime analysis and mapping and use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Utilize our Reserve Officers, Bike Patrol and Electric Motorcycle for increased patrols on bike and jogging trails and special events to increase service levels and quality of life for our community.
- Implement body worn cameras to enhance accountability and transparency and augment current in-car cameras.
- Increase downtown foot patrols.
- Continue to develop all personnel through training.
- Work to reduce area burglaries and to maintain average response time to Priority “A” calls to 5:00 minutes or less.
- Deployment of the SRO, Traffic Officer and Problem Oriented Policing Officers. This would enhance our public safety responses but would have to be identified as priority goals.
- Further develop our Traffic Safety Program and continue to seek funds through OTS grants.
- Implement Watch Commander citizen follow-up audits as a way to measure and increase quality of police services.
- Pursue CALEA accreditation.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0%
Police Officer	9.0	9.0	11.0	11.0	11.0	0%
Traffic Enforcement Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Community Services Officer	0.0	0.0	0.0	0.4	0.4	0%
Total	15.0	15.0	16.0	16.4	16.4	2%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Patrol

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	1,886,626	1,795,471	2,152,285	2,084,504	2,244,031	2,244,031	4%
Materials and supplies	68,036	76,533	92,640	84,740	88,965	88,965	-4%
Contract Services	19,218	29,967	39,030	43,730	50,330	50,330	29%
Overhead	-	-	-	-	-	-	0%
Other expense	4,554	5,929	19,613	17,113	21,222	21,222	8%
Capital outlay	87,261	58,414	55,417	34,795	68,983	68,983	24%
Total	2,065,695	1,966,314	2,358,985	2,264,882	2,473,531	2,473,531	5%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Patrol Services	2,005,646	1,900,569	2,289,246	2,194,656	2,383,357	2,383,357	4%
Community Services	4,439	6,581	6,165	6,107	22,059	22,059	258%
Property / Evidence	55,610	59,164	63,574	64,119	68,115	68,115	7%
Total	2,065,695	1,966,314	2,358,985	2,264,882	2,473,531	2,473,531	5%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	1,077,798	1,077,274	1,195,790	1,084,815	1,249,698	1,249,698	5%
Measure J	549,939	506,879	718,236	640,579	698,607	698,607	-3%
Grants	258,039	217,037	265,395	349,854	340,143	340,143	28%
Fines and Forfeitures	131,919	112,718	115,500	132,230	115,500	115,500	0%
POST Reimbursement	2,116	6,273	14,064	12,064	19,583	19,583	39%
Police Services Revenues	45,884	46,133	50,000	45,340	50,000	50,000	0%
Total	2,065,695	1,966,314	2,358,985	2,264,882	2,473,531	2,473,531	5%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Police

Division: Investigations

2014/2015 REVIEW

- There were 58 reported burglaries in 2014, down from 91 in 2013, a decrease of 36%. Total clearance rate for 2014 burglaries is 22.4% down from 2013 which was 28.6%.
- Estimated dollar value amount of property reported stolen for 2014 was \$255,989. Estimated value of property recovered for 2014 is \$158,226, equating to 62% property value recovered.
- Investigated 1 case involving suspected child abuse/neglect and child molestation.
- Investigated 3 reported cases of sexual assault.
- Monitored approximately 15 registered sex offenders during 2014.
- Continued to use the TRAK System that was purchased through grant funding.

2015/2016 BUDGET

- Increase Investigations Section staffing to establish a Problem Oriented Policing Team to proactively address quality of life issues along with following up on serious crimes.
- Continue conducting thorough investigations on all serious criminal offenses.
- Maintain our burglary clearance rate and property recovery rate at a minimum of 20%.
- Continue our involvement in the El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team to increase public awareness and education.
- Continue our involvement in the El Dorado County Elder Protection Unit and the Child Protection Unit to increase collaboration with outside agencies.
- Participate in a regional Investigator's monthly meeting to improve information sharing with outside agencies.
- Participate in monthly Crime Alert meetings.
- Utilize progressive technology to assist in investigations.
- Create case clearance annual report.
- Increase our effectiveness with surveillance efforts for all types of reported crimes.
- Continue to aggressively investigate cases involving narcotics and gang related crimes.
- Provide contemporary training and information regarding active investigations to patrol of crime trends.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Investigations

<u>Division Budget by Category</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	2014/2015	2014/2015	2015/2016	2015/2016	from 14/15 Budget
Personnel	148,032	207,641	167,200	188,086	162,155	162,155	-3%
Materials and supplies	87	689	1,850	1,850	1,850	1,850	0%
Contract Services	6,047	4,070	7,500	6,000	7,000	7,000	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>154,166</u>	<u>212,400</u>	<u>176,550</u>	<u>195,936</u>	<u>171,005</u>	<u>171,005</u>	-3%

<u>Division Budget by Program</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	2014/2015	2014/2015	2015/2016	2015/2016	from 14/15 Budget
Crime Scene Investigations	<u>154,166</u>	<u>212,400</u>	<u>176,550</u>	<u>195,936</u>	<u>171,005</u>	<u>171,005</u>	-3%
Total	<u>154,166</u>	<u>212,400</u>	<u>176,550</u>	<u>195,936</u>	<u>171,005</u>	<u>171,005</u>	-3%

<u>Funding Sources</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	2014/2015	2014/2015	2015/2016	2015/2016	from 14/15 Budget
General Fund							
Discretionary Revenues	101,197	139,505	111,745	126,821	109,955	109,955	-2%
Measure J	<u>52,969</u>	<u>72,895</u>	<u>64,805</u>	<u>69,115</u>	<u>61,050</u>	<u>61,050</u>	-6%
Total	<u>154,166</u>	<u>212,400</u>	<u>176,550</u>	<u>195,936</u>	<u>171,005</u>	<u>171,005</u>	-3%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2014/2015 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 6,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,100 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 19 vehicle abatement reports, resulting in 16 voluntary and 3 mandatory removals for calendar year 2014.
- Conducted 969 (789 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks in 2014.
- Dispatched approximately 16,500 calls for service from our 9-1-1 dispatch center.
- Obtained new dispatch office equipment and updated carpeting.
- Two dispatch positions continue to be unfunded.
- Coordinated another citywide effort to get surplus property to an auction company.
- Continued implementation of the false alarm billing process.
- Continued implementation of the wireless E911 call taking and related geographic mapping.
- Completed thorough inventory of evidence, accounting for over 3,500 pieces of evidence.
- Restructured supervision in dispatch and records to have one dispatch lead and a Commander of Support Services.

2015/2016 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 dispatch/records technicians 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.
- Complete ongoing property and evidence audits.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire one full time DRT and per diem DRT's to assist with staffing and reduce overtime.
- Pursue standards of performance and statistical data collection in alignment with CALEA standards.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015		Approved 2015/2016	from 14/15 Budget
Police Support Services Supervisor	1.0	1.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher/Records Tech.	4.0	4.0	4.0	4.0	4.0	0%
Total	7.5	7.5	6.5	6.5	6.5	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Records and Dispatch

<u>Division Budget by Category</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Personnel	539,105	568,113	518,536	491,716	519,105	519,105	0%
Materials and supplies	4,376	4,361	6,300	6,300	6,410	6,410	2%
Contract Services	23,868	27,914	28,980	28,980	30,579	30,579	6%
Overhead	-	-	-	-	-	-	0%
Other expense	1,608	4,113	6,641	6,641	6,775	6,775	2%
Capital outlay	-	-	3,190	3,190	-	-	-100%
Total	<u><u>568,957</u></u>	<u><u>604,501</u></u>	<u><u>563,647</u></u>	<u><u>536,827</u></u>	<u><u>562,869</u></u>	<u><u>562,869</u></u>	0%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Records Management	101,800	71,457	57,837	48,776	44,781	44,781	-23%
Dispatch	467,157	533,044	505,810	488,051	518,088	518,088	2%
Total	<u><u>568,957</u></u>	<u><u>604,501</u></u>	<u><u>563,647</u></u>	<u><u>536,827</u></u>	<u><u>562,869</u></u>	<u><u>562,869</u></u>	0%

<u>Funding Sources</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
General Fund							
Discretionary Revenues	568,957	604,501	563,647	536,827	562,869	562,869	0%
Total	<u><u>568,957</u></u>	<u><u>604,501</u></u>	<u><u>563,647</u></u>	<u><u>536,827</u></u>	<u><u>562,869</u></u>	<u><u>562,869</u></u>	0%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Police

Division: Police Administration

2014/2015 REVIEW

- Established 2-Year Strategic Plan.
- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing. Two sworn, two dispatch positions and the CSO position continue to be unfunded.
- Trained sworn officers in basic and advanced Mental Health/Crisis Intervention practices in partnership with Folsom PD.
- Staff deployment and scheduling for patrol and dispatch continue to be modified to account for reduced staffing and cost savings.
- Worked with multi-disciplinary organizations in an effort to develop alternatives for our youth.
- Continue to organize directed transient offender enforcement and outreach operations.
- Awarded 14/15 Office of Traffic Safety grant to focus on traffic safety.
- Conducted comprehensive monthly staff meetings to provide continued growth and progress toward our organizational goals and objectives.
- Continued the comprehensive and detailed updates to the Department General Policy Manual. Created Duty and Conduct, Uniform, Report Writing and Property and Evidence Manuals.
- Utilized Homeland Security (HLS) grant funding for downtown camera system project and replacement of mobile data computers for patrol cars.
- Actively participated in regional disaster preparedness exercises and emergency operations including the “Sand” and “King” fires.
- Actively participate 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 2015/16 that will enhance our DUI enforcement.
- Completed “shove-ready” plan for Public Safety Building Renovation Project relying heavily upon the Council authorized Needs Assessment/Master Plan from 2002.
- Completed an assessment plan of the Police Range Facility.

