

CITY OF PLACERVILLE

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2016 World Gold Panning Championships
Parade of Nations*



Image by George Sabato

PROPOSED OPERATING BUDGET 2017/2018

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2017/2018

CITY COUNCIL

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

CITY CLERK

Regina O'Connell

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

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

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City of Placerville

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

June 27, 2017

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2017-2018 Budget Message

Dear Mayor Clerici and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2017-2018. 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. This year, we are happy to present a significant Capital Improvement Budget, funded through Measures H and L. We continue to struggle to identify funding for equipment repair and replacement. Through sale of surplus equipment, we are able to provide some funding for new equipment. However, it still does not reach the level we need. We will continue to research ways to fund an equipment replacement program. 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 guide our service delivery, and educate our citizens. We will continue to publish the Budget Fact Sheet to educate citizens on how their tax dollars are spent.

The budget format has not changed significantly and once again addresses revenues and expenditures on a departmental basis, as well as on a division/activity basis. This produces a more comprehensive document and allows the user to more readily identify revenues and expenditures on a department-by-department basis. The proposed budget continues to identify workload indicators for each department, by division thereof, as the foundation for the departmental expenditures. Minor changes are proposed in this budget including the upgrade of positions in Public Works to provide for required certification in the Water Division. In addition, we are proposing the addition of an Associate Engineer position to assist with increased Capital Project Budget resulting from Measures L and H. The Police Department also has minor changes including the elimination of the part-time Dispatch program in exchange for one full-time Dispatcher/Records Technician position. The Police Department will also use existing grant funding to partially fund a Police Officer position. The existing Police Officer position that was frozen last year will remain frozen in this budget.

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.

The City Council held two budget workshops on May 24th and June 7th to assist in the prioritization of requests prior to the development of the final document. 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.

Budgeted, revenues continue to improve with sales tax growth matching or exceeding estimates. Fiscal Year 2016-2017 sales tax growth was estimated at 2.87%. Based on current estimates it appears we will reach or exceed that growth. This year, based on current trends, we are estimating a 4.43% growth in sales tax. Consistent with past practice, revenue estimates are conservative in order to not create unrealistic expectations. We continue to produce better than statewide averages which is evidence of a good business climate in Placerville. These estimates once again are conservative and only match the State estimates for the coming year despite our history of beating the state average. Budgeted expenditures estimates are also conservative, leading to a balanced budget. It appears that we will once again stay within our \$75,000 planned contingency. Should revenue continue to outpace estimates, it appears the transfer from reserves for that contingency will not be necessary.

This year's budget includes Capital Outlay funding in the amount of \$143,771. \$142,671 of these expenditures are being funded through the Equipment Replacement Fund which is funded by the sale of surplus property. These purchases include a new Police patrol vehicle, a new (used) police administrative vehicle, a new (used) dump truck for Public Works, and various other small equipment including computers as necessary.

The Capital Improvement budget is extensive this year totaling \$10,353,585. Over \$8.9 million is proposed to repair streets, water and sewer lines using Measures H and L funding. In the General Fund, \$82,689 in projects is being proposed including new recreation software to replace the outdated program, new Police phone system, roof repairs at maintenance buildings, Painting and repairs at Gold Bug Gift Shop and the Town Hall Security Project. This year, the City is also budgeting \$348,334 in repairs to damaged infrastructure, primarily at the Water Reclamation Facility. These projects are to be mostly funded through anticipated FEMA reimbursements. Other Capital Projects include improvements to the parking facilities funded through the Downtown Parking Program, and Design and Engineering of the Placerville Drive Pedestrian and Bike Lanes project funded through Congestion Mitigation Air Quality funding.

This year's proposed budget as presented also reflects certain assumptions. Sales tax revenues are projected to increase by 4.43%, or \$206,677, matching the statewide 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 2017-2018 General Fund Budget is \$8,703,846 or 5.50% more than the Fiscal Year 2016-2017 revised budget.

This budget reflects negotiated cost of living increases for employees. We continue to look at ways to maximize revenues and reduce costs. The second-tier retirement and PEPRA plans continue to produce savings. The City continues to budget for mandated P.O.S.T. training in all departments plus training to improve the efficiency of employees and to reduce liability for the City. This year's budget includes funding for Councilmembers to attend the League Annual Conference. Mandated cost reimbursements are included in the amount of \$8,565.

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 charge discounts, which are paid for by the Measure H Fund, are again included in this year's budget. However, the Measures H/L Sales Tax Committee has expressed interest in phasing out the discounts in order to fund needed Capital repairs. Council approved a Water and Sewer Rate study which will be completed this fall with recommendations for implementation in January of 2018. Increases will be necessary to fund existing debt service and increases in operating costs.

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 \$722,104 as of June 30, 2017. The proposed Sewer Enterprise Fund Budget assumes \$432,157 from the Rate Stabilization Reserve this year to make that loan payment. Although the Sewer Enterprise Fund has the appearance of a \$432,157 operating deficit, the use of these funds has been planned for the past few years to lessen and avoid increases in rates. However, this will be the final year that we can use these funds without some increase.

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 divisions. 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.

The Measure J Fund has shown improvement over the past couple of years due to sales tax revenue gains and negotiated benefit concessions. However this year's budget uses \$85,450 from reserves. Staff will review this budget over the next year to determine ways to reach a balanced Measure J Budget. Measure J sales tax provides funding for enhancements to the salaries and benefits for sworn public safety employees.

Due to approved changes to the Parking Program, the Downtown Parking Fund Budget has now been balanced and contains \$40,000 in funding for parking facility improvements, repayment of loan for Parking Pay Stations and \$20,000 set aside for future capital improvements. Staff will continue to evaluate the program over the next year to determine the effectiveness of the program changes.

The result is a balanced budget for all funds for the current fiscal year with the exception of Measure J and the Sewer Enterprise Fund which are 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 could be impacted.

The budget process is designed to achieve a balanced budget by providing for the best use of the taxpayers' dollars while maintaining services in fiscally constrained years. Staff continues to closely monitor the budget to explore ways to more efficiently provide services. We continue to see positive sales tax numbers and we plan to expand efforts in economic development to improve revenue for the future. In addition, it is expected that the Hampton Inn Hotel will come on line late next fiscal year or early the following fiscal year and also provide additional revenues to the City. 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

Organization Chart



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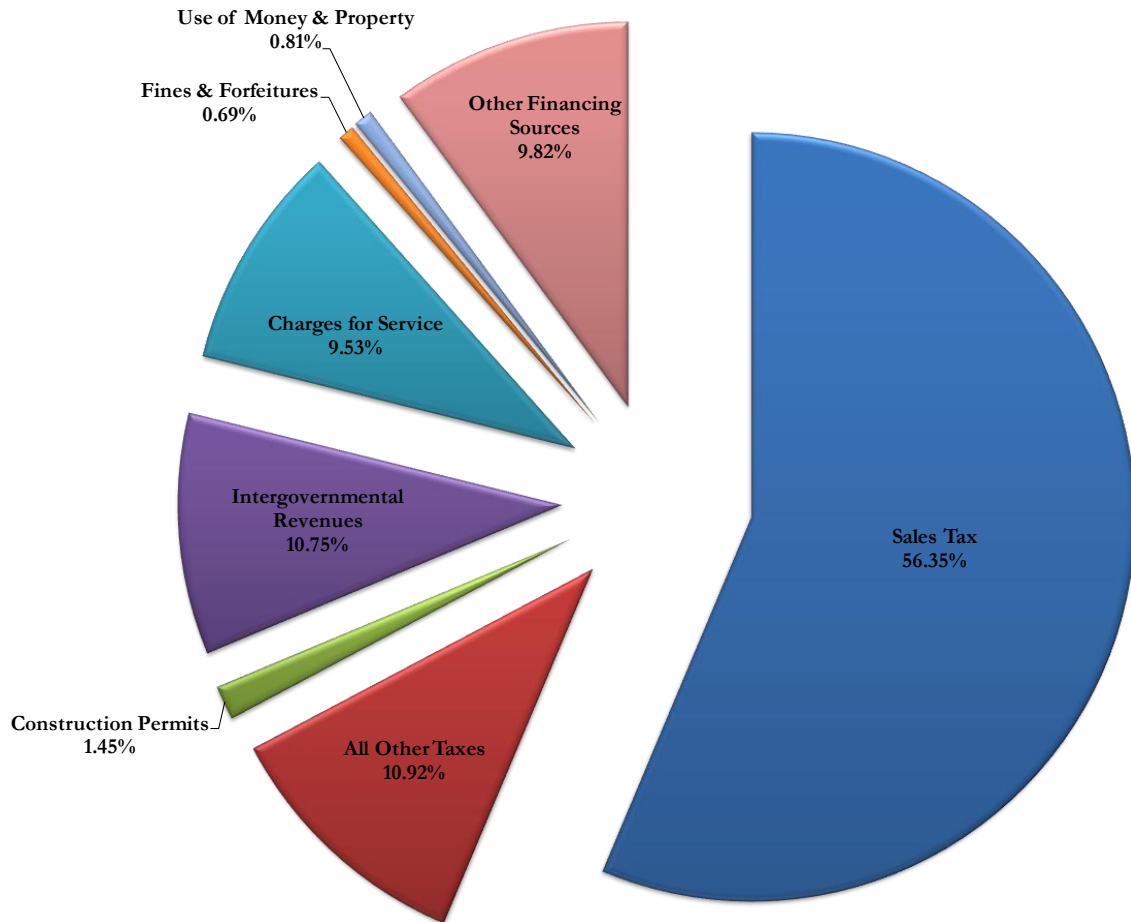
Revenue and Expenditure Summaries



Projected General Fund Revenues by Source Fiscal Year 2017/2018

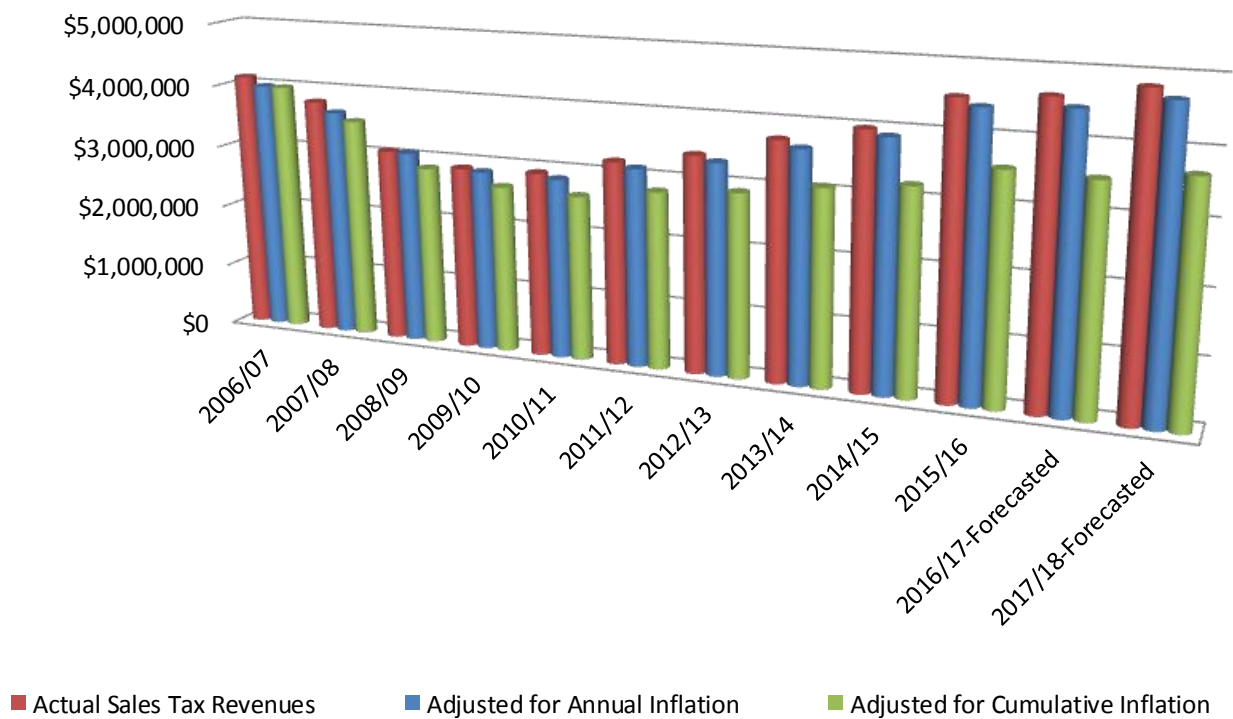
Sales Tax	\$	4,867,323	56.35%
All Other Taxes		942,837	10.92%
Construction Permits		125,000	1.45%
Intergovernmental Revenues		876,104	10.14%
Charges for Service		823,008	9.53%
Fines & Forfeitures		60,000	0.69%
Use of Money & Property		70,062	0.81%
Other Financing Sources		873,527	10.11%
Total revenues	\$	8,637,861	100.00%

Projected General Fund Revenues By Source Fiscal Year 2017/2018



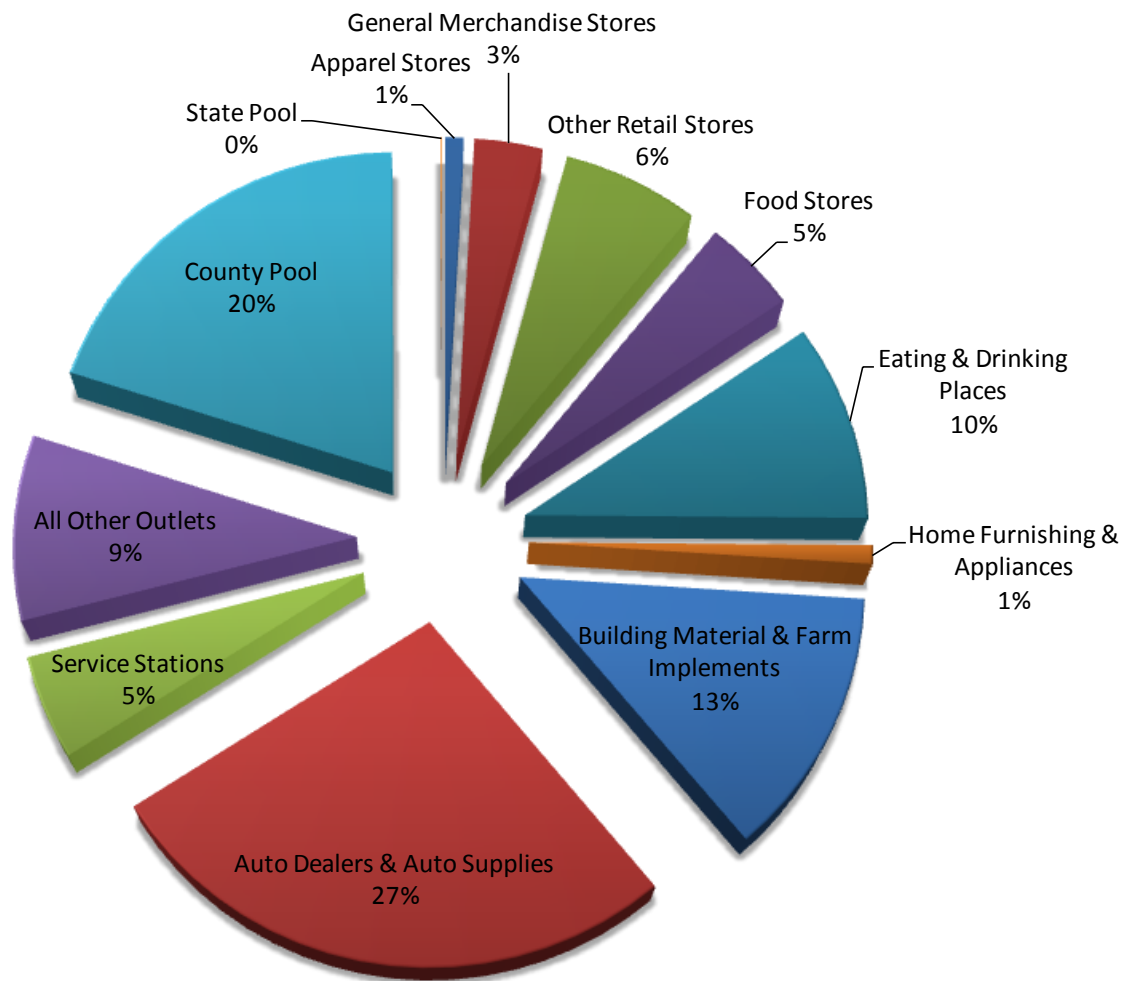
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Local Sales Tax Trend



