

CITY OF PLACERVILLE

Leadership - Professionalism - Service



**PROPOSED OPERATING BUDGET
2020/2021**

CITY OF PLACERVILLE
PROPOSED OPERATING BUDGET
2020/2021

CITY COUNCIL

Michael Saragosa, Mayor
Dennis Thomas, Vice-Mayor
Mark Acuna
Patty Borelli
Kara Taylor

CITY CLERK

Regina O'Connell

CITY TREASURER

Kathy Trumbly

CITY MANAGER

M. Cleve Morris

CITY ATTORNEY

John Driscoll

DEPARTMENT HEADS

Rebecca Neves, City Engineer
Pierre Rivas, Director of Development Services
Nick Stone, Director of Public Works
Dave Warren, Assistant City Manager/Director of Finance
Joe Wren, Chief of Police
Terry Zeller, Director of Community Services

This page was intentionally left blank.



City of Placerville

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

September 22, 2020

Honorable Mayor and
City Councilmembers of the
City of Placerville

Re: Fiscal Year 2020-2021 Budget Message

Dear Mayor Acuna and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2020-2021. Each year as I prepare this letter, I reflect on my message from the previous year. The message last year was that balancing the budget was worse than extremely difficult. Just when we think things can't get worse, 2020 hits. With that said, I am extremely fortunate to have outstanding staff who understand the issues and work together to keep Placerville going.

Although balancing this year's budget was a daunting task, there are positives to focus on. We continue to work on and complete CIP projects to improve our infrastructure. We are now in the fourth year of Measure L, and are excited to see some major projects moving forward such as Spring Street, Mosquito Road, and Broadway. In addition, significant infrastructure projects are being done at our Water Reclamation Facility to repair and upgrade outdated equipment. We will continue to receive SB1 funding although we expect a decrease due to sales tax decreases, that will supplement our streets budget. Last year we started the first year of our computer replacement program and also began to catch up on vehicle replacement. This year we are deferring both of those programs due to budget deficits with the hope that we can restore the programs next year.

If revenues exceed expectations, Staff will look at midyear adjustments to these deferrals. I am especially concerned with getting too far behind in Police Patrol Vehicle replacement. These vehicles are now running approximately \$50,000 to replace, including add-on equipment. If we defer too long it will be extremely difficult to catch up.

This year's budget also includes the Voluntary Separation Incentive Program VSIP. Nine employees chose to accept the VSIP program. These are long-time employees and their skill and knowledge will be missed and will be hard to replace. These separations have affected every department. Some positions are being replaced and some are not. Staff will continue to work to backfill the services lost by these separations.

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. This budget includes some contract services to asset with functions where employee separations took place. We continue this year to keep one Police Officer position and one Police Dispatcher/Records Technician position frozen. It is our hope to continue to find ways to fill these positions, which will reduce fatigue and overtime for these employees.

The City has completed a lengthy process to allow Cannabis Businesses to operate in the City. Fees for the application review were received last year. Some costs will still be realized in this Fiscal Year. A license fee will be established for the three successful applicants which should be received this Fiscal Year. No Cannabis revenue has been included in the proposed budget. In addition, we may begin to receive Cannabis tax revenues toward the end of the fiscal year if the businesses are able to open and operate.

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 revenues, expenditures, capital outlay requests, Alternative Service Level (ASL) requests, Capital Improvement Program (CIP) 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. This year was unique in that due to Covid-19 most capital outlay (equipment), training, and ASL's, were dismissed due to the budget deficit. Therefore, very little funding is allocated to these requests. Some requests that were considered urgent were funded.

On May 13, 2020, the City Council held our first budget workshop. At that workshop staff presented options including the potential VSIP Program. On June 9, 2020, the Council took action to adopt a 90 day interim continuing appropriation to allow staff additional time to evaluate sales tax revenue. On September 2, 2020, a second budget workshop was held to review the revenue and expenditure projections. A final budget review and hearing was held on September 16, 2020 at a special meeting. All changes suggested in that meeting are reflected in this budget.

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. This year extreme cuts were made to operations in order to balance the budget.

As expected, budgeted, revenues are down from last year, however not as severely as originally expected. Based on current projections, we are expecting a 1.5% decrease in sales tax for Fiscal Year 2020-2021. 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. As budgets become tighter, budgeted expenditures estimates are less conservative and provide less of a cushion for unexpected events. The 2020-2021 \$75,000 planned contingency is funded through current year operations.

This year's normal Capital Outlay budget is estimated at \$7,450 with only minimal requests being funded. As noted earlier, In addition, estimated computer equipment purchases of \$70,424 and 2 police vehicles at a cost of \$115,000 are being deferred this year due to budget deficits.

This year's CIP Budget for new projects totals \$915,000 including streets, water and sewer projects. An additional \$2,934,134 of additional funding from Measure H and Measure L will fund these new and existing projects. These projects include Spring Street, Mosquito Road, and Broadway.

This year's proposed budget as presented also reflects certain assumptions. 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 2020-2021 General Fund Budget is \$8,821,185 or 8.44% less than the Fiscal Year 2019-2020 revised budget.

Due to budget deficits, the City has initiated a clause in our Memorandum of Understanding with our General Employee unit to eliminate negotiated cost of living increases for employees. We continue to look at ways to maximize revenues and reduce costs. The second-tier retirement and PEPPRA plans continue to produce savings. Retirement costs overall however continue to increase. This year the General Fund is experiencing a \$179,846 increase in pension contributions. Total pension contributions for all funds are expected to increase by \$223,773. Other cost increases include property insurance, 27.62%, and a 7.69% increase in the minimum wage. The City continues to budget for mandated training in all departments plus training to improve the efficiency of employees and to reduce liability for the City. However, only limited amount of non-mandatory training is included in the budget.

Staff continues to evaluate all programs to determine ways to operate more efficiently. Despite minimal staffing increases in water and sewer areas, staffing levels are still well below historical levels. Recently adopted water and sewer rates will allow us to better staff those critical functions.

Included with this document is the budget for both the Water Enterprise Fund and the Sewer Enterprise Fund. Each of these funds are in a good condition and continue to fund those operation and maintenance needs and some Capital projects.

As addressed above, the new water and sewer rate will significantly help the City in meeting critical staffing needs in the Water Distribution and, Sewer Collection. Additional State requirements continue to overburden routine operations in these departments. 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.

Measure J continues to struggle with this year's budget showing a general fund transfer of \$375,014 to balance the fund. Staff continues to review options to help this fund and will discuss those further in the coming months. Measure J sales tax provides funding for enhancements to the salaries and benefits for public safety employees.

The parking fund is performing as estimated when the new rates and program were established. The City is now in the fourth year of the new program and the third year of in-house staffing. Staffing was reduced by a 1/2 time position. The new program will contribute over \$40,000 each year for improvements plus \$20,000 set aside for future capital improvements. This year's budget includes over \$60,000 in parking lot improvements to pave and repair the Town Hall parking lot.

The result is a balanced budget for all funds for the current fiscal year with the exception of Measure J as addressed above. Staff feels the proposed budget reflects conservative estimates in all areas to ensure a balanced budget. However, with the loss of employees due to the VSIP program some service level reductions should be expected this coming year. If solutions are not found to address rising costs, more significant service cuts are likely next year.

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. Although Covid-19 affected sales tax revenues, we out performed our projections. Proposed housing projects, the Gateway Hotel project, Cannabis businesses and other small commercial development may bring additional revenue to address needs. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

This year has been specifically challenging on all levels. As always, Assistant City Manager/Director of Finance Dave Warren and his staff are to be commended for their outstanding work and presentation of the budget. Each Department Head also needs to 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 providing a high level of service with limited resources. And, finally, I thank the City Council for their support, direction, leadership and continued diligence in providing quality, efficient service to the Citizens and visitors of Placerville.

Very truly yours,



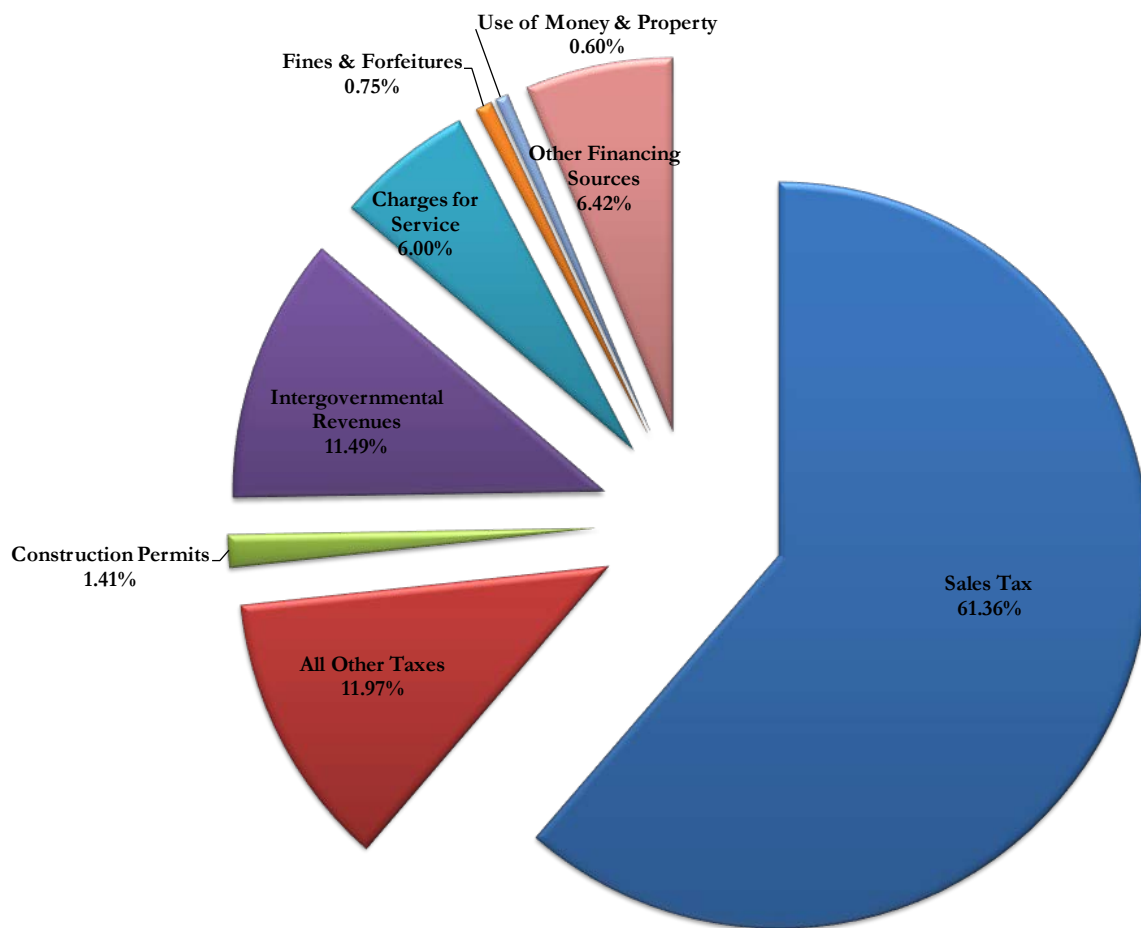
M. Cleve Morris
City Manager
City of Placerville

Revenue and Expenditure Summaries

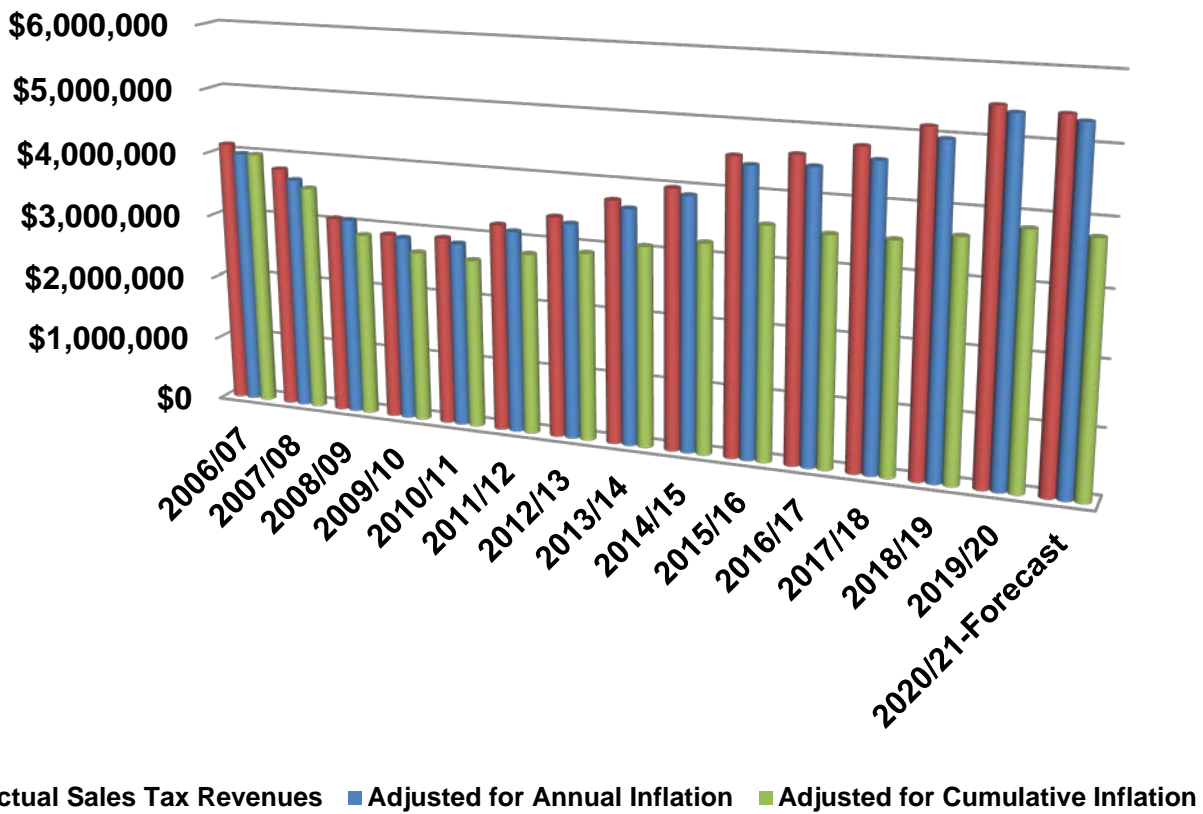
Projected General Fund Revenues by Source Fiscal Year 2020/2021

Sales Tax	\$	5,422,200	61.36%
All Other Taxes		1,057,614	11.97%
Construction Permits		124,220	1.41%
Intergovernmental Revenues		1,015,692	11.49%
Charges for Service		530,174	6.00%
Fines & Forfeitures		66,208	0.75%
Use of Money & Property		52,608	0.60%
Other Financing Sources		567,491	6.42%
Total revenues	\$	8,836,207	100.00%

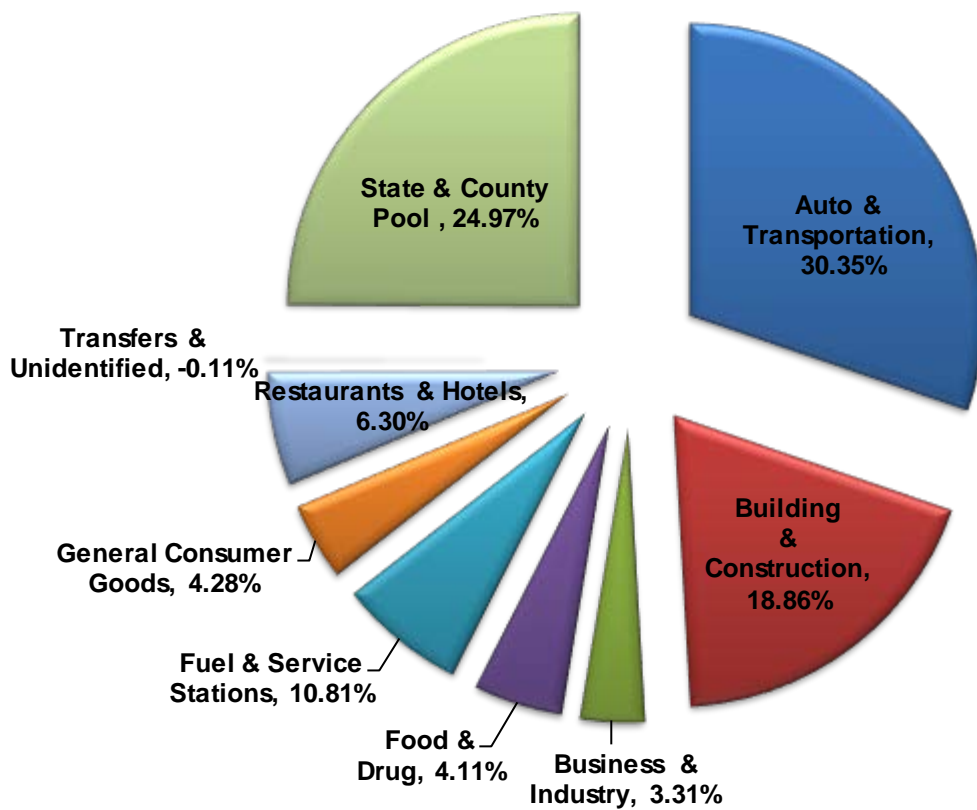
Projected General Fund Revenues By Source Fiscal Year 2020/2021



