

# CITY OF PLACERVILLE



## PROPOSED OPERATING BUDGET FISCAL YEAR 2021/2022



CITY OF PLACERVILLE  
PROPOSED OPERATING BUDGET  
2021/2022

CITY COUNCIL

Dennis Thomas, Mayor  
Kara Taylor, Vice-Mayor  
Patty Borelli  
Jackie Neau  
Michael Saragosa

CITY CLERK

Regina O'Connell

CITY TREASURER

Candace Bernardi

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

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## City of Placerville

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

June 22, 2021

Honorable Mayor and  
Members of the City Council

Re: Fiscal Year 2021-2022 Budget Message

Dear Mayor Thomas and Councilmembers:

I present to you the proposed Operating and Capital Improvement Program Budgets for the City of Placerville for the Fiscal Year 2021-2022. What a difference a year makes. As I approach this year's budget message I reflect back on last year's uncertainty and concern brought on by the Pandemic. It is comforting to see the resiliency and tenacity of our community and our City family that held things together this last year. We are definitely not out of the woods yet. But revenues seem to be recovering nicely at this point and the future looks much brighter than it did one year ago at this time.

Balancing this year's budget was brought on an interesting task as we attempted to shore up some of the positions we lost to early retirement. Those past employees who took advantage of early retirement were seasoned veterans on our staff, and their knowledge and skills are hard to replace. At the same time, we have great young employees who are stepping up to fill that role. Our work on CIP projects continues to move forward with a long list of projects slated for planning and construction this coming year. These are primarily due to Measures H and L that help use improve our infrastructure. We are now in the fifth year of Measure L, and are excited to see some major projects moving forward. With the completion of Spring Street, Mosquito Road, and Upper Broadway, we now move to other projects such as the lower portion of Broadway. In addition, this year's projects include many of our smaller neighborhood streets that have long been in need of repair. We continue to focus on significant infrastructure projects at our Water Reclamation Facility to repair and upgrade outdated equipment and to keep our biggest asset working smoothly. SB1 funding continues to supplement Measure L funding. Due to the pandemic, we postponed our computer replacement program last year and also delayed some vehicle replacement purchases. This year we are in a position not only to continue these programs but to make up for some of the purchase deferred last year.

During the budget process we discussed several items that we want to consider as the year moves forward. These include one additional Police Officer Position, one additional Police Service Assistant position, an additional Administrative Secretary position in the Development Service Department, a replacement vehicle in the Parks Division, and consideration of an additional Analyst Position in the City Manager's office and/or an Assistant Finance Director Position. Although we have recently opened our

first Cannabis Dispensary, we have not included any revenues from Cannabis in this budget. If revenues exceed expectations, Staff will look at mid-year adjustments to these deferrals.

Of the nine positions we lost to the Voluntary Separation Incentive Program (VSIP), this budget shores up several of those positions. Police positions were replaced, Engineering is being shored up with 2 of 3 new positions, and the Finance Department has replaced most of their positions, although some at a lower level. This will enable us to catch up in some areas where projects have been delayed.

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 assist with functions where employee separations took place. One example is Information Technology where we plan to contract some IT services rather than fill the IT Analyst Position.

As mentioned above, one of our Cannabis Businesses has opened up and we expect the second to open this summer. License fees have been paid for both to cover the administration and inspection costs. Cannabis taxes should begin to come in during the first quarter of the fiscal year. These revenues have not been included in this year's budget due to the uncertainty. Assuming revenues are significant through the first half of the year, we will bring back recommendations to fund some of the deferred items mentioned above.

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 we were able to bring back some of the cuts in this area due to Covid-19. However, it should be noted that there were still many deferrals of projects and staffing that were proposed to provide better service to the community.

On May 6, 2021, the City Council held our first budget workshop. At that workshop we reviewed all proposals from staff and added additional proposals from the City Council. On May 20, 2021, staff presented a proposed balanced budget to the Council and took input on from Council and the public. Based on that review, Staff prepared a balanced budget which was presented to the City Council and the public in a public hearing on June 8, 2021. At that meeting, the Council recommended one addition based on a request from the Placerville Fire Safe Council. It was requested and approved by the City Council to provide \$5,000 in funding to the Placerville Fire Safe Council to assist them in providing on-going services to the community to protect us from wild fire.

The budget presented to the Council is a balanced budget for the 2021-2022 Fiscal Year. 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.

As stated, budgeted revenues have recovered from last year's Pandemic Downturn. Based on current projections, we are expecting a 6.54% increase in sales tax for Fiscal Year 2021-2022, and an overall General Fund revenue increase of 10.52%. 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. Budgeted General Fund expenditures estimates increased by 9.74% as we restore some of the services and programs eliminated during the Pandemic. The 2021-2022 \$75,000 planned contingency is funded through current year operations.

This year's normal Capital Outlay budget totals \$238,303 with \$136,608 general fund, \$23,005 from the Water Fund, \$23,646 from the Sewer Fund and \$52,044 from grant funds. These include two new police patrol vehicles, new police vehicle computers, new water meter reading equipment and miscellaneous small equipment for the Public Works Department.

This year's CIP Budget totals \$3,123,070 including streets, water and sewer projects. This includes \$1,535,620 from Measure L and \$723,256 from Measure H. Besides these projects, new software is funded to process building permits and additional work is being done on Downtown parking lots. Two of the major construction projects projected for this year include Lower Broadway and the Mosquito Road Park and Ride (Placerville Station II).

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 2021-2022 General Fund Budget is \$9,769,638 or 10.14% higher than the Fiscal Year 2020-2021 revised budget.

This year's budget includes a 2% Cost of Living Increase for employees. We continue to look at ways to maximize revenues and reduce costs. The second-tier and PEPRA retirement plans continue to produce savings. Retirement costs overall however continue to increase. This year the General Fund is experiencing a \$156,011 increase in pension contributions. Other estimated cost increases include Liability Insurance – 31%, Property Insurance – 20%, and a 7.14% 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. This year we are able to restore some of the non-mandatory training that was eliminated last year.

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. Annual adjustments to water and sewer rates have allowed 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 rates 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 divisions. However, staff has not been able to secure a source of funding for 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 \$218,204, a decrease of \$156,810 due to higher than expected sales tax, 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 Downtown 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 ½ time position last year, and we are proposing not filling that position at this time. Revenues were down this past year due to the pandemic. However, trends over the first quarter of this calendar year appear to be returning to normal. The program contributes over \$40,000 each year for improvements plus \$20,000 set aside for future capital improvements. This year's budget includes over \$40,000 in parking lot improvements to pave and repair the Mooney Parking lot and provide additional maintenance to the Parking Structure. In addition, \$60,000 will be carried over from last year to fund the repaving of 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. With the restoration of some employees lost due to the VSIP program it is our plan that service levels should improve.

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. This year the Council started a Good Governance Program. As part of that program, we plan to implement the adoption of a Strategic Plan this fall. The Strategic Plan will then be used to prepare the budget in the spring. This will create a better process for Council to identify priorities prior to developing the budget. Staff continues to work on proposed housing projects, the Gateway Hotel project, Cannabis businesses and other small commercial development that will bring additional revenue to address our needs. Staff is committed to keeping the City on a fiscally sound basis while maintaining all essential services to the public.

2020-2021 Fiscal Year was extremely challenging. Besides attempting to provide equal services with severely limited resources, we had the additional problem of addressing issues related to the Pandemic. I express my deep gratitude and respect for Assistant City Manager/Director of Finance Dave Warren and his staff for the dedication and work on the budget. In addition each Department Head is to be commended for their sacrifice and dedication to make the City what we are.



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,

A handwritten signature in blue ink that reads "M. Cleve Morris". The signature is written in a cursive, flowing style.

M. Cleve Morris  
City Manager  
City of Placerville

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## **Revenue and Expenditure Summaries**

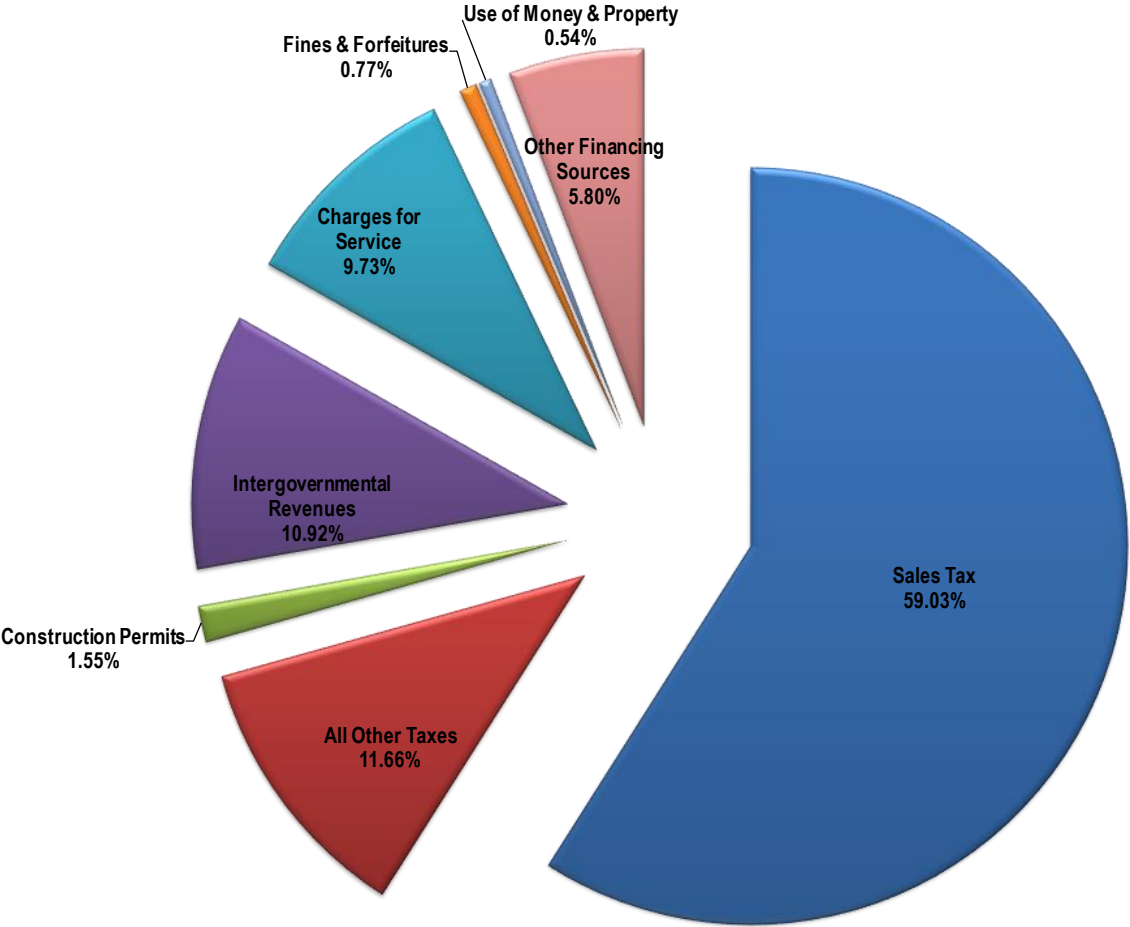
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## Projected General Fund Revenues by Source Fiscal Year 2021/2022

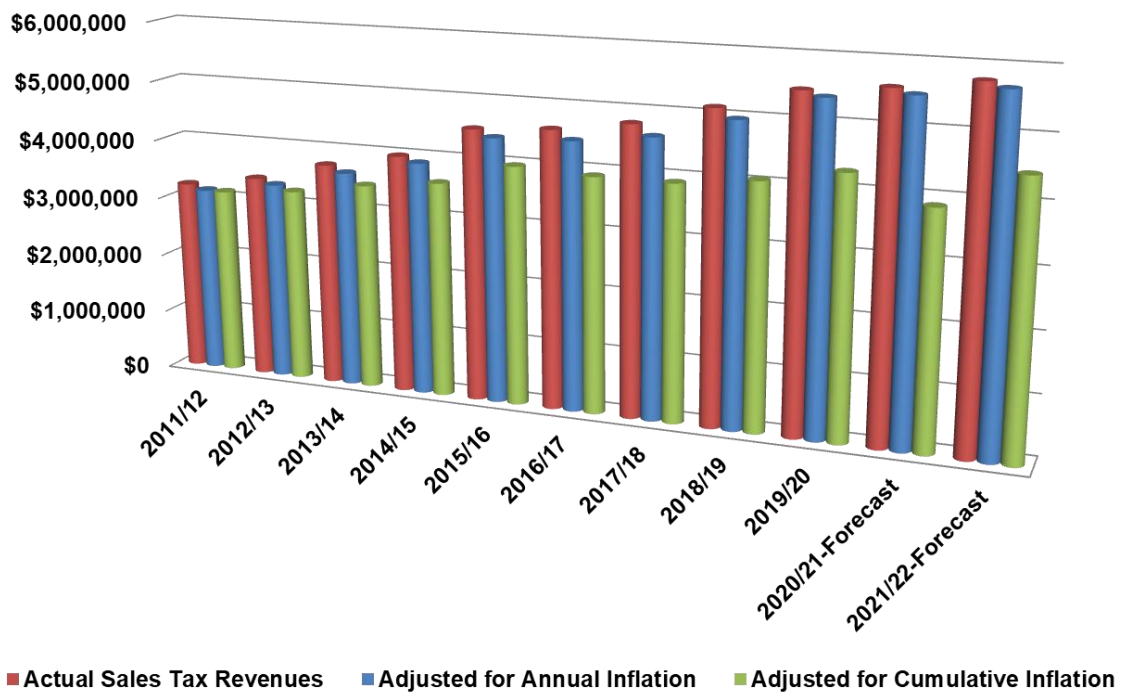
Sales Tax	\$	5,776,840	59.03%
All Other Taxes		1,141,232	11.66%
Construction Permits		152,000	1.55%
Intergovernmental Revenues		1,068,654	10.92%
Charges for Service		951,780	9.73%
Fines & Forfeitures		75,208	0.77%
Use of Money & Property		53,316	0.54%
Other Financing Sources		567,491	5.80%
<b>Total revenues</b>	<b>\$</b>	<b>9,786,521</b>	<b>100.00%</b>

# Projected General Fund Revenues By Source

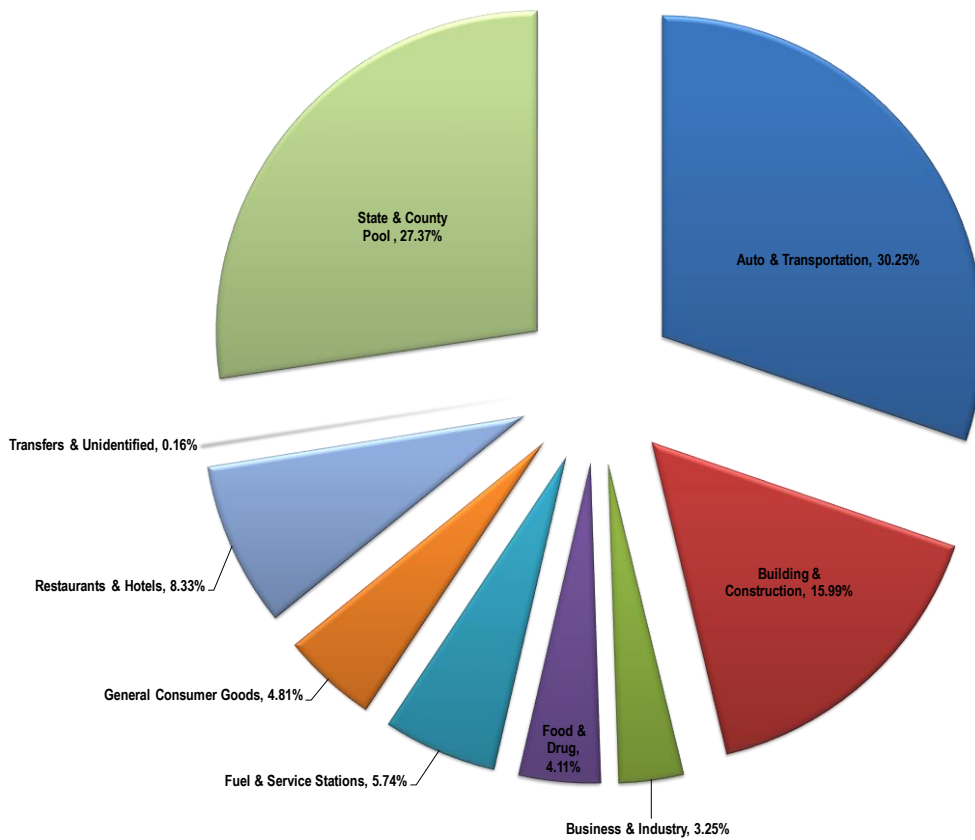
## Fiscal Year 2021/2022



# Local Sales Tax Trend



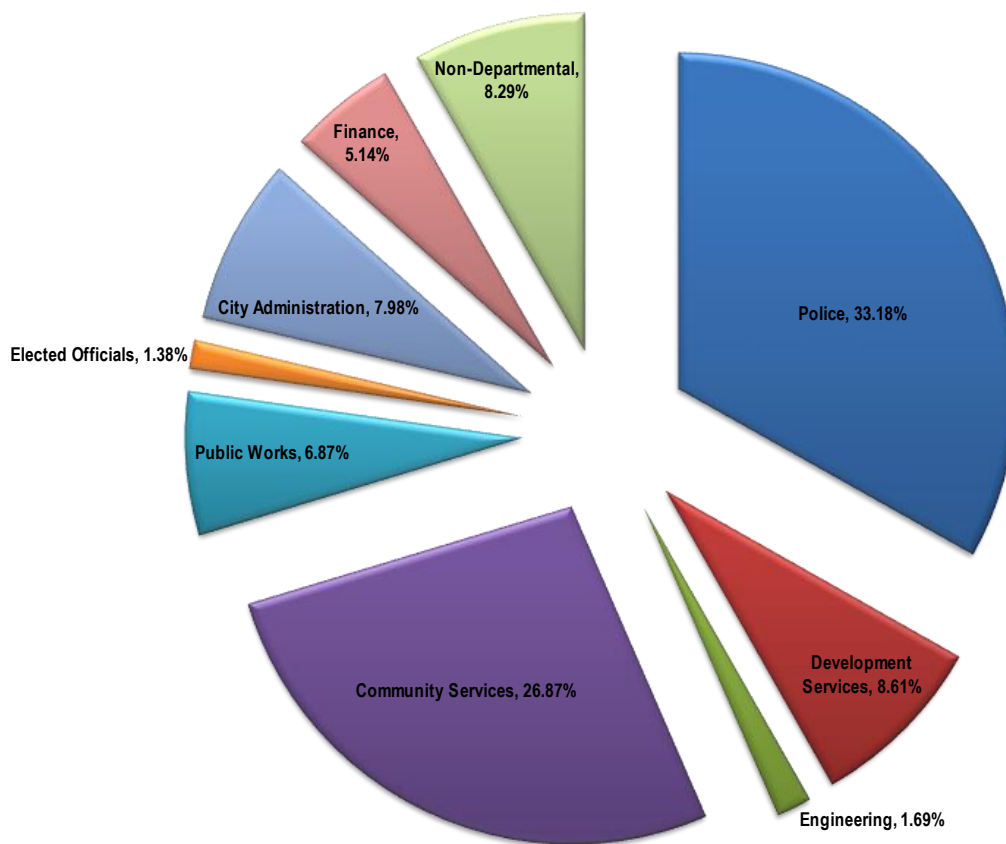
# Sales Tax Revenue Sources for the Quarter ended March 31, 2021



