

# CITY OF PLACERVILLE



## ADOPTED OPERATING BUDGET 2012/2013



CITY OF PLACERVILLE  
ADOPTED OPERATING BUDGET  
2012/2013

CITY COUNCIL

Mark Acuna, Mayor  
Patty Borelli  
Carl Hagen  
Wendy Mattson

CITY CLERK

Susan Zito

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

George Nielsen, Chief of Police  
Dave Warren, Director of Finance  
Mike Webb, Director of Community Development & Engineering  
Steve Youel, Director of Community Services

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## City of Placerville

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

June 26, 2012

Honorable Mayor and  
City Councilmembers of the  
City of Placerville

Re: Fiscal Year 2012-2013 Budget Message

Dear Mayor Acuna and Councilmembers:

I present to you the proposed operating budget for the City of Placerville for the Fiscal Year 2012-2013. As we proceed with this budget year, we will continue to look for ways to make our budget a useful tool in goal setting and implementation of programs and projects. Minor changes will be made to the budget document this year in an attempt to show trends to allow us to better forecast for the future. The budget document should be a tool used to educate our citizens. Over the next year we plan on using this document throughout the year to help our citizens understand our priorities and what we do.

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 is the first year that you will see the reorganization of Public Works, Community Development and Community Services. Because of this change, it will be somewhat more difficult to compare costs to the previous year due to the fact that the reorganization changed functions from one department to another.

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 the requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis. However, because of the severe economic times that we are and have been experiencing, many goals and objectives are just not fiscally achievable.

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Priorities are established by consideration of Council directives and goals (including the results of the Neighborhood Chats earlier this year), 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.

For the Fiscal Year 2012-2013 budget, staff entered the process somewhat optimistic since sales tax revenues have shown signs of improvement over the past year. In the 2011-2012 budget, staff and Council continue to hold the line and be extra conscientious of expenditures. Through conservative spending and monitoring of all revenues and expenditures, we have maintained a balanced budget and only used a minimal amount of contingency. However, we anticipate little or no surplus to carry over into the 2012-2013 fiscal year. Larger surpluses have been traditionally used to fund Capital Outlay requests and partially fund Capital Improvement projects.

Because we anticipate little or no surplus to carry over, this year's General Fund budget expenditures include minimal Capital Outlay requests, such as a police vehicle, proposed to be purchased on a lease/purchase program to reduce current year's costs. In addition, other items necessary to maintain computer systems are proposed. A pool cover is proposed also to replace the existing one which is no longer usable. It is estimated that the cover will pay for itself through heating cost savings. Also, similar to the last fiscal year's budget, there is no funding for Community Promotions.

This year's proposed budget as presented also reflects certain assumptions. Sales tax revenues were projected to increase by 4.80% in 2011-2012. However, actual estimates to-date show an estimated 8.85% increase in sales tax. Based on state projections, as well as actual receipts through the first quarter of 2012, sales tax revenues are conservatively projected to increase by 3.81%, or \$121,513 in Fiscal Year 2012/2013. The proposed budget reflects projected increases in health insurance, including medical, dental and vision. 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 2012-2013 General Fund Budget is \$6,538,062 or 2.78% more than the Fiscal Year 2011-2012 adopted budget.

In order to achieve a balanced budget, the proposed budget continues the 10% Mandatory Time Off personnel cost savings plan. Several new cost saving or revenue enhancement measures are also included in this year's budget. The City continues to look at cost saving measures. Included in this year's budget are savings realized from changes to our Dental, Vision, Chiropractic and Life Insurance Programs which will save the City approximately \$31,903 this year. The City continues to look at Training and only including mandated training or training that is reimbursable such as POST Training for Police Officers. Mandated cost reimbursements are included in the amount of \$13,399.

Staff continues to evaluate all programs to determine ways to operate more efficiently. The proposed budget also does not include any personnel salary increases. Included as part of negotiations with the Police Officers Association is an agreement to update our compensation study. Finally, the budget does include a modest contingency in the amount of \$75,000.

Included with this document is the budget for both the Water Enterprise Fund and the Sewer Enterprise Fund. The budgets for these two enterprise funds are based on a full year of the recently adopted water and wastewater rates. Water and Sewer Rate Discounts as supplemented by

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Measure H, are again included in this year's budget. The Water and Sewer Enterprise Funds also anticipate approved rate increases in November for Sewer and sometime in the Spring for Water. Upon recommendation from the Measure H Committee, the budget includes \$425,000 in matching funds to apply for a grant to replace the Pardi Lane/Big Cut Road/Sacramento Street Water line. This amount includes \$200,000 from Fiscal Year 2011-2012 and \$225,000 from 2012-2013. This project is a high priority to avoid further water losses and enhance the stability of our water system

Measure J continues to be of major concern at this time. However, this year's budget includes negotiated benefit concessions through December 31, 2012 plus a layoff of one police officer position which will correct the deficit. Measure J provides funding for salary and benefits for public safety employees. Staff has applied for a grant which, if successful, will eliminate the need to layoff the officer. If sales tax revenues continue to improve, these efforts should bring the Measure J fund back to a positive position.

The result is a balanced budget for all funds for the current fiscal year. 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. A lot of uncertainty still exists with the State budget. The current proposed State budget is contingent on a tax measure in November. If that measure is unsuccessful, additional raids on local funds by the State could happen.

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. This year, as in the last two years, the budget will be continually scrutinized. It is our hope that improvement will continue in our Sales Tax Revenues which will allow us to begin to restore the Mandatory Time Off and begin to get back to a normal work week. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

I express my appreciation to all City Employees who work diligently to keep the City functioning during these extreme economic conditions. I would like to thank our Budget Team for their hard work and effort in achieving this balanced budget. I especially thank Dave Warren and his staff for their work in preparing the budget. And finally, I thank the Council for their support and continued diligence in providing quality, efficient service to the public.

Very truly yours,

M. Cleve Morris  
City Manager  
City of Placerville

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# Organization Chart



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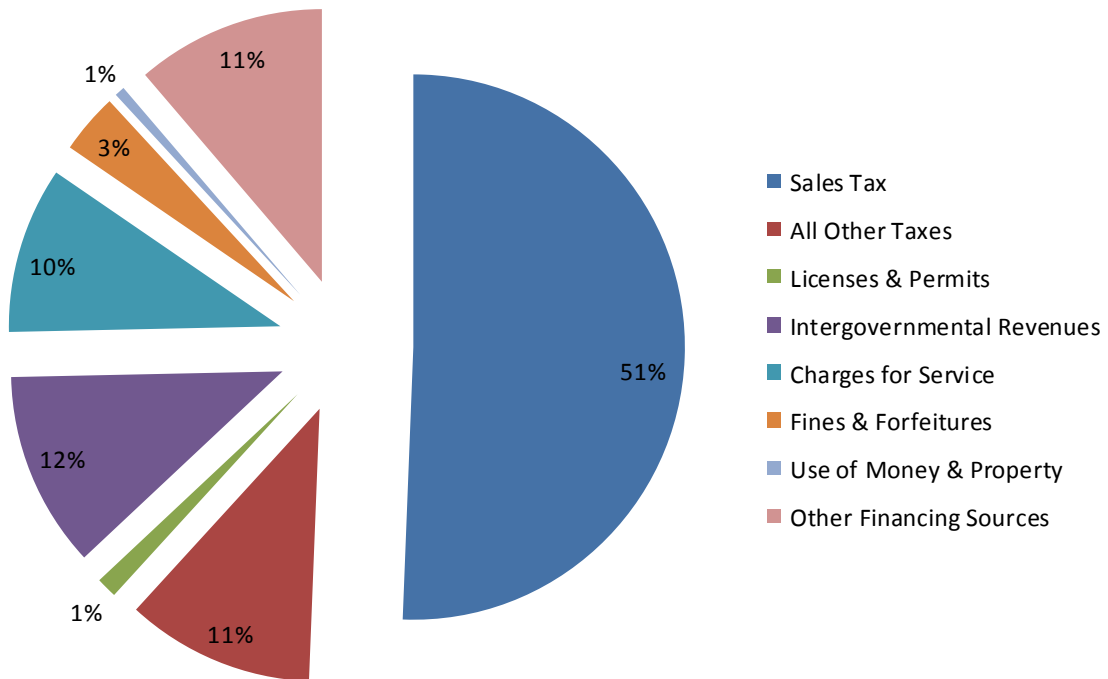


## **Revenue and Expenditure Summaries**

## Projected General Fund Revenues by Source Fiscal Year 2012/2013

Sales Tax	\$	3,309,875	50.62%
All Other Taxes		731,806	11.19%
Construction Permits		80,000	1.22%
Intergovernmental Revenues		760,129	11.63%
Charges for Service		645,302	9.87%
Fines & Forfeitures		233,500	3.57%
Use of Money & Property		39,450	0.60%
Other Financing Sources		738,000	11.29%
<b>Total revenues</b>	<b>\$</b>	<b>6,538,062</b>	<b>100.00%</b>

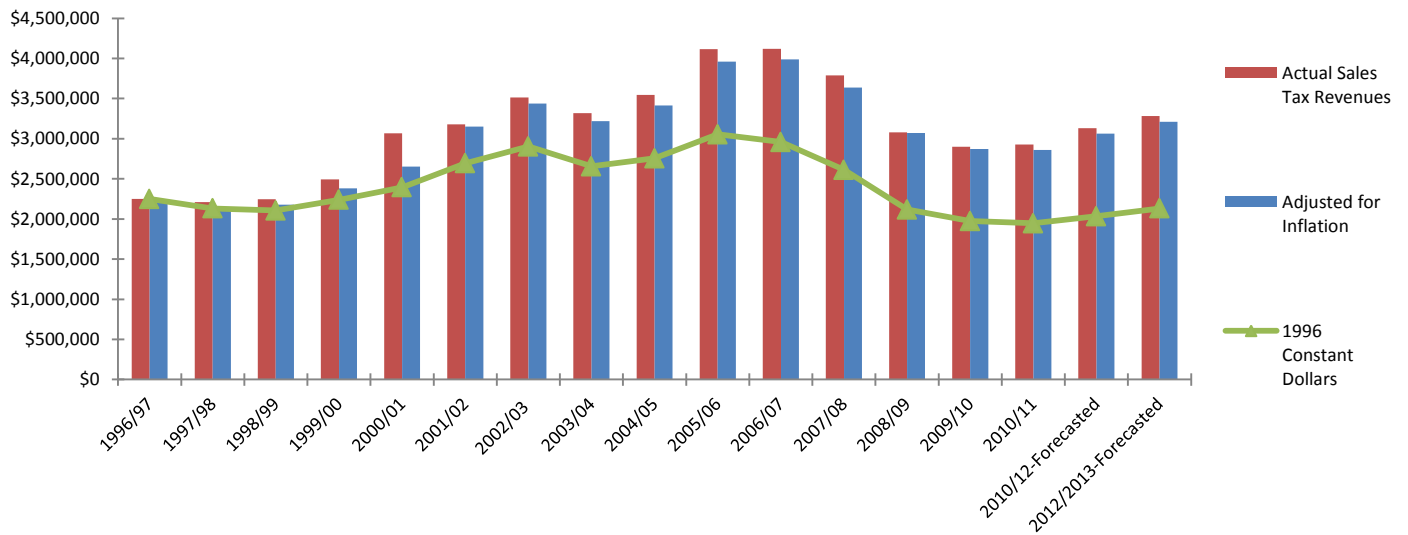
## Projected General Fund Revenues By Source Fiscal Year 2012/2013



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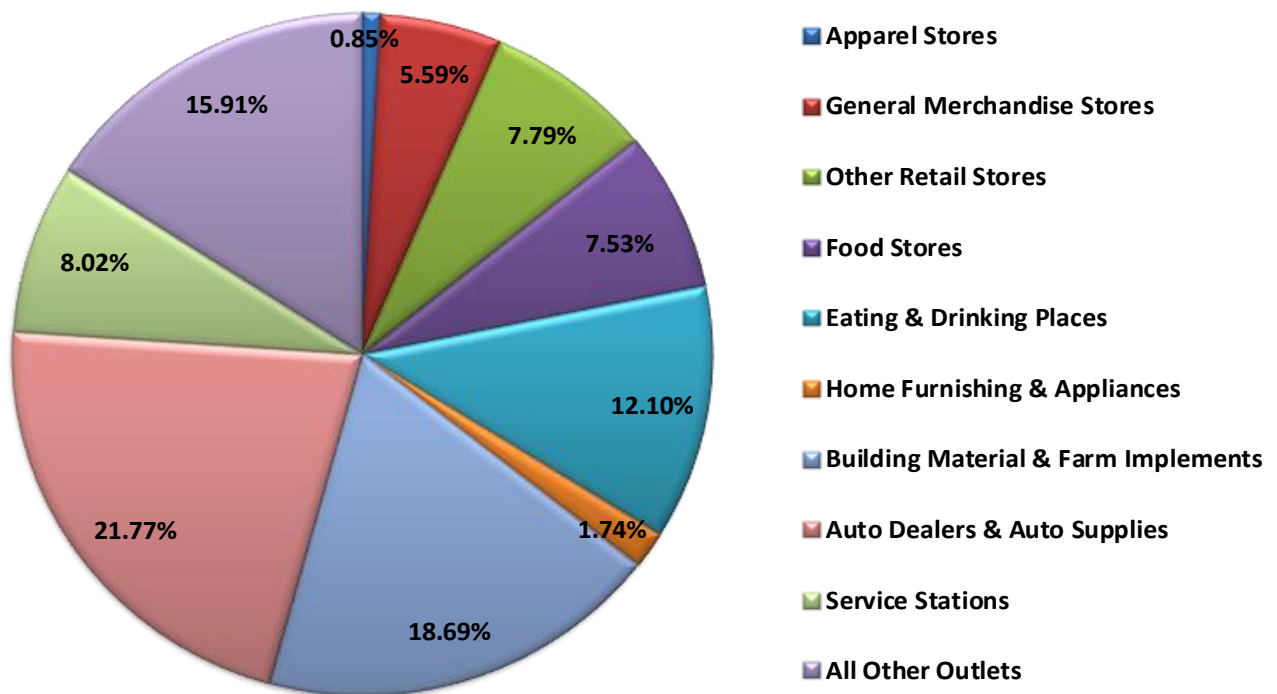


# Local Sales Tax Trend



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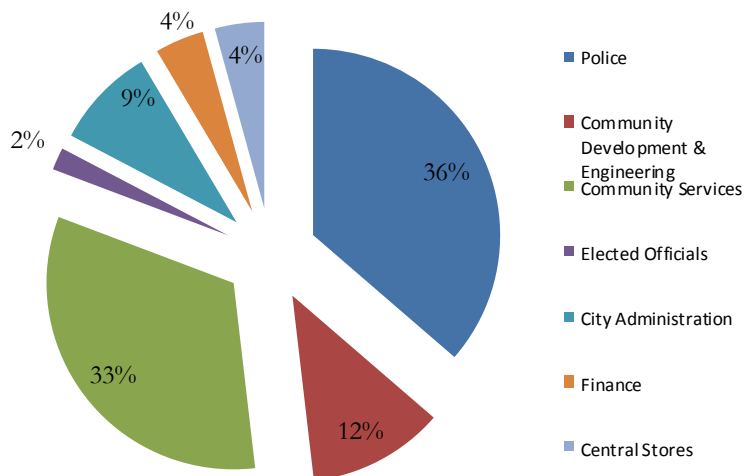
## Sales Tax Revenue Sources



## **Adopted General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2012/2013**

Police	\$ 2,377,551	36.36%
Community Development & Engineering	771,269	11.80%
Community Services	2,131,640	32.60%
Elected Officials	126,942	1.94%
City Administration	574,962	8.79%
Finance	276,816	4.23%
Central Stores	278,882	4.27%
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<b>Total</b>	<b><u><u>\$ 6,538,062</u></u></b>	<b>100.00%</b>