Local Sales Tax Trend



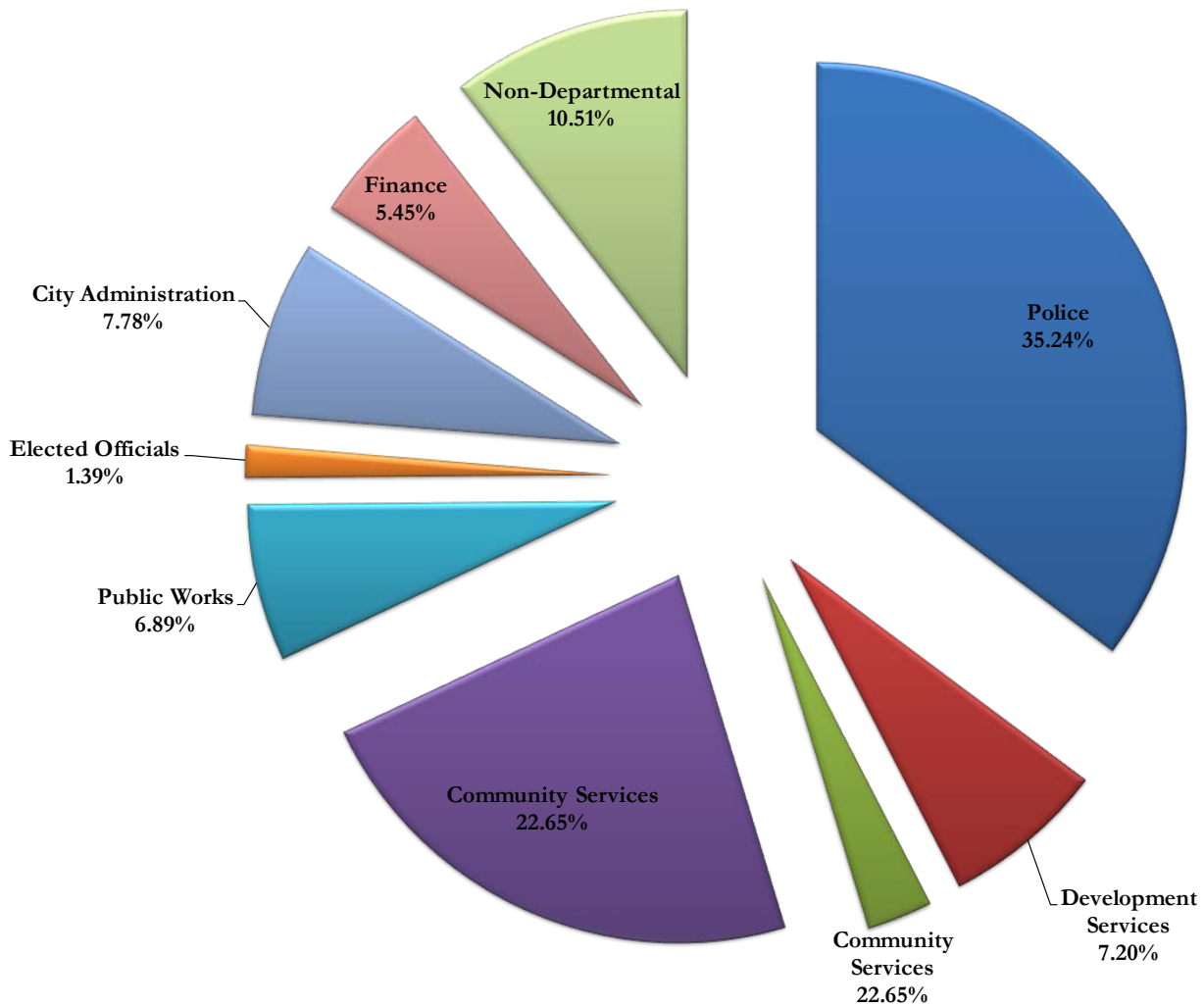
Sales Tax Revenue Sources for the Quarter ended March 31, 2020



**Proposed General Fund Operating Budget
Expenditures & Net Transfers Out by Department
Fiscal Year 2020/2021**

Police	\$ 3,109,006	35.24%
Development Services	635,370	7.20%
Engineering	254,774	2.89%
Community Services	1,998,006	22.65%
Public Works	607,402	6.89%
Elected Officials	122,811	1.39%
City Administration	686,265	7.78%
Finance	480,427	5.45%
Non-Departmental	927,124	10.51%
Total	<u>\$ 8,821,185</u>	100.00%

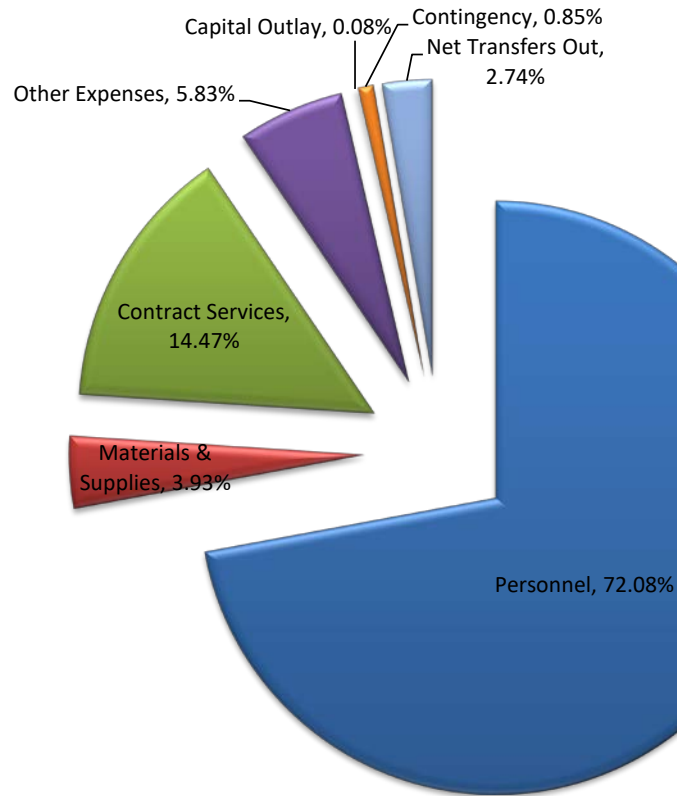
Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2020/2021



**Proposed General Fund Operating
Expenditures & Net Transfers Out by Category
Fiscal Year 2020/2021**

Personnel	\$ 6,358,617	72.08%
Materials & Supplies	347,003	3.93%
Contract Services	1,276,549	14.47%
Other Expenses	514,454	5.83%
Capital Outlay	7,450	0.08%
Contingency	75,000	0.85%
Subtotal expenditures	<u>8,579,073</u>	
Net Transfers Out	<u>(242,112)</u>	2.74%
 Total expenditures & transfers in	 <u><u>\$ 8,821,185</u></u>	 100.00%

Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2020/2021



Fiscal Year 2020/2021 Proposed Operating Budget

Summary of Revenues – All Funds

	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Forecast 2019/2020	Proposed 2020/2021
GENERAL FUND					
Sales Tax	\$ 4,796,155	\$ 5,134,151	\$ 5,279,200	\$ 5,482,507	\$ 5,422,200
Taxes - All Other	1,053,999	1,052,578	1,055,336	1,056,512	1,057,614
Licenses and Permits	138,726	237,768	155,564	132,936	124,220
Intergovernmental Revenues	934,900	974,173	963,219	1,015,608	1,015,692
Charges for Services	827,679	903,353	988,703	910,091	530,174
Fines and Forfeitures	48,272	55,572	52,120	67,765	66,208
Use of Money and Property	174,129	119,925	99,140	77,450	52,608
Other Financing Sources	552,038	567,490	567,491	567,491	567,491
Subtotal	<u>\$ 8,525,898</u>	<u>\$ 9,045,010</u>	<u>\$ 9,160,773</u>	<u>\$ 9,310,360</u>	<u>\$ 8,836,207</u>
GAS TAX FUND					
Gas Tax	\$ 314,365	\$ 438,002	\$ 478,475	\$ 485,248	\$ 478,475
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	729	3,636	2,745	2,745	2,000
Subtotal	<u>\$ 315,094</u>	<u>\$ 441,638</u>	<u>\$ 481,220</u>	<u>\$ 487,993</u>	<u>\$ 480,475</u>
MEASURE J					
Sales Tax	\$ 1,019,165	\$ 1,076,381	\$ 1,110,970	\$ 1,099,652	\$ 1,086,735
Use of Money and Property	478	(111)	500	-	-
Subtotal	<u>\$ 1,019,643</u>	<u>\$ 1,076,270</u>	<u>\$ 1,111,470</u>	<u>\$ 1,099,652</u>	<u>\$ 1,086,735</u>
MEASURE L					
Sales Tax	\$ 2,043,141	\$ 2,192,701	\$ 2,236,900	\$ 2,224,192	\$ 2,199,726
Use of Money and Property	3,541	34,871	22,000	54,266	33,286
Subtotal	<u>\$ 2,046,682</u>	<u>\$ 2,227,572</u>	<u>\$ 2,258,900</u>	<u>\$ 2,278,458</u>	<u>\$ 2,233,012</u>
WATER ENTERPRISE FUND					
Charges for Services	\$ 2,021,733	\$ 2,029,502	\$ 2,269,244	\$ 2,213,891	\$ 2,193,971
Grants	-	-	-	-	-
Use of Money and Property	12,259	4,262	7,136	48,361	6,000
Subtotal	<u>\$ 2,033,992</u>	<u>\$ 2,033,764</u>	<u>\$ 2,276,380</u>	<u>\$ 2,262,252</u>	<u>\$ 2,199,971</u>
SEWER ENTERPRISE FUND					
Charges for Services	\$ 5,693,103	\$ 6,295,107	\$ 6,400,417	\$ 6,379,842	\$ 6,341,555
Grants	104,436	121,766	-	-	-
Use of Money and Property	36,946	42,692	33,302	42,484	35,000
Subtotal	<u>\$ 5,834,485</u>	<u>\$ 6,459,565</u>	<u>\$ 6,433,719</u>	<u>\$ 6,422,326</u>	<u>\$ 6,376,555</u>
MEASURE H					
Sales Tax	\$ 1,018,232	\$ 1,075,379	\$ 1,110,970	\$ 1,098,822	\$ 1,086,735
Use of Money and Property	4,027	21,649	13,000	24,794	15,000
Subtotal	<u>\$ 1,022,259</u>	<u>\$ 1,097,028</u>	<u>\$ 1,123,970</u>	<u>\$ 1,123,616</u>	<u>\$ 1,101,735</u>
PARKING DISTRICT FUND					
	\$ 344,832	\$ 310,325	\$ 344,809	\$ 256,215	\$ 307,998
GRANT FUNDS					
	\$ 288,178	\$ 300,744	\$ 399,525	\$ 357,915	\$ 364,378
LLMD FUNDS					
	\$ 34,558	\$ 33,373	\$ 35,271	\$ 35,271	\$ 34,776
BA/CFD DISTRICT FUNDS					
	\$ 33,786	\$ 47,353	\$ 36,891	\$ 37,138	\$ 46,943
GENERAL RESERVE FUNDS					
	\$ 133,428	\$ -	\$ 1,200	\$ 8,519	\$ 1,000
TOTAL REVENUE SOURCES					
	<u><u>\$ 21,632,835</u></u>	<u><u>\$ 23,072,642</u></u>	<u><u>\$ 23,664,128</u></u>	<u><u>\$ 23,679,715</u></u>	<u><u>\$ 23,069,785</u></u>
Operating Expenditures					
	\$ 18,564,651	\$ 18,940,395	\$ 20,679,385	\$ 20,434,043	\$ 19,902,496
Capital Improvement					
	2,669,211	4,089,448	2,984,743	3,237,277	3,143,872
Reserves and Contingencies					
	398,973	42,799	-	8,395	23,417
TOTAL EXPENDITURE USES					
	<u><u>\$ 21,632,835</u></u>	<u><u>\$ 23,072,642</u></u>	<u><u>\$ 23,664,128</u></u>	<u><u>\$ 23,679,715</u></u>	<u><u>\$ 23,069,785</u></u>

Fiscal Year 2020/2021 Proposed Operating Budget Summary of Expenditures by Division and Funding Source

	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Forecast 2019/2020	Proposed 2020/2021
OPERATING EXPENDITURES					
Patrol Services	\$ 2,783,856	\$ 3,221,458	\$ 3,030,521	\$ 3,136,560	\$ 3,025,500
Investigations	187,823	206,772	173,237	106,251	166,243
Police Records / Dispatch	484,849	513,247	684,015	517,078	653,705
Police Administration	808,120	895,590	935,925	938,463	993,770
Planning	156,027	173,800	187,486	214,138	197,553
Building Inspection	240,806	240,129	233,755	246,580	270,196
Engineering	319,946	339,571	381,581	383,632	299,126
Water Redamation Facility	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115
DSD Administration	221,845	228,106	245,465	244,872	240,751
Parks	740,695	660,398	737,399	792,951	684,977
Recreation	1,013,314	958,052	1,153,364	1,136,943	779,427
Facility Maintenance	357,665	362,650	330,082	360,863	307,423
Street & Roads	723,470	788,800	690,320	675,345	656,246
Water & Sewer Lines	1,015,819	977,792	1,498,682	1,149,115	1,311,723
Water Acquisition & Delivery	796,273	701,163	864,297	872,053	858,771
Downtown Parking	153,448	109,323	135,487	122,316	120,918
CSD Administration	217,391	251,107	259,219	214,284	251,351
City Council and City Treasurer	118,871	121,681	125,726	120,570	122,811
City Attorney	252,257	203,224	69,085	95,465	70,070
City Management	340,565	362,980	370,144	375,252	383,298
Information Services	368,225	388,550	460,085	498,673	431,476
Human Resources	125,278	123,500	129,387	131,518	132,323
Grant Administration	-	-	-	-	-
City Clerk	3,473	10,630	5,170	4,755	6,900
Financial Management	447,282	487,894	429,009	434,234	482,785
Utility Billing	353,923	356,145	474,602	361,272	539,636
Non-Departmental	3,966,191	3,791,133	4,434,696	4,631,351	4,326,402
Total Operating Expenditures	<u>\$ 18,564,651</u>	<u>\$ 18,940,395</u>	<u>\$ 20,679,385</u>	<u>\$ 20,434,043</u>	<u>\$ 19,902,496</u>
FUNDING SOURCES					
General Fund	\$ 8,801,865	\$ 9,010,606	\$ 9,317,845	\$ 9,634,348	\$ 8,821,185
Gas Tax Fund	225,899	315,962	321,573	321,573	321,573
Measure L Fund	230,622	-	-	-	-
Measure J Fund	1,118,786	1,230,423	1,111,470	988,000	1,086,735
Downtown Parking Fund	198,151	162,337	225,313	221,209	212,837
Grant Funds	276,896	317,488	399,523	357,656	354,093
General CIP Fund	(287,034)	(125,973)	(43,690)	(43,690)	-
LLMD Funds	48,500	40,031	35,271	33,352	34,776
BAD Funds	12,404	14,317	36,891	27,226	46,943
Water Enterprise Fund	1,601,290	1,627,013	2,245,871	1,996,457	2,199,971
Sewer Enterprise Fund	5,541,616	5,637,304	5,926,743	5,892,803	5,731,043
Measure H Fund	603,381	516,070	1,110,970	1,012,894	1,101,735
General Liability Fund	(1,488)	36,314	-	610	-
Equipment Replacement Fund	128,602	166,898	-	-	-
Economic Impact Reserve Fund	65,161	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>18,564,651</u>	<u>18,940,395</u>	<u>\$ 20,679,385</u>	<u>\$ 20,434,043</u>	<u>\$ 19,902,496</u>

This page was intentionally left blank.