2015/2016 BUDGET

- Implementation of Strategic Plan.
- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continue aggressively seeking grants and/or other funding opportunities that might become available.
- Continue to streamline 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 Police Chief’s Associations both on the regional and State levels in an effort to learn/share ideas and enhance administrative effectiveness.
- Continue involvement in both the County and Regional Law Enforcement Manager’s Associations.
- Continue professional growth and succession planning of Command Staff.
- Continue implementing staff deployment and scheduling plans for allocation and assignment of all positions with an approach towards balance of service, efficiency and cost savings as the current primary goal.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Complete a training plan for all sworn and non-sworn personnel in an effort to maintain POST compliance and satisfy State mandated training requirements.
- 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 seek a funding source to implement the recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Continue researching needs and funding sources to implement needed safety improvements for the Police Range Facility.
- Continue to catch up on deferred replacement of vehicles and equipment needs.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	0.3	0.0	0.0	0.0	0%
Police Commander	0.0	0.0	2.0	2.0	2.0	0%
Police Lieutenant	1.0	1.0	0.0	0.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Total	4.0	3.3	4.0	4.0	4.0	0%

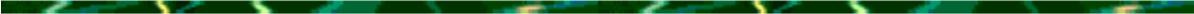
Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Police Administration

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	629,905	484,901	632,459	570,960	642,897	642,897	2%
Materials and supplies	3,313	6,016	8,400	8,800	8,475	8,475	1%
Contract Services	64,244	67,011	73,800	78,300	75,500	75,500	2%
Overhead	-	-	-	-	-	-	0%
Other expense	1,909	6,885	11,144	11,344	13,764	13,764	24%
Capital outlay	77	-	9,271	9,271	40,000	40,000	331%
Total	699,448	564,813	735,074	678,675	780,636	780,636	6%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Police Department Administration	699,448	564,813	735,074	678,675	780,636	780,636	6%
Total	699,448	564,813	735,074	678,675	780,636	780,636	6%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	481,882	400,873	558,014	499,053	598,447	598,447	7%
Measure J	217,566	163,940	177,060	179,622	182,189	182,189	3%
Total	699,448	564,813	735,074	678,675	780,636	780,636	6%

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Development Services

Provide current and long-range land use planning, including land use entitlement, and permitting services, building services, construction permitting, plan check, construction inspections, engineering services, development and implementation of the City's Capital Improvement Program (CIP), infrastructure improvements, private development 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 current and best planning, engineering and building code practices, that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Adopted 2015/2016
Administration (Hours)				
Budget administration	400	400	400	400
Planning division support	250	450	400	400
Building division support	400	400	400	400
Engineering division support	400	400	400	400
Wastewater division support	400	300	300	300
Interdepartmental support	400	300	300	300
Clerical/Records	550	200	200	200
Special projects	500	500	500	500
City Council/ Planning Commission and miscellaneous meetings	350	350	350	350
Planning (Projects)				
Discretionary development applications	16	15	8	10
Miscellaneous applications	3	3	12	10
Housing Element Update/Implementation (hours)	200	200	175	150
Parcel and subdivision maps	1	1	0	2
Inquiries	1,000	1,000	900	950
Code enforcement cases	25	25	28	30
Building				
Inspections	1,145	1,134	1,047	1,100
Building permits	425	413	442	450
Plan review	120	146	205	205
Inquiries/Contacts	9,000	9,000	9,250	9,250
Code enforcement cases	120	120	48	48
Engineering				
Capital Improvement Projects	16	18	9	12
Development permits	13	20	18	20
Development Plan Checks	20	30	20	20
Grading Permits	1	2	2	2
Parcel/Subdivision Map Review	2	2	0	2
Encroachment Permits	40	50	41	45
Transportation Permits	56	60	24	25
Water Applications	1	5	3	10
Sewer Applications	3	4	11	12
Wastewater Treatment				
Gallons treated per day	1.3 MGD	0.92 MGD	0.87 MGD	0.85 MGD

Department Staff by Position	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	0.5	0.5	1.5	1.5	1.5	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0%
Engineering Specialist	1.0	1.5	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.5	1.5	1.5	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0%
Total	16.5	17.0	18.0	18.0	18.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
Development Services

Department Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	1,541,305	1,606,582	2,058,359	1,882,459	2,003,514	2,003,514	-3%
Materials and supplies	273,308	266,647	330,700	313,340	336,550	336,550	2%
Contract Services	687,549	659,884	762,920	832,910	751,007	751,007	-2%
Overhead	235,000	235,072	235,000	235,000	235,000	235,000	0%
Other expense	42,310	52,707	74,103	70,102	64,556	64,556	-13%
Capital outlay	283	9,285	12,348	10,556	13,427	13,427	9%
Total	2,779,755	2,830,177	3,473,430	3,344,367	3,404,054	3,404,054	-2%

Department Budget by Division	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Planning	115,948	120,304	139,156	138,110	144,861	144,861	4%
Building	168,746	164,745	172,083	141,408	179,710	179,710	4%
Engineering	254,850	266,388	617,160	561,133	601,276	601,276	-3%
Water Redamation Facility	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%
DSD Administration	203,686	201,610	217,400	214,800	203,561	203,561	-6%
Total	2,779,755	2,830,177	3,473,430	3,344,367	3,404,054	3,404,054	-2%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	251,168	210,240	435,834	494,983	447,818	447,818	3%
Planning Fees	70,465	71,587	60,000	54,688	51,000	51,000	-15%
Building Permits	120,066	100,252	140,000	110,472	110,000	110,000	-21%
CIP Cost Recovery	190,461	247,265	244,102	64,424	316,188	316,188	30%
Engineering Fees	49,977	26,556	79,337	172,322	50,000	50,000	-37%
Water Enterprise Fund	31,765	48,632	93,263	79,709	77,076	77,076	-17%
Sewer Enterprise Fund	2,065,853	2,125,645	2,420,894	2,367,769	2,351,972	2,351,972	-3%
Total	2,779,755	2,830,177	3,473,430	3,344,367	3,404,054	3,404,054	-2%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

Division: Planning

2014/2015 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Responded to public complaints and code enforcement cases.
- Processed the denial of Planning Commission and City Council appeal of the Conditional Use Permit request (CUP 2014-03) for a residential treatment facility at 2986 Coloma Street.
- Processed entitlement for permanent parking lot at 200 Briw Ridge Court (CUP 2014-04, SPR 2014-04).
- Processed entitlements for new Boys & Girls Club Facility at 2840 Mallard Lane (CUP 2014-01, SPR 2014-01, EA 2014-03).
- Processed entitlement for The HUB Connection teen center (CUP 2014-05) located at 669 Bee Street.
- Processed entitlements for the conversion of a single-family residential and accessory buildings into a multi-family residential use (SPR 2015-01) located at 3192 Big Cut Road and 821 Phillips Court.
- Processed entitlements for a new 4,000 sq.ft. financial savings use (SPR 2014-06), located at 225 Placerville Drive for the Sierra Central Credit Union.
- Processed entitlements for a new 86-unit, three-story, 86,000 sq.ft. senior housing complex (SPR 2014-05, CUP 2014-02, EA 2014-05).
- Processed entitlement for a two-room bed and breakfast (CUP 2014-06) – Heritage House & Garden Bed & Breakfast located at 2711 Coloma Street.
- Processed entitlements for amendments to the Forni Road Hotel project (Major Change to SPR 08-03 and VAR 2015-01: Compact Parking and VAR 2015-02: Building Height) located at 3110 Forni Road.
- Conducted Planning Commission Workshops regarding updates to the *City of Placerville Development Guide*.
- Initiated implementation of the 2013-2015 Housing Element.
- Coordinated with the State Office of Historic Preservation to host an historic preservation workshop at Town Hall, June 4, 2015.
- Responded to public inquiries about the General Plan, Zoning Ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provided staff support to the Historical Advisory Committee, Planning Commission, Placerville Economic Advisory Committee and City Council for discretionary project reviews as well as various zoning ordinance amendments.

2015/2016 BUDGET

- Continue to provide superior customer service regarding information relating to zoning and other planning matters.
- Continue to respond to citizen complaints and nuisance issues.
- Continue to provide staff support to the Placerville Economic Development Advisory Committee (PEAC), Planning Commission, and the City Council.
- Complete implementation of housing programs within the 2013-2021 Housing Element planning period.
- Complete establishment of a downtown Historic District Overlay with recommendations to the City Council.
- Continue implementation of CDGB Housing Rehabilitation Program.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either Staff or the public, keeping the General Plan and Zoning Ordinance current and relevant.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures, and abatement of debris and other nuisances.
- 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.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Planning

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	112,488	117,266	133,431	132,285	142,311	142,311	7%
Materials and supplies	125	-	150	250	250	250	67%
Contract Services	835	825	1,000	1,000	-	-	-100%
Overhead	-	-	-	-	-	-	0%
Other expense	2,500	2,213	4,575	4,575	2,300	2,300	-50%
Capital outlay	-	-	-	-	-	-	0%
Total	115,948	120,304	139,156	138,110	144,861	144,861	4%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Planning	115,948	120,304	139,156	138,110	144,861	144,861	4%
Total	115,948	120,304	139,156	138,110	144,861	144,861	4%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	45,483	48,717	79,156	83,422	93,861	93,861	19%
Planning Fees	70,465	71,587	60,000	54,688	51,000	51,000	-15%
Total	115,948	120,304	139,156	138,110	144,861	144,861	4%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

Division: Building

2014/2015 REVIEW

- As of May 2015, 442 building permits were issued, performed 205 plan reviews, and conducted 1,047 inspections.
- Implemented part-time, in-house contract Building Official services to offset a significantly increased workload of plan review applications, inspection requests and public inquiries, minimizing delays related to physically outsourcing plan review services.
- Continued to work with the public to obtain compliance with the City and State Codes relating to property use, non-conforming construction and substandard housing conditions.
- Perform complimentary site visits for proposed projects.
- Continued with code enforcement to reduce the current backlog.
- Complete inspections for renovation and shoring work at 301-305 Main Street (Herrick Building).

2015/2016 BUDGET

- Continue to provide superior customer service regarding information relating to building codes and safety.
- Plan review, building permit and inspection activity are expected to continue to rise for this next fiscal year.
- Continue to maximize the benefit of in-house contract building services, in-lieu of the reinstatement of more staff hours.
- Process permits for entitled hotel and subdivision projects at such time that market conditions become favorable for the applicants.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs to formerly bank-owned code enforcement sites.
- Continue with code enforcement activity which is expected to steady increase.
- Coordinate project reviews with the Building and Engineering Divisions, other City departments, and Fire District.
- Continue to bring substandard properties and bank-owned properties into compliance.
- Update relevant City Code and bring to City Council for adoption the 2013 Fire Code; Solar Ordinance, and Construction and Demolition Debris Ordinance.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Building Official	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Building

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	102,182	88,530	107,333	36,900	112,060	112,060	4%
Materials and supplies	1,248	1,040	1,200	1,200	750	750	-38%
Contract Services	62,752	72,297	61,150	100,908	66,000	66,000	8%
Overhead	-	-	-	-	-	-	0%
Other expense	2,564	2,878	2,400	2,400	900	900	-63%
Capital outlay	-	-	-	-	-	-	0%
Total	168,746	164,745	172,083	141,408	179,710	179,710	4%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Building Plan Review/Inspection	168,746	164,745	172,083	141,408	179,710	179,710	4%
Total	168,746	164,745	172,083	141,408	179,710	179,710	4%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	48,680	64,493	32,083	30,936	69,710	168,710	117%
Building Permits	120,066	100,252	140,000	110,472	110,000	11,000	-21%
Total	168,746	164,745	172,083	141,408	179,710	179,710	4%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