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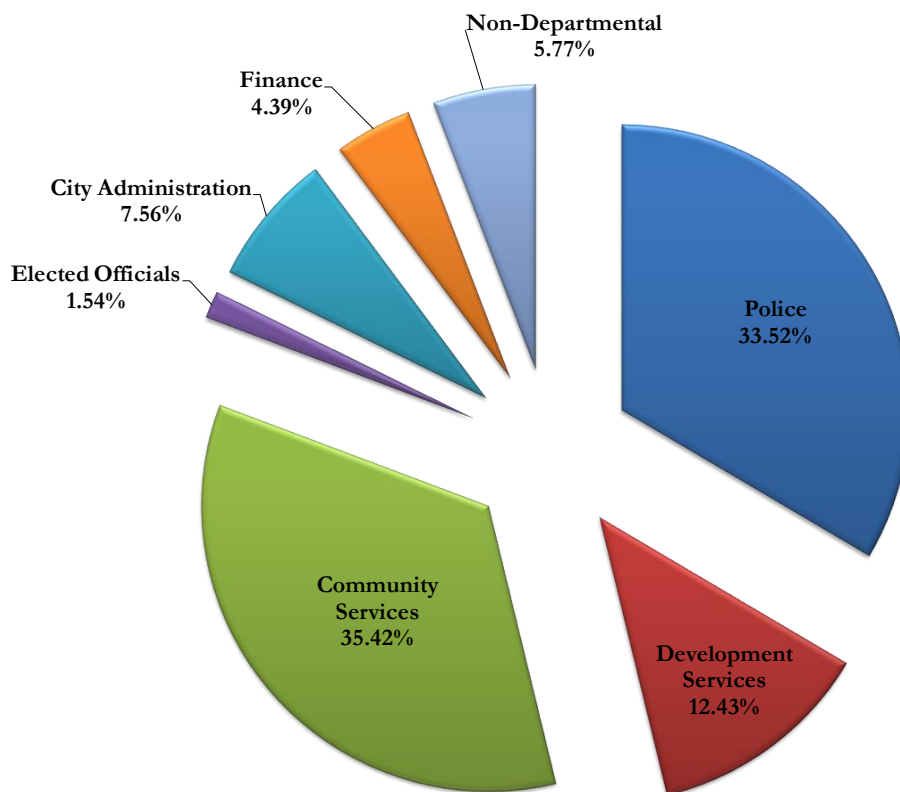
Sales Tax Revenue Sources for the Quarter ended December 31, 2016



**Proposed General Fund Operating Budget
Expenditures & Net Transfers In by Department
Fiscal Year 2017/2018**

Police	\$ 2,917,255	33.52%
Development Services	1,105,360	12.70%
Community Services	3,004,929	34.52%
Elected Officials	133,966	1.54%
City Administration	658,141	7.56%
Finance	382,025	4.39%
Non-Departmental	<u>502,170</u>	5.77%
Total	<u><u>\$ 8,703,846</u></u>	100.00%

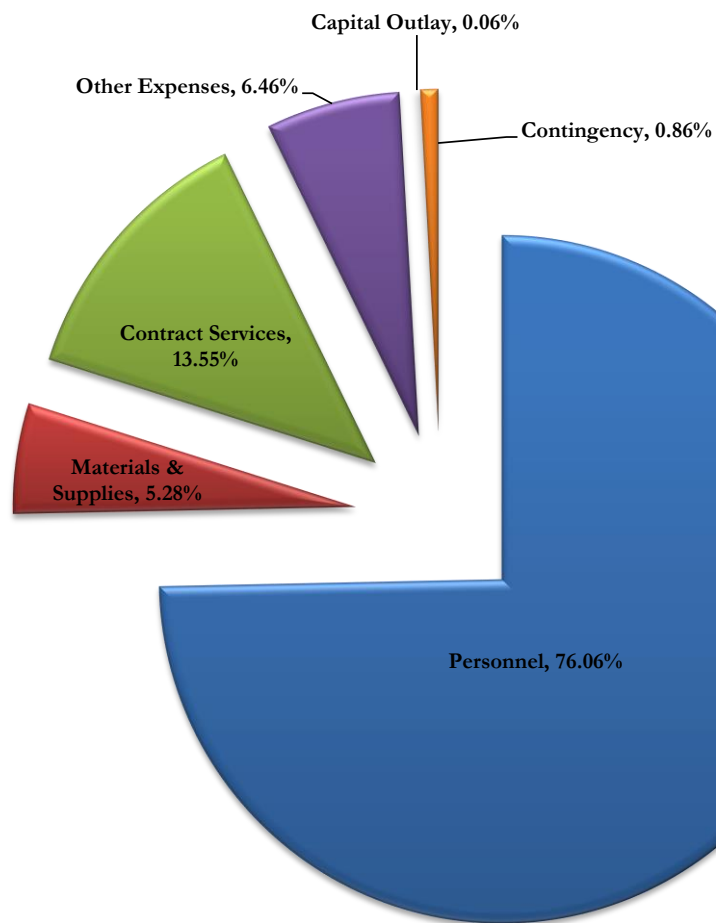
Proposed General Fund Operating Budget Expenditures & Net Transfers In by Department Fiscal Year 2017/2018



Proposed General Fund Operating Expenditures & Net Transfers In by Category Fiscal Year 2017/2018

Personnel	\$ 6,619,789	76.06%
Materials & Supplies	459,719	5.28%
Contract Services	1,142,556	13.13%
Other Expenses	562,197	6.46%
Capital Outlay	5,366	0.06%
Contingency	75,000	0.86%
Subtotal expenditures	<u>8,864,627</u>	
Net Transfers In	<u>160,781</u>	-1.85%
 Total expenditures & transfers in	 <u><u>\$ 8,703,846</u></u>	 100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers In by Category Fiscal Year 2017/2018



Fiscal Year 2017/2018 Proposed Operating Budget

Summary of Revenues – All Funds

	<u>Actual</u> <u>2014/2015</u>	<u>Actual</u> <u>2015/2016</u>	<u>Revised</u> <u>2016/2017</u>	<u>Forecast</u> <u>2016/2017</u>	<u>Proposed</u> <u>2017/2018</u>
GENERAL FUND					
Sales Tax	\$ 3,988,576	\$ 4,530,605	\$ 4,554,766	\$ 4,660,646	\$ 4,867,323
Taxes - All Other	878,228	910,415	877,621	949,068	942,837
Licenses and Permits	106,417	196,364	110,000	215,802	125,000
Intergovernmental Revenues	843,646	866,096	885,634	878,503	876,104
Charges for Services	824,889	904,761	841,960	825,227	823,008
Fines and Forfeitures	111,126	115,018	111,903	86,529	60,000
Use of Money and Property	79,360	65,211	48,969	65,062	70,062
Other Financing Sources	577,000	577,000	808,854	743,249	873,527
Subtotal	<u>\$ 7,409,242</u>	<u>\$ 8,165,470</u>	<u>\$ 8,239,707</u>	<u>\$ 8,424,086</u>	<u>\$ 8,637,861</u>
GAS TAX FUND					
Gas Tax	\$ 286,851	\$ 255,781	\$ 224,739	\$ 215,446	\$ 304,738
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	280	649	300	300	400
Subtotal	<u>\$ 287,131</u>	<u>\$ 256,430</u>	<u>\$ 225,039</u>	<u>\$ 215,746</u>	<u>\$ 305,138</u>
MEASURE J					
Sales Tax	\$ 937,239	\$ 929,253	\$ 974,312	\$ 1,015,224	\$ 1,060,260
Use of Money and Property	299	777	600	600	700
Subtotal	<u>\$ 937,538</u>	<u>\$ 930,030</u>	<u>\$ 974,912</u>	<u>\$ 1,015,824</u>	<u>\$ 1,060,960</u>
MEASURE L					
Sales Tax	\$ -	\$ -	\$ -	\$ 491,963	\$ 2,120,521
Use of Money and Property	-	-	-	-	500
Subtotal	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 491,963</u>	<u>\$ 2,121,021</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 1,659,083	\$ 1,820,979	\$ 1,909,900	\$ 2,022,395	\$ 1,939,756
Grants	11,669	10,307	-	-	-
Use of Money and Property	1,212	7,850	5,000	7,572	3,500
Subtotal	<u>\$ 1,671,964</u>	<u>\$ 1,839,136</u>	<u>\$ 1,914,900</u>	<u>\$ 2,029,967</u>	<u>\$ 1,943,256</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 5,380,952	\$ 5,201,375	\$ 5,749,446	\$ 5,338,286	\$ 5,398,991
Grants	26,341	-	-	-	-
Use of Money and Property	3,093	9,867	5,100	11,815	6,600
Subtotal	<u>\$ 5,410,386</u>	<u>\$ 5,211,242</u>	<u>\$ 5,754,546</u>	<u>\$ 5,350,101</u>	<u>\$ 5,405,591</u>
MEASURE H					
Sales Tax	\$ 939,027	\$ 929,198	\$ 974,312	\$ 1,015,224	\$ 1,060,260
Use of Money and Property	1,418	2,236	2,500	2,500	4,000
Subtotal	<u>\$ 940,445</u>	<u>\$ 931,434</u>	<u>\$ 976,812</u>	<u>\$ 1,017,724</u>	<u>\$ 1,064,260</u>
PARKING DISTRICT FUND	\$ 130,910	\$ 137,498	\$ 137,731	\$ 153,974	\$ 279,136
TRANSPORTATION FUND	\$ -	\$ -	\$ -	\$ -	\$ -
GRANT FUNDS	\$ 389,433	\$ 350,378	\$ 223,668	\$ 222,927	\$ 243,883
LLMD FUNDS	\$ 35,686	\$ 34,404	\$ 34,919	\$ 34,919	\$ 35,019
BA/CFD DISTRICT FUNDS	\$ 20,907	\$ 31,238	\$ 34,820	\$ 31,403	\$ 34,820
GENERAL RESERVE FUNDS	\$ 67,231	\$ 106,821	\$ 5,615	\$ 148,840	\$ 3,000
TOTAL REVENUE SOURCES	<u>\$ 17,300,873</u>	<u>\$ 17,994,081</u>	<u>\$ 18,522,669</u>	<u>\$ 19,137,474</u>	<u>\$ 21,133,945</u>
Operating Expenditures	\$ 16,197,800	\$ 17,989,561	\$ 18,408,064	\$ 18,417,690	\$ 19,114,112
Capital Improvement	827,263	528,667	585,605	585,605	2,669,211
Reserves and Contingencies	275,810	(524,147)	(471,000)	134,179	(649,378)
TOTAL EXPENDITURE USES	<u>\$ 17,300,873</u>	<u>\$ 17,994,081</u>	<u>\$ 18,522,669</u>	<u>\$ 19,137,474</u>	<u>\$ 21,133,945</u>

Fiscal Year 2017/2018 Proposed Operating Budget

Summary of Expenditures by Division and Funding Source

	Actual	Actual	Revised	Forecast	Proposed
	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018
OPERATING EXPENDITURES					
Patrol Services	\$ 2,305,374	\$ 2,607,479	\$ 2,466,849	\$ 2,503,267	\$ 2,702,091
Investigations	164,801	186,182	214,675	205,710	212,920
Police Records / Dispatch	533,667	594,442	565,822	577,492	666,264
Police Administration	671,790	737,772	751,807	700,670	783,339
Planning	128,195	145,255	154,046	169,997	163,518
Building Inspection	168,958	199,694	175,208	153,675	164,263
Engineering	287,734	401,489	547,772	489,521	585,188
Water Reclamation Facility	2,155,293	2,230,628	2,440,446	2,426,822	2,411,728
DSD Administration	211,752	207,201	216,530	224,114	223,143
Parks	568,256	681,364	655,862	676,235	655,695
Recreation	812,886	821,424	1,076,056	1,042,003	1,116,669
Facility Maintenance	335,419	348,171	353,461	364,691	339,661
Street & Roads	650,091	899,450	634,367	686,590	752,700
Water & Sewer Lines	841,492	940,486	1,209,671	1,118,824	1,231,812
Water Acquisition & Delivery	664,801	693,421	769,409	777,494	803,814
Downtown Parking	139,540	133,359	146,658	155,814	153,944
CSD Administration	239,323	279,700	277,267	240,887	275,734
City Council and City Treasurer	123,265	124,420	123,489	118,339	133,966
City Attorney	150,853	408,193	68,459	136,303	70,440
City Management	295,793	304,761	318,410	310,887	338,725
Information Services	356,400	378,893	380,402	369,961	397,303
Human Resources	128,439	153,620	125,936	127,367	130,287
Grant Administration	-	-	-	-	-
City Clerk	12,519	23,685	11,820	11,691	6,635
Financial Management	326,302	374,263	375,161	379,973	387,352
Utility Billing	377,409	427,120	437,558	423,847	449,714
Non-Departmental	3,547,448	3,687,089	3,910,923	4,025,516	3,957,207
Total Operating Expenditures	<u>\$ 16,197,800</u>	<u>\$ 17,989,561</u>	<u>\$ 18,408,064</u>	<u>\$ 18,417,690</u>	<u>\$ 19,114,112</u>
FUNDING SOURCES					
General Fund	\$ 7,142,724	\$ 7,967,695	\$ 8,246,853	\$ 8,404,089	\$ 8,703,846
Gas Tax Fund	305,382	293,123	254,739	254,739	316,898
Measure J Fund	815,566	964,489	1,085,652	1,075,026	1,146,410
Downtown Parking Fund	114,540	108,359	137,731	153,221	217,233
Grant Funds	390,060	332,067	282,040	235,335	237,669
General CIP Fund	-	-	(4,200)	(4,200)	(82,689)
LLMD Funds	31,811	38,513	34,919	40,505	35,019
BAD Funds	23,324	7,706	34,820	27,877	34,820
Water Enterprise Fund	1,464,319	1,600,736	1,914,900	1,843,975	1,943,256
Sewer Enterprise Fund	5,239,832	5,536,414	5,821,354	5,804,159	5,837,748
Measure H Fund	491,381	645,625	496,498	494,636	516,070
General Liability Fund	54,431	135,726	3,615	3,615	-
Equipment Replacement Fund	67,651	359,108	66,330	51,900	142,671
Economic Impact Reserve Fund	56,779	-	32,813	32,813	65,161
Total Funding Sources	<u>\$ 16,197,800</u>	<u>\$ 17,989,561</u>	<u>\$ 18,408,064</u>	<u>\$ 18,417,690</u>	<u>\$ 19,114,112</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 2017/2018 Annual Operating Budget