Table of Contents

POLICE DEPARTMENT	1
<u>Patrol Services</u>	<u>4</u>
<u>Investigations</u>	<u>6</u>
<u>Police Records/Dispatch</u>	<u>8</u>
<u>Police Administration</u>	<u>10</u>
DEVELOPMENT SERVICES DEPARTMENT	13
<u>Planning</u>	<u>16</u>
<u>Building Inspection</u>	<u>18</u>
<u>Development Services Administration</u>	<u>20</u>
ENGINEERING DEPARTMENT	23
<u>Engineering</u>	<u>26</u>
<u>Water Reclamation Facility</u>	<u>28</u>
COMMUNITY SERVICES DEPARTMENT	31
<u>Parks</u>	<u>34</u>
<u>Recreation</u>	<u>36</u>
<u>Facility Maintenance</u>	<u>38</u>
<u>Community Services Administration</u>	<u>40</u>
PUBLIC WORKS DEPARTMENT	43
<u>Streets and Roads</u>	<u>46</u>
<u>Water/Sewer Lines</u>	<u>48</u>
<u>Water Acquisition and Delivery</u>	<u>50</u>
<u>Downtown Parking</u>	<u>52</u>
ELECTED OFFICIALS	55
<u>City Council and Treasurer</u>	<u>56</u>
CITY ADMINISTRATION	59
<u>City Attorney</u>	<u>62</u>
<u>City Manager</u>	<u>64</u>
<u>Information Services</u>	<u>66</u>
<u>Human Resources/City Clerk</u>	<u>68</u>
<u>Grant Administration</u>	<u>70</u>
<u>City Clerk</u>	<u>72</u>
FINANCE	75
<u>Financial Management</u>	<u>78</u>
<u>Utility Billing</u>	<u>80</u>
NON-DEPARTMENTAL	83
AUTHORIZED STAFFING	87

This page was intentionally left blank.

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 2020/2021 Annual Operating Budget

Department: Police

All Divisions



Workload Indicators	Actual	Actual	Estimated
	2017/2018	2018/2019	2019/2020
Patrol Services			
Arrests	568	706	600
Citations*	957	1,200	1,000
Calls for service	18,877	22,620	21,000
Shield hours	1,500	1,500	1,500
Community Oriented Policing Hours	2,000	2,000	2,100
Investigations			
Child Abuse	4	10	10
Robberies	8	7	7
Reports for investigative follow up	200	200	200
Administrative Investigations	7	1	5
Background	8	8	10
Arson	2	2	2
Homicide	0	0	0
Narcotics	90	90	90
Dispatch / Records / Support			
9-11 Calls	5,106	5,500	5,500
Crime reports	2,530	2,750	2,700
Abatement reports	4	2	15

*excludes any parking citations

**Projected numbers are based upon previous years' activity and are continuously changing giving the Placerville Police Department an unknown workload on a daily basis. The actual and projection numbers do not reflect a quota system in accordance with California Vehicle Code 41603 and Placerville Police Department Police 500.3.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	2019/2020	2020/2021	Approved	from 19/20 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%
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	11.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	5.0	5.0	4.0	4.0	4.0	0.0	0%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	1.0	1.0	1.0	0.5	0.0	-52%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	29.0	29.5	27.5	27.5	27.0	0.0	-2%

Fiscal Year 2020/2021 Annual Operating Budget

Department Budget

Police

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	3,799,264	4,289,067	4,396,840	4,271,675	4,484,696	-	2%
Materials and supplies	88,295	95,823	116,173	116,173	77,465	-	-33%
Contract Services	208,520	205,087	215,692	215,992	229,587	-	6%
Overhead	-	-	-	-	-	-	0%
Other expense	28,163	24,478	16,950	18,739	28,675	-	69%
Capital outlay	140,406	222,612	78,043	75,773	18,795	-	-76%
Total	4,264,648	4,837,067	4,823,698	4,698,352	4,839,218	-	0%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Patrol Services	2,783,856	3,221,458	3,030,521	3,136,560	3,025,500	-	0%
Investigations	187,823	206,772	173,237	106,251	166,243	-	-4%
Records and Dispatch	484,849	513,247	684,015	517,078	653,705	-	-4%
Police Administrative Support	808,120	895,590	935,925	938,463	993,770	-	6%
Total	4,264,648	4,837,067	4,823,698	4,698,352	4,839,218	-	0%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	2,686,737	2,964,733	3,023,498	2,638,075	2,874,540	-	-5%
Measure J	1,108,317	1,329,460	1,371,467	1,500,551	1,451,749	-	6%
Grants	276,896	285,500	278,170	386,496	340,698	-	22%
Fines and Forfeitures	48,273	55,572	52,120	67,765	66,208	-	27%
POST Reimbursement	33,141	21,407	8,795	15,291	16,375	-	86%
Police Services Revenues	38,182	34,405	89,648	90,174	89,648	-	0%
Equipment Replacement Fund	73,102	145,990	-	-	-	-	0%
Total	4,264,648	4,837,067	4,823,698	4,698,352	4,839,218	-	0%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Police

Division: Patrol

2019/2020 REVIEW

- For the fiscal year we estimated 500 physical arrests (excluding cite & release). Current mid-year we are 403 arrests and projected to hit 700 by the end of the fiscal year.
- By the end of the fiscal year, we estimate 950 citations written for moving/non-moving violations (No parking citations counted). This increase is due to the department receiving a OTS grant allowing us to focus on traffic safety. This reducing is directly related to the Covid-19 response.
- We estimate by the end of the fiscal year, we will have responded to approximately 19,500 calls for service (CFS). That is an average of 53 calls per day. Our officers will have written an estimated 2,500 crime reports.
- We continued to train our tactical team. Currently we have seven (7) members with plans to add three additional. The tactical team has conducted active shooter training in conjunction with local schools.
- Equipment continues to be upgraded.
- Updated emergency equipment in patrol vehicles to meet state requirements.
- Hired one (1) new Reserve Police Officer with plans to recruit and hire 2 more.
- Continued to submit grant applications as they become available.
- Conducted Coffee with a Cop 6 times year (at minimum) led by Sergeants.
- Conducted special enforcement details targeting illegal activity within the City.

2020/2021 BUDGET

- Continue our focus on Community Service, Professional Development, Internal Operations and Capital Improvement.
- Work to keep response time for priority calls to 5:00 minutes or less. Average response time is 4:30, with emergency calls being lower than the average.
- Continue to develop all of our personnel through continued training.
- Continue to develop POST certified training courses to be held in house
- 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.
- Continue to update equipment to meet the ever evolving demands of law enforcement.
- 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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	10.0	0.0	0%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	1.0	1.0	1.0	0.5	0.0	-52%
Total	16.5	17.0	16.0	16.0	15.5	0.0	-3%

Fiscal Year 2020/2021 Annual Operating Budget

Division Budget Patrol

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	2,518,685	2,881,086	2,833,590	2,938,584	2,855,205	-	1%
Materials and supplies	70,182	80,090	94,673	94,673	61,105	-	-35%
Contract Services	52,224	50,468	60,785	60,785	83,045	-	37%
Overhead	-	-	-	-	-	-	0%
Other expense	20,652	17,177	4,050	5,095	7,350	-	81%
Capital outlay	122,113	192,637	37,423	37,423	18,795	-	-50%
Total	2,783,856	3,221,458	3,030,521	3,136,560	3,025,500	-	0%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Patrol Services	2,704,436	3,114,818	2,883,547	3,048,046	2,865,417	-	-1%
Community Services	4,763	21,873	55,003	46,527	28,174	-	-49%
Property / Evidence	74,657	84,767	91,971	41,987	131,909	-	43%
Total	2,783,856	3,221,458	3,030,521	3,136,560	3,025,500	-	0%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	1,544,953	1,727,618	1,558,004	1,459,205	1,429,570	-	-8%
Measure J	787,602	964,398	1,043,784	1,117,629	1,083,001	-	4%
Grants	276,896	285,500	278,170	386,496	340,698	-	22%
Fines and Forfeitures	48,273	55,572	52,120	67,765	66,208	-	27%
POST Reimbursement	33,141	21,407	8,795	15,291	16,375	-	86%
Police Services Revenues	38,182	34,405	89,648	90,174	89,648	-	0%
Equipment Replacement Fund	54,809	132,558	-	-	-	-	0%
Total	2,783,856	3,221,458	3,030,521	3,136,560	3,025,500	-	0%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Police

Division: Investigations

2019-20 REVIEW

- Burglary reports are coming in about average over a 3 year period. Fifty-seven is the 3 year average and as of March 2020 there are 50 reported burglaries.
- Estimated dollar value amount of property reported stolen for 2019 was \$833,960. Estimated value of property recovered for 2019 is \$504,090, equating to 60% property value recovered. This is an increase from previous years.
- The average registered sex offenders have increased to 45, from 37 in 2019. This increase is related to the services offered in the City of Placerville and parole is placing 290's back into the county of origin for the offender.
- Single detective handled major death investigation, involving multiple agencies.
- Continue to participate in quarterly regional investigator meetings.
- Utilized 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.

2020/21 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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 2020/2021 Annual Operating Budget
Division Budget
Investigations

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	186,541	205,795	167,462	102,746	159,693	-	-5%
Materials and supplies	674	879	1,215	1,215	1,500	-	23%
Contract Services	-	98	1,015	1,015	500	-	-51%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	1,275	1,275	4,550	-	257%
Capital outlay	608	-	2,270	-	-	-	-100%
Total	187,823	206,772	173,237	106,251	166,243	-	-4%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Crime Scene Investigations	187,823	206,772	173,237	106,251	166,243	-	-4%
Total	187,823	206,772	173,237	106,251	166,243	-	-4%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	110,205	120,038	109,453	17,739	101,534	-	-7%
Measure J	77,010	86,734	63,784	88,512	64,709	-	1%
Equipment Replacement Fund	608	-	-	-	-	-	
Total	187,823	206,772	173,237	106,251	166,243	-	-4%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Police

Division: Records and Dispatch

2019/2020 REVIEW

- Received 5,928 911 calls in our dispatch center, an average of 495 calls per month for the calendar year. This is about our average.
- Responded to over 8,000 customers at our front counter consuming several minutes per contact.
- Processed approximately 2,250 crime/incident reports.
- Completed upgrade of Vesta, the 911 answering system through CA OES funding, which included update training for all DRT's.
- Began NG911 installation which will improve our PSAP's ability to help manage call overload, natural disasters, and transferring of 911 calls and proper jurisdictional responses based on location tracking and text to 911 capabilities.
- Dispatched approximately 21,000 calls for service.
- Continued to recruit, test and hire for vacant DRT position, utilizing social media and other online resources. Critical testing which was implemented in the previous year has assisted with streamlining the process for applicants.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted nearly 900 live scan sessions involving arrest bookings, youth league coaches and employment background checks in 2019.
- Dispatched approximately 21,000 calls for service from our 9-1-1 dispatch center.
- Successfully recruited, hired and trained 2 full time dispatchers.
- Completed thorough inventory of evidence, accounting for over 4,300 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2019.
- Continued training of DRT's with records functions.
- On-going training of all support service staff.
- Recruited and hired one CSO to replace resignation of current staff.
- Developed robust Tobacco Prevention Program in schools with Tobacco Grant Funds.
- Begin training for NIBRS, RIPA and SB 384 (290 tiered registration).

2020/2021 BUDGET

- Prepare staff and roll out NIBRS, RIPA and SB 384 changes.
- 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 Police Dispatcher/Records Technicians in an effort to expedite the hiring process when an opening exists.
- Continue the process of auctioning and purging surplus property.
- Recruit and hire full-time lead DRT to effectively supervise DRT staff and implement programs.
- Increase records management function for DRT's.
- Maintain robust social media presence.
- Work with schools and businesses to further enhance tobacco prevention program with tobacco grant funds.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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.	5.0	5.0	4.0	4.0	4.0	0.0	0%
Total	7.5	7.5	6.5	6.5	6.5	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Records and Dispatch

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	451,418	476,763	640,143	472,462	613,743	-	-4%
Materials and supplies	1,561	1,549	4,680	4,680	2,610	-	-44%
Contract Services	30,965	30,570	31,182	31,182	32,252	-	3%
Overhead	-	-	-	-	-	-	0%
Other expense	905	1,163	3,900	4,644	5,100	-	31%
Capital outlay	-	3,202	4,110	4,110	-	-	-100%
Total	484,849	513,247	684,015	517,078	653,705	-	-4%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Records Management	51,799	148,714	154,454	154,040	161,852	-	5%
Dispatch	433,050	364,533	529,561	363,038	491,853	-	-7%
Total	484,849	513,247	684,015	517,078	653,705	-	-4%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	484,849	513,247	684,015	517,078	653,705	-	-4%
Total	484,849	513,247	684,015	517,078	653,705	-	-4%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Police

Division: Police Administration

2019/2020 REVIEW

- Continued efforts to recruit, test and train sworn and civilian personnel in an attempt to maintain staffing.
- Continued with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continued utilization of a grant through the California Department of Justice for the prevention of tobacco use.
- Successfully awarded another grant through the California Office of Traffic Safety totaling \$50,000.
- One police commander graduated from the FBI National Academy which is an intense ten (10) week training program. Areas of study include leadership, communication and wellness.
- Command staff attended regular meetings involving County and Regional Law Enforcement Manager’s Associations.
- Continued professional growth of Command Staff.
- Police department staff continued to work in collaboration with our area schools to provide a School Resource Officer.
- Police department staff 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.
- Continued to research information to the need for a new police facility.
- In July 2019, police department staff assigned one (1) FTE police officer to the El Dorado County Sheriff’s Homeless Outreach Team (HOT).
- Worked with the City Manager and City Attorney to draft and finalize a City ordinance for the regulation of cannabis within the City.

2020/2021 BUDGET

- Continue with the recruitment, testing, hiring and training of sworn and civilian personnel.
- Continue with submitting various grants and/or other funding opportunities that may become available.
- Continue to have one (1) officer assigned full time to the EDSO HOT Team which has shown to provide better coordination of social services for the homeless including those homeless who are in need of mental health treatment and care.
- Continue to formalize and improve our Community Oriented Policing and Problem Solving (COPPS) practices.
- Continue involvement with the California Police Chief’s Association, California Peace Officers Association and the FBI National Academy Associates both on the regional, state and national levels in an effort to stay up to date on best practices 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.
- Continue to monitor illegal camping prevention and abatement program.
- Continue to purge/destroy confidential records in accordance with State law and City policy.
- Working with the City Manager and City Attorney, monitor the City ordinance for the regulation of cannabis within the City.
- Work with regional emergency response partners to update the City’s emergency response plan.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual	2020/2021	Approved	from 19/20
Department Staff by Position				2019/2020		2020/2021	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 2020/2021 Annual Operating Budget
Division Budget
Police Administration

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	642,620	725,423	755,645	757,883	856,055	-	13%
Materials and supplies	15,878	13,305	15,605	15,605	12,250	-	-21%
Contract Services	125,331	123,951	122,710	123,010	113,790	-	-7%
Overhead	-	-	-	-	-	-	0%
Other expense	6,606	6,138	7,725	7,725	11,675	-	51%
Capital outlay	17,685	26,773	34,240	34,240	-	-	-100%
Total	808,120	895,590	935,925	938,463	993,770	-	6%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Police Department Administration	808,120	895,590	935,925	938,463	993,770	-	6%
Total	808,120	895,590	935,925	938,463	993,770	-	6%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	546,730	603,830	672,026	644,053	689,731	-	3%
Measure J	243,705	278,328	263,899	294,410	304,039	-	15%
Equipment Replacement Fund	17,685	13,432	-	-	-	-	0%
Total	808,120	895,590	935,925	938,463	993,770	-	6%

This page was intentionally left blank.



