

# CITY OF PLACERVILLE



## PROPOSED OPERATING BUDGET 2016/2017



CITY OF PLACERVILLE  
PROPOSED OPERATING BUDGET  
2016/2017

CITY COUNCIL

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

INTERIM CITY CLERK

Regina O'Connell

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Scott Heller, Chief of Police  
Pierre Rivas, Director of Development Services  
Dave Warren, Director of Finance  
Steve Youel, Director of Community Services

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# City of Placerville

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

June 28, 2016

Honorable Mayor and  
City Councilmembers of the  
City of Placerville

Re: Fiscal Year 2016-2017 Budget Message

Dear Mayor Wilkins and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2016-2017. Although we continue to see improvements in revenues, expenses also continue to grow. This continues to create tight budgets each fiscal year. However we continue to balance our budget and provide a good level of service to the Citizens of Placerville. Last year, for the first time since 1992, we were able to eliminate the 2 hour Friday furlough and implement a 40 hour standard work week. Although these 2 hours may seem minimal, it was the starting point to restoring employee compensation and staffing levels to meet demands. This year, we have provided some employee increases for the first time in many years. We continue to struggle to identify funding for equipment repair and replacement. At the budget hearing we committed to bring back an equipment replacement program this fall. It is a pleasure this year to once again present you with a balanced budget, noting that some reserves are used for one-time purchases. The budget document should be a tool used to educate our citizens. We have continued the Budget Fact Sheet to educate citizens on how their tax dollars are spent. We will update and expand this document this year.

The budget format is similar to last year's in that it again addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures. No major changes are being proposed in this budget with the exception of the freezing of one vacant Police Officer position and the addition of "rover Police Dispatchers" to reduce overtime costs. These changes are shown in the Patrol Division and the Records and Dispatch Division sections of the budget related to the Police Department.

The process in developing a proposed budget involves the Budget Team (comprised of the department heads) meeting as a group on several occasions and reviewing each department's ongoing annual expenditures, Capital Outlay requests, Alternative Service Level requests, Capital Improvement Program requests, and Conference, Training, and Travel requests. These requests are measured against each

department's goals and objectives and ultimately the Council's identified goals. The requests are then prioritized, and recommended to Council at a budget Workshop.

Council assists in the prioritization of requests, and the final document is developed. The requests included in the proposed budget are arrived at through consensus only after lengthy and critical analysis. The budget includes some revenues to continue our efforts to replace aging equipment.

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

For the Fiscal Year 2016-2017 budget, revenues continue to improve. Sales tax revenue growth continues to improve which allows us to meet the demands for services. Staff continues to be conservative in our recommended estimates of revenues. Prior to this past year we have consistently out-paced the State estimates for sales tax growth. In 2015 with the addition of some new businesses, we have seen our sales tax revenue again outpace the state estimates. With that information we continue to be conservative and only match the State estimates for the coming year. Through conservative spending and monitoring of all revenues and expenditures, we have maintained a balanced budget. This year we have stayed within our \$75,000 planned contingency and due to higher than expected revenues, it appears the transfer from reserves for that contingency will not be necessary. For the 2014-2015 fiscal year, we realized a \$266,518 surplus due to positive sales tax returns and efficiency in providing services. This funding will again be used to shore up our reserves.

This year's budget includes some general Capital Outlay requests that are necessary to maintain safety for employees. All general Capital Outlay is being funded through Grants, \$43,311, and existing funding in the Equipment Replacement Fund, \$22,134. These include various small equipment for public works and safety equipment for police. Only one Capital Improvement Program project is included in this year's General Fund which is a project to trim and improve the health of the City Christmas Tree on the corner of Bedford Avenue and Main Street. Two sewer projects are proposed to improve aging infrastructure. The Community Promotions grant program is not funded this year.

This year's proposed budget as presented also reflects certain assumptions. Sales tax revenues are projected to increase by 5.28%, or \$228,549, matching the states estimates. The proposed budget reflects projected increases in health insurance, including medical, dental and vision. Savings continue to be realized in the ancillary programs due to changes made in the past. The budget continues the temporary change from full-exposure personnel cost budgeting to anticipated personnel costs based on actual employee trends. As a result, the Fiscal Year 2016-2017 General Fund Budget is \$8,239,707 or 3.28% more than the Fiscal Year 2015-2016 revised budget.

This budget reflects minimal employee salary increases. We continue to look at ways to maximize revenues and reduce costs. The second-tier retirement and PEPRA plans continue to produce savings. This year, that amount equals \$226,988 in savings. The City continues to budget primarily mandated training or training that is reimbursable such as POST Training for Police Officers is included in the budget. In addition, this year's budget reduces training for Councilmembers. Mandated cost reimbursements are included in the amount of \$5,800.

Staff continues to evaluate all programs to determine ways to operate more efficiently. Staffing levels are still well below historical levels. Staff is looking at ways to fund additional staffing to meet our

needs, especially in the water and sewer funds. Finally, the General Fund budget does include a modest contingency in the amount of \$75,000 to be funded from the Reserve for Economic Uncertainties.

Included with this document is the budget for both the Water Enterprise Fund and the Sewer Enterprise Fund. Sewer Rate Discounts, which are paid for by the Measure H Fund, are again included in this year's budget. Council approved a Water and Sewer Rate study which will be completed this fall or early winter. Implementation of new recommended rates is estimated to take place in early 2017 which are necessary to fund debt service. Upon recommendation from the Measure H Sales Tax Committee, the budget includes \$611,086 in water and sewer line replacement funds to complete one existing CIP project. This project includes improvements to two sewer lift stations. This project is a high priority and part of much needed replacement of aging infrastructure.

As part of its "workout" plan for the \$42,864,638 State Revolving Fund (SRF) Loan, the City has set aside Sewer Enterprise Fund net revenues in a Rate Stabilization Reserve since Fiscal Year 2009/2010. We anticipate the Rate Stabilization Reserve will have a balance of approximately \$647,164 as of June 30, 2016. The third full \$1,528,631 payment towards the 2006 SRF loan was made in September of 2015. The proposed Sewer Enterprise Fund Budget assumes \$66,808 from the Rate Stabilization Reserve this year to make that loan payment. Although the Sewer Enterprise Fund has the appearance of a \$66,808 operating deficit, the planned use of \$66,808 in Rate Stabilization Reserve funds to "smooth" future rate increases over the next few years is a prudent plan until sewer rates are incrementally adjusted to achieve 100% funding of the loan payment from operating revenues.

One area of major concern is staffing in the Water Distribution, Sewer Collection, and Storm Drain Divisions. Additional State requirements continue to overburden routine operations in these departments. We will attempt to address the funding problem through the Water and Sewer Rate Study being completed this fall. However, there is no secure source for funding storm drain requirements. The City is required to implement best practices for storm drain systems. The current permit as required by the State lists new requirements to be completed each year. Only minimal implementation has been completed to date. Without identifying additional staffing to implement these functions, the City could be subject to penalties. We will continue to seek ways to fund these permit requirements this year.

The Measure J Fund continues to show improvement due to sales tax revenue gains and negotiated benefit concessions. This year's budget uses \$110,740 from reserves, however this includes a \$42,187 payment to the loan from the Reserve for Economic Uncertainties as agreed upon with the Placerville Police Officers Association. This is the final payment on the loan from the Reserve. Measure J sales tax provides funding for enhancements to the salaries and benefits for public safety employees. If sales tax revenues continue to improve, the Measure J Fund should remain in a positive position.

The Downtown Parking Fund Budget continues to run in a deficit, using General Fund revenues to balance it. Although the Fund is showing a balanced budget through transfers, no funding is going toward maintenance and upkeep of our parking facilities or overhead and administration. Deteriorating asphalt and other repairs to the various parking lots are an increasing problem. The Ad Hoc Parking Advisory Committee is expected to make recommendations for changes to shore up the fund this fall, 2016.

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

The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services in fiscally constrained years. Staff continues to closely monitor the budget to explore ways to more efficiently provide services. It is our hope that improvement will continue in our sales tax revenues, which will allow us to provide better service to the public. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

Director of Finance Dave Warren and his staff are to be commended for their excellent work and presentation of the budget. Each Department Head should also be recognized for their cooperation, dedication and sacrifice to achieve a balanced budget. I express my appreciation to all City Employees who work diligently to keep the City functioning during these difficult financial conditions. And, finally, I thank the Council for their support, direction, leadership and continued diligence in providing quality, efficient service to the public.

Very truly yours,



M. Cleve Morris  
City Manager  
City of Placerville



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# Organization Chart



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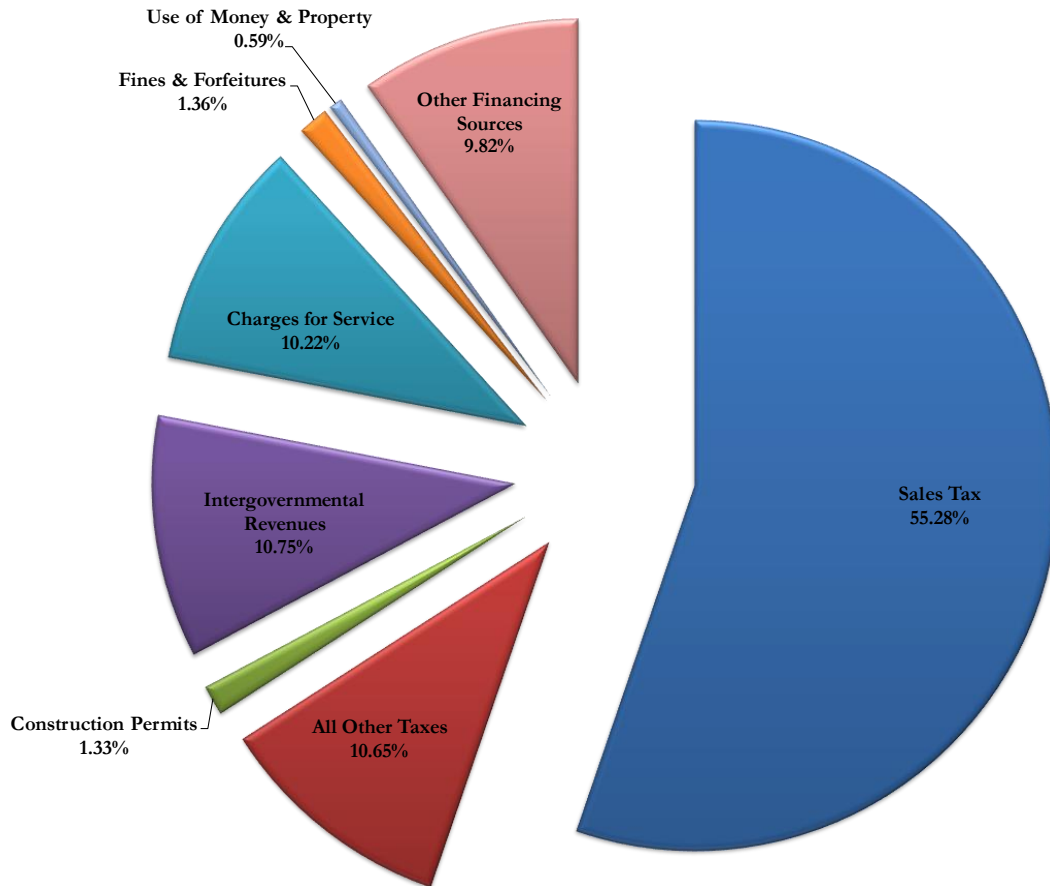
## **Revenue and Expenditure Summaries**



## Projected General Fund Revenues by Source Fiscal Year 2016/2017

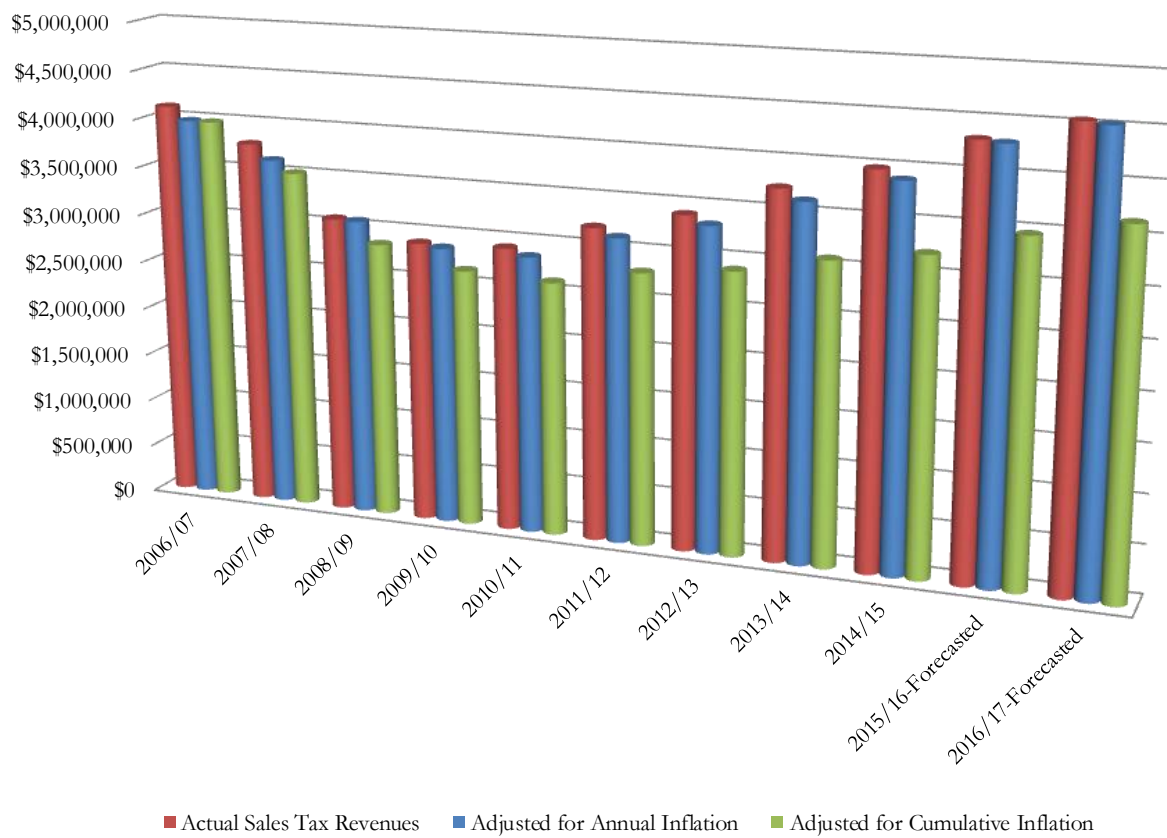
Sales Tax	\$	4,554,766	55.28%
All Other Taxes		877,621	10.65%
Construction Permits		110,000	1.33%
Intergovernmental Revenues		885,634	10.75%
Charges for Service		841,960	10.22%
Fines & Forfeitures		111,903	1.36%
Use of Money & Property		48,969	0.59%
Other Financing Sources		808,854	9.82%
<b>Total revenues</b>	<b>\$</b>	<b>8,239,707</b>	<b>100.00%</b>

# Projected General Fund Revenues By Source Fiscal Year 2016/2017



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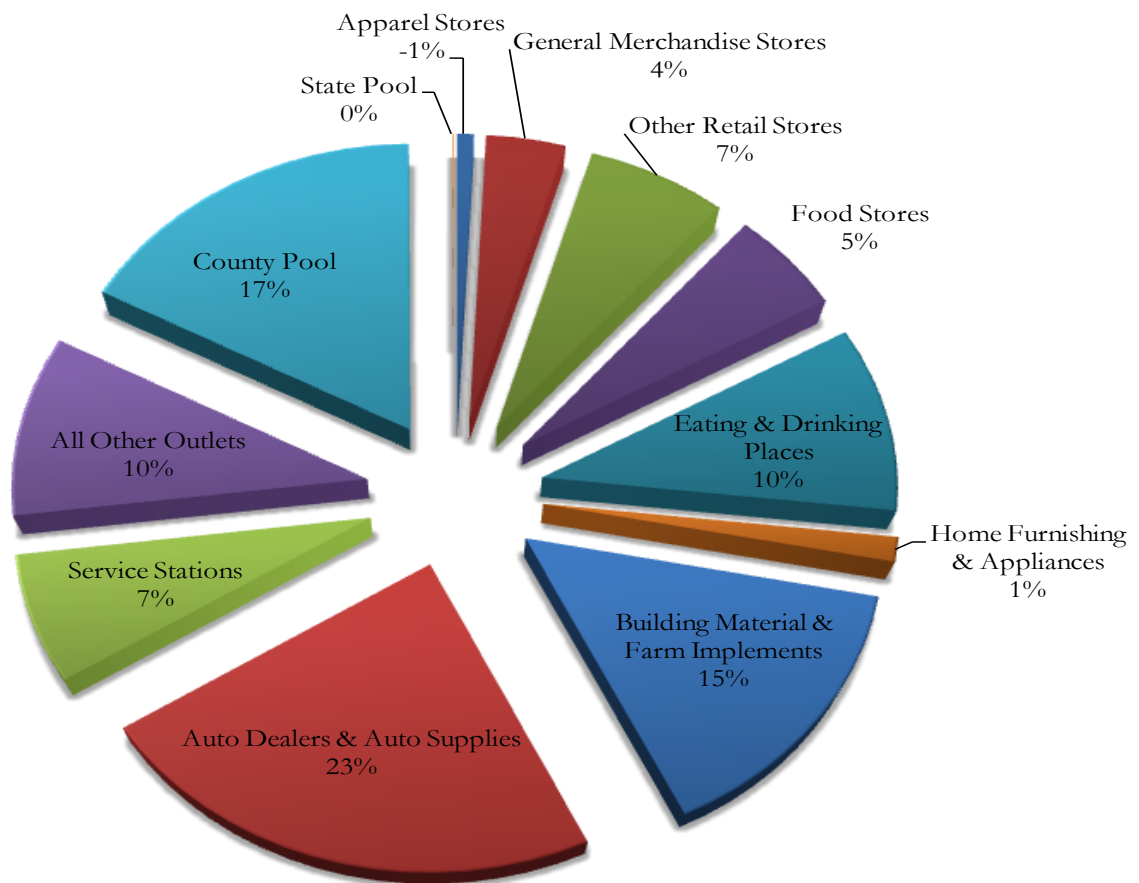
# Local Sales Tax Trend