# **Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2021/2022**

Police	\$ 3,241,375	33.18%
Development Services	840,725	8.61%
Engineering	165,022	1.69%
Community Services	2,625,380	26.87%
Public Works	671,451	6.87%
Elected Officials	134,579	1.38%
City Administration	779,793	7.98%
Finance	501,782	5.14%
Non-Departmental	809,531	8.29%
	<hr/>	
<b>Total</b>	<b>\$ 9,769,638</b>	<b>100.00%</b>
	<hr/> <hr/>	

# Proposed General Fund Operating Budget Expenditures & Net Transfers Out by Department Fiscal Year 2021/2022

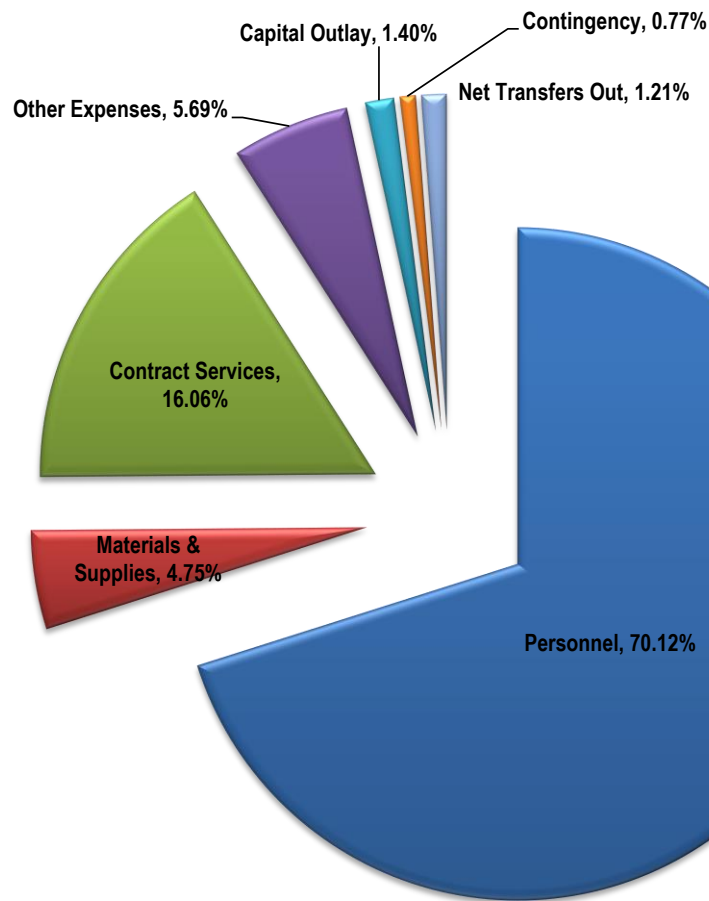




# **Proposed General Fund Operating Expenditures & Net Transfers Out by Category Fiscal Year 2021/2022**

Personnel	\$ 6,850,294	70.12%
Materials & Supplies	464,337	4.75%
Contract Services	1,569,193	16.06%
Other Expenses	555,512	5.69%
Capital Outlay	136,608	1.40%
Contingency	75,000	0.77%
Subtotal expenditures	<u>9,650,944</u>	
Net Transfers Out	<u>(118,694)</u>	1.21%
<b>Total expenditures &amp; transfers in</b>	<b><u><u>\$ 9,769,638</u></u></b>	<b>100.00%</b>

# Proposed General Fund Operating Budget Expenditures and Net Transfers Out by Category Fiscal Year 2021/2022



# Fiscal Year 2021/2022 Proposed Operating Budget

## Summary of Revenues – All Funds

	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Forecast 2020/2021	Proposed 2021/2022
GENERAL FUND					
Sales Tax	\$ 5,134,151	\$ 5,482,507	\$ 5,422,200	\$ 5,601,131	\$ 5,776,840
Taxes - All Other	1,052,578	1,088,889	1,066,014	1,077,644	1,141,232
Licenses and Permits	237,768	143,411	124,220	154,869	152,000
Intergovernmental Revenues	974,173	1,026,635	1,015,692	1,048,077	1,068,654
Charges for Services	903,353	595,080	540,174	376,605	951,780
Fines and Forfeitures	55,572	71,368	66,208	66,671	75,208
Use of Money and Property	119,925	130,429	52,608	35,041	53,316
Other Financing Sources	567,490	567,491	567,491	567,491	567,491
Subtotal	\$ 9,045,010	\$ 9,105,810	\$ 8,854,607	\$ 8,927,529	\$ 9,786,521
GAS TAX FUND					
Gas Tax	\$ 438,002	\$ 459,696	\$ 478,475	\$ 470,965	\$ 500,681
Intergovernmental Revenues	-	-	-	-	-
Use of Money and Property	3,636	6,147	2,000	1,900	1,900
Subtotal	\$ 441,638	\$ 465,843	\$ 480,475	\$ 472,865	\$ 502,581
MEASURE J					
Sales Tax	\$ 1,076,381	\$ 1,096,775	\$ 1,086,735	\$ 1,134,000	\$ 1,207,219
Use of Money and Property	(111)	-	-	-	-
Subtotal	\$ 1,076,270	\$ 1,096,775	\$ 1,086,735	\$ 1,134,000	\$ 1,207,219
MEASURE L					
Sales Tax	\$ 2,192,701	\$ 2,224,192	\$ 2,199,726	\$ 2,268,000	\$ 2,414,438
Use of Money and Property	34,871	54,266	33,286	20,296	20,296
Subtotal	\$ 2,227,572	\$ 2,278,458	\$ 2,233,012	\$ 2,288,296	\$ 2,434,734
WATER ENTERPRISE FUND					
Charges for Services	\$ 2,029,502	\$ 2,231,752	\$ 2,193,971	\$ 2,368,696	\$ 2,320,046
Grants	-	-	-	-	-
Use of Money and Property	4,262	58,115	6,000	15,115	6,959
Subtotal	\$ 2,033,764	\$ 2,289,867	\$ 2,199,971	\$ 2,383,811	\$ 2,327,005
SEWER ENTERPRISE FUND					
Charges for Services	\$ 6,295,107	\$ 6,401,631	\$ 6,341,555	\$ 6,539,429	\$ 6,874,637
Grants	121,766	-	-	-	-
Use of Money and Property	42,692	42,547	35,000	10,766	10,766
Subtotal	\$ 6,459,565	\$ 6,444,178	\$ 6,376,555	\$ 6,550,195	\$ 6,885,403
MEASURE H					
Sales Tax	\$ 1,075,379	\$ 1,098,822	\$ 1,086,735	\$ 1,140,911	\$ 1,207,219
Use of Money and Property	21,649	24,794	15,000	-	6,911
Subtotal	\$ 1,097,028	\$ 1,123,616	\$ 1,101,735	\$ 1,140,911	\$ 1,214,130
PARKING DISTRICT FUND	\$ 310,325	\$ 271,468	\$ 307,998	\$ 199,005	\$ 309,802
GRANT FUNDS	\$ 300,744	\$ 507,870	\$ 520,395	\$ 496,782	\$ 270,356
LLMD FUNDS	\$ 33,373	\$ 32,730	\$ 34,776	\$ 34,526	\$ 34,476
BA/CFD DISTRICT FUNDS	\$ 47,353	\$ 44,211	\$ 46,943	\$ 45,890	\$ 41,475
GENERAL RESERVE FUNDS	\$ -	\$ 50,657	\$ 1,000	\$ 19,599	\$ 73,100
TOTAL REVENUE SOURCES	\$ 23,072,642	\$ 23,711,483	\$ 23,244,202	\$ 23,693,409	\$ 25,086,802
Operating Expenditures	\$ 18,940,395	\$ 20,150,005	\$ 20,107,913	\$ 19,473,703	\$ 21,225,803
Capital Improvement	4,089,448	3,561,478	3,136,289	3,739,741	3,844,116
Reserves and Contingencies	42,799	-	-	479,965	16,883
TOTAL EXPENDITURE USES	\$ 23,072,642	\$ 23,711,483	\$ 23,244,202	\$ 23,693,409	\$ 25,086,802

## Fiscal Year 2021/2022 Proposed Operating Budget Summary of Expenditures by Division and Funding Source


	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Forecast 2020/2021	Proposed 2021/2022
<b>OPERATING EXPENDITURES</b>					
Patrol Services	\$ 3,221,458	\$ 3,236,014	\$ 3,128,500	\$ 2,863,113	\$ 2,791,000
Investigations	206,772	116,490	166,243	135,490	309,411
Police Records / Dispatch	513,247	520,186	653,705	590,658	681,000
Police Administration	895,590	1,003,790	993,770	1,049,218	1,142,746
Planning	173,800	207,432	197,553	203,776	233,334
Building Inspection	240,129	287,427	270,196	261,876	343,344
Engineering	339,571	350,451	299,126	251,379	209,488
Water Reclamation Facility	2,466,700	2,616,942	2,589,115	2,766,892	2,650,271
DSD Administration	228,106	244,969	250,751	253,540	264,047
Parks	660,398	665,286	684,977	596,125	582,267
Recreation	958,052	832,811	779,427	647,450	1,436,366
Facility Maintenance	362,650	315,133	307,423	335,445	364,752
Street & Roads	788,800	667,805	664,646	652,342	690,295
Water & Sewer Lines	977,792	998,440	1,311,723	1,118,184	1,372,034
Water Acquisition & Delivery	701,163	747,527	858,771	868,095	805,732
Downtown Parking	109,323	113,824	120,918	120,989	128,194
CSD Administration	251,107	167,648	251,351	207,204	266,897
City Council and City Treasurer	121,681	118,542	122,811	120,260	134,579
City Attorney	203,224	197,745	70,070	152,274	135,594
City Management	362,980	381,057	383,298	401,495	446,227
Information Services	388,550	428,947	431,476	380,971	345,432
Human Resources	123,500	131,459	132,323	133,667	138,936
Grant Administration	-	-	-	-	-
City Clerk	10,630	3,748	6,900	6,900	2,650
Financial Management	487,894	561,781	482,785	496,681	505,734
Utility Billing	356,145	375,783	539,636	390,259	526,703
Non-Departmental	3,791,133	4,858,768	4,410,419	4,469,420	4,718,770
Total Operating Expenditures	<u>\$ 18,940,395</u>	<u>\$ 20,150,005</u>	<u>\$ 20,107,913</u>	<u>\$ 19,473,703</u>	<u>\$ 21,225,803</u>
<b>FUNDING SOURCES</b>					
General Fund	\$ 9,010,606	\$ 9,057,493	\$ 8,870,585	\$ 8,447,564	\$ 9,769,638
Gas Tax Fund	315,962	390,956	321,573	277,213	289,751
Measure L Fund	-	-	-	-	-
Measure J Fund	1,230,423	1,058,945	1,086,735	1,134,000	1,207,219
Downtown Parking Fund	162,337	181,185	212,837	213,303	224,890
Grant Funds	317,488	418,616	426,093	489,037	270,356
General CIP Fund	(125,973)	(53,690)	-	-	-
LLMD Funds	40,031	51,058	34,776	34,237	34,476
BAD Funds	14,317	13,041	46,943	27,352	41,475
Water Enterprise Fund	1,627,013	1,781,084	2,199,971	2,035,040	2,165,396
Sewer Enterprise Fund	5,637,304	5,799,649	5,731,043	5,722,617	6,023,778
Measure H Fund	516,070	1,362,052	1,101,735	1,101,735	1,207,219
General Liability Fund	36,314	98,011	84,017	-	-
Equipment Replacement Fund	166,898	-	-	-	-
Economic Impact Reserve Fund	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)
Total Funding Sources	<u>18,940,395</u>	<u>20,150,005</u>	<u>\$ 20,107,913</u>	<u>\$ 19,473,703</u>	<u>\$ 21,225,803</u>

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# Table of Contents

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



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# **Public Safety Police**

Provide the City's general law enforcement services using sound police administration practices within the guidelines of current law.

Provide community crime awareness by establishing a partnership with the community and working in a collective effort to solve problems to improve our quality of life while promoting a safer living environment.

Special emphasis shall be placed on enhancing community policing and problem solving strategies including emphasis on effective tactics and planning, rapid deployment to chronic problems and relentless assessment and follow-up to all public safety issues.



# Fiscal Year 2021/2022 Annual Operating Budget

## Department: Police

### All Divisions

Workload Indicators	Actual 2018/2019	Actual 2019/2020	Estimated Actual 2020/2021	Projected 2021/2022
<b>Patrol Services</b>				
Arrests	706	600	768	750
Citations*	1,200	1,000	1,350	1300
Calls for service	22,620	21,000	36,012	36000
Shield hours	1,566	1,856	1,000	1500
Community Oriented Policing Hours	2,000	2,100	2,200	2200
<b>Investigations</b>				
Child Abuse	5	12	12	10
Robberies	8	8	8	8
Reports for investigative follow up	200	200	200	200
Administrative Investigations	3	3	1	4
Background	8	8	8	4
Arson	1	2	2	2
Homicide	0	0	0	0
Narcotics	139	152	150	150
<b>Dispatch / Records / Support</b>				
9-11 Calls	5,644	5,700	5,800	6000
Crime reports	2,213	2,255	2,600	3000
Abatement reports	24	32	26	30
*excludes any parking citations				

Department Staff by Position	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 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	11.0	11.0	11.0	11.0	0.0	0%
Lead Police Services Assistant	0.0	0.0	0.0	0.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0.5	0.0	-67%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	5.0	4.0	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	1.0	1.0	1.0	0.5	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%
<b>Total</b>	<b>29.5</b>	<b>27.5</b>	<b>27.5</b>	<b>27.0</b>	<b>27.0</b>	<b>0.0</b>	<b>-2%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Police

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	4,289,067	4,478,048	4,484,696	4,163,850	4,354,475	-	-3%
Materials and supplies	95,823	99,207	77,465	67,223	128,510	-	66%
Contract Services	205,087	179,023	229,587	255,172	224,970	-	-2%
Overhead	-	-	-	-	-	-	0%
Other expense	24,478	19,258	28,675	32,924	34,342	-	20%
Capital outlay	222,612	100,944	121,795	119,310	181,860	-	49%
<b>Total</b>	<b>4,837,067</b>	<b>4,876,480</b>	<b>4,942,218</b>	<b>4,638,479</b>	<b>4,924,157</b>	<b>-</b>	<b>0%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Patrol Services	3,221,458	3,236,014	3,128,500	2,863,113	2,791,000	-	-11%
Investigations	206,772	116,490	166,243	135,490	309,411	-	86%
Records and Dispatch	513,247	520,186	653,705	590,658	681,000	-	4%
Police Administrative Support	895,590	1,003,790	993,770	1,049,218	1,142,746	-	15%
<b>Total</b>	<b>4,837,067</b>	<b>4,876,480</b>	<b>4,942,218</b>	<b>4,638,479</b>	<b>4,924,157</b>	<b>-</b>	<b>0%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	2,964,733	3,072,233	2,905,540	2,687,244	2,154,935	-	-26%
Measure J	1,329,460	1,382,949	1,451,749	1,388,833	1,413,823	-	-3%
Grants	285,500	301,069	412,698	397,998	1,173,501	-	184%
Fines and Forfeitures	55,572	71,368	66,208	66,671	66,208	-	0%
POST Reimbursement	21,407	18,678	16,375	5,437	26,042	-	59%
Police Services Revenues	34,405	30,183	89,648	92,296	89,648	-	0%
Equipment Replacement Fund	145,990	-	-	-	-	-	0%
<b>Total</b>	<b>4,837,067</b>	<b>4,876,480</b>	<b>4,942,218</b>	<b>4,638,479</b>	<b>4,924,157</b>	<b>-</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Police**

**Division: Patrol**

## 2020/2021 REVIEW

- Estimated 500 physical arrests (excluding cite & release). In the first ¾ of the fiscal year we have made 454 arrests and are projected to hit 600 by the end of the fiscal year.
- Estimate 1,380 citations written for moving/non-moving violations (No parking citations counted). This increase is due to the department receiving an OTS grant allowing us to focus on traffic safety.
- Estimate we will have received approximately 25,000 calls for service (CFS). That is an average of 69 calls per day. Our officers will have written an estimated 2500 crime reports.
- Maintained a tactical team although training was greatly reduced due to the COVID-19 pandemic and short staffing.
- Continued equipment upgrade.
- Updated emergency equipment in patrol vehicles to meet state requirements.
- Hired four (4) new officer positions to fill vacancies due to retirements and an officer leaving for another agency.
- Continued to submit grant applications as they become available
- Coffee with a Cop was held one time in person and twice via Zoom due to the COVID-19 pandemic.
- Conducted special enforcement details targeting illegal activity within the City.
- There were 18 demonstrations/ protests during the first 9 months of this fiscal year. Many of these demonstrations were staffed by PPD officers.