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; and providing quality services consistent with the City's General Plan, City Code, and development Design Guide and in compliance with related State and Federal regulations while utilizing best practices in planning and building that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2020/2021 Annual Operating Budget

Department: Development Services

All Divisions

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Estimated Actual 2019/2020	Projected 2020/2021
Administration (Hours)				
Budget administration	400	400	400	400
Planning Division support	400	400	400	400
Building Division support	400	400	400	400
Interdepartmental support	300	300	300	300
Clerical/Records	200	200	200	200
Special projects	500	500	500	500
City Council/and miscellaneous meetings	350	350	350	350
Planning Commission meetings	---	---	56	56
Planning (Projects)				
Discretionary development applications	8	19	15	15
Miscellaneous applications	7	16	10	10
Housing Element Update/Implementation (hours)	75	75	180	200
Parcel and subdivision maps	1	0	1	1
Inquiries	n/a	n/a	n/a	n/a
Code enforcement cases	12	12	15	15
Building				
Inspections	1,241	1,561	1,502	1,277
Building permits issued	538	614	575	489
Building Permits finalized	493	523	579	492
Plan review	345	384	310	264
Inquiries/Contacts	n/a	n/a	n/a	n/a
Code enforcement cases filed	49	69	97	112
Total open code enforcement cases (Planning & Building)	128	187	281	323
Total code enforcement cases closed (Planning & Building)	63	33	48	55

Department Staff by Position	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	1.0	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	0.0	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	4.0	4.0	4.0	4.0	4.0	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Development Services

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	397,401	432,858	544,865	525,924	548,675	-	1%
Materials and supplies	1,279	1,564	1,975	1,325	2,250	-	14%
Contract Services	218,311	204,218	104,800	167,261	154,500	-	47%
Overhead	-	-	-	-	-	-	0%
Other expense	1,687	2,366	6,662	2,606	3,075	-	-54%
Capital outlay	-	1,029	8,404	8,474	-	-	-100%
Total	618,678	642,035	666,706	705,590	708,500	-	6%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Planning	156,027	173,800	187,486	214,138	197,553	-	5%
Building	240,806	240,129	233,755	246,580	270,196	-	16%
DSD Administration	221,845	228,106	245,465	244,872	240,751	-	-2%
Total	618,678	642,035	666,706	705,590	708,500	-	6%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	368,764	226,875	248,074	448,207	429,185	-	73%
Planning Fees	111,188	172,665	179,213	63,858	81,965	-	-54%
Building Permits	138,726	237,768	155,564	132,936	124,220	-	-20%
State Tobacco Grant	-	4,727	83,855	60,589	73,130	-	-13%
Total	618,678	642,035	666,706	705,590	708,500	-	6%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Development Services

Division: Planning

2019/2020 REVIEW

- Responded to public inquiries about the general plan, zoning ordinance, land use compatibility, development regulations for development proposals, and other planning matters.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Responded to public nuisance complaints, investigated and enforced land use and building code violations; and implemented the City's new Hazardous Vegetation Ordinance causing removal of fire hazards and creation of defensible space located on private property.
- Completed assistance to the U.S Census Bureau with the Local Update of Census Addresses (LUCA) program and substantiation of existing City residential addresses.
- Continued implementation of housing programs within the 2013-2021 Housing Element planning period.
- Completed and submitted the 2018 Housing Element Progress Report to HCD.
- Participated in SACOG's Civic Lab II "Commercial Corridor Revitalization" program for the Broadway commercial corridor.
- Completed implementation of the County Public Health Department's Main Street Parklet project.
- Assisted with the County Public Health Department's Mosquito undercrossing mural project.
- Began Cycle 6 (2021-2029) Housing Element Update and RHNA determination process (SACOG process).
- Continued to review and update the City's Accessory Dwelling Unit (ADU) zoning ordinance.
- Received funding through HCD's SB 2 Planning Grants Program to further affordable housing.
- Continued to update the City's telecommunication ordinance and the inclusion of Small Cell Wireless Facilities Ordinance.
- Continued to process 13 commercial cannabis business applications received.
- Processed and completed a total of 35 planning permit/entitlement applications of which 19 were discretionary (public hearing).
- The 14 planning permit applications included: 7 site plan review (SPR) applications, 1 variance (VAR) applications, 3 conditional use permit (CUP) applications, 1 special temporary use permit (TUP) application, 1 tentative subdivision map time extension and 1 resolution of intent (ROI) zoning change application.

2020/2021 BUDGET

- Provide superior customer service regarding information relating to zoning and other planning matters.
- Respond to citizen complaints and nuisance issues; including fire hazard issues.
- Provide staff support to the City Council, Planning Commission, and Placerville Economic Advisory Committee.
- Complete the establishment of a downtown commercial Historic District Overlay with recommendations to the City Council.
- Complete City Zoning Code amendments including: (1) Vacation Rentals Ordinance, (2) amendments to Sign Regulations in response to Reed vs. Town of Gilbert, (3) Amendments to Residential Front Yard Regulations; (4) amendments to child care facilities sections for consistency with the California Child Day Care Facilities Act; (5) Telecommunication Ordinance and including Small Cell Wireless Facilities Ordinance; (6) conduct Council A-Board sign workshop and modify City code accordingly.
- 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.
- Update Safety Element of City's General Plan.
- Update the Subdivision Ordinance (Title 10, Chapters 7 & 8) to include subdivisions, parcel maps, and certificates of compliance.
- 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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 2020/2021 Annual Operating Budget
Division Budget
Planning

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	153,420	164,810	181,994	184,899	190,303	-	5%
Materials and supplies	83	49	200	200	200	-	0%
Contract Services	950	6,763	-	27,286	5,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	1,574	2,178	4,315	706	2,050	-	-52%
Capital outlay	-	-	977	1,047	-	-	-100%
Total	156,027	173,800	187,486	214,138	197,553	-	5%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Planning	156,027	173,800	187,486	214,138	197,553	-	5%
Total	156,027	173,800	187,486	214,138	197,553	-	5%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	44,839	1,135	8,273	150,280	115,588	-	1297%
Planning Fees	111,188	172,665	179,213	63,858	81,965	-	-54%
Total	156,027	173,800	187,486	214,138	197,553	-	5%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Development Services

Division: Building

2019/2020 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 continued to remain high 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 for inspections and plan review. The benefits of contract services include the ability to cover the high and low building activity volumes efficiently without adding or reducing staff in response to changing customer demands.
- Processed permits for commercial upgrades on existing commercial buildings 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.
- Completed plan reviews and permit issuance for commercial upgrades including Raley’s solar installation project.
- Coordinated project reviews with the Engineering Department, 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.
- Provide building code assistance related to the Confidence Hall and Emigrant Jane buildings (former City Hall).
- Pursued code enforcement of abandoned and dilapidated substandard buildings and abatement of nuisance properties for public health and safety code and fire hazard violations.

2020/2021 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Plan review, building permit and inspection activity may rise for this next fiscal year but are expected to flatten.
- 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.
- Coordinate project reviews with the Building and Engineering Divisions, other City departments, and the Fire District.
- Continue to bring substandard and dilapidated properties, homes and structures into compliance through code enforcement and abatement.
- Continue to update relevant City Codes where necessary for consistency with state regulations.
- 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.
- Continue with archiving process to electronically archive currently created documents and converting existing files into a database that can be readily review at any designated computer station.
- Continue with code enforcement activity which is expected to steady increase.
- Complete public participation process and preparation of the Private Sewer Lateral Ordinance.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Building Official	1.0	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	0.0	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 2020/2021 Annual Operating Budget
Division Budget
Building

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	24,708	42,982	131,905	110,665	124,740	-	-5%
Materials and supplies	297	112	650	-	650	-	0%
Contract Services	215,801	197,035	99,300	134,015	144,000	-	45%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	1,900	1,900	806	-	-58%
Capital outlay	-	-	-	-	-	-	0%
Total	240,806	240,129	233,755	246,580	270,196	-	16%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Building Plan Review/Inspection	240,806	240,129	233,755	246,580	270,196	-	16%
Total	240,806	240,129	233,755	246,580	270,196	-	16%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	102,080	-	-	53,055	72,846	-	0%
Building Permits	138,726	235,402	149,900	132,936	124,220	-	-17%
State Tobacco Grant	-	4,727	83,855	60,589	73,130	-	-13%
Total	240,806	240,129	233,755	246,580	270,196	-	16%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Development Services

Division: Administration

2020/2021 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, and Code Compliance Divisions.
- Provided coordination with El Dorado County on various planning and building efforts.
- Provided City representation on the El Dorado County Solid Waste Advisory Committee (EDSWAC).
- Provided implementation of required waste management and diversion monitoring in coordination with El Dorado Disposal as required by CalRecycle.
- Submitted the 2018 Electronic Annual Report (EAR) to CalRecycle.
- Make annual grant application for the CalRecycle City/County payment Program and provide administrative support.
- Continue to 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.
- Facilitate annexation requests and City initiated annexations of County islands in consultation with LAFCO.
- Provided staff support to the City Council, Planning Commission, and the Placerville Economic Advisory Committee.
- Coordinated efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.

2020/2021 BUDGET

- Coordinate and administer the activities of the Planning, Building, and Code Compliance Divisions of the Development Services Department.
- Provided budget management and technical assistance to the department staff.
- Provide staff support to the City Council and the Planning Commission.
- Provide assistance to the City Manager with staffing and administration of the Placerville Economic Development Advisory Committee (PEAC) and other economic development efforts.
- Assist in the creation of Downtown Historic District.
- Continue implementation of the programs and strategies established in the 2013-2021 Housing Element and continue to initiate necessary General Plan amendments and zoning amendments for implementation of Housing Element goals.
- Continue to coordinate with State Housing and Community Development (HCD) and the Sacramento Area Council of Governments (SACOG) regarding determination of the City's Regional Housing Needs Allocation (RHNA) for the 6th RHNA Cycle.
- Continue to serve as the City's representation on the El Dorado County Solid Waste Advisory Committee.
- Continue to work with CalRecycle in meeting the City's state solid waste diversion mandates and preparation and submittal of the annual Electronic Annual Report (EAR).
- Continue to monitor the City's annual CalRecycle Payment Program and prepare and submit required Expenditure Report.
- 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.
- Initiate zoning text and map amendments to implement General Plan Ag-Commercial land use designation and address Planned Development Overlay zoning inconsistency.
- Complete update to the City's Subdivision Ordinance including subdivision maps, parcel maps, and certificates of compliance.
- Develop, implement and monitor departmental policies and procedures to ensure effective and efficient delivery of services and programs.
- Continue to oversee abatement and/or permitting of known unpermitted parking lots.
- Prepare annual General Plan status report for consideration by the City Council and submittal to OPR.
- Continue to coordinate efforts in abatement of dilapidated and substandard housing and structures; and abatement of fire hazards.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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 2020/2021 Annual Operating Budget

Division Budget Administration

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	219,273	225,066	230,966	230,360	233,632	-	1%
Materials and supplies	899	1,403	1,125	1,125	1,400	-	24%
Contract Services	1,560	420	5,500	5,960	5,500	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	113	188	447	-	219	-	-51%
Capital outlay	-	1,029	7,427	7,427	-	-	-100%
Total	221,845	228,106	245,465	244,872	240,751	-	-2%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
DSD Administration	221,845	228,106	245,465	244,872	240,751	-	-2%
Total	221,845	228,106	245,465	244,872	240,751	-	-2%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	221,845	225,740	239,801	244,872	240,751	-	0%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	-	2,366	5,664	-	-	-	-100%
Total	221,845	228,106	245,465	244,872	240,751	-	-2%

This page was intentionally left blank.



Engineering

Provide construction inspections and 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 best practices in engineering and construction that is responsive to both current and long-term needs and interests of the City and its residents.

Fiscal Year 2020/2021 Annual Operating Budget

Department: Engineering

All Divisions

Division Budget by Category	2017/2018	2018/2019	Projected
			2019/2020
Administration (Hours)			
Engineering Division support	400	400	400
Wastewater Division support	300	300	300
Interdepartmental support	300	300	300
Clerical/Records	200	200	200
Special Projects and Permitting	500	500	500
City Council/ Measure H-L Committee/ and Misc. Public Meetings	180	180	180
Engineering			
Capital Improvement Projects	44	52	74
Construction Permits	8	9	10
Code Enforcement Cases	6	4	9
Site Plan Checks	4	11	10
Grading Permits	2	4	9
Parcel/Subdivision Map Review	2	2	0
Encroachment Permits	54	57	150
Transportation Permits	27	28	32
Water Applications	11	3	3
Wastewater Treatment			
Average million gallons treated per day	1.23 MGD	1.02 MGD	1.1 MGD

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.0	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.5	1.5	1.0	1.0	1.0	0.0	0%
Water Reclamation 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 Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	0.0	0.0	1.0	1.0	0.0	0.0	-100%
Total	14.5	14.5	15.0	15.0	11.1	0.0	-26%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Engineering

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	1,335,085	1,446,563	1,505,488	1,513,864	1,366,284	-	-9%
Materials and supplies	317,489	339,767	370,750	370,750	355,100	-	-4%
Contract Services	714,289	697,107	770,622	793,160	837,050	-	9%
Overhead	268,417	275,932	275,932	275,932	275,630	-	0%
Other expense	40,272	40,342	59,107	59,107	54,177	-	-8%
Capital outlay	11,633	6,560	40,328	40,328	-	-	-100%
Total	2,687,185	2,806,271	3,022,227	3,053,141	2,888,241	-	-4%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Engineering	319,946	339,571	381,581	383,632	299,126	-	-22%
Water Redamation Facility	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%
Total	2,687,185	2,806,271	3,022,227	3,053,141	2,888,241	-	-4%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	268,653	249,514	274,443	264,657	218,686	-	-20%
Engineering Fees	39,125	49,983	36,088	64,583	36,088	-	0%
Water Enterprise Fund	12,211	30,824	40,275	24,275	22,176	-	-45%
Sewer Enterprise Fund	2,361,696	2,475,950	2,671,421	2,699,626	2,611,291	-	-2%
Equipment Replacement Fund	5,500	-	-	-	-	-	0%
Total	2,687,185	2,806,271	3,022,227	3,053,141	2,888,241	-	-4%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Engineering

Division: Engineering

2019/2020 REVIEW

- Implementation of the existing funded Capital Improvement Program (CIP) projects which included oversight of the 74 active CIP projects.
- Implementation the NPDES Storm Water Management Plan and 6th-year Phase II MS4 with Public Works.
- Continued development of Citywide GIS system and public infrastructure inventory (water, sewer, and drainage).
- Continued to expand City's long range Capital Improvement Program, including funding source identification.
- Provided plan review and construction inspection of commercial development and residential projects.
- Continued addressment of 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.
- Streamlined City encroachment permit process to fully electronic submittal and issuance. Issued 63 encroachment permits.
- Issuance of no-cost encroachment permits to businesses amid PSPS and COVID-19 challenges to support our community.
- 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 including Caltrans.
- Provided engineering, technical support, and staff training services to the Public Works Department for compliance with State permits and reporting requirements; and development of the "Public Works/Engineering Hot Spot List."
- Provided staff support to City Council, Planning Commission and the Measures H/L Sales Tax Committee.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program and implementation of SB743.