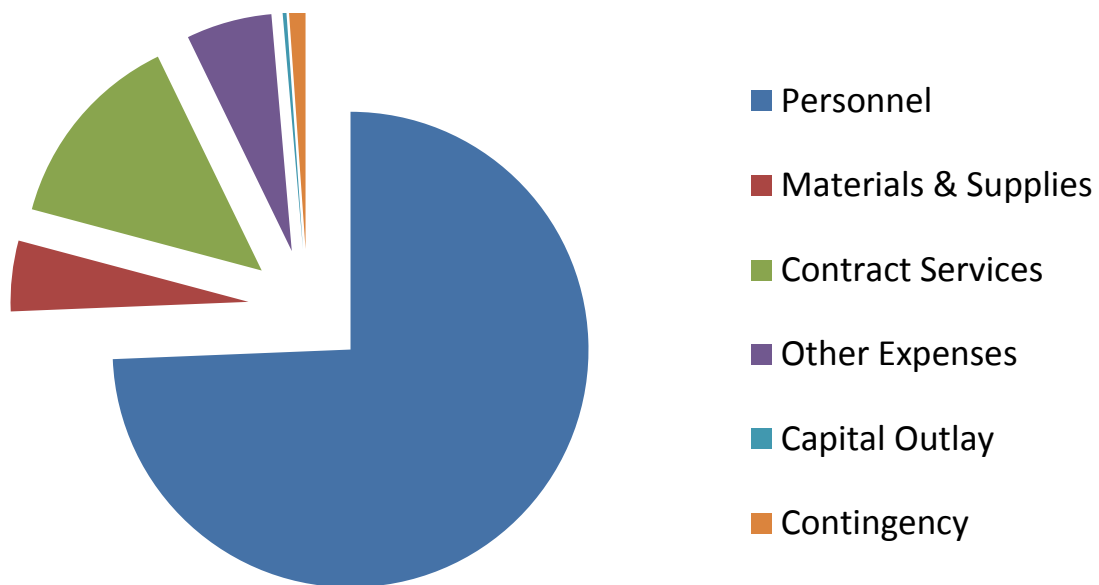
# Adopted General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2012/2013



## Adopted General Fund Operating Expenditures & Net Transfers In by Category Fiscal Year 2012/2013

Personnel	\$ 5,020,635	76.79%
Materials & Supplies	323,710	4.95%
Contract Services	922,345	14.11%
Other Expenses	392,942	6.01%
Capital Outlay	17,512	0.27%
Contingency	75,000	1.15%
Subtotal expenditures	<u>6,752,144</u>	
Net Transfers In	<u>214,082</u>	-3.27%
 <b>Total expenditures &amp; transfers in</b>	 <b><u><u>\$ 6,538,062</u></u></b>	 <b>100.00%</b>

## **Adopted General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2012/2013**



# Fiscal Year 2012/2013 Adopted Operating Budget

## Summary of Revenues – All Funds

	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Forecast 2011/2012</u>	<u>Adopted 2012/2013</u>
GENERAL FUND					
Sales Tax	\$ 2,901,570	\$ 2,910,613	\$ 3,063,490	\$ 3,188,362	\$ 3,309,875
Taxes - All Other	688,939	693,992	700,500	733,172	731,806
Licenses and Permits	99,622	77,860	65,000	87,795	80,000
Intergovernmental Revenues	854,067	813,530	801,393	751,152	760,129
Charges for Services	735,581	692,883	704,420	632,612	645,302
Fines and Forfeitures	244,336	235,438	236,500	240,299	233,500
Use of Money and Property	70,371	75,460	38,154	37,100	39,450
Other Financing Sources	578,957	805,955	752,000	724,004	738,000
Subtotal	<u>\$ 6,173,443</u>	<u>\$ 6,305,731</u>	<u>\$ 6,361,457</u>	<u>\$ 6,394,496</u>	<u>\$ 6,538,062</u>
GAS TAX FUND					
Gas Tax	\$ 286,030	\$ 269,281	\$ 306,048	\$ 275,101	\$ 277,469
Intergovernmental Revenues	205,460	-	-	-	-
Use of Money and Property	-	279	900	500	500
Subtotal	<u>\$ 491,490</u>	<u>\$ 269,560</u>	<u>\$ 306,948</u>	<u>\$ 275,601</u>	<u>\$ 277,969</u>
MEASURE J					
Sales Tax	\$ 730,224	\$ 841,169	\$ 797,322	\$ 773,253	\$ 797,458
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	4,414	138	-	-	-
Subtotal	<u>\$ 734,638</u>	<u>\$ 841,307</u>	<u>\$ 797,322</u>	<u>\$ 773,253</u>	<u>\$ 797,458</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,541,267	\$ 1,696,049	\$ 1,699,335	\$ 1,699,335	\$ 1,736,317
Grants	-	43,664	-	-	-
Use of Money and Property	7,946	9,217	1,500	400	1,750
Subtotal	<u>\$ 1,549,213</u>	<u>\$ 1,748,930</u>	<u>\$ 1,700,835</u>	<u>\$ 1,699,735</u>	<u>\$ 1,738,067</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 4,580,573	\$ 5,458,326	\$ 4,913,100	\$ 4,913,100	\$ 5,148,446
Grants	-	-	-	-	-
Use of Money and Property	91,423	9,662	2,900	1,800	6,450
Subtotal	<u>\$ 4,671,996</u>	<u>\$ 5,467,988</u>	<u>\$ 4,916,000</u>	<u>\$ 4,914,900</u>	<u>\$ 5,154,896</u>
MEASURE H					
Sales Tax	\$ -	\$ 181,752	\$ 797,322	\$ 773,253	\$ 797,458
Use of Money and Property	-	11	-	358	600
Subtotal	<u>\$ -</u>	<u>\$ 181,763</u>	<u>\$ 797,322</u>	<u>\$ 773,611</u>	<u>\$ 798,058</u>
PARKING DISTRICT FUND	\$ 107,705	\$ 119,193	\$ 120,942	\$ 121,830	\$ 121,830
TRANSPORTATION FUND	\$ -	\$ -	\$ -	\$ -	\$ 30,000
GRANT FUNDS	\$ 156,815	\$ 400,024	\$ 214,684	\$ 243,052	\$ 171,011
LLMD FUNDS	\$ 33,238	\$ 32,697	\$ 35,519	\$ 35,044	\$ 35,044
BA/CFD DISTRICT FUNDS	\$ 44,173	\$ 31,109	\$ 27,594	\$ 27,594	\$ 27,594
GENERAL RESERVE FUNDS	\$ 63,879	\$ 109,505	\$ 3,900	\$ 2,200	\$ 3,000
TOTAL REVENUE SOURCES	<u>\$ 14,026,590</u>	<u>\$ 15,507,807</u>	<u>\$ 15,282,523</u>	<u>\$ 15,261,316</u>	<u>\$ 15,692,989</u>
Operating Expenditures	\$ 12,873,286	\$ 13,648,539	\$ 14,632,972	\$ 13,824,101	\$ 15,291,056
Capital Improvement	1,076,735	1,441,160	-	622,741	45,290
Reserves and Contingencies	76,569	418,108	649,551	814,474	356,643
TOTAL EXPENDITURE USES	<u>\$ 14,026,590</u>	<u>\$ 15,507,807</u>	<u>\$ 15,282,523</u>	<u>\$ 15,261,316</u>	<u>\$ 15,692,989</u>



# Fiscal Year 2012/2013 Adopted Operating Budget

## Summary of Expenditures by Division and Funding Source

	Actual 2009/2010	Actual 2010/2011	Revised 2011/2012	Forecast 2011/2012	Adopted 2012/2013
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 1,941,780	\$ 2,096,856	\$ 2,124,060	\$ 2,143,668	\$ 1,870,393
Investigations	129,284	132,901	151,764	147,465	150,930
Police Records / Dispatch	593,074	561,420	585,535	581,732	601,796
Police Administration	640,373	653,807	670,295	671,618	681,953
Planning	108,950	112,418	120,147	119,074	121,792
Building Inspection	159,762	138,817	116,645	139,531	133,331
Engineering	575,739	528,732	524,784	478,026	473,769
Water Redamation Facility	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508
CD&E Administration	207,387	142,170	115,774	121,000	211,887
Parks	476,189	453,275	458,725	442,692	462,177
Recreation	690,159	587,797	701,000	680,867	763,024
Facility Maintenance	303,099	276,266	277,325	276,617	265,388
Street & Roads	468,092	464,238	505,930	452,600	515,500
Water & Sewer Lines	825,916	740,163	868,116	876,008	852,308
Water Acquisition & Delivery	466,302	524,381	644,678	564,415	720,552
Downtown Parking	138,550	144,480	133,956	133,956	132,933
CSD Administration	190,250	194,156	181,646	186,872	209,382
City Council and City Treasurer	90,641	137,088	119,701	118,403	126,942
City Attorney	185,209	208,469	86,948	343,945	70,983
City Management	293,963	342,431	248,896	255,594	261,306
Information Services	309,522	307,089	351,695	354,838	336,323
Human Resources	107,512	102,438	105,141	108,518	107,319
Grant Administration	104,598	58,485	35,790	20,393	-
City Clerk	6,212	9,166	4,941	4,666	13,056
Financial Management	260,174	267,102	272,071	270,488	276,816
Utility Billing	343,992	344,802	360,165	228,898	364,091
Central Stores	1,433,475	2,169,302	2,647,433	2,014,616	3,427,597
Total Operating Expenditures	<u>\$ 12,873,286</u>	<u>\$ 13,648,539</u>	<u>\$ 14,632,972</u>	<u>\$ 13,824,101</u>	<u>\$ 15,291,056</u>
<b>FUNDING SOURCES</b>					
General Fund	\$ 6,074,508	\$ 6,262,447	\$ 6,361,457	\$ 6,389,547	\$ 6,538,062
Gas Tax Fund	216,773	269,560	306,048	275,101	277,469
Transportation Fund	-	-	-	-	30,000
Measure J Fund	963,452	965,173	955,744	1,013,800	797,458
Downtown Parking Fund	121,146	127,077	120,942	121,830	121,530
Grant Funds	260,587	289,977	214,683	243,052	171,011
General CIP Fund	82,909	-	-	-	-
LLMD Funds	39,621	40,495	40,419	37,542	43,366
BAD Funds	5,290	31,014	27,594	8,733	27,594
CFD Funds	938	-	-	-	-
Water Enterprise Fund	1,277,886	1,380,272	1,622,259	1,370,198	1,673,049
Sewer Enterprise Fund	3,392,979	4,034,998	4,181,526	3,756,131	4,792,432
Measure H Fund	-	102,684	741,300	466,183	798,058
General Liability Fund	(16,803)	144,842	-	80,984	-
Economic Impact Reserve Fund	454,000	-	61,000	61,000	21,027
Total Funding Sources	<u>\$ 12,873,286</u>	<u>\$ 13,648,539</u>	<u>\$ 14,632,972</u>	<u>\$ 13,824,101</u>	<u>\$ 15,291,056</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 2012/2013 Annual Operating Budget

## Department: Police

### All Divisions

Workload Indicators	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Council Approved 2012/2013
<b>Patrol Services</b>				
Arrests	536	500	550	550
Citations	*511	*562	*600	600
Calls for service	14,260	13,783	14,000	14,500
Crime / incident	1,514	1,598	1,600	1,750
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing Hours	2,000	2,000	2,000	2,000
<b>Investigations</b>				
Abuse	7	9	12	12
Robberies	5	10	9	9
Reports	240	240	240	240
Administrative Investigations	4	5	4	4
Background	4	2	2	2
Arson	1	1	1	1
Homicide	-	1	-	-
Narcotics	65	65	65	65
<b>Records / Support</b>				
Calls	40,000	40,000	40,000	40,000
Customers	6,500	6,500	6,500	6,500
Crime reports	1,514	1,598	1,600	1,750
Abatement reports	9	9	15	15

\*excludes any parking citations

Department Staff by Position	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Police Sergeant	3.0	3.0	3.0	3.0	3.0	0%
Police Officer	11.0	11.0	10.0	9.0	9.0	-9%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	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%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>27.5</b>	<b>27.5</b>	<b>26.5</b>	<b>25.5</b>	<b>25.5</b>	<b>-4%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Department Budget*

### *Police*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	3,084,938	3,220,950	3,256,421	3,309,392	3,048,857	3,048,857	-6%
Materials and supplies	75,758	71,268	92,690	90,390	91,690	91,690	-1%
Contract Services	122,638	117,325	126,950	121,238	143,298	143,298	13%
Overhead	-	-	-	-	-	-	0%
Other expense	7,336	3,547	23,593	18,463	15,227	15,227	-35%
Capital outlay	13,841	31,894	32,000	5,000	6,000	6,000	-81%
<b>Total</b>	<b>3,304,511</b>	<b>3,444,984</b>	<b>3,531,654</b>	<b>3,544,483</b>	<b>3,305,072</b>	<b>3,305,072</b>	<b>-6%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Patrol Services	1,941,780	2,096,856	2,124,060	2,143,668	1,870,393	1,870,393	-12%
Investigations	129,284	132,901	151,764	147,465	150,930	150,930	-1%
Records and Dispatch	593,074	561,420	585,535	581,732	601,796	601,796	3%
Police Administrative Support	640,373	653,807	670,295	671,618	681,953	681,953	2%
<b>Total</b>	<b>3,304,511</b>	<b>3,444,984</b>	<b>3,531,654</b>	<b>3,544,483</b>	<b>3,305,072</b>	<b>3,305,072</b>	<b>-6%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	1,865,145	1,967,816	2,052,715	1,997,765	2,080,652	2,080,652	1%
Measure J	956,124	957,566	947,771	1,006,067	756,510	756,510	-20%
Grants	155,989	238,244	214,683	243,052	171,011	171,011	-20%
Fines and Forfeitures	244,336	235,438	236,500	240,299	233,500	233,500	-1%
POST Reimbursement	160	-	12,485	5,000	13,399	13,399	7%
Police Services Revenues	82,757	45,920	67,500	52,300	50,000	50,000	-26%
<b>Total</b>	<b>3,304,511</b>	<b>3,444,984</b>	<b>3,531,654</b>	<b>3,544,483</b>	<b>3,305,072</b>	<b>3,305,072</b>	<b>-6%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Police**

**Division: Patrol**

## 2011/12 REVIEW

- Made 450 physical arrests (excluding cited and released). 383 arrests were billable bookings. (Calendar year 2011)
- Wrote approximately 579 citations for moving and non-moving violations. (Calendar year 2011 – note: excludes any parking citations -parking enforcement conducted via contract)
- Responded to 14,230 calls for service and wrote 1,625 crime/incident reports. (Calendar year 2011)
- Average response time to Priority “A” calls for 2011 was approximately 4:42 minutes.
- Experienced a decrease in injury related traffic collisions from 37 (2010) to 22 (2011). There were no fatal collisions for 2011.
- Continued very successful National Night Out program with participation from 20 venues and approximately 3,500 people for 2011. Received national recognition as #4 USA for NNO 2011.
- ARRA CHRP, Byrne Formula JAG and Bulletproof Vest grants continued to assist with funding shortfalls.
- Average officer experience level has remained stable at approximately 8-9 years as compared to 2 to 3 years experience 10 years ago.
- Patrol staff continued progress on directed community policing projects with the Historic Downtown, Transients, the Skate park/Fairgrounds, Ivy House Lot and Placerville Drive/Gangs.
- The popular and successful K-9 Program has continued for an eleventh year in a row. The Bloodhound program continues as a pilot program funded by community donations.
- Completed mental health crisis intervention training and driver training courses.
- Handled significant incidents including various robberies, sexual assaults, and child abuse cases.

