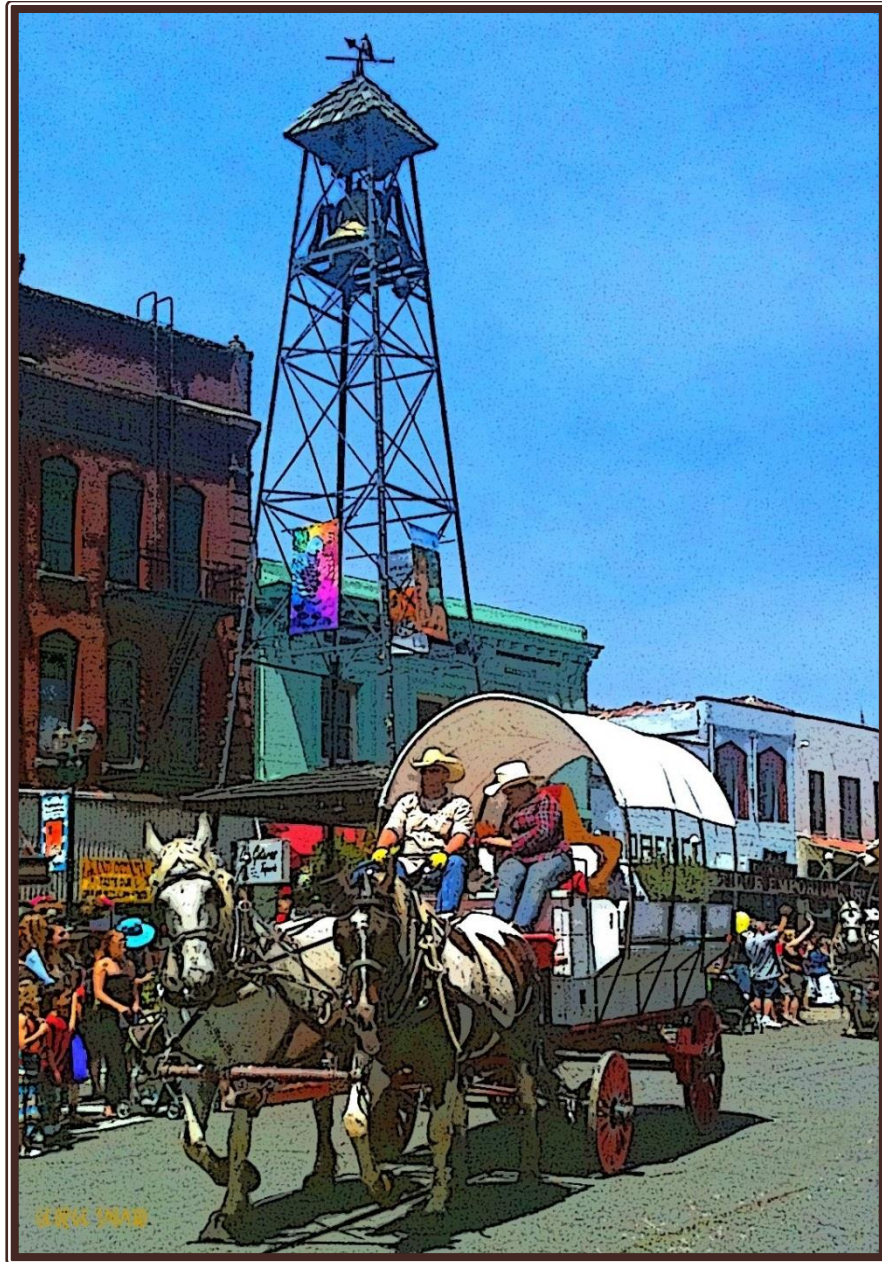


CITY OF PLACERVILLE



ADOPTED OPERATING BUDGET
2013/2014

CITY OF PLACERVILLE
ADOPTED OPERATING BUDGET
2013/2014

CITY COUNCIL

Wendy Thomas, Mayor
Carl Hagen, Vice-Mayor
Patty Borelli
Carol Patton
Trisha Wilkins

CITY CLERK

Susan Zito

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Mike Scott, Interim Chief of Police
Nate Stong, Interim Director of Development Services
Dave Warren, Director of Finance
Steve Youel, Director of Community Services

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City of Placerville

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

June 25, 2013

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2013-2014 Budget Message

Dear Mayor Thomas and Councilmembers:

I present to you the Adopted operating budget for the City of Placerville for the Fiscal Year 2013-2014. 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 Adopted budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures. This budget contains further refinements to the reorganization of the Department of Development Services. These changes are shown in the ASL section of the budget related to the Public Works Division.

The process in developing a Adopted 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 Adopted budget are arrived at through consensus only after lengthy and critical analysis. For the first time in several years there is some Capital Outlay, however, due to the continued economic climate, these are still very limited.

Priorities are established by consideration of Council directives and goals, revenue generation, cost efficiency, health and safety, critical staffing needs, cost recovery, project delivery and improved public service and efficiency. Previous operating budget line item expenditures are reviewed with each department head and modified where warranted by past history.

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For the Fiscal Year 2013-2014 budget, staff entered the process somewhat optimistic since sales tax revenues have shown signs of improvement over the past two years. In the 2012-2013 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 stayed within our budgeted contingency. In addition, due to positive sales tax returns, a budget surplus was realized at the end of Fiscal Year 11-12. This funding may be used to fund future Capital Outlay requests and partially fund Capital Improvement projects.

Because funding is still limited, this year's General Fund budget expenditures include minimal Capital Outlay requests, such as a police vehicle, which is partially funded through grant funding. In addition, other items necessary to maintain computer systems are Adopted. Improvements to the Lion's Park softball field's turf are included in this year's budget as a safety item. Also, similar to the last several years, there is no funding for Community Promotions.

This year's Adopted budget as presented also reflects certain assumptions. Sales tax revenues were projected to increase by 3.61% in 2012-2013. Based on state projections, as well as actual receipts through the first quarter of 2013, sales tax revenues are conservatively projected to increase by 3.64%, or \$123,500. The Adopted budget reflects projected increases in health insurance, including medical, dental and vision. Savings continue to be realized in the ancillary programs due to changes made in the past two years. The budget continues the temporary change from full-exposure personnel cost budgeting to anticipated personnel costs based on actual employee trends. As a result, the Fiscal Year 2012-2013 General Fund Budget is \$6,763,093, or 2.14% more than the Fiscal Year 2012-2013 adopted budget.

In order to achieve a balanced budget, the Adopted budget shows a reduction in the 10% Mandatory Time Off personnel cost savings plan. This is the beginning of a two-year plan to eliminate the Mandatory Time Off and personnel cost savings plan. We continue to look at ways to maximize revenues and reduce costs. The recently implemented second tier retirement plan continues to produce savings. This year, that amount equals \$152,277 in savings. The City continues to look at Training and primarily only mandated training or training that is reimbursable such as POST Training for Police Officers is included in the budget. Mandated cost reimbursements are included in the amount of \$6,400.

Staff continues to evaluate all programs to determine ways to operate more efficiently. The Adopted budget also does not include any Citywide personnel salary increases other than standard merit increase and the reduction in the salary savings plan. Finally, the General Fund 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. Water and Sewer Rate Discounts, as supplemented by Measure H, are again included in this year's budget. The Sewer Enterprise Fund also anticipates a CPI-based rate increase in November. Upon recommendation from the Measure H Committee, the budget includes \$425,000 in matching funds to apply for a grant to replace the Pardi/Big Cut 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.

As part of its "workout" plan for the \$42,864,638 State Revolving Fund (SRF) Loan, the City has set aside Sewer Enterprise Fund net revenues in a Rate Stabilization Reserve since Fiscal Year 2009/2010. We anticipate the Rate Stabilization Reserve will have a balance of approximately \$1,687,978 as of June 30, 2013. The first full \$1,528,631 payment towards the 2006 SRF loan is due this September. The Adopted

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Sewer Enterprise Fund Budget assumes the first full \$1,528,631 payment being made with \$886,863 from net operating revenues and \$641,768 from the Rate Stabilization Reserve. Although the Sewer Enterprise Fund has the appearance of a \$641,768 operating deficit, the planned use of \$641,768 in Rate Stabilization Reserve funds to “smooth” future rate increases over the next few years is a prudent plan until sewer rates are incrementally adjusted to achieve 100% funding of the loan payment from operating revenues.

Measure J continues to be of major concern at this time. However, due to modest revenue increases and negotiated benefit concessions, a balanced budget is anticipated. Measure J provides funding for salary and benefits for public safety employees. Staff was successful in 2012-13 in obtaining a grant which eliminated the need to lay off a police officer. If sales tax revenues continue to improve, Measure J should remain in a positive position.

The Parking Fund is of concern this fiscal year. Although the fund is showing a balanced budget through transfers, no funding is going toward maintenance and upkeep of our parking facilities. Deteriorating asphalt and other repairs to the Parking Garage are an increasing problem. It is recommended that a committee be appointed, and/or, reconvening the parking committee to address this issue.

The result is a balanced budget for all funds for the current fiscal year with the exception of the Sewer Enterprise Fund which is addressed above, and the Orchard Hills LLMD for which we are reviewing options to correct the deficit. Staff feels the Adopted budget reflects extremely conservative estimates in all areas to ensure a balanced budget without compromising essential program delivery or vital public services. However, if further cuts are necessary, services levels will definitely be impacted.

The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services in fiscally constrained years. 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 continue the elimination of 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 financial 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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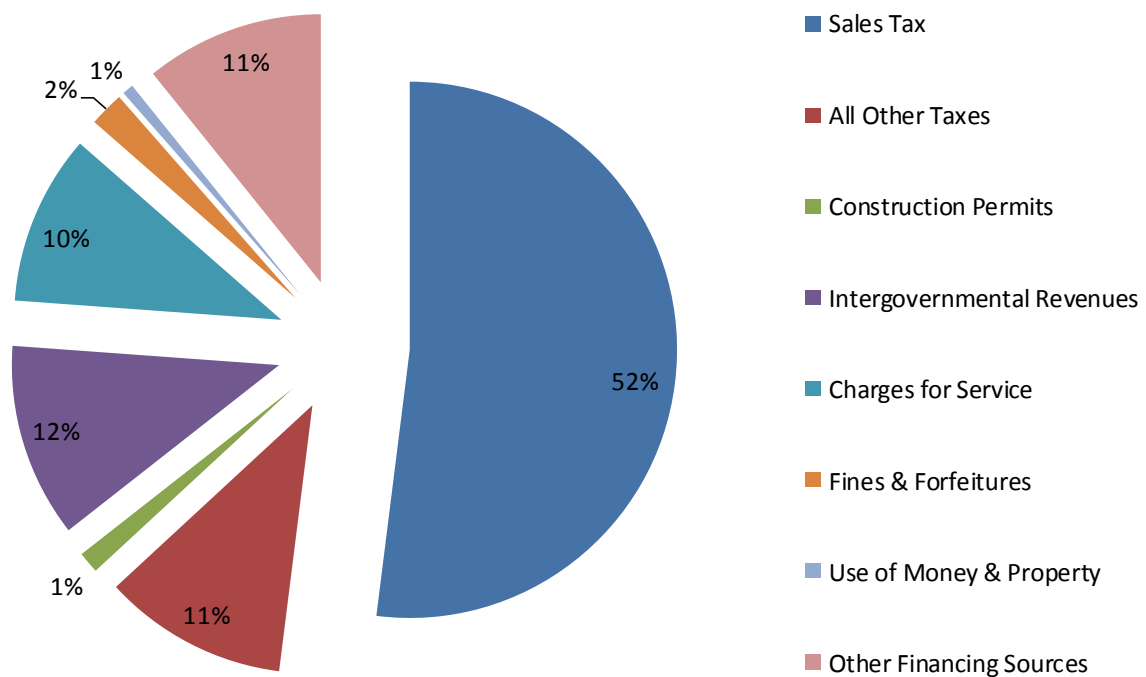
Revenue and Expenditure Summaries



Projected General Fund Revenues by Source Fiscal Year 2013/2014

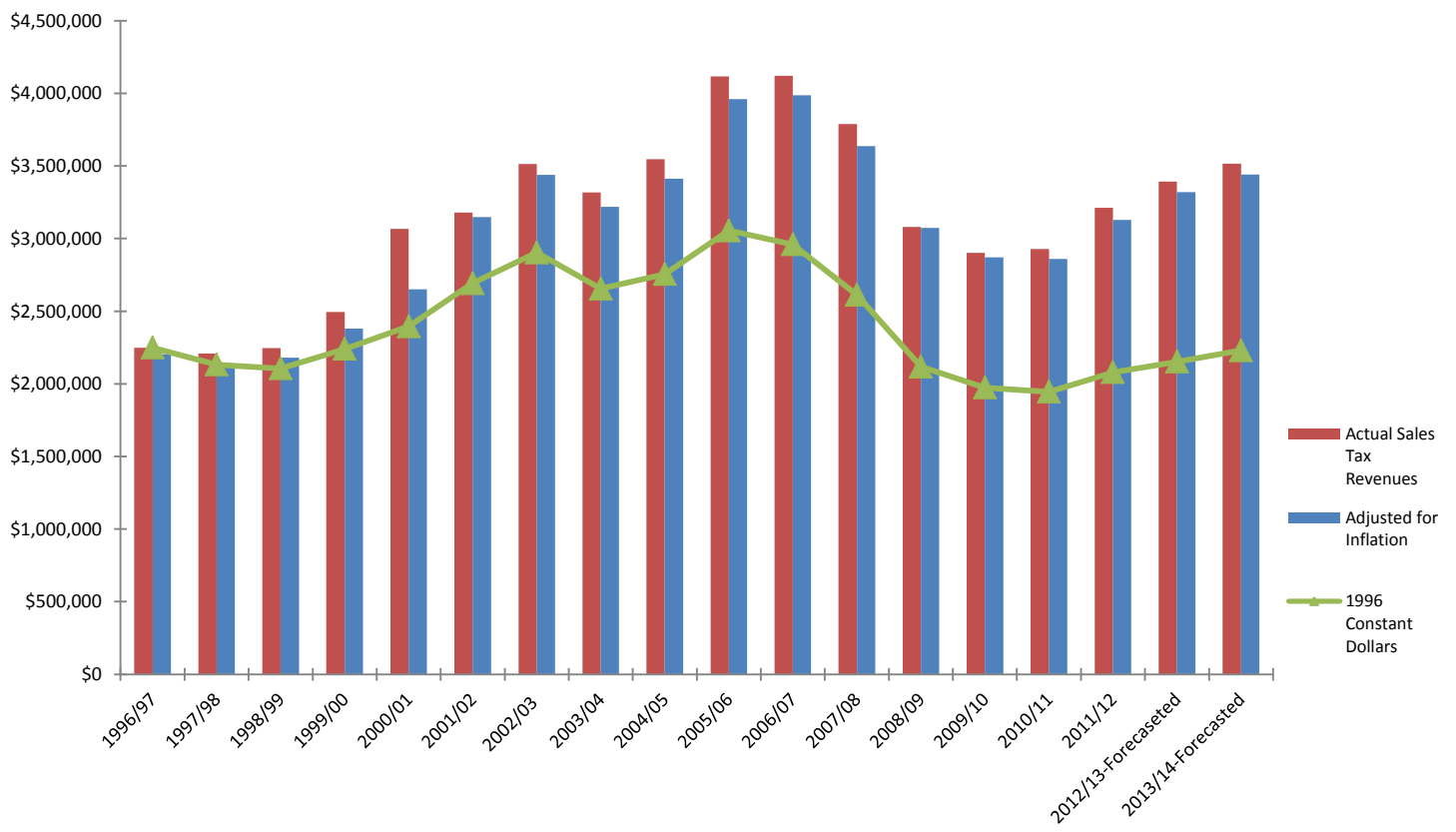
Sales Tax	\$	3,516,353	51.99%
All Other Taxes		754,300	11.15%
Construction Permits		87,500	1.29%
Intergovernmental Revenues		791,896	11.71%
Charges for Service		694,517	10.27%
Fines & Forfeitures		141,800	2.10%
Use of Money & Property		45,830	0.68%
Other Financing Sources		730,897	10.81%
Total revenues	\$	6,763,093	100.00%