2020/2021 BUDGET

- Continue implementation of all funded CIP projects and support of the complete Citywide CIP List of 74 total projects for an estimated total value of \$43,727,600.
- Implementation of Fiscal Year 2020-2021 CIPs consisting of construction funding for the existing CIP project list.
- Seeking out additional outside funding sources for CIP projects to preserve local funding.
- Continue implementation and support of the NPDES Storm Water Management Plan and the MS4 Storm water Permit.
- Continue development of Citywide GIS system and public works inventory.
- Continue to expand and update City's long-range Capital Improvement Program, including funding identification and City-wide department support.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program and implementation of SB743.
- Streamlining the development review process in conjunction with the Development Services and Public Works Departments.
- Finalize and implement the new Citywide Traffic Calming Manual and Program.
- Maintain the City's Pavement Management System for evaluating all City street conditions.
- Continue updating the City's Development & Design Standards and corresponding City Code revisions.
- Update of Engineering Fees for various services.
- Revise City Code for frontage improvement requirements.
- Provide construction inspection of subdivision and commercial development projects.
- Provide construction management and inspection of CIP projects.
- In-house design of select CIP projects.
- Continue to address the sewer system inflow and infiltration (I&I) conditions and implement annual I&I projects.
- Develop City Water System Model.
- Process Transportation and Encroachment Permits and accompanying inspections.
- Continue coordination with EDCTC, El Dorado County, SACOG, and State on regional transportation projects.
- Continue implementation of the Pedestrian Circulation Improvement Plan
- Continue implementation of the City specific Active Transportation Plan in coordination with the El Dorado County Transportation Commission.
- Continue to issue permits for grading and all other Engineering related development projects.
- Coordinate project reviews with all 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, Measures H/L Sales Tax Committee, and the El Dorado County Transportation Commission.
- Construction of or continuing construction of five major transportation projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.0	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Total	6.0	6.0	6.0	6.0	3.1	0.0	-49%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Engineering

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	305,854	316,775	324,722	327,858	202,429	-	-38%
Materials and supplies	4,270	4,601	5,400	5,400	4,750	-	-12%
Contract Services	2,982	10,947	18,765	17,680	90,943	-	385%
Overhead	588	604	604	604	302	-	-50%
Other expense	752	84	4,332	4,332	702	-	-84%
Capital outlay	5,500	6,560	27,758	27,758	-	-	-100%
Total	319,946	339,571	381,581	383,632	299,126	-	-22%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Engineering	319,946	339,571	381,581	383,632	299,126	-	-22%
Total	319,946	339,571	381,581	383,632	299,126	-	-22%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	268,653	249,514	274,443	264,657	218,686	-	-20%
Engineering Fees	39,125	49,983	36,088	64,583	36,088	-	0%
Water Enterprise Fund	12,211	30,824	40,275	24,275	22,176	-	-45%
Sewer Enterprise Fund	(5,543)	9,250	30,775	30,117	22,176	-	-28%
Equipment Replacement Fund	5,500	-	-	-	-	-	0%
Total	319,946	339,571	381,581	383,632	299,126	-	-22%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Development Services

Division: Water Reclamation Facility

2019/2020 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Average daily treatment of 1.1 MGD (million gallons per day) of collected wastewater.
- Complied with all regulatory requirements, permits, and reports.
- Continued to participate in the Central Valley Clean Water Association’s Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board’s (RWQCB) effluent limitations for ammonia for protection of aquatic life.
- Completed Zinc WER Study for implementation of facility specific requirements as part of the new RWQCB NPDES Industrial General Permit.
- Maintained compliance with the Zinc Cease and Desist Order and continued to evaluate 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.
- Provided laboratory testing support to the Public Works Department for meeting drinking water compliance regulations and MS4 permit compliance regulations.
- 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.
- Provided additional construction support to the Engineering Division for the Madrone and Giovanni lift station rehabilitation projects.
- Implementation of Digester No. 2 Pump Replacement Project (CIP #41801).
- Implementation of Modular Treatment Unit #1 Servicing Project (CIP #41901).
- Implementation of the Pressure Filter Replacement Project (CIP#
- Implementation of on-going maintenance projects including but not limited to drainage improvements and potable water service supply.

2020/2021 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 provide laboratory testing support to the Public Works Department.
- Continue to work with Central Valley Regional Water Quality Control Board in issuance of new NPDES permit.
- Continue to participate in the Central Valley Clean Water Association’s Freshwater Mussels Special Project in response to the Central Valley Regional Water Quality Control Board’s effluent limitations for ammonia for protection of aquatic life.
- Receive and implement the new Industrial General Permit issued by RWQCB in fall of 2020.
- Continue to maintain three sanitary sewer lift stations and two park restroom pump stations along with support from Public Works as part of the City’s collection system.
- Continue to implement ongoing maintenance, repair, and replacement of plant equipment as needed.
- Implement preventative maintenance and inventory programs.
- Implementation of Pressure Filter Replacement Project.
- Implementation of the Cribbs Lift Station Maintenance Project.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual	2020/2021	Approved	from 19/20
Department Staff by Position				2019/2020		2020/2021	Budget
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.5	1.5	1.0	1.0	1.0	0.0	0%
Water Reclamation 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 Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	0.0	0.0	1.0	1.0	0.0	0.0	-100%
Total	8.5	8.5	9.0	9.0	8.0	0.0	-11%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Water Reclamation Facility

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	1,029,231	1,129,788	1,180,766	1,186,006	1,163,855	-	-1%
Materials and supplies	313,219	335,166	365,350	365,350	350,350	-	-4%
Contract Services	711,307	686,160	751,857	775,480	746,107	-	-1%
Overhead	267,829	275,328	275,328	275,328	275,328	-	0%
Other expense	39,520	40,258	54,775	54,775	53,475	-	-2%
Capital outlay	6,133	-	12,570	12,570	-	-	-100%
Total	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Water Redamation Facility	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%
Total	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Sewer Enterprise	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%
Total	2,367,239	2,466,700	2,640,646	2,669,509	2,589,115	-	-2%

This page was intentionally left blank.



Community Services

Provide the City's parks, recreation activities, and public facilities 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 2020/2021 Annual Operating Budget

Department: Community Services

All Divisions

<u>Workload Indicators</u>	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Estimated 2019/2020</u>	<u>Projected 2020/2021</u>
Parks Maintenance Hours				
Gold Bug Park	1821.5	1735.5	1735.5	1735.5
Lions Park	1344.5/364	809.5/721.5	809.5/721.5	809.5/721.5
City Park	422.5	238/2	238/2	238/2
Rotary Park	290	209.5/20	209.5/20	209.5/20
Lumsden Park	295	285.5/28	100/0	100/0
Orchard Hill Park	199	144.5/6	144.5/6	144.5/6
George Duffey Park	94	88/6	88/6	88/6
El Dorado Trail/other grounds	1,416	734/34.5	734/34.5	734/34.5
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	829	689.5/44.5	689.5/44.5	689.5/44.5
Admin	250	250	250	250
Recreation (FT hrs / PT hrs)				
General	5452.5/1448.75	4919.5/1445.5	4919.5/1445.5	4919.5/1445.5
Activity Guide	0	0	0	0
Gold Bug Tours	1103/5652.4	61.5/5515	61.5/5515	61.5/5515
Adult Program	569.5	474.5	474.5	474.5
Youth Programs	592.25	477.5	477.5	477.5
Aquatics	1067.5/15922.25	1190.5/14374.25	1190.5/14374.25	1190.5/14374.25
Youth Basketball	953.75/1058	886.75/1088	886.75/1088	886.75/1088
Youth Camps	19	66	66	66
Adult Basketball	10/343.75	.5/249.5	.5/249.5	.5/249.5
Adult Softball	859.5/946.5	770.25/811.75	770.25/811.75	770.25/811.75
Adult Volleyball	7/136	0/135.75	0/135.75	0/135.75
Special Events	97.5	10/0	10/0	10/0
Admin	134	134	134	134
Facilities Maintenance				
City Hall	164	83.5	83.5	83.5
Town Hall	609/376.5	471.5/6	471.5/6	471.5/6
Scout Hall	75	97.5/18	97.5/18	97.5/18
Pool	769/665.75	684.5/55.5	684.5/55.5	684.5/55.5
Park and Ride	160	80	80	80
Old City Hall	0	0	0	0
Police Department	133.5	89.5	89.5	89.5
Downtown Restroom	135.5	87/5	87/5	87/5
Corp Yard	120.5	183	183	183
Admin	250	250	250	250

Please Note: The entries with two numbers indicate Full Time hours and Part Time hours respectively

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Actual 2019/2020</u>	<u>2020/2021</u>	<u>Approved 2020/2021</u>	<u>from 19/20 Budget</u>
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	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%
Total Community Services	10.5	10.5	10.5	10.5	10.5	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Community Services

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	1,588,598	1,477,259	1,712,601	1,606,368	1,529,145	-	-11%
Materials and supplies	225,793	175,023	216,074	216,074	147,837	-	-32%
Contract Services	458,735	521,802	441,611	579,567	318,809	-	-28%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	54,339	42,098	63,887	63,887	27,387	-	-57%
Capital outlay	-	14,425	45,891	39,145	-	-	-100%
Total	2,329,065	2,232,207	2,480,064	2,505,041	2,023,178	-	-18%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Parks	740,695	660,398	737,399	792,951	684,977	-	-7%
Recreation	1,013,314	958,052	1,153,364	1,136,943	779,427	-	-32%
Facilities M & O	357,665	362,650	330,082	360,863	307,423	-	-7%
CSD Administration	217,391	251,107	259,219	214,284	251,351	-	-3%
Total	2,329,065	2,232,207	2,480,064	2,505,041	2,023,178	-	-18%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	1,606,742	1,523,344	1,744,624	1,754,788	1,649,884	-	-5%
Orchard Hill/Duffey LLMD	40,478	31,827	24,933	101,643	25,172	-	1%
Recreation Fees	681,845	677,036	710,507	648,610	348,122	-	-51%
Total	2,329,065	2,232,207	2,480,064	2,505,041	2,023,178	-	-18%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Community Services

Division: Parks

2019/2020 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Spent approximately 7,075.5 hours in the maintenance of parks and open space.
- Spent approximately 1,821.5 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,708.5 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 422.5 hours at City Park to maintain all grounds.
- Spent approximately 290 hours at Rotary Park to maintain all grounds.
- Spent approximately 295 hours at Lumsden Park to maintain all grounds.
- Spent approximately 199 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 2,339 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.
- Made improvements to infields at Lions Park.
- Assisted with the removal of illegal camp sites located along the El Droado Bike Trail.
- Implemented Hazard Tree Removal Program and Gold Bug Park and El Dorado Trail.
- Installed new bike racks and trash receptacles on Main Street.
- Installed flower pots on Main Street.

2020/2021 BUDGET

- Eliminate contract mowing, taken up by FT crew to reduce operating budget.
- General review and reduction of surplus line item amounts for fiscal efficiency.
- Implement stencils for El Dorado Trail lanes, increased maintenance along trail edges.
- Purchase of new large swath mower to increase crew productivity and service levels at parks.
- Implement new turf management program to improve field turf for safety and aesthetics.

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Actual</u> <u>2019/2020</u>	<u>2020/2021</u>	<u>Approved</u> <u>2020/2021</u>	<u>from 19/20</u> <u>Budget</u>
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 2020/2021 Annual Operating Budget
Division Budget
Parks

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	501,029	424,665	478,225	457,544	524,743	-	10%
Materials and supplies	74,019	42,426	71,437	71,437	63,437	-	-11%
Contract Services	163,959	191,364	146,248	222,491	95,612	-	-35%
Overhead	1,600	1,600	-	-	-	-	0%
Other expense	88	343	3,385	3,385	1,185	-	-65%
Capital outlay	-	-	38,104	38,094	-	-	-100%
Total	740,695	660,398	737,399	792,951	684,977	-	-7%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Parks Maintenance	41,146	42,483	72,586	71,416	41,160	-	-43%
Lions Park	154,057	157,624	169,312	166,587	145,780	-	-14%
Gold Bug Park	114,923	118,694	131,534	130,443	191,209	-	45%
Rotary Park	50,513	37,862	46,113	48,220	41,261	-	-11%
City Park	67,318	56,165	63,338	66,778	60,100	-	-5%
Lumsden Park	34,572	14,542	23,552	19,984	16,358	-	-31%
Hangtown Creek	10,500	-	8,500	8,500	5,500	-	-35%
City Cemeteries	659	658	500	800	500	-	0%
Community Gardens	1,500	2,306	1,750	1,750	1,750	-	0%
El Dorado Trail	33,100	19,106	28,491	17,141	27,694	-	-3%
Orchard Hill/Duffey LLMD	40,478	31,827	24,933	101,643	25,172	-	1%
Other Grounds	191,929	179,131	166,790	159,689	128,493	-	-23%
Total	740,695	660,398	737,399	792,951	684,977	-	-7%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	700,217	628,571	712,466	691,308	659,805	-	-7%
Orchard Hill/Cottonwood LLMDs	40,478	31,827	24,933	101,643	25,172	-	1%
Total	740,695	660,398	737,399	792,951	684,977	-	-7%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Community Services

Division: Recreation

2019/2020 REVIEW

- Created three Recreation Program Activity Guides with a distribution of approximately 13,500 per issue.
- Developed strategies to increase visibility and public awareness of recreation offerings.
- Conducted a Youth Basketball League consisting of 787 participants participating in five divisions from grades K-8.
- Accommodated over 1,354 participants in learn to swim program.
- Administered Youth Assistance Fund. Solicited for and distributed over \$5,000 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 170 teams combined in spring, summer, and fall leagues.
- Conducted four volleyball leagues, 20 teams combined.
- 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).
- Conducted guided tours of Gold Bug Mine and Stamp Mill.
- Accommodated general public tours of Gold Bug Mine.
- Operated Gift Shop at Gold Bug Park.
- Open Priest Mine at Gold Bug Park for Presidents Day Weekend and Labor Day Weekend.
- Held Blacksmith Shop Open House at Gold Bug Park.
- Increased advertising on social media.
- Assisted with film productions and and special events at Gold Bug Park.
- Assisted the Gold Bug Park Development Committee with installation of a new outdoor exhibit.
- Assisted with construction of new Gold Panning Troughs.
- Converted to new customer registration software program.

2020/2021 BUDGET

- Increase customer user base and program revenue.
- Increase advertising through social media.
- Generate community support and funding for the Youth Assistance Fund.
- Improve Customer Service.
- Implement and promote on-line registration for recreation programs and services.
- Advance to majority online guide due to COVID-19 distribution barriers.

<u>Department Staff by Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Council</u>	<u>% Change</u>
	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Actual</u>	<u>2020/2021</u>	<u>Approved</u>	<u>from 19/20</u>
				<u>2019/2020</u>		<u>2020/2021</u>	<u>Budget</u>
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 2020/2021 Annual Operating Budget

Department: Community Services

Division: Recreation

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	777,091	729,561	897,196	862,010	678,648	-	-24%
Materials and supplies	76,687	63,167	80,658	80,658	35,988	-	-55%
Contract Services	111,615	111,984	110,621	136,122	41,989	-	-62%
Overhead	-	-	-	-	-	-	0%
Other expense	47,921	38,915	57,102	57,102	22,802	-	-60%
Capital outlay	-	14,425	7,787	1,051	-	-	-100%
Total	1,013,314	958,052	1,153,364	1,136,943	779,427	-	-32%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Special Interest Programs	28,426	23,843	25,960	62,566	11,720	-	-55%
Sports Camps and Teams	343,985	324,617	395,996	364,095	251,645	-	-36%
Gold Bug Park Admissions	125,211	123,643	166,129	160,696	96,138	-	-42%
Aquatics	304,700	305,639	326,647	302,322	201,337	-	-38%
Special Events	9,893	5,638	10,319	18,718	5,171	-	-50%
Recreation - General	201,099	174,672	228,313	228,546	213,416	-	-7%
Total	1,013,314	958,052	1,153,364	1,136,943	779,427	-	-32%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	331,469	281,016	442,857	488,333	431,305	-	-3%
Recreation Fees	681,845	677,036	710,507	648,610	348,122	-	-51%
Total	1,013,314	958,052	1,153,364	1,136,943	779,427	-	-32%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Community Services

Division: Facilities Maintenance

2019/2020 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.
- Repaired lighting system within the Center Street Parking Structure.
- Repaired Emergency Generators at Police Department and Town Hall
- Coordinated major repairs at the Placerville Aquatics Center.
- Made ongoing repairs to Placerville Station Park and Ride.
- Implemented Graffiti Abatement Program.
- Made interior improvements at Corporation Yard.
- Repaired Garbage Bins in Downtown Parking Garage.
- Made on-going repairs at the Downtown Restrooms.