## 2021/22 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 4:20, 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
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Police Sergeant	4.0	4.0	4.0	4.0	4.0	0.0	0%
Police Officer	11.0	10.0	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	1.0	1.0	1.0	0.5	0.5	0.0	-52%
<b>Total</b>	<b>17.0</b>	<b>16.0</b>	<b>16.0</b>	<b>15.5</b>	<b>15.5</b>	<b>0.0</b>	<b>-3%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Patrol

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	2,881,086	3,035,296	2,855,205	2,588,245	2,453,521	-	-14%
Materials and supplies	80,090	83,369	61,105	50,162	100,950	-	65%
Contract Services	50,468	41,494	83,045	96,296	58,000	-	-30%
Overhead	-	-	-	-	-	-	0%
Other expense	17,177	6,358	7,350	9,100	16,669	-	127%
Capital outlay	192,637	69,497	121,795	119,310	161,860	-	33%
<b>Total</b>	<b>3,221,458</b>	<b>3,236,014</b>	<b>3,128,500</b>	<b>2,863,113</b>	<b>2,791,000</b>	<b>-</b>	<b>-11%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Patrol Services	3,114,818	3,123,676	2,937,417	2,688,308	2,670,778	-	-9%
Community Services	21,873	19,272	28,174	10,836	1,550	-	-94%
Property / Evidence	84,767	93,066	162,909	163,969	118,672	-	-27%
<b>Total</b>	<b>3,221,458</b>	<b>3,236,014</b>	<b>3,128,500</b>	<b>2,863,113</b>	<b>2,791,000</b>	<b>-</b>	<b>-11%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	1,727,618	1,773,421	1,460,570	1,350,567	531,059	-	-64%
Measure J	964,398	1,041,295	1,083,001	950,144	904,542	-	-16%
Grants	285,500	301,069	412,698	397,998	1,173,501	-	184%
Fines and Forfeitures	55,572	71,368	66,208	66,671	66,208	-	0%
POST Reimbursement	21,407	18,678	16,375	5,437	26,042	-	59%
Police Services Revenues	34,405	30,183	89,648	92,296	89,648	-	0%
Equipment Replacement Fund	132,558	-	-	-	-	-	0%
<b>Total</b>	<b>3,221,458</b>	<b>3,236,014</b>	<b>3,128,500</b>	<b>2,863,113</b>	<b>2,791,000</b>	<b>-</b>	<b>-11%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Police**

**Division: Investigations**

## 2020/2021 REVIEW

- Burglary reports are coming in about average over a 3 year period. Fifty-seven is the 3 year average and as of March 2021 there are 47 reported burglaries.
- Estimated dollar value amount of property reported stolen for 2020 was \$617,118. Estimated value of property recovered for 2019 is \$239,112, equating to 39% property value recovered. This is a decrease from the previous year.
- The average registered sex offenders have increased to 43, from 35 in 2020. 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.
- Handled major death investigation, involving multiple agencies.
- Continued 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

## 2021/22 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
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Police Officer	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Investigations

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	205,795	111,264	159,693	124,440	278,163	-	74%
Materials and supplies	879	1,200	1,500	1,500	3,250	-	117%
Contract Services	98	691	500	2,500	4,000	-	700%
Overhead	-	-	-	-	-	-	0%
Other expense	-	1,240	4,550	7,050	3,998	-	-12%
Capital outlay	-	2,095	-	-	20,000	-	0%
<b>Total</b>	<b>206,772</b>	<b>116,490</b>	<b>166,243</b>	<b>135,490</b>	<b>309,411</b>	<b>-</b>	<b>86%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Crime Scene Investigations	206,772	116,490	166,243	135,490	309,411	-	86%
<b>Total</b>	<b>206,772</b>	<b>116,490</b>	<b>166,243</b>	<b>135,490</b>	<b>309,411</b>	<b>-</b>	<b>86%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	120,038	72,316	101,534	75,514	133,055	-	31%
Measure J	86,734	44,174	64,709	59,976	176,356	-	173%
Equipment Replacement Fund	-	-	-	-	-	-	
<b>Total</b>	<b>206,772</b>	<b>116,490</b>	<b>166,243</b>	<b>135,490</b>	<b>309,411</b>	<b>-</b>	<b>86%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Police**

**Division: Records and Dispatch**

## 2020/2021 REVIEW

- Received 5,583 911 calls in our dispatch center, an average of 465 calls per month for the calendar year. This is about our average during the calendar year.
- Responded to approximately 8,000 in person/telephone customers at our front counter consuming several minutes per contact.
- Processed approximately 2,400 crime/incident reports.
- Completed upgrade of Vesta, the 911 answering system through CA OES funding, which included update training for all Dispatcher Recorder Technicians (DRTs).
- Continued the installation of the NG91, 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 25,000 calls for service.
- Continued to recruit, test and hire for vacant DRT position, utilizing social media and other online resources.
- Purged appropriate records and property in accordance with state law and retention procedures.
- Conducted nearly 800 live scan sessions involving arrest bookings, youth league coaches, and employment background checks.
- Dispatched approximately 25,000 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 4,600 pieces of evidence.
- Completed DOJ CJIS/NCIC Audit, with an "in compliance" rating for 2020.
- On-going training of all support service staff.
- Continued our strong Tobacco Prevention Program in schools with Tobacco Grant Funds
- Implemented NIBRS reporting to DOJ
- On-going RIPA and SB 384 (290 tiered registration)

## 2021/2022 BUDGET

- Prepare staff and roll out RIPA and SB 384 changes.
- Continue to work with department staff in an effort to comply with on-going training requirements for our Dispatchers.
- Continue our on-going effort to comply with on-going training requirements for our records staff.
- Create and maintain a perpetually current eligibility list for DRTs 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.
- Maintain strong social media presence
- Work with schools and businesses to further enhance tobacco prevention program

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Lead Police Services Assistant	0.0	0.0	0.0	0.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0.5	0.0	-67%
Senior Police Dispatcher/Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher/Records Tech.	5.0	4.0	4.0	4.0	4.0	0.0	0%
<b>Total</b>	<b>7.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Records and Dispatch**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	476,763	479,541	613,743	550,696	633,710	-	3%
Materials and supplies	1,549	1,807	2,610	2,611	7,610	-	192%
Contract Services	30,570	31,117	32,252	32,251	35,780	-	11%
Overhead	-	-	-	-	-	-	0%
Other expense	1,163	5,914	5,100	5,100	3,900	-	-24%
Capital outlay	3,202	1,807	-	-	-	-	0%
<b>Total</b>	<b>513,247</b>	<b>520,186</b>	<b>653,705</b>	<b>590,658</b>	<b>681,000</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Records Management	148,714	151,659	161,852	153,513	179,280	-	11%
Dispatch	364,533	368,527	491,853	437,145	501,720	-	2%
<b>Total</b>	<b>513,247</b>	<b>520,186</b>	<b>653,705</b>	<b>590,658</b>	<b>681,000</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	513,247	520,186	653,705	590,658	681,000	-	4%
<b>Total</b>	<b>513,247</b>	<b>520,186</b>	<b>653,705</b>	<b>590,658</b>	<b>681,000</b>	<b>-</b>	<b>4%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Police**

**Division: Police Administration**

## 2020/2021 REVIEW

- Implemented a working Continuity of Operations plan in the event that our critical personnel became infected and/or incapacitated with Covid.
- Recruited, tested and hired all authorized vacant positions within the first 6 months of the fiscal year.
- Successfully secured another grant through the California Office of Traffic Safety totaling \$72,000. This grant provides overtime costs and equipment for enhanced traffic enforcement throughout the city including driving under the influence enforcement.
- Modified our National Night Out activities. We wanted to continue to have that valuable connection to the community. We are pleased to say that we were awarded 1<sup>st</sup> in California based on population and 2<sup>nd</sup> in the nation.
- The PD and our partners continued to investigate the Roman Lopez death investigation. We were able to arrest for prosecution those responsible for his death.
- Received a grant to purchase a Tesla from EDC AQMD. This saved the city a significant amount of funds for vehicle replacement.
- Received a \$56,000 grant for purchase of new computers.
- Managed over 20 instances of civil disturbance/protests during the summer of 2020. This was while the department was experiencing staffing shortages due to Covid-19 infections. We had no reported issues of injuries or property damage as a result.
- Continued professional growth of Command Staff.
- Continued to work in collaboration with our area schools to provide a School Resource Officer.
- Continued to manage the Citizen's Option for Policing (COPS) grant, the CRRP 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. During this year, a memorandum of understanding was approved by the City of Placerville and the El Dorado County Fire Protection District to initiate a feasibility study to build a joint public safety building.
- Continued (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 of Placerville.

## 2021/2022 BUDGET

- Continue to develop our new formal leadership team. We have identified a 12 month goal of continuing Organizational Stability and Staff Development.
- Continue to aggressively seek out 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 to work with the Fire District and the City Engineer on the proposed Public Safety Building project.
- 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 CRRP 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 of Placerville.
- Work with regional emergency response partners to update the city's emergency response plan.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	Proposed 2021/2022	Approved 2021/2022	from 20/21 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%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Police Administration**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	725,423	851,947	856,055	900,469	989,081	-	16%
Materials and supplies	13,305	12,831	12,250	12,950	16,700	-	36%
Contract Services	123,951	105,721	113,790	124,125	127,190	-	12%
Overhead	-	-	-	-	-	-	0%
Other expense	6,138	5,746	11,675	11,674	9,775	-	-16%
Capital outlay	26,773	27,545	-	-	-	-	0%
<b>Total</b>	<b>895,590</b>	<b>1,003,790</b>	<b>993,770</b>	<b>1,049,218</b>	<b>1,142,746</b>	<b>-</b>	<b>15%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Police Department Administration	895,590	1,003,790	993,770	1,049,218	1,142,746	-	15%
<b>Total</b>	<b>895,590</b>	<b>1,003,790</b>	<b>993,770</b>	<b>1,049,218</b>	<b>1,142,746</b>	<b>-</b>	<b>15%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	603,830	706,310	689,731	670,505	809,821	-	17%
Measure J	278,328	297,480	304,039	378,713	332,925	-	10%
Equipment Replacement Fund	13,432	-	-	-	-	-	0%
<b>Total</b>	<b>895,590</b>	<b>1,003,790</b>	<b>993,770</b>	<b>1,049,218</b>	<b>1,142,746</b>	<b>-</b>	<b>15%</b>

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## **Development Services**

Provide current and long-range land use planning services including land use entitlement, permitting services, and code enforcement; building services including construction permitting, plan check, construction inspections, and code enforcement; 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 2021/2022 Annual Operating Budget

## Department: Development Services

### All Divisions

<b>Division Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Estimated Actual 2020/2021<sup>1</sup></b>	<b>Projected 2021/2022</b>
<i>Administration (Hours)</i>				
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	56	
<i>Planning (Projects)</i>				
Discretionary development applications	19	15	16	15
Miscellaneous applications	16	10	34 <sup>2</sup>	10
Housing Element Update/Implementation (hours)	75	180	200	75
Parcel and subdivision maps	0	1	2	1
Inquiries	n/a	n/a	n/a	n/a
Code enforcement cases	12	15	15	15
<i>Building</i>				
Inspections	1,561	1,502	1,277	1,280 <sup>3</sup>
Building permits issued	614	575	452	570
Building Permits finalized	523	579	897 <sup>4</sup>	500
Plan reviews	384	310	392	395
Inquiries/Contacts	n/a	n/a	n/a	n/a
<i>Code Compliance<sup>5</sup></i>				
Code enforcement cases filed	69	97	112	137
Total open code enforcement cases (Planning & Building)	187	281	323	306
Total code enforcement cases closed (Planning & Building)	33	48	55	98
<i>Fire Hazard Abatement<sup>6</sup></i>				
Total code cases filed	--	--	23	25
Total cases open	--	--	54	50
Total code cases closed	--	--	30	30

	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
<b>Department Staff by Position</b>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	0.0	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	0.0	0.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Department Budget**  
**Development Services**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	432,858	522,348	548,675	539,798	615,805	-	12%
Materials and supplies	1,564	1,485	2,250	2,085	2,850	-	27%
Contract Services	204,218	204,413	164,500	174,186	216,500	-	32%
Overhead	-	-	-	-	-	-	0%
Other expense	2,366	3,235	3,075	3,123	5,570	-	81%
Capital outlay	1,029	8,347	-	-	-	-	0%
<b>Total</b>	<b>642,035</b>	<b>739,828</b>	<b>718,500</b>	<b>719,192</b>	<b>840,725</b>	<b>-</b>	<b>17%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Planning	173,800	207,432	197,553	203,776	233,334	-	18%
Building	240,129	287,427	270,196	261,876	343,344	-	27%
DSD Administration	228,106	244,969	250,751	253,540	264,047	-	5%
<b>Total</b>	<b>642,035</b>	<b>739,828</b>	<b>718,500</b>	<b>719,192</b>	<b>840,725</b>	<b>-</b>	<b>17%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	226,875	439,237	439,185	463,871	586,925	-	34%
Planning Fees	172,665	102,508	81,965	36,870	92,800	-	13%
Building Permits	237,768	143,411	124,220	154,869	161,000	-	30%
State Tobacco Grant	4,727	54,672	73,130	63,582	-	-	-100%
<b>Total</b>	<b>642,035</b>	<b>739,828</b>	<b>718,500</b>	<b>719,192</b>	<b>840,725</b>	<b>-</b>	<b>17%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department: Development Services

### Division: Planning

#### 2020/2021 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 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 2020 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.
- Continued to assist with the County Public Health Department's Mosquito undercrossing mural project and coordinate with Caltrans.
- Completing Cycle 6 (2021-2029) Housing Element Update and RHNA determination process (SACOG process) due to HUD by May 15, 2021.
- Contracted with BAE for preparation of a Fair Housing Assessment (FHA) funded through SACOG REAP funding.
- Completed draft update the City's Accessory Dwelling Unit (ADU) zoning ordinance in compliance with AB 881, SB 13, and AB 68.
- 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 and facilitate issuance of three retail cannabis licenses.
- Processed and completed a total of 35 planning permit/entitlement applications of which 19 were discretionary (public hearing).
- The 14 planning permit applications included: 6 site plan review (SPR) applications, 2 variance (VAR) applications, 7 conditional use permit (CUP) applications, 10 special temporary use permit (TUP) applications, 18 outdoor dining temporary use permits, 1 tentative subdivision map time extension and 1 resolution of intent (ROI) zoning change application, more specifically.
- Allowance for short-term rentals within the CBD Zone by TUP approved by Planning Commission on 04-15-21.
- Site Plan Review (SPR20-05) for Gear Tooth Alewerks at 7533 Green Valley Road approved by Planning Commission 04-06-21, under appeal.
- Processing Temporary Use Permit (TUP19-07) for Sourdough & Co. sidewalk dining.
- Processing three zoning code text amendments.
- Reviewed of Formula Business Ordinance.