Projected General Fund Revenues By Source Fiscal Year 2013/2014



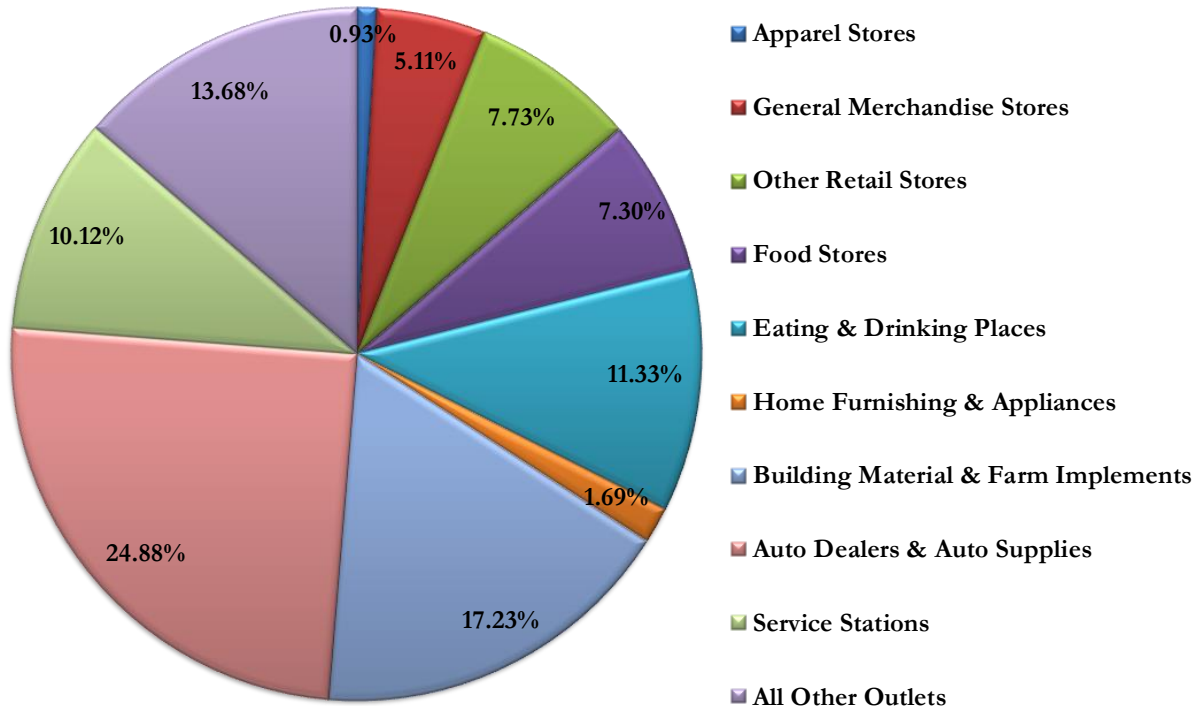
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Local Sales Tax Trend



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Sales Tax Revenue Sources for the Quarter ended December 31, 2012

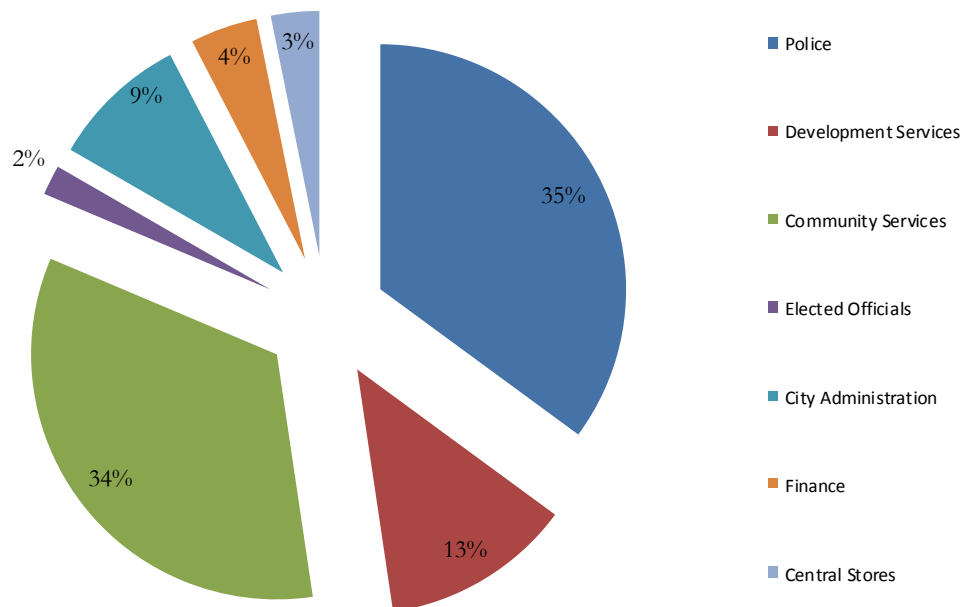


^Includes \$96,929 adjustment for 4th quarter sales taxes reported in the 3rd quarter of 2012.

**Adopted General Fund Operating Budget
Expenditures & Net Transfers In by Department
Fiscal Year 2013/2014**

Police	\$ 2,373,683	35.10%
Development Services	849,753	12.56%
Community Services	2,280,649	33.72%
Elected Officials	133,459	1.97%
City Administration	612,049	9.05%
Finance	298,814	4.42%
Central Stores	214,686	3.17%
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Total	<u><u>\$ 6,763,093</u></u>	100.00%

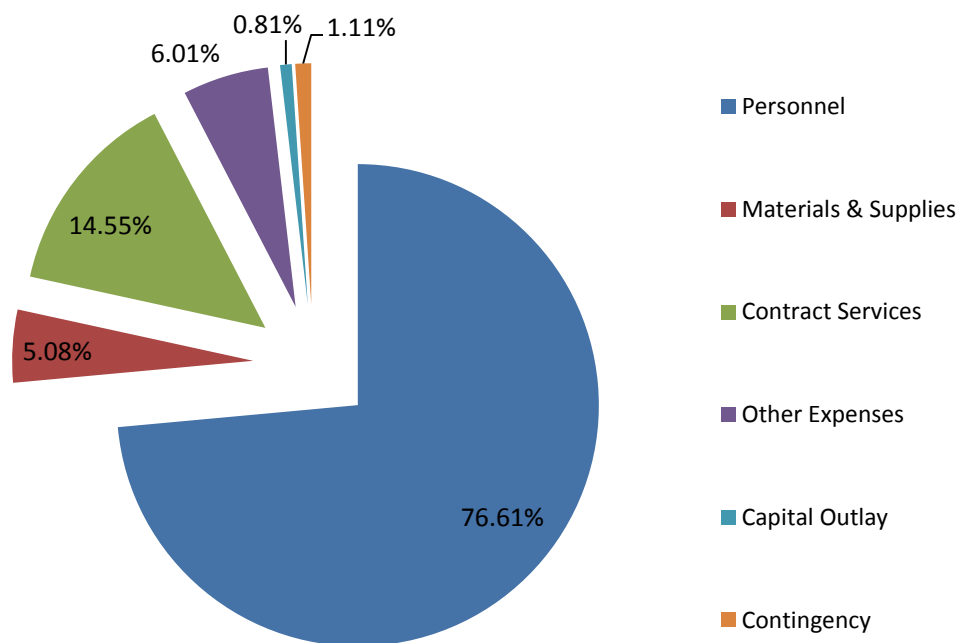
Adopted General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2013/2014



**Adopted General Fund Operating
Expenditures & Net Transfers In by Category
Fiscal Year 2013/2014**

Personnel	\$ 5,181,166	76.61%
Materials & Supplies	343,801	5.08%
Contract Services	984,333	14.55%
Other Expenses	406,517	6.01%
Capital Outlay	54,534	0.81%
Contingency	75,000	1.11%
Subtotal expenditures	<u>7,045,351</u>	
Net Transfers In	<u>282,258</u>	-4.17%
Total expenditures & transfers in	<u>\$ 6,763,093</u>	100.00%

Adopted General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2013/2014



Fiscal Year 2013/2014 Adopted Operating Budget

Summary of Revenues – All Funds

	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Forecast 2012/2013	Adopted 2013/2014
GENERAL FUND					
Sales Tax	\$ 2,929,057	\$ 3,212,091	\$ 3,309,875	\$ 3,392,854	\$ 3,516,353
Taxes - All Other	693,992	737,604	731,806	720,938	754,300
Licenses and Permits	77,860	94,268	80,000	87,466	87,500
Intergovernmental Revenues	813,530	745,316	760,129	773,322	791,896
Charges for Services	692,883	677,689	645,302	620,263	694,517
Fines and Forfeitures	235,438	164,950	233,500	163,535	141,800
Use of Money and Property	73,907	44,468	39,450	65,149	45,830
Other Financing Sources	805,955	695,322	738,000	750,000	730,897
Subtotal	<u>\$ 6,322,622</u>	<u>\$ 6,371,708</u>	<u>\$ 6,538,062</u>	<u>\$ 6,573,527</u>	<u>\$ 6,763,093</u>
GAS TAX FUND					
Gas Tax	\$ 269,281	\$ 315,885	\$ 277,469	\$ 253,946	\$ 309,628
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	279	825	500	383	500
Subtotal	<u>\$ 269,560</u>	<u>\$ 316,710</u>	<u>\$ 277,969</u>	<u>\$ 254,329</u>	<u>\$ 310,128</u>
MEASURE J					
Sales Tax	\$ 841,169	\$ 828,850	\$ 797,458	\$ 865,748	\$ 897,261
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	138	12,218	-	800	-
Subtotal	<u>\$ 841,307</u>	<u>\$ 841,068</u>	<u>\$ 797,458</u>	<u>\$ 866,548</u>	<u>\$ 897,261</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,615,084	\$ 1,643,470	\$ 1,736,317	\$ 1,894,733	\$ 1,872,628
Grants	43,664	30,801	-	-	-
Use of Money and Property	49,668	65,203	1,750	853	5,600
Subtotal	<u>\$ 1,708,416</u>	<u>\$ 1,739,474</u>	<u>\$ 1,738,067</u>	<u>\$ 1,895,586</u>	<u>\$ 1,878,228</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 5,302,965	\$ 4,493,202	\$ 5,148,446	\$ 5,153,026	\$ 5,053,961
Grants	-	-	-	-	-
Use of Money and Property	50,607	99,662	6,450	7,324	6,000
Subtotal	<u>\$ 5,353,572</u>	<u>\$ 4,592,864</u>	<u>\$ 5,154,896</u>	<u>\$ 5,160,350</u>	<u>\$ 5,059,961</u>
MEASURE H					
Sales Tax	\$ 181,752	\$ 816,763	\$ 797,458	\$ 865,748	\$ 897,261
Use of Money and Property	11	431	600	691	1,600
Subtotal	<u>\$ 181,763</u>	<u>\$ 817,194</u>	<u>\$ 798,058</u>	<u>\$ 866,439</u>	<u>\$ 898,861</u>
PARKING DISTRICT FUND	\$ 119,193	\$ 115,796	\$ 121,830	\$ 113,035	\$ 119,091
TRANSPORTATION FUND	\$ -	\$ -	\$ 30,000	\$ 30,610	\$ 30,000
GRANT FUNDS	\$ 400,024	\$ 294,723	\$ 171,011	\$ 170,942	\$ 172,655
LLMD FUNDS	\$ 32,697	\$ 33,881	\$ 35,044	\$ 34,724	\$ 34,899
BA/CFD DISTRICT FUNDS	\$ 31,109	\$ 31,588	\$ 27,594	\$ 27,781	\$ 31,627
GENERAL RESERVE FUNDS	\$ 110,856	\$ 99,600	\$ 3,000	\$ 1,427	\$ 1,000
TOTAL REVENUE SOURCES	<u>\$ 15,371,119</u>	<u>\$ 15,254,606</u>	<u>\$ 15,692,989</u>	<u>\$ 15,995,298</u>	<u>\$ 16,196,804</u>
Operating Expenditures	\$ 14,171,613	\$ 13,669,933	\$ 15,291,056	\$ 15,263,443	\$ 16,459,277
Capital Improvement	88,614	398,935	45,290	45,290	45,610
Reserves and Contingencies	1,110,892	1,185,738	356,643	686,565	(308,083)
TOTAL EXPENDITURE USES	<u>\$ 15,371,119</u>	<u>\$ 15,254,606</u>	<u>\$ 15,692,989</u>	<u>\$ 15,995,298</u>	<u>\$ 16,196,804</u>