## 2012/13 BUDGET

- Continue, as best as possible, to promote our COPPS philosophy in our neighborhoods and business areas. We intend to place special emphasis on problem oriented policing including use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Continue focus on four chronic problem areas/issues – Historic Downtown/Center Street Garage/Ivy House Lot, Transients/Vagrants, Skate park/Fairgrounds, Placerville Drive and Gangs.
- Continue to strengthen our volunteer programs and our crime prevention outreach efforts as best as possible within resources.
- Work to reduce area vehicle burglaries and to maintain average response time to Priority “A” calls to 5:00 minutes or less.
- Possible 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Police Sergeant	3.0	3.0	3.0	3.0	3.0	0%
Police Officer	10.0	10.0	9.0	8.0	8.0	-11%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>15.0</b>	<b>15.0</b>	<b>14.0</b>	<b>13.0</b>	<b>13.0</b>	<b>-7%</b>



**Fiscal Year 2012/2013 Annual Operating Budget**  
**Division Budget**  
**Patrol**

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	1,838,309	1,975,645	1,968,421	2,024,459	1,749,490	1,749,490	-11%
Materials and supplies	61,750	63,411	76,140	74,640	75,140	75,140	-1%
Contract Services	24,255	25,558	33,800	31,000	36,300	36,300	7%
Overhead	-	-	-	-	-	-	0%
Other expense	3,633	348	13,699	8,569	3,463	3,463	-75%
Capital outlay	13,833	31,894	32,000	5,000	6,000	6,000	-81%
<b>Total</b>	<b>1,941,780</b>	<b>2,096,856</b>	<b>2,124,060</b>	<b>2,143,668</b>	<b>1,870,393</b>	<b>1,870,393</b>	<b>-12%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Patrol Services	1,864,260	2,038,539	2,062,734	2,082,378	1,808,116	1,808,116	-12%
Community Services	25,092	4,071	5,360	2,045	5,656	5,656	6%
Property / Evidence	52,428	54,246	55,966	59,245	56,621	56,621	1%
<b>Total</b>	<b>1,941,780</b>	<b>2,096,856</b>	<b>2,124,060</b>	<b>2,143,668</b>	<b>1,870,393</b>	<b>1,870,393</b>	<b>-12%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	766,189	884,723	911,714	869,362	889,710	889,710	-2%
Measure J	692,349	692,531	681,178	733,655	512,773	512,773	-25%
Grants	155,989	238,244	214,683	243,052	171,011	171,011	-20%
Fines and Forfeitures	244,336	235,438	236,500	240,299	233,500	233,500	-1%
POST Reimbursement	160	-	12,485	5,000	13,399	13,399	7%
Police Services Revenues	82,757	45,920	67,500	52,300	50,000	50,000	-26%
<b>Total</b>	<b>1,941,780</b>	<b>2,096,856</b>	<b>2,124,060</b>	<b>2,143,668</b>	<b>1,870,393</b>	<b>1,870,393</b>	<b>-12%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Police**

**Division: Investigations**

## 2011/12 REVIEW

- Burglary clearance rate for 2011 was 16%. There were 61 burglaries reported for 2011, down 20% from the 77 burglaries reported in 2010.
- Estimated dollar value amount of property reported stolen in 2011 was \$283,796. This statistic continues to be a decrease from the 2005 figure of \$662,701. The recovery rate was 28%, (\$81,711).
- Continued the investigation responsibilities for the Schnell School shooting/homicide of Principal Sam LaCara.
- Investigated 22 cases involving suspected child abuse/neglect and child molestation.
- Investigated 5 reported cases of sexual assault in 2011. This was the same number of sexual assaults as in 2010.
- Monitored approximately 20 registered sex offenders during 2011, which resulted in an approximate 95% compliance rate.
- Continued to update our crime scene investigation equipment and provided advanced training to CSI personnel.
- Continued with some renovation of the interview room via asset forfeiture funds to include audio and video upgrades.
- Continued to use the TRAK System that was purchased through grant funding and Measure J funds.

## 2012/13 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Maintain our burglary clearance rate at a minimum of 20%.
- Continue our involvement in the Domestic Violence Coordinating Council and the El Dorado County Child Abuse Prevention Council to increase public awareness and education.
- Continue our involvement in the El Dorado County Elder Abuse Task Force and the Mental Health MDT to coordinate investigations and increase public awareness.
- Increase our effectiveness with surveillance efforts for all types of reported crimes.
- Continue to aggressively investigate cases involving narcotics and gang related crimes.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Police Sergeant	0.0	0.0	0.0	0.0	0	0%
Police Officer	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0%</b>

**Fiscal Year 2012/2013 Annual Operating Budget**  
***Division Budget***  
***Investigations***

<b><u>Division Budget by Category</u></b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	125,581	131,165	142,006	141,007	141,172	141,172	-1%
Materials and supplies	1,994	-	1,850	1,050	1,850	1,850	0%
Contract Services	1,659	1,736	7,500	5,000	7,500	7,500	0%
Overhead	-	-	-	-	-	-	0%
Other expense	50	-	408	408	408	408	0%
Capital outlay	-	-	-	-	-	-	0%
Total	129,284	132,901	151,764	147,465	150,930	150,930	-1%

<b><u>Division Budget by Program</u></b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Crime Scene Investigations	129,284	132,901	151,764	147,465	150,930	150,930	-1%
Total	129,284	132,901	151,764	147,465	150,930	150,930	-1%

<b><u>Source of Funds:</u></b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	82,519	85,659	100,447	95,980	102,081	102,081	2%
Measure J	46,765	47,242	51,317	51,485	48,849	48,849	-5%
Total	129,284	132,901	151,764	147,465	150,930	150,930	-1%

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Police**

**Division: Records and Dispatch**

## 2011/12 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 1,625 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Processed 9 vehicle abatement reports, resulting in 9 voluntary and 0 mandatory removals.
- Conducted approximately 1,583 (1,534 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 14,230 calls for service from our 9-1-1 dispatch center.
- Continued implementation of the new RMS/CAD mainframe server, the Citrix document server, the dispatch printer and the records office copy machine. Made progress towards a paperless records system.
- 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.

## 2012/13 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.
- Continue the process of auctioning surplus property.
- Continue implementation of annually revising the general orders and loading the manual onto network computers.
- Continue efforts to achieve compliance with our alarm permit ordinance.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual	2012/2013	Approved	from 11/12
Department Staff by Position			2011/2012		2012/2013	Budget
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	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%
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>0%</b>

**Fiscal Year 2012/2013 Annual Operating Budget**  
***Division Budget***  
***Records and Dispatch***

<b><u>Division Budget by Category</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
Personnel	562,625	532,958	548,431	544,615	562,172	562,172	3%
Materials and supplies	4,090	3,054	6,300	6,300	6,300	6,300	0%
Contract Services	25,600	24,222	27,700	27,713	28,350	28,350	2%
Overhead	-	-	-	-	-	-	0%
Other expense	751	1,186	3,104	3,104	4,974	4,974	60%
Capital outlay	8	-	-	-	-	-	0%
Total	593,074	561,420	585,535	581,732	601,796	601,796	3%

<b><u>Division Budget by Program</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
Records Management	90,071	98,819	79,623	96,476	92,516	92,516	16%
Dispatch	503,003	462,601	505,912	485,256	509,280	509,280	1%
Total	593,074	561,420	585,535	581,732	601,796	601,796	3%

<b><u>Source of Funds:</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
General Fund							
Discretionary Revenues	593,074	561,420	585,535	581,732	601,796	601,796	3%
Total	593,074	561,420	585,535	581,732	601,796	601,796	3%

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Police**

**Division: Police Administration**

## 2011/12 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Worked with community members in an effort to develop alternatives for our youth. Continued to participate and work with the West Slope Boys and Girls Club and New Morning Youth and Family Services.
- Continued participation with community outreach serving with Marshall Foundation for Community Health and the Sierra Law Enforcement Chaplaincy.
- 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. Continued use of Daily Training Bulletin program – “everyday is a training day” philosophy.
- Completed a POST Team Building Workshop for management and supervisory staff.
- Utilized the Byrne JAG funds to deploy a patrol vehicle.
- Utilized the Indian Gaming LCBC grant to obtain another patrol vehicle.
- Submitted the USDOJ COPS CHP 2012 grant for potential funding of a police officer position.
- Utilized Homeland Security (HLS) grant funding for new mobile in-car computers integrated in to the MDT system, for patrol equipment kits and for GPS units – These are on-going projects.
- Obtained approval for future HLS funds for in-car mobile video, digital video storage and integrated regional information sharing.
- Actively participated in regional disaster preparedness including pandemic flu preparations, evacuation and shelter planning and revision of the regional Emergency Operations Plan.

## 2012/13 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel. One additional officer position is at risk for lay-off or de-funding due to continued fiscal distress.
- Continue with submitting various 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 will include 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 of Command Staff by using the Upward Appraisal/Feedback process and written Command Staff expectations.
- 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 if possible collaboration with El Dorado High School to provide a School Resource Officer presence.
- 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 grant and the Federal Homeland Security grant programs that we have received over the past few years.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.

	Actual	Actual	Estimated		Council	% Change
	2009/2010	2010/2011	Actual	Proposed	Approved	from 11/12
Department Staff by Position	2009/2010	2010/2011	2011/2012	2012/2013	2012/2013	Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0%</b>

**Fiscal Year 2012/2013 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	558,423	581,182	597,563	599,311	596,023	596,023	0%
Materials and supplies	7,924	4,803	8,400	8,400	8,400	8,400	0%
Contract Services	71,124	65,809	57,950	57,525	71,148	71,148	23%
Overhead	-	-	-	-	-	-	0%
Other expense	2,902	2,013	6,382	6,382	6,382	6,382	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>640,373</b>	<b>653,807</b>	<b>670,295</b>	<b>671,618</b>	<b>681,953</b>	<b>681,953</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Police Department Admin	640,373	653,807	670,295	671,618	681,953	681,953	2%
<b>Total</b>	<b>640,373</b>	<b>653,807</b>	<b>670,295</b>	<b>671,618</b>	<b>681,953</b>	<b>681,953</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	423,363	436,014	455,019	450,691	487,065	487,065	7%
Measure J	217,010	217,793	215,276	220,927	194,888	194,888	-9%
<b>Total</b>	<b>640,373</b>	<b>653,807</b>	<b>670,295</b>	<b>671,618</b>	<b>681,953</b>	<b>681,953</b>	<b>2%</b>

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## **Community Development & Engineering**

Provide current and long-range Planning, Building and Engineering, including Wastewater Treatment, in a manner that is consistent with the City's General Plan and related ordinances and sound planning, engineering and building code practices, and is appropriate and responsive to both current and long-term needs and interests of the City.

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### All Divisions

Division Budget by Category	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Adopted 2012/2013
<b>Administration (Hours)</b>				
Budget administration	300	300	250	400
Planning division support	250	250	200	250
Building division support	350	350	350	400
Engineering division support				400
Wastewater division support				400
Interdepartmental support	450	450	500	400
Personnel matters	50	50	50	150
Clerical/Records	350	350	400	550
Special projects	250	250	300	500
City Council/ Planning Commission and miscellaneous meetings	275	250	250	350
<b>Planning (Projects)</b>				
Discretionary development applications	14	13	15	12
Miscellaneous applications	14	6	5	10
Housing Element Update/Implementation (hours)	600	150	300	200
Parcel and subdivision maps	8	2	1	2
Inquiries	1,600	800	950	1,000
Code enforcement cases	21	10	10	15
<b>Building</b>				
Inspections	1,114	1,840	1,042	1,300
Building permits	346	331	390	425
Plan review	147	123	152	160
Inquiries/Contacts	7,200	10,000	10,000	9,000
Code enforcement cases	78	123	100	80
<b>Engineering</b>				
Capital Improvement Projects	9	9	6	10
Development permits	15	15	5	12
Development Plan Checks	15	15	17	18
Grading Permits	0	0	2	4
Certificate of Compliance	1	0	1	1
Certificate of Merge	1	0	0	1
Summary Vacation	1	1	1	1
Parcel/Subdivision Map Review	10	10	0	2
Building/Grading Inspections	50	50	50	50
Construction Inspection	500	500	500	500
Encroachment Permits	50	50	59	60
Transportation Permits	80	80	82	80
Water Applications	10	10	6	8
Sewer Applications	0	0	3	5
<b>Wastewater Treatment</b>				
Gallons treated per day	1.3M	1.3M	1.3M	1.3

	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
<b>Department Staff by Position</b>						
Director of Com. Development & Eng.	0.0	0.0	1.0	1.0	1.0	0%
Director of Community Development	1.0	0.5	0.0	0.0	0.0	0%
Director of Public Works	1.0	0.5	0.0	0.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	0.0	0.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	1.5	0.5	0.5	0.5	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	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%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	2.0	1.5	2.5	1.0	1.0	-59%
Water Reclamation Facility Operator III	0.0	1.0	0.0	0.0	0.0	0%
Electronic/Electrical Technician	0.0	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	2.0	3.0	3.0	3.0	3.0	0%
Maintenance Worker II	0.0	0.0	1.0	0.0	0.0	
<b>Total</b>	<u>16.5</u>	<u>17.9</u>	<u>19.0</u>	<u>16.5</u>	<u>16.5</u>	-13%

# Fiscal Year 2012/2013 Annual Operating Budget

## Department Budget

### Community Development & Engineering

<b>Department Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	1,771,050	1,674,831	1,861,380	1,687,934	1,748,098	1,748,098	-6%
Materials and supplies	287,080	274,360	329,450	336,900	347,200	347,200	5%
Contract Services	547,119	604,938	609,856	625,774	682,086	682,086	12%
Overhead	234,764	235,000	235,000	235,000	235,000	235,000	0%
Other expense	34,294	40,214	50,975	49,124	63,903	63,903	25%
Capital outlay	613	43,084	10,500	10,500	4,000	4,000	-62%
<b>Total</b>	<b>2,874,920</b>	<b>2,872,427</b>	<b>3,097,161</b>	<b>2,945,232</b>	<b>3,080,287</b>	<b>3,080,287</b>	<b>-1%</b>

<b>Budget by Division</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Planning	108,950	112,418	120,147	119,074	121,792	121,792	1%
Building	159,762	138,817	116,645	139,531	133,331	133,331	14%
Engineering	575,739	528,732	524,784	478,026	473,769	473,769	-10%
Water Redamation Facility	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%
CD&E Administration	207,387	142,170	115,774	121,000	211,887	211,887	83%
<b>Total</b>	<b>2,874,920</b>	<b>2,872,427</b>	<b>3,097,161</b>	<b>2,945,232</b>	<b>3,080,287</b>	<b>3,080,287</b>	<b>-1%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	612,753	362,717	354,749	372,322	421,969	421,969	19%
Planning Fees	40,890	51,319	41,300	49,252	48,300	48,300	17%
Building Permits	99,622	77,860	65,000	87,795	80,000	80,000	23%
CIP Cost Recovery	99,177	228,955	175,000	147,004	171,000	171,000	-2%
Engineering Fees	67,626	57,759	70,000	38,150	50,000	50,000	-29%
Water Enterprise Fund	65,879	71,816	85,400	81,134	84,755	84,755	-1%
Sewer Enterprise Fund	1,888,973	2,022,001	2,305,712	2,169,576	2,224,263	2,224,263	-4%
							0%
<b>Total</b>	<b>2,874,920</b>	<b>2,872,427</b>	<b>3,097,161</b>	<b>2,945,232</b>	<b>3,080,287</b>	<b>3,080,287</b>	<b>-1%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### Division: Planning

#### 2011/2012 REVIEW

- Provided customer service regarding information relating to zoning and other planning matters.
- Began holding meetings of the newly re-established Historical Advisory Committee, utilizing its expertise to aid Staff and the Planning Commission in processing projects with historical components.
- Continued to provide staff support to the Historical Advisory Committee, Planning Commission and City Council where approximately 15 discretionary projects were submitted for review.
- Amended and readopted the City's 2008-2013 Housing Element in response to changing state law.
- Initiated implementation of Council's priority Housing Element Programs, including the necessary General Plan and Zoning Ordinance amendments relating to "R-5" high-density (20 units per acre) housing, emergency shelters, Cumulative Zoning (regulating single-family development in multi-family districts), mobile home park regulations and zoning, and the establishment of a Density Bonus Ordinance.
- Assisted in processing a Staff-initiated General Plan Amendment relating to the Street Classifications list and Circulation Diagram contained within the City's General Plan Land Use Circulation Diagrams and Standards. Amendments focused on recognizing the new functionality of Jacquier Road and Point View Drive following the Point View Drive Extension project.
- Successfully abated approximately 20 abandoned pole sign and sign structure nuisances, causing their removal or compliance.