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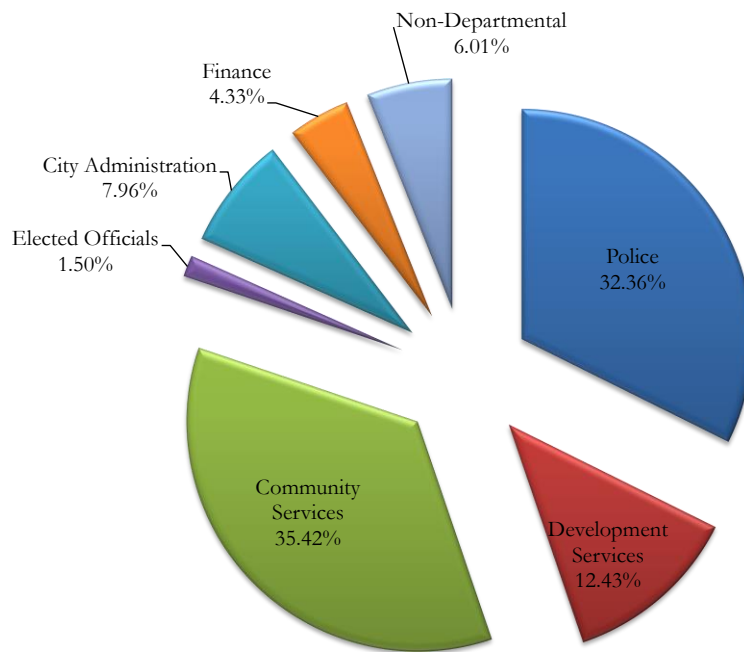
# Sales Tax Revenue Sources for the Quarter ended December 31, 2015



**Proposed General Fund Operating Budget  
Expenditures & Net Transfers In by Department  
Fiscal Year 2016/2017**

Police	\$ 2,665,992	32.36%
Development Services	1,024,078	12.43%
Community Services	2,918,181	35.42%
Elected Officials	123,489	1.50%
City Administration	656,117	7.96%
Finance	357,015	4.33%
Non-Departmental	494,835	6.01%
<b>Total</b>	<b>\$ 8,239,707</b>	<b>100.00%</b>

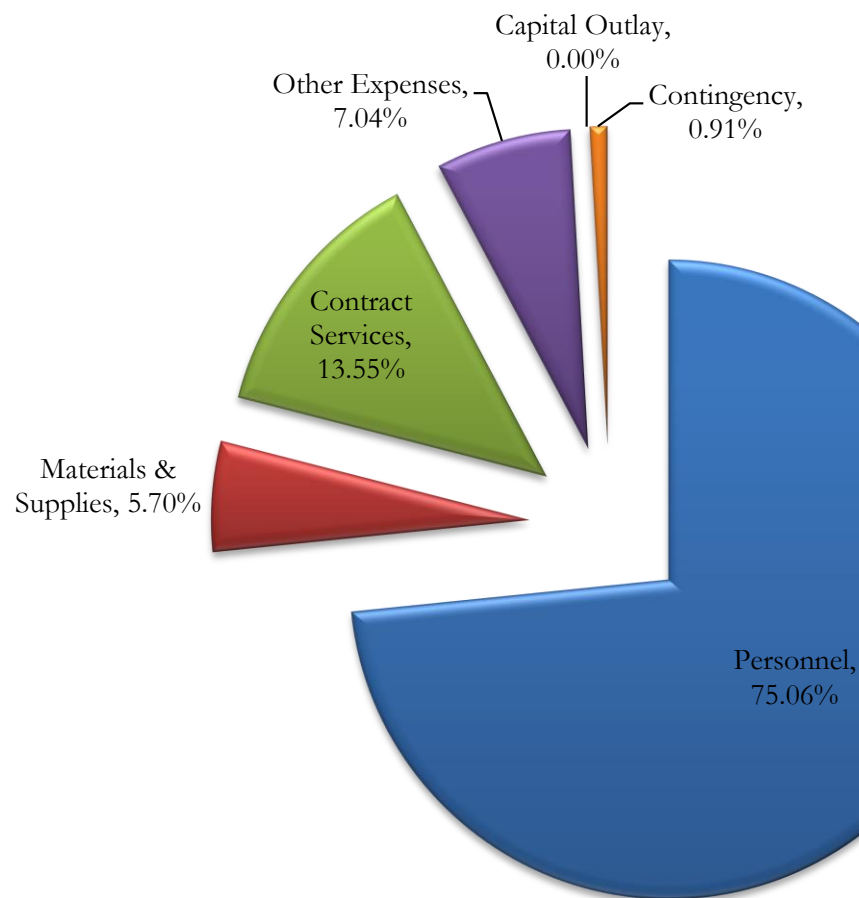
# Proposed General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2016/2017



**Proposed General Fund Operating  
Expenditures & Net Transfers In by Category  
Fiscal Year 2016/2017**

Personnel	\$ 6,184,682	75.06%
Materials & Supplies	470,074	5.70%
Contract Services	1,116,753	13.55%
Other Expenses	580,474	7.04%
Capital Outlay	-	0.00%
Contingency	75,000	0.91%
Subtotal expenditures	<u>8,426,983</u>	
Net Transfers In	<u>187,276</u>	-2.27%
 <b>Total expenditures &amp; transfers in</b>	 <u><u>\$ 8,239,707</u></u>	 100.00%

# Proposed General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2016/2017



Fiscal Year 2016/2017 Proposed Operating Budget

## Summary of Revenues – All Funds

	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Forecast 2015/2016</b>	<b>Proposed 2016/2017</b>
<b>GENERAL FUND</b>					
Sales Tax	\$ 3,740,000	\$ 3,988,576	\$ 4,199,241	\$ 4,326,218	\$ 4,554,766
Taxes - All Other	826,365	878,228	839,326	874,656	877,621
Licenses and Permits	100,252	106,417	110,000	113,952	110,000
Intergovernmental Revenues	778,458	843,646	829,603	851,087	885,634
Charges for Services	696,635	824,889	792,645	845,956	841,960
Fines and Forfeitures	112,718	111,126	115,500	142,858	111,903
Use of Money and Property	74,648	79,360	50,120	39,377	48,969
Other Financing Sources	577,000	577,000	893,188	756,630	808,854
Subtotal	<u>\$ 6,906,076</u>	<u>\$ 7,409,242</u>	<u>\$ 7,829,623</u>	<u>\$ 7,950,734</u>	<u>\$ 8,239,707</u>
<b>GAS TAX FUND</b>					
Gas Tax	\$ 348,231	\$ 286,851	\$ 233,817	\$ 243,436	\$ 224,739
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	288	280	260	260	300
Subtotal	<u>\$ 348,519</u>	<u>\$ 287,131</u>	<u>\$ 234,077</u>	<u>\$ 243,696</u>	<u>\$ 225,039</u>
<b>MEASURE J</b>					
Sales Tax	\$ 934,395	\$ 937,239	\$ 1,019,502	\$ 924,816	\$ 974,312
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	5,146	299	520	520	600
Subtotal	<u>\$ 939,541</u>	<u>\$ 937,538</u>	<u>\$ 1,020,022</u>	<u>\$ 925,336</u>	<u>\$ 974,912</u>
<b>WATER ENTERPRISE FUND</b>					
Charges for Services	\$ 1,876,111	\$ 1,659,083	\$ 1,773,037	\$ 1,715,899	\$ 1,909,900
Grants	-	11,669	-	-	-
Use of Money and Property	2,686	1,212	3,300	11,033	5,000
Subtotal	<u>\$ 1,878,797</u>	<u>\$ 1,671,964</u>	<u>\$ 1,776,337</u>	<u>\$ 1,726,932</u>	<u>\$ 1,914,900</u>
<b>SEWER ENTERPRISE FUND</b>					
Charges for Services	\$ 4,908,177	\$ 5,380,952	\$ 5,248,346	\$ 5,588,212	\$ 5,749,446
Grants	-	26,341	-	-	-
Use of Money and Property	2,250	3,093	2,020	4,993	5,100
Subtotal	<u>\$ 4,910,427</u>	<u>\$ 5,410,386</u>	<u>\$ 5,250,366</u>	<u>\$ 5,593,205</u>	<u>\$ 5,754,546</u>
<b>MEASURE H</b>					
Sales Tax	\$ 937,459	\$ 939,027	\$ 1,019,502	\$ 924,816	\$ 974,312
Use of Money and Property	982	1,418	2,000	2,000	2,500
Subtotal	<u>\$ 938,441</u>	<u>\$ 940,445</u>	<u>\$ 1,021,502</u>	<u>\$ 926,816</u>	<u>\$ 976,812</u>
<b>PARKING DISTRICT FUND</b>	\$ 119,898	\$ 130,910	\$ 127,842	\$ 138,080	\$ 137,731
<b>TRANSPORTATION FUND</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT FUNDS</b>	\$ 256,006	\$ 389,433	\$ 396,176	\$ 341,859	\$ 223,668
<b>LLMD FUNDS</b>	\$ 33,995	\$ 35,686	\$ 34,875	\$ 34,875	\$ 34,919
<b>BA/CFD DISTRICT FUNDS</b>	\$ 26,173	\$ 20,907	\$ 34,670	\$ 34,670	\$ 34,820
<b>GENERAL RESERVE FUNDS</b>	\$ 67,746	\$ 67,231	\$ 1,682	\$ 4,939	\$ 5,615
<b>TOTAL REVENUE SOURCES</b>	<u>\$ 16,425,619</u>	<u>\$ 17,300,873</u>	<u>\$ 17,727,172</u>	<u>\$ 17,921,142</u>	<u>\$ 18,522,669</u>
<b>Operating Expenditures</b>	\$ 15,207,084	\$ 16,197,800	\$ 17,907,643	\$ 17,996,804	\$ 18,296,614
<b>Capital Improvement</b>	1,121,382	827,263	528,667	435,198	585,605
<b>Reserves and Contingencies</b>	97,153	275,810	(709,138)	(510,860)	(359,550)
<b>TOTAL EXPENDITURE USES</b>	<u>\$ 16,425,619</u>	<u>\$ 17,300,873</u>	<u>\$ 17,727,172</u>	<u>\$ 17,921,142</u>	<u>\$ 18,522,669</u>

**Fiscal Year 2016/2017 Proposed Operating Budget**

## Summary of Expenditures by Division and Funding Source

	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Forecast</b>	<b>Proposed</b>
	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/2017</b>
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 1,966,314	\$ 2,305,374	\$ 2,523,531	\$ 2,381,023	\$ 2,406,741
Investigations	212,400	164,801	171,005	190,922	214,675
Police Records / Dispatch	604,501	533,667	562,869	574,713	565,822
Police Administration	564,813	671,790	780,636	687,483	751,807
Planning	120,304	128,195	144,861	151,024	154,046
Building Inspection	164,745	168,958	179,710	178,299	175,208
Engineering	266,388	287,734	601,276	483,046	521,722
Water Reclamation Facility	2,077,130	2,155,293	2,274,646	2,301,917	2,440,446
DSD Administration	201,610	211,752	203,561	215,360	216,530
Parks	531,707	568,256	631,577	670,758	655,862
Recreation	738,998	812,886	985,608	968,063	1,076,056
Facility Maintenance	301,883	335,419	307,133	340,011	353,461
Street & Roads	539,617	650,091	597,199	654,180	634,367
Water & Sewer Lines	843,516	841,492	1,115,333	1,140,557	1,209,671
Water Acquisition & Delivery	700,317	664,801	770,337	762,413	769,409
Downtown Parking	147,036	139,540	147,790	146,046	146,658
CSD Administration	220,347	239,323	270,654	286,066	277,267
City Council and City Treasurer	124,174	123,265	129,373	116,653	123,489
City Attorney	127,924	150,853	71,851	255,457	68,459
City Management	279,197	295,793	309,157	308,125	311,264
Information Services	304,598	356,400	402,052	409,837	380,402
Human Resources	120,773	128,439	140,735	140,781	125,936
Grant Administration	-	-	-	-	-
City Clerk	8,839	12,519	27,414	25,358	11,820
Financial Management	294,326	326,302	348,461	367,048	357,015
Utility Billing	365,133	377,409	431,370	446,443	437,558
Non-Departmental	3,380,494	3,547,448	3,779,504	3,795,221	3,910,923
Total Operating Expenditures	<u>\$ 15,207,084</u>	<u>\$ 16,197,800</u>	<u>\$ 17,907,643</u>	<u>\$ 17,996,804</u>	<u>\$ 18,296,614</u>
<b>FUNDING SOURCES</b>					
General Fund	\$ 6,488,961	\$ 7,142,724	\$ 7,919,546	\$ 7,977,839	\$ 8,239,707
Gas Tax Fund	309,139	305,382	263,817	263,817	254,739
Transportation Fund	29,997	-	-	-	-
Measure J Fund	753,151	815,566	1,029,291	1,056,320	1,085,652
Downtown Parking Fund	125,834	114,540	127,842	126,098	137,731
Grant Funds	217,037	390,060	390,143	326,398	221,932
General CIP Fund	-	-	-	-	(4,200)
LLMD Funds	45,605	31,811	34,875	38,612	34,919
BAD Funds	7,530	23,324	34,670	26,755	34,820
CFD Funds	-	-	-	-	-
Water Enterprise Fund	1,534,961	1,464,319	1,911,748	1,859,403	1,914,900
Sewer Enterprise Fund	5,134,285	5,239,832	5,697,513	5,809,415	5,821,354
Measure H Fund	484,498	491,381	492,835	491,618	496,498
General Liability Fund	44,473	54,431	-	3,257	3,615
Equipment Replacement Fund	31,613	67,651	7,494	19,403	22,134
Economic Impact Reserve Fund	-	56,779	(2,131)	(2,131)	32,813
Total Funding Sources	<u>\$ 15,207,084</u>	<u>\$ 16,197,800</u>	<u>\$ 17,907,643</u>	<u>\$ 17,996,804</u>	<u>\$ 18,296,614</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 2016/2017 Annual Operating Budget

## Department: Police

### All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2013/2014	2014/2015	Actual 2015/2016	2016/2017
<b>Patrol Services</b>				
Arrests	592	604	600	650
Citations*	686	1,019	1,300	1400
Calls for service	16,014	18,370	18,500	18,500
Shield hours	3,800	3,800	3,800	3,800
Community Oriented Policing				
Hours	2,000	2,000	2,000	2,000
<b>Investigations</b>				
Abuse	5	18	20	20
Robberies	8	3	5	5
Reports for investigative follow up	240	82	180	200
Administrative Investigations**	3	8	5	7
Background	4	8	8	8
Arson	1	2	1	2
Homicide	-	-	-	0
Narcotics	90	101	175	200
<b>Records / Support</b>				
Calls	40,000	40,000	45,000	45,000
Customers	6,500	6,500	7,500	7,500
Crime reports	2,029	1,967	2,200	2500
Abatement reports	19	13	19	18

\*Excludes any parking citations.