Fiscal Year 2013/2014 Adopted Operating Budget

Summary of Expenditures by Division and Funding Source

	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Forecast 2012/2013	Adopted 2013/2014
OPERATING EXPENDITURES					
Patrol Services	\$ 2,096,856	\$ 2,167,402	\$ 1,870,393	\$ 2,111,313	\$ 2,035,739
Investigations	132,901	141,551	150,930	157,158	163,978
Police Records / Dispatch	561,420	587,364	601,796	570,613	633,645
Police Administration	653,807	671,465	681,953	747,797	579,342
Planning	112,418	114,369	121,792	119,002	128,030
Building Inspection	138,817	144,410	133,331	155,318	172,920
Engineering	528,732	463,577	473,769	452,938	519,902
Water Redamation Facility	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221
CD&E Administration	142,170	122,793	211,887	211,384	207,075
Parks	453,275	458,508	462,177	452,185	507,508
Recreation	587,798	601,606	763,024	733,541	813,528
Facility Maintenance	276,266	257,365	265,388	266,332	262,157
Street & Roads	464,238	451,548	515,500	529,270	585,333
Water & Sewer Lines	754,611	773,835	852,308	864,958	1,131,388
Water Acquisition & Delivery	524,381	545,887	720,552	676,903	694,861
Downtown Parking	144,480	135,142	132,933	150,005	142,644
CSD Administration	194,156	193,704	209,382	218,304	224,117
City Council and City Treasurer	137,088	128,804	126,942	113,259	133,459
City Attorney	208,469	229,933	70,983	317,488	75,164
City Management	342,431	262,865	261,306	261,155	285,321
Information Services	307,089	329,808	336,323	310,732	338,583
Human Resources	102,438	107,713	107,319	131,992	115,889
Grant Administration	58,485	17,004	-	-	-
City Clerk	9,166	6,146	13,056	13,299	14,059
Financial Management	267,102	278,240	276,816	277,787	298,814
Utility Billing	344,802	347,854	364,091	354,722	384,228
Central Stores	2,677,927	2,231,077	3,427,597	3,043,510	3,771,372
Total Operating Expenditures	<u>\$ 14,171,613</u>	<u>\$ 13,669,933</u>	<u>\$ 15,291,056</u>	<u>\$ 15,263,443</u>	<u>\$ 16,459,277</u>
FUNDING SOURCES					
General Fund	\$ 6,713,350	\$ 6,207,347	\$ 6,538,062	\$ 6,621,661	\$ 6,763,093
Gas Tax Fund	269,560	306,048	277,469	277,469	309,628
Transportation Fund	-	-	30,000	29,989	30,000
Measure J Fund	965,173	955,622	797,458	920,746	897,261
Downtown Parking Fund	127,077	117,739	121,530	132,602	119,091
Grant Funds	289,977	244,979	171,011	170,942	172,605
General CIP Fund	-	-	-	-	-
LLMD Funds	40,495	45,422	43,366	40,514	45,478
BAD Funds	31,014	7,624	27,594	8,483	31,627
CFD Funds	-	-	-	-	-
Water Enterprise Fund	1,351,421	1,361,904	1,673,049	1,625,406	1,832,618
Sewer Enterprise Fund	4,042,220	3,832,105	4,792,432	4,666,176	5,701,729
Measure H Fund	102,684	467,027	798,058	469,758	471,019
General Liability Fund	144,842	124,116	-	246,297	-
Equipment Replacement Fund	-	-	-	-	27,000
Economic Impact Reserve Fund	93,800	-	21,027	53,400	58,128
Total Funding Sources	<u>\$ 14,171,613</u>	<u>\$ 13,669,933</u>	<u>\$ 15,291,056</u>	<u>\$ 15,263,443</u>	<u>\$ 16,459,277</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 2013/2014 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Actual 2010/2011	Actual 2011/2012	Est Actual 2012/2013	Adopted 2013/2014
Patrol Services				
Arrests	500	534	550	550
Citations	*562	*737	*610	650
Calls for service	13,783	13,715	14,000	14,000
Crime / incident	1,598	1,625	1,650	1,700
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing Hours	2,000	2,000	2,000	2,000
Investigations				
Abuse	9	12	12	12
Robberies	10	11	9	9
Reports	240	240	240	240
Administrative Investigations	5	4	4	4
Background	2	2	4	4
Arson	1	1	1	1
Homicide	1	-	-	-
Narcotics	65	65	65	65
Records / Support				
Calls	40,000	40,000	40,000	40,000
Customers	6,500	6,500	6,500	6,500
Crime reports	1,598	1,625	1,650	1,700
Abatement reports	9	13	15	15

*excludes any parking citations.

Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	0.3	0.3	0%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Police Sergeant	3.0	3.0	4.0	4.0	4.0	0%
Police Officer	11.0	10.0	10.0	10.0	10.0	-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%
Total	27.5	26.5	27.5	26.8	26.8	-4%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

Police

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	3,220,950	3,336,497	3,048,857	3,307,132	3,096,131	3,096,131	2%
Materials and supplies	71,268	72,578	91,690	94,740	106,690	106,690	16%
Contract Services	117,325	106,318	143,298	136,626	146,816	146,816	2%
Overhead	-	-	-	-	-	-	0%
Other expense	3,547	16,385	15,227	13,383	28,067	28,067	84%
Capital outlay	31,894	36,004	6,000	35,000	35,000	35,000	483%
Total	3,444,984	3,567,782	3,305,072	3,586,881	3,412,704	3,412,704	3%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Patrol Services	2,096,856	2,167,402	1,870,393	2,111,313	2,035,739	2,035,739	9%
Investigations	132,901	141,551	150,930	157,158	163,978	163,978	9%
Records and Dispatch	561,420	587,364	601,796	570,613	633,645	633,645	5%
Police Administrative Support	653,807	671,465	681,953	747,797	579,342	579,342	-15%
Total	3,444,984	3,567,782	3,305,072	3,586,881	3,412,704	3,412,704	3%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	1,967,816	2,147,709	2,080,652	2,285,345	2,158,037	2,158,037	4%
Measure J	957,566	947,579	756,510	911,747	866,416	866,416	15%
Grants	238,244	244,641	171,011	170,942	172,605	172,605	1%
Fines and Forfeitures	235,438	164,950	233,500	163,535	141,800	141,800	-39%
POST Reimbursement	-	487	13,399	5,000	23,546	23,546	76%
Police Services Revenues	45,920	62,416	50,000	50,312	50,300	50,300	1%
Total	3,444,984	3,567,782	3,305,072	3,586,881	3,412,704	3,412,704	3%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Police

Division: Patrol

2012/2013 REVIEW

- Made 515 physical arrests (excluding cited and released). 408 arrests were billable bookings (Calendar year 2012).
- Wrote approximately 581 citations for moving and non-moving violations (Calendar year 2012 – note: excludes any parking citations -parking enforcement conducted via contract services).
- Responded to 13,020 calls for service and wrote 1,625 crime/incident reports (Calendar year 2012).
- Average response time to Priority “A” calls for 2012 was approximately 5:01 minutes.
- Experienced an increase in injury related traffic collisions from 22 (2011) to 31 (2012). There was one fatal collision for 2012 – a single vehicle DUI related crash on Broadway Drive.
- Continued very successful National Night Out program with participation from 20 venues and approximately 3,500 people for 2012. Received national recognition as #2 USA for NNO 2012.
- Four sworn officer positions remained unfunded for Fiscal Year 2012/2013. This includes one lay-off from July 2009 and another proposed lay-off from July 2012 averted only by award of COPS CHP 2012 grant.
- ARRA CHRP, State COPS and COPS CHP 2012 grants have or will assist with funding shortfalls. The CHRP grant funding will likely be exhausted by approximately July 1, 2013.
- Average officer experience level has remained stable at approximately 11 years experience as compared to 2-3 years experience 10-11 years ago.
- Patrol staff continued progress on directed community policing projects with the Historic Downtown, Transients, the Skatepark/Fairgrounds, Ivy House Lot, Benham Park and Placerville Drive/Gangs. These issues and future efforts will continue in to next year.
- The popular and successful K-9 Program has continued for a twelfth year in a row. The Bloodhound program was concluded in February 2013 with the service retirement of Sergeant John Kunkle.
- Removed approximately 45 illegal homeless camps and dealt with about 400 transient related calls for service.
- Handled significant incidents including various robberies, sexual assaults, and child abuse cases.
- The Special Response Team (SRT) program was suspended April 1, 2009, due to budget cuts. We have a mutual aid arrangement with EDSO for these services and we have entered in to an MOU with EDSO for participation on a regional team.
- The Traffic Enforcement and Education Officer as well as the School Resource Officer positions continue to be nearly eliminated due to budget related reassignment of these officer positions to general patrol duties.

2013/2014 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 crime analysis and mapping and use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Continue focus on four chronic problem areas/issues – Historic Downtown/Center Street Garage/Benham Park/Ivy House Lot, Transients/Vagrants, Skatepark/Fairgrounds, Placerville Drive and Gangs.
- Continue to strengthen our volunteer programs and our crime prevention outreach efforts as best as possible within resources – utilize social media outreach to include Nixle and Facebook, etc.
- Work to reduce area 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 or Cover Officers. This would enhance our public safety responses but would have to be identified as priority goals.
- Due to continued economic depression, we anticipate continued staffing freezes and a mainly status quo budget with limited capital outlay opportunities. Various grant proposals have and will continue to be considered for submission to help offset the fiscal distress.

			Estimated		Council	% Change
	Actual	Actual	Actual	Proposed	Approved	from 12/13
Department Staff by Position	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014	Budget
Police Sergeant	3.0	3.0	4.0	4.0	4.0	0%
Police Officer	10.0	9.0	9.0	9.0	9.0	0%
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%
Total	15.0	14.0	15.0	15.0	15.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Patrol

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	1,975,645	2,035,044	1,749,490	1,961,460	1,857,674	1,857,674	6%
Materials and supplies	63,411	62,915	75,140	79,140	90,140	90,140	20%
Contract Services	25,558	20,098	36,300	32,250	38,050	38,050	5%
Overhead	-	-	-	-	-	-	0%
Other expense	348	13,341	3,463	3,463	14,875	14,875	330%
Capital outlay	31,894	36,004	6,000	35,000	35,000	35,000	483%
Total	2,096,856	2,167,402	1,870,393	2,111,313	2,035,739	2,035,739	9%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Patrol Services	2,038,539	2,108,436	1,808,116	2,049,280	1,970,332	1,970,332	9%
Community Services	4,071	4,380	5,656	5,673	6,021	6,021	6%
Property / Evidence	54,246	54,586	56,621	56,360	59,386	59,386	5%
Total	2,096,856	2,167,402	1,870,393	2,111,313	2,035,739	2,035,739	9%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	884,723	1,023,164	889,710	1,103,285	981,066	981,066	10%
Measure J	692,531	671,744	512,773	618,239	666,422	666,422	30%
Grants	238,244	244,641	171,011	170,942	172,605	172,605	1%
Fines and Forfeitures	235,438	164,950	233,500	163,535	141,800	141,800	-39%
POST Reimbursement	-	487	13,399	5,000	23,546	23,546	76%
Police Services Revenues	45,920	62,416	50,000	50,312	50,300	50,300	1%
Total	2,096,856	2,167,402	1,870,393	2,111,313	2,035,739	2,035,739	9%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Police

Division: Investigations

2012/2013 REVIEW

- Burglary clearance rate for 2012 was 17%. There were 65 burglaries reported for 2012, up 7% from the 61 burglaries reported in 2011.
- Estimated dollar value amount of property reported stolen for 2012 was \$296,782. This statistic continues to be a decrease from the 2005 figure of \$662,701. The property recovery rate was 33.5%, (\$99,356).
- For 2012/2013 the Lieutenant has been assigned as the primary investigator. The assigned detective was re-assigned to patrol due to staffing shortages caused by illness, injury, an administrative leave issue, etc.
- Continued the investigation responsibilities for the Schnell School shooting/homicide of Principal Sam LaCara in 2011. Suspect John Luebbers received a sentence of 50 years to life in June 2012.
- Investigated 13 cases involving suspected child abuse/neglect and child molestation.
- Investigated 4 reported cases of sexual assault.
- Monitored approximately 20 registered sex offenders during 2012, 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.

2013/2014 BUDGET

- Continue conducting thorough investigations on all serious criminal offenses.
- Maintain our burglary clearance rate and property recovery rate at a minimum of 20%.
- Continue our involvement in the 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.
- Achieve and maintain investigations staffing of at least one officer assigned to detectives – this may only be achieved by redeployment of various staff or reorganization or may not be possible due to further staffing cuts or schedule modifications.
- 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
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 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%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Investigations

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	131,165	138,625	141,172	148,350	154,218	154,218	9%
Materials and supplies	-	686	1,850	900	1,850	1,850	0%
Contract Services	1,736	2,240	7,500	7,500	6,686	6,686	-11%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	408	408	1,224	1,224	200%
Capital outlay	-	-	-	-	-	-	0%
Total	132,901	141,551	150,930	157,158	163,978	163,978	9%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Crime Scene Investigations	132,901	141,551	150,930	157,158	163,978	163,978	9%
Total	132,901	141,551	150,930	157,158	163,978	163,978	9%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	85,659	91,232	102,081	102,813	102,484	102,484	0%
Measure J	47,242	50,319	48,849	54,345	61,494	61,494	26%
Total	132,901	141,551	150,930	157,158	163,978	163,978	9%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2012/2013 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 13 vehicle abatement reports, resulting in 12 voluntary and 1 mandatory removals.
- Conducted approximately 1,275 (1,115 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks.
- Dispatched approximately 13,715 calls for service from our 9-1-1 dispatch center.
- Completed the 5-year upgrade of the E911 phone system.
- Continued implementation of an alternative work schedule in the Dispatch Center to help reduce overtime. Two dispatch positions continue to be unfunded due to continued economic recession.
- Continued implementation of the newer 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.