#### 2012/2013 BUDGET

- Continue to provide customer service regarding information relating to zoning and other planning matters.
  - Continue to provide staff support to the Historical Advisory Committee, Planning Commission and City Council where it is expected that between 15 and 20 discretionary projects will be submitted for review.
  - Initiate background data collection for the 2013-2018 Housing Element update.
  - Investigate the pros and cons of establishing a downtown Historic District Overlay.
  - Explore design guidelines for the Broadway, Central Business District and Placerville Drive business districts.
  - Continue the implementation of 2008-2013 Housing Element programs.
  - Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either Staff or the public.
  - Implement the recently-updated El Dorado County Airport Land Use Compatibility Plan (ALUCP).
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs and temporary accessory structures, and abatement of debris and other nuisances.

	Actual	Actual	Estimated		Council	% Change
	2009/2010	2010/2011	Actual	Proposed	Approved	from 11/12
Department Staff by Position			2011/2012	2012/2013	2012/2013	Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Planning*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	105,106	109,380	117,847	115,921	118,729	118,729	1%
Materials and supplies	278	217	500	-	350	350	-30%
Contract Services	825	825	-	825	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,741	1,996	1,800	2,328	2,713	2,713	51%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>108,950</b>	<b>112,418</b>	<b>120,147</b>	<b>119,074</b>	<b>121,792</b>	<b>121,792</b>	<b>1%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Planning	108,950	112,418	120,147	119,074	121,792	121,792	1%
<b>Total</b>	<b>108,950</b>	<b>112,418</b>	<b>120,147</b>	<b>119,074</b>	<b>121,792</b>	<b>121,792</b>	<b>1%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	68,060	61,099	78,847	69,822	73,492	73,492	-7%
Planning Fees	40,890	51,319	41,300	49,252	48,300	48,300	17%
<b>Total</b>	<b>108,950</b>	<b>112,418</b>	<b>120,147</b>	<b>119,074</b>	<b>121,792</b>	<b>121,792</b>	<b>1%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### Division: Building

#### 2011/2012 REVIEW

- Issued 390 building permits, performed 1,042 inspections, 152 plan reviews and responded to approximately 100 code enforcement complaints.
- Successfully implemented part-time, in-house contract Building Official services to offset an overload 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.
- Continued to perform complimentary site visits for proposed projects.
- Completion of five Single-Family Residences and one new 400-square-foot commercial project; completion and opening of new youth shelter facility.

#### 2012/2013 BUDGET

- Continue to maximize the benefit of in-house contract Building services, absent the reinstatement of more staff hours.
- Process permits for three entitled hotel projects at such time that market conditions become favorable for the applicants.
- Process permits for substantial (\$1,000,000-plus) as-yet-unbuilt developments, including 39-unit Eskaton "Cottages" senior housing project and a projected commercial subdivision, should applicants make their anticipated submittals.
- Process permits for a new carwash at a gas station on Forni Road and major renovation/expansion of a commercial site on lower Broadway, both currently undergoing plan review.
- Complete inspection process for active projects including two single-family residences, a new commercial structure on Forni Road, substantial tenant improvements, and repairs to formerly bank-owned code enforcement sites.
- Major historic renovations to Old City Hall and 301-305 Main Street, as well as the establishment of a café at Gold Bug Park, are expected to be undertaken following the attainment of entitlements.
- Code enforcement activity is expected to taper off slightly due to increased FY 11-12 efforts to remedy a surplus of problem properties.
- Coordinate with Engineering and Wastewater divisions following department consolidation to streamline workloads, eliminate redundancy and potentially free Staff hours to address backlogged items.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Building*

<u>Division Budget by Category</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Personnel	138,996	95,255	92,364	95,696	100,261	100,261	9%
Materials and supplies	1,165	1,170	1,600	1,215	950	950	-41%
Contract Services	17,156	39,299	20,456	40,395	30,080	30,080	47%
Overhead	-	-	-	-	-	-	0%
Other expense	2,445	3,046	2,225	2,225	2,040	2,040	-8%
Capital outlay	-	47	-	-	-	-	0%
Total	159,762	138,817	116,645	139,531	133,331	133,331	14%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Building Plan Review/Inspection	159,762	138,817	116,645	139,531	133,331	133,331	14%
Total	159,762	138,817	116,645	139,531	133,331	133,331	14%

<u>Source of Funds:</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
General Fund							
Discretionary Revenues	60,140	60,957	51,645	51,736	53,331	53,331	3%
Building Permits	99,622	77,860	65,000	87,795	80,000	80,000	23%
Total	159,762	138,817	116,645	139,531	133,331	133,331	14%

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### Division: Engineering

#### 2011/2012 REVIEW

- Continued implementation of Capital Improvement Program.
- Continued implementation of the NPDES required Storm Water Management Plan.
- Developed a Sewer System Management Plan and amended sewer ordinances.
- Continued development of Citywide GIS system and public works inventory.
- Continued to expand and update City's long range Capital Improvement Program, including funding identification.
- Continued to provide construction inspection of commercial development projects.
- Continued to address the sewer system inflow and infiltration (I & I) condition.
- Continued to process Transportation & Encroachment Permits.
- Continued to work with EDCTC, El Dorado County, and the State on development of regional transportation projects.
- Worked to implement the Pedestrian Circulation Plan.
- Continued to work on Pavement Management Program.
- Continued implementation of the City's Irrigation Meter Program/Policy.
- Continued to issue permits for grading and other Engineering related development projects.

#### 2012/2013 BUDGET

- Continue implementation of Capital Improvement Program.
- Continue implementation of the NPDES Storm Water Management Plan.
- 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.
- Continue to provide construction inspection of subdivision and commercial development projects.
- Continue to address the sewer system inflow and infiltration condition.
- Continue to process Transportation and Encroachment Permits.
- Continue to work with EDCTC, El Dorado County, and State on development of regional transportation projects.
- Continue implementation of the Pedestrian Circulation Improvement Plan.
- Develop a ten year Capital Improvement Program.
- Continue to issue permits for grading and all other Engineering related development projects.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Director of Public Works	1.0	0.5	0.0	0.0	0.0	0%
City Engineer	0.0	0.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	1.5	0.5	0.5	0.5	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%
<b>Total</b>	<b>5.5</b>	<b>5.0</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>0%</b>



# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Engineering*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	546,192	497,317	485,634	439,526	439,298	439,298	-10%
Materials and supplies	5,311	5,548	6,950	8,450	6,650	6,650	-4%
Contract Services	3,005	3,320	4,500	4,500	5,271	5,271	17%
Overhead	19,964	20,000	20,000	20,000	20,000	20,000	0%
Other expense	1,244	1,838	5,200	3,050	2,550	2,550	-51%
Capital outlay	23	709	2,500	2,500	-	-	-100%
<b>Total</b>	<b>575,739</b>	<b>528,732</b>	<b>524,784</b>	<b>478,026</b>	<b>473,769</b>	<b>473,769</b>	<b>-10%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Engineering	575,739	528,732	524,784	478,026	473,769	473,769	-10%
<b>Total</b>	<b>575,739</b>	<b>528,732</b>	<b>524,784</b>	<b>478,026</b>	<b>473,769</b>	<b>473,769</b>	<b>-10%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	277,166	98,491	108,483	129,764	83,259	83,259	-23%
CIP Cost Recovery	99,177	228,955	175,000	147,004	171,000	171,000	-2%
Engineering Fees	67,626	57,759	70,000	38,150	50,000	50,000	-29%
Water Enterprise Fund	65,879	71,816	85,400	81,134	84,755	84,755	-1%
Sewer Enterprise Fund	65,891	71,711	85,901	81,974	84,755	84,755	-1%
<b>Total</b>	<b>575,739</b>	<b>528,732</b>	<b>524,784</b>	<b>478,026</b>	<b>473,769</b>	<b>473,769</b>	<b>-10%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### Division: Water Reclamation Facility

#### 2011/2012 REVIEW

- Operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Conducted laboratory testing, analysis and reporting program as required by NPDES permit.
- Conducted laboratory testing and analysis function necessary for plant operations.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained three sanitary sewer lift stations.
- Continued design of improvements for lift stations.
- Continued implementation of Sewer Spill Policy.
- Furthered sewer collection system inventory and analysis program

#### 2012/2013 BUDGET

- Operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue the expanded laboratory testing, analysis and reporting program as required by the new NPDES permit.
- Continue conducting laboratory testing and analysis function necessary for plant operations.
- Continue working towards compliance with effluent discharge temperature Cease and Desist Order.
- Continue maintaining three sanitary sewer lift stations.
- Continue implementation of Sewer Spill Policy.
- Further sewer collection system inventory and analysis program.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Water Reclamation Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	2.0	1.5	2.5	1.0	1.0	-59%
Electronic/Electrical Technician	0.0	1.0	0.0	0.0	0.0	0%
Water Reclamation Facility Operator IV	0.0	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 Operator II	2.0	3.0	3.0	3.0	3.0	0%
Maintenance Worker II	0.0	0.0	1.0	0.0	0.0	0%
<b>Total</b>	<b>7.0</b>	<b>9.5</b>	<b>10.5</b>	<b>8.0</b>	<b>8.0</b>	<b>-23%</b>

**Fiscal Year 2012/2013 Annual Operating Budget**  
***Division Budget***  
***Water Reclamation Facility***

<b><u>Division Budget by Category</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
Personnel	775,064	832,716	1,054,061	931,852	884,573	884,573	-16%
Materials and supplies	279,872	266,066	319,800	325,800	338,700	338,700	6%
Contract Services	526,133	561,494	581,900	565,900	641,735	641,735	10%
Overhead	214,800	215,000	215,000	215,000	215,000	215,000	0%
Other expense	26,623	32,686	41,050	41,050	55,500	55,500	35%
Capital outlay	590	42,328	8,000	8,000	4,000	4,000	-50%
Total	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%

<b><u>Division Budget by Program</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
Water Redamation Facility	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%
Total	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%

<b><u>Source of Funds:</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Revised</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>	<b><u>Council</u></b>	<b><u>% Change</u></b>
	<b><u>2009/2010</u></b>	<b><u>2010/2011</u></b>	<b><u>2011/2012</u></b>	<b><u>Actual</u></b>	<b><u>2012/2013</u></b>	<b><u>Approved</u></b>	<b><u>from 11/12</u></b>
				<b><u>2011/2012</u></b>		<b><u>2012/2013</u></b>	<b><u>Budget</u></b>
Sewer Enterprise	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%
Total	1,823,082	1,950,290	2,219,811	2,087,602	2,139,508	2,139,508	-4%

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Development & Engineering

### Division: Administration

## 2011/2012 REVIEW

- Managed daily activities of the Planning and Building Divisions of the Community Development Department.
- Provided budget management and technical assistance to the department staff.
- Enhanced the department web page as needed.
- Initiated the Island Annexation process for various parcels adjacent to City limits.
- Initiated implementation of the programs and strategies established in the Housing Element.
- Successfully abated approximately 20 abandoned pole sign and sign structure nuisances, causing their removal or compliance.

## 2012/2013 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the newly-organized Community Development & Engineering Department (CD&E).
- Plan and implement office space and personnel reorganization to complete the consolidation of the Community Development and Engineering Departments.
- Provide budget management and technical assistance to department staff.
- Continue to provide staff support to the Historical Advisory Committee, Planning Commission and City Council.
- Assist the Historical Advisory Committee in assessing the creation of Downtown Historic District boundaries and guidelines.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- With the assistance of the Placerville Drive Business Association, begin implementation of the Placerville Drive Development and Implementation Plan via the ISP grant for Form-Based Code, should the LGC begin funding.
- Continue implementation of the programs and strategies established in the Housing Element.
- Assist the Broadway Village Association with the development of a vision plan.
- Oversight of matters related to the Hangman's Tree & Herrick buildings, and the Confidence Hall and Emigrant Jane buildings.
- Conduct public workshops relating to and continue evaluation of a possible Island Annexation application.
- Coordinate with SACOG in its Regional Sustainability Growth Partnership program.
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services.
- Provide assistance to the City Manager and Administration Department with regard to the Economic Development Advisory Committee (EDAC) and economic development efforts.

	Actual	Actual	Estimated		Council	% Change
	2009/2010	2010/2011	Actual	Proposed	Approved	from 11/12
Department Staff by Position			2011/2012	2012/2013	2012/2013	Budget
Director of CD&E	0.0	0.0	1.0	1.0	1.0	0%
Director of Community Development	1.0	0.5	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>2.0</b>	<b>1.5</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget Administration*

<u>Division Budget by Category</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Personnel	205,692	140,163	111,474	104,940	205,237	205,237	84%
Materials and supplies	454	1,359	600	1,435	550	550	-8%
Contract Services	-	-	3,000	14,154	5,000	5,000	67%
Overhead	-	-	-	-	-	-	0%
Other expense	1,241	648	700	471	1,100	1,100	57%
Capital outlay	-	-	-	-	-	-	0%
Total	207,387	142,170	115,774	121,000	211,887	211,887	83%

<u>Division Budget by Program</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
CD&E Administration	207,387	142,170	115,774	121,000	211,887	211,887	83%
Total	207,387	142,170	115,774	121,000	211,887	211,887	83%

<u>Source of Funds:</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
General Fund							
Discretionary Revenues	207,387	142,170	115,774	121,000	211,887	211,887	83%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	207,387	142,170	115,774	121,000	211,887	211,887	83%

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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 2012/2013 Annual Operating Budget

## Department: Community Services

### All Divisions

Workload Indicators	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Adopted 2012/2013
<b>Parks Maintenance Hours</b>				
Gold Bug Park	1700	1700	1700	1700
Lions Park	1650	1,450	1450	1450
City Park	600	400	600	600
Rotary Park	600	400	400	400
Lumsden Park	500	400	400	400
Orchard Hill Park	350	150	150	150
George Duffey Park	100	0	200	200
El Dorado Trail	0	200	200	200
Community Gardens	0	200	200	200
Cemeteries	0	200	200	200
Other Parks and Grounds	800	200	200	200
<b>Recreation (FT hrs / PT hrs)</b>				
General	3,000/200	3,000/200	500/200	500/200
Activity Guide		300/0	300/0	300/0
Gold Bug Tours	300/2,500	100/2,600	0/2,600	0/2,600
Adult Program	450/2,100	450/2,100	250/2,100	250/2,100
Youth Programs	350/500	350/500	350/500	350/500
Aquatics	1,900/10,000	2,000/10,000	1,750/10,000	1,750/10,000
Youth Sports	800/2,100	400/2,100	400/2,100	400/2,100
Adult Sports	1,750/2,900	1,150/2,900	900/2,900	900/2,900
<b>Facilities Maintenance</b>				
City Hall	350	200	300	300
Town Hall	850	650	650	650
Scout Hall	100	100	50	50
Pool	700	550	550	550
Park and Ride	0	50	50	50
Old City Hall	0	15	15	15
Police Department	0	20	20	20
Other	100	15	15	15
<b>Streets and Roads</b>				
Calls for service	250	304	198	300
Maintenance hours	9,440	9,440	9,440	9,440
Miles of streets maintained	52	52	52	52
Green waste diverted (tons)	100	100	150	175
<b>Water / Sewer</b>				
Calls for service	150	212	163	300
Meter replacement	80	50	83	83
Water Applications	6	10	4	2
Sewer Applications			4	2
Miles of sewer lines	54	54	54	54