#### 2021/2022 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/Short-Term 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.
- Hold Council workshop regarding public sidewalk encroachments (signs, merchandise, furniture, etc.) for direction and enforcement.
- Continue code enforcement and abatement of unpermitted parking lots.
- Implement grant-funded (CDGB and IIG) projects including affordable housing projects (Middletown and Mallard Apartments); implementation of SB 2 affordable housing grant; implementation of Civic Lab Technical Assistance Planning Grant (Broadway corridor).
- Preparation and Council review of retail smoking ordinance and City anti-smoking ordinance.
- Coordinate project reviews in coordination with other City departments, and outside public agencies.
- Continue to pursue abatement of zoning code violations bringing unpermitted land use and construction activities into compliance.
- Ordinance revisions to include: A-board/sandwich signs-merchandise-furniture on Main Street sidewalk; vacation rental ordinance; front yard use regulations; subdivision ordinance update; sign ordinance update; home occupation ordinance update; small cell ordinance; creation of an agriculture-commercial zone district; and addition of existing adopted planned development onto the City's official zoning map.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget Planning

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	164,810	180,307	190,303	187,895	223,684	-	18%
Materials and supplies	49	-	200	300	200	-	0%
Contract Services	6,763	24,450	5,000	13,083	5,000	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	2,178	1,627	2,050	2,498	4,450	-	117%
Capital outlay	-	1,048	-	-	-	-	0%
<b>Total</b>	<b>173,800</b>	<b>207,432</b>	<b>197,553</b>	<b>203,776</b>	<b>233,334</b>	<b>-</b>	<b>18%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Planning	173,800	207,432	197,553	203,776	233,334	-	18%
<b>Total</b>	<b>173,800</b>	<b>207,432</b>	<b>197,553</b>	<b>203,776</b>	<b>233,334</b>	<b>-</b>	<b>18%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	1,135	104,924	115,588	166,906	140,534	-	22%
Planning Fees	172,665	102,508	81,965	36,870	92,800	-	13%
<b>Total</b>	<b>173,800</b>	<b>207,432</b>	<b>197,553</b>	<b>203,776</b>	<b>233,334</b>	<b>-</b>	<b>18%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

## Department: Development Services

### Division: Building

#### 2020/2021 REVIEW

- Provided superior customer service regarding information relating to building codes and safety. Increased 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.
- 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.

#### 2021/2022 BUDGET

- Provide superior customer service regarding information relating to building codes and safety. Plan review, building permit and inspection activity may rise significantly for this next fiscal year should pending large multi-family and commercial projects submit for building permits.
- Continue to maximize the benefit of in-house contract building services and improved in-house review by in-house building official/architect.
- Complete inspection process for active projects including single-family residences, new and remodeled commercial sites, and repairs.
- Coordinate project reviews with the Building and Planning 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 software to replace an obsolete spread sheet software program.
- 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, particularly with fire hazards and defensible space requirements.
- Complete review and adoption of the draft Private Sewer Lateral Ordinance.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Building Official	0.0	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Building

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	42,982	109,348	124,740	116,313	150,769	-	21%
Materials and supplies	112	-	650	650	650	-	0%
Contract Services	197,035	176,659	144,000	144,507	191,000	-	33%
Overhead	-	-	-	-	-	-	0%
Other expense	-	1,420	806	406	925	-	15%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>240,129</b>	<b>287,427</b>	<b>270,196</b>	<b>261,876</b>	<b>343,344</b>	<b>-</b>	<b>27%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Building Plan Review/Inspection	240,129	287,427	270,196	261,876	343,344	-	27%
<b>Total</b>	<b>240,129</b>	<b>287,427</b>	<b>270,196</b>	<b>261,876</b>	<b>343,344</b>	<b>-</b>	<b>27%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	-	89,344	72,846	43,425	182,344	-	150%
Building Permits	235,402	143,411	124,220	154,869	161,000	-	30%
State Tobacco Grant	4,727	54,672	73,130	63,582	-	-	-100%
<b>Total</b>	<b>240,129</b>	<b>287,427</b>	<b>270,196</b>	<b>261,876</b>	<b>343,344</b>	<b>-</b>	<b>27%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department: Development Services

### Division: Administration

## 2021/2022 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 2020 Electronic Annual Report (EAR) to CalRecycle.
- Make annual grant application and expenditure reports for the CalRecycle City/County payment Program and provide administrative support.
- Continue to implement 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.
- 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.
- Submitted 2020 Water Rights reports for Lumsden Pond and Big Canyon Creek.
- Administered the COVID-19 temporary use permits for sidewalk and street dining for restaurants.

## 2021/2022 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 the proposed 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 6<sup>th</sup> 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 Reports.
- Update to the solid waste ordinance pursuant to AB 1826 and SB 1383, and revision to the franchise agreement with El Dorado Disposal.
- 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.
- Prepare 2021 Water Rights reports for Lumsden Pond and Big Canyon Creek and submit to the State Water Board.
- Administration of REAP grant funding (two grants), LEAP grant funding (one grant), and SB 2 grant funding.
- Administration of Assist State HCD with the development of an affordable housing project at the former Placerville Armory site.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Director of DSD	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	0.0	0.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Administration

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	225,066	232,693	233,632	235,590	241,352	-	3%
Materials and supplies	1,403	1,485	1,400	1,135	2,000	-	43%
Contract Services	420	3,304	15,500	16,596	20,500	-	32%
Overhead	-	-	-	-	-	-	0%
Other expense	188	188	219	219	195	-	-11%
Capital outlay	1,029	7,299	-	-	-	-	0%
<b>Total</b>	<b>228,106</b>	<b>244,969</b>	<b>250,751</b>	<b>253,540</b>	<b>264,047</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
DSD Administration	228,106	244,969	250,751	253,540	264,047	-	5%
<b>Total</b>	<b>228,106</b>	<b>244,969</b>	<b>250,751</b>	<b>253,540</b>	<b>264,047</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	225,740	244,969	250,751	253,540	264,047	-	5%
Planning Fees	-	-	-	-	-	-	0%
Building Permits	2,366	-	-	-	-	-	0%
<b>Total</b>	<b>228,106</b>	<b>244,969</b>	<b>250,751</b>	<b>253,540</b>	<b>264,047</b>	<b>-</b>	<b>5%</b>

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# 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; encroachment 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 2021/2022 Annual Operating Budget

## Department: Engineering

### All Divisions

Division Budget by Category	2018/2019	2019/2020	Estimated	Proposed 2021/2022
			Actual 2020/2021	
<b>Administration (Hours)</b>				
Engineering Division support	400	200	280	140
Wastewater Division support	300	200	210	140
Interdepartmental support	300	150	210	105
Clerical/Records	200	100	140	70
Special Projects and Permitting	500	250	350	175
City Council/ Measure H-L Committee/ and Misc. Public Meetings	180	201	190	190
<b>Engineering</b>				
Capital Improvement Projects	52	74	82	82
Construction Permits	9	10	12	12
Code Enforcement Cases	4	9	12	12
Site Plan Checks	11	10	13	13
Grading Permits	4	9	8	8
Parcel/Subdivision Map Review	2	0	3	3
Encroachment Permits	57	284	430	430
Transportation Permits	28	32	18	18
Water Applications	3	3	4	4
<b>Wastewater Treatment</b>				
Average million gallons treated per day	1.02 MGD	1.1 MGD	0.94 MGD	0.94 MGD

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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%
Assistant Engineer	0.0	0.0	0.0	0.0	1.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.1	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	0.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	0.0	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	1.0	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	1.0	1.0	0.0	0.0	0.0	-100%
<b>Total</b>	<b>14.5</b>	<b>15.0</b>	<b>15.0</b>	<b>11.1</b>	<b>13.1</b>	<b>0.0</b>	<b>-13%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Engineering

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	1,446,563	1,554,516	1,366,284	1,326,866	1,401,438	-	3%
Materials and supplies	339,767	328,221	355,100	378,304	294,100	-	-17%
Contract Services	697,107	753,503	837,050	979,313	827,154	-	-1%
Overhead	275,932	275,932	275,630	275,932	275,932	-	0%
Other expense	40,342	44,640	54,177	57,856	58,150	-	7%
Capital outlay	6,560	10,581	-	-	2,985	-	0%
<b>Total</b>	<b>2,806,271</b>	<b>2,967,393</b>	<b>2,888,241</b>	<b>3,018,271</b>	<b>2,859,759</b>	<b>-</b>	<b>-1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Engineering	339,571	350,451	299,126	251,379	209,488	-	-30%
Water Reclamation Facility	2,466,700	2,616,942	2,589,115	2,766,892	2,650,271	-	2%
<b>Total</b>	<b>2,806,271</b>	<b>2,967,393</b>	<b>2,888,241</b>	<b>3,018,271</b>	<b>2,859,759</b>	<b>-</b>	<b>-1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	249,514	209,491	218,686	173,292	36,825	-	-83%
Engineering Fees	49,983	102,087	36,088	42,770	128,197	-	255%
Water Enterprise Fund	30,824	26,613	22,176	21,622	22,233	-	0%
Sewer Enterprise Fund	2,475,950	2,629,202	2,611,291	2,780,587	2,672,504	-	2%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>2,806,271</b>	<b>2,967,393</b>	<b>2,888,241</b>	<b>3,018,271</b>	<b>2,859,759</b>	<b>-</b>	<b>-1%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

## Department: Engineering

### Division: Engineering

#### 2020/2021 REVIEW

- Managed daily activities of the Engineering Department and active construction within City right-of-way including delivery of the Upper Broadway Bike Lanes, Western Placerville Interchange, Spring Street, and Mosquito Road projects.
- Provided technical expertise to department staff and other City departments.
- Provided budget management to department staff.
- Implementation of the existing funded Capital Improvement Program (CIP) projects which included oversight of the 46 active CIP projects.
- Implementation of the NPDES Storm Water Management Plan and 7th-year Phase II MS4 with Public Works.
- Continued development and update 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.
- Secured additional funding sources for delivery of environmental, design, and construction of existing City projects.
- Provided plan review and construction inspection of commercial development and residential projects.
- Continued addressment and correction 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.
- Streamlined City encroachment permit process to fully electronic submittal and issuance. Issued 430 encroachment permits.
- Issued 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 refinement of the "Public Works/Engineering Hot Spot List."
- Provided staff support to City Council, Planning Commission, Measures H/L Sales Tax Committee, and support of special meetings as needed.
- Continued update of the City's Traffic Impact Mitigation (TIM) fee program and implementation of SB743.
- Implementation of a City-side Traffic Calming Policy Manual and Program.

#### 2021/2022 BUDGET

- Continue implementation of all funded CIP projects and support of the complete Citywide CIP List of 37 new project for a total of 83 projects for an estimated total value of \$39,524,716.
- Implementation of Fiscal Year 2021-2022 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.
- Streamline the development review process in conjunction with the Development Services and Public Works Departments.
- 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 parking restrictions, traffic speed limits, and frontage improvement requirements.
- Provide construction inspection of subdivision and commercial development projects.
- Provide in-house design, construction management, and inspection of 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 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 transportation projects including Broadway Sidewalks and Maintenance projects and the Placerville Station II Park N'Bus Project.
- Implementation of the Trip to Green Proof of Concept Project on US Highway 50 in fall 2021.

	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
<b>Department Staff by Position</b>							
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%
Assistant Engineer	0.0	0.0	0.0	0.0	1.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.1	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	0.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	0.0	0.0	0.0	-100%
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>3.1</b>	<b>5.1</b>	<b>0.0</b>	<b>-16%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Engineering

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	316,775	320,670	202,429	155,906	129,413	-	-36%
Materials and supplies	4,601	3,306	4,750	3,526	4,750	-	0%
Contract Services	10,947	18,913	90,943	90,943	71,854	-	-21%
Overhead	604	604	302	604	604	-	100%
Other expense	84	554	702	400	1,175	-	67%
Capital outlay	6,560	6,404	-	-	1,692	-	0%
<b>Total</b>	<b>339,571</b>	<b>350,451</b>	<b>299,126</b>	<b>251,379</b>	<b>209,488</b>	<b>-</b>	<b>-30%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Engineering	339,571	350,451	299,126	251,379	209,488	-	-30%
<b>Total</b>	<b>339,571</b>	<b>350,451</b>	<b>299,126</b>	<b>251,379</b>	<b>209,488</b>	<b>-</b>	<b>-30%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	249,514	209,491	218,686	173,292	36,825	-	-83%
Engineering Fees	49,983	102,087	36,088	42,770	128,197	-	255%
Water Enterprise Fund	30,824	26,613	22,176	21,622	22,233	-	0%
Sewer Enterprise Fund	9,250	12,260	22,176	13,695	22,233	-	0%
Equipment Replacement Fund	-	-	-	-	-	-	0%
<b>Total</b>	<b>339,571</b>	<b>350,451</b>	<b>299,126</b>	<b>251,379</b>	<b>209,488</b>	<b>-</b>	<b>-30%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Development Services**

**Division: Water Reclamation Facility**

## 2020/2021 REVIEW

- Successfully operated and maintained the Hangtown Creek Water Reclamation Facility.
- Average daily treatment of 0.94 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.
- Implementation and compliance 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.
- With Public Works, 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.
- Completion of Digester No. 2 Pump Replacement Project (CIP #41801).
- Completion of Modular Treatment Unit #1 Servicing Project (CIP #41901).
- Completion of the Pressure Filter Replacement Project (CIP #42008)
- Implementation of on-going maintenance projects including but not limited to drainage improvements and potable water service supply.

## 2021/2022 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 on implementation of the 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.
- 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 Modular Treatment Unit #2 Servicing Project (CIP #42102).
- Implementation of the Cribbs Lift Station Maintenance Project (CIP #42011).
- Implementation of Secondary Clarifier No. 1 Mechanism Replacement (CIP #42108).
- Implementation of Digester No. 1 Servicing (CIP #42109).
- Develop succession plan for staffing and continued quality of service.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	Proposed 2021/2022	Approved 2021/2022	from 20/21 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	1.0	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	1.0	1.0	0.0	0.0	0.0	-100%
<b>Total</b>	<b>8.5</b>	<b>9.0</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>-11%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Water Reclamation Facility**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	1,129,788	1,233,846	1,163,855	1,170,960	1,272,025	-	9%
Materials and supplies	335,166	324,915	350,350	374,778	289,350	-	-17%
Contract Services	686,160	734,590	746,107	888,370	755,300	-	1%
Overhead	275,328	275,328	275,328	275,328	275,328	-	0%
Other expense	40,258	44,086	53,475	57,456	56,975	-	7%
Capital outlay	-	4,177	-	-	1,293	-	0%
<b>Total</b>	<b>2,466,700</b>	<b>2,616,942</b>	<b>2,589,115</b>	<b>2,766,892</b>	<b>2,650,271</b>	<b>-</b>	<b>2%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Reclamation Facility	2,466,700	2,616,942	2,589,115	2,766,892	2,650,271	-	2%
<b>Total</b>	<b>2,466,700</b>	<b>2,616,942</b>	<b>2,589,115</b>	<b>2,766,892</b>	<b>2,650,271</b>	<b>-</b>	<b>2%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Sewer Enterprise	2,466,700	2,616,942	2,589,115	2,766,892	2,650,271	-	2%
<b>Total</b>	<b>2,466,700</b>	<b>2,616,942</b>	<b>2,589,115</b>	<b>2,766,892</b>	<b>2,650,271</b>	<b>-</b>	<b>2%</b>

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## **Community Services**

Provide the City's; recreation activities; parks, public facilities, and parking 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 2021/2022 Annual Operating Budget

## Department: Community Services

### All Divisions

Workload Indicators	Actual 2018/2019	Actual 2019/2020	Estimated 2020/2021	Projected 2021/2022
<b>Parks Maintenance Hours</b>				
Gold Bug Park	1735.5	1681	600/990	600/990
Lions Park	809.5/721.5	1319	811.5/280	811.5/560
City Park	238/2	441	524	524
Rotary Park	209.5/20	343	446	446
Lumsden Park	285.5/28	315	373	373
Orchard Hill Park	144.5/6	266	327	327
George Duffey Park	88/6	116	217	150
El Dorado Trail/other grounds	734/34.5	1,279	1,400	1,400
Community Gardens	0	0	0	0
Cemeteries	0	0	0	0
Parks General	689.5/44.5	1,210	990	990
Admin	250	250	250	250
<b>Recreation (FT hrs / PT hrs)</b>				
General	4919.5/1445.5	6203/918.75	5606.5/247	5606.5/918
Activity Guide	0	0	0	0
Gold Bug Tours	61.5/5515	1670/3769	912/368	260/5329
Adult Program	474.5	438.5	128.5	438.5
Youth Programs	477.5	421	168	421
Aquatics	1190.5/14374.25	960/9822	560/9822	1190/14374.25
Youth Basketball	886.75/1088	803/952.5	951/0	886.75/1088
Youth Camps	66	39.5	33	66
Adult Basketball	.5/249.5	27.5/156.25	0/0	27.5/156.25
Adult Softball	770.25/811.75	813.25/630.25	621/400	770.25/811.75
Adult Volleyball	0/135.75	31/106.5	0/0	31/135.75
Special Events	10/0	0/0	0/0	10/0
Admin	0	0	0	0
<b>Facilities Maintenance</b>				
City Hall	83.5	141	156	156
Town Hall	471.5/6	320	136	272
Scout Hall	97.5/18	100	128	100
Pool	684.5/55.5	581	542.5	581
Park and Ride	80	124	251	251
Old City Hall	0	0	0	0
Police Department	89.5	127	127	127
Downtown Restroom	87/5	144	87/5	270
Corp Yard	183	320.5	183	265
Admin	250	250	250	250

Department Staff by Position	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
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	0.0	0.0	-100%
Recreation Supervisor	1.5	1.5	1.5	1.5	2.0	0.0	33%
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%
<b>Total Community Services</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.0</b>	<b>0.0</b>	<b>-5%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Community Services

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	1,477,259	1,409,300	1,529,145	1,306,578	1,918,039	-	25%
Materials and supplies	175,023	144,129	147,837	151,013	219,237	-	48%
Contract Services	521,802	338,346	318,809	306,627	449,994	-	41%
Overhead	1,600	-	-	-	-	-	0%
Other expense	42,098	41,653	27,387	22,006	63,012	-	130%
Capital outlay	14,425	47,450	-	-	-	-	0%
<b>Total</b>	<b>2,232,207</b>	<b>1,980,878</b>	<b>2,023,178</b>	<b>1,786,224</b>	<b>2,650,282</b>	<b>-</b>	<b>31%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Parks	660,398	665,286	684,977	596,125	582,267	-	-15%
Recreation	958,052	832,811	779,427	647,450	1,436,366	-	84%
Facilities M & O	362,650	315,133	307,423	335,445	364,752	-	19%
CSD Administration	251,107	167,648	251,351	207,204	266,897	-	6%
<b>Total</b>	<b>2,232,207</b>	<b>1,980,878</b>	<b>2,023,178</b>	<b>1,786,224</b>	<b>2,650,282</b>	<b>-</b>	<b>31%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	1,523,344	1,938,356	1,649,884	1,657,019	1,958,196	-	19%
Orchard Hill/Duffey LLMD	31,827	42,522	25,172	24,015	24,902	-	-1%
Recreation Fees	677,036	-	348,122	105,190	667,184	-	92%
<b>Total</b>	<b>2,232,207</b>	<b>1,980,878</b>	<b>2,023,178</b>	<b>1,786,224</b>	<b>2,650,282</b>	<b>-</b>	<b>31%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Community Services**

**Division: Parks**

## 2020/2021 REVIEW

- Maintained 103 acres of parks, five miles of trails and ten acres of open space.
- Spent approximately 7,118 hours in the maintenance of parks and open space.
- Spent approximately 1,500 hours at Gold Bug Park in both grounds and building maintenance.
- Spent approximately 1,091.5 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 524 hours at City Park to maintain all grounds.
- Spent approximately 446 hours at Rotary Park to maintain all grounds.
- Spent approximately 373 hours at Lumsden Park to maintain all grounds.
- Spent approximately 327 hours at Orchard Hill Park to maintain grounds and landscape areas.
- Spent approximately 2,390 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.
- Worked with local volunteers to decorate Christmas Trees on 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 Stamp Mill and Gift Shop improvements at Gold Bug Park.
- Performed tree trimming/removal work throughout Park System.
- Made improvements to infields and turf at Lions Park.
- Assisted with the removal of illegal camp sites located along the El Dorado Bike Trail.
- Continued Hazard Tree Removal Program.
- Coordinated installation of flower pots on Main Street.