2013/2014 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. Continued economic recession may dictate continued staffing and other budget cutbacks.
- 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.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 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%
Total	7.5	7.5	7.5	7.5	7.5	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Records and Dispatch

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	532,958	558,986	562,172	532,833	593,579	593,579	6%
Materials and supplies	3,054	4,350	6,300	6,300	6,300	6,300	0%
Contract Services	24,222	23,510	28,350	28,350	28,180	28,180	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	1,186	518	4,974	3,130	5,586	5,586	12%
Capital outlay	-	-	-	-	-	-	0%
Total	561,420	587,364	601,796	570,613	633,645	633,645	5%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Records Management	98,819	96,141	92,516	106,058	96,807	96,807	5%
Dispatch	462,601	491,223	509,280	464,555	536,838	536,838	5%
Total	561,420	587,364	601,796	570,613	633,645	633,645	5%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	561,420	587,364	601,796	570,613	633,645	633,645	5%
Total	561,420	587,364	601,796	570,613	633,645	633,645	5%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Police

Division: Police Administration

2012/2013 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing. Four sworn, two dispatch positions and the CSO position continue to be unfunded due to continued economic recession. Previously there have been actual lay-offs of one officer and the CSO and one proposed lay-off of an additional officer. ARRA CHRP, State COPS and the COPS CHP 2012 grants have been obtained/received in hopes to help offset the fiscal distress. The COPS CHP 2012 grant award was received in July 2012. The CHRP and CHP 2012 grants each fund 1 officer over 3 years. The CHRP grant is likely to be exhausted by about July 1, 2013. Staff deployment and scheduling for patrol and dispatch continue to be modified to account for reduced staffing and cost savings.
- 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, New Morning Youth and Family Services and BSA Troop 460 and Pack 190.
- 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.
- Annual UCR Crime Rate down 56% over last 9 years to rate of 24.88 crimes per 1,000 population for 2012.
- 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.
- Implemented POST Team Building Workshop goals and objectives. Established a Leadership Team Vision.
- Chief George Nielsen 30 year service credit retirement completed May 2013. Captain Mike Scott appointed Interim Chief of Police.
- Utilized Homeland Security (HLS) grant funding for In-car mobile video and digital video storage.
- Obtained approval for future HLS funds for 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.

2013/2014 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continue with submitting various grants and/or other funding opportunities that might become available.
- Continue to streamline and improve our Community Oriented Policing and Problem Solving (COPPS) practices. This could include further implementation of crime analysis and mapping and continuation of a Community Survey and use of random Customer Satisfaction Surveys.
- Continue involvement with the Police Chief's Associations both on the regional and State levels in an effort to learn/share ideas and enhance administrative effectiveness.
- Continue involvement in both the County and Regional Law Enforcement Manager's Associations.
- Continue professional growth 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. Reorganization of the department structure is likely implicated with the change in administration staff and the need to account for deployment of personnel and cost savings.
- Continue if possible collaboration with our area schools to provide a School Resource Officer or Cops on Campus 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 and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.

	Actual	Actual	Estimated		Council	% Change
	2010/2011	2011/2012	Actual	Proposed	Approved	from 12/13
Department Staff by Position			2012/2013	2013/2014	2013/2014	Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	0.3	0.3	-75%
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%
Total	4.0	4.0	4.0	3.3	3.3	-19%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Police Administration

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	581,182	603,842	596,023	664,489	490,660	490,660	-18%
Materials and supplies	4,803	4,627	8,400	8,400	8,400	8,400	0%
Contract Services	65,809	60,470	71,148	68,526	73,900	73,900	4%
Overhead	-	-	-	-	-	-	0%
Other expense	2,013	2,526	6,382	6,382	6,382	6,382	0%
Capital outlay	-	-	-	-	-	-	0%
Total	653,807	671,465	681,953	747,797	579,342	579,342	-15%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Police Department Administration	653,807	671,465	681,953	747,797	579,342	579,342	-15%
Total	653,807	671,465	681,953	747,797	579,342	579,342	-15%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	436,014	445,949	487,065	508,634	440,842	440,842	-9%
Measure J	217,793	225,516	194,888	239,163	138,500	138,500	-29%
Total	653,807	671,465	681,953	747,797	579,342	579,342	-15%

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Development Services

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 responsive to both current and long-term needs and interests of the City.

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Adopted 2013/2014
Administration (Hours)				
Budget administration	300	300	400	400
Planning division support	250	250	250	400
Building division support	350	350	400	400
Engineering division support	-	-	400	400
Wastewater division support	-	-	400	300
Interdepartmental support	450	500	400	300
Clerical/Records	350	400	550	200
Special projects	250	300	500	500
City Council/ Planning Commission and miscellaneous meetings	250	250	350	350
Planning (Projects)				
Discretionary development applications	13	16	15	15
Miscellaneous applications	6	4	6	10
Housing Element Update/Implementation (hours)	150	300	200	200
Parcel and subdivision maps	2	0	1	2
Inquiries	800	950	1,000	1,000
Code enforcement cases	10	10	25	25
Building				
Inspections	1,840	1,042	1,100	1,300
Building permits	331	390	425	475
Plan review	123	152	120	175
Inquiries/Contacts	10,000	10,000	9,000	9,000
Code enforcement cases	123	90	120	120
Engineering				
Capital Improvement Projects	9	14	16	18
Development permits	15	14	13	20
Development Plan Checks	15	18	20	30
Grading Permits	0	1	1	2
Parcel/Subdivision Map Review	10	2	2	4
Encroachment Permits	50	40	40	50
Transportation Permits	80	59	56	60
Water Applications	10	4	1	5
Sewer Applications	0	2	3	4
Wastewater Treatment				
Gallons treated per day	1.3M	1.3M	1.3M	1.0M

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Director of Development Services	0.0	1.0	1.0	1.0	1.0	0%
Director of Community Development	0.5	0.0	0.0	0.0	0.0	0%
Director of Public Works	0.5	0.0	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	1.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	0.5	0.5	1.0	1.0	100%
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	1.5	2.5	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	1.0	0.0	0.0	0.0	0.0	0%
Electronic/Electrical Technician	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0%
Maintenance Worker II	0.0	1.0	0.0	0.0	0.0	0%
Total	17.9	19.0	16.5	17.0	17.0	3%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

Development Services

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	1,674,831	1,607,210	1,748,098	1,689,609	1,921,825	1,921,825	10%
Materials and supplies	274,360	250,783	347,200	296,594	331,250	331,250	-5%
Contract Services	604,938	600,019	682,086	679,649	712,860	712,860	5%
Overhead	235,000	235,000	235,000	235,000	235,000	235,000	0%
Other expense	40,214	48,146	63,903	55,985	64,650	64,650	1%
Capital outlay	43,084	3,954	4,000	4,283	2,563	2,563	-36%
Total	2,872,427	2,745,112	3,080,287	2,961,120	3,268,148	3,268,148	6%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Planning	112,418	114,369	121,792	119,002	128,030	128,030	5%
Building	138,817	144,410	133,331	155,318	172,920	172,920	30%
Engineering	528,732	463,577	473,769	452,938	519,902	519,902	10%
Water Redamation Facility	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%
DSD Administration	142,170	122,793	211,887	211,384	207,075	207,075	-2%
Total	2,872,427	2,745,112	3,080,287	2,961,120	3,268,148	3,268,148	6%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	362,717	370,652	421,969	451,284	510,856	510,856	21%
Planning Fees	51,319	54,738	48,300	54,421	52,500	52,500	9%
Building Permits	77,860	94,268	80,000	87,466	87,500	87,500	9%
CIP Cost Recovery	310,351	230,995	171,000	129,631	153,897	153,897	-10%
Engineering Fees	57,759	43,685	50,000	45,772	45,000	45,000	-10%
Water Enterprise Fund	31,365	25,631	84,755	85,150	89,087	89,087	5%
Sewer Enterprise Fund	1,981,056	1,925,143	2,224,263	2,107,396	2,329,308	2,329,308	5%
							0%
Total	2,872,427	2,745,112	3,080,287	2,961,120	3,268,148	3,268,148	6%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

Division: Planning

2012/2013 REVIEW

- Continued to respond to frequent public inquiries about zoning information, land use compatibility, development regulations for parcels Citywide, 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, Economic Development Advisory Committee and City Council for discretionary projects reviews as well as various zoning ordinance amendments.
- Processed entitlement applications for a variety of projects, including Tractor Supply, Thompsons Toyota remodel, and Mercy Way Rescue Church.
- Issued and monitored the Temporary Use Permit for Hangtown Haven temporary homeless camp and participated in the Neighborhood Chat on homelessness.
- Completed 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.
- Completed review and sign-off of Marshall Hospital's new acute care wing project.
- Initiated development and drafting of the 2013-2021 Housing Element update for submission to State HCD.
- Completed 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.
- Began implementation of pro-active enforcement of non-compliant signs Citywide.
- Coordinated project reviews with the Building and Engineering Divisions and other City Departments.
- Initiated investigation of implementing downtown Historic Overlay District with the Historical Advisory Committee.
- Completed application for Preserve America designation.
- Initiated implementation of the recently-updated El Dorado County Airport Land Use Compatibility Plan (ALUCP), including General Plan Amendment.
- Prepared and submitted CDBG and other grant application documents

2013/2014 BUDGET

- Continue to provide superb 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.
- Complete drafting of the 2013-2021 Housing Element update for Planning Commission, Economic Development Advisory Committee and City Council review and submittal to State HCD.
- Complete investigation of the merits of establishing a downtown Historic District Overlay with recommendations to the City Council.
- Initiate process for developing Placerville Drive Form Based Codes, if awarded CDBG funds.
- Continue the implementation of 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.
- Implement grant-funded projects as applicable
- Coordinate project reviews with the Building and Engineering Divisions and other City Departments.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual	2013/2014	Approved	from 12/13
Department Staff by Position	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014	Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Planning

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	109,380	111,174	118,729	115,697	124,005	124,005	4%
Materials and supplies	217	235	350	600	-	-	-100%
Contract Services	825	825	-	825	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,996	2,135	2,713	1,880	4,025	4,025	48%
Capital outlay	-	-	-	-	-	-	0%
Total	112,418	114,369	121,792	119,002	128,030	128,030	5%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Planning	112,418	114,369	121,792	119,002	128,030	128,030	5%
Total	112,418	114,369	121,792	119,002	128,030	128,030	5%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	61,099	59,631	73,492	64,581	75,530	75,530	3%
Planning Fees	51,319	54,738	48,300	54,421	52,500	52,500	9%
Total	112,418	114,369	121,792	119,002	128,030	128,030	5%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

Division: Building

2012/2013 REVIEW

- As of March 2013, issued 320 building permits, performed 820 inspections and 136 plan reviews and responded to approximately 85 code enforcement complaints.
- Successfully implemented part-time, in-house contract Building Official services to offset a significantly increased workload of plan review applications, inspection requests and public inquiries, minimizing delays related to physically outsourcing plan review services.
- Continued to work with the public to obtain compliance with the City and State Codes relating to property use, non-conforming construction and substandard housing conditions.
- Continued to perform complimentary site visits for proposed projects.
- Issued permits and provided inspection services for 39 cottage units at Eskaton.
- Issued permits and provided inspection services for 3 new single-family homes and numerous commercial projects, including Plaza Jalisco, Precision Eyecare, various Marshall Hospital projects including the MCPC and Physical Therapy Clinic, Torino's restaurant, Renfro's, Tractor Supply, 301-305 Main Street, and Mountain Democrat relocation.

2013/2014 BUDGET

- Continue to provide superb customer service regarding information relating to building codes and safety.
- Plan review, building permit and inspection activity are expected to continue to rise as they did during 2012/2013.
- Continue to maximize the benefit of in-house contract Building services, in-lieu of the reinstatement of more staff hours.
- Process permits for entitled hotel and subdivision projects at such time that market conditions become favorable for the applicants.
- Process permits for a new Marshall Hospital projects and Toyota and GMC dealership remodels, all currently undergoing plan review.
- Complete inspections in support of the Tractor Supply store opening this Summer.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs to formerly bank-owned code enforcement sites.
- Complete inspections for renovation and shoring work at 301-305 Main Street.
- Code enforcement activity is expected to remain steady rather than increase, 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.
- Coordinate project reviews with the Building and Engineering Divisions and other City Departments and Fire District.
- Continue to bring substandard, bank-owned properties into compliance.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Senior Building Inspector	1.0	1.0	1.0	1.0	1.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Building

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	95,255	96,442	100,261	100,955	107,915	107,915	8%
Materials and supplies	1,170	1,908	950	950	500	500	-47%
Contract Services	39,299	43,313	30,080	50,834	61,080	61,080	103%
Overhead	-	-	-	-	-	-	0%
Other expense	3,046	2,747	2,040	2,579	3,425	3,425	68%
Capital outlay	47	-	-	-	-	-	0%
Total	138,817	144,410	133,331	155,318	172,920	172,920	30%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Building Plan Review/Inspection	138,817	144,410	133,331	155,318	172,920	172,920	30%
Total	138,817	144,410	133,331	155,318	172,920	172,920	30%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	60,957	50,142	53,331	67,852	85,420	85,420	60%
Building Permits	77,860	94,268	80,000	87,466	87,500	87,500	9%
Total	138,817	144,410	133,331	155,318	172,920	172,920	30%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

Division: Engineering

2012/2013 REVIEW

- Continued implementation of Capital Improvement Program.
- Continued implementation of the NPDES required Storm Water Management Plan, including newly-issued Phase II MS4 permit.
- 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.
- Successfully bid and issued contracts and began construction of the first phases of the Western Placerville Interchange project.
- Initiate environmental and design work for two El Dorado Trail segments within the City—Ray Lawyer Drive to Main Street and Clay Street to Bedford Avenue.
- Completed street overlays of Turner Street and western Main Street.
- Initiated design work for removal of sewer lines from Hangtown Creek and Cedar Ravine.
- Continued implementation of Blairs' Lane Bridge replacement and funding for Placerville Drive Bridge replacement.
- Initiated design work for Thompson Way sidewalks and Combella Road bicycle lanes
- Worked to implement the Pedestrian Circulation Plan, including participation in Walking Audit with EDCTC.
- 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.
- Coordinated project reviews with the Planning and Building Divisions and other city departments and other agencies.
- Continued to provide support services to Community Services for training and compliance with State permits.
- Continue development of Placerville Station II Park and Ride.

2013/2014 BUDGET

- Continue implementation of Capital Improvement Program.
- Continue implementation of the NPDES Storm Water Management Plan.
- Continue implementation of the MS4 stormwater permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification.
- 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.
- Continue to issue permits for grading and all other Engineering related development projects.
- Coordinate project reviews with the Planning and Building Divisions, other City Departments, and other agencies.