Division: Engineering

2014/2015 REVIEW

- Implemented Capital Improvement Program projects including: (1)Western Placerville Interchange (Phase 1B); (2) Madrone & Giovanni Sewer Lift Stations; (3) Upper Broadway Bike Lanes; (4) Cedar Ravine Pressure Reducing Station; (5) Schnell School Road Pressure Reducing Station; (6) Sierra Tank Bypass; (7) Wiltse Pressure Relief Valve; (8) Ridge Court Water Pump Station; (9) Broadway Crosswalks project; and (10) Central Main Street Rehabilitation project.
- Completed construction for two El Dorado Trail segments within the City—Ray Lawyer Drive to Main Street and Clay Street to Bedford Avenue.
- Completed construction of the Combellack Road bicycle lanes project.
- Continued implementation of the Blairs Lane Bridge Replacement project.
- Continued implementation of the Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade project.
- Continued implementation of the Pardi/Big Cut/Sacramento Street Water Lines Replacement project.
- Implementation of the NPDES required Storm Water Management Plan, and new 5-year Phase II MS4 permit reissued.
- Continued development of Citywide GIS system and public works inventory of water, sewer, and drainage systems.
- Continued to expand and update City’s long range Capital Improvement Program, including funding source identification.
- Provided plan review and construction inspection of commercial development projects.
- Continued to address the sewer system inflow and infiltration (I & I) conditions.
- Processed transportation & encroachment permits.
- Coordinated with EL Dorado Transportation Commission (EDCTC), El Dorado County, SACOG, and the State on development of regional transportation projects.
- Completed design, ROW acquisition, and utility relocation plans for the Blairs’ Lane Bridge Replacement project.
- Continued to work on Pavement Management Program including supporting data for the proposed sales tax increase initiative.
- Continued implementation of the City’s Irrigation Meter Program/Policy.
- 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.
- Provide 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 review of Old City Hall Rehabilitation Feasibility Study structural engineering report.

2015/2016 BUDGET

- Continue with implementation of City’s Capital Improvement Program (CIP) including: (1)Western Placerville Interchange (Phase 1B – Fair Lane Sidewalk & Bike Lanes and Phase 2 Ray Lawyer Off-Ramp, Extension and EDCTA Park and Ride Facility); (2) Madrone & Giovanni Sewer Lift Station projects; (3) Upper Broadway Bike Lanes; (4) Cedar Ravine Pressure Reducing Station; (5) Schnell School Road Pressure Reducing Station; (6) Sierra Tank Bypass; (7) Wiltse Pressure Relief Valve; (8) Ridge Court Water Pump Station; (9) Broadway Crosswalks project; and (10) Central Main Street Rehabilitation project.
- Continue implementation of the Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade project.
- Continue implementation of the Pardi/Big Cut/Sacramento Street Water Lines Replacement Project.
- Continue design engineering phase for the Placerville Drive Bridge Replacement Project.
- Continue design engineering phase and completion of environmental review documents for the Clay Street/Cedar Ravine Realignment and Clay Street Bridge Replacement Project.
- Implement construction phase of the Blairs Lane Bridge Replacement Project.
- Continue implementation of the NPDES Storm Water Management Plan and the MS4 Storm water Permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City’s long-range Capital Improvement Program, including funding identification.
- Maintain the City’s Pavement Management System for evaluating all City streets.
- Continue participation in updating City’s Development Standards.
- Provide construction inspection of subdivision and commercial development projects.
- Continue to address the sewer system inflow and infiltration (I&I) conditions.
- Continue implementation of Sewer Spill Response Plan and coordinate training with Community Services Department response staff.
- Process Transportation and Encroachment Permits.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on development of 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 the Planning and Building Divisions, other City Departments, and other local, state, and federal agencies.
- Apply for grant-funded projects as sources are made available.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	0.5	0.5	1.5	1.5	1.5	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Total	4.5	4.5	5.5	5.5	5.5	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Engineering

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	225,614	240,062	580,115	499,544	558,576	558,576	-4%
Materials and supplies	4,643	4,169	5,900	5,940	5,700	5,700	-3%
Contract Services	3,401	367	5,570	29,249	5,607	5,607	1%
Overhead	20,000	20,072	20,000	20,000	20,000	20,000	0%
Other expense	1,192	923	4,175	4,174	3,521	3,521	-16%
Capital outlay	-	795	1,400	2,226	7,872	7,872	462%
Total	254,850	266,388	617,160	561,133	601,276	601,276	-3%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Engineering	254,850	266,388	617,160	561,133	601,276	601,276	-3%
Total	254,850	266,388	617,160	561,133	601,276	601,276	-3%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	(46,681)	(104,580)	107,195	165,825	80,686	80,686	-25%
CIP Cost Recovery	190,461	247,265	244,102	64,424	316,188	316,188	30%
Engineering Fees	49,977	26,556	79,337	172,322	50,000	50,000	-37%
Water Enterprise Fund	31,765	48,632	93,263	79,709	77,076	77,076	-17%
Sewer Enterprise Fund	29,328	48,515	93,263	78,853	77,326	77,326	-17%
Total	254,850	266,388	617,160	561,133	601,276	601,276	-3%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2014/2015 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Worked with Regional WQCB staff in development of a new 5-year NPDES Discharge Permit and successfully negotiated a more favorable permit with fewer sampling requirements.
- Evaluated methods to reduce over concentration of zinc in effluent and received modification to Discharge Permit allowing for zinc concentration compliance by 2017.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained three sanitary sewer lift stations and two park restroom pump stations.
- Continued design of improvements for the Madrone and Giovanni sewer left stations.
- Furthered sewer collection system inventory and analysis program.

2015/2016 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 working towards compliance with effluent discharge temperature Cease and Desist Order.
- Continue to evaluate methods to reduce over concentration of zinc in effluent and bring Discharge Permit into compliance by 2017.
- Evaluate modifying the classification of the waste sludge from B to A classification.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue Sewer Collection System Inventory and Analysis Program.
- Continue design of improvements for lift stations at Madrone and Giovanni.
- Implement preventative maintenance and inventory programs.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.5	1.5	1.5	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0%
Engineering Specialist	0.0	0.5	0.0	0.0	0.0	0%
Total	8.0	8.5	8.5	8.5	8.5	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Water Reclamation Facility

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	904,163	961,473	1,027,783	1,006,933	994,491	994,491	-3%
Materials and supplies	265,257	259,951	322,500	305,000	328,500	328,500	2%
Contract Services	616,147	586,395	690,200	696,453	674,400	674,400	-2%
Overhead	215,000	215,000	215,000	215,000	215,000	215,000	0%
Other expense	35,958	45,821	61,200	57,200	56,700	56,700	-7%
Capital outlay	-	8,490	10,948	8,330	5,555	5,555	-49%
Total	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Water Redamation Facility	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%
Total	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Sewer Enterprise	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%
Total	2,036,525	2,077,130	2,327,631	2,288,916	2,274,646	2,274,646	-2%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Development Services

Division: Administration

2014/2015 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to all department divisions.
- Provided staff support to the PEAC, Planning Commission, and City Council.
- 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.
- Staffed the Economic Development Advisory Committee (PEAC).
- Continued to abate “nuisance” signs.
- Abating known unpermitted parking lots.
- Participated in the Business Outreach Visit program.
- Implemented 2013-2021 Housing Element and continued efforts to maintain its certification.

2015/2016 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 department staff.
- Continue to provide staff support to the PEAC, Planning Commission, and City Council.
- Assist in the creation of Downtown Historic District boundaries and guidelines.
- 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 oversight of matters related to the Hangman's Tree & Herrick building rehabilitation efforts, and the Confidence Hall and Emigrant Jane buildings.
- 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 and Administration Department with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and economic development efforts.
- Continue to abate known unpermitted parking lots.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Total	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Administration

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	196,858	199,251	209,697	206,797	196,076	196,076	-6%
Materials and supplies	2,035	1,487	950	950	1,350	1,350	42%
Contract Services	4,414	-	5,000	5,300	5,000	5,000	0%
Overhead	-	-	-	-	-	-	0%
Other expense	96	872	1,753	1,753	1,135	1,135	-35%
Capital outlay	283	-	-	-	-	-	0%
Total	203,686	201,610	217,400	214,800	203,561	203,561	-6%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
DSD Administration	203,686	201,610	217,400	214,800	203,561	203,561	-6%
Total	203,686	201,610	217,400	214,800	203,561	203,561	-6%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	203,686	201,610	217,400	214,800	203,561	203,561	-6%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	203,686	201,610	217,400	214,800	203,561	203,561	-6%

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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 2015/2016 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Estimated				Workload Indicators	Estimated			
	Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Adopted 2015/2016		Actual 2012/2013	Actual 2013/2014	Actual 2014/2015	Adopted 2015/2016
Parks Maintenance Hours					Streets and Roads				
Gold Bug Park	1700	1,720	1,720	1,720	Calls for service	198	350	350	350
Lions Park	1450	1190/750	1190/750	1190/750	Maintenance hours	9,440	3,460	3460	3460
City Park	600	250	250	250	Miles of streets maintained	52	-	0	0
Rotary Park	400	305	305	305	Green waste diverted (tons)	150	-	0	0
Lumsden Park	400	155	155	155	Street Sweeping		510	510	510
Orchard Hill Park	150	205	205	205	Parking Lots		260	260	260
George Duffey Park	200	105	105	105	Storm Drains		370	370	370
El Dorado Trail	200	2,000	2,000	2,000	Sanding		15	15	15
Community Gardens	200	0	0	0	Snow Removal		234	234	234
Cemeteries	200	18/370	18/370	18/370	Streets, Signs and Markings		1,950	1950	1950
Other Parks and Grounds	200	870	870	870	Sidewalk, Curb and Gutter		245	245	245
Admin.		260	260	260	Mechanic		1,350	1350	1350
					Admin.		130	130	130
Recreation (FT hours / PT hours)					Water / Sewer Lines				
General	500/200	3165/1015	3165/1017	3165/1017	Calls for service	163	380	380	380
Activity Guide	300/0	312.5	314	314	Meter replacement	83	20	20	20
Gold Bug Tours	0/2,600	350/3315	350/3317	350/3317	Water Applications	4	-	0	0
Adult Program	250/2,100	0/0	0	0	Sewer Applications	4	45	45	45
Youth Programs	350/500	0/0	0	0	Miles of sewer lines	54	-	0	0
Aquatics	1,750/10,000	1100/13404	1100/13404	1100/13404	Water M&O		5,175	5175	5175
Youth Basketball		888/1170	888/1170	888/1170	Sewer M&O		3,095	3095	3095
Youth Camps		24/40	24/40	24/40	Admin		420	420	420
Adult Basketball		25/310	25/310	25/310					
Adult Softball		850/1440	850/1440	850/1440					
Adult Volleyball		11/150	11/150	11/150					
Youth Sports	400/2,100	0/0	0	0					
Adult Sports	900/2,900	0/0	0	0					
Special Events		60/0	60	60					
Admin.		515.5	515	515					
Facilities Maintenance									
City Hall	300	100/555	100/555	100/555					
Town Hall	650	455/450	455/450	455/450					
Scout Hall	50	80/0	80	80					
Pool	550	500/0	500	500					
Park and Ride	50	115/255	115/255	115/255					
Old City Hall	15	10/1	12	12					
Police Department	20	105/30	105/30	105/30					
Other	15	0/0	0	0					
Corp Yard		300/0	300	300					
Admin.		260/0	260	260					