Department: Police

All Divisions

Workload Indicators	Estimated			
	Actual 2014/2015	Actual 2015/2016	Actual 2016/2017	Proposed 2017/2018
Patrol Services				
Arrests	604	636	530	500
Citations*	1,019	1,658	900	800
Calls for service	18,230	20,805	20,000	19,000
Shield hours	3,800	1,000	3,800	2,000
Community Oriented Policing Hours	2,000	2,000	2,000	2,000
Investigations				
Child Abuse	18	7	20	4
Robberies	3	6	5	5
Reports for investigative follow up	82	180	200	200
Administrative Investigations	6	3	7	7
Background	8		8	8
Arson	2	3	2	2
Homicide	-	-	0	0
Narcotics	111	150	90	90
Dispatch / Records / Support				
9-11 Calls		5,107	5,946	5,000
Crime reports	1,967	2,200	2500	2500
Abatement reports	13	23	18	2
*excludes any parking citations				

Department Staff by Position	Actual			Estimated		Council Approved 2017/2018	% Change from 16/17 Budget
	2014/2015	2015/2016	Revised 2016/2017	Actual 2016/2017	Proposed 2017/2018		
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	12.0	12.0	11.0	11.0	12.0	0.0	9%
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	4.9	4.9	5.0	0.0	2%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.4	0.4	0.4	0.5	0.0	26%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	27.5	27.9	27.8	27.8	29.0	0.0	4%

Fiscal Year 2017/2018 Annual Operating Budget

Department Budget

Police

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	3,289,154	3,638,262	3,559,135	3,642,691	3,991,364	-	12%
Materials and supplies	88,234	86,250	106,240	142,791	100,220	-	-6%
Contract Services	147,720	166,511	228,378	153,923	169,515	-	-26%
Overhead	-	-	-	-	-	-	0%
Other expense	27,261	25,853	48,305	35,340	29,632	-	-39%
Capital outlay	123,263	208,999	57,095	12,394	73,883	-	29%
Total	3,675,632	4,125,875	3,999,153	3,987,139	4,364,614	-	9%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Program	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Patrol Services	2,305,374	2,607,479	2,466,849	2,503,267	2,702,091	-	10%
Investigations	164,801	186,182	214,675	205,710	212,920	-	-1%
Records and Dispatch	533,667	594,442	565,822	577,492	666,264	-	18%
Police Administrative Support	671,790	737,772	751,807	700,670	783,339	-	4%
Total	3,675,632	4,125,875	3,999,153	3,987,139	4,364,614	-	9%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	2,290,862	2,616,241	2,550,586	2,771,725	2,814,690	-	10%
Measure J	841,252	955,197	1,033,722	1,022,949	1,135,807	-	10%
Grants	390,060	347,238	221,932	61,931	237,669	-	7%
Fines and Forfeitures	111,126	115,018	111,903	86,529	60,000	-	-46%
POST Reimbursement	1,749	8,212	29,010	10,964	8,565	-	-70%
Police Services Revenues	40,583	83,969	52,000	33,041	34,000	-	-35%
Equipment Replacement Fund	-	-	-	-	73,883	-	0%
Total	3,675,632	4,125,875	3,999,153	3,987,139	4,364,614	-	9%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Police

Division: Patrol

2016/2017 REVIEW

- For the fiscal year we estimated 526 physical arrests (excluding cite & release).
- By the end of the fiscal year, we estimate 800 citations written for moving/non-moving violations (No parking citations counted).
- Responded to approximately 18,500 calls for service (CFS) and wrote an estimated 2,500 crime reports.
- Transitioned the Police department to a "Paperless Internal Report System."
- Completed purchase of ballistic helmets and shields for the sworn police officers.
- Received a grant from the Marshall Foundation to purchase 11 new AED's, and deployed them citywide in public buildings.
- Improved internal equipment tracking procedures, along with conducting audits of service life of existing equipment.
- Updated service handguns allowing for a 10 year use cycle.
- Installed LPR on the traffic sign trailer.
- Successfully completed a US DOJ audit of our current COPS grants.
- Hired one full time officer to fill an existing vacancy.
- Completed a Ca. DOJ/FBI audit of our CLETS System, in compliance.
- Issued Bio-Hazard Patrol Kits to Patrol Staff.
- Submitted \$90,000 OTS grant.

2017/2018 BUDGET

- Continue our focus points in the PPD Strategic Plan of Community Service, Professional Development, Internal Operations and Capital Improvement.
- Work to keep response time for priority calls to 5:00 minutes or less.
- Continue to develop all of our personnel through continued training.
- Continue to pursue CALEA Accreditation.
- Obtain government surplus equipment through LESO (formally known as the 1033 program).
- Continue with our Community Policing efforts through National Night Out and Coffee with a Cop.
- Train additional officers in collateral assignments such as; motor officer, bike patrol team, honor guard, and defensive tactics instructor.
- Focus on mentorship, development and coaching of front line supervisors to further prepare them for greater leadership responsibilities within the Police Department.
- Update the patrol rifle program for the Police Department, updating training and acquiring updated equipment.
- Develop strategies to not only address crime, but the fear of crime as well (i.e. community meetings).
- Continue to work with our internal city partners to holistically address quality of life issues.
- Complete City of Placerville Emergency Operations Plan.
- Finalize uniform manual for all police personnel.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	2017/2018	Approved	from 16/17
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	11.0	11.0	10.0	10.0	11.0	0.0	10%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.4	0.4	0.4	0.5	0.0	26%
Total	16.0	16.4	15.4	15.4	16.5	0.0	7%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget Patrol

<u>Division Budget by Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	2,063,603	2,311,273	2,188,287	2,284,589	2,508,096	-	15%
Materials and supplies	72,315	69,937	89,315	128,682	81,515	-	-9%
Contract Services	42,615	41,518	110,438	62,893	44,800	-	-59%
Overhead	-	-	-	-	-	-	0%
Other expense	16,195	18,603	27,059	16,809	13,797	-	-49%
Capital outlay	110,646	166,148	51,750	10,294	53,883	-	4%
Total	<u>2,305,374</u>	<u>2,607,479</u>	<u>2,466,849</u>	<u>2,503,267</u>	<u>2,702,091</u>	<u>-</u>	<u>10%</u>

<u>Division Budget by Program</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Patrol Services	2,234,975	2,521,322	2,373,608	2,446,622	2,602,892	-	10%
Community Services	6,183	16,916	23,523	23,920	23,161	-	-2%
Property / Evidence	64,216	69,241	69,718	32,725	76,038	-	9%
Total	<u>2,305,374</u>	<u>2,607,479</u>	<u>2,466,849</u>	<u>2,503,267</u>	<u>2,702,091</u>	<u>-</u>	<u>10%</u>

<u>Funding Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	1,153,302	1,346,326	1,300,041	1,534,081	1,470,248	-	13%
Measure J	608,554	706,716	751,963	776,721	837,726	-	11%
Grants	390,060	347,238	221,932	61,931	237,669	-	7%
Fines and Forfeitures	111,126	115,018	111,903	86,529	60,000	-	-46%
POST Reimbursement	1,749	8,212	29,010	10,964	8,565	-	-70%
Police Services Revenues	40,583	83,969	52,000	33,041	34,000	-	-35%
Equipment Replacement Fund	-	-	-	-	53,883	-	0%
Total	<u>2,305,374</u>	<u>2,607,479</u>	<u>2,466,849</u>	<u>2,503,267</u>	<u>2,702,091</u>	<u>-</u>	<u>10%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Police

Division: Investigations

2016/2017 REVIEW

- Burglary reports have increased 43% from 53 in 2015 to 76 in 2016.
- Estimated dollar value amount of property reported stolen for 2015 was \$747,964. Estimated value of property recovered for 2016 is \$164,300, equating to 35% property value recovered.
- Investigated 27 cases involving suspected child abuse/neglect and child molestation.
- Monitored approximately 24 registered sex offenders during 2016 to ensure compliance.
- Continue to participate in quarterly regional investigator meetings.
- Utilize GPS tracking devices to coordinate effective property crime investigations.
- Successfully utilized social media to solve cases.
- Continued up to date training for detective.
- Utilize the SRO position with investigations as a force multiplier.
- SRO completed an emergency binder for each school site, with map, master key, and personnel list.
- Obtained a grant from Ca. Alcohol Beverage Control for \$60,000.00 to be used for enforcement and education.

2017/2018 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Investigations

	Actual	Actual	Estimated			Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Revised</u>	<u>Actual</u>	<u>Proposed</u>	<u>Approved</u>	<u>from 16/17</u>
			<u>2016/2017</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>Budget</u>
Personnel	158,304	182,915	200,830	198,197	210,720	-	5%
Materials and supplies	1,676	1,094	1,850	1,413	1,200	-	-35%
Contract Services	4,821	2,173	7,000	4,000	1,000	-	-86%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	4,995	2,100	-	-	-100%
Total	<u>164,801</u>	<u>186,182</u>	<u>214,675</u>	<u>205,710</u>	<u>212,920</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Estimated			Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Revised</u>	<u>Actual</u>	<u>Proposed</u>	<u>Approved</u>	<u>from 16/17</u>
			<u>2016/2017</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>Budget</u>
Crime Scene Investigations	<u>164,801</u>	<u>186,182</u>	<u>214,675</u>	<u>205,710</u>	<u>212,920</u>	<u>-</u>	<u>-1%</u>
Total	<u>164,801</u>	<u>186,182</u>	<u>214,675</u>	<u>205,710</u>	<u>212,920</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Estimated			Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>Revised</u>	<u>Actual</u>	<u>Proposed</u>	<u>Approved</u>	<u>from 16/17</u>
			<u>2016/2017</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2017/2018</u>	<u>Budget</u>
General Fund							
Discretionary Revenues	109,420	123,502	136,158	127,351	126,204	-	-7%
Measure J	<u>55,381</u>	<u>62,680</u>	<u>78,517</u>	<u>78,359</u>	<u>86,716</u>	<u>-</u>	<u>10%</u>
Total	<u>164,801</u>	<u>186,182</u>	<u>214,675</u>	<u>205,710</u>	<u>212,920</u>	<u>-</u>	<u>-1%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2016/2017 REVIEW

- Received 5,946 9-1-1 calls in our dispatch center, an average of 495 calls per month for the calendar year. This is a 10% increase over 2015 which was 5,107 calls.
- Responded to over 7,500 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,500 crime/incident reports.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted nearly 1,500 (740 billable) live scan sessions involving arrest bookings, youth league coaches and employment background checks in 2016.
- Dispatched approximately 21,000 calls for service from our 9-1-1 dispatch center.
- Successfully recruited and hired 1 full time and 1 part time Dispatcher.
- Continued implementation of the E911 call taking and related geographic mapping.
- Completed thorough inventory of evidence, accounting for over 4,300 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an “in compliance” rating for 2016.
- Recruited and promoted a Senior Dispatcher after a retirement of the previous employee.
- Completed relocation of Dispatch, Investigations and Commander offices.
- Continued training of DRT’s with records functions.
- On-going training of all support service staff.

2017/2018 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	2017/2018	Approved	from 16/17
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	Budget
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	4.0	4.0	4.9	4.9	5.0	0.0	2%
Total	6.5	6.5	7.4	7.4	7.5	0.0	1%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Records and Dispatch

<u>Division Budget by Category</u>	<u>Actual 2014/2015</u>	<u>Actual 2015/2016</u>	<u>Revised 2016/2017</u>	<u>Estimated Actual 2016/2017</u>	<u>Proposed 2017/2018</u>	<u>Council Approved 2017/2018</u>	<u>% Change from 16/17 Budget</u>
Personnel	496,440	542,214	519,941	548,895	628,799	-	21%
Materials and supplies	6,109	6,251	6,525	4,566	1,655	-	-75%
Contract Services	27,046	43,440	33,240	19,980	30,815	-	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	872	2,537	5,766	4,051	4,995	-	-13%
Capital outlay	3,200	-	350	-	-	-	-100%
Total	<u>533,667</u>	<u>594,442</u>	<u>565,822</u>	<u>577,492</u>	<u>666,264</u>	<u>-</u>	18%

<u>Division Budget by Program</u>	<u>Actual 2014/2015</u>	<u>Actual 2015/2016</u>	<u>Revised 2016/2017</u>	<u>Estimated Actual 2016/2017</u>	<u>Proposed 2017/2018</u>	<u>Council Approved 2017/2018</u>	<u>% Change from 16/17 Budget</u>
Records Management	41,865	47,760	47,744	37,082	51,745	-	8%
Dispatch	491,802	546,682	518,078	540,410	614,519	-	19%
Total	<u>533,667</u>	<u>594,442</u>	<u>565,822</u>	<u>577,492</u>	<u>666,264</u>	<u>-</u>	18%

<u>Funding Sources</u>	<u>Actual 2014/2015</u>	<u>Actual 2015/2016</u>	<u>Revised 2016/2017</u>	<u>Estimated Actual 2016/2017</u>	<u>Proposed 2017/2018</u>	<u>Council Approved 2017/2018</u>	<u>% Change from 16/17 Budget</u>
General Fund							
Discretionary Revenues	<u>533,667</u>	<u>594,442</u>	<u>565,822</u>	<u>577,492</u>	<u>666,264</u>	<u>-</u>	18%
Total	<u>533,667</u>	<u>594,442</u>	<u>565,822</u>	<u>577,492</u>	<u>666,264</u>	<u>-</u>	18%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Police

Division: Police Administration

2016/2017 REVIEW

- Developed Cadet Explorer Program Manual.
- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Continue illegal camping and abatement.
- Conducted weekly staff meetings to provide continued progress toward our organizational goals and objectives.
- Continued the updates to the Department Manuals.
- Phase I of the Homeland Security (HLS) grant funding for downtown camera system was completed.
- Actively participated on Social Media Sites- Facebook and Twitter to increase public awareness and participation with COPPS programs.
- Authored and submitted application for an OTS grant for FY 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.
- Actively participated in Opportunity Knocks, a county wide committee to address the homelessness in EDC.
- Developed vehicle fleet plan.
- Revised Departmental organization chart.
- Began process of purging decades of confidential records to be in accordance with State Law and City policy.