			Estimated		Council	% Change
	Actual	Actual	Actual	Proposed	Approved	from 12/13
Department Staff by Position	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014	Budget
Director of Public Works	0.5	0.0	0.0	0.0	0.0	0%
City Engineer	0.0	1.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	0.5	0.5	1.0	1.0	100%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Engineering Specialist	1.0	1.0	1.0	0.5	0.5	-50%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0%
Total	5.0	4.5	4.5	4.5	4.5	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Engineering

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	497,317	430,945	439,298	417,345	483,880	483,880	10%
Materials and supplies	5,548	6,183	6,650	6,578	6,450	6,450	-3%
Contract Services	3,320	3,290	5,271	6,618	5,580	5,580	6%
Overhead	20,000	20,000	20,000	20,000	20,000	20,000	0%
Other expense	1,838	1,659	2,550	2,397	2,400	2,400	-6%
Capital outlay	709	1,500	-	-	1,592	1,592	0%
Total	528,732	463,577	473,769	452,938	519,902	519,902	10%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Engineering	528,732	463,577	473,769	452,938	519,902	519,902	10%
Total	528,732	463,577	473,769	452,938	519,902	519,902	10%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	98,491	138,086	83,259	107,467	142,831	142,831	72%
CIP Cost Recovery	310,351	230,995	171,000	129,631	153,897	153,897	-10%
Engineering Fees	57,759	43,685	50,000	45,772	45,000	45,000	-10%
Water Enterprise Fund	31,365	25,631	84,755	85,150	89,087	89,087	5%
Sewer Enterprise Fund	30,766	25,180	84,755	84,918	89,087	89,087	5%
Total	528,732	463,577	473,769	452,938	519,902	519,902	10%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2012/2013 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained three sanitary sewer lift stations and two park restroom pump stations.
- Continued design of improvements for lift stations at Madrone and Giovanni.
- Continued implementation of Sewer Spill Response Plan and coordinated trainings with Community Services response staff.
- Furthered sewer collection system inventory and analysis program.

2013/2014 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continue working towards compliance with effluent discharge temperature Cease and Desist Order.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue implementation of Sewer Spill Response Plan and coordinate training with Community Services response staff.
- Further sewer collection system inventory and analysis program.
- Continue design of improvements for lift stations at Madrone and Giovanni.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Water Reclamation Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Facility Operator III	1.5	2.5	1.0	1.0	1.0	0%
Electronic/Electrical Technician	1.0	0.0	0.0	0.0	0.0	0%
Water Reclamation Facility Operator IV	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Reclamation Operator II	3.0	3.0	3.0	3.0	3.0	0%
Engineering Specialist	0.0	0.0	0.0	0.5	0.5	0%
Maintenance Worker II	0.0	1.0	0.0	0.0	0.0	0%
Total	9.5	10.5	8.0	8.5	8.5	6%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Water Reclamation Facility

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	832,716	861,994	884,573	851,540	1,005,850	1,005,850	14%
Materials and supplies	266,066	241,161	338,700	287,137	323,500	323,500	-4%
Contract Services	561,494	538,332	641,735	616,372	641,200	641,200	0%
Overhead	215,000	215,000	215,000	215,000	215,000	215,000	0%
Other expense	32,686	41,022	55,500	48,429	53,700	53,700	-3%
Capital outlay	42,328	2,454	4,000	4,000	971	971	-76%
Total	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Redamation Facility	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%
Total	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Sewer Enterprise	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%
Total	1,950,290	1,899,963	2,139,508	2,022,478	2,240,221	2,240,221	5%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Development Services

Division: Administration

2012/2013 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to all department divisions.
- Implemented re-organization of the Department, including renaming to Development Services, adoption of Mission Statement, integration of divisions into a coordinated team, initiation of floor plan reconfiguration to consolidate services onto one floor of City Hall, initiation of a customer service survey.
- Staffed the Economic Development Advisory Committee and assisted in the preparation of the draft Economic Development Strategy.
- Initiated the Business Outreach Visit program.
- Completed initial review, community outreach, and recommendations for Island Annexations.
- Assisted with preparation and outreach on Neighborhood Chats on a variety of subjects.
- Initiated the Island Annexation process for various parcels adjacent to City limits.
- Completed various programs and strategies established in the Housing Element.
- Presented City Council with department activity and visioning update.

2013/2014 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the newly-organized Development Services Department.
- Plan and implement office space and personnel reorganization to complete the implementation of the Development Services reorganization.
- Provide budget management and technical assistance to department staff.
- Continue to provide staff support to the EDAC, Historical Advisory Committee, Planning Commission and City Council.
- Assist the Historical Advisory Committee in assessing the creation of Downtown Historic District boundaries and guidelines.
- Assist in the drafting and implementation of the 2013-2021 Housing Element update.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Initiate the development of Form Based codes for the Placerville Drive area, pending approval of CDBG grant funding.
- Initiate the implementation of Housing Rehabilitation loans, pending approval of CDBG grant funding.
- Continue implementation of the programs and strategies established in the Housing Element.
- Oversight of matters related to the Hangman's Tree & Herrick buildings, and the Confidence Hall and Emigrant Jane buildings.
- 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	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Department Staff by Position						
Director of DSD	0.0	1.0	1.0	1.0	1.0	0%
Director of Community Development	0.5	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Total	<u>1.5</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget Administration

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	140,163	106,655	205,237	204,072	200,175	200,175	-2%
Materials and supplies	1,359	1,296	550	1,329	800	800	45%
Contract Services	-	14,259	5,000	5,000	5,000	5,000	0%
Overhead	-	-	-	-	-	-	0%
Other expense	648	583	1,100	700	1,100	1,100	0%
Capital outlay	-	-	-	283	-	-	0%
Total	142,170	122,793	211,887	211,384	207,075	207,075	-2%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
DSD Administration	142,170	122,793	211,887	211,384	207,075	207,075	-2%
Total	142,170	122,793	211,887	211,384	207,075	207,075	-2%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	142,170	122,793	211,887	211,384	207,075	207,075	-2%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
Total	142,170	122,793	211,887	211,384	207,075	207,075	-2%

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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 2013/2014 Annual Operating Budget

Department: Community Services

All Divisions

Workload Indicators	Actual	Actual	Estimated	Adopted
	2010/2011	2011/2012	Actual 2012/2013	2013/2014
Parks Maintenance Hours				
Gold Bug Park	1,700	1,700	1,700	1,700
Lions Park	1,650	1,450	1,450	1,450
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
Recreation (FT hrs / PT hrs)				
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
Facilities Maintenance				
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
Streets and Roads				
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
Water / Sewer				
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

Department Staff by Position	Actual		Estimated	Proposed	Council Approved	% Change from 12/13 Budget
	2010/2011	2011/2012	Actual 2012/2013			
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.0	0.0	0.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0%
Assistant Public Works Superintendent	0.0	0.0	0.0	1.0	1.0	0%
Senior Maintenance Worker	1.4	2.0	1.0	0.0	0.0	-100%
Maintenance Worker II	5.0	5.9	5.4	4.9	4.9	-9%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.4	1.0	1.0	1.0	1.0	0%
Maintenance Mechanic	0.0	0.0	0.5	1.0	1.0	100%
Maintenance Worker I	5.0	4.0	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	2.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	0.5	1.5	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%
Total Public Services	23.6	23.4	22.4	22.4	22.4	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

Community Services

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	1,830,759	1,861,217	2,065,962	2,011,958	2,273,651	2,273,651	10%
Materials and supplies	544,393	593,720	757,069	761,736	801,485	801,485	6%
Contract Services	677,093	616,866	752,409	771,577	841,141	841,141	12%
Overhead	237,000	237,000	238,580	237,000	237,000	237,000	-1%
Other expense	81,294	96,595	98,045	100,028	105,357	105,357	7%
Capital outlay	28,666	12,197	9,199	9,199	102,902	102,902	1019%
Total	3,399,205	3,417,595	3,921,264	3,891,498	4,361,536	4,361,536	11%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Parks	453,275	458,508	462,177	452,185	507,508	507,508	10%
Recreation	587,798	601,606	763,024	733,541	813,528	813,528	7%
Facilities M & O	276,266	257,365	265,388	266,332	262,157	262,157	-1%
Streets and Roads	464,238	451,548	515,500	529,270	585,333	585,333	14%
Water/Sewer Lines	754,611	773,835	852,308	864,958	1,131,388	1,131,388	33%
Water Acquisition & Delivery	524,381	545,887	720,552	676,903	694,861	694,861	-4%
Downtown Parking	144,480	135,142	132,933	150,005	142,644	142,644	7%
CSD Administration	194,156	193,704	209,382	218,304	224,117	224,117	7%
Total	3,399,205	3,417,595	3,921,264	3,891,498	4,361,536	4,361,536	11%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	1,158,769	1,114,186	1,369,422	1,438,883	1,472,227	1,472,227	8%
Orchard Hill/Duffey LLMD	33,751	38,494	33,907	33,586	36,487	36,487	8%
Recreation Fees	532,569	523,173	495,852	455,649	549,347	549,347	11%
Gas Tax	269,560	306,048	277,469	277,469	309,628	309,628	12%
Transportation Fund	-	-	30,000	30,000	30,000	30,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	6,315	-	19,924	859	18,507	18,507	-7%
Water Enterprise Fund	847,863	890,331	1,078,382	1,043,245	1,209,410	1,209,410	12%
Sewer Enterprise Fund	431,129	429,391	494,478	498,616	616,839	616,839	25%
Daily Parking Revenues	40,054	40,342	42,870	39,962	42,771	42,771	0%
Leased Parking Revenues	79,195	75,630	78,960	73,229	76,320	76,320	-3%
Total	3,399,205	3,417,595	3,921,264	3,891,498	4,361,536	4,361,536	11%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Parks

2012/2013 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.
- Installed playground equipment at Duffey Park.
- Installed entrance gate at Lumsden Park.
- Remodeled Restroom at Lumsden Park.
- Installed fall material in tot-lots throughout the parks.
- Planted Trees at Lions Park.
- Repaired pool surface at Aquatics Center.
- Made improvements to irrigation system at Lions Park.
- Decorated Main Street for the Holiday Season.

2013/2014 BUDGET

- Maintain 105 acres of park, four miles of trails, and eight acres of open space.
- Assist the Placerville Rotary Club with park improvements at Rotary Park.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual	2013/2014	Approved	from 12/13
Department Staff by Position	2010/2011	2011/2012	2012/2013	2013/2014	2013/2014	Budget
Parks & Facility Maintenance Superintendent	0.8	0.8	0.8	0.8	0.8	0%
Senior Maintenance Worker	0.6	0.6	0.0	0.0	0.0	0%
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%
Total	4.8	4.8	4.2	4.2	4.2	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Parks

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	340,561	335,899	336,286	315,653	376,676	376,676	12%
Materials and supplies	48,966	42,853	48,400	50,142	51,851	51,851	7%
Contract Services	63,544	77,198	74,011	84,340	75,081	75,081	1%
Overhead	-	-	1,580	-	-	-	-100%
Other expense	204	2,558	1,900	2,050	3,900	3,900	105%
Capital outlay	-	-	-	-	-	-	0%
Total	453,275	458,508	462,177	452,185	507,508	507,508	10%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Parks Maintenance	60,137	61,331	62,288	66,406	79,427	79,427	28%
Lions Park	98,450	95,655	102,586	96,593	108,357	108,357	6%
Gold Bug Park	66,316	69,470	70,547	69,686	76,019	76,019	8%
Rotary Park	50,503	44,703	47,677	44,476	49,943	49,943	5%
City Park	52,624	55,683	52,204	50,264	58,408	58,408	12%
Lumsden Park	31,278	27,494	29,181	30,083	30,535	30,535	5%
Hangtown Creek^	-	-	5,000	5,000	5,000	5,000	0%
City Cemeteries	19,761	19,363	19,629	16,945	21,287	21,287	8%
Community Gardens	3,504	3,217	3,241	3,360	3,338	3,338	3%
El Dorado Trail	6,710	6,797	6,398	6,474	6,988	6,988	9%
Orchard Hill/Duffey LLMD	33,751	38,494	33,907	33,586	36,487	36,487	8%
Other Grounds	30,241	36,301	29,519	29,312	31,719	31,719	7%
Total	453,275	458,508	462,177	452,185	507,508	507,508	10%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	419,524	420,014	428,270	418,599	471,021	471,021	10%
Orchard Hill/Duffey LLMD	33,751	38,494	33,907	33,586	36,487	36,487	8%
Total	453,275	458,508	462,177	452,185	507,508	507,508	10%

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

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Recreation

2012/2013 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 785 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 \$7,000 of assistance to local youths.
- Conducted three Adult 5 on 5 Basketball Leagues with an average of ten 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 204 teams combined in spring, summer, and fall leagues.
- Co-sponsored five Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out)
- Made improvements to Activity Guide and distribution system.
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Conducted five volleyball leagues comprised of 33 teams.

2013/2014 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
	2010/2011	2011/2012	Actual	2013/2014	Approved	from 12/13
Department Staff by Position			2012/2013		2013/2014	Budget
Recreation Supervisor	0.5	1.5	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%
Total Public Services	2.5	3.5	3.5	3.5	3.5	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Recreation

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	404,327	422,018	536,210	514,913	583,352	583,352	9%
Materials and supplies	28,129	31,403	44,100	42,700	45,250	45,250	3%
Contract Services	107,912	100,868	124,640	116,664	126,651	126,651	2%
Overhead	-	-	-	-	-	-	0%
Other expense	46,288	45,842	57,375	58,565	58,275	58,275	2%
Capital outlay	1,142	1,475	699	699	-	-	-100%
Total	587,798	601,606	763,024	733,541	813,528	813,528	7%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Special Interest Programs	32,761	29,070	29,644	26,591	25,439	25,439	-14%
Sports Camps and Teams	220,423	226,469	336,715	307,466	331,291	331,291	-2%
Gold Bug Park Admissions	53,269	55,674	50,926	60,875	81,223	81,223	59%
Aquatics	155,532	165,049	196,664	197,676	214,404	214,404	9%
Special Events	4,427	4,479	4,668	5,057	11,945	11,945	156%
Recreation - General	121,386	120,865	144,407	135,876	149,226	149,226	3%
Total	587,798	601,606	763,024	733,541	813,528	813,528	7%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	55,229	78,433	267,172	277,892	264,181	264,181	-1%
Recreation Fees	532,569	523,173	495,852	455,649	549,347	549,347	11%
Total	587,798	601,606	763,024	733,541	813,528	813,528	7%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2012/2013 REVIEW

- Maintained approximately 40,000 sq. ft. of buildings/facilities/grounds, including: Town Hall, Old City Hall, New City Hall, Public Safety Building, Scout Hall, Aquatics Center, Bell Tower, Corporation Yard, Downtown Restrooms, Mosquito Park and Ride, Bike Trail, Caboose, Stamp Mill Building the Museum/Visitor Center at Gold Bug Park and the Down Town Parking Garage.
- Completed training for the maintenance and operation of the Placerville Aquatics Center.
- Assisted with lighting retrofits throughout City buildings and parking lots.
- Installed new heater at Aquatics Center.
- Continued work on installation of a new roof on City Hall.
- Continued work on Old City Disconnect Project.
- Repaired sidewalk at Public Safety Building.
- Repaired lighting system within the Down Town Parking Garage.
- Repaired street lighting throughout Lighting and Landscape Districts.
- Assisted the Placerville Rotary Club in re-furbishing and installing trash receptacles on Main Street.