2020/2021 BUDGET

- Increase oversight of custodial contracts to provide higher level of service
- Add virus-related additional cleaning of Town Hall and City Hall by in-house staff.
- Improve recycling efforts
- Oversee warranty and preventative maintenance of new HVAC systems.
- Add timer locks to City Park restrooms to reduce vandalism.
- Assist in implementing PSPS Grant improvements for generators and other improvements.
- Work towards the completion of new and ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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 2020/2021 Annual Operating Budget
Division Budget
Facilities Maintenance

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	93,087	71,926	77,961	72,530	74,403	-	-5%
Materials and supplies	75,087	69,430	63,979	63,979	48,412	-	-24%
Contract Services	183,161	218,454	184,742	220,954	181,208	-	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	6,330	2,840	3,400	3,400	3,400	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	357,665	362,650	330,082	360,863	307,423	-	-7%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Old City Hall	13,454	17,805	12,325	12,368	12,325	-	0%
New City Hall	74,426	83,740	64,585	75,981	71,085	-	10%
Town Hall	48,978	54,635	50,553	54,585	48,608	-	-4%
Scout Hall	11,108	14,786	9,334	8,698	8,520	-	-9%
Corporation Yard	20,393	18,737	18,200	18,336	15,700	-	-14%
City Pool Facilities	165,545	144,995	153,985	155,745	128,885	-	-16%
Public Safety Building	6,180	3,858	4,200	12,583	2,700	-	-36%
Downtown Public Restroom	4,435	8,796	4,100	4,384	4,800	-	17%
Mosquito Road Park & Bus	13,146	15,298	12,800	18,183	14,800	-	16%
Total	357,665	362,650	330,082	360,863	307,423	-	-7%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	357,665	362,650	330,082	360,863	307,423	-	-7%
Total	357,665	362,650	330,082	360,863	307,423	-	-7%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Community Services

Division: Administration

2019/2020 REVIEW

- Met with community groups, committees and commissions in support of various City programs, services and park improvements.
- Completed annual review and recommendation of the Recreation & Parks Capital Improvement Program.
- Coordinated Main Street Banner, Bell Tower and Highway 50 Corridor Promotions.
- Planned for AmGen Bike Race as Host City prior to event cancellation.
- Provided risk management services for Citywide Special Events.
- Administered revised RFP for Historic City Hall, and reviewed submittals.
- Initiated contract for Engineering of shoring for Historic City Hall buildings.
- Coordinated Farmers Markets at El Dorado Trail, Teatrualt Parking Lot and Bell Tower.
- Provided daily oversight for Recreation, Parks and Facilities functions.
- Coordinated abandon campsite clean-up projects.

2020/2021 BUDGET

- Implement additional marketing strategies for Gold Bug and other programs to enhance recreation program delivery.
- Develop strategies to reduce costs associated with the ongoing maintenance and operation of the Aquatics Center.
- Administer downtown flower basket program and restart basket sponsorships
- 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 all public properties.
- Complete site improvements at the corner of Main and Bedford Street in Placerville.
- Continue to coordinate abandon campsite clean-up projects with volunteers, saving public funds.
- Apply for additional proposition 68 grant funding.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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%
Total Public Services	2.0	2.0	2.0	2.0	2.0	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Administration

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	217,391	251,107	259,219	214,284	251,351	-	-3%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	217,391	251,107	259,219	214,284	251,351	-	-3%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
CSD Administration	217,391	251,107	259,219	214,284	251,351	-	-3%
Total	217,391	251,107	259,219	214,284	251,351	-	-3%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	217,391	251,107	259,219	214,284	251,351	-	-3%
Total	217,391	251,107	259,219	214,284	251,351	-	-3%

This page was intentionally left blank.



Public Works

Provide the City's 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 2020/2021 Annual Operating Budget

Department: Public Works

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2017/2018	2018/ 2019	Actual 2019/2020	2020/2021
Streets and Roads				
Calls for service				
Maintenance hours	4343.42	3,579.12	4500	4500
Miles of streets maintained				
Flagging	2,033	1,508.50	1275	2,000
Green waste diverted (tons)		1,065.10	1,100	1200
Street Sweeping	816.5	767	800	800
Parking Lots	6	72.5	80	80
Streets and Roads		0	0	
Storm Drains	525/23	957.5	800	800
Sanding		0	30	40
Snow Removal	75	78.3	100/25	100
Streets, signs & markings	1084.25	853.5	1100	1100
Sidewalk, curd & gutter	30	126	75	75
Mechanic	1640.5	1362.5	1640	1640
Service Calls				
USA Digs	122.5	452	625	700
Corp Yard	1215.5	1829	1200	1200
Special Events	22	37	40/0	40
Admin				
Water / Sewer				
Calls for service Water	23	103	120	120
Calls for service Sewer	7.25	206	120	120
Meter replacement				
Water Applications				
Sewer Applications				
Miles of sewer lines				
Water M&O	8591/89.5	8811.41	8000	8000
Sewer M&O	4276/46.5	1710.74	4000	4000
Fema	237		0	0
Training				
Admin		254	920	920

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Public Works Director	0.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	1.0	0.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	0.5	0.5	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.0	3.5	3.0	3.0	3.0	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%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Total Community Services	14.3	14.8	15.8	15.8	15.4	0.0	-3%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Public Works

Department Budget by Category	Actual 2017/2018	Actual 2017/2018	Revised 2018/2019	Estimated Actual 2018/2019	Proposed 2019/2020	Council Approved 2020/2021	% Change from 18/19 Budget
Personnel	1,182,389	1,251,909	1,574,138	1,450,569	1,415,111	-	-10%
Materials and supplies	761,864	188,824	836,640	723,271	825,370	-	-1%
Contract Services	374,655	858,172	444,324	335,504	406,139	-	-9%
Overhead	216,557	222,618	222,618	222,618	222,618	-	0%
Other expense	102,766	29,077	81,950	57,751	74,170	-	-9%
Capital outlay	50,779	26,478	29,116	29,116	4,250	-	-85%
Total	2,689,010	2,577,078	3,188,786	2,818,829	2,947,658	-	-8%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Streets and Roads	723,470	788,800	690,320	675,345	656,246	-	-5%
Water/Sewer Lines	1,015,819	977,792	1,498,682	1,149,115	1,311,723	-	-12%
Water Acquisition & Delivery	796,273	701,163	864,297	872,053	858,771	-	-1%
Downtown Parking	153,448	109,323	135,487	122,316	120,918	-	-11%
Total	2,689,010	2,577,078	3,188,786	2,818,829	2,947,658	-	-8%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	443,369	507,099	349,903	364,929	315,829	-	-10%
Gas Tax	225,899	246,483	321,573	291,573	321,573	-	0%
Benefit Assessment Districts	4,202	14,317	18,844	18,843	18,844	-	0%
Water Enterprise Fund	1,255,596	1,116,445	1,560,323	1,363,522	1,444,107	-	-7%
Sewer Enterprise Fund	556,496	562,510	802,656	657,646	726,387	-	-10%
Daily Parking Revenues	28,501	99,258	11,361	23,673	2,455	-	-78%
Leased Parking Revenues	124,947	10,065	124,126	98,643	118,463	-	-5%
Equipment Replacement Fund	50,000	20,901	-	-	-	-	0%
Total	2,689,010	2,577,078	3,188,786	2,818,829	2,947,658	-	-8%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Public Works

Division: Streets and Roads

2019/2020 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.
- 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 Community Services 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.
- Restored Durapatcher for asphalt repair.
- Continued Street Sign Replacement Program.
- Responded to emergency storm damage.

2020/2021 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 Community Services Divisions.
- Continue to support activities for special events.
- Continue to support Engineering in inventorying infrastructure.
- Assist Engineering Department on Capital Improvement projects.
- Complete SB1 projects on schedule.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Director of Public Works	0.0	0.4	0.4	0.4	0.4	0.0	0%
Public Works Operations Manager	0.4	0.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.2	0.2	0.2	0.2	0.2	0.0	0%
Senior Maintenance Worker	0.5	0.5	0.0	0.0	0.0	0.0	0%
Traffic Maintenance Worker	0.9	0.9	0.9	0.9	0.9	0.0	0%
Maintenance Worker II	0.5	0.5	0.5	0.5	0.5	0.0	0%
Maintenance Worker I	0.5	0.5	0.5	0.5	0.5	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	3.1	3.1	2.6	2.6	2.6	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget Division Budget Streets and Roads

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Personnel	343,163	341,096	272,630	283,767	253,149	-	-7%
Materials and supplies	94,469	114,820	94,733	94,733	92,103	-	-3%
Contract Services	181,950	297,867	285,244	259,132	274,544	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	53,888	8,539	34,400	34,400	34,400	-	0%
Capital outlay	50,000	26,478	3,313	3,313	2,050	-	-38%
Total	723,470	788,800	690,320	675,345	656,246	-	-5%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Street Sweeping	59,301	16,982	25,346	25,363	25,618	-	1%
Curbs, Gutters, and Sidewalks	32,130	30,770	46,856	49,028	48,250	-	3%
Street Signs and Markings	43,061	44,334	57,092	59,232	57,963	-	2%
Storm Drains	21,197	31,624	48,465	53,005	45,465	-	-6%
Traffic Signals and Lights	123,785	175,371	155,150	146,594	154,850	-	0%
Street Sanding/Snow Removal	2,629	-	8,200	8,200	7,200	-	-12%
General Street Maintenance	441,367	489,719	349,211	333,923	316,900	-	-9%
Total	723,470	788,800	690,320	675,345	656,246	-	-5%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
General Fund							
Discretionary Revenues	443,369	507,099	349,903	364,929	315,829	-	-10%
Gas Tax	225,899	246,483	321,573	291,573	321,573	-	0%
Benefit Assessment Districts	4,202	14,317	18,844	18,843	18,844	-	0%
Equipment Replacement Fund	50,000	20,901	-	-	-	-	0%
Total	723,470	788,800	690,320	675,345	656,246	-	-5%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Public Works

Division: Water and Sewer Lines

2019/2020 REVIEW

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

2020/2021 BUDGET

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

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Director of Public Works	0.0	0.6	0.6	0.6	0.6	0.0	0%
Public Works Operations Manager	0.6	0.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	0.8	0.8	0.8	0.8	0.8	0.0	0%
Senior Maintenance Worker	0.0	0.0	2.0	2.0	2.0	0.0	0%
Maintenance Mechanic	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	2.5	3.0	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	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	8.5	9.0	10.5	10.5	10.5	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget

Division Budget

Water and Sewer Lines

Division Budget by Category	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Personnel	726,901	728,500	1,102,558	881,466	979,672	-	-11%
Materials and supplies	74,542	70,292	106,050	77,196	98,010	-	-8%
Contract Services	59,021	33,640	105,200	29,778	80,550	-	-23%
Overhead	130,373	134,021	134,021	134,021	134,021	-	0%
Other expense	24,203	11,339	25,050	851	17,270	-	-31%
Capital outlay	779	-	25,803	25,803	2,200	-	-91%
Total	1,015,819	977,792	1,498,682	1,149,115	1,311,723	-	-12%

Division Budget by Program	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Water Lines	459,323	415,282	696,026	491,469	585,336	-	-16%
Sewer Lines	556,496	562,510	802,656	657,646	726,387	-	-10%
Total	1,015,819	977,792	1,498,682	1,149,115	1,311,723	-	-12%

Funding Sources	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Water Enterprise Fund	459,323	415,282	696,026	491,469	585,336	-	-16%
Sewer Enterprise Fund	556,496	562,510	802,656	657,646	726,387	-	-10%
Total	1,015,819	977,792	1,498,682	1,149,115	1,311,723	-	-12%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Public Works

Division: Water Acquisition and Delivery

2019/2020 REVIEW

- Completed annual Consumer Confidence water quality report to customers and Department of Health Services.
- Complete Water System Permit amendment as required by California State Water Resources Control Board
- Responded to water quality calls and conduct investigations related to distribution system problems.
- Performed daily, weekly, monthly, quarterly, and annual 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, and also tested all devices
- Repaired and maintained pressure relief valves.
- Conducted flood control measures in Hangtown Creek.
- Assisted Engineering Department with Schnell School PRV Station CIP
- Assisted Engineering Department with Sierra Tank removal CIP

2020/2021 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 daily, weekly, monthly, quarterly, and annual water quality sampling, testing, and reporting.
- Continue development of valve exercise and fire hydrant flushing programs.
- Continue implementation of the Cross Connection Contamination Prevention Program.
- Continue conducting bi-monthly reading of all water meters within City service area.
- Continue replacement of defective water meters.
- Continue to repair and maintain pressure relief valves.
- Continue to perform flood control measures in Hangtown Creek.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual	2020/2021	Approved	from 19/20
				2019/2020	2020/2021	2020/2021	Budget
Water Services Specialist	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.2	0.2	0.2	0.2	0.2	0.0	0%
Total	1.2	1.2	1.2	1.2	1.2	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Water Acquisition and Delivery

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	87,743	103,947	105,758	198,029	103,667	-	-2%
Materials and supplies	585,127	3,650	628,482	543,967	627,882	-	0%
Contract Services	13,088	496,497	20,460	20,460	17,625	-	-14%
Overhead	86,184	88,597	88,597	88,597	88,597	-	0%
Other expense	24,131	8,472	21,000	21,000	21,000	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	796,273	701,163	864,297	872,053	858,771	-	-1%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Water Acquisition & Delivery	796,273	701,163	864,297	872,053	858,771	-	-1%
Total	796,273	701,163	864,297	872,053	858,771	-	-1%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Water Acquisition & Delivery	796,273	701,163	864,297	872,053	858,771	-	-1%
Total	796,273	701,163	864,297	872,053	858,771	-	-1%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Public Works

Division: Downtown Parking

2019/2020 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.
- Provided special event support.
- Completed Fox and Tetrault Parking Lot Rehabilitation Projects.

2020/2021 BUDGET

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

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Actual</u> <u>2019/2020</u>	<u>2020/2021</u>	<u>Approved</u> <u>2020/2021</u>	<u>from 19/20</u> <u>Budget</u>
Traffic Maintenance Worker	0.1	0.1	0.1	0.1	0.1	0.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Total	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.1</u>	<u>0.0</u>	<u>-29%</u>

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

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Downtown Parking

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	24,582	78,366	93,192	87,307	78,623	-	-16%
Materials and supplies	7,726	62	7,375	7,375	7,375	-	0%
Contract Services	120,596	30,168	33,420	26,134	33,420	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	544	727	1,500	1,500	1,500	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	153,448	109,323	135,487	122,316	120,918	-	-11%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Downtown Parking	153,448	109,323	135,487	122,316	120,918	-	-11%
Total	153,448	109,323	135,487	122,316	120,918	-	-11%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Daily Parking Revenues	28,501	99,258	11,361	23,673	2,455	-	-78%
Leased Parking Revenues	124,947	10,065	124,126	98,643	118,463	-	-5%
Total	153,448	109,323	135,487	122,316	120,918	-	-11%

This page was intentionally left blank.



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 2020/2021 Annual Operating Budget

Department Budget:

Elected Officials

<u>Workload Indicators</u>	Actual	Actual	Estimated	Proposed
	<u>2017/2018</u>	<u>2018/2019</u>	<u>Actual 2019/2020</u>	<u>2020/2021</u>
Regular City Council Meetings	22	22	22	22
Resolutions	110	100	100	100
Ordinances	5	5	5	5

<u>Department Staff by Position</u>	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>Actual 2019/2020</u>	<u>2020/2021</u>	<u>Approved 2020/2021</u>	<u>from 19/20 Budget</u>
Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Vice-Mayor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Council Members	3.0	3.0	3.0	3.0	3.0	0.0	0%
Elected City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Total	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>0.0</u>	0%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Elected Officials

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	96,455	95,032	101,450	96,293	104,761	-	3%
Materials and supplies	320	863	750	750	750	-	0%
Contract Services	3,962	14,652	8,500	8,501	8,000	-	-6%
Overhead	-	-	-	-	-	-	0%
Other expense	18,134	11,134	11,526	11,526	9,300	-	-19%
Capital outlay	-	-	3,500	3,500	-	-	-100%
Total	118,871	121,681	125,726	120,570	122,811	-	-2%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
City Council	116,683	119,490	123,366	118,276	120,451	-	-2%
City Treasurer	2,188	2,191	2,360	2,294	2,360	-	0%
Total	118,871	121,681	125,726	120,570	122,811	-	-2%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	118,871	121,681	125,726	120,570	122,811	-	-2%
Total	118,871	121,681	125,726	120,570	122,811	-	-2%

This page was intentionally left blank.