\*\*Calendar year

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	0.3	0.0	0.0	0.0	0.0	0.0	0%
Police Commander	0.0	2.0	2.0	2.0	2.0	0.0	0%
Police Lieutenant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	12.0	12.0	12.0	11.0	0.0	-8%
Traffic Enforcement Officer	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Support Services Supervisor	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher / Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher / Records Technician	4.0	4.0	4.0	4.0	4.9	0.0	23%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.0	0.4	0.4	0.4	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>26.8</b>	<b>27.5</b>	<b>27.9</b>	<b>27.9</b>	<b>27.8</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## *Department Budget*

### *Police*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	3,056,126	3,289,154	3,618,188	3,429,603	3,559,135	-	-2%
Materials and supplies	87,599	88,234	105,700	98,225	106,240	-	1%
Contract Services	128,962	147,720	163,409	164,809	168,270	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	16,927	27,261	41,761	41,804	48,305	-	16%
Capital outlay	58,414	123,263	108,983	99,700	57,095	-	-48%
<b>Total</b>	<b>3,348,028</b>	<b>3,675,632</b>	<b>4,038,041</b>	<b>3,834,141</b>	<b>3,939,045</b>	<b>-</b>	<b>-2%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Program</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Patrol Services	1,966,314	2,305,374	2,523,531	2,381,023	2,406,741	-	-5%
Investigations	212,400	164,801	171,005	190,922	214,675	-	26%
Records and Dispatch	604,501	533,667	562,869	574,713	565,822	-	1%
Police Administrative Support	564,813	671,790	780,636	687,483	751,807	-	-4%
<b>Total</b>	<b>3,348,028</b>	<b>3,675,632</b>	<b>4,038,041</b>	<b>3,834,141</b>	<b>3,939,045</b>	<b>-</b>	<b>-2%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	2,222,153	2,290,862	2,520,969	2,350,525	2,490,478	-	-1%
Measure J	743,714	841,252	941,846	969,777	1,033,722	-	10%
Grants	217,037	390,060	390,143	326,398	221,932	-	-43%
Fines and Forfeitures	112,718	111,126	115,500	142,858	111,903	-	-3%
POST Reimbursement	6,273	1,749	19,583	14,583	29,010	-	48%
Police Services Revenues	46,133	40,583	50,000	30,000	52,000	-	4%
<b>Total</b>	<b>3,348,028</b>	<b>3,675,632</b>	<b>4,038,041</b>	<b>3,834,141</b>	<b>3,939,045</b>	<b>-</b>	<b>-2%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

**Department: Police**

**Division: Patrol**

## 2015/2016 REVIEW

- For the fiscal year we estimate 600 physical arrests (excluding cited and released).
- By the end of the fiscal year, we estimate nearly 1,300 citations written for moving and non-moving violations. (Note: excludes any parking citations -parking enforcement conducted via contract services)
- Responded to approximately 18,500 calls for service and wrote approximately 2,200 crime/incident reports.
- Received first place in the California and third in the nation for our National Night Out participation for 2015.
- Patrol staff continued progress on directed community policing projects with the Historic Downtown, Transients, the Ivy House Lot, Benham Park and Placerville Drive. These issues and future efforts will continue in to next year.
- The popular and successful K-9 Program has continued for the fifteenth year.
- Responded to 1,645 transient related calls for service.
- Integrated an electronic scheduling program, Schedule Anywhere.
- Continued with the SRO program at EDHS and PUSD.
- Went to full deployment with the Taser Axon Flex body worn cameras for all Police Officers.
- Added 2 new SUVs to our patrol fleet.
- Continued to work on the Downtown Camera Project that received funding through Homeland Security Grant.
- Actively recruited and hired two Reserve Officers.
- Actively recruited and hired on Community Service Officer to support our COPPs programs and code enforcement.
- Actively recruited and hired one Commander for our Support Services Division.
- Hired 4 full-time Police Officers to fill vacancies.
- Continued implementation of the 2015-2017 Strategic Plan, identifying four focus points to include; Community Service, Professional Development, Internal Operations, and Capital Improvement.
- Monthly deployments of our bike patrol on the bike trail and suspected transient camps locations.
- As part of the restorative policing efforts, opened the PPD substation in the Broadway/Smith Flat area.
- Two sergeants completed the Sherman Block Supervisory Leadership Institute.
- Entered the self assessment phase for the CALEA accreditation.
- Through OTS grant funding, conducted 2 DUI checkpoints.
- Put in place two Field Training Officer (FTO) Assistant Squad Leader (ASL) positions (collateral assignment) to help lead FTO program and support Watch Commanders.

## 2016/2017 BUDGET

- Continue our Focus Points in our Strategic Plan of Community Service, Professional Development, Internal Operations and Capital Improvement.
- Promote our COPPS philosophy in our neighborhoods and business areas. Utilizing our social media, Twitter, Facebook, & Nixle, we intend to further develop our partnership with our community.
- Place emphasis on problem oriented policing including use of crime analysis and mapping and use of effective tactics and planning, rapid deployment to identified chronic problems, and relentless assessment and follow-up to all public safety issues.
- Continue to utilize our Reserve Officers, Bike Patrol and Electric Motorcycle for increased patrols to maximize safety to the community, including downtown foot patrols and on the bike trail.
- Continue to develop all personnel through training.
- Work to reduce area burglaries and to maintain average response time to Priority "A" calls to 5:00 minutes or less.
- Deployment of the SRO, Traffic Officer, and Problem Oriented Policing Officers. This would enhance our public safety responses but would have to be identified as priority goals.
- Further develop our Traffic Safety Program and continue to obtain funds through OTS grants.
- Train additional officers for motor unit and increase patrols.
- Continue to pursue CALEA accreditation.
- Establish an Honor Guard program.
- Finalize and distribute the report writing manual and property/evidence manual.
- Continue to obtain government surplus equipment through the 1033 program.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	9.0	11.0	11.0	11.0	10.0	0.0	-9%
Traffic Enforcement Officer	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.0	0.4	0.4	0.4	0.0	0%
<b>Total</b>	<b>15.0</b>	<b>16.0</b>	<b>16.4</b>	<b>16.4</b>	<b>15.4</b>	<b>0.0</b>	<b>-6%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## *Division Budget*

### *Patrol*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	1,795,471	2,063,603	2,294,031	2,168,537	2,188,287	-	-5%
Materials and supplies	76,533	72,315	88,965	81,490	89,315	-	0%
Contract Services	29,967	42,615	50,330	50,030	50,330	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	5,929	16,195	21,222	21,266	27,059	-	28%
Capital outlay	58,414	110,646	68,983	59,700	51,750	-	-25%
Total	<u>1,966,314</u>	<u>2,305,374</u>	<u>2,523,531</u>	<u>2,381,023</u>	<u>2,406,741</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Patrol Services	1,900,569	2,234,975	2,433,357	2,297,901	2,313,500	-	-5%
Community Services	6,581	6,183	22,059	13,632	23,523	-	7%
Property / Evidence	59,164	64,216	68,115	69,490	69,718	-	2%
Total	<u>1,966,314</u>	<u>2,305,374</u>	<u>2,523,531</u>	<u>2,381,023</u>	<u>2,406,741</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,077,274	1,153,302	1,249,698	1,158,185	1,239,933	-	-1%
Measure J	506,879	608,554	698,607	708,999	751,963	-	8%
Grants	217,037	390,060	390,143	326,398	221,932	-	-43%
Fines and Forfeitures	112,718	111,126	115,500	142,858	111,903	-	-3%
POST Reimbursement	6,273	1,749	19,583	14,583	29,010	-	48%
Police Services Revenues	46,133	40,583	50,000	30,000	52,000	-	4%
Total	<u>1,966,314</u>	<u>2,305,374</u>	<u>2,523,531</u>	<u>2,381,023</u>	<u>2,406,741</u>	<u>-</u>	<u>-5%</u>



# Fiscal Year 2016/2017 Annual Operating Budget

**Department: Police**

**Division: Investigations**

## 2015/2016 REVIEW

- Burglary reports have dropped 9% from 2014 to 2015, but experienced a rise in larceny 11%, from 197 to 219
- Estimated dollar value amount of property reported stolen for 2015 was \$596,437. Estimated value of property recovered for 2015 is \$322,949, equating to 46% property value recovered.
- Investigated 27 cases involving suspected child abuse/neglect and child molestation.
- Investigated 3 reported cases of sexual assault.
- Monitored approximately 20 registered sex offenders during 2015.
- Continued to use the TRAK System that was purchased through grant funding.
- Promoted one detective to Sergeant. Successfully tested and assigned new detective from patrol.
- Established quarterly regional investigator meetings.
- Implemented GPS tracking program to coordinate effective property crime investigations.
- Successfully utilized social media to solve cases.
- Detective successfully completed basic ICI investigator course.

## 2016/2017 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 El Dorado County Child Abuse Prevention Council, Foster Youth Human Trafficking Team to increase public awareness and education.
- Continue our involvement in the El Dorado County Elder Protection Unit and the Child Protection Unit to increase collaboration with outside agencies.
- Participate in a regional Investigator's monthly meeting to improve information sharing with outside agencies.
- Participate in monthly Crime Alert meetings.
- Utilize progressive technology to assist in investigations.
- Create case clearance annual report.
- 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.
- Provide contemporary training and information regarding active investigations to patrol of crime trends.
- Transition to a functioning Problem Oriented Policing/Investigations unit with additional detectives assigned.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
***Division Budget***  
***Investigations***

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>Revised</b>	<b>Actual</b>	<b>2016/2017</b>	<b>Approved</b>	<b>from 15/16</b>
			<b>2015/2016</b>	<b>2015/2016</b>		<b>2016/2017</b>	<b>Budget</b>
Personnel	207,641	158,304	162,155	183,072	200,830	-	24%
Materials and supplies	689	1,676	1,850	1,850	1,850	-	0%
Contract Services	4,070	4,821	7,000	6,000	7,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	4,995	-	0%
Total	<u>212,400</u>	<u>164,801</u>	<u>171,005</u>	<u>190,922</u>	<u>214,675</u>	<u>-</u>	26%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>Revised</b>	<b>Actual</b>	<b>2016/2017</b>	<b>Approved</b>	<b>from 15/16</b>
			<b>2015/2016</b>	<b>2015/2016</b>		<b>2016/2017</b>	<b>Budget</b>
Crime Scene Investigations	<u>212,400</u>	<u>164,801</u>	<u>171,005</u>	<u>190,922</u>	<u>214,675</u>	<u>-</u>	26%
Total	<u>212,400</u>	<u>164,801</u>	<u>171,005</u>	<u>190,922</u>	<u>214,675</u>	<u>-</u>	26%

	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>Revised</b>	<b>Actual</b>	<b>2016/2017</b>	<b>Approved</b>	<b>from 15/16</b>
			<b>2015/2016</b>	<b>2015/2016</b>		<b>2016/2017</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	139,505	109,420	109,955	124,092	136,158	-	24%
Measure J	<u>72,895</u>	<u>55,381</u>	<u>61,050</u>	<u>66,830</u>	<u>78,517</u>	<u>-</u>	29%
Total	<u>212,400</u>	<u>164,801</u>	<u>171,005</u>	<u>190,922</u>	<u>214,675</u>	<u>-</u>	26%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Police*

*Division: Records and Dispatch*

## 2015/2016 REVIEW

- Received a high volume of customer service telephone calls, each taking several minutes to handle.
- Responded to over 7,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,200 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Abated a total of 22 vehicles, 21 were voluntary and 1 mandatory removal for calendar year 2015.
- Conducted 1,029 (845 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks in 2015.
- Dispatched approximately 18,500 calls for service from our 9-1-1 dispatch center.
- Two dispatch positions continue to be unfunded.
- Successfully recruited and hired 1 full-time and 1 part-time Dispatcher.
- Continued implementation of the false alarm billing process.
- Continued implementation of the wireless E911 call taking and related geographic mapping.
- Completed thorough inventory of evidence, accounting for over 3,500 pieces of evidence.

## 2016/2017 BUDGET

- Continue to work with department staff in an effort to comply with on-going training requirements for our Dispatchers.
- Create and maintain a perpetually current eligibility list for Dispatch/Records Technicians in an effort to expedite the hiring process when an opening exists.
- Continue efforts toward total automation of our records handling process to become nearly paperless.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire one full time DRT and per diem DRT's to assist with staffing and reduce overtime.
- Pursue standards of performance and statistical data collection in alignment with CALEA standards.
- Increase records management function for DRT's.
- Prepare for and emphasize succession planning.
- Relocate current Dispatch Center and Support Services Commander offices.
- Update Tracnet to include CAD ability in all patrol cars.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Police Support Services Supervisor	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.0	4.0	4.0	4.0	4.9	0.0	23%
<b>Total</b>	<b>7.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>7.4</b>	<b>0.0</b>	<b>14%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## *Division Budget*

### *Records and Dispatch*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	568,113	496,440	519,105	530,249	519,941	-	0%
Materials and supplies	4,361	6,109	6,410	6,410	6,525	-	2%
Contract Services	27,914	27,046	30,579	31,279	33,240	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	4,113	872	6,775	6,775	5,766	-	-15%
Capital outlay	-	3,200	-	-	350	-	0%
Total	<u>604,501</u>	<u>533,667</u>	<u>562,869</u>	<u>574,713</u>	<u>565,822</u>	<u>-</u>	<u>1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Records Management	71,457	41,865	44,781	45,935	47,744	-	7%
Dispatch	<u>533,044</u>	<u>491,802</u>	<u>518,088</u>	<u>528,778</u>	<u>518,078</u>	<u>-</u>	<u>0%</u>
Total	<u>604,501</u>	<u>533,667</u>	<u>562,869</u>	<u>574,713</u>	<u>565,822</u>	<u>-</u>	<u>1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>604,501</u>	<u>533,667</u>	<u>562,869</u>	<u>574,713</u>	<u>565,822</u>	<u>-</u>	<u>1%</u>
Total	<u>604,501</u>	<u>533,667</u>	<u>562,869</u>	<u>574,713</u>	<u>565,822</u>	<u>-</u>	<u>1%</u>

# Fiscal Year 2016/2017 Annual Operating Budget

**Department: Police**

**Division: Police Administration**

## 2015/2016 REVIEW

- Continued efforts to recruit, test, and train sworn and civilian personnel in an attempt to maintain staffing. Two sworn and two Dispatch positions continue to be unfunded.
- Staff deployment and scheduling for Dispatch continue to be modified to account for reduced staffing and cost savings.
- Worked with multi-disciplinary organizations in an effort to develop alternatives for our youth.
- Continue to organize directed habitual transient offender enforcement.
- Conducted comprehensive monthly staff meetings to provide continued growth and progress toward our organizational goals and objectives.
- Continued the comprehensive and detailed updates to the Department General Policy Manual. Created Duty and Conduct, Uniform, Report Writing and Property and Evidence Manuals.
- Utilized Homeland Security (HLS) grant funding for downtown camera system.
- Actively participated in regional disaster preparedness including pandemic flu preparations and, evacuation and shelter planning and revision of the regional Emergency Operations Plan.
- Actively participate on Social Media Sites- Facebook and Twitter to increase public awareness and participation with COPPS programs.
- Authored and submitted application for an OTS grant for FY 2016/17 that will enhance our DUI enforcement.
- Submitted BVP grant to assist with vest purchases throughout the year
- Authored and submitted ABC grant to increase public education and awareness regarding alcohol related crimes.
- Utilized Homeland Security Grant funding for full implementation of body worn camera project.
- Began implementation of Restorative Policing Project with establishment of Police Substation in the Upper Broadway impact area (Project 365).
- Successfully completed POST audit.

## 2016/2017 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 Restorative Policing Program 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
- Continue implementing staff deployment and scheduling plans for allocation and assignment of all positions with an approach towards balance of service, efficiency and cost savings as the current primary goal.
- Continue collaboration with our area schools to provide a School Resource Officer.
- Complete a training plan for all sworn and non-sworn personnel in an effort to maintain POST compliance and satisfy State mandated training requirements.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CHRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to 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	Revised	Estimated		Council	% Change
	2013/2014	2014/2015	2015/2016	Actual	Proposed	Approved	from 15/16
Department Staff by Position	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017	2016/2017	Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	0.3	0.0	0.0	0.0	0.0	0.0	0%
Police Commander	0.0	2.0	2.0	2.0	2.0	0.0	0%
Police Lieutenant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>3.3</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	484,901	570,807	642,897	547,745	650,077	-	1%
Materials and supplies	6,016	8,134	8,475	8,475	8,550	-	1%
Contract Services	67,011	73,238	75,500	77,500	77,700	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	6,885	10,194	13,764	13,763	15,480	-	12%
Capital outlay	-	9,417	40,000	40,000	-	-	-100%
<b>Total</b>	<b>564,813</b>	<b>671,790</b>	<b>780,636</b>	<b>687,483</b>	<b>751,807</b>	<b>-</b>	<b>-4%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Police Department Administrative	564,813	671,790	780,636	687,483	751,807	-	-4%
<b>Total</b>	<b>564,813</b>	<b>671,790</b>	<b>780,636</b>	<b>687,483</b>	<b>751,807</b>	<b>-</b>	<b>-4%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
General Fund							
Discretionary Revenues	400,873	494,473	598,447	493,535	548,565	-	-8%
Measure J	163,940	177,317	182,189	193,948	203,242	-	12%
<b>Total</b>	<b>564,813</b>	<b>671,790</b>	<b>780,636</b>	<b>687,483</b>	<b>751,807</b>	<b>-</b>	<b>-4%</b>

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## Development Services

Provide current and long-range land use planning, including land use entitlement, and permitting services, building services, construction permitting, plan check, construction inspections, engineering services, development and implementation of the City's Capital Improvement Program (CIP), infrastructure improvements, private development review and permitting, and wastewater treatment; providing quality services consistent with the City's General Plan and City Code and in compliance with related State and Federal regulations while utilizing current and best planning, engineering and building code practices, that is responsive to both current and long-term needs and interests of the City and its residents.