2013/2014 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.
- Assist with roof replacement at City Hall.
- Assist with interior remodel of City Hall.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Parks & Facility Maintenance Superintendent	0.2	0.2	0.2	0.2	0.2	0%
Senior Maintenance Worker	0.4	0.4	0.0	0.0	0.0	0%
Maintenance Worker II	0.5	0.6	0.6	0.6	0.6	0%
Total Public Services	1.1	1.1	0.7	0.7	0.7	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Facilities Maintenance

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	73,870	66,419	61,850	59,731	66,962	66,962	8%
Materials and supplies	34,799	42,441	42,918	40,505	33,548	33,548	-22%
Contract Services	166,917	147,818	152,120	156,650	155,199	155,199	2%
Overhead	-	-	-	-	-	-	0%
Other expense	680	687	-	946	1,146	1,146	0%
Capital outlay	-	-	8,500	8,500	5,302	5,302	-38%
Total	276,266	257,365	265,388	266,332	262,157	262,157	-1%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Old City Hall	9,398	10,658	9,421	9,643	11,536	11,536	22%
New City Hall	72,669	72,374	77,617	77,815	76,064	76,064	-2%
Town Hall	46,504	39,796	42,502	41,895	38,312	38,312	-10%
Scout Hall	13,082	10,719	10,205	8,618	10,093	10,093	-1%
Corporation Yard	17,992	13,753	13,900	13,900	17,000	17,000	22%
City Pool Facilities	97,168	85,347	89,443	88,164	91,237	91,237	2%
Public Safety Building	1,821	1,684	5,950	9,405	3,626	3,626	-39%
Downtown Public Restroom	10,686	12,952	8,850	8,850	8,850	8,850	0%
Mosquito Road Park & Bus	6,946	10,082	7,500	8,042	5,439	5,439	-27%
Total	276,266	257,365	265,388	266,332	262,157	262,157	-1%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	276,266	257,365	265,388	266,332	262,157	262,157	-1%
Total	276,266	257,365	265,388	266,332	262,157	262,157	-1%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Streets and Roads

2012/2013 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.

2013/2014 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	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Public Works Superintendent	0.7	0.5	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	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	0.8	0.6	0.4	0.3	0.3	-38%
Maintenance Worker I	1.0	0.8	0.8	0.8	0.8	0%
Total	3.6	2.8	2.7	2.5	2.5	-6%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Streets and Roads

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	235,636	233,431	231,460	242,995	246,884	246,884	7%
Materials and supplies	48,991	66,431	69,450	72,959	71,956	71,956	4%
Contract Services	156,252	131,117	195,924	194,060	212,458	212,458	8%
Overhead	-	-	-	-	-	-	0%
Other expense	22,763	20,569	18,666	19,256	20,869	20,869	12%
Capital outlay	596	-	-	-	33,166	33,166	0%
Total	464,238	451,548	515,500	529,270	585,333	585,333	14%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Street Sweeping	26,728	13,565	28,562	27,731	29,822	29,822	4%
Curbs, Gutters, and Sidewalks	18,635	17,572	34,908	36,029	35,810	35,810	3%
Street Signs and Markings	28,791	29,827	71,966	72,384	75,370	75,370	5%
Storm Drains	1,690	1,962	15,631	14,115	27,553	27,553	76%
Traffic Signals and Lights	116,979	110,552	111,213	109,259	110,313	110,313	-1%
Street Sanding/Snow Removal	1,602	1,432	5,200	5,200	5,200	5,200	0%
General Street Maintenance	269,813	276,638	248,020	264,552	301,265	301,265	21%
Total	464,238	451,548	515,500	529,270	585,333	585,333	14%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	188,363	145,500	188,107	220,942	227,198	227,198	21%
Gas Tax	269,560	306,048	277,469	277,469	309,628	309,628	12%
Transportation Fund	-	-	30,000	30,000	30,000	30,000	0%
Development Impact Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	6,315	-	19,924	859	18,507	18,507	-7%
Total	464,238	451,548	515,500	529,270	585,333	585,333	14%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Water and Sewer Lines

2012/2013 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.
- Conducted bi-monthly reading of all water meters within the City service area.

2013/2014 BUDGET

- Continue to operate and maintain approximately 45 miles of water distribution lines.
- Continue in the performance of a variety of water division maintenance and operations functions, to include: water line and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete water line repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue Grease Interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan
- Increase In-Service Training.
- Continue conducting bi-monthly reading of all water meters within City service area.

	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual	2013/2014	Approved	from 12/13
<u>Department Staff by Position</u>	<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>		<u>2013/2014</u>	<u>Budget</u>
Public Works Superintendent	0.7	0.5	0.5	0.5	0.5	0%
Assistant Public Works Superintendent	0.0	0.0	0.0	1.0	1.0	0%
Maintenance Mechanic	0.0	0.0	0.5	1.0	1.0	100%
Senior Maintenance Worker	0.3	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	1.4	2.4	2.1	1.8	1.8	-16%
Maintenance Worker I	4.0	3.3	3.3	3.3	3.3	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0%
Total	7.4	7.2	7.3	8.5	8.5	16%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Water and Sewer Lines

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	499,113	528,661	529,504	543,641	691,179	691,179	31%
Materials and supplies	51,830	62,606	100,050	100,050	100,050	100,050	0%
Contract Services	39,582	20,576	65,850	66,258	117,658	117,658	79%
Overhead	149,000	149,000	149,000	149,000	149,000	149,000	0%
Other expense	638	2,270	7,904	6,009	9,067	9,067	15%
Capital outlay	14,448	10,722	-	-	64,434	64,434	0%
Total	754,611	773,835	852,308	864,958	1,131,388	1,131,388	33%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Lines	323,482	344,444	357,830	366,342	514,549	514,549	44%
Sewer Lines	431,129	429,391	494,478	498,616	616,839	616,839	25%
Total	754,611	773,835	852,308	864,958	1,131,388	1,131,388	33%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Lines	323,482	344,444	357,830	366,342	514,549	514,549	44%
Sewer Lines	431,129	429,391	494,478	498,616	616,839	616,839	25%
Total	754,611	773,835	852,308	864,958	1,131,388	1,131,388	33%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Water Acquisition and Delivery

2012/2013 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.
- Replaced defective water meters.

2013/2014 BUDGET

- Complete annual water quality report to customers and Department of Health Services.
- Continue responding to water quality calls and conducting investigations related to distribution system problems.
- Implement Citywide Backflow Certification Program and certified all City owned devices.
- Implement Cross-Contamination Prevention Programs.
- Continue weekly water quality sampling, testing, and reporting.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program.
- Implement City wide Backflow Certification Program for all City owned devices and all private devices.
- Continue replacement of defective water meters.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Water Services Specialist	2.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Worker	0.0	1.0	1.0	0.0	0.0	-100%
Total	2.0	2.0	2.0	1.0	1.0	-50%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Water Acquisition and Delivery

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	83,804	81,085	161,270	116,721	84,481	84,481	-48%
Materials and supplies	331,430	347,293	451,582	451,332	497,730	497,730	10%
Contract Services	6,510	5,657	8,400	8,547	13,450	13,450	60%
Overhead	88,000	88,000	88,000	88,000	88,000	88,000	0%
Other expense	9,935	23,852	11,300	12,303	11,200	11,200	-1%
Capital outlay	4,702	-	-	-	-	-	0%
Total	524,381	545,887	720,552	676,903	694,861	694,861	-4%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Acquisition & Delivery	524,381	545,887	720,552	676,903	694,861	694,861	-4%
Total	524,381	545,887	720,552	676,903	694,861	694,861	-4%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Acquisition & Delivery	524,381	545,887	720,552	676,903	694,861	694,861	-4%
Total	524,381	545,887	720,552	676,903	694,861	694,861	-4%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Downtown Parking

2012/2013 REVIEW

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

2013/2014 BUDGET

- Continue to perform maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Continue to provide special event support.
- Develop plan to address underfunding of the Downtown Parking District operations and infrastructure.

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
	0.0	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0.0	0%

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

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Downtown Parking

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	248	693	569	4,048	1,100	1,100	93%
Contract Services	136,376	133,632	131,464	145,058	140,644	140,644	7%
Overhead	-	-	-	-	-	-	0%
Other expense	786	817	900	899	900	900	0%
Capital outlay	7,070	-	-	-	-	-	0%
Total	144,480	135,142	132,933	150,005	142,644	142,644	7%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Downtown Parking	144,480	135,142	132,933	150,005	142,644	142,644	7%
Total	144,480	135,142	132,933	150,005	142,644	142,644	7%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	25,231	19,170	11,103	36,814	23,553	23,553	112%
Daily Parking Revenues	40,054	40,342	42,870	39,962	42,771	42,771	0%
Leased Parking Revenues	79,195	75,630	78,960	73,229	76,320	76,320	-3%
Total	144,480	135,142	132,933	150,005	142,644	142,644	7%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Community Services

Division: Administration

2012/2013 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Continued implementation of Gold Bug Park Fire Safe Plan.
- Provided risk management services for Citywide Special Events.
- Provided daily oversight for Public Works, Recreation, and Parks and Facilities functions.

2013/2014 BUDGET

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

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change
	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.0	0.0	0.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0%
Total Public Services	2.3	2.0	2.0	2.0	2.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget Administration

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	193,448	193,704	209,382	218,304	224,117	224,117	7%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	708	-	-	-	-	-	0%
Total	194,156	193,704	209,382	218,304	224,117	224,117	7%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
CSD Administration	194,156	193,704	209,382	218,304	224,117	224,117	7%
Total	194,156	193,704	209,382	218,304	224,117	224,117	7%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	194,156	193,704	209,382	218,304	224,117	224,117	7%
Total	194,156	193,704	209,382	218,304	224,117	224,117	7%

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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 2013/2014 Annual Operating Budget

Department Budget:

Elected Officials

Workload Indicators	Estimated			
	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Adopted 2013/2014
Regular City Council Meetings	22	22	22	22
Resolutions	101	97	92	100
Ordinances	8	5	5	5

Department Staff by Position	Estimated				Council Approved 2013/2014	% Change from 12/13 Budget
	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Proposed 2013/2014		
Mayor	1.0	1.0	1.0	1.0	1.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0%
Total	6.0	6.0	6.0	6.0	6.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

Elected Officials

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	79,503	92,065	96,503	82,320	103,020	103,020	7%
Materials and supplies	6,520	840	500	1,000	500	500	0%
Contract Services	36,289	27,885	22,300	22,300	22,300	22,300	0%
Overhead	-	-	-	-	-	-	0%
Other expense	11,879	8,014	7,639	7,639	7,639	7,639	0%
Capital outlay	2,897	-	-	-	-	-	0%
Total	137,088	128,804	126,942	113,259	133,459	133,459	5%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
City Council	134,898	126,610	124,571	110,971	131,090	131,090	5%
City Treasurer	2,190	2,194	2,371	2,288	2,369	2,369	0%
Total	137,088	128,804	126,942	113,259	133,459	133,459	5%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	137,088	128,804	126,942	113,259	133,459	133,459	5%
Total	137,088	128,804	126,942	113,259	133,459	133,459	5%

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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 2013/2014 Annual Operating Budget

Department: City Administration

All Divisions

	Actual		Estimated			
Workload Indicators	2010/2011	2011/2012	Actual 2012/2013	Adopted 2013/2014		
City Manager (hours)						
Council agenda and meeting prep.	500	500	500	500		
Attend Council meetings	120	120	75	75		
Personnel	300	300	300	500		
Bonds	100	100	50	50		
Intergovernmental relations	200	150	150	150		
Citizen inquiries	150	150	150	150		
Public Works/Comm. Develop. Proj.	600	600	600	600		
Claims and litigation	150	150	150	150		
Franchise	50	50	50	50		
Bids and contracts	125	125	75	75		
Special Events	50	50	50	50		
Utility fees	200	100	100	100		
Main Street & Parking	125	125	125	125		
Ordinances and resolutions	150	150	150	150		
Redevelopment		500	50	0		
Economic Development			350	350		
City Attorney (hours)						
Council agenda and meeting prep.	53	25	25	25		
Attend Council meetings	38	19	96	75		
Personnel	113	55	55	55		
Bonds	56	28	20	10		
Respond to subpoenas/records reqs.	75	37	35	20		
Public Works/Comm. Develop. Proj.	169	84	85	50		
Claims	94	47	50	50		
Litigation	113	56	60	60		
Bids and contracts	75	37	35	25		
Ordinances and resolutions	94	47	45	45		
Collections	38	19	5	5		
Utility fees	113	56	20	20		
Parking	38	19	5	5		
Franchise	23	11	5	5		
Redevelopment	121	40	10	0		
Grant Administration (hours)						
Loan Reuse Program	100	50	25	0		
Small Business Loans	100	50	25	0		
Code Enforcement - Citizen Inquiries	150	150	75	0		
Downtown Streetscape-Parking	100	50	25	0		
Grant Development	100	100	50	50		
CEC-ARRA Grant	200	100	50	0		
CDBG 1st-Time Homebuyer/Housing Rehab	200	50	25	25		
City Clerk (#/Hrs)						
Agendas/Minutes	50/637.5	50/637.5	50/637.5	54/637.5		
Resolutions	100/200	100/200	100/200	100/200		
Ordinances	8/16	5/10	5/10	5/10		
Economic Interest Statements	62/93	62/93	62/93	62/93		
Citizen calls & inquires	2,000/10	2,000/10	2,000/10	2,000/10		
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.		
Public records requests	200/200	300/300	300/300	300/300		
Human Resources (#/hrs)						
Recruitments	5/180	5/180	5/180	7/252		
Reclassifications	4/144	0	2/4	2/4		
Orientations	4/4	4/4	5/5	7/7		
Process new hires including seasonal	4/4	4/4	5/5	10/10		
Risk Management						
Liability claims processed	15/120	15/120	15/120	15/120		
Worker's Comp claims existing	16/64	21/84	21/84			
Worker's comp. claims	7/56	7/56	7/56	7/56		
COBRA Administration	5/5	3/3	3/3	3/3		
Information Services (% hrs)						
Network administration	20%	20%	20%	20%		
Computer service calls/training	20%	20%	20%	20%		
Project management	30%	30%	30%	30%		
Updating skills/administration	30%	30%	30%	30%		
Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
City Manager / Attorney	1.0	0.0	0.0	0.0	0.0	0%
City Manager	0.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Administrative Specialist	0.5	0.0	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	5.0	5.0	5.0	5.0	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