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.3	0.0	0.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	1.4	1.4	2.0	1.0	1.0	-50%
Maintenance Worker II	5.0	5.0	5.9	5.9	5.9	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.4	1.4	1.0	1.0	1.0	0%
Maintenance Worker I	5.0	5.0	4.0	4.0	4.0	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	2.0	1.0	1.0	1.0	0%
Recreation Supervisor	0.5	0.5	1.5	1.5	1.5	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	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%
<b>Total Public Services</b>	<b>22.6</b>	<b>23.6</b>	<b>23.4</b>	<b>22.4</b>	<b>22.4</b>	<b>-4%</b>



# Fiscal Year 2012/2013 Annual Operating Budget

## *Department Budget*

### *Community Services*

<b>Department Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	2,013,233	1,830,759	1,983,888	1,868,827	2,065,962	2,065,962	4%
Materials and supplies	636,070	544,393	663,593	662,030	757,069	757,069	14%
Contract Services	582,519	677,093	741,940	709,551	752,409	752,409	1%
Overhead	238,635	237,000	237,000	238,580	238,580	238,580	1%
Other expense	76,671	81,294	97,960	88,072	98,045	98,045	0%
Capital outlay	11,429	14,217	46,995	46,967	9,199	9,199	-80%
<b>Total</b>	<b>3,558,557</b>	<b>3,384,756</b>	<b>3,771,376</b>	<b>3,614,027</b>	<b>3,921,264</b>	<b>3,921,264</b>	<b>4%</b>

<b>Budget by Division</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Parks	476,189	453,275	458,725	442,692	462,177	462,177	1%
Recreation	690,159	587,797	701,000	680,867	763,024	763,024	9%
Facilities M & O	303,099	276,266	277,325	276,617	265,388	265,388	-4%
Streets and Roads	468,092	464,238	505,930	452,600	515,500	515,500	2%
Water/Sewer Lines	825,916	740,163	868,116	876,008	852,308	852,308	-2%
Water Acquisition & Delivery	466,302	524,381	644,678	564,415	720,552	720,552	12%
Downtown Parking	138,550	144,480	133,956	133,956	132,933	132,933	-1%
CSD Administration	190,250	194,156	181,646	186,872	209,382	209,382	15%
<b>Total</b>	<b>3,558,557</b>	<b>3,384,756</b>	<b>3,771,376</b>	<b>3,614,027</b>	<b>3,921,264</b>	<b>3,921,264</b>	<b>4%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	1,342,183	1,158,768	1,254,045	1,254,520	1,369,422	1,369,422	9%
Orchard Hill/Duffey LLMD	33,023	33,751	32,649	30,522	33,907	33,907	4%
Recreation Fees	535,417	532,569	524,974	490,568	495,852	495,852	-6%
Gas Tax	216,773	269,560	306,048	275,101	277,469	277,469	-9%
Transportation Fund	-	-	-	-	30,000	30,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	31,106	6,315	19,924	1,063	19,924	19,924	0%
Water Enterprise Fund	827,749	840,639	1,033,494	950,402	1,078,382	1,078,382	4%
Sewer Enterprise Fund	464,469	423,905	479,300	490,021	494,478	494,478	3%
Daily Parking Revenues	23,845	40,054	40,302	42,870	42,870	42,870	6%
Leased Parking Revenues	83,992	79,195	80,640	78,960	78,960	78,960	-2%
<b>Total</b>	<b>3,558,557</b>	<b>3,384,756</b>	<b>3,771,376</b>	<b>3,614,027</b>	<b>3,921,264</b>	<b>3,921,264</b>	<b>4%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Services

### Division: Parks

#### 2011/12 REVIEW

- Maintained 103 acres of parks, four miles of trails and ten acres of open space.
- Spent approximately 5,500 hours in the maintenance of parks and open space.
- Spent approximately 1,800 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,200 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 800 hours at City Park to maintain all grounds.
- Spent approximately 600 hours at Rotary Park to maintain all grounds.
- Spent approximately 500 hours at Lumsden Park to maintain all grounds.
- Spent approximately 400 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 1,000 hours within other grounds areas, such as: trails, cemeteries, adopt-a-spots, caboose visitor center, right-of-ways, and several small park areas performing grounds and facility maintenance.
- Spent approximately 400 hours in weed abatement program along streets and parkways.
- Worked with local volunteers to decorate Christmas Trees on Broadway, Main Street and Placerville Drive.
- Worked with local volunteer groups to make improvements to the El Dorado Trail.
- Worked with local volunteer groups to make improvements to Gold Bug Park.
- Worked with local volunteer groups to make improvements to Lumsden Park.
- Worked with local volunteer group to replace grass infield at Rotary Park.
- Worked with Community Pride volunteers to complete mural project on Main Street.
- Placed fall material in tot-lots throughout the City's park system.
- Made fire safety improvements to trails and roadways at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Completed Safety Fencing Project at Gold Bug Park.
- Assisted volunteer effort to install playground equipment at Lions Park.
- Renovation of softball infields at Lions Park.

#### 2012/13 BUDGET

- Maintain 105 acres of park, four miles of trails, and eight acres of open space.
- Continue implementation of Fire Safe Plan for Gold Bug Park.
- Continue to make structural improvements to the Meagher House at Gold Bug Park.
- Install playground equipment at Duffey Park.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.8	0.8	0.8	0%
Senior Maintenance Worker	0.6	0.6	0.6	0.0	0.0	-100%
Maintenance Worker II	2.3	2.3	2.3	2.3	2.3	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>4.2</b>	<b>4.2</b>	<b>-13%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Parks*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	364,306	340,561	342,444	326,293	336,286	336,286	-2%
Materials and supplies	38,324	48,966	46,100	45,850	48,400	48,400	5%
Contract Services	72,646	63,544	66,701	66,924	74,011	74,011	11%
Overhead	-	-	-	1,580	1,580	1,580	0%
Other expense	913	204	3,480	2,045	1,900	1,900	-45%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>476,189</b>	<b>453,275</b>	<b>458,725</b>	<b>442,692</b>	<b>462,177</b>	<b>462,177</b>	<b>1%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Parks Maintenance	68,301	60,137	63,349	67,946	62,288	62,288	-2%
Lions Park	99,678	98,450	101,528	97,454	102,586	102,586	1%
Gold Bug Park	67,670	66,316	69,156	65,515	70,547	70,547	2%
Rotary Park	49,162	50,503	48,060	46,454	47,677	47,677	-1%
City Park	56,889	52,624	52,532	49,452	52,204	52,204	-1%
Lumsden Park	34,900	31,278	29,874	28,149	29,181	29,181	-2%
Hangtown Creek^	-	-	-	-	5,000	5,000	0%
City Cemeteries	18,574	19,761	19,813	18,070	19,629	19,629	-1%
Community Gardens	4,223	3,504	3,578	3,660	3,241	3,241	-9%
El Dorado Trail	9,103	6,710	6,747	6,320	6,398	6,398	-5%
Orchard Hill/Duffey LLMD	33,023	33,751	32,649	30,522	33,907	33,907	4%
Other Grounds	34,666	30,241	31,439	29,149	29,519	29,519	-6%
<b>Total</b>	<b>476,189</b>	<b>453,275</b>	<b>458,725</b>	<b>442,692</b>	<b>462,177</b>	<b>462,177</b>	<b>1%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	443,166	419,524	426,076	412,170	428,270	428,270	1%
Orchard Hill/Duffey LLMD	33,023	33,751	32,649	30,522	33,907	33,907	4%
<b>Total</b>	<b>476,189</b>	<b>453,275</b>	<b>458,725</b>	<b>442,692</b>	<b>462,177</b>	<b>462,177</b>	<b>1%</b>

^The Hangtown Creek Maintenance division was newly created in Fiscal Year 2012/2013.

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Community Services

### Division: Recreation

#### 2011/12 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 736 participants participating in four divisions.
- Accommodated over 1,400 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 \$9,000 of assistance to local youths.
- Conducted three Adult 5 on 5 Basketball Leagues with an average of thirteen teams per league. Each league ran for approximately two months.
- Conducted five Adult 3 on 3 Basketball Leagues with an average of ten teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 214 teams combined in spring, summer, and fall leagues.
- Co-sponsored six 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.
- Conducted two volleyball leagues comprised of 12 teams.

#### 2012/13 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.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual	2012/2013	Approved	from 11/12
Department Staff by Position	2009/2010	2010/2011	2011/2012	2012/2013	2012/2013	Budget
Recreation Supervisor	0.5	0.5	1.5	1.5	1.5	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0%
<b>Total Public Services</b>	<b>2.5</b>	<b>2.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

*Department: Community Services*

*Division: Recreation*

<u>Division Budget by Category</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Personnel	470,102	404,327	459,038	461,689	536,210	536,210	17%
Materials and supplies	35,235	28,129	45,100	43,945	44,100	44,100	-2%
Contract Services	134,008	107,912	142,032	120,536	124,640	124,640	-12%
Overhead	-	-	-	-	-	-	0%
Other expense	50,814	46,288	54,030	53,897	57,375	57,375	6%
Capital outlay	-	1,141	800	800	699	699	-13%
Total	690,159	587,797	701,000	680,867	763,024	763,024	9%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Special Interest Programs	30,443	32,761	36,714	27,004	29,644	29,644	-19%
Sports Camps and Teams	297,679	220,423	289,468	280,541	336,715	336,715	16%
Gold Bug Park Admissions	49,550	53,269	50,773	49,632	50,926	50,926	0%
Aquatics	181,275	155,532	186,952	187,045	196,664	196,664	5%
Special Events	5,403	4,427	5,109	4,795	4,668	4,668	-9%
Recreation - General	125,809	121,385	131,984	131,849	144,407	144,407	9%
Total	690,159	587,797	701,000	680,867	763,024	763,024	9%

<u>Source of Funds:</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
General Fund							
Discretionary Revenues	154,742	55,228	176,026	190,299	267,172	267,172	52%
Recreation Fees	535,417	532,569	524,974	490,568	495,852	495,852	-6%
Total	690,159	587,797	701,000	680,867	763,024	763,024	9%

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Community Services**

**Division: Facilities Maintenance**

## 2011/12 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 and the Museum/Visitor Center at Gold Bug Park.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Assisted with lighting retrofits.
- Installed new heater at Aquatics Center.

## 2012/13 BUDGET

- Maintain approximately 40,000 sq. ft. of buildings/facilities/grounds.
- Accomplish maintenance program with approximately 2,000 hours of staff time.
- Continue annual floor cleaning program at City facilities.
- Work towards the completion of ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Parks & Facility Maintenance Superintendent	0.2	0.2	0.2	0.2	0.2	0%
Senior Maintenance Worker	0.4	0.4	0.4	0.0	0.0	-100%
Maintenance Worker II	0.5	0.5	0.6	0.6	0.6	0%
<b>Total Public Services</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>	<b>0.7</b>	<b>0.7</b>	<b>-35%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## Division Budget

### Facilities Maintenance

<u>Division Budget by Category</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Personnel	84,102	73,870	69,080	63,583	61,850	61,850	-10%
Materials and supplies	60,215	34,799	43,268	45,009	42,918	42,918	-1%
Contract Services	157,990	166,917	164,077	167,125	152,120	152,120	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	792	680	900	900	-	-	-100%
Capital outlay	-	-	-	-	8,500	8,500	0%
Total	303,099	276,266	277,325	276,617	265,388	265,388	-4%

<u>Division Budget by Program</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
Old City Hall	14,993	9,398	9,428	9,471	9,421	9,421	0%
New City Hall	81,678	72,669	82,433	82,017	77,617	77,617	-6%
Town Hall	45,082	46,504	43,783	42,547	42,502	42,502	-3%
Scout Hall	16,773	13,082	11,710	10,636	10,205	10,205	-13%
Corporation Yard	13,320	17,992	17,600	17,600	13,900	13,900	-21%
City Pool Facilities	104,024	97,168	90,871	89,948	89,443	89,443	-2%
Public Safety Building	4,737	1,821	5,950	5,950	5,950	5,950	0%
Downtown Public Restroom	13,265	10,686	8,550	10,780	8,850	8,850	4%
Mosquito Road Park & Bus	9,227	6,946	7,000	7,669	7,500	7,500	7%
Total	303,099	276,266	277,325	276,617	265,388	265,388	-4%

<u>Source of Funds:</u>	<u>Actual</u> <u>2009/2010</u>	<u>Actual</u> <u>2010/2011</u>	<u>Revised</u> <u>2011/2012</u>	<u>Estimated</u> <u>Actual</u> <u>2011/2012</u>	<u>Proposed</u> <u>2012/2013</u>	<u>Council</u> <u>Approved</u> <u>2012/2013</u>	<u>% Change</u> <u>from 11/12</u> <u>Budget</u>
General Fund							
Discretionary Revenues	303,099	276,266	277,325	276,617	265,388	265,388	-4%
Total	303,099	276,266	277,325	276,617	265,388	265,388	-4%

# Fiscal Year 2012/2013 Annual Operating Budget

*Department: Community Services*

*Division: Streets and Roads*

## 2011/12 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.
- 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.

## 2012/13 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

Department Staff by Position	Actual		Estimated	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
	2009/2010	Actual 2010/2011	Actual 2011/2012			
Public Works Superintendent	0.7	0.7	0.5	0.5	0.5	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	0.1	0.1	0.0	0.0	0.0	0%
Maintenance Worker II	0.8	0.8	0.6	0.6	0.6	0%
Maintenance Worker I	1.0	1.0	0.8	0.8	0.8	0%
<b>Total</b>	<b>3.6</b>	<b>3.6</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>0%</b>



# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Streets and Roads*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	242,441	235,636	250,328	212,639	231,460	231,460	-8%
Materials and supplies	174,335	48,991	69,450	70,202	69,450	69,450	0%
Contract Services	38,903	156,252	158,624	147,259	195,924	195,924	24%
Overhead	-	-	-	-	-	-	0%
Other expense	12,413	22,763	18,500	13,500	18,666	18,666	1%
Capital outlay	-	596	9,028	9,000	-	-	-100%
<b>Total</b>	<b>468,092</b>	<b>464,238</b>	<b>505,930</b>	<b>452,600</b>	<b>515,500</b>	<b>515,500</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Street Sweeping	23,620	26,728	25,689	19,975	28,562	28,562	11%
Curbs, Gutters, and Sidewalks	21,621	18,635	30,020	20,166	34,908	34,908	16%
Street Signs and Markings	29,771	28,791	35,577	28,844	71,966	71,966	102%
Storm Drains	6,039	1,690	8,500	8,500	15,631	15,631	84%
Traffic Signals and Lights	111,177	116,979	112,278	101,500	111,213	111,213	-1%
Street Sanding/Snow Removal	14,195	1,602	5,200	4,200	5,200	5,200	0%
General Street Maintenance	261,669	269,813	288,666	269,415	248,020	248,020	-14%
<b>Total</b>	<b>468,092</b>	<b>464,238</b>	<b>505,930</b>	<b>452,600</b>	<b>515,500</b>	<b>515,500</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	220,213	188,363	179,958	176,436	188,107	188,107	5%
Gas Tax	216,773	269,560	306,048	275,101	277,469	277,469	-9%
Transportation Fund	-	-	-	-	30,000	30,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	31,106	6,315	19,924	1,063	19,924	19,924	0%
<b>Total</b>	<b>468,092</b>	<b>464,238</b>	<b>505,930</b>	<b>452,600</b>	<b>515,500</b>	<b>515,500</b>	<b>2%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Community Services**

**Division: Water and Sewer Lines**

## 2011/12 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.
- 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.
- Sewer collection system flushing program was reduced to a minimal level.
- Continued Grease Interceptor program for restaurants as new restaurants opened up.