## 2021/2022 BUDGET

- Fill full-time Park Maintenance II position.
- Continue turf management program to improve field turf for safety and aesthetics.
- Focus on fire safe issues in weed and brush removal.
- Plan for Hangtown Creek clearing for better flood control.
- Coordinate with the Day of Service to add mulch to playgrounds and clear trails.
- Add Maintenance staff to cover Gold Bug and field preparation work for softball leagues.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Parks & Facility Maintenance Superintendent	0.7	0.7	0.7	0.7	0.7	0.0	0%
Maintenance Worker II	2.6	2.6	2.6	2.6	2.6	0.0	0%
Gold Bug Park Maint. & Op. Specialist	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Total</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>3.3</b>	<b>0.0</b>	<b>-23%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Parks

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	424,665	467,872	524,743	442,542	393,450	-	-25%
Materials and supplies	42,426	49,733	63,437	59,077	72,300	-	14%
Contract Services	191,364	98,695	95,612	93,671	115,242	-	21%
Overhead	1,600	-	-	-	-	-	0%
Other expense	343	2,588	1,185	835	1,275	-	8%
Capital outlay	-	46,398	-	-	-	-	0%
<b>Total</b>	<b>660,398</b>	<b>665,286</b>	<b>684,977</b>	<b>596,125</b>	<b>582,267</b>	<b>-</b>	<b>-15%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Parks Maintenance	42,483	66,627	41,160	35,616	41,250	-	0%
Lions Park	157,624	156,105	145,780	134,292	168,120	-	15%
Gold Bug Park	118,694	126,683	191,209	128,589	27,052	-	-86%
Rotary Park	37,862	40,597	41,261	32,830	45,005	-	9%
City Park	56,165	61,039	60,100	59,729	66,196	-	10%
Lumsden Park	14,542	17,364	16,358	9,888	19,502	-	19%
Hangtown Creek	-	1,113	5,500	16,159	8,500	-	55%
City Cemeteries	658	309	500	500	500	-	0%
Community Gardens	2,306	832	1,750	1,750	1,750	-	0%
El Dorado Trail	19,106	22,915	27,694	17,197	30,408	-	10%
Orchard Hill/Duffey LLMD	31,827	42,522	25,172	24,015	24,902	-	-1%
Other Grounds	179,131	129,180	128,493	135,560	149,082	-	16%
<b>Total</b>	<b>660,398</b>	<b>665,286</b>	<b>684,977</b>	<b>596,125</b>	<b>582,267</b>	<b>-</b>	<b>-15%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	628,571	622,764	659,805	572,110	557,365	-	-16%
Orchard Hill/Cottonwood LLMDs	31,827	42,522	25,172	24,015	24,902	-	-1%
<b>Total</b>	<b>660,398</b>	<b>665,286</b>	<b>684,977</b>	<b>596,125</b>	<b>582,267</b>	<b>-</b>	<b>-15%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Community Services**

**Division: Recreation**

## 2020/2021 REVIEW

- Offered a Lifeguard Training class to certify new lifeguards in March of 2021.
- Developed new strategies to increase visibility and public awareness of recreation offerings.
- Worked with the Fire Department so they could conduct their in-water rescue training at the Aquatic Center.
- Held a fool's gold hunt at Lions Park and Gold Bug Park.
- Held an on-line Lego camp.
- Offered exercise classes when COVID tiers allowed for it.
- Implemented a Town Hall COVID Phase 3 Reopen Plan, featuring safety/cleanliness/traffic flow/no touch guidelines.
- Opened classes during mid-June to mid-July for Yoga, Qi Gong, Ba-lates (17 participants)
- Implemented an outside exercise program for Yoga at City Park, until such time the wildfire smoke prevented outdoor exercise.
- Opened classes for Yoga, Zumba and Ba-lates (51 students) during Sept through mid-November.
- Researched the use of Zoom exercises classes and determined not to be a financially feasible solution (for City paying an instructor).
- Participated in weekly networking collaborations, roundtables and lunch-n-learns with similar Parks/Recreation agencies throughout California. Collaborations deemed helpful in learning that all of said agencies' programs and activities were similarly impacted by the COVID.
- Updated Leisure Enrichment contracts and activities waivers in collaboration with PARSAC to properly cover new COVID requirements.
- Took advantage of the opportunity to participate in virtual ERGO assessment through PARSAC.
- Offered a DIY Scavenger hunt in the parks for kids.
- Offered a DIY Bingo game in the parks for kids.
- Offered a DIY Fall leaf rubbing in the parks for kids.
- Created COVID guidelines and game modifications for Adult Softball.
- Updated Adult Softball waivers in collaboration with PARSAC to incorporate new COVID requirements.
- Created an online waiver for Adult Softball through Google forms that will be implemented in the spring 2021.
- Conducted one Adult Softball League with approximately 30 teams combined in spring 2021.
- Utilized a new online website called Canva for the creation of flyers for class, sports, aquatics and special events.
- Co-sponsored four Special Events (Fishing Derby, Festival of Lights via zoom, and two Community Clean-Up events).
- Conducted guided tours of Stamp Mill and Blacksmith Shop in November then re-opened in April.
- Accommodated general public self-guided tours of Gold Bug Mine in November then re-opened in April.
- Operated Gift Shop at Gold Bug Park in November then re-opened in April.
- Increased advertising on social media.
- Assisted with film productions at Gold Bug Park.
- Re-set Gold Panning Troughs after pavement was put down under the troughs.
- Installed 3 fans in the Stamp Mill building at Gold Bug Park.
- Conducted annual mine inspections at Gold Bug Park.
- Finished outdoor display in front of Stamp Mill at Gold Bug Park.
- Had annual State pool slide inspection.
- Created COVID guidelines and protocols for different programs areas.
- Re-structured staffing levels to allow for a full time recreation supervisor within aquatics.
- Learned City's new 311 work order program.

## 2021/2022 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.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Supervisor	1.5	1.5	1.5	1.5	2.0	0.0	33%
Recreation Coordinator	1.0	1.0	1.0	1.0	1.0	0.0	0%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>4.0</b>	<b>0.0</b>	<b>14%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Department: Community Services**  
**Division: Recreation**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	729,561	698,684	678,648	567,158	1,176,219	-	73%
Materials and supplies	63,167	34,269	35,988	34,197	81,858	-	127%
Contract Services	111,984	62,258	41,989	28,325	119,952	-	186%
Overhead	-	-	-	-	-	-	0%
Other expense	38,915	36,548	22,802	17,770	58,337	-	156%
Capital outlay	14,425	1,052	-	-	-	-	0%
<b>Total</b>	<b>958,052</b>	<b>832,811</b>	<b>779,427</b>	<b>647,450</b>	<b>1,436,366</b>	<b>-</b>	<b>84%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Special Interest Programs	23,843	18,103	11,720	3,542	21,700	-	85%
Sports Camps and Teams	324,617	335,218	251,645	258,770	478,572	-	90%
Gold Bug Park Admissions	123,643	74,232	96,138	38,697	222,180	-	131%
Aquatics	305,639	186,334	201,337	130,302	434,255	-	116%
Special Events	5,638	2,280	5,171	5,161	10,388	-	101%
General Recreation	174,672	216,644	213,416	210,978	269,271	-	26%
<b>Total</b>	<b>958,052</b>	<b>832,811</b>	<b>779,427</b>	<b>647,450</b>	<b>1,436,366</b>	<b>-</b>	<b>84%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	281,016	832,811	431,305	542,260	769,182	-	78%
Recreation Fees	677,036	-	348,122	105,190	667,184	-	92%
<b>Total</b>	<b>958,052</b>	<b>832,811</b>	<b>779,427</b>	<b>647,450</b>	<b>1,436,366</b>	<b>-</b>	<b>84%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Community Services**

**Division: Facilities Maintenance**

## 2020/2021 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.
- Updated training for the maintenance and operation of the Placerville Aquatics Center.
- Oversaw the CPUC LED lighting project for all City facilities.
- Made on-going repairs to Placerville Station Park and Ride Locking doors.
- Implemented Graffiti Abatement Program.
- Added lockable storage at Corporation Yard.
- Repaired Garbage Bins in Down Town Parking Garage.
- Made on-going repairs at the Down Town Restrooms.

## 2021/2022 BUDGET

- Work with volunteers on Day of Service and Community Clean Up projects.
- Continue virus-related additional cleaning of Town Hall and City Hall by in-house staff.
- Improve recycling efforts in all City facilities.
- Continue oversight of warranty and preventative maintenance of new HVAC systems.
- Development of Park Maintenance Manual for uniformity of maintenance levels at all parks and facilities.
- Work towards the completion of new and ongoing Capital Improvement Projects.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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%
<b>Total</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Facilities Maintenance

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	71,926	75,096	74,403	89,674	81,473	-	10%
Materials and supplies	69,430	60,127	48,412	57,739	65,079	-	34%
Contract Services	218,454	177,393	181,208	184,631	214,800	-	19%
Overhead	-	-	-	-	-	-	0%
Other expense	2,840	2,517	3,400	3,401	3,400	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>362,650</b>	<b>315,133</b>	<b>307,423</b>	<b>335,445</b>	<b>364,752</b>	<b>-</b>	<b>19%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Old City Hall	17,805	7,036	12,325	12,326	12,825	-	4%
New City Hall	83,740	77,384	71,085	77,488	78,675	-	11%
Town Hall	54,635	49,756	48,608	48,965	58,843	-	21%
Scout Hall	14,786	7,645	8,520	9,958	10,981	-	29%
Corporation Yard	18,737	17,495	15,700	15,843	20,600	-	31%
City Pool Facilities	144,995	117,908	128,885	143,273	154,228	-	20%
Public Safety Building	3,858	4,394	2,700	2,973	4,700	-	74%
Downtown Public Restroom	8,796	12,310	4,800	7,691	6,100	-	27%
Mosquito Road Park & Bus	15,298	21,205	14,800	16,928	17,800	-	20%
<b>Total</b>	<b>362,650</b>	<b>315,133</b>	<b>307,423</b>	<b>335,445</b>	<b>364,752</b>	<b>-</b>	<b>19%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	362,650	315,133	307,423	335,445	364,752	-	19%
<b>Total</b>	<b>362,650</b>	<b>315,133</b>	<b>307,423</b>	<b>335,445</b>	<b>364,752</b>	<b>-</b>	<b>19%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Community Services**

**Division: Administration**

## 2020/2021 REVIEW

- Reduced Utility usage at Pool due to COVID shutdown to save funds.
- Reduced entire operating budget by over \$230,000 in response to COVID-19 reductions in service.
- Reduced programming and part time staff to near zero in many program areas.
- Oversaw and completed Old City Hall shoring and bracing project to safeguard against collapse.
- Initiated in-house design and construction of Pickle ball Courts at Lions Park using Grant funding.
- Partnered with Key Club for design and installation of a Community Garden at Duffey Park.
- Coordinated movement of the diving board at the Placerville Aquatics Center.
- Worked with City Council to reduce Main Street closure events.
- Coordinated adjustments to the Farmers Markets held on City property.
- Oversaw completion of magnetic lock project for Benham Park restrooms.

## 2021/2022 BUDGET

- Continue to work on and complete Pickle ball court installation and Tennis Court renovations.
- Work with Key Club to complete MOU for the Community Garden project at Duffey Park.
- Continue work with the Recreation Division to restart programs and classes as COVID restrictions are lowered.
- Complete work to coordinate installation of Monument Garden project on Bedford and Main.
- Complete design work on Meagher House fire safe demonstration project and seek funding.
- Cooperate in design of County Dog Park off Jacquier Way with Eldorado County Parks.
- Continue work to refine Main Street closure events.

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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%
<b>Total Public Services</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget Administration

<u>Department Budget by Category</u>	<u>Actual 2018/2019</u>	<u>Actual 2019/2020</u>	<u>Revised 2020/2021</u>	<u>Estimated Actual 2020/2021</u>	<u>Proposed 2021/2022</u>	<u>Council Approved 2021/2022</u>	<u>% Change from 20/21 Budget</u>
Personnel	251,107	167,648	251,351	207,204	266,897	-	6%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	<u>251,107</u>	<u>167,648</u>	<u>251,351</u>	<u>207,204</u>	<u>266,897</u>	<u>-</u>	6%

<u>Department Budget by Category</u>	<u>Actual 2018/2019</u>	<u>Actual 2019/2020</u>	<u>Revised 2020/2021</u>	<u>Estimated Actual 2020/2021</u>	<u>Proposed 2021/2022</u>	<u>Council Approved 2021/2022</u>	<u>% Change from 20/21 Budget</u>
CSD Administration	251,107	167,648	251,351	207,204	266,897	-	6%
Total	<u>251,107</u>	<u>167,648</u>	<u>251,351</u>	<u>207,204</u>	<u>266,897</u>	<u>-</u>	6%

<u>Department Budget by Category</u>	<u>Actual 2018/2019</u>	<u>Actual 2019/2020</u>	<u>Revised 2020/2021</u>	<u>Estimated Actual 2020/2021</u>	<u>Proposed 2021/2022</u>	<u>Council Approved 2021/2022</u>	<u>% Change from 20/21 Budget</u>
General Fund							
Discretionary Revenues	251,107	167,648	251,351	207,204	266,897	-	6%
Total	<u>251,107</u>	<u>167,648</u>	<u>251,351</u>	<u>207,204</u>	<u>266,897</u>	<u>-</u>	6%



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## **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 2021/2022 Annual Operating Budget

## Department: Public Works

### All Divisions

Workload Indicators	Actual 2018/2019	Actual 2019/ 2020	Est./Actual 2020/ 2021	Proposed 2021/ 2022
<b>Streets and Roads</b>				
Calls for service				
Maintenance hours	3,579.12	2,936.5	4333.5	4,000
Miles of streets maintained				
Flagging	1,508.50	1,274.25	1274.25	2,000
Green waste diverted (tons)	1,065.10	323	1,065.10	1,200
Street Sweeping	767	522	636	800
Parking Lots	72.5	14	19	80
Streets and Roads	0	0	0	0
Storm Drains	957.5	562.5	697.5	800
Sanding	0	0	0	40
Snow Removal	78.3	25	100	100
Streets, signs & markings	853.5	1,358	1100	1,100
Sidewalk, curd & gutter	126	82	75	75
Mechanic	1,362.50	1,426	1966	1640
Service Calls				
USA Digs	452	625	1077	1200
Corp Yard	1,829	944	140	1200
Special Events		0	0	0
Admin				
<b>Water / Sewer</b>				
Calls for service Water	103	26	120	165
Calls for service Sewer	206	9	46	165
Meter replacement				
Water Applications				
Sewer Applications				
Miles of sewer lines				
Water M&O	8,811.41	6,632.50	9597	8000
Sewer M&O	1,710.74	1935	2877.5	4000
Fema		0	0	
Training				
Admin	254	445.5	907	920