City Administration

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	727,666	614,078	588,463	566,590	613,217	613,217	4%
Materials and supplies	3,138	4,288	4,490	4,083	4,490	4,490	0%
Contract Services	251,386	287,961	147,366	413,663	149,708	149,708	2%
Overhead	38,000	38,000	38,000	38,000	38,000	38,000	0%
Other expense	6,976	8,646	6,255	7,915	16,822	16,822	169%
Capital outlay	912	496	4,413	4,415	6,779	6,779	54%
Total	1,028,078	953,469	788,987	1,034,666	829,016	829,016	5%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Legal Services	82,211	63,666	70,983	71,191	75,164	613,217	6%
Litigation	126,258	166,267	-	246,297	-	4,490	0%
City Manager	342,431	262,865	261,306	261,155	285,321	149,708	9%
Information Services	307,089	329,808	336,323	310,732	338,583	38,000	1%
Human Resources	102,438	107,713	107,319	131,992	115,889	16,822	8%
Grant Administration	58,485	17,004	-	-	-	6,779	0%
City Clerk	9,166	6,146	13,056	13,299	14,059	-	8%
Total	1,028,078	953,469	788,987	1,034,666	829,016	829,016	5%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	646,352	560,828	574,962	589,699	612,049	612,049	6%
General Liability Fund	126,258	166,267	-	246,297	-	-	0%
Grant Funds	58,485	17,004	-	-	-	-	0%
Water Enterprise Fund	98,492	104,484	106,925	99,248	103,433	103,433	-3%
Sewer Enterprise Fund	98,491	104,886	107,100	99,422	113,534	113,534	6%
Total	1,028,078	953,469	788,987	1,034,666	829,016	829,016	5%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: City Attorney

2012/2013 REVIEW

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

2013/2014 BUDGET

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

	Actual	Actual	Estimated		Council	% Change
	2010/2011	2011/2012	Actual	Proposed	Approved	from 12/13
Department Staff by Position			2012/2013	2013/2014	2013/2014	Budget
City Manager / Attorney	0.14	0.00	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	0.30	0.30	0.30	0.30	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

City Attorney

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	49,562	34,308	18,683	18,891	22,864	22,864	22%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	155,782	193,093	49,500	295,797	49,500	49,500	0%
Overhead	-	-	-	-	-	-	0%
Other expense	3,125	2,532	2,800	2,800	2,800	2,800	0%
Capital outlay	-	-	-	-	-	-	0%
Total	208,469	229,933	70,983	317,488	75,164	75,164	6%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Legal Services	82,211	63,666	70,983	71,191	75,164	75,164	6%
Litigation	126,258	166,267	-	246,297	-	-	0%
Total	208,469	229,933	70,983	317,488	75,164	75,164	6%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	82,211	63,666	70,983	71,191	75,164	75,164	6%
General Liability Reserve	126,258	166,267	-	246,297	-	-	0%
Total	208,469	229,933	70,983	317,488	75,164	75,164	6%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: City Manager

2012/2013 REVIEW		2013/2014 BUDGET	
<ul style="list-style-type: none"> ■ Monitored and provided oversight for bonds regarding defaulted subdivisions. ■ Monitored pending and existing legislation. ■ Pursued Economic Development including establishment of an Economic Strategic Plan. ■ Continued to monitor 3-cart system and procedures for exclusions to mandatory solid waste service. ■ Monitored Water Reclamation Facility regulatory issues. ■ Monitored Waste Connections' performance. ■ Assisted in coordination of City committees. ■ Monitored and reviewed parking regulations and implemented approved changes to regulations. ■ Continue to implement downtown revitalization. ■ Continued work with merchants regarding cleaning downtown and solid waste pick-up. ■ Reviewed personnel matters - salaries/benefits/discipline. ■ Assisted in code enforcement. ■ Continued to assist in web page development and updates. ■ Implemented recommended changes to Information Technology Division. ■ Monitored development of Placerville Station II. ■ Participated in meetings, by phone and in person, with elected representatives in Washington and Sacramento. ■ Monitored State's budget process. ■ Participated with PDA in planning and coordinating downtown events. ■ Oversee City budget preparation. ■ Monitored transportation-related projects. ■ Monitored bidding and construction of Phase IA of Western Placerville Interchange. ■ Continue to search for alternatives for new Public Safety Building. ■ Reviewed all new hires and personnel forms. ■ Continued to work with transit regarding jury issues. ■ Implemented provisions of Lease/Purchase Agreement for Old City Hall. ■ Reviewed and considered plaza improvements for new City Hall. ■ Continued to pursue any alternatives for recovering loan to Redevelopment Agency. ■ Implement Buxton Business Attraction/Retention Study. ■ Monitor CDBG application and assist in preparation of new grant applications. ■ Continued Neighborhood Chats. ■ Implemented Reorganization of Community Development and Engineering. ■ Supervised claims and litigation. ■ Monitored transportation-related projects. ■ Continued to improve communication with the public, including continued use of Facebook 		<ul style="list-style-type: none"> ■ Continue to look at workout options for Defaulted Bonds. ■ Monitor pending and existing legislation. ■ Continue establishment of an Economic Strategic Plan and look at interim economic development efforts. ■ Implement Business Outreach Visits Program. ■ Continue to monitor 3-cart system and procedures for exclusions to mandatory solid waste service. ■ Monitor Water Reclamation Facility regulatory issues. ■ Monitor Waste Connections' performance. ■ Assist in coordination of City committees. ■ Monitor and review parking regulations and implement approved changes to regulations. ■ Research funding options for maintenance of parking facilities. ■ Pursue funding options to implement downtown revitalization. ■ Continue to work with merchants regarding cleaning downtown. ■ Review and oversee personnel matters - salaries/benefits/discipline. ■ Continue to review and implement web page updates. ■ Continue to monitor development of Placerville Station II. ■ Participate in meetings, by phone and in person, with elected representatives in Washington and Sacramento. ■ Monitor State's budget process. ■ Participate with PDA in planning and coordinating downtown events. ■ Oversee City budget preparation. ■ Monitor transportation-related projects. ■ Monitor bidding and construction of Phase IA of Western Placerville Interchange. ■ Continue to search for alternatives for new Public Safety Building. ■ Review all new hires and personnel forms. ■ Review ways to implement City Newsletter – E-newsletter. ■ Pursue options for renovation and/or sale of Old City Hall. ■ Review and consider plaza improvements for new City Hall. ■ Continue to explore ways to better implement Buxton Business Attraction/Retention Study. ■ Monitor CDBG application and assist in preparation of new grant applications. ■ Continue Neighborhood Chats to improve communication for intergovernmental relations. ■ Continue reorganization of new Development Services Department. 	

	Actual	Actual	Estimated		Council	% Change
Department Staff by Position	2010/2011	2011/2012	Actual	Proposed	Approved	from 12/13
			2012/2013	2013/2014	2013/2014	Budget
City Manager / Attorney	0.86	0.00	0.00	0.00	0.00	0%
City Manager	0.00	1.00	1.00	1.00	1.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0%
Total	1.56	1.70	1.70	1.70	1.70	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

City Manager

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	314,950	246,026	247,347	247,611	271,746	271,746	10%
Materials and supplies	1,272	1,415	1,250	750	1,250	1,250	0%
Contract Services	25,673	14,106	11,600	11,600	11,600	11,600	0%
Overhead	-	-	-	-	-	-	0%
Other expense	536	1,305	1,109	1,194	725	725	-35%
Capital outlay	-	13	-	-	-	-	0%
Total	342,431	262,865	261,306	261,155	285,321	285,321	9%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
City Manager	342,431	262,865	261,306	261,155	285,321	285,321	9%
Total	342,431	262,865	261,306	261,155	285,321	285,321	9%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	342,431	262,865	261,306	261,155	285,321	285,321	9%
Total	342,431	262,865	261,306	261,155	285,321	285,321	9%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: Information Services

2012/2013 REVIEW	2013/2014 BUDGET
<ul style="list-style-type: none"> ■ 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, and Parking Structure). ■ Provided electronic survey(s) from our website. ■ Supported e-mailing of Council and Planning Commission Agendas to our ever-growing distribution lists. ■ Supported ever growing needs of our website. ■ 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. 	<ul style="list-style-type: none"> ■ Provide email and/or phone support to the public regarding our website. ■ Provide internal staff support regarding our website. ■ Install and train users with Grancius application, used to post streaming Council Meetings footage on our website. ■ Upgrade “Planet Press” software to newest version. ■ Replace old “Planet Press” computer and operating system. ■ Enhance security of Aquatic Center computer (Software). ■ Upgrade “Net Motion” software (used for in-car computers at the Police station). ■ Repair broken security camera located on top of the bell tower. ■ Assist with installing the new Council Chambers cameras and equipment. ■ Provide computer and projector needs to City Council meetings. ■ Upgrade our (PPD), security camera archive storage capacity by using a HLS grant. ■ Upgrade our PPD interrogation room A/V and video archiving system. ■ Upgrade Finance department software to implement bar coding for Utility billing. ■ Provide software and hardware and moral support for our parking meters throughout Placerville

	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Department Staff by Position						
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Total	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Information Services

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	202,226	211,230	215,243	189,650	203,849	203,849	-5%
Materials and supplies	1,830	2,873	3,240	3,240	3,240	3,240	0%
Contract Services	62,908	75,884	74,266	74,266	75,608	75,608	2%
Overhead	38,000	38,000	38,000	38,000	38,000	38,000	0%
Other expense	1,213	1,338	1,161	1,161	11,107	11,107	857%
Capital outlay	912	483	4,413	4,415	6,779	6,779	54%
Total	307,089	329,808	336,323	310,732	338,583	338,583	1%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Information Services	307,089	329,808	336,323	310,732	338,583	338,583	1%
Total	307,089	329,808	336,323	310,732	338,583	338,583	1%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	110,106	120,438	122,298	112,062	121,616	121,616	-1%
Water Enterprise Fund	98,492	104,484	106,925	99,248	103,433	103,433	-3%
Sewer Enterprise Fund	98,491	104,886	107,100	99,422	113,534	113,534	6%
Total	307,089	329,808	336,323	310,732	338,583	338,583	1%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: Human Resources

2012/2013 REVIEW	2013/2014 BUDGET
<ul style="list-style-type: none"> Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for seven City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing. Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators. Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees. Met with California Occupational Safety & Health Administration (OSHA) consultants to confirm the City's SB 198 Safety Program was in compliance. Drafted mandated Heat Illness Prevention Program Policy. Coordinate Sexual Harassment Training for supervisory employees. Drafted revised Personnel System Rules & Regulations. 	<ul style="list-style-type: none"> Continue to seek creative avenues of attracting top candidates for positions within City service. Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association, and other local agencies. Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities. Expand Safety Program to encourage a safety culture within the City. Work with City Manager to disseminate draft revised Personnel Rules to employee groups and work toward Council approval. Work with City's insurance committee to continue to reduce costs of employee health benefits.

Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0%
City Clerk						
Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	0%

Fiscal Year 2013/2014 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	100,253	103,316	104,819	108,150	112,389	112,389	7%
Materials and supplies	-	-	-	47	-	-	0%
Contract Services	2,016	2,118	2,000	22,000	2,000	2,000	0%
Overhead	-	-	-	-	-	-	0%
Other expense	169	2,279	500	1,795	1,500	1,500	200%
Capital outlay	-	-	-	-	-	-	0%
Total	102,438	107,713	107,319	131,992	115,889	115,889	8%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Human Resources	102,438	107,713	107,319	131,992	115,889	115,889	8%
Total	102,438	107,713	107,319	131,992	115,889	115,889	8%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	102,438	107,713	107,319	131,992	115,889	115,889	8%
Total	102,438	107,713	107,319	131,992	115,889	115,889	8%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: Grant Administration



2012/2013 REVIEW <ul style="list-style-type: none"> ■ Attend Placerville Downtown Association Meetings. ■ Assist with Economic Development efforts. ■ Seek grant funding and other sources for major economic development projects within the City of Placerville. ■ Seek funding sources for implementation of Americans with Disabilities Act requirements prioritized by the City's Americans with Disabilities Advisory Committee. ■ Assist with effort to encourage retail business to locate within the City. ■ Continue Community Clean-Up Day. ■ Continue to assist in the management of solid waste pickup issues. ■ Continue to implement the ADA Transition Plan. ■ Continue to explore ways to increase diversion rate for Solid Waste. ■ Developing grant funding through CDBG, EDBG, EDA, CEC and other sources. ■ Assist City Manager in obtaining funding for energy savings program. ■ Assist in administration of CDBG 	2013/2014 BUDGET <ul style="list-style-type: none"> ■ Seek grant funding and other sources for major economic development projects within the City of Placerville. ■ Developing grant funding through CDBG, EDBG, EDA, CEC and other sources. ■ Assist in administration of CDBG
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	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Administrative Specialist	0.5	0.0	0.0	0.0	0.0	0%
Total	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: Grant Administration

<u>Division Budget by Category</u>	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Revised 2012/2013</u>	<u>Estimated Actual 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Council Approved 2013/2014</u>	<u>% Change from 12/13 Budget</u>
Personnel	58,485	17,004	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	58,485	17,004	-	-	-	-	0%

<u>Division Budget by Program</u>	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Revised 2012/2013</u>	<u>Estimated Actual 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Council Approved 2013/2014</u>	<u>% Change from 12/13 Budget</u>
Grant Administration	58,485	17,004	-	-	-	-	0%
Total	58,485	17,004	-	-	-	-	0%

<u>Funding Sources</u>	<u>Actual 2010/2011</u>	<u>Actual 2011/2012</u>	<u>Revised 2012/2013</u>	<u>Estimated Actual 2012/2013</u>	<u>Proposed 2013/2014</u>	<u>Council Approved 2013/2014</u>	<u>% Change from 12/13 Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	58,485	17,004	-	-	-	-	0%
Total	58,485	17,004	-	-	-	-	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department: City Administration

Division: City Clerk

2012/2013 BUDGET REVIEW

- Continued the process of converting City records into a digital format.
- Successful in obtaining a Northern California City Clerks Association Technology Grant for video streaming of Council meetings.
- 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, and shredding of non-record documents.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- 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, and application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.
- Acted as Secretary to the Redevelopment Agency for procedural documentation of redevelopment process for part of the 2012 fiscal year.