# Fiscal Year 2016/2017 Annual Operating Budget

## Department: Development Services

### All Divisions

Division Budget by Category	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
<b>Administration (Hours)</b>				
Budget administration	400	400	400	400
Planning division support	450	400	400	400
Building division support	400	400	400	400
Engineering division support	400	400	400	400
Wastewater division support	300	300	300	300
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/ Planning Commission and miscellaneous meetings	350	350	350	350
<b>Planning (Projects)</b>				
Discretionary development applications	15	8	6	10
Miscellaneous applications	3	12	3	4
Housing Element Update/Implementation (hours)	200	175	150	175
Parcel and subdivision maps	1	0	1	2
Inquiries	1,000	900	950	975
Code enforcement cases	25	28	98	100
<b>Building</b>				
Inspections	1,134	1,047	1,100	1,100
Building permits	413	442	450	450
Plan review	146	205	205	205
Inquiries/Contacts	9,000	9,250	9,250	9,500
Code enforcement cases	120	48	48	50
<b>Engineering</b>				
Capital Improvement Projects	18	9	15	15
Development permits	20	18	20	20
Development Plan Checks	30	20	20	20
Grading Permits	2	2	2	2
Parcel/Subdivision Map Review	2	0	2	2
Encroachment Permits	50	41	73	75
Transportation Permits	60	24	34	35
Water Applications	5	3	18	20
12				
<b>Wastewater Treatment</b>				
Gallons treated per day	0.92 MGD	0.87 MGD	0.85 MGD	0.85 MGD

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	1.5	1.5	1.5	1.5	0.0	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.5	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
<b>Total</b>	<b>17.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Department Budget**  
**Development Services**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	1,606,582	1,576,328	2,003,514	1,861,656	2,044,810	-	2%
Materials and supplies	266,647	283,687	336,550	335,159	350,800	-	4%
Contract Services	659,884	800,976	751,007	811,976	742,372	-	-1%
Overhead	235,072	235,000	235,000	235,000	235,000	-	0%
Other expense	52,707	49,345	64,556	64,743	59,420	-	-8%
Capital outlay	9,285	6,596	13,427	21,112	75,550	-	463%
<b>Total</b>	<b>2,830,177</b>	<b>2,951,932</b>	<b>3,404,054</b>	<b>3,329,646</b>	<b>3,507,952</b>	<b>-</b>	<b>3%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Planning	120,304	128,195	144,861	151,024	154,046	-	6%
Building	164,745	168,958	179,710	178,299	175,208	-	-3%
Engineering	266,388	287,734	601,276	483,046	521,722	-	-13%
Water Reclamation Facility	2,077,130	2,155,293	2,274,646	2,301,917	2,440,446	-	7%
DSD Administration	201,610	211,752	203,561	215,360	216,530	-	6%
<b>Total</b>	<b>2,830,177</b>	<b>2,951,932</b>	<b>3,404,054</b>	<b>3,329,646</b>	<b>3,507,952</b>	<b>-</b>	<b>3%</b>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	457,505	506,580	764,006	711,672	799,628	-	5%
Planning Fees	71,587	72,250	51,000	70,580	54,000	-	6%
Building Permits	100,252	106,417	110,000	113,952	110,000	-	0%
Engineering Fees	26,556	54,389	50,000	94,199	65,000	-	30%
Water Enterprise Fund	48,632	28,962	77,076	19,403	18,939	-	-75%
Sewer Enterprise Fund	2,125,645	2,183,334	2,351,972	2,319,840	2,460,385	-	5%
<b>Total</b>	<b>2,830,177</b>	<b>2,951,932</b>	<b>3,404,054</b>	<b>3,329,646</b>	<b>3,507,952</b>	<b>-</b>	<b>3%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

Department: Development Services

Division: Planning

## 2015/2016 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Responded to public complaints and code enforcement cases.
- Processing development application for Placerville Hampton Inn & Suites (SPR 16-02).
- Processing development application for C&H Auto Parking Lot (CUP 15-03, SPR 15-03, VAR 15-03).
- Processing Certificate of Compliance and Lot line Adjustment application (COC 16-01; LLA 16-02).
- Processed entitlements for the Verizon Wireless Telecommunications Monopine (CUP 15-02).
- Processed entitlements for Town Clean Recycle Center (CUP 15-06).
- Processed entitlements for Outbreak Brewing Company (SPR 15-04).
- Processed entitlements for amendments for the Jack Russell Brewery & Restaurant (Revision to SPR 76-05-R).
- Adoption of Water Efficient Landscape Regulations and Site Plan Review Criteria.
- Conducted Planning Commission Workshops and City Council hearings regarding update to the *City of Placerville Development Guide*.
- Continued implementation of the 2013-2015 Housing Element.
- Responded to public inquiries about the General Plan, Zoning Ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provided staff support to the Planning Commission, Placerville Economic Advisory Committee, and City Council for discretionary project reviews as well as various zoning ordinance amendments.

## 2016/2017 BUDGET

- Continue to provide superior customer service regarding information relating to zoning and other planning matters.
- Continue to respond to citizen complaints and nuisance issues.
- Continue to provide staff support to the Planning Commission, and the City Council.
- Continue implementation of housing programs within the 2013-2021 Housing Element planning period.
- Complete establishment of a downtown Historic District Overlay with recommendations to the City Council.
- Continue implementation of CDGB Housing Rehabilitation Program.
- Complete zoning ordinance amendments including: (1) Keeping of Hen Chickens Ordinance; (2) Sidewalk Dinning Ordinance; (3) Vacation Rentals Ordinance; (4) Amendments to Sign Regulations; and (5) Amendments to Residential Front Yard regulations.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either Staff or the public, keeping the General Plan and Zoning Ordinance current and relevant.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures, and abatement of debris, fire hazards, and other nuisances.
- Continue code enforcement and abatement of unpermitted parking lots.
- Implement grant-funded projects as applicable.
- Coordinate project reviews in coordination with the Building and Engineering Divisions, other City departments, and outside public agencies.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	1.0	1.0	1.0	1.0	1.0	0.0	0%

**Fiscal Year 2016/2017 Annual Operating Budget**  
***Division Budget***  
***Planning***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	117,266	125,294	142,311	147,682	152,146	-	7%
Materials and supplies	-	126	250	250	200	-	-20%
Contract Services	825	950	-	792	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,213	1,825	2,300	2,300	1,700	-	-26%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>120,304</u>	<u>128,195</u>	<u>144,861</u>	<u>151,024</u>	<u>154,046</u>	<u>-</u>	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Planning	<u>120,304</u>	<u>128,195</u>	<u>144,861</u>	<u>151,024</u>	<u>154,046</u>	<u>-</u>	6%
Total	<u>120,304</u>	<u>128,195</u>	<u>144,861</u>	<u>151,024</u>	<u>154,046</u>	<u>-</u>	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	48,717	55,945	93,861	80,444	100,046	-	7%
Planning Fees	<u>71,587</u>	<u>72,250</u>	<u>51,000</u>	<u>70,580</u>	<u>54,000</u>	<u>-</u>	6%
Total	<u>120,304</u>	<u>128,195</u>	<u>144,861</u>	<u>151,024</u>	<u>154,046</u>	<u>-</u>	6%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Development Services*

*Division: Building*

## 2015/2016 REVIEW

- As of May 2016, 442 building permits were issued, performed 205 plan reviews, and conducted 1,047 inspections.
- Implemented part-time, in-house contract Building Official services to offset a significantly increased workload of plan review applications, inspection requests and public inquiries, minimizing delays related to physically outsourcing plan review services.
- Continued to work with the public to obtain compliance with the City and State Codes relating to property use, non-conforming construction and substandard housing conditions.
- Perform complimentary site visits for proposed projects.
- Continued with code enforcement to reduce the current backlog.
- Complete inspections for renovation and shoring work at 301-305 Main Street (Herrick Building).

## 2016/2017 BUDGET

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

Department Staff by Position	Actual 2013/2014	Actual 2014/2015	Revised 2015/2016	Estimated Actual 2015/2016	Proposed 2016/2017	Council Approved 2016/2017	% Change from 15/16 Budget
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Building**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	88,530	34,813	112,060	40,111	117,886	-	5%
Materials and supplies	1,040	263	750	666	400	-	-47%
Contract Services	72,297	133,882	66,000	136,623	56,422	-	-15%
Overhead	-	-	-	-	-	-	0%
Other expense	2,878	-	900	899	500	-	-44%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>164,745</u>	<u>168,958</u>	<u>179,710</u>	<u>178,299</u>	<u>175,208</u>	<u>-</u>	<u>-3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Building Plan Review/ Inspection	164,745	168,958	179,710	178,299	175,208	-	-3%
Total	<u>164,745</u>	<u>168,958</u>	<u>179,710</u>	<u>178,299</u>	<u>175,208</u>	<u>-</u>	<u>-3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	64,493	62,541	69,710	64,347	65,208	-	-6%
Building Permits	100,252	106,417	110,000	113,952	110,000	-	0%
Total	<u>164,745</u>	<u>168,958</u>	<u>179,710</u>	<u>178,299</u>	<u>175,208</u>	<u>-</u>	<u>-3%</u>

# Fiscal Year 2016/2017 Annual Operating Budget

## Department: Development Services

### Division: Engineering

#### 2015/2016 REVIEW

- Continued implementation of Capital Improvement Program projects including: (1) Western Placerville Interchange (Phase 1B); (2) Madrone & Giovanni Sewer Lift Stations; (3) Upper Broadway Bike Lanes; (4) Cedar Ravine Pressure Reducing Station; (5) Schnell School Road Pressure Reducing Station; (6) Sierra Tank Bypass; (7) Wiltse Pressure Relief Valve; (8) Ridge Court Water Pump Station; (9) Broadway Crosswalks project; and (10) Central Main Street Rehabilitation Phase 2 project.
- Continued implementation of the Blairs Lane Bridge Replacement project.
- Continued implementation of the Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade project.
- Continued implementation of the Pardi Way/Big Cut/Sacramento Street/Gilmore/Chamberlain Water Lines Replacement project.
- Continue design engineering phase for the Placerville Drive Bridge Replacement Project.
- Continued implementation of the NPDES required Storm Water Management Plan, and new 5-year Phase II MS4 permit.
- Continued development of Citywide GIS system and public works inventory of water, sewer, and drainage systems.
- Continued to expand and update City's long range Capital Improvement Program, including funding source identification.
- Provided plan review and construction inspection of commercial development projects.
- Continued to address the sewer system inflow and infiltration (I & I) conditions.
- Processed transportation & encroachment permits.
- Coordinated with El Dorado County Transportation Commission, El Dorado County, SACOG, and the State on development of regional transportation projects.
- Continued to work on Pavement Management Program including supporting data for the proposed sales tax increase initiative.
- Continued implementation of the City's Irrigation Meter Program/Policy.
- Issued permits for grading activities and other Engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, other City departments and outside agencies.
- Provide engineering, technical support, and staff training services to the Community Services Department for compliance with State permits and reporting requirements; and development of the "Public Works/Engineering Hot Spot List."

#### 2016/2017 BUDGET

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

Department Staff by Position	Actual 2013/2014	Actual 2014/2015	Revised 2015/2016	Estimated Actual 2015/2016	Proposed 2016/2017	Council Approved 2016/2017	% Change from 15/16 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	1.5	1.5	1.5	1.5	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### Engineering

<u>Division Budget by Category</u>	<u>Actual 2013/2014</u>	<u>Actual 2014/2015</u>	<u>Revised 2015/2016</u>	<u>Estimated Actual 2015/2016</u>	<u>Proposed 2016/2017</u>	<u>Council Approved 2016/2017</u>	<u>% Change from 15/16 Budget</u>
Personnel	240,062	231,931	558,576	443,461	487,172	-	-13%
Materials and supplies	4,169	4,230	5,700	5,500	6,000	-	5%
Contract Services	367	27,863	5,607	4,767	3,050	-	-46%
Overhead	20,072	20,000	20,000	20,000	20,000	-	0%
Other expense	923	2,884	3,521	4,069	950	-	-73%
Capital outlay	795	826	7,872	5,249	4,550	-	-42%
Total	<u>266,388</u>	<u>287,734</u>	<u>601,276</u>	<u>483,046</u>	<u>521,722</u>	<u>-</u>	<u>-13%</u>

<u>Division Budget by Program</u>	<u>Actual 2013/2014</u>	<u>Actual 2014/2015</u>	<u>Revised 2015/2016</u>	<u>Estimated Actual 2015/2016</u>	<u>Proposed 2016/2017</u>	<u>Council Approved 2016/2017</u>	<u>% Change from 15/16 Budget</u>
Engineering	<u>266,388</u>	<u>287,734</u>	<u>601,276</u>	<u>483,046</u>	<u>521,722</u>	<u>-</u>	<u>-13%</u>
Total	<u>266,388</u>	<u>287,734</u>	<u>601,276</u>	<u>483,046</u>	<u>521,722</u>	<u>-</u>	<u>-13%</u>

<u>Funding Sources</u>	<u>Actual 2013/2014</u>	<u>Actual 2014/2015</u>	<u>Revised 2015/2016</u>	<u>Estimated Actual 2015/2016</u>	<u>Proposed 2016/2017</u>	<u>Council Approved 2016/2017</u>	<u>% Change from 15/16 Budget</u>
General Fund							
Discretionary Revenues	142,685	176,342	396,874	351,521	417,844	-	5%
Engineering Fees	26,556	54,389	50,000	94,199	65,000	-	30%
Water Enterprise Fund	48,632	28,962	77,076	19,403	18,939	-	-75%
Sewer Enterprise Fund	48,515	28,041	77,326	17,923	19,939	-	-74%
Total	<u>266,388</u>	<u>287,734</u>	<u>601,276</u>	<u>483,046</u>	<u>521,722</u>	<u>-</u>	<u>-13%</u>



# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Development Services*

*Division: Water Reclamation Facility*

## 2015/2016 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Complied with all regulatory requirements and reports.
- Continued to participate in the Central Valley Clean Water Association's Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Evaluated methods to reduce over concentration of Zinc in effluent and received modification to Discharge Permit allowing for Zinc concentration compliance by 2017.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continued working towards compliance with effluent discharge temperature Cease and Desist Order.
- Maintained three sanitary sewer lift stations and two park restroom pump stations.
- Continued design of improvements for the Madrone and Giovanni sewer left stations.
- Furthered sewer collection system inventory and analysis program.

## 2016/2017 BUDGET

- Continue to operate and maintain the Hangtown Creek Water Reclamation Facility.
- Comply with all regulatory requirements and reports.
- Continue to conduct laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Continue to participate in the Central Valley Clean Water Association's Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Continue to evaluate methods to reduce over concentration of Zinc in effluent and bring Discharge Permit into compliance by 2017.
- Evaluate modifying the classification of the waste sludge from B to A classification.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Continue Sewer Collection System Inventory and Analysis Program.
- Implement preventative maintenance and inventory programs.

Department Staff by Position	Actual 2013/2014	Actual 2014/2015	Revised 2015/2016	Estimated Actual 2015/2016	Proposed 2016/2017	Council Approved 2016/2017	% Change from 15/16 Budget
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Engineering Specialist	0.5	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Water Reclamation Facility**

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	961,473	979,755	994,491	1,022,054	1,073,651	-	8%
Materials and supplies	259,951	277,875	328,500	327,506	342,750	-	4%
Contract Services	586,395	632,644	674,400	664,794	681,900	-	1%
Overhead	215,000	215,000	215,000	215,000	215,000	-	0%
Other expense	45,821	44,249	56,700	56,700	56,145	-	-1%
Capital outlay	8,490	5,770	5,555	15,863	71,000	-	1178%
<b>Total</b>	<b>2,077,130</b>	<b>2,155,293</b>	<b>2,274,646</b>	<b>2,301,917</b>	<b>2,440,446</b>	<b>-</b>	<b>7%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Water Reclamation Facility	2,077,130	2,155,293	2,274,646	2,301,917	2,440,446	-	7%
<b>Total</b>	<b>2,077,130</b>	<b>2,155,293</b>	<b>2,274,646</b>	<b>2,301,917</b>	<b>2,440,446</b>	<b>-</b>	<b>7%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Sewer Enterprise	2,077,130	2,155,293	2,274,646	2,301,917	2,440,446	-	7%
<b>Total</b>	<b>2,077,130</b>	<b>2,155,293</b>	<b>2,274,646</b>	<b>2,301,917</b>	<b>2,440,446</b>	<b>-</b>	<b>7%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Development Services*

*Division: Administration*

## 2015/2016 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to all department divisions.
- Provided staff support to the PEAC, Planning Commission, and City Council.
- Provided coordination with El Dorado County on various planning, building, and transportation efforts.
- Provided City representation on the El Dorado County Solid Waste Advisory Committee.
- Staffed the Economic Development Advisory Committee (PEAC).
- Continued to abate “nuisance” signs.
- Abating known unpermitted parking lots.
- Participated in the Business Outreach Visit program.
- Continued implemented 2013-2021 Housing Element and continued efforts for compliance with state housing law.
- Assisted in the development of the update to the City’s Development Guide.
- Obtained Council authorization to initiate demand on Street Frontage Improvement Agreement (SR-142).
- Obtained Council authorization for participation with El Dorado County for designation of Recycling Market Development Zone (RMDZ).
- Addressed tree mortality/fire hazard concern and proclamation of Local Emergency.