	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
<b>Department Staff by Position</b>							
Public Works Director	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	0.0	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	2.0	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.5	3.0	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	0.0	0.0	0.0	-100%
Office Assistant I	0.4	0.4	0.4	0.4	0.4	0.0	0%
<b>Total Community Services</b>	<b>14.8</b>	<b>15.8</b>	<b>15.8</b>	<b>15.4</b>	<b>15.4</b>	<b>0.0</b>	<b>-3%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Public Works

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	1,251,909	1,268,689	1,415,111	1,248,309	1,530,390	-	8%
Materials and supplies	188,824	141,353	825,370	826,874	767,016	-	-7%
Contract Services	858,172	819,627	414,539	383,490	379,464	-	-8%
Overhead	222,618	222,618	222,618	222,618	222,618	-	0%
Other expense	29,077	72,710	74,170	74,068	81,170	-	9%
Capital outlay	26,478	2,599	4,250	4,251	15,597	-	267%
<b>Total</b>	<b>2,577,078</b>	<b>2,527,596</b>	<b>2,956,058</b>	<b>2,759,610</b>	<b>2,996,255</b>	<b>-</b>	<b>1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Streets and Roads	788,800	667,805	664,646	652,342	690,295	-	4%
Water/Sewer Lines	977,792	998,440	1,311,723	1,118,184	1,372,034	-	5%
Water Acquisition & Delivery	701,163	747,527	858,771	868,095	805,732	-	-6%
Downtown Parking	109,323	113,824	120,918	120,989	128,194	-	6%
<b>Total</b>	<b>2,577,078</b>	<b>2,527,596</b>	<b>2,956,058</b>	<b>2,759,610</b>	<b>2,996,255</b>	<b>-</b>	<b>1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	507,099	386,076	324,229	337,220	381,700	-	18%
Gas Tax	246,483	390,956	321,573	277,213	289,751	-	-10%
Benefit Assessment Districts	14,317	4,597	18,844	16,310	18,844	-	0%
Water Enterprise Fund	1,116,445	1,200,488	1,444,107	1,358,618	1,416,633	-	-2%
Sewer Enterprise Fund	562,510	545,479	726,387	627,661	761,133	-	5%
Daily Parking Revenues	99,258	-	2,455	42,230	15,200	-	519%
Leased Parking Revenues	10,065	-	118,463	100,358	112,994	-	-5%
Equipment Replacement Fund	20,901	-	-	-	-	-	0%
<b>Total</b>	<b>2,577,078</b>	<b>2,527,596</b>	<b>2,956,058</b>	<b>2,759,610</b>	<b>2,996,255</b>	<b>-</b>	<b>1%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Public Works**

**Division: Streets and Roads**

## 2020/2021 REVIEW

- Maintained approximately 53 miles of City streets.
- Patched pavement (potholes) 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 .
- Cracked Sealed Lower Main and other City streets.
- Continued to support Engineering on Capital Improvement Projects.
- Assisted with the removal of illegal campsites.
- Refurbished Durapatcher for use on low traffic streets.
- Maintained City Gas and Diesel Fleet.
- Installed Clay Street digital speed sign.
- Continued Street Sign Replacement Program.
- Removed illegal signage and banners.

## 2021/2022 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 during.
- 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 to use the Durapatcher to repair low traffic streets
- Continue to use hot melt crack seal to repair asphalt.
- Continue to support Engineering in inventorying infrastructure.
- Assist Engineering Department on Capital Improvement projects.

	Actual	Actual	Revised	Estimated		Council	% Change
	2018/2019	2019/2020	2020/2021	Actual	Proposed	Approved	from 20/21
Department Staff by Position				2020/2021	2021/2022	2021/2022	Budget
Director of Public Works	0.4	0.4	0.4	0.4	0.4	0.0	0%
Public Works Operations Manager	0.0	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	0.0	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%
<b>Total</b>	<b>3.1</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Streets and Roads

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	341,096	303,927	253,149	276,789	309,556	-	22%
Materials and supplies	114,820	71,786	92,103	92,101	92,103	-	0%
Contract Services	297,867	233,648	282,944	247,102	245,844	-	-13%
Overhead	-	-	-	-	-	-	0%
Other expense	8,539	57,578	34,400	34,299	36,000	-	5%
Capital outlay	26,478	866	2,050	2,051	6,792	-	231%
<b>Total</b>	<b>788,800</b>	<b>667,805</b>	<b>664,646</b>	<b>652,342</b>	<b>690,295</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Street Sweeping	16,982	19,547	25,618	16,794	28,208	-	10%
Curbs, Gutters, and Sidewalks	30,770	45,979	48,250	49,158	54,922	-	14%
Street Signs and Markings	44,334	58,802	57,963	59,152	64,635	-	12%
Storm Drains	31,624	59,423	45,465	45,466	45,465	-	0%
Traffic Signals and Lights	175,371	139,164	163,250	154,850	154,850	-	-5%
Street Sanding/Snow Removal	-	828	7,200	13,940	7,400	-	3%
General Street Maintenance	489,719	344,062	316,900	312,982	334,815	-	6%
<b>Total</b>	<b>788,800</b>	<b>667,805</b>	<b>664,646</b>	<b>652,342</b>	<b>690,295</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	507,099	272,252	324,229	358,819	381,700	-	18%
Gas Tax	246,483	390,956	321,573	277,213	289,751	-	-10%
Benefit Assessment Districts	14,317	4,597	18,844	16,310	18,844	-	0%
Equipment Replacement Fund	20,901	-	-	-	-	-	0%
<b>Total</b>	<b>788,800</b>	<b>667,805</b>	<b>664,646</b>	<b>652,342</b>	<b>690,295</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Public Works**

**Division: Water and Sewer Lines**

## 2020/2021 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.
- Management of 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 the Engineering Department with Mapping of Sewer and Water Lines.
- Responded to emergency water leaks and sewer spills.

## 2021/2022 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, Oil, and, Grease Program.
- Continue Annual Sewer Flushing Program.
- Continue to assist Engineering with mapping of sewer and water lines.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual	Proposed	Approved	from 20/21
				2020/2021	2021/2022	2021/2022	Budget
Director of Public Works	0.6	0.6	0.6	0.6	0.6	0.0	0%
Public Works Operations Manager	0.0	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	2.0	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	3.0	2.5	2.5	2.5	2.5	0.0	0%
Maintenance Worker I	2.5	2.5	2.5	2.5	2.5	0.0	0%
Water Meter Technician	1.0	1.0	1.0	1.0	1.0	0.0	0%
Office Assistant I	0.1	0.1	0.1	0.1	0.1	0.0	0%
<b>Total</b>	<b>9.0</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Water and Sewer Lines

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	728,500	767,068	979,672	784,603	1,027,066	-	5%
Materials and supplies	70,292	63,561	98,010	98,015	101,260	-	3%
Contract Services	33,640	27,819	80,550	82,076	79,250	-	-2%
Overhead	134,021	134,021	134,021	134,021	134,021	-	0%
Other expense	11,339	4,238	17,270	17,269	22,670	-	31%
Capital outlay	-	1,733	2,200	2,200	7,767	-	253%
<b>Total</b>	<b>977,792</b>	<b>998,440</b>	<b>1,311,723</b>	<b>1,118,184</b>	<b>1,372,034</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Lines	415,282	452,961	585,336	490,523	610,901	-	4%
Sewer Lines	562,510	545,479	726,387	627,661	761,133	-	5%
<b>Total</b>	<b>977,792</b>	<b>998,440</b>	<b>1,311,723</b>	<b>1,118,184</b>	<b>1,372,034</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Enterprise Fund	415,282	452,961	585,336	490,523	610,901	-	4%
Sewer Enterprise Fund	562,510	545,479	726,387	627,661	761,133	-	5%
<b>Total</b>	<b>977,792</b>	<b>998,440</b>	<b>1,311,723</b>	<b>1,118,184</b>	<b>1,372,034</b>	<b>-</b>	<b>5%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Public Works**

**Division: Water Acquisition and Delivery**

## 2020/2021 REVIEW

- Completed annual Consumer Confidence water quality report to customers and Department of Health Services.
- 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 the Engineering Department with the Mosquito Road CIP project.
- Assisted the Engineering Department with the Spring Street CIP project.

## 2021/2022 BUDGET

- Complete annual water quality report to customers and California Division of Drinking Water.
- 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
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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%
<b>Total</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>	<b>0%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Water Acquisition and Delivery**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	103,947	111,414	103,667	109,724	108,407	-	5%
Materials and supplies	3,650	5,493	627,882	627,883	566,278	-	-10%
Contract Services	496,497	531,862	17,625	20,891	21,450	-	22%
Overhead	88,597	88,597	88,597	88,597	88,597	-	0%
Other expense	8,472	10,161	21,000	21,000	21,000	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>701,163</b>	<b>747,527</b>	<b>858,771</b>	<b>868,095</b>	<b>805,732</b>	<b>-</b>	<b>-6%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Acquisition & Delivery	701,163	747,527	858,771	868,095	805,732	-	-6%
<b>Total</b>	<b>701,163</b>	<b>747,527</b>	<b>858,771</b>	<b>868,095</b>	<b>805,732</b>	<b>-</b>	<b>-6%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Acquisition & Delivery	701,163	747,527	858,771	868,095	805,732	-	-6%
<b>Total</b>	<b>701,163</b>	<b>747,527</b>	<b>858,771</b>	<b>868,095</b>	<b>805,732</b>	<b>-</b>	<b>-6%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Public Works**

**Division: Downtown Parking**

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## 2020/2021 REVIEW

- Performed maintenance and operations as needed including lighting, signage, patching, striping, and landscape maintenance.

## 2021/2022 BUDGET

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

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

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Downtown Parking**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	78,366	86,280	78,623	77,193	85,361	-	9%
Materials and supplies	62	513	7,375	8,875	7,375	-	0%
Contract Services	30,168	26,298	33,420	33,421	32,920	-	-1%
Overhead	-	-	-	-	-	-	0%
Other expense	727	733	1,500	1,500	1,500	-	0%
Capital outlay	-	-	-	-	1,038	-	0%
<b>Total</b>	<b>109,323</b>	<b>113,824</b>	<b>120,918</b>	<b>120,989</b>	<b>128,194</b>	<b>-</b>	<b>6%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Downtown Parking	109,323	113,824	120,918	120,989	128,194	-	6%
<b>Total</b>	<b>109,323</b>	<b>113,824</b>	<b>120,918</b>	<b>120,989</b>	<b>128,194</b>	<b>-</b>	<b>6%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	-	113,824	-	(21,599)	-	-	0%
Daily Parking Revenues	99,258	-	2,455	42,230	15,200	-	519%
Leased Parking Revenues	10,065	-	118,463	100,358	112,994	-	-5%
<b>Total</b>	<b>109,323</b>	<b>113,824</b>	<b>120,918</b>	<b>120,989</b>	<b>128,194</b>	<b>-</b>	<b>6%</b>

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## **Elected Officials**

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

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

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget:

### Elected Officials

Workload Indicators	Actual 2018/2019	Actual 2019/2020	Estimated	Proposed 2021/2022
			Actual 2020/2021	
Regular City Council Meetings	22	22	22	22
Resolutions	100	106	100	100
Ordinances	5	5	5	5

Department Staff by Position	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
				Actual 2020/2021			
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	0.0	0.0	-100%
Total	6.0	6.0	6.0	6.0	5.0	0.0	-17%

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Elected Officials

<u>Department Budget by Category</u>	<u>Actual</u> <u>2018/2019</u>	<u>Actual</u> <u>2019/2020</u>	<u>Revised</u> <u>2020/2021</u>	<u>Estimated</u> <u>Actual</u> <u>2020/2021</u>	<u>Proposed</u> <u>2021/2022</u>	<u>Council</u> <u>Approved</u> <u>2021/2022</u>	<u>% Change</u> <u>from 20/21</u> <u>Budget</u>
Personnel	95,032	100,150	104,761	102,010	105,729	-	1%
Materials and supplies	863	469	750	750	750	-	0%
Contract Services	14,652	6,191	8,000	8,001	10,000	-	25%
Overhead	-	-	-	-	-	-	0%
Other expense	11,134	9,388	9,300	9,499	18,100	-	95%
Capital outlay	-	2,344	-	-	-	-	0%
Total	<u>121,681</u>	<u>118,542</u>	<u>122,811</u>	<u>120,260</u>	<u>134,579</u>	<u>-</u>	10%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2018/2019</u>	<u>Actual</u> <u>2019/2020</u>	<u>Revised</u> <u>2020/2021</u>	<u>Estimated</u> <u>Actual</u> <u>2020/2021</u>	<u>Proposed</u> <u>2021/2022</u>	<u>Council</u> <u>Approved</u> <u>2021/2022</u>	<u>% Change</u> <u>from 20/21</u> <u>Budget</u>
City Council	119,490	116,344	120,451	119,276	134,579	-	12%
City Treasurer	2,191	2,198	2,360	984	-	-	-100%
Total	<u>121,681</u>	<u>118,542</u>	<u>122,811</u>	<u>120,260</u>	<u>134,579</u>	<u>-</u>	10%

<u>Department Budget by Category</u>	<u>Actual</u> <u>2018/2019</u>	<u>Actual</u> <u>2019/2020</u>	<u>Revised</u> <u>2020/2021</u>	<u>Estimated</u> <u>Actual</u> <u>2020/2021</u>	<u>Proposed</u> <u>2021/2022</u>	<u>Council</u> <u>Approved</u> <u>2021/2022</u>	<u>% Change</u> <u>from 20/21</u> <u>Budget</u>
General Fund							
Discretionary Revenues	121,681	118,542	122,811	120,260	134,579	-	10%
Total	<u>121,681</u>	<u>118,542</u>	<u>122,811</u>	<u>120,260</u>	<u>134,579</u>	<u>-</u>	10%



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# City Administration

Manage the daily operations of the City. Ensure that City Council approved policies are translated into administrative instruction and budgeted programs, and that they are implemented and administered in a manner consistent with the spirit in which they were adopted.

Provide legal advice and services to the City Council and City staff that City actions, staff recommendations, City Council policies, and administrative procedures are undertaken after consideration of sound legal advice. Provide or arrange for appropriate representation for the City in all legal and quasi-judicial proceedings.

Provide the City's human resources and technology support services in a manner that is applicable and responsive to the needs and interests of the City. Provide that City records are preserved and archived.

Provide grant services and administration, economic development administration and implementation.

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

# Fiscal Year 2021/2022 Annual Operating Budget

## Department: City Administration

### All Divisions

	Actual 2018/2019	Actual 2019/2020	Estimated Actual 2020/2021	Proposed 2021/2022			
<b>Workload Indicators</b>							
<b>City Manager (hours)</b>							
Council agenda and meeting prep.	500	624	624	624			
Attend Council meetings	75	84	84	84			
Personnel	500	520	520	520			
Bonds	50	10	10	4			
Intergovernmental relations	150	130	130	130			
Citizen inquiries	150	156	156	220			
Public Works/Engineering CIP's	400	390	390	390			
Claims and litigation	150	156	156	156			
Franchise	50	12	12	12			
Bids and contracts	75	52	52	52			
Special Events	50	24	24	12			
Utility fees	100	52	52	52			
Main Street & Parking	125	150	150	150			
Ordinances and resolutions	150	104	104	104			
Redevelopment	0	0	0	0			
Economic Development	350	300	300	300			
Grant Development and Admin.	40	40	40	40			
Emergency Management	120	250	250	150			
<b>City Attorney (hours)</b>							
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			
<b>Grant Administration (hours)</b>							
Loan Reuse Program	0	0	0	0			
Small Business Loans	0	0	0	0			
Code Enforcement - Citizen Inquiries	0	0	0	0			
Downtown Streetscape-Parking	0	0	0	0			
Grant Development	0	0	0	0			
CEC-ARRA Grant	0	0	0	0			
CDBG 1st-Time Homebuyer/Housing Rehab	0	0	0	0			
<b>City Clerk (#Hrs)</b>							
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 & inquiries	2000/10	2000/10	2000/10	2000/10			
Council Mtg. Attendance	80 hrs.	80 hrs.	80 hrs.	80 hrs.			
Public records requests	300/300	300/300	300/300	300/300			
<b>Human Resources (#hrs)</b>							
Recruitments	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			
<b>Risk Management</b>							
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			
<b>Information Services (% hrs)</b>							
Network administration	20%	20%	20%	70%			
Computer service calls/training	20%	20%	20%	20%			
Project management	30%	30%	30%	10%			
Updating skills/administration	30%	30%	30%	0%			
	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
<b>Department Staff by Position</b>							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	0.0	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	4.0	4.0	0.0	-21%