2017/2018 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Review and revise Strategic Plan.
- Continue with submitting various grants and/or other funding opportunities that might become available.
- Continue to formalize and improve our Community Oriented Policing and Problem Solving (COPPS) practices. This could include further implementation of crime analysis and mapping and continuation of a Community Survey and use of random Customer Satisfaction Surveys.
- Continue involvement with the 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 collaboration with our area schools to provide a School Resource Officer.
- Purchase training management system to create an organized training program for all personnel that meets POST standards.
- Continue to manage the Citizen's Option for Policing (COPS) grant, the CHRP and CHP grants and the Federal Homeland Security grant programs that we have received over recent years.
- Continue to research information to address the police building facility needs and carry out recommendations made in the Public Safety Building Needs Assessment/Master Plan.
- Implement illegal camping prevention and abatement program.
- Obtain funding for Retroactive Policing Officer to work with organizations serving the homeless and youth populations.
- Continue to purge/destroy confidential records in accordance with State law and City policy.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.0	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Police Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	570,807	601,860	650,077	611,010	643,749	-	-1%
Materials and supplies	8,134	8,968	8,550	8,130	15,850	-	85%
Contract Services	73,238	79,380	77,700	67,050	92,900	-	20%
Overhead	-	-	-	-	-	-	0%
Other expense	10,194	4,713	15,480	14,480	10,840	-	-30%
Capital outlay	9,417	42,851	-	-	20,000	-	0%
Total	<u>671,790</u>	<u>737,772</u>	<u>751,807</u>	<u>700,670</u>	<u>783,339</u>	<u>-</u>	4%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Police Department Administratic	<u>671,790</u>	<u>737,772</u>	<u>751,807</u>	<u>700,670</u>	<u>783,339</u>	<u>-</u>	4%
Total	<u>671,790</u>	<u>737,772</u>	<u>751,807</u>	<u>700,670</u>	<u>783,339</u>	<u>-</u>	4%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	494,473	551,971	548,565	532,801	551,974	-	1%
Measure J	177,317	185,801	203,242	167,869	211,365	-	4%
Equipment Replacement Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>-</u>	0%
Total	<u>671,790</u>	<u>737,772</u>	<u>751,807</u>	<u>700,670</u>	<u>783,339</u>	<u>-</u>	4%

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Development Services

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

Fiscal Year 2017/2018 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Estimated Actual 2016/2017	Proposed 2017/2018
Administration (Hours)				
Budget administration	400	400	400	400
Planning division support	400	400	400	400
Building division support	400	400	400	400
Engineering division support	400	400	400	400
Wastewater division support	300	300	300	300
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/ Planning Commission and miscellaneous meetings	350	350	350	350
Planning (Projects)				
Discretionary development applications	8	6	14	8
Miscellaneous applications	12	3	9	7
Housing Element Update/Implementation (hours)	175	150	175	75
Parcel and subdivision maps	0	0	1	1
Inquiries	900	950	1,000	975
Code enforcement cases	28	98	65	85
Building				
Inspections	1,047	1,100	1,607	950
Building permits	442	450	508	456
Plan review	205	205	230	200
Inquiries/Contacts	9,250	9,250	9,510	9,000
Code enforcement cases	48	48	95	90
Engineering				
Capital Improvement Projects	9	36	36	30
Development permits	18	16	14	16
Development Plan Checks	20	17	12	14
Grading Permits	2	11	2	4
Parcel/Subdivision Map Review	0	0	0	2
Encroachment Permits	41	77	61	70
Transportation Permits	24	35	37	38
Water Applications	3	28	19	24
Wastewater Treatment				
Average million gallons treated per day	0.86 MGD	0.98 MGD	1.23 MGD	1.02 MGD

	Actual	Actual	Revised	Estimated Actual	Proposed	Council Approved	% Change from 16/17 Budget
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	1.5	1.5	2.0	0.0	33%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Total	18.0	18.0	18.0	18.0	18.5	0.0	3%

Fiscal Year 2017/2018 Annual Operating Budget

Department Budget

Development Services

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	1,576,328	1,771,168	2,044,810	1,868,904	2,104,261	-	3%
Materials and supplies	283,687	334,584	350,800	348,884	366,700	-	5%
Contract Services	800,976	773,114	742,372	881,837	777,113	-	5%
Overhead	235,000	235,000	235,000	235,000	235,000	-	0%
Other expense	49,345	38,824	59,420	61,838	57,740	-	-3%
Capital outlay	6,596	31,577	101,600	67,666	7,026	-	-93%
Total	<u>2,951,932</u>	<u>3,184,267</u>	<u>3,534,002</u>	<u>3,464,129</u>	<u>3,547,840</u>	<u>-</u>	<u>0%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Department Budget by Division</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Planning	128,195	145,255	154,046	169,997	163,518	-	6%
Building	168,958	199,694	175,208	153,675	164,263	-	-6%
Engineering	287,734	401,489	547,772	489,521	585,188	-	7%
Water Reclamation Facility	2,155,293	2,230,628	2,440,446	2,426,822	2,411,728	-	-1%
DSD Administration	211,752	207,201	216,530	224,114	223,143	-	3%
Total	<u>2,951,932</u>	<u>3,184,267</u>	<u>3,534,002</u>	<u>3,464,129</u>	<u>3,547,840</u>	<u>-</u>	<u>0%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	506,580	569,584	799,628	640,098	870,360	-	9%
Planning Fees	72,250	57,955	54,000	108,526	70,000	-	30%
Building Permits	106,417	196,364	110,000	215,802	125,000	-	14%
Engineering Fees	54,389	66,948	65,000	28,360	40,000	-	-38%
Water Enterprise Fund	28,962	32,331	18,939	8,867	12,413	-	-34%
Sewer Enterprise Fund	2,183,334	2,261,085	2,460,385	2,436,687	2,424,141	-	-1%
Equipment Replacement Fund	-	-	26,050	25,789	5,926	-	-77%
Total	<u>2,951,932</u>	<u>3,184,267</u>	<u>3,534,002</u>	<u>3,464,129</u>	<u>3,547,840</u>	<u>-</u>	<u>0%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: *Development Services*

Division: *Planning*

2016/2017 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 land use code enforcement cases including removal of over 200 dead and dying hazardous trees located on private property.
- Successfully brought the 2013-2021 Housing Element into compliance with the requirement of State Housing Law through the adoptions of zoning ordinance text amendments and general plan map and zoning map amendments for affordable housing sites.
- Completed zoning ordinance amendments including: (1) Keeping of Hen Chickens Ordinance and (2) Sidewalk Dining Ordinance.
- Processed entitlements for the 112 room Hampton Inn & Suites (SPR 16-02, VAR 16-01).
- Processed entitlements for Hangtown Range indoor shooting range (SPR 17-03, VAR 17-01).
- Processed entitlements for the Verizon Wireless Telecommunications Monopine (CUP 15-02, SPR 15-03).
- Processed entitlements for Pierroz Road PV solar panel project (SPR 88-18-R).
- Processed entitlements for C&H Auto loading berth (CUP 15-03, SPR 15-03, VAR 15-03)
- Processed entitlements for Highroad Motors (CUP 17-02)
- Conducted Planning Commission Workshops and City Council hearings on updates to the *City of Placerville Development Guide*.
- 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 City Council and Planning Commission.

2017/2018 BUDGET

- Provide superior customer service regarding information relating to zoning and other planning matters.
- Respond to citizen complaints and nuisance issues.
- Provide staff support to the City Council and Planning Commission.
- Implementation of housing programs within the 2013-2021 Housing Element planning period.
- Complete the establishment of a downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Code amendments including: (1) Vacation Rentals Ordinance, (2) amendments to Sign Regulations, (3) Amendments to Residential Front Yard Regulations, (4) Accessory Dwelling Unit (ADU) Ordinance; (5) regulations of cargo sea-land containers; (6) regulation of public sidewalk encroachments; and (7) amendments to code enforcement and nuisance abatement procedures.
- Process miscellaneous General Plan and Zoning Ordinance amendments as necessary, initiated by either staff or the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Assist in Zoning Ordinance-related code enforcement matters including regulation of signs, temporary accessory structures; and abatement of garbage and debris, fire hazards, hazard tree removal, and other nuisances.
- Continue code enforcement and abatement of unpermitted parking lots.
- Implement grant-funded projects as applicable.
- Coordinate project reviews in coordination with the Building and Engineering Divisions, other City departments, and outside public agencies.

	Actual	Actual	Revised	Estimated		Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
Department Staff by Position				2016/2017	2017/2018	2017/2018	Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Planning

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	125,294	141,431	152,146	154,884	155,118	-	2%
Materials and supplies	126	-	200	300	300	-	50%
Contract Services	950	950	-	12,270	5,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,825	1,835	1,700	2,543	3,100	-	82%
Capital outlay	-	1,039	-	-	-	-	0%
Total	128,195	145,255	154,046	169,997	163,518	-	6%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Planning	128,195	145,255	154,046	169,997	163,518	-	6%
Total	128,195	145,255	154,046	169,997	163,518	-	6%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	55,945	87,300	100,046	61,471	93,518	-	-7%
Planning Fees	72,250	57,955	54,000	108,526	70,000	-	30%
Total	128,195	145,255	154,046	169,997	163,518	-	6%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Development Services

Division: Building

2016/2017 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increase the availability of published materials on City's website, trifold pamphlets, informational booklets and handouts.
- Plan review, building permit and inspection activities rose during this fiscal year with an increase in inquiries made regarding existing vacant subdivisions and individual vacant lots and buildings.
- Maximized the benefit of in-house contract building services including an "acting" building official. The benefits of contract services include the ability to cover the high and low building activity volumes efficiently without adding or reducing staff to cover in response to changing demands.
- Processed permits for entitled hotel and residential subdivision projects at a time of favorable market conditions. Worked with developers to expedite their projects through the permitting process whenever possible.
- Completed inspection process for active projects including single-family residences, new and remodeled commercial sites, repairs to dilapidated substandard buildings and under code enforcement, and abatement of nuisance properties with public health and safety issues.
- Continued with code enforcement activity. Completed a process that is consistent with the enforcement procedures and due process to facilitate better results through corporation or civil action.
- Coordinated project reviews with the Building and Engineering Divisions, and other City departments; and continued to work with other outside agencies such as the County Fire Protection District, Air Quality Management District, El Dorado County Environmental Management Division.
- Provided enforcement of State and Federal regulations such as FEMA and State Water Quality flood issues, the State Health and Safety Code, Business and Professions Code, and other relevant Government Codes.
- Updated City Code and brought to City Council for adoption of the 2016 Fire Code consistent with the Fire District amendments.

2017/2018 BUDGET

- 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.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Continue with code enforcement activity which is expected to steady increase.
- Coordinate project reviews with the Building and Engineering Divisions, other City departments, and the Fire District.
- Continue to bring substandard and delapidated properties, homes and structures into compliance through code enforcement and abatement.
- Update relevant City Code and bring to City Council for adoption the 2013 Fire Code; and Construction & Demolition Debris Ordinance.
- Continue to work toward a permitting computer program to replace an outdated spread sheet type of application. Will explore use of outside resources or by creating an in-house program. Include a project tracking element for building, planning and code enforcement divisions.
- Development of electronically archiving department records with equipment and systems to efficiently record at the time of permit issuance and eliminate backlog of documents to be archived.
- Create an archiving process or program to electronically archive currently created documents and convert existing files into a database that can be readily review at any designated computer station.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Building

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	34,813	40,282	117,886	38,501	119,441	-	1%
Materials and supplies	263	144	400	484	400	-	0%
Contract Services	133,882	159,268	56,422	113,055	43,847	-	-22%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	500	1,635	575	-	15%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>168,958</u>	<u>199,694</u>	<u>175,208</u>	<u>153,675</u>	<u>164,263</u>	<u>-</u>	-6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Building Plan Review/Inspection	<u>168,958</u>	<u>199,694</u>	<u>175,208</u>	<u>153,675</u>	<u>164,263</u>	<u>-</u>	-6%
Total	<u>168,958</u>	<u>199,694</u>	<u>175,208</u>	<u>153,675</u>	<u>164,263</u>	<u>-</u>	-6%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	62,541	3,330	65,208	-	39,263	-	-40%
Building Permits	<u>106,417</u>	<u>196,364</u>	<u>110,000</u>	<u>153,675</u>	<u>125,000</u>	<u>-</u>	14%
Total	<u>168,958</u>	<u>199,694</u>	<u>175,208</u>	<u>153,675</u>	<u>164,263</u>	<u>-</u>	-6%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Development Services

Division: Engineering

2016/2017 REVIEW

- Implementation of Capital Improvement Program projects including: (1) Western Placerville Interchange Phase 2; (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; and (7) Wiltse Pressure Relief Valve.
- Continued implementation of the Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade project and coordinated with potential hotel application.
- Completed Ridge Court Water Pump Station Replacement project.
- Completed the Western Placerville Interchange Phase 1B project.
- Completed the Blairs Lane Bridge Replacement project.
- Completed the Pardi Way/Big Cut/Sacramento Street/Gilmore/Chamberlain Water Lines Replacement project.
- Completed Broadway Crosswalks project.
- Implemented the NPDES required Storm Water Management Plan, and new 5-year Phase II MS4 permit in coordination with Community Services Department.
- Continued development of Citywide GIS system and public infrastructure inventory including 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 and residential projects.
- Continued to address the sewer collection system inflow and infiltration (I & I) conditions.
- Coordinated with El Dorado County Transportation Commission, El Dorado County Transit Authority, El Dorado County, SACOG, and the State on development of regional transportation projects.
- Continued to work on Pavement Management Program including supporting data for project prioritization.
- Continued implementation of the City's Irrigation Meter Program.
- Issued permits for grading activities and other engineering related development projects.
- Coordinated project reviews with the Planning and Building Divisions, other City departments and outside agencies.
- Provided engineering, technical support, and staff training services to the Community Services Department for compliance with State permits and reporting requirements; and development of the "Public Works/Engineering Hot Spot List."
- Provided staff support to the Planning Commission and City Council for CIP project reviews and funding and other engineering matters; and provided staff support to the Measures H/L Sales Tax Committee.

2017/2018 BUDGET

- Continue with implementation of City's Capital Improvement Program (CIP) including: (1) Western Placerville Interchange, Phase 2, Ray Lawyer Off-Ramp and Extension and EDCTA Park and Ride Facility; (2) Madrone & Giovanni Sewer Lift Station projects; (3) Upper Broadway Bike Lanes; (4) Cedar Ravine Pressure Reducing Station; (5) Elm Court Waterline Replacement; (6) Sierra Tank Bypass and Schnell School Pressure Relief Valve; and (7) Wiltse Road Pressure Relief Valve.
- Continue implementation of the Placerville Station Phase II Park and Ride/Mosquito Road overlay/ Mosquito Road water main upgrade project.
- Continue design engineering phase for the Placerville Drive Bridge Replacement Project in conjunction with the Placerville Drive Bicycle and Pedestrian Facilities Project.
- Continue design engineering phase and completion of the environmental impact report for the Clay Street/Cedar Ravine Realignment and Clay Street Bridge Replacement Project.
- Continue implementation of the NPDES Storm Water Management Plan and the MS4 Stormwater Permit in coordination with Community Services Department – Public Works Division.
- 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 street conditions for project identification and prioritization.
- 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 Transportation 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.
- Provide staff support to the City Council, Planning Commission, and the Measures H/L Sales Tax Committee.

Department Staff by Position	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	1.5	1.5	2.0	0.0	33%
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%
Total	5.5	5.5	5.5	5.5	6.0	0.0	9%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Engineering

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	231,931	368,836	487,172	431,130	547,087	-	12%
Materials and supplies	4,230	4,606	6,000	3,785	5,700	-	-5%
Contract Services	27,863	1,626	3,050	3,558	4,575	-	50%
Overhead	20,000	20,000	20,000	20,000	20,000	-	0%
Other expense	2,884	349	950	950	800	-	-16%
Capital outlay	826	6,072	30,600	30,098	7,026	-	-77%
Total	287,734	401,489	547,772	489,521	585,188	-	7%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Engineering	287,734	401,489	547,772	489,521	585,188	-	7%
Total	287,734	401,489	547,772	489,521	585,188	-	7%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	176,342	271,753	417,844	416,640	514,436	-	23%
Engineering Fees	54,389	66,948	65,000	28,360	40,000	-	-38%
Water Enterprise Fund	28,962	32,331	18,939	8,867	12,413	-	-34%
Sewer Enterprise Fund	28,041	30,457	19,939	9,865	12,413	-	-38%
Equipment Replacement Fund	-	-	26,050	25,789	5,926	-	-77%
Total	287,734	401,489	547,772	489,521	585,188	-	7%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2016/2017 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 Freshwaterwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Maintained compliance with the Zinc Cease and Desist Order and continued to evaluated methods to reduce over concentration of Zinc in effluent.
- Conducted laboratory testing, analysis and reporting program as necessary for plant operation and required by NPDES permit.
- Maintained three sanitary sewer lift stations (Madrone, Giovanni, and Cribbs) and two park restroom pump stations which are a part of the City's sewer collection system.
- Participated in the review of design of improvements for the Madrone and Giovanni sewer left stations replacement CIP project.
- Managed plant operations through the January and Febuary storm events and assessed damaged plant equipment for repair and funding eligibility under FEMA.
- Completed the facility asphalt sealcoat CIP project.