## 2012/13 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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Public Works Superintendent	0.7	0.7	0.5	0.5	0.5	0%
Senior Maintenance Worker	0.3	0.3	0.0	0.0	0.0	0%
Maintenance Worker II	1.4	1.4	2.4	2.4	2.4	0%
Maintenance Worker I	4.0	4.0	3.3	3.3	3.3	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<b>7.4</b>	<b>7.4</b>	<b>7.2</b>	<b>7.2</b>	<b>7.2</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Water and Sewer Lines*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	583,069	499,113	506,149	522,641	529,504	529,504	5%
Materials and supplies	47,728	51,830	100,800	98,149	100,050	100,050	-1%
Contract Services	33,657	39,582	68,250	65,551	65,850	65,850	-4%
Overhead	149,909	149,000	149,000	149,000	149,000	149,000	0%
Other expense	124	638	6,750	3,500	7,904	7,904	17%
Capital outlay	11,429	-	37,167	37,167	-	-	-100%
Total	825,916	740,163	868,116	876,008	852,308	852,308	-2%

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Water Lines	361,447	316,258	388,816	385,987	357,830	357,830	-8%
Sewer Lines	464,469	423,905	479,300	490,021	494,478	494,478	3%
Total	825,916	740,163	868,116	876,008	852,308	852,308	-2%

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Water Lines	361,447	316,258	388,816	385,987	357,830	357,830	-8%
Sewer Lines	464,469	423,905	479,300	490,021	494,478	494,478	3%
Total	825,916	740,163	868,116	876,008	852,308	852,308	-2%

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Community Services**

**Division: Water Acquisition and Delivery**

## 2011/12 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.
- Continued Cross-Contamination Prevention Program.
- Continued City wide Backflow Certification Program.
- Conducted bi-monthly reading of all water meters within the City service area.
- Replaced defective water meters.

## 2012/13 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.
- Continue Citywide Backflow Certification Program and certified all City owned devices.
- Continue Cross-Contamination Prevention Programs.
- Continue weekly water quality sampling, testing, and reporting.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program.
- Continue City wide Backflow Certification Program for all City owned devices and all private devices.
- Continue conducting bi-monthly reading of all water meters within City service area.
- Continue replacement of defective water meters.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Water Services Specialist	1.0	2.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	0.0	0.0	1.0	1.0	1.0	0%
<b>Total</b>	<u>1.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	0%

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Water Acquisition and Delivery*

<u>Division Budget by Category</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Personnel	78,963	83,804	175,203	95,110	161,270	161,270	-8%
Materials and supplies	278,671	331,430	357,575	357,575	451,582	451,582	26%
Contract Services	8,944	6,510	9,600	9,500	8,400	8,400	-13%
Overhead	88,726	88,000	88,000	88,000	88,000	88,000	0%
Other expense	10,998	9,935	14,300	14,230	11,300	11,300	-21%
Capital outlay	-	4,702	-	-	-	-	0%
Total	466,302	524,381	644,678	564,415	720,552	720,552	12%

<u>Division Budget by Program</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Water Acquisition & Delivery	466,302	524,381	644,678	564,415	720,552	720,552	12%
Total	466,302	524,381	644,678	564,415	720,552	720,552	12%

<u>Source of Funds:</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Water Acquisition & Delivery	466,302	524,381	644,678	564,415	720,552	720,552	12%
Total	466,302	524,381	644,678	564,415	720,552	720,552	12%

## Fiscal Year 2012/2013 Annual Operating Budget

*Department: Community Services*

*Division: Downtown Parking*

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### 2011/12 REVIEW

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

### 2012/13 BUDGET

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

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0%</b>

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

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Downtown Parking*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	1,562	248	1,300	1,300	569	569	-56%
Contract Services	136,371	136,376	132,656	132,656	131,464	131,464	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	617	786	-	-	900	900	0%
Capital outlay	-	7,070	-	-	-	-	0%
<b>Total</b>	<b>138,550</b>	<b>144,480</b>	<b>133,956</b>	<b>133,956</b>	<b>132,933</b>	<b>132,933</b>	<b>-1%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Downtown Parking	138,550	144,480	133,956	133,956	132,933	132,933	-1%
<b>Total</b>	<b>138,550</b>	<b>144,480</b>	<b>133,956</b>	<b>133,956</b>	<b>132,933</b>	<b>132,933</b>	<b>-1%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	30,713	25,231	13,014	12,126	11,103	11,103	-15%
Daily Parking Revenues	23,845	40,054	40,302	42,870	42,870	42,870	6%
Leased Parking Revenues	83,992	79,195	80,640	78,960	78,960	78,960	-2%
<b>Total</b>	<b>138,550</b>	<b>144,480</b>	<b>133,956</b>	<b>133,956</b>	<b>132,933</b>	<b>132,933</b>	<b>-1%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Community Services**

**Division: Administration**

## 2011/12 REVIEW

- Met with community groups in the support of various City programs.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Assisted City in implementation of several safety related improvements at City facilities.
- Continued implementation of Gold Bug Park Fire Safe Plan.
- Provided risk management services for Citywide Special Events.

## 2012/13 BUDGET

- Implement additional marketing strategies, which will increase program users and enhance recreation program delivery.
- Develop strategies to reduce utility costs associated with 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 Risk Management training and implementation of policies.
- Create partnerships with schools towards improved delivery of Special Interest Classes and Youth Sports Camps.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.3	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
<b>Total Public Services</b>	<b>2.3</b>	<b>2.3</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0%</b>



# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget Administration*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	190,250	193,448	181,646	186,872	209,382	209,382	15%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	708	-	-	-	-	0%
<b>Total</b>	<b>190,250</b>	<b>194,156</b>	<b>181,646</b>	<b>186,872</b>	<b>209,382</b>	<b>209,382</b>	<b>15%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
CSD Administration	190,250	194,156	181,646	186,872	209,382	209,382	15%
<b>Total</b>	<b>190,250</b>	<b>194,156</b>	<b>181,646</b>	<b>186,872</b>	<b>209,382</b>	<b>209,382</b>	<b>15%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	190,250	194,156	181,646	186,872	209,382	209,382	15%
<b>Total</b>	<b>190,250</b>	<b>194,156</b>	<b>181,646</b>	<b>186,872</b>	<b>209,382</b>	<b>209,382</b>	<b>15%</b>

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## Elected Officials

The City Council shall establish policy direction and priorities for City government; fund administratively viable programs to implement approved policies; consider and resolve appeals of the public from actions of various City officials; coordinate City policy development with appropriate agencies; and keep informed on various matters affecting the City.

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

# Fiscal Year 2012/2013 Annual Operating Budget

## Department Budget:

### Elected Officials

<u>Workload Indicators</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Estimated 2011/2012</u>	<u>Projected 2012/2013</u>
Regular City Council Meetings	22	22	22	22
Resolutions	100	100	100	100
Ordinances	3	5	5	5

<u>Department Staff by Position</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	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 2012/2013 Annual Operating Budget

## *Department Budget*

### *Elected Officials*

<b>Department Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	47,338	79,503	94,517	90,219	96,503	96,503	2%
Materials and supplies	639	6,520	245	245	500	500	104%
Contract Services	32,113	36,289	17,300	20,300	22,300	22,300	29%
Overhead	-	-	-	-	-	-	0%
Other expense	10,551	11,879	7,639	7,639	7,639	7,639	0%
Capital outlay	-	2,897	-	-	-	-	0%
<b>Total</b>	<b>90,641</b>	<b>137,088</b>	<b>119,701</b>	<b>118,403</b>	<b>126,942</b>	<b>126,942</b>	<b>6%</b>

<b>Budget by Division</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
City Council	88,458	134,898	117,335	116,112	124,571	124,571	6%
City Treasurer	2,183	2,190	2,366	2,291	2,371	2,371	0%
<b>Total</b>	<b>90,641</b>	<b>137,088</b>	<b>119,701</b>	<b>118,403</b>	<b>126,942</b>	<b>126,942</b>	<b>6%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	90,641	137,088	119,701	118,403	126,942	126,942	6%
<b>Total</b>	<b>90,641</b>	<b>137,088</b>	<b>119,701</b>	<b>118,403</b>	<b>126,942</b>	<b>126,942</b>	<b>6%</b>

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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 special event planning and coordination, and code enforcement.

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 2012/2013 Annual Operating Budget

## Department: City Administration

### All Divisions

Workload Indicators	Actual 2009/2010	Estimated 2010/2011	Proposed 2011/2012	Adopted 2012/2013
<b>City Manager (hours)</b>				
Council agenda and meeting prep.	500	500	500	500
Attend Council meetings	120	120	120	120
Personnel	300	300	300	300
Bonds	150	100	100	50
Intergovernmental relations	150	200	150	150
Citizen inquiries	130	150	150	150
Public Works/Comm. Develop. Proj.	600	600	600	600
Claims and litigation	120	150	150	150
Franchise	75	50	50	50
Bids and contracts	125	125	125	75
Special Events	75	50	50	50
Utility fees	140	200	100	100
Main Street & Parking	200	125	125	125
Ordinances and resolutions	150	150	150	150
Redevelopment			500	50
Economic Development				350
<b>City Attorney (hours)</b>				
Council agenda and meeting prep.	70	53	25	25
Attend Council meetings	50	38	19	96
Personnel	200	113	55	55
Bonds	100	56	28	20
Respond to subpoenas/records reqs.	100	75	37	35
Public Works/Comm. Develop. Proj.	150	169	84	85
Claims	100	94	47	50
Litigation	120	113	56	60
Bids and contracts	100	75	37	35
Ordinances and resolutions	120	94	47	45
Collections	50	38	19	5
Utility fees	125	113	56	20
Parking	75	38	19	5
Franchise	50	23	11	5
Redevelopment		121	40	10
<b>Grant Administration (hours)</b>				
Loan Reuse Program	200	100	50	25
Small Business Loans	400	100	50	25
Code Enforcement - Citizen Inquiries	500	150	150	75
Downtown Streetscape-Parking	200	100	50	25
Grant Development	300	100	100	50
CEC-ARRA Grant		200	100	50
CDBG 1st-Time Homebuyer/Housing Rehab		200	50	25
<b>City Clerk (#/Hrs)</b>				
Agendas/Minutes	54/689	50/637.5	50/637.5	50/637.5
Resolutions	100/200	100/200	100/200	100/200
Ordinances	3/6	8/16	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	200/200	200/200	300/300	300/300
<b>Human Resources (#/hrs)</b>				
Recruitments	5/180	5/180	5/180	5/180
Reclassifications		4/144	0	2/4
Orientations	5/5	4/4	4/4	5/5
Process new hires including seasonal	5 FTees/70 Seasonal 100/220 hrs	4/4	4/4	5/5
<b>Risk Management</b>				
Liability claims processed	6/48	15/120	15/120	15/120
Worker's Comp claims existing	24/96	16/64	21/84	21/84
Worker's comp. claims	5/40	7/56	7/56	7/56
COBRA Administration	15/15	5/5	3/3	3/3
<b>Information Services (% hrs)</b>				
Network administration	25%	20%	20%	20%
Computer service calls/training	25%	20%	20%	20%
Project management	30%	30%	30%	30%
Updating skills/administration	20%	30%	30%	30%

Department Staff by Position	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
City Manager / Attorney	1.0	1.0	0.0	0.0	0.0	0%
City Manager	0.0	0.0	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%
Administrative Specialist	0.5	0.5	0.0	0.0	0.0	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	5.5	5.5	5.0	5.0	5.0	0%



# Fiscal Year 2012/2013 Annual Operating Budget

## *Department Budget*

### *City Administration*

<b>Department Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	708,057	727,666	635,731	616,817	588,463	588,463	-7%
Materials and supplies	3,205	3,138	6,835	6,551	4,490	4,490	-34%
Contract Services	247,296	251,386	146,810	419,980	147,366	147,366	0%
Overhead	38,424	38,000	38,000	38,000	38,000	38,000	0%
Other expense	9,617	6,976	6,035	6,530	6,255	6,255	4%
Capital outlay	417	912	-	76	4,413	4,413	0%
<b>Total</b>	<b>1,007,016</b>	<b>1,028,078</b>	<b>833,411</b>	<b>1,087,954</b>	<b>788,987</b>	<b>788,987</b>	<b>-5%</b>

<b>Budget by Division</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Legal Services	60,362	82,211	86,948	63,214	70,983	70,983	-18%
Litigation	124,847	126,258	-	280,731	-	-	0%
City Manager	293,963	342,431	248,896	255,594	261,306	261,306	5%
Information Services	309,522	307,089	351,695	354,838	336,323	336,323	-4%
Human Resources	107,512	102,438	105,141	108,518	107,319	107,319	2%
Grant Administration	104,598	58,485	35,790	20,393	-	-	-100%
City Clerk	6,212	9,166	4,941	4,666	13,056	13,056	164%
<b>Total</b>	<b>1,007,016</b>	<b>1,028,078</b>	<b>833,411</b>	<b>1,087,954</b>	<b>788,987</b>	<b>788,987</b>	<b>-5%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	573,476	646,352	608,492	580,719	574,962	574,962	-6%
General Liability Fund	124,847	126,258	-	280,731	-	-	0%
Grant Funds	104,598	58,485	-	-	-	-	0%
Water Enterprise Fund	102,047	98,492	112,459	113,289	106,925	106,925	-5%
Sewer Enterprise Fund	102,048	98,491	112,460	113,214	107,100	107,100	-5%
<b>Total</b>	<b>1,007,016</b>	<b>1,028,078</b>	<b>833,411</b>	<b>1,087,954</b>	<b>788,987</b>	<b>788,987</b>	<b>-5%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: City Attorney**

## 2011/12 REVIEW

- Worked with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Responded to inquiries from property owners and bond holders.
- Monitored legal issues regarding grant funds.
- Monitored legal issues regarding transportation funds.
- Smith Flat Annexation.
- Reviewed contracts, RFPs and bid documents.
- Prepared and review ordinances/resolutions/contracts.
- Assisted in personnel matters.
- 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 assist in WWTP regulation issues.
- Assisted in labor negotiations.
- Advised Planning and Engineering on legal issues.
- Attended personnel training.
- Assisted with code enforcement.
- Advised on legal issues for TIM fees and other development fees.
- Advised on legal documents for sale of old City Hall.
- Assisted in establishing Redevelopment Plan.

## 2012/13 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 grant funds.
- Monitor legal issues regarding transportation funds.
- Review contracts, RFPs and bid documents.
- Prepare and review ordinances/resolutions/contracts.
- Assist in personnel matters.
- Review CEQA documents.
- Supervise claims and litigation and workers compensation claims.
- Monitor pending and new legislation.
- Assist in Cal/OSHA matters.
- Monitor water regulations.
- Monitor and assist in WWTP regulation issues.
- Assist in labor negotiations.
- Advise Planning and Engineering on legal issues.
- Attend personnel training.
- Assist with code enforcement.
- Advise on legal issues for TIM fees and other development fees.
- Advise on legal documents regarding lease/purchase for old City Hall.