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### City Administration

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	733,023	813,176	786,985	741,758	719,468	-	-9%
Materials and supplies	1,848	2,716	3,068	3,174	3,568	-	16%
Contract Services	315,535	288,310	207,512	297,764	312,467	-	51%
Overhead	24,205	24,205	24,205	24,205	24,205	-	0%
Other expense	11,166	10,172	2,297	8,406	6,715	-	192%
Capital outlay	3,107	4,377	-	-	2,416	-	0%
<b>Total</b>	<b>1,088,884</b>	<b>1,142,956</b>	<b>1,024,067</b>	<b>1,075,307</b>	<b>1,068,839</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Legal Services	102,989	118,023	70,070	68,788	135,594	-	94%
Litigation	100,235	79,722	-	83,486	-	-	0%
City Manager	362,980	381,057	383,298	401,495	446,227	-	16%
Information Services	388,550	428,947	431,476	380,971	345,432	-	-20%
Human Resources	123,500	131,459	132,323	133,667	138,936	-	5%
Grant Administration	-	-	-	-	-	-	0%
City Clerk	10,630	3,748	6,900	6,900	2,650	-	-62%
<b>Total</b>	<b>1,088,884</b>	<b>1,142,956</b>	<b>1,024,067</b>	<b>1,075,307</b>	<b>1,068,839</b>	<b>-</b>	<b>4%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	696,453	735,481	686,565	718,787	779,793	-	14%
Parking District Fund	51,231	65,822	68,802	65,248	70,917	-	3%
General Liability Fund	100,235	79,722	-	83,486	-	-	0%
State Tobacco Grant	-	-	2,500	-	-	-	-100%
Water Enterprise Fund	116,741	130,711	133,426	90,167	109,053	-	-18%
Sewer Enterprise Fund	124,224	131,220	132,774	117,619	109,076	-	-18%
<b>Total</b>	<b>1,088,884</b>	<b>1,142,956</b>	<b>1,024,067</b>	<b>1,075,307</b>	<b>1,068,839</b>	<b>-</b>	<b>4%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: City Administration**

**Division: City Attorney**

## 2020/2021 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.

## 2021/2022 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.

	Actual	Actual	Revised	Estimated		Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual	Proposed	Approved	from 20/21
Secretary to the City Manager	0.30	0.30	0.30	0.29	0.29	0.00	-5%
Total	0.30	0.30	0.30	0.29	0.29	0.00	-5%

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**City Attorney**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	24,371	26,672	26,070	26,296	27,126	-	4%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	176,896	168,752	44,000	124,986	106,500	-	142%
Overhead	-	-	-	-	-	-	0%
Other expense	1,957	2,321	-	992	1,968	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>203,224</b>	<b>197,745</b>	<b>70,070</b>	<b>152,274</b>	<b>135,594</b>	<b>-</b>	<b>94%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Legal Services	102,989	118,023	70,070	68,788	135,594	-	94%
Litigation	100,235	79,722	-	83,486	-	-	0%
<b>Total</b>	<b>203,224</b>	<b>197,745</b>	<b>70,070</b>	<b>152,274</b>	<b>135,594</b>	<b>-</b>	<b>94%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	102,989	118,023	67,570	68,788	135,594	-	101%
General Liability Reserve	100,235	79,722	-	83,486	-	-	0%
State Tobacco Grant	-	-	2,500	-	-	-	-100%
<b>Total</b>	<b>203,224</b>	<b>197,745</b>	<b>70,070</b>	<b>152,274</b>	<b>135,594</b>	<b>-</b>	<b>94%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: City Administration**

**Division: City Manager**

2020/2021 REVIEW	2021/2022 BUDGET
<ul style="list-style-type: none"> <li>■ Monitored pending and existing legislation.</li> <li>■ Continued to staff PEAC Meetings and Initiatives.</li> <li>■ Developing Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc.</li> <li>■ Monitored Water Reclamation Facility regulatory issues.</li> <li>■ Monitored El Dorado Disposal performance.</li> <li>■ Administered Parking Program. Explore ways to improve program.</li> <li>■ Reviewed and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc.</li> <li>■ Updated and make more interactive City Website.</li> <li>■ Worked with developers of Hotel sites to remove obstacles.</li> <li>■ Proceeded with development of Placerville Station II.</li> <li>■ Monitored State's budget process and other State Legislation.</li> <li>■ Oversaw City budget preparation.</li> <li>■ Monitored Engineering and Public Works Projects.</li> <li>■ Proceeded with joint Feasibility Study with El Dorado County Fire Districted Joint Public Safety Building.</li> <li>■ Reviewed all new hires and personnel forms.</li> <li>■ Reestablished City Newsletter – E-newsletter.</li> <li>■ Negotiated agreement for reuse of Historic City Hall and implement agreement.</li> <li>■ Reviewed potential projects for CDBG funding, consider joint application with County for Housing Rehabilitation.</li> <li>■ Reinstated Neighborhood Chats to improve communication with Citizens.</li> <li>■ Supervised Claims and Litigation.</li> <li>■ Improved Social Media Strategy to better communicate with the public.</li> <li>■ Finalizing and closing out Western Placerville Interchange Phase 2 and Phase 2.2.</li> <li>■ Continued to implement Measure L in coordination with Measure H.</li> <li>■ Researched options to fund mandated Storm Drain Maintenance.</li> <li>■ Monitored Traffic Impact and Water/Sewer CIC charge studies.</li> <li>■ Completed application and proceed with project after successful loan/grant for Johnson Controls WRF Solar Project.</li> <li>■ Monitored State Court House Funding and respond accordingly.</li> <li>■ Continued public outreach and design and development of Clay Street Bridge Replacement and Realignment Project</li> <li>■ Explored options to fund PERS Unfunded pension liability and control pension costs.</li> <li>■ Improved training and update plan for Emergency Operations.</li> <li>■ Pursued funding to implement recommendations of Civic Lab.</li> <li>■ Worked with County to implement solutions to reduce and eliminate homelessness.</li> </ul>	<ul style="list-style-type: none"> <li>■ Monitor pending and existing legislation.</li> <li>■ Continue to staff PEAC Meetings and Initiatives.</li> <li>■ Develop Strategy to look at revenue increasing Initiatives including annexations, development of undeveloped areas, etc.</li> <li>■ Monitor Water Reclamation Facility regulatory issues.</li> <li>■ Monitor El Dorado Disposal performance.</li> <li>■ Administer Parking Program. Explore ways to improve program.</li> <li>■ Review and oversee personnel matters -salaries/ benefits/ discipline, negotiations, etc.</li> <li>■ Continue to look for ways to make more interactive City Website.</li> <li>■ Finalize Gateway Hotel Site.</li> <li>■ Renew Hotel Incentive Program.</li> <li>■ Proceed with development of Placerville Station II.</li> <li>■ Monitor State's budget process and other State Legislation.</li> <li>■ Oversee City budget preparation.</li> <li>■ Monitor Engineering and Public Works Projects.</li> <li>■ Complete with joint Feasibility Study with El Dorado County Fire District Joint Public Safety Building.</li> <li>■ Identify Funding for joint Public Safety Facility.</li> <li>■ Review all new hires and personnel forms.</li> <li>■ Continue with Constant Contact Newsletter, look for ways to expand.</li> <li>■ Negotiate agreement for reuse of Historic City Hall and DA Annex. Implement agreement.</li> <li>■ Work with County on CDBG-CV funding, look at potential Home Key sites/projects.</li> <li>■ Reinstate Neighborhood Chats to improve communication with Citizens.</li> <li>■ Supervise Claims and Litigation.</li> <li>■ Improve Social Media Strategy to better communicate with the public.</li> <li>■ Complete WPI Phase 2.2.</li> <li>■ Continue to implement Measure L in coordination with Measure H.</li> <li>■ Research options to fund mandated Storm Drain Maintenance.</li> <li>■ Complete Traffic Impact and Water/Sewer CIC charge studies.</li> <li>■ Complete application to State for Johnson Controls WRF Solar Project.</li> <li>■ Monitor State Court House Funding and respond accordingly.</li> <li>■ Continue public outreach and design and development of Clay Street Bridge Replacement and Realignment Project</li> <li>■ Explore options to fund PERS Unfunded pension liability and control pension costs.</li> <li>■ Adopt New Emergency Operations Plan.</li> <li>■ Pursue funding for Vegetation Management Program.</li> <li>■ Work with County to implement solutions to reduce and eliminate homelessness.</li> <li>■ Adopt new Personnel Rules and Regulations.</li> <li>■ Complete Broadband Feasibility Study.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	2020/2021	2021/2022	Approved	from 20/21
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	0.67	0.67	0.00	-5%
Total	1.70	1.70	1.70	1.67	1.67	0.00	-2%

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### City Manager

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	326,575	357,382	356,923	364,783	412,452	-	16%
Materials and supplies	1,144	437	-	399	500	-	0%
Contract Services	35,221	22,794	25,900	34,855	32,600	-	26%
Overhead	-	-	-	-	-	-	0%
Other expense	40	444	475	1,458	675	-	42%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>362,980</b>	<b>381,057</b>	<b>383,298</b>	<b>401,495</b>	<b>446,227</b>	<b>-</b>	<b>16%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
City Manager	362,980	381,057	383,298	401,495	446,227	-	16%
<b>Total</b>	<b>362,980</b>	<b>381,057</b>	<b>383,298</b>	<b>401,495</b>	<b>446,227</b>	<b>-</b>	<b>16%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	336,252	341,752	338,348	356,328	398,320	-	18%
Parking District Fund	26,728	39,305	44,950	45,167	47,907	-	7%
<b>Total</b>	<b>362,980</b>	<b>381,057</b>	<b>383,298</b>	<b>401,495</b>	<b>446,227</b>	<b>-</b>	<b>16%</b>



# Fiscal Year 2021/2022 Annual Operating Budget

**Department: City Administration**

**Division: Information Services**

2020/2021 REVIEW	2021/2022 BUDGET
<ul style="list-style-type: none"> <li>■ Provided email and/or phone support to the public regarding our website.</li> <li>■ Provided internal staff support and training on our new website.</li> <li>■ Supported "Planet Press" software to ASP Naviline application.</li> <li>■ Provided computer, projector and audio needs to City Council meetings.</li> <li>■ Explored the Click2Gov applications for Finance Department.</li> <li>■ Provided software and hardware technical support for our parking meters and parking staff throughout downtown Placerville.</li> <li>■ Planned VMware implementation for our City's network.</li> <li>■ Scheduled to have pipes in 4<sup>th</sup> floor computer room wrapped to reduce heat and save on A/C in that room. Will address the safety factor of having the water heater next to the servers in the fourth floor computer room.</li> <li>■ Evaluated which file servers to be replaced next.</li> <li>■ Obtained training on Cradlepoint routers / admin tools.</li> <li>■ Supported new website features.</li> <li>■ Upgraded network topology at PD to eliminate older technologies and support newer technologies.</li> <li>■ Assisted CalNet and Technology Industries with new security camera installation and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide email and/phone support to the public regarding our website.</li> <li>■ Continue providing internal staff support on our website &amp; Facebook page.</li> <li>■ Support "Planet Press" software and printing services on our cloud based Naviline application.</li> <li>■ Provide computer, projector and audio needs to City Council &amp; Planning Commission meetings.</li> <li>■ Upgrade Finance department software to implement bar coding for Utility billing.</li> <li>■ Implement the Click2Gov applications for Finance.</li> <li>■ Provide software and hardware technical support for our parking meters and parking staff throughout Placerville.</li> <li>■ Plan VMware implementation for our City's network.</li> <li>■ Schedule to have pipes in 4<sup>th</sup> floor computer room wrapped to reduce heat and save on A/C in that room. Consider any safety factors of having the water heater next to the servers in the fourth floor computer room.</li> <li>■ Implement new AD server and Police Department server.</li> <li>■ Obtain on Cradlepoint routers / admin tools.</li> <li>■ Support / implement any new website features.</li> <li>■ Support new network technologies at the Police Department such as its new IP Phone system.</li> <li>■ Assist CalNet and Technology Industries with high bandwidth data connection from garage to PPD.</li> <li>■ Maintain new Parking meters.</li> <li>■ Support new Recreation and Parks application (Activenet).</li> <li>■ Assist Parking Attendants with pay stations.</li> <li>■ Install and support new computers throughout the City.</li> <li>■ Look at potential contract for IT backup.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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	0.0	0.0	0.0	-100%
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>-50%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Information Services

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	268,956	304,707	273,629	222,279	145,164	-	-47%
Materials and supplies	573	2,279	3,068	2,775	3,068	-	0%
Contract Services	91,491	91,533	130,112	130,423	170,117	-	31%
Overhead	24,205	24,205	24,205	24,205	24,205	-	0%
Other expense	1,089	1,846	462	1,289	462	-	0%
Capital outlay	2,236	4,377	-	-	2,416	-	0%
<b>Total</b>	<b>388,550</b>	<b>428,947</b>	<b>431,476</b>	<b>380,971</b>	<b>345,432</b>	<b>-</b>	<b>-20%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Information Services	388,550	428,947	431,476	380,971	345,432	-	-20%
<b>Total</b>	<b>388,550</b>	<b>428,947</b>	<b>431,476</b>	<b>380,971</b>	<b>345,432</b>	<b>-</b>	<b>-20%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	123,082	140,499	141,424	153,104	104,293	-	-26%
Parking District Fund	24,503	26,517	23,852	20,081	23,010	-	-4%
Water Enterprise Fund	116,741	130,711	133,426	90,167	109,053	-	-18%
Sewer Enterprise Fund	124,224	131,220	132,774	117,619	109,076	-	-18%
<b>Total</b>	<b>388,550</b>	<b>428,947</b>	<b>431,476</b>	<b>380,971</b>	<b>345,432</b>	<b>-</b>	<b>-20%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: City Administration**

**Division: Human Resources**

2020/2021 REVIEW	2021/2022 BUDGET
<ul style="list-style-type: none"> <li>Continued to seek creative avenues to attract top candidates for positions within City service and City Committees, Commissions and Boards. Coordinated recruitment process for 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.</li> <li>Administered a Human Resources mail code from the Department of Justice to receive Live Scan background and subsequent arrest reports for City employees, Recreation &amp; Parks employees and volunteers.</li> <li>Continued to closely monitor workers compensation claims in coordination with City Manager, City Attorney and third party claims administrators.</li> <li>Coordinated state mandated safety trainings every ten (10) days for the Public Works, Community Services, and Water Reclamation Facility employees.</li> <li>Coordinated State-mandated training for all employees</li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek creative avenues to attract top candidates for positions within City service.</li> <li>Continue to expand low-cost or free training opportunities to City staff through Public Agency Risk Management Association (PARSAC), City of Roseville Academy and other local agencies.</li> <li>Work in conjunction with El Dorado County and the City to develop a regional mentoring program to develop staff for future career opportunities.</li> <li>Expand Safety Program to encourage a safety culture within the City.</li> <li>Work with City's insurance committee to continue to reduce costs of employee health benefits.</li> <li>Work with City Manager and labor groups to approve revised Personnel System Rules and Regulations and work toward Council adoption.</li> <li>Continue to Coordinate State-mandated training for all employees.</li> </ul>

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Human Resource Officer /	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Clerk							
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Human Resources

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	113,121	124,415	130,363	128,400	134,726	-	3%
Materials and supplies	131	-	-	-	-	-	0%
Contract Services	4,647	3,846	1,500	1,500	1,500	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	4,730	3,198	460	3,767	2,710	-	489%
Capital outlay	871	-	-	-	-	-	0%
<b>Total</b>	<b>123,500</b>	<b>131,459</b>	<b>132,323</b>	<b>133,667</b>	<b>138,936</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Human Resources	123,500	131,459	132,323	133,667	138,936	-	5%
<b>Total</b>	<b>123,500</b>	<b>131,459</b>	<b>132,323</b>	<b>133,667</b>	<b>138,936</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	123,500	131,459	132,323	133,667	138,936	-	5%
<b>Total</b>	<b>123,500</b>	<b>131,459</b>	<b>132,323</b>	<b>133,667</b>	<b>138,936</b>	<b>-</b>	<b>5%</b>

## **Fiscal Year 2021/2022 Annual Operating Budget**

***Department: City Administration***

***Division: Grant Administration***

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

# Fiscal Year 2021/2022 Annual Operating Budget

Department: City Administration

Division: Grant Administration

Department Budget by Category	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	-	-	-	-	-	-	0%
Overhead	-	-	-	-	-	-	0%
Other expense	-	-	-	-	-	-	0%
Capital outlay	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Department Budget by Category	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
Grant Administration	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Department Budget by Category	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
General Fund							
Discretionary Revenues	-	-	-	-	-	-	0%
Grant Funds	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: City Administration**