2017/2018 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 Freshwaterwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board's effluent limitations for ammonia for protection of aquatic life.
- Continue to evaluate methods to reduce over concentration of Zinc in the effluent.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations.
- Implement repair and replacement of plant equipment damaged during the January and Febuary storm events.
- Implement preventative maintenance and inventory programs.

Department Staff by Position	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Engineering Specialist	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	8.5	8.5	8.5	8.5	8.5	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Water Reclamation Facility

	Actual	Actual	Revised	Estimated		Council	% Change
Division Budget by Category	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
				2016/2017	2017/2018	2017/2018	Budget
Personnel	979,755	1,015,486	1,073,651	1,024,973	1,062,387	-	-1%
Materials and supplies	277,875	328,241	342,750	342,462	358,450	-	5%
Contract Services	632,644	610,982	681,900	750,174	722,691	-	6%
Overhead	215,000	215,000	215,000	215,000	215,000	-	0%
Other expense	44,249	36,453	56,145	56,645	53,200	-	-5%
Capital outlay	5,770	24,466	71,000	37,568	-	-	-100%
Total	<u>2,155,293</u>	<u>2,230,628</u>	<u>2,440,446</u>	<u>2,426,822</u>	<u>2,411,728</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Revised	Estimated		Council	% Change
Division Budget by Program	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
				2016/2017	2017/2018	2017/2018	Budget
Water Reclamation Facility	<u>2,155,293</u>	<u>2,230,628</u>	<u>2,440,446</u>	<u>2,426,822</u>	<u>2,411,728</u>	<u>-</u>	<u>-1%</u>
Total	<u>2,155,293</u>	<u>2,230,628</u>	<u>2,440,446</u>	<u>2,426,822</u>	<u>2,411,728</u>	<u>-</u>	<u>-1%</u>

	Actual	Actual	Revised	Estimated		Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
				2016/2017	2017/2018	2017/2018	Budget
Sewer Enterprise	<u>2,155,293</u>	<u>2,230,628</u>	<u>2,440,446</u>	<u>2,426,822</u>	<u>2,411,728</u>	<u>-</u>	<u>-1%</u>
Total	<u>2,155,293</u>	<u>2,230,628</u>	<u>2,440,446</u>	<u>2,426,822</u>	<u>2,411,728</u>	<u>-</u>	<u>-1%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Development Services

Division: Administration

2016/2017 REVIEW

- Managed daily activities of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provided administrative support to the Planning, Building, Engineering and Wastewater Treatment Facility Divisions of the Development Services Department.
- Coordinated efforts between Engineering Division and Public Works Division in the implementation of the City's CIP projects and construction inspection efforts; and in implementation of the City's MS4 permit.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures with the City Police Department.
- 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.
- Participated in the Business Outreach Visit program.
- Implemented 2013-2021 Housing Element and continued efforts for compliance with state housing law in cooperation with the State Department of Housing and Community Development.
- Monitored the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Completed review of LAFCO's *Placerville Municipal Services Review and Sphere of Influence Update*.
- Facilitate annexation requests and City initiated annexations of County islands in consultation with LAFCO.
- Provided staff support to the City Council, Planning Commission, Placerville Economic Advisory Committee, and the Courthouse Reuse Blue Ribbon Committee.

2017/2018 BUDGET

- Coordinate and administer the activities of the Planning, Building, Engineering and Wastewater Divisions of the Development Services Department.
- Continue to coordinate and improve efficiency between Engineering Division and Public Works Division in the implementation of the City's CIP projects and construction inspection efforts; and in implementation of the City's MS4 permit.
- Provide budget management and technical assistance to department staff.
- Provide staff support to the City Council and the Planning Commission.
- Assist in the creation of Downtown Historic District.
- Implement various Capital Improvement Projects, including preparation of environmental documents related thereto.
- Implementation of Housing Rehabilitation loans pending implementation of the Housing Rehabilitation program.
- Continue implementation of the programs and strategies established in the 2013-2021 Housing Element and continue to initiate necessary General Plan amendments and zoning amendments for implementation of Housing Element goals.
- Monitor the General Plan and Zoning Ordinance to initiate amendments as necessary, for consideration by the City Council; keeping the General Plan and Zoning Ordinance and other relevant City codes current and relevant.
- Prepare update to the City's Subdivision Ordinance.
- Assist Community Services in update with the City's Recreation and Parks Master Plan update.
- Provide oversight of matters related to the Confidence Hall and Emigrant Jane buildings (former City Hall).
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Provide assistance to the City Manager with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC), the Courthouse Reuse Blue Ribbon Advisory Committee, and other economic development efforts.
- Continue to oversee abatement of known unpermitted parking lots.
- Prepare annual General Plan status report for consideration by the City Council.

	Actual	Actual	Revised	Estimated		Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
Department Staff by Position				2016/2017	2017/2018	2017/2018	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%
Total	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Administration

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	204,535	205,133	213,955	219,416	220,228	-	3%
Materials and supplies	1,193	1,593	1,450	1,853	1,850	-	28%
Contract Services	5,637	288	1,000	2,780	1,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	387	187	125	65	65	-	-48%
Capital outlay	-	-	-	-	-	-	0%
Total	211,752	207,201	216,530	224,114	223,143	-	3%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
DSD Administration	211,752	207,201	216,530	224,114	223,143	-	3%
Total	211,752	207,201	216,530	224,114	223,143	-	3%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	211,752	207,201	216,530	161,987	223,143	-	3%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	-	-	62,127	-	-	0%
Total	211,752	207,201	216,530	224,114	223,143	-	3%

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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 2017/2018 Annual Operating Budget

Department: Community Services

All Divisions

			Estimated					Estimated
	Actual	Actual	Actual	Proposed		Actual	Actual	Actual
Workload Indicators	2014/2015/	2015/2016	2016/2017	2017/2018	Workload Indicators	2014/2015/	2015/2016	2016/2017
Parks Maintenance Hours					Streets and Roads			
Gold Bug Park	1,731	1,692	1,846	1,846	Calls for service			
Lions Park	1,236/694	1,022/658	1,125/155	1,125/155	Maintenance hours	3,279	2,184	2,360/1,373
City Park	264/68.5	243	399	399	Miles of streets maintained			
Rotary Park	285/8	307/ 5	289	289	Flagging		/614	
Lumsden Park	187/5	159	310	310	Green waste diverted (tons)			
Orchard Hill Park	188/41	224/ 17	233	233	Street Sweeping	537	543	304
George Duffey Park	90/0	75	91	91	Parking Lots	403	138	
El Dorado Trail/other grounds	1,151/39	132	1,205	1,205	Streets and Roads	4,142	3,910	
Community Gardens	10/0	0	0	0	Storm Drains	384	586	575
Cemeteries	17/356	5/ 311	30/152	30/152	Sanding	15	0	
Parks General	914/22	843	866	866	Snow Removal	226	9.5	25
Recreation (FT hrs / PT hrs)					Streets, signs & markings	2,081	2,099	643
General	4,293/942	4,415/ 1884	4,255/1929	4,255/1929	Sidewalk, curd & gutter	238	15	52
Activity Guide	416/0	/514			Machanic	1,448	941	1,576
Gold Bug Tours	343/4,401	248/4002	273/5,279	273/5,279	Service Calls	381	126	
Adult Program	365/0	695	498/73	498/73	USA Digs	787	840	
Youth Programs	500/0	397/30	483/70	483/70	Water / Sewer			
Aquatics	1,452/13404	1,046	1,385/14,161	1,385/14,161	Calls for service Water	218	125	181/52
Youth Basketball	793/1073	1,060/ 478	828/826	828/826	Calls for service Sewer	86	56	185/53
Youth Camps	24/0	25/ 656	0/218	0/218	Meter replacement		657	
Adult Basketball	18/498	71/ 362	57/273	57/273	Water Applications	4	4	
Adult Softball	938/1364	698/ 1,403	1,067/1112	1,067/1,112	Sewer Applications	4	4	25
Adult Volleyball	8/138	0/95	7/121	7/121	Miles of sewer lines			
Special Events	59	50	84/12	84/12	Water M&O	5,088	3,854	8,468/122
Facilities Maintenance					Sewer M&O	3,068	2,357	3,538/122
City Hall	86/343	125/786	109/604	109/604				
Town Hall	514/458	477/ 497	591/364	591/364				
Scout Hall	98/3	145	65	65				
Pool	690/389	898/ 258	802/4	802/4				
Park and Ride	147/0	443/ 40	335	335				
Old City Hall	3/0	0	0	0				
Police Department	164/387	170/ 5	0	0				
Downtown Restroom	93/189	88/ 472	125/414	125/414				
Corp Yard	158/15	422	351	351				
					Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved		
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018		from 16/17
Director of Community Services		1.0	1.0	1.0	1.0	1.0	0.0	0%
PublicWorks Operations Manager		1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent		1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent		1.0	1.0	1.0	1.0	1.0	0.0	0%
PublicWorks Superintendent		0.0	0.0	0.0	0.0	1.0	0.0	0%
Senior Maintenance Worker		1.0	1.0	1.0	1.0	0.5	0.0	-50%
Maintenance Worker II		6.0	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	0.4	0.4	0.4	0.4	0.0	0%
Total Community Services		22.5	22.9	22.9	22.9	23.4	0.0	2%

Fiscal Year 2017/2018 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	2,187,207	2,444,880	2,781,190	2,667,297	2,902,374	-	4%
Materials and supplies	780,839	843,776	996,273	771,573	426,177	-	-57%
Contract Services	857,402	858,057	953,143	1,231,085	1,567,712	-	64%
Overhead	238,600	237,000	237,000	237,000	237,000	-	0%
Other expense	96,758	95,971	136,179	130,789	137,304	-	1%
Capital outlay	91,002	317,691	18,966	24,794	59,462	-	214%
Total	4,251,808	4,797,375	5,122,751	5,062,538	5,330,029	-	4%

Department Budget by Division	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Parks	568,256	681,364	655,862	676,235	655,695	-	0%
Recreation	812,886	821,424	1,076,056	1,042,003	1,116,669	-	4%
Facilities M & O	335,419	348,171	353,461	364,691	339,661	-	-4%
Streets and Roads	650,091	899,450	634,367	686,590	752,700	-	19%
Water/Sewer Lines	841,492	940,486	1,209,671	1,118,824	1,231,812	-	2%
Water Acquisition & Delivery	664,801	693,421	769,409	777,494	803,814	-	4%
Downtown Parking	139,540	133,359	146,658	155,814	153,944	-	5%
CSD Administration	239,323	279,700	277,267	240,887	275,734	-	-1%
Total	4,251,808	4,797,375	5,122,751	5,062,538	5,330,029	-	4%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	1,627,967	2,080,130	2,065,296	2,014,977	2,005,918	-	-3%
Orchard Hill/Duffey LLMD	24,425	30,709	26,225	31,993	27,261	-	4%
Recreation Fees	641,324	651,988	654,860	682,161	705,961	-	8%
Gas Tax	305,382	263,126	224,739	254,739	316,898	-	41%
Transportation Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	15,433	-	34,820	27,877	24,959	-	-28%
Water Enterprise Fund	1,005,996	1,108,675	1,328,904	1,273,988	1,339,230	-	1%
Sewer Enterprise Fund	500,297	525,232	650,176	622,330	696,396	-	7%
Daily Parking Revenues	56,582	54,630	55,827	62,063	135,117	-	142%
Leased Parking Revenues	74,402	82,885	81,904	91,911	18,827	-	-77%
Equipment Replacement Fund	-	-	-	499	59,462	-	0%
Total	4,251,808	4,797,375	5,122,751	5,062,538	5,330,029	-	4%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Parks

2016/2017 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 Kewanis Club with park improvements at Duffey Park.
- Made shoring repairs to Gold Bug Mine.

2017/2018 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
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.6	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	4.3	4.3	4.3	4.3	4.3	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Parks

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	424,708	465,920	473,167	479,709	472,483	-	0%
Materials and supplies	52,089	58,649	80,010	69,204	64,087	-	-20%
Contract Services	86,937	139,958	99,860	124,497	118,050	-	18%
Overhead	1,600	-	-	-	-	-	0%
Other expense	724	2,632	2,825	2,825	1,075	-	-62%
Capital outlay	2,198	14,205	-	-	-	-	0%
Total	<u>568,256</u>	<u>681,364</u>	<u>655,862</u>	<u>676,235</u>	<u>655,695</u>	<u>-</u>	<u>0%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Parks Maintenance	30,594	34,813	37,847	41,006	31,667	-	-16%
Lions Park	150,402	172,741	162,476	166,294	174,942	-	8%
Gold Bug Park	99,273	116,785	118,910	120,518	122,675	-	3%
Rotary Park	46,068	55,511	47,352	48,966	48,042	-	1%
City Park	58,082	83,395	73,127	74,135	68,513	-	-6%
Lumsden Park	22,245	28,636	26,632	27,154	26,854	-	1%
Hangtown Creek	803	6,756	5,000	5,000	5,000	-	0%
City Cemeteries	3,891	2,374	3,516	2,047	1,500	-	-57%
Community Gardens	-	1,500	2,000	2,000	2,000	-	0%
El Dorado Trail	22,571	22,016	25,496	25,729	25,589	-	0%
Orchard Hill/Duffey LLMD	24,425	30,709	26,225	31,993	27,261	-	4%
Other Grounds	109,902	126,128	127,281	131,393	121,652	-	-4%
Total	<u>568,256</u>	<u>681,364</u>	<u>655,862</u>	<u>676,235</u>	<u>655,695</u>	<u>-</u>	<u>0%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	543,831	650,655	629,637	644,242	628,434	-	0%
Orchard Hill/Cottonwood LLMDs	24,425	30,709	26,225	31,993	27,261	-	4%
Total	<u>568,256</u>	<u>681,364</u>	<u>655,862</u>	<u>676,235</u>	<u>655,695</u>	<u>-</u>	<u>0%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Recreation

2016/2017 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.
- Conducted a Youth Basketball League consisting of 764 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 \$4,900 of assistance to local youths.
- Conducted three Adult 5 on 5 Basketball Leagues with 14 teams combined. Each league ran for approximately two months.
- Conducted five Adult 3 on 3 Basketball Leagues with 44 combined. Each league ran for approximately two months.
- Conducted three Adult Softball Leagues with approximately 220 teams combined in spring, summer, and fall leagues.
- Conducted five volleyball leagues, 22 teams combined. Three seasons.
- Co-sponsored seven Special Events (Halloween Spooktacular, Fishing Derby, Festival of Lights, Christmas Parade, National Night Out, two Community Clean-Ups and Rise and Shine Event).
- 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.
- Held Blacksmith Shop Open House at Gold Bug Park.
- Extended Gold Bug Park Hours of operation on holidays and weekends.
- Increased advertising on social media.
- Made extensive trial improvements at Gold Bug Park.
- Assisted with film productions and 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.
- Assisted with construction of new Gold Panning Troughs.
- Created new Gold Bug Park phone application for self-guided tours of the Mine.
- Assisted with Halloween event at Gold Bug Park.
- Raised funds and installed new scoreboards at Lions Park.

2017/2018 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.
- Will assist with Mystery Dinner at Gold Bug Park.