Department Staff by Position	Actual	Actual	Estimated	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015		
Public Works Operations Manager	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0%
Community Services Superintendent	0.0	1.0	1.0	1.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	5.4	5.9	6.0	6.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.5	1.0	1.0	1.0	0%
Maintenance Worker I	4.0	3.0	3.0	3.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0%
Office Assistant I	0.0	0.0	0.0	0.4	0%
Total Community Services	22.4	22.4	22.5	22.9	2%

Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	1,940,535	2,091,617	2,441,493	2,325,113	2,561,207	2,561,207	5%
Materials and supplies	695,281	786,266	860,435	876,127	913,763	913,763	6%
Contract Services	711,224	771,394	865,143	887,934	920,570	920,570	6%
Overhead	237,000	237,000	237,000	237,000	237,000	237,000	0%
Other expense	111,109	79,384	106,405	105,688	118,555	118,555	11%
Capital outlay	14,459	57,760	99,831	37,807	50,430	50,430	-49%
Total	3,709,608	4,023,421	4,610,307	4,469,669	4,801,525	4,801,525	4%

Department Budget by Division	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Parks	506,940	531,707	558,399	580,745	614,965	614,965	10%
Recreation	662,706	738,998	880,465	876,573	985,608	985,608	12%
Facilities M & O	279,677	301,883	276,510	298,011	307,133	307,133	11%
Streets and Roads	554,748	539,617	621,281	585,735	589,705	589,705	-5%
Water/Sewer Lines	753,407	843,516	1,142,959	986,820	1,115,333	1,115,333	-2%
Water Acquisition & Delivery	595,507	700,317	743,976	747,444	770,337	770,337	4%
Downtown Parking	146,159	147,036	149,678	149,997	147,790	147,790	-1%
CSD Administration	210,464	220,347	237,039	244,344	270,654	270,654	14%
Total	3,709,608	4,023,421	4,610,307	4,469,669	4,801,525	4,801,525	4%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	1,347,595	1,416,520	1,644,881	1,658,376	1,834,880	1,834,880	12%
Orchard Hill/Duffey LLMD	36,159	38,204	25,566	26,890	26,315	26,315	3%
Recreation Fees	552,400	565,832	604,048	614,471	634,633	634,633	5%
Gas Tax	277,469	309,047	275,385	305,382	263,617	263,617	-4%
Transportation Fund	29,989	29,997	30,000	-	-	-	-100%
Benefit Assessment Districts	2,133	-	18,807	7,910	28,568	28,568	52%
Water Enterprise Fund	923,265	1,094,621	1,277,325	1,181,815	1,272,900	1,272,900	0%
Sewer Enterprise Fund	425,649	449,212	609,610	552,449	612,770	612,770	1%
Daily Parking Revenues	44,995	49,408	49,805	49,634	55,662	55,662	12%
Leased Parking Revenues	69,954	70,580	74,880	72,742	72,180	72,180	-4%
Total	3,709,608	4,023,421	4,610,307	4,469,669	4,801,525	4,801,525	4%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Parks

2014/2015 REVIEW

- Maintained 103 acres of parks, four miles of trails and ten acres of open space.
- Spent approximately 7,455 hours in the maintenance of parks, open space and other grounds.
- 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 at the El Dorado Trail maintaining all grounds.
- Spent approximately 870 hours within other grounds areas, such as: cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance and 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 local volunteer group to replace grass infield at Rotary Park.
- Worked with Community Pride volunteers to maintain 20 gardens throughout town.
- Made fire safety improvements to trails and roadways at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Renovation of softball infields at Lions Park.
- Made improvements to irrigation system at Lions Park.
- Assist the Placerville Rotary Club with park improvements at Rotary Park.
- Assisted with the removal of illegal camp sites.

2015/2016 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	2014/2015	2015/2016	Approved	from 14/15 Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.7	0.7	0.7	0%
Maintenance Worker II	2.3	2.3	2.6	2.6	2.6	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0%
Total	4.2	4.2	4.3	4.3	4.3	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Parks

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	365,178	396,592	404,951	417,342	438,914	438,914	8%
Materials and supplies	45,990	56,700	55,837	57,734	60,342	60,342	8%
Contract Services	94,817	74,437	87,400	96,769	97,884	97,884	12%
Overhead	-	-	-	-	-	-	0%
Other expense	955	227	4,611	3,300	2,825	2,825	-39%
Capital outlay	-	3,751	5,600	5,600	15,000	15,000	168%
Total	506,940	531,707	558,399	580,745	614,965	614,965	10%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Parks Maintenance	88,114	80,227	43,731	44,537	52,681	52,681	20%
Lions Park	101,628	109,653	138,323	148,030	150,028	150,028	8%
Gold Bug Park	72,182	84,254	97,008	97,472	110,526	110,526	14%
Rotary Park	48,873	54,659	40,774	42,520	44,138	44,138	8%
City Park	58,994	57,519	60,032	62,172	64,039	64,039	7%
Lumsden Park	32,620	30,534	21,850	23,239	22,916	22,916	5%
Hangtown Creek	3,841	3,177	5,000	5,000	2,000	2,000	-60%
City Cemeteries	21,165	22,261	5,618	6,036	3,495	3,495	-38%
Community Gardens	3,262	3,118	500	500	500	500	0%
El Dorado Trail	8,041	8,780	17,845	18,413	24,715	24,715	38%
Orchard Hill/Duffey LLMD	36,159	38,204	25,566	26,890	26,315	26,315	3%
Other Grounds	32,061	39,321	102,152	105,936	113,612	113,612	11%
Total	506,940	531,707	558,399	580,745	614,965	614,965	10%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	470,781	493,503	532,833	553,855	588,650	588,650	10%
Orchard Hill/Duffey LLMD	36,159	38,204	25,566	26,890	26,315	26,315	3%
Total	506,940	531,707	558,399	580,745	614,965	614,965	10%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Recreation

2014/2015 REVIEW

- Created three Recreation Program Activity Guides with a distribution of approximately 14,000 per issue.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Implemented new Sports Camps with a special emphasis on younger age groups.
- Conducted a Youth Basketball League consisting of 718 participants participating in four divisions from grades K-8.
- Accommodated over 1,200 participants in learn to swim program.
- Implemented “extended” aquatics activities to include Junior Lifeguard Camps, Swimming Lesson Aide Training and Water Exercise.
- Administered Youth Assistance Fund. Solicited for and distributed over \$5,500 of assistance to local youths.
- Conducted four Adult 5 on 5 Basketball Leagues with an average of six teams per league. Each league ran for approximately two months.
- Conducted five Adult 3 on 3 Basketball Leagues with an average of eight teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 242 teams combined in spring, summer, and fall leagues.
- Conducted five volleyball leagues comprised of 35 teams.
- Co-sponsored five Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out)
- Made improvements to Activity Guide and distribution system.
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Open Priest Mine at Gold Bug Park for Presidents Day Weekend and Labor Day Weekend.
- Took over full operations of Hatti’s Gift Shop at Gold Bug Park.
- Held Blacksmith Shop Open House at Gold Bug Park.
- Built bleacher benches for students to sit on during tours in the Stamp Mill.

2015/2016 BUDGET

- Increase customer user base and program revenue.
- Expand program opportunities at the Placerville Aquatic Center.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
Total	3.5	3.5	3.5	3.5	3.5	0%

Fiscal Year 2015/2016 Annual Operating Budget
Department: Community Services
Division: Recreation

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	479,922	551,967	651,589	637,682	702,226	702,226	8%
Materials and supplies	30,647	28,515	46,950	61,950	87,450	87,450	86%
Contract Services	100,175	111,042	122,151	117,191	134,408	134,408	10%
Overhead	-	-	-	-	-	-	0%
Other expense	45,413	44,694	59,775	59,750	60,120	60,120	1%
Capital outlay	6,549	2,780	-	-	1,404	1,404	0%
Total	662,706	738,998	880,465	876,573	985,608	985,608	12%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Special Interest Programs	25,224	31,761	25,403	22,050	25,001	25,001	-2%
Sports Camps and Teams	260,861	285,191	355,054	342,227	385,662	385,662	9%
Gold Bug Park Admissions	56,898	61,647	86,150	99,235	136,927	136,927	59%
Aquatics	176,501	205,322	236,858	238,016	248,986	248,986	5%
Special Events	4,959	6,168	9,548	9,621	9,548	9,548	0%
Recreation - General	138,263	148,909	167,452	165,424	179,484	179,484	7%
Total	662,706	738,998	880,465	876,573	985,608	985,608	12%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	110,306	173,166	276,417	262,102	350,975	350,975	27%
Recreation Fees	552,400	565,832	604,048	614,471	634,633	634,633	5%
Total	662,706	738,998	880,465	876,573	985,608	985,608	12%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2014/2015 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 Downtown Parking Garage.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Continued work on installation of a new roof on Police Department.
- Repaired lighting system within the Downtown Parking Garage.
- Repaired street lighting throughout the City.
- Made on-going roof repairs to City buildings.
- Coordinated major repairs at the Placerville Aquatics Center.
- Made ongoing repairs to Placerville Station Park and Ride.
- Implemented Graffiti Abatement Program.
- Installed Storage Containers at Corporation Yard.