## 2016/2017 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the Development Services Department.
- Provide budget management and technical assistance to department staff.
- Continue to provide staff support to the PEAC, Planning Commission, and City Council.
- Assist in the creation of Downtown Historic District.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Implementation of Housing Rehabilitation loans pending implementation of the Housing Rehabilitation program.
- Continue implementation of the programs and strategies established in the 2013-2021 Housing Element and continue to initiate necessary General Plan amendments and zoning amendments for implementation of Housing Element goals.
- Continue oversight of matters related to the Hangman's Tree & Herrick building rehabilitation efforts.
- Oversight of matters related to the Confidence Hall and Emigrant Jane buildings (former City Hall).
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Provide assistance to the City Manager and Administration Department with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and economic development efforts.
- Continue to abate known unpermitted parking lots.
- Prepare annual General Plan status report for consideration by the City Council.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### Administration

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	199,251	204,535	196,076	208,348	213,955	-	9%
Materials and supplies	1,487	1,193	1,350	1,237	1,450	-	7%
Contract Services	-	5,637	5,000	5,000	1,000	-	-80%
Overhead	-	-	-	-	-	-	0%
Other expense	872	387	1,135	775	125	-	-89%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>201,610</b>	<b>211,752</b>	<b>203,561</b>	<b>215,360</b>	<b>216,530</b>	<b>-</b>	<b>6%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
DSD Administration	201,610	211,752	203,561	215,360	216,530	-	6%
<b>Total</b>	<b>201,610</b>	<b>211,752</b>	<b>203,561</b>	<b>215,360</b>	<b>216,530</b>	<b>-</b>	<b>6%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
General Fund							
Discretionary Revenues	201,610	211,752	203,561	215,360	216,530	-	6%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	-	-	-	0%
<b>Total</b>	<b>201,610</b>	<b>211,752</b>	<b>203,561</b>	<b>215,360</b>	<b>216,530</b>	<b>-</b>	<b>6%</b>

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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 2016/2017 Annual Operating Budget

## Department: Community Services

### All Divisions

Workload Indicators	Actual	Estimated		Proposed	Workload Indicators	Actual	Estimated		Proposed
	2013/2014	Actual 2014/2015	Actual 2015/2016	2016/2017		2013/2014	Actual 2014/2015	Actual 2015/2016	2016/2017
<b>Parks Maintenance Hours</b>					<b>Streets and Roads</b>				
Gold Bug Park	1,720	1,720	1,720	1,720	Calls for service	350	350	350	350
Lions Park	1190/750	1190/750	1190/750	1190/750	Maintenance hours	3,460	3460	3460	3460
City Park	250	250	250	250	Miles of streets maintained	-	0	0	0
Rotary Park	305	305	305	305	Green waste diverted (tons)	-	0	0	0
Lumsden Park	155	155	155	155	Street Sweeping	510	510	510	510
Orchard Hill Park	205	205	205	205	Parking Lots	260	260	260	260
George Duffey Park	105	105	105	105	Storm Drains	370	370	370	370
El Dorado Trail	2,000	2,000	2,000	2,000	Sanding	15	15	15	15
Community Gardens	0	0	0	0	Snow Removal	234	234	234	234
Cemeteries	18/370	18/370	18/370	18/370	Streets, Signs and Markings	1,950	1950	1950	1950
Other Parks and Grounds	870	870	870	870	Sidewalk, Curb and Gutter	245	245	245	245
Admin.	260	260	260	260	Mechanic	1,350	1350	1350	1350
<b>Recreation (FT hours / PT hours)</b>					Admin.	130	130	130	130
<b>General</b>					<b>Water / Sewer Lines</b>				
Activity Guide	312.3	314	314	314	Calls for service	380.0	380	380	380
Gold Bug Tours	350/3315	350/3317	350/3317	350/3317	Meter replacement	20.0	20	20	20
Adult Program	0.0	0	0	0	Water Applications	-	0	0	0
Youth Programs	0.0	0	0	0	Sewer Applications	45.5	45	45	45
Aquatics	1100/13404	1100/13404	1100/13404	1100/13404	Miles of sewer lines	-	0	0	0
Youth Basketball	888/1170	888/1170	888/1170	888/1170	Water M&O	5,175	5175	5175	5175
Youth Camps	24/40	24/40	24/40	24/40	Sewer M&O	3,095	3095	3095	3095
Adult Basketball	25/310	25/310	25/310	25/310	Admin	420	420	420	420
Adult Softball	850/1440	850/1440	850/1440	850/1440					
Adult Volleyball	11/150	11/150	11/150	11/150					
Youth Sports	0.0	0	0	0					
Adult Sports	0.0	0	0	0					
Special Events	60.0	60	60	60					
Admin.	515.5	515	515	515					
<b>Facilities Maintenance</b>									
City Hall	100/555	100/555	100/555	100/555					
Town Hall	455/450	455/450	455/450	455/450					
Scout Hall	80.0	80	80	80					
Pool	500.0	500	500	500					
Park and Ride	115/255	115/255	115/255	115/255					
Old City Hall	10.1	12	12	12					
Police Department	105/30	105/30	105/30	105/30					
Other	0.0	0	0	0					
Corp Yard	300.0	300	300	300					
Admin.	260.0	260	260	260					

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Public Works Operations Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	0.0	0.0	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	5.9	6.0	6.0	6.0	6.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.0	0.0	0.4	0.4	0.4	0.0	0%
<b>Total Community Services</b>	<b>22.4</b>	<b>22.5</b>	<b>22.9</b>	<b>22.9</b>	<b>22.9</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Department Budget**  
**Community Services**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	2,091,617	2,187,207	2,561,207	2,610,042	2,781,190	-	9%
Materials and supplies	786,266	780,839	913,763	964,868	996,273	-	9%
Contract Services	771,394	857,402	937,182	972,360	953,143	-	2%
Overhead	237,000	238,600	237,000	237,000	237,000	-	0%
Other expense	79,384	96,758	118,555	125,833	136,179	-	15%
Capital outlay	57,760	91,002	57,924	57,991	18,966	-	-67%
Total	4,023,421	4,251,808	4,825,631	4,968,094	5,122,751	-	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Budget by Division</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Parks	531,707	568,256	631,577	670,758	655,862	-	4%
Recreation	738,998	812,886	985,608	968,063	1,076,056	-	9%
Facilities M & O	301,883	335,419	307,133	340,011	353,461	-	15%
Streets and Roads	539,617	650,091	597,199	654,180	634,367	-	6%
Water/Sewer Lines	843,516	841,492	1,115,333	1,140,557	1,209,671	-	8%
Water Acquisition & Delivery	700,317	664,801	770,337	762,413	769,409	-	0%
Downtown Parking	147,036	139,540	147,790	146,046	146,658	-	-1%
CSD Administration	220,347	239,323	270,654	286,066	277,267	-	2%
Total	4,023,421	4,251,808	4,825,631	4,968,094	5,122,751	-	6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	1,416,520	1,627,967	1,858,986	1,996,596	2,065,296	-	11%
Orchard Hill/Duffey LLMD	38,204	24,425	26,315	29,980	26,225	-	0%
Recreation Fees	565,832	641,324	634,633	617,843	654,860	-	3%
Gas Tax	309,047	305,382	263,617	263,817	224,739	-	-15%
Transportation Fund	29,997	-	-	-	-	-	0%
Benefit Assessment Districts	-	15,433	28,568	18,807	34,820	-	22%
Water Enterprise Fund	1,094,621	1,005,996	1,272,900	1,267,984	1,328,904	-	4%
Sewer Enterprise Fund	449,212	500,297	612,770	634,986	650,176	-	6%
Daily Parking Revenues	49,408	56,582	55,662	56,177	55,827	-	0%
Leased Parking Revenues	70,580	74,402	72,180	81,904	81,904	-	13%
Total	4,023,421	4,251,808	4,825,631	4,968,094	5,122,751	-	6%



# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Parks*

## 2015/2016 REVIEW

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

## 2016/2017 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Parks & Facility Maintenance Superintendent	0.8	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.3	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>4.2</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### Parks

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 15/16
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2016/2017</u>	<u>Budget</u>
Personnel	396,592	424,708	438,914	463,475	473,167	-	8%
Materials and supplies	56,700	52,089	60,342	70,143	80,010	-	33%
Contract Services	74,437	86,937	114,496	119,317	99,860	-	-13%
Overhead	-	1,600	-	-	-	-	0%
Other expense	227	724	2,825	2,823	2,825	-	0%
Capital outlay	3,751	2,198	15,000	15,000	-	-	-100%
Total	531,707	568,256	631,577	670,758	655,862	-	4%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 15/16
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2016/2017</u>	<u>Budget</u>
General Parks Maintenance	80,227	30,594	52,681	54,235	37,847	-	-28%
Lions Park	109,653	150,402	150,028	163,370	162,476	-	8%
Gold Bug Park	84,254	99,273	127,138	116,464	118,910	-	-6%
Rotary Park	54,659	46,068	44,138	49,871	47,352	-	7%
City Park	57,519	58,082	64,039	70,787	73,127	-	14%
Lumsden Park	30,534	22,245	22,916	26,451	26,632	-	16%
Hangtown Creek	3,177	803	2,000	2,000	5,000	-	150%
City Cemeteries	22,261	3,891	3,495	3,802	3,516	-	1%
Community Gardens	3,118	-	500	2,000	2,000	-	300%
El Dorado Trail	8,780	22,571	24,715	25,789	25,496	-	3%
Orchard Hill/Duffey LLMD	38,204	24,425	26,315	29,980	26,225	-	0%
Other Grounds	39,321	109,902	113,612	126,009	127,281	-	12%
Total	531,707	568,256	631,577	670,758	655,862	-	4%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Recreation*

## 2015/2016 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 over 750 participants participating in four divisions from grades K-8.
- Accommodated over 1,500 participants in learn to swim program.
- Administered Youth Assistance Fund. Solicited for and distributed over \$5,500 of assistance to local youths.
- Conducted three Adult 5 on 5 Basketball Leagues with an average of four teams per league. Each league ran for approximately two months.
- Conducted five Adult 3 on 3 Basketball Leagues with an average of eight teams per league. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 234 teams combined in spring, summer, and fall leagues.
- Conducted five volleyball leagues, six teams per season.
- Co-sponsored seven Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out and two Community Clean-Ups).
- Made improvements to Activity Guide and distribution system.
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Open Priest Mine at Gold Bug Park for Presidents' Day Weekend and Labor Day Weekend.
- Took over full operations of Hatti's Gift Shop at Gold Bug Park.
- Held Blacksmith Shop Open House at Gold Bug Park.
- Built bleacher benches for students to sit on during tours in the Stamp mill.
- Extended Gold Bug Park Hours of operation on holidays and weekends.
- Increased advertising on social media.
- Made extensive trail improvements at Gold Bug Park.
- Assisted with film productions and special events at Gold Bug Park and Lions Park.
- Assisted the Gold Bug Park Development Committee with Stamp Mill gutter replacement project.
- Assisted the Gold Bug Park Development Committee with design of a new outdoor exhibit.

## 2016/2017 BUDGET

- Increase customer user base and program revenue.
- Increase advertising through social media.
- 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.
- Improve Customer Service.

	Actual	Actual	Revised	Estimated		Council	% Change
	2013/2014	2014/2015	2015/2016	Actual	Proposed	Approved	from 15/16
Department Staff by Position				2015/2016	2016/2017	2016/2017	Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Recreation*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	551,967	601,035	702,226	691,972	776,647	-	11%
Materials and supplies	28,515	57,213	87,450	87,450	102,350	-	17%
Contract Services	111,042	106,286	134,408	127,357	134,059	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	44,694	48,352	60,120	59,880	63,000	-	5%
Capital outlay	2,780	-	1,404	1,404	-	-	-100%
Total	<u>738,998</u>	<u>812,886</u>	<u>985,608</u>	<u>968,063</u>	<u>1,076,056</u>	<u>-</u>	<u>9%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Special Interest Programs	31,761	24,946	25,001	23,900	23,900	-	-4%
Sports Camps and Teams	285,191	306,778	385,662	366,764	394,915	-	2%
Gold Bug Park Admissions	61,647	87,575	136,927	140,055	161,518	-	18%
Aquatics	205,322	223,946	248,986	247,490	284,042	-	14%
Special Events	6,168	6,215	9,548	9,865	20,249	-	112%
Recreation - General	148,909	163,426	179,484	179,989	191,432	-	7%
Total	<u>738,998</u>	<u>812,886</u>	<u>985,608</u>	<u>968,063</u>	<u>1,076,056</u>	<u>-</u>	<u>9%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	173,166	171,562	350,975	350,220	421,196	-	20%
Recreation Fees	565,832	641,324	634,633	617,843	654,860	-	3%
Total	<u>738,998</u>	<u>812,886</u>	<u>985,608</u>	<u>968,063</u>	<u>1,076,056</u>	<u>-</u>	<u>9%</u>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Facilities Maintenance*

## 2015/2016 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.
- Completed installation of a new roof on Police Department.
- Repaired lighting system within the Center Street Parking Garage.
- Repaired street lighting throughout the City.
- Repaired Emergency Generators at Police Department and Town Hall
- Coordinated major repairs at the Placerville Aquatics Center.
- Made on-going repairs to Placerville Station Park and Ride.
- Implemented Graffiti Abatement Program.
- Made interior improvements at Corporation Yard.
- Repaired Garbage Bins in Center Street Parking Garage.
- Made on-going repairs at the Down Town Restrooms.

## 2016/2017 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Parks & Facility Maintenance Superintendent	0.2	0.3	0.3	0.3	0.3	0.0	0%
Senior Maintenance Worker	0.0	0.0	0.0	0.0	0.0	0.0	0%
Maintenance Worker II	0.6	0.4	0.4	0.4	0.4	0.0	0%
<b>Total</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Facilities Maintenance**

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	77,314	90,238	90,623	97,580	102,812	-	13%
Materials and supplies	60,649	68,372	52,400	63,275	68,270	-	30%
Contract Services	155,677	170,699	161,580	176,126	179,879	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	2,943	3,281	2,530	3,030	2,500	-	-1%
Capital outlay	5,300	2,829	-	-	-	-	0%
<b>Total</b>	<b>301,883</b>	<b>335,419</b>	<b>307,133</b>	<b>340,011</b>	<b>353,461</b>	<b>-</b>	<b>15%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Old City Hall	16,859	14,356	16,500	17,804	17,269	-	5%
New City Hall	68,106	70,507	68,229	68,664	72,116	-	6%
Town Hall	53,514	52,511	49,171	52,738	50,857	-	3%
Scout Hall	8,865	8,014	7,704	8,578	8,075	-	5%
Corporation Yard	17,922	23,431	15,030	16,630	17,600	-	17%
City Pool Facilities	107,309	133,344	124,387	134,915	152,404	-	23%
Public Safety Building	12,567	8,741	5,200	13,751	8,200	-	58%
Downtown Public Restroom	6,825	10,578	10,652	12,026	12,037	-	13%
Mosquito Road Park & Bus	9,916	13,937	10,260	14,905	14,903	-	45%
<b>Total</b>	<b>301,883</b>	<b>335,419</b>	<b>307,133</b>	<b>340,011</b>	<b>353,461</b>	<b>-</b>	<b>15%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
General Fund							
Discretionary Revenues	301,883	335,419	307,133	340,011	353,461	-	15%
<b>Total</b>	<b>301,883</b>	<b>335,419</b>	<b>307,133</b>	<b>340,011</b>	<b>353,461</b>	<b>-</b>	<b>15%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Streets and Roads*

## 2015/2016 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement throughout the City.
- Continued street painting, sign installation and repair, and graffiti removal program.
- Swept streets one day per week.
- Completed work service requests for street work.
- Removed hazardous trees and brush.
- Plowed & sanded streets during winter conditions.
- Cleaned storm drains.
- Continued weed abatement program in conjunction with Recreation and Parks Divisions.
- Continued support activities for special events.
- Continued to support Engineering Division in inventorying infrastructure.
- Assisted with the removal of illegal camp sites.
- Implemented Street Striping Program.
- Maintained City Gas and Diesel Fleet.
- Filled Potholes.
- Continued Street Sign Replacement Program.