**Division: City Clerk**

<b>2020/2021 REVIEW</b> <ul style="list-style-type: none"><li>■ Continued to prepare the agendas and minutes of all regular and special City Council meetings.</li><li>■ Continued document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.</li><li>■ 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.</li><li>■ Continued to transfer paper records from the City Hall to off-site storage of permanent documents and shredding of non-record documents.</li><li>■ Continued to track Statement of Economic Interest filers for annual, assuming office, and leaving office statements for 50+ filers.</li><li>■ Responded to requests for Public Information within a timely manner.</li><li>■ Administered the opening, notification, application, interviewing process and appointment process for City committees, commissions and board's vacancies and unexpired terms.</li><li>■ Scheduled biennial Ethics Training for all Form 700 filers.</li></ul>	<b>2021/2022 BUDGET</b> <ul style="list-style-type: none"><li>■ Continue a comprehensive program of identification and preservation of vital and historic City documents in accordance with the State Retention Schedule.</li><li>■ Continue document processing and follow-up of all items approved by the City Council and attend all regularly scheduled City Council meetings.</li><li>■ 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.</li><li>■ Continue to inventory all paper records and relegate to either off-site storage of permanent documents, document imaging of records within our retention schedule, and shredding of non-record documents.</li><li>■ Continue to track Statement of Economic Interest filers for annual, assuming office and leaving office statements for 50+ filers.</li><li>■ Develop Records Retention and Management Training program for City's Administrative Secretaries and Executive Assistant to the Chief of Police to develop a City-wide, cohesive records management program.</li><li>■ Work in conjunction with El Dorado County and the City of Roseville Employee Development Academy to develop a regional mentoring program to develop staff for future career opportunities in anticipation of the retirement wave in the five to seven year horizon.</li><li>■ Continue to respond to a large volume of Public Information Act requests.</li><li>■ Finalize the City's entire legislative history of Resolutions from 1900 to present to be shared on the City's website.</li><li>■ Continue the process of converting City records into a digital format, as time allows.</li></ul>
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**Fiscal Year 2021/2022 Annual Operating Budget**  
**Department: City Administration**  
**Division: City Clerk**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	-	-	-	-	-	-	0%
Materials and supplies	-	-	-	-	-	-	0%
Contract Services	7,280	1,385	6,000	6,000	1,750	-	-71%
Overhead	-	-	-	-	-	-	0%
Other expense	3,350	2,363	900	900	900	-	0%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>10,630</b>	<b>3,748</b>	<b>6,900</b>	<b>6,900</b>	<b>2,650</b>	<b>-</b>	<b>-62%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
City Clerk	10,630	3,748	6,900	6,900	2,650	-	-62%
<b>Total</b>	<b>10,630</b>	<b>3,748</b>	<b>6,900</b>	<b>6,900</b>	<b>2,650</b>	<b>-</b>	<b>-62%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	10,630	3,748	6,900	6,900	2,650	-	-62%
<b>Total</b>	<b>10,630</b>	<b>3,748</b>	<b>6,900</b>	<b>6,900</b>	<b>2,650</b>	<b>-</b>	<b>-62%</b>



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# Finance

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

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Finance**

**All Divisions**

<b>Workload Indicators</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>
<b>Financial Management</b>				
State mandated reports	8	8	8	8
Audits (including pre-award)	5	5	5	5
Special Projects / Analysis	90	90	90	90
Grant Reporting	60	60	60	60
Deposits/revenues	700/\$25m	700/\$25m	700/\$25m	700/\$25m
Accounts receivable billings	7,000	7,500	7,500	8,000
Development Trust Accounts	56	68	68	68
Payable checks processed	3,187/\$12.2m	3,187/\$14m	3,187/\$14m	3,187/\$14m
Business license applications	183	174	220	210
Bad checks recovered	23/\$8,400	36/\$13,107	35/\$14,000	35/\$14,000
<b>Payroll</b>				
Payroll transactions processed	3,376/\$9.5m	3,376/\$10.0m	2,658/\$6.63m	3,376/\$10.0m
Processed payroll (FT/PT)	76/172	78/178	78/172	78/178
Action forms processed (FT)	155	166	158	166
New hire orientation	18	20	13	20
State and Federal reports	60	60	30	60
Reports to other outside agencies	135	135	135	135
<b>Utility Billing</b>				
Counter and telephone	18,850	18,900	18,950	18,950
Bills issued	22,755	22,760	22,800	22,800
Liens filed/released	16	16	19	19
Discovery of non-paying users	3	3	2	2
State mandated reports	2	2	2	2
Judgements Placed	-	-	-	-
Payment plans established	35	75	25	25

<b>Department Staff by Position</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.5	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	3.5	3.0	3.0	3.0	2.0	0.0	-33%
Accounting Assistant I	0.0	0.0	0.0	1.0	1.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0.0	-100%
<b>Total</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>7.6</b>	<b>6.5</b>	<b>0.0</b>	<b>-2%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Department Budget

### Finance

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	745,892	829,114	915,646	789,372	873,382	-	-5%
Materials and supplies	10,605	9,430	11,050	9,535	11,100	-	0%
Contract Services	31,040	31,684	40,254	31,828	44,880	-	11%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	8,950	10,867	10,735	11,469	12,995	-	21%
Capital outlay	2,816	11,733	-	-	45,344	-	0%
<b>Total</b>	<b>844,039</b>	<b>937,564</b>	<b>1,022,421</b>	<b>886,940</b>	<b>1,032,437</b>	<b>-</b>	<b>1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Financial Management	487,894	561,781	482,785	496,681	505,734	-	5%
Utility Billing	356,145	375,783	539,636	390,259	526,703	-	-2%
<b>Total</b>	<b>844,039</b>	<b>937,564</b>	<b>1,022,421</b>	<b>886,940</b>	<b>1,032,437</b>	<b>-</b>	<b>1%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	485,842	559,981	480,427	494,363	501,782	-	4%
Water Enterprise Fund	177,391	187,566	269,493	194,966	262,524	-	-3%
Sewer Enterprise Fund	178,754	188,217	270,143	195,293	264,179	-	-2%
Parking District Fund	2,045	1,800	2,358	2,318	3,952	-	68%
Equipment Replacement Fund	7	-	-	-	-	-	0%
<b>Total</b>	<b>844,039</b>	<b>937,564</b>	<b>1,022,421</b>	<b>886,940</b>	<b>1,032,437</b>	<b>-</b>	<b>1%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Finance**

**Division: Financial Management**

## 2020/2021 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.
- 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.
- Chaired NCCSIF Board of Directors and Executive Committee 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/CIRA Finance Subcommittee and Transition Committee meetings
- Assisted with the implementation of the Voluntary Separation Incentive Program (VSIP).
- Hired and trained a two new Accounting Assistants and one Accounting Supervisor position.
- Appointed and trained new City Treasurer/Accountant.

## 2021/2022 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 Department.
- Continue to chair the NCCSIF Board of Directors and Executive Committee meetings.
- Continue to serve on the PARSAC Finance Subcommittee and Transition Committee.
- 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.
- Implement the prefunding of the City's unfunded pension liabilities.
- Refinance the 2006 Wastewater Revenue Bonds.
- Complete of the Master Fee schedule update.
- Complete the Clean Water State Revolving Fund loan package for the Water Reclamation Facility solar project.
- Revise City's accounting policies as prescribed by Government GAAP and GASB.
- Prepare quarterly reports to the City Council.
- Perform studies of the Cottonwood Park and Orchard Hill Lighting, Landscaping, and Maintenance Districts (LLMDs).

	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
Department Staff by Position	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 Budget
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	0.4	0.9	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	1.3	0.8	0.8	0.4	0.4	0.0	-50%
Accounting Assistant I	0.0	0.0	0.0	0.4	0.4	0.0	0%
Retired Annuitant	0.0	0.0	0.0	0.0	0.0	0.0	-100%
<b>Total</b>	<b>3.1</b>	<b>3.1</b>	<b>3.1</b>	<b>3.1</b>	<b>3.1</b>	<b>0.0</b>	<b>-2%</b>

**Fiscal Year 2021/2022 Annual Operating Budget**  
**Division Budget**  
**Financial Management**

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	471,097	535,434	462,496	475,763	481,969	-	4%
Materials and supplies	123	26	90	61	100	-	11%
Contract Services	12,437	19,981	18,104	17,370	21,030	-	16%
Overhead	-	-	-	-	-	-	0%
Other expense	3,293	4,065	2,095	3,487	2,635	-	26%
Capital outlay	944	2,275	-	-	-	-	0%
<b>Total</b>	<b>487,894</b>	<b>561,781</b>	<b>482,785</b>	<b>496,681</b>	<b>505,734</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Financial Analysis	292,736	337,069	289,671	298,009	303,440	-	5%
Accounts Payable/Receivable	146,368	168,534	144,836	149,004	151,720	-	5%
Bond Administration	39,032	44,942	38,623	39,734	40,459	-	5%
Mandated Reporting	9,758	11,236	9,656	9,934	10,115	-	5%
<b>Total</b>	<b>487,894</b>	<b>561,781</b>	<b>482,785</b>	<b>496,681</b>	<b>505,734</b>	<b>-</b>	<b>5%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	485,842	559,981	480,427	494,363	501,782	-	4%
Parking District Fund	2,045	1,800	2,358	2,318	3,952	-	68%
Equipment Replacement Fund	7	-	-	-	-	-	0%
<b>Total</b>	<b>487,894</b>	<b>561,781</b>	<b>482,785</b>	<b>496,681</b>	<b>505,734</b>	<b>-</b>	<b>5%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

**Department: Finance**

**Division: Utility Billing**

## 2020/2021 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 property liens to collect from several severely delinquent utility accounts.
- Issued 22,800 utility billing statements.
- Established 25 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.

## 2021/2022 BUDGET

- Issue 22,800 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 the water meter 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).
- Facilitate a new study of the City's water and wastewater rates.
- Revise the 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.
- Assist the Public Works Department in implementing the new touchread handheld water meter reading system.

Department Staff by Position	Actual	Actual	Revised	Estimated	Proposed	Council	% Change
	2018/2019	2019/2020	2020/2021	Actual 2020/2021	2021/2022	Approved 2021/2022	from 20/21 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	1.6	1.6	0.0	-27%
Accounting Assistant I	0.0	0.0	0.0	0.6	0.6	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0.0	-100%
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.4</b>	<b>0.0</b>	<b>-2%</b>

# Fiscal Year 2021/2022 Annual Operating Budget

## Division Budget

### Utility Billing

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	274,795	293,680	453,150	313,609	391,413	-	-14%
Materials and supplies	10,482	9,404	10,960	9,474	11,000	-	0%
Contract Services	18,603	11,703	22,150	14,458	23,850	-	8%
Overhead	44,736	44,736	44,736	44,736	44,736	-	0%
Other expense	5,657	6,802	8,640	7,982	10,360	-	20%
Capital outlay	1,872	9,458	-	-	45,344	-	0%
<b>Total</b>	<b>356,145</b>	<b>375,783</b>	<b>539,636</b>	<b>390,259</b>	<b>526,703</b>	<b>-</b>	<b>-2%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Utility Billing	356,145	375,783	539,636	390,259	526,703	-	-2%
<b>Total</b>	<b>356,145</b>	<b>375,783</b>	<b>539,636</b>	<b>390,259</b>	<b>526,703</b>	<b>-</b>	<b>-2%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Water Enterprise Fund	177,391	187,566	269,493	194,966	262,524	-	-3%
Sewer Enterprise Fund	178,754	188,217	270,143	195,293	264,179	-	-2%
<b>Total</b>	<b>356,145</b>	<b>375,783</b>	<b>539,636</b>	<b>390,259</b>	<b>526,703</b>	<b>-</b>	<b>-2%</b>



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## **Non-Departmental**

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## Fiscal Year 2021/2022 Annual Operating Budget Non-Departmental

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Personnel	-	-	-	-	20,972	-	0%
Materials and supplies	29,691	23,348	28,500	21,036	21,037	-	-26%
Contract Services	229,792	223,920	179,804	215,934	570,801	-	217%
Overhead	-	-	-	-	-	-	0%
Other expense	3,531,650	4,611,500	4,202,115	4,232,450	4,105,960	-	-2%
Capital outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>3,791,133</b>	<b>4,858,768</b>	<b>4,410,419</b>	<b>4,469,420</b>	<b>4,718,770</b>	<b>-</b>	<b>7%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
Non-Departmental	3,791,133	4,858,768	4,410,419	4,469,420	4,718,770	-	7%
<b>Total</b>	<b>3,791,133</b>	<b>4,858,768</b>	<b>4,410,419</b>	<b>4,469,420</b>	<b>4,718,770</b>	<b>-</b>	<b>7%</b>

<b>Department Budget by Category</b>	<b>Actual 2018/2019</b>	<b>Actual 2019/2020</b>	<b>Revised 2020/2021</b>	<b>Estimated Actual 2020/2021</b>	<b>Proposed 2021/2022</b>	<b>Council Approved 2021/2022</b>	<b>% Change from 20/21 Budget</b>
General Fund							
Discretionary Revenues	777,591	920,427	927,124	971,817	809,531	-	-13%
Gas Tax Fund	315,962	361,022	291,573	276,141	289,751	-	-1%
Measure L Fund	-	-	-	-	-	-	0%
Parking District Fund	(262)	(261)	20,459	20,459	21,827	-	7%
Grant Funds	27,261	51,556	-	84,017	1,397	-	0%
Measure J Fund	(99,037)	(324,003)	(365,014)	(254,832)	(206,604)	-	-43%
General CIP Fund	(125,973)	(53,690)	-	-	-	-	0%
LLMD Funds	8,204	8,536	9,604	10,222	9,574	-	0%
BAD Funds	8,289	8,444	28,099	8,508	22,631	-	-19%
Water Enterprise Fund	185,612	231,279	330,769	341,777	354,953	-	7%
Sewer Enterprise Fund	2,295,866	2,305,531	1,990,448	2,001,457	2,216,886	-	11%
Measure H Fund	516,070	1,362,052	1,101,735	1,101,735	1,207,219	-	10%
General Liability Fund	(110,055)	(3,730)	84,017	(83,486)	-	-	-100%
Economic Impact Reserve	(8,395)	(8,395)	(8,395)	(8,395)	(8,395)	-	0%
<b>Total</b>	<b>3,791,133</b>	<b>4,858,768</b>	<b>4,410,419</b>	<b>4,469,420</b>	<b>4,718,770</b>	<b>-</b>	<b>7%</b>

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## **Authorized Staffing**

Department Staff by Position	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
<b><i>Police Department</i></b>							
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	11.0	11.0	11.0	11.0	0.0	0%
Lead Police Services Assistant	0.0	0.0	0.0	0.0	1.0	0.0	0%
Police Services Assistant	1.5	1.5	1.5	1.5	0.5	0.0	-67%
Senior Police Dispatcher /Records Tech.	1.0	1.0	1.0	1.0	1.0	0.0	0%
Police Dispatcher /Records Technician	5.0	4.0	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	1.0	1.0	1.0	0.5	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%
<b>Subtotal</b>	<b>29.5</b>	<b>27.5</b>	<b>27.5</b>	<b>27.0</b>	<b>27.0</b>	<b>0.0</b>	<b>-2%</b>
<b><i>Development Services Department</i></b>							
Director of Development Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
City Planner	1.0	1.0	1.0	1.0	1.0	0.0	0%
Building Official	0.0	0.0	0.0	0.0	0.0	0.0	0%
Code Enforcement Official	1.0	1.0	1.0	1.0	1.0	0.0	0%
Development Technician	0.0	0.0	0.0	0.0	1.0	0.0	0%
Administrative Secretary	1.0	1.0	1.0	1.0	0.0	0.0	-100%
<b>Subtotal</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0%</b>
<b><i>Engineering Department</i></b>							
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%
Assistant Engineer	0.0	0.0	0.0	0.0	1.0	0.0	0%
Secretary to the City Manager	0.0	0.0	0.0	0.1	0.1	0.0	0%
Administrative Secretary	1.0	1.0	1.0	0.0	0.0	0.0	-100%
Engineering Specialist	1.0	1.0	1.0	0.0	1.0	0.0	0%
Engineering Technician	1.0	1.0	1.0	0.0	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	1.0	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	1.0	1.0	0.0	0.0	0.0	-100%
<b>Subtotal</b>	<b>14.5</b>	<b>15.0</b>	<b>15.0</b>	<b>11.1</b>	<b>13.1</b>	<b>0.0</b>	<b>-13%</b>

Department Staff by Position	Actual 2018/2019	Actual 2019/2020	Revised 2020/2021	Estimated Actual 2020/2021	Proposed 2021/2022	Council Approved 2021/2022	% Change from 20/21 Budget
<b>Community Services Department</b>							
Director of Community Services	1.0	1.0	1.0	1.0	1.0	0.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	1.0	0.0	0%
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	0.0	0.0	-100%
Recreation Supervisor	1.5	1.5	1.5	1.5	2.0	0.0	33%
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%
<b>Subtotal</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.0</b>	<b>0.0</b>	<b>-5%</b>
<b>Public Works Department</b>							
Director of Public Works	1.0	1.0	1.0	1.0	1.0	0.0	0%
Public Works Operations Manager	0.0	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	2.0	2.0	2.0	2.0	0.0	0%
Maintenance Worker II	3.5	3.0	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	0.0	0.0	0.0	-100%
<b>Subtotal</b>	<b>14.8</b>	<b>15.8</b>	<b>15.8</b>	<b>15.4</b>	<b>15.4</b>	<b>0.0</b>	<b>-3%</b>
<b>City Administration</b>							
City Manager	1.0	1.0	1.0	1.0	1.0	0.0	0%
Director of IT	1.0	1.0	1.0	1.0	1.0	0.0	0%
IT Analyst	1.0	1.0	1.0	0.0	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%
<b>Subtotal</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	<b>-21%</b>
<b>Finance Department</b>							
Assistant City Manager/Director of Finance	1.0	1.0	1.0	1.0	1.0	0.0	0%
Accountant	1.0	1.5	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	3.5	3.0	3.0	3.0	2.0	0.0	-33%
Accounting Assistant I	0.0	0.0	0.0	1.0	1.0	0.0	0%
Retired Annuitant	0.1	0.1	0.1	0.1	0.0	0.0	-100%
<b>Subtotal</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>7.6</b>	<b>6.5</b>	<b>0.0</b>	<b>-2%</b>
<b>Total All Departments</b>	<b>84.9</b>	<b>84.4</b>	<b>84.4</b>	<b>79.5</b>	<b>79.9</b>	<b>0.0</b>	<b>-5%</b>



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