2015/2016 BUDGET

- 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 Downtown Parking Garage.
- Accomplish maintenance program with approximately 2,000 hours of staff time.
- Work towards the completion of ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Parks & Facility Maintenance Superintendent	0.2	0.2	0.3	0.3	0.3	0%
Senior Maintenance Worker	0.0	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	0.6	0.6	0.4	0.4	0.4	0%
Total	0.7	0.7	0.7	0.7	0.7	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	65,915	77,314	76,812	94,727	90,623	90,623	18%
Materials and supplies	43,255	60,649	44,900	42,564	52,400	52,400	17%
Contract Services	161,073	155,677	150,698	155,890	161,580	161,580	7%
Overhead	-	-	-	-	-	-	0%
Other expense	1,524	2,943	1,700	2,000	2,530	2,530	49%
Capital outlay	7,910	5,300	2,400	2,830	-	-	-100%
Total	279,677	301,883	276,510	298,011	307,133	307,133	11%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Old City Hall	11,841	16,859	8,000	9,623	16,500	16,500	106%
New City Hall	69,103	68,106	68,971	68,971	68,229	68,229	-1%
Town Hall	38,507	53,514	42,613	45,595	49,171	49,171	15%
Scout Hall	9,222	8,865	7,424	8,460	7,704	7,704	4%
Corporation Yard	15,896	17,922	20,650	23,610	15,030	15,030	-27%
City Pool Facilities	101,385	107,309	106,944	114,765	124,387	124,387	16%
Public Safety Building	8,729	12,567	6,035	11,483	5,200	5,200	-14%
Downtown Public Restroom	10,170	6,825	7,411	4,850	10,652	10,652	44%
Mosquito Road Park & Bus	14,824	9,916	8,462	10,654	10,260	10,260	21%
Total	279,677	301,883	276,510	298,011	307,133	307,133	11%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	279,677	301,883	276,510	298,011	307,133	307,133	11%
Total	279,677	301,883	276,510	298,011	307,133	307,133	11%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Streets and Roads

2014/2015 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement 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 Engineering in inventorying infrastructure.
- 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.

2015/2016 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.
- 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.
- Continue Street Sign Replacement Program.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Public Works Operations Manager	0.0	0.4	0.4	0.4	0.4	0%
Public Works Superintendent	0.5	0.0	0.0	0.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	0.4	0.5	0.5	0.5	0.5	0%
Maintenance Worker I	0.8	0.5	0.5	0.5	0.5	0%
Total	2.7	2.4	2.4	2.4	2.4	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Streets and Roads

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	286,524	245,388	237,593	221,711	241,678	241,678	2%
Materials and supplies	62,658	71,742	89,147	88,740	91,670	91,670	3%
Contract Services	172,662	168,719	224,858	231,286	235,958	235,958	5%
Overhead	-	-	-	-	-	-	0%
Other expense	32,904	24,444	18,702	18,702	19,733	19,733	6%
Capital outlay	-	29,324	50,981	25,296	666	666	-99%
Total	554,748	539,617	621,281	585,735	589,705	589,705	-5%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Street Sweeping	13,894	15,741	28,606	38,926	29,799	29,799	4%
Curbs, Gutters, and Sidewalks	38,135	34,716	37,967	38,733	37,735	37,735	-1%
Street Signs and Markings	43,622	52,670	63,026	67,048	66,094	66,094	5%
Storm Drains	7,479	7,633	22,465	21,079	38,265	38,265	70%
Traffic Signals and Lights	108,569	101,630	130,283	131,320	110,613	110,613	-15%
Street Sanding/Snow Removal	2,333	15,462	9,000	9,000	9,000	9,000	0%
General Street Maintenance	340,716	311,765	329,934	279,629	298,199	298,199	-10%
Total	554,748	539,617	621,281	585,735	589,705	589,705	-5%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	245,157	200,573	297,089	272,443	297,520	297,520	0%
Gas Tax	277,469	309,047	275,385	305,382	263,617	263,617	-4%
Transportation Fund	29,989	29,997	30,000	-	-	-	-100%
Benefit Assessment Districts	2,133	-	18,807	7,910	28,568	28,568	52%
Total	554,748	539,617	621,281	585,735	589,705	589,705	-5%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Water and Sewer Lines

2014/2015 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 Collection System Flushing Program.
- Assisted Engineering with mapping of sewer and water Lines.

2015/2016 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 Fats, Oils and Grease Program.
- Continue Annual Sewer Flushing Program.
- Continue to assist Engineering with mapping of sewer and water lines.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Public Works Operations Manager	0.0	0.6	0.6	0.6	0.6	0%
Public Works Superintendent	0.5	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	0.0	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.5	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	2.1	2.5	2.5	2.5	2.5	0%
Maintenance Worker I	3.3	2.5	2.5	2.5	2.5	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant I	0.0	0.0	0.0	0.1	0.1	0%
Total	7.3	8.6	8.6	8.7	8.7	1%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Water and Sewer Lines

<u>Division Budget by Category</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Personnel	516,766	516,629	725,134	597,464	695,956	695,956	-4%
Materials and supplies	48,550	67,439	99,950	101,488	98,250	98,250	-2%
Contract Services	34,874	91,314	118,508	125,270	127,050	127,050	7%
Overhead	149,000	149,000	149,000	149,000	149,000	149,000	0%
Other expense	4,217	2,529	9,517	9,517	11,717	11,717	23%
Capital outlay	-	16,605	40,850	4,081	33,360	33,360	-18%
Total	753,407	843,516	1,142,959	986,820	1,115,333	1,115,333	-2%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Water Lines	327,758	394,304	533,349	434,371	502,563	502,563	-6%
Sewer Lines	425,649	449,212	609,610	552,449	612,770	612,770	1%
Total	753,407	843,516	1,142,959	986,820	1,115,333	1,115,333	-2%

<u>Funding Sources</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Water Enterprise Fund	327,758	394,304	533,349	434,371	502,563	502,563	-6%
Sewer Enterprise Fund	425,649	449,212	609,610	552,449	612,770	612,770	1%
Total	753,407	843,516	1,142,959	986,820	1,115,333	1,115,333	-2%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Water Acquisition and Delivery

2014/2015 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.
- Implement a Valve Exercise and Fire Hydrant Flushing Program.
- Implement Cross-Connection Prevention Program.
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.

2015/2016 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 certified all City owned devices.
- 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	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	1.0	0.0	0.0	0.0	0.0	0%
Office Assistant I	0.0	0.0	0.0	0.2	0.2	0%
Total	2.0	1.0	1.0	1.2	1.2	18%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	15,766	83,380	108,375	111,843	121,156	121,156	12%
Materials and supplies	460,015	500,874	522,251	522,251	522,251	522,251	0%
Contract Services	6,450	24,367	14,150	14,150	18,730	18,730	32%
Overhead	88,000	88,000	88,000	88,000	88,000	88,000	0%
Other expense	25,276	3,696	11,200	11,200	20,200	20,200	80%
Capital outlay	-	-	-	-	-	-	0%
Total	595,507	700,317	743,976	747,444	770,337	770,337	4%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Water Acquisition & Delivery	595,507	700,317	743,976	747,444	770,337	770,337	4%
Total	595,507	700,317	743,976	747,444	770,337	770,337	4%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Water Acquisition & Delivery	595,507	700,317	743,976	747,444	770,337	770,337	4%
Total	595,507	700,317	743,976	747,444	770,337	770,337	4%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Downtown Parking

2014/2015 REVIEW

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

2015/2016 BUDGET

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

	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual	2015/2016	Approved	from 14/15
Department Staff by Position			2014/2015		2015/2016	Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0%

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

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Downtown Parking

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	4,166	347	1,400	1,400	1,400	1,400	0%
Contract Services	141,173	145,838	147,378	147,378	144,960	144,960	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	820	851	900	1,219	1,430	1,430	59%
Capital outlay	-	-	-	-	-	-	0%
Total	146,159	147,036	149,678	149,997	147,790	147,790	-1%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Downtown Parking	146,159	147,036	149,678	149,997	147,790	147,790	-1%
Total	146,159	147,036	149,678	149,997	147,790	147,790	-1%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	31,210	27,048	24,993	27,621	19,948	19,948	-20%
Daily Parking Revenues	44,995	49,408	49,805	49,634	55,662	55,662	12%
Leased Parking Revenues	69,954	70,580	74,880	72,742	72,180	72,180	-4%
Total	146,159	147,036	149,678	149,997	147,790	147,790	-1%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Community Services

Division: Administration

2014/2015 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.
- Continued implementation of Gold Bug Park Fire Safe Plan.
- Provided risk management services for City wide Special Events.
- Provided daily oversight for Public Works, Recreation, and Parks and Facilities functions.

2015/2016 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant I	0.0	0.0	0.0	0.1	0.1	0%
Total Public Services	2.0	2.0	2.0	2.1	2.1	5%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Administration

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	210,464	220,347	237,039	244,344	270,654	270,654	14%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	210,464	220,347	237,039	244,344	270,654	270,654	14%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
CSD Administration	210,464	220,347	237,039	244,344	270,654	270,654	14%
Total	210,464	220,347	237,039	244,344	270,654	270,654	14%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	210,464	220,347	237,039	244,344	270,654	270,654	14%
Total	210,464	220,347	237,039	244,344	270,654	270,654	14%

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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.

Fiscal Year 2015/2016 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>	Actual	Actual	Estimated	Adopted
	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>
Regular City Council Meetings	22	22	22	22
Resolutions	93	112	110	110
Ordinances	5	5	5	5

<u>Department Staff by Position</u>	Actual	Actual	Estimated	Proposed	Council	% Change
	<u>2012/2013</u>	<u>2013/2014</u>	<u>Actual</u> <u>2014/2015</u>	<u>2015/2016</u>	<u>Approved</u> <u>2015/2016</u>	<u>from 14/15</u> <u>Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0%
Total	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	0%

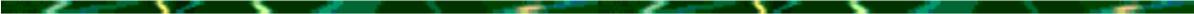
Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
Elected Officials

<u>Department Budget by Category</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Personnel	87,227	98,448	109,110	97,725	99,273	99,273	-9%
Materials and supplies	1,158	520	500	500	500	500	0%
Contract Services	11,677	14,993	22,300	9,375	17,000	17,000	-24%
Overhead	-	-	-	-	-	-	0%
Other expense	9,496	10,213	12,609	12,609	12,600	12,600	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>109,558</u>	<u>124,174</u>	<u>144,519</u>	<u>120,209</u>	<u>129,373</u>	<u>129,373</u>	-10%

<u>Department Budget by Division</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
City Council	107,370	121,981	142,154	117,922	127,008	127,008	-11%
City Treasurer	2,188	2,193	2,365	2,287	2,365	2,365	0%
Total	<u>109,558</u>	<u>124,174</u>	<u>144,519</u>	<u>120,209</u>	<u>129,373</u>	<u>129,373</u>	-10%

<u>Funding Sources</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
General Fund							
Discretionary Revenues	109,558	124,174	144,519	120,209	129,373	129,373	-10%
Total	<u>109,558</u>	<u>124,174</u>	<u>144,519</u>	<u>120,209</u>	<u>129,373</u>	<u>129,373</u>	-10%