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 2020/2021 Annual Operating Budget

Department: City Administration

All Divisions

Workload Indicators	Actual	Actual	Estimated	Proposed
	2017/2018	2018/2019	Actual 2019/2020	2020/2021
City Manager (hours)				
Council agenda and meeting prep.	500	500	624	624
Attend Council meetings	75	75	84	84
Personnel	500	500	520	520
Bonds	50	50	10	4
Intergovernmental relations	150	150	130	130
Citizen inquiries	150	150	156	220
Public Works/Engineering CIP's	400	400	390	390
Claims and litigation	150	150	156	156
Franchise	50	50	12	12
Bids and contracts	75	75	52	52
Special Events	50	50	24	12
Utility fees	100	100	52	52
Main Street & Parking	125	125	150	150
Ordinances and resolutions	150	150	104	104
Redevelopment	0	0	0	0
Economic Development	350	350	300	300
Grant Development and Admin.	40	40	40	40
Emergency Management	120	120	250	150
City Attorney (hours)				
Council agenda and meeting prep.	25	25	35	35
Attend Council meetings	75	75	86	86
Personnel	55	55	54	54
Bonds	10	10	40	40
Respond to subpoenas/records reqs.	20	20	70	70
Public Works/Comm. Develop. Proj.	50	50	80	80
Claims	50	50	60	60
Litigation	60	60	75	75
Bids and contracts	25	25	40	40
Ordinances and resolutions	45	45	75	75
Collections	5	5	0	0
Utility fees	20	20	20	20
Parking	5	5	0	0
Franchise	5	5	5	5
Redevelopment	0	0	30	30
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	0	0	0	0
CEC-ARRA Grant	0	0	0	0
CDBG 1st-Time Homebuyer/Housing Rehab	0	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	50/73
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	6/216	6/216	6/216	10/360
Reclassifications	0/5	3/3	3/3	3/3
Orientations	6/6	6/6	6/6	10/10
Process new hires including seasonal	10/10	10/10	10/10	15/15
Risk Management				
Liability claims processed	15/120	15/120	15/120	15/120
Worker's Comp claims existing				15/5
Worker's comp. claims	7/56	7/56	7/56	7/56
COBRA Administration	3/3	3/3	3/3	10/10
Information Services (% hrs)				
Network administration	20%	20%	20%	20%
Computer service calls/training	20%	20%	20%	30%
Project management	30%	30%	30%	25%
Updating skills/administration	30%	30%	30%	25%

Department Staff by Position	Actual	Actual	Estimated	Proposed	Council	% Change	
	2017/2018	2018/2019	Revised 2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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	0.0	0.0	-100%
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	-5%
Total	5.0	5.0	5.0	5.0	4.0	0.0	-21%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
City Administration

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	698,453	733,023	790,886	831,125	786,985	-	0%
Materials and supplies	668	1,848	4,802	4,802	3,068	-	-36%
Contract Services	358,666	315,535	192,009	228,555	207,512	-	8%
Overhead	23,546	24,205	24,205	24,205	24,205	-	0%
Other expense	8,465	11,166	8,207	8,207	2,297	-	-72%
Capital outlay	-	3,107	13,762	8,769	-	-	-100%
Total	1,089,798	1,088,884	1,033,871	1,105,663	1,024,067	-	-1%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Legal Services	70,501	102,989	69,085	91,395	70,070	-	1%
Litigation	181,756	100,235	-	4,070	-	-	0%
City Manager	340,565	362,980	370,144	375,252	383,298	-	4%
Information Services	368,225	388,550	460,085	498,673	431,476	-	-6%
Human Resources	125,278	123,500	129,387	131,518	132,323	-	2%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	3,473	10,630	5,170	4,755	6,900	-	33%
Total	1,089,798	1,088,884	1,033,871	1,105,663	1,024,067	-	-1%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	631,467	696,453	675,177	706,886	686,565	-	2%
Parking District Fund	41,694	51,231	67,885	97,251	68,802	-	1%
General Liability Fund	181,756	100,235	-	4,070	-	-	0%
State Tobacco Grant	-	-	2,500	-	2,500	-	0%
Water Enterprise Fund	111,136	116,741	142,643	146,974	133,426	-	-6%
Sewer Enterprise Fund	123,745	124,224	145,666	150,482	132,774	-	-9%
Total	1,089,798	1,088,884	1,033,871	1,105,663	1,024,067	-	-1%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: City Attorney

2019/2020 REVIEW

- Continued to work with trustee/financial advisor/bond counsel and Tower Investments regarding workouts of defaulted bonds.
- Assisted City staff and advise regarding Public Works projects/contracts/issues.
- Monitored legal issues regarding grants and funding
- Monitored legal issues regarding transportation funds
- Drafted and reviewed contracts, RFP's and bid documents
- Drafted and reviewed ordinances/resolutions/contracts.
- Reviewed and advised regarding new and pending legislation affecting City
- Advised and assisted in personnel matters.
- Reviewed CEQA documents.
- Advised and assisted Planning staff
- Advised and supervised liability claims, worker's compensation claims.
- Supervised and monitored outside counsel in litigation matters.
- Advised City departments on legal issues affecting the department.
- Assisted with code enforcement issues.
- Monitored and assist with water and wastewater regulations/issues.
- Assisted in Cal/OSHA matters
- Represented City on Pitchess motions
- Reviewed and advised regarding Public Records requests
- Attended City Council meetings
- Reviewed and advised regarding legal documents relating to City
- Provided legal advice to Council.
- Advised on FPPC issues.

2020/2021 BUDGET

- 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.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Secretary to the City Manager	0.30	0.30	0.30	0.30	0.29	0.00	-5%
Total	0.30	0.30	0.30	0.30	0.29	0.00	-5%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
City Attorney

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	22,989	24,371	26,585	26,078	26,070	-	-2%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	227,053	176,896	40,500	67,387	44,000	-	9%
Overhead	-	-	-	-	-	-	0%
Other expense	2,215	1,957	2,000	2,000	-	-	-100%
Capital outlay	-	-	-	-	-	-	0%
Total	252,257	203,224	69,085	95,465	70,070	-	1%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Legal Services	70,501	102,989	69,085	91,395	70,070	-	1%
Litigation	181,756	100,235	-	4,070	-	-	0%
Total	252,257	203,224	69,085	95,465	70,070	-	1%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	70,501	102,989	66,585	91,395	67,570	-	1%
General Liability Reserve	181,756	100,235	-	4,070	-	-	0%
State Tobacco Grant	-	-	2,500	-	2,500	-	0%
Total	252,257	203,224	69,085	95,465	70,070	-	1%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: City Manager

2019/2020 REVIEW	2020/2021 BUDGET
<ul style="list-style-type: none"> ■ Completed City Lighting and HVAC Project and Loan Admin. ■ Monitored pending and existing legislation. ■ Continued to staff PEAC Meetings and Initiatives. ■ Developed Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. ■ Monitored Water Reclamation Facility regulatory issues. ■ Monitored El Dorado Disposal performance. ■ Administered Parking Program. Explore ways to improve program. ■ Reviewed and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Continued to improve new City Website. ■ Worked with developers of Hotel sites to remove obstacles. ■ Proceeded with development of Placerville Station II. ■ Monitored State's budget process and other State Legislation. ■ Oversaw City budget preparation. ■ Monitored Engineering and Public Works Projects. ■ Continued to search for alternatives for new/remodeled Public Safety Building. ■ Reviewed all new hires and personnel forms. ■ Reestablished City Newsletter – E-newsletter. ■ Negotiated agreement for reuse of Historic City Hall and implement agreement. ■ Reviewed potential projects for CDBG funding, consider joint application with County for Housing Rehab. ■ Continued Neighborhood Chats to improve communication for intergovernmental relations. ■ Supervised Claims and Litigation. ■ Identified Social Media Strategy to better communicate with the public. ■ Continued to pursue funding for Western Placerville Interchange and monitor construction of Phase 2 and 2.2. ■ Continued to implement Measure L in coordination with Measure H. ■ Researched options to fund mandated Storm Drain Maintenance. ■ Monitored Traffic Impact and Water/Sewer CIC charge studies. ■ Completed application and proceed with project after successful loan/grant for Johnson Controls WRF Solar Project. ■ Monitored State Court House Funding and respond accordingly. ■ Continued public outreach and design and development of Clay Street Bridge Replacement and Realignment Project ■ Explored options to fund PERS Unfunded pension liability and control pension costs. 	<ul style="list-style-type: none"> ■ Monitor pending and existing legislation. ■ Continue to staff PEAC Meetings and Initiatives. ■ Develop Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc. ■ Monitor Water Reclamation Facility regulatory issues. ■ Monitor El Dorado Disposal performance. ■ Administer Parking Program. Explore ways to improve program. ■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc. ■ Update and make more interactive City Website. ■ Work with developers of Hotel sites to remove obstacles. ■ Proceed with development of Placerville Station II. ■ Monitor State's budget process and other State Legislation. ■ Oversee City budget preparation. ■ Monitor Engineering and Public Works Projects. ■ Proceed with joint Feasibility Study with El Dorado County Fire District Joint Public Safety Building. ■ Review all new hires and personnel forms. ■ Reestablish City Newsletter – E-newsletter. ■ Negotiate agreement for reuse of Historic City Hall and implement agreement. ■ Review potential projects for CDBG funding, consider joint application with County for Housing Rehab. ■ Reinstate Neighborhood Chats to improve communication with Citizens. ■ Supervise Claims and Litigation. ■ Improve Social Media Strategy to better communicate with the public. ■ Finalize and close out Western Placerville Interchange Phase 2 and finalize development of plans and bidding for Phase 2.2. ■ Continue to implement Measure L in coordination with Measure H. ■ Research options to fund mandated Storm Drain Maintenance. ■ Monitor Traffic Impact and Water/Sewer CIC charge studies. ■ Complete application and proceed with project after successful loan/grant for Johnson Controls WRF Solar Project. ■ Monitor State Court House Funding and respond accordingly. ■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project ■ Explore options to fund PERS Unfunded pension liability and control pension costs. ■ Improve training and update plan for Emergency Operations. ■ Pursue funding to implement recommendations of Civic Lab. ■ Work with County to implement solutions to reduce and eliminate homelessness.

Department Staff by Position	Actual	Actual	Estimated	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	Revised 2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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	0.67	0.00	-5%
Total	1.70	1.70	1.70	1.70	1.67	0.00	-2%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
City Manager

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	308,186	326,575	342,454	345,920	356,923	-	4%
Materials and supplies	302	1,144	500	500	-	-	-100%
Contract Services	31,903	35,221	26,865	28,507	25,900	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	174	40	325	325	475	-	46%
Capital outlay	-	-	-	-	-	-	0%
Total	340,565	362,980	370,144	375,252	383,298	-	4%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
City Manager	340,565	362,980	370,144	375,252	383,298	-	4%
Total	340,565	362,980	370,144	375,252	383,298	-	4%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	314,865	336,252	326,645	328,606	338,348	-	4%
Parking District Fund	25,700	26,728	43,499	46,646	44,950	-	3%
Total	340,565	362,980	370,144	375,252	383,298	-	4%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: Information Services

2019/2020 REVIEW	2020/2021 BUDGET
<ul style="list-style-type: none"> ■ Provided email and/or phone support to the public regarding our website. ■ Provided internal staff support and training on our new website. ■ Supported “Planet Press” software to newest ASP Naviline application. ■ Provided computer, projector and audio needs to City Council meetings. ■ Explored the Click2Gov applications for Finance Department. ■ Provided software and hardware technical support for our parking meters and parking staff throughout downtown Placerville. ■ Planned VMware implementation for our City’s network. ■ Scheduled 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. ■ Evaluated which file servers to be replaced next. ■ Obtained training on Cradlepoint routers / admin tools. ■ Supported new website features. ■ Upgraded network topology at PPD to eliminate older technologies and support newer technologies. ■ Assisted CalNet and Technology Industries with new security camera installation and implementation. 	<ul style="list-style-type: none"> ■ Provide email and/phone support to the public regarding our website. ■ Continue providing internal staff support on our website & Facebook page. ■ Support “Planet Press” software and printing services on our cloud based Naviline application. ■ Provide computer, projector and audio needs to City Council & Planning Commission meetings. ■ Upgrade Finance department software to implement bar coding for Utility billing. ■ Implement the Click2Gov applications for Finance. ■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville. ■ 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. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room. ■ Implement new AD server and Police Department server. ■ Obtain on Cradlepoint routers / admin tools. ■ Support / implement any new website features. ■ Support new network technologies at the Police Department such as its new IP Phone system. ■ Assist CalNet and Technology Industries with high bandwidth data connection from garage to PPD. ■ Maintain new Parking meters. ■ Support new Recreation and Parks application (Activenet). ■ Assist Parking Attendants with pay stations. ■ Install and support new computers throughout the City.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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	0.0	0.0	-100%
Total	2.0	2.0	2.0	2.0	1.0	0.0	-50%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Information Services

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	252,820	268,956	295,060	333,632	273,629	-	-7%
Materials and supplies	366	573	4,302	4,302	3,068	-	-29%
Contract Services	90,970	91,491	122,144	127,153	130,112	-	7%
Overhead	23,546	24,205	24,205	24,205	24,205	-	0%
Other expense	523	1,089	612	612	462	-	-25%
Capital outlay	-	2,236	13,762	8,769	-	-	-100%
Total	368,225	388,550	460,085	498,673	431,476	-	-6%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Information Services	368,225	388,550	460,085	498,673	431,476	-	-6%
Total	368,225	388,550	460,085	498,673	431,476	-	-6%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	117,350	123,082	147,390	150,612	141,424	-	-4%
Parking District Fund	15,994	24,503	24,386	50,605	23,852	-	-2%
Water Enterprise Fund	111,136	116,741	142,643	146,974	133,426	-	-6%
Sewer Enterprise Fund	123,745	124,224	145,666	150,482	132,774	-	-9%
Total	368,225	388,550	460,085	498,673	431,476	-	-6%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: Human Resources

2019/2020 REVIEW	2020/2021 BUDGET
<ul style="list-style-type: none"> ■ Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. ■ Coordinated recruitment process for City recruitments including advertising, screening, interview process, conditional offers of employment, scheduling of pre-employment physicals, drug screens, background checks, new hire orientations and processing, oaths of office. ■ Administered a Human Resources mail code from the Department of Justice to receive Live Scan background and subsequent arrest reports for City employees, Community Service Department employees and volunteers. ■ Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators. ■ Coordinated state mandated safety trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees. ■ Coordinated Sexual Harassment training for supervisory employees. 	<ul style="list-style-type: none"> ■ Continue to seek creative avenues of attracting top candidates for positions within City service. ■ Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association (PARSAC), City of Roseville Academy and other local agencies. ■ Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities. ■ Expand Safety Program to encourage a safety culture within the City. ■ Work with City's insurance committee to continue to reduce costs of employee health benefits. ■ Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption. ■ Continue to Coordinate Sexual Harassment training for supervisory employees and coordinate Mandated Reporter training for relevant employees.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual	2020/2021	Approved	from 19/20
				2019/2020	2020/2021	2020/2021	Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
Total	1.0	1.0	1.0	1.0	1.0	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Human Resources

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	114,458	113,121	126,787	125,495	130,363	-	3%
Materials and supplies	-	131	-	-	-	-	0%
Contract Services	7,079	4,647	1,000	4,423	1,500	-	50%
Overhead	-	-	-	-	-	-	0%
Other expense	3,741	4,730	1,600	1,600	460	-	-71%
Capital outlay	-	871	-	-	-	-	0%
Total	125,278	123,500	129,387	131,518	132,323	-	2%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Human Resources	125,278	123,500	129,387	131,518	132,323	-	2%
Total	125,278	123,500	129,387	131,518	132,323	-	2%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	125,278	123,500	129,387	131,518	132,323	-	2%
Total	125,278	123,500	129,387	131,518	132,323	-	2%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: Grant Administration

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

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2017/2018	2018/2019	2019/2020	Actual	2020/2021	Approved	from 19/20
				2019/2020		2020/2021	Budget
Total	0.0	0.0	0.0	0.0	0.0	0.0	0%
	0.0	0.0	0.0	0.0	0.0	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: Grant Administration

<u>Division Budget by Category</u>	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

<u>Division Budget by Program</u>	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

<u>Funding Sources</u>	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: City Clerk

2019/2020 REVIEW

- 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.
- Continued responsibilities for all election related responsibilities including candidate statements and campaign reporting for the 2018 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 50+ filers.
- Responded to 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.
- Scheduled biennial Ethics Training for all Form 700 filers.