2013/2014 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 to build a searchable index of all City resolutions from 1900 to present. To date, 1900 to 1958 and from 1987 to present have been indexed.
- 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 track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Administer the opening, notification, and application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2013.
- Continue to closely monitor 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 2013/2014 Annual Operating Budget

Department: City Administration

Division: City Clerk

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	2,190	2,194	2,371	2,288	2,369	2,369	0%
Materials and supplies	36	-	-	46	-	-	0%
Contract Services	5,007	2,760	10,000	10,000	11,000	11,000	10%
Overhead	-	-	-	-	-	-	0%
Other expense	1,933	1,192	685	965	690	690	1%
Capital outlay	-	-	-	-	-	-	0%
Total	9,166	6,146	13,056	13,299	14,059	14,059	8%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
City Clerk	9,166	6,146	13,056	13,299	14,059	14,059	8%
Total	9,166	6,146	13,056	13,299	14,059	14,059	8%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	9,166	6,146	13,056	13,299	14,059	14,059	8%
Total	9,166	6,146	13,056	13,299	14,059	14,059	8%

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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 2013/2014 Annual Operating Budget

Department: Finance

All Divisions

	Actual	Actual	Estimated	Adopted
Workload Indicators	2010/2011	2011/2012	Actual 2012/2013	2013/2014
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	3	5	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	48	48	48
Deposits/revenues	700/\$17m	700/\$17m	600/\$17m	600/\$17m
Accounts receivable billings	5,000	5,000	5,000	5,000
Development Trust Accounts	31	28	27	30
Payable checks processed	3,159/\$8m	2,994/\$9m	3,000/\$10m	3,000/\$9m
Business license applications	150	149	160	160
Bad checks recovered	36/\$15,964	30/\$14,000	45/\$9,678	45/\$9,678
Payroll				
Payroll transactions processed	3,736/\$8.2m	3,402/\$7.8m	3,400/\$7.9m	3,400/\$7.8m
Processed payroll (FT/PT)	83/152	83/139	90/138	85/140
Action forms processed (FT)	50	60	45	45
New hire orientation	9	7	15	10
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,000	18,500	18,000	18,000
Bills issued	22,500	22,500	22,536	22,536
Liens filed/released	2	9	15	15
Discovery of non-paying users	3/\$3,000	2/\$2,000	8/\$18,000	2/\$2,000
State mandated reports	2	2	2	2
Judgements Placed	7	11	15	15
Payment plans established	350	325	375	375

	Actual	Actual	Estimated	Proposed	Council	% Change
Department Staff by Position	2010/2011	2011/2012	Actual 2012/2013	2013/2014	Approved 2013/2014	from 12/13 Budget
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	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%
Total	6.1	6.1	6.1	6.1	6.1	0%

Fiscal Year 2013/2014 Annual Operating Budget

Department Budget

Finance

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	499,333	517,152	523,690	525,503	562,807	562,807	7%
Materials and supplies	10,320	6,676	8,700	8,100	8,300	8,300	-5%
Contract Services	26,084	23,452	28,300	19,146	31,200	31,200	10%
Overhead	67,000	67,000	67,000	67,000	67,000	67,000	0%
Other expense	8,473	11,814	12,572	12,115	13,090	13,090	4%
Capital outlay	694	-	645	645	645	645	0%
Total	611,904	626,094	640,907	632,509	683,042	683,042	7%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Financial Management	267,102	278,240	276,816	277,787	298,814	298,814	8%
Utility Billing	344,802	347,854	364,091	354,722	384,228	384,228	6%
Total	611,904	626,094	640,907	632,509	683,042	683,042	7%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	267,102	278,240	276,816	277,787	298,814	298,814	8%
Water Enterprise Fund	173,427	174,886	183,545	178,320	193,614	193,614	5%
Sewer Enterprise Fund	171,375	172,968	180,546	176,402	190,614	190,614	6%
Total	611,904	626,094	640,907	632,509	683,042	683,042	7%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Finance

Division: Financial Management

2012/2013 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 the collections of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plan.
- Administered City's CalPERS Retirement plan.
- Co-facilitated the Health Benefits Advisory Committee.
- Completed comprehensive 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.
- 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.
- Continued 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.
- Co-facilitated negotiations for new multi-year wholesale water rates.
- Facilitated the exploration of a new Community Development software suite including online permit processing.
- Prepared and issued an RFP for financial auditing services.

2013/2014 BUDGET

- Prepare interim budget reports and analysis to keep City Council and staff apprised of City's financial position.
- Continue to monitor economic data and provide analysis to management and the City Council.
- Manage City's short and long-term cash flow and investment needs.
- Refine the archival of development project cost accounting by implementing the new work order program.
- Administer medical insurance open enrollment process.
- Develop an OMB Circular A-87 Federally audited overhead rate in an effort to recover all costs related to federally funded CIP projects.
- Continue to assist all departments with budget controls and provide financial analysis.
- Provide analysis and representation for the collective bargaining process.
- Administer City's Section 125 plan.
- Manage City's IRS Section 457 Deferred Compensation Plan.
- Closely monitor State budget proposals affecting local government and provide analysis to management and the City Council.
- Administer City's CalPERS Retirement plan.
- Revise budget according to City Council action.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Complete implementation of the new purchase order software.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at meetings for 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.
- Implement the mandated changes associated with the Affordable Care Act.
- Study other available risk pools that provide general liability, property, and worker's compensation insurance products.
- Address shortfall of the Orchard Hill LLMD assessments as compared to current operating and infrastructure needs.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Develop plan to address the underfunding of Downtown Parking District operations and infrastructure.
- Co-facilitate the creation of a comprehensive Capital Improvement Program.

Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 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%
Total	2.7	2.7	2.7	2.7	2.7	0%

Fiscal Year 2013/2014 Annual Operating Budget
Division Budget
Financial Management

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	256,427	264,092	266,592	268,250	286,099	286,099	7%
Materials and supplies	-	178	100	-	100	100	0%
Contract Services	8,155	11,458	6,600	6,717	9,800	9,800	48%
Overhead	-	-	-	-	-	-	0%
Other expense	2,289	2,512	3,309	2,605	2,600	2,600	-21%
Capital outlay	231	-	215	215	215	215	0%
Total	267,102	278,240	276,816	277,787	298,814	298,814	8%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Financial Analysis	160,261	166,944	166,090	166,672	179,288	179,288	8%
Accounts Payable/Receivable	80,131	83,472	83,045	83,336	89,644	89,644	8%
Bond Administration	21,368	22,259	22,145	22,223	23,905	23,905	8%
Mandated Reporting	5,342	5,565	5,536	5,556	5,976	5,976	8%
Total	267,102	278,240	276,816	277,787	298,814	298,814	8%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	267,102	278,240	276,816	277,787	298,814	298,814	8%
Total	267,102	278,240	276,816	277,787	298,814	298,814	8%

Fiscal Year 2013/2014 Annual Operating Budget

Department: Finance

Division: Utility Billing

2012/2013 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,536 utility billing statements.
- Established 375 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Successfully implemented the Council authorized increases in water and wastewater rates.
- Continued the sewer charge discount program paid for by the Measure H sales tax.

2013/2014 BUDGET

- Issue 22,536 utility billing statements.
- 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 debts.
- Update utility information page for the City's website.
- Work with the Engineering Division to implement a new automated water meter reading program.
- Implement planned increases in the water and wastewater rates.
- Revise utility application process.

Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 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%
Total	3.5	3.5	3.5	3.5	3.5	0%

Fiscal Year 2013/2014 Annual Operating Budget

Division Budget

Utility Billing

Division Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	242,906	253,060	257,098	257,253	276,708	276,708	8%
Materials and supplies	10,320	6,498	8,600	8,100	8,200	8,200	-5%
Contract Services	17,929	11,994	21,700	12,429	21,400	21,400	-1%
Overhead	67,000	67,000	67,000	67,000	67,000	67,000	0%
Other expense	6,184	9,302	9,263	9,510	10,490	10,490	13%
Capital outlay	463	-	430	430	430	430	0%
Total	344,802	347,854	364,091	354,722	384,228	384,228	6%

Division Budget by Program	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Utility Billing	344,802	347,854	364,091	354,722	384,228	384,228	6%
Total	344,802	347,854	364,091	354,722	384,228	384,228	6%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Water Enterprise Fund	173,427	174,886	183,545	178,320	193,614	193,614	5%
Sewer Enterprise Fund	171,375	172,968	180,546	176,402	190,614	190,614	6%
Total	344,802	347,854	364,091	354,722	384,228	384,228	6%

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Central Stores

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Fiscal Year 2013/2014 Annual Operating Budget

Central Stores

Department Budget by Category	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	23,248	(142,869)	18,522	21,526	27,140	27,140	47%
Contract Services	208,712	146,407	140,132	135,283	137,700	137,700	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	2,445,967	2,227,539	3,268,943	2,886,701	3,606,532	3,606,532	10%
Capital outlay	-	-	-	-	-	-	0%
Total	2,677,927	2,231,077	3,427,597	3,043,510	3,771,372	3,771,372	10%

Department Budget by Division	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
Central Stores	2,677,927	2,231,077	3,427,597	3,043,510	3,771,372	3,771,372	10%
Total	2,677,927	2,231,077	3,427,597	3,043,510	3,771,372	3,771,372	10%

Funding Sources	Actual 2010/2011	Actual 2011/2012	Revised 2012/2013	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
General Fund							
Discretionary Revenues	699,357	241,347	278,882	232,953	214,686	214,686	-23%
Gas Tax Fund	269,560	306,048	277,469	277,469	309,628	309,628	12%
Parking District Fund	(17,404)	(17,404)	(11,403)	(17,403)	(23,553)	(23,553)	107%
Grant Funds	(6,752)	-	-	-	-	-	0%
Measure J Fund	7,607	8,043	40,948	8,999	30,845	30,845	-25%
General CIP Fund	-	-	-	-	-	-	0%
LLMD Funds	6,744	6,928	9,459	6,928	8,991	8,991	-5%
BAD Funds	24,699	7,624	7,670	7,624	13,120	13,120	71%
CFD Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	159,823	110,576	219,442	219,442	237,074	237,074	8%
Sewer Enterprise Fund	1,319,225	1,143,039	1,786,045	1,784,340	2,451,434	2,451,434	37%
Measure H Fund	102,684	467,027	798,058	469,758	471,019	471,019	-41%
General Liability Fund	18,584	(42,151)	-	-	-	-	0%
Economic Impact Reserve	93,800	-	21,027	53,400	58,128	58,128	176%
Total	2,677,927	2,231,077	3,427,597	3,043,510	3,771,372	3,771,372	10%

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Authorized Staffing

Department Staff by Position	Actual 2010/2011	Actual 2011/2012	Estimated Actual 2012/2013	Proposed 2013/2014	Council Approved 2013/2014	% Change from 12/13 Budget
<i>Police Department</i>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	0%
Police Captain	1.0	1.0	1.0	0.3	0.3	-75%
Police Lieutenant	1.0	1.0	1.0	1.0	1.0	0%
Sergeant	3.0	3.0	4.0	4.0	4.0	0%
Officer	11.0	10.0	10.0	10.0	10.0	0%
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%
Subtotal	27.5	26.5	27.5	26.8	26.8	-3%
<i>Development Services Department</i>						
Director of Development Services	0.0	1.0	1.0	1.0	1.0	0%
Director of Community Development	0.5	0.0	0.0	0.0	0.0	0%
Director of Public Works	0.5	0.0	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	1.0	1.0	1.0	1.0	0%
Associate Engineer	1.5	0.5	0.5	1.0	1.0	100%
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 Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Water Redamation Facility Operator IV	1.5	2.5	1.0	1.0	1.0	0%
Water Redamation Facility Operator III	1.0	0.0	0.0	0.0	0.0	0%
Electronic/Electrical Technician	1.0	1.0	1.0	1.0	1.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0%
Maintenance Worker II	0.0	1.0	0.0	0.0	0.0	0%
Subtotal	17.9	19.0	16.5	17.0	17.0	3%

Department Staff by Position (Cont.)	Actual 2010/2011	Actual 2011/2012	Actual 2012/2013	Proposed 2013/2014	Approved from 12/13 2013/2014	Budget
<i>Community Services Department</i>						
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0%
Retired Annuitant	0.3	0.0	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	2.0	1.0	0.0	0.0	-100%
Maintenance Worker II	5.0	5.9	5.4	4.9	4.9	-9%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0%
Public Works Superintendent	1.4	1.0	1.0	1.0	1.0	0%
Assistant Public Works Superintendent	0.0	0.0	0.0	1.0	1.0	0%
Maintenance Mechanic	0.0	0.0	0.5	1.0	1.0	100%
Maintenance Worker I	5.0	4.0	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	2.0	1.0	1.0	1.0	1.0	0%
Recreation Supervisor	0.5	1.5	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%
Subtotal	23.6	23.4	22.4	22.4	22.4	0%
<i>City Administration</i>						
City Manager / Attorney	1.0	0.0	0.0	0.0	0.0	0%
City Manager	0.0	1.0	1.0	1.0	1.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0%
Administrative Specialist	0.5	0.0	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%
Subtotal	5.5	5.0	5.0	5.0	5.0	0%
<i>Finance Department</i>						
Director of Finance	1.0	1.0	1.0	1.0	1.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0%
Accounting Assistant II	2.0	2.0	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%
Subtotal	6.1	6.1	6.1	6.1	6.1	0%
Total All Departments	80.6	80.0	77.5	77.3	77.3	0%

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