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
City Manager / Attorney	0.14	0.14	0.00	0.00	0.00	0%
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0%
Total	0.44	0.44	0.30	0.30	0.30	0%

# Fiscal Year 2012/2013 Annual Operating Budget

## Division Budget

### City Attorney

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	49,573	49,562	51,148	34,214	18,683	18,683	-63%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	132,273	155,782	33,700	307,631	49,500	49,500	47%
Overhead	-	-	-	-	-	-	0%
Other expense	3,363	3,125	2,100	2,100	2,800	2,800	33%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>185,209</b>	<b>208,469</b>	<b>86,948</b>	<b>343,945</b>	<b>70,983</b>	<b>70,983</b>	<b>-18%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Legal Services	60,362	82,211	86,948	63,214	70,983	70,983	-18%
Litigation	124,847	126,258	-	280,731	-	-	0%
<b>Total</b>	<b>185,209</b>	<b>208,469</b>	<b>86,948</b>	<b>343,945</b>	<b>70,983</b>	<b>70,983</b>	<b>-18%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	60,362	82,211	86,948	63,214	70,983	70,983	-18%
General Liability Reserve	124,847	126,258	-	280,731	-	-	0%
<b>Total</b>	<b>185,209</b>	<b>208,469</b>	<b>86,948</b>	<b>343,945</b>	<b>70,983</b>	<b>70,983</b>	<b>-18%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: City Manager**

2011/12 REVIEW	2012/13 BUDGET
<ul style="list-style-type: none"> <li>Met with Caltrans and reviewed Highway 50 OPS expenditures/claims and reimbursements and finalize claim settlement.</li> <li>Corresponded with bond consultants and developers regarding defaulted subdivisions</li> <li>Supervised claims and litigation.</li> <li>Monitored pending legislation.</li> <li>Pursued Economic Development/Redevelopment.</li> <li>Reviewed Buxton Study and explored ways to implement recommendations.</li> <li>Continued to monitor 3-cart system and exemptions to mandatory solid waste service.</li> <li>Supervised Waste Water Treatment Plant regulatory issues.</li> <li>Monitored Waste Connections' performance.</li> <li>Assisted in coordination of City committees.</li> <li>Monitored parking regulations and downtown parking and met with PDA parking committee to explore revisions to parking provisions.</li> <li>Continued to implement downtown revitalization.</li> <li>Continued to work with merchants regarding cleaning downtown and solid waste pick-up.</li> <li>Reviewed and assisted in personnel matters - salaries/benefits/discipline.</li> <li>Assisted in code enforcement.</li> <li>Continued to assist in web page development.</li> <li>Monitored development of Placerville Station II.</li> <li>Participated in meetings with elected representatives in Sacramento.</li> <li>Monitored State's budget process.</li> <li>Participated with PDA in planning and coordinating downtown events.</li> <li>Assisted in City budget preparation.</li> <li>Monitored transportation-related projects.</li> <li>Continued to search for alternatives for new Public Safety Building.</li> <li>Reviewed all new hires and personnel forms.</li> <li>Continued to work with transit regarding jury issues.</li> <li>Negotiated Lease/Purchase for old City Hall.</li> <li>Assisted in finalizing adoption of Redevelopment Plan.</li> <li>Monitored CDBG application and assisted in preparation of new grant applications.</li> <li>Continued to improve communication for intergovernmental relations.</li> <li>Implemented Neighborhood Chat Program</li> <li>Started up City Facebook Media Site.</li> <li>Monitored the Implementation of Measure H fund proceeds uses including Utility Rate decrease.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide oversight for bonds regarding defaulted subdivisions.</li> <li>Monitor pending and existing legislation.</li> <li>Pursue Economic Development including establishment of an Economic Strategic Plan.</li> <li>Continue to monitor 3-cart system and procedures for exclusions to mandatory solid waste service.</li> <li>Monitor Water Reclamation Facility regulatory issues.</li> <li>Monitor Waste Connections' performance.</li> <li>Assist in coordination of City committees.</li> <li>Monitor and review parking regulations and implement approved changes to regulations.</li> <li>Continue to implement downtown revitalization.</li> <li>Continue to work with merchants regarding cleaning downtown and solid waste pick-up.</li> <li>Review and oversee personnel matters - salaries/benefits/discipline.</li> <li>Assist in code enforcement.</li> <li>Continue to assist in web page development and updates.</li> <li>Implement recommended changes to Information Technology Division</li> <li>Monitor development of Placerville Station II.</li> <li>Participate in meetings, by phone and in person, with elected representatives in Washington and Sacramento.</li> <li>Monitor State's budget process.</li> <li>Participate with PDA in planning and coordinating downtown events.</li> <li>Oversee City budget preparation.</li> <li>Assist and review new TIM fees.</li> <li>Monitor transportation-related projects.</li> <li>Monitor bidding and construction of Phase IA of Western Placerville Interchange.</li> <li>Monitor sidewalk repair project.</li> <li>Continue to search for alternatives for new Public Safety Building.</li> <li>Review all new hires and personnel forms.</li> <li>Continue to work with transit regarding jury issues.</li> <li>City Newsletter – E-newsletter.</li> <li>Implement provisions of Lease/Purchase Agreement for Old City Hall.</li> <li>Review and consider plaza improvements for new City Hall.</li> <li>Continue to pursue any alternatives for recovering loan to Redevelopment Agency.</li> <li>Implement Buxton Business Attraction/Retention Study.</li> <li>Monitor CDBG application and assist in preparation of new grant applications.</li> <li>Continue Neighborhood Chats and Community Coffee's to improve communication for intergovernmental relations.</li> <li>Implement Reorganization of Community Development and Engineering.</li> </ul>

	Actual	Actual	Estimated		Council	% Change
Department Staff by Position	2009/2010	2010/2011	Actual	Proposed	Approved	from 11/12
			2011/2012	2012/2013	2012/2013	Budget
City Manager / Attorney	0.86	0.86	0.00	0.00	0.00	0%
City Manager	0.00	0.00	1.00	1.00	1.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0%
Total	1.56	1.56	1.70	1.70	1.70	0%

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *City Manager*

<u>Division Budget by Category</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Personnel	264,755	314,950	236,746	242,703	247,347	247,347	4%
Materials and supplies	1,115	1,272	1,250	1,250	1,250	1,250	0%
Contract Services	25,869	25,673	10,000	10,000	11,600	11,600	16%
Overhead	-	-	-	-	-	-	0%
Other expense	2,224	536	900	1,628	1,109	1,109	23%
Capital outlay	-	-	-	13	-	-	0%
Total	293,963	342,431	248,896	255,594	261,306	261,306	5%

<u>Division Budget by Program</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
City Manager	293,963	342,431	248,896	255,594	261,306	261,306	5%
Total	293,963	342,431	248,896	255,594	261,306	261,306	5%

<u>Source of Funds:</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
General Fund							
Discretionary Revenues	293,963	342,431	248,896	255,594	261,306	261,306	5%
Total	293,963	342,431	248,896	255,594	261,306	261,306	5%

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: Information Services**

## 2011/12 REVIEW

- Provided email responses to the public for our website.
- Replaced existing "Sonic wall" firewall
- Replaced 21 computers at the Police Department (Home Land Security Grant)
- Supported computer and projector needs for City Council meetings.
- Monitored our security camera archiving ability.
- Provided software and hardware support to Banner parking for our parking meters throughout downtown Placerville.
- Provided support for all internet / VPN connections to the Corp. Yard, portables, Aquatic Center, and Gold Bug Park.
- Supported all phone system issues for City Hall, Town Hall, Corp Yard, Water, WRF and Gold Bug Park.
- 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.
- Supported Police Officers by making security camera DVD's of crime related video archives.
- Supported the security camera system at the parking structure and Main Street Bell Tower.
- Supported Police computer room 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.
- Supported all data lines and computer rooms located at 3101 Center Street, Town Hall, PPD, and the WRF.
- Supported all data lines located at remote sites (PPD, Town Hall, WRF, Parking Structure).
- Provided electronic survey(s) from our website.
- Supported emailing of Council and Planning Commission Agendas to our ever-growing distribution lists.
- Supported ever growing needs of our website.
- Converted 50 users from Microsoft Outlook / MS Servers to Google Apps cloud computing environment.
- Converted 25 more users from Microsoft Outlook / MS Servers to Google Apps cloud computing environment.
- Completed AS400 operating system upgrade.
- Completed all Naviline upgrades during the past year.
- Supported all Channel 2 related issues that are related to our network and City functions.

## 2012/13 BUDGET

- Will provide email and/or phone support to the public regarding our website.
- Will provide internal staff support regarding our website.
- Will install and train users with Grancius application, used to post streaming Council Meetings footage on our website.
- Will upgrade "Planet Press" software to newest version.
- Will replace old "Planet Press" computer and operating system.
- Will enhance security of Aquatic Center computer (Software).
- Will upgrade "Net Motion" software (used for in-car computers at the Police station).
- Will repair broken security camera located on top of the bell tower.
- Will assist with installing the new Council Chambers cameras and equipment.
- Will provide computer and projector needs to City Council meetings.
- Will upgrade our (PPD), security camera archive storage capacity by using a HLS grant.
- Will upgrade our PPD interrogation room A/V and video archiving system.
- Will upgrade Finance department software to implement bar coding for Utility billing.
- Will provide software and hardware and moral support for our parking meters throughout Placerville

	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
<b>Department Staff by Position</b>						
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%
<b>Total</b>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	0%

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Information Services*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	184,466	202,226	207,040	211,761	215,243	215,243	4%
Materials and supplies	2,065	1,830	5,585	5,301	3,240	3,240	-42%
Contract Services	83,310	62,908	99,610	99,049	74,266	74,266	-25%
Overhead	38,424	38,000	38,000	38,000	38,000	38,000	0%
Other expense	840	1,213	1,460	664	1,161	1,161	-20%
Capital outlay	417	912	-	63	4,413	4,413	0%
<b>Total</b>	<b>309,522</b>	<b>307,089</b>	<b>351,695</b>	<b>354,838</b>	<b>336,323</b>	<b>336,323</b>	<b>-4%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Information Services	309,522	307,089	351,695	354,838	336,323	336,323	-4%
<b>Total</b>	<b>309,522</b>	<b>307,089</b>	<b>351,695</b>	<b>354,838</b>	<b>336,323</b>	<b>336,323</b>	<b>-4%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	105,427	110,106	126,776	128,334	122,298	122,298	-4%
Water Enterprise Fund	102,047	98,492	112,459	113,289	106,925	106,925	-5%
Sewer Enterprise Fund	102,048	98,491	112,460	113,214	107,100	107,100	-5%
<b>Total</b>	<b>309,522</b>	<b>307,089</b>	<b>351,695</b>	<b>354,838</b>	<b>336,323</b>	<b>336,323</b>	<b>-4%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: Human Resources**

2011/2012 REVIEW	2011/2012 BUDGET
<ul style="list-style-type: none"> <li>Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for seven City recruitments (netting 374 applicants), including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing.</li> <li>Continued to closely monitor liability and workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.</li> <li>Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.</li> <li>Applied for, and received, grant to equip Town Hall and City Hall with AED (automated external defibrillator) units</li> <li>Met with California Occupational Safety &amp; Health Administration (OSHA) consultants to confirm the City's SB 198 Safety Program was in compliance. Drafted mandated Heat Illness Prevention Program Policy.</li> <li>Worked with City Manager to re-initiate Employee Service Anniversary Recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek creative avenues of attracting top candidates for positions within City service.</li> <li>Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.</li> <li>Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association, and other local agencies.</li> <li>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.</li> <li>Expand Safety Program to encourage a safety culture within the City.</li> </ul>

Department Staff by Position	Actual 2009/2010	Actual 2010/2011	Estimated Actual 2011/2012	Proposed 2012/2013	Council Approved 2012/2013	% Change from 11/12 Budget
Human Resource Officer / City Clerk	1.0	1.0	1.0	1.0	1.0	0%
<b>Total</b>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	0%



**Fiscal Year 2012/2013 Annual Operating Budget**  
***Division Budget***  
***Human Resources***

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	102,482	100,253	102,641	105,455	104,819	104,819	2%
Materials and supplies	11	-	-	-	-	-	0%
Contract Services	3,725	2,016	2,000	2,000	2,000	2,000	0%
Overhead		-	-	-	-	-	0%
Other expense	1,294	169	500	1,063	500	500	0%
Capital outlay		-	-	-	-	-	0%
<b>Total</b>	<b>107,512</b>	<b>102,438</b>	<b>105,141</b>	<b>108,518</b>	<b>107,319</b>	<b>107,319</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Human Resources	107,512	102,438	105,141	108,518	107,319	107,319	2%
<b>Total</b>	<b>107,512</b>	<b>102,438</b>	<b>105,141</b>	<b>108,518</b>	<b>107,319</b>	<b>107,319</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	107,512	102,438	105,141	108,518	107,319	107,319	2%
<b>Total</b>	<b>107,512</b>	<b>102,438</b>	<b>105,141</b>	<b>108,518</b>	<b>107,319</b>	<b>107,319</b>	<b>2%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: Grant Administration**

2011/12 REVIEW	2012/13 BUDGET
<ul style="list-style-type: none"> <li>■ Researched developing First-Time Home Buyer's Program.</li> <li>■ Continued the City's Small Business Loan Program Reuse Funds.</li> <li>■ Continued to assist the Downtown Advisory Board with PBIA.</li> <li>■ Attended Placerville Downtown Association Meetings.</li> <li>■ Continued to assist the City Manager and the Community Development Director with Economic Development efforts.</li> <li>■ Assisted in implementing programs outlined in the General Plan Housing Element.</li> <li>■ Continued the City of Placerville Housing Rehabilitation Loan Program.</li> <li>■ Sought grant funding and other sources for major economic development projects within the City of Placerville.</li> <li>■ Sought funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.</li> <li>■ Sought funding for Storefront Improvement Program.</li> <li>■ Continued administering PBIA/PBID Storefront Improvement Program.</li> <li>■ Continued City Code enforcement of dangerous building abatement.</li> <li>■ Continued City Nuisance Abatement Program.</li> <li>■ Conducted building inspections when required.</li> <li>■ Assisted City Manager with Downtown Parking Review Committee.</li> <li>■ Assisted with Downtown parking management.</li> <li>■ Assisted all departments in an ombudsman capacity.</li> <li>■ Assisted in programming and managing special events.</li> <li>■ Continued Community Clean-Up Day.</li> <li>■ Researched Neighborhood Clean-Up Programs.</li> <li>■ Continued to assist in the management of solid waste pick-up issues.</li> <li>■ Implemented ADA Transition Plan.</li> <li>■ Administered CEC, ARRA Grant.</li> <li>■ Assisted all departments in an ombudsman capacity.</li> </ul>	<ul style="list-style-type: none"> <li>■ Attend Placerville Downtown Association Meetings.</li> <li>■ Assist with Economic Development efforts.</li> <li>■ Seek grant funding and other sources for major economic development projects within the City of Placerville.</li> <li>■ Seek funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee.</li> <li>■ Assist with effort to encourage retail business to locate within the City.</li> <li>■ Continue Community Clean-Up Day.</li> <li>■ Continue to assist in the management of solid waste pickup issues.</li> <li>■ Continue to implement the ADA Transition Plan.</li> <li>■ Continue to explore ways to increase diversion rate for Solid Waste.</li> <li>■ Developing grant funding through CDBG, EDBG, EDA, CEC and other sources.</li> <li>■ Assist City Manager in obtaining funding for energy savings program.</li> <li>■ Assist in administration of CDBG</li> </ul>

	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 Budget
<b>Department Staff by Position</b>						
Administrative Specialist	0.5	0.5	0.0	0.0	0.0	0%
<b>Total</b>	0.5	0.5	0.0	0.0	0.0	0%

# Fiscal Year 2012/2013 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	104,598	58,485	35,790	20,393	-	-	-100%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>104,598</b>	<b>58,485</b>	<b>35,790</b>	<b>20,393</b>	<b>-</b>	<b>-</b>	<b>-100%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Grant Administration	104,598	58,485	35,790	20,393	-	-	-100%
<b>Total</b>	<b>104,598</b>	<b>58,485</b>	<b>35,790</b>	<b>20,393</b>	<b>-</b>	<b>-</b>	<b>-100%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	-	-	35,790	20,393	-	-	-100%
Grant Funds	104,598	58,485	-	-	-	-	0%
<b>Total</b>	<b>104,598</b>	<b>58,485</b>	<b>35,790</b>	<b>20,393</b>	<b>-</b>	<b>-</b>	<b>-100%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: City Administration**

**Division: City Clerk**

## 2011/2012 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 all City Council and City Treasurer 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, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continued to respond to procedural duties related to claims against the City.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Analyzed the feasibility of offering passports through the City Clerk's office as a potential revenue stream, modeled on very successful programs throughout the state.
- 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.
- Sought, and was awarded, Technology Grant to allow Council meetings to be video-streamed.
- Acted as Secretary to the Redevelopment Agency for procedural documentation of redevelopment process.