## 2016/2017 BUDGET

- Continue to maintain approximately 53 miles of City streets.
- Continue street painting, sign installation & repair and graffiti removal program.
- Continue to provide street sweeping one day per week.
- Continue to complete work service requests for street work.
- Identify and remove hazardous trees.
- Continue to remove snow and sand streets during winter conditions.
- Continue to clean storm drains to comply with MS4 permit requirements.
- Continue weed abatement program in conjunction with the Recreation and Parks Divisions.
- Continue support activities for special events.
- Continue to support Engineering Division in inventorying infrastructure.
- Continue Street Sign Replacement Program.
- Continue to update water and sewer maps.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Public Works Operations Manager	0.4	0.4	0.4	0.4	0.4	0.0	0%
Public Works Superintendent	0.0	0.0	0.0	0.0	0.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker I	0.5	0.5	0.5	0.5	0.5	0.0	0%
<b>Total</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## *Division Budget*

### *Streets and Roads*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	245,388	212,770	241,678	275,297	258,665	-	7%
Materials and supplies	71,742	109,306	91,670	95,694	95,320	-	4%
Contract Services	168,719	235,686	235,958	248,764	250,307	-	6%
Overhead	-	-	-	-	-	-	0%
Other expense	24,444	23,483	19,733	26,198	26,275	-	33%
Capital outlay	29,324	68,846	8,160	8,227	3,800	-	-53%
Total	<u>539,617</u>	<u>650,091</u>	<u>597,199</u>	<u>654,180</u>	<u>634,367</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Street Sweeping	15,741	85,405	29,799	31,622	30,417	-	2%
Curbs, Gutters, and Sidewalks	34,716	42,961	37,735	38,575	39,897	-	6%
Street Signs and Markings	52,670	79,523	66,094	61,705	67,208	-	2%
Storm Drains	7,633	30,105	38,265	43,465	48,465	-	27%
Traffic Signals and Lights	101,630	117,948	110,613	123,113	131,113	-	19%
Street Sanding/Snow Removal	15,462	4,800	16,494	9,000	9,200	-	-44%
General Street Maintenance	311,765	289,349	298,199	346,700	308,067	-	3%
Total	<u>539,617</u>	<u>650,091</u>	<u>597,199</u>	<u>654,180</u>	<u>634,367</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	200,573	329,276	305,014	371,556	374,808	-	23%
Gas Tax	309,047	305,382	263,617	263,817	224,739	-	-15%
Transportation Fund	29,997	-	-	-	-	-	0%
Benefit Assessment Districts	-	15,433	28,568	18,807	34,820	-	22%
Total	<u>539,617</u>	<u>650,091</u>	<u>597,199</u>	<u>654,180</u>	<u>634,367</u>	<u>-</u>	<u>6%</u>



# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Water and Sewer Lines*

## 2015/2016 REVIEW

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

## 2016/2017 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017	Approved	from 15/16
Department Staff by Position						2016/2017	Budget
Public Works Operations Manager	0.6	0.6	0.6	0.6	0.6	0.0	0%
Public Works Superintendent	0.0	0.0	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.5	2.5	2.5	2.5	2.5	0.0	0%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.0	0.0	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>8.6</b>	<b>8.6</b>	<b>8.7</b>	<b>8.7</b>	<b>8.7</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## *Division Budget Water and Sewer Lines*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Personnel	516,629	509,084	695,956	686,720	803,651	-	15%
Materials and supplies	67,439	57,773	98,250	123,830	96,900	-	-1%
Contract Services	91,314	102,289	127,050	135,550	124,550	-	-2%
Overhead	149,000	149,000	149,000	149,000	149,000	-	0%
Other expense	2,529	6,217	11,717	12,097	20,404	-	74%
Capital outlay	16,605	17,129	33,360	33,360	15,166	-	-55%
Total	<u>843,516</u>	<u>841,492</u>	<u>1,115,333</u>	<u>1,140,557</u>	<u>1,209,671</u>	<u>-</u>	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Water Lines	394,304	341,195	502,563	505,571	559,495	-	11%
Sewer Lines	449,212	500,297	612,770	634,986	650,176	-	6%
Total	<u>843,516</u>	<u>841,492</u>	<u>1,115,333</u>	<u>1,140,557</u>	<u>1,209,671</u>	<u>-</u>	8%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Water Enterprise Fund	394,304	341,195	502,563	505,571	559,495	-	11%
Sewer Enterprise Fund	449,212	500,297	612,770	634,986	650,176	-	6%
Total	<u>843,516</u>	<u>841,492</u>	<u>1,115,333</u>	<u>1,140,557</u>	<u>1,209,671</u>	<u>-</u>	8%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Water Acquisition and Delivery*

## 2015/2016 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.
- Implement City wide Backflow Certification Program for all City owned devices and all private devices.
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.

## 2016/2017 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	0.0	0.0	0.0	0.0	0.0	0.0	0%
Office Assistant I	0.0	0.0	0.2	0.2	0.2	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
***Division Budget***  
***Water Acquisition and Delivery***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Personnel	83,380	110,049	121,156	108,932	88,981	-	-27%
Materials and supplies	500,874	435,770	522,251	523,876	552,023	-	6%
Contract Services	24,367	17,704	18,730	21,230	20,660	-	10%
Overhead	88,000	88,000	88,000	88,000	88,000	-	0%
Other expense	3,696	13,278	20,200	20,375	19,745	-	-2%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>700,317</u>	<u>664,801</u>	<u>770,337</u>	<u>762,413</u>	<u>769,409</u>	<u>-</u>	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Water Acquisition & Delivery	<u>700,317</u>	<u>664,801</u>	<u>770,337</u>	<u>762,413</u>	<u>769,409</u>	<u>-</u>	0%
Total	<u>700,317</u>	<u>664,801</u>	<u>770,337</u>	<u>762,413</u>	<u>769,409</u>	<u>-</u>	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Water Acquisition & Delivery	<u>700,317</u>	<u>664,801</u>	<u>770,337</u>	<u>762,413</u>	<u>769,409</u>	<u>-</u>	0%
Total	<u>700,317</u>	<u>664,801</u>	<u>770,337</u>	<u>762,413</u>	<u>769,409</u>	<u>-</u>	0%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Downtown Parking*

## 2015/2016 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Provided special event support.
- Renewed agreement with Banner Parking Service for continued parking enforcement in the Downtown area.

## 2016/2017 BUDGET

- Continue to perform maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Continue to evaluate the Downtown Parking Program and work with the Ad Hoc Parking Advisory Committee in making recommendations to the City Council in improving the program,

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

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

**Fiscal Year 2016/2017 Annual Operating Budget**  
***Division Budget***  
***Downtown Parking***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	347	316	1,400	600	1,400	-	0%
Contract Services	145,838	137,801	144,960	144,016	143,828	-	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	851	1,423	1,430	1,430	1,430	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>147,036</u>	<u>139,540</u>	<u>147,790</u>	<u>146,046</u>	<u>146,658</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
Downtown Parking	<u>147,036</u>	<u>139,540</u>	<u>147,790</u>	<u>146,046</u>	<u>146,658</u>	<u>-</u>	<u>-1%</u>
Total	<u>147,036</u>	<u>139,540</u>	<u>147,790</u>	<u>146,046</u>	<u>146,658</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b>	<b><u>from 15/16</u></b>
				<b><u>2015/2016</u></b>		<b><u>2016/2017</u></b>	<b><u>Budget</u></b>
General Fund							
Discretionary Revenues	27,048	8,556	19,948	7,965	8,927	-	-55%
Daily Parking Revenues	49,408	56,582	55,662	56,177	55,827	-	0%
Leased Parking Revenues	<u>70,580</u>	<u>74,402</u>	<u>72,180</u>	<u>81,904</u>	<u>81,904</u>	<u>-</u>	<u>13%</u>
Total	<u>147,036</u>	<u>139,540</u>	<u>147,790</u>	<u>146,046</u>	<u>146,658</u>	<u>-</u>	<u>-1%</u>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Community Services*

*Division: Administration*

## 2015/2016 REVIEW

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

## 2016/2017 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.0	0.0	0.1	0.1	0.1	0.0	0%
<b>Total Public Services</b>	<b>2.0</b>	<b>2.0</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	220,347	239,323	270,654	286,066	277,267	-	2%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>220,347</u>	<u>239,323</u>	<u>270,654</u>	<u>286,066</u>	<u>277,267</u>	<u>-</u>	2%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
CSD Administration	<u>220,347</u>	<u>239,323</u>	<u>270,654</u>	<u>286,066</u>	<u>277,267</u>	<u>-</u>	2%
Total	<u>220,347</u>	<u>239,323</u>	<u>270,654</u>	<u>286,066</u>	<u>277,267</u>	<u>-</u>	2%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	<u>220,347</u>	<u>239,323</u>	<u>270,654</u>	<u>286,066</u>	<u>277,267</u>	<u>-</u>	2%
Total	<u>220,347</u>	<u>239,323</u>	<u>270,654</u>	<u>286,066</u>	<u>277,267</u>	<u>-</u>	2%



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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 2016/2017 Annual Operating Budget

## Department Budget:

### Elected Officials



<u>Workload Indicators</u>	<u>Actual 2013/2014</u>	<u>Actual 2014/2015</u>	<u>Estimated Actual 2015/2016</u>	<u>Proposed 2016/2017</u>
Regular City Council Meetings	22	22	22	22
Resolutions	112	116	95	110
Ordinances	5	5	5	5

<u>Department Staff by Position</u>	<u>Actual 2013/2014</u>	<u>Actual 2014/2015</u>	<u>Revised 2015/2016</u>	<u>Estimated Actual 2015/2016</u>	<u>Proposed 2016/2017</u>	<u>Council Approved 2016/2017</u>	<u>% Change from 15/16 Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	6.0	6.0	6.0	6.0	6.0	0.0	0%

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Department Budget**  
**Elected Officials**

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 15/16
<b>Department Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
Personnel	98,448	99,393	99,273	91,214	103,489	-	4%
Materials and supplies	520	670	500	384	500	-	0%
Contract Services	14,993	10,169	17,000	12,430	10,000	-	-41%
Overhead	-	-	-	-	-	-	0%
Other expense	10,213	13,033	12,600	12,625	9,500	-	-25%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>124,174</u>	<u>123,265</u>	<u>129,373</u>	<u>116,653</u>	<u>123,489</u>	<u>-</u>	-5%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 15/16
<b>Department Budget by Division</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
City Council	121,981	121,075	127,008	115,043	121,128	-	-5%
City Treasurer	<u>2,193</u>	<u>2,190</u>	<u>2,365</u>	<u>1,610</u>	<u>2,361</u>	<u>-</u>	0%
Total	<u>124,174</u>	<u>123,265</u>	<u>129,373</u>	<u>116,653</u>	<u>123,489</u>	<u>-</u>	-5%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 15/16
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	<u>124,174</u>	<u>123,265</u>	<u>129,373</u>	<u>116,653</u>	<u>123,489</u>	<u>-</u>	-5%
Total	<u>124,174</u>	<u>123,265</u>	<u>129,373</u>	<u>116,653</u>	<u>123,489</u>	<u>-</u>	-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 administration and implementation.

Provide services at all City Council meetings, including the recording of all votes of the City Council, assuring that meetings are electronically recorded, and the speakers are identified.

# Fiscal Year 2016/2017 Annual Operating Budget

## Department: City Administration

### All Divisions

	Actual	Actual	Estimated	Proposed
Workload Indicators	2013/2014	2014/2015	Actual 2015/2016	2016/2017
<b>City Manager (hours)</b>				
Council agenda and meeting prep.	500	500	500	500
Attend Council meetings	75	75	75	75
Personnel	500	500	500	500
Bonds	50	50	50	50
Intergovernmental relations	150	150	150	150
Citizen inquiries	150	150	150	150
Public Works/Comm. Develop. Proj.	600	600	400	400
Claims and litigation	150	150	150	150
Franchise	50	50	50	50
Bids and contracts	75	75	75	75
Special Events	50	50	50	50
Utility fees	100	100	100	100
Main Street & Parking	125	125	125	125
Ordinances and resolutions	150	150	150	150
Redevelopment	0	0	0	0
Economic Development	350	350	350	350
Grant Development and Admin.		0	40	40
<b>City Attorney (hours)</b>				
Council agenda and meeting prep.	25	25	25	25
Attend Council meetings	75	75	75	75
Personnel	55	55	55	55
Bonds	10	10	10	10
Respond to subpoenas/records reqs.	20	20	20	20
Public Works/Comm. Develop. Proj.	50	50	50	50
Claims	50	50	50	50
Litigation	60	60	60	60
Bids and contracts	25	25	25	25
Ordinances and resolutions	45	45	45	45
Collections	5	5	5	5
Utility fees	20	20	20	20
Parking	5	5	5	5
Franchise	5	5	5	5
Redevelopment	0	0	0	0
<b>Grant Administration (hours)</b>				
Loan Reuse Program	0	0	0	0
Small Business Loans	0	0	0	0
Code Enforcement - Citizen Inquiries	0	0	0	0
Downtown Streetscape-Parking	0	0	0	0
Grant Development	50	50	0	0
CEC-ARRA Grant	0	0	0	0
CDBG 1st-Time Homebuyer/Housing Rehab	25	25	0	0
<b>City Clerk (#/Hrs)</b>				
Agendas/Minutes	50/637.5	54/637.5	54/637.5	54/637.5
Resolutions	100/200	100/200	100/200	100/200
Ordinances	5/10	5/10	5/10	5/10
Economic Interest Statements	62/93	62/93	62/93	62/93
Citizen calls & inquiries	2000/10	2000/10	2000/10	2000/10
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.
Public records requests	300/300	300/300	300/300	300/300
<b>Human Resources (#/hrs)</b>				
Recruitments	7/252	7/252	6/216	6/216
Reclassifications	2/4	2/4	0/5	3/3
Orientations	7/7	7/7	6/6	6/6
Process new hires including seasonal	10/10	10/10	10/10	10/10
<b>Risk Management</b>				
Liability claims processed	15/120	15/120	15/120	15/120
Worker's Comp. claims existing	21/84			
Worker's comp. claims	7/56	7/56	7/56	7/56
COBRA Administration	3/3	3/3	3/3	3/3
<b>Information Services (% hrs)</b>				
Network administration	20%	20%	20%	20%
Computer service calls/training	20%	20%	20%	20%
Project management	30%	30%	30%	30%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	5.0	5.0	5.0	5.0	5.0	0.0	0%

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Department Budget**  
**City Administration**

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	597,871	655,373	701,356	695,978	708,393	-	1%
Materials and supplies	4,327	5,656	4,795	4,799	5,302	-	11%
Contract Services	189,650	202,272	129,631	326,012	140,380	-	8%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	8,921	33,470	14,272	11,535	5,806	-	-59%
Capital outlay	2,562	9,233	63,155	63,234	-	-	-100%
<b>Total</b>	<b>841,331</b>	<b>944,004</b>	<b>951,209</b>	<b>1,139,558</b>	<b>897,881</b>	<b>-</b>	<b>-6%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Legal Services	78,136	80,417	71,851	78,833	68,459	-	-5%
Litigation	49,788	70,436	-	176,624	-	-	0%
City Manager	279,197	295,793	309,157	308,125	311,264	-	1%
Information Services	304,598	356,400	402,052	409,837	380,402	-	-5%
Human Resources	120,773	128,439	140,735	140,781	125,936	-	-11%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	8,839	12,519	27,414	25,358	11,820	-	-57%
<b>Total</b>	<b>841,331</b>	<b>944,004</b>	<b>951,209</b>	<b>1,139,558</b>	<b>897,881</b>	<b>-</b>	<b>-6%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
General Fund							
Discretionary Revenues	593,409	644,017	683,083	690,033	656,117	-	-4%
General Liability Fund	49,788	70,436	-	176,624	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	99,050	114,661	121,543	123,898	120,782	-	-1%
Sewer Enterprise Fund	99,084	114,890	146,583	149,003	120,982	-	-17%
<b>Total</b>	<b>841,331</b>	<b>944,004</b>	<b>951,209</b>	<b>1,139,558</b>	<b>897,881</b>	<b>-</b>	<b>-6%</b>



# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: City Attorney*

2015/2016 REVIEW	2016/2017 BUDGET
<ul style="list-style-type: none"> <li>■ Worked with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.</li> <li>■ Continued to respond to inquiries from property owners and bond holders.</li> <li>■ Monitored legal issues regarding grant funds.</li> <li>■ Monitored legal issues regarding transportation funds.</li> <li>■ Reviewed contracts, RFPs and bid documents.</li> <li>■ Prepared and reviewed ordinances/resolutions/contracts.</li> <li>■ Assisted in personnel matters.</li> <li>■ Advised on CEQA issues and reviewed CEQA documents.</li> <li>■ Supervised claims and litigation and workers compensation claims.</li> <li>■ Monitored pending and new legislation.</li> <li>■ Assisted in Cal/OSHA matters.</li> <li>■ Monitored water regulations.</li> <li>■ Monitored and assisted in WWTP regulation issues.</li> <li>■ Advised Planning and Engineering on legal issues.</li> <li>■ Assisted with code enforcement.</li> <li>■ Advised on legal documents regarding lease/purchase for old City Hall.</li> <li>■ Represented City on Pitchess motions.</li> <li>■ Reviewed and advised regarding Public Records requests.</li> <li>■ Attended City Council meetings.</li> <li>■ Reviewed and advise regarding legal documents relating to City.</li> <li>■ Provided legal advice to City Council.</li> <li>■ Advised on FPPC issues.</li> </ul>	<ul style="list-style-type: none"> <li>■ Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.</li> <li>■ Continue to respond to inquiries from property owners and bond holders.</li> <li>■ Monitor legal issues regarding grants and funding.</li> <li>■ Monitor legal issues regarding transportation funds.</li> <li>■ Draft and review contracts, RFP's and bid documents.</li> <li>■ Draft and review ordinances/resolutions/contracts.</li> <li>■ Review and advise regarding new and pending legislation affecting City.</li> <li>■ Advise and assist in personnel matters.</li> <li>■ Review CEQA documents.</li> <li>■ Participate in personnel training.</li> <li>■ Supervise liability claims, workers compensation claims and litigation.</li> <li>■ Advise City departments on legal issues affecting the department.</li> <li>■ Assist with code enforcement issues.</li> <li>■ Monitor and assist with water and wastewater regulations/issues.</li> <li>■ Assist in Cal/OSHA matters.</li> <li>■ Represent City on Pitchess motions.</li> <li>■ Review and advise regarding Public Records requests.</li> <li>■ Attend City Council meetings.</li> <li>■ Review and advise regarding legal documents relating to City.</li> <li>■ Provide legal advice to Council.</li> <li>■ Advise on FPPC issues.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.30	0.00	0%
Total	0.30	0.30	0.30	0.30	0.30	0.00	0%