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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 2015/2016 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual		Estimated		Council Approved 2015/2016	% Change from 14/15 Budget
	2012/2013	2013/2014	Actual 2014/2015	Adopted 2015/2016		
City Manager (hours)						
Council agenda and meeting prep.	500	500	500	500		
Attend Council meetings	75	75	75	75		
Personnel	300	500	500	500		
Bonds	50	50	50	50		
Intergovernmental relations	150	150	150	150		
Citizen inquiries	150	150	150	150		
Public Works/Comm. Develop. Proj.	600	600	600	400		
Claims and litigation	150	150	150	150		
Franchise	50	50	50	50		
Bids and contracts	75	75	75	75		
Special Events	50	50	50	50		
Utility fees	100	100	100	100		
Main Street & Parking	125	125	125	125		
Ordinances and resolutions	150	150	150	150		
Redevelopment	50	0	0	0		
Economic Development	350	350	350	350		
Grant Development and Admin.			0	40		
City Attorney (hours)						
Council agenda and meeting prep.	25	25	25	25		
Attend Council meetings	96	75	75	75		
Personnel	55	55	55	55		
Bonds	20	10	10	10		
Respond to subpoenas/records reqs.	35	20	20	20		
Public Works/Comm. Develop. Proj.	85	50	50	50		
Claims	50	50	50	50		
Litigation	60	60	60	60		
Bids and contracts	35	25	25	25		
Ordinances and resolutions	45	45	45	45		
Collections	5	5	5	5		
Utility fees	20	20	20	20		
Parking	5	5	5	5		
Franchise	5	5	5	5		
Redevelopment	10	0	0	0		
Grant Administration (hours)						
Loan Reuse Program	25	0	0	0		
Small Business Loans	25	0	0	0		
Code Enforcement - Citizen Inquiries	75	0	0	0		
Downtown Streetscape - Parking	25	0	0	0		
Grant Development	50	50	50	0		
CEC- ARRA Grant	50	0	0	0		
CDBG Ist-Time Homebuyer/Housing Rehab	25	25	25	0		
City Clerk (#/Hrs)						
Agendas/Minutes	50/637.5	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	62/93		
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10		
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.		
Public records requests	300/300	300/300	300/300	300/300		
Human Resources (#/hrs)						
Recruitments	5/180	7/252	7/252	6/216		
Reclassifications	2/4	2/4	2/4	0/0		
Orientations	5/5	7/7	7/7	6/6		
Process new hires including seasonal	5/5	10/10	10/10	10/10		
Risk Management						
Liability claims processed	15/120	15/120	15/120	15/120		
Worker's Comp claims existing	21/84					
Worker's comp. claims	7/56	7/56	7/56	7/56		
COBRA Administration	3/3	3/3	3/3	3/3		
Information Services (% hrs)						
Network administration	20%	20%	20%	20%		
Computer service calls/training	20%	20%	20%	20%		
Project management	30%	30%	30%	30%		
Department Staff by Position	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
City Manager	1.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0%
Total	5.0	5.0	5.0	5.0	5.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
City Administration

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	555,619	597,871	665,789	657,418	701,356	701,356	5%
Materials and supplies	3,559	4,327	5,045	5,045	4,795	4,795	-5%
Contract Services	472,798	189,650	155,304	174,920	129,631	129,631	-17%
Overhead	38,000	38,000	38,000	38,000	38,000	38,000	0%
Other expense	7,885	8,921	15,327	14,919	14,272	14,272	-7%
Capital outlay	1,435	2,562	-	4,602	63,155	63,155	0%
Total	1,079,296	841,331	879,465	894,904	951,209	951,209	8%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Legal Services	67,127	78,136	76,391	85,795	71,851	71,851	-6%
Litigation	321,998	49,788	-	16,516	-	-	0%
City Manager	256,101	279,197	303,873	300,793	309,157	309,157	2%
Information Services	303,715	304,598	355,356	355,479	402,052	402,052	13%
Human Resources	119,693	120,773	128,290	126,759	140,735	140,735	10%
Grant Administration	39	-	-	-	-	-	0%
City Clerk	10,623	8,839	15,555	9,562	27,414	27,414	76%
Total	1,079,296	841,331	879,465	894,904	951,209	951,209	8%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	566,164	593,409	652,381	650,941	683,083	683,083	5%
General Liability Fund	321,998	49,788	-	16,516	-	-	0%
Grant Funds	39	-	-	-	-	-	0%
Water Enterprise Fund	95,459	99,050	113,542	113,724	121,543	121,543	7%
Sewer Enterprise Fund	95,636	99,084	113,542	113,723	146,583	146,583	29%
Total	1,079,296	841,331	879,465	894,904	951,209	951,209	8%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: City Attorney

2014/2015 REVIEW

- Worked with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Continued to respond to inquiries from property owners and bond holders.
- Monitored legal issues regarding grant funds.
- Monitored legal issues regarding transportation funds.
- Reviewed contracts, RFPs and bid documents.
- Prepared and reviewed ordinances/resolutions/contracts.
- Assisted in personnel matters.
- Advised on CEQA issues and reviewed CEQA documents.
- Supervised claims and litigation and workers compensation claims.
- Monitored pending and new legislation.
- Assisted in Cal/OSHA matters.
- Monitored water regulations.
- Monitored and assisted in WWTP regulation issues.
- Advised Planning and Engineering on legal issues.
- Assisted with code enforcement.
- Advised on legal documents regarding lease/purchase for old City Hall.
- Represented City on Pitchess motions.
- Reviewed and advised regarding Public Records requests.
- Attended City Council meetings.
- Reviewed and advise regarding legal documents relating to City.
- Provided legal advice to City Council.
- Advised on FPPC issues.

2015/2016 BUDGET

- Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Continue to respond to inquiries from property owners and bond holders.
- Monitor legal issues regarding grants and funding.
- Monitor legal issues regarding transportation funds.
- Draft and review contracts, RFP's and bid documents.
- Draft and review ordinances/resolutions/contracts.
- Review and advise regarding new and pending legislation affecting City.
- Advise and assist in personnel matters.
- Review CEQA documents.
- Participate in personnel training.
- Supervise liability claims, workers compensation claims and litigation.
- Advise City departments on legal issues affecting the department.
- Assist with code enforcement issues.
- Monitor and assist with water and wastewater regulations/issues.
- Assist in Cal/OSHA matters.
- Represent City on Pitchess motions.
- Review and advise regarding Public Records requests.
- Attend City Council meetings.
- Review and advise regarding legal documents relating to City.
- Provide legal advice to Council.
- Advise on FPPC issues.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0%
Total	0.30	0.30	0.30	0.30	0.30	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
City Attorney

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	18,982	21,528	24,091	23,895	24,851	24,851	3%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	367,673	104,459	49,500	75,616	45,000	45,000	-9%
Overhead	-	-	-	-	-	-	0%
Other expense	2,470	1,937	2,800	2,800	2,000	2,000	-29%
Capital outlay	-	-	-	-	-	-	0%
Total	389,125	127,924	76,391	102,311	71,851	71,851	-6%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Legal Services	67,127	78,136	76,391	85,795	71,851	71,851	-6%
Litigation	321,998	49,788	-	16,516	-	-	0%
Total	389,125	127,924	76,391	102,311	71,851	71,851	-6%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	67,127	78,136	76,391	85,795	71,851	71,851	-6%
General Liability Reserve	321,998	49,788	-	16,516	-	-	0%
Total	389,125	127,924	76,391	102,311	71,851	71,851	-6%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: City Manager

2014/2015 REVIEW

- Continued to look at workout options for Defaulted Bonds.
- Monitor pending and existing legislation.
- Proceeded with Implementation of Economic Strategy.
- Continued Business Outreach Visits Program.
- Continued to monitor 3-cart system and procedures for exclusions to mandatory solid waste service.
- Monitored Water Reclamation Facility regulatory issues.
- Monitored El Dorado Disposal performance.
- Assisted in coordination of City committees.
- Monitored and review parking regulations and implement approved changes to regulations.
- Researched funding options for maintenance of parking facilities.
- Pursued funding options to implement downtown revitalization.
- Continued to work with merchants regarding cleaning downtown.
- Reviewed and oversee personnel matters - salaries/benefits/discipline.
- Pursued complete redo of Website
- Continued to monitor development of Placerville Station II.
- Participated in meetings, by phone and in person, with elected representatives in Washington and Sacramento.
- Monitored State's budget process.
- Participated with PDA in planning and coordinating downtown events.
- Oversaw City budget preparation.
- Monitored transportation-related projects.
- Continued to search for alternatives for new Public Safety Building.
- Reviewed all new hires and personnel forms.
- Reviewed ways to implement City Newsletter – E-newsletter.
- Pursued options for renovation and/or sale of Old City Hall.
- Reviewed and consider plaza improvements for new City Hall.
- Continued to explore ways to better implement Buxton Business Attraction/Retention Study.
- Monitored CDBG application and assist in preparation of new grant applications.
- Continued Neighborhood Chats to improve communication for intergovernmental relations.
- Supervised Claims and Litigation.
- Continued to pursue new ways through Social and other media to educate the public.
- Continued to pursue funding for Western Placerville Interchange and monitor development of existing funded phases.
- Continue to restore employee salaries and 40 hour work week.

2015/2016 BUDGET

- Continue to look at workout options for Defaulted Bonds.
- Monitor pending and existing legislation.
- Continue with Implementation of Economic Strategy.
- Continue Business Outreach Visits Program.
- Continue to monitor 3-cart system and procedures for exclusions to mandatory solid waste service.
- Monitor Water Reclamation Facility regulatory issues.
- Monitor El Dorado Disposal performance.
- Assist in coordination of City committees.
- Monitor and review parking regulations and implement approved changes to regulations.
- Identify Options to eliminate deficit in Parking Operations Fund and provide funding for deferred Maintenance.
- Continue to work with merchants regarding cleaning downtown.
- Review and oversee personnel matters - salaries/benefits/discipline.
- Implement new Website.
- Continue to monitor development of Placerville Station II.
- Participate in meetings, by phone and in person, with elected representatives in Washington and Sacramento.
- Monitor State's budget process.
- Participate with PDA in planning and coordinating downtown events.
- Oversee City budget preparation.
- Monitor transportation-related projects.
- Continue to search for alternatives for new Public Safety Building.
- Review all new hires and personnel forms.
- Review ways to implement City Newsletter – E-newsletter.
- Continue Structural Analysis of Historic City Hall and pursue options for renovation.
- Review and consider plaza improvements for City Hall.
- Continue to explore ways to better implement Buxton Business Attraction/Retention Study.
- Monitor CDBG Housing Rehab Grant and assist in preparation of new grant applications.
- Continue Neighborhood Chats to improve communication for intergovernmental relations.
- Supervise Claims and Litigation.
- Continue to pursue new ways through Social and other media to educate the public.
- Continue to pursue funding for Western Placerville Interchange and monitor development of existing funded phases.
- Research and identify and recommend options to fund street maintenance.
- Continue negotiations with Hotel Developers. Identify obstacles to Hotel Development.
- Research options to fund mandated Storm Drain Maintenance.
- Oversee Water and Sewer Rate Study and implement recommendations.