## 2012/2013 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.
- To date, 19 years of Council agenda packets covering the years of 1985 to present are either scanned or in the process of scanning.
- To date, 88.5 years of Resolutions have been scanned, covering the years of 1920 to 2009.
- 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 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 respond to procedural duties related to liability claims against the City.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Administer the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2013.
- Continue to closely monitor liability and workers compensation claims in coordination with City Manager and City Attorney and third party claims administrators.
- 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.
- Seek potential reduction in codification services through conversion to new codification vendor and new on-line web hosting.

# Fiscal Year 2012/2013 Annual Operating Budget

*Department: City Administration*

*Division: City Clerk*

<u>Division Budget by Category</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
Personnel	2,183	2,190	2,366	2,291	2,371	2,371	0%
Materials and supplies	14	36	-	-	-	-	0%
Contract Services	2,119	5,007	1,500	1,300	10,000	10,000	567%
Overhead	-	-	-	-	-	-	0%
Other expense	1,896	1,933	1,075	1,075	685	685	-36%
Capital outlay	-	-	-	-	-	-	0%
Total	6,212	9,166	4,941	4,666	13,056	13,056	164%

<u>Division Budget by Program</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
City Clerk	6,212	9,166	4,941	4,666	13,056	13,056	164%
Total	6,212	9,166	4,941	4,666	13,056	13,056	164%

<u>Source of Funds:</u>	<u>Actual 2009/2010</u>	<u>Actual 2010/2011</u>	<u>Revised 2011/2012</u>	<u>Estimated Actual 2011/2012</u>	<u>Proposed 2012/2013</u>	<u>Council Approved 2012/2013</u>	<u>% Change from 11/12 Budget</u>
General Fund							
Discretionary Revenues	6,212	9,166	4,941	4,666	13,056	13,056	164%
Total	6,212	9,166	4,941	4,666	13,056	13,056	164%

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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 2012/2013 Annual Operating Budget

## Department: Finance

### All Divisions

<b>Workload Indicators</b>	<b>Actual 2009/2010</b>	<b>Estimated 2010/2011</b>	<b>Estimated 2011/2012</b>	<b>Adopted 2012/2013</b>
<b>Financial Management</b>				
State mandated reports	8	8	8	8
Audits (including pre-award)	3	3	5	5
Special Projects / Analysis	83	90	90	90
Grant Reporting	50	48	48	48
Deposits/revenues	689/\$16m	700/\$17m	700/\$17m	700/\$17m
Accounts receivable billings	5,406	5,000	5,000	5,000
Development Trust Accounts	21	35	28	30
Payable checks processed	3,138/\$9m	3,186/\$8m	3,000/\$10m	3,000/\$9m
Business license applications	196	150	149	155
Bad checks recovered	21/\$7,000	36/\$15,964	30/\$14,000	38/\$13,847
<b>Payroll</b>				
Payroll transactions processed	3,641/\$8.2m	3,736/\$8.2m	3,400/\$7.8m	3,400/\$7.6m
Processed payroll (FT/PT)	97/167	84/135	77/135	80/140
Action forms processed (FT)	74	50	56	50
New hire orientation	6	9	7	8
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	17,000	18,000	18,500	18,000
Bills issued	22,500	22,500	22,500	22,500
Liens filed/released	-	2	9	15
Discovery of non-paying users	-	3/\$3,000	2/\$2,000	2/\$2,000
State mandated reports	2	2	2	2
Judgements Placed	7	7	11	15
Payment plans established	214	350	325	350

<b>Department Staff by Position</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
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	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
<b>Total</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>0%</b>



# Fiscal Year 2012/2013 Annual Operating Budget

## *Department Budget*

### *Finance*

<b>Department Budget by Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Council</b>	<b>% Change</b>
	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>Actual</b>	<b>2012/2013</b>	<b>Approved</b>	<b>from 11/12</b>
				<b>2011/2012</b>		<b>2012/2013</b>	<b>Budget</b>
Personnel	488,897	499,333	516,849	390,729	523,690	523,690	1%
Materials and supplies	17,944	10,320	8,700	8,168	8,700	8,700	0%
Contract Services	19,960	26,084	27,300	22,156	28,300	28,300	4%
Overhead	67,135	67,000	67,000	67,000	67,000	67,000	0%
Other expense	7,776	8,473	12,387	11,333	12,572	12,572	1%
Capital outlay	2,454	694	-	-	645	645	0%
Total	604,166	611,904	632,236	499,386	640,907	640,907	1%

<b>Budget by Division</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Council</b>	<b>% Change</b>
	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>Actual</b>	<b>2012/2013</b>	<b>Approved</b>	<b>from 11/12</b>
				<b>2011/2012</b>		<b>2012/2013</b>	<b>Budget</b>
Financial Management	260,174	267,102	272,071	270,488	276,816	276,816	2%
Utility Billing	343,992	344,802	360,165	228,898	364,091	364,091	1%
Total	604,166	611,904	632,236	499,386	640,907	640,907	1%

<b>Source of Funds:</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Council</b>	<b>% Change</b>
	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>Actual</b>	<b>2012/2013</b>	<b>Approved</b>	<b>% Change</b>
				<b>2011/2012</b>		<b>2012/2013</b>	<b>from 11/12</b>
							<b>Budget</b>
General Fund	260,174	267,102	272,071	270,488	276,816	276,816	2%
Discretionary Revenues	172,586	173,427	181,582	116,049	183,545	183,545	1%
Water Enterprise Fund	171,406	171,375	178,583	112,849	180,546	180,546	1%
Sewer Enterprise Fund							
Total	604,166	611,904	632,236	499,386	640,907	640,907	1%

# Fiscal Year 2012/2013 Annual Operating Budget

## Department: Finance

### Division: Financial Management

#### 2011/12 REVIEW

- Successfully completed several audits including 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 reporting 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 collections for assessments, levies, and delinquencies.
- 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.
- Researched and implemented new ancillary insurance plans thereby saving the City \$31,903.
- Began medical insurance study.
- 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.
- Successfully implemented the new second tier retirement plans thereby saving the City \$15,551 annually.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Represented the City at meetings for both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors and Executive Committee.
- Successfully implemented the new Measure H sewer charge discount.
- Began Conversion of the City's exiting financial software to a cloud based solution alleviating the City from having to purchase and maintain another AS400 server.
- Facilitated five Measure H Sales tax Committee meetings.

#### 2012/13 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.
- Complete medical insurance study.
- 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 both the PARSAC Finance Subcommittee and the NCCSIF Board of Directors and Executive Committee.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measure H Sales Tax Committee meetings.
- Complete conversion of the City's exiting financial software to a cloud based solution.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 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	0.1	0.1	0.1	0.1	0.1	0%
<b>Total</b>	<b>2.7</b>	<b>2.7</b>	<b>2.7</b>	<b>2.7</b>	<b>2.7</b>	<b>0%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

## *Division Budget*

### *Financial Management*

<b>Division Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	250,820	256,427	263,471	261,383	266,592	266,592	1%
Materials and supplies	39	-	100	68	100	100	0%
Contract Services	7,519	8,155	5,600	6,356	6,600	6,600	18%
Overhead	-	-	-	-	-	-	0%
Other expense	978	2,289	2,900	2,681	3,309	3,309	14%
Capital outlay	818	231	-	-	215	215	0%
<b>Total</b>	<b>260,174</b>	<b>267,102</b>	<b>272,071</b>	<b>270,488</b>	<b>276,816</b>	<b>276,816</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Financial Analysis	156,104	160,261	163,243	162,293	166,090	166,090	2%
Accounts Payable/Receivable	78,052	80,131	81,621	81,146	83,045	83,045	2%
Bond Administration	20,814	21,368	21,766	21,639	22,145	22,145	2%
Mandated Reporting	5,203	5,342	5,441	5,410	5,536	5,536	2%
<b>Total</b>	<b>260,174</b>	<b>267,102</b>	<b>272,071</b>	<b>270,488</b>	<b>276,816</b>	<b>276,816</b>	<b>2%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	260,174	267,102	272,071	270,488	276,816	276,816	2%
<b>Total</b>	<b>260,174</b>	<b>267,102</b>	<b>272,071</b>	<b>270,488</b>	<b>276,816</b>	<b>276,816</b>	<b>2%</b>

# Fiscal Year 2012/2013 Annual Operating Budget

**Department: Finance**

**Division: Utility Billing**

## 2011/12 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.
- Filed judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,500 utility billing statements.
- Established 325 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Successfully implemented a new sewer charge discount paid for by the Measure H sales tax.

## 2012/13 BUDGET

- Implement new online utility billing payment software that will be available on City's website.
- 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 debt.
- Update utility information page for the City's website.
- Work with Engineering to implement a new automated water meter reading program.
- Issue 22,500 utility billing statements.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2009/2010	2010/2011	Actual 2011/2012	2012/2013	Approved 2012/2013	from 11/12 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	1.2	1.2	1.2	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0%</b>

**Fiscal Year 2012/2013 Annual Operating Budget**  
***Division Budget***  
***Utility Billing***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>Actual</u> <u>2011/2012</u>	<u>2012/2013</u>	<u>Approved</u> <u>2012/2013</u>	<u>from 11/12</u> <u>Budget</u>
Personnel	238,077	242,906	253,378	129,346	257,098	257,098	1%
Materials and supplies	17,905	10,320	8,600	8,100	8,600	8,600	0%
Contract Services	12,441	17,929	21,700	15,800	21,700	21,700	0%
Overhead	67,135	67,000	67,000	67,000	67,000	67,000	0%
Other expense	6,798	6,184	9,487	8,652	9,263	9,263	-2%
Capital outlay	1,636	463	-	-	430	430	0%
Total	343,992	344,802	360,165	228,898	364,091	364,091	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>Actual</u> <u>2011/2012</u>	<u>2012/2013</u>	<u>Approved</u> <u>2012/2013</u>	<u>from 11/12</u> <u>Budget</u>
Utility Billing	343,992	344,802	360,165	228,898	364,091	364,091	1%
Total	343,992	344,802	360,165	228,898	364,091	364,091	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Source of Funds:</u>	<u>2009/2010</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>Actual</u> <u>2011/2012</u>	<u>2012/2013</u>	<u>Approved</u> <u>2012/2013</u>	<u>from 11/12</u> <u>Budget</u>
Water Enterprise Fund	172,586	173,427	181,582	116,049	183,545	183,545	1%
Sewer Enterprise Fund	171,406	171,375	178,583	112,849	180,546	180,546	1%
Total	343,992	344,802	360,165	228,898	364,091	364,091	1%

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## Central Stores

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# Fiscal Year 2012/2013 Annual Operating Budget

## Central Stores

<b>Department Budget by Category</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	21,213	23,248	18,400	21,958	18,522	18,522	1%
Contract Services	464,022	199,787	349,956	149,300	140,132	140,132	-60%
Overhead	-	-	-	-	-	-	0%
Other expense	948,240	1,946,267	2,279,077	1,843,358	3,268,943	3,268,943	43%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>1,433,475</b>	<b>2,169,302</b>	<b>2,647,433</b>	<b>2,014,616</b>	<b>3,427,597</b>	<b>3,427,597</b>	<b>29%</b>

<b>Budget by Division</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
Central Stores	1,433,475	2,169,302	2,647,433	2,014,616	3,427,597	3,427,597	29%
<b>Total</b>	<b>1,433,475</b>	<b>2,169,302</b>	<b>2,647,433</b>	<b>2,014,616</b>	<b>3,427,597</b>	<b>3,427,597</b>	<b>29%</b>

<b>Source of Funds:</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Revised 2011/2012</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
General Fund							
Discretionary Revenues	(86,123)	248,456	213,891	422,875	278,882	278,882	30%
Gas Tax Fund	216,773	269,560	306,048	275,101	277,469	277,469	-9%
Parking District Fund	(17,404)	(17,404)	(13,014)	(13,014)	(11,403)	(11,403)	-12%
Grant Funds	31,106	(6,752)	-	-	-	-	0%
Measure J Fund	7,327	7,607	7,973	7,733	40,948	40,948	414%
General CIP Fund	82,909	-	-	-	-	-	0%
LLMD Funds	6,598	6,744	7,770	7,020	9,459	9,459	22%
BAD Funds	3,291	24,699	7,670	7,670	7,670	7,670	0%
CFD Funds	938	-	-	-	-	-	0%
Water Enterprise Fund	109,626	195,898	209,324	109,324	219,442	219,442	5%
Sewer Enterprise Fund	766,083	1,319,226	1,105,471	870,471	1,786,045	1,786,045	62%
Measure H Fund	-	102,684	741,300	466,183	798,058	798,058	8%
General Liability Fund	(141,649)	18,584	-	(199,747)	-	-	0%
Economic Impact Reserve	454,000	-	61,000	61,000	21,027	21,027	-66%
<b>Total</b>	<b>1,433,475</b>	<b>2,169,302</b>	<b>2,647,433</b>	<b>2,014,616</b>	<b>3,427,597</b>	<b>3,427,597</b>	<b>29%</b>

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## Authorized Staffing

<b>Department Staff by Position</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
<b><i>Police Department</i></b>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	1.0	1.0	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Sergeant	3.0	3.0	3.0	3.0	3.0	0%
Officer	11.0	11.0	10.0	9.0	9.0	-10%
Traffic Enforcement Officer	1.0	1.0	1.0	1.0	1.0	0%
Police Support Services Supervisor	1.0	1.0	1.0	1.0	1.0	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%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
<b>Subtotal</b>	<b>27.5</b>	<b>27.5</b>	<b>26.5</b>	<b>25.5</b>	<b>25.5</b>	<b>-4%</b>
<b><i>Com. Development &amp; Eng. Department</i></b>						
Director of Com. Development & Eng.	0.0	0.0	1.0	1.0	1.0	0%
Director of Community Development	1.0	0.5	0.0	0.0	0.0	0%
Director of Public Works	1.0	0.5	0.0	0.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
City Engineer	0.0	0.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	1.5	0.5	0.5	0.5	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	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%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator IV	2.0	1.5	2.5	1.0	1.0	0%
Water Reclamation Facility Operator III	0.0	1.0	0.0	0.0	0.0	0%
Electronic/Electrical Technician	0.0	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	2.0	3.0	3.0	3.0	3.0	0%
Maintenance Worker II	0.0	0.0	1.0	0.0	0.0	0%
<b>Total</b>	<b>16.5</b>	<b>17.9</b>	<b>19.0</b>	<b>16.5</b>	<b>16.5</b>	<b>-13%</b>

<b>Department Staff by Position</b>	<b>Actual 2009/2010</b>	<b>Actual 2010/2011</b>	<b>Estimated Actual 2011/2012</b>	<b>Proposed 2012/2013</b>	<b>Council Approved 2012/2013</b>	<b>% Change from 11/12 Budget</b>
<b><i>Community Services Department</i></b>						
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.3	0.0	0.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	1.4	1.4	2.0	1.0	1.0	-50%
Maintenance Worker II	5.0	5.0	5.9	5.9	5.9	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.4	1.4	1.0	1.0	1.0	0%
Maintenance Worker I	5.0	5.0	4.0	4.0	4.0	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	2.0	1.0	1.0	1.0	0%
Recreation Supervisor	0.5	0.5	1.5	1.5	1.5	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	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%
<b>Subtotal</b>	<b>22.6</b>	<b>23.6</b>	<b>23.4</b>	<b>22.4</b>	<b>22.4</b>	<b>-4%</b>
<b><i>City Administration</i></b>						
City Manager / Attorney	1.0	1.0	0.0	0.0	0.0	0%
City Manager	0.0	0.0	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%
Administrative Specialist	0.5	0.5	0.0	0.0	0.0	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%
<b>Subtotal</b>	<b>5.5</b>	<b>5.5</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0%</b>
<b><i>Finance Department</i></b>						
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
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	2.0	2.0	2.0	0%
Accounting Assistant I	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0%
<b>Subtotal</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>0%</b>
<b>Total All Departments</b>	<b>78.3</b>	<b>80.6</b>	<b>80.0</b>	<b>75.5</b>	<b>75.5</b>	<b>-6%</b>

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