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### City Attorney

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	21,528	22,838	24,851	19,827	25,259	-	2%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	104,459	104,936	45,000	233,722	43,000	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	1,937	23,079	2,000	1,908	200	-	-90%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>127,924</u>	<u>150,853</u>	<u>71,851</u>	<u>255,457</u>	<u>68,459</u>	<u>-</u>	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Legal Services	78,136	80,417	71,851	78,833	68,459	-	-5%
Litigation	49,788	70,436	-	176,624	-	-	0%
Total	<u>127,924</u>	<u>150,853</u>	<u>71,851</u>	<u>255,457</u>	<u>68,459</u>	<u>-</u>	-5%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	78,136	80,417	71,851	78,833	68,459	-	-5%
General Liability Reserve	49,788	70,436	-	176,624	-	-	0%
Total	<u>127,924</u>	<u>150,853</u>	<u>71,851</u>	<u>255,457</u>	<u>68,459</u>	<u>-</u>	-5%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: City Manager*

2015/2016 REVIEW	2016/2017 BUDGET
<ul style="list-style-type: none"> <li>■ Worked with City Attorney and Director of Finance on workout options for Defaulted Bonds.</li> <li>■ Continue with Implementation of Economic Development Strategy.</li> <li>■ Reviewed parking regulations with Parking Committee and delayed changes until Fall of 2016.</li> <li>■ Reviewed Options to eliminate deficit in Parking Operations Fund and provide funding for deferred Maintenance.</li> <li>■ Provided oversight for Main Street Project.</li> <li>■ Review and oversee personnel matters - salaries/benefits/discipline.</li> <li>■ Implemented new Website.</li> <li>■ Continue to monitor development of Placerville Station II and looked at sight as potential hotel sight.</li> <li>■ Monitored State's budget process and other State Legislation.</li> <li>■ Participate with PDA in planning and coordinating downtown events.</li> <li>■ Oversee City budget preparation.</li> <li>■ Monitor transportation-related projects.</li> <li>■ Continue to search for alternatives for new Public Safety Building.</li> <li>■ Review all new hires and personnel forms.</li> <li>■ Completed Structural Analysis of Historic City Hall.</li> <li>■ Monitor CDBG Housing Rehab Grant and assist in preparation of new grant applications.</li> <li>■ Continued Neighborhood Chats to improve communication for intergovernmental relations.</li> <li>■ Provide oversight for Claims and Litigation.</li> <li>■ Continue to pursue new ways through Social and other media to educate the public.</li> <li>■ Continue to pursue funding for Western Placerville Interchange and monitor development of existing funded phases.</li> <li>■ Provided research and recommended funding through sales tax measure for water sewer and street maintenance.</li> <li>■ Successfully negotiated Hampton Inn Hotel Deal.</li> <li>■ Research options to fund mandated Storm Drain Maintenance.</li> <li>■ Began Water and Sewer Rate Study.</li> <li>■ Began negotiations with additional Hotel in Placerville.</li> </ul>	<ul style="list-style-type: none"> <li>■ Continue to look at workout options for Defaulted Bonds.</li> <li>■ Monitor pending and existing legislation.</li> <li>■ Continue with Implementation of Economic Development Strategy.</li> <li>■ Monitor Water Reclamation Facility regulatory issues.</li> <li>■ Monitor El Dorado Disposal performance.</li> <li>■ Work with Parking Committee to identify and implement changes to fund parking facility maintenance.</li> <li>■ Review and oversee personnel matters -salaries/ benefits/ discipline.</li> <li>■ Oversee maintenance and updates to new Website.</li> <li>■ Continue negotiations with potential Hotel Sites.</li> <li>■ Monitor development of Placerville Station II.</li> <li>■ Monitor State's budget process and other State Legislation.</li> <li>■ Participate with PDA in planning and coordinating downtown events.</li> <li>■ Oversee City budget preparation.</li> <li>■ Monitor transportation-related projects.</li> <li>■ Continue to search for alternatives for new Public Safety Building.</li> <li>■ Review all new hires and personnel forms.</li> <li>■ Review ways to implement City Newsletter – E-newsletter.</li> <li>■ Investigate and pursue options for renovation of Historic City Hall.</li> <li>■ Monitor CDBG Housing Rehab Grant and assist in preparation of new grant applications.</li> <li>■ Continue Neighborhood Chats to improve communication for intergovernmental relations.</li> <li>■ Supervise Claims and Litigation.</li> <li>■ Continue to pursue new ways through Social and other media to educate the public.</li> <li>■ Continue to pursue funding for Western Placerville Interchange and monitor development of existing funded phases.</li> <li>■ Support education effort and implementation of Sales Tax Measure.</li> <li>■ Continue negotiations with Hotel Developers. Identify obstacles to Hotel Development.</li> <li>■ Research options to fund mandated Storm Drain Maintenance.</li> <li>■ Oversee Water and Sewer Rate Study and implement recommendations.</li> <li>■ Complete Housing Element requirements to certify Housing Element.</li> <li>■ Provide support and assistance to World Gold Panning Championships.</li> <li>■ Complete first phase of Johnson Controls Water and Energy Efficiency Project including application for State Water Grant.</li> </ul>

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual	Proposed	Approved	from 15/16
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0.00	0%
Total	1.70	1.70	1.70	1.70	1.70	0.00	0%

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### City Manager

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Personnel	262,205	279,110	290,232	281,342	302,414	-	4%
Materials and supplies	895	959	1,000	1,000	1,000	-	0%
Contract Services	14,917	11,761	11,600	19,783	7,000	-	-40%
Overhead	-	-	-	-	-	-	0%
Other expense	550	3,963	6,325	5,925	850	-	-87%
Capital outlay	630	-	-	75	-	-	0%
Total	<u>279,197</u>	<u>295,793</u>	<u>309,157</u>	<u>308,125</u>	<u>311,264</u>	<u>-</u>	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Division Budget by Program</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
City Manager	<u>279,197</u>	<u>295,793</u>	<u>309,157</u>	<u>308,125</u>	<u>311,264</u>	<u>-</u>	1%
Total	<u>279,197</u>	<u>295,793</u>	<u>309,157</u>	<u>308,125</u>	<u>311,264</u>	<u>-</u>	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
General Fund							
Discretionary Revenues	<u>279,197</u>	<u>295,793</u>	<u>309,157</u>	<u>308,125</u>	<u>311,264</u>	<u>-</u>	1%
Total	<u>279,197</u>	<u>295,793</u>	<u>309,157</u>	<u>308,125</u>	<u>311,264</u>	<u>-</u>	1%

# Fiscal Year 2016/2017 Annual Operating Budget

**Department: City Administration**

**Division: Information Services**

2015/2016 REVIEW	2016/2017 BUDGET
<ul style="list-style-type: none"> <li>■ Provided email responses to the public for our website.</li> <li>■ Supported computer and projector needs for City Council meetings.</li> <li>■ Monitored our security camera archiving video archiving.</li> <li>■ Provided software and hardware support to Banner parking for our parking meters throughout downtown Placerville.</li> <li>■ Provided support for all VPN connections to the Corp Yard, portables, Aquatic Center, and Gold Bug Park.</li> <li>■ Supported all phone system issues for all sites.</li> <li>■ Supported all smart-phone data synchronization issues for the City, including all Police officers.</li> <li>■ Supported hardware, software and security (24x7) all VPN connections required by employees and vendors.</li> <li>■ Supported CAD and TRACNET at the Police station and MDC's in Police cars and other Police applications.</li> <li>■ Supported Police Officers by making security camera DVD's of crime related video archives.</li> <li>■ Supported Police computer room and equipment in EOC.</li> <li>■ Updated and helped monitor computer usage within the context of our city Computer Usage Policy.</li> <li>■ Supported network connections from City of Placerville to the District Attorney's office.</li> <li>■ Provided support to the network connecting City of Placerville with the El Dorado Sheriff (for PPD).</li> <li>■ Supported all data lines and computer rooms located at 3101 Center Street, Town Hall, PPD, and the WRF.</li> <li>■ Supported all DSL lines located at remote sites (Police, Gold Bug Park, City Pool, Corpyard &amp; telecommuters.).</li> <li>■ Supported emailing of Council, Planning and Commission Agendas to our growing distribution lists.</li> <li>■ Supported ever growing needs of our website.</li> <li>■ Provided 1<sup>st</sup> level support for Google Apps users (90).</li> <li>■ Shutdown AS400 h/w and s/w in Finance Department.</li> <li>■ Supported Channel 2 associated with our network and City needs.</li> <li>■ Supported new cell phones for Public Works / CS department workers.</li> <li>■ Upgraded Police garage video archiving capacity.</li> <li>■ Supported live video streaming of Council / Planning Commission meetings with YouTube archiving.</li> <li>■ Trained other departments to post to and modify their own webpages on our City website.</li> <li>■ Supported PlanetPress software for Finance Department.</li> <li>■ Continuous Support for PlanetPress / Naviline application.</li> <li>■ Upgraded old T1 line / Cisco router network to Comcast Internet at each site with Cradlepoint router equipment.</li> <li>■ Upgraded NetMotion server at PPD to Windows 2008 or 2012.</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide email and/or phone support to the public regarding our website.</li> <li>■ Provide internal staff support and training on our new website.</li> <li>■ 'Roll-out' and implement a brand new Website.</li> <li>■ Repair broken security camera located on top of the bell tower.</li> <li>■ Work with Police implementing new downtown security camera project.</li> <li>■ Provide computer, projector and audio needs to City Council meetings.</li> <li>■ Upgrade Finance department software to implement bar coding for Utility billing.</li> <li>■ Explore the Click-To-Gov applications for Finance.</li> <li>■ Provide software and hardware technical support for our parking meters and parking staff throughout downtown Placerville.</li> <li>■ Replace our old parking meters with new ones.</li> <li>■ Replace our main file server at City Hall (PVX2).</li> <li>■ Replace all Servers at WRF.</li> <li>■ Upgrade SCADA software at WRF.</li> <li>■ Train new I.T. Analyst.</li> <li>■ Train new I.T. Analyst in City Council Chamber Comcast broadcasting as my backup.</li> <li>■ Plan VMware implementation for our City's network.</li> <li>■ Schedule to have pipes in 4<sup>th</sup> floor computer room wrapped to reduce heat and save on A/C in that room. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room.</li> <li>■ Evaluate which file servers to be replaced next.</li> <li>■ Get training on Cradlepoint routers / admin tools.</li> <li>■ Support new website features.</li> <li>■ Upgraded network topology at PPD to eliminate older technologies and support newer technologies.</li> <li>■ Provide Police with a network diagram for Clets / DOJ requirements.</li> </ul>

	Actual	Actual	Revised	Estimated		Council	% Change
	2013/2014	2014/2015	2015/2016	Actual	Proposed	Approved	from 15/16
Department Staff by Position				2015/2016	2016/2017	2016/2017	Budget
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Information Services**

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	199,603	229,261	249,058	255,623	256,608	-	3%
Materials and supplies	3,384	4,601	3,795	3,799	4,302	-	13%
Contract Services	61,520	74,849	67,731	68,961	80,880	-	19%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	159	456	612	594	612	-	0%
Capital outlay	1,932	9,233	42,856	42,860	-	-	-100%
Total	<u>304,598</u>	<u>356,400</u>	<u>402,052</u>	<u>409,837</u>	<u>380,402</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Information Services	<u>304,598</u>	<u>356,400</u>	<u>402,052</u>	<u>409,837</u>	<u>380,402</u>	<u>-</u>	<u>-5%</u>
Total	<u>304,598</u>	<u>356,400</u>	<u>402,052</u>	<u>409,837</u>	<u>380,402</u>	<u>-</u>	<u>-5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	106,464	126,849	133,926	136,936	138,638	-	4%
Water Enterprise Fund	99,050	114,661	121,543	123,898	120,782	-	-1%
Sewer Enterprise Fund	99,084	114,890	146,583	149,003	120,982	-	-17%
Total	<u>304,598</u>	<u>356,400</u>	<u>402,052</u>	<u>409,837</u>	<u>380,402</u>	<u>-</u>	<u>-5%</u>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: Human Resources*

2015/2016 REVIEW	2016/2017 BUDGET
<ul style="list-style-type: none"> <li>Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for nineteen City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing.</li> <li>Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.</li> <li>Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.</li> <li>Coordinated Sexual Harassment Training for supervisory employees.</li> <li>Coordinated extensive Personnel Hearing.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek creative avenues of attracting top candidates for positions within City service.</li> <li>Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association (PARSAC), City of Roseville Academy and other local agencies.</li> <li>Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities.</li> <li>Expand Safety Program to encourage a safety culture within the City.</li> <li>Work with City's Health Benefits Advisory Committee to continue to reduce costs of employee health benefits.</li> <li>Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
<b>Total</b>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	0%

**Fiscal Year 2016/2017 Annual Operating Budget**  
***Division Budget***  
***Human Resources***

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Category</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b> <b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b> <b><u>2016/2017</u></b>	<b><u>from 15/16</u></b> <b><u>Budget</u></b>
Personnel	112,342	121,974	134,850	137,576	121,751	-	-10%
Materials and supplies	48	96	-	-	-	-	0%
Contract Services	4,280	4,126	2,800	2,046	2,000	-	-29%
Overhead	-	-	-	-	-	-	0%
Other expense	4,103	2,243	3,085	1,159	2,185	-	-29%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>120,773</u>	<u>128,439</u>	<u>140,735</u>	<u>140,781</u>	<u>125,936</u>	<u>-</u>	<u>-11%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Division Budget by Program</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b> <b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b> <b><u>2016/2017</u></b>	<b><u>from 15/16</u></b> <b><u>Budget</u></b>
Human Resources	<u>120,773</u>	<u>128,439</u>	<u>140,735</u>	<u>140,781</u>	<u>125,936</u>	<u>-</u>	<u>-11%</u>
Total	<u>120,773</u>	<u>128,439</u>	<u>140,735</u>	<u>140,781</u>	<u>125,936</u>	<u>-</u>	<u>-11%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b><u>Funding Sources</u></b>	<b><u>2013/2014</u></b>	<b><u>2014/2015</u></b>	<b><u>2015/2016</u></b>	<b><u>Actual</u></b> <b><u>2015/2016</u></b>	<b><u>2016/2017</u></b>	<b><u>Approved</u></b> <b><u>2016/2017</u></b>	<b><u>from 15/16</u></b> <b><u>Budget</u></b>
General Fund							
Discretionary Revenues	<u>120,773</u>	<u>128,439</u>	<u>140,735</u>	<u>140,781</u>	<u>125,936</u>	<u>-</u>	<u>-11%</u>
Total	<u>120,773</u>	<u>128,439</u>	<u>140,735</u>	<u>140,781</u>	<u>125,936</u>	<u>-</u>	<u>-11%</u>



# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	0%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: Grant Administration*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: City Clerk*

<b>2015/2016 BUDGET REVIEW</b> <ul style="list-style-type: none"><li>■ Continued the process of converting City records into a digital format.</li><li>■ Continued to prepare the agendas and minutes of all regular and special City Council meetings.</li><li>■ Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.</li><li>■ Responsible for all election related responsibilities including candidate statements and campaign reporting for the 2014 City Council elections in conjunction with El Dorado County Elections department.</li><li>■ Continued to transfer paper records from the City Hall to off-site storage of permanent documents, and shredding of non-record documents.</li><li>■ Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.</li><li>■ Responded to a large increase in requests for Public Information within a timely manner.</li><li>■ Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.</li><li>■ Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2015.</li><li>■ Scheduled biennial Ethics Training for all Form 700 filers.</li></ul>	<b>2016/2017 BUDGET</b> <ul style="list-style-type: none"><li>■ Continue the process of converting City records into a digital format, as time allows.</li><li>■ Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.</li><li>■ Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.</li><li>■ Responsible for all 2016 election-related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.</li><li>■ 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.</li><li>■ Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.</li><li>■ Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a Citywide, cohesive records management program.</li><li>■ Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy, to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.</li><li>■ Continue to respond to a large volume of Public Information Act requests.</li><li>■ Finalize the City's entire legislative history of Resolutions from 1,900 to present to be shared on the City's website.</li></ul>
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# Fiscal Year 2016/2017 Annual Operating Budget