	Actual	Actual	Revised	Estimated		Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
Department Staff by Position				2016/2017	2017/2018	2017/2018	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%
Total	3.5	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Department: Community Services
Division: Recreation

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	601,035	584,119	776,647	749,964	806,678	-	4%
Materials and supplies	57,213	38,978	102,350	97,876	107,700	-	5%
Contract Services	106,286	139,827	134,059	133,277	139,611	-	4%
Overhead	-	-	-	-	-	-	0%
Other expense	48,352	45,954	63,000	60,886	62,680	-	-1%
Capital outlay	-	12,546	-	-	-	-	0%
Total	812,886	821,424	1,076,056	1,042,003	1,116,669	-	4%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Special Interest Programs	24,946	26,644	23,900	23,901	25,000	-	5%
Sports Camps and Teams	306,778	322,005	394,915	391,906	418,696	-	6%
Gold Bug Park Admissions	87,575	87,426	161,518	158,232	168,757	-	4%
Aquatics	223,946	216,837	284,042	255,324	283,698	-	0%
Special Events	6,215	5,840	20,249	20,289	20,818	-	3%
Recreation - General	163,426	162,672	191,432	192,351	199,700	-	4%
Total	812,886	821,424	1,076,056	1,042,003	1,116,669	-	4%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	171,562	169,436	421,196	359,842	410,708	-	-2%
Recreation Fees	641,324	651,988	654,860	682,161	705,961	-	8%
Total	812,886	821,424	1,076,056	1,042,003	1,116,669	-	4%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2016/2017 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 Structure.
- 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 Structure.
- Made on-going repairs at the Down Town Restrooms.

2017/2018 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
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Parks & Facility Maintenance Superintendent	0.3	0.3	0.3	0.3	0.3	0.0	0%
Maintenance Worker II	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total	0.7	0.7	0.7	0.7	0.7	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Facilities Maintenance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	90,238	101,511	102,812	108,792	97,566	-	-5%
Materials and supplies	68,372	73,302	68,270	69,589	64,695	-	-5%
Contract Services	170,699	170,662	179,879	183,810	177,400	-	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	3,281	2,696	2,500	2,500	-	-	-100%
Capital outlay	2,829	-	-	-	-	-	0%
Total	<u>335,419</u>	<u>348,171</u>	<u>353,461</u>	<u>364,691</u>	<u>339,661</u>	<u>-</u>	<u>-4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Old City Hall	14,356	11,934	17,269	17,330	11,645	-	-33%
New City Hall	70,507	73,349	72,116	77,282	72,620	-	1%
Town Hall	52,511	52,271	50,857	54,326	53,255	-	5%
Scout Hall	8,014	9,301	8,075	9,194	8,643	-	7%
Corporation Yard	23,431	18,940	17,600	17,908	15,100	-	-14%
City Pool Facilities	133,344	143,379	152,404	149,013	146,855	-	-4%
Public Safety Building	8,741	6,600	8,200	13,554	8,200	-	0%
Downtown Public Restroom	10,578	15,397	12,037	9,911	7,850	-	-35%
Mosquito Road Park & Bus	13,937	17,000	14,903	16,173	15,493	-	4%
Total	<u>335,419</u>	<u>348,171</u>	<u>353,461</u>	<u>364,691</u>	<u>339,661</u>	<u>-</u>	<u>-4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	335,419	348,171	353,461	364,691	339,661	-	-4%
Total	<u>335,419</u>	<u>348,171</u>	<u>353,461</u>	<u>364,691</u>	<u>339,661</u>	<u>-</u>	<u>-4%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Streets and Roads

2016/2017 REVIEW

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

2017/2018 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 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	0.2	0.0	0%
Senior Maintenance Worker	0.0	0.0	0.0	0.0	0.5	0.0	0%
Traffic Maintenance Worker	1.0	1.0	1.0	1.0	0.9	0.0	-13%
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%
Total	2.4	2.4	2.4	2.4	3.0	0.0	24%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Streets and Roads

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	212,770	278,926	258,665	263,648	298,694	-	15%
Materials and supplies	109,306	103,402	95,320	98,922	87,620	-	-8%
Contract Services	235,686	221,354	250,307	286,118	280,557	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	23,483	26,884	26,275	28,274	26,367	-	0%
Capital outlay	68,846	268,884	3,800	9,628	59,462	-	1465%
Total	650,091	899,450	634,367	686,590	752,700	-	19%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Street Sweeping	85,405	22,383	30,417	39,376	36,298	-	19%
Curbs, Gutters, and Sidewalks	42,961	38,424	39,897	44,809	36,725	-	-8%
Street Signs and Markings	79,523	68,100	67,208	68,319	51,533	-	-23%
Storm Drains	30,105	41,259	48,465	50,360	48,465	-	0%
Traffic Signals and Lights	117,948	132,311	131,113	141,113	159,113	-	21%
Street Sanding/Snow Removal	4,800	234	9,200	9,200	9,200	-	0%
General Street Maintenance	289,349	596,739	308,067	333,413	411,366	-	34%
Total	650,091	899,450	634,367	686,590	752,700	-	19%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	329,276	636,324	374,808	403,475	351,381	-	-6%
Gas Tax	305,382	263,126	224,739	254,739	316,898	-	41%
Transportation Fund	-	-	-	-	-	-	0%
Benefit Assessment Districts	15,433	-	34,820	27,877	24,959	-	-28%
Equipment Replacement Fund	-	-	-	499	59,462	-	0%
Total	650,091	899,450	634,367	686,590	752,700	-	19%

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Water and Sewer Lines

2016/2017 REVIEW

- Continued to operate and maintain approximately 45 miles of water distribution lines.
- Performed a variety of Waterline Division maintenance and operations functions, including: water line and valve replacement, water pressure assessment, water quality calls/investigations and line break repairs.
- Completed waterline 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 with Mapping of Sewer and Water Lines.
- Responded to emergency storm damage.

2017/2018 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: waterline and valve replacement, and water pressure assessment and water quality calls/investigations.
- Continue to complete waterline repair work service requests.
- Continue to operate and maintain approximately 50 miles of sewer collection lines.
- Continue to perform a variety of wastewater line division maintenance and operations functions, to include: sewer line repair and replacement, manhole rehabilitation and maintenance of other infrastructure related to the wastewater collection system.
- Continue to complete sewer line repair work service requests.
- Continue sewer collection system flushing program.
- Continue grease interceptor program for restaurants.
- Implement Sanitary Sewer Management Plan
- Increase In-Service Training.
- Continue Backflow Prevention Program.
- Continue Fat's, Oil's and Grease Program.
- Continue Annual Sewer Flushing Program.
- Continue to assist Engineering with mapping of sewer and water lines.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	2017/2018	Approved	from 16/17
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	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	0.8	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.0	0.0	-100%
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	0.1	0.1	0.1	0.1	0.0	0%
Total	8.6	8.7	8.7	8.7	8.5	0.0	-2%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget Water and Sewer Lines

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	509,084	617,083	803,651	723,476	850,025	-	6%
Materials and supplies	57,773	104,719	96,900	97,401	87,400	-	-10%
Contract Services	102,289	43,538	124,550	118,652	119,450	-	-4%
Overhead	149,000	149,000	149,000	149,000	149,000	-	0%
Other expense	6,217	4,090	20,404	15,129	25,937	-	27%
Capital outlay	17,129	22,056	15,166	15,166	-	-	-100%
Total	<u>841,492</u>	<u>940,486</u>	<u>1,209,671</u>	<u>1,118,824</u>	<u>1,231,812</u>	<u>-</u>	<u>2%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Water Lines	341,195	415,254	559,495	496,494	535,416	-	-4%
Sewer Lines	500,297	525,232	650,176	622,330	696,396	-	7%
Total	<u>841,492</u>	<u>940,486</u>	<u>1,209,671</u>	<u>1,118,824</u>	<u>1,231,812</u>	<u>-</u>	<u>2%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Water Enterprise Fund	341,195	415,254	559,495	496,494	535,416	-	-4%
Sewer Enterprise Fund	500,297	525,232	650,176	622,330	696,396	-	7%
Total	<u>841,492</u>	<u>940,486</u>	<u>1,209,671</u>	<u>1,118,824</u>	<u>1,231,812</u>	<u>-</u>	<u>2%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Water Acquisition and Delivery

2016/2017 REVIEW

- Completed annual water quality report to customers and Department of Health Services.
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed weekly water sampling, testing and reporting.
- Conducted bi-monthly reading of all water meters within the City service area.
- Replaced defective water meters.
- Implement City wide Backflow Certification Program for all City owned devices and all private devices.
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.

2017/2018 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	2017/2018	Approved	from 16/17
Department Staff by Position				2016/2017		2017/2018	Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.0	0.2	0.2	0.2	0.2	0.0	0%
Total	1.0	1.2	1.2	1.2	1.2	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	110,049	117,516	88,981	97,066	87,434	-	-2%
Materials and supplies	435,770	464,645	552,023	337,181	9,675	-	-98%
Contract Services	17,704	10,612	20,660	235,502	598,960	-	2799%
Overhead	88,000	88,000	88,000	88,000	88,000	-	0%
Other expense	13,278	12,648	19,745	19,745	19,745	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>664,801</u>	<u>693,421</u>	<u>769,409</u>	<u>777,494</u>	<u>803,814</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Water Acquisition & Delivery	<u>664,801</u>	<u>693,421</u>	<u>769,409</u>	<u>777,494</u>	<u>803,814</u>	<u>-</u>	<u>4%</u>
Total	<u>664,801</u>	<u>693,421</u>	<u>769,409</u>	<u>777,494</u>	<u>803,814</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Water Acquisition & Delivery	<u>664,801</u>	<u>693,421</u>	<u>769,409</u>	<u>777,494</u>	<u>803,814</u>	<u>-</u>	<u>4%</u>
Total	<u>664,801</u>	<u>693,421</u>	<u>769,409</u>	<u>777,494</u>	<u>803,814</u>	<u>-</u>	<u>4%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Downtown Parking

2016/2017 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Implemented new Downtown Parking Program including the installation of nine new automated pay stations.
- Provided special event support.

2017/2018 BUDGET

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2014/2015	2015/2016	2016/2017	Actual	2017/2018	Approved	from 16/17
				2016/2017		2017/2018	Budget
Traffic Maintenance Worker	0.0	0.0	0.0	0.0	0.1	0.0	0%
Total	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.1</u>	<u>0.0</u>	<u>0%</u>

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

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Downtown Parking

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	-	105	-	3,755	13,760	-	0%
Materials and supplies	316	81	1,400	1,400	5,000	-	257%
Contract Services	137,801	132,106	143,828	149,229	133,684	-	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	1,423	1,067	1,430	1,430	1,500	-	5%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>139,540</u>	<u>133,359</u>	<u>146,658</u>	<u>155,814</u>	<u>153,944</u>	<u>-</u>	<u>5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Downtown Parking	<u>139,540</u>	<u>133,359</u>	<u>146,658</u>	<u>155,814</u>	<u>153,944</u>	<u>-</u>	<u>5%</u>
Total	<u>139,540</u>	<u>133,359</u>	<u>146,658</u>	<u>155,814</u>	<u>153,944</u>	<u>-</u>	<u>5%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	8,556	(4,156)	8,927	1,840	-	-	-100%
Daily Parking Revenues	56,582	54,630	55,827	62,063	135,117	-	142%
Leased Parking Revenues	<u>74,402</u>	<u>82,885</u>	<u>81,904</u>	<u>91,911</u>	<u>18,827</u>	<u>-</u>	<u>-77%</u>
Total	<u>139,540</u>	<u>133,359</u>	<u>146,658</u>	<u>155,814</u>	<u>153,944</u>	<u>-</u>	<u>5%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Community Services

Division: Administration

2016/2017 REVIEW

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

2017/2018 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
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 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	0.1	0.1	0.1	0.1	0.0	0%
Total Public Services	2.0	2.1	2.1	2.1	2.1	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget Administration

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	239,323	279,700	277,267	240,887	275,734	-	-1%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	239,323	279,700	277,267	240,887	275,734	-	-1%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
CSD Administration	239,323	279,700	277,267	240,887	275,734	-	-1%
Total	239,323	279,700	277,267	240,887	275,734	-	-1%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	239,323	279,700	277,267	240,887	275,734	-	-1%
Total	239,323	279,700	277,267	240,887	275,734	-	-1%

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Elected Officials


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

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

Fiscal Year 2017/2018 Annual Operating Budget

Department Budget:

Elected Officials



Workload Indicators	Actual 2014/2015	Actual 2015/2016	Estimated Actual 2016/2017	Proposed 2017/2018
Regular City Council Meetings	22	22	22	22
Resolutions	116	103	90	100
Ordinances	5	5	5	5

Department Staff by Position	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
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 2017/2018 Annual Operating Budget
Department Budget
Elected Officials

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 16/17
Department Budget by Category	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	Budget
Personnel	99,393	97,621	103,489	98,223	104,641	-	1%
Materials and supplies	670	728	500	616	700	-	40%
Contract Services	10,169	13,124	10,000	10,000	9,000	-	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	13,033	12,947	9,500	9,500	19,625	-	107%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>123,265</u>	<u>124,420</u>	<u>123,489</u>	<u>118,339</u>	<u>133,966</u>	<u>-</u>	8%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 16/17
Department Budget by Division	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	Budget
City Council	121,075	122,225	121,128	113,882	131,606	-	9%
City Treasurer	<u>2,190</u>	<u>2,195</u>	<u>2,361</u>	<u>4,457</u>	<u>2,360</u>	<u>-</u>	0%
Total	<u>123,265</u>	<u>124,420</u>	<u>123,489</u>	<u>118,339</u>	<u>133,966</u>	<u>-</u>	8%

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 16/17
Funding Sources	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	Budget
General Fund							
Discretionary Revenues	<u>123,265</u>	<u>124,420</u>	<u>123,489</u>	<u>118,339</u>	<u>133,966</u>	<u>-</u>	8%
Total	<u>123,265</u>	<u>124,420</u>	<u>123,489</u>	<u>118,339</u>	<u>133,966</u>	<u>-</u>	8%

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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 2017/2018 Annual Operating Budget

Department: City Administration

All Divisions

	Actual	Actual	Estimated				
	2014/2015	2015/2016	Actual	Proposed			
Workload Indicators			2016/2017	2017/2018			
City Manager (hours)							
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	10			
Intergovernmental relations	150	150	150	150			
Citizen inquiries	150	150	150	150			
Public Works/Comm. Develop. Proj.	600	400	400	300			
Claims and litigation	150	150	150	200			
Franchise	50	50	50	20			
Bids and contracts	75	75	75	40			
Special Events	50	50	50	25			
Utility fees	100	100	100	50			
Main Street & Parking	125	125	125	150			
Ordinances and resolutions	150	150	150	70			
Redevelopment	0	0	0	0			
Economic Development	350	350	350	300			
Grant Development and Admin.	0	40	40	40			
City Attorney (hours)							
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			
Grant Administration (hours)							
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	0	0	0			
CEC-ARRA Grant	0	0	0	0			
CDBG 1st-Time Homebuyer/Housing Rehab	25	0	0	0			
City Clerk (#/Hrs)							
Agendas/Minutes	54/637.5	54/637.5	54/637.5	54/637.5			
Resolutions	100/200	100/200	100/200	100/200			
Ordinances	5/10	5/10	5/10	5/10			
Economic Interest Statements	62/93	62/93	62/93	62/93			
Citizen calls & inquires	2000/10	2000/10	2000/10	2000/10			
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.			
Public records requests	300/300	300/300	300/300	300/300			
Human Resources (#/hrs)							
Recruitments	7/252	6/216	6/216	6/216			
Reclassifications	2/4	0/5	3/3	3/3			
Orientations	7/7	6/6	6/6	6/6			
Process new hires including seasonal	10/10	10/10	10/10	10/10			
Risk Management							
Liability claims processed	15/120	15/120	15/120	15/120			
Worker's Comp claims existing							
Worker's comp. claims	7/56	7/56	7/56	7/56			
COBRA Administration	3/3	3/3	3/3	3/3			
Information Services (% hrs)							
Network administration	20%	20%	20%	20%			
Computer service calls/training	20%	20%	20%	20%			
Project management	30%	30%	30%	30%			
Updating skills/administration	30%	30%	30%	30%			
	Actual	Actual	Estimated	Council	% Change		
			Actual	Proposed	Approved	from 16/17	
Department Staff by Position	2014/2015	2015/2016	Revised 2016/2017	2016/2017	2017/2018	2017/2018	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 2017/2018 Annual Operating Budget