2020/2021 BUDGET

- 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.
- Continue responsibilities for all 2020 election-related activities, including candidate statements and campaign reporting for all City Council 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 50+ 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.
- Continue the process of converting City records into a digital format, as time allows.

Fiscal Year 2020/2021 Annual Operating Budget

Department: City Administration

Division: City Clerk

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	1,661	7,280	1,500	1,085	6,000	-	300%
Overhead	-	-	-	-	-	-	0%
Other expense	1,812	3,350	3,670	3,670	900	-	-75%
Capital outlay	-	-	-	-	-	-	0%
Total	3,473	10,630	5,170	4,755	6,900	-	33%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
City Clerk	3,473	10,630	5,170	4,755	6,900	-	33%
Total	3,473	10,630	5,170	4,755	6,900	-	33%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	3,473	10,630	5,170	4,755	6,900	-	33%
Total	3,473	10,630	5,170	4,755	6,900	-	33%

This page was intentionally left blank.



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 2020/2021 Annual Operating Budget

Department: Finance

All Divisions

Workload Indicators	Actual		Estimated	Proposed
	2017/2018	2018/2019	Actual 2019/2020	
Financial Management				
State mandated reports	8	8	8	8
Audits (including pre-award)	5	5	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	48	60	60	60
Deposits/revenues	700/\$30m	700/\$25m	700/\$25m	700/\$25m
Accounts receivable billings	7,000	7,000	7,500	7,500
Development Trust Accounts	47	56	68	68
Payable checks processed	2,733/\$13m	3,187/\$12.2m	3,187/\$14m	3,187/\$14m
Business license applications	185	183	174	175
Bad checks recovered	35/\$5,900	23/\$8,400	36/\$13,107	35/\$14,000
Payroll				
Payroll transactions processed	3,694/\$9.5m	3,376/\$9.5m	3,376/\$10.0m	3,376/\$10.0m
Processed payroll (FT/PT)	76/175	76/172	78/178	78/178
Action forms processed (FT)	129	155	166	166
New hire orientation	16	18	20	20
State and Federal reports	60	60	60	60
Reports to other outside agencies	135	135	135	135
Utility Billing				
Counter and telephone	18,800	18,850	18,900	18,900
Bills issued	22,704	22,755	22,760	22,760
Liens filed/released	12	16	16	16
Discovery of non-paying users	8	3	3	3
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	38	35	75	80

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 Budget
Assistant City Manager/Director of	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.5	1.5	1.5	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.5	3.0	3.0	2.0	0.0	-33%
Accounting Assistant I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Total	6.1	6.6	6.6	6.6	6.6	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Department Budget
Finance

Department Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	702,359	745,892	792,555	753,952	915,646	-	16%
Materials and supplies	6,824	10,605	11,100	4,174	11,050	-	0%
Contract Services	29,229	31,040	40,323	24,590	40,254	-	0%
Overhead	43,518	44,736	44,736	-	44,736	-	0%
Other expense	14,118	8,950	12,269	5,855	10,735	-	-13%
Capital outlay	5,157	2,816	2,628	6,935	-	-	-100%
Total	801,205	844,039	903,611	795,506	1,022,421	-	13%

Department Budget by Division	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Financial Management	447,282	487,894	429,009	434,234	482,785	-	13%
Utility Billing	353,923	356,145	474,602	361,272	539,636	-	14%
Total	801,205	844,039	903,611	795,506	1,022,421	-	13%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	445,455	485,842	426,807	432,053	480,427	-	13%
Water Enterprise Fund	173,978	177,391	236,976	180,688	269,493	-	14%
Sewer Enterprise Fund	179,945	178,754	237,626	180,584	270,143	-	14%
Parking District Fund	1,827	2,045	2,202	2,181	2,358	-	7%
Equipment Replacement Fund	-	7	-	-	-	-	0%
Total	801,205	844,039	903,611	795,506	1,022,421	-	13%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Finance

Division: Financial Management

2019/2020 REVIEW

- Successfully completed several audits including State court revenue, 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 collection of delinquent assessments.
- Calculated payoffs of 1915 Act Bond assessments as requested.
- Managed City's IRS Section 457 Deferred Compensation Plans.
- Administered the City's CalPERS Retirement plans.
- Revised budget according to City Council actions.
- 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.
- Attended NCCSIF Board of Directors meetings
- Facilitated six Measures H/L Sales Tax Committee Meetings.
- Continued efforts in refinancing the 2006 Wastewater Revenue Bonds to reduce the overall costs of the financing.
- Attended PARSAC Finance Subcommittee and Transition Committee meetings
- Assisted with the creation and implementation of the Voluntary Separation Incentive Program (VSIP).
- Hired and trained a new part-time Accountant to prepare monthly invoices to Caltrans.

2020/2021 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.
- 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 actions.
- Successfully complete mandated audits including gas tax, single, TDA, Federal Single, and year-end.
- Pilot online time sheets with the Engineering Division.
- Continue to represent the City at NCCSIF Board of Directors meetings.
- Continue to serve on the PARSAC Finance Subcommittee and Transition Committee.
- 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 monitor the new Downtown Parking District proposal financial performance and recommend any necessary adjustments.
- Refinance the 2006 Wastewater Revenue Bonds.
- Continue update of the Master Fee schedule.
- Continue to provide support for the financing of the Energy Efficiency project.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Perform study of the Orchard Hill Lighting, Landscaping, and Maintenance District (LLMD).

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	2019/2020	2020/2021	Approved	from 19/20
						2020/2021	Budget
Assistant City Manager/Director of	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.4	0.9	0.9	0.9	0.0	0%
Accounting Supervisor	0.4	0.4	0.4	0.4	0.4	0.0	0%
Accounting Assistant II	0.8	1.3	0.8	0.8	0.4	0.0	-50%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.4	0.0	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0.0	0%
Total	2.6	3.1	3.1	3.1	3.1	0.0	0%

Fiscal Year 2020/2021 Annual Operating Budget
Division Budget
Financial Management

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	432,134	471,097	409,421	413,922	462,496	-	13%
Materials and supplies	-	123	100	100	90	-	-10%
Contract Services	10,532	12,437	16,473	17,175	18,104	-	10%
Overhead	-	-	-	-	-	-	0%
Other expense	2,896	3,293	2,139	2,139	2,095	-	-2%
Capital outlay	1,720	944	876	898	-	-	-100%
Total	447,282	487,894	429,009	434,234	482,785	-	13%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Financial Analysis	268,369	292,736	257,405	260,540	289,671	-	13%
Accounts Payable/Receivable	134,185	146,368	128,703	130,270	144,836	-	13%
Bond Administration	35,783	39,032	34,321	34,739	38,623	-	13%
Mandated Reporting	8,946	9,758	8,580	8,685	9,656	-	13%
Total	447,282	487,894	429,009	434,234	482,785	-	13%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
General Fund							
Discretionary Revenues	445,455	485,842	426,807	432,053	480,427	-	13%
Parking District Fund	1,827	2,045	2,202	2,181	2,358	-	7%
Equipment Replacement Fund	-	7	-	-	-	-	0%
Total	447,282	487,894	429,009	434,234	482,785	-	13%

Fiscal Year 2020/2021 Annual Operating Budget

Department: Finance

Division: Utility Billing

2019/2020 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 22,760 utility billing statements.
- Established 75 payment plans for ratepayers who have fallen behind in paying their utility bill.
- Continued implementation of the new five-year water and wastewater rate revenue program.
- Assisted with the completion of the annual State Water Quality Report.
- Continued the Click2Gov software conversion to provide ratepayers with online information and bill pay capability.
- Continued providing support for the water and energy efficiency projects.
- Monitored new State water and wastewater regulations that affect the City billing procedures.

2020/2021 BUDGET

- Issue 22,760 utility billing statements.
- Continue to develop financial incentives for water conservation as required by the State Water Resources Control Board.
- Work with the Public Works Department on meter reading / replacement program to preserve the integrity of the City's water revenues.
- Work with the Public Works Department 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.
- Facilitate a study of the City's water and wastewater Capital Improvement Charges (CICs).
- 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.
- Assist with the completion of the annual State Water Quality Report.
- Continue to provide support for the Water and Energy projects.
- Assist the Public Works Department with locating and correcting water leaks.
- Continue to monitor new State water and wastewater regulations that affect the City billing procedures.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2017/2018	2018/2019	2019/2020	Actual 2019/2020	2020/2021	Approved 2020/2021	from 19/20 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	2.2	2.2	2.2	2.2	1.6	0.0	-27%
Accounting Assistant I	0.0	0.0	0.0	0.0	0.6	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 2020/2021 Annual Operating Budget
Division Budget
Utility Billing

Division Budget by Category	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Personnel	270,225	274,795	383,134	340,030	453,150	-	18%
Materials and supplies	6,824	10,482	11,000	4,074	10,960	-	0%
Contract Services	18,697	18,603	23,850	7,415	22,150	-	-7%
Overhead	43,518	44,736	44,736	-	44,736	-	0%
Other expense	11,222	5,657	10,130	3,716	8,640	-	-15%
Capital outlay	3,437	1,872	1,752	6,037	-	-	-100%
Total	353,923	356,145	474,602	361,272	539,636	-	14%

Division Budget by Program	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Utility Billing	353,923	356,145	474,602	361,272	539,636	-	14%
Total	353,923	356,145	474,602	361,272	539,636	-	14%

Funding Sources	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 Budget
Water Enterprise Fund	173,978	177,391	236,976	180,688	269,493	-	14%
Sewer Enterprise Fund	179,945	178,754	237,626	180,584	270,143	-	14%
Total	353,923	356,145	474,602	361,272	539,636	-	14%

This page was intentionally left blank.

Non-Departmental

This page was intentionally left blank.

Fiscal Year 2020/2021 Annual Operating Budget Non-Departmental

<u>Department Budget by Category</u>	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Revised 2019/2020</u>	<u>Estimated Actual 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Council Approved 2020/2021</u>	<u>% Change from 19/20 Budget</u>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	28,273	29,691	28,500	8,633	28,500	-	0%
Contract Services	169,898	229,792	187,804	86,463	179,804	-	-4%
Overhead	-	-	-	-	-	-	0%
Other expense	3,768,020	3,531,650	4,218,392	4,536,255	4,118,098	-	-2%
Capital outlay	-	-	-	-	-	-	0%
Total	3,966,191	3,791,133	4,434,696	4,631,351	4,326,402	-	-2%

<u>Department Budget by Division</u>	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Revised 2019/2020</u>	<u>Estimated Actual 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Council Approved 2020/2021</u>	<u>% Change from 19/20 Budget</u>
Non-Departmental	3,966,191	3,791,133	4,434,696	4,631,351	4,326,402	-	-2%
Total	3,966,191	3,791,133	4,434,696	4,631,351	4,326,402	-	-2%

<u>Funding Sources</u>	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Revised 2019/2020</u>	<u>Estimated Actual 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Council Approved 2020/2021</u>	<u>% Change from 19/20 Budget</u>
General Fund							
Discretionary Revenues	916,143	777,591	961,083	1,240,131	927,124	-	-4%
Gas Tax Fund	225,183	315,962	291,573	291,639	291,573	-	0%
Measure L Fund	230,622	-	-	-	-	-	0%
Parking District Fund	1,183	(262)	19,739	19,739	20,459	-	4%
Grant Funds	-	27,261	-	-	-	-	0%
Measure J Fund	10,469	(99,037)	(259,997)	(364,975)	(365,014)	-	40%
General CIP Fund	(287,034)	(125,973)	(43,690)	(43,690)	-	-	-100%
LLMD Funds	8,022	8,204	10,338	8,400	9,604	-	-7%
BAD Funds	8,202	8,289	18,047	8,383	28,099	-	56%
Water Enterprise Fund	48,369	185,612	265,654	265,654	330,769	-	25%
Sewer Enterprise Fund	2319734	2,295,866	2,069,374	2,204,464	1,990,448	-	-4%
Measure H Fund	603,381	516,070	1,110,970	1,012,892	1,101,735	-	-1%
General Liability Fund	(183,244)	(110,055)	-	(2,891)	-	-	0%
Economic Impact Reserve	65,161	(8,395)	(8,395)	(8,395)	(8,395)	-	0%
Total	3,966,191	3,791,133	4,434,696	4,631,351	4,326,402	-	-2%

This page was intentionally left blank.

Authorized Staffing

Department Staff by Position	Actual 2017/2018	Actual 2018/2019	Revised 2019/2020	Estimated Actual 2019/2020	Proposed 2020/2021	Council Approved 2020/2021	% Change from 19/20 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	11.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	1.5	0.0	0%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	5.0	5.0	4.0	4.0	4.0	0.0	0%
Police Analyst	1.0	1.0	1.0	1.0	1.0	0.0	0%
Community Services Officer	0.5	1.0	1.0	1.0	0.5	0.0	-52%
Executive Assistant to the Chief of Police	1.0	1.0	1.0	1.0	1.0	0.0	0%
Subtotal	29.0	29.5	27.5	27.5	27.0	0.0	-2%
<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	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	0.0	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%
Subtotal	4.0	4.0	4.0	4.0	4.0	0.0	0%
<i>Engineering Department</i>							
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0	0%
Associate Engineer	2.0	2.0	2.0	2.0	2.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.0	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Engineering Technician	1.0	1.0	1.0	1.0	0.0	0.0	-100%
Water Reclamation Facility Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Water Reclamation Facility Operator IV	1.5	1.5	1.0	1.0	1.0	0.0	0%
Water Reclamation 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 Reclamation Facility Operator II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Water Reclamation Facility Operator I	0.0	0.0	1.0	1.0	0.0	0.0	-100%
Subtotal	14.5	14.5	15.0	15.0	11.1	0.0	-26%

<u>Department Staff by Position</u>	<u>Actual 2017/2018</u>	<u>Actual 2018/2019</u>	<u>Revised 2019/2020</u>	<u>Estimated Actual 2019/2020</u>	<u>Proposed 2020/2021</u>	<u>Council Approved 2020/2021</u>	<u>% Change from 19/20 Budget</u>
<i>Community Services Department</i>							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parks & Facilities Maint. Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Maintenance Worker II	3.0	3.0	3.0	3.0	3.0	0.0	0%
Gold Bug Park Maint. & Operations Spec.	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%
Subtotal	10.5	10.5	10.5	10.5	10.5	0.0	0%
<i>Public Works Department</i>							
Director or Public Works	0.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	1.0	0.0	0.0	0.0	0.0	0.0	0%
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Senior Maintenance Worker	0.5	0.5	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.0	3.5	3.0	3.0	3.0	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%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
Parking Enforcement Officer II	1.0	1.0	1.0	1.0	1.0	0.0	0%
Parking Enforcement Officer I	0.5	0.5	0.5	0.5	0.0	0.0	-100%
Subtotal	14.3	14.8	15.8	15.8	15.4	0.0	-3%
<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	0.0	0.0	-100%
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	-5%
Subtotal	5.0	5.0	5.0	5.0	4.0	0.0	-21%
<i>Finance Department</i>							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.0	1.5	1.5	1.5	0.0	0%
Accounting Supervisor	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accounting Assistant II	3.0	3.5	3.0	3.0	2.0	0.0	-33%
Accounting Assistant I	0.0	0.0	0.0	0.0	1.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.1	0.0	0%
Subtotal	6.1	6.6	6.6	6.6	6.6	0.0	0%
Total All Departments	83.4	84.9	84.4	84.4	78.5	0.0	-7%

This page was intentionally left blank.