*Department: City Administration*

*Division: City Clerk*

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
Personnel	2,193	2,190	2,365	1,610	2,361	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	4,474	6,600	2,500	1,500	7,500	-	200%
Overhead	-	-	-	-	-	-	0%
Other expense	2,172	3,729	2,250	1,949	1,959	-	-13%
Capital outlay	-	-	20,299	20,299	-	-	-100%
Total	<u>8,839</u>	<u>12,519</u>	<u>27,414</u>	<u>25,358</u>	<u>11,820</u>	<u>-</u>	<u>-57%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
City Clerk	<u>8,839</u>	<u>12,519</u>	<u>27,414</u>	<u>25,358</u>	<u>11,820</u>	<u>-</u>	<u>-57%</u>
Total	<u>8,839</u>	<u>12,519</u>	<u>27,414</u>	<u>25,358</u>	<u>11,820</u>	<u>-</u>	<u>-57%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u> <u>2015/2016</u>	<u>2016/2017</u>	<u>Approved</u> <u>2016/2017</u>	<u>from 15/16</u> <u>Budget</u>
General Fund							
Discretionary Revenues	<u>8,839</u>	<u>12,519</u>	<u>27,414</u>	<u>25,358</u>	<u>11,820</u>	<u>-</u>	<u>-57%</u>
Total	<u>8,839</u>	<u>12,519</u>	<u>27,414</u>	<u>25,358</u>	<u>11,820</u>	<u>-</u>	<u>-57%</u>

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# Finance

Provide the City's financial and investment activities in a manner that is consistent with sound and prudent accounting practices and legal requirements. Provide the City's 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 2016/2017 Annual Operating Budget

*Department: Finance*

*All Divisions*

	Actual	Actual	Estimated	Proposed
<b>Workload Indicators</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>
<b>Financial Management</b>				
State mandated reports	8	8	8	8
Audits (including pre-award)	5	7	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	48	48	48
Deposits/revenues	600/\$18m	700/\$17m	700/\$17m	700/\$17m
Accounts receivable billings	6,900	6,500	6,500	6,500
Development Trust Accounts	30	27	27	27
Payable checks processed	3,050/\$13.5m	2,900/\$11m	3,089/\$12m	3,100/\$12m
Business license applications	179	180	180	180
Bad checks recovered	39/\$16,141	50/\$24,000	50/\$24,000	50/\$24,000
<b>Payroll</b>				
Payroll transactions processed	3,559/\$8.1m	3,420/\$8.3m	3,500/\$8.5m	3,500/\$8.5m
Processed payroll (FT/PT)	8/143	85/140	85/140	85/140
Action forms processed (FT)	52	115	115	115
New hire orientation	10	16	10	10
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	18,500	18,500	18,500	18,500
Bills issued	22,537	22,537	22,537	22,537
Liens filed/released	5	5	5	5
Discovery of non-paying users	5	5	5	5
State mandated reports	2	2	2	2
Judgements Placed	3	4	4	4
Payment plans established	195	150	150	150

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<b>Department Staff by Position</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual 2015/2016</b>	<b>2016/2017</b>	<b>Approved 2016/2017</b>	<b>from 15/16 Budget</b>
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	2.0	2.0	3.0	3.0	3.0	0.0	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Department Budget

### Finance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Personnel	551,309	592,418	644,697	686,317	672,198	-	4%
Materials and supplies	10,375	11,040	10,900	11,012	10,900	-	0%
Contract Services	18,078	24,101	34,917	26,865	33,050	-	-5%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	11,400	8,430	13,249	13,229	11,425	-	-14%
Capital outlay	1,297	722	9,068	9,068	-	-	-100%
Total	659,459	703,711	779,831	813,491	794,573	-	2%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Financial Management	294,326	326,302	348,461	367,048	357,015	-	2%
Utility Billing	365,133	377,409	431,370	446,443	437,558	-	1%
Total	659,459	703,711	779,831	813,491	794,573	-	2%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
General Fund							
Discretionary Revenues	294,326	326,302	348,461	367,048	357,015	-	2%
Water Enterprise Fund	185,255	191,505	217,185	224,727	220,279	-	1%
Sewer Enterprise Fund	179,878	185,904	214,185	221,716	217,279	-	1%
Total	659,459	703,711	779,831	813,491	794,573	-	2%



# Fiscal Year 2016/2017 Annual Operating Budget

**Department: Finance**

**Division: Financial Management**

## 2015/2016 REVIEW

- Successfully completed several audits including CalPERS Compliance, gas tax, Federal single and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reports to all City departments.
- Administered medical insurance open enrollment process.
- Successfully administered the transition to the Assurant employee dental insurance plan thereby saving the City \$43,493 in premiums annually.
- 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 the City's CalPERS Retirement plans.
- Facilitated the Health Benefits Advisory Committee.
- Revised budget according to City Council action.
- Administered CFD, BAD, and LLMD assessment districts.
- Co-represented the City in labor negotiation meetings and provided financial analysis to the City Manager related to collective bargaining.
- Closely monitored State budget proposals affecting local government and provided analysis to management and the City Council.
- Represented the City at the PARSAC Finance Subcommittee meetings and chaired the NCCSIF Executive Committee and Board of Directors meetings.
- Facilitated five Measure H Sales tax Committee meetings.
- Conducted Community Survey on the use of future Measure H sales tax receipts and presented the results and analysis to the City Council.
- Continued efforts in refinancing of the City Hall Capital Lease and the 2006 Wastewater Revenue Bonds to reduce the overall costs of each financing.
- Continued development of plan to address the underfunding of Downtown Parking District operations and infrastructure replacement.
- Provided support for the Water and Energy Efficiency, Phase 2 Study.
- Successfully recruited and trained a new Accountant.

## 2016/2017 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 the City's CalPERS Retirement plans.
- 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 chair the NCCSIF Executive Committee and Board of Directors meetings.
- Continue to pursue State mandated cost reimbursements.
- Continue to facilitate the Measure H Sales Tax Committee meetings.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Continue to co-facilitate Ad-Hoc Parking Advisory Committee Meetings.
- Implement plan to address the underfunding of Downtown Parking District operations.
- Refinance the City Hall Capital Lease and the 2006 Wastewater Revenue Bonds.
- Perform an update of the Master Fee schedule.
- Continue to provide support for the Water and Energy Efficiency, Phase 2 Study.
- Provide assistance for the replacement of the nine parking pay stations throughout the Downtown area.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	0.8	0.8	0.8	0.8	0.0	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0.0	0%
<b>Total</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2016/2017 Annual Operating Budget**  
**Division Budget**  
**Financial Management**

<b>Division Budget by Category</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Personnel	284,056	307,007	329,179	348,811	343,540	-	4%
Materials and supplies	11	-	100	100	100	-	0%
Contract Services	8,247	16,479	13,317	12,268	11,450	-	-14%
Overhead	-	-	-	-	-	-	0%
Other expense	1,580	2,574	2,843	2,847	1,925	-	-32%
Capital outlay	432	242	3,022	3,022	-	-	-100%
<b>Total</b>	<b>294,326</b>	<b>326,302</b>	<b>348,461</b>	<b>367,048</b>	<b>357,015</b>	<b>-</b>	<b>2%</b>

<b>Division Budget by Program</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
Financial Analysis	176,596	195,781	209,077	220,229	214,209	-	2%
Accounts Payable/Receivable	88,298	97,891	104,538	110,114	107,105	-	2%
Bond Administration	23,546	26,104	27,877	29,364	28,561	-	2%
Mandated Reporting	5,887	6,526	6,969	7,341	7,140	-	2%
<b>Total</b>	<b>294,326</b>	<b>326,302</b>	<b>348,461</b>	<b>367,048</b>	<b>357,015</b>	<b>-</b>	<b>2%</b>

<b>Funding Sources</b>	<b>Actual 2013/2014</b>	<b>Actual 2014/2015</b>	<b>Revised 2015/2016</b>	<b>Estimated Actual 2015/2016</b>	<b>Proposed 2016/2017</b>	<b>Council Approved 2016/2017</b>	<b>% Change from 15/16 Budget</b>
General Fund							
Discretionary Revenues	294,326	326,302	348,461	367,048	357,015	-	2%
<b>Total</b>	<b>294,326</b>	<b>326,302</b>	<b>348,461</b>	<b>367,048</b>	<b>357,015</b>	<b>-</b>	<b>2%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

*Department: Finance*

*Division: Utility Billing*

## 2015/2016 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,537 utility billing statements.
- Established 150 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Continued the sewer and water rate study.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continued administration of Public outreach program for water conservation in response to the continuing drought conditions.
- Provided support for the Water and Energy Efficiency, Phase 2 Study.

## 2016/2017 BUDGET

- Issue 22,537 utility billing statements.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Engineering Division on meter reading / replacement program to preserve the integrity of the City's water revenues.
- Work with the Corporation Yard, Engineering, and meter reader to improve procedures for hydrant meters.
- Continue to develop customer deposit/credit check program to minimize the negative affects of requirements to protect the City from bad debts.
- Update the utility billing information page for the City's website.
- Work with the Engineering Division and Johnson Controls, Inc. to implement a new automated water meter reading program.
- Complete sewer and water rate study.
- Revise utility application process.
- Complete the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continue to administer Public outreach program for water conservation as necessary.
- Continue to provide support for the Water and Energy Efficiency, Phase 2 Study.
- Research and secure a new collection agency.

Department Staff by Position	Actual 2013/2014	Actual 2014/2015	Revised 2015/2016	Estimated Actual 2015/2016	Proposed 2016/2017	Council Approved 2016/2017	% Change from 15/16 Budget
Accountant	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Supervisor	0.6	0.6	0.6	0.6	0.6	0.0	0%
Accounting Assistant II	1.2	1.2	2.2	2.2	2.2	0.0	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2016/2017 Annual Operating Budget

## Division Budget

### Utility Billing

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u>	<u>2016/2017</u>	<u>Approved</u>	<u>from 15/16</u>
				<u>2015/2016</u>		<u>2016/2017</u>	<u>Budget</u>
Personnel	267,253	285,411	315,518	337,506	328,658	-	4%
Materials and supplies	10,364	11,040	10,800	10,912	10,800	-	0%
Contract Services	9,831	7,622	21,600	14,597	21,600	-	0%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	9,820	5,856	10,406	10,382	9,500	-	-9%
Capital outlay	865	480	6,046	6,046	-	-	-100%
Total	<u>365,133</u>	<u>377,409</u>	<u>431,370</u>	<u>446,443</u>	<u>437,558</u>	<u>-</u>	<u>1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u>	<u>2016/2017</u>	<u>Approved</u>	<u>from 15/16</u>
				<u>2015/2016</u>		<u>2016/2017</u>	<u>Budget</u>
Utility Billing	<u>365,133</u>	<u>377,409</u>	<u>431,370</u>	<u>446,443</u>	<u>437,558</u>	<u>-</u>	<u>1%</u>
Total	<u>365,133</u>	<u>377,409</u>	<u>431,370</u>	<u>446,443</u>	<u>437,558</u>	<u>-</u>	<u>1%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Actual</u>	<u>2016/2017</u>	<u>Approved</u>	<u>from 15/16</u>
				<u>2015/2016</u>		<u>2016/2017</u>	<u>Budget</u>
Water Enterprise Fund	185,255	191,505	217,185	224,727	220,279	-	1%
Sewer Enterprise Fund	179,878	185,904	214,185	221,716	217,279	-	1%
Total	<u>365,133</u>	<u>377,409</u>	<u>431,370</u>	<u>446,443</u>	<u>437,558</u>	<u>-</u>	<u>1%</u>

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## Non-Departmental

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# Fiscal Year 2016/2017 Annual Operating Budget

## *Non-Departmental*

	Actual	Actual	Revised	Estimated		Council	% Change
<b>Department Budget by Category</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual</b>	<b>Proposed</b>	<b>Approved</b>	<b>from 15/16</b>
				<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	23,098	24,438	23,000	25,003	23,000	-	0%
Contract Services	154,308	175,149	158,200	168,661	183,057	-	16%
Overhead	-	-	-	-	-	-	0%
Other expense	3,203,088	3,347,861	3,598,304	3,601,557	3,704,866	-	3%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>3,380,494</b>	<b>3,547,448</b>	<b>3,779,504</b>	<b>3,795,221</b>	<b>3,910,923</b>	<b>-</b>	<b>3%</b>

	Actual	Actual	Revised	Estimated		Council	% Change
<b>Department Budget by Division</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual</b>	<b>Proposed</b>	<b>Approved</b>	<b>from 15/16</b>
				<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
Non-Departmental	3,380,494	3,547,448	3,779,504	3,795,221	3,910,923	-	3%
<b>Total</b>	<b>3,380,494</b>	<b>3,547,448</b>	<b>3,779,504</b>	<b>3,795,221</b>	<b>3,910,923</b>	<b>-</b>	<b>3%</b>

	Actual	Actual	Revised	Estimated		Council	% Change
<b>Funding Sources</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>Actual</b>	<b>Proposed</b>	<b>Approved</b>	<b>from 15/16</b>
				<b>2015/2016</b>	<b>2016/2017</b>	<b>2016/2017</b>	<b>Budget</b>
General Fund							
Discretionary Revenues	201,229	396,717	368,016	454,848	494,835	-	34%
Gas Tax Fund	309,047	275,385	233,817	233,817	224,739	-	-4%
Parking District Fund	(21,202)	(25,000)	(19,948)	(19,948)	(8,927)	-	-55%
Grant Funds	-	-	-	-	-	-	0%
Measure J Fund	9,437	(25,687)	87,445	86,543	51,930	-	-41%
General CIP Fund	-	-	-	-	(4,200)	-	0%
LLMD Funds	7,401	7,386	8,560	8,632	8,694	-	2%
BAD Funds	7,530	7,890	15,863	7,948	16,013	-	1%
CFD Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	107,403	123,195	223,044	223,391	225,996	-	1%
Sewer Enterprise Fund	2,280,466	2,255,407	2,372,003	2,483,870	2,372,532	-	0%
Measure H Fund	484,498	491,381	492,835	491,618	496,498	-	1%
General Liability Fund	(5,315)	(16,005)	-	3,257	-	-	0%
Economic Impact Reserve	-	56,779	(2,131)	(178,755)	32,813	-	-1640%
<b>Total</b>	<b>3,380,494</b>	<b>3,547,448</b>	<b>3,779,504</b>	<b>3,795,221</b>	<b>3,910,923</b>	<b>-</b>	<b>3%</b>



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## **Authorized Staffing**

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2013/2014	2014/2015	2015/2016	Actual 2015/2016	2016/2017	Approved 2016/2017	from 15/16 Budget
<b><i>Police Department</i></b>							
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Captain	0.3	0.0	0.0	0.0	0.0	0.0	0%
Police Commander	0.0	2.0	2.0	2.0	2.0	0.0	0%
Police Lieutenant	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	10.0	12.0	12.0	12.0	11.0	0.0	-8%
Traffic Enforcement Officer	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Support Services Supervisor	1.0	0.0	0.0	0.0	0.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	4.0	4.0	4.0	4.0	4.9	0.0	23%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.0	0.4	0.4	0.4	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>26.8</b>	<b>27.5</b>	<b>27.9</b>	<b>27.9</b>	<b>27.8</b>	<b>0.0</b>	<b>0%</b>
<b><i>Development Services Department</i></b>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	0.5	1.5	1.5	1.5	1.5	0.0	0%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.5	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.0	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
<b>Subtotal</b>	<b>17.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>0.0</b>	<b>0%</b>

Department Staff by Position	Actual 2013/2014	Actual 2014/2015	Revised 2015/2016	Estimated Actual 2015/2016	Proposed 2016/2017	Council Approved 2016/2017	% Change from 15/16 Budget
<b><i>Community Services Department</i></b>							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	0.0	0.0	0.0	0.0	0.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	5.9	6.0	6.0	6.0	6.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker I	3.0	3.0	3.0	3.0	3.0	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	1.5	0.0	0%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.0	0.0	0.4	0.4	0.4	0.0	0%
<b>Subtotal</b>	<b>22.4</b>	<b>22.5</b>	<b>22.9</b>	<b>22.9</b>	<b>22.9</b>	<b>0.0</b>	<b>0%</b>
<b><i>City Administration</i></b>							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk/Human Resource Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Secretary to the City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Subtotal</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0%</b>
<b><i>Finance Department</i></b>							
Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	2.0	2.0	3.0	3.0	3.0	0.0	0%
Accounting Assistant I	1.0	1.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Subtotal</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>0.0</b>	<b>0%</b>
<b>Total All Departments</b>	<b>77.3</b>	<b>79.1</b>	<b>79.9</b>	<b>79.9</b>	<b>79.8</b>	<b>0.0</b>	<b>0%</b>

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