Department Staff by Position	Actual	Actual	Estimated		Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	Proposed 2015/2016	Approved 2015/2016	from 14/15 Budget
City Manager	1.00	1.00	1.00	1.00	1.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0%
Total	1.70	1.70	1.70	1.70	1.70	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
City Manager

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	243,382	262,205	282,798	280,018	290,232	290,232	3%
Materials and supplies	1,082	895	1,250	1,250	1,000	1,000	-20%
Contract Services	10,719	14,917	11,600	11,600	11,600	11,600	0%
Overhead	-	-	-	-	-	-	0%
Other expense	918	550	8,225	7,925	6,325	6,325	-23%
Capital outlay	-	630	-	-	-	-	0%
Total	256,101	279,197	303,873	300,793	309,157	309,157	2%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
City Manager	256,101	279,197	303,873	300,793	309,157	309,157	2%
Total	256,101	279,197	303,873	300,793	309,157	309,157	2%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	256,101	279,197	303,873	300,793	309,157	309,157	2%
Total	256,101	279,197	303,873	300,793	309,157	309,157	2%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: Information Services

2014/2015 REVIEW

- Provided email responses to the public for our website.
- Supported computer and projector needs for City Council meetings.
- Monitored our security camera archiving video archiving.
- Provided software and hardware support to Banner parking for our parking meters throughout downtown Placerville.
- Provided support for all VPN connections to the Corp Yard, portables, Aquatic Center, and Gold Bug Park and Water Reclamation Facility.
- Supported all phone system issues for all sites.
- Supported all smart-phone data synchronization issues for the City, including all PPD officers.
- Supported hardware, software and security (24x7) all VPN connections required by employees and vendors.
- Supported CAD and TRACNET at the Police station and MDC's in Police cars and other PPD applications.
- Supported Police Officers by making security camera DVD's of crime related video archives.
- Supported Police computer room and equipment in EOC.
- Updated and helped monitor computer usage within the context of our city Computer Usage Policy.
- Supported network connections from City of Placerville to the District Attorney's office.
- Provided support to the network connecting City of Placerville with the El Dorado Sheriff (for PD).
- Supported all data lines and computer rooms located at 3101 Center Street, Town Hall, PPD, and the WRF.
- Supported all DSL lines located at remote sites (Police, Gold Bug Park, City Pool, Corp. Yard and home lines.).
- Supported emailing of Council, Planning and Commission Agendas to our ever-growing distribution lists.
- Supported ever growing needs of our website.
- Provided 1st level support for Google Apps users (80)
- Shutdown AS400 h/w and s/w in Finance Department.
- Transitioned to cloud app for Finance (Naviline)
- Supported Channel 2 associated with our network and City needs.
- Supported new cell phones for Public Works / CS department workers.
- Upgraded Police garage video archiving capacity.
- Supported Live video streaming of Council / Planning Commission meetings with YouTube archiving.
- Trained other departments to post to and modify their own webpages on our City website.
- Supported PlanetPress software for Finance Dept.
- Continuous Support for PlanetPress / Naviline application.
- Assisted with modifying PlanetPress forms to work in Cloud application (ASP).
- Completed Naviline ASP conversion (Cloud App).
- Upgraded old T1 line / Cisco router network to Comcast Internet at each site with Cradlepoint router equipment.
- Trained I.T. Analyst in City Council Chambers A/V streaming.

2015/2016 BUDGET

- Provide email and/or phone support to the public regarding our website.
- Provide internal staff support and training on our new website.
- 'Roll-out' and implement a brand new Website.
- Support "Planet Press" software to newest ASP Naviline application.
- Upgrade our Cisco based Network with Cradle Point Routers.
- Repair broken security camera located on top of the bell tower.
- Provide computer, projector and audio needs to City Council meetings.
- Upgrade Finance department software to implement bar coding for Utility billing.
- Explore the Go To Gov applications for Finance.
- Provide software and hardware technical support for our parking meters and parking staff throughout downtown Placerville.
- Upgrade NetMotion server at PPD to Windows 2008 or 2012 (probably replacing the server and the backup / backup software.
- Replace our main file server at City Hall (PVX2).
- Train I.T. Analyst in City Council Chamber Comcast broadcasting.
- Plan VMware implementation for our City's network.
- Formulate a plan for replacing aging parking meters.
- Schedule to have pipes in 4th 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.
- Evaluate which file servers to be replaced next.
- Get training on Cradlepoint routers / admin tools.
- Remove T1 Lines to save money (replaced by Comcast cable internet June 2015).
- Support new website features.
- Upgraded network topology at PPD to eliminate older technologies and support newer technologies.

	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Department Staff by Position						
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Total	2.0	2.0	2.0	2.0	2.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Information Services

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	184,926	199,603	235,145	231,119	249,058	249,058	6%
Materials and supplies	2,385	3,384	3,795	3,795	3,795	3,795	0%
Contract Services	76,751	61,520	77,804	77,804	67,731	67,731	-13%
Overhead	38,000	38,000	38,000	38,000	38,000	38,000	0%
Other expense	218	159	612	159	612	612	0%
Capital outlay	1,435	1,932	-	4,602	42,856	42,856	0%
Total	303,715	304,598	355,356	355,479	402,052	402,052	13%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Information Services	303,715	304,598	355,356	355,479	402,052	402,052	13%
Total	303,715	304,598	355,356	355,479	402,052	402,052	13%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	112,620	106,464	128,272	128,032	133,926	133,926	4%
Water Enterprise Fund	95,459	99,050	113,542	113,724	121,543	121,543	7%
Sewer Enterprise Fund	95,636	99,084	113,542	113,723	146,583	146,583	29%
Total	303,715	304,598	355,356	355,479	402,052	402,052	13%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: Human Resources

2014/2015 REVIEW	2015/2016 BUDGET
<ul style="list-style-type: none"> ■ Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for nineteen City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing. ■ Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators. ■ Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees. ■ Coordinated Sexual Harassment Training for supervisory employees. ■ Coordinated extensive Personnel Hearing 	<ul style="list-style-type: none"> ■ Continue to seek creative avenues of attracting top candidates for positions within City service. ■ 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. ■ Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities. ■ Expand Safety Program to encourage a safety culture within the City. ■ Work with City's insurance committee to continue to reduce costs of employee health benefits. ■ Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption.

Department Staff by Position	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	106,141	112,342	121,390	120,774	134,850	134,850	11%
Materials and supplies	46	48	-	-	-	-	0%
Contract Services	10,398	4,280	3,900	2,800	2,800	2,800	-28%
Overhead	-	-	-	-	-	-	0%
Other expense	3,108	4,103	3,000	3,185	3,085	3,085	3%
Capital outlay	-	-	-	-	-	-	0%
Total	119,693	120,773	128,290	126,759	140,735	140,735	10%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Human Resources	119,693	120,773	128,290	126,759	140,735	140,735	10%
Total	119,693	120,773	128,290	126,759	140,735	140,735	10%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	119,693	120,773	128,290	126,759	140,735	140,735	10%
Total	119,693	120,773	128,290	126,759	140,735	140,735	10%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual	2015/2016	Approved	from 14/15
Department Staff by Position			2014/2015		2015/2016	Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2015/2016 Annual Operating Budget
Department: City Administration
Division: Grant Administration

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	39	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	39	-	-	-	-	-	0%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Grant Administration	39	-	-	-	-	-	0%
Total	39	-	-	-	-	-	0%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	39	-	-	-	-	-	0%
Total	39	-	-	-	-	-	0%

Fiscal Year 2015/2016 Annual Operating Budget

Department: City Administration

Division: City Clerk

2014/2015 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.
- Responsible for all election related responsibilities including candidate statements and campaign reporting for the 2014 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 60+ 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.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2015.
- Scheduled biennial Ethics Training for all Form 700 filers.

2015/2016 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 2016 election-related responsibilities 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 60+ filers.
- Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.
- Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy, to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.
- Continue to respond to a large volume of Public Information Act requests.
- Finalize the City's entire legislative history of Resolutions from 1,900 to present to be shared on the City's website.

Fiscal Year 2015/2016 Annual Operating Budget
Department: City Administration
Division: City Clerk

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	2,188	2,193	2,365	1,612	2,365	2,365	0%
Materials and supplies	46	-	-	-	-	-	0%
Contract Services	7,218	4,474	12,500	7,100	2,500	2,500	-80%
Overhead	-	-	-	-	-	-	0%
Other expense	1,171	2,172	690	850	2,250	2,250	226%
Capital outlay	-	-	-	-	20,299	20,299	0%
Total	10,623	8,839	15,555	9,562	27,414	27,414	76%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
City Clerk	10,623	8,839	15,555	9,562	27,414	27,414	76%
Total	10,623	8,839	15,555	9,562	27,414	27,414	76%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	10,623	8,839	15,555	9,562	27,414	27,414	76%
Total	10,623	8,839	15,555	9,562	27,414	27,414	76%

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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 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 2015/2016 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual	Actual	Estimated	Adopted
	2012/2013	2013/2014	Actual 2014/2015	2015/2016
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	5	5	7	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	48	48	48
Deposits/revenues	600/\$17m	600/\$18m	700/\$17m	700/\$17m
Accounts receivable billings	5,000	6,900	6,500	6,500
Development Trust Accounts	30	30	27	27
Payable checks processed	2,947/\$12m	3,050/\$13.5m	2,900/\$11m	2,900/\$12m
Business license applications	160	179	180	180
Bad checks recovered	45/\$9,678	39/\$16,141	50/\$24,000	50/\$24,000
Payroll				
Payroll transactions processed	3,468/\$8.0m	3,559/\$8.1m	3,420/\$8.3m	3,500/\$8.5m
Processed payroll (FT/PT)	87/145	8/143	85/140	85/140
Action forms processed (FT)	50	52	115	115
New hire orientation	14	10	16	10
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,000	18,500	18,500	18,500
Bills issued	22,536	22,537	22,537	22,537
Liens filed/released	15	5	5	5
Discovery of non-paying users	8/\$18,000	5	5	5
State mandated reports	2	2	2	2
Judgements Placed	15	3	4	4
Payment plans established	375	195	150	150

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	3.0	3.0	3.0	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
Total	6.1	6.1	6.1	6.1	6.1	0%

Fiscal Year 2015/2016 Annual Operating Budget
Department Budget
Finance

Department Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	529,929	551,309	592,042	586,721	644,697	644,697	9%
Materials and supplies	9,782	10,375	9,500	9,500	10,900	10,900	15%
Contract Services	26,822	18,078	31,350	12,679	34,917	34,917	11%
Overhead	67,000	67,000	67,000	67,000	67,000	67,000	0%
Other expense	6,599	11,400	13,365	12,706	13,249	13,249	-1%
Capital outlay	2,490	1,297	3,723	1,632	9,068	9,068	144%
Total	642,622	659,459	716,980	690,238	779,831	779,831	9%