Department Budget

City Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	655,373	686,347	708,393	681,633	727,996	-	3%
Materials and supplies	5,656	2,517	5,302	5,302	5,052	-	-5%
Contract Services	202,272	516,890	140,380	214,831	159,190	-	13%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	33,470	12,809	12,952	15,828	8,152	-	-37%
Capital outlay	9,233	12,589	-	615	5,000	-	0%
Total	<u>944,004</u>	<u>1,269,152</u>	<u>905,027</u>	<u>956,209</u>	<u>943,390</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Legal Services	80,417	96,864	68,459	70,965	70,440	-	3%
Litigation	70,436	311,329	-	65,338	-	-	0%
City Manager	295,793	304,761	318,410	310,887	338,725	-	6%
Information Services	356,400	378,893	380,402	369,961	397,303	-	4%
Human Resources	128,439	153,620	125,936	127,367	130,287	-	3%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	12,519	23,685	11,820	11,691	6,635	-	-44%
Total	<u>944,004</u>	<u>1,269,152</u>	<u>905,027</u>	<u>956,209</u>	<u>943,390</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	644,017	717,322	663,263	652,627	658,141	-	-1%
Parking District Fund	-	-	-	2,706	40,179	-	0%
General Liability Fund	70,436	311,329	-	65,338	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Water Enterprise Fund	114,661	120,123	120,782	117,669	122,435	-	1%
Sewer Enterprise Fund	114,890	120,378	120,982	117,869	122,635	-	1%
Total	<u>944,004</u>	<u>1,269,152</u>	<u>905,027</u>	<u>956,209</u>	<u>943,390</u>	<u>-</u>	<u>4%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration

Division: City Attorney

2016/2017 REVIEW	2017/2018 BUDGET
<ul style="list-style-type: none"> ■ Worked with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds. ■ Continued to respond to inquiries from property owners and bond holders. ■ Monitored legal issues regarding grant funds. ■ Monitored legal issues regarding transportation funds. ■ Reviewed contracts, RFPs and bid documents. ■ Prepared and reviewed ordinances/resolutions/contracts. ■ Assisted in personnel matters. ■ Advised on CEQA issues and reviewed CEQA documents. ■ Supervised claims and litigation and workers compensation claims. ■ Monitored pending and new legislation. ■ Assisted in Cal/OSHA matters. ■ Monitored water regulations. ■ Monitored and assisted in WWTP regulation issues. ■ Advised Planning and Engineering on legal issues. ■ Assisted with code enforcement. ■ Advised on legal documents regarding lease/purchase for old City Hall. ■ Represented City on Pitchess motions ■ Reviewed and advised regarding Public Records requests ■ Attended City Council meetings ■ Reviewed and advise regarding legal documents relating to City ■ Provided legal advice to City Council. ■ Advised on FPPC issues. 	<ul style="list-style-type: none"> ■ Continue to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds. ■ Assist City staff and advise regarding Public Works projects/contracts/issues. ■ Monitor legal issues regarding grants and funding ■ Monitor legal issues regarding transportation funds ■ Draft and review contracts, RFP's and bid documents ■ Draft and review ordinances/resolutions/contracts. ■ Review and advise regarding new and pending legislation affecting City ■ Advise and assist in personnel matters. ■ Review CEQA documents. ■ Advise and assist Planning staff ■ Advise and supervise liability claims, worker's compensation claims. ■ Supervise and monitor outside counsel in litigation matters. ■ Advise City departments on legal issues affecting the department. ■ Assist with code enforcement issues. ■ Monitor and assist with water and wastewater regulations/issues. ■ Assist in Cal/OSHA matters ■ Represent City on Pitchess motions ■ Review and advise regarding Public Records requests ■ Attend City Council meetings ■ Review and advise regarding legal documents relating to City ■ Provide legal advice to Council. ■ Advise on FPPC issues.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	Approved	from 16/17
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 2017/2018 Annual Operating Budget
Division Budget
City Attorney

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	22,838	16,248	25,259	20,092	25,440	-	1%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	104,936	390,007	43,000	113,423	43,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	23,079	1,938	200	2,788	2,000	-	900%
Capital outlay	-	-	-	-	-	-	0%
Total	150,853	408,193	68,459	136,303	70,440	-	3%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Legal Services	80,417	96,864	68,459	70,965	70,440	-	3%
Litigation	70,436	311,329	-	65,338	-	-	0%
Total	150,853	408,193	68,459	136,303	70,440	-	3%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	80,417	96,864	68,459	70,965	70,440	-	3%
General Liability Reserve	70,436	311,329	-	65,338	-	-	0%
Total	150,853	408,193	68,459	136,303	70,440	-	3%

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration

Division: City Manager

2016/2017 REVIEW	2017/2018 BUDGET
<ul style="list-style-type: none"> Continued to look at workout options for Defaulted Bonds. Monitored pending and existing legislation. Continued with Implementation of Economic Development Strategy. Monitored Water Reclamation Facility regulatory issues. Monitored El Dorado Disposal performance. Worked with the Ad Hoc Parking Committee to identify and implement changes to fund parking facility maintenance. Reviewed and oversaw personnel matters -salaries/ benefits/ discipline. Oversaw maintenance and updates to new Website Continued negotiations with potential Hotel Sites. Began process of development of Placerville Station II. Monitored State's budget process and other State Legislation. Participated with PDA in planning and coordinating downtown events. Oversaw City budget preparation. Monitored transportation-related projects. Continued to search for alternatives for new Public Safety Building. Reviewed all new hires and personnel forms. Reviewed ways to implement City Newsletter – E-newsletter. Investigated and pursue options for renovation of Historic City Hall. Monitored CDBG Housing Rehab Grant and assist in close out of grant and return of funding. Continued Neighborhood Chats to improve communication for intergovernmental relations. Supervised Claims and Litigation. Continued to pursue new ways through Social and other media to educate the public. Continued to pursue funding for Western Placerville Interchange and monitor development of existing funded phases. Supported education effort and implementation of Sales Tax Measure. Continued negotiations with Hotel Developers. Identified obstacles to Hotel Development. Researched options to fund mandated Storm Drain Maintenance. Continued with preparation of Water and Sewer Rate Study. Completed Housing Element requirements and certified Housing Element. Provided support and assistance to World Gold Panning Championships. Completed Johnson Controls Water and Energy Efficiency Project moved to funding phase. 	<ul style="list-style-type: none"> Continue to look at workout options for Defaulted Bonds. Monitor pending and existing legislation. Continue with Implementation of Economic Development Strategy. Monitor Water Reclamation Facility regulatory issues. Monitor El Dorado Disposal performance. Implement new Parking Program. Review and oversee personnel matters -salaries/ benefits/ discipline. Continue to improve new City Website. Continue negotiations with Mosquito Park and Ride Hotel option. Proceed with development of Placerville Station II. Monitor State's budget process and other State Legislation. Review and recommend changes to downtown event to address traffic concerns. Oversee City budget preparation. Monitor transportation-related projects. Continue to search for alternatives for new Public Safety Building. Review all new hires and personnel forms. Review ways to implement City Newsletter – E-newsletter. Investigate and pursue options for renovation of Historic City Hall. Review potential projects for CDBG funding, consider joint application with County for Housing Rehab. Continue Neighborhood Chats to improve communication for intergovernmental relations. Supervise Claims and Litigation. Continue to pursue new ways through Social and other media to educate the public. Continue to pursue funding for Western Placerville Interchange and monitor development of Phase II. Prepare plan and Implement Measure L in coordination with Measure H. Research options to fund mandated Storm Drain Maintenance. Oversee Water and Sewer Rate Study and implement recommendations. Identify financing for first phase of Johnson Controls Water and Energy Efficiency Project and submit application for State Water Grant. Continue staff support to Court House Blue Ribbon Reuse Committee.

	Actual	Actual	Revised	Estimated		Council	% Change
	2014/2015	2015/2016	2016/2017	Actual	Proposed	Approved	from 16/17
Department Staff by Position				2016/2017	2017/2018	2017/2018	Budget
City Manager	1.00	1.00	1.00	1.00	1.00	0.00	0%
Secretary to the City Manager	0.70	0.70	0.70	0.70	0.70	0.00	0%
Total	1.70	1.70	1.70	1.70	1.70	0.00	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

City Manager

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	279,110	279,730	302,414	294,852	312,625	-	3%
Materials and supplies	959	1,407	1,000	1,000	750	-	-25%
Contract Services	11,761	20,548	7,000	7,000	19,920	-	185%
Overhead	-	-	-	-	-	-	0%
Other expense	3,963	3,001	7,996	8,035	430	-	-95%
Capital outlay	-	75	-	-	5,000	-	0%
Total	<u>295,793</u>	<u>304,761</u>	<u>318,410</u>	<u>310,887</u>	<u>338,725</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Division Budget by Program	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
City Manager	<u>295,793</u>	<u>304,761</u>	<u>318,410</u>	<u>310,887</u>	<u>338,725</u>	<u>-</u>	<u>6%</u>
Total	<u>295,793</u>	<u>304,761</u>	<u>318,410</u>	<u>310,887</u>	<u>338,725</u>	<u>-</u>	<u>6%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	295,793	304,761	318,410	310,887	320,566	-	1%
Parking District Fund	-	-	-	-	18,159	-	0%
Total	<u>295,793</u>	<u>304,761</u>	<u>318,410</u>	<u>310,887</u>	<u>338,725</u>	<u>-</u>	<u>6%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration

Division: Information Services

2016/2017 REVIEW

- Provided email responses to the public for our website.
- Supported computer and projector needs for City Council meetings.
- Monitored our security camera archiving video archiving.
- Provided software and hardware support to Banner parking for our parking meters throughout downtown Placerville.
- Provided support for all VPN connections to the Corp Yard, portables, Aquatic Center, and Gold Bug Park and Water Reclamation Facility, and remote users.
- Supported all phone system issues for all sites.
- Supported all smart-phone data synchronization issues for the City Employees and Police staff.
- Supported hardware, software and security (24x7) all VPN connections required by employees and vendors.
- Supported CAD and TRACNET at the Police station and MDC's in Police cars and other PPD applications.
- Supported Police Officers by making security camera DVD's of crime related video archives.
- Supported Police computer room and equipment in EOC.
- Moved EOC to make room for 3 officers.
- Moved Dispatch to another location (room).
- Updated and helped monitor computer usage within the context of our city Computer Usage Policy.
- Supported network connections from City of Placerville to the District Attorney's office.
- Provided support to the network connecting City of Placerville with the El Dorado Sheriff (for PPD).
- Supported all data lines and computer rooms located at 3101 Center Street, Town Hall, PPD, and the WRF.
- Supported all DSL lines located at remote sites (Police, Gold Bug Park, City Pool, Corpyard and home lines).
- Supported emailing of Council, Planning and Commission Agendas to our ever-growing distribution lists.
- Supported ever growing needs of our website.
- Transitioned to new website.
- Provided 1st level support for Google Apps users (90)
- Supported Channel 2, when need arises, associated with our network at Town Hall.
- Supported new cell phones for Public Works / CS department workers.
- Upgraded Police security video archiving capacity.
- Supported Live video streaming of Council / Planning Commission meetings with YouTube archiving.
- Trained other departments to post to and modify their own webpages on our City website.
- Supported PlanetPress software for Finance Dept.
- Continuous Support for PlanetPress / Naviline application.
- Assisted with modifying PlanetPress forms to work in Cloud application (ASP)
- Upgraded NetMotion server at PPD to Windows 2008 or 2012 (probably replacing the server and the backup / backup software.
- Replaced our main file server at City Hall (PVX2) with PV4
- Helped to formulate a plan for replacing aging parking meters.
- Removed T1 Lines to save money (replaced by Comcast cable internet June 2015).

2017/2018

- Provide email and/or phone support to the public regarding our website.
- Provide internal staff support and training on our new website.
- Support "Planet Press" software to newest ASP Naviline application.
- Repair broken security cameras phase two of current project.
- Provide computer, projector and audio needs to City Council meetings.
- Upgrade Finance department software to implement bar coding for Utility billing.
- Explore the Go To Gov applications for Finance.
- Provide software and hardware technical support for our parking meters and parking staff throughout downtown Placerville.
- Train I.T. Analyst in City Council Chamber Comcast broadcasting.
- Plan VMware implementation for our City's network.
- Schedule to have pipes in 4th floor computer room wrapped to reduce heat and save on A/C in that room. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room.
- Have a dedicated 20 amp circuit for copier at Town Hall.
- Evaluate which file servers to be replaced next.
- Get training on Cradlepoint routers / admin tools.
- Support new website features.
- Upgrade network topology at PPD to eliminate older technologies and support newer technologies.
- Train I.T. Analyst in City Council Chambers A/V streaming
- Assist CalNet and Technology Industries with new security camera installation and implementation.