Department Budget by Division	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Financial Management	282,859	294,326	318,307	313,859	348,461	348,461	9%
Utility Billing	359,763	365,133	398,673	376,379	431,370	431,370	8%
Total	642,622	659,459	716,980	690,238	779,831	779,831	9%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	282,859	294,326	318,307	313,859	348,461	348,461	9%
Water Enterprise Fund	180,863	185,255	200,720	189,690	217,185	217,185	8%
Sewer Enterprise Fund	178,900	179,878	197,953	186,689	214,185	214,185	8%
Total	642,622	659,459	716,980	690,238	779,831	779,831	9%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Finance

Division: Financial Management

2014/2015 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 collections of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plan.
- Administered City's CalPERS Retirement plan.
- Co-facilitated the Health Benefits Advisory Committee.
- Revised budget according to City Council action.
- 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.
- Represented the City at meetings for the PARSAC Finance Subcommittee and the NCCSIF Executive Committee and Board of Directors.
- Completed conversion of the City's exiting financial software to a cloud based ASP solution alleviating the City from having to purchase and maintain another AS400 server.
- Facilitated four Measure H Sales tax Committee meetings.
- Co-facilitated three Ad-Hoc Parking Advisory Committee Meetings.
- Secured \$706,518 capital lease for the replacement of 12 pieces of major equipment.
- Began researching the refinancing of the City Hall Capital Lease and the 2006 Wastewater Revenue Bonds.
- Developed plan to address the underfunding of Downtown Parking District operations and infrastructure replacement.

2015/2016 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.
- Refine the archival of development project cost accounting by implementing the new work order program.
- Administer medical insurance open enrollment process.
- Develop an OMB Circular A-87 Federally audited overhead rate in an effort to recover all costs related to federally funded CIP projects.
- Continue to assist all departments with budget controls and provide financial analysis.
- Provide analysis and representation for the collective bargaining process.
- Administer City's Section 125 plan.
- Manage City's IRS Section 457 Deferred Compensation Plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer City's CalPERS Retirement plan.
- Revise budget according to City Council action.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Complete implementation of the new purchase order software.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at meetings for the PARSAC Finance Subcommittee and the NCCSIF Executive Committee and Board of Directors.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measure H Sales Tax Committee meetings.
- Implement the mandated changes associated with the Affordable Care Act.
- Study other available risk pools that provide general liability, property, and worker's compensation insurance products.
- 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.
- Implement plan to address the underfunding of Downtown Parking District operations.
- Refinance the City Hall Capital Lease and the 2006 Wastewater Revenue Bonds.
- Conduct a Community Survey on the use of future Measure H sales tax receipts.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Accountant	0.4	0.4	0.4	0.4	0.4	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0.8	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0%
Total	2.6	2.6	2.6	2.6	2.6	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Financial Management

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	269,740	284,056	304,669	303,952	329,179	329,179	8%
Materials and supplies	-	11	100	100	100	100	0%
Contract Services	8,035	8,247	9,950	6,478	13,317	13,317	34%
Overhead	-	-	-	-	-	-	0%
Other expense	3,016	1,580	2,890	2,631	2,843	2,843	-2%
Capital outlay	2,068	432	698	698	3,022	3,022	333%
Total	282,859	294,326	318,307	313,859	348,461	348,461	9%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Financial Analysis	169,715	176,596	190,984	188,315	209,077	209,077	9%
Accounts Payable/Receivable	84,858	88,298	95,492	94,158	104,538	104,538	9%
Bond Administration	22,629	23,546	25,465	25,109	27,877	27,877	9%
Mandated Reporting	5,657	5,887	6,366	6,277	6,969	6,969	9%
Total	282,859	294,326	318,307	313,859	348,461	348,461	9%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
General Fund							
Discretionary Revenues	282,859	294,326	318,307	313,859	348,461	348,461	9%
Total	282,859	294,326	318,307	313,859	348,461	348,461	9%

Fiscal Year 2015/2016 Annual Operating Budget

Department: Finance

Division: Utility Billing

2014/2015 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 22,537 utility billing statements.
- Established 150 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Began sewer and water rate study.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Administered Public outreach program for water conservation in response to the continuing drought conditions.

2015/2016 BUDGET

- Issue 22,537 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 utility information page for the City's website.
- Work with the Engineering Division to implement a new automated water meter reading program.
- Complete sewer and water rate study.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
Accountant	0.6	0.6	0.6	0.6	0.6	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0%
Accounting Assistant II	1.2	1.2	2.2	2.2	2.2	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
Total	3.5	3.5	3.5	3.5	3.5	0%

Fiscal Year 2015/2016 Annual Operating Budget
Division Budget
Utility Billing

Division Budget by Category	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Personnel	260,189	267,253	287,373	282,769	315,518	315,518	10%
Materials and supplies	9,782	10,364	9,400	9,400	10,800	10,800	15%
Contract Services	18,787	9,831	21,400	6,201	21,600	21,600	1%
Overhead	67,000	67,000	67,000	67,000	67,000	67,000	0%
Other expense	3,583	9,820	10,475	10,075	10,406	10,406	-1%
Capital outlay	422	865	3,025	934	6,046	6,046	100%
Total	359,763	365,133	398,673	376,379	431,370	431,370	8%

Division Budget by Program	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Utility Billing	359,763	365,133	398,673	376,379	431,370	431,370	8%
Total	359,763	365,133	398,673	376,379	431,370	431,370	8%

Funding Sources	Actual 2012/2013	Actual 2013/2014	Revised 2014/2015	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
Water Enterprise Fund	180,863	185,255	200,720	189,690	217,185	217,185	8%
Sewer Enterprise Fund	178,900	179,878	197,953	186,689	214,185	214,185	8%
Total	359,763	365,133	398,673	376,379	431,370	431,370	8%

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Non-Departmental

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Fiscal Year 2015/2016 Annual Operating Budget Non-Departmental

<u>Department Budget by Category</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	28,518	23,098	22,302	22,302	23,000	23,000	3%
Contract Services	141,552	154,308	144,500	153,637	158,200	158,200	9%
Overhead	-	-	-	-	-	-	0%
Other expense	1,494,930	3,203,088	3,603,039	3,552,733	3,598,304	3,598,304	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>1,665,000</u>	<u>3,380,494</u>	<u>3,769,841</u>	<u>3,728,672</u>	<u>3,779,504</u>	<u>3,779,504</u>	0%

<u>Department Budget by Division</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
Non-Departmental	1,665,000	3,380,494	3,769,841	3,728,672	3,779,504	3,779,504	0%
Total	<u>1,665,000</u>	<u>3,380,494</u>	<u>3,769,841</u>	<u>3,728,672</u>	<u>3,779,504</u>	<u>3,779,504</u>	0%

<u>Funding Sources</u>	<u>Actual</u> <u>2012/2013</u>	<u>Actual</u> <u>2013/2014</u>	<u>Revised</u> <u>2014/2015</u>	<u>Estimated</u> <u>Actual</u> <u>2014/2015</u>	<u>Proposed</u> <u>2015/2016</u>	<u>Council</u> <u>Approved</u> <u>2015/2016</u>	<u>% Change</u> <u>from 14/15</u> <u>Budget</u>
General Fund							
Discretionary Revenues	249,066	201,229	361,765	342,917	368,016	368,016	2%
Gas Tax Fund	277,469	309,047	275,385	275,385	233,817	233,817	-15%
Parking District Fund	(17,404)	(21,202)	(25,000)	(25,000)	(19,948)	(19,948)	-20%
Grant Funds	-	-	-	-	-	-	0%
Measure J Fund	8,745	9,437	20,092	20,092	87,445	87,445	335%
General CIP Fund	(10,300)	-	(29,000)	(85,779)	-	-	-100%
LLMD Funds	7,024	7,401	9,590	9,590	8,560	8,560	-11%
BAD Funds	7,680	7,530	15,828	7,800	15,863	15,863	0%
CFD Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	138,224	107,403	224,384	224,384	223,044	223,044	-1%
Sewer Enterprise Fund	617,418	2,280,466	2,439,032	2,439,032	2,372,003	2,372,003	-3%
Measure H Fund	467,688	484,498	487,765	489,478	492,835	492,835	1%
General Liability Fund	(80,610)	(5,315)	-	(16,006)	-	-	0%
Economic Impact Reserve	-	-	(10,000)	46,779	(2,131)	(2,131)	-79%
Total	<u>1,665,000</u>	<u>3,380,494</u>	<u>3,769,841</u>	<u>3,728,672</u>	<u>3,779,504</u>	<u>3,779,504</u>	0%

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Authorized Staffing

Department Staff by Position	Actual 2012/2013	Actual 2013/2014	Estimated Actual 2014/2015	Proposed 2015/2016	Council Approved 2015/2016	% Change from 14/15 Budget
<i>Police Department</i>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	0.3	0.0	0.0	0.0	0%
Police Commander	0.0	0.0	2.0	2.0	2.0	0%
Police Lieutenant	1.0	1.0	0.0	0.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0%
Police Officer	10.0	10.0	12.0	12.0	12.0	0%
Traffic Enforcement Officer	1.0	1.0	0.0	0.0	0.0	0%
Police Support Services Supervisor	1.0	1.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	4.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
Community Services Officer	0.0	0.0	0.0	0.4	0.4	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	27.5	26.8	27.5	27.9	27.9	1%
<i>Development Services Department</i>						
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	0.5	0.5	1.5	1.5	1.5	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0%
Engineering Specialist	1.0	1.5	1.0	1.0	1.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.5	1.5	1.5	0%
Water Reclamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0%
Subtotal	16.5	17.0	18.0	18.0	18.0	0%

<u>Department Staff by Position</u>	Actual	Actual	Estimated	Proposed	Council	% Change
	2012/2013	2013/2014	Actual 2014/2015	2015/2016	Approved 2015/2016	from 14/15 Budget
<i>Community Services Department</i>						
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Community Services Superintendent	0.0	1.0	1.0	1.0	1.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.0	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	5.4	5.9	6.0	6.0	6.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.5	1.0	1.0	1.0	1.0	0%
Maintenance Worker I	4.0	3.0	3.0	3.0	3.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Office Assistant I	0.0	0.0	0.0	0.4	0.4	0%
Subtotal	22.4	22.4	22.5	22.9	22.9	2%
<i>City Administration</i>						
City Manager	1.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0%
Subtotal	5.0	5.0	5.0	5.0	5.0	0%
<i>Finance Department</i>						
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	3.0	3.0	3.0	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
Subtotal	6.1	6.1	6.1	6.1	6.1	0%
Total All Departments	77.5	77.3	79.1	79.9	79.9	1%

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