				Estimated		Council	% Change
	Actual	Actual	Revised	Actual	Proposed	Approved	from 16/17
Department Staff by Position	2014/2015	2015/2016	2016/2017	2016/2017	2017/2018	2017/2018	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%
Total	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Information Services

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	229,261	243,007	256,608	245,551	262,119	-	2%
Materials and supplies	4,601	1,110	4,302	4,302	4,302	-	0%
Contract Services	74,849	96,128	80,880	80,882	92,270	-	14%
Overhead	38,000	38,000	38,000	38,000	38,000	-	0%
Other expense	456	648	612	611	612	-	0%
Capital outlay	9,233	-	-	615	-	-	0%
Total	<u>356,400</u>	<u>378,893</u>	<u>380,402</u>	<u>369,961</u>	<u>397,303</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Information Services	<u>356,400</u>	<u>378,893</u>	<u>380,402</u>	<u>369,961</u>	<u>397,303</u>	<u>-</u>	<u>4%</u>
Total	<u>356,400</u>	<u>378,893</u>	<u>380,402</u>	<u>369,961</u>	<u>397,303</u>	<u>-</u>	<u>4%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	126,849	138,392	138,638	131,717	130,213	-	-6%
Parking District Fund	-	-	-	2,706	22,020		
Water Enterprise Fund	114,661	120,123	120,782	117,669	122,435	-	1%
Sewer Enterprise Fund	114,890	120,378	120,982	117,869	122,635	-	1%
Total	<u>356,400</u>	<u>378,893</u>	<u>380,402</u>	<u>369,961</u>	<u>397,303</u>	<u>-</u>	<u>4%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration

Division: Human Resources

2016/2017 REVIEW

- Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for nineteen City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, new hire orientations and processing.
- Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.
- Coordinated state mandated toolbox/tailgate trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.
- Coordinated Sexual Harassment Training for supervisory employees.
- Coordinated extensive Personnel Hearing

2017/2018 BUDGET

- Continue to seek creative avenues of attracting top candidates for positions within City service.
- Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association (PARSAC), City of Roseville Academy and other local agencies.
- Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities.
- Expand Safety Program to encourage a safety culture within the City.
- Work with City's Health Benefits Advisory Committee to continue to reduce costs of employee health benefits.
- Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	0%

Fiscal Year 2017/2018 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	121,974	145,496	121,751	119,867	125,452	-	3%
Materials and supplies	96	-	-	-	-	-	0%
Contract Services	4,126	6,290	2,000	5,244	2,500	-	25%
Overhead	-	-	-	-	-	-	0%
Other expense	2,243	1,834	2,185	2,256	2,335	-	7%
Capital outlay	-	-	-	-	-	-	0%
Total	128,439	153,620	125,936	127,367	130,287	-	3%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Human Resources	128,439	153,620	125,936	127,367	130,287	-	3%
Total	128,439	153,620	125,936	127,367	130,287	-	3%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	128,439	153,620	125,936	127,367	130,287	-	3%
Total	128,439	153,620	125,936	127,367	130,287	-	3%

Fiscal Year 2017/2018 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
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	<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 2017/2018 Annual Operating Budget

Department: City Administration

Division: Grant Administration

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</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>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration

Division: City Clerk

2016/2017 BUDGET REVIEW

- Continued the process of converting City records into a digital format.
- Continued to prepare the agendas and minutes of all regular and special City Council meetings.
- Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Responsible for all election related responsibilities including candidate statements and campaign reporting for the 2016 City Council elections in conjunction with El Dorado County Elections department.
- Continued to transfer paper records from the City Hall to off-site storage of permanent documents, and shredding of non-record documents.
- Continued to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Responded to a large increase in requests for Public Information within a timely manner.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.
- Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and boards with term expirations of March 1, 2017.
- Scheduled biennial Ethics Training for all Form 700 filers.

2017/2018 BUDGET

- Continue the process of converting City records into a digital format, as time allows.
- Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.
- Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.
- Responsible for all 2018 election-related responsibilities including candidate statements and campaign reporting for all City Council and City Treasurer elections in conjunction with El Dorado County Elections department.
- Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.
- Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 60+ filers.
- Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.
- Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy, to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.
- Continue to respond to a large volume of Public Information Act requests.
- Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.

Fiscal Year 2017/2018 Annual Operating Budget

Department: City Administration
Division: City Clerk

Division Budget by Category	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
Personnel	2,190	1,866	2,361	1,271	2,360	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	6,600	3,917	7,500	8,282	1,500	-	-80%
Overhead	-	-	-	-	-	-	0%
Other expense	3,729	5,388	1,959	2,138	2,775	-	42%
Capital outlay	-	12,514	-	-	-	-	0%
Total	12,519	23,685	11,820	11,691	6,635	-	-44%

Division Budget by Program	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
City Clerk	12,519	23,685	11,820	11,691	6,635	-	-44%
Total	12,519	23,685	11,820	11,691	6,635	-	-44%

Funding Sources	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
General Fund							
Discretionary Revenues	12,519	23,685	11,820	11,691	6,635	-	-44%
Total	12,519	23,685	11,820	11,691	6,635	-	-44%

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Finance

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

Fiscal Year 2017/2018 Annual Operating Budget

Department: Finance

All Divisions

	Actual	Actual	Estimated	Proposed
Workload Indicators	2014/2015	2015/2016	Actual 2016/2017	2017/2018
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	7	5	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	48	48	48
Deposits/revenues	700/\$17m	700/\$17m	700/\$20m	700/\$20m
Accounts receivable billings	6,500	6,500	7,000	7,000
Development Trust Accounts	27	24	26	29
Payable checks processed	2,900/\$11m	3,104/\$12m	2,971/\$18m	3,100/\$18m
Business license applications	180	180	183	183
Bad checks recovered	50/\$24,000	50/\$24,000	21/\$5,000	21/\$5,000
Payroll				
Payroll transactions processed	3,420/\$8.3m	3,604/\$9m	3,684/\$9.3m	3,700/\$9.5m
Processed payroll (FT/PT)	85/140	80/132	86/132	86/132
Action forms processed (FT)	115	78	146	100
New hire orientation	16	11	12	14
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,500	18,500	18,750	18,750
Bills issued	22,537	22,560	22,620	22,630
Liens filed/released	5	6	15	10
Discovery of non-paying users	5	5	5	5
State mandated reports	2	2	2	2
Judgements Placed	4	-	-	-
Payment plans established	150	62	36	36

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
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	3.0	3.0	3.0	3.0	0.0	0%
Accounting Assistant I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	6.1	6.1	6.1	6.1	6.1	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget
Department Budget
Finance

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	592,418	682,207	672,198	672,610	700,942	-	4%
Materials and supplies	11,040	10,842	10,900	10,681	11,100	-	2%
Contract Services	24,101	22,072	33,050	23,955	42,750	-	29%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	8,430	10,271	11,425	11,428	11,874	-	4%
Capital outlay	722	8,991	18,146	18,146	3,400	-	-81%
Total	<u>703,711</u>	<u>801,383</u>	<u>812,719</u>	<u>803,820</u>	<u>837,066</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Financial Management	326,302	374,263	375,161	379,973	387,352	-	3%
Utility Billing	377,409	427,120	437,558	423,847	449,714	-	3%
Total	<u>703,711</u>	<u>801,383</u>	<u>812,719</u>	<u>803,820</u>	<u>837,066</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	326,302	374,263	357,015	360,362	382,025	-	7%
Water Enterprise Fund	191,505	215,081	220,279	213,806	226,357	-	3%
Sewer Enterprise Fund	185,904	212,039	217,279	210,041	223,357	-	3%
Parking District Fund	-	-	-	1,465	1,927	-	0%
Equipment Replacement Fund	-	-	18,146	18,146	3,400	-	-81%
Total	<u>703,711</u>	<u>801,383</u>	<u>812,719</u>	<u>803,820</u>	<u>837,066</u>	<u>-</u>	<u>3%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Finance

Division: Financial Management

2016/2017 REVIEW

- Successfully completed several audits including CalPERS Compliance, gas tax, Federal single and year-end.
- Managed City's short and long-term cash flow and investment needs.
- Monitored economic data and provided analysis to management and the City Council.
- Circulated monthly budget reports to all City departments.
- Administered medical insurance open enrollment process.
- Co-facilitated both the operating and Capital Improvement Program budget development process.
- Assisted all departments with budgetary controls and analysis.
- Completed and presented comprehensive mid-year budget report.
- Administered City's Section 125 plan.
- Administered the Placerville Finance Authority's revenue bond accounting needs including the 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.
- Chaired the NCCSIF Executive Committee and Board of Directors meetings.
- Facilitated one Measure H Sales tax Committee meeting and three Measures H/L Sales Tax Committee Meetings.
- Refinanced of the City Hall Capital Lease thereby saving the City \$27,116.
- Continued efforts in refinancing the 2006 Wastewater Revenue Bonds to reduce the overall costs of the financing.
- Developed financial plan to fund improvements to the Downtown Parking District infrastructure.
- Provided support for the financing of the Energy Efficiency Project with Johnson Controls, Inc.

2017/2018 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 Measures H/L Sales Tax Committee meetings.
- Establish a formula based plan to shore up the City's reserves to prepare for the next rainy day.
- Continue to co-facilitate Ad-Hoc Parking Advisory Committee Meetings.
- Continue to monitor the new Downtown Parking District proposal financial performance and recommend any necessary adjustments.
- Refinance the 2006 Wastewater Revenue Bonds.
- Perform an update of the Master Fee schedule.
- Continue to provide support for the financing of the Energy Efficiency project.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 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%
Total	2.6	2.6	2.6	2.6	2.6	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Financial Management

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	307,007	359,758	343,540	343,024	360,994	-	5%
Materials and supplies	-	150	100	75	100	-	0%
Contract Services	16,479	9,202	11,450	15,524	20,650	-	80%
Overhead	-	-	-	-	-	-	0%
Other expense	2,574	2,156	1,925	3,204	2,208	-	15%
Capital outlay	242	2,997	18,146	18,146	3,400	-	-81%
Total	<u>326,302</u>	<u>374,263</u>	<u>375,161</u>	<u>379,973</u>	<u>387,352</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Financial Analysis	195,781	224,558	225,097	227,984	232,411	-	3%
Accounts Payable/Receivable	97,891	112,279	112,548	113,992	116,206	-	3%
Bond Administration	26,104	29,941	30,013	30,398	30,988	-	3%
Mandated Reporting	6,526	7,485	7,503	7,599	7,747	-	3%
Total	<u>326,302</u>	<u>374,263</u>	<u>375,161</u>	<u>379,973</u>	<u>387,352</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
General Fund							
Discretionary Revenues	326,302	374,263	357,015	360,362	382,025	-	7%
Parking District Fund	-	-	-	1,465	1,927	-	0%
Equipment Replacement Fund	-	-	18,146	18,146	3,400	-	-81%
Total	<u>326,302</u>	<u>374,263</u>	<u>375,161</u>	<u>379,973</u>	<u>387,352</u>	<u>-</u>	<u>3%</u>

Fiscal Year 2017/2018 Annual Operating Budget

Department: Finance

Division: Utility Billing

2016/2017 REVIEW

- Continued to administer the City's accounts receivable process to ensure that the City's revenues are collected in timely basis.
- Worked in concert with outside collection agency to collect from more problematic accounts.
- Actively pursued utility account collections to maintain smooth revenue streams.
- Obtained judgments and liens to collect from several severely delinquent utility accounts.
- Issued 22,630 utility billing statements.
- Established 36 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.
- Provided support for the Water and Energy Efficiency, Phase 2 Study.

2017/2018 BUDGET

- Issue 22,630 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.
- 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 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 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	2.2	2.2	2.2	2.2	0.0	0%
Accounting Assistant I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	3.5	3.5	3.5	3.5	3.5	0.0	0%

Fiscal Year 2017/2018 Annual Operating Budget

Division Budget

Utility Billing

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Category</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Personnel	285,411	322,449	328,658	329,586	339,948	-	3%
Materials and supplies	11,040	10,692	10,800	10,606	11,000	-	2%
Contract Services	7,622	12,870	21,600	8,431	22,100	-	2%
Overhead	67,000	67,000	67,000	67,000	67,000	-	0%
Other expense	5,856	8,115	9,500	8,224	9,666	-	2%
Capital outlay	480	5,994	-	-	-	-	0%
Total	<u>377,409</u>	<u>427,120</u>	<u>437,558</u>	<u>423,847</u>	<u>449,714</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Division Budget by Program</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Utility Billing	<u>377,409</u>	<u>427,120</u>	<u>437,558</u>	<u>423,847</u>	<u>449,714</u>	<u>-</u>	<u>3%</u>
Total	<u>377,409</u>	<u>427,120</u>	<u>437,558</u>	<u>423,847</u>	<u>449,714</u>	<u>-</u>	<u>3%</u>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
<u>Funding Sources</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>Actual</u> <u>2016/2017</u>	<u>2017/2018</u>	<u>Approved</u> <u>2017/2018</u>	<u>from 16/17</u> <u>Budget</u>
Water Enterprise Fund	191,505	215,081	220,279	213,806	226,357	-	3%
Sewer Enterprise Fund	185,904	212,039	217,279	210,041	223,357	-	3%
Total	<u>377,409</u>	<u>427,120</u>	<u>437,558</u>	<u>423,847</u>	<u>449,714</u>	<u>-</u>	<u>3%</u>

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Non-Departmental

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Fiscal Year 2017/2018 Annual Operating Budget

Non-Departmental

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Category	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	24,438	18,945	23,000	24,501	28,500	-	24%
Contract Services	175,149	178,572	183,057	195,861	164,757	-	-10%
Overhead	-	-	-	-	-	-	0%
Other expense	3,347,861	3,489,572	3,704,866	3,805,154	3,763,950	-	2%
Capital outlay	-	-	-	-	-	-	0%
Total	3,547,448	3,687,089	3,910,923	4,025,516	3,957,207	-	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Budget by Division	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
Non-Departmental	3,547,448	3,687,089	3,910,923	4,025,516	3,957,207	-	1%
Total	3,547,448	3,687,089	3,910,923	4,025,516	3,957,207	-	1%

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Funding Sources	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
General Fund							
Discretionary Revenues	396,717	417,980	494,835	633,095	502,170	-	1%
Gas Tax Fund	275,385	263,126	224,739	224,739	286,898	-	28%
Parking District Fund	(25,000)	(25,000)	(8,927)	(6,764)	21,183	-	-337%
Measure J Fund	(25,687)	9,293	51,930	52,076	10,603	-	-80%
General CIP Fund	-	-	(4,200)	(4,200)	(82,689)	-	1869%
LLMD Funds	7,386	7,804	8,694	8,512	7,758	-	-11%
BAD Funds	7,890	7,706	16,013	9,070	16,013	-	0%
Water Enterprise Fund	123,195	122,502	225,996	229,646	242,821	-	7%
Sewer Enterprise Fund	2,255,407	2,415,656	2,372,532	2,417,231	2,371,219	-	0%
Measure H Fund	491,381	645,625	496,498	494,636	516,070	-	4%
General Liability Fund	(16,005)	(177,603)		(65,338)	-	-	0%
Economic Impact Reserve	56,779	-	32,813	32,813	65,161	-	99%
Total	3,547,448	3,687,089	3,910,923	4,025,516	3,957,207	-	1%

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Authorized Staffing

Department Staff by Position	Actual 2014/2015	Actual 2015/2016	Revised 2016/2017	Estimated Actual 2016/2017	Proposed 2017/2018	Council Approved 2017/2018	% Change from 16/17 Budget
<i>Police Department</i>							
Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Commander	2.0	2.0	2.0	2.0	2.0	0.0	0%
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	12.0	12.0	11.0	11.0	12.0	0.0	9%
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	4.9	4.9	5.0	0.0	2%
Police Property/Evidence Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.0	0.4	0.4	0.4	0.5	0.0	26%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	27.5	27.9	27.8	27.8	29.0	0.0	4%
<i>Development Services Department</i>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	1.5	1.5	1.5	1.5	2.0	0.0	33%
Administrative Secretary	2.0	2.0	2.0	2.0	2.0	0.0	0%
Engineering Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator IV	1.5	1.5	1.5	1.5	1.5	0.0	0%
Water Redamation Facility Operator III	1.0	1.0	1.0	1.0	1.0	0.0	0%
Lab Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Redamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Subtotal	18.0	18.0	18.0	18.0	18.5	0.0	3%

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2014/2015	2015/2016	2016/2017	Actual 2016/2017	2017/2018	Approved 2017/2018	from 16/17 Budget
<i>Community Services Department</i>							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Superintendent	0.0	0.0	0.0	0.0	1.0	0.0	0%
Senior Maintenance Worker	1.0	1.0	1.0	1.0	0.5	0.0	-50%
Maintenance Worker II	6.0	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	0.4	0.4	0.4	0.4	0.0	0%
Subtotal	22.5	22.9	22.9	22.9	23.4	0.0	2%
<i>City Administration</i>							
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%
Subtotal	5.0	5.0	5.0	5.0	5.0	0.0	0%
<i>Finance Department</i>							
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	3.0	3.0	3.0	3.0	0.0	0%
Accounting Assistant I	1.0	0.0	0.0	0.0	0.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Subtotal	6.1	6.1	6.1	6.1	6.1	0.0	0%
Total All Departments	79.1	79.9	79.8	79.8	82.0	0.